

PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT FOUNDATION

Board of Directors Meeting

October 3, 2018

DATE: October 3, 2018
TIME: 12:00 p.m.
PLACE: Enterprise Library
25 E. Shelbourne Avenue
Las Vegas, NV 89123
Multipurpose Room

- I. Roll Call
- II. Public Comment

Topics raised under this item must be limited to matters on today's Agenda. Persons wishing to speak in public comment must sign in on the sign-in sheet before this item is addressed.

The public comment period at Library Foundation board meetings shall be limited to a maximum of forty-five (45) minutes for both periods of public comment. Remarks by speakers during the public comment period shall be limited to three (3) minutes, each. A speaker may not transfer time to another speaker; although, the chair has the authority to grant additional time to a speaker. When more than fifteen (15) people wish to comment, the chair shall proportionately reduce the time allotted to the forty-five minute maximum.

- III. Board action to accept Proposed Agenda
- IV. Board action to accept Minutes from June 22, 2018
- V. Financial Reports and Report from Finance Committee Chair, Jane Mac
- VI. Board discussion and possible action - LVCCLD Foundation Financial and Accounting Policies
- VII. Update on Vision 2020 Awards: Vision 2020 Awards Chair, Keiba Crear
- VIII. Development Office Report, Danielle Milam
- IX. Announcements – Please calendar these events:

Staff Day: Monday, October 8, 9:15 – 10:15 AM Foundation Vision 2020 Award
Please feel free to come early and have breakfast
Texas Station

Foundation Board Meeting with Auditors Piercy, Bowler, Tayler and Kern - TBA

X. Public Comment

Topics raised under this item cannot be acted upon until the notice provisions of the open meeting law have been met. Persons wishing to speak in public comment must sign in on the sign-in sheet before this item is addressed.

XI. Adjournment

NOTE: AT ANY TIME, ANY ITEM ON THIS AGENDA MAY BE TAKEN OUT OF ORDER, COMBINED WITH ONE OR MORE OTHER ITEMS ON THE AGENDA OR REMOVED FROM THE AGENDA, EITHER AT THE DISCRETION OF THE CHAIR OR BY VOTE OF THE BOARD.

NOTE: REASONABLE EFFORTS WILL BE MADE TO ASSIST AND ACCOMMODATE PERSONS WITH PHYSICAL DISABILITIES DESIRING TO ATTEND THE MEETING. PLEASE CALL SHERRY WALKER AT (702) 507-6183 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE.

NOTE: PLEASE CONTACT SHERRY WALKER AT (702) 507-6183 OR walkers@lvccld.org TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL WILL BE MADE AVAILABLE AT THE MEETING LOCATION ON THE DAY OF THE MEETING AFTER 3:00 P.M.

Pursuant to NRS 241.020, written notice of the meeting of the Las Vegas-Clark County Library District Foundation Board of Directors was given on Thursday, September 27, 2018, at least three (3) working days before the meeting, including in the notice the time, place, location and agenda of the meeting:

- A. By delivering a copy of the notice to each Foundation Board Member;
- B. By posting a copy of the notice at the principal office of the Foundation, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Foundation, to wit:
 - 1. Clark County Library
1401 E. Flamingo Road
Las Vegas, NV 89119
 - 2. Las Vegas Library
833 Las Vegas Boulevard
North Las Vegas, NV 89101

3. West Charleston Library
6301 W. Charleston Boulevard
Las Vegas, NV 89146
 4. Windmill Library
7060 W. Windmill Lane
Las Vegas, NV 89113
 5. Las Vegas-Clark County Library District Foundation website
www.lvcclfoundation.org
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library District Foundation Board of Directors in the same manner in which notice is requested to be mailed to a member of the Library Board of Directors.

Minutes

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT FOUNDATION

Board of Directors Meeting

June 22, 2018

The Board of Directors of the Las Vegas Clark County Library District Foundation met at the West Charleston Library, Las Vegas, NV at 12:00 p.m.

Board Members in Attendance: Edward Koijane, President
Keiba Crear, Secretary and Treasurer
Chaka Crome, Director
Ron Heezen, Ex-Officio Director
Tamar Hoapili, Director
Thomas Lawyer, Director
Jane Mac, Director
Christina Mangino, Director
John Pourciau, Director

Board Members in Attendance via conference call: Chris Way

Board Members Absent: Kelly Benavidez, Director
Shannon Bilbray-Axelrod, Director
Elaine Sanchez, Director

Roll Call (Item I) President Koijane called the meeting to order at 12 p.m. All members listed above represent a quorum.

Public Comment (Item II) None

Board Action to accept Proposed Agenda (Item III) President Koijane moved to approve the proposed agenda. There was no opposition and the motion carried.

Board Action to accept Minutes from January 24, 2018 (Item IV) President Koijane moved to approve the Minutes of the Board of Directors meeting held January 24, 2018. There was no opposition and the motion carried.

**Update on KTNV
VROOM Campaign for
Library District
(Item V)**

President Kojane adjusted the agenda, moving item VI, update on KTNV VROOM campaign to Item V to accommodate Chris Way, via conference call. Ms. Milam reported that KTNV has given the Foundation an in-kind donation of video production and air-time for a community campaign focusing on early childhood learning and VROOM. The station has created 15 and 30 second spots that will air throughout 2018. This public service awareness campaign is complemented with free distribution of VROOM parenting tips, made possible with grant funds from the Scripps Howard Foundation and the David L. Simon Foundation. Director Way explained that KTNV is focusing on supporting early childhood education and hopefully the television spots will encourage parents to download the VROOM app or visit the library and pick up more information on VROOM. Ms. Milam thanked Director Way for the substantial in-kind donation of air time.

Director Way continued that he has been presented with another opportunity that may be a good fit for the Foundation's programming. Director Way is currently working with Chuck Brennan, CEO of the Dollar Loan Center. Mr. Brennan has \$750,000 worth of musical instruments that he would like donate to organizations throughout Southern Nevada so that youth can have access to them. Director Way asked the Board if they would be interested in accepting some of the instruments for use in the library branches.

Ms. Milam shared with the Board that the Best Buy Teen Tech Center currently has a sound studio program with instruments that has been very well received by the teens and as the Facilities Master Plan comes to fruition, similar programs could be replicated in other branches with Mr. Brennan's instruments. President Kojane asked if it would be necessary to wait for the Master Plan to be complete to roll out such programs. Ms. Milam replied that there may be several branches that could begin a program now.

Director Mangino asked what type of brand recognition Dollar Loan Center expects in return for the donation? Director Way replied that Dollar Loan is not looking for any brand recognition once the donation has been made, but Channel 13 will be responsible for media coverage of the initial donation of instruments. Director Way added that the donation is currently only in the exploratory phase. All members agreed that it sounds like a good idea, worth pursuing further.

**Review Financial
Reports and Report
from Finance
Committee
(Item VI)**

Secretary/Treasurer Crear reported that the Finance and Audit Committee held a meeting on June 18th, and at that meeting there was an update on the terms of the Widmeyer estate gift which will be transferred to the Foundation from the Library District with approval from the LVCCLD Board of Trustees, based on a discussion of terms that will be finalized in an agreement by the Library District's legal counsel.

The Finance Committee also began to review and consider investment policies, with the goal of developing an investment policy that will guide investment of future endowment gifts, as well as excess operating funds not needed for annual cash flow.

Director Crear stated that the committee also reviewed the proposed 2018-2019 budget and asked Ms. Milam if she had any comments on the budget to share with the board. Ms. Milam stated that the Foundation's operating budget is not significantly different from last year and is based on the previous year's expenditures which remain low because Ms. Milam's, Ms. Walker's and Ms. Valdes's salaries are covered by the Library District. She noted that the Foundation does have one part-time employee, located at the Sahara West warehouse, who supports used book donations and sales activities. Ms. Milam noted that Foundation program revenues and expenses are tied to two sources of funding: 1) restricted revenues from used book sales governed by the Agreement between the Library District and the Library Foundation, and 2) grants and gifts from individuals, corporations, and philanthropic organizations. She reviewed the budget's expenditures for the Foundation's priority programs, including *Teachers in Libraries*, teen Tech Studios, business and career support, and online high school. The program budget also includes line items for Library District programs, book sales operations, and volunteer program support. Ms. Milam explained that due to successful fundraising and an increase in book sales revenues this past year, the 2018-2019 program budget has been increased slightly.

Secretary/Treasurer Crear gave an update on the Widmeyer Trust gift. She noted that the June 24th unanimous vote of the Library District Board of Trustees to give the Foundation the Widmeyer estate gift of \$3.1 million was a great sign of the trust that the Library District trustees and staff now have in the Foundation. All agreed. Ms. Milam explained that the terms of that donation are that 1) the endowment would be transferred to the Foundation with a set of investment restrictions, 2) the Endowment will have a restriction on spending down the corpus of the endowment funds, and 3) the Foundation will have unrestricted use of interest revenues related to Endowment funds, however if the corpus of the endowment drops below \$3.1 million the interest must be used to rebuild the corpus to \$3.1 million before it can be spent by the Foundation. Ms. Milam added that for now, the Foundation has no plans or need to spend interest earnings from the endowment gift.

**Adoption of FY 2018-
2019 Foundation
Budget
(Item VII)**

Secretary/Treasurer Crear stated that the Finance Committee has reviewed the proposed budget and is recommending that the 2018-2019 budget be passed as is and asked if there were any questions. Hearing none, Secretary/Treasurer Crear made a motion to pass the 2018-2019 budget. President Kojane seconded the motion, all voted in favor.

**Election of Officers
and Directors
(Item VIII)**

President Koijane stated that according to the By-Laws, officers of the board serve can serve two one-year terms, and board directors can serve for two three-year terms. He asked if there were any questions on the proposed state of officers or any other nominations. Hearing none, President Koijane made a motion to elect Keiba Crear as President, Jane Mac as Secretary/Treasurer and Elaine Sanchez as Director for a second term of three years. Director Mangino seconded the motion and all voted in favor.

Ms. Milam thanked President Koijane for his past leadership and presented him with a commemorative plaque of appreciation for his leadership, vision and innovative spirit.

**Update on Tom and
Bonnie Lawyer West
Las Vegas Scholar
Award Program
(Item IX)**

Director Lawyer explained to the board that since 2010, he and his wife Bonnie have given out scholar awards to local youth from West Las Vegas who are pursuing higher education. While the awards are for local youth, the motivation behind this program is to honor the community spirit of the West Las Vegas Library staff, who, in the words of Director Lawyer, "see their work as a calling, not just a job." The four main requirements of the scholar award are that the students have 1) demonstrated academic excellence, 2) demonstrated financial need, 3) plans to continue their education, and 4) demonstrated exemplary community service to the West Las Vegas library and the West Las Vegas neighborhood. He stated that he is continually impressed with the quality of youth coming out of the West Las Vegas neighborhood, that the youth who have received the awards have big dreams, and that many of the previous award winners have accomplished most or all of what they set out to do. He and his wife, Bonnie, were very pleased with the caliber of the scholars who applied for the award this year. Students honored with awards this year include first-time award winners D'Voyne Jackson, Luis Gonzales De-La Mora, Diana Manriquez, Caleb Martin, Emmily Paniagua and Ivon Martinez, who received \$2,000 awards each. Returning award winner Daniela Flores-Bello received a \$1,000 award.

Ms. Milam presented Director Lawyer with a photo book of all of the past Lawyer scholar award winners and thanked him and Bonnie, on behalf of the Board, for their generosity and creation of this wonderful and impactful program.

**Announcements
(Item X)**

Ms. Milam presented the board with a slide show of pictures from the grand opening of the Mesquite Library, stating that it embodies all of the principles of the Library District's strategic plan, V. 2020. She added that it was designed with comfortable furniture and vivid colors; a variety of learning, meeting, and maker spaces; abundant technology; and a café.

Ms. Milam then showed the board a video that was made by a family that uses the tutoring services at the Rainbow library to thank the library staff for the program.

Ms. Walker showed the board the new Foundation website and Ms.

Milam thanked her for giving the Foundation a current, fresh feel that features the great variety and impact of Foundation priority programs and generosity of donors who engage with the Foundation to improve the community. She also noted that Ms. Walker is pushing out much of this information daily on the Foundation's FaceBook page, which now has close to 500 followers, and the District's social media (Twitter and SnapChat).

**Public Comment
(Item XI)**

none

**Adjournment
(Item XII)**

The meeting was adjourned at 12:57 p.m.

Respectfully submitted,

Keiba Crear, Secretary

Item V: LVCCLD Foundation Financial Report

Foundation Revenues and Expenditures End of Year (unaudited) FY 17-18

The attached Unaudited Financial Statements were prepared for the auditor, Piercy Bowler, and do not reflect any auditor adjustments to date. The statements show that the Las Vegas-Clark County Library District's financial position grew from \$498,906 in Total Assets in 2017 to \$21,525,924 million in 2018, including a \$3,055,000 endowment to the Foundation from the Library District Board, subject to that Board's final approval of the terms of the Widemeyer Endowment gift.

Total Revenues for the year were \$21,936,427, with \$287,426 in restricted book sales revenues; \$185,912 in contributions; \$325,500 in grants; \$194 in Interest Income; and \$21,137,395 in Contributions from Related Party (\$18,082,395 from New Market Tax Credit transactions and \$3,055,000 in the restricted Widemeyer Endowment).

Total Expenses for the year were \$903,427, including \$7,157 on Foundation operations; \$896,270 in restricted funds, of which \$197,462 were restricted program expenses and \$698,808 were restricted expenditures related to the New Market Tax Credit project.

Net Assets at End of Year were \$21,420,038. The Foundation had a \$42,939 Net Increase in Cash for 2018, ending the year with \$388,004 in Cash at End of Year.

The audit with Piercy, Bowler, Taylor & Kern is now in progress. We anticipate some discussion of the New Markets Tax Credit transaction. The Board will have an opportunity to meet with the Auditors to review and approve the auditor-produced Financial Statements. The firm of Hilburn & Lein will prepare the tax filings.

Foundation Revenues and Expenditures End of Year (unaudited) FY 18-19

July 1, 2018– July 31, 2018

The Foundation started the year with \$40,614 in unrestricted funds and received \$39 new unrestricted funds in July, 2018. The Foundation received \$23,570 in restricted funds in July, of which \$21,650 were revenues from book sales, and \$1,881 were restricted gifts.

Expenses for the first month of the fiscal year included \$638 in unrestricted operating expenses and \$9,484 in restricted expenses.

The Foundation Fund Balance as of July 31, 2018 is \$21,433,487.56.

Las Vegas-Clark County Library District Foundation

Balance Sheet

As of July 31, 2018

Jul 31, 18

ASSETS

Current Assets

Checking/Savings

1 - Wells Fargo Commercial Checking 176,691.52

1040 - Petty cash 100.00

2 - Nevada State Bank 198,822.49

Total Checking/Savings 375,614.01

Other Current Assets

1090 - Gift Cards 500.00

Total Other Current Assets 500.00

Total Current Assets 376,114.01

Other Assets

1250 - Other Receivables 3,055,000.00

1300 - Inventory 94,943.25

1600 - Due from Related Party - ELV 11,335,600.00

1700 - Due from Related Party - MQ 6,646,000.00

Total Other Assets 21,131,543.25

TOTAL ASSETS 21,507,657.26

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2010 - Accounts payable 76,182.19

Total Accounts Payable 76,182.19

Credit Cards

2060 - Credit Card #2257 NV State Bank -2,012.49

Total Credit Cards -2,012.49

Total Current Liabilities 74,169.70

Total Liabilities 74,169.70

Equity

3010 - Fund Balance 21,420,039.37

Net Income 13,448.19

Total Equity 21,433,487.56

TOTAL LIABILITIES & EQUITY 21,507,657.26

3:00 PM

09/04/18

Accrual Basis

Las Vegas-Clark County Library District Foundation

Profit & Loss Detail

July 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
4 · Contributed support									
4010 · Contribution Ind/Bus Unrestr									
Sales Receipt	07/11/2018	1620	Matt Consolini	Contribution...	Unrestri...		1299 · Undep...	25.00	25.00
Sales Receipt	07/30/2018	1627	Elisa Hink	Contribution...	Unrestri...		1299 · Undep...	10.00	35.00
Sales Receipt	07/30/2018	1628	Rami Randhawa	Contribution...	Unrestri...		1299 · Undep...	2.00	37.00
Sales Receipt	07/30/2018	1630	Ricardo Valls	Contribution...	Unrestri...		1299 · Undep...	2.00	39.00
Total 4010 · Contribution Ind/Bus Unrestr								39.00	39.00
4015 · Contribution Ind/Bus Restricted									
Sales Receipt	07/02/2018	1608	Kimberly Carter	Contribution ...	Vegas V...		1299 · Undep...	52.50	52.50
Sales Receipt	07/05/2018	1611	Earnestine Howell	Contribution ...	Vegas V...		1299 · Undep...	150.00	202.50
Sales Receipt	07/06/2018	1612	Teresa Burrell	Contribution ...	Vegas V...		1299 · Undep...	150.00	352.50
Sales Receipt	07/06/2018	1613	Patty Dominguez	Contribution ...	Vegas V...		1299 · Undep...	40.00	392.50
Sales Receipt	07/09/2018	1614	Joseph and Betsy ...	Contribution ...	Homew...		1299 · Undep...	25.00	417.50
Sales Receipt	07/09/2018	1615	Rose Scharmanr	Contribution ...	Vegas V...		1299 · Undep...	165.00	582.50
Sales Receipt	07/09/2018	1616	Brett Silver	Contribution ...	Vegas V...		1299 · Undep...	40.00	622.50
Sales Receipt	07/10/2018	1618	Shelley Young	Contribution ...	Vegas V...		1299 · Undep...	75.00	697.50
Sales Receipt	07/10/2018	1619	Lauretta Kehoe	Contribution ...	Vegas V...		1299 · Undep...	152.50	850.00
Sales Receipt	07/17/2018	1621	Sandra Azofeifa	Contribution ...	Vegas V...		1299 · Undep...	150.00	1,000.00
Sales Receipt	07/17/2018	1622	Erin Byrnes	Contribution ...	Vegas V...		1299 · Undep...	150.00	1,150.00
Sales Receipt	07/17/2018	1623	Niki Tschirgi	Contribution ...	Vegas V...		1299 · Undep...	150.00	1,300.00
Sales Receipt	07/23/2018	1624	Shannon Cangey	Contribution ...	Vegas V...		1299 · Undep...	75.00	1,375.00
Sales Receipt	07/30/2018	1626	Rupert and Melvin...	Contribution ...	Summer...		1299 · Undep...	500.00	1,875.00
Sales Receipt	07/30/2018	1629	John Burke	Contribution ...	C.A.L.L.		1299 · Undep...	6.00	1,881.00
Total 4015 · Contribution Ind/Bus Restricted								1,881.00	1,881.00
Total 4 · Contributed support								1,920.00	1,920.00
5 · Earned revenues									
5125 · Bookstore Sales									
General Journal	07/01/2018	48R	Amazon.com	To record 6/...	Book St...		1250 · Other ...	-1,046.87	-1,046.87
Sales Receipt	07/02/2018	1609	Las Vegas -Clark ...	Bookstore S...	Book St...		1299 · Undep...	18,211.70	17,164.83
Sales Receipt	07/05/2018	1610	Amazon.com	Bookstore S...	Book St...		1299 · Undep...	2.67	17,167.50
Sales Receipt	07/09/2018	1617	Amazon.com	Bookstore S...	Book St...		1299 · Undep...	1,744.78	18,912.28
Sales Receipt	07/23/2018	1625	Amazon.com	Bookstore S...	Book St...		1299 · Undep...	2,738.26	21,650.54
Total 5125 · Bookstore Sales								21,650.54	21,650.54
Total 5 · Earned revenues								21,650.54	21,650.54
Total Income								23,570.54	23,570.54
Expense									
7000 · Grant & contract expense									
7040 · Awards & grants - individuals									
General Journal	07/01/2018	46R		To accrue F...	WLV Sc...		9020 · Contri...	-4,000.00	-4,000.00
Check	07/30/2018	1174	Ivon Martinez		WLV Sc...		2 · Nevada St...	2,000.00	-2,000.00
Total 7040 · Awards & grants - individuals								-2,000.00	-2,000.00
Total 7000 · Grant & contract expense								-2,000.00	-2,000.00
7500 · Other personnel expenses									
Credit Card Char...	07/06/2018		Verified Volunteers	Background ...	Book St...		2060 · Credit ...	85.00	85.00
Credit Card Char...	07/06/2018		Verified Volunteers		Book St...		2060 · Credit ...	411.83	496.83
Total 7500 · Other personnel expenses								496.83	496.83
8100 · Non-personnel expenses									
8110 · Supplies									
Credit Card Char...	07/01/2018		Amazon.com	EN Tech Art	Tech Art		2060 · Credit ...	101.50	101.50
Credit Card Char...	07/01/2018		Amazon.com	En TechArt	Tech Art		2060 · Credit ...	27.54	129.04
Credit Card Char...	07/01/2018		Woot	EN TechArt	Tech Art		2060 · Credit ...	947.13	1,076.17
Credit Card Char...	07/01/2018		Amazon.com	EN TechArt	Tech Art		2060 · Credit ...	43.90	1,120.07
Credit Card Char...	07/01/2018		Amazon.com	EN TechArt	Tech Art		2060 · Credit ...	18.36	1,138.43
Credit Card Char...	07/01/2018		Lego Education		Tech Art		2060 · Credit ...	1,337.81	2,476.24
Credit Card Char...	07/01/2018		Amazon.com	EN TechArt	Tech Art		2060 · Credit ...	194.97	2,671.21
Credit Card Char...	07/04/2018		Discount Mugs an...	book store b...	Book St...		2060 · Credit ...	1,490.92	4,162.13
Total 8110 · Supplies								4,162.13	4,162.13
8170 · Printing & copying									
Credit Card Char...	07/01/2018		Shutterfly	Lawyer book	Book St...		2060 · Credit ...	44.84	44.84
Total 8170 · Printing & copying								44.84	44.84
Total 8100 · Non-personnel expenses								4,206.97	4,206.97
8300 · Travel & meetings expenses									
8310 · Travel									
Credit Card Char...	07/01/2018		Jet Blue		Book St...		2060 · Credit ...	696.79	696.79

3:00 PM

09/04/18

Accrual Basis

Las Vegas-Clark County Library District Foundation

Profit & Loss Detail

July 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Credit Card Char...	07/01/2018		Agoda.com		Book St...		2060 · Credit ...	1,110.88	1,807.67
Total 8310 · Travel								1,807.67	1,807.67
8320 · Conference, convention, meeting									
Credit Card Char...	07/03/2018		Stanford Social Inn...		Book St...		2060 · Credit ...	1,598.00	1,598.00
Total 8320 · Conference, convention, meeting								1,598.00	1,598.00
Total 8300 · Travel & meetings expenses								3,405.67	3,405.67
8500 · Misc expenses									
8560 · Outside computer services									
Check	07/06/2018		Safe Save		Unrestri...		2 · Nevada St...	104.67	104.67
Check	07/12/2018		Softeware		Unrestri...		2 · Nevada St...	203.00	307.67
Total 8560 · Outside computer services								307.67	307.67
8570 · Advertising expenses									
Credit Card Char...	07/01/2018		Boulevard Trophy		Book St...		2060 · Credit ...	99.31	99.31
Credit Card Char...	07/01/2018		ANYPROMO	BBTTC pho...	Tech Art		2060 · Credit ...	1,315.32	1,414.63
Total 8570 · Advertising expenses								1,414.63	1,414.63
8590 · Other expenses									
8591 · Bank Charges									
Check	07/23/2018		Nevada State Bank		Unrestri...		2 · Nevada St...	34.53	34.53
Total 8591 · Bank Charges								34.53	34.53
8592 · Board Meeting Hospitality									
Credit Card Char...	07/01/2018		Bonefish Grill	Finance Co...	Unrestri...		2060 · Credit ...	173.90	173.90
Total 8592 · Board Meeting Hospitality								173.90	173.90
8594 · Wells Fargo Bank Card Charges									
Check	07/11/2018		Wells Fargo Bus C...		Unrestri...		1 · Wells Far...	71.87	71.87
Total 8594 · Wells Fargo Bank Card Charges								71.87	71.87
Total 8590 · Other expenses								280.30	280.30
Total 8500 · Misc expenses								2,002.60	2,002.60
8600 · Business expenses									
8650 · Taxes - other									
Credit Card Char...	07/02/2018		Nevada Secretary ...	Annual Filin...	Unrestri...		2060 · Credit ...	50.00	50.00
Total 8650 · Taxes - other								50.00	50.00
Total 8600 · Business expenses								50.00	50.00
8700 · Special Event Expenses									
8710 · Catering									
Credit Card Char...	07/01/2018		PAYMON'S Medite...		Book St...		2060 · Credit ...	128.41	128.41
Credit Card Char...	07/01/2018		Jason's Deli	68	Book St...		2060 · Credit ...	150.68	279.09
Credit Card Char...	07/05/2018		Jason's Deli	Headed2 trai...	Book St...		2060 · Credit ...	71.13	350.22
Credit Card Char...	07/05/2018		Giovannis Hole in t...	SW book sale	Book St...		2060 · Credit ...	95.32	445.54
Credit Card Char...	07/08/2018		Einstein Brothers	Book Sale	Book St...		2060 · Credit ...	69.11	514.65
Credit Card Char...	07/08/2018		Pizza Hut	EN TechArt t...	Book St...		2060 · Credit ...	107.01	621.66
Total 8710 · Catering								621.66	621.66
Total 8700 · Special Event Expenses								621.66	621.66
8800 · Payroll Expense									
8810 · Gross Wages									
General Journal	07/01/2018	46R		To accrue F...	Book St...		9020 · Contri...	-1,120.00	-1,120.00
Check	07/05/2018		Matthew Moschella		Book St...		2 · Nevada St...	1,120.00	0.00
Check	07/19/2018		Matthew Moschella		Book St...		2 · Nevada St...	1,120.00	1,120.00
Total 8810 · Gross Wages								1,120.00	1,120.00
8820 · Payroll Fees									
Check	07/13/2018		ADP		Book St...		2 · Nevada St...	53.97	53.97
Check	07/27/2018		ADP		Book St...		2 · Nevada St...	78.97	132.94
Total 8820 · Payroll Fees								132.94	132.94
8830 · Payroll Taxes- Employer									
General Journal	07/01/2018	46R		To accrue F...	Book St...		9020 · Contri...	-85.68	-85.68
Check	07/05/2018		Payroll Taxes		Book St...		2 · Nevada St...	85.68	0.00
Check	07/19/2018		Payroll Taxes		Book St...		2 · Nevada St...	85.68	85.68
Total 8830 · Payroll Taxes- Employer								85.68	85.68
Total 8800 · Payroll Expense								1,338.62	1,338.62
9000 · New Markets Tax Credits									
9020 · Contribution to LVCCLD									

3:00 PM

09/04/18

Accrual Basis

Las Vegas-Clark County Library District Foundation

Profit & Loss Detail

July 2018

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
General Journal	07/01/2018	46R		Reverse of ...	New Ma...		-SPLIT-	-24,497.55	-24,497.55
Check	07/05/2018		Las Vegas -Clark ...	MQ Library I...	New Ma...		1 · Wells Far...	24,497.55	0.00
Total 9020 · Contribution to LVCCLD								0.00	0.00
Total 9000 · New Markets Tax Credits								0.00	0.00
Total Expense								10,122.35	10,122.35
Net Ordinary Income								13,448.19	13,448.19
Net Income								13,448.19	13,448.19

Las Vegas-Clark County Library District Foundation
Profit & Loss by Class
July 2018

	Unrestricted	Book Store	Endowment	C.A.L.L.	Homework Help	New Markets Tax Credits	Sahara West	Summerlin Library	Tech Art	Vegas Valley Book Festival	WLV Scholarship	TOTAL
Fund Balance, Beginning of the Year	40,613.96	316,168.81	3,055,000.00			17,981,600.00	50.00		17,240.85	4,744.68	4,621.07	21,420,039.37
Ordinary Income/Expense												
Income												
4 - Contributed support												
4010 - Contribution Ind/Bus Unrestr	39.00	0.00		0.00		0.00		0.00	0.00	0.00	0.00	39.00
4015 - Contribution Ind/Bus Restricted	0.00	0.00		6.00	25.00	0.00		500.00	0.00	1,350.00	0.00	1,881.00
Total 4 - Contributed support	39.00	0.00		6.00	25.00	0.00		500.00	0.00	1,350.00	0.00	1,920.00
5 - Earned revenues												
5125 - Bookstore Sales	0.00	21,650.54		0.00	0.00	0.00		0.00	0.00	0.00	0.00	21,650.54
Total 5 - Earned revenues	0.00	21,650.54		0.00	0.00	0.00		0.00	0.00	0.00	0.00	21,650.54
Total Income	39.00	21,650.54		6.00	25.00	0.00		500.00	0.00	1,350.00	0.00	23,570.54
Expense												
7000 - Grant & contract expense												
7040 - Awards & grants - individuals	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00	-2,000.00	-2,000.00
Total 7000 - Grant & contract expense	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00	-2,000.00	-2,000.00
7500 - Other personnel expenses	0.00	496.83		0.00	0.00	0.00		0.00	0.00	0.00	0.00	496.83
8100 - Non-personnel expenses												
8110 - Supplies	0.00	1,490.92		0.00	0.00	0.00		0.00	2,671.21	0.00	0.00	4,162.13
8170 - Printing & copying	0.00	44.84		0.00	0.00	0.00		0.00	0.00	0.00	0.00	44.84
Total 8100 - Non-personnel expenses	0.00	1,535.76		0.00	0.00	0.00		0.00	2,671.21	0.00	0.00	4,206.97
8300 - Travel & meetings expenses												
8310 - Travel	0.00	1,807.67		0.00	0.00	0.00		0.00	0.00	0.00	0.00	1,807.67
8320 - Conference, convention, meeting	0.00	1,598.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	1,598.00
Total 8300 - Travel & meetings expenses	0.00	3,405.67		0.00	0.00	0.00		0.00	0.00	0.00	0.00	3,405.67
8500 - Misc expenses												
8560 - Outside computer services	307.67	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	307.67
8570 - Advertising expenses	0.00	99.31		0.00	0.00	0.00		0.00	1,315.32	0.00	0.00	1,414.63
8590 - Other expenses												
8591 - Bank Charges	34.53	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	34.53
8592 - Board Meeting Hospitality	173.90	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	173.90
8594 - Wells Fargo Bank Card Charges	71.87	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	71.87
Total 8590 - Other expenses	280.30	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	280.30
Total 8500 - Misc expenses	587.97	99.31		0.00	0.00	0.00		0.00	1,315.32	0.00	0.00	2,002.60
8600 - Business expenses												
8650 - Taxes - other	50.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	50.00
Total 8600 - Business expenses	50.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	50.00
8700 - Special Event Expenses												
8710 - Catering	0.00	621.66		0.00	0.00	0.00		0.00	0.00	0.00	0.00	621.66
Total 8700 - Special Event Expenses	0.00	621.66		0.00	0.00	0.00		0.00	0.00	0.00	0.00	621.66
8800 - Payroll Expense												
8810 - Gross Wages	0.00	1,120.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	1,120.00
8820 - Payroll Fees	0.00	132.94		0.00	0.00	0.00		0.00	0.00	0.00	0.00	132.94
8830 - Payroll Taxes- Employer	0.00	85.68		0.00	0.00	0.00		0.00	0.00	0.00	0.00	85.68
Total 8800 - Payroll Expense	0.00	1,338.62		0.00	0.00	0.00		0.00	0.00	0.00	0.00	1,338.62
9000 - New Markets Tax Credits												
9020 - Contribution to LVCCLD	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Total 9000 - New Markets Tax Credits	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Total Expense	637.97	7,497.85		0.00	0.00	0.00		0.00	3,986.53	0.00	-2,000.00	10,122.35
Net Ordinary Income	-598.97	14,152.69		6.00	25.00	0.00		500.00	-3,986.53	1,350.00	2,000.00	13,448.19
Net Income	-598.97	14,152.69		6.00	25.00	0.00		500.00	-3,986.53	1,350.00	2,000.00	13,448.19
Fund Balance as of July 31, 2018	40,014.99	330,321.50	3,055,000.00	6.00	25.00	17,981,600.00	50.00	500.00	13,254.32	6,094.68	6,621.07	21,433,487.56

Item VI: LVCCLD Foundation Financial and Accounting Policies

Background: In November, 2011, the LVCCLD Foundation worked with auditing firm Hilburn & Lein, CPAs, to develop and adopt a set of Accounting Policies and Procedures. This year, as the Foundation gained the capability of online checking and money transfers, there was a need to update these Policies. Additional edits to the policies were discovered as these proposed revisions to the policies were developed.

The attached redline copy of these policies is attached. Changes to the document include the following:

1. P. 3 (I.B.2.) Volunteer Program Coordinator – The Volunteer Program Coordinator is now only responsible for recording and reporting the receipt of cash, check, credit card, and online book sales revenue.
2. P. 3 (I.B.3.) All references to “Bookkeeper” have been changed to reflect the Foundation’s new staff support for bookkeeping, the loaned services of the Library District’s Development Officer, whose duties include those previously conducted by a contracted Bookkeeper. This change is continued throughout the document.
3. P. 4 (III.B.2.) Update information on process for receivables from Amazon online book sales.
4. P. 4 (III.C.1.) Update information on number of credit cards and authorized auto-payment of credit cards from bank account.
5. P. 5 (V.B.1.) Update on online banking procedures for checks and wire transfers.

Motion: Approve revisions to the LVCCLD Foundation Financial and Accounting Policies.

LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT FOUNDATION

Accounting Policies & Procedures

Adopted November 2011

Revised October 2018

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I. INTRODUCTION

A. **General.** The purpose of this manual is to describe the existing accounting and business policies and procedures that have been established as the norm at the Las Vegas-Clark County Library District Foundation (the Library Foundation) and to serve as a valuable reference guide. These policies and procedures have been designed to help safeguard the Library Foundation's assets and to promote accuracy, efficiency and consistency in accounting and business within the chapter.

B. **Account Management Responsibilities.** The following are brief descriptions of the account management responsibilities of the various positions.

1. *Development Director.* The Development Director oversees the day-to-day operations of the Library Foundation and has daily management responsibility for accounts, financial reporting, cash handling, cash management, billings, bank deposits, and internal controls.

2. *Volunteer Program Coordinator.* The Volunteer Program Coordinator reports to the Development Director and records the cash, check, credit card, and online revenues from book sales.

3. *Development Officer.* The Development Officer records the accounting activity, including bank deposits, checks, and reconciliations, related to the Library Foundation. The Development Officer prepares the financial reports on a monthly basis for the Development Director and Treasurer, and for the Board of Director meetings. These reports include balance sheets, income statements, and accounts receivable, among others.

4. *Treasurer.* The Treasurer is an officer of the Board of Directors that has responsibility for the oversight of all funds and securities of the corporation, including check-signing and bank transaction authority.

5. *Auditor.* The Board of Directors will approve the engagement of a CPA firm to conduct the annual audit and file tax returns for the Foundation.

II. FINANCIAL REPORTING

A. **General.** A balance sheet and income statements are distributed by the Development Director to the Board of Directors at all Board of Directors meetings for their review for correctness, changes, omissions, and clarification. Additionally, the Development Director will review the bank reconciliations, bank statements, accounts receivable report and copies of all cancelled checks monthly with the Treasurer of the Board of Directors and/or other Board of Director members who wish to view the Library Foundation's full accounts.

III. REVENUES AND RECEIVABLES

A. **Sources of Revenues.** The Library Foundation's revenues are derived from various sources including individual and corporate donations, sales of donated materials, grants, special events, sponsorships, advertising, investment income, and miscellaneous income.

B. Donations, Billings and Collection Recording Procedures

1. The Foundation has two commercial bank accounts.

2. *Collections and Donations.* All receivables (cash, credit card, and checks) paid to the Library Foundation are received by the Development Director and/or Volunteer Program Coordinator at the Library Foundation office and are endorsed "For Deposit Only" by the Development Director. Checks from the Library District to the Foundation are directly deposited into the Library Foundation's commercial account. **Receivables from Amazon online book sales are directly deposited into the Library Foundation's commercial account, appear on the monthly bank statement, and are recorded in the Library Foundation's ledger on a monthly basis by the Development Officer.** Once a week the Development Director will prepare and make the bank deposit. Revenues received via online donations appear on the monthly bank/credit card statements and are recorded in the Library Foundation's ledger on a monthly basis by the **Development Officer.** Donor gift receipts are prepared and mailed out by the Development Director on a monthly basis.

3. Billings for donation pledges, advertisements, sponsorships, and Las Vegas-Clark County Library District transfers are prepared and mailed out as needed by the Development Director. Billings should take place within 5 business days. Event sponsorships should be paid in advance of the event and it is the Development Director's responsibility to ensure that all funds are collected for the event. Detailed accounting reports for each event are available, at any time, and can be requested from the Development Director.

4. *Write-Offs of Bad Debts.* Accounts that remain unpaid may be referred to a collection agency or an attorney. Such action requires the review and approval of the Board. Payments should be received before an event or advertisement is run.

C. Credit Cards

1. The Library Foundation has **one credit card.** The Development Director is authorized to sign on the Foundation credit card and has pre-approved authorization of \$5,000. The Development Director provides approval for all disbursements. At the end of each month, the Development Director is required to forward all receipts for that month to the Development Officer for reconciliation. **The bank account is authorized to auto-pay the full amount due on the credit card at the first of the month, unless a charge is disputed.**

2. The Library Foundation accepts payments by credit card for donations, events, sponsorships, advertising, and other promotions. Such payments are received and recorded by **SafeSave** Merchant Services and deposited into the Foundation's commercial bank account. Paper and electronic logs of all credit card payments received are maintained by the Development Officer. The electronic log is kept on the Foundation's computer, a password-protected device located at the Foundation office. Foundation computer files are backed up monthly. Access to this log is limited to the Development Director, Volunteer Program Coordinator, Development Officer, and Auditor. Paper logs are kept for five years at the Development Director's office.

IV. CASH MANAGEMENT

A. **Petty Cash.** Petty cash funds may be established if the availability of cash is essential to the operation of the office. Petty cash is most often used to facilitate small repetitive purchases. The establishment of a petty cash fund requires the approval of the Board of Directors.

B. **Deposit of Receivables.** All monies received by the Library Foundation are deposited to a commercial bank account referenced in III.B.1. above. Deposits to this account are normally made within a week of receipt.

B. **Investment of Foundation Funds.** Investment of available cash in various accounts shall be placed in money market accounts or certificate of deposits as determined by the Treasurer and Board of Directors.

C. **Bank Reconciliations.** Bank reconciliations are performed monthly by the Development Officer and are reviewed by the Development Director and Treasurer of the Board of Directors. The Development Director must receive the bank statements, including canceled checks, etc., unopened from the bank.

V. PURCHASING AND CASH DISBURSEMENTS

A. Purchase of Goods and Services.

1. *General.* All purchases and expenditures of funds must meet the ordinary business standard of reasonable and necessary, with prudent consideration of the Library Foundation's limited financial resources. Purchases of goods and services on behalf of the Library Foundation may be authorized by the Development Director, and shall not exceed the budgeted amounts approved by the Board. Purchases over \$1,000, unbudgeted expenses and expenses in excess of the amount allocated in the Budget line item require the approval of the Board of Directors.

Every reasonable effort should be made to obtain the best possible quality, service and price. Unless approved by the Board of Directors, larger non-routine purchases and contracts should solicit competitive proposals and be evaluated by the Development Director in consultation with the Board of Directors. Even for routine purchases, vendor prices should be checked periodically with those of reliable competitors.

B. Cash Disbursements

1. *Invoices.* All invoices submitted to the Library Foundation's Office for payment, must be reviewed and approved by the Development Director. After authorization by the Development Director, the Development Officer will prepare a check, Electronic Funds Transfer, or wire transfer for payment. Checks are stored in a secured file cabinet at the Development Director's office and also are generated in an online service from the bank. Per the Foundation's By-laws, all checks require the signature of the Treasurer of the Board. Only pre-numbered checks shall be used and always in sequence. Signing of blank checks is strictly prohibited. Checks must be made payable to specific payees based upon appropriate documentation; and never to "cash" or "bearer". Dual signatures are required for all wire transfers, including any of two of the following signatures: Library Foundation Treasurer, Director of Development, and Development Officer. Any voided/spoiled checks must be marked "Void", with the signature portion removed and the check retained in a secure place. All invoices are dated and the corresponding check

number is recorded on or attached to the invoice. The Development Officer records the invoice and check information in the accounting system, as well as keeping a paper file.

VI. FIXED ASSETS

A. **Definition.** The term fixed assets refers to the Library Foundation's tangible properties that have useful lives that benefit the Library Foundation over a period of years. These properties include all types of equipment and furniture. Fixed assets are distinguished from other tangible items such as office supplies and consumable supplies (e.g. paper, light bulbs, etc.) that are used within a relatively short period of time.

B. **Authorization for Purchase.** Purchases of fixed assets should be made in accordance with the purchasing procedures described in Section V. The Board of Director's must approve all purchases of fixed assets that exceed budgeted amounts.

C. **Capitalization Policy.** It is the policy of the Library Foundation to capitalize fixed assets with a cost of \$500 or more and with a useful life benefiting the Library Foundation of one year or more.

D. **Disposal of Fixed Assets.** No assets over \$1,000 should be sold, traded-in or otherwise disposed of without the approval of the Treasurer of the Board of Directors. All such disposals should be reported to the Board of Directors, along with a clarification of tax consequences, if any.

VII. BUDGETING

A. **The Budget Cycle.** Planning for the annual operating budget of one fiscal year begins in the fall of the prior year. The budget is prepared by the Development Director and approved by the Board of Directors in the first regularly scheduled Board of Directors meeting of the fiscal year which begins July 1st. The budget reflects normal expenditures necessary for the day to day operations of the Library Foundation.

VIII. YEAR END CLOSE

A. **Fiscal Year Closing Procedures.** The Library Foundation's fiscal year ends on June 30th.

B. **Tax Status.** In accordance with the Internal Revenue Code, the Library Foundation files tax form 990 as an exempt organization. The IRS Form 990 is the annual federal information return filed by all non-profit corporations that are exempt from income tax. The amounts in these statements are presented in accordance with IRS regulations.

IX. TRAVEL AND OTHER ITEMS

A. Business Travel Policies and Reimbursement.

1. *General* All necessary and reasonable expenses for authorized Library Foundation travel will be paid or reimbursed in accordance with the following guidelines. Unapproved costs and travel expenses incurred by a companion cannot be paid by the Library Foundation and are not reimbursable. Upon completion of a trip, the required receipts to document business related expenses must be provided to the Development Director and Development Officer. Travel expenses paid by a credit or debit card must be documented with the required supporting receipts.

Travel expenses eligible for reimbursement must be approved by the Development Director in advance of travel.

2. Transportation.

Airplane. All efforts should be made to obtain the lowest, coach fare (or other intermediate class) available. Travel arrangements made less than 14 days in advance of the event or requiring First Class or Business Class airline seats must be approved in advance by the Development Director.

Automobile. Travel by private auto is reimbursable at a fixed rate per mile, provided such total reimbursement does not exceed equivalent air coach fare or other reasonable available transportation. The mileage rate is determined by the IRS guidelines.

Rental Automobiles. Rental autos may be used when such travel is more advantageous to the Library Foundation than the use of taxis or other means of transportation. Normally, advance reservations for mid-size automobiles should be requested.

3. Meals, Lodging and Other Expenses.

Meals. Reasonable and customary expenses, as determined by the Development Director, for meals and tips are reimbursable. Meal expense should be claimed only when there is an out-of-pocket meal expense.

Lodging. Reasonable hotel/motel expenses, as determined by the Development Director, when supported by receipts are reimbursable. (While no maximum is established since it is recognized that reasonable expense differs according to size of town and area of the country, "deluxe" and other expensive hotels should always be avoided.)

Other Necessary Miscellaneous Expenses. Reimbursement is provided for such items as customary gratuities, parking, business telephone calls, and registration fees at conferences and conventions. Such expenses must be supported by receipts. Personal entertainment (e.g. movies, concerts and athletic events) and other personal expenses are not eligible for reimbursement.

B. Conflict of Interest Policy.

Staff and members of the Board of Directors have a duty to carry out their responsibilities in good faith with due regard for the best interests of the Library Foundation. A conflict of interest or possible conflict of interest may arise between an employee's or Director's personal and/or business interests and his/her responsibilities to the Library Foundation. All staff and Directors of the Library Foundation must follow the Conflict of Interest policy adopted by the Library Foundation Board of Directors on 8-12-2009, which requires all Directors and staff to sign a Conflict of Interest statement annually.

Item VII. Foundation Vision 2020 Awards

Background: In the August 2017 Foundation Board meeting, Foundation President Keiba Crear (then Board Secretary-Treasurer) presented an idea for the Foundation to create a Library District staff recognition award program that would recognize District staff as change catalysts for activities, events, program, and/or initiatives that accelerate implementation of the District's new strategic plan, Vision 2020. The Board approved the establishment of the award program, reviewed the draft application, and authorized the expenditure of five \$1,000 staff awards.

In June 2018, Development and Planning Director Danielle Milam distributed the award application to all 750 Library District staff. Twelve applications were received by the deadline.

In September 2018, Vision 2020 Award Committee Chairwoman Keiba Crear and Directors Shannon Bilbray-Axelrod and Christina Mangino reviewed the applications and prepared input on five Vision 2020 awards.

Three of the applications nominated a new project, rather than a staff person. Two of these applications were of great interest to the review committee, even though they were essentially grant requests, rather than staff award nominations. The committee will also present input on these potential grant awards.

Action: Discuss and approve the V.2020 Catalyst for Change Award and grant recipients.

Item VII. Development and Planning Director Report

The Foundation had a busy summer of hot projects that matched the soaring Mojave temperatures:

BOOK SALES:

Volunteer Program Coordinator and Library Foundation book sales manager **Leslie Valdes** kicked off the summer with record sales of \$9,013 at the July 5-7 Sahara West library book sale. Hundreds of local residents streamed in to the three-day event, thanks to increased media and social media coverage generated by the Branding and Marketing team. Mountains of books were organized by the logistical team of Ms. Valdes, Library Foundation book warehouse manager **Matt Moschella**, and the dedicated and talented corps of volunteers, including Library Trustee **Marilyn Francis Drake** and her husband, Rodney.



The Sahara West sale was followed with the Library Foundation's annual Teacher's Sale on August 4th at Clark County library. The record sales of \$2,700 represents the sale of 10,800 books at twenty-five cents each to local teachers. Local teachers, as well as Library District Branding and Marketing department efforts, took the promotion of this event viral, with over 8,000 hits on the Library Foundation Facebook page, managed by Development Program Officer **Sherry Walker**. Many thanks, again, to Leslie, Matt, and, again, to our energetic volunteers at the Library Foundation's Clark County book store. An unexpected anonymous donation of a van full of brand new children's books, calculators, and flashcard decks came in the day before the sale.

The Centennial Hills book sale was on fire this year, with a total of \$3,200 in sales. Sale activities were led by Adult Reference Department Head **Evelyn Moschella** and a host of volunteers, many of whom have worked this sale for years. As always, people were lined up on the sidewalk, waiting for the doors to open.

Ms. Valdes worked with branch staff at Enterprise and Centennial Hills libraries on a new "pop up" model of book and DVD sales in July, with great results. Foundation book stores are also experimenting with deep discounts at "First Friday" book sales.

All of these efforts, plus a recent check for \$5,200 in off-site sales and monthly sales of \$5,000 on Amazon mean that the Foundation is well on its way to the goal of over \$300,000 in revenues from book sales this year.

GRANT AWARDS:

The Foundation's generous grant of \$100,000 from the Windsong Trust for the *Teachers in Libraries* tutor program received a matching grant award when Library District was awarded a \$100,000 grant from the State Council on Libraries and Literacy, as part of a federal grant program for states to support library

service improvements and expansion. The *Teachers in Libraries* program supports tutor services in eight locations (with East Las Vegas library tutor services possibly coming on in April 2019), and brings certified CCSD teachers to libraries for homework help on Mondays through Thursdays, from 4:00 p.m. to 6:00 p.m.

The *Teachers in Libraries* program is complemented by a volunteer tutor program partnership between the Library District Foundation and the UNLV School of Education. Education School students provide homework help in 12 branch library locations on Mondays through Thursdays and on weekends.



Both tutor services met in a joint orientation hosted at the Sahara West library. While the Library Foundation provided food, all the tutors rotated through three orientation sessions about working in libraries, meeting CCSD Common Core standards, managing behavioral challenges, best practices and policies, and tutor tips and procedures. Whitney Youth Services Department Head **Erin Collins** led one session on the many e-resources available to teachers and tutors

with a library card. E-Resources Manager **Jocelyn Bates** created a special handout of the vast array of library homework help databases and web-based services. This event was organized by Andson, Inc., the vendor that provides teacher tutors, as well as orientation, data input and analysis, and evaluation services.

The Library Foundation's FaceBook page activated again, with 15,000 hits, when Ms. Walker published the *Teachers in Libraries* fall schedule.

Other grant news flashes came in July, when the Library Foundation was awarded \$2,500 from Cox Charities for teen robotics classes and \$94,344 from the United Way of Southern Nevada's for *Teachers in Libraries*.

