

## **ITEM III.**

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Meeting  
September 20, 2018**

DATE: Thursday, September 20, 2018

TIME: 5:30 p.m.

PLACE: Windmill Library  
7060 W Windmill Lane  
Las Vegas, NV 89113

I. Roll Call and Pledge of Allegiance

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 district 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 (For possible action)

IV. New Business – Part One (For possible action)

A. Executive Session - Discussion regarding the Executive Director's performance evaluation for the period September 1, 2017 through August 31, 2018. This will be a closed session estimated to require up to 45 minutes.

B. Possible Board discussion and action regarding the Executive Director's performance evaluation for the period of September 1, 2017 through August 31, 2018.

V. Approval of Proposed Minutes (For possible action)

A. Regular Session, October 13, 2016

B. Regular Session, January 12, 2017

C. Regular Session, February 9, 2017

- D. Regular Session, May 18, 2017
- E. Regular Session, July 13, 2017
- F. Regular Session, October 12, 2017
- G. Regular Session, November 9, 2017
- H. Regular Session, May 24, 2018
- I. Risk Management Committee Meeting, June 14, 2018
- J. Regular Session, June 14, 2018
- K. Regular Session, July 12, 2018

VI. Chair’s Report

- A. FY 2018-2019 Board Committee update
- B. Possible Board discussion regarding the 2019 Board Meeting Schedule
- C. Presentation to outgoing Trustee Ydoleena Yturalde
- D. Possible Board discussion regarding the Chair’s report

VII. Library Reports

Possible Board discussion of one or more staff reports outlining library activities and highlighting selected administrative activities following the preceding Board meeting.

Trustees should indicate the individual reports they would prefer to discuss.

A. Executive Director’s Report - Dr. Ronald R. Heezen

- 1. Program and Delivery Services
  - a. Library Operations and Security Reports and Monthly Statistics
- 2. Program Support Services
  - a. Branding and Marketing Report and Monthly Statistics
  - b. Community Engagement Report and Monthly Statistics
  - c. Development and Planning Report
  - d. Information Technology Report
- 3. Administrative Support Services
  - a. Financial Services Report
  - b. General Services Report
  - c. Human Resources Report

VIII. Unfinished Business

None

IX. New Business – Part Two (For possible action)

A. Consent Agenda

1. Discussion and possible Board action to approve the days of closing for calendar year 2019
2. Discussion and possible Board action to approve a new contract for workers compensation insurance.
3. Discussion and possible Board action regarding contract award for landscape maintenance services.

B. Discussion and possible Board action to approve the Library Facilities Master Plan Decision Framework.

X. Announcements

Trustees are invited to attend Staff Day, October 8, 2018, at the Texas Station Hotel & Casino. Registration begins at 8:00 a.m., the program begins at 9:00 a.m., lunch will be served, and the day ends at 4:00 p.m.

The next Board Meeting will be held Thursday, October 11, 2018, at 5:30 p.m. in the Sahara West Library, 9600 W Sahara Ave, Las Vegas, Nevada 89117.

XI. 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.

The public comment period at library district 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.

XII. Executive Session regarding litigation and labor issues. If necessary, this will be a closed session estimated to require up to 45 minutes.

XIII. 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 ALLISON BOYER AT (702) 507-6186 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE.

NOTE: PLEASE CONTACT ALLISON BOYER AT (702) 507-6186 OR [boyera@lvcclld.org](mailto:boyera@lvcclld.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 Board of Trustees was given on Friday, September 14, 2018, i.e., given 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 Library Trustee;
- B. By posting a copy of the notice at the principal office of the Library Trustees, 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 Trustees, 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. Sunrise Library  
5400 Harris Avenue  
Las Vegas, NV 89110
4. West Charleston Library  
6301 W. Charleston Boulevard  
Las Vegas, NV 89146
5. West Las Vegas Library  
951 W. Lake Mead Boulevard  
Las Vegas, NV 89106



6. Windmill Library  
7060 W. Windmill Lane  
Las Vegas, NV 89113

7. Las Vegas-Clark County Library District website  
[www.lvcclld.org](http://www.lvcclld.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 Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.



## ITEM IV.B.

### AGENDA ITEM

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#### SEPTEMBER 20, 2018 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item #IV.B.:**

Possible Board discussion and action regarding the Executive Director's performance evaluation for the period of September 1, 2017 through August 31, 2018.

##### **Background:**

Dr. Ronald R. Heezen, Executive Director of the Las Vegas-Clark County Library District, began working for the District on September 2, 2014. This is his fourth performance evaluation.

At this time, the Board Chair will present a summary of Trustee feedback discussed at the Executive Session, using the attached *LVCCLD Executive Director – Performance Evaluation Summary* form. After approval by the Board, the summary will be attached to a copy of the Minutes of this meeting.

##### **Recommended Action:**

1. Motion to award the Executive Director an overall performance evaluation score of \_\_\_\_\_.
2. Motion to approve setting the Executive Director's salary at \_\_\_\_\_.

**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
EXECUTIVE DIRECTOR  
PERFORMANCE EVALUATION  
SUMMARY**

EXECUTIVE DIRECTOR: \_\_\_\_\_

EVALUATION EFFECTIVE DATE: \_\_\_\_\_

**Achievements Relative to Objectives for this Evaluation Period**

Note: Executive Director may provide list of accomplishments for this evaluation period to the Board of Trustees.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Future Goals and Objectives**

Note: Executive Director may provide list of proposed goals and objectives to the Board of Trustees.

Specific Goals and objectives to be achieved in the next evaluation period: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Overall Evaluation Score**

**Rating (circle one):**

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
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**Merit Increase Recommendation**

The Board of Trustees recommends the Executive Director receive an annual increase to the next step.

**Increase (circle one):**

**YES                  NO**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BOARD OF TRUSTEES****CONCURRENCE**

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Chair

YES / NO

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Vice Chair

YES / NO

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Secretary

YES / NO

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Treasurer

YES / NO

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Trustee

YES / NO

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Trustee

YES / NO

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Trustee

YES / NO

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Trustee

YES / NO

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Trustee

YES / NO

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Trustee

YES / NO



# ITEM VI.A.

## **FY 2018-2019 Committee Assignments -**

### **STANDING COMMITTEES:**

**Executive Committee:** Sheila Moulton, Chair; Felipe Ortiz, Vice-Chair; Elizabeth Foyt, Secretary; Robin Wadley-Munier, Treasurer

**Finance and Audit Committee:** Felipe Ortiz, Chair; Kelly Benavidez, Robin Wadley-Munier, Ydoleena Yturalde

**Risk Management Committee:** Jose Melendrez, Chair; Kelly Benavidez, Elizabeth Foyt, Marilyn Francis Drake, Felipe Ortiz

**Bylaws Committee:** Robin Wadley-Munier, Chair; Shannon Bilbray-Axelrod; Elizabeth Foyt; Counsel Gerald Welt

**Nominating Committee:** Will be appointed in May

### **SPECIAL/AD-HOC COMMITTEES:**

**Purchasing Policy Committee of the Whole:** Felipe Ortiz, Chair; the entire Board serves as members of the Committee.

**Naming Libraries Policy Committee of the Whole:** Kelly Benavidez, Chair; the entire Board serves as members of the Committee.

The Chair is an ex-officio member of all Committees.



## ITEM VI.B.

### CHAIR'S REPORT

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#### SEPTEMBER 20, 2018 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #VI.A.:** Possible Board discussion regarding the 2019 Board Meeting Schedule.

#### 2019 BOARD OF TRUSTEES PROPOSED MEETING DATES & LOCATIONS

January 17	Clark County
February 14	West Charleston
March 14	Sahara West
April 11	Rainbow
May 23	Windmill
June 13	West Las Vegas
July 11	Summerlin
August 8	Windmill
September 12	East Las Vegas
October 10	Enterprise
November 14	Centennial Hills
December 12	Whitney

Note: **All meeting days are Thursday, with start time of 6:00 p.m.**

**Recommended Action:** No vote is required for this item.



## ITEM VII.A. EXECUTIVE DIRECTOR'S REPORT

### MEMORANDUM

**DATE:** September 14, 2018

**TO:** Board of Trustees

**FROM:** Dr. Ronald R. Heezen

**SUBJECT:** Executive Director's Monthly Report

This report gives you a quick review of my activities and the accomplishments of Library District Staff for your review and discussion at the District Board of Trustees' September 20, 2018 meeting. I have supplemented this with information in the board packet (numbered VI.A.1-3) and distributed to Trustees on September 14, 2018.

#### MEETINGS, ACTIVITIES & OTHER TOPICS

**Welcome to Our Newest Trustee.** One of the hardest tasks we face in our Board duties is saying goodbye to one of our hard working, well loved, and loyal members when their time has concluded on the Board. So it is, as we say "Farewell" to **Randy Ence** and **Ydoleena Yturralde**. Randy served for a total of nine years (he was initially appointed to fill the remaining term of former Trustee **Jamie Costello**). Ydo's last meeting will be September 20th after nearly seven and a half years as an appointee of the city of Las Vegas Councilman Ricki Barlow. Mr. Barlow's replacement on the city council, Cedric Crear (husband of former Trustee Keiba Crear), has opted to appoint a new Trustee. Obviously, we will miss both of these wonderful people who almost define "library advocate." Randy and Ydo, please know that you depart with our appreciation and admiration!

The silver lining to this dark cloud is our ability to welcome new Trustees, who we know will work for the good of the District, the staff, and the Board. With that in mind, we welcome Geno Withelder, a member of the City Council in Mesquite who has passionately supported the improvements in service we've made for his community. After being proposed to County Commissioner Marilyn Kirkpatrick by Mesquite Mayor Allen Littman, he was unanimously approved by the Commissioners in July. Back when the proposed land transfer by the City of Mesquite to the District came to a council vote, the proposal passed by a one vote margin (three members in favor with two against). Mr. Withelder was solidly one of the three who helped us make the transfer. As we have gone before the city council on all issues, whether a building code waiver or whatever, he has stood beside us for what would become the Mesquite Library Campus. Thank you, Geno, for your past and now continued support! We will notify you when Councilman Crear makes his new appointment.

**Highlights.** With the publication of our ever-evolving and beautiful District Magazine, Highlights, came an opportunity for us to begin circulating it through local retailers. Public Relations Manager **Karen Bramwell** also worked hard to get an invitation for me to interview on KPNR Radio and to speak with a reporter from the **Las Vegas Review Journal** concerning our Library Card Sign-up Month. Our Branding and Marketing Team is doing

an outstanding job in making our *Highlights* magazine one which people look forward to seeing.

**Correction.** In my report to the staff concerning the new iPad Project, I neglected to give credit to EVERYONE involved in making this one of our stellar services to the community. My report stated *"In addition to serving as one of our hero Branch Managers, **Theron Nissen** will be heading the team that unveils our latest IT/Library Operations program with the launch of the iPad Circulation Project. We will check out the tablets to customers and evaluate their response. If it is successful, iPads will join the mobile hotspots as another technology trend in our District."* I neglected to point out that this program could not have begun without the efforts of Electronic Resources Manager **Jocelyn Bates** and Access Services Manager **Sufa Anderson**, who were joined by the folks in Cataloging (led by **Rebecca Colbert**) in designing the inner workings of this program and making it useful to the public.

**Facilities Master Plan Framework.** One of the more powerful books I've read and shared with my students was *The Agenda*, written by the late Dr. Michael Hammer (author of *Reengineering the Corporation*). *The Agenda* spells out the difficulties in writing strategic plans (and, by implication, facilities master plans.) For example, think about the iPhone. It's hard to believe, but the first iPhone was released just ELEVEN years ago! It started a smartphone revolution that none of the other phone producers anticipated. It was January 9, 2007, when Steve Jobs announced Apple's newest product, the iPhone, saying it would be released later that year. On June 29, 2007, the first iPhones were sold. Now, no matter where you go, folks from kindergarten through senior-senior (that's my category) are constantly buried in their smartphones (whether an iPhone or Android or whatever). All this changes how we think about business and even more importantly, how we plan to serve our customers.

People writing strategic plans for a five-year period in 2007 were left so far in the dust by this single technological innovation that many of them went out of business. In just the book industry alone, the whole landscape has changed because of technology. B. Dalton was never worried about any "threat" from Amazon. And DVDs are about to join VHS and Betamax tapes. And that's not the only industry affected. Where is Blockbuster? Where is Circuit City?



Even the District has faced surprises. None of our facilities (except Mesquite and East Las Vegas) have under-floor wiring to accommodate changes in needs and, thus, design. In late 2014, the Executive Council began discussions about what would be required in a facilities master plan. We decided that it was essential that we begin with our full Strategic Plan (required by the state and helpful as long as it DOESN'T restrict our service to what we THINK might be coming our way) to define current service needs in each facility. Once the



Board passed the Vision 2020 (v.2020) Strategic Plan, we seriously began addressing the issues it raised. We started with the RFP process for consultants who would aid in the huge process of assessing current facilities capacities and introducing the ways to make each building more responsive to the community which uses it. By April, 2017, we were set with a team that satisfied the requirements.

On the September 20th agenda you will finally be presented with the result of 17 months of hard work by our very competent *staff* and consultants. The background steps are outlined in the agenda item and I ask that you read it carefully before reviewing and critiquing the plan itself. And please remember that the only constant is change.

**Safe Place Partnership.** Another thing that it's hard to wrap our minds around (and even harder to hear), but we have homeless teens in the Valley and, in fact, throughout the county. Knowing the plight of these kids is the first step we must take to begin changing their lives. With that in mind, we have had discussions (thanks to Youth Services Manager **Shana Harrington** and Community Engagement Director **Matt McNally**) with Arash Ghafoori (Executive Director) and Rico Ocampo (Outreach Coordinator) of the Nevada Partnership for Homeless Youth (NPYH). We have agreed to let teens who feel they are in danger FOR ANY REASON come into any one of our branches. Staff at each location will be walked through the process and will know how to deal with the kids after summoning a provider from NPHY to transfer them to a private location. That means we will be installing yellow "caution" signs on the exterior of each library with the words "SAFE PLACE" on them to let these youths know they can come to us. So far, the only other entities that offer this in Clark County are the RTC buses and Terrible Herbst's locations. We will begin the conversation with RTC to transport the teens on the buses to their nearest library. The other library districts in the County are also moving in this direction. For you to better understand what this will entail for us, I've asked Arash and Rico to speak to you at the November 8 meeting. We're only waiting this long because of the huge agendas for the next two meetings.

**Summer Reading Club Leads Fight Against Summer Slide.** Youth Services Manager **Shana Harrington** reports that *Club Read*, the District's summer reading and learning program, ended on July 31, with 28,012 children participating. A full 12,882 completed the whole program to earn free books. Congratulations to Shana, Youth Services Specialist **Melissa Ramos**, and all of our Youth Services librarians and associates throughout the District! We appreciate what you do every summer (and so does the community)!

**Outreach Education Coordinator.** Community Engagement appointed **Kelly May** to the position of Outreach Education Coordinator. The Department restructured a recently vacated Outreach Specialist position to this new title/role in order for the Library District to begin placing a stronger emphasis on serving early childhood education needs. The position will deliver programming to pre-school children and lead the effective creation, facilitation, and coordination of professional development workshops for Library District staff and community partners. **Kelly** was a former Headstart Early Childhood Educator and Quality Rating and Improvement Systems (QRIS) Coach with Children's Cabinet. She will be collaborating with **Glenda Billingsley**, Outreach Services Manager, to enhance the District's v.2020 strategic initiative of Limitless Learning.

**Route 91 Memorial.** Commissioner Marilyn Kirkpatrick approached us, asking for assistance as the City and County join forces to offer a memorial celebration for those who lost their lives in the October 1 shooting at the Route 91 Harvest Country Music Festival. The two entities are working on a memorial at Butterfly Park near the centennial Hills Library and have asked us to share parking spaces with them, which, of course, we are

pleased to do. (Sometimes, this kind of partnership is NOT possible because of scheduled events/performances at our urban libraries. We are glad that it will work out in this instance.)

### **Executive Director's Activities**

As always, the accomplishments of our extraordinary staff should make us all proud and my activities are just a small reflection of what they have achieved:

- Conferred with **attorneys** over various legal issues on several occasions.
- Attended Chamber of Commerce Meetings.
- Visited with staff and delivered cakes to ten branches/departments.
- Convened the **Executive Council** for five regular meetings since the last Board meeting.
- Introduced, along with Clark County Commissioner Lawrence Weekly, one of this year's PVAC performances. This is a partnership the District has cherished for years. Unlike in years past when all performances were at the West Las Vegas Library Performing Arts Center and several other smaller local venues, this year one of the performances was held at the Reynolds Hall of the Smith Center. With the exception of the upper balcony, Reynolds Hall was full!
- Prepared and distributed two monthly issues of my report ***For the Record*** to distribute to Trustees and Staff.
- Received unfortunate news that Stephen Harsin, City of Las Vegas-Office of Community Services, is taking a medical retirement. The silver lining is that Kathi Thomas-Gibson will be taking his place and will be guiding the *Mayor's Committee on the Homeless* for which I continue to serve as Chair of the Critical Needs Subcommittee. Kathi has been a critical part of this effort since Mayor Goodman launched it in 2015. I also attended the *Focus Las Vegas* session on homelessness.
- Attended various **administrative and service planning meetings** with Executive Council and other staff members:
  - Library Facilities Master Plan Framework Discussion
  - Reviews of construction progress for East Las Vegas
  - Vendor meetings to ascertain potential for better service
- Conferred with direct reports, one-on-one, in the ***Workplan Process***. This is a monthly practice. I do, for the most part, meet more frequently with Library Operations Director **Jenn Schember** and Human Resources Director **James Bean**, as our meetings tend to be more in depth.
- Reviewed various legal documents including further proposed responses to lawsuits and proposed contracts for services.
- **Reviewed and signed Agreements for Services** with independent service providers for literacy instruction, District-wide performances, events, etc.
- Continued in my position as **co-President** for the Las Vegas WON (Where Opportunity Networks) Rotary Club.



## MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

**FROM:** Jennifer Schember, Library Operations Director

**DATE:** September 1, 2018

**SUBJECT:** Library Operations Activity Report, September 2018

This report provides an overview of the Library Operations Department and includes project updates, branch activity, and staff highlights for a two-month period from **July 1, 2018 – August 31, 2018**.

### LIBRARY OPERATIONS ADMINISTRATION

#### Person-In-Charge (PIC) Training

In July, Regional Library Operations Manager **Leo Segura** launched a new training specifically for branch PICs. Due to several staff and procedural changes during the past few years, these workshops are designed to ensure consistency among PICs throughout the organization.

There are approximately 115 branch PICs with an average of seven PICs per urban location, including Mesquite and Laughlin Libraries, and 1-2 PICs in the remaining outlying branches. Mr. Segura is conducting onsite training at each urban branch, and the Mesquite and Laughlin Libraries, to meet with all PICs at their home location. The outlying branch PICs are being trained during their quarterly staff meetings.

This mandatory training is ongoing and features one topic per quarterly session, which runs about three hours. The first training session is in progress and covers the District's ADA (Americans with Disabilities Act) responsibilities and services:

- I. Americans with Disabilities Act (ADA) Guidelines for Staff
- II. At Your Service: Engaging Customers with Disabilities (video)
- III. End the Awkward (video)
- IV. LVCCLD Services for People with Disabilities (brochure)
- V. ADA Computer Resources (memo)
- VI. ADA Requirements: Service Animals (handout)
- VII. Customer Service: Making it Work with ADA (PowerPoint presentation)

Next quarter's training session for PICs will run from October through December and cover child safety.

### **East Las Vegas Library**

Library Operations staff continued to participate in East Las Vegas Library building planning meetings. During the past two months, staff worked closely with richärd+bauer, Carpenter Sellers Del Gatto Architects, and administration to finalize the FF+E items and signage package.

Las Vegas/East Las Vegas Library Branch Manager **Salvador Avila** also attends weekly construction meetings with General Services Director **Steve Rice** and Assistant General Services Director **John Vino**. Mr. Avila and his staff are very excited and working hard to prepare for the opening of the new branch, and will soon begin the recruitment and hiring process for the new positions budgeted for this building.

Additionally, *Learn Spanish* instructional workshops for staff began on August 15, 2018. These classes are mandatory for current Las Vegas/East Las Vegas Library staff members who are not fluent in Spanish. This session runs for 10-weeks and is being conducted onsite by instructor Diane Orgill. Ms. Orgill worked for the Clark County School District for over 20 years and has taught all levels of Spanish from pre-school through university and adult education.

### **Staffing Analysis**

Library Operations Administration is preparing to investigate a staffing analysis project for branch operations. This project will help create a balance of system-wide staffing levels to ensure that each location has the right number and type of positions. As part of this analysis, consultants will be onsite at each location to observe operations and make suggestions for creating efficiencies. Once the analysis is completed, a plan will be developed to reallocate existing positions, but only as they become vacant. This project will commence in early 2019.

### **New Services**

On July 1, the District relaunched Proctoring Services. This service was previously available but discontinued in 2009 due to the recession. Led by Branch Manager **Theron Nissen**, this service will only be available at the Windmill Library through December 2018, then expand to additional branches in January 2019. The cost is \$25 per exam, which is consistent with local peer institutions.

In August, the mobile hotspot lending program, Wi-Fi to Go, expanded system-wide. With an extensive waiting list on active hotspots, an additional 100+ devices were added to keep the hold ratio at 5:1 or lower at each branch. This service allows District residents, 18 years of age or older, to check out hotspots for a loan period of 21 days. Regional Library Operations Manager **Carlotta Dickerson** is leading this project, working closely with our **IT Department**.

Also in August, the District launched iPad checkout, which is in a pilot phase at the Windmill Library. This service allows District residents, 18 years of age or older, to check out iPads for a loan period of 21 days. Regional Library Operations Manager **Leo Segura** is leading this pilot, working closely with Electronic Resources Manager **Jocelyn Bates** and our **IT Department**.

## STAFF HIGHLIGHTS

With a combined total of 118 years with the District, the following staff announced their retirements. We appreciate everyone's hard work and dedication over the years, and wish everyone a very happy retirement!

Name	Title	Branch	LVCCLD Years	Last Day
Madelin Villanueva	Circulation Department Head	Enterprise Library	40 years	09/07/18
Yvette Gooden	Adult Services Assistant	Centennial Hills Library	28 years	09/14/18
Tammy Giesecking	Branch Manager	Centennial Hills Library	25 years	10/04/18
Tina Frolund	Assistant Branch Manager	Centennial Hills Library	25 years	10/04/18

Congratulations to **Tom Olson** who was promoted to the new Assistant Branch Manager position at the Las Vegas/East Las Vegas Library. Mr. Olson was formerly the Correctional Library Department Head for inmate library services at the City Jail, in addition to the Clark County Detention Center through June 2017. During the next several months, Mr. Olson will work closely with Branch Manager **Salvador Avila** to prepare their team for the transition to the new branch, services, and community.

The District welcomed back former employee **David Tran** who was awarded the Circulation Department Head position for the Las Vegas/East Las Vegas Library.

After 20+ years at the Clark County Library, Branch Manager **Marie Nicholl-Lynam** will be transferring to the Enterprise Library effective September 8.

A special thank you to **Claire Davies**, who served as the Acting Branch Manager at the Enterprise Library for the past two months.

## MONTHLY STATISTICS

### June 2018

The total circulation for the month of June was 1,033,527 which is a -5% decrease from last year's June circulation of 1,089,969. Of this total, eMedia circulation was 182,336 which is a 24% increase from last year's 147,399 total.

In June, 531,125 patrons entered our libraries, which is a 4% increase from last year's June gatecount of 510,747. Staff issued 8,602 new library cards; conducted 66 computer classes for 196 participants; and answered 56,772 reference questions. Internet sessions in the library during the month totaled 71,484. Wi-Fi usage recorded at 93,644.

The Best Buy Teen Tech Center staff offered 94 programs with a total attendance of 1,782 teens.

Additionally, staff issued 88 passports for a total of \$3,716.00 in execution and photo fees.

## **July 2018**

The total circulation for the month of July was 1,046,123 which is a -7% decrease from last year's July circulation of 1,119,425. Of this total, eMedia circulation was 194,378 which is a 21% increase from last year's 160,664 total.

In July, 510,118 patrons entered our libraries, which is a 5% increase from last year's July gatecount of 486,517. Staff issued 7,413 new library cards; conducted 73 computer classes for 200 participants; and answered 59,952 reference questions. Internet sessions in the library during the month totaled 70,658. Wi-Fi usage recorded at 94,793.

The Best Buy Teen Tech Center staff offered 145 programs with a total attendance of 2,054 teens.

Additionally, staff issued 84 passports for a total of \$3,611.00 in execution and photo fees.

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## MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

**FROM:** Jennifer Schember, Library Operations Director

**DATE:** September 1, 2018

**SUBJECT:** Security Report, September 2018

This report provides information related to security and/or safety-related incidents that occurred in District branches from **June 1, 2018 – July 31, 2018**. During this two-month reporting period, there were a total of **135** incidents.

The District currently categorizes 11 incident types:

- Patron Disturbance
- Patron Illness (health or medical emergency)
- Patron Injury
- Theft of Patron Property
- Safety (alarms, evacuation, lockdowns, misc. hazards)
- Library Property Damage (includes graffiti)
- Theft of District Property (library materials)
- Theft of IT Property (computer equipment)
- Building Lockdowns
- Follow-ups to Prior Incident
- Other

### June 2018

In June, there were 61 incidents with 531,125 in-person library visits recorded. **This ratio is one incident for every 8,707 visits.** Additionally, most of the reported incidents occurred on Fridays and within the 4-5 p.m. timeframe.

The **Clark County Library** experienced the highest number of incidents (19 of 61), which accounts for 31% of all incidents reported. The remaining branches reported between 0-8 incidents during the month.

Staff handled **17** patron disturbances, which accounts for the majority of incidents at 28%. **This ratio is one disturbance for every 31,243 visits.** Trespasses (one year) and bans (less than one year) were issued to eight patrons. The police were called on five occasions.

**Security Report, September 2018**  
**September 1, 2018 – Page 2**

**July 2018**

In July, there were 74 incidents with 510,118 in-person library visits recorded. **This ratio is one incident for every 6,893 visits.** Additionally, most of the reported incidents occurred on Tuesdays and within the 12-1 p.m. timeframe.

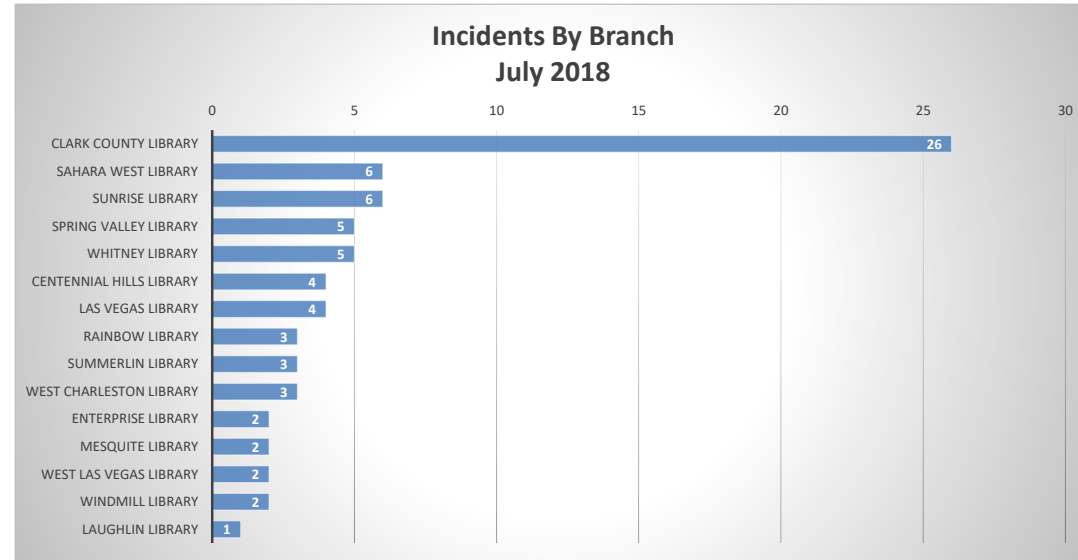
The **Clark County Library** experienced the highest number of incidents (26 of 74), which accounts for 35% of all incidents reported. The remaining branches reported between 0-6 incidents during the month.

During the month, staff handled **30** patron disturbances, which accounts for the majority of incidents at 41%. **This ratio is one disturbance for every 17,004 visits.** Trespasses (one year) and bans (less than one year) were issued to ten patrons. The police were called on seven occasions.

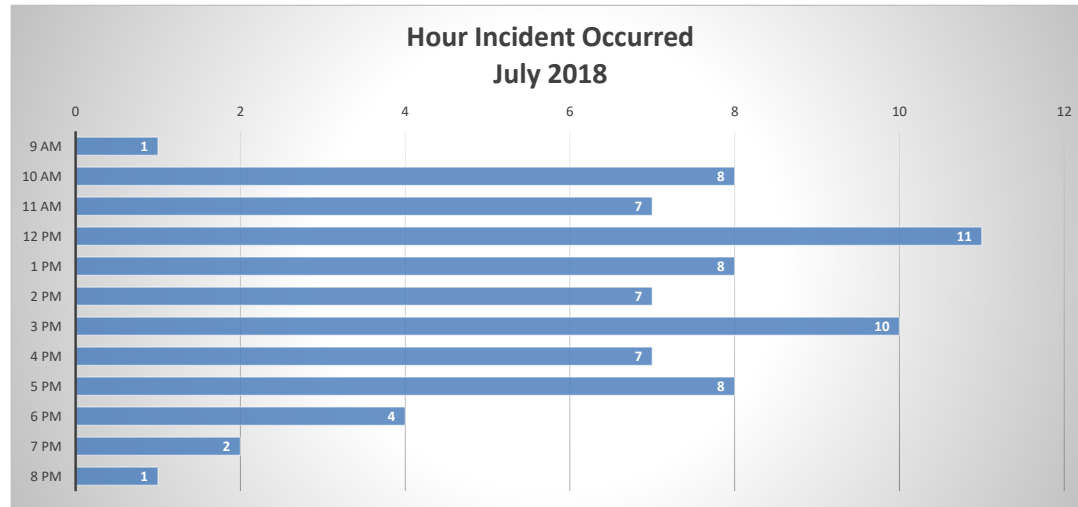
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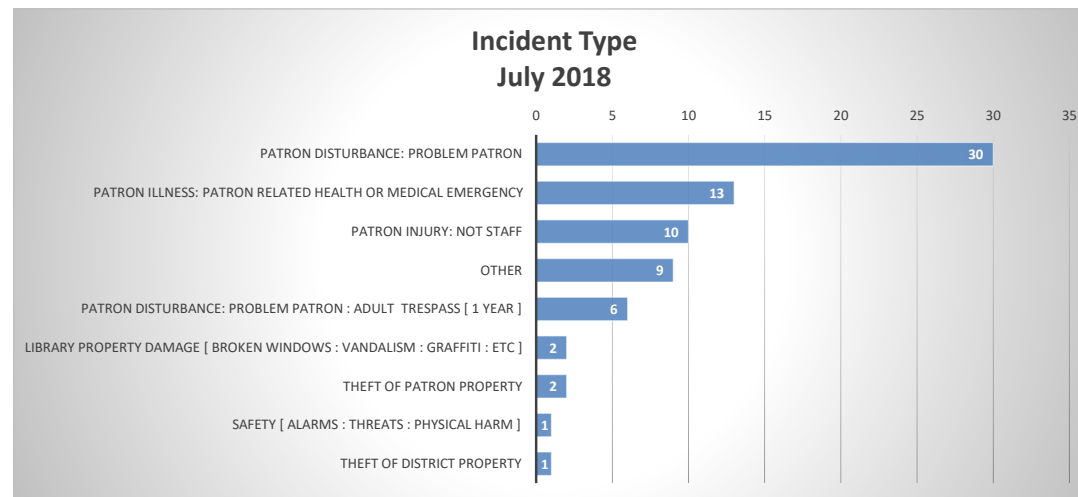
Branch	Total	%
CLARK COUNTY LIBRARY	26	35.1%
SAHARA WEST LIBRARY	6	8.1%
SUNRISE LIBRARY	6	8.1%
SPRING VALLEY LIBRARY	5	6.8%
WHITNEY LIBRARY	5	6.8%
CENTENNIAL HILLS LIBRARY	4	5.4%
LAS VEGAS LIBRARY	4	5.4%
RAINBOW LIBRARY	3	4.1%
SUMMERLIN LIBRARY	3	4.1%
WEST CHARLESTON LIBRARY	3	4.1%
ENTERPRISE LIBRARY	2	2.7%
MESQUITE LIBRARY	2	2.7%
WEST LAS VEGAS LIBRARY	2	2.7%
WINDMILL LIBRARY	2	2.7%
LAUGHLIN LIBRARY	1	1.4%
Grand Total	74	



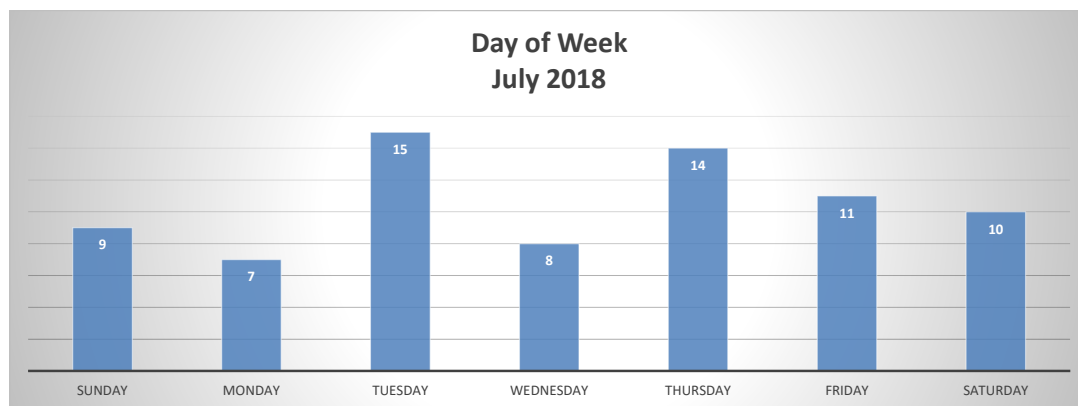
Hour Incident Occurred	Total	%
9 AM	1	1.4%
10 AM	8	10.8%
11 AM	7	9.5%
12 PM	11	14.9%
1 PM	8	10.8%
2 PM	7	9.5%
3 PM	10	13.5%
4 PM	7	9.5%
5 PM	8	10.8%
6 PM	4	5.4%
7 PM	2	2.7%
8 PM	1	1.4%
Grand Total	74	



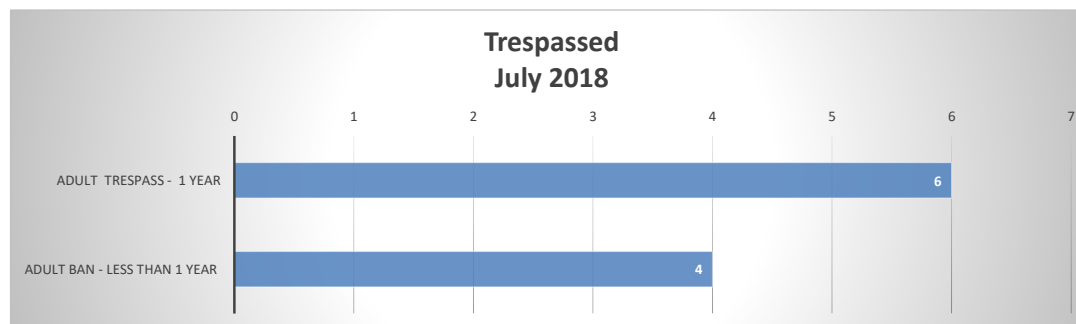
Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	30	40.5%
PATRON ILLNESS: PATRON RELATED HEALTH OR MEDICAL EMERGENCY	13	17.6%
PATRON INJURY: NOT STAFF	10	13.5%
OTHER	9	12.2%
PATRON DISTURBANCE: PROBLEM PATRON : ADULT TRESPASS [ 1 YEAR ]	6	8.1%
LIBRARY PROPERTY DAMAGE [ BROKEN WINDOWS : VANDALISM : GRAFFITI : ETC ]	2	2.7%
THEFT OF PATRON PROPERTY	2	2.7%
SAFETY [ ALARMS : THREATS : PHYSICAL HARM ]	1	1.4%
THEFT OF DISTRICT PROPERTY	1	1.4%
<b>THEFT OF DISTRICT PROPERTY</b>	<b>74</b>	
Police Called		7



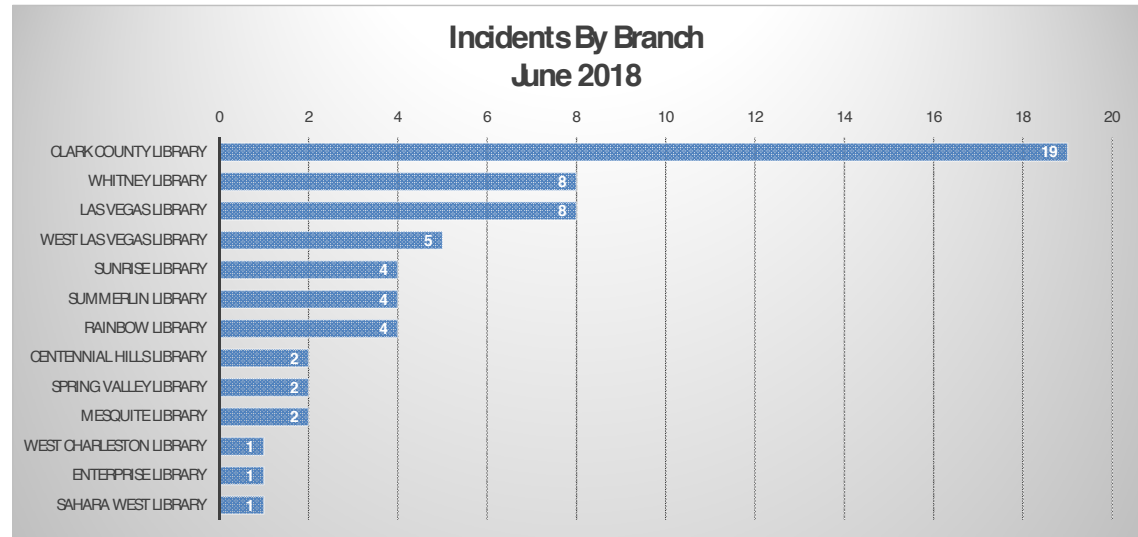
Day of Week	Total	%
Sunday	9	12.2%
Monday	7	9.5%
Tuesday	15	20.3%
Wednesday	8	10.8%
Thursday	14	18.9%
Friday	11	14.9%
Saturday	10	13.5%
<b>Grand Total</b>	<b>74</b>	



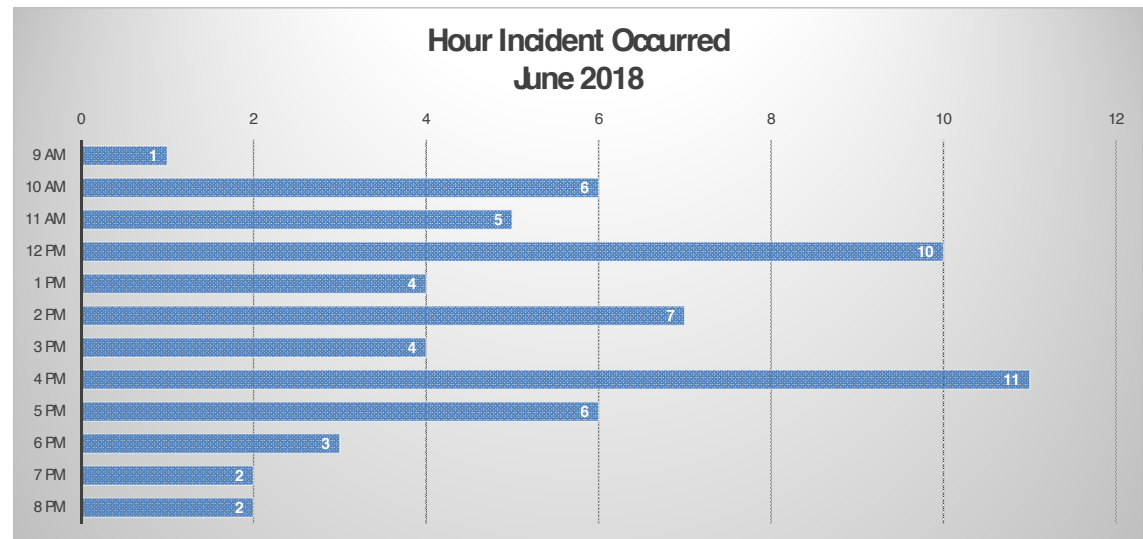
Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	6
ADULT BAN - LESS THAN 1 YEAR	4



Branch	Total	%
CLARK COUNTY LIBRARY	19	31.1%
WHITNEY LIBRARY	8	13.1%
LAS VEGAS LIBRARY	8	13.1%
WEST LAS VEGAS LIBRARY	5	8.2%
SUNRISE LIBRARY	4	6.6%
SUMMERLIN LIBRARY	4	6.6%
RAINBOW LIBRARY	4	6.6%
CENTENNIAL HILLS LIBRARY	2	3.3%
SPRING VALLEY LIBRARY	2	3.3%
MESQUITE LIBRARY	2	3.3%
WEST CHARLESTON LIBRARY	1	1.6%
ENTERPRISE LIBRARY	1	1.6%
SAHARA WEST LIBRARY	1	1.6%
Grand Total	61	



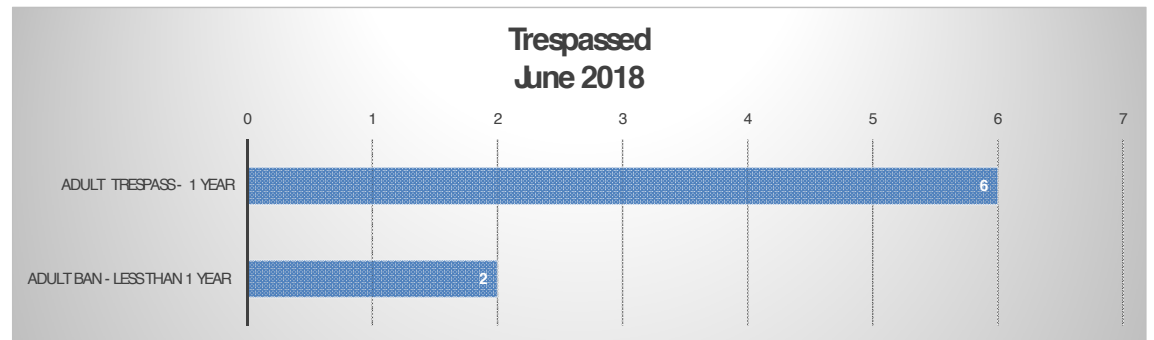
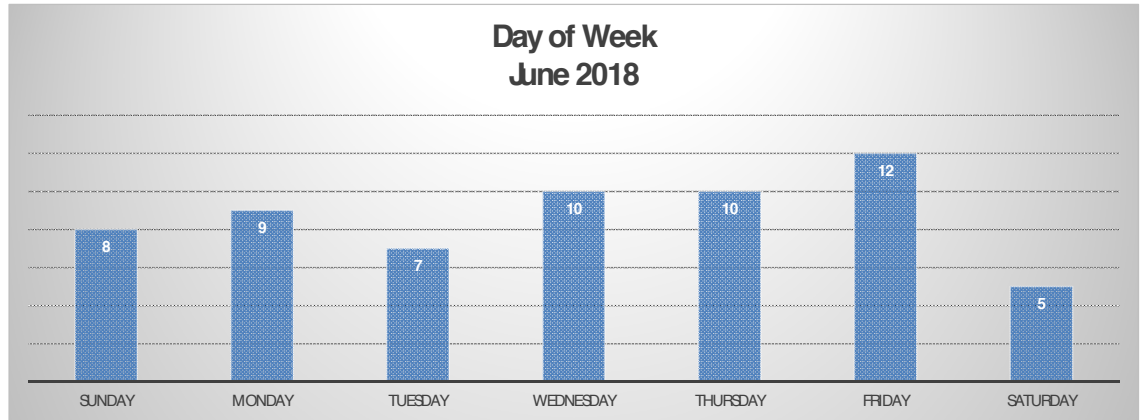
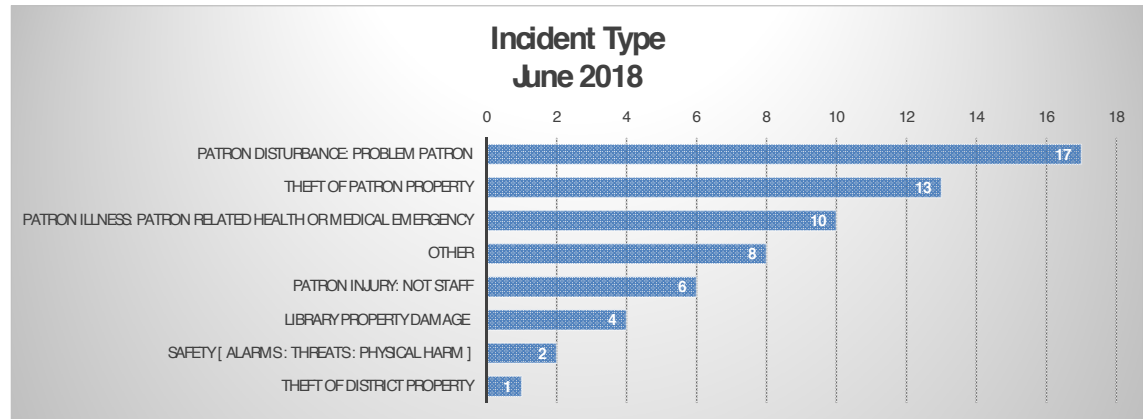
Hour Incident Occurred	Total	%
9 AM	1	1.6%
10 AM	6	9.8%
11 AM	5	8.2%
12 PM	10	16.4%
1 PM	4	6.6%
2 PM	7	11.5%
3 PM	4	6.6%
4 PM	11	18.0%
5 PM	6	9.8%
6 PM	3	4.9%
7 PM	2	3.3%
8 PM	2	3.3%
Grand Total	61	



Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	17	27.9%
THEFT OF PATRON PROPERTY	13	21.3%
PATRON ILLNESS: PATRON RELATED HEALTH OR MEDICAL EMERGENCY	10	16.4%
OTHER	8	13.1%
PATRON INJURY: NOT STAFF	6	9.8%
LIBRARY PROPERTY DAMAGE	4	6.6%
SAFETY [ ALARMS: THREATS: PHYSICAL HARM ]	2	3.3%
THEFT OF DISTRICT PROPERTY	1	1.6%
	61	
Police Called	5	

Day of Week	Total	%
Sunday	8	13.1%
Monday	9	14.8%
Tuesday	7	11.5%
Wednesday	10	16.4%
Thursday	10	16.4%
Friday	12	19.7%
Saturday	5	8.2%
Grand Total	61	

Trespass or Banned	Total
ADULT TRESPASS- 1 YEAR	6
ADULT BAN - LESS THAN 1 YEAR	2



Monthly Statistics  
Year over Year  
June 2017/ June 2018

		Circulation				2017	2018			Gatecount				2017	2018		
	Library	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	64,600	66,279	1,679	3%	696,752	670,605	-26,147	-4%	35,702	35,635	-67	0%	420,267	399,976	-20,291	-5%
	Clark County	59,739	53,129	-6,610	-11%	739,075	644,704	-94,371	-13%	50,178	52,338	2,160	4%	576,230	591,522	15,292	3%
	Enterprise	41,535	37,990	-3,545	-9%	503,445	455,435	-48,010	-10%	27,828	53,574	25,746	93%	311,186	377,218	66,032	21%
	Las Vegas	26,196	20,605	-5,591	-21%	335,401	268,861	-66,540	-20%	31,906	26,484	-5,422	-17%	450,711	441,793	-8,918	-2%
	Meadows	3,262	3,583	321	10%	39,403	39,996	593	2%	2,438	3,363	925	38%	33,080	32,897	-183	-1%
	Rainbow	61,095	52,431	-8,664	-14%	725,409	635,298	-90,111	-12%	46,882	41,576	-5,306	-11%	514,641	442,328	-72,313	-14%
	Sahara West	73,937	70,327	-3,610	-5%	835,292	773,136	-62,156	-7%	50,059	51,088	1,029	2%	594,087	536,592	-57,495	-10%
	Spring Valley	51,775	41,170	-10,605	-20%	678,784	551,298	-127,486	-19%	34,277	26,089	-8,188	-24%	443,018	412,583	-30,435	-7%
	Summerlin	38,472	38,330	-142	0%	430,599	398,787	-31,812	-7%	25,973	27,399	1,426	5%	299,465	289,842	-9,623	-3%
	Sunrise	56,796	51,446	-5,350	-9%	693,987	610,195	-83,792	-12%	32,917	28,970	-3,947	-12%	417,188	352,402	-64,786	-16%
	West Charleston	44,100	38,521	-5,579	-13%	525,317	465,373	-59,944	-11%	22,138	27,495	5,357	24%	357,020	379,214	22,194	6%
	West Las Vegas	20,688	15,560	-5,128	-25%	265,851	205,541	-60,310	-23%	25,207	25,742	535	2%	327,597	298,519	-29,078	-9%
	Whitney	49,365	41,877	-7,488	-15%	614,589	516,945	-97,644	-16%	56,563	55,800	-763	-1%	626,262	601,576	-24,686	-4%
	Windmill	65,200	61,299	-3,901	-6%	723,149	686,129	-37,020	-5%	31,197	31,119	-78	0%	397,047	359,391	-37,656	-9%
	Urban Totals	656,760	592,547	-64,213	-10%	7,807,053	6,922,303	-884,750	-11%	473,265	486,672	13,407	3%	5,767,799	5,515,853	-251,946	-4%
Outlying Branches	Blue Diamond	458	328	-130	-28%	5,263	3,915	-1,348	-26%	723	440	-283	-39%	7,369	7,974	605	8%
	Bunkerville	1,438	1,122	-316	-22%	13,777	11,744	-2,033	-15%	1,472	2,078	606	41%	19,286	24,537	5,251	27%
	Goodsprings	976	1,091	115	12%	14,221	13,059	-1,162	-8%	505	515	10	2%	6,265	5,808	-457	-7%
	Indian Springs	2,379	2,032	-347	-15%	27,574	24,385	-3,189	-12%	2,267	1,760	-507	-22%	23,404	21,009	-2,395	-10%
	Laughlin	11,412	10,029	-1,383	-12%	148,688	132,433	-16,255	-11%	7,064	7,430	366	5%	105,576	166,580	61,004	58%
	Mesquite	12,458	15,452	2,994	24%	153,695	138,317	-15,378	-10%	12,424	15,601	3,177	26%	133,514	142,458	8,944	7%
	Moapa Town	987	1,103	116	12%	10,106	10,085	-21	0%	1,395	922	-473	-34%	9,634	9,073	-561	-6%
	Moapa Valley	10,240	9,239	-1,001	-10%	110,891	91,527	-19,364	-17%	7,730	12,642	4,912	64%	75,161	96,712	21,551	29%
	Mt. Charleston	432	564	132	31%	6,189	5,338	-851	-14%	1,506	869	-637	-42%	10,357	9,669	-688	-7%
	Sandy Valley	2,619	2,357	-262	-10%	27,529	30,493	2,964	11%	2,015	1,248	-767	-38%	24,200	18,921	-5,279	-22%
	Searchlight	1,655	783	-872	-53%	17,142	16,298	-844	-5%	336	892	556	165%	6,475	9,776	3,301	51%
	Outlying Totals	45,054	44,100	-954	-2%	535,075	477,594	-57,481	-11%	37,437	44,397	6,960	19%	421,241	512,517	91,276	22%
Misc.	ILL	304	377	73	24%	3,790	4,669	879	23%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	17,850	2,150	-15,700	-88%	214,387	26,087	-188,300	-88%	45	56	11	24%	764	614	-150	-20%
	Outreach	7,328	7,452	124	2%	82,527	87,977	5,450	7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	147,399	182,336	34,937	24%	1,670,494	1,965,572	295,078	18%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	215,274	204,565	-10,709	-5%	2,605,921	2,626,108	20,187	1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	388,155	396,880	8,725	2%	4,577,119	4,710,413	133,294	3%	45	56	11	24%	764	614	-150	-20%
	Grand Totals	1,089,969	1,033,527	-56,442	-5%	12,919,247	12,110,310	-808,937	-6%	510,747	531,125	20,378	4%	6,189,804	6,028,984	-160,820	-3%

Monthly Statistics  
Year over Year  
June 2017/ June 2018

		New Library Card				2017	2018			PC Internet Sessions				2017	2018		
	Library	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	602	734	132	22%	5,593	6,525	932	17%	4,463	4,471	8	0%	61,183	56,491	-4,692	-8%
	Clark County	740	767	27	4%	9,264	9,182	-82	-1%	8,669	9,247	578	7%	107,544	103,055	-4,489	-4%
	Enterprise	429	422	-7	-2%	4,189	4,383	194	5%	2,894	2,934	40	1%	36,341	33,059	-3,282	-9%
	Las Vegas	383	358	-25	-7%	4,762	4,546	-216	-5%	5,220	5,347	127	2%	61,960	59,076	-2,884	-5%
	Meadows	27	46	19	70%	344	454	110	32%	228	301	73	32%	1,699	2,715	1,016	60%
	Rainbow	551	577	26	5%	5,759	6,084	325	6%	4,430	4,472	42	1%	58,912	53,791	-5,121	-9%
	Sahara West	651	914	263	40%	7,037	7,286	249	4%	5,632	5,157	-475	-8%	67,797	61,805	-5,992	-9%
	Spring Valley	472	449	-23	-5%	6,152	6,055	-97	-2%	7,761	7,062	-699	-9%	86,425	83,879	-2,546	-3%
	Summerlin	325	380	55	17%	2,728	3,024	296	11%	2,228	2,498	270	12%	25,569	24,611	-958	-4%
	Sunrise	651	684	33	5%	8,657	8,813	156	2%	6,764	6,410	-354	-5%	81,973	71,285	-10,688	-13%
	West Charleston	458	446	-12	-3%	5,135	4,694	-441	-9%	3,983	3,810	-173	-4%	52,579	47,498	-5,081	-10%
	West Las Vegas	308	357	49	16%	4,013	3,913	-100	-2%	4,848	4,955	107	2%	67,428	60,069	-7,359	-11%
	Whitney	542	494	-48	-9%	6,095	6,245	150	2%	4,474	4,678	204	5%	52,745	51,779	-966	-2%
	Windmill	685	793	108	16%	6,891	7,393	502	7%	4,985	5,037	52	1%	66,507	61,545	-4,962	-7%
	Urban Totals	6,824	7,421	597	9%	76,619	78,597	1,978	3%	66,579	66,379	-200	0%	828,662	770,658	-58,004	-7%
Outlying Branches	Blue Diamond	3	1	-2	-67%	13	18	5	38%	22	9	-13	-59%	257	327	70	27%
	Bunkerville	12	4	-8	-67%	33	26	-7	-21%	59	50	-9	-15%	969	988	19	2%
	Goodsprings	2	1	-1	-50%	23	19	-4	-17%	24	16	-8	-33%	329	228	-101	-31%
	Indian Springs	5	6	1	20%	43	44	1	2%	158	165	7	4%	2,119	1,703	-416	-20%
	Laughlin	61	76	15	25%	827	889	62	7%	1,788	1,521	-267	-15%	24,336	21,990	-2,346	-10%
	Mesquite	97	447	350	361%	1,320	1,450	130	10%	1,734	2,286	552	32%	23,728	18,160	-5,568	-23%
	Moapa Town	6	11	5	83%	37	44	7	19%	126	88	-38	-30%	935	1,012	77	8%
	Moapa Valley	36	45	9	25%	264	356	92	35%	802	564	-238	-30%	8,013	6,590	-1,423	-18%
	Mt. Charleston	0	2	2	N/A	14	26	12	86%	44	18	-26	-59%	205	198	-7	-3%
	Sandy Valley	4	6	2	50%	69	70	1	1%	157	93	-64	-41%	1,689	1,422	-267	-16%
	Searchlight	3	0	-3	-100%	51	26	-25	-49%	38	31	-7	-18%	560	597	37	7%
	Outlying Totals	229	599	370	162%	2,694	2,968	274	10%	4,952	4,841	-111	-2%	63,140	53,215	-9,925	-16%
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	37	264	227	614%	1,310	1,895	585	45%
	Outreach	16	55	39	244%	950	2,576	1,626	171%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	572	527	-45	-8%	6,396	6,709	313	5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WiFi	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	93,527	93,644	117	0%	1,145,323	1,138,727	-6,596	-1%
	Misc. Totals	588	582	-6	-1%	7,346	9,285	1,939	26%	93,564	93,908	344	0%	1,146,633	1,140,622	-6,011	-1%
Grand Totals		7,641	8,602	961	13%	86,659	90,850	4,191	5%	165,095	165,128	33	0%	2,038,435	1,964,495	-73,940	-4%

Monthly Statistics  
Year over Year  
July 2017/ July 2018

		Circulation				2017	2018			Gatecount				2017	2018		
	Library	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	64,851	62,876	-1,975	-3%	64,851	62,876	-1,975	-3%	33,203	35,891	2,688	8%	33,203	35,891	2,688	8%
	Clark County	61,147	58,893	-2,254	-4%	61,147	58,893	-2,254	-4%	49,146	48,319	-827	-2%	49,146	48,319	-827	-2%
	Enterprise	42,119	38,611	-3,508	-8%	42,119	38,611	-3,508	-8%	25,935	54,757	28,822	111%	25,935	54,757	28,822	111%
	Las Vegas	27,746	19,148	-8,598	-31%	27,746	19,148	-8,598	-31%	32,943	26,296	-6,647	-20%	32,943	26,296	-6,647	-20%
	Meadows	3,584	3,854	270	8%	3,584	3,854	270	8%	2,009	2,985	976	49%	2,009	2,985	976	49%
	Rainbow	60,999	54,824	-6,175	-10%	60,999	54,824	-6,175	-10%	41,782	38,660	-3,122	-7%	41,782	38,660	-3,122	-7%
	Sahara West	74,102	69,631	-4,471	-6%	74,102	69,631	-4,471	-6%	47,140	46,213	-927	-2%	47,140	46,213	-927	-2%
	Spring Valley	55,004	42,323	-12,681	-23%	55,004	42,323	-12,681	-23%	35,085	28,962	-6,123	-17%	35,085	28,962	-6,123	-17%
	Summerlin	39,462	37,138	-2,324	-6%	39,462	37,138	-2,324	-6%	25,082	22,859	-2,223	-9%	25,082	22,859	-2,223	-9%
	Sunrise	61,528	48,987	-12,541	-20%	61,528	48,987	-12,541	-20%	30,245	27,671	-2,574	-9%	30,245	27,671	-2,574	-9%
	West Charleston	45,676	38,173	-7,503	-16%	45,676	38,173	-7,503	-16%	25,144	26,795	1,651	7%	25,144	26,795	1,651	7%
	West Las Vegas	20,416	16,869	-3,547	-17%	20,416	16,869	-3,547	-17%	20,243	23,876	3,633	18%	20,243	23,876	3,633	18%
	Whitney	50,003	44,164	-5,839	-12%	50,003	44,164	-5,839	-12%	54,237	55,822	1,585	3%	54,237	55,822	1,585	3%
	Windmill	66,248	60,461	-5,787	-9%	66,248	60,461	-5,787	-9%	31,705	30,362	-1,343	-4%	31,705	30,362	-1,343	-4%
	Urban Totals	672,885	595,952	-76,933	-11%	672,885	595,952	-76,933	-11%	453,899	469,468	15,569	3%	453,899	469,468	15,569	3%
Outlying Branches																	
	Blue Diamond	307	330	23	7%	307	330	23	7%	508	497	-11	-2%	508	497	-11	-2%
	Bunkerville	1,432	757	-675	-47%	1,432	757	-675	-47%	1,778	2,116	338	19%	1,778	2,116	338	19%
	Goodsprings	1,220	811	-409	-34%	1,220	811	-409	-34%	485	390	-95	-20%	485	390	-95	-20%
	Indian Springs	2,326	2,030	-296	-13%	2,326	2,030	-296	-13%	1,822	2,133	311	17%	1,822	2,133	311	17%
	Laughlin	10,417	10,766	349	3%	10,417	10,766	349	3%	6,451	6,692	241	4%	6,451	6,692	241	4%
	Mesquite	13,001	15,242	2,241	17%	13,001	15,242	2,241	17%	10,517	13,110	2,593	25%	10,517	13,110	2,593	25%
	Moapa Town	887	1,170	283	32%	887	1,170	283	32%	834	724	-110	-13%	834	724	-110	-13%
	Moapa Valley	9,759	8,466	-1,293	-13%	9,759	8,466	-1,293	-13%	6,989	12,164	5,175	74%	6,989	12,164	5,175	74%
	Mt. Charleston	422	467	45	11%	422	467	45	11%	979	702	-277	-28%	979	702	-277	-28%
	Sandy Valley	3,211	2,413	-798	-25%	3,211	2,413	-798	-25%	1,870	1,295	-575	-31%	1,870	1,295	-575	-31%
	Searchlight	2,482	969	-1,513	-61%	2,482	969	-1,513	-61%	355	764	409	115%	355	764	409	115%
	Outlying Totals	45,464	43,421	-2,043	-4%	45,464	43,421	-2,043	-4%	32,588	40,587	7,999	25%	32,588	40,587	7,999	25%
Misc.																	
	ILL	337	455	118	35%	337	455	118	35%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	2,128	2,143	15	1%	2,128	2,143	15	1%	30	63	33	110%	30	63	33	110%
	Outreach	7,714	7,633	-81	-1%	7,714	7,633	-81	-1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	160,664	194,378	33,714	21%	160,664	194,378	33,714	21%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	230,233	202,141	-28,092	-12%	230,233	202,141	-28,092	-12%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	401,076	406,750	5,674	1%	401,076	406,750	5,674	1%	30	63	33	110%	30	63	33	110%
	Grand Totals	1,119,425	1,046,123	-73,302	-7%	1,119,425	1,046,123	-73,302	-7%	486,517	510,118	23,601	5%	486,517	510,118	23,601	5%



Monthly Statistics  
Year over Year  
July 2017/ July 2018

		New Library Card				2017	2018			PC Internet Sessions				2017	2018		
	Library	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	544	681	137	25%	544	681	137	25%	4,631	4,330	-301	-6%	4,631	4,330	-301	-6%
	Clark County	716	725	9	1%	716	725	9	1%	8,472	9,270	798	9%	8,472	9,270	798	9%
	Enterprise	403	392	-11	-3%	403	392	-11	-3%	2,903	2,835	-68	-2%	2,903	2,835	-68	-2%
	Las Vegas	391	330	-61	-16%	391	330	-61	-16%	5,427	5,166	-261	-5%	5,427	5,166	-261	-5%
	Meadows	20	60	40	200%	20	60	40	200%	181	383	202	112%	181	383	202	112%
	Rainbow	532	539	7	1%	532	539	7	1%	4,744	4,643	-101	-2%	4,744	4,643	-101	-2%
	Sahara West	631	674	43	7%	631	674	43	7%	5,956	5,233	-723	-12%	5,956	5,233	-723	-12%
	Spring Valley	455	386	-69	-15%	455	386	-69	-15%	7,858	6,733	-1,125	-14%	7,858	6,733	-1,125	-14%
	Summerlin	274	346	72	26%	274	346	72	26%	2,245	2,224	-21	-1%	2,245	2,224	-21	-1%
	Sunrise	620	543	-77	-12%	620	543	-77	-12%	6,862	6,348	-514	-7%	6,862	6,348	-514	-7%
	West Charleston	374	358	-16	-4%	374	358	-16	-4%	4,129	3,711	-418	-10%	4,129	3,711	-418	-10%
	West Las Vegas	310	284	-26	-8%	310	284	-26	-8%	5,081	4,984	-97	-2%	5,081	4,984	-97	-2%
	Whitney	570	496	-74	-13%	570	496	-74	-13%	4,240	4,538	298	7%	4,240	4,538	298	7%
	Windmill	659	734	75	11%	659	734	75	11%	5,196	4,768	-428	-8%	5,196	4,768	-428	-8%
	Urban Totals	6,499	6,548	49	1%	6,499	6,548	49	1%	67,925	65,166	-2,759	-4%	67,925	65,166	-2,759	-4%
Outlying Branches	Blue Diamond	0	2	2	N/A	0	2	2	N/A	15	14	-1	-7%	15	14	-1	-7%
	Bunkerville	0	0	0	N/A	0	0	0	N/A	75	54	-21	-28%	75	54	-21	-28%
	Goodsprings	1	0	-1	-100%	1	0	-1	-100%	20	9	-11	-55%	20	9	-11	-55%
	Indian Springs	3	3	0	0%	3	3	0	0%	125	178	53	42%	125	178	53	42%
	Laughlin	53	60	7	13%	53	60	7	13%	1,476	1,463	-13	-1%	1,476	1,463	-13	-1%
	Mesquite	75	220	145	193%	75	220	145	193%	1,733	2,678	945	55%	1,733	2,678	945	55%
	Moapa Town	2	1	-1	-50%	2	1	-1	-50%	74	90	16	22%	74	90	16	22%
	Moapa Valley	21	29	8	38%	21	29	8	38%	850	689	-161	-19%	850	689	-161	-19%
	Mt. Charleston	6	7	1	17%	6	7	1	17%	28	14	-14	-50%	28	14	-14	-50%
	Sandy Valley	1	3	2	200%	1	3	2	200%	122	133	11	9%	122	133	11	9%
	Searchlight	0	7	7	N/A	0	7	7	N/A	41	24	-17	-41%	41	24	-17	-41%
	Outlying Totals	162	332	170	105%	162	332	170	105%	4,559	5,346	787	17%	4,559	5,346	787	17%
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	163	146	-17	-10%	163	146	-17	-10%
	Outreach	15	17	2	13%	15	17	2	13%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	585	516	-69	-12%	585	516	-69	-12%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WiFi	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	90,995	94,793	3,798	4%	90,995	94,793	3,798	4%
	Misc. Totals	600	533	-67	-11%	600	533	-67	-11%	91,158	94,939	3,781	4%	91,158	94,939	3,781	4%
	Grand Totals	7,261	7,413	152	2%	7,261	7,413	152	2%	163,642	165,451	1,809	1%	163,642	165,451	1,809	1%



## ITEM VII.A.2.a.



### MEMORANDUM

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**TO:** Dr. Ronald Heezen, Executive Director

**FROM:** Betsy Ward, Branding and Marketing Director

**DATE:** September 6, 2018

**SUBJECT:** Branding and Marketing Activity Report, September 2018

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates during a three-month period from June 1-30, July 1-31, and August 1-31, 2018.

#### June 1-30, 2018 Reporting

##### FALL QUARTER PROGRAMMING MEETING

Assistant Branding & Marketing Director **Karen Bramwell**, Marketing Coordinator **Molly Malloy**, Digital Content Manager **Ryan Simoneau**, and Digital Content Coordinator **Camille Cannon** met with Performing & Venues Services Manager **Ryan Neely**, Adult Programming Supervisor **Jennifer Weitz**, Youth Services Manager **Shana Harrington**, and Youth Services Specialist **Melissa Ramos** to establish the priority programs for graphic, social media, and website homepage support for the upcoming quarterly programs.

##### eNEWSLETTER

Branding & Marketing Director **Betsy Ward**, **Karen Bramwell**, and **Molly Malloy** wrote and edited copy, while Web Designer **Gene Kilchenko** designed and formatted the July/August eNewsletter that featured the website launch, Club Read, NVCareerExplorer, Socrates, and the Foundation's Annual Book Sale.

##### SOCRATES

To support the Socrates program, a video game that helps children in grades K-5 sharpen their math skills, Graphic Designer **Matt Enger** created posters and flyers, as well as materials for the website, social media, and the TV monitors, to increase awareness of this new resource. Additionally, **Camille Cannon** created a blog post and it was featured prominently in the web spinner on the homepage.

##### PBS GREAT AMERICAN READ

**Betsy Ward** and **Molly Malloy** worked on a partnership in support of Great American Read with Vegas PBS that included 90 sponsor-recognition messages. **Betsy Ward** and **Molly Malloy** wrote copy, and **Matt Enger** and **Gene Kilchenko** assisted in developing graphics that could be used for the various spots, which Vegas PBS produced.

## **PRINT COLLATERAL MATERIALS AND SOCIAL MEDIA/WEBSITE ASSETS**

Graphic Designer **Juanita Aiello, Matt Enger, Molly Malloy, and Karen Bramwell** managed, designed, edited, proofed, obtained approval, printed, and prepared for delivery of print collateral materials for: Still Waters Locked Up: The Musical; Book Sale Flyer; Teacher Book Sale; Harry Potter Escape Room; Christmas in July - Hawaiian Style; Sin City Opera Presents: Pirates, Parents, Phantoms; First Fridays Book Sale; Photography Signage Poster; Contemporary Western Dance Theatre Performance; website bookmark; 2018-19 Budget book cover and inserts; Jerry Misko Polyhedral; 22nd Annual Performing Visual Arts Camp for Kids Final Musical Production; and Amiras Trance.

Other production work included: Black Image Magazine ad for PVAC; CTOBC Partnership Ad; LGBTQ+ reading lists; LGBTQ+ flyer; Family Pride Day gender buttons (management and distribution); genre bookmark updates; LVCCLD logo and branding presentation; and animeFEST logo contest form redesign.

## **WEBSITE**

Our "Welcome to the New LVCCLD.org" landing page received 2,735 visits during the public launch period from June 19-26. This page provides our customers with step-by-step instructions on how to register their library card, as well as an overview of the new features, and a link to the FAQ page.

Content cards were created by Digital Content Manager **Ryan Simoneau** and Digital Content Coordinator **Camille Cannon** to ensure the website homepage and browse pages have new and timely content each week. The June 1 launch of Club Read, the District's summer reading program for kids and teens, along with the dedicated Club Read-themed Staff Lists that were compiled with the help of our website content committee, was heavily promoted and featured on the new website.

**Ryan Simoneau** and **Camille Cannon** continued to prepare the website and respond to public feedback. From June 1-30, we received and responded to a total of 358 customer feedback emails. Web Designer **Gene Kilchenko** worked on updating landing pages.

## **SOCIAL MEDIA**

**Ryan Simoneau** and **Camille Cannon** promoted the launch of our new website, Club Read, NVCareerExplorer, Socrates, National Pride Month, programs, and live entertainment offerings. The social media team continued to actively promote the launch of the new website and library card sign-ups on their respective branch Facebook pages.

### **Social Media Analytics**

#### **Facebook:**

LVCCLD Facebook Page Fans: 10,105 (+1%)  
Total Facebook Page Fans (across all LVCCLD branches): 30,455 (+2%)  
Total New Follower Increase: 1.7% (+31%)  
Total Facebook Impressions: 644,673 (-13%)  
Total Facebook Post Engagements: 5,168 (-16%)  
Total Facebook Link Clicks: 1,107 (-23%)

#### **LVCCLD Twitter:**

2,038 followers  
Total followers increased 3% from May 2018  
Total user engagements: 2,866 (-63%)  
Organic Impressions: 79,320 (-40%)  
Link clicks: 163 (-46%)

\*Twitter user engagement and organic impressions declined due to the conclusion of the Las Vegas Golden Knights Twitter War in which we were involved, which generated media exposure and additional awareness. While these numbers decreased, they are still above our monthly averages.

### **LVCCLD Instagram:**

709 followers

Total followers increased 17.4% from May 2018

Total user engagement increased 7.3% from May 2018

Top post engagement decreased 3% from May 2018

Total likes received to posts: 1,706 (+4%)

Total comments received to posts: 72 (+16%)

\*Instagram continued to be our fastest growing social media platform month over month.

### **Website Launch Analytics (June 19 - June 26)**

Page Views: 172,450

Unique Visitors: 53,141

Homepage Views: 80,689

\*These analytics are only for the launch week of the website, as we did not have a full month to report yet.

Below are some of our top performing and/or highlighted posts:

Facebook:

The image shows a Facebook post from the Las Vegas-Clark County Library District. The post is titled "Family Pride Day" and features a colorful illustration of a diverse group of people, including children and adults, holding a large rainbow heart. The text of the post reads: "One week from today is our first-ever Family Pride Day! Come spend the day with us and bring your family and friends! More info: <http://bit.ly/2MdjtKT> #LVCCLD #GetCarded #Pride". Below the illustration, the event details are listed: "Saturday, June 16 | 11 a.m. - 5:30 p.m. Clark County Library". A list of activities follows, including Drag Queen Storytime, crafts and dress-up play for kids, face painting and balloon artists, live reading by A.J. Huth, a glam make-up workshop, a teen drag competition, and a special performance by comedian Alec Mapa. The post shows 3,299 people reached, 59 reactions, 14 comments, and 27 shares.

**Las Vegas-Clark County Library District**  
Published by Sprout Social (?) · June 9 · 🌐

🇺🇸 One week from today is our first-ever Family Pride Day! Come spend the day with us and bring your family and friends! More info: <http://bit.ly/2MdjtKT>  
#LVCCLD #GetCarded #Pride

# Family Pride Day

**Saturday, June 16 | 11 a.m. - 5:30 p.m.**  
**Clark County Library**

- 11 - 11:30 a.m. Drag Queen Storytime
- 11 a.m. - 2 p.m. Crafts and dress-up play for kids
- 12 - 1:30 p.m. Face painting and balloon artists
- 1 - 2 p.m. Live reading by A.J. Huth sponsored by The Center
- 1 - 3 p.m. A glam make-up workshop for all kids
- 2 - 3:30 p.m. Our first ever Teen Drag Competition
- 2 - 3:30 p.m. Be Kind crafts and activities for teens
- 4:30 - 5:30 p.m. A special performance by comedian Alec Mapa

👤 3,299 people reached

Boost Post

👍❤️👎 59

14 Comments 27 Shares

Twitter:



Instagram:



## ADVERTISING EQUIVALENCY

Based on the industry standard for public relations/advertising equivalency measurement, we received the following in advertising value for the month of June was \$887,939. This number included brand messaging with backlit signage to 42+ million annual travelers that utilize McCarran International Airport.

## July 1-31, 2018 Reporting

### PRINT COLLATERAL MATERIALS AND SOCIAL MEDIA/WEBSITE ASSETS

Graphic Designer **Juanita Aiello**, Graphic Designer **Matt Enger**, Marketing Coordinator **Molly Malloy**, and Assistant Branding & Marketing Director **Karen Bramwell** managed, designed, edited, proofed, obtained approval, printed, and prepared for delivery of print collateral materials for: Teen animeFEST; Americas 3; Calle Sur Conviction of the Heart; Kickoff to Kindergarten; Randal Keith (in the Music of Robert Goulet); Little Books and Little Cooks; Okaidja Afroso in Concert; We've Got the Music; KingTay Live; Sunrise Library Community Fair; First Fridays Book Sale; World Beat Drum Circle; Maryvale Guitar Ensemble; Something Scottish; NHHM-Latin Journey; UNLV Jazz Concert Series; Paul Pfaff; Futureman & Silverman; Sit 'n' Sew; Vegas Stories; Summerlin Library Fall Festival; Magic Beyond Possibility, bilingual storytimes; and Flamenco Guitarist Ricardo Griego.

### WEBSITE

Our total number of website sessions was also up 87 percent from July 2017, which also included 145,302 mobile visits, marking a significant jump from the same time period last year. The "Welcome to the New LVCCLD.org" landing page received 5,988 visits during the month of July, and we received and responded to a total of 149 customer feedback emails. Digital Content Manager **Ryan Simoneau** and Digital Content Coordinator **Camille Cannon** heavily promoted the American Dolls Lending program and the Annual Summer Book Sale, along with our weekly Staff Lists.

Web Designer **Gene Kilchenko** continued to work on updating and upgrading pages.

### SOCIAL MEDIA

**Ryan Simoneau** and **Camille Cannon** prominently promoted our American Girl Doll Collection in our catalog, current art gallery exhibits and receptions, important literary dates, popular new releases, and relevant local happenings.

On July 19, **Camille Cannon** coordinated a visit to the Windmill Library from local social influencers, Bark-Andre Furry (the Las Vegas Golden Knights' adorable Jack Russell terrier super fan, who has amassed over 18K followers on Instagram), and Logan the Girl with the Hat (a ten-year old fellow Las Vegas Golden Knights super fan and budding NHL reporter). Photos and video were captured during their visit for our social media channels and website.

### Social Media Analytics

#### Facebook:

LVCCLD Facebook Page Fans: 10,400 (+3%)

Total Facebook Page Fans (across all LVCCLD branches): 31,000 (+2%)

Total New Follower Increase: 1.8% (+.01%)

Total Facebook Impressions: 973,300 (+50%)

Total Facebook Post Engagements: 6,790 (+31%)

Total Facebook Link Clicks: 1,555 (+40%)

\*Facebook total engagement and link clicks increased due in part to a dedicated Facebook Ad campaign to promote the new website launch.

#### LVCCLD Twitter:

2,086 followers

Total followers increased 2.4% from June 2018

Total user engagements: 1,924 (-32%)

Organic Impressions: 71,100 (-10%)

Link clicks: 203 (+24%)



\*Twitter numbers dipped slightly from the previous month as we did not have any Las Vegas Golden Knights-themed posts this month due to the conclusion of the Twitter War in which we participated.

### **LVCCLD Instagram:**

855 followers

Total followers increased 20% from June 2018

Total user engagement increased 58.5% from June 2018

Top post engagement increased 58% from June 2018

Total likes received to posts: 2,914 (+70%)

Total comments received to posts: 138 (+92%)

### **Notable Website Analytics (July 1 - July 31)**

Page Views: 598,816

Unique Visitors: 201,806

Homepage Views: 332,510

\*These analytics represent the first full month of the new website being implemented.

Below are some of our top performing and/or highlighted posts:

Facebook:

**Las Vegas-Clark County Library District**  
Published by Camille Cannon [?] · July 9 · 🌐

As part of our mission to support childhood learning, development—and fun(!)—we've established a new Toy Lending Program, featuring 200 dolls from the popular *American Girl* doll collection. Read more: <http://bit.ly/2L4UCb8>

#LVCCLD #GetCarded



 3,975 people reached

Boost Post

Twitter:



Instagram:



New follower growth for the District's social media accounts (Facebook/Twitter/Instagram) increased month-over-month, with our Instagram account continuing to show the fastest growth, increasing 20 percent from July. Our user engagement and total reach were both up significantly from last month, as well as on the District's Facebook page.

### **ADVERTISING EQUIVALENCY**

Based on the industry standard for public relations/advertising equivalency measurement, we received \$637,198 in advertising value for the month of July. This number included brand messaging with backlit signage to 42+ million annual travelers that utilize McCarran International Airport.

## **August 1-31, 2018 Reporting**

### **FALL LIBRARY HIGHLIGHTS**

Graphic Designer **Juanita Aiello** worked on design, as Branding & Marketing Director **Betsy Ward**, Branding & Marketing Assistant Director **Karen Bramwell**, Digital Content Coordinator **Camille Cannon**, and Marketing Coordinator **Molly Malloy** wrote copy, edited, and proofed the issue. Special thanks to Financial Services Administrative Assistant **Lynn Lucuara** for providing additional help with proofing the edition. Notably, this will be the first time *Highlights* will be in Smith's and Von's grocery stores, doctor and dentist offices, and select restaurants in designated zip codes within our taxing district. In order to track how this performs, we have printed a special cover for those magazines, that allows the customer to enter for a chance to win a #GetCarded tote bag by logging into a special URL at [LVCCLD.com/mylibrarytote](http://LVCCLD.com/mylibrarytote).

**PBS Great American Read** – As part of our sponsorship package of this high profile program, which will be promoted on Vegas PBS throughout August, September, and October leading up to the finale on October 23, we will receive a total of 90 sponsor recognition messages:

- One 15-second spot aired at open and close of Recap Show (2x)
- One 15-second spot aired at open and close of theme shoes (12x)
- One 15-second spot aired at open and closed of finale (2x)
- Three 15-second rotational spots per week (74x)
- Social media recognition of partnership on Twitter and Facebook
- Sponsorship recognition in Vegas PBS Source Magazine

### **LIBRARY CARD SIGN-UP MONTH**

**Betsy Ward**, **Karen Bramwell**, and **Molly Malloy** worked with the BAM team to develop a Library Card Sign-Up Month promotion featuring "The Incredibles," using the ALA's agreement with Disney/Pixar Studios.

- We will be giving away #GetCarded Library Tote Bags in all branches with a special drawing where customers tell us why their library card is "Incredible!"
- We are also promoting the #GetCarded Tote Bag giveaway through our website and on our social media channels by allowing people to enter to win on Facebook by using the #GetCarded hashtag; through spots on PBS for The Great American Read; and in a Library Highlights article.
- Superhero Costume Week will take place from September 16-22, where kids and parents can come to storytimes dressed as their favorite characters. This will be a great visual story for local media.
- And for staff, we're doing a competition for the Best Incredibles/Superhero In-Branch Display ... one winner for Urbans and one for Outlying branches. Staff members in the winning branches will each receive a fabulous #GetCarded Tote Bag!



- Promotional items include display boards; posters; flyers; rack cards; window clings; outdoor banners; certificates; entry box and forms; cut outs of Frozone and Jack-Jack.
- Kicking off the event on August 31, Digital Content Manager **Ryan Simoneau** appeared on Fox 5 for morning segments at 5:30 a.m., 6:30 a.m., 7:30 a.m., and 8:30 a.m. In addition to the in-branch materials, our social media channels will include messaging to reflect all the incredible benefits of having a library card. Promoted posts and other social media advertising will be employed to ensure we reach beyond our current cardholders.

### **VEGAS GOLDEN KNIGHTS PROMOTIONAL OPPORTUNITIES**

**Betsy Ward, Karen Bramwell, and Molly Malloy** spoke with Carley Sisolak, the Marketing and Events Manager for the Vegas Golden Knights, about partnering and specifically pitched the idea of a Vegas Golden Knights library card and bookmark series of the players. Our contact expressed initial interest and **Gene Kilchenko** provided her with library card and bookmark samples and specifications so that they can create suggested designs. We hope to have more information on this exciting possibility in September.

### **PRINT COLLATERAL MATERIALS AND SOCIAL MEDIA/WEBSITE ASSETS**

**Juanita Aiello**, Graphic Designer **Matt Enger, Molly Malloy, and Karen Bramwell** managed, designed, edited, proofed, obtained approval, printed, and prepared for delivery of print collateral materials for: Library Card Sign-Up Month; Vegas Valley Comic Book Festival; Teen animeFEST; Staged Reading of No Exit; Ancient Sounds for a New Age; Ready for Kindergarten; Fishnets and Spotlights; Broads from Broadway; 4-H STEAM; Las Vegas Brass Band Fall Concert; Viva el Mariachi; Banff Radical Reels; I Love Paris; Liz Mangual Bilingual Storyteller; Mariachi Winter Festival; and A Different Side of God.

### **SOCRATES eRESOURCES PROMOTION**

BAM continues to educate the public about our new Socrates gamified math learning software. Platforms include the Library District website spinner (which is prime real estate), social media, and the Library District eNewsletter. We are also highlighting Socrates on the new School Success page that we created on the website, which pulls together all of the learning materials and programs that we offer for K-12.

### **WEBSITE**

The BAM Department continues to expand the capabilities of the new BiblioCommons website, creating new pages that spotlight the Library District's many products and services, gathering common themes into one, easy-to-find location. Two such examples include a Business & Careers page here: <https://lvccld.org/browse/careers/>; and a School Success page here: <https://lvccld.org/blogs/post/find-your-tools-for-school-success/>

Both unique visitors and homepage views increased from the previous month, which is a great sign as the website continues to index higher on search engines. The increase in unique visitors can be related in part back to the strong social media push to the new website. Our "Welcome to the New LVCCLD.org" landing page received 5,115 visits during in August, and we received a total of 72 customer feedback emails.

We continue to field questions and comments from the public. The vast majority are positive and, of the ones who complain, we continue to treat them as customer service opportunities, answering any and all questions with the utmost courtesy.

We are currently at 49,400 library card registrations on the new website as of August 31. BiblioCommons says this is remarkable for a library of our size, which is the only measurement that we can use for performance. The reason that we have no analytics to compare the new site to the old website is that library card registration was not required on the old site.

**Ryan Simoneau** and **Camille Cannon** worked to create a dedicated Back-to-School page to showcase all of the Library District's resources, homework help, and drop-in tutoring services. This page was prominently featured on the website and promoted on social media. We received strong support from the Clark County School District on social media.

Web Designer **Gene Kilchenko** worked on updating and upgrading the pages including the welcome message email template, email signature redesign, media coverage design, Voyager, computer reservations, press release, Google analytics code, training sign-ups, as well as social media assets for days of closing.

## **SOCIAL MEDIA**

**Ryan Simoneau** and **Camille Cannon** focused on promoting all our Back-to-School resources, the continued promotion of our new website, and library card registrations. BAM's marketing and social media push of the Foundation's Annual Summer Book Sale resulted in record-breaking first day sales of \$5,000, which surpassed the total sales from all of last year's book sales combined.

Ryan and Camille continued their tour of all the branches to provide additional in-person social media training and creative brainstorming sessions to mentor our social media volunteers in each branch.

## **Social Media Analytics**

### **Facebook:**

LVCCLD Facebook Page Fans: 10,432 (+1%)

Total Facebook Page Fans (across all LVCCLD branches): 31,895 (+1%)

Total New Follower Increase: 1.2% (-37%)

Total Facebook Impressions: 882,486 (-10%)

Total Facebook Post Engagements: 7,814 (14%)

Total Facebook Link Clicks: 338 (-75%)

\*Facebook numbers slightly declined due to the conclusion of our Facebook Ad campaign to promote the new website launch.

### **LVCCLD Twitter:**

2,124 followers

Total followers increased 1.8% from July 2018

Total user engagements: 1,312 (-32%)

Organic Impressions: 71,115 (-14.7%)

Link clicks: 141 (-31%)

### **LVCCLD Instagram:**

959 followers

Total followers increased 12.2% from July 2018

Total user engagement decreased 8.7% from July 2018

Top post engagement decreased 10.1% from July 2018

Total likes received to posts: 2,696 (-7%)

Total comments received to posts: 92 (-33%)

New follower growth for the District's social media accounts (Facebook/Twitter/Instagram) has continued to increase month-over-month, with our Instagram account showing the fastest growth, up 12% percent from July. Our user engagement and total postings across our 25 Facebook pages were up from last month. The social media team encouraged their fans to vote for the Library District for the Best of Las Vegas Awards, which we received two nominations.

### **Notable Website Analytics (August 1 - August 31)**

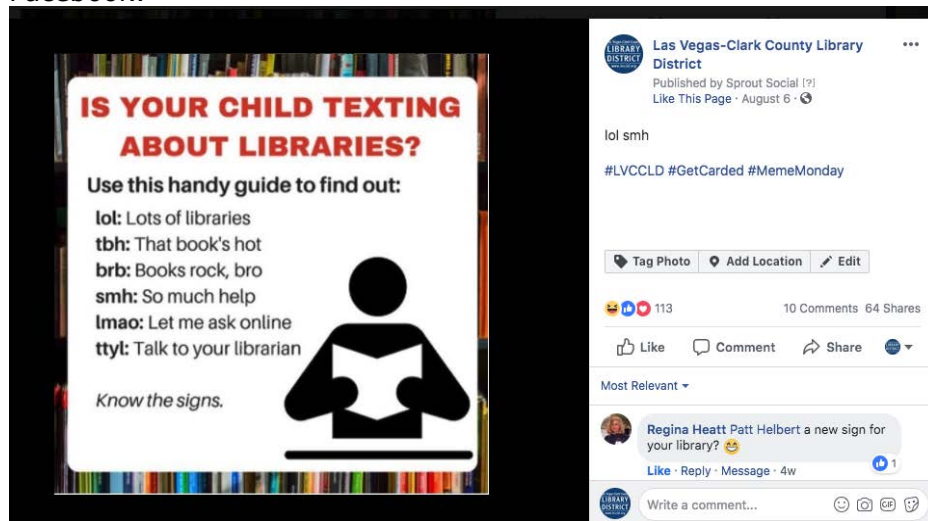
Page Views: 594,153

Unique Visitors: 203,129

Homepage Views: 333,963

Below are our top performing and/or highlighted posts on each social media platform:

Facebook:



Twitter:



Instagram:



### ADVERTISING EQUIVALENCY

Based on the industry standard for public relations/advertising equivalency measurement, we received \$150,773 in advertising value for the month of August. This number included brand messaging with backlit signage to 42+ million annual travelers that utilize McCarran International Airport.

### Las Vegas-Clark County Library District- June Ad Equivalency

Date	Outlet Type	Outlet	Title	Notes	Link	segment length	audience	calculated publicity value
6/1/2018	Television	KLAS-TV	Good Day on KLAS-LV	5:18 a.m. - Mesquite Opening / ELV Construction updates		24s	14,123	\$557.61
6/1/2018	Internet	lasvegassun.com	Mesquite Library Grand Opening	Mesquite Opening	<a href="https://lasvegassun.com/photos/galleries/2018/jun/01/20180531_courtesy_mesquite_library_grand_opening/#/8">https://lasvegassun.com/photos/galleries/2018/jun/01/20180531_courtesy_mesquite_library_grand_opening/#/8</a>		1,140,000	\$34,200.00
6/1/2018	Internet	lasvegasnow.com	Family Pride Day	Family Pride Day	<a href="http://www.lasvegasnow.com/calendar#/details/Family-Pride-Day/4999438/2018-06-16T11">http://www.lasvegasnow.com/calendar#/details/Family-Pride-Day/4999438/2018-06-16T11</a>		648,333	\$19,449.99
6/1/2018	Internet	fox5vegas.com	Family Pride Day	Family Pride Day	<a href="http://fox5vegas.eviewsays.com/?/event/8778598/53350746/family-pride-day">http://fox5vegas.eviewsays.com/?/event/8778598/53350746/family-pride-day</a>		1,081,667	\$32,450.01
6/1/2018	Internet	reviewjournal.com	Family Pride Day	Family Pride Day	<a href="https://www.reviewjournal.com/events/?/event/8778617/53350745/family-pride-day">https://www.reviewjournal.com/events/?/event/8778617/53350745/family-pride-day</a>		3,750,000	\$112,500.00
6/1/2018	Internet	spingo.com	Family Pride Day	Family Pride Day	<a href="https://www.spingo.com/event/change/7201010">https://www.spingo.com/event/change/7201010</a>		54,720	\$1,641.60
6/1/2018	Internet	lgbtq.vegas	Upcoming Events	Family Pride Day	<a href="http://lgbtq.vegas/event/family-pride-day/">http://lgbtq.vegas/event/family-pride-day/</a>		1,140	\$34.20
6/1/2018	Internet	knpr.org	The Hot Seat	Family Pride Day	<a href="https://knpr.org/desert-companion/2018-05/hot-seat">https://knpr.org/desert-companion/2018-05/hot-seat</a>		85,280	\$2,558.40
6/1/2018	Internet	lasvegas.carpediem.cd	Celebrate Pride Month! June 2018	Family Pride Day	<a href="http://lasvegas.carpediem.cd/events/6894629-family-pride-day-at-clark-county-library/">http://lasvegas.carpediem.cd/events/6894629-family-pride-day-at-clark-county-library/</a>		692,520	\$20,775.60
6/1/2018	Magazine	Desert Companion	LGBT Family Pride Day	Family Pride Day			50,000	\$900.00
6/2/2018	Internet	thespectrum.com	New Mesquite Library boasts more books, computers, even a drive-thru cafe	Mesquite Opening	<a href="https://www.thespectrum.com/story/news/local/mesquite/2018/06/02/new-mesquite-library-learning-center-grand-opening/652218002/">https://www.thespectrum.com/story/news/local/mesquite/2018/06/02/new-mesquite-library-learning-center-grand-opening/652218002/</a>		77,760	\$2,332.80
6/2/2018	Internet	neighborhoods.com	7 Innovative Local Libraries in Las Vegas Neighborhoods	Windmill Library, West Sahara West Library, Suummerlin Library, Paradise Library	<a href="https://www.neighborhoods.com/blog/7-innovative-local-libraries-in-las-vegas-neighborhoods?utm_campaign=sprout_post&amp;utm_medium=social&amp;utm_source=twitter&amp;utm_content=1527886803">https://www.neighborhoods.com/blog/7-innovative-local-libraries-in-las-vegas-neighborhoods?utm_campaign=sprout_post&amp;utm_medium=social&amp;utm_source=twitter&amp;utm_content=1527886803</a>		161,00	\$4,833.00
6/6/2018	Internet	Moapa Valley Progress	Library District Opens New Campus In Mesquite	Mesquite Opening	<a href="http://mvprogress.com/2018/06/06/library-district-opens-new-campus-in-mesquite/">http://mvprogress.com/2018/06/06/library-district-opens-new-campus-in-mesquite/</a>		5,760	\$172.80
6/7/2018	Newspaper	View Newspapers	Your Neighborhood - Pride Month Family Storytime	East Valley			172,366	\$1,242.00
6/11/2018	Internet	ktnv.com	Clark County Library hosting inaugural Family Pride Day Saturday	Family Pride Day	<a href="https://www.ktnv.com/positivelylv/clark-county-library-hosting-inaugural-family-pride-day-saturday">https://www.ktnv.com/positivelylv/clark-county-library-hosting-inaugural-family-pride-day-saturday</a>		920,000	\$27,600.00
6/11/2018	Television	KLAS-TV	8 News Now Good Day	6:44 a.m. - MesquiteOpening		53s	21,546	\$1,538.33
6/14/2018	Magazine	Las Vegas Weekly	Big This Week	Family Pride Day			62,682	\$2,190.00
6/14/2018	Newspaper	View Newspapers	Worth a Drive - Family Pride Day	Henderson			172,366	\$1,242.00
6/14/2018	Newspaper	View Newspapers	Your Neighborhood - Family Pride Day	East Valley			172,366	\$1,242.00
6/15/2018	Television	KTNV-TV	Good Morning Las Vegas	6:39 a.m. - Family Pride Day teaser		9s	16,934	\$247.86
6/15/2018	Television	KTNV-TV	Good Morning Las Vegas	6:46 a.m. - Family Pride Day		27s	16,934	\$743.58
6/15/2018	Television	KVVU-TV	FIFA World Cup Today	7:41 a.m. - Family Pride Day		29s	29,210	\$1,415.28
6/15/2018	Newspaper	Las Vegas Review-Journal - NEON	Listings - Events	Family Pride Day			172,366	
6/16/2018	Television	KSNV-TV	News 3 Today	6:21 a.m. - Family Pride Day		3m 12s	8,776	\$3,623.62
6/16/2018	Television	KTNV-TV	Action News	5:00 a.m. - Family Pride Day teaser		8s	25,958	\$530.29
6/16/2018	Internet	ktnv.com	Clark County Library Celebrates Family Pride Day		<a href="https://www.ktnv.com/news/clark-county-library-celebrates-family-pride-day">https://www.ktnv.com/news/clark-county-library-celebrates-family-pride-day</a>		920,000	\$27,600.00
6/16/2018	Television	KLAS-TV	8 News Now	5:00 p.m. - Family Pride Day teaser		8s	25,958	\$530.29
6/16/2018	Television	KLAS-TV	8 News Now	5:07 p.m. - Family Pride Day teaser		9s	36,437	\$1,036.82
6/16/2018	Television	KLAS-TV	8 News Now	5:16 p.m. - Family Pride Day		47s	36,437	\$5,414.51
6/16/2018	Television	KLAS-TV	8 News Now	6:10 p.m. - Family Pride Day teaser		9s	23,676	\$671.65
6/16/2018	Television	KLAS-TV	8 News Now	6:22 p.m. - Family Pride Day		19s	23,676	\$1,417.92

### Las Vegas-Clark County Library District- June Ad Equivalency

Date	Outlet Type	Outlet	Title	Notes	Link	segment length	audience	calculated publicity value
6/16/2018	Television	KTNV-TV	Action News	6:22 p.m. - Family Pride Day		19s	20,611	\$983.90
6/16/2018	Television	KTNV-TV	Action News	11:08 p.m. - Family Pride Day		1m 40s	15,034	\$4,158.00
6/17/2018	Television	KTNV-TV	Good Morning Las Vegas	5:30 a.m. - Family Pride Day		6s	10,278	\$94.45
6/17/2018	Television	KLAS-TV	Good Morning Las Vegas	5:34 a.m. - Family Pride Day		1m 46s	10,278	\$1,668.55
6/17/2018	Television	KTNV-TV	Good Morning Las Vegas	6:29 a.m. - Family Pride Day teaser		6s	17,648	\$168.97
6/17/2018	Television	KTNV-TV	Good Morning Las Vegas	6:33 a.m. - Family Pride Day		1m 46s	17,648	\$2,985.07
6/17/2018	Television	KTNV-TV	Good Morning Las Vegas	8:29 a.m. - Family Pride Day teaser		5s	33,043	\$233.82
6/18/2018	Television	KTNV-TV	Good Morning Las Vegas	6:25 a.m. - Family Pride Day		45s	20,906	\$2,104.38
6/18/2018	Internet	knpr.org	From The Experts: Best Summer Reads	Interview with Rebecca Colbert	<a href="https://knpr.org/knpr/2018-06/experts-best-summer-reads">https://knpr.org/knpr/2018-06/experts-best-summer-reads</a>		85,280	\$2,558.40
6/18/2018	Internet	vegasnews.com	Las Vegas-Clark County Library District to Launch Official Web Site on June 19	Website Launch	<a href="https://www.vegasnews.com/175412/las-vegas-clark-county-library-district-to-launch-official-web-site-on-june-19.html">https://www.vegasnews.com/175412/las-vegas-clark-county-library-district-to-launch-official-web-site-on-june-19.html</a>		183,080	\$5,492.40
6/18/2018	Internet	ktnv.com	PHOTOS: CLARK COUNTY LIBRARY HOSTS FAMILY PRIDE DAY	Family Pride Day	<a href="https://www.ktnv.com/news/photos-clark-county-library-hosts-family-pride-day#id0">https://www.ktnv.com/news/photos-clark-county-library-hosts-family-pride-day#id0</a>		920,000	\$27,600.00
6/25/2018	Internet	reviewjournal.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 5	<a href="https://www.reviewjournal.com/events/?event/8830178/53746063/lane-vega-clark-county-library-district-foundation-annual-summer-book-sale">https://www.reviewjournal.com/events/?event/8830178/53746063/lane-vega-clark-county-library-district-foundation-annual-summer-book-sale</a>		3,750,000	\$112,500.00
6/25/2018	Internet	reviewjournal.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 6	<a href="https://www.reviewjournal.com/events/?event/8830178/53746064/lane-vega-clark-county-library-district-foundation-annual-summer-book-sale">https://www.reviewjournal.com/events/?event/8830178/53746064/lane-vega-clark-county-library-district-foundation-annual-summer-book-sale</a>		3,750,000	\$112,500.00
6/25/2018	Internet	reviewjournal.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 7	<a href="https://www.reviewjournal.com/events/?event/8830178/53746065/lane-vega-clark-county-library-district-foundation-annual-summer-book-sale">https://www.reviewjournal.com/events/?event/8830178/53746065/lane-vega-clark-county-library-district-foundation-annual-summer-book-sale</a>		3,750,000	\$112,500.00
6/25/2018	Internet	fox5vegas.eviewsays.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 5	<a href="http://fox5vegas.eviewsays.com/?event/8830176/53746066/lane-vega-clark-county-library-district-foundation-annual-summer-book-sale">http://fox5vegas.eviewsays.com/?event/8830176/53746066/lane-vega-clark-county-library-district-foundation-annual-summer-book-sale</a>		1,081,667	\$32,450.01
6/25/2018	Internet	fox5vegas.eviewsays.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 6	<a href="http://fox5vegas.eviewsays.com/?event/8830176/53746067/lane-vega-clark-county-library-district-foundation-annual-summer-book-sale">http://fox5vegas.eviewsays.com/?event/8830176/53746067/lane-vega-clark-county-library-district-foundation-annual-summer-book-sale</a>		1,081,667	\$32,450.01
6/25/2018	Internet	fox5vegas.eviewsays.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 7	<a href="http://fox5vegas.eviewsays.com/?event/8830176/53746068/lane-vega-clark-county-library-district-foundation-annual-summer-book-sale">http://fox5vegas.eviewsays.com/?event/8830176/53746068/lane-vega-clark-county-library-district-foundation-annual-summer-book-sale</a>		1,081,667	\$32,450.01
6/25/2018	Internet	vegas24seven.com	LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT FOUNDATION'S ANNUAL SUMMER BOOK SALE OFFERS TREASURES TO DISCOVER AT BARGAIN PRICES	Annual Summer Book Sale	<a href="http://www.vegas24seven.com/67046">http://www.vegas24seven.com/67046</a>		16,890	\$506.70
6/25/2018	Internet	vegasnews.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale Offers Treasures to Discover at Bargain Prices	Annual Summer Book Sale	<a href="https://www.vegasnews.com/175646/las-vegas-clark-county-library-district-foundations-annual-summer-book-sale-offers-treasures-to-discover-at-bargain-prices.html">https://www.vegasnews.com/175646/las-vegas-clark-county-library-district-foundations-annual-summer-book-sale-offers-treasures-to-discover-at-bargain-prices.html</a>		183,080	\$5,492.40
6/26/2018	McCarran Airport		Duratrans					\$30,000.00
6/26/2018	Internet	lasvegasnow.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 5	<a href="https://www.lasvegasnow.com/calendar#details/Las-Vegas-Clark-County-Library-District-Foundation-s-Annual-Summer-Book-Sale/5080140/2018-07-05T10">https://www.lasvegasnow.com/calendar#details/Las-Vegas-Clark-County-Library-District-Foundation-s-Annual-Summer-Book-Sale/5080140/2018-07-05T10</a>		648,333	\$19,449.99

**Las Vegas-Clark County Library District- June Ad Equivalency**

<u>Date</u>	<u>Outlet Type</u>	<u>Outlet</u>	<u>Title</u>	<u>Notes</u>	<u>Link</u>	<u>segment length</u>	<u>audience</u>	<u>calculated publicity value</u>
6/26/2018	Internet	lasvegasnow.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 6	<a href="https://www.lasvegasnow.com/calendar#/details/Las-Vegas-Clark-County-Library-District-Foundation-s-Annual-Summer-Book-Sale/5080140/2018-07-06T10">https://www.lasvegasnow.com/calendar#/details/Las-Vegas-Clark-County-Library-District-Foundation-s-Annual-Summer-Book-Sale/5080140/2018-07-06T10</a>		648,333	\$19,449.99
6/26/2018	Internet	lasvegasnow.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 7	<a href="https://www.lasvegasnow.com/calendar#/details/Las-Vegas-Clark-County-Library-District-Foundation-s-Annual-Summer-Book-Sale/5080140/2018-07-07T10">https://www.lasvegasnow.com/calendar#/details/Las-Vegas-Clark-County-Library-District-Foundation-s-Annual-Summer-Book-Sale/5080140/2018-07-07T10</a>		648,333	\$19,449.99
							28,432,767	\$887,939.20

**Las Vegas-Clark County Library District - July Ad Equivalency**

<u>Date</u>	<u>Outlet Type</u>	<u>Outlet</u>	<u>Title</u>	<u>Notes</u>	<u>Link</u>	<u>segment length</u>	<u>audience</u>	<u>calculated publicity value</u>
7/1/2018	Internet	vegasonlyentertainment.com	VEGAS IMMERSIVE CANNABIS MUSEUM, CRAFT BEER AND MUSIC FESTIVAL, DINING UPDATES	Annual Summer Book Sale	<a href="https://www.vegasonlyentertainment.com/vegas-vip-scenery/vegas-immersive-cannabis-museum-craft-beer-and-music-festival-dining-updates/">https://www.vegasonlyentertainment.com/vegas-vip-scenery/vegas-immersive-cannabis-museum-craft-beer-and-music-festival-dining-updates/</a>		4,800	\$144.00
7/1/2018	Internet	callbacknews.com	BRETT'S VEGAS VIEW	Annual Summer Book Sale	<a href="http://callbacknews.com/jackie-brett/825-vegas-view-july-1-2018">http://callbacknews.com/jackie-brett/825-vegas-view-july-1-2018</a>		6,990	\$209.70
7/1/2018	Internet	jackiebrett.com	BRETT'S VEGAS VIEW	Annual Summer Book Sale	<a href="https://www.jackiebrett.com">https://www.jackiebrett.com</a>		10,020	\$300.60
7/3/2018	Television	KVVU-TV	FOX5 News This Morning	7:40 a.m. - Summer Book Sale		30s	34,558	\$1,621.20
7/3/2018	Internet	spingo.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 5	<a href="https://www.spingo.com/event-calendar#/event/7258838-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89109-las-vegas&amp;sections=all&amp;date=2018-07-04">https://www.spingo.com/event-calendar#/event/7258838-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89109-las-vegas&amp;sections=all&amp;date=2018-07-04</a>		188,790	\$5,663.70
7/3/2018	Internet	spingo.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 6	<a href="https://www.spingo.com/event-calendar#/event/7258837-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89109-las-vegas&amp;sections=all&amp;date=2018-07-04">https://www.spingo.com/event-calendar#/event/7258837-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89109-las-vegas&amp;sections=all&amp;date=2018-07-04</a>		188,790	\$5,663.70



**Las Vegas-Clark County Library District - July Ad Equivalency**

<u>Date</u>	<u>Outlet Type</u>	<u>Outlet</u>	<u>Title</u>	<u>Notes</u>	<u>Link</u>	<u>segment length</u>	<u>audience</u>	<u>calculated publicity value</u>
7/3/2018	Internet	spingo.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 7	<a href="https://www.spingo.com/event-calendar#/event/7258839-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89109-las-vegas&amp;sections=all&amp;date=2018-07-04">https://www.spingo.com/event-calendar#/event/7258839-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89109-las-vegas&amp;sections=all&amp;date=2018-07-04</a>		188,790	\$5,663.70
7/3/2018	Internet	breakinghendersonnews.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 5	<a href="http://tbnn.it/henderson/calendar/#/event/7258838-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=25&amp;location=89002-henderson&amp;sections=all&amp;date=2018-07-05">http://tbnn.it/henderson/calendar/#/event/7258838-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=25&amp;location=89002-henderson&amp;sections=all&amp;date=2018-07-05</a>		NA	NA
7/3/2018	Internet	breakinghendersonnews.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 6	<a href="http://tbnn.it/henderson/calendar/#/event/7258837-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=25&amp;location=89002-henderson&amp;sections=all&amp;date=2018-07-05">http://tbnn.it/henderson/calendar/#/event/7258837-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=25&amp;location=89002-henderson&amp;sections=all&amp;date=2018-07-05</a>		NA	NA
7/3/2018	Internet	breakinghendersonnews.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 7	<a href="http://tbnn.it/henderson/calendar/#/event/7258839-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=25&amp;location=89002-henderson&amp;sections=all&amp;date=2018-07-05">http://tbnn.it/henderson/calendar/#/event/7258839-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=25&amp;location=89002-henderson&amp;sections=all&amp;date=2018-07-05</a>		NA	NA

**Las Vegas-Clark County Library District - July Ad Equivalency**

<u>Date</u>	<u>Outlet Type</u>	<u>Outlet</u>	<u>Title</u>	<u>Notes</u>	<u>Link</u>	<u>segment length</u>	<u>audience</u>	<u>calculated publicity value</u>
7/3/2018	Internet	breakinglasvegasnews.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 5	<a href="http://tbnn.it/lasvegas/calendar/#/event/7258838-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89031-north-las-vegas&amp;sections=all&amp;date=2018-07-05">http://tbnn.it/lasvegas/calendar/#/event/7258838-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89031-north-las-vegas&amp;sections=all&amp;date=2018-07-05</a>		NA	NA
7/3/2018	Internet	breakinglasvegasnews.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 6	<a href="http://tbnn.it/lasvegas/calendar/#/event/7258837-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89031-north-las-vegas&amp;sections=all&amp;date=2018-07-05">http://tbnn.it/lasvegas/calendar/#/event/7258837-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89031-north-las-vegas&amp;sections=all&amp;date=2018-07-05</a>		NA	NA
7/3/2018	Internet	breakinglasvegasnews.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 7	<a href="http://tbnn.it/lasvegas/calendar/#/event/7258839-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89031-north-las-vegas&amp;sections=all&amp;date=2018-07-05">http://tbnn.it/lasvegas/calendar/#/event/7258839-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89031-north-las-vegas&amp;sections=all&amp;date=2018-07-05</a>		NA	NA
7/3/2018	Internet	breakingsummerlinnews.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 5	<a href="http://tbnn.it/summerlin/calendar/#/event/7258838-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89128-las-vegas&amp;sections=all&amp;date=2018-07-05">http://tbnn.it/summerlin/calendar/#/event/7258838-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89128-las-vegas&amp;sections=all&amp;date=2018-07-05</a>		NA	NA

**Las Vegas-Clark County Library District - July Ad Equivalency**

<u>Date</u>	<u>Outlet Type</u>	<u>Outlet</u>	<u>Title</u>	<u>Notes</u>	<u>Link</u>	<u>segment length</u>	<u>audience</u>	<u>calculated publicity value</u>
7/3/2018	Internet	breakingsummerlinnews.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 6	<a href="http://tbnn.it/summerlin/calendar/#/event/7258837-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89128-las-vegas&amp;sections=all&amp;date=2018-07-05">http://tbnn.it/summerlin/calendar/#/event/7258837-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89128-las-vegas&amp;sections=all&amp;date=2018-07-05</a>		NA	NA
7/3/2018	Internet	breakingsummerlinnews.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 7	<a href="http://tbnn.it/summerlin/calendar/#/event/7258839-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89128-las-vegas&amp;sections=all&amp;date=2018-07-05">http://tbnn.it/summerlin/calendar/#/event/7258839-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=100&amp;location=89128-las-vegas&amp;sections=all&amp;date=2018-07-05</a>		NA	NA
7/3/2018	Internet	lasvegasentertainmentnews.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 5	<a href="http://www.lasvegasentertainmentnews.com/guide/#/event/7258838-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=25&amp;location=89101-las-vegas&amp;sections=all&amp;date=2018-07-05">http://www.lasvegasentertainmentnews.com/guide/#/event/7258838-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=25&amp;location=89101-las-vegas&amp;sections=all&amp;date=2018-07-05</a>		NA	NA
7/3/2018	Internet	lasvegasentertainmentnews.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 6	<a href="http://www.lasvegasentertainmentnews.com/guide/#/event/7258837-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=25&amp;location=89101-las-vegas&amp;sections=all&amp;date=2018-07-05">http://www.lasvegasentertainmentnews.com/guide/#/event/7258837-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=25&amp;location=89101-las-vegas&amp;sections=all&amp;date=2018-07-05</a>		NA	NA

**Las Vegas-Clark County Library District - July Ad Equivalency**

<u>Date</u>	<u>Outlet Type</u>	<u>Outlet</u>	<u>Title</u>	<u>Notes</u>	<u>Link</u>	<u>segment length</u>	<u>audience</u>	<u>calculated publicity value</u>
7/3/2018	Internet	lasvegasesertainmentnews.com	Las Vegas-Clark County Library District Foundation's Annual Summer Book Sale	Annual Summer Book Sale - July 7	<a href="http://www.lasvegasesertainmentnews.com/guide/#/event/7258839-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=25&amp;location=89101-las-vegas&amp;sections=all&amp;date=2018-07-05">http://www.lasvegasesertainmentnews.com/guide/#/event/7258839-las-vegas-clark-county-library-district-foundations-annual-summer-book-sale?radius_miles=25&amp;location=89101-las-vegas&amp;sections=all&amp;date=2018-07-05</a>		NA	NA
7/5/2018	Television	KLAS-TV	8 News Now Good Day	4:07 a.m. - Summer Book Sale		30s	2,232	\$56.70
7/5/2018	Television	KLAS-TV	8 News Now	12:05 p.m. - Summer Book Sale		22s	23,889	\$1,746.36
7/5/2018	Television	KLAS-TV	8 News Now	5:21 p.m. - Summer Book Sale		25s	20,341	\$2,150.79
7/5/2018	Magazine	Las Vegas Weekly	Big This Week	Las Vegas Stories: 1955 - The Desert Boomtown at Clark County Library			62,682	\$25,452.00
7/9/2018	Television	KSNV-TV	News 3 Live	7:25 p.m. - American Girl Dolls		21s	17,242	\$1,205.59
7/10/2018	Internet	vegas24seven.com	LIBRARY DISTRICT ANNOUNCES NEW TOY LENDING PROGRAM FEATURING AMERICAN GIRL DOLLS, INSPIRING LEARNING THROUGH PLAY	American Girl Dolls	<a href="http://www.vegas24seven.com/library-district-announces-new-toy-lending-program-featuring-american-girl-dolls-inspiring-learning-through-play/">http://www.vegas24seven.com/library-district-announces-new-toy-lending-program-featuring-american-girl-dolls-inspiring-learning-through-play/</a>		24,630	\$738.90
7/10/2018	Internet	kxnt.radio.com	Library District Announces New Toy Lending Program Featuring Dolls	American Girl Dolls	<a href="https://kxnt.radio.com/articles/library-district-announces-new-toy-lending-program-featuring-dolls">https://kxnt.radio.com/articles/library-district-announces-new-toy-lending-program-featuring-dolls</a>		1,791,720	\$53,751.60
7/11/2018	Television	KTNV-TV	Good Morning Las Vegas	5:37 a.m. - American Girl Dolls		2m 31s	20,648	\$4,274.51
7/11/2018	Television	KTNV-TV	Good Morning Las Vegas	6:38 a.m. - American Girl Dolls		2m 31s	20,702	\$4,519.73
7/11/2018	Television	KTNV-TV	Action News	11:21 a.m. - American Girl Dolls		1m 23s	30,583	\$9,046.17
7/11/2018	Television	KTNV-TV	Action News	5:15 p.m. - American Girl Dolls		1m 26s	31,929	\$9,952.15

**Las Vegas-Clark County Library District - July Ad Equivalency**

<u>Date</u>	<u>Outlet Type</u>	<u>Outlet</u>	<u>Title</u>	<u>Notes</u>	<u>Link</u>	<u>segment length</u>	<u>audience</u>	<u>calculated publicity value</u>
7/11/2018	Internet	ktnv.com	You can now check out an American Girl doll at several Clark County Libraries	American Girl Dolls	<a href="https://www.ktnv.com/news/you-can-now-check-out-an-american-girl-doll-at-several-clark-county-libraries">https://www.ktnv.com/news/you-can-now-check-out-an-american-girl-doll-at-several-clark-county-libraries</a>		976,980	\$29,309.40
7/12/2018	Television	KLAS-TV	Las Vegas Now	4:36 p.m. - Club Read! In studio		3m 34s	3,671	\$3,736.30
7/12/2018	Television	KVVU-TV	More	9:43 a.m. - American Girl Dolls		2m 53s	19,374	\$13,557.43
7/13/2018	Television	KVVU-TV	FOX5 News This Morning	7:57 a.m. tease - Club Read! In studio		10s	33,710	\$494.34
7/13/2018	Television	KVVU-TV	FOX5 News This Morning	8:39 a.m. tease - Club Read! In studio		12s	29,210	\$607.20
7/13/2018	Television	KVVU-TV	FOX5 News This Morning	8:46 a.m. - Club Read! In studio		3m 28s	33,710	\$10,282.27
7/13/2018	Internet	fox5vegas.com	Clark County Library District Hosts Summer Reading Program	Club Read! In studio	<a href="http://www.fox5vegas.com/clip/14487639/clark-county-library-district-holds-summer-reading-program">http://www.fox5vegas.com/clip/14487639/clark-county-library-district-holds-summer-reading-program</a>		1,220,000	\$36,600.00
7/13/2018	Radio	KXNT NewsRadio840	KXNT NewsRadio 840	1 p.m. - American Girl Dolls		35s	NA	NA
7/15/2018	Internet	vegasonlyentertainment.com	BRETT'S VEGAS VIEW	American Girl Dolls	<a href="https://www.vegasonlyentertainment.com/vegas-vip-scenery/national-day-events-vegas-nitro-circus-newsy-notes/">https://www.vegasonlyentertainment.com/vegas-vip-scenery/national-day-events-vegas-nitro-circus-newsy-notes/</a>		4,800	\$144.00
7/15/2018	Internet	callbacknews.com	BRETT'S VEGAS VIEW	American Girl Dolls	<a href="http://www.callbacknews.com/jackie-brett/827-vegas-view-july-15-2018">http://www.callbacknews.com/jackie-brett/827-vegas-view-july-15-2018</a>		6,990	\$209.70
7/15/2018	Internet	jackiebrett.com	BRETT'S VEGAS VIEW	American Girl Dolls	<a href="https://www.jackiebrett.com">https://www.jackiebrett.com</a>		10,020	\$300.60
7/15/2018	Internet	lasvegasnow.com	American Girl Dolls available at Clark County Libraries to check out	American Girl Dolls	<a href="https://www.lasvegasnow.com/news/american-girl-dolls-available-at-clark-county-libraries-to-check-out/1309296811">https://www.lasvegasnow.com/news/american-girl-dolls-available-at-clark-county-libraries-to-check-out/1309296811</a>		787,040	\$23,611.20
7/16/2018	Internet	reviewjournal.com	United Way of Southern Nevada hands out \$1M in grants	United Way grant to Las Vegas-Clark County Library District Foundation	<a href="https://www.reviewjournal.com/local/local-las-vegas/united-way-of-southern-nevada-hands-out-1m-in-grants/">https://www.reviewjournal.com/local/local-las-vegas/united-way-of-southern-nevada-hands-out-1m-in-grants/</a>		3,830,000	\$114,900.00

**Las Vegas-Clark County Library District - July Ad Equivalency**

<u>Date</u>	<u>Outlet Type</u>	<u>Outlet</u>	<u>Title</u>	<u>Notes</u>	<u>Link</u>	<u>segment length</u>	<u>audience</u>	<u>calculated publicity value</u>
7/18/2018	Television	KLAS-TV	8 News Now Good Day	5:13 a.m. - American Girl Dolls		2m 3s	13,363	\$1,985.47
7/18/2018	Television	KLAS-TV	8 News Now Good Day	6:34 a.m. - American Girl Dolls		1m 45s	16,595	\$3,194.31
7/18/2018	Television	KLAS-TV	8 News Now Good Day	6:07 a.m. - American Girl Dolls		2m 2s	16,595	\$3,711.48
7/19/2018	Television	KVVU-TV	FOX5 News This Morning	5:06 a.m. - Live shots; American Girl Dolls		1m 48s	17,123	\$3,063.31
7/19/2018	Television	KVVU-TV	FOX5 News This Morning	7:06 a.m. - Live shots; American Girl Dolls		2m 54s	37,784	\$10,002.22
7/19/2018	Television	KVVU-TV	FOX5 News This Morning	8:06 a.m. - Live shots; American Girl Dolls		3m 4s	37,784	\$10,577.06
7/19/2018	Television	KVVU-TV	FOX5 News This Morning	6:06 a.m. - Live shots; American Girl Dolls		3m 27s	34,884	\$11,357.26
7/19/2018	Television	KVVU-TV	FOX5 News This Morning	4:45 p.m. - Live shots; American Girl Dolls		1m 48s	43,791	\$19,673.46
		McCarran Airport		Duratrans				\$30,000.00
7/19/2018	Internet	fox5vegas.com	Dolls available for check-out at Clark County Library	American Girl Dolls	<a href="http://www.fox5vegas.com/story/38683440/dolls-available-for-check-out-at-clark-county-library">http://www.fox5vegas.com/story/38683440/dolls-available-for-check-out-at-clark-county-library</a>		1,220,000	\$36,600.00
7/25/2018	Internet	reviewjournal.com	Las Vegas Valley libraries offer cool refuges from heat	Club Read	<a href="https://www.reviewjournal.com/weather/Las-Vegas-Valley-libraries-offer-refuge-from-heat-fun-for-kids-too/">https://www.reviewjournal.com/weather/Las-Vegas-Valley-libraries-offer-refuge-from-heat-fun-for-kids-too/</a>		3,830,000	\$114,900.00
7/26/2018	Newspaper	Las Vegas Review-Journal	Libraries are cool spots for children in LV heat	Club Read			172,366	\$26,220.00
							15,065,126	\$637,198.11

**Las Vegas-Clark County Library District - August Ad Equivalency**

<u>Date</u>	<u>Outlet Type</u>	<u>Outlet</u>	<u>Title</u>	<u>Notes</u>	<u>Link</u>	<u>segment length</u>	<u>audience</u>	<u>calculated publicity value</u>
8/20/2018	Internet	vegasinc.lasvegassun.com	People on the Move: Aug. 20, 2018	Hemes Creative Award; #GetCarded	<a href="https://vegasinc.lasvegassun.com/business/notes/2018/aug/20/people-on-the-move-aug-20-2018/">https://vegasinc.lasvegassun.com/business/notes/2018/aug/20/people-on-the-move-aug-20-2018/</a>		196,430	\$5,892.90
8/22/2018	Television	KVVU-TV	FOX5 News This Morning	6:06 a.m. - Teen Reading / Library District website		2m 52s	26,604	\$8,387.06
8/22/2018	Internet	fox5vegas.com	Study: Reading books for pleasure declining among teenagers	Teen Reading/ Library District website	<a href="http://www.fox5vegas.com/story/38937137/study-reading-books-for-pleasure-declining-among-teenagers">http://www.fox5vegas.com/story/38937137/study-reading-books-for-pleasure-declining-among-teenagers</a>		1,081,667	\$32,450.01
8/31/2018	Internet	fox5vegas.com	Celebrating National Library Card Sign-Up Month	National Library Card Sign Up Month	<a href="https://www.fox5vegas.com/news/celebrating-national-library-card-sign-up-month/video_c2febe09-943b-5c68-92cb-3464d7bf63f2.html">https://www.fox5vegas.com/news/celebrating-national-library-card-sign-up-month/video_c2febe09-943b-5c68-92cb-3464d7bf63f2.html</a>		1,081,667	\$32,450.01
8/31/2018	Television	KVVU-TV	FOX5 News This Morning	5:36 a.m. - National Library Card Sign Up Month live shots		2m 53s	18,545	\$5,711.08
8/31/2018	Television	KVVU-TV	FOX5 News This Morning	6:37 a.m. - National Library Card Sign Up Month live shots		2m 20s	36,682	\$7,224.56
8/31/2018	Television	KVVU-TV	FOX5 News This Morning	7:36 a.m. - National Library Card Sign Up Month live shots		2m 46s	30,739	\$8,766.13
8/31/2018	Television	KVVU-TV	FOX5 News This Morning	8:36 a.m. - National Library Card Sign Up Month live shots		1m 2s	32,025	\$3,691.60
8/31/2018	Television	KVVU-TV	FOX5 News at 4:00pm	4:46 p.m. - National Library Card Sign Up Month live shots		2m 32s	31,523	\$15,460.58
8/31/2018	McCarran Airport		Duratrans					\$30,000.00
8/31/2018	Internet	vegas24seven.com	THE INCREDIBLES TAKE OVER LAS VEGAS-CLARK COUNTY LIBRARIES TO CELEBRATE LIBRARY CARD SIGN-UP MONTH	National Library Card Sign Up Month	<a href="http://www.vegas24seven.com/68306">http://www.vegas24seven.com/68306</a>		24,630	\$738.90
							2,560,512	\$150,772.83



## ITEM VII.A.2.b.

(August)

### MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

**FROM:** Matt McNally, Community Engagement Director

**DATE:** July 26, 2018

**SUBJECT:** Community Engagement Report, August 2018

This report provides an overview of District-wide Community Engagement initiatives including adult literacy services, art gallery services, outreach services, adult programming and venues services, and youth programming services. This report covers a one-month period from **June 1, 2018 – June 30, 2018**.

On the evening of June 1, **Matt McNally** spoke on the future role of libraries and community engagement services to Rotarians of the Rotary Club of North Las Vegas.



The Las Vegas Book Festival steering and literacy committees met on June 12 at the 5<sup>th</sup> Street School. **Matt McNally** and **Ryan Neely**, Programming and Venues Manager, met with representatives from the city of Las Vegas and Nevada Humanities to continue planning the event. The Library District committed to securing keynotes Sara Shepard, Luis Rodriguez, and Colson



Whitehead for 2018 festival programming. Sara Shepard is the author of the New York Times best-selling series *Pretty Little Liars* and *The Lying Game*, each of which have been adapted in to a successful TV series. Luis Rodriguez is the former Poet Laureate of Los



Angeles and one of the leading Chicano writers in the country. Colson Whitehead is the Pulitzer and National Book award winner for his novel *The Underground Railroad*. The Las Vegas Book Festival will occur at the 5<sup>th</sup> Street School on Saturday, October 20, from 10:00 a.m. to 6:00 p.m.

**Matt McNally** participated in numerous Library District meetings to discuss prioritization of Library District needs of the Master Plan initiative, meetings to discuss the East Las Vegas Library FF&E (furniture, fixtures, and equipment) package, and regular monthly work plan meetings with administrative staff.

Community Engagement is pleased to welcome **Kelly May** in to the position of Outreach Education Coordinator within the Outreach Services department. Interviews for this position were conducted on June 11. Community Engagement restructured a recently vacated Outreach Specialist position to this new title/role in order for the Library District to begin placing a stronger emphasis on serving early childhood education needs. The position will deliver programming to pre-school children and lead the effective creation, facilitation, and coordination of professional development workshops for Library District staff and community partners. **Kelly** was a former Headstart Early Childhood Educator and Quality Rating and Improvement Systems (QRIS) Coach with Children's Cabinet. She will be collaborating with **Glenda Billingsley**, Outreach Services Manager, to enhance the District's V.2020 strategic initiative of Limitless Learning.

### **LITERACY SERVICES - CALL (Community Adult Learning in Libraries)**

During the month of June, 68 students participated in classes offered through the CALL Program at two library sites (Clark County and Las Vegas). CALL continued to provide a Math lab at the One Stop Career Center on West Charleston through the month of June. Two additional students completed their first prerequisite course, were interviewed, and approved for the Career Online High School diploma program in June. This brings total student enrollment to 21 currently completing their high school diploma through the program. Literacy Services also began administering the HiSET (High School Equivalency Assessment) on a monthly basis, beginning in May, 2018. Six students were assessed in May and one student in the month of June. Five of the six students assessed earned their High School Equivalency (HSE) Certificate. CALL is extremely pleased with the pass rates on the HiSET and the opportunity to change the future for these students.

Literacy Services offered four ESL classes during the month of June to students enrolled during 2017-2018 cycles and who were within 5 points of achieving a level gain. A total of 31 students in the high intermediate and low intermediate levels took advantage of the opportunity to participate in the additional instruction offered. These students were given targeted instruction in the competency areas in which they had not mastered. The retention rate, (number of students starting and post-testing) over all four classes scored at 82%, while one class scored 100% retention. Furthermore, over 50% of the students earned a level gain; one class scored 100% of students earning a level gain.

Literacy Services staff are excited about these significant gains made and are planning to have teachers share their "Best Practices" during their annual Literacy Services Kickoff on July 27, 2018. CALL is focused on continuing efforts to identify

skill gaps and develop thoughtful and intentional interventions to address these gaps during the 2018-2019 Program Year.

On June 4, CALL staff provided professional development and teacher collaboration for the instructors of upcoming classes.

## **GALLERY SERVICES**

### New Exhibit Installations

*Les Folies Bergere: Entertaining Las Vegas One Rhinestone at a Time*  
Las Vegas News Bureau and Nevada State Museum, Las Vegas  
West Charleston Library, 6/5/18 – 8/12/18

*Wet is Wild: Water Stories*  
Jim Atha, Spring Valley Library, 6/7/18 – 8/19/18

*Burn and Fade*  
Chris Bauder, Sahara West Library, 6/13/18 – 8/13/18

*Holy Crafts!*  
Las Vegas Crafters Guild, Summerlin Library, 6/14/18 – 8/26/18

*Fading Shadows*  
David Veliz, Enterprise Library, 6/19/18 – 8/28/18

### Events



Panel discussion: *Art and Public Lands*,  
Fawn Douglas, Paula Jacoby-Garrett, Karla  
Lagunas, Sam Davis, Brent Holmes, and  
Dr. Susanna Newbury  
Sahara West Library, 43 customers in  
attendance, 6/19/18

Tour and workshop: *Monuments*,  
Friends of Nevada National Monuments  
Sahara West Library, 28 customers in  
attendance, 6/12/18

Reception: *Fading Shadows*, David Veliz  
Enterprise Library, 61 customers in  
attendance, 6/19/18



### Highlights

Gallery Services created an online presence on the new Library District website. The *Galleries & Exhibits* page is listed under *Using the Library*. It features a general *About the Galleries* page that includes gallery locations, a *Gallery Exhibits* page that features current exhibit listings, a *Permanent Art Collection* page that includes images of some of the artwork in the collection, and a *How to Apply for an Exhibit* page. **Darren Johnson**, Gallery Services Manager, worked with **Camille Cannon**, Digital Content Coordinator, and **Ryan Simoneau**, Digital Content Manager, from the Branding and Marketing department to complete this initiative.

On June 11, Nathalie Gauvin donated a seven by four feet oil painting to the Las Vegas-Clark County Library District permanent art collection. The painting titled, *The Ancestors*, was created by Nadia Heppel, a Russian born artist now living in Las Vegas. Heppel is the author and illustrator of the Portuguese children's book *Porque Colocamos Estrelas nas Árvores de Natal*.

**Darren Johnson**, Gallery Services Coordinator, attended the opening reception of *Primal Water: An Exhibition of Japanese Contemporary Art* at Bellagio Gallery of Fine Art on June 28. The exhibit, curated by Midori Nishizawa, highlights post-war Japanese art by connecting it to Las Vegas under the theme of water.



### **OUTREACH**

**Glenda Billingsley** shared Library District programs and resources like *Club Read*, free homework help, e-media, and the Best Buy Teen Tech Center to 200 youth and their families during the Antioch Family Literacy Day at Lorenzi Park on June 2.

Outreach Specialists **Andrew Brannon**, **Sylvia Riesselmann**, and Electronic Resources Manager, **Joceyln Bates** shared e-media resources and demonstrated how to utilize the library's online resources and downloadable books, movies, and magazines during e-media training sessions conducted at Echelon Senior Living and Santa Barbara Palms on June 11 and 18.

**Anna Allred**, District Wide Scheduling Specialist, **Glenda Billingsley**, Outreach Services Manager, **Shana Harrington**, Youth Services Manager, and numerous Library District staff welcomed LGBTQ+ families across the valley by sharing library materials, family programming, games, story times, and our vast educational resources during the first annual Family Pride Celebration at Clark County Library on Saturday, June 16.

Outreach Services Manager **Glenda Billingsley** assisted in the recognition of the outstanding contributions of 300 Las Vegas Early Childhood Educators at the Southern Nevada Chapter for the Association of the Education of Young Children's Annual Awards Ceremony held June 15 at The Eastside Cannery.



Outreach Services also conducted the following regularly occurring services in June 2018:

	Sessions	Attendance	Circulation
Preschool Story-time Visits	50	1380	---
School Visits	2	10	---
Senior Apartment Lobby Visits	33	284	705
Community Outreach Events	3	500	---
Homebound Services	---	---	647

Included in the monthly total of library outreach programs above, Outreach Services offered youth and adult programs at locations throughout southern Nevada that specifically impacted customers in regards to the V.2020 Limitless Learning strategic initiative:

	Youth 0-5	Youth K-12	Adults
Programs	50	2	2
Attendance	1380	10	4

## PROGRAMMING AND VENUES SERVICES (PVS)

PVS organized 702 events in library spaces they manage. These spaces include performing arts centers, auditoriums, lecture halls, concert halls, meeting rooms, and special event areas. The events brought 31,783 attendees to the District with 2,092 hours of venue usage. These events are categorized into library adult programs, rentals, and staff usage.

	Events	Attendance	Hours
Library Adult Programs	463	20,094	1,373
Rentals	186	11,002	536
Staff Usage	53	687	183

Included in the monthly total of library adult programs above, PVS offered adult and family programs at branches throughout the District that specifically impacted customers in regards to the V.2020 strategic initiatives.

	Programs	Patron Attendance
Limitless Learning	99	2,306
Business and Career Success	78	389
Government and Social Services	63	10,607
Community and Culture	90	5,295

Of these Library Adult Programs, 49 were diversity events impacting 3,269 customers.

PVS provided technical support for 114 Library District programming events and 23 rental events totaling 727.75 event hours. Technical staff committed a total of 1174.25 hours to cover these events. Additionally, PVS provided technical support for 19 occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 30-day period with no holidays was 1,645.5 hours and included 217 technician assignments. The ability to request technicians was closed to scheduling staff for 11 days since peak technician availability was reached.

#### Major Programming Highlights

##### *Clark County 2018 Primary Election*

In partnership with the Clark County Election Department, the Enterprise, Laughlin, Rainbow, and Sahara West libraries served as early voting and voting day sites in the 2018 Primary Election. Early voting occurred May 25 through June 8, bringing 3,825 early voters over ten sessions. Election Day was on June 12, bringing 3,780 voters to the four libraries.

##### *Elvis in Concert: Long Live The King*



dancing in their seats, and many raved about how great the concerts were – entertainment equivalent to the strip!

##### *The Nostalgia Show*

The nationally touring production of *The Nostalgia Show* took library customers down memory lane as they remembered the times and people who changed our lives in the 1950's and 60's. Nationally

Mr. Matt Lewis began his entertainment career as an Elvis tribute artist at the age of 12. By his 21<sup>st</sup> birthday he was headlining with the world famous *Legends in Concert* show around the world. He appeared for two one-hour concerts on June 3 at Whitney Library and June 8 at the West Charleston Library. Both theaters were nearly full with a total of 246 people in attendance. Attendees were





touring stand-up comedian, Randy Riggle, performed two 90-minute shows on June 29 at the Sahara West Library and June 30 at the Mesquite Library for a total of 146 customers.

#### *Pride Month at the Clark County Library*

In recognition of Pride Month, the Clark County Library hosted a series of programs in the month of June. The month kicked off with a staged reading of the critically-acclaimed, *A Lady and A Woman*, by Shirlene Holmes in partnership with the Majestic Theatre Company. On June 2, the *Las Vegas Men's Chorus* celebrated Pride Month with a concert that included songs, *Danny Boy*, and *I Go to Rio*. On June 3 the Library District hosted a poetry reading by Lambda Literary Award winning poet and activist, Jan Steckel in partnership with Poetry Promise. The month concluded with a panel discussion about the *History of Queer Representation* in the media on June 21. A total of 172 customers attended these Pride Month programs.



#### Major Department Highlights

##### *Rigging Inspections*

As part of the Library District's commitment to safety, PVS contracted the theatrical rigging company J.R. Clancy to conduct inspections of the theatrical rigging systems of the Clark County, West Las Vegas, and Summerlin libraries. These inspections were done as a preventative measure to ensure that overhead rigging systems remain in good working order and to identify precautionary measures for future safe operation of the rigging systems. The inspector commented on the excellent condition of the theaters and only found minor (non-threatening/non-injury related) issues which staff is addressing from the written report. Upon learning about the inspections, one of the Library District's rental user groups who is a Las Vegas entertainment leader in rigging commented in a letter addressed to administration, "Not all theatres take this type of pro-active approach to the fly system rigging; you should be commended for this work."

#### **YOUTH SERVICES**

Youth Services conducted 1,037 programs serving 30,594 customers at library branches throughout the District during the month of June. Youth Services offered youth and family programs at branches throughout the District that specifically impacted customers in regards to the Vision 2020 strategic initiatives.

	Programs	Patron Attendance
Limitless Learning	750	20,663
Business and Career Success	8	29
Government and Social Services	207	7,759
Community and Culture	72	2,143

#### District-Wide Programming Highlights

In summary, Youth Services conducted 9,782 programs serving 234,867 customers at library branches throughout the District during the 2017-2018 fiscal year.

	Programs	Patron Attendance
Limitless Learning	7,525	156,266
Business and Career Success	240	2,538
Government and Social Services	1,465	58,896
Community and Culture	552	17,167

*Club Read*, the District's summer reading and learning program, launched on June 1 with great involvement from our community. As previously mentioned in earlier reports, Youth Services Administration purchased the software management program *Beanstack* in response to customer and staff requests for an online tracking system. After consulting with *Beanstack* leadership, Youth Services Administration implemented a hybrid approach to the *Club Read* program using both online and paper registration, in order to serve all customers. As of June 30, approximately 18,000 total customers have enrolled in the program.

The Library District's Homeless Youth Task Force was introduced at the June 6 District Department Head Meeting. This team consists of staff advocates and will work closely with community partners to aide initiatives to help combat the issue of homeless youth. According to a white paper published by UNLV's College of Urban Affairs in November 2017, Nevada ranks 4<sup>th</sup> in unaccompanied homeless youth, and 1<sup>st</sup> in unsheltered unaccompanied homeless youth. The team is chaired by **Marisa Eytalis**, Rainbow Library Youth Services Librarian, and **Erin Collins**, Whitney Library Youth Services Department Head, with administrative oversight by **Leo Segura**, Regional Library Operations Manager and **Shana Harrington**, Youth Services Manager.



The District celebrated diversity and inclusion at the inaugural *Family Pride Day* on June 16, at the Clark County Library. Initially conceived by **Marisa Eytalis**, Rainbow Library Youth Services Librarian, and **Shana Harrington**, Youth Services Manager, in response to community and staff requests for a Drag Queen Storytime, the program grew to a full day of events to target all ages and include families of all shapes and sizes. A committee was formed to implement the day, including

**Anna Allred**, Scheduling Specialist, **Scott Clonan**, Sunrise Library Branch Manager, **Jenny Gomez**, Summerlin Library Youth Services Librarian, and recent hire **Melissa Ramos**, Youth Services Specialist. The event was very well received. **Shana Harrington** was interviewed by Channel 3, Channel 8, and Channel 13 to promote the event. The day not only included Drag Queen Storytime by Miss Kitty (with staff oversight by **Shana**, **Melissa** and **CC Almodovar**, Windmill Library Youth Services Assistant) but also a vendor alley of resources, a discussion panel led by The Center, a teen drag competition and concluded with nationally recognized comedian Alec Mapa. Over 500 library customers attended the event throughout the day.

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Monthly Statistics  
Year over Year  
June 2017/ June 2018

		Youth Services Programs				2017	2018			Youth Services Attendance				2017	2018		
	Library	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches																	
	Centennial Hills	66	56	-10	-15%	623	563	-60	-10%	1,865	1,969	104	6%	16,175	14,868	-1,307	-8%
	Clark County	69	56	-13	-19%	764	706	-58	-8%	2,638	3,221	583	22%	21,999	34,629	12,630	57%
	Clark County TTC	0	94	94	N/A	0	560	560	N/A	0	1,782	1,782	N/A	0	10,279	10,279	N/A
	Enterprise	52	48	-4	-8%	469	501	32	7%	1,177	1,103	-74	-6%	9,953	9,916	-37	0%
	Las Vegas	71	75	4	6%	628	574	-54	-9%	762	996	234	31%	6,664	5,580	-1,084	-16%
	Meadows	0	9	9	N/A	7	9	2	29%	0	129	129	N/A	195	129	-66	-34%
	Rainbow	98	70	-28	-29%	729	828	99	14%	2,829	2,809	-20	-1%	18,752	22,081	3,329	18%
	Sahara West	46	50	4	9%	443	422	-21	-5%	2,880	1,785	-1,095	-38%	19,729	15,874	-3,855	-20%
	Spring Valley	57	63	6	11%	644	569	-75	-12%	2,306	2,261	-45	-2%	20,977	17,737	-3,240	-15%
	Summerlin	63	55	-8	-13%	577	525	-52	-9%	2,013	1,987	-26	-1%	16,665	16,084	-581	-3%
	Sunrise	63	55	-8	-13%	515	481	-34	-7%	2,057	2,208	151	7%	15,863	12,942	-2,921	-18%
	West Charleston	39	43	4	10%	360	353	-7	-2%	961	908	-53	-6%	6,456	6,473	17	0%
	West Las Vegas	47	38	-9	-19%	422	391	-31	-7%	515	315	-200	-39%	6,823	5,130	-1,693	-25%
	Whitney	77	98	21	27%	814	725	-89	-11%	2,338	3,339	1,001	43%	21,579	21,010	-569	-3%
	Windmill	58	48	-10	-17%	531	448	-83	-16%	2,461	2,164	-297	-12%	19,062	15,586	-3,476	-18%
	Urban Totals	806	858	52	6%	7,526	7,655	129	2%	24,802	26,976	2,174	9%	200,892	208,318	7,426	4%
Outlying Branches																	
	Blue Diamond	2	1	-1	-50%	14	45	31	221%	70	7	-63	-90%	333	778	445	134%
	Bunkerville	8	11	3	38%	59	98	39	66%	120	130	10	8%	575	724	149	26%
	Goodsprings	0	0	0	N/A	0	5	5	N/A	0	0	0	N/A	0	17	17	N/A
	Indian Springs	10	16	6	60%	18	218	200	1111%	82	63	-19	-23%	169	804	635	376%
	Laughlin	17	18	1	6%	196	230	34	17%	293	325	32	11%	3,710	3,771	61	2%
	Mesquite	29	54	25	86%	621	513	-108	-17%	710	1,494	784	110%	9,539	11,213	1,674	18%
	Moapa Town	16	21	5	31%	29	203	174	600%	214	297	83	39%	283	1,416	1,133	400%
	Moapa Valley	41	36	-5	-12%	339	366	27	8%	1,203	1,186	-17	-1%	8,579	6,124	-2,455	-29%
	Mt. Charleston	1	0	-1	-100%	34	7	-27	-79%	52	0	-52	-100%	56	94	38	68%
	Sandy Valley	3	3	0	0%	10	52	42	420%	56	0	-56	-100%	831	916	85	10%
	Searchlight	8	19	11	138%	52	116	64	123%	70	116	46	66%	318	692	374	118%
	Outlying Totals	135	179	44	33%	1,372	1,853	481	35%	2,870	3,618	748	26%	24,393	26,549	2,156	9%
Outreach																	
	Outreach-Branch	50	47	-3	-6%	950	911	-39	-4%	2,886	824	-2,062	-71%	70,483	83,583	13,100	19%
	Outreach-Department	38	57	19	50%	816	930	114	14%	3,023	1,552	-1,471	-49%	44,119	38,492	-5,627	-13%
	Outreach-Adult Services	1	0	-1	-100%	6	43	37	617%	48	0	-48	-100%	417	1,014	597	143%
	Outreach-Youth Services	0	7	7	N/A	22	21	-1	-5%	0	128	128	N/A	1,667	2,074	407	24%
	Outreach-Literacy	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	82	0	-82	-100%
	Outreach-Gallery Services	0	0	0	N/A	0	1	1	N/A	0	0	0	N/A	0	65	65	N/A
	Outreach Totals	89	111	22	25%	1,795	1,906	111	6%	5,957	2,504	-3,453	-58%	116,768	125,228	8,460	7%
	Grand Totals	1,030	1,148	118	11%	10,693	11,414	721	7%	33,629	33,098	-531	-2%	342,053	360,095	18,042	5%

Monthly Statistics  
Year over Year  
June 2017/ June 2018

		Adult Programs				2017	2018			Adult Attendance				2017	2018		
	Library	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	20	17	-3	-15%	247	227	-20	-8%	224	572	348	155%	4,188	3,504	-684	-16%
	Clark County	152	177	25	16%	2,462	2,067	-395	-16%	7,041	8,122	1,081	15%	65,982	77,361	11,379	17%
	Enterprise	33	32	-1	-3%	409	455	46	11%	519	984	465	90%	8,806	7,888	-918	-10%
	Las Vegas	42	4	-38	-90%	512	326	-186	-36%	522	48	-474	-91%	6,009	3,407	-2,602	-43%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	34	41	7	21%	517	476	-41	-8%	1,975	3,332	1,357	69%	18,794	11,393	-7,401	-39%
	Sahara West	94	88	-6	-6%	1,001	1,189	188	19%	2,516	5,341	2,825	112%	31,272	24,500	-6,772	-22%
	Spring Valley	26	22	-4	-15%	568	581	13	2%	240	185	-55	-23%	8,423	7,659	-764	-9%
	Summerlin	47	44	-3	-6%	617	622	5	1%	5,408	2,876	-2,532	-47%	44,904	45,883	979	2%
	Sunrise	19	16	-3	-16%	280	313	33	12%	129	1,417	1,288	998%	1,709	9,641	7,932	464%
	West Charleston	22	24	2	9%	355	451	96	27%	894	964	70	8%	9,765	11,399	1,634	17%
	West Las Vegas	62	69	7	11%	665	636	-29	-4%	4,017	3,789	-228	-6%	29,235	26,632	-2,603	-9%
	Whitney	31	37	6	19%	639	613	-26	-4%	707	1,132	425	60%	10,797	15,549	4,752	44%
	Windmill	46	43	-3	-7%	679	584	-95	-14%	2,600	1,584	-1,016	-39%	24,867	23,969	-898	-4%
	Urban Totals	628	614	-14	-2%	8,951	8,540	-411	-5%	26,792	30,346	3,554	13%	264,751	268,785	4,034	2%
Outlying Branches	Blue Diamond	3	2	-1	-33%	20	32	12	60%	69	27	-42	-61%	423	418	-5	-1%
	Bunkerville	0	0	0	N/A	0	2	2	N/A	0	0	0	N/A	0	16	16	N/A
	Goodsprings	1	25	24	2400%	5	73	68	1360%	10	31	21	210%	50	182	132	264%
	Indian Springs	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	2	0	-2	-100%
	Laughlin	29	12	-17	-59%	260	250	-10	-4%	144	986	842	585%	8,357	4,055	-4,302	-51%
	Mesquite	32	43	11	34%	308	301	-7	-2%	224	325	101	45%	2,261	2,228	-33	-1%
	Moapa Town	0	1	1	N/A	0	5	5	N/A	0	4	4	N/A	0	29	29	N/A
	Moapa Valley	41	4	-37	-90%	429	234	-195	-45%	142	57	-85	-60%	2,405	1,359	-1,046	-43%
	Mt. Charleston	3	4	1	33%	44	37	-7	-16%	40	54	14	35%	583	604	21	4%
	Sandy Valley	1	0	-1	-100%	5	24	19	380%	8	0	-8	-100%	179	199	20	11%
	Searchlight	1	1	0	0%	15	10	-5	-33%	6	1	-5	-83%	179	31	-148	-83%
	Outlying Totals	111	92	-19	-17%	1,087	968	-119	-11%	643	1,485	842	131%	14,439	9,121	-5,318	-37%
Outreach	Outreach-Branch	23	21	-2	-9%	416	293	-123	-30%	220	266	46	21%	9,530	6,254	-3,276	-34%
	Outreach-Department	37	37	0	0%	461	447	-14	-3%	343	575	232	68%	5,337	5,096	-241	-5%
	Outreach-Adult Services	4	0	-4	-100%	12	56	44	367%	8	0	-8	-100%	188	2,381	2,193	1166%
	Outreach-Youth Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach-Literacy	6	0	-6	-100%	12	7	-5	-42%	207	0	-207	-100%	901	1,063	162	18%
	Outreach-Gallery Services	0	0	0	N/A	3	1	-2	-67%	0	0	0	N/A	165	40	-125	-76%
	Outreach Totals	70	58	-12	-17%	904	804	-100	-11%	778	841	63	8%	16,121	14,834	-1,287	-8%
Grand Totals		809	764	-45	-6%	10,942	10,312	-630	-6%	28,213	32,672	4,459	16%	295,311	292,740	-2,571	-1%



## ITEM VII.A.2.b. (September)

### MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director  
**FROM:** Matt McNally, Community Engagement Director  
**DATE:** August 30, 2018  
**SUBJECT:** Community Engagement Report, September 2018

This report provides an overview of District-wide Community Engagement initiatives including adult literacy services, art gallery services, outreach services, adult programming and venues services, and youth programming services. This report covers a one-month period from **July 1, 2018 – July 31, 2018**.

The Las Vegas Book Festival steering and literacy committees met on July 24 at the 5<sup>th</sup> Street School. **Matt McNally** and **Ryan Neely**, Programming and Venues Manager, met with representatives from the city of Las Vegas and Nevada Humanities to continue planning the event.

**Matt McNally** participated in numerous Library District meetings to discuss prioritization of Library District needs of the Master Plan initiative, meetings to discuss the East Las Vegas Library FF&E (furniture, fixtures, and equipment) package, and regular monthly work plan meetings with administrative staff.

**Matt McNally**, joined Programming and Venues Manager **Ryan Neely**, and Adult Programming Supervisor **Jen Weitz**, in leading a day-long room reservation summit meeting on July 31. Staff has been investigating the feasibility of contracting a new room reservation platform from the vendor, Communico, to replace the existing room reservation platform from Evanced Solutions, after participating in other room reservation demonstrations from LibCal and Demco. Staff has budgeted for and expects that a replacement of the existing software will occur this fiscal year. This summit day allowed staff to investigate the platform directly with the vendor onsite to gain a deeper understanding of its capabilities and integration with other departments including Financial Services, Information Technology, and Branding & Marketing.

Staff is optimistic that this software system meets a lengthy list of identified criteria which is essential to advance the service. These include highlighted points such as effectively marketing available rooms to the public, processing customer electronic and in-person payments, and utilizing customer-friendly software to improve the customer experience. A focus group of Library District front-line staff was also introduced to the Communico product for consideration and feedback in the decision-making process. Thus far, staff response has been overwhelmingly positive. Staff

has not yet made a firm commitment to the vendor, but is beginning the process of outlining a scope of work and reviewing contractual obligations to eventually be reviewed by counsel before execution. One example of the Communico platform currently in use can be viewed by visiting the Orange County Library System (OCLS) at <https://www.ocls.info/rooms-studios>.

### **LITERACY SERVICES - CALL (Community Adult Learning in Libraries)**

During the month of July, 149 students participated in classes offered through the CALL Program at three library sites (Clark County, Las Vegas, and Spring Valley). An additional 596 people registered online for Cycle 1 classes. Of those, 394 attended orientation and completed a pretest. Four additional students completed their first prerequisite course, were interviewed, and approved for the Career Online High School (COHS) diploma program and two students completed their coursework and earned their high school diploma in July. There are a total of 21 enrolled students currently completing their high school diploma through the program. Literacy Services also administered the HiSET (High School Equivalency Assessment) in July to three students, two of whom passed all five content area assessments and earned their High School Equivalency Certificate. Literacy Services staff is extremely pleased with the results from the COHS diploma program and HiSET administration, providing these students the opportunity to change their future.

On July 26-27, 2018, professional development was offered to instructors by American Institutes for Research (AIR) and Literacy Services. AIR presented an excellent workshop on integrating technology in the classroom through the use of Google's suite of services to enhance instruction and use of purchased educational software during the first day of the workshop. The second day started off with a recap and presentation of group projects assigned during the first day and ended with the Annual CALL Kickoff. Topics covered during the Kickoff included a review of the Ventures curriculum and course syllabus, overview of Burlington English updates, and best practice sharing from the '17-'18 Cycle 5 instructors. The Library Foundation graciously provided lunch both days of the professional development.

### **GALLERY SERVICES**

#### New Exhibit Installations

*Dean Martin: The King of Cool*  
Las Vegas News Bureau  
Clark County Library, 7/3/18 – 9/4/18

*Polyhedral*  
Jerry Misko, Sahara West Library, 7/13/18 – 9/15/18

*All That Glitters*  
Myranda Bair, Sahara West Library, 7/17/18 – 9/23/18

*Mud 'N More*  
Nevada Clay Guild, Sahara West Library, 7/19/18 – 9/15/18

*Beyond the Stairs*

David Roberts, Centennial Hills Library, 7/24/18 – 10/9/18

*A Las Vegas Symphony of Art*

Cheng Yajie, Laughlin Library, 7/29/18 – 10/6/18

Events

Presentation: *Folies Bergere in Las Vegas*, Karan Feder  
West Charleston Library, 62 customers in attendance, 7/17/18

Reception: *Polyhedral*, Jerry Misko; *All That Glitters*, Myranda Bair; and *Mud 'N More*, Nevada Clay Guild  
Sahara West Library, 190 customers in attendance, 7/19/18, attended by **Trustee Francis-Drake**.

Highlights

On July 17, Karan Feder, Guest Curator of Costumes and Textiles at Nevada State Museum, Las Vegas, presented photos and behind-the-scenes information from her book, *The Folies Bergere in Las Vegas*, at West Charleston Library. Guests of the presentation were also able to visit the coinciding gallery exhibit *Les Folies Bergere: Entertaining Las Vegas One Rhinestone at a Time*. The exhibit featured documents, art, photos, and costumes provided by the Las Vegas News Bureau and the Nevada State Museum, Las Vegas.



**OUTREACH**

Outreach Services Manager **Glenda Billingsley** and Outreach Education Coordinator **Kelly May** shared storytelling, library materials, and special programs/services such as *Club Read*, the Best Buy Teen Tech Center, and free homework help to 100 youth, ages 5-13, at the Helen Meyer and Pearson Community Centers on July 11.



**Glenda Billingsley** presented the Library District's Early Childhood Education Community Engagement Outreach programming platform which incorporates Mind in the Making (MITM), the executive functions of the brain, and strategies for building 7 essential foundational life skills, to 60 attendees at The National Family and Community Engagement Conference held in Cleveland, Ohio on July 13. Pictured is Outreach Services Manager **Glenda Billingsley**; Anne Ehresman, Director, Project Cornerstone, YMCA; and Aaron

Morris, Director for Family and Community Engagement, PBS.

**Glenda Billingsley** and **Kelly May** shared District materials and free educational programs and services such as free homework help, English as Second Language (ESL) classes, high school equivalency program, and math/language proficiency courses for 100 school-aged children and adults at the Matt Kelly Back to School Fair on July 27.

**Glenda Billingsley** and Outreach Specialists **Andrew Brannon** and **Nina Guevara** shared library materials and resources such as free homework help, Vroom brain building tips for caregivers of children ages 0-5, *Club Read*, the Best Buy Teen Tech Center, and upcoming library events and performances during the Cox Downtown Summerlin Back to School Fair on Saturday, July 21.

**Andrew Brannon** and **Kelly May** shared District materials and free educational programs to 530 school-aged children and their families at the Cox Back to School Fair in the Boulevard Mall on July 28.

Outreach Services also conducted the following regularly occurring services in July 2018:



	Sessions	Attendance	Circulation
Preschool Story-time Visits	28	579	---
School Visits	5	17	---
Senior Apartment Lobby Visits	34	275	957
Community Outreach Events	6	1130	---
Homebound Services	---	---	949

Included in the monthly total of library outreach programs above, Outreach Services offered youth and adult programs at locations throughout southern Nevada that specifically impacted customers in regards to the V.2020 Limitless Learning strategic initiative:

	Youth 0-5	Youth K-12	Adults
Programs	28	5	2
Attendance	579	117	11

### **PROGRAMMING AND VENUES SERVICES (PVS)**

PVS organized 602 events in library spaces they manage. These spaces include performing arts centers, auditoriums, lecture halls, concert halls, meeting rooms, and special event areas. The events brought 16,200 attendees to the District with 1,809 hours of venue usage. These events are categorized into library adult programs, rentals, and staff usage.



	Events	Attendance	Hours
Library Adult Programs	365	11,265	799
Rentals	184	4,343	452
Staff Usage	53	592	558

Included in the monthly total of library adult programs above, PVS offered adult and family programs at branches throughout the District that specifically impacted customers in regards to the V.2020 strategic initiatives.

	Programs	Patron Attendance
Limitless Learning	115	3,671
Business and Career Success	70	439
Government and Social Services	59	3,127
Community and Culture	56	3,129

Of these Library Adult Programs, 43 were diversity events impacting 2,446 customers.

PVS provided technical support for 113 Library District programming events and 13 rental events totaling 634.75 event hours. Technical staff committed a total of 1127.5 hours to cover these events. Additionally, PVS provided technical support for 10 occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 31-day period with one holiday was 1,525.75 hours and included 181 technician assignments. The ability to request technicians was closed to scheduling staff for three days since peak technician availability was reached.

#### Major Programming Highlights

##### *The Swing It! Girls and Swing Machine*



This summer, two branches reverberated to foot-tapping rhythms when *The Swing It! Girls* took customers back to the boogie-woogie era. This Las Vegas-based trio backed by *Swing Machine*, a seven-piece local jazz band, offered a USO-style show at Summerlin Library on June 24. They featured familiar standards from *The Boogie-Woogie Bugle Boy* to *In the Mood*. An audience of 323 was able to enjoy the show including the performers' family members and friends, who watched the show from the wings allowing more customers to take their seats in the house. On July 7, a near-capacity Windmill Library Auditorium crowd of 297 got "their kicks on Route 66" when the group presented a show exploring a summer tradition, the "American Road Trip." Audience members dressed in vintage attire and took part in a costume parade

to the strains of *Chattanooga Choo-Choo*. Some swing fans were so enthused that they literally danced in the aisles.

#### *Tumbledown House*

San Francisco bay area songwriters, *Tumbledown House*, graced library customers with their modern speakeasy, saloon jazz, parlor pop sound. The band's ability to fuse vintage sounds and themes from yesteryear with modern instrumentation, refreshingly original compositions, and raw energy was unforgettable. They performed at West Charleston Library on July 14 and at Rainbow Library on July 15, to a total of 101 people.



#### *Escape From Hogwarts*



Participants had a magical time in July with an interactive Harry Potter-themed escape room program. *Escape from Hogwarts* was featured at Enterprise Library on July 20, and at Rainbow Library on July 30. Participants were read a brief introduction, and then had thirty minutes to solve all the puzzles in the room including finding keys, figuring out codes, translating runes, and searching for clues with a black light wand. Those who were successful won a free wand. Both staff and customers alike raved about the program. In fact,

the program was so popular, registration was full within hours of posting to social media outlets. In total, 242 people attended. With such positive feedback and responses, we'll definitely offer the program again in the future!

### Major Department Highlights

#### *Digital Upgrades to Projection Equipment*

The Technical and Production Services Department (TPS) under the direction of **Jerome Eadeh**, TPS Supervisor, completed a three year project to upgrade the video projection systems in all of the Performing Arts Centers and meeting rooms with ceiling mounted projection systems. This included venues at the Clark County, Summerlin, West Las Vegas, West Charleston, Sahara West, Rainbow, Centennial Hills, Windmill, and Whitney libraries, along with the meeting rooms in the Windmill Service Center. **Brian Zawistowski**, Production Technician II, converted older Video Graphics Array (VGA) systems to modern high definition digital projectors and media control systems. These upgrades provide our users and partners with up-to-date technology for video projection; allowing them to connect laptops, cell phones, and tablets/iPads to our projectors which offer sharper and clearer images.



## YOUTH SERVICES

Youth Services conducted 1,140 programs serving 32,741 customers at library branches throughout the District during the month of July. Youth Services offered youth and family programs at branches throughout the District that specifically impacted customers in regards to the Vision 2020 strategic initiatives.

	Programs	Patron Attendance
Limitless Learning	846	22,800
Business and Career Success	18	84
Government and Social Services	207	8,552
Community and Culture	69	1,305

### District-Wide Programming Highlights



*Club Read*, the District's summer reading and learning program, ended on July 31. Overall, 28,012 children participated, and 12,882 completed the whole program to earn free books. Grand prize winners were randomly selected through the online *Beanstack* system and have been contacted by staff at all 25 branches. Winners of the prizes have been very excited!

Excellent guests and performers are one of the highlights of *Club Read*, and this year the District offered magician *Adam London*, *Fratello Marionettes*, and *Secret Agent 23 Skidoo*, among other programs to the delight of 8,636 library customers that attended.

Looking toward the future, Youth Services Administration is bringing in several excellent guests for Hispanic Heritage Month programs including, Sonia De Los Santos and Liz Mangual. Liz Mangual is a bilingual storyteller, who has a unique, interactive style that will engage families at seven library locations from October 2-6. Her performances culminate at Summerlin Library's Fall Festival. Sonia De Los Santos is a bilingual musician who, with her band, performs Latin American family music. She has won a Parent's Choice Gold Award and will be performing at five branches from September 20-22.

The fourth annual *Teen AnimeFest*, a celebration of Japanese culture and fandom will be held on September 8 at the Sahara West Library. This year will feature more vendors, fun and informational panels by various convention and comic experts, and a finale that will include a *Cosplay Fashion Show* with music from DJ Naavi, who learned his craft at the Enterprise Library DJ TechArt Studio. Last year over 500 teens participated. It is the largest event of its kind in Las Vegas.

Monthly Statistics  
Year over Year  
July 2017/ July 2018

		Youth Services Programs				2017	2018			Youth Services Attendance				2017	2018		
	Library	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	58	62	4	7%	58	62	4	7%	1,820	2,054	234	13%	1,820	2,054	234	13%
	Clark County	71	63	-8	-11%	71	63	-8	-11%	2,467	3,785	1,318	53%	2,467	3,785	1,318	53%
	Clark County TTC	0	145	145	N/A	0	145	145	N/A	0	2,054	2,054	N/A	0	2,054	2,054	N/A
	Enterprise	52	53	1	2%	52	53	1	2%	1,280	1,308	28	2%	1,280	1,308	28	2%
	Las Vegas	76	73	-3	-4%	76	73	-3	-4%	1,040	1,149	109	10%	1,040	1,149	109	10%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	101	66	-35	-35%	101	66	-35	-35%	2,544	2,961	417	16%	2,544	2,961	417	16%
	Sahara West	48	58	10	21%	48	58	10	21%	2,042	2,283	241	12%	2,042	2,283	241	12%
	Spring Valley	64	67	3	5%	64	67	3	5%	2,220	1,946	-274	-12%	2,220	1,946	-274	-12%
	Summerlin	57	54	-3	-5%	57	54	-3	-5%	1,865	1,704	-161	-9%	1,865	1,704	-161	-9%
	Sunrise	75	63	-12	-16%	75	63	-12	-16%	2,265	2,178	-87	-4%	2,265	2,178	-87	-4%
	West Charleston	36	37	1	3%	36	37	1	3%	830	789	-41	-5%	830	789	-41	-5%
	West Las Vegas	35	40	5	14%	35	40	5	14%	431	347	-84	-19%	431	347	-84	-19%
	Whitney	83	108	25	30%	83	108	25	30%	2,258	3,397	1,139	50%	2,258	3,397	1,139	50%
	Windmill	53	46	-7	-13%	53	46	-7	-13%	2,304	2,088	-216	-9%	2,304	2,088	-216	-9%
	Urban Totals	809	935	126	16%	809	935	126	16%	23,366	28,043	4,677	20%	23,366	28,043	4,677	20%
Outlying Branches	Blue Diamond	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Bunkerville	9	11	2	22%	9	11	2	22%	146	100	-46	-32%	146	100	-46	-32%
	Goodsprings	1	0	-1	-100%	1	0	-1	-100%	5	0	-5	-100%	5	0	-5	-100%
	Indian Springs	24	18	-6	-25%	24	18	-6	-25%	93	79	-14	-15%	93	79	-14	-15%
	Laughlin	15	17	2	13%	15	17	2	13%	180	285	105	58%	180	285	105	58%
	Mesquite	51	90	39	76%	51	90	39	76%	518	2,900	2,382	460%	518	2,900	2,382	460%
	Moapa Town	22	23	1	5%	22	23	1	5%	199	310	111	56%	199	310	111	56%
	Moapa Valley	38	35	-3	-8%	38	35	-3	-8%	1,173	909	-264	-23%	1,173	909	-264	-23%
	Mt. Charleston	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Sandy Valley	2	2	0	0%	2	2	0	0%	101	68	-33	-33%	101	68	-33	-33%
	Searchlight	5	9	4	80%	5	9	4	80%	32	47	15	47%	32	47	15	47%
	Outlying Totals	167	205	38	23%	167	205	38	23%	2,447	4,698	2,251	92%	2,447	4,698	2,251	92%
Outreach	Outreach-Branch	50	42	-8	-16%	50	42	-8	-16%	2,234	1,726	-508	-23%	2,234	1,726	-508	-23%
	Outreach-Department	160	39	-121	-76%	160	39	-121	-76%	2,525	1,726	-799	-32%	2,525	1,726	-799	-32%
	Outreach-Adult Services	3	1	-2	-67%	3	1	-2	-67%	451	44	-407	-90%	451	44	-407	-90%
	Outreach-Youth Services	0	6	6	N/A	0	6	6	N/A	0	152	152	N/A	0	152	152	N/A
	Outreach-Literacy	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	213	88	-125	-59%	213	88	-125	-59%	5,210	3,648	-1,562	-30%	5,210	3,648	-1,562	-30%
	Grand Totals	1,189	1,228	39	3%	1,189	1,228	39	3%	31,023	36,389	5,366	17%	31,023	36,389	5,366	17%

Monthly Statistics  
Year over Year  
July 2017/ July 2018

		Adult Programs				2017	2018			Adult Attendance				2017	2018		
	Library	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%	2017	2018	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	20	22	2	10%	20	22	2	10%	209	239	30	14%	209	239	30	14%
	Clark County	92	80	-12	-13%	92	80	-12	-13%	4,430	3,396	-1,034	-23%	4,430	3,396	-1,034	-23%
	Clark County TTC	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Enterprise	43	34	-9	-21%	43	34	-9	-21%	794	742	-52	-7%	794	742	-52	-7%
	Las Vegas	14	4	-10	-71%	14	4	-10	-71%	241	43	-198	-82%	241	43	-198	-82%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	27	37	10	37%	27	37	10	37%	400	740	340	85%	400	740	340	85%
	Sahara West	89	83	-6	-7%	89	83	-6	-7%	948	1,868	920	97%	948	1,868	920	97%
	Spring Valley	33	27	-6	-18%	33	27	-6	-18%	275	336	61	22%	275	336	61	22%
	Summerlin	66	37	-29	-44%	66	37	-29	-44%	2,171	1,110	-1,061	-49%	2,171	1,110	-1,061	-49%
	Sunrise	18	16	-2	-11%	18	16	-2	-11%	64	952	888	1388%	64	952	888	1388%
	West Charleston	18	28	10	56%	18	28	10	56%	221	484	263	119%	221	484	263	119%
	West Las Vegas	31	68	37	119%	31	68	37	119%	1,153	2,421	1,268	110%	1,153	2,421	1,268	110%
	Whitney	38	37	-1	-3%	38	37	-1	-3%	1,325	1,547	222	17%	1,325	1,547	222	17%
	Windmill	46	45	-1	-2%	46	45	-1	-2%	1,912	1,795	-117	-6%	1,912	1,795	-117	-6%
	Urban Totals	535	518	-17	-3%	535	518	-17	-3%	14,143	15,673	1,530	11%	14,143	15,673	1,530	11%
Outlying Branches	Blue Diamond	1	1	0	0%	1	1	0	0%	8	10	2	25%	8	10	2	25%
	Bunkerville	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Goodsprings	1	24	23	2300%	1	24	23	2300%	11	25	14	127%	11	25	14	127%
	Indian Springs	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Laughlin	18	9	-9	-50%	18	9	-9	-50%	80	72	-8	-10%	80	72	-8	-10%
	Mesquite	32	37	5	16%	32	37	5	16%	171	324	153	89%	171	324	153	89%
	Moapa Town	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Moapa Valley	45	7	-38	-84%	45	7	-38	-84%	194	87	-107	-55%	194	87	-107	-55%
	Mt. Charleston	2	2	0	0%	2	2	0	0%	31	17	-14	-45%	31	17	-14	-45%
	Sandy Valley	1	4	3	300%	1	4	3	300%	7	24	17	243%	7	24	17	243%
	Searchlight	1	4	3	300%	1	4	3	300%	3	11	8	267%	3	11	8	267%
	Outlying Totals	101	88	-13	-13%	101	88	-13	-13%	505	570	65	13%	505	570	65	13%
Outreach	Outreach-Branch	26	15	-11	-42%	26	15	-11	-42%	245	230	-15	-6%	245	230	-15	-6%
	Outreach-Department	40	36	-4	-10%	40	36	-4	-10%	384	294	-90	-23%	384	294	-90	-23%
	Outreach-Adult Services	4	1	-3	-75%	4	1	-3	-75%	7	24	17	243%	7	24	17	243%
	Outreach-Youth Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach-Literacy	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	70	52	-18	-26%	70	52	-18	-26%	636	548	-88	-14%	636	548	-88	-14%
Grand Totals		706	658	-48	-7%	706	658	-48	-7%	15,284	16,791	1,507	10%	15,284	16,791	1,507	10%



## ITEM VII.A.2.c.

### MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

**FROM:** Danielle Patrick Milam, Director of Development and Planning

**DATE:** September 12, 2018

**SUBJECT:** Development and Planning Department Report, September 2018

#### **Development and Planning Department Activities in July and August 2018**

The Development and Planning Office had a busy summer of hot projects that matched the soaring July and August 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 4<sup>th</sup> 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 hot news on the grant front is that the 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. This Library Services and Technology Act (LSTA) grant will support the *Teachers in Libraries* program in eight locations (with East Las Vegas library tutor services possibly coming on in April 2019). The money for the LSTA grant was matched with a \$100,000 Windsong Grant for the program that 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 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*.



#### FOUNDATION PROJECTS:

**Engineering for Kids:** Three libraries are taking the Engineering for Kids program forward this fall. The Best Buy Teen Tech Center at Clark County library, Enterprise library, and Sahara West library teens will receive hands-on instruction on robotics and 3-D printing. Funding for this program is provided by NV Energy, Cox Communications, and Scientific Games.

**Raising Las Vegas:** This group of 15 organizations in Las Vegas working on raising the quality and quantity of pre-K care met with guest researcher, Stephen Greeley, President of DCA, Inc., Boston. Mr. Greeley has been working with the Nevada Department of Education and the Nevada Early Childhood Advisory Council to strengthen statewide systems of support for young children and their families. In a follow-up to this meeting, the Development and Planning Office staff met with Angela Treché of Sunrise Children's Foundation, staff from the Low Income Investment Fund of San Francisco, and the new Director of DISCOVERY Children's Museum, Melissa Kaiser.

**Career Explorer:** The State Library, Archives, and Public Records have launched a new online Nevada Career Exploration tool that will be promoted in a new partnership between Headed2, the Clark County School District (CCSD), and the Las Vegas-Clark County Library District. **Sherry Walker** is the lead, along with Jennifer Lile of CCSD. NV CareerExplorer will be rolled out in middle and high schools over the next two years, beginning in October 2018. The Clark County School District will train all middle school and high school counselors and teachers at 22 schools (11 in fall and 11 in the spring) and will introduce the tool to around 40,000 students enrolled in these pilot program schools:

Cohort 1 (Fall 2018)		Cohort 2 (Spring 2019)	
School Name	Total School Enrollment	School Name	Total School Enrollment
West Prep MS/HS	1144	Laughlin MS/SHS	388
Legacy HS	2754	Mojave HS	2528
Virgin Valley HS	763	Green Valley HS	3004
Cortney JHS	1322	Cheyenne HS	2046
Findley MS	1260	West CTA	1382
Harney MS	1832	Cimarron-Memorial HS	2521
Veterans Tribute CTA	803	Foothill HS	2780
Mack MS	1254	Spring Valley HS	2458
Chaparral HS	2436	Lawrence JHS	1360
Basic HS	2558	Valley HS	2661
Silverstri JHS	1681	Leavitt MS	1639

#### PLANNING:

Development and Planning Director **Danielle Milam** worked closely with the Library Facilities Master Plan Decision Framework consultants to finalize the document for board review in September. Special thanks goes to General Services Director **Steve Rice**, Assistant General Services Director **John Vino**, Library Operations Director **Jennifer Schember**, Community Engagement Director **Matt McNally**, Chief Finance Officer **Fred James**, Information Technology Director **Al Prendergast**, Collection and Bibliographic Services Manager **Rebecca Colbert**, Development Program Officer **Sherry Walker**, Executive Assistant **Allison Boyer**, and Administrative Assistants **Denise Lewis** and **Lynn Lucuara** for the contributions they made to the final document that summarizes the work of this year-long effort by the Executive Council, Executive Director **Dr. Ronald R. Heezen**, and many District staff and community leaders.



## ITEM VII.A.2.d. (August)

### MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director  
**FROM:** Albert G. Prendergast, Information Technology Director, CIO  
**DATE:** July 31, 2018  
**SUBJECT:** Information Technology Report, August 2018

The Information Technology Division, comprised of the following departments-- Access Services (**AS**) Collection and Bibliographic Services (**CBS**) and the Information Technology (**IT**) Department-- is pleased to share the following updates for July:

#### **Branding and Marketing Support**

The new BiblioCommons website went live on June 19. AS Manager **Sufa Anderson** continues to work with Branding and Marketing staff to resolve a variety of account related issues. Ms. Anderson also worked with Branding and Marketing to finalize the new customer welcome and reminder e-mail notifications, as our vendor prepares to migrate their system to a new platform.

#### **Community Engagement Support**

The District's Room Reservation system experienced a prolonged interruption of service from June 27 until July 18. During this interruption, the system was unable to process online payments, forcing the Performance and Venue Services Department staff had to manually process payments. The interruption was caused when our online payment system vendor implemented a security change, but our Room Reservation System vendor neglected to make the commensurate change to their software. Our Room Reservation System vendor apologized for not being aware of the change. I met with Community Engagement Director **Matt McNally**, his staff, and a representative from Communico to review their room reservation solution. This new room reservation system would replace our existing on-premise solution with a cloud-based solution and would improve the customer experience and streamline staff processes.

#### **Financial Services Support**

Acquisitions Librarian **Heather Brooks** successfully closed the budget for Fiscal Year 2018 and opened the budget for Fiscal Year 2019 during the first week of July. The

new budget allocations were distributed into over 50 internal tracking funds in the CBS Department to adequately report spending patterns and purchases.

### **General Services Support**

Collection Development staff continues to work on the new East Las Vegas (EV) Library project. Staff met with the branch staff to review the current collection and to discuss timelines for ordering and weeding. Approximately 20% of the adult collection and 75% of the youth collection will be retained. Local history material will be relocated to the Clark County Library and much of the printed government documents will be recycled. We hope to complete a large-scale weeding of the collection by the end of October and will coordinate shelf removal with General Services.

### **Human Resources (HR) Support**

Assistant IT Director **Ron Melnar** worked with Human Resources Information System (HRIS) Manager **Glodia Thomas** and their vendor to implement a solution that would allow the HRIS system to process vacation leave cash out requests. The solution will be tested on our development system before being implemented on the production system. Mr. Melnar also worked with Ms. Thomas to install the 2018 Second Quarter Legislative Update on the development and production systems. Additionally, the database on the development system was refreshed and Service Packs 16 and 17 were applied. The development system will be thoroughly tested before the production system is upgraded.

The IT Department hosted Moapa Valley Library's Library Assistant **Korey Johnson** for job shadowing. Mr. Johnson is currently working on his IT degree and was appreciative of the opportunity to see the inner-workings of the IT Department.

### **Library Operations Support**

The District's circulation for June was 1,032,811, of which 17.8% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Boulder City and North Las Vegas customers have access to the District's OverDrive e-book collection, and North Las Vegas Library District customers accounted for approximately 7.5% of our OverDrive circulation while Boulder City Library District customers accounted for approximately 2.1%. In June, the District's materials accounted for approximately 98% of our circulation, while Boulder City Library District items accounted for approximately 0.9%, and North Las Vegas Library District items accounted for 1.1% of the materials circulated to District customers. The District's materials accounted for approximately 14.4% of the Boulder City Library District's circulation and 14.3% of the North Las Vegas Library District's circulation.

CBS staff added 5,905 new items to the collection, while 14,501 items were withdrawn from the library catalog in June. Senior Cataloger **Monica Song** also added 118 unique items for the Boulder City Library District and 100 titles with 161 items for the North Las Vegas Library District to the catalog in June. Additionally, Collection Development staff added 5,686 e-books and e-audiobooks to the collection in June.



Collection Development staff purchased 200 American Girl dolls, books, and backpacks for our collection. The dolls were cataloged and distributed to branches in July. They are extremely popular and have generated tremendous public interest. Local television stations KTNV (Channel 13), KLAS (Channel 8), and FOX5 all featured the dolls and the *Las Vegas Review-Journal* is expected to include them in the local *View* section of the newspaper as well. All of the dolls were checked-out with the branches retaining one or two for in-library use.

Senior Cataloger **Monica Song** hosted four staff members from the Boulder City Library District for cataloging and Online Computer Library Centers (OCLC) training in July. Ms. Song explained the important components of a MARC record, taught the Boulder City Library District staff some shortcuts in OCLC, and had a good discussion about procedures and workflows. The meetings with the Boulder City Library District staff have improved the quality of the records in the catalog.

The Distribution Center (DC) collection consists of 80,824 items and 5,761 items from this collection went to fill customer holds requests in June. The DC also circulated 11,629 items in June.

DC Librarian **Raychel Lendis** visits each branch at least once annually to assess current projects, discuss the health of their collections and their collection needs, and offer support where needed. The DC does a quarterly refresh of audiobooks, large print items, and DVDs for the outlying branches. The large print collections of the outlying branches were refreshed this month - which means that the branches send their large print items to the DC and the DC sends them a 'fresh' collection of large print items. Over 450 items were sent to the branches this month.

Ms. Lendis presented a single *Weeding 101* training class at the DC. This workshop is offered to staff District-wide on a monthly basis to provide a consistent source of information about the weeding process, including best practices. Ms. Lendis developed the Collection Enhancement Team for performing collectionHQ tasks to rebalance and refresh the collection in the branches. This month's report identified "grubby" items (items that have circulated more than 40 times) that are popular at one branch and replaces them with less used copies from another branch. This month, 179 items were transferred, generating 263 circulations with a monetary value of \$1,798. Finally, Ms. Lendis worked with the HR Department to complete interviews for two vacant DC Page positions. **Sharie Heier** and **Justine Walp** were selected and we are very excited to get them on board and trained.

In June, the Interlibrary Loan (ILL) Department received 466 requests from District customers to borrow materials from other libraries, and we received 632 requests from other libraries to borrow LVCCLD materials.

The following Electronic Resources (ER) statistics were previously reported in the Branding and Marketing Division's Board Report. We will continue to offer them the way that they were previously reported while we seek to find a better way to convey this information. The top five databases viewed in June were:

Database	Views
ReferenceUSA	23,593
Learning Express	6,992

Lynda.com	6,254
PressReader	3,195
ValueLine	2,927

The top five tutoring subjects requested through Brainfuse in June were:

High School Writing	16.87%
Reading Grade 8	11.57%
Reading Grade 7	7.71%
Algebra 1	6.75%
Reading Grade 9	6.51%

The ER Department continues to merge eMedia accounts for customers who have elected to receive new library cards, to ensure customers can continue to enjoy their access to our large, diverse collection of eResources.

The IT Department provided a color printer to the Best Buy Teen Tech Center at the Clark County Library. The color printer replaced the large-format printer that was previously in use, but the large-format printer had a high operating cost and became too expensive to support.

The IT Department provided VPN access for the Boulder City Library District. This access will allow them to remotely access the ILS and provide outreach services to their customers.

### **IT Projects**

Most of the portable projectors at the branches are many years old and do not have an interface for connecting newer devices. The IT Department is currently testing a new replacement projector model. If the testing of the new projector is successful, we will proceed with the replacement of all of the branch projectors.

The IT Department continues to work on the project to extend the District's wireless network to cover the outside of the buildings. Systems and Network Supervisor **Gunnar Kim** is working with our cabling contractor on the installations and all of the urban branches, including the Laughlin and Mesquite libraries and excluding the Clark County, Rainbow, and West Las Vegas libraries, were completed.

The District's telephone system was last upgraded in 2010 and will reach the end of its life-expectancy at the end of December 2018. The IT Department researched the options of either replacing the current structure with a different setup or upgrading the existing system. After several months of research, we have decided that upgrading the existing system is the best option at this time. Upgrading the existing system is the more cost-effective option and will add some new capabilities, such as improved redundancy and a better operator console. Upgrading will eliminate the need for staff training and will also eliminate any issues that we may encounter with the integration with our other products, such as Vocera and our PC Telephone Reservation System. We are now actively working with our vendor to get this upgrade completed before the end of December.

Systems and Network Security Analyst **Alfred Cruz** completed the replacements of the District's end-of-life next-generation firewall, web application firewall, and network monitoring system. These replacements will ensure the continued security of the District's networking assets for the next five years.

The IT Department assisted the Collections and Bibliographic Services Department with the replacement of their ten-year-old spine label printers.

The District's mobile hotspot lending program (Wi-Fi-To-Go) has been a tremendous success and we've begun the expansion of the Program this month. An additional 102 hotspots were ordered. Once processed they will be distributed as follows:

- Seven devices each for the Centennial Hills, Enterprise, Las Vegas, Rainbow, Sahara West, Spring Valley, Summerlin, Sunrise, West Charleston, West Las Vegas, Whitney, and Windmill libraries;
- Six devices for the Clark County Library;
- Ten devices for the Meadows Library; and
- Two devices for the Goodsprings Library.

This will bring the total number of hotspots available for checkout to 462.

The IT Division continues to work with Library Operations Administration on the implementation of the pilot iPad Lending Program. This Program will allow customers to check-out iPads and take them home. Regional Library Operations Manager **Leo Segura** is finalizing the procedures and ER Manager **Jocelyn Bates** is wrapping up the configuration of the equipment. We expect to begin the pilot in August.

### **Miscellaneous**

AS Manager **Sufa Anderson** completed several end-of-month reports for the Library Operations Division, including statistics for fines, customer registrations, and computer use. Ms. Anderson and Head of CBS **Rebecca Colbert** prepared Strategic Plan Key Performance Indicators statistics for the end of Fiscal Year 2018. Ms. Anderson completed the monthly Statement of Charges report and data extracts for the Development and Planning Division's Civic Technologies CommunityConnect Project. Ms. Anderson continues to work with the newly established "Sierra Cleanup Committee" to perform database cleanup activities on the Sierra Library Services Platform (LSP) and provided Sierra training for staff performing database cleanup activities. Ms. Anderson also provided Rapid Update training for staff at the Clark County Library and revised the following documents:

- *Fines and Fees Schedule* - Outlines the various costs or charges for library items and services.
- *Computer Use Only Library Card Procedures* - To include updated library card expiration date information.
- *Acceptable Forms of Identification* - To reflect legal counsel's recommendation that we accept Allodial American, Moorish National ID.
- *Circulation Supplies* - To include new supplies and contacts in the Branding and Marketing Division.
- *Transferring Funds Between Accounts in PC RES Procedures* - To include the removal of the old account from the PC Reservation System.

- Wi-Fi-To-Go Bookmarks – Worked with Regional Library Operations Manager **Carlotta Dickerson** for providing information and promoting the mobile hotspots.

Collection Development Librarians **Debbie Tinsler** and **Dan Wiig** attended the Follett Vendor Expo at the Cosmopolitan Hotel in Las Vegas. The Expo included dozens of vendors and publishers and our librarians left with many advance copies of books and promotional materials.

Systems and Network Security Analyst **Alfred Cruz** and Systems and Network Analyst **Chet Buasri** attended a week-long Cisco security training course in Las Vegas. Mr. Buasri and Microcomputer and Network Analyst **Anthony Weitz** also attended a week-long SharePoint Administration virtual training course.

I met with you, the Executive Council, and our Master Facilities Plan consultants to review the Facilities Master Plan Framework document.

The IT Department met with Development and Planning and Library Operations to discuss a request from the Clark County School District (CCSD) to distribute Quick Start cards to high school and middle school students. The request was precipitated by Regional Library Operations Manager **Leo Segura's** train-the-trainer sessions with school counselors in which he previewed the Nevada Career Explorer database. The Nevada Career Explorer database, developed by the Nevada State Library, Archives, and Public Records in partnership with Headed2, is used for assessing people's career interests, identifying their "lifestyle" budgets, and ultimately matching them with jobs or educational opportunities in their career field of interest. AS Manager **Sufa Anderson** worked with Web Designer **Gene Kilchenko** to design a new Quick Start card for the Program. The Program is tentatively expected to begin in October 2018 and will include approximately 30,000 students from 22 different schools.

The District's automated material handling (AMH) systems (sorters) are approaching ten years of age and the end of their expected life. I worked with you, General Services Director **Steve Rice**, and Financial Services Administrative Assistant **Lynn Lucuara** to develop and advertise a request for proposal for a new solution. Proposals are expected in September, interviews will be conducted in October, and contract negotiations will conclude in November. I expect to present a contract to the Board of Trustees for approval at the November 8 Board Meeting.

## FY 2017-2018 ELECTRONIC RESOURCES STATISTICS

	<i>Jun-17</i>	<i>Jun-18</i>	<i>% Change</i>	<i>FY16-17</i>	<i>FY17-18</i>	<i>% Change</i>
<b>eMedia Circulation</b>	147,399	182,336	23.70%	1,670,297	1,965,572	17.68%
<b>Phone calls to Electronic Resources</b>	N/A	205	N/A	N/A	885	N/A
<b>Length of Calls in Hours and Minutes</b>	N/A	36:56:54	N/A	N/A	86:46:39	N/A
<b>eMails to ask@lvccld.org</b>	343	499	45.48%	4,627	4,767	3.03%
<b>Limitless Learning</b>						
Homework Help Page Views (Includes HWH PreK-12, Hot Topics, & Database Pages)	5,050	3,553	-29.64%	78,224	70,597	-9.75%
Brainfuse	4,177	3,480	-16.69%	91,454	95,009	3.89%
Educational Resources Usage (Includes Rosetta Stone, Gale Courses, IXL, & Muzzy )	1,229	4,571	271.93%	15,626	32,257	106.43%
<b>Government and Social Services</b>						
Community Services Page Views	16	7	-56.25%	264	298	12.88%
<b>Business and Career</b>						
Research Resources Usage (Includes BusinessDecision, Jobnow, LearningExpress, Lynda.com, Morningstar, Reference USA, Testing & Education Reference Center, Small Business Builder, Treehouse, ValueLine, VetNow, & Weiss	21,361	42,452	98.74%	279,637	355,208	27.02%
<b>Community and Culture</b>						
Diversity/Heritage Page Views (Includes AAHM, AAPIHM, HHM, LGBTQ, & NNAHM)	407	134	-67.08%	7,605	7,372	-3.06%
All Other Reference Resource (Databases A-Z)	11,929	11,557	-3.12%	180,862	199,417	10.26%





## ITEM VII.A.2.d. (September)

### MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director  
**FROM:** Albert G. Prendergast, Information Technology Director, CIO  
**DATE:** September 6, 2018  
**SUBJECT:** Information Technology Report, September 2018

The Information Technology Division, comprised of the following departments-- Access Services (**AS**) Collection and Bibliographic Services (**CBS**) and the Information Technology (**IT**) Department, is pleased to share the following updates for August:

#### **Branding and Marketing Support**

The District uses a solution from Patron Point to send welcome and reminder e-mail notifications to our customers and Patron Point recently migrated their system to a new platform. AS Manager **Sufa Anderson** worked with Branding and Marketing to complete the revisions to our welcome and reminder e-mail notifications to ensure that they work on the new platform.

Head of CBS **Rebecca Colbert** interviewed and participated in a photo shoot with the *Las Vegas Review-Journal* (LVRJ) for an article on the American Girls dolls that were recently added to our collection. The article will be published in the *Southwest View* section in a future edition of the paper. Ms. Colbert, in consultation with Branding and Marketing, decided that this would be the last of the American Girl doll promotions until we've had an opportunity to evaluate how the project is doing after six months in circulation. Ms. Colbert also published the second edition of her column, *Literally*, in the September issue of the District's *Highlights* magazine. This edition of the column promotes many of our most engaging electronic resources, including Hoopla, Kanopy, and digital magazines from Overdrive, Flipster, and RBDigital.

Assistant IT Director **Ron Melnar** met with Branding and Marketing staff to discuss their desire for a work request management system for their Department. Mr. Melnar shared information on the IT Department's work request management system and suggested alternatives that would be more appropriate for their needs.

Branding and Marketing requested several Apple computers for use by their Department. The IT Department completed the infrastructure improvements that

were necessary to manage these new systems on our network. Assistant IT Director **Ron Melnar** worked with Branding and Marketing staff to develop the hardware specifications, procure, configure, and deploy two MacBook Pros and three iMacs for the Department. The systems were assigned to the Digital Content, Graphic Design, and Web Design staff. The staff will keep their PCs until they are comfortable using the Macs. After that, the PCs will be removed.

District staff currently have the ability to create their own e-mail signature blocks. As a result, many staff have created their own, unique signatures. The IT Department continues to work with Web Designer **Gene Kilchenko** on the project to create a standardized signature block for all District staff and we hope to implement the system in the near future.

### **Financial Services Support**

Earlier this year, the District was notified that the credit card readers (NetPads) that are used with the public copiers would no longer function after August. The NetPads would need to be replaced because the security protocol was being changed by the credit card industry and our older NetPads could not be updated to accommodate the change. To continue to accept credit cards for the copiers, we would need to purchase new NetPads. Unfortunately, the replacement devices that are currently available are not EMV-compatible (that is, they cannot read the chips on the newer credit cards). The District has decided to wait until EMV-capable credit card readers are available before replacing the NetPads. The branches have added a note to the copiers to notify customers of the change and the IT Department is currently in the process of removing the NetPads.

### **General Services Support**

Assistant IT Director **Ron Melnar** met with Assistant General Services Director **John Vino** and a representative from Henriksen Butler to review the data requirements for the Computer Lab at the new East Las Vegas Library. They confirmed the computer desk layouts and the number and locations of the data connections to ensure that the final design will satisfy our goals for the Lab.

The IT Department worked with a technician from Schneider Electric to resolve a licensing problem with the HVAC server's air handler application. The application, which allows the Facilities Department's staff to remotely manage the temperature in the buildings, is once again accessible from the staffs' computers.

Safety Coordinator **Nicole Baker** provided a briefing for the IT Department on asbestos safety awareness. The briefing covered the dangers of asbestos and how to prevent exposure, as well as how to respond to and report any potential exposure. The Server Room at the Clark County Library is a potential asbestos exposure risk because the tiles under the raised floor contain asbestos.

### **Human Resources (HR) Support**

Assistant IT Director **Ron Melnar** worked with Human Resources Information System (HRIS) Manager **Glodia Thomas** and a technician from Kronos to complete the implementation of a solution for the District's new Vacation Cash-out Program.



I attended a follow-up meeting with Human Resources Director **James Bean** and representatives from Paycom Software, Inc. to discuss a potential new HRIS solution that would improve staff efficiency.

The Distribution Center (DC) hosted Centennial Hills Library's Youth Services Assistant **Erika Babbitt** for job shadowing. Ms. Babbitt was appreciative of the opportunity to get a better understanding of how the DC functions.

### **Library Operations Support**

The District's circulation for July was 1,044,033, of which 17.8% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Boulder City and North Las Vegas customers have access to the District's OverDrive e-book collection, and North Las Vegas Library District customers accounted for approximately 7.6% of our OverDrive circulation while Boulder City Library District customers accounted for approximately 2%. In July, the District's materials accounted for approximately 98% of our circulation, while Boulder City Library District items accounted for approximately 0.9%, and North Las Vegas Library District items accounted for 1.1% of the materials circulated to District customers. The District's materials accounted for approximately 14.4% of the Boulder City Library District's circulation and 14.6% of the North Las Vegas Library District's circulation.

CBS staff added 16,591 new items to the collection, while 28,440 items were withdrawn from the library catalog in July. Senior Cataloger **Monica Song** also added 206 unique titles for the Boulder City Library District and 205 titles with 314 items for the North Las Vegas Library District to the catalog in July. Additionally, Collection Development staff added 4,769 e-books and e-audiobooks to the collection in July.

Head of CBS **Rebecca Colbert** and Acquisitions Librarian **Heather Brooks** completed and submitted the Fiscal Year 2017-18 State Collection Development Grant evaluation and funding report to the Nevada State Library and Archives for review.

YPL Collection Development Librarian **Kathy DiGeorge** visited with Laughlin Library's staff to offer tips regarding weeding, ordering items, and collection placement within the branch. Senior Cataloger **Monica Song** provided Chinese translation services for a Windmill Library customer in August and she has arranged a date for the customer to return in September for further translation assistance.

The DC collection consists of 82,648 items and 5,859 items from this collection went to fill customer holds requests in July. The DC also circulated 11,857 items in July.

DC Librarian **Raychel Lendis** visits each branch at least once annually to assess current projects, discuss the health of their collections and their collection needs, and offer support where needed. Ms. Lendis visited the Moapa Town, Sahara West, and Windmill libraries in August. Branches are also encouraged to tour and "shop" at the DC to get a better understanding of how it functions and what types of services are provided. Staff from the Sahara West and Whitney libraries visited the DC in August. The DC does a quarterly refresh of audiobooks, large print items, and DVDs for the outlying branches. The audiobook collections of the outlying branches were

refreshed this month - which means that the branches send their audiobook items to the DC and the DC sends them a 'fresh' collection of audiobook items. Over 575 items were sent to the branches this month.

Ms. Lendis presented a single *Weeding 101* training class at the DC. This workshop is offered to staff District-wide on a monthly basis to provide a consistent source of information about the weeding process, including best practices. Ms. Lendis also prepared and presented three training sessions of collectionHQ and Decision Center to staff from the Las Vegas, Spring Valley, West Las Vegas, and Whitney libraries. Decision Center and collectionHQ are tools to help the branches manage their collections. Ms. Lendis developed the Collection Enhancement Team (CET) for performing collectionHQ tasks to rebalance and refresh the collection in the branches. This month, 83 items were transferred, generating 316 circulations with a monetary value of \$951. Ms. Lendis will be visiting with CBS staff in September to provide an update on the activities of the CET. Head of CBS **Rebecca Colbert** attended Ms. Lendis' weeding workshop and toured the DC to evaluate holdings and determine if there's room for non-traditional items at the DC.

In July, the Interlibrary Loan (ILL) Department received 440 requests from District customers to borrow materials from other libraries, and we received 628 requests from other libraries to borrow LVCCLD materials. AS Manager **Sufa Anderson** revised the *ILL Procedures* document to reduce customer and staff confusion regarding the billing process.

AS Manager **Sufa Anderson** and Electronic Resources (ER) Manager **Jocelyn Bates** recently completed the realignment of the ER Department. Since then, the ER Department has investigated ways to improve the Department's statistical report. This month's report reflects the new format. The report was reformatted to include new activities and modified to reflect the month-to-month changes in the use of Online Resources since the method of collecting these statistics have changed. The report was also modified to better align with the layout of our new BiblioCommons website. As a result of this realignment, two of the pillars of our V.2020 Strategic Framework, *Government and Social Services*, and *Community and Culture*, were replaced with *Health and Wellness* and *Homework Help* in the report. The Department will continue to assess the content and format of the report.

The ER Department continues to merge eMedia accounts for customers who have elected to receive new library cards, to ensure customers can continue to enjoy their access to our large, diverse collection of eResources. ER Manager **Jocelyn Bates** served as a panelist on the American Libraries Association's live webinar *Successfully Implementing and Marketing Streaming Video Content* and attended Tutor Orientation at the Sahara West Library to share eResources information with this year's incoming tutors. ER Librarian **Ria Eufemio** provided device assistance at the West Las Vegas Library's Senior Learning Party and conducted eMedia training for staff at the Windmill Library. The ER Department also established procedures for the branches to request the use of their Mobile Laptop Lab, which can be used by the branches for providing training classes.

AS Manager **Sufa Anderson** and ER Manager **Jocelyn Bates** participated in conference calls for the implementation of two new District solutions, LibraryAware and Niche Academy. LibraryAware is a newsletter solution designed for libraries and Niche Academy is an online learning platform made for libraries that includes ready-

to-use video tutorials for many common library services. Ms. Anderson and Ms. Bates participated in conference calls with the vendors to discuss the setup and configuration of the services. The LibraryAware solution includes collection development suggestions. Ms. Anderson set up a procedure for ER staff to review the LibraryAware collection suggestions and submit the suggestions, for titles that we do not own, to CBS for consideration.

The IT Division worked with Library Operations on the implementation of the pilot iPad Lending Program. This Program includes 10 Apple iPad minis and allows customers to check-out the iPads and take them home. In only two days, all of the devices were checked out. We will solicit feedback on the Program as these items are returned.

Adult Collection Development Librarian **Teresa Handleman** conducted the quarterly Adult Collection Development Meeting at the Windmill Service Center. In May, CBS staff contracted with NewsBank to digitize older editions of the LVRJ, editions from 1929-1996, for our digital collection. ER Manager **Jocelyn Bates** attended the Meeting and previewed the digital LVRJ archives for the group. The digitization project is expected to be completed at the end of 2018. Ms. Bates also previewed the District's subscription to the new and eagerly anticipated New York Times digital access. The group also discussed new non-traditional items that could potentially be added to our collection, such as crafts, tools, and electronic equipment. These new items would be available for customers to check-out. DC Librarian **Raychel Lendis** also attended the Meeting and shared information regarding the CET and to promote the use of the DC's collection for enhancing the materials available in the branches.

Assistant IT Director **Ron Melnar** and I met with Library Operations Director **Jenn Schember** and Regional Library Operations Managers **Carlotta Dickerson** and **Leo Segura** to discuss and finalize the Library Operations Supplemental Budget Request items for this fiscal year. We will coordinate these requests with other projects to minimize the amount of effort required to complete them.

AS Manager **Sufa Anderson** conducted the quarterly Computer Center Department Head Meeting at the Windmill Service Center. The Group discussed a wide array of technological and operational issues, including procedures for requesting the new ER Mobile Laptop Lab, new eResources subscriptions, and the expansion of the WiFi-To-Go Program. The Group also shared solutions to common problems and identified issues that required further investigation.

## **IT Projects**

Work on the Telephone System Upgrade Project continues. The District's telephone system will reach the end of its life-expectancy at the end of December 2018 and will need to be upgraded before then. All of the District's old Dterm Series E handsets, most of which were purchased over 10 years ago, will be incompatible with the upgraded telephone system. These old handsets will need to be replaced with new DT400 Series Digital Desktop handsets prior to the upgrade of the telephone system. The IT Department replaced the telephone handsets at the Enterprise, Spring Valley, Rainbow, and Summerlin libraries this month.

The IT Division worked with Library Operations to complete the expansion of the mobile hotspot lending program (WiFi-To-Go). An additional 102 hotspots were

distributed to the branches, bringing the total number of hotspots available for checkout to 462.

### **Miscellaneous**

AS Manager **Sufa Anderson** completed several end-of-month reports for the Library Operations Division, including statistics for fines, customer registration, and computer use. Ms. Anderson completed the monthly Statement of Charges report; fines purge for the District, Boulder City Library District, and the North Las Vegas Library District; and data extracts for the Development and Planning Division's Civic Technologies CommunityConnect Project and the Branding and Marketing Department's eNewsletter to promote Library Card Sign-Up Month. Ms. Anderson continues to work with the "Sierra Cleanup Committee" to perform database cleanup activities on the Sierra Library Services Platform (LSP). Finally, Ms. Anderson created three individual retiree cards and one trustee library card to be distributed.

The IT Department is currently working with Library Operation and General Services on a new self-check solution for the new East Las Vegas Library. The IT Department purchased a new self-check station and is testing the solution. Although this new self-check station will be initially used at the East Las Vegas Library, the long-term plan is to replace all of our self-check systems District-wide with this new solution.



## MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

**FROM:** Albert G. Prendergast, Information Technology Director, CIO

**DATE:** September 6, 2018

**SUBJECT:** Information Technology Follow-up Item From July 12 Board Meeting

At the July 2018 Board of Trustees Meeting, Chair Moulton requested information on how the hotspots were being used by our customers.

From our vendor's support portal, we are only able to obtain basic information, such as the amount of data used by each device monthly. We are not able to tell what sites are accessed by our customers or what time of the day the devices are used.

We contacted our vendor and requested more detailed reports. However, after analyzing the reports, we realized that the quality of the data was very poor, with data missing for many dates. We requested clarification from our vendor, and they indicated that the missing dates represent no data use. However, it is very unlikely that with over 300 customers who had checked out the hotspots that no one would have used the hotspots for multiple consecutive days! So, we have to believe that the detailed reports are inaccurate.

We began our pilot Hotspot Lending Program in March 2017 with 30 devices and expanded the Program to 360 devices in December 2017.

The table below is a summary of the number of monthly users and data used in 2018.

2018	Number of Users	Data Used (GB)
January	323	11,042
February	337	12,092
March	325	10,831
April	336	10,412
May	316	8,912
June	335	13,498
July	330	10,952
August	320	10,261



**FY 2018-2019 ELECTRONIC RESOURCES STATISTICS**  
**July 2018**

Customer Support	Jul-17	Jul-18	% Change	FY17-18	FY18-19	% Change
Number of Phone Calls to Electronic Resources	N/A	211		N/A	211	
Length of Calls in Hours, Minutes, and Seconds	N/A	24:49:43		N/A	24:49:43	
Number of emails to ask@lvccld.org	369	503	36.31%	369	503	36.31%
Number of Classes for Customers	0	0		0	0	
Number of Attendees	0	0		0	0	

**Top Online Resource From Each  
Category Based on Retrievals**

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	Reference USA	591	12,009
Health and Wellness	Academic Search Main	509	192
Homework Help	IXL	13	13,503
Limitless Learning	Lynda.com	911	5,724
A-Z Resources (All Others)	PressReader	4,080	3,206

Downloadables and Streaming Circulation	Jul-17	Jul-18	% Change	FY17-18	FY18-19	% Change
eBooks	78,618	99,267	26.26%	78,618	99,267	26.26%
Audiobooks	40,136	52,597	31.05%	40,136	52,597	31.05%
Magazines	7,029	6,220	-11.51%	7,029	6,220	-11.51%
Movies and TV	2,749	9,560	247.76%	2,749	9,560	247.76%
Music	32,132	26,734	-16.80%	32,132	26,734	-16.80%
<b>Total</b>	<b>160,664</b>	<b>194,378</b>	<b>20.98%</b>	<b>160,664</b>	<b>194,378</b>	<b>20.98%</b>

Online Resources Usage by Category	Jun-18		Jul-18		% Change		YTD	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	1,910	27,922	5,374	15,969	181.36%	-42.81%	5,374	15,969
Health and Wellness	197	592	120	502	-39.09%	-15.20%	120	502
Homework Help	531	13,284	474	23,304	-10.73%	75.43%	474	23,304
Limitless Learning	2,871	8,030	2,625	7,827	-8.57%	-2.53%	2,625	7,827
A-Z Resources (All Others)	6,542	10,198	7,040	11,055	7.61%	8.40%	7,040	11,055

**N/A:** not previously recorded

**Retrievals:** the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to customers from electronic collections

**Sessions:** the number of times an electronic resource is accessed



## ITEM VII.A.3.a.

**August 2018**

### **MEMORANDUM**

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**TO:** Dr. Ronald R. Heezen, Executive Director

**FROM:** Fred James, Chief Financial Officer

**DATE:** July 31, 2018

**SUBJECT:** Financial Services Report, August 2018

This report summarizes Financial Services' Department's activities and accomplishments in the month of July 2018.

#### **Administration**

- Updated the District's cash flow analysis
- **Fred James** attended the How to Audit Inventory webinar
- **Fred James, Floresto Cabias,** and **Anita Lai** met with representatives of FTN/Main Street Advisors, the District's investment advisors
- **Fred James, Floresto Cabias,** and **Cherrie DeLaney** attended the new Room Reservation software presentation
- **Floresto Cabias** created and updated staff user accounts in the Microsoft Serenic Navigator system purchasing component
- **Floresto Cabias** and **Lynn Lucuara** worked with District staff regarding purchasing procedures
- **Anita Lai** and **Lynn Lucuara** attended the Personality Type workshop
- **Lynn Lucuara** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Lucuara** created and updated user accounts for online ordering of supplies from Staples, Office Plus, and Brodart (contract vendors); worked with District staff and vendors to update information and resolve issues
- **Lynn Lucuara** prepared and followed up on Agreements for Services for Literacy instructors and for performances scheduled for District-wide events
- Trained Development and Planning and Branding and Marketing staff on purchase order procedures
- Advertised Facilities Bids, No. 19-02, Landscape Maintenance Services, and 19-04, Chiller Replacement – Sahara West Library, and IT RFP No. 19-03, Automated Materials Handling System
- Staff met remotely with representatives of Microsoft Serenic Navigator regarding the District's purchasing & accounting and fixed assets software components
- Prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files



**Accounting**

- Coded and verified all transactions (\$7.7M for the month of July)
- Staff recorded several outlying branches' inventories
- Performed all payroll related duties
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits
- Provided detail budget status for staff as required
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed Financial Services and PVS invoices
- Reviewed e-fines and patron inquiries regarding online payments
- Reconciled copier meter reading reports from branches/departments to invoices
- Staff cross-trained in payroll, fixed assets, cash receipts, and other Financial Services procedures



## MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

**FROM:** Fred James, CPA  
Deputy Director, Chief Financial Officer

**DATE:** July 31, 2018

**SUBJECT:** June 2018 Budget Status Report

The June Budget Status Reports reflect preliminary actual revenues and expenditures as compared to the budget for the fiscal year ended June 30, 2018. These reports reflect year-end adjustments for revenue, as certain taxes received in the months of July and August are recognized as June revenue.

General Fund expenditures indicate approximately \$7.9 million of General Fund appropriations unexpended. Of the \$7.9 million of unexpended appropriations \$4.6 million is attributable to salaries and benefits, \$2.3 million is attributable to supplies and services, and \$1.0 million is attributable to capital outlay. Unexpended appropriations are primarily due to cost containment measures.

The final June 30, 2018 Revenues and Expenditures will be finalized and presented at the November Board meeting.

Staff will be available to answer questions that you may have.

**Las Vegas-Clark County Library District**  
**Statement of Revenues and Expenditures**

**General Fund - 100**

**From 06/01/2018 Through 06/30/2018**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	40,583,879.07	39,640,000.00	(943,879.07)	-2.38%
Intergovernmental Revenue	22,172,638.91	21,972,500.00	(200,138.91)	-0.91%
Charges for Services	62,769.99	40,700.00	(22,069.99)	-54.23%
Fines & Forfeits	823,949.43	900,000.00	76,050.57	8.45%
Miscellaneous	744,962.23	7,721,800.00	6,976,837.77	90.35%
<b>Total Revenues</b>	<b>64,388,199.63</b>	<b>70,275,000.00</b>	<b>5,886,800.37</b>	<b>8.38%</b>
<b>Expenditures</b>				
Salaries	27,573,003.20	30,059,765.00	2,486,761.80	8.27%
Benefits	10,132,408.52	12,274,967.00	2,142,558.48	17.45%
Supplies & Services	11,170,403.96	13,517,980.00	2,347,576.04	17.37%
Capital Outlay	8,947,070.52	9,904,500.00	957,429.48	9.67%
<b>Total Expenditures</b>	<b>57,822,886.20</b>	<b>65,757,212.00</b>	<b>7,934,325.80</b>	<b>12.07%</b>
<b>Exces (Deficit) Revenues of Expenditures</b>	<b>6,565,313.43</b>	<b>4,517,788.00</b>	<b>(2,047,525.43)</b>	<b>-3.69%</b>
<b>Other Financing Sources and (uses)</b>				
Transfer to Other Funds	(7,400,000.00)	(7,400,000.00)	-	0.00%
<b>Total Other Financing Sources and (uses)</b>	<b>(7,400,000.00)</b>	<b>(7,400,000.00)</b>	<b>-</b>	<b>0.00%</b>

**Las Vegas-Clark County Library District**  
**Summary Budget Comparison**  
**By Department**

**General Fund - 100**

**From 06/01/2018 Through 06/30/2018**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	612,839.36	793,926.00	181,086.64	22.81%
120	Administration - Library Operations	1,201,139.96	1,774,393.00	573,253.04	32.31%
200	Financial Services	1,202,233.29	1,347,967.00	145,733.71	10.81%
215	Community Outreach	351,742.71	448,657.00	96,914.29	21.60%
216	Youth Services	230,983.74	353,000.00	122,016.26	34.57%
220	Development and Planning	474,436.21	536,049.00	61,612.79	11.49%
240	General Services/Facilities	7,113,213.26	7,886,779.00	773,565.74	9.81%
250	Human Resources	1,505,931.57	1,923,678.00	417,746.43	21.72%
251	HR-Work Insurance	408,183.93	863,864.00	455,680.07	52.75%
260	Information Technology	3,193,959.45	3,675,826.00	481,866.55	13.11%
270	Literacy Department	295,757.35	380,945.00	85,187.65	22.36%
280	Branding and Marketing	1,827,065.45	2,321,844.00	494,778.55	21.31%
290	Access Services Department	393,510.07	401,398.00	7,887.93	1.97%
310	Collection and Bibliographic Services	10,744,034.90	12,020,142.00	1,276,107.10	10.62%
320	Gallery Services	139,614.20	154,797.00	15,182.80	9.81%
330	Facilities	2,505,525.72	2,782,629.00	277,103.28	9.96%
340	Community Engagement	331,749.93	370,168.00	38,418.07	10.38%
400	Library Operations	25,290,965.10	27,721,150.00	2,430,184.90	8.77%
<b>Total</b>		<b>57,822,886.20</b>	<b>65,757,212.00</b>	<b>7,934,325.80</b>	<b>12.07%</b>

**Las Vegas-Clark County Library District**  
**Summary Budget Comparison**  
**By Location**

**General Fund - 100**  
**Library Operations - Dept 400**  
**From 06/01/2018 Through 06/30/2018**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	87,953.22	92,866.00	4,912.78	5.29%
110	Bunkerville	76,163.29	77,486.00	1,322.71	1.71%
120	Clark County Library	2,548,261.41	2,677,184.00	128,922.59	4.82%
130	Enterprise Library	1,442,890.12	1,539,788.00	96,897.88	6.29%
140	Goodsprings	49,408.16	49,554.00	145.84	0.29%
160	Indian Springs	94,821.85	96,205.00	1,383.15	1.44%
170	Las Vegas Library	1,610,852.81	1,748,064.00	137,211.19	7.85%
180	Laughlin	642,055.09	780,651.00	138,595.91	17.75%
190	Mesquite	620,730.72	947,306.00	326,575.28	34.47%
200	Moapa Town	75,591.32	77,504.00	1,912.68	2.47%
210	Moapa Valley	283,485.82	346,473.00	62,987.18	18.18%
220	Mount Charleston	73,596.43	75,617.00	2,020.57	2.67%
230	Rainbow Library	1,818,997.50	2,014,120.00	195,122.50	9.69%
240	Sahara West Library	2,530,541.63	2,695,217.00	164,675.37	6.11%
250	Sandy Valley	81,933.09	83,837.00	1,903.91	2.27%
260	Searchlight	50,291.83	64,885.00	14,593.17	22.49%
270	Spring Valley Library	1,585,535.05	1,796,061.00	210,525.95	11.72%
280	Summerlin Library	1,533,626.19	1,696,555.00	162,928.81	9.60%
290	Sunrise Library	1,431,568.68	1,592,221.00	160,652.32	10.09%
300	West Charleston Library	1,593,197.02	1,793,590.00	200,392.98	11.17%
310	West Las Vegas Library	1,490,291.63	1,667,642.00	177,350.37	10.63%
320	Whitney Library	1,441,755.93	1,545,774.00	104,018.07	6.73%
360	Meadows Library	50,428.95	65,925.00	15,496.05	23.51%
370	Centennial Hills	2,042,588.31	2,119,140.00	76,551.69	3.61%
380	Windmill Library	1,980,339.39	2,013,632.00	33,292.61	1.65%
605	Cty Misdemeanant	54,059.66	63,853.00	9,793.34	15.34%
<b>Total</b>		<b>25,290,965.10</b>	<b>27,721,150.00</b>	<b>2,430,184.90</b>	<b>8.77%</b>

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**General Fund - 100**

**From 06/01/2018 Through 06/30/2018**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	20,985,513.59	22,831,057.00	1,845,543.41	8.08%
51200 Salaries - Part Time	5,850,232.71	6,337,465.00	487,232.29	7.69%
51300 Overtime Pay	45,461.02	50,000.00	4,538.98	9.08%
51400 Call Back Pay	9,614.63	23,000.00	13,385.37	58.20%
51500 Standby Pay	52,918.80	65,000.00	12,081.20	18.59%
51600 Longevity Pay	397,875.61	441,123.00	43,247.39	9.80%
51700 Separation Pay	231,386.84	312,120.00	80,733.16	25.87%
55100 Employees Retirement	6,026,592.21	6,935,722.00	909,129.79	13.11%
55200 Group Insurance	3,312,311.78	4,250,459.00	938,147.22	22.07%
55300 Workers' Comp. Payments	83,628.79	271,544.00	187,915.21	69.20%
55400 Medicare Coverage Expense	695,833.65	742,242.00	46,408.35	6.25%
55500 Unemployment Insurance	14,042.09	75,000.00	60,957.91	81.28%
61100 Office Supplies	304,774.57	357,880.00	53,105.43	14.84%
61110 Operating Supplies	440,739.79	617,775.00	177,035.21	28.66%
61120 Software & User Licenses	460,527.63	399,700.00	(60,827.63)	-15.22%
61130 Software Maintenance	529,610.99	719,898.00	190,287.01	26.43%
61200 Book Materials & Supplies	99,808.30	175,000.00	75,191.70	42.97%
61205 Interlibrary Loan	2,736.84	7,500.00	4,763.16	63.51%
61210 Small Equipment	308,385.64	348,900.00	40,514.36	11.61%
61400 Equipment Repair & Maint.	543,561.58	575,077.00	31,515.42	5.48%
61410 Contracted Services	4,344,720.43	4,718,978.00	374,257.57	7.93%
61420 Building Repair & Maint.	197,266.63	218,200.00	20,933.37	9.59%
61500 Rental Expenses	59,064.84	43,126.00	(15,938.84)	-36.96%
61600 Telephone	450,640.62	516,033.00	65,392.38	12.67%
61700 Utilities	1,837,680.83	2,022,680.00	184,999.17	9.15%
61800 Insurance & Bonds	283,844.90	349,443.00	65,598.10	18.77%
61900 Professional Services	345,479.73	701,700.00	356,220.27	50.77%
61910 Legal Services	177,164.96	599,500.00	422,335.04	70.45%
62200 Collection Agencies	163,990.32	215,000.00	51,009.68	23.73%
62300 Board Compensation	5,600.00	6,000.00	400.00	6.67%
62500 Postage	66,497.87	65,100.00	(1,397.87)	-2.15%
62510 Advertising	24,193.93	88,700.00	64,506.07	72.72%
62600 Community Events	13,531.07	17,000.00	3,468.93	20.41%
62610 Staff Day	53,548.10	65,000.00	11,451.90	17.62%
62620 Recruitment	354.60	625.00	270.40	43.26%
62700 Education & Training	112,545.24	180,125.00	67,579.76	37.52%
62800 Travel & Transportation	145,478.55	245,349.00	99,870.45	40.71%
62900 Printing & Reproduction	143,207.40	156,000.00	12,792.60	8.20%
63000 Dues & Subscriptions	27,306.09	38,500.00	11,193.91	29.08%
65000 Miscellaneous Expenses	27,186.12	39,191.00	12,004.88	30.63%
65100 Bank Charges	956.39	30,000.00	29,043.61	96.81%
81700 Library Books	8,947,070.52	9,904,500.00	957,429.48	9.67%
<b>Total</b>	<b>57,822,886.20</b>	<b>65,757,212.00</b>	<b>7,934,325.80</b>	<b>12.07%</b>

**Las Vegas-Clark County Library District**  
**Statement of Revenues and Expenditures**

**Grant Fund - 220**

**From 06/01/2018 Through 06/30/2018**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Intergovernmental Revenue	1,046,584.45	2,002,650.50	956,066.05	47.74%
<b>Total Revenues</b>	1,046,584.45	2,002,650.50	956,066.05	47.74%
<b>Expenditures</b>				
Salaries	275,880.75	405,059.75	129,179.00	31.89%
Benefits	122,645.19	180,589.56	57,944.37	32.09%
Supplies & Services	447,776.18	639,024.19	191,248.01	29.93%
Capital Outlay	200,281.41	777,977.00	577,695.59	74.26%
<b>Total Expenditures</b>	1,046,583.53	2,002,650.50	956,066.97	47.74%
<b>Exces (Deficit) Revenues of Expenditures</b>	0.92	-	(0.92)	0.00%

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**Grant Fund - 220**

**From 06/01/2018 Through 06/30/2018**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	256,267.18	477,447.50	221,180.32	46.33%
51300 Overtime Pay	25.48	-	(25.48)	
51600 Longevity Pay	2,685.88	2,552.50	(133.38)	-5.23%
51700 Separation Pay	16,902.21	-	(16,902.21)	
55100 Employees Retirement	72,281.19	148,245.66	75,964.47	51.24%
55200 Group Insurance	45,564.00	56,667.90	11,103.90	19.59%
55300 Workers' Comp. Payments	679.60	-	(679.60)	
55400 Medicare Coverage Expense	4,120.40	5,086.44	966.04	18.99%
61100 Office Supplies	7,295.07	2,563.88	(4,731.19)	-184.53%
61120 Software & User Licenses	45,701.75	20,000.00	(25,701.75)	-128.51%
61210 Small Equipment	35,366.92	-	(35,366.92)	
61410 Contracted Services	257,001.50	393,590.00	136,588.50	34.70%
61900 Professional Services	82,659.50	-	(82,659.50)	
62800 Travel & Transportation	9,541.46	9,000.00	(541.46)	-6.02%
63000 Dues & Subscriptions	210.00	500.00	290.00	58.00%
65000 Miscellaneous Expenses	9,999.98	74,346.12	64,346.14	86.55%
81600 Capital Equipment - Major	-	460,000.00	460,000.00	100.00%
81700 Library Books	200,281.41	150,000.00	(50,281.41)	-33.52%
<b>Total</b>	<b>1,046,583.53</b>	<b>1,800,000.00</b>	<b>753,416.47</b>	<b>41.86%</b>



**Las Vegas-Clark County Library District  
Statement of Revenues and Expenditures**

**Gift Fund - 230**

**From 06/01/2018 Through 06/30/2018**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	754,356.60	500,000.00	(254,356.60)	-50.87%
<b>Total Revenues</b>	754,356.60	500,000.00	(254,356.60)	-50.87%
<b>Expenditures</b>				
Salaries	10,000.00	-	(10,000.00)	
Supplies & Services	502,148.65	400,000.00	(102,148.65)	-25.54%
Capital Outlay	-	100,000.00	100,000.00	100.00%
<b>Total Expenditures</b>	512,148.65	500,000.00	(12,148.65)	-2.43%
<b>Exces (Deficit) Revenues of Expenditures</b>	242,207.95	-	(242,207.95)	-48.44%

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**Gift Fund - 230**

**From 06/01/2018 Through 06/30/2018**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	10,000.00	-	(10,000.00)	
61100 Office Supplies	9,846.31	400,000.00	390,153.69	97.54%
61110 Operating Supplies	7,434.66	-	(7,434.66)	
61120 Software & User Licenses	1,797.82	-	(1,797.82)	
61210 Small Equipment	78,148.03	-	(78,148.03)	
61410 Contracted Services	201,239.16	-	(201,239.16)	
61420 Building Repair & Maint.	50,500.00	-	(50,500.00)	
61500 Rental Expenses	112.43	-	(112.43)	
61900 Professional Services	87,474.06	-	(87,474.06)	
62500 Postage	150.05	-	(150.05)	
62600 Community Events	24,036.48	-	(24,036.48)	
62610 Staff Day	3,679.13	-	(3,679.13)	
62800 Travel & Transportation	7,321.69	-	(7,321.69)	
62900 Printing & Reproduction	2,429.68	-	(2,429.68)	
65000 Miscellaneous Expenses	27,979.15	-	(27,979.15)	
81500 Capital Improvements	-	100,000.00	100,000.00	100.00%
<b>Total</b>	<b>512,148.65</b>	<b>500,000.00</b>	<b>(12,148.65)</b>	<b>-2.43%</b>

**Las Vegas-Clark County Library District**  
**Statement of Revenues and Expenditures**

**Capital Projects Fund - 510**  
**From 06/01/2018 Through 06/30/2018**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	1,057,616.20	150,000.00	(907,616.20)	-605.08%
<b>Total Revenues</b>	1,057,616.20	150,000.00	(907,616.20)	-605.08%
<b>Expenditures</b>				
Supplies & Services	24,029,383.75	4,472,900.00	(19,556,483.75)	-437.22%
Capital Outlay	586,437.21	28,763,310.00	28,176,872.79	97.96%
<b>Total Expenditures</b>	24,615,820.96	33,236,210.00	8,620,389.04	25.94%
<b>Exces (Deficit) Revenues of Expenditures</b>	(23,558,204.76)	(33,086,210.00)	(9,528,005.24)	-631.01%
<b>Other Financing Sources and (uses)</b>				
Transfer to Other Funds	7,400,000.00	7,400,000.00	-	0.00%
<b>Total Other Financing Sources and (uses)</b>	7,400,000.00	7,400,000.00	-	0.00%

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**Capital Projects Fund - 510**  
**From 06/01/2018 Through 06/30/2018**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	19,527.11	-	(19,527.11)	
61120 Software & User Licenses	138,769.40	100,000.00	(38,769.40)	-38.77%
61130 Software Maintenance	6,222.84	-	(6,222.84)	
61210 Small Equipment	709,426.15	855,000.00	145,573.85	17.03%
61400 Equipment Repair & Maint.	51,162.14	-	(51,162.14)	
61410 Contracted Services	132,188.00	100,000.00	(32,188.00)	-32.19%
61420 Building Repair & Maint.	1,305,557.82	3,417,900.00	2,112,342.18	61.80%
61500 Rental Expenses	15,970.50	-	(15,970.50)	
61700 Utilities	215.93	-	(215.93)	
61900 Professional Services	587,490.55	-	(587,490.55)	
62900 Printing & Reproduction	2,180.70	-	(2,180.70)	
63000 Dues & Subscriptions	432.00	-	(432.00)	
65000 Miscellaneous Expenses	21,036,800.00	-	(21,036,800.00)	
65100 Bank Charges	23,440.61	-	(23,440.61)	
81400 Construction in Progress	-	27,388,310.00	27,388,310.00	100.00%
81500 Capital Improvements	70,963.29	-	(70,963.29)	
81600 Capital Equipment - Major	387,555.86	1,175,000.00	787,444.14	67.02%
81700 Library Books	127,918.06	200,000.00	72,081.94	36.04%
<b>Total</b>	<b>24,615,820.96</b>	<b>33,236,210.00</b>	<b>8,620,389.04</b>	<b>25.94%</b>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
1020 - Mesquite  
510 - Capital Projects Fund  
From 6/1/2018 Through 6/30/2018

	<b>YTD Actual</b>	<b>Budget</b>	<b>Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Revenues</b>				
Other Revenue	1,034,254.44		(1,034,254.44)	
<b>Total Revenues</b>	<u>1,034,254.44</u>		<u>(1,034,254.44)</u>	
<b>Expenditures</b>				
Miscellaneous Expenses	6,646,000.00		(6,646,000.00)	
Construction in Progress		7,088,310.00	7,088,310.00	100.00%
<b>Total Expenditures</b>	<u>6,646,000.00</u>	<u>7,088,310.00</u>	<u>442,310.00</u>	<u>6.24%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(5,611,745.56)</u>	<u>(7,088,310.00)</u>	<u>(1,476,564.44)</u>	<u>20.83%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
1025 - East Las Vegas  
510 - Capital Projects Fund  
From 6/1/2018 Through 6/30/2018

	<b>YTD Actual</b>	<b>Budget</b>	<b>Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>				
Utilities	215.93		(215.93)	
Professional Services	250.00		(250.00)	
Miscellaneous Expenses	14,390,600.00		(14,390,600.00)	
Construction in Progress		20,260,000.00	20,260,000.00	100.00%
<b>Total Expenditures</b>	<u>14,391,065.93</u>	<u>20,260,000.00</u>	<u>5,868,934.07</u>	<u>28.97%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(14,391,065.93)</u>	<u>(20,260,000.00)</u>	<u>(5,868,934.07)</u>	<u>28.97%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
2050 - Furniture Replacement  
510 - Capital Projects Fund  
From 6/1/2018 Through 6/30/2018

	<b>YTD Actual</b>	<b>Budget</b>	<b>Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>				
Small Equipment	98,979.08	250,000.00	151,020.92	60.41%
<b>Total Expenditures</b>	98,979.08	250,000.00	151,020.92	60.41%
<b>Excess (Deficit) Revenues over Expenditures</b>	(98,979.08)	(250,000.00)	(151,020.92)	60.41%

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
4000 - Unallocated Proj Fund - General Fund  
510 - Capital Projects Fund  
From 6/1/2018 Through 6/30/2018

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Revenues</b>				
Interest Earnings	141,788.41	150,000.00	8,211.59	5.47%
Unrealized Gain/(Loss) - Investments	(118,426.65)		118,426.65	
<b>Total Revenues</b>	<u>23,361.76</u>	<u>150,000.00</u>	<u>126,638.24</u>	<u>84.43%</u>
<b>Expenditures</b>				
Bank Charges	23,440.61	40,000.00	16,559.39	41.40%
<b>Total Expenditures</b>	<u>23,440.61</u>	<u>40,000.00</u>	<u>16,559.39</u>	<u>41.40%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(78.85)</u>	<u>110,000.00</u>	<u>110,078.85</u>	<u>100.07%</u>



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
4010 - Tech Replacements Upgrades  
510 - Capital Projects Fund  
From 6/1/2018 Through 6/30/2018

	<b>YTD Actual</b>	<b>Budget</b>	<b>Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>				
Operating Supplies	6,553.33		(6,553.33)	
Software & User Licenses	138,769.40	100,000.00	(38,769.40)	-38.77%
Software Maintenance	6,222.84		(6,222.84)	
Small Equipment	507,760.57	605,000.00	97,239.43	16.07%
Equipment Maint. & Repair	23,090.18		(23,090.18)	
Contracted Services	132,188.00	100,000.00	(32,188.00)	-32.19%
Professional Services	38,722.25		(38,722.25)	
Capital Equipment - Major	321,561.70	635,000.00	313,438.30	49.36%
<b>Total Expenditures</b>	<u>1,174,868.27</u>	<u>1,440,000.00</u>	<u>265,131.73</u>	<u>18.41%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(1,174,868.27)</u>	<u>(1,440,000.00)</u>	<u>(265,131.73)</u>	<u>18.41%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5010 - Bldg Repair and Maintenance  
510 - Capital Projects Fund  
From 6/1/2018 Through 6/30/2018

	<b>YTD Actual</b>	<b>Budget</b>	<b>Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>				
Operating Supplies	12,000.09		(12,000.09)	
Small Equipment	98,764.44		(98,764.44)	
Bldg. Maint. & Repair	1,305,989.82	3,417,900.00	2,111,910.18	61.79%
Rental	13,614.50		(13,614.50)	
Professional Services	550,874.30		(550,874.30)	
Printing & Reproduction	2,180.70		(2,180.70)	
Miscellaneous Expenses	200.00		(200.00)	
<b>Total Expenditures</b>	<b>1,983,623.85</b>	<b>3,417,900.00</b>	<b>1,434,276.15</b>	<b>41.96%</b>
<b>Excess (Deficit) Revenues over Expenditures</b>	<b>(1,983,623.85)</b>	<b>(3,417,900.00)</b>	<b>(1,434,276.15)</b>	<b>41.96%</b>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5020 - PVS Projects  
510 - Capital Projects Fund  
From 6/1/2018 Through 6/30/2018

	<b>YTD Actual</b>	<b>Budget</b>	<b>Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>				
Operating Supplies	973.69		(973.69)	
Small Equipment	3,922.06		(3,922.06)	
Equipment Maint. & Repair	28,071.96		(28,071.96)	
Capital Improvements	70,963.29		(70,963.29)	
Capital Equipment - Major		390,000.00	390,000.00	100.00%
<b>Total Expenditures</b>	<u>103,931.00</u>	<u>390,000.00</u>	<u>286,069.00</u>	<u>73.35%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(103,931.00)</u>	<u>(390,000.00)</u>	<u>(286,069.00)</u>	<u>73.35%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
7010 - Library Materials  
510 - Capital Projects Fund  
From 6/1/2018 Through 6/30/2018

	<b>YTD Actual</b>	<b>Budget</b>	<b>Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>				
Library Books	127,918.06	200,000.00	72,081.94	36.04%
<b>Total Expenditures</b>	127,918.06	200,000.00	72,081.94	36.04%
<b>Excess (Deficit) Revenues over Expenditures</b>	(127,918.06)	(200,000.00)	(72,081.94)	36.04%

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
9010 - Vehicle Purchase and Replacement  
510 - Capital Projects Fund  
From 6/1/2018 Through 6/30/2018

	<b>YTD Actual</b>	<b>Budget</b>	<b>Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>				
Capital Equipment - Major	65,994.16	150,000.00	84,005.84	56.00%
<b>Total Expenditures</b>	65,994.16	150,000.00	84,005.84	56.00%
<b>Excess (Deficit) Revenues over Expenditures</b>	(65,994.16)	(150,000.00)	(84,005.84)	56.00%

**Las Vegas-Clark County Library District  
Statement of Revenues and Expenditures**

**Debt Service Fund - 610**

**From 06/01/2018 Through 06/30/2018**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	190.95	-	(190.95)	
Miscellaneous	126,918.58	190,000.00	63,081.42	33.20%
<b>Total Revenues</b>	<b>127,109.53</b>	<b>190,000.00</b>	<b>62,890.47</b>	<b>33.10%</b>
<b>Expenditures</b>				
Supplies & Services	15,854.42	40,000.00	24,145.58	60.36%
Debt Service	7,629,250.00	7,629,250.00	-	0.00%
<b>Total Expenditures</b>	<b>7,645,104.42</b>	<b>7,669,250.00</b>	<b>24,145.58</b>	<b>0.31%</b>
<b>Exces (Deficit) Revenues of Expenditures</b>	<b>(7,517,994.89)</b>	<b>(7,479,250.00)</b>	<b>38,744.89</b>	<b>32.79%</b>

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**Debt Service Fund - 610**  
**From 06/01/2018 Through 06/30/2018**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61900 Professional Services	10,999.96	-	(10,999.96)	
65000 Miscellaneous Expenses	354.46	-	(354.46)	
65100 Bank Charges	4,500.00	40,000.00	35,500.00	88.75%
71100 Debt Service - Principle Payment	6,920,000.00	6,920,000.00	-	0.00%
71200 Debt Service - Interest Payment	709,250.00	709,250.00	-	0.00%
<b>Total</b>	<b>7,645,104.42</b>	<b>7,669,250.00</b>	<b>24,145.58</b>	<b>0.31%</b>

**Las Vegas - Clark County Library District**  
**Check/Voucher Register**

General Fund - 100  
From 6/28/2018 Through 7/31/2018

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5438	7/2/2018	10535	Johnson Controls Fire Protection LP	LA: 5-Yr Hydro-Static Test of FDC Connection	560.00
5439	7/2/2018	1457	Demco, Inc.	Library Quiet Single-sided End-of-range Booktrucks- SW	2,138.99
5440	7/2/2018	1627	Gale/Cengage Learning, Inc.	Electronic Materials FY 2017-2018	2,009.41
5441	7/2/2018	1640	Gerald M. Welt, Chartered	Legal Services - May 2018	3,566.73
5442	7/2/2018	1677	SimplexGrinnell	CC- Fire Sprinkler Quarterly Tests/Inspections	860.75
5443	7/2/2018	1742	Ideal Supply Company Inc.	SC Stock: (10) Waterless Urinals	1,110.00
5444	7/2/2018	1757	Ingram Library Services	Materials for FY 2017-2018	125.59
5445	7/2/2018	1897	Lakeshore Learning Materials	Lakeshore Hardwood Super Garage - SW	181.39
5446	7/2/2018	2015	Machabee Office Environments	Strive High Density Sed Chairs	2,244.00
5447	7/2/2018	2230	OTC Brands, Inc.	Science Party Test Tube Favor Container- SW	24.97
5448	7/2/2018	2290	Precision Pump, Inc.	Sump Pump Svcs - SW	490.00
5449	7/2/2018	2436	Scholastic, Inc.	Paperbacks for Club Read	5,485.86
5450	7/2/2018	2581	Environmental Earthscapes/The Groundskeeper	CH: Landscaping Repairs	13,511.46
5451	7/2/2018	2733	Phoenix Fire Protection, LLC	SW - Sprinkler QI	2,335.00
5452	7/2/2018	2741	Westgate Book Exchange	Paperback Books	5,000.00
5453	7/2/2018	2798	Brodart Co.	Library Books for FY 2017-2018	41,989.31
5454	7/2/2018	2799	CDW Government Inc.	Apple Macbook Pro Touch Bar - CE	2,986.53
5457	7/2/2018	2860	Las Vegas Review Journal	General Fund publication	429.04
5458	7/2/2018	3020	Discount School Supply	Jrnti Craft Tubs - Clear - SV	229.58
5459	7/2/2018	3149	Midwest Tape	Materials for FY 2017-2018	56,666.09
5460	7/2/2018	3770	Cox Communications of Las Vegas	Service 06/17/18-07/16/18	11,291.80
5461	7/2/2018	3776	Got Bugs LLC	Pest Control - MQ	130.00
5462	7/2/2018	4293	MTM/Jobstons Recognition	Service Award	2,361.53
5463	7/2/2018	4604	Brodart Library Supplies & Furnishings	Supplies for FY 17-18	1,290.18
5464	7/2/2018	4649	H & E Equipment Services Inc.	(4) Portable Units: Ann'l Insp / Service / Repairs	3,370.44
5465	7/2/2018	5130	OverDrive Inc.	Standing Order Plan FY 2017-2018	47,081.67
5466	7/2/2018	5428	Alpine Water Systems	Filtered Drink Water	885.50
5467	7/2/2018	5718	Tangerine Office Machines	Misc Printer Parts/Repair	484.99
5468	7/2/2018	5769	The Penworthy Company	Board books for Club Read prizes	7,998.61
5469	7/2/2018	6254	College of Southern Nevada	Sewer Svc 04/01/18-06/30/18	1,474.90
5471	7/2/2018	7371	EnvisionWare, Inc.	AMH Induction Self-Serv GEN3	87,763.39
5472	7/2/2018	7592	Stanley Convergent Security Solutions	Quarterly Fire Alarm Tests/Inspections	525.00
5473	7/2/2018	8010	Allied Universal Security Services	Security Services 06/01/18-06/14/18 - CH	77,979.42
5474	7/2/2018	8122	Staples Advantage Dept LA	Ticoonderoga golf pend - SJ	7,338.59
5475	7/2/2018	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - May 2018	18,211.70
5476	7/2/2018	8205	Western States Door Controls, Inc	WV: Replace door closer	675.00
5477	7/2/2018	8396	Postage by Phone @ Reserve Account	Postage for WM Meter - 06/27/18	25,000.00
5478	7/2/2018	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	175.00
5479	7/2/2018	8585	Button Boy NV LLC	Custom buttons for pride day	250.00
5480	7/2/2018	8757	Ydoleena Yurralde	FMB National Legist. Day Expense	1,395.51
5481	7/2/2018	9225	Kronos	App configuration - June 2018	1,169.00
5482	7/2/2018	9297	Emily Wilson	Photography of inaugural family pride	500.00
5483	7/2/2018	9383	Office Plus	Ortdg. hewes263a, ma - LV	2,937.09
5485	7/2/2018	9710	littleBits Electronics, Inc.	DCMOTOR(Tethered) - SW	143.15
5487	7/9/2018	1017	AAA Air Filter Company, Inc.	Air Filter Changes	1,388.50
5490	7/9/2018	10576	Guitar Center Stores, Inc.	POXB New 200-249 ADH - CC	218.96
5491	7/9/2018	1064	Allied Refrigeration Inc.	Various	9.79
5493	7/9/2018	1457	Demco, Inc.	Wire Esels- LA	376.25
5495	7/9/2018	1627	Gale/Cengage Learning, Inc.	Various Reference & Large Print Books FY 2017-2018	7,617.74
5496	7/9/2018	1742	Ideal Supply Company Inc.	Various	19.75
5497	7/9/2018	1757	Ingram Library Services	Materials for FY 2017-2018	110.30
5498	7/9/2018	1958	Lighting Specialties	Various	1,093.25
5500	7/9/2018	2152	Nedco Supply	Various	577.08
5501	7/9/2018	2234	Overton Power District #5	Service 05/21/18-06/21/18 MT	271.28
5502	7/9/2018	2682	Valley Enterprises, Inc.	Janitorial Svcs - June 18	5,120.12
5503	7/9/2018	2698	Virgin Valley Disposal	Service June 2018	145.98
5504	7/9/2018	2702	Grainger, Inc.	Various	62.16
5505	7/9/2018	2798	Brodart Co.	Library Books for FY 2017-2018	62,016.67
5506	7/9/2018	2799	CDW Government Inc.	Apple Macbook Pro Touch	4,588.78
5507	7/9/2018	3149	Midwest Tape	Materials for FY 2017-2018	43,421.90
5508	7/9/2018	3500	Carda Q. West, Inc	Armored Transportation Services - July 2018	2,620.14
5509	7/9/2018	4108	American Library Association	Renewal - #2038375 F. Ortiz	2,872.00
5510	7/9/2018	4517	Fingerprint Pros, Inc.	10 Pre-employment fingerprints	544.00
5511	7/9/2018	4604	Brodart Library Supplies & Furnishings	Swinger sidewalk sign - WC	4,111.33
5512	7/9/2018	5001	UniFirst Corporation	Uniform Rental	287.02
5513	7/9/2018	5130	OverDrive Inc.	Standing Order Plan FY 2017-2018	90,900.74
5516	7/9/2018	7188	Innovative Interfaces, Inc.	Serra user licenses/ server refresh	5,124.50
5517	7/9/2018	7687	United Lock and Security, Inc.	Misc Lock and Key Service	212.00
5518	7/9/2018	7943	Communication Electronic Systems Inc	CH: TSI Alarm Response on 6/14/18	40.00
5519	7/9/2018	8122	Staples Advantage Dept LA	Ticoonderoga golf pend yel - WH	8,613.32
5520	7/9/2018	8205	Western States Door Controls, Inc	SW: Auto Interior H/C Door Repair @ Front Entrance	2,433.95
5521	7/9/2018	8414	Pitney Bowes Inc	Pental 07/16/18-10/15/18	150.00
5522	7/9/2018	8575	Intermountain Lock and Security Supply	Various	136.80
5523	7/9/2018	8811	Shannon Bilbray-Axelrod	FMB ALA Conference June 2018	304.73
5524	7/9/2018	9101	O'Reilly Auto Parts	Various	37.97
5526	7/9/2018	9133	Ted Wiens Tire & Auto Centers	Various	83.50
5527	7/9/2018	9191	Canon Solutions America, Inc.	Monthly Maint 03/31/18-04/29/18 - SV	584.12
5528	7/9/2018	9383	Office Plus	Toner, lsr, hp ce255x, hy, blk - EN	99.99
5529	7/9/2018	9483	Tecre Co., Inc.	Button Machine	1,455.90
5532	7/16/2018	1017	AAA Air Filter Company, Inc.	Air Filter Changes	411.00
5533	7/16/2018	10232	Steven Allan Maul	Delivery Board Packet	140.00
5538	7/16/2018	1180	Baron Pest Solutions, Inc.	Pest Control - LA	37.00
5539	7/16/2018	1457	Demco, Inc.	LA Demco book displays- LA	2,302.41
5540	7/16/2018	1837	Jhinstone Supply	Various	1,482.53
5541	7/16/2018	1991	Lowe's Improvement	May - June 2018 Various	2,188.61
5543	7/16/2018	2215	OCLC Inc. # 774425	Library Cataloging/ ILL Charges	4,680.76
5544	7/16/2018	2234	Overton Power District #5	Service 05/31/18-06/29/18 MQ	2,973.64
5545	7/16/2018	2581	Environmental Earthscapes/The Groundskeeper	Landscape Maintenance - June 18	25,865.78
5546	7/16/2018	2733	Phoenix Fire Protection, LLC	Annual Fire Extinguisher Service	5,286.00



**Las Vegas - Clark County Library District**  
**Check/ Voucher Register**

**General Fund - 100**  
**From 6/28/2018 Through 7/31/2018**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5438	7/2/2018	10535	Johnson Controls Fire Protection LP	LA: 5-Yr Hydro-Static Test of FDC Connection	560.00
5547	7/16/2018	2798	Brodart Co.	Library Books for FY2018-2019	20,281.52
5548	7/16/2018	2819	CenturyLink Communications, LLC	Service July 2018	10,805.18
5549	7/16/2018	2822	City of Mesquite Sanitation	Service Jul, Aug, Sept 2018	178.37
5550	7/16/2018	2914	Iron Mountain	Services Jun 2018	270.63
5552	7/16/2018	3149	Midwest Tape	Materials for FY2017-2018	35,172.21
5553	7/16/2018	3307	Unique Management Services, Inc.	Placements June 2018	8,707.50
5554	7/16/2018	3324	Flo Virgin Telephone Co.	Service July 2018	411.33
5555	7/16/2018	3355	Teamsters Security Fund S Nevada	Premium July 2018	319,704.48
5556	7/16/2018	3435	Ace Fire Systems, Inc.	WC- Fire Alarm Tests/ Inspections	377.00
5557	7/16/2018	4108	American Library Association	Membership Renewal - #2006510 S Moulton	191.00
5558	7/16/2018	4522	Quest Diagnostics	10 Pre-employment drug tests	856.20
5559	7/16/2018	4604	Brodart Library Supplies & Furnishings	Econ Acry Shif Adapter - SV	1,218.74
5560	7/16/2018	7419	EDS Electronics Inc.	SW - Fire Alarm Tests/ Inspections	330.00
5561	7/16/2018	7592	Stanley Convergent Security Solutions	Quarterly Fire Alarm Tests/ Inspections	125.00
5562	7/16/2018	7671	Western Exterminator Company	Pest Control - Urban June 18	1,455.00
5563	7/16/2018	7687	United Lock and Security, Inc.	SC: Replace fiber receiver for camera	490.00
5564	7/16/2018	7943	Communication Electronic Systems Inc	CH Fire Alarm Inspection	1,080.00
5565	7/16/2018	8010	Allied Universal Security Services	PVS06/15/18-06/28/18 - CC	78,068.92
5566	7/16/2018	8122	Staples Advantage Dept LA	Current Svc/ Rent 07/01-09/30 SV	664.68
5567	7/16/2018	8235	ZOH Corporation	OpManger Annual Renewal	2,999.00
5568	7/16/2018	8593	American Sgn Language Communication	Interpreting Service @ CC 6/16/18	960.00
5572	7/16/2018	9074	Statewide Fire Protection - Western States	CH - Fire Sprinkler Quarterly Tests/ Inspections	175.00
5573	7/16/2018	9137	Ideco-NV, Inc.	SC: Repair unleaded hose/handle	342.31
5574	7/16/2018	9383	Office Plus	Ortdg, hp ce412a, yw - LO	3,613.05
5577	7/16/2018	9483	Tecre Co., Inc.	2 1/4" Button making kit - MQ	534.52
5579	7/16/2018	9553	Ashworth and Belcastro Systems (ABS)	SJ - Fire Alarm Tests and Inspections	390.00
5580	7/16/2018	9612	MakerBot	Invoice P1012550	20,427.26
5581	7/16/2018	9648	Bailey Kennedy, LLP	SB 175-Advice & Lit - Flores	1,040.00
5583	7/16/2018	9827	Vision Sgn Inc.	FB: Neon Sgn Repair	965.43
5584	7/16/2018	9869	Unique Integrated Communications	Call Center Operations	5,493.06
5585	7/16/2018	9907	PLIC-SSD Grand Island (Principal)	Premium July 2018	23,896.71
5587	7/23/2018	10082	Puliz Records Mgt LV	1-Destruction unit- June 2018	40.00
5588	7/23/2018	10144	CPFA	Stock Reports for CC	700.00
5591	7/23/2018	10442	LV.Net	Service 8/1/18-9/1/18	1,026.00
5594	7/23/2018	10535	Johnson Controls Fire Protection LP	EN Staff Lounge: Replace (2) Smoke Detectors	538.00
5595	7/23/2018	10576	Guitar Center Stores, Inc.	Flare Seventy Two Battle Mixer - EN	3,335.00
5596	7/23/2018	1064	Allied Refrigeration Inc.	Various	98.21
5597	7/23/2018	1114	Anytime Plumbing, Inc.	FB: Emergency repair to backflow	3,795.50
5598	7/23/2018	1209	Big Bend Water District	Service 06/12/18-07/12/18	444.67
5600	7/23/2018	1429	D.C. Thomas	BD Rent Aug 2018	1,468.00
5601	7/23/2018	1580	Ferguson Enterprises, Inc.	Various	478.29
5602	7/23/2018	1678	Scholastic Library Publishing	Scholastic Go Renewal	70,412.00
5603	7/23/2018	1742	Ideal Supply Company Inc.	Various	50.71
5604	7/23/2018	1753	Infogroup	Reference USA Package Infogroup Sub	71,335.00
5605	7/23/2018	1757	Ingram Library Services	Library Books & Materials for FY2018-2019	390.51
5606	7/23/2018	1854	Kamer Zucker & Abbott	Legal Fees June 2018	4,880.00
5607	7/23/2018	1958	Lighting Specialties	Various	1,031.05
5608	7/23/2018	1994	Lowry Solutions, Inc.	2"x1" MIL POLY Labels, 14 Digit, Codabar, Doubles, 1000/RL	3,734.92
5609	7/23/2018	2098	Moapa Valley Water District	Service 06/06/18-07/10/18	240.85
5610	7/23/2018	2152	Nedco Supply	Various	626.50
5611	7/23/2018	2230	OTC Brands, Inc.	DIY Super Student Bulletin - WC	127.30
5612	7/23/2018	2490	Source 4 Industries	SM: Wheels for Hand Cart	19.20
5613	7/23/2018	2581	Environmental Earthscapes/The Groundskeeper	Landscape Services	1,081.63
5614	7/23/2018	2702	Grainger, Inc.	Various	116.85
5615	7/23/2018	2733	Phoenix Fire Protection, LLC	WC Fabrication of 5" pipe for Chiller Room	621.00
5616	7/23/2018	2798	Brodart Co.	Library Books for FY2018-2019	664,048.75
5617	7/23/2018	2809	L/VWD	Service May 18 & Jun 18	28,289.94
5618	7/23/2018	2819	CenturyLink Communications, LLC	Service July 2018	2,762.33
5620	7/23/2018	3061	Facts on File/ Infobase Learning	American Indian/ Science Online 8/31/18-	15,710.24
5622	7/23/2018	3149	Midwest Tape	Materials for FY2018-2019 DVDs & CDs	12,278.70
5623	7/23/2018	3772	NewsBank, Inc.	Annual Subscription LVRI July 2018- June 2019	556,348.00
5624	7/23/2018	4042	Baker & Taylor, Inc.	TS360 sub fees 7/1/18-06/30/19	4,100.00
5625	7/23/2018	4897	Public Employees Benefits Program State of NV	Ins Prem - July 2018	7,714.68
5626	7/23/2018	5130	OverDrive Inc.	Standing Order Plan FY2018-2019	50,715.78
5627	7/23/2018	5244	A&B Printing & Mailing	Conviction of the heart flyers	1,398.00
5628	7/23/2018	6254	College of Southern Nevada	Sewer Svc 07/01/18-09/30/18 WC	1,474.90
5629	7/23/2018	7188	Innovative Interfaces, Inc.	Annual Renewal Sierra Maint.	269,505.70
5630	7/23/2018	7583	Boulder City Public Library District	Annual fines FY17-18	4,079.80
5631	7/23/2018	7687	United Lock and Security, Inc.	New MQ Library: Lock Services	2,485.10
5632	7/23/2018	8010	Allied Universal Security Services	PVS06/29/18-07/12/18 - CC	598.43
5633	7/23/2018	8122	Staples Advantage Dept LA	Bella 6qt shoe bx - SW	2,519.12
5636	7/23/2018	8757	Ydoleena Yurralde	Board Comp July 2018	40.00
5637	7/23/2018	8789	Findlay Chevrolet	#35: LOF, replace both fuel filters and battery	542.46
5638	7/23/2018	8811	Shannon Bilbray-Axelrod	Board Comp - July 2018	40.00
5639	7/23/2018	8856	Sheila R. Moulton	Board Comp July 2018	40.00
5640	7/23/2018	8945	Robin Wadley Munier	Board Comp July 2018	40.00
5642	7/23/2018	9191	Canon Solutions America, Inc.	Monthly Maint 04/15/18-05/14/18 SM	3.26
5643	7/23/2018	9279	Marilyn Francis Drake	Board Comp July 2018	40.00
5644	7/23/2018	9332	Felipe A. Ortiz	Board Comp July 2018	40.00
5645	7/23/2018	9383	Office Plus	Toner, /sr, /j 305a, blk - LUT	5,141.87
5648	7/23/2018	9827	Vision Sgn Inc.	VW: Ragpole Repair	135.84
5650	7/23/2018	9928	Stimulus Technologies	Service Aug 2018	629.00
5655	7/30/2018	1640	Gerald M. Welt, Chartered	Legal Services - June 2018	4,046.73
5656	7/30/2018	1897	Lakeshore Learning Materials	Jumbo Log Builders - CC	468.52
5657	7/30/2018	1958	Lighting Specialties	Various	195.00
5658	7/30/2018	2230	OTC Brands, Inc.	Butterfly magnet craft kit - YS	18.97
5659	7/30/2018	2407	S&S Worldwide Inc.	Fitness Dice - SV	47.96
5660	7/30/2018	2702	Grainger, Inc.	Various	55.68

**Las Vegas - Clark County Library District**  
**Check/ Voucher Register**

**General Fund - 100**  
**From 6/28/2018 Through 7/31/2018**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5438	7/2/2018	10535	Johnson Controls Fire Protection LP	LA: 5-Yr Hydro-Static Test of FDC Connection	560.00
5661	7/30/2018	2798	Brodart Co.	Library Books for FY 2018-2019	42,312.53
5663	7/30/2018	2822	City of Mesquite Sanitation	Service Jul, Aug, Sept 2018	371.27
5664	7/30/2018	2921	Vegas Plumbing Service, Inc.	Urban Branches: Annual Backflow Inspections	1,567.50
5665	7/30/2018	3149	Midwest Tape	Materials for FY2018-2019 DVDs & CDs	13,899.36
5666	7/30/2018	3435	Ace Fire Systems, Inc.	MCL: Quarterly Fire Sprinkler Inspection (June)	90.00
5667	7/30/2018	4604	Brodart Library Supplies & Furnishings	Folding portable cart - PS	1,676.53
5668	7/30/2018	5130	OverDrive Inc.	Standing Order Plan FY2018-2019	49,517.11
5669	7/30/2018	5244	A&B Printing & Mailing	Wi-Fi to Go Bookmarks	699.00
5670	7/30/2018	6256	Read the Books LLC	Subscription for Readthebooks.com 9/1/18-8/31/19	4,000.00
5671	7/30/2018	6704	Schneider Electric	HVAC Controls-FAC	2,725.58
5673	7/30/2018	7671	Western Exterminator Company	SM: Rodent Trapping & Monitoring	35.00
5674	7/30/2018	8010	Allied Universal Security Services	Security 06/29/18-07/12/18 - CH	73,143.28
5675	7/30/2018	8122	Staples Advantage Dept LA	Keenex 4 pack - LA	1,760.13
5676	7/30/2018	8789	Findlay Chevrolet	36: LOF and other repairs	1,323.21
5677	7/30/2018	9074	Statewide Fire Protection - Western States	WM - Fire Sprinkler CI	450.00
5678	7/30/2018	9191	Canon Solutions America, Inc.	Monthly Maint 05/15/18-06/14/18 - WV	4,568.43
5679	7/30/2018	9225	Kronos	App Config Monthly fee - July	1,169.00
5681	7/30/2018	9383	Office Plus	Toner org, lsr, hp - SV	5,911.90
5682	7/30/2018	9553	Ashworth and Belcastro Systems (ABS)	SJ: Emergency Call to troubleshoot duct detectors	190.00
84545	6/28/2018	10054	LinkedIn Corp.	Lynda Library 6/15/18-6/14/19	48,000.00
84546	6/28/2018	10225	Pakor	CC Passport	2,863.36
84547	6/28/2018	10230	Adam London	Eleven 45-min magic show June 2018	2,500.00
84548	6/28/2018	10253	Elizabeth Ann Foyt	ALA Travel Exp -June 2018	687.13
84549	6/28/2018	10445	CenturyLink	Pay Phone June 2018	520.00
84550	6/28/2018	10478	Renovation Piano Services	Piano Tuning - SM	110.00
84552	6/28/2018	10529	Furniture Lab	WM: Refinish and seal bench and study table	875.00
84553	6/28/2018	10560	KaBOOM Play Initiatives, LLC	Rgamajig Basic Builder Kit, Simple Machines Add-on Kit	53,591.00
84554	6/28/2018	10588	ConvergeOne Systems Integration, Inc.	Phone Support Hours	3,675.00
84555	6/28/2018	10596	Charles Edward Walker	Service 06/19/18 & 6/20/18	150.00
84556	6/28/2018	10600	Lucyef F. Kinkhammer	Refund - Cancel of Room at WM for 5/15/18	105.00
84557	6/28/2018	10601	Marlene Rogoff	Refund - Cancel of Room at RB for 12/14/17	30.00
84558	6/28/2018	10602	Cassandra Krupp	Refund - Cancel of Room at SW for 09/23/2017	75.00
84559	6/28/2018	10603	Rana Durrett	Refund - Cancel of Room at CC for 01/27/18	195.00
84560	6/28/2018	1710	Henri Specialties	SC Restroom stall door handles	86.00
84561	6/28/2018	2159	AT&T SBC	Service 06/11/18-07/10/18	300.92
84562	6/28/2018	2354	Recorded Books	Materials for FY2017-2018	958.18
84563	6/28/2018	2494	Southwest Gas Corp.	Service 05/17/18-06/18/18 WV	563.19
84564	6/28/2018	2854	Fast Signs	CC Library Ops Signage	1,342.76
84568	6/28/2018	3383	Home Depot Credit Services	SM: Washer/Dryer	2,846.94
84569	6/28/2018	3559	Nancy Hodges (Other-PQ)	Replenishment of Facilities Dept's Petty Cash Fund	107.47
84570	6/28/2018	3893	Computype, Inc.	TS805 1X1.5B 1450/RL TR612HZN	1,340.54
84571	6/28/2018	4117	Television Monitoring Services, Inc.	3 Digital transfer; KSNV Ch.3	150.00
84573	6/28/2018	5463	Displays2Go	Workshop series acrylic newspaper	678.76
84574	6/28/2018	5932	Vortex Industries, Inc.	SM Theater: Fire Door Repairs	6,938.00
84583	6/28/2018	7369	SYNCHRONY BANK/ AMAZON	Super Mario Odyssey-Nintendo - WC	24,961.43
84584	6/28/2018	7655	Gill's Printing Las Vegas	Genre Bookmarks	1,718.00
84585	6/28/2018	8437	Super Cleaners	NMQ: Dry-Clean Table Cloths for Grand Opening	318.00
84586	6/28/2018	8718	Library Ideas, LLC	Materials for FY2017-2018	14,890.50
84587	6/28/2018	9234	DP Air Corp.	SC Repairs to Chillers #1 and #2	7,390.00
84589	6/28/2018	9927	Evoive, Inc.	Evo Classroom Kit, 18-pack Titanium -SW	1,400.00
84590	6/28/2018	9937	AFLAC Premium Holding	Premium June 2018	2,891.44
84591	7/5/2018	10017	CDA Media Relations	July Purchasing Ad	350.00
84593	7/5/2018	10162	CenturyLink	Service June 2018	172.91
84595	7/5/2018	10212	Virgin Valley Water District	Service 05/20/18-06/20/18	2,691.58
84596	7/5/2018	10217	T-Mobile	Service 05/21/18-06/20/18	10,709.98
84597	7/5/2018	10230	Adam London	One additional 45-min magic show - MV	200.00
84598	7/5/2018	10265	Powton Entertainment, LLC	Two 1hr Card Trick workshop @ SM	400.00
84600	7/5/2018	10466	Saba Software, Inc.	Annual Professional Services 9/21/18-9/20/19	14,548.89
84602	7/5/2018	10595	Jenny Chia Ha	Refund for returned item	37.98
84603	7/5/2018	10608	Battle Born Media, LLC	May 24 1/2 page full color ad	675.00
84604	7/5/2018	1201	Best Janitorial Services of Nevada	Janitorial Svc - Urban and LA - June 18	112,703.18
84605	7/5/2018	1458	State Collections & Disbursement Unit	Mandated Court Payment	935.01
84606	7/5/2018	1950	Liberty Lock and Security	Various	16.50
84607	7/5/2018	2053	Matthew Bender & Co., Inc.	Various Reference Books FY2017-2018	792.46
84608	7/5/2018	2095	Mitty-Lite	MV Mitty-lite tables	1,238.30
84609	7/5/2018	2097	Moapa Valley Telephone Co. Inc.	Service 06/26/18-07/25/18	1,161.14
84610	7/5/2018	2159	AT&T SBC	Service 06/25/18-07/24/18	219.72
84611	7/5/2018	2175	NV Energy	Service 05/17/18-06/19/18 CH	9,142.59
84613	7/5/2018	2354	Recorded Books	Audiobooks & Replacements	3,034.42
84614	7/5/2018	2494	Southwest Gas Corp.	Service 05/25/18-06/26/18 SW	363.74
84615	7/5/2018	2567	Teamsters Local Union #14	Union Dues - July 2018	10,811.00
84616	7/5/2018	2838	Verizon Wireless	Service 05/21/18-06/20/18	2,432.87
84617	7/5/2018	3515	Burrelle's Luce	Clipping Service; 28 scanned clips	155.60
84618	7/5/2018	4404	NVCPA	Fred James subscription 8/1/18-7/31/19	245.00
84619	7/5/2018	4676	Color Reflections	22x28 Foam core signage MQ	135.00
84620	7/5/2018	5026	Nevada State Treasurer	Mandated Court Payment	6.00
84622	7/5/2018	7655	Gill's Printing Las Vegas	750 Flyers - LV Stories	926.00
84623	7/5/2018	8873	AT&T	Service June 2018	39.14
84624	7/5/2018	9428	Pro Expo, Inc.	Young at Hearts Senior Expo	200.00
84625	7/5/2018	9721	The Gift Counselor	250 Flat Woven Polyester	425.00
84628	7/5/2018	9765	Vital Imagery Ltd.	30 iClipart.com School Ed.	570.00
84629	7/5/2018	9966	The Sherwin-Williams Co.	Various	185.90
84630	7/12/2018	10297	Susan Anton, Inc.	50% Deposit - One 75min Concert @ SM 9/22/18	3,000.00
84631	7/12/2018	10315	Glass Arc LLC	ReadySub License Renewal 7/1/18-6/30/19	7,250.00
84633	7/12/2018	10432	Kenneth Joseph Rosemeyer	(5x) 1hr Lectures - Bass Fishing Mar-Jul 2018	1,500.00
84635	7/12/2018	10565	Erin E Baltzar	Honarium " The Swing It! " 7/7/18	1,200.00
84636	7/12/2018	10567	Wolfpack Forever	50% Deposit - Performance 9/22/18 WV	1,500.00
84637	7/12/2018	10607	Susan Carlton	Refund for returned item	19.95

**Las Vegas - Clark County Library District**  
**Check/ Voucher Register**

**General Fund - 100**  
**From 6/28/2018 Through 7/31/2018**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5438	7/2/2018	10535	Johnson Controls Fire Protection LP	LA: 5-Yr Hydro-Static Test of FDC Connection	560.00
84638	7/12/2018	10611	Dramatists Play Service, Inc.	The Women - Nonpro Foyalty Mar 2018	200.00
84639	7/12/2018	11549	Third Chapter Partners	Annual Renewal of Patron Point 7/1/18-6/30/19	27,600.00
84640	7/12/2018	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service 08/01/18-10/31/18 FB	6,183.24
84641	7/12/2018	1366	Clark County Water Reclamation District	Service 07/01/18-06/30/19 MV	44,124.91
84642	7/12/2018	1577	FedEx	Express Services June 2018	84.48
84643	7/12/2018	2175	NV Energy	Summary Billing May 18 & Jun 18	91,085.87
84644	7/12/2018	2494	Southwest Gas Corp.	Service 05/30/18-06/28/18 BD	591.50
84648	7/12/2018	2837	Republic Services 620	Recycling service 07/01-07/31 WM	23,068.14
84649	7/12/2018	2883	Schindler Elevator Corp	SW: Annual Elevator Permit Inspections	1,900.00
84651	7/12/2018	6817	Reliance Connects	Service July 2018	699.09
84653	7/12/2018	7465	Bell Trans	Artists Transportation - June 2018	380.12
84654	7/12/2018	7677	Uline, Inc.	Label/tape dispenser - 18"	87.83
84655	7/12/2018	8192	AT&T	Service July 2018	114.86
84656	7/12/2018	8873	AT&T	Service June 2018	44.39
84657	7/12/2018	9185	AccuCut	A1021 animal - pets (mini) - WM	843.50
84659	7/12/2018	9537	City of Las Vegas - Dept. of Finance	Utilities - May 2018	12,918.96
84660	7/12/2018	9696	Truly Superb Painting, LLC	CC: Apply alumna grip at Theater floor	20,641.00
84661	7/12/2018	9895	National Benefit Services, LLC	Debit Card Fee	414.50
84662	7/12/2018	9945	Texas Life Insurance Company	Premium June 2018	488.08
84663	7/19/2018	10049	Dept. of Business and Industry	Assessment Fee - FY2019	2,178.00
84664	7/19/2018	10062	Western Arts Alliance	Membership Renewal	450.00
84665	7/19/2018	10109	Ann Elisabeth Vannoy	One 60min Interactive Drum/Percussion Circle	400.00
84666	7/19/2018	10143	Treehouse	250 Annual Licenses	33,125.00
84667	7/19/2018	10166	Growing Minds Media LLC	Muzzy Club Onlnd July 2018 - June 2019	7,500.00
84668	7/19/2018	10253	Elizabeth Ann Foyt	Board Comp July 2018	40.00
84669	7/19/2018	10332	DL Learning, Inc.	DL Site License - 1 Year	15,300.00
84670	7/19/2018	10381	Weiners	Unisex Toiletry Kit for Kit Packing, 100 Units	1,246.73
84673	7/19/2018	10511	Lisa Lynn Franco	Deposit - Four Celtic & Folk Music	2,150.00
84676	7/19/2018	10574	Veronica Fabre	Performance - Uketopia 7/15/18	500.00
84678	7/19/2018	10613	Benjamin Heksch	Refund for returned item	18.55
84679	7/19/2018	10614	Vita Corimbi-Drew	Refund for returned item	23.99
84680	7/19/2018	1201	Best Janitorial Services of Nevada	Extra Janitorial Service - June 2018	723.31
84681	7/19/2018	1300	Cashman Equipment Company	Generator PM Service - WMSC	1,298.31
84682	7/19/2018	1458	State Collections & Disbursement Unit	Mandated Court Payment	935.01
84683	7/19/2018	1950	Liberty Lock and Security	Various	15.80
84684	7/19/2018	2170	Nevada Legal News, LLC	13 copies July 2018 Nevada Legal Directories	104.00
84685	7/19/2018	2354	Recorded Books	Electronic Materials FY2018-2019	21,732.07
84687	7/19/2018	2837	Republic Services 620	Current Svc/Rent 07/01-09/30 SV	664.68
84688	7/19/2018	3058	EBSCO Information Services	Ripster Digital magazine maintenance fees	195,825.00
84689	7/19/2018	3649	Las Vegas Review Journal	Golden Knights Books	719.10
84691	7/19/2018	4117	Television Monitoring Services, Inc.	1 Digital Transfer - SW Summer Book Sale	100.00
84692	7/19/2018	4887	Tuff Shed, Inc.	MV: Shed	2,251.50
84693	7/19/2018	5026	Nevada State Treasurer	Mandated Court Payment	6.00
84694	7/19/2018	5246	Kelly D. Benavidez	Board Comp July 2018	40.00
84695	7/19/2018	7348	Brainfuse, Inc	Education Services for On-Line Tutoring Program 7/1/18-6/30/19	135,000.00
84696	7/19/2018	7655	Gill's Printing Las Vegas	1k Misko Postcards	375.00
84697	7/19/2018	7740	Caudin Ford	#53: Replace front and rear wiper blades	43.16
84698	7/19/2018	7865	Kevin Menegus	Fifteen 45min Puppet Shows - Club Read	6,675.00
84699	7/19/2018	8148	North Las Vegas Library District	Annual fines payment FY17-18	6,506.60
84700	7/19/2018	8255	Randy J Ence	Board Comp July 2018	40.00
84701	7/19/2018	8523	Futterman and Associates, Inc.	Annual Subscription for Tier 7 7/1/18-6/30/19	12,000.00
84703	7/19/2018	9518	New Dance Foundation for the Arts, Inc.	Two 1.5 hr Dance Wksh @ SM July 2018	750.00
84704	7/19/2018	9696	Truly Superb Painting, LLC	BN: Paint story room	575.00
84705	7/19/2018	9711	Jase L. Melendrez	Board Comp July 2018	40.00
84706	7/19/2018	9729	Windstream	Service 7/15/18-8/14/18	555.39
84707	7/26/2018	10017	CDA Media Relations	1/2 Page Ad in Black Image Mag	1,350.00
84708	7/26/2018	10228	Verified Volunteers	Volunteer Background Checks	238.00
84709	7/26/2018	10253	Elizabeth Ann Foyt	RMB ALA Exp June 2018	152.73
84710	7/26/2018	10321	Bags in Bulk	Wholesale 15in basic backpack - YS/LV	342.00
84711	7/26/2018	10409	BiblioCommons, Inc.	Subscription Fees 6/23/18-6/22/19	240,679.66
84713	7/26/2018	10445	CenturyLink	Pay Phone - July 2018	520.00
84714	7/26/2018	10449	Tyler Miller	Two 2-hr Concerts @ WO/FB July 2018	8,000.00
84715	7/26/2018	10610	FedEx Office	35 Adopted Budget books	1,182.73
84716	7/26/2018	10615	Theresa M. Nehrenz	MQ Grand Opening Photography	500.00
84717	7/26/2018	10616	Yajing Huang	Overpayment on Ill Account	26.98
84718	7/26/2018	10617	World Trust Educational Services	DVD "Cracking the Code" for Wksh	130.00
84719	7/26/2018	10621	Koji Galley	Overpayment on Ill Account	61.30
84720	7/26/2018	2159	AT&T SBC	Service 07/11/18-08/10/18	301.16
84721	7/26/2018	2354	Recorded Books	Electronic Materials FY2018-2019	17,709.78
84722	7/26/2018	2494	Southwest Gas Corp.	Service 06/13/18-07/13/18 CC	268.72
84724	7/26/2018	5463	Displays2Go	Workshop Series 8.5x11 Acrylic Sgn- MKT	59.55
84725	7/26/2018	7655	Gill's Printing Las Vegas	1,000 Flyers - Okaidja Alfroso	253.00
84727	7/26/2018	9538	Wex Bank	Vehicle Fuel	21.17
84728	7/26/2018	9696	Truly Superb Painting, LLC	CC: (5) Gallons Paint for Signage Graffiti	265.00
84729	7/26/2018	9811	Na Hula Hail'a Aloha Cultural Preservation	Christmas in July 2018	700.00
84731	7/31/2018	7369	SYNCHRONY BANK/AMAZON	S&S Worldwide Color Splash - LA	2,327.98

**Total 100 - General Fund**

**4,626,487.13**

**Las Vegas - Clark County Library District**  
**Check/ Voucher Register**

**Grant Fund - 220**  
**From 6/28/2018 Through 7/31/2018**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5474	7/2/2018	8122	Staples Advantage Dept LA	Ticonderoga golf pend - SU	7,338.59
5519	7/9/2018	8122	Staples Advantage Dept LA	Ticonderoga golf pend yel - WH	8,613.32
5530	7/9/2018	9490	Carmelo Pinzone	57 Hrs HSE/ GED Math 5/21/18-6/21/18 WC	3,483.00
5535	7/16/2018	10488	Monica Johnson	48 hrs ELJ 6/4-6/29/18 CC	1,296.00
5536	7/16/2018	10527	Kevin Douglas Ford	60 hrs ELL 6/4/18-6/29/18 CC	1,620.00
5537	7/16/2018	10543	Kathleen San Nicolas	60 hrs ESL 6/4/18-6/29/18 LV	1,620.00
5571	7/16/2018	8889	Backbone Communications, LLC	Reading Horizons Elevate Student Book - LIT	2,198.00
5599	7/23/2018	1297	CASAS	TOPSpro Enterprise annual support	415.00
5645	7/23/2018	9383	Office Plus	Toner, lsr, lj 305a, blk - LIT	5,141.87
5675	7/30/2018	8122	Staples Advantage Dept LA	Kleenex 4 pack - LA	1,760.13
84583	6/28/2018	7369	SYNCHRONY BANK/ AMAZON	Super Mario Odyssey-Nintendo - WC	24,961.43
84586	6/28/2018	8718	Library Ideas, LLC	Materials for FY2017-2018	14,890.50
84592	7/5/2018	10114	Vickie Thompson	12 hrs @ \$27 hrs Academic Advisor 6/26-28/18	324.00
84594	7/5/2018	10200	Nevada Adult Educators	Mbrshp renewal fees	210.00
84601	7/5/2018	10573	Dale Lynn Stout	3 Hrs subbing ELL 6/26/18 @ CC	81.00
84632	7/12/2018	10408	Lauren Kilpatrick	60 hrs @ \$27 ELL 6/4-6/29/18 LV	1,620.00
<b>Total 220 - Grant Fund</b>					<b>75,572.84</b>

Las Vegas - Clark County Library District  
Check/ Voucher Register

Gift Fund - 230  
From 6/ 28/ 2018 Through 7/ 31/ 2018

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5474	7/2/2018	8122	Staples Advantage Dept LA	Ticoonderoga golf pend - SU	7,338.59
5569	7/16/2018	8671	Eurie Creative, Inc.	Homework Rier	200.00
5575	7/16/2018	9456	Royal Printing Co. Inc.	Homework Rier	187.79
5582	7/16/2018	9821	Liquid Courage	Opening the Studio	1,275.00
5680	7/30/2018	9297	Emily Wilson	Monthly Photography for Foundation	400.00
Total 230 - Gift Fund					9,401.38

**Las Vegas - Clark County Library District**  
**Check/ Voucher Register**

**Capital Projects Fund - 510**  
**From 6/ 28/ 2018 Through 7/ 31/ 2018**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5436	7/2/2018	10184	City of Mesquite Athletics & Leisure Services Dept	NMQ Rental Space	4,500.00
5437	7/2/2018	10497	Global Supply Management, Inc.	Bid No. 18-03 Bid Group #12	28,890.90
5446	7/2/2018	2015	Machabee Office Environments	Strive High Density Sed Chairs	2,244.00
5451	7/2/2018	2733	Phoenix Fire Protection, LLC	SW - Sprinkler Ql	2,335.00
5455	7/2/2018	2803	Boulevard Trophy	MQ: Signs and Plaques	401.90
5456	7/2/2018	2809	LWWDD	Service 05/ 17/ 18 EV	3.47
5464	7/2/2018	4649	H & E Equipment Services Inc.	(4) Portable Units: Ann'l Insp / Service / Repairs	3,370.44
5470	7/2/2018	7188	Innovative Interfaces, Inc.	Serra user licenses/ server refresh	11,328.00
5471	7/2/2018	7371	EnvisionWare, Inc.	AMH Induction Self-Serv GEN3	87,763.39
5484	7/2/2018	9617	Ashlan Concrete Cutting	LA: Repair concrete curbs & sidewalks @ main entry	21,650.00
5486	7/2/2018	9900	Carpenter Sellers Del Gatto Architects	Architectural Services - ELV	32,463.42
5488	7/9/2018	10468	PJs LLC	PJs LLC	71,222.50
5489	7/9/2018	10508	Property Solutions Inc.	March Draw	1,100.00
5492	7/9/2018	1455	Dell Marketing LP	PowerEdge R740XD Lamer	26,262.60
5494	7/9/2018	1518	ECR	Cash Register - SM	675.00
5499	7/9/2018	2015	Machabee Office Environments	REPLY CHAIRSEN MESV SW WV	10,463.60
5507	7/9/2018	3149	Midwest Tape	Materials for FY2017-2018	43,421.90
5525	7/9/2018	9127	Extreme Networks, Inc.	WS-AP3915i-FOC	23,958.00
5531	7/16/2018	10148	COFE Construction Services of Nevada, Inc.	Mesquite Construction	241,289.06
5534	7/16/2018	10305	A Affordable Striping & Sealing LLC	WV: Asphalt Maintenance & Striping	33,306.05
5539	7/16/2018	1457	Demco, Inc.	LA Demco book displays- LA	2,302.41
5542	7/16/2018	2015	Machabee Office Environments	Strive High Density Sed Chairs	7,770.00
5545	7/16/2018	2581	Environmental Earthscapes/ The Groundskeeper	Landscape Maintenance - June 18	25,865.78
5551	7/16/2018	3065	Mojave Electric, Inc.	INTELIX MODEL DL-AP6590	7,103.97
5570	7/16/2018	8777	Windowwear	MT: window coverings	2,000.00
5576	7/16/2018	9462	Production Resource Group, LLC	CC: Dimmer rack programming	478.13
5578	7/16/2018	9489	Teledata Technologies	Scope of work: Wi-Fi Report	58,210.00
5586	7/16/2018	9965	The Countertop Shop, LLC	WH: Conference Rm Kitchen Countertop Replacement	2,169.30
5589	7/23/2018	10148	COFE Construction Services of Nevada, Inc.	East Las Vegas Construction	1,678,835.76
5590	7/23/2018	10155	TJK Consulting Engineers, Inc.	CC Library Dimmer System Project 1819	500.00
5592	7/23/2018	10489	Pac-Van, Inc.	NMQ: Temporary Storage Containers	1,713.80
5593	7/23/2018	10508	Property Solutions Inc.	Construction Monitoring - ELV Jun 2018	1,100.00
5617	7/23/2018	2809	LWWDD	Service May 18 & Jun 18	28,289.94
5619	7/23/2018	3046	Ahern Rentals, Inc.	SM: TPS Boom Lift Rental for Ann'l Rigging Insp	1,129.50
5621	7/23/2018	3065	Mojave Electric, Inc.	Project 1819 Dimmer System Replacement	55,977.02
5631	7/23/2018	7687	United Lock and Security, Inc.	New MQ Library: Lock Services	2,485.10
5634	7/23/2018	8502	Pegina L. Schweska	Labor Compliance Auditing - MQ	5,395.00
5641	7/23/2018	9127	Extreme Networks, Inc.	Cable Extensions & External Access	17,038.50
5646	7/23/2018	9489	Teledata Technologies	Clark County Predictive Wi-Fi report	12,671.00
5647	7/23/2018	9617	Ashlan Concrete Cutting	CC: Pour Concrete Sidewalk	1,150.00
5649	7/23/2018	9875	Serenic Software, Inc.	PO Customizations	1,057.50
5651	7/30/2018	10497	Global Supply Management, Inc.	Bid No. 18-03 Bid Group #9	10,832.04
5652	7/30/2018	10518	Integrity Concrete, LLC	MQ: Sidewalk Replacement	584.70
5654	7/30/2018	1518	ECR	Cash Register - MV	675.00
5662	7/30/2018	2809	LWWDD	Service 06/ 06/ 18-06/ 18/ 18 ELV	215.93
5672	7/30/2018	7285	Henriksen Butler Nevada	SC: Additional panels 2nd floor	1,125.20
5675	7/30/2018	8122	Staples Advantage Dept LA	Kleenex 4 pack - LA	1,760.13
84551	6/ 28/ 2018	10499	School Specialty, Inc.	Bid No. 18-03 Bid Group #20	1,222.18
84564	6/ 28/ 2018	2854	Fast Signs	CC: Library Ops Signage	1,342.76
84572	6/ 28/ 2018	4678	Berger Transfer & Storage, Inc.	Cart Rental	3,410.50
84583	6/ 28/ 2018	7369	SYNCHRONY BANK/ AMAZON	Super Mario Odyssey-Nintendo - WC	24,961.43
84588	6/ 28/ 2018	9784	American Pavement Preservation, LLC	EN: Reseal and restripe parking lots	7,795.01
84599	7/ 5/ 2018	10305	A Affordable Striping & Sealing LLC	MC: Reseal and restripe parking lot	11,339.15
84621	7/ 5/ 2018	7418	Logicube, Inc.	Multi-target hard drive duplicator	13,321.10
84626	7/ 5/ 2018	9747	Commercial Van Interiors	Van 57 HVAC Shelving	6,920.44
84627	7/ 5/ 2018	9758	ConvergeOne, Inc.	Gisco UCproof of concept	15,220.00
84634	7/ 12/ 2018	10454	USI Insurance Services National (FEN)	Coverage for Rental Space	129.00
84650	7/ 12/ 2018	6147	DG Koch Associates, LLC	SM: Engineering - New Chiller	6,000.00
84652	7/ 12/ 2018	7285	Henriksen Butler Nevada	Bid No. 18-03 Bid Group #18	18,854.49
84658	7/ 12/ 2018	9202	Ford Country	Transit Van - Facilities	31,017.25
84660	7/ 12/ 2018	9696	Truly Superb Painting, LLC	CC: Apply alumagrip at Theater floor	20,641.00
84671	7/ 19/ 2018	1043	Aggreko	SM: Chiller Rental	9,230.20
84672	7/ 19/ 2018	10433	Aztech Inspections & Testing, LLC	East Las Vegas Inspections	17,341.00
84674	7/ 19/ 2018	10515	J R Gancy Inc.	Rigging Inspections CC, WV, SM	7,000.00
84675	7/ 19/ 2018	10572	Mesquite Electric LLC	MQ/LC: Change lights to LED	5,548.75
84677	7/ 19/ 2018	10586	Daikin Applied	SM: Chiller Replacement Project	128,004.96
84686	7/ 19/ 2018	2726	Welles Pugsley Architects LLP	Architectural Services - MQ	31,155.00
84690	7/ 19/ 2018	3893	Computype, Inc.	Print Station Spine Standalone 4In PCS software 203DPI	5,036.24
84702	7/ 19/ 2018	9075	ARIron, LLC	CC Theater Walkway: Modify existing media panels	20,660.00
84712	7/ 26/ 2018	1043	Aggreko	SM: Chiller Rental	12,528.50
84723	7/ 26/ 2018	3058	EBSCO Information Services	LibraryAware Subscription	12,000.00
84726	7/ 26/ 2018	9202	Ford Country	Transit Van - Courier	38,992.25

Las Vegas - Clark County Library District  
Check/ Voucher Register

Capital Projects Fund - 510  
From 6/28/2018 Through 7/31/2018

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5436	7/2/2018	10184	City of Mesquite Athletics & Leisure Services Dept	NMQ Rental Space	4,500.00
				<b>Total 510 - Capital Projects Fund</b>	<b>3,024,756.15</b>

Las Vegas - Clark County Library District  
Check/ Voucher Register

Debt Service Fund - 610  
From 6/28/2018 Through 7/31/2018

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5635	7/23/2018	8531	FTN Financial Main Street Advisors, LLC	Investment advisory svcs Apr - Jun 2018	1,982.02
Total 610 - Debt Service Fund					1,982.02
Total - All Funds					7,738,199.52





## ITEM VII.A.3.a.

### September 2018

#### MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

**FROM:** Fred James, Chief Financial Officer

**DATE:** September 6, 2018

**SUBJECT:** Financial Services Report, September 2018

This report summarizes Financial Services' Department's activities and accomplishments in the month of August 2018.

#### Administration

- Updated the District's cash flow analysis
- Prepared for the Fiscal Year 2017-2018 annual independent audit
- Submitted the Quarterly Economic Survey to the State of Nevada Department of Taxation
- Submitted quarterly reports related to the East Las Vegas QALICB
- Prepared and submitted semi-annual statistical report to the Regional Business Development Advisory Council (RBDAC)
- **Fred James** visited the Meadows Mall with Trustee **Robin Wadley-Munier**, Executive Director **Ron Heezen**, and General Services Director **Steve Rice**
- **Fred James** and **Floresto Cabias** attended the PayCom demonstration
- **Fred James**, **Floresto Cabias**, and **Anita Lai** met with representatives of The Bank of New York (BNY) Mellon, the District's investment advisors
- **Fred James** and **Anita Lai** attended the Mesquite QALICB and East Las Vegas QALICB Board meetings
- **Floresto Cabias** created and updated staff user accounts in the Microsoft Serenic Navigator system purchasing component
- **Floresto Cabias** and **Lynn Lucuara** worked with District staff regarding purchasing procedures
- **Anita Lai** and **Lynn Lucuara** attended the Reclaim Your Health workshop
- **Lynn Lucuara** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Lucuara** created and updated user accounts for online ordering of supplies from Staples, Office Plus, and Brodart (contract vendors); worked with District staff and vendors to update information and resolve issues
- **Lynn Lucuara** prepared and followed up on Agreements for Services for Literacy instructors and for performances scheduled for District-wide events
- Attended bid opening for Facilities Bid No. 19-04, Chiller Replacement – Sahara West Library
- Staff met remotely with representatives of Microsoft Serenic Navigator regarding the District's purchasing & accounting and fixed assets software components
- Prepared weekly bank deposits

- Prepared monthly Budget Status Reports
- Scanned documents and updated files

**Accounting**

- Coded and verified all transactions (\$4.9M for the month of August)
- Performed all payroll related duties
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits
- Provided detail budget status for staff as required
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed Financial Services and PVS invoices
- Reviewed e-fines and patron inquiries regarding online payments
- Reconciled copier meter reading reports from branches/departments to invoices
- Staff cross-trained in payroll, fixed assets, cash receipts, and other Financial Services procedures



## MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

**FROM:** Fred James, CPA  
Deputy Director, Chief Financial Officer

**DATE:** September 6, 2018

**SUBJECT:** July 2018 Budget Status Report

Enclosed are the budget status reports for July 2018. According to governmental accounting standards, property tax and sales tax revenues collected in July and August are recorded as prior-year revenue. Therefore, no property or consolidated sales tax revenue is reflected in the month of July.

General Fund expenditures indicate that 11% of budgeted expenditures have been expended. Based on ratable spending levels (spending occurs approximately at the same rate every month), General Fund expenditures are on target. All departments and library branches are within their budgets, and show between 79% and 98% left to spend.

Staff will be available to answer any questions that you may have.

**Las Vegas-Clark County Library District**  
**Statement of Revenues and Expenditures**

**General Fund - 100**

**From 07/01/2018 Through 07/31/2018**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	-	41,826,000.00	41,826,000.00	100.00%
Intergovernmental Revenue	5,726.41	22,861,500.00	22,855,773.59	99.97%
Charges for Services	6,520.42	40,700.00	34,179.58	83.98%
Fines & Forfeits	91,046.98	900,000.00	808,953.02	89.88%
Miscellaneous	11,424.43	1,036,800.00	1,025,375.57	98.90%
<b>Total Revenues</b>	<b>114,718.24</b>	<b>66,665,000.00</b>	<b>66,550,281.76</b>	<b>99.83%</b>
<b>Expenditures</b>				
Salaries	2,404,839.89	31,035,496.00	28,630,656.11	92.25%
Benefits	858,368.28	11,647,492.00	10,789,123.72	92.63%
Supplies & Services	1,577,153.03	15,348,749.00	13,771,595.97	89.72%
Capital Outlay	2,327,803.14	10,234,678.00	7,906,874.86	77.26%
<b>Total Expenditures</b>	<b>7,168,164.34</b>	<b>68,266,415.00</b>	<b>61,098,250.66</b>	<b>89.50%</b>
<b>Exces (Deficit) Revenues of Expenditures</b>	<b>(7,053,446.10)</b>	<b>(1,601,415.00)</b>	<b>5,452,031.10</b>	<b>10.33%</b>
<b>Other Financing Sources and (uses)</b>				
Transfer to Other Funds	-	6,200,000.00	6,200,000.00	100.00%
<b>Total Other Financing Sources and (uses)</b>	<b>-</b>	<b>6,200,000.00</b>	<b>6,200,000.00</b>	<b>100.00%</b>

**Las Vegas-Clark County Library District  
Summary Budget Comparison  
By Department**

**General Fund - 100**

**From 07/01/2018 Through 07/31/2018**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	36,523.87	800,598.00	764,074.13	95.44%
120	Administration - Library Operations	101,537.70	1,768,629.00	1,667,091.30	94.26%
200	Financial Services	76,140.78	1,685,331.00	1,609,190.22	95.48%
215	Community Outreach	28,232.40	451,892.00	423,659.60	93.75%
216	Youth Services	31,470.59	328,257.00	296,786.41	90.41%
220	Development and Planning	41,814.14	560,059.00	518,244.86	92.53%
240	General Services/Facilities	882,068.61	8,218,085.00	7,336,016.39	89.27%
250	Human Resources	175,745.55	2,411,121.00	2,235,375.45	92.71%
251	HR-Work Insurance	7,886.86	1,463,864.00	1,455,977.14	99.46%
260	Information Technology	490,094.76	3,605,895.00	3,115,800.24	86.41%
270	Literacy Department	27,962.39	409,188.00	381,225.61	93.17%
280	Branding and Marketing	336,998.25	1,981,213.00	1,644,214.75	82.99%
290	Access Services Department	71,220.18	912,713.00	841,492.82	92.20%
310	Collection and Bibliographic Services	2,531,784.00	12,329,605.00	9,797,821.00	79.47%
320	Gallery Services	11,890.95	166,639.00	154,748.05	92.86%
330	Facilities	204,452.89	2,834,698.00	2,630,245.11	92.79%
340	Community Engagement	16,044.09	419,627.00	403,582.91	96.18%
400	Library Operations	2,096,296.33	27,919,001.00	25,822,704.67	92.49%
<b>Total</b>		<b>7,168,164.34</b>	<b>68,266,415.00</b>	<b>61,098,250.66</b>	<b>89.50%</b>

**Las Vegas-Clark County Library District**  
**Summary Budget Comparison**  
**By Location**

**General Fund - 100**  
**Library Operations - Dept 400**  
**From 07/01/2018 Through 07/31/2018**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	7,219.45	95,754.00	88,534.55	92.46%
110	Bunkerville	7,092.43	82,438.00	75,345.57	91.40%
120	Clark County Library	209,560.83	2,813,772.00	2,604,211.17	92.55%
130	Enterprise Library	103,286.12	1,523,487.00	1,420,200.88	93.22%
140	Goodsprings	5,843.59	90,104.00	84,260.41	93.51%
160	Indian Springs	7,405.29	115,750.00	108,344.71	93.60%
170	Las Vegas Library	138,977.26	1,921,323.00	1,782,345.74	92.77%
180	Laughlin	53,460.35	876,714.00	823,253.65	93.90%
190	Mesquite	86,501.05	1,061,119.00	974,617.95	91.85%
200	Moapa Town	7,716.12	80,225.00	72,508.88	90.38%
210	Moapa Valley	26,824.00	300,083.00	273,259.00	91.06%
220	Mount Charleston	3,770.73	78,455.00	74,684.27	95.19%
230	Rainbow Library	146,576.45	1,901,762.00	1,755,185.55	92.29%
240	Sahara West Library	198,461.84	2,629,929.00	2,431,467.16	92.45%
250	Sandy Valley	7,462.33	86,636.00	79,173.67	91.39%
260	Searchlight	4,589.89	54,214.00	49,624.11	91.53%
270	Spring Valley Library	128,174.55	1,761,959.00	1,633,784.45	92.73%
280	Summerlin Library	115,859.23	1,632,903.00	1,517,043.77	92.90%
290	Sunrise Library	122,115.03	1,502,237.00	1,380,121.97	91.87%
300	West Charleston Library	129,604.11	1,798,169.00	1,668,564.89	92.79%
310	West Las Vegas Library	119,430.24	1,594,980.00	1,475,549.76	92.51%
320	Whitney Library	122,273.50	1,544,661.00	1,422,387.50	92.08%
360	Meadows Library	2,952.38	129,492.00	126,539.62	97.72%
370	Centennial Hills	174,158.62	2,183,128.00	2,008,969.38	92.02%
380	Windmill Library	163,908.13	2,015,437.00	1,851,528.87	91.87%
605	Qty Misdemeanant	3,072.81	44,270.00	41,197.19	93.06%
<b>Total</b>		<b>2,096,296.33</b>	<b>27,919,001.00</b>	<b>25,822,704.67</b>	<b>92.49%</b>

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**General Fund - 100**  
**From 07/01/2018 Through 07/31/2018**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	1,897,790.71	23,512,292.00	21,614,501.29	91.93%
51200 Salaries - Part Time	499,777.37	6,123,167.00	5,623,389.63	91.84%
51300 Overtime Pay	2,672.37	50,000.00	47,327.63	94.66%
51400 Call Back Pay	78.71	5,918.00	5,839.29	98.67%
51500 Standby Pay	4,165.51	52,650.00	48,484.49	92.09%
51600 Longevity Pay	-	379,349.00	379,349.00	100.00%
51700 Separation Pay	355.22	312,120.00	311,764.78	99.89%
51800 Leave Buyout	-	600,000.00	600,000.00	100.00%
55100 Employees Retirement	493,267.90	6,461,854.00	5,968,586.10	92.37%
55200 Group Insurance	300,418.48	4,082,943.00	3,782,524.52	92.64%
55300 Workers' Comp. Payments	-	271,544.00	271,544.00	100.00%
55400 Medicare Coverage Expense	59,988.90	756,151.00	696,162.10	92.07%
55500 Unemployment Insurance	4,693.00	75,000.00	70,307.00	93.74%
61100 Office Supplies	24,107.05	418,380.00	394,272.95	94.24%
61110 Operating Supplies	51,025.81	580,640.00	529,614.19	91.21%
61120 Software & User Licenses	240,679.66	431,100.00	190,420.34	44.17%
61130 Software Maintenance	298,163.60	725,100.00	426,936.40	58.88%
61200 Book Materials & Supplies	25,072.40	150,000.00	124,927.60	83.29%
61205 Interlibrary Loan	14.48	4,500.00	4,485.52	99.68%
61210 Small Equipment	18,115.07	414,400.00	396,284.93	95.63%
61400 Equipment Repair & Maint.	10,321.85	624,009.00	613,687.15	98.35%
61410 Contracted Services	360,063.96	5,237,592.00	4,877,528.04	93.13%
61420 Building Repair & Maint.	8,093.71	218,200.00	210,106.29	96.29%
61500 Rental Expenses	3,567.70	45,876.00	42,308.30	92.22%
61600 Telephone	45,192.99	543,936.00	498,743.01	91.69%
61700 Utilities	90,717.51	2,047,523.00	1,956,805.49	95.57%
61800 Insurance & Bonds	294,919.10	354,450.00	59,530.90	16.80%
61900 Professional Services	42,545.29	1,271,500.00	1,228,954.71	96.65%
61910 Legal Services	-	599,500.00	599,500.00	100.00%
62200 Collection Agencies	-	215,000.00	215,000.00	100.00%
62300 Board Compensation	400.00	6,000.00	5,600.00	93.33%
62500 Postage	180.00	65,100.00	64,920.00	99.72%
62510 Advertising	2,659.65	188,700.00	186,040.35	98.59%
62600 Community Events	(114.21)	17,000.00	17,114.21	100.67%
62610 Staff Day	-	65,000.00	65,000.00	100.00%
62620 Recruitment	-	625.00	625.00	100.00%
62700 Education & Training	13,349.02	233,955.00	220,605.98	94.29%
62800 Travel & Transportation	39,026.16	217,863.00	178,836.84	82.09%
62900 Printing & Reproduction	4,981.85	261,500.00	256,518.15	98.09%
63000 Dues & Subscriptions	4,038.00	35,800.00	31,762.00	88.72%
65000 Miscellaneous Expenses	(619.59)	40,500.00	41,119.59	101.53%
65100 Bank Charges	651.97	20,000.00	19,348.03	96.74%
67000 Rental Expenses to QALICBs	-	315,000.00	315,000.00	100.00%
81700 Library Books	2,327,803.14	10,234,678.00	7,906,874.86	77.26%
<b>Total</b>	<b>7,168,164.34</b>	<b>68,266,415.00</b>	<b>61,098,250.66</b>	<b>89.50%</b>

**Las Vegas-Clark County Library District  
Statement of Revenues and Expenditures**

**Grant Fund - 220**

**From 07/01/2018 Through 07/31/2018**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Intergovernmental Revenue	-	1,800,000.00	1,800,000.00	100.00%
<b>Total Revenues</b>	-	1,800,000.00	1,800,000.00	100.00%
<b>Expenditures</b>				
Salaries	7,765.69	480,000.00	472,234.31	98.38%
Benefits	2,880.43	210,000.00	207,119.57	98.63%
Supplies & Services	8,770.10	500,000.00	491,229.90	98.25%
Capital Outlay	-	610,000.00	610,000.00	100.00%
<b>Total Expenditures</b>	19,416.22	1,800,000.00	1,780,583.78	98.92%
<b>Exces (Deficit) Revenues of Expenditures</b>	(19,416.22)	-	19,416.22	1.08%



Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**Grant Fund - 220**  
**From 07/01/2018 Through 07/31/2018**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	6,639.85	477,447.50	470,807.65	98.61%
51200 Salaries - Part Time	1,099.06	-	(1,099.06)	
51300 Overtime Pay	26.78	-	(26.78)	
51600 Longevity Pay	-	2,552.50	2,552.50	100.00%
55100 Employees Retirement	2,166.90	150,786.37	148,619.47	98.56%
55200 Group Insurance	602.12	54,679.44	54,077.32	98.90%
55400 Medicare Coverage Expense	111.41	4,534.19	4,422.78	97.54%
61100 Office Supplies	29.60	4,064.08	4,034.48	99.27%
61120 Software & User Licenses	415.00	40,770.00	40,355.00	98.98%
61210 Small Equipment	-	-	-	
61410 Contracted Services	6,625.50	415,878.50	409,253.00	98.41%
62700 Education & Training	305.00	-	(305.00)	
62800 Travel & Transportation	1,395.00	8,463.27	7,068.27	83.52%
63000 Dues & Subscriptions	-	300.00	300.00	100.00%
65000 Miscellaneous Expenses	-	30,524.15	30,524.15	100.00%
81600 Capital Equipment - Major	-	460,000.00	460,000.00	100.00%
81700 Library Books	-	150,000.00	150,000.00	100.00%
<b>Total</b>	<b>19,416.22</b>	<b>1,800,000.00</b>	<b>1,780,583.78</b>	<b>98.92%</b>

**Las Vegas-Clark County Library District  
Statement of Revenues and Expenditures**

**Gift Fund - 230**

**From 07/01/2018 Through 07/31/2018**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	42,807.50	815,000.00	772,192.50	94.75%
<b>Total Revenues</b>	42,807.50	815,000.00	772,192.50	94.75%
<b>Expenditures</b>				
Supplies & Services	7,353.83	715,000.00	707,646.17	98.97%
Capital Outlay	-	100,000.00	100,000.00	100.00%
<b>Total Expenditures</b>	7,353.83	815,000.00	807,646.17	99.10%
<b>Exces (Deficit) Revenues of Expenditures</b>	35,453.67	-	(35,453.67)	-4.35%

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**Gift Fund - 230**

**From 07/01/2018 Through 07/31/2018**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100 Office Supplies	30.05	20,000.00	19,969.95	99.85%
61110 Operating Supplies	1,614.43	15,000.00	13,385.57	89.24%
61210 Small Equipment	-	15,000.00	15,000.00	100.00%
61410 Contracted Services	1,128.00	250,000.00	248,872.00	99.55%
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61900 Professional Services	200.00	100,000.00	99,800.00	99.80%
62600 Community Events	1,275.00	-	(1,275.00)	
62800 Travel & Transportation	1,467.65	-	(1,467.65)	
62900 Printing & Reproduction	187.79	-	(187.79)	
65000 Miscellaneous Expenses	1,450.91	-	(1,450.91)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
<b>Total</b>	<b>7,353.83</b>	<b>815,000.00</b>	<b>807,646.17</b>	<b>99.10%</b>

**Las Vegas-Clark County Library District  
Statement of Revenues and Expenditures**

**Capital Projects Fund - 510  
From 07/01/2018 Through 07/31/2018**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	3,315.39	50,000.00	46,684.61	93.37%
<b>Total Revenues</b>	3,315.39	50,000.00	46,684.61	93.37%
<b>Expenditures</b>				
Supplies & Services	217,232.69	4,355,700.00	4,138,467.31	95.01%
Capital Outlay	1,511,348.57	9,170,903.00	7,659,554.43	83.52%
<b>Total Expenditures</b>	1,728,581.26	13,526,603.00	11,798,021.74	87.22%
<b>Exces (Deficit) Revenues of Expenditures</b>	(1,725,265.87)	(13,476,603.00)	(11,751,337.13)	6.15%
<b>Other Financing Sources and (uses)</b>				
Transfer to Other Funds	-	(6,200,000.00)	(6,200,000.00)	100.00%
<b>Total Other Financing Sources and (uses)</b>	-	(6,200,000.00)	(6,200,000.00)	100.00%

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**Capital Projects Fund - 510**  
**From 07/01/2018 Through 07/31/2018**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	862.94	25,000.00	24,137.06	96.55%
61120 Software & User Licenses	27,000.00	132,000.00	105,000.00	79.55%
61210 Small Equipment	29,721.95	1,519,250.00	1,489,528.05	98.04%
61410 Contracted Services	-	100,000.00	100,000.00	100.00%
61420 Building Repair & Maint.	128,004.96	2,439,450.00	2,311,445.04	94.75%
61500 Rental Expenses	9,230.20	-	(9,230.20)	
61700 Utilities	522.60	-	(522.60)	
61900 Professional Services	16,616.00	140,000.00	123,384.00	88.13%
62900 Printing & Reproduction	791.60	-	(791.60)	
65100 Bank Charges	4,482.44	-	(4,482.44)	
81400 Construction in Progress	1,433,154.21	5,998,000.00	4,564,845.79	76.11%
81500 Capital Improvements	17,040.00	383,000.00	365,960.00	95.55%
81600 Capital Equipment - Major	61,154.36	1,989,903.00	1,928,748.64	96.93%
81700 Library Books	-	800,000.00	800,000.00	100.00%
<b>Total</b>	<b>1,728,581.26</b>	<b>13,526,603.00</b>	<b>11,798,021.74</b>	<b>87.22%</b>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
1025 - East Las Vegas  
510 - Capital Projects Fund  
From 7/1/2018 Through 7/31/2018

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Utilities	522.60		(522.60)	
Professional Services	12,341.00		(12,341.00)	
Construction in Progress	1,433,154.21	5,998,000.00	4,564,845.79	76.11%
<b>Total Expenditures</b>	<u>1,446,017.81</u>	<u>5,998,000.00</u>	<u>4,551,982.19</u>	<u>75.89%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(1,446,017.81)</u>	<u>(5,998,000.00)</u>	<u>(4,551,982.19)</u>	<u>75.89%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
2050 - Furniture Replacement  
510 - Capital Projects Fund  
From 7/1/2018 Through 7/31/2018

	<b>YTD Actual</b>	<b>Budget</b>	<b>Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>				
Small Equipment	20,986.71	200,000.00	179,013.29	89.51%
<b>Total Expenditures</b>	20,986.71	200,000.00	179,013.29	89.51%
<b>Excess (Deficit) Revenues over Expenditures</b>	(20,986.71)	(200,000.00)	(179,013.29)	89.51%

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
3010 - LSP Replacement  
510 - Capital Projects Fund  
From 7/1/2018 Through 7/31/2018

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Small Equipment		100,000.00	100,000.00	100.00%
<b>Total Expenditures</b>	<u>0.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>100.00%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>0.00</u>	<u>(100,000.00)</u>	<u>(100,000.00)</u>	<u>100.00%</u>



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
4000 - Unallocated Proj Fund - General Fund  
510 - Capital Projects Fund  
From 7/1/2018 Through 7/31/2018

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Revenues</b>				
Interest Earnings	9,833.99	50,000.00	40,166.01	80.33%
Unrealized Gain/(Loss) - Investments	(6,518.60)		6,518.60	
<b>Total Revenues</b>	<u>3,315.39</u>	<u>50,000.00</u>	<u>46,684.61</u>	<u>93.37%</u>
<b>Expenditures</b>				
Bank Charges	4,482.44	40,000.00	35,517.56	88.79%
<b>Total Expenditures</b>	<u>4,482.44</u>	<u>40,000.00</u>	<u>35,517.56</u>	<u>88.79%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(1,167.05)</u>	<u>10,000.00</u>	<u>11,167.05</u>	<u>111.67%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
4010 - Tech Replacements Upgrades  
510 - Capital Projects Fund  
From 7/1/2018 Through 7/31/2018

	<b>YTD Actual</b>	<b>Budget</b>	<b>Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>				
Operating Supplies		15,000.00	15,000.00	
Software & User Licenses	27,000.00	132,000.00	105,000.00	79.55%
Small Equipment	8,735.24	1,235,000.00	1,226,264.76	99.29%
Contracted Services		100,000.00	100,000.00	100.00%
Professional Services	3,525.00		(3,525.00)	
Capital Improvements	17,040.00		(17,040.00)	
Capital Equipment - Major	14,495.00	1,789,903.00	1,775,408.00	99.19%
<b>Total Expenditures</b>	<b>70,795.24</b>	<b>3,271,903.00</b>	<b>3,201,107.76</b>	<b>97.84%</b>
<b>Excess (Deficit) Revenues over Expenditures</b>	<b>(70,795.24)</b>	<b>(3,271,903.00)</b>	<b>(3,201,107.76)</b>	<b>97.84%</b>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5010 - Bldg Repair and Maintenance  
510 - Capital Projects Fund  
From 7/1/2018 Through 7/31/2018

	<b>YTD Actual</b>	<b>Budget</b>	<b>Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>				
Operating Supplies	862.94	10,000.00	9,137.06	91.37%
Small Equipment		84,250.00	84,250.00	100.00%
Bldg. Maint. & Repair	128,004.96	2,439,450.00	2,311,445.04	94.75%
Rental	9,230.20		(9,230.20)	
Professional Services	750.00		(750.00)	
Printing & Reproduction	791.60		(791.60)	
<b>Total Expenditures</b>	<b>139,639.70</b>	<b>2,533,700.00</b>	<b>2,394,060.30</b>	<b>94.49%</b>
<b>Excess (Deficit) Revenues over Expenditures</b>	<b>(139,639.70)</b>	<b>(2,533,700.00)</b>	<b>(2,394,060.30)</b>	<b>94.49%</b>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5020 - PVS Projects  
510 - Capital Projects Fund  
From 7/1/2018 Through 7/31/2018

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Capital Improvements		383,000.00	383,000.00	
<b>Total Expenditures</b>	<u>0.00</u>	<u>383,000.00</u>	<u>383,000.00</u>	<u>100.00%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>0.00</u>	<u>(383,000.00)</u>	<u>(383,000.00)</u>	<u>100.00%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
7010 - Library Materials  
510 - Capital Projects Fund  
From 7/1/2018 Through 7/31/2018

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Library Books		800,000.00	800,000.00	100.00%
<b>Total Expenditures</b>	<u>0.00</u>	<u>800,000.00</u>	<u>800,000.00</u>	<u>100.00%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>0.00</u>	<u>(800,000.00)</u>	<u>(800,000.00)</u>	<u>100.00%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
9010 - Vehicle Purchase and Replacement  
510 - Capital Projects Fund  
From 7/1/2018 Through 7/31/2018

	<b>YTD Actual</b>	<b>Budget</b>	<b>Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>				
Capital Equipment - Major	46,659.36	200,000.00	153,340.64	76.67%
<b>Total Expenditures</b>	<u>46,659.36</u>	<u>200,000.00</u>	<u>153,340.64</u>	<u>76.67%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(46,659.36)</u>	<u>(200,000.00)</u>	<u>(153,340.64)</u>	<u>76.67%</u>

**Las Vegas-Clark County Library District**  
**Statement of Revenues and Expenditures**

**Debt Service Fund - 610**

**From 07/01/2018 Through 07/31/2018**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	30,192.29	45,000.00	14,807.71	32.91%
<b>Total Revenues</b>	<b>30,192.29</b>	<b>45,000.00</b>	<b>14,807.71</b>	<b>32.91%</b>
<b>Expenditures</b>				
Supplies & Services	1,125.00	30,000.00	28,875.00	96.25%
Debt Service	181,625.00	7,628,250.00	7,446,625.00	97.62%
<b>Total Expenditures</b>	<b>182,750.00</b>	<b>7,658,250.00</b>	<b>7,475,500.00</b>	<b>97.61%</b>
<b>Exces (Deficit) Revenues of Expenditures</b>	<b>(152,557.71)</b>	<b>(7,613,250.00)</b>	<b>(7,460,692.29)</b>	<b>-64.71%</b>

Las Vegas-Clark County Library District  
Summary Budget Comparison  
By GL Account

**Debt Service Fund - 610**  
**From 07/01/2018 Through 07/31/2018**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
65100	Bank Charges	1,125.00	30,000.00	28,875.00	96.25%
71100	Debt Service - Principle Payment	-	7,265,000.00	7,265,000.00	100.00%
71200	Debt Service - Interest Payment	181,625.00	363,250.00	181,625.00	50.00%
<b>Total</b>		<b>182,750.00</b>	<b>7,658,250.00</b>	<b>7,475,500.00</b>	<b>97.61%</b>



**Las Vegas - Clark County Library District**  
**Check/ Voucher Register**

**General Fund - 100**  
**From 8/1/2018 Through 8/31/2018**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5683	8/6/2018	10454	USI Insurance Services National (FEN)	Annual Policy Premiums	294,919.10
5687	8/6/2018	10535	Johnson Controls Fire Protection LP	CC Emergency Service - Fire Panel in Alarm Mode	212.80
5689	8/6/2018	10604	Johnson Controls Security Solutions LLC	Alarm Monitoring Services	4,366.87
5690	8/6/2018	1064	Allied Refrigeration Inc.	Various	681.72
5691	8/6/2018	1580	Ferguson Enterprises, Inc.	Various	976.80
5692	8/6/2018	1627	Gale/Cengage Learning, Inc.	Electronic Materials FY2018-2019	343.04
5694	8/6/2018	1742	Ideal Supply Company Inc.	Various	237.45
5695	8/6/2018	1757	Ingram Library Services	Library Books & Materials for FY2018-2019	755.84
5696	8/6/2018	1837	Johnstone Supply	Various	115.52
5697	8/6/2018	1897	Lakeshore Learning Materials	The Maze Cube - YS	18.99
5698	8/6/2018	1958	Lighting Specialties	Various	1,954.40
5699	8/6/2018	2152	Nedco Supply	Various	215.06
5700	8/6/2018	2230	OTC Brands, Inc.	Flower Pots - SU	124.84
5701	8/6/2018	2234	Overton Power District #5	Service 06/07/18-07/06/18 MV	891.72
5702	8/6/2018	2307	Progressive Elevator	Elevator PM Service-CC	697.00
5703	8/6/2018	2350	Rebel Oil Company	SC: Unleaded Fuel	15,244.80
5704	8/6/2018	2465	Russell Sgler Inc.	SV: Parts for IT Data Closet	471.02
5705	8/6/2018	2471	Silver State Glass & Mirror	CC: Reinstall door stop on exterior Theater door	113.00
5706	8/6/2018	2486	Sonitrol Of Southern NV	Alarm Monitoring-Various	3,318.00
5707	8/6/2018	2581	Environmental Earthscapes/The Groundskeeper	Landscape Service-Various	12,779.78
5708	8/6/2018	2698	Virgin Valley Disposal	Rental Fee/Toter Svc - July 2018	117.03
5709	8/6/2018	2702	Grainger, Inc.	Various	640.87
5710	8/6/2018	2798	Brodart Co.	Library Books for FY2018-2019	27,429.77
5711	8/6/2018	2891	ARLAC	Premium July 2018	1,608.67
5712	8/6/2018	3020	Discount School Supply	Colorations Mini Tissue Squares - SW	56.54
5713	8/6/2018	3023	Filtration Group, LLO Filterworks	Air Filters - Various	1,464.84
5714	8/6/2018	3149	Midwest Tape	Materials for FY2018-2019 DVDs & CDs	8,306.49
5715	8/6/2018	3435	Ace Fire Systems, Inc.	Alarm Monitoring Fire-WC	419.00
5716	8/6/2018	3500	Garda Q. West, Inc	Excess Premise Time/Items - June 2018	55.40
5718	8/6/2018	3770	Cox Communications of Las Vegas	Service 07/17/18-08/16/18	11,316.87
5719	8/6/2018	3776	Got Bugs LLC	Pest Control-MQL/MQLC	130.00
5720	8/6/2018	4320	Kiesub Electronic Supply	Order PUR003867	591.66
5721	8/6/2018	4604	Brodart Library Supplies & Furnishings	White wire adj easel - MV	434.45
5722	8/6/2018	4649	H & E Equipment Services Inc.	Rental of pallet jack for Foundation	449.70
5723	8/6/2018	5001	UniFirst Corporation	Uniform Rental	243.08
5724	8/6/2018	5428	Alpine Water Systems	Drinking Water-Various	885.50
5725	8/6/2018	5575	Cummins Pocky Mountain LLC	SM: Replace Turbo and related parts on generator	3,304.87
5726	8/6/2018	6501	FGSPeproGraphic Solutions	FAC: (2) KIP Toner Cartridges	941.60
5727	8/6/2018	6777	Mailmax Mailing Solutions, LLC	SC: Ink and Tape for new Postage Machine	584.65
5730	8/6/2018	7671	Western Exterminator Company	CH: Bees in exterior valve box	250.00
5731	8/6/2018	7943	Communication Electronic Systems Inc	Alarm Monitoring-CH & WM	170.00
5732	8/6/2018	8122	Staples Advantage Dept LA	Sargent 25ct regular - SA	4,555.86
5733	8/6/2018	8205	Western States Door Controls, Inc	LA: Exterior sliding door repair	1,150.00
5734	8/6/2018	8354	Gruber Technical Inc.	UPSmtc CH WM CC SM	4,644.00
5735	8/6/2018	8414	Pitney Bowes Inc	SC: Tape and ink for Postage Machine	492.97
5736	8/6/2018	8438	Carrier Corporation	Chiller Maintenance-SM	3,408.00
5737	8/6/2018	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	646.25
5738	8/6/2018	8575	Intermountain Lock and Security Supply	Various	498.23
5743	8/6/2018	9191	Canon Solutions America, Inc.	Laughlin staff copier	3,717.00
5744	8/6/2018	9287	Otis Elevator Company	Elevator PM Service-WM	1,449.74
5746	8/6/2018	9354	KapStone Container Corp.	Couriers: 1,500 Weeding Boxes	3,228.86
5747	8/6/2018	9383	Office Plus	Toner, lsr, org - LIT	812.90
5749	8/6/2018	9403	Rose Brand Wipers, Inc.	DRAP0001 Walk Along Panels	6,617.24
5750	8/6/2018	9431	B&H Photo-Video	BN: Teen Room TV	398.84
5751	8/6/2018	9462	Production Resource Group, LLC	Logic board for Clay Paky	658.59
5752	8/6/2018	9553	Ashworth and Belcastro Systems (ABS)	Alarm Monitoring Fire-SU	135.00
5753	8/6/2018	9907	PJLC-SBD Grand Island (Principal)	Premium Aug 2018	23,749.65
5754	8/13/2018	1013	A-1 Rubber Stamp Products Inc.	Signature Stamps	29.50
5756	8/13/2018	10184	Qty of Mesquite Athletics & Leisure Services Dept	Landscape Service-MQLC	800.00
5760	8/13/2018	1157	AZPartsmaster	Various	457.36
5761	8/13/2018	1184	The Battery Source	Consumables: Thermostat Batteries	79.60
5762	8/13/2018	1627	Gale/Cengage Learning, Inc.	Various Reference & Large Print Books FY2018-2019	297,316.05
5763	8/13/2018	1647	Global Equipment Company Inc.	WM Passport Office	356.84
5764	8/13/2018	1897	Lakeshore Learning Materials	First Steps 9ft round carpet - WM	853.10
5765	8/13/2018	1991	Lowe's Improvement	WH: Appliances	3,274.14
5768	8/13/2018	2307	Progressive Elevator	CC 3-Stop Elevator Repairs	432.00
5769	8/13/2018	2682	Valley Enterprises, Inc.	Janitorial Service-Various	5,120.12
5770	8/13/2018	2798	Brodart Co.	Library Books for FY2018-2019	26,276.04
5771	8/13/2018	2860	Las Vegas Review Journal	Fac Bid 19-02	959.65
5772	8/13/2018	3149	Midwest Tape	Materials for FY2018-2019 DVDs & CDs	27,570.10
5773	8/13/2018	3307	Unique Management Services, Inc.	Placements - July 2018	10,995.75
5774	8/13/2018	3324	Flo Virgin Telephone Co.	Service Aug 2018	413.50
5775	8/13/2018	3355	Teamsters Security Fund S Nevada	Premium Aug 2018	322,126.39
5776	8/13/2018	3823	Lucas Holdings, LLC	Invoice FI012915	5,127.32
5777	8/13/2018	4517	Fingerprint Pros, Inc.	Pre-employment fingerprints	533.00
5778	8/13/2018	4522	Quest Diagnostics	Pre-employment drug tests	319.48
5780	8/13/2018	4604	Brodart Library Supplies & Furnishings	Econ acry shlf adapter - PS	125.37
5781	8/13/2018	5001	UniFirst Corporation	Uniforms FY19	481.09
5782	8/13/2018	5130	OverDrive Inc.	Standing Order Plan FY2018-2019	47,878.42
5783	8/13/2018	5718	Tangerine Office Machines	Misc Printer Parts/ Repairs	894.05
5784	8/13/2018	5769	The Penworthy Company	Materials and Planned Buying FY2018-2019	8,699.24
5785	8/13/2018	7188	Innovative Interfaces, Inc.	Electronic Records for Downloadable Materials	2,997.75
5786	8/13/2018	7371	EnvisionWare, Inc.	Y-AMH Induction Touch Screen	14,990.00
5787	8/13/2018	7671	Western Exterminator Company	Pest Control Services Urban Libraries	1,455.00
5788	8/13/2018	8010	Allied Universal Security Services	Security 07/13/18-07/26/18 - CH	78,353.08
5789	8/13/2018	8122	Staples Advantage Dept LA	Expo magnetic chisel - LA	4,226.72

**Las Vegas - Clark County Library District**  
**Check/ Voucher Register**

**General Fund - 100**  
**From 8/1/2018 Through 8/31/2018**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5683	8/6/2018	10454	USI Insurance Services National (FEN)	Annual Policy Premiums	294,919.10
5791	8/13/2018	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	477.50
5792	8/13/2018	8565	WT Cox Information Services	Materials for FY2018-2019	976.82
5793	8/13/2018	9001	True Core Therapy and Wellness LLC	Exec coaching & development Aug/Sept 2018	1,075.00
5794	8/13/2018	9191	Canon Solutions America, Inc.	Maintenance Copier Base 07/15/18-08/14/18 - Exec	85.25
5795	8/13/2018	9383	Office Plus	Ortdg, hp ce390a, blk - WV	1,886.09
5797	8/13/2018	9483	Tecre Co., Inc.	"1"" Pound Magnet Complete Sets - WH	175.20
5798	8/13/2018	9669	McIntosh Communications Inc.	Zonar: Removal from #s 26 & 35, Reinstalled on #s 57 & 58	560.00
5799	8/13/2018	9827	Vision Sgn Inc.	Sgn Maintenance-SV	420.00
5800	8/13/2018	9869	Unique Integrated Communications	Call Center Operations	5,002.44
5801	8/20/2018	10082	Puliz Records Mgt LV	3-Destruction units - July 2018	77.50
5802	8/20/2018	10144	CFPA	Outlook for FB	102.50
5803	8/20/2018	1017	AAA Air Filter Company, Inc.	Air Filters Changes	2,575.00
5804	8/20/2018	10406	Digital Lizard Las Vegas	Mesquite Programs Printing	638.16
5805	8/20/2018	10442	LV.Net	Service Sept 2018	1,026.00
5806	8/20/2018	10576	Guitar Center Stores, Inc.	Musician's Gear Electric, Acoustic, bass guitar stand - CC	1,171.99
5807	8/20/2018	1064	Allied Refrigeration Inc.	Various	166.92
5808	8/20/2018	1240	Brady Industries of Nevada, LLC	Various	343.66
5809	8/20/2018	1457	Demco, Inc.	SUMMER DIE CUT BOOKMARK - CH	518.67
5810	8/20/2018	1566	Fairway Chevrolet	#39: LOF and miscellaneous repairs	1,180.22
5811	8/20/2018	1620	Full Compass Systems Ltd	DLM8 SPEAKERS, DLM12, TOUCHMIX-16	4,680.19
5812	8/20/2018	1627	Gale/Cengage Learning, Inc.	Electronic Materials FY2018-2019	15,666.75
5813	8/20/2018	1640	Gerald M. Welt, Chartered	Legal Services - July 2018	2,892.98
5814	8/20/2018	1757	Ingram Library Services	Library Books & Materials for FY2018-2019	175.43
5815	8/20/2018	1837	Johnstone Supply	Various	509.36
5816	8/20/2018	1897	Lakeshore Learning Materials	Neon Heavy-Duty Book Bins - CC	79.98
5817	8/20/2018	1953	Library Of Congress	Classification Web for 1-4 users 10/28/18-10/27/19	525.00
5818	8/20/2018	1958	Lighting Specialties	Various	604.20
5819	8/20/2018	2098	Moapa Valley Water District	Service 07/11/18-08/07/18	230.28
5820	8/20/2018	2230	OTC Brands., Inc.	DIY White Canvas Tote Bags- SE	685.35
5821	8/20/2018	2234	Overton Power District #5	Service 07/06/18-08/06/18 MV	707.50
5823	8/20/2018	2702	Grainger, Inc.	Various	1,741.17
5824	8/20/2018	2798	Brodart Co.	Library Books for FY2018-2019	65,454.61
5825	8/20/2018	2799	CDW Government Inc.	Belkin 6out pwr strip 3ft	11,937.05
5826	8/20/2018	2809	LVWWD	Services Jun 18 & July 18	29,333.20
5827	8/20/2018	2819	CenturyLink Communications, LLC	Service Aug 2018	10,746.17
5828	8/20/2018	2853	Dick Blick	DB studio canvas - CC	436.18
5829	8/20/2018	2887	West Payment Qtr	Materials for MISD	1,325.62
5830	8/20/2018	2914	Iron Mountain	Service July 2018	269.43
5831	8/20/2018	3023	Filtration Group, LLO/Filterworks	Air Filters - Various	1,420.80
5832	8/20/2018	3149	Midwest Tape	Materials for FY2018-2019 DVDs & CDs	15,339.50
5833	8/20/2018	3300	ProQuest LLC	RNP LA Times Digital Sub 1/1/19-12/31/19	9,330.68
5834	8/20/2018	3500	Garda Q. West, Inc	Armored Transportation Service - Aug 2018	2,666.91
5835	8/20/2018	3772	NewsBank, Inc.	Annual Sub LVRJ Jan-Dec 2019	7,493.20
5836	8/20/2018	4604	Brodart Library Supplies & Furnishings	Supplies for FY2018-2019	4,138.08
5837	8/20/2018	4897	Public Employees Benefits Program State of NV	Ins Prem - Aug 2018	7,714.68
5838	8/20/2018	5001	UniFirst Corporation	Uniforms FY19	123.33
5839	8/20/2018	5130	OverDrive Inc.	Standing Order Plan FY2018-2019	42,042.64
5840	8/20/2018	6687	Marina G. Verenikina Baker	Live performance Aug. 4-5th @ WH	1,500.00
5842	8/20/2018	7371	EnvisionWare, Inc.	Annual Renewal for Payware	362,996.54
5843	8/20/2018	7671	Western Exterminator Company	SV: Semi-Annual Scorpion Service	360.00
5844	8/20/2018	7687	United Lock and Security, Inc.	SC: Investigate issues with staff double doors on 2nd Floor	1,499.00
5845	8/20/2018	7943	Communication Electronic Systems Inc	Alarm Monitoring-CH & WM	170.00
5846	8/20/2018	8122	Staples Advantage Dept LA	Groovy terrific trimmers - CH	578.83
5847	8/20/2018	8205	Western States Door Controls, Inc.	OEPO	300.00
5848	8/20/2018	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	168.75
5849	8/20/2018	8575	Intermountain Lock and Security Supply	Various	605.77
5850	8/20/2018	9101	O'Reilly Auto Parts	Various	170.43
5851	8/20/2018	9104	AV Vegas	Fender Twin reverb guitar ampt	1,500.00
5852	8/20/2018	9133	Ted Wiens Tire & Auto Centers	Various	90.16
5853	8/20/2018	9191	Canon Solutions America, Inc.	Monthly Maint 05/15/18-06/14/18 - SM	4,825.98
5855	8/20/2018	9383	Office Plus	Ortdg, hewes260a, bk - LA	1,945.54
5856	8/20/2018	9462	Production Resource Group, LLC	2 week rental x8 SOURCE 4 LED LUSTRA+HEAD/BODY BLK	752.00
5857	8/20/2018	9648	Bailey Kennedy, LLP	Litigation adv. Flores	3,680.00
5859	8/20/2018	9827	Vision Sgn Inc.	Sgn Maintenance-SV	210.00
5861	8/20/2018	9928	Stimulus Technologies	Service Sept 2018	629.00
5863	8/20/2018	9958	Enerspect Medical Solutions LLC	(5) AED Adult SMART Pads Cartridge	335.00
5865	8/27/2018	10331	New Horizons Learning Group	Computer Workshop Courses	6,055.00
5866	8/27/2018	1209	Big Bend Water District	Service 07/12/18-08/08/18	424.02
5867	8/27/2018	1429	D.C. Thomas	BD Rent - Sept 2018	1,468.00
5868	8/27/2018	1457	Demco, Inc.	Duo-core tape dispenser - SV	893.07
5869	8/27/2018	1757	Ingram Library Services	Library Books & Materials for FY2018-2019	290.46
5870	8/27/2018	1854	Kamer Zucker & Abbott	Legal Fees - July 2018	4,122.25
5871	8/27/2018	1897	Lakeshore Learning Materials	Magnetic Story Board - SV	839.73
5872	8/27/2018	2230	OTC Brands., Inc.	DIY Maracas - SM	395.41
5873	8/27/2018	2307	Progressive Elevator	Elevator PM Service-CC	697.00
5874	8/27/2018	2798	Brodart Co.	Library Books for FY2018-2019	86,160.86
5877	8/27/2018	2819	CenturyLink Communications, LLC	Service Aug 2018	2,921.94
5878	8/27/2018	3149	Midwest Tape	Materials for FY2018-2019 DVDs & CDs	13,939.13
5879	8/27/2018	3300	ProQuest LLC	RNP NY Times Digital Sub 1/1/19-12/31/19	8,650.41
5881	8/27/2018	4604	Brodart Library Supplies & Furnishings	Supplies for FY2018-2019	2,954.88
5882	8/27/2018	5718	Tangerine Office Machines	Misc Printer Parts/Repairs	735.00
5883	8/27/2018	8010	Allied Universal Security Services	PVS Guard Services 07/27/18-08/09/18 - SM	79,180.68
5884	8/27/2018	8122	Staples Advantage Dept LA	Display sht protect - WH	4,437.47
5885	8/27/2018	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Outlying FY17-18	18,206.64
5888	8/27/2018	9159	Mesquite Lumber / Ace Hardware	MQLC: Wall Mounting Hardware	8.78

**Las Vegas - Clark County Library District**  
**Check/ Voucher Register**

**General Fund - 100**  
**From 8/1/2018 Through 8/31/2018**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5883	8/6/2018	10454	USI Insurance Services National (FEN)	Annual Policy Premiums	294,919.10
5889	8/27/2018	9191	Canon Solutions America, Inc.	Newspaper Direct Printer	36.56
5890	8/27/2018	9383	Office Plus	Toner org. lsr Q7553x, blk - FAC	3,044.79
5891	8/27/2018	9631	Elliott's Sewer & Drain	CC: Shake cleanout in 1st Floor Women's Public	117.75
5892	8/27/2018	9729	Windstream	Service 08/15/18-09/14/18	562.86
5893	8/27/2018	9827	Vision Sign Inc.	SM: Neon Light Repair above Main Entrance Doors	600.39
5894	8/27/2018	9869	Unique Integrated Communications	Call Center Operations	6,623.30
84732	8/2/2018	10162	CenturyLink	Service July 2018	174.07
84733	8/2/2018	10178	Orlando Montenegro	Alarm Monitoring Burg-WC	54.00
84734	8/2/2018	10217	T-Mobile	Service 06/21/18-07/20/18	10,511.48
84737	8/2/2018	10478	Renovation Plano Services	Plano cleaning kits	227.50
84738	8/2/2018	10491	Results over Reasons	One 90min Session Job Seekers Series	350.00
84739	8/2/2018	10529	Furniture Lab	WM: Refurbish (2) lobby benches	900.00
84746	8/2/2018	10612	Good Docs	DVD Sales: THEN THEY CAME FOR US	1,844.00
84747	8/2/2018	10625	Kelly Lynn Travis	Wellness Workshop Deposit	375.00
84748	8/2/2018	10626	Arts North West	Arts North West Mbrshp Renewal	280.00
84749	8/2/2018	10627	Great Falls Public Library	Loan of book "Life w/ a Cosmos Clearance"	5.00
84750	8/2/2018	10628	Madison Public Library	"Too Beautiful for Words" ILL #187603034	11.95
84751	8/2/2018	1201	Best Janitorial Services of Nevada	Janitorial Service-Various	112,703.18
84752	8/2/2018	1458	State Collections & Disbursement Unit	Mandated Court Payment	935.01
84753	8/2/2018	1710	Henri Specialties	CC: YSFestroom Conversion Project	66.40
84754	8/2/2018	1950	Liberty Lock and Security	Various	439.75
84755	8/2/2018	2095	Mity-Lite	WH: 5 each 6' tables	1,072.14
84756	8/2/2018	2097	Moapa Valley Telephone Co. Inc.	Service 07/26/18-08/25/18	1,349.88
84757	8/2/2018	2175	NV Energy	Service 06/19/18-07/19/18 CH	9,545.25
84758	8/2/2018	2354	Recorded Books	Audiobooks & Replacements FY2018-2019	218.95
84759	8/2/2018	2494	Southwest Gas Corp.	Service 06/21/18-07/23/18 CH	505.21
84760	8/2/2018	2567	Teamsters Local Union #14	Union Dues - August 2018	10,949.00
84762	8/2/2018	2854	Fast Signs	Various	574.27
84763	8/2/2018	2883	Schindler Elevator Corp	SW: Annual Elevator PM Contract	7,072.80
84770	8/2/2018	3383	Home Depot Credit Services	June - July 2018 Various	1,889.75
84771	8/2/2018	4562	U.S. Department of Education	Mandated Court Payment	220.14
84772	8/2/2018	5026	Nevada State Treasurer	Mandated Court Payment	6.00
84773	8/2/2018	6283	Cottonwood Public Library	Postage - "Pyramids" ILL 187601852	2.53
84774	8/2/2018	6396	4Wall Entertainment, Inc.	Digital Projection Lightning Series 40 Lamp	5,579.82
84775	8/2/2018	6646	Aqua Serv Engineers, Inc.	JUNE 2018	8,294.82
84776	8/2/2018	6782	McFadden-Dale Industrial Hardware	WH: Chair Casters	10.97
84778	8/2/2018	8718	Library Ideas, LLC	Freegal Streaming and Music Sub 8/1/18-7/31/19	146,750.00
84779	8/2/2018	8731	UNUM Life Insurance Co. of America	August 2018 LTC	1,014.70
84781	8/2/2018	9160	Baker Distributing Co.	WV: HVAC Repair	159.07
84782	8/2/2018	9677	Elm USA, Inc.	Disc Machine Supplies	1,299.95
84784	8/2/2018	9764	Henderson Constable	Mandated Court Payment	251.96
84785	8/2/2018	9895	National Benefit Services, LLC	FSA Plan Admin Fees - July 2018	367.50
84786	8/2/2018	9937	ARLAC Premium Holding	Premium July 2018	2,891.44
84787	8/9/2018	10017	CDA Media Relations	Aug purchasing ad	350.00
84788	8/9/2018	10090	Breckenridge Institute	20 Majors PTL Personality Type Assessment	259.00
84789	8/9/2018	10178	Orlando Montenegro	Alarm Monitoring Burg-WC	54.00
84790	8/9/2018	10212	Virgin Valley Water District	Service 06/20/18-07/20/18	1,376.16
84791	8/9/2018	10229	Marion Doble	Face painting @ ME	150.00
84792	8/9/2018	10230	Adam London	Eight 45-min Magic Show July 2018	1,650.00
84793	8/9/2018	10389	The Firm	PR Services June 2018	8,367.80
84795	8/9/2018	10532	Secret Agent 23 Skidoo, Inc.	Final Show - 07/28/18	6,750.00
84796	8/9/2018	10585	Solomon Diggins & Freer, Ltd.	Draft agreement	655.25
84799	8/9/2018	10632	Lee J. Platt	Payroll 08-03-2018	724.75
84800	8/9/2018	10633	Anthony R. Maldonado	2-2 Hr screen & play writing classes @ SM 8/3	100.00
84801	8/9/2018	10634	Leadership Foundation of Greater Las Vegas	Leadership LV Tuition- London Porter #18162	3,450.00
84802	8/9/2018	10635	Charles S Knight II	Payroll replacement check 05/11/2018	210.44
84803	8/9/2018	1462	Department of Employment Training & Rehabilitation	Unemployment Insurance	4,693.00
84804	8/9/2018	1577	FedEx	Express Svcs July 2018	32.36
84805	8/9/2018	2117	Multi-Cultural Books & Videos, Inc.	Materials for FY2018-2019	737.82
84806	8/9/2018	2159	AT&T SBC	Service 07/25/18-08/24/18	218.64
84807	8/9/2018	2175	NV Energy	Summary Billing Jun 18 & Jul 18	83,772.85
84808	8/9/2018	2354	Recorded Books	Electronic Materials FY2018-2019	505.30
84809	8/9/2018	2494	Southwest Gas Corp.	Service 06/28/18-07/27/18 WC	552.59
84812	8/9/2018	2837	Republic Services 620	Sharps container min. svc fee 7/13 WM	3,737.77
84813	8/9/2018	2838	Verizon Wireless	Service 06/21/18-07/20/18	2,551.94
84814	8/9/2018	5269	EEOC Training Institute	2 day Seminar LV for London Porter	698.00
84816	8/9/2018	6307	Horticulture Consultants, Inc.	FB Tree Eval	125.00
84817	8/9/2018	6817	Reliance Connects	Service Aug 2018	619.34
84819	8/9/2018	8873	AT&T	Service July 2018	38.98
84820	8/9/2018	8934	Zonar Systems, Inc.	Annual Renewal	8,475.96
84822	8/9/2018	9484	Li Lin Hong	90min Music Performance - Aug 2018	500.00
84823	8/9/2018	9537	City of Las Vegas - Dept. of Finance	Utilities - June 2018	16,672.00
84824	8/9/2018	9895	National Benefit Services, LLC	Debit card fees	18.00
84825	8/9/2018	9945	Texas Life Insurance Company	Premium July 2018	488.08
84827	8/16/2018	10548	Puppets on the Pier	Order PUR002985	102.95
84830	8/16/2018	10643	Coy G. Munson J.	Logo Design for Comic Book Fest	250.00
84831	8/16/2018	10644	UNMC	"Plastic surgery vols. 1, 2, 5" ILL 187732207	11.00
84832	8/16/2018	1131	Neopost USA Inc	Service 08/25/18-11/24/18	180.00
84833	8/16/2018	1458	State Collections & Disbursement Unit	Mandated Court Payment	935.01
84834	8/16/2018	1590	Mergent, Inc.	MPA SMSA medium Area 11/1/18-10/31/19	2,496.00
84835	8/16/2018	2175	NV Energy	Service 07/02/18-08/02/18 WM	24,615.21
84836	8/16/2018	2354	Recorded Books	Audiobooks & Replacements FY2018-2019	1,272.92
84837	8/16/2018	2494	Southwest Gas Corp.	Service 07/05/18-08/03/18 LA	36.95
84838	8/16/2018	2854	Fast Signs	#56: Vehicle Lettering	62.24
84839	8/16/2018	2858	Jay O'Day, Inc.	Materials for MISD	375.00

**Las Vegas - Clark County Library District**  
**Check/ Voucher Register**

**General Fund - 100**  
**From 8/1/2018 Through 8/31/2018**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5683	8/6/2018	10454	USI Insurance Services National (FEN)	Annual Policy Premiums	294,919.10
84840	8/16/2018	4562	U.S. Department of Education	Mandated Court Payment	220.14
84841	8/16/2018	5026	Nevada State Treasurer	Mandated Court Payment	6.00
84843	8/16/2018	6782	McFadden-Dale Industrial Hardware	CC Parts for Furniture Repair	26.50
84844	8/16/2018	7740	Gaudin Ford	Various	50.02
84845	8/16/2018	8192	AT&T	Service Aug 2018	133.41
84846	8/16/2018	8437	Super Cleaners	dry cleaning for PVS/SFS	40.00
84847	8/16/2018	8873	AT&T	Service July 2018	39.34
84848	8/16/2018	8896	NDEP / BOA Petroleum Fund	Annual Premium	200.00
84849	8/16/2018	9538	Wex Bank	Vehicle Fuel	95.83
84851	8/16/2018	9764	Henderson Constable	Mandated Court Payment	251.96
84852	8/16/2018	9788	Matias Rodriguez	#58: Tint all windows	215.00
84853	8/16/2018	9966	The Sherwin-Williams Co.	Various	211.90
84854	8/22/2018	10648	Jenine Lillian	FEM for Pre-employment dug test, DMV driver's report	98.00
84856	8/23/2018	10445	CenturyLink	Pay Phone - Aug 2018	520.00
84859	8/23/2018	10581	Ordy Michelle Osborne	90min Performance The All-Togethers	500.00
84860	8/23/2018	10622	DistribuTech	Highlights Distribution	805.00
84861	8/23/2018	10640	Susan Jean Hatch	4 hrs \$27 ABE/GED 8/17/18 @ CC	108.00
84862	8/23/2018	10647	Mary Rose Stark	Payroll replacement check 01/06/2017	221.27
84863	8/23/2018	10649	Saunya N Bright	Refund for returned items	20.95
84864	8/23/2018	1201	Best Janitorial Services of Nevada	SU: Water Extraction following (2) Storms	1,032.90
84865	8/23/2018	2494	Southwest Gas Corp.	Service 07/13/18 -08/13/18 CC	195.35
84866	8/23/2018	2861	Jay D. Whipple	Pest Control-MV	40.00
84867	8/23/2018	2883	Schindler Elevator Corp	SV: Elevator Repairs	499.39
84868	8/23/2018	4117	Television Monitoring Services, Inc.	28974: KVVU- Meet Up and Eat Up;	100.00
84873	8/23/2018	7369	SYNCHRONY BANK/ AMAZON	Dell UltraSharp U2414H 23.8" - IT	9,338.41
84875	8/23/2018	9134	PrinterOn Inc.	Annual Renewal Exp 09/11/19	7,425.00
84876	8/23/2018	9919	State of Nevada Mechanical Compliance Section	CC Elevators (6 ea.)	1,200.00
84877	8/30/2018	10036	Sn City Opera	One 90min Opera Aug 19, 2018 @ SM	500.00
84878	8/30/2018	10141	Team Payne	Defensive Driver Class - Kelly and Melissa	500.00
84879	8/30/2018	10625	Kelly Lynn Travis	Wellness workshop deposit	375.00
84880	8/30/2018	10652	Leslie Cecilio	Refund ~ user group cancelled room 9/28/18	135.00
84881	8/30/2018	10654	Educational Testing Service (ETS)	LVCOLD Call Program-FBT	50.00
84882	8/30/2018	1089	American Printing	Teen animeFEST	794.53
84883	8/30/2018	1201	Best Janitorial Services of Nevada	Extra Janitorial Service - July 2018	303.42
84884	8/30/2018	1458	State Collections & Disbursement Unit	Mandated Court Payment	935.01
84885	8/30/2018	1950	Liberty Lock and Security	Various	23.50
84886	8/30/2018	2159	AT&T SBC	Service 08/11/18-09/10/18	303.51
84887	8/30/2018	2175	NV Energy	Service 07/19/18-08/20/18 CH	10,055.04
84888	8/30/2018	2354	Recorded Books	Electronic Materials FY2018-2019	121.85
84889	8/30/2018	2494	Southwest Gas Corp.	Service 07/18/18-08/16/18 WV	346.79
84890	8/30/2018	2838	Verizon Wireless	Service 07/21/18-08/20/18	2,512.14
84894	8/30/2018	3383	Home Depot Credit Services	July - August 2018 Various	2,084.77
84895	8/30/2018	3789	Nevada Library Association	NLA Membership Exec Dir./Trustees	340.00
84896	8/30/2018	4562	U.S. Department of Education	Mandated Court Payment	220.14
84897	8/30/2018	6206	Vitral	Translation Services - Storytime	230.00
84898	8/30/2018	7655	Gill's Printing Las Vegas	Flyers- Pandal Keith	2,326.00
84899	8/30/2018	8731	UNUM Life Insurance Co. of America	Premium Sept 2018	1,014.70
84901	8/30/2018	9334	Stogie Amir Kenyatta	50% Deposit" The World is My Home" Dec. 2018	1,250.00
84902	8/30/2018	9635	Francois L. Hall	2-Hr Gospel Stage Play "Waters Family Saga"	500.00
84903	8/30/2018	9764	Henderson Constable	Mandated Court Payment	250.55
<b>Total 100 - General Fund</b>					<b>2,764,699.57</b>

**Las Vegas - Clark County Library District**  
**Check/ Voucher Register**

**Grant Fund - 220**  
**From 8/1/2018 Through 8/31/2018**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5684	8/6/2018	10488	Monica Johnson	9.5 Hrs @\$27 Integrated Tech. July 2018	256.50
5686	8/6/2018	10527	Kevin Douglas Ford	10.5 Hrs @ \$27 Integrated Tech. July 2018	283.50
5688	8/6/2018	10543	Kathleen San Nicolas	10.5 Hrs Integrated Tech. July 2018	283.50
5717	8/6/2018	3677	Maria Cecilia P. Ordinario	9.5 @ \$27 Integrated Tech. July 2018	256.50
5729	8/6/2018	7289	Allison Socha	9.5 Hrs @ \$27 Integrated Tech. July 2018	256.50
5740	8/6/2018	8797	Natalia Hiscock	9.5 Hrs Integrated Tech. July 2018	256.50
5742	8/6/2018	9143	Henry Marshall	9.5 Hrs @ \$27 Integrated Tech. July 2018	256.50
5745	8/6/2018	9329	Kathleen W. Osgood	9.5 Hrs @ \$27 Integrated Tech. July 2018	256.50
5747	8/6/2018	9383	Office Plus	Toner, lsr, org - LIT	812.90
5748	8/6/2018	9397	Hanafi Shakur	5.5 Hrs @ \$27 Integrated Tech. July 2018	148.50
5759	8/13/2018	10523	Blake Hament	BBTTCinstruction	1,600.00
5858	8/20/2018	9813	Lydwine Zamor	2.5 Hrs ELL 8/7/18 @ SW	67.50
5862	8/20/2018	9946	Andre-Ashley Tarvin-Pyles	2.5 Hrs ELL 8/9/18 @ LV	67.50
5886	8/27/2018	8889	Backbone Communications, LLC	Reading Horizons - Online Renew	4,750.00
84735	8/2/2018	10408	Lauren Kilpatrick	10.5 Hrs @ \$27 Integrated Tech. July 2018	283.50
84736	8/2/2018	10456	Jona-Lee N. Luna	9.5 Hrs @ \$27 Integrated Tech.	256.50
84742	8/2/2018	10590	Patti A. Kennedy	9.5 Hrs @\$27 Integrated Tech. July 2018	256.50
84743	8/2/2018	10592	Michelle Francisco	5.5 Hrs @\$27 Integrated Tech. July 2018	148.50
84744	8/2/2018	10594	Ronald K. Akers	9.5 Hrs @ \$27 Integrated Tech. July 2018	256.50
84745	8/2/2018	10597	Jose Luis Ramirez	9.5 Hrs @ \$27 Integrated Tech. July 2018	256.50
84777	8/2/2018	7553	Jonathan Tharp	9.5 Hrs @ \$27 Integrated Tech July 2018	256.50
84780	8/2/2018	8799	Reannon Muth	9.5 Hrs Integrated Tech. July 2018	256.50
84828	8/16/2018	10639	Headed2, LLC	NV Career Explorer training	2,400.00
84829	8/16/2018	10640	Susan Joan Hatch	5.5 hrs ELL 8/8/18 @ SW	148.50
<b>Total 220 - Grant Fund</b>					<b>14,071.90</b>

Las Vegas - Clark County Library District  
Check/ Voucher Register

Gift Fund - 230  
From 8/ 1/2018 Through 8/31/2018

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5746	8/6/2018	9354	KapStone Container Corp.	Couriers: 1,500 Weeding Boxes	3,228.86
5777	8/13/2018	4517	Fingerprint Pros, Inc.	Pre-employment fingerprints	533.00
5796	8/13/2018	9456	Royal Printing Co. Inc.	Workforce Brochure Printing	166.72
5854	8/20/2018	9297	Emily Wilson	Photography Services 8/4/18	400.00
84740	8/2/2018	10536	Ivan Aguirre	Tech Art Instruction	287.50
84741	8/2/2018	10539	.Jonathan Watson	Tech Art Instruction	287.50
84826	8/16/2018	10228	Verified Volunteers	background checks	153.00
84857	8/23/2018	10536	Ivan Aguirre	Tech Art Instruction	325.00
84858	8/23/2018	10539	.Jonathan Watson	Tech Art Instruction	287.50
84873	8/23/2018	7369	SYNCHRONY BANK/ AMAZON	Dell UltraSharp U2414H 23.8" - IT	9,338.41
84874	8/23/2018	8671	Eurie Creative, Inc.	One Stop Flyer Design	2,350.00
Total 230 - Gift Fund					17,357.49

**Las Vegas - Clark County Library District**  
**Check/ Voucher Register**

**Capital Projects Fund - 510**  
**From 8/ 1/ 2018 Through 8/ 31/ 2018**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
5685	8/6/2018	10501	QM Advisors, LLC	Mesquite Progress Report No. 4	1,600.00
5693	8/6/2018	1647	Global Equipment Company Inc.	Sandusky Elite Series Keyless Electronic Storage Cabinet	835.54
5726	8/6/2018	6501	FGS ReproGraphic Solutions	FAC: (2) KIP Toner Cartridges	941.60
5728	8/6/2018	7285	Henriksen Butler Nevada	FFF: replace panel to create window space.	242.48
5739	8/6/2018	8777	Windowwear	MQL: Roller Shades	2,270.00
5743	8/6/2018	9191	Canon Solutions America, Inc.	Laughlin staff copier	3,717.00
5755	8/13/2018	10148	COFE Construction Services of Nevada, Inc.	Mesquite Construction	331,814.39
5757	8/13/2018	10497	Global Supply Management, Inc.	Bid No. 18-03 Bid Group #3	6,397.40
5758	8/13/2018	10502	Fisk Electric Company	CC: 30-Day Load Test for generator power	1,725.00
5779	8/13/2018	4524	G.C. Wallace - GOW, Inc.	MCCulvert Drive Replacement	2,215.00
5790	8/13/2018	8502	Regina L. Schweska	New Mesquite CPR	2,925.00
5822	8/20/2018	2686	Simply Covered, Inc.	WH: Upholster OFM Interplay Chairs	850.00
5826	8/20/2018	2809	LWWDD	Services Jun 18 & July 18	29,333.20
5841	8/20/2018	7285	Henriksen Butler Nevada	SC: replacement parts	19,619.03
5860	8/20/2018	9875	Serenic Software, Inc.	Custom PCs	2,467.50
5864	8/27/2018	10148	COFE Construction Services of Nevada, Inc.	East Las Vegas Construction	1,433,154.21
5875	8/27/2018	2799	CDW Government Inc.	Tripp surge strip 6 outlet	14,911.06
5876	8/27/2018	2809	LWWDD	Service 06/19/18-07/19/18 ELV	522.60
5880	8/27/2018	4524	G.C. Wallace - GOW, Inc.	MCCulvert Drive Replacement	767.50
5895	8/27/2018	9900	Carpenter Sellers Del Galto Architects	Architectural Services - ELV	31,984.99
84753	8/2/2018	1710	Henri Specialties	CC: YS Restroom Conversion Project	66.40
84761	8/2/2018	2726	Welles Pugsley Architects LLP	Facilities Master Planning Services	11,900.68
84783	8/2/2018	9747	Commercial Van Interiors	#58 Interior Panel Kit/Wing Kit	746.67
84794	8/9/2018	1043	Aggreko	SW: Chiller Rental	9,230.20
84797	8/9/2018	10588	ConvergeOne Systems Integration, Inc.	Telephone Sys Upgrade to SV9500	17,040.00
84798	8/9/2018	10609	Niche Academy	Annual Subscription	15,000.00
84810	8/9/2018	2726	Welles Pugsley Architects LLP	Architectural Services - MQ	5,980.00
84815	8/9/2018	6147	DG Koch Associates, LLC	SW: Engineering - New Chiller	750.00
84818	8/9/2018	8501	The Original Roofing Company	SU: roof replacement	48,660.00
84821	8/9/2018	9075	ARIron, LLC	CC:Theater Walkway: (3) Security Gates/ Fences	6,350.00
84842	8/16/2018	6307	Horticulture Consultants, Inc.	EV: Tree Evaluation and Report - June 2018	125.00
84850	8/16/2018	9677	Elm USA, Inc.	ECO-Master Disc Repair System	14,495.00
84855	8/23/2018	10433	Azteck Inspections & Testing, LLC	East Las Vegas Inspections	12,341.00
84900	8/30/2018	9234	DP Air Corp.	SC: Replace failed Compressor on Chiller #1	41,210.00
<b>Total 510 - Capital Projects Fund</b>					<b>2,072,188.45</b>
<b>Total - All Funds</b>					<b>4,868,317.41</b>

## ITEM VII.A.3.b.



### MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director  
**FROM:** Stephen J. Rice, General Services Director  
**DATE:** September 6, 2018  
**SUBJECT:** General Services Report, September 2018

This is a report on the General Services Department's activities during the months of July and August 2018.

#### EAST LAS VEGAS LIBRARY

**Construction Status:** Construction began on November 13, 2017. Work completed to date includes the building structural pad, building plumbing and electrical underground work, footings, grease interceptor installation, slab-on-grade, concrete masonry unit (CMU) wall construction, and structural steel installation. Metal wall framing, HVAC ductwork installation, rough-in plumbing and electrical work, drywall installation, roof installation, stucco lathe installation, and exterior glazing are in progress. Construction is on schedule for a March 2019 completion. See attached Field Report dated August 31, 2018 for progress status comments and photos.

#### FACILITIES MASTER PLANNING

The master planning process is completed. The final proposal will be presented to the Board of Trustees at the September 20<sup>th</sup> Board meeting.

#### REPAIR/IMPROVEMENT PROJECTS

##### HVAC Chiller Replacement – Sahara West Library:

The HVAC system chiller developed an unanticipated and catastrophic bearing failure in its compressor completely disabling the chiller. A temporary rental chiller is in place to provide cooling to the building. Given the importance of providing reliable cooling in the building during the summer and fall months and to minimize the lead time required to procure and install a new chiller, the replacement chiller is being treated as an "emergency" procurement under the terms of NRS 338 – Public Works and the District's Purchasing Policy. In order to ensure competitive pricing, multiple bids were solicited for the chiller unit and installation. The costs for replacement are:

Chiller Unit	\$139,784
Installation	<u>\$ 88,739</u>
Total	\$228,523

Installation is scheduled to begin on September 11<sup>th</sup> and be completed by September 25<sup>th</sup>.



**Roof Replacement – Sunrise Library:**

This project is completed.

**FACILITIES MAINTENANCE DEPARTMENT**

**Maintenance Work Order Activity – July 2018:**

Corrective work requests received and converted to work orders - 461  
Corrective work orders completed - 501

Preventive maintenance work orders generated - 251  
Preventive maintenance work orders completed - 282

**Maintenance Work Order Activity – August 2018:**

Corrective work requests received and converted to work orders - 573  
Corrective work orders completed - 536

Preventive maintenance work orders generated - 325  
Preventive maintenance work orders completed - 267

**Minor Projects and Major Repairs Completed:**

Centennial Hills Library:	Repair landscape irrigation system - \$520
Clark County Library:	Install security gates along exterior theater walkway - \$6,350
	Modify/paint security panels along exterior theater walkway - \$20,660
	Replace concrete sidewalk section at valve box - \$1,150
Laughlin Library:	Repair automatic entrance door - \$900
Mesquite Library:	Install window shades in staff area and Teen Lounge - \$2,270
Mt. Charleston Library:	Replace meeting room closet doors - \$1,800
Rainbow Library:	Repair neon signage - \$965
Summerlin Library:	Repair neon signage - \$600
West Charleston Library:	Repair HVAC system boiler - \$4,587
Whitney Library:	Replace countertops in meeting room kitchen - \$2,169
Windmill Service Center:	Replace compressor on HVAC system chiller - \$41,210
	Repair 2 <sup>nd</sup> floor hallway security doors - \$1,499

**COURIER DEPARTMENT**

**Library Materials Moved Between Branches – June 2018:**

	<u>June 2018</u>	<u>June 2017</u>	<u>May 2018</u>
Urban Branches	296,340	310,260	276,660
Outlying Branches	33,840	38,100	30,660
Contract/Other Libraries	47,520	51,780	49,460
To Storage for Future Sale	<u>31,000</u>	<u>38,320</u>	<u>47,280</u>
<b>Total</b>	408,700	438,460	404,060

**Library Materials Moved Between Branches – July 2018:**

	<u>July 2018</u>	<u>July 2017</u>	<u>June 2018</u>
Urban Branches	283,320	306,300	296,340
Outlying Branches	35,400	34,200	33,840
Contract/Other Libraries	50,940	52,740	47,520
To Storage for Future Sale	<u>35,280</u>	<u>39,720</u>	<u>31,000</u>
<b>Total</b>	404,940	432,960	408,700

**Extension of Janitorial Maintenance Services Agreements:**

Each agreement for janitorial maintenance services provides for an initial term of one year with the option to extend the agreement for up to four additional one-year periods provided the contractor's performance remains satisfactory. Prior Board action has authorized staff to extend the agreements in subsequent years' subject to funding being available and the contractor continuing to meet performance standards outlined in the bid documents. Staff intends to extend the agreements with Best Janitorial Services of NV and Valley Enterprises, Inc. for the third one-year renewal period beginning October 1, 2018. With the extension, the contractors will be allowed a CPI rate increase.

**PURCHASING AND ADMINISTRATION DEPARTMENT**

Major Procurements in Progress:

- 1) East Las Vegas Library - Furniture and Equipment

Major Procurements Completed:

- 1) Sahara West Library – Chiller Replacement
- 2) Landscape Maintenance Services

Coordinated invoice processing procedure changes with Department administrative staff.



## ***CSD Construction Observation Field Report***

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Report by: Bruce Gay

**FIELD REPORT NUMBER:** 180831

**ARCHITECT'S PROJECT NUMBER:** 15-029A

**DATE:** 08/31/2018

**TIME:** 11:30 am

**WEATHER:** Sunny

**TEMP. RANGE** 95

**PROJECT:** LVCCLD East Las Vegas Library  
2851 East Bonanza Road, Las Vegas, Nevada 89101

**ESTIMATED % OF COMPLETION:** 50%

**WORK IN PROGRESS:**

NV Energy trench work west side  
Roofing Area C  
Curtainwall north elevation  
Area B & C rough in  
Area B - Stucco lath install

**PRESENT AT SITE:**

Jim M., Mike - CORE  
XL Masonry / M & H  
Conti / Bombard / Universal / Cosco  
Commercial

**CONFORMANCE WITH SCHEDULE (+/- )** Preparation of stucco scratch coat Area A

**OBSERVATIONS:**

- A. Curtain wall framing at north elevation , ready for glazing
- B. Area C roofing ongoing
- C. Overhead roof insulation Area C raised floor area east --> west
- D. Area B - Stucco lath install
- E. Area C Anodized angle install at honed CMU
- F. AHU units install next week

**INFORMATION OR ACTION REQUIRED:**

Next Field Observation scheduled Tuesday, 09/04/2018

**ATTACHMENTS:**

Field Report Photos dated 08/31/2018, reference attached photos.





CARPENTER SELLERS DEL GATTO ARCHITECTS

8882 Spanish Ridge Ave. Las Vegas, NV 89148 Ph 702.251.8896 Fax 702.251.8876

## FIELD REPORT PHOTOS

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**PROJECT:** LVCCLD East Las Vegas Library  
2851 East Bonanza Road, Las Vegas, Nevada 89101

**FIELD REPORT NUMBER:** 180831

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**Photo No. 001**

NV Energy trench  
backfill at 28Th Street



**Photo No. 002**

View looking at south  
west portion of Area C





CARPENTER SELLERS DEL GATTO ARCHITECTS

8882 Spanish Ridge Ave. Las Vegas, NV 89148 Ph 702.251.8896 Fax 702.251.8876

## FIELD REPORT PHOTOS

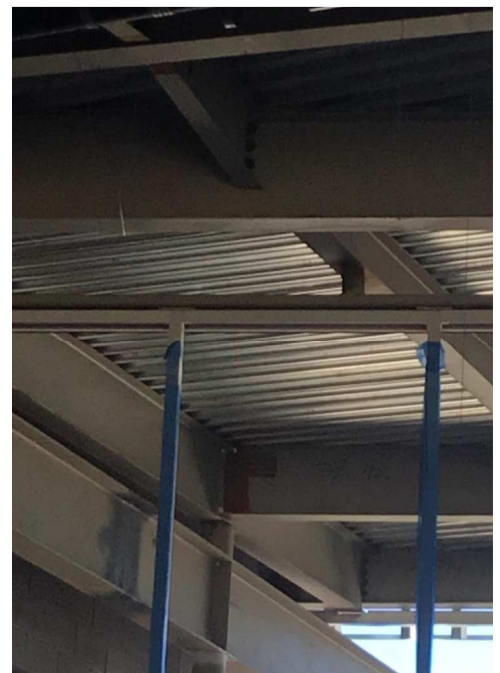
**PROJECT:** LVCCLD East Las Vegas Library  
2851 East Bonanza Road, Las Vegas, Nevada 89101

**FIELD REPORT NUMBER:** 180831

**Photo No. 003**

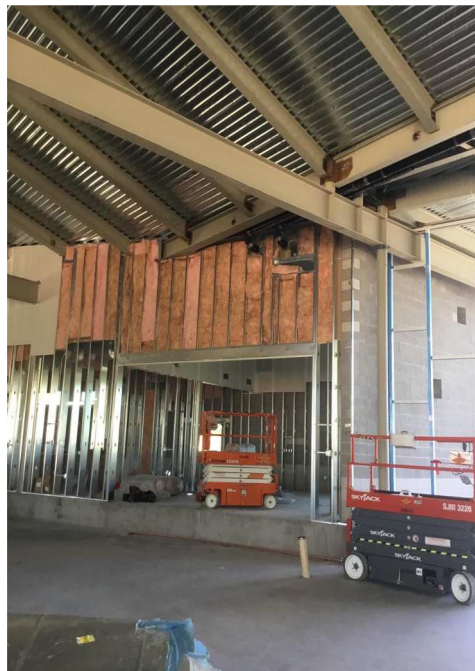
TS install at south  
curtainwall head

--> Curtainwall clip  
connection at north CW



**Photo No. 004**

Homework Help Center  
wall insulation and roof  
drain routing







CARPENTER SELLERS DEL GATTO ARCHITECTS

8882 Spanish Ridge Ave. Las Vegas, NV 89148 Ph 702.251.8896 Fax 702.251.8876

## FIELD REPORT PHOTOS

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**PROJECT:** LVCCLD East Las Vegas Library  
2851 East Bonanza Road, Las Vegas, Nevada 89101

**FIELD REPORT NUMBER:** 180831

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**Photo No. 005**

Storytelling wall remains  
to be corrected



**Photo No. 006**

Family Activity space  
Gyp Board install





CARPENTER SELLERS DEL GATTO ARCHITECTS

8882 Spanish Ridge Ave. Las Vegas, NV 89148 Ph 702.251.8896 Fax 702.251.8876

## FIELD REPORT PHOTOS

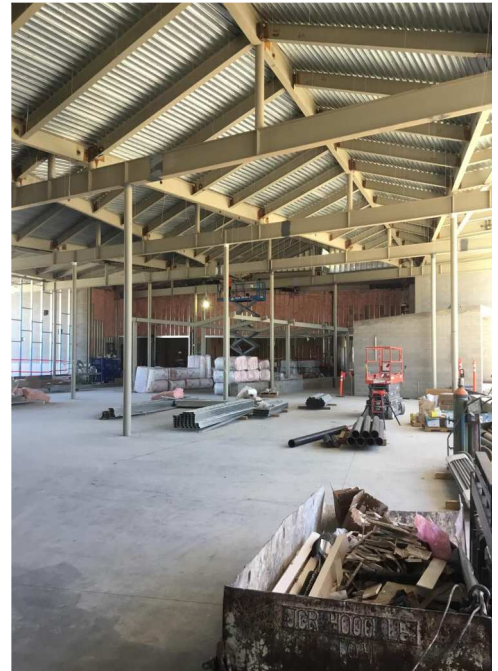
**PROJECT:** LVCCLD East Las Vegas Library  
2851 East Bonanza Road, Las Vegas, Nevada 89101

**FIELD REPORT NUMBER:** 180831

**Photo No. 007**

Roof drains located on  
south side of Grid F at  
Storage 190

--> View looking east at  
Area C



**Photo No. 008**

Rest rooms ceilings  
painted





CARPENTER SELLERS DEL GATTO ARCHITECTS

8882 Spanish Ridge Ave. Las Vegas, NV 89148 Ph 702.251.8896 Fax 702.251.8876

## FIELD REPORT PHOTOS

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**PROJECT:** LVCCLD East Las Vegas Library  
2851 East Bonanza Road, Las Vegas, Nevada 89101

**FIELD REPORT NUMBER:** 180831

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**Photo No. 09**

North elevation  
overhead soffit progress



**Photo No. 010**

View of east elevation at  
Grid 9 Stucco lath install





## FIELD REPORT PHOTOS

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**PROJECT:** LVCCLD East Las Vegas Library  
2851 East Bonanza Road, Las Vegas, Nevada 89101

**FIELD REPORT NUMBER:** 180831

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**Photo No. 011**

Mechanical Stair landing  
well electrical conduit  
reroute



**Photo No. 012**

View looking south at  
Gallery





CARPENTER SELLERS DEL GATTO ARCHITECTS

8882 Spanish Ridge Ave. Las Vegas, NV 89148 Ph 702.251.8896 Fax 702.251.8876

## FIELD REPORT PHOTOS

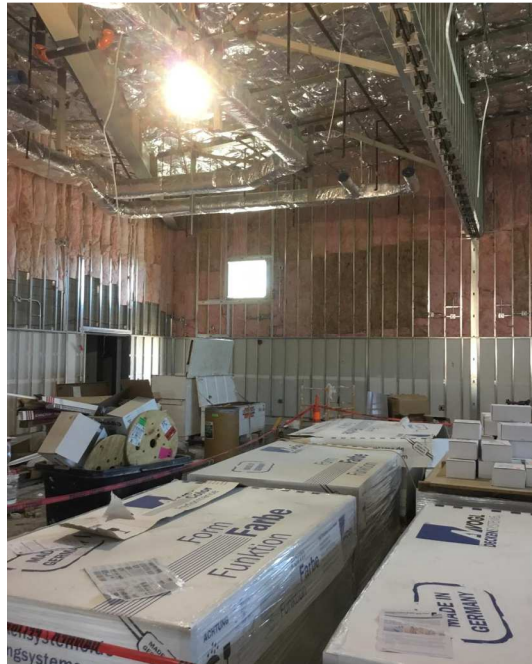
**PROJECT:** LVCCLD East Las Vegas Library  
2851 East Bonanza Road, Las Vegas, Nevada 89101

**FIELD REPORT NUMBER:** 180831

**Photo No. 013**

View of MP north east

--> View at MP south east



**Photo No. 014**

View of MP south west





CARPENTER SELLERS DEL GATTO ARCHITECTS

8882 Spanish Ridge Ave. Las Vegas, NV 89148 Ph 702.251.8896 Fax 702.251.8876

## FIELD REPORT PHOTOS

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**PROJECT:** LVCCLD East Las Vegas Library  
2851 East Bonanza Road, Las Vegas, Nevada 89101

**FIELD REPORT NUMBER:** 180831

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**Photo No. 015**

View looking east at  
Grid L



**Photo No. 016**

Area D Canopy / Plaza  
area conflict with Existing  
tree







CARPENTER SELLERS DEL GATTO ARCHITECTS

8882 Spanish Ridge Ave. Las Vegas, NV 89148 Ph 702.251.8896 Fax 702.251.8876

## FIELD REPORT PHOTOS

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**PROJECT:** LVCCLD East Las Vegas Library  
2851 East Bonanza Road, Las Vegas, Nevada 89101

**FIELD REPORT NUMBER:** 180831

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**Photo No. 017**

NV Energy trench  
backfill / compaction



**Photo No. 018**

View looking at Area D





## ITEM VII.A.3.c. (August)

### MEMORANDUM

**TO:** Dr. Ronald R. Heezen, Executive Director

**FROM:** James Bean, Human Resources Director

**DATE:** July 31, 2018

**SUBJECT:** Human Resources Report, August 2018

Reporting activities for the month of July.

The Human Resources department conducted branch visits to Laughlin and Searchlight. The Human Resources Director attended the Hope and Success Club meeting at Sahara West July 10. The Teen Talk Program was expanded to Clark County July 31, and will continue bi-monthly with **Megan Nykodym**, Teen Services Department Head, and **James Bean**, Human Resources Director, hosting each meeting. The Teen Talk Program started at West Las Vegas in 2017, and has been successful in giving teenagers a meaningful forum to express their opinions on issues directly affecting their lives and their community.

The Human Resources Department reports the following recruitment activities for the month of July, 2018:

Received 1,050 applications on the Kronos On-line Application System  
 Processed 9 job vacancies  
 Answered 186 calls on the incoming telephone lines  
 Sent out 732 recruitment result notification  
 Conducted 12 interview selection procedures

	NEW HIRES	RE- HIRES	RESIGNATIONS/TERMINATIONS		
			Professional	Paraprofessional	Page
<b>JULY 2018</b>	3	1	2	0	2
<b>2018 YEAR TO DATE</b>	59	13	10	5	46

Position	Location	Open Date	Close Date	Received
P/T Page	W. Las Vegas	6/13/2018	6/27/2018	85
P/T Adult Services Assistant	Sahara West	6/13/2018	6/27/2018	109
P/T Outreach Specialist	WOW	6/13/2018	6/27/2018	57
P/T Distribution Center Page	Centennial Hills	6/18/2018	7/2/2018	80
F/T Library Assistant-Outlying	Laughlin	6/20/2018	7/4/2018	58
F/T Circulation Depart. Head	E. Las Vegas	6/20/2018	7/4/2018	32
P/T Scheduling Specialist	W. Las Vegas	6/22/2018	7/6/2018	63
P/T Computer Lab Assistant	Spring Valley	6/28/2018	7/25/2018	177
P/T YPL Child. Serv. Assistant	Sahara West	7/6/2018	7/20/2018	71

<b>Position</b>	<b>Location</b>	<b>Open Date</b>	<b>Close Date</b>	<b>Received</b>
P/T Page	W. Charleston	7/13/2018	7/27/2018	91*
P/T Circulation Assistant	Spring Valley	7/13/2018	7/27/2018	133*
P/T Page	Mesquite	7/13/2018	7/27/2018	20*
P/T Adult Services Assistant	Summerlin	7/13/2018	7/27/2018	72*
F/T YPL Child. Serv. Librarian	Sunrise	7/23/2018	8/6/2018	2*

\* This recruitment is still open at the time of this report; figures represent the number of applications received thus far.

Staff conducted interview selection procedures for the following positions:

E. Las Vegas	F/T Assistant Branch Manager
Sunrise	P/T YPL Children's Services Assistant
W. Las Vegas	P/T YPL Children's Services Assistant
Spring Valley	F/T YPL Children's Services Librarian
CALL	F/T Literacy Coordinator
Rainbow	P/T YPL Children's Services Assistant
Summerlin	F/T Adult Services Assistant
W. Las Vegas	P/T Page
Sahara West	P/T Adult Services Assistant
WOW	P/T Outreach Specialist
Centennial Hills	P/T Distribution Center Page
E. Las Vegas	F/T Circulation Department Head

### **Employee Orientation**

During this reporting period, one employee orientation were conducted on 7/17/2018-7/18/2018. The District had four new hires/rehires participated in the orientation.

In-processing: All new hires 18 years of age and older were fingerprinted. All new hires completed necessary paperwork, and received picture ID badges.

New Hire Orientation: All new hires received a copy of the Personnel Policies & Procedures Manual and key areas were reviewed.

Benefits Orientation: Information regarding health insurance and other benefits was provided to all full-time new hires and current employees who were promoted to full-time. Pro-rated benefit information was provided to all part-time new hires.

Safety Training: District policy as well as State regulations requires this training. All new hire employees participated in this mandatory training.

Orientations are usually scheduled every other week. This ensures the efficient and cost-effective in-processing of new hire employees, and that vacancies are filled in a timely manner.

### **Staff Diversity**

Most recent diversity statistics, as of July 24, 2018, according to the U.S. Census Bureau, Equal Employment Opportunity (EEO) Tabulation 2010-2014 (American Community Survey 5-Year Estimates), and the District's Human Resources Information System (HRIS), shows the following:

	<b>CLARK COUNTY</b> (Workforce Population)	<b>LV-CCLD</b> <b>JULY</b> 2018*	<b>LV-CCLD</b> <b>JULY</b> 2017
<b>White</b>	1,300,909 64.90%	396 53.44%	392 54.07%
<b>Black or African American</b>	214,491 10.70%	76 10.17%	75 10.23%
<b>Asian</b>	180,163 9.00%	81 10.84%	85 11.60%
<b>Native Hawaiian &amp; Other Pacific Islander</b>	13,948 0.70%	11 1.47%	9 1.23%
<b>American Indian &amp; Alaska Native</b>	11,725 0.60%	4 0.54%	4 0.55%
<b>Two or More Races</b>	91,084 4.50%	30 4.02%	26 3.55%
<b>Hispanic or Latino</b>	596,587 29.80%	147 19.68%	140 19.10%
<b>Total Population</b>	<b>2,003,613</b>	<b>747</b>	<b>733</b>

#### **Turnover Rates:**

In an effort to ensure that the Library District attracts and retains the best talent, the Human Resources Department reports the Library District's monthly turnover rate. The turnover rate will reflect voluntary, involuntary and retirement percentages for the reporting period. For definition purposes, voluntary terminations reflect those employees who have elected to leave the Library District for personal reasons. Employees who involuntarily leave the Library District, are those employees who were terminated as per the Library District's *Policy and Procedure Manual* or those employees who did not satisfactorily pass their six (6) month probationary period. Lastly, retired employees reflect those who have made a personal decision to withdraw from their occupation or job.

The following information has been compiled from the Library District's HRIS system. During this reporting period the turnover rate was as follows:

- Voluntary- 0.81 %
- Involuntary- 0 %
- Retirement- 0 %

#### **Employee Training**

The District encourages employees to continue their education by providing a program of tuition reimbursement for job-related, accredited course work is in place to assist employees.

The number of tuition reimbursements is based on the District's budgetary funds. Reimbursement is available to all full-time regular employees who have successfully completed their probationary period, and part-time employees with eighteen (18) months of service. Such reimbursement will be limited to tuition only and will not include books, travel,

or other related expenses. Applications for reimbursement must be approved by the Executive Director and are made in a nondiscriminatory manner in keeping with the District's Equal Employment Opportunity Policy.

Account 62700 – Education and Training. All training was offered locally unless otherwise indicated. The following employees were approved to attend the courses/trainings below:

<b>Name</b>	<b>Branch/Location</b>	<b>Course/Training Name</b>	<b>Date(s)</b>
Latasha Baker	Rainbow Library	Toastmasters Leadership Institute	June 2018
Glenda Billingsley	Outreach Services	2018 National Family & Community Engagement Conference	July 2018
Pichest Buasri Anthony Weitz	Information Technology	Sharepoint 2013 Site Collection and Site Administration	July 2018
Chantel Clark Alfred Cruz Marisa Eytalis Juliette Swett Joseph Tracy	Windmill Library Information Technology Rainbow Library Spring Valley Library Whitney Library	Recruiting, Interviewing & Selecting Employees	July 2018
Erin Collins	Whitney Library	Youth Engagement and Leadership	July 2018
Chelsea Depenbrock Danielle Jacobs Jaskeerat Malik Kelly May	West Charleston Library West Las Vegas Library Whitney Library Outreach Services	New Hire Orientation	July 2018
<b>Name</b>	<b>Branch/Location</b>	<b>Course/Training Name</b>	<b>Date(s)</b>
Victoria DiBlasi	Windmill Library	Practical Tips on Homelessness	July 2018
Beverly Espinoza Thomas Gaspar Carla Montoya	Community Adult Learning in Libraries Community Adult Learning in Libraries Las Vegas Library	Dealing with Passive & Aggressive Behaviors	July 2018



Britnee Guzman-Martinez	Centennial Hills Library	Shifting Years: Leveraging the Power of Generations  The Team and Its Members  Proactive Customer Service	June 2018
Anna Marie Macalino	Facilities	Cognitive Flexibility: Parts 1-4	June 2018
Alicia Matthews	Bunkerville Library	Six Tips for Preventing Miscommunication Parts 1-2  First Aid: Until Help Arrives  Customer Service Basics: Confrontation  The Bullying Epidemic  The Unstoppable Team	July 2018
Kelly May Ashley Smith	Outreach Services  Centennial Hills Library	District Workplace Violence Prevention Training	July 2018

- 36 employees attended "Performance Counseling"
- 15 employees attended "Toastmasters" meetings
- 320 employees attended "Recognizing & Reporting Child Maltreatment"
- 20 employees attended "ALA Annual Conference"

The District allocated \$30,106.25 for the above training.

Of the employees listed above who received training, the following is a breakout of their demographics. Note: The demographics do not include: "Performance Counseling", "Toastmasters", "Recognizing & Reporting Child Maltreatment", or "ALA Annual Conference".

RACE CATEGORIES	Female	Male
White	14	1
Black or African American	2	0
Asian	2	2
Native Hawaiian & Other Pacific Islander	0	0
American Indian & Alaska Native	0	0
Two or More Races	5	1

Hispanic or Latino	1	1
Subtotal	24	5
Grand Total	29	

**Personnel Transactions:**

**New Hires/Rehires Demographics**

American Indian/Alaska Native	0
Asian	2
Black/African American	0
Hispanic	2
Native Hawaiian/Pacific Islander	2
Two or More Races	1
White	5
Total	<b>12</b>

**Resignations/Terminations Demographics**

American Indian/Alaska Native	0
Asian	0
Black/African American	0
Hispanic	1
Native Hawaiian/Pacific Islander	0
Two or More Races	0
White	2
Total	<b>3</b>

**New Hires: 10**

**Rehires: 1**

**Promotions, Demotions, Transfers,  
 Reclassifications, Hours Increased: 7/0/2  
 0/2**

**Leave without Pay: 9**

**Merit Increases: 40** One-step merit increases

**Evaluations for Employees  
 At End of Pay Scale: 0**

**Merit Increase Delay/Late Evaluation 8**

<b>Resignations:</b>	<b>3</b>
<b>Terminations:</b>	<b>0</b>
<b>Retirements:</b>	<b>0</b>





## ITEM VII.A.3.c. (September)

### MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

**FROM:** James Bean, Human Resources Director

**DATE:** September 7, 2018

**SUBJECT:** Human Resources Report, September 2018

Reporting activities for the month of August.

The Human Resources Director, **James Bean**, held five Informational Workshops for part-time staff on August 16, 18, 20, 23, and 30. These workshops provided information on the Employee-Management Relations Board (EMRB) union election process. The EMRB ordered an election of the Library District's part-time staff, excluding pages, which was initiated by Teamsters Union Local 14. Teamsters Union Local 14 provided the Library District with the requisite number of signed union cards, and the Library District exercised its right to request an election by the EMRB. The EMRB will mail election ballots to approximately 180 part-time staff, excluding pages, on or before Wednesday, September 19, 2018. The EMRB, at the request of the Library District, will also hold in-person voting October 23, 24, and 25 at Clark County Library, West Las Vegas Library, and Sahara West Library respectively.

The Human Resources Director visited the following branches in the month of August: Meadows Library, Summerlin Library, Sahara West Library, Sunrise Library, and Whitney Library. The Human Resources Director attended the graduation ceremony for the Southern Nevada Regional Housing Authority (SNRHA) on August 2. SNRHA graduate **Theodora Randolph** has accepted a position as YPL Children's Services Assistant at the Sunrise Library. I attended the Hope and Success Club meeting at Sahara West Library, and two Teen Talk meetings at Clark County Library.

The Human Resources Benefits Manager, **Tricia Pavone**, kicked-off the Library District's Health and Wellness program with a Mental Health Workshop conducted by Kelly Travis, a Health and Lifestyle Coach. The Library District is committed to improving the health and wellness of our staff, and will provide quarterly newsletters and additional workshops to promote health and wellness.

The Human Resources Department reports the following recruitment activities for the month of August, 2018:

- Received 1377 applications on the Kronos On-line Application System
- Processed 13 job vacancies
- Answered 213 calls on the incoming telephone lines
- Sent out 1294 recruitment result notification
- Conducted 6 interview selection procedures

	NEW HIRES	RE- HIRES	RESIGNATIONS/TERMINATIONS		
			Professional	Paraprofessional	Page
<b>AUGUST 2018</b>	11	2	3	1	9
<b>2018 YEAR TO DATE</b>	70	15	13	6	55

Position	Location	Open Date	Close Date	Received
P/T Page	W. Charleston	7/13/2018	7/27/2018	135
P/T Circulation Assistant	Spring Valley	7/13/2018	7/27/2018	196
P/T Page	Mesquite	7/13/2018	7/27/2018	27
P/T Adult Services Assistant	Summerlin	7/13/2018	7/27/2018	114
F/T YPL Child. Serv. Librarian	Sunrise	7/23/2018	8/6/2018	28
P/T YPL Child. Serv. Assistant	Spring Valley	7/16/2018	7/30/2018	63
F/T Branch Manager	Clark County	7/16/2018	8/16/2018	17
F/T Branch Manager	Centennial Hills	7/16/2018	8/16/2018	16
P/T Circulation Assistant	Summerlin	7/25/2018	8/8/2018	274
P/T Computer Lab Assistant	Centennial Hills	8/6/2018	8/20/2018	128
P/T Page	Sahara West	8/7/2018	8/21/2018	174
P/T Adult Services Assistant	E. Las Vegas	8/9/2018	8/23/2018	96
F/T Assistant Branch Manager	Centennial Hills	8/12/2018	8/27/2018	26
F/T Circulation Dept. Head	Enterprise	8/16/2018	8/30/2018	22*
P/T Page	Spring Valley	8/23/2018	9/6/2018	61*

\* This recruitment is still open at the time of this report; figures represent the number of applications received thus far.

Staff conducted interview selection procedures for the following positions:

W. Charleston	P/T Page
Spring Valley	P/T Circulation Assistant
Mesquite	P/T Page
Summerlin	P/T Adult Services Assistant
Spring Valley	P/T YPL Children's Services Assistant
Summerlin	P/T Circulation Assistant

### **Employee Orientation**

During this reporting period, two employee orientation sessions were conducted on 7/31/2018-8/1/2018 and 8/14/2018 - 8/15/2018. The District had seven new hires/rehires participated in the orientation.

In-processing: All new hires 18 years of age and older were fingerprinted. All new hires completed necessary paperwork, and received picture ID badges.

New Hire Orientation: All new hires received a copy of the Personnel Policies & Procedures Manual and key areas were reviewed.

Benefits Orientation: Information regarding health insurance and other benefits was provided to all full-time new hires and current employees who were promoted to full-time. Pro-rated benefit information was provided to all part-time new hires.

Safety Training: District policy as well as State regulations requires this training. All new hire employees participated in this mandatory training.

Orientations are usually scheduled every other week. This ensures the efficient and cost-effective in-processing of new hire employees, and that vacancies are filled in a timely manner.

### **Staff Diversity**

These are the most recent diversity statistics, as of August 28, 2018, according to the U.S. Census Bureau, Equal Employment Opportunity (EEO) Tabulation 2010-2014 (American Community Survey 5-Year Estimates), and the District's Human Resources Information System (HRIS), shows the following:

	<b>CLARK COUNTY</b> (Workforce Population)	<b>LV-CCLD</b> <b>AUGUST</b> 2018*	<b>LV-CCLD</b> <b>AUGUST</b> 2017
<b>White</b>	1,300,909 64.90%	392 52.97%	392 54.17%
<b>Black or African American</b>	214,491 10.70%	78 10.54%	74 10.28%
<b>Asian</b>	180,163 9.00%	80 10.81%	85 11.81%
<b>Native Hawaiian &amp; Other Pacific Islander</b>	13,948 0.70%	11 1.49%	9 1.25%
<b>American Indian &amp; Alaska Native</b>	11,725 0.60%	4 0.54%	4 0.56%
<b>Two or More Races</b>	91,084 4.50%	30 4.05%	24 3.33%
<b>Hispanic or Latino</b>	596,587 29.80%	145 19.59%	134 18.61%
<b>Total Population</b>	<b>2,003,613</b>	<b>740</b>	<b>720</b>

### **Turnover Rates:**

In an effort to ensure that the Library District attracts and retains the best talent, the Human Resources Department reports the Library District's monthly turnover rate. The turnover rate will reflect voluntary, involuntary, and retirement percentages for the reporting period. For definition purposes, voluntary terminations reflect those employees who have elected to leave the Library District for personal reasons. Employees who involuntarily leave the Library District, are those employees who were terminated as per the Library District's *Policy and Procedure Manual* or those employees who did not satisfactorily pass their six (6) month probationary period. Lastly, retired employees reflect those who have made a personal decision to withdraw from their occupation or job. The following information has been compiled from the Library District's HRIS system. During this reporting period the turnover rate was as follows:

- Voluntary- 1.35 %

- Involuntary- .13 %
- Retirement- 0 %

### **Employee Training**

The District encourages employees to continue their education by providing a program of tuition reimbursement for job-related, accredited course work is in place to assist employees.

The number of tuition reimbursements is based on the District's budgetary funds. Reimbursement is available to all full-time regular employees who have successfully completed their probationary period, and part-time employees with eighteen (18) months of service. Such reimbursement will be limited to tuition expenses only and will not include books, travel, or other related expenses. Applications for reimbursement must be approved by the Executive Director and will be made in a nondiscriminatory manner in keeping with the District's Equal Employment Opportunity Policy.

Account 62700 – Education and Training. All training was offered locally unless otherwise indicated. The following employees were approved to attend the courses/trainings below:

<b>Name</b>	<b>Branch/Location</b>	<b>Course/Training Name</b>	<b>Date(s)</b>
Jacques Alimusa	Goodsprings Library	People Smart: Changing Tactics	July 2018
Katie Bryan	Sunrise Library		
Megin Dunn	Whitney Library		
Katherine Reece	Sahara West Library		



<b>Name</b>	<b>Branch/Location</b>	<b>Course/Training Name</b>	<b>Date(s)</b>
Lianelys Alvarez-Lopez	Centennial Hills Library	New Hire Orientation	August 2018
Joseph Collier	West Las Vegas Library		
Sarah Heindel	Centennial Hills Library		
Rachel Hiatt	Las Vegas Library		
Armando Macias	Rainbow Library		
Theodora Randolph	Sunrise Library		
David Tran	Las Vegas Library		
Alejandra Castellanos-Mata	Summerlin Library	Stop the Bleed	August 2018
Terry Thornock			
Lenika Coleman	Spring Valley Library	How to Manage the Most Challenging People at Work	August 2018
Erin Collins	Whitney Library	The Five Choices	August 2018
		Community and Family Engagement	
Julia Cordova	Community Adult Learning in Libraries	Services for People with Disabilities	July 2018
Julia Cordova	Community Adult Learning in Libraries	Conducting Coaching Conversations	August 2018
Jenny Gomez	Summerlin Library		
Ryan Simoneau	Branding & Marketing		
Seungyeon Yang-Peace	Windmill Library		
Megin Dunn	Whitney Library	People Smart: Resolving Conflict	July 2018
Melania Kusasira	Enterprise Library		
Anita Lai	Financial Services		
Scott Mitteldorf	Moapa Valley Library		
Jonathan Stenger	Spring Valley Library		

<b>Name</b>	<b>Branch/Location</b>	<b>Course/Training Name</b>	<b>Date(s)</b>
Claudia Melton	Sahara West Library	MGM Resort's Women's Leadership Conference	August 2018
Tricia Pavone	Human Resources	Health/Benefits/Leadership Conference	August 2018
Joshua Ruppert	Sahara West Library	Paper Tigers Viewing & Discussion	August 2018
Joshua Ruppert	Sahara West Library	Weeding 101 Workshop	August 2018
Terry Thornock	Summerlin Library		
Fereshteh Sadeghi	Clark County Library	Excel 2016 – Part 1 Publisher 2016	August 2018
Terry Thornock	Summerlin Library	Storytime 101	August 2018
Angeliki Ward	Clark County Library	Excel 2016 – Part 1	July 2018
Seungyeon Yang-Peace	Windmill Library	Bibliocommons	August 2018

Account 62800 – Employee Travel

The following employees were approved to attend the Conferences listed below:

<b>Name</b>	<b>Branch/Location</b>	<b>Course/Training Name</b>	<b>Date(s)</b>
Rona Johnson	Sunrise Library	ALA (American Library Association) Leadership Institute	August 2018
Demosthenes Papaeliou	Clark County Library	Immersion Week	August 2018

- 20 employees attended "Achieving Customer Service Excellence"
- 61 employees attended "ADA (Americans with Disabilities Act) PIC (Person-in-Charge) Training"
- 60 employees attended "Club Read Roll-Outs"
- 43 employees attended "District Workplace Violence Prevention Training"
- 32 employees attended "Parent Engagement Training"
- 14 employees attended "Personality Type"
- 254 employees attended "Practical Tips for Difficult Homeless Patrons"
- 30 employees attended "Reclaim Your Power Through Vibrant Health"
- 203 employees attended "Recognizing & Reporting Child Maltreatment"
- 13 employees attended "Title 1 H.O.P.E."
- 15 employees attended "Toastmasters" meetings

The District allocated \$6,484.99 for the above training.

Of the employees listed above who received training, the following is a breakout of their demographics. Note: The demographics do not include: "Achieving Customer Service Excellence", "ADA (Americans with Disabilities Act) PIC (Person-in-Charge)" training, "Club Read Roll-Outs", "District Workplace Violence Prevention Training", "Parent Engagement Training", "Personality Type", "Practical Tips for Difficult Homeless Patrons", "Reclaim Your Power Through Vibrant Health", "Recognizing & Reporting Child Maltreatment", "Title 1 H.O.P.E", and "Toastmasters" meetings.

RACE CATEGORIES	Female	Male
White	12	9
Black or African American	4	0
Asian	3	2
Native Hawaiian & Other Pacific Islander	0	0
American Indian & Alaska Native	0	0
Two or More Races	2	0
Hispanic or Latino	4	2
Subtotal	25	13
Grand Total	38	

**Personnel Transactions:**

**New Hires/Rehires Demographics**

American Indian/Alaska Native	0
Asian	1
Black/African American	3
Hispanic	4
Native Hawaiian/Pacific Islander	0
Two or More Races	2
White	3
Total	<b>13</b>

**Resignations/Terminations Demographics**

American Indian/Alaska Native	0
Asian	3
Black/African American	0
Hispanic	3
Native Hawaiian/Pacific Islander	0
Two or More Races	1
White	<u>7</u>
<b>Total</b>	<b>14</b>

<b>New Hires:</b>	<b>11</b>	
<b>Rehires:</b>	<b>2</b>	
<b>Promotions, Demotions, Transfers, Reclassifications, Hours Increased:</b>	<b>7/0/3 0/1</b>	
<b>Leave without Pay:</b>	<b>6</b>	
<b>Merit Increases:</b>	<b>65</b>	One-step merit increases
<b>Evaluations for Employees At End of Pay Scale:</b>	<b>0</b>	
<b>Merit Increase Delay/Late Evaluation</b>	<b>9</b>	
<b>Resignations:</b>	<b>13</b>	
<b>Terminations:</b>	<b>1</b>	
<b>Retirements:</b>	<b>0</b>	

To: Dr. Heezen  
From: J. Allen  
Re: ROI-- ALA Conference Attendance

Dr. Heezen,

As you are aware, this year we had several employees attend the Annual ALA Conference in New Orleans. This was the first ALA Conference I've attended. I want to thank you for the opportunity and acknowledge the return on investment of the continued support by you and the Board of Directors in allowing employees to attend local and national conferences.

As an HR professional, I thought this would be a great opportunity to learn more about this flagship organization in librarianship. I believed there would be a limited amount of information I would be able to implement at the District from an HR perspective - I was wrong. I gained insight and have identified several programs to implement at the District within this fiscal year.

The District supported the attendance of twenty employees. The learning and networking opportunities were so expansive, it was impossible to experience all the conference had to offer. So, I reached out to each attendee and asked that they share their experience and how it would benefit the District. I received overwhelmingly positive feedback from the attending employees. They identified both their professional growth, new perspectives, as well as how their attendance will facilitate the implementation of new programs and processes within the District.

Sharing our individual time investments at the conference gave everyone insight into the experiences of others. It was the shared learning that made the experience even richer.

Here are a few highlights:

- Attendees enjoyed the opportunity to hear Michelle Obama as the opening keynote speaker share her experience with libraries from an early age and their expanded relevance today.
- The opportunity to hear Dr. Carla Hayden, the first librarian, woman, and African-American to ascend to the position of Librarian of Congress.
- The screening of the Emilio Estevez film, "The Public". Attendees agree it will be an impactful film that shows libraries in a new and different light.
- Some programs attended: Teen Mental Health; Homelessness in Libraries; Libraries as Entrepreneurial Hubs; Libraries Saving Lives: Serving Immigrants and Refugee; To Tech or Not To Tech; Let's Talk About Race with Kids; Google Schools; XR (*all VR technologies*) in Libraries; Book Buzz; and BiblioCommons preview of upcoming changes.
- Visiting local Libraries: Howard Tilton Memorial Library at Tulane University; Milton H. Latter Memorial Library in the Garden District, New Orleans Main Library.

- LV-CCLD employees lead workshops, facilitated discussion groups, volunteered at welcome centers, and networked with other librarians nationally and internationally to explore new ways to expand our community engagement.
- The list of virtual programs available to attendees at the conclusion of the conference.
- The free swag-many books, posters, etc. brought back to enrich our programs.

Attendees expressed how they left the conference energized, enlightened, and ready to implement what they learned. They also expressed the renewed confidence in the amazing work being done at the District.

On behalf of all of us who attended the NLA Annual Conference this year, thank you for your continued support.

**ALA Conference Attendees:**

Jennifer Jost  
 Denise Lewis  
 Sufa Anderson  
 Raychel Landis  
 Salvador Avila  
 Lauren Harvest  
 Larry Johnson  
 Stefanie Bailey  
 Soraya Silverman- Montano  
 Claudia Melton  
 Sue Yang-Peace  
 Megan Nydodym  
 Khai Pham  
 Marci Chiarandini  
 Marco Veyna-Reyes  
 Lexi McEwen  
 Angelica Hernandez  
 Nicole Natividad  
 Tom Sommer  
 Jacinta Allen



## ITEM IX.A.1-3.

### AGENDA ITEM

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#### SEPTEMBER 20, 2018 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item #IX.A.: Consent Agenda**

The Consent Agenda may be approved in its entirety by a motion or individual items may be considered separately.

1. Discussion and possible Board action to approve the days of closing for calendar year 2019.
2. Discussion and possible Board action to approve a new contract for workers compensation insurance.
3. Discussion and possible Board action regarding contract award for landscape maintenance services.

##### **Recommended Action:**

Motion to approve the Consent Agenda.



## ITEM IX.A.1.

### AGENDA ITEM

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#### SEPTEMBER 20, 2018 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #IX.A.1.:** Discussion and possible Board action to approve the days of closing for calendar year 2019.

**Background:** Thirteen (13) paid holidays are allowed to all full-time staff each calendar year, as outlined in the Collective Bargaining Agreements between the Library District and Teamsters Local Union No. 14. Board approval is requested for closing the Library District for the following thirteen (13) days during calendar year 2019. In addition, the District would like approval to close for one (1) Staff Development Day.

Tuesday, January 1	*	New Year's Day
Monday, January 21	*	Martin Luther King Jr. Day
Monday, February 18	*	Presidents' Day
Sunday, April 21	*	Easter Sunday
Monday, May 27	*	Memorial Day
Thursday, July 4	*	Independence Day
Monday, September 2	*	Labor Day
Monday, October 14	*	Staff Development Day (Columbus Day)
Friday, October 25	*	Nevada Day
Monday, November 11	*	Veteran's Day
Thursday, November 28	*	Thanksgiving Day
Friday, November 29	*	Family Day
Tuesday, December 24	*	Christmas Eve
Wednesday, December 25	*	Christmas Day

It is also recommended to close the Library District at 5:00 PM on Tuesday, December 31, 2019.

**Recommended Action:** Motion to approve the proposed days of closing for calendar year 2019.





## ITEM IX.A.2.

### AGENDA ITEM

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#### SEPTEMBER 20, 2018 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #IX.A.2.:** Discussion and possible Board action to approve a new contract for workers compensation insurance.

**Background:** On September 11, 2014, the Board authorized the purchase of workers compensation through the District's Broker of Record from Hartford for the period of three annual renewals a year from October 1, 2015 through September 30, 2018.

Nevada statutes do not require bidding of workers compensation insurance on a particular schedule. Traditionally, the District has selected an insurance carrier for an extended period of time. This decision is heavily weighted on the services they are able to offer, as well as our ease of doing business with them and their claims handling. Moving from carrier to carrier with a large operation like ours creates disruption in the claims handling process for staff. It can take several months to get the process perfected with our managers and with the insurance company administrators.

Leavitt Group (Workers Compensation Broker) went out to bid and received two bids from The Hartford Insurance Company, our current Insurance Vendor, and Travelers. Travelers came in \$3,463 less than our current Vendor. While the District has worked aggressively to minimize worker injuries and return employees back to work as soon as possible, we have one employee injury in the past year that is still open.

As a result of the recent claims classifications this year our E-mod factor went down to 0.88. The Hartford insurance Company is proposing an annual premium of \$86,464 for the upcoming year effective October 1, 2018 through September 30, 2019. This is an increase of \$3,170 due to a workers comp rate increases to The Hartford Insurance Company.

**Recommended Action:** Motion to authorize the purchase of workers compensation insurance through the District's Broker of Record, Leavitt Group, from The Hartford Insurance Company with the provision for five additional renewals, subject to review by counsel.



## ITEM IX.A.3.

### AGENDA ITEM

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#### SEPTEMBER 20, 2018 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item #IX.A.3.:**

Discussion and possible Board action regarding contract award for landscape maintenance services.

##### **Background:**

Contracts for landscape maintenance services for the Centennial Hills, Clark County, Enterprise, Laughlin, Moapa Valley, Mt. Charleston, Rainbow, Sahara West, Spring Valley, Summerlin, Sunrise, West Charleston, West Las Vegas, Whitney, and Windmill libraries expire on September 30, 2018. The Request for Bid Proposals (RFP) for Landscape Maintenance Services was advertised in the *Review-Journal*. Additionally, the RFP notice was posted on the District's website and faxed to all minority Chambers of Commerce and to firms registered on the Nevada Government eMarketplace (NGEM).

A pre-bid conference was held on August 3, 2018 with the bid proposal opening on August 24, 2018. A total of two bid proposals were received. The bid results follow:

<b>Contractor</b>	<b>Annual Cost</b>
NLS Grounds Management LLC	\$198,528.00
Park Landscape, Inc.	\$199,364.40

The responsive and responsible contractor that submitted the most comprehensive and advantageous bid proposal in terms of overall experience, references, billable rates, etc. is NLS Grounds Management LLC.

The bid documents provide for an initial term of one year with the option to extend the contract for up to four additional one-year periods provided the contractor's performance remains satisfactory.

##### **Recommended Action:**

Motion to authorize staff to award a contract for landscape maintenance services in accordance with RFP No. 19-02 to NLS Grounds Management LLC for the amount of \$198,528.00; to authorize staff to extend the contract in subsequent years subject to funding being available and the contractor continuing to meet performance standards outlined in the bid documents; and to authorize staff to award the contract to the next lowest responsive and responsible bidder if contractor awarded the contract fails to execute the contract or successfully complete the 180 calendar day probationary period.



## ITEM IX.B.

### AGENDA ITEM

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#### SEPTEMBER 20, 2018 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #IX.B.:** Discussion and possible Board action to approve the Library Facilities Master Plan Decision Framework.

**Background:** Since April 2017, a planning team comprised of consultants and Library District staff have been investigating various aspects of Library District facilities development and management to create a comprehensive, forward-thinking decision framework to guide Board of Trustee decisions on capital projects in the future.

The consultant team, comprised of local firms Simpson Coulter|STUDIO and Applied Analysis, and the New York city-based design firm of Margaret Sullivan Studio, worked hand-in-hand with the Library District and other community partners to accomplish the following scope of work:

- Field verification of library branch floor plans, generated in Building Information Modeling software
- Analyses of site and building conditions of 17 facilities owned by the Library District
- Generation and analyses of current and 20-year forecasts of population, urban development, and demographic conditions in the urban Vegas valley and the implications for future capital project development
- Identification of the program of space needs related to 21<sup>st</sup> Century library services and the Vision 2020 Strategic Plan, including development of specific schematic plans for 13 branch facilities
- Identification of cost estimating methodologies for capital project development and approval by the Board of Trustees
- Identification and analysis of capital project funding strategies based on current and anticipated Library District financial assets, as well as available alternative funding sources
- Synthesis of the work above into a Library Facilities Master Plan Decision Framework to guide Board of Trustee decisions on capital project development for the next 20 years.

In May and June 2018 meetings, the Board of Trustees heard detailed presentations from Jeremy Aguerro of Applied Analysis on the current and anticipated demographic

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Item IX.B.

Page 2

and growth conditions of the Vegas valley, and an overview of new library space and building needs and functions from Margaret Sullivan.

The board presentation briefly reviews all of the investigations and findings from the scope of work outlined above. More details on each investigation can be found in the report and appendices of the Library Facilities Master Plan Framework binder, attached as part of this meeting's board packet.

The presentation culminates in the description of a proposed facilities decision-making framework and process to support Board of Trustee decisions on and approvals of future capital projects.

**Recommended Action:**

Motion to adopt the Library Facilities Master Plan Decision Framework.