

# ITEM III.

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Meeting  
May 23, 2019**

DATE: Thursday, May 23, 2019

TIME: 6:00 p.m.

PLACE: Windmill Library Auditorium  
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. Approval of Proposed Minutes (For possible action)

- A. Naming Library Policy Committee, April 11, 2019
- B. Finance and Audit Committee, April 11, 2019
- C. Regular Board Meeting, April 11, 2019

V. Chair's Report

- A. Appoint Nominating Committee members
- B. Possible Board discussion regarding the Chair's report.

VI. 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

VII. Unfinished Business

None

VIII. New Business

- A. Public Hearing on the Las Vegas-Clark County Library District Tentative Budget for Fiscal Year 2019-2020.
- B. Discussion and possible Board action to adopt the Las Vegas-Clark County Library District’s Final Budget for Fiscal Year 2019-2020.
- C. Discussion and possible Board action regarding the purchase of adult education services and supplies.
- D. Discussion and possible Board action to award an annual requirements contract for Library Materials & Supplies to Brodart Company.

IX. Announcements

The next Board Meeting will be held Thursday, June 13, 2019, at 6:00 p.m. in the West Las Vegas Library, 951 W Lake Mead Blvd, Las Vegas, Nevada 89107.

X. Public Comment

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

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.

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

XII. 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@lvccld.org](mailto:boyera@lvccld.org) TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL WILL BE MADE AVAILABLE AT THE MEETING LOCATION ON THE DAY OF THE MEETING AFTER 3:00 P.M.

Pursuant to NRS 241.020, written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Friday, May 17, 2019, 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.lvccld.org](http://www.lvccld.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 VI.A. EXECUTIVE DIRECTOR'S REPORT

### MEMORANDUM

---

**DATE:** May 17, 2019  
**TO:** Board of Trustees  
**FROM:** Dr. Ronald R. Heezen  
**SUBJECT:** Executive Director's Monthly Report

This report provides a quick review of my activities and the accomplishments of Library District Staff for your review and discussion at the District Board of Trustees' May 23 meeting. I have supplemented this with information in the board packet (numbered VI.A.1-3) and distributed to Trustees on May 17.

#### MEETINGS, ACTIVITIES & OTHER TOPICS

**Fred James Recognized by the Government Finance Officers Association.** After years of outperforming every Chief Financial Officer in the State—no, in the Country—our Deputy Director/CFO **Fred James** was honored as one of four of his professional organization's "heroes." And that's exactly what the Award is called—the **GFOA First Annual Hero's Award**. This is what their announcement says about Fred: "Prior to the 'Great Recession,' Mr. James used key budget management strategies to ensure that library services remained accessible seven days a week. During the recession he provided additional ongoing and proactive budget management strategies to navigate complex state-wide tax caps and 'secondary funding formulas' that severely depressed the growth of post-recession tax revenues back from the drop of 2004 funding levels. In 2011, he was instrumental in getting Board of Director approval to launch a successful pay-as-you-go new capital project strategy that resulted in the design and construction of two new library facilities in Mesquite, Nevada (opened May 2018) and East Las Vegas (opened April 2019)." They don't even mention that he was among, if not the very first, to anticipate that coming recession! Thank you, Fred James, you remain on OUR list of heroes, as well!

**East Las Vegas Library Grand Opening.** It's been nearly four weeks since we opened the awesome Library in East Las Vegas. Thanks to those of you who found time to help Vice Chair **Felipe Ortiz** (Master of Ceremonies) celebrate the opening of this long-awaited destination library for citizens of this totally underserved community. Board Chair, **Sheila Moulton** felt, that since Felipe worked so hard to make this happen, he should be the MOC. As you know, we literally welcomed thousands of people who showed up to celebrate the new heart of their community that day. The one down-side is that the visitors who came and happen to call other branches their "home library," have registered complaints that their libraries don't offer all the services or spaces that are featured at East Las Vegas. We have to assure them that we, together, are taking steps to insure equal quality at all of our locations. We were able to congratulate each of you, as well as past trustees (including those who now sit on the QualicB Board for East Las Vegas along with **Fred James** and

**Felipe Ortiz**, including **Keiba Crear**, **Mo Denis**, and **Michael Saunders**). Senator Catherine Cortez-Masto was present and expressed her appreciation of Board efforts to reach this vital community. Councilman Bob Coffin and Commissioner Lawrence Weekly were also on hand to welcome visitors and offer their thoughts on the new structure (both were instrumental in all the maneuvering required to make this project work).

**Club Read Becomes the Summer Challenge.** Everybody knows how our Summer Reading Club (sponsored by the District with essential help from our Foundation) helps stop the summer slide (that's when kids lose skills from lack of practice, reading, and active learning). This year the program is growing and transforming. No longer will we call it "Club Read," but rather it is becoming the "Summer Challenge," under the guidance of Youth Services Manager **Shana Harrington** and our fabulous Youth Services Staff. The Community Engagement Team worked with CCSD and, instead of rolling it out in the first part of June, began enticing school kids to participate in mid-May. Keep up the good work, team.

**BiblioCommons.** One year ago, we introduced our new website. With everything else going on, it was a challenge. But, it was a profitable challenge. Our customers are telling me many things they love about the new site. And our Branding and Marketing Team continues to polish the diamond!

**Farewell—Welcome Aboard.** Las Vegas City Councilwoman Michele Fiore has decided to appoint her own candidate to the District's Board, which means we have to say "farewell" to our wonderful and compassionate **Jose Meléndrez**. When this happens, it's always a mixed blessing—on one hand we have the sadness of wishing a comrade farewell but then we have the joy of saying "welcome" to the newcomer. I hope everyone will join me in wishing a hearty welcome to **Brian Wilson** (and NO, he did not perform with the Beach Boys).

**Board Reporting.** Speaking of Jose, he asked me if we are still on track to make the move to the Diligent system on tablets to address your needs for board documents (and to improve transparency). There have been one or two hiccups but we are progressing. We'll keep you updated.

**Food for Thought 2019 Concludes.** Thank you, Trustees, for approving the continuation of this key program. Our stellar staff honored your commitment by once again rising to the challenge of encouraging those who had outstanding fines to wipe those fines clean while feeding the hungry. The District waived \$67,790.58 in fines and netted thousands of pounds of food (Three Square is still adding up the totals) which was transferred to our partner. We will have the totals by the time we meet with you. We thank Three Square for the partnership, which goes on in other ways. For example, this summer they will continue to feed hungry kids at our branch libraries and also make fresh vegetables available at key branches for those who would otherwise not be able to afford them.

#### **FOR YOUR CALENDAR.**

Reminder—all District locations will be closed for Memorial Day, May 27<sup>th</sup>. Please remember those who sacrificed their lives for our freedom.

### **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 a Chamber of Commerce meeting.
- Visited with staff and delivered cakes to six branches/departments.
- Convened the **Executive Council** for one regular meeting and two budget meetings during the month.
- Prepared and distributed the monthly issue of ***For the Record*** to distribute to Trustees and Staff.
- Continued work with Kathi Thomas-Gibson, City of Las Vegas—Office of Community Services, from the *Mayor's Committee on the Homeless*, serving as Chair of the Critical Needs Subcommittee
- Met with the new **Strategic Planning Committee** to begin the process of tweaking the Vision 2020 Strategic Plan for 2024.
- Attended various **administrative and service planning meetings** with Executive Council and other staff members:
  - Board Briefings
  - 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 **President** for the *Las Vegas WON (Where Opportunity Networks) Rotary Club* and agreed to serve as **co-President** for the coming year, reviewing my PETS (President Elect Training Seminar) training refresh with the incoming District Governor.



## MEMORANDUM

---

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

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

**DATE:** May 5, 2019

**SUBJECT:** Library Operations Activity Report, May 2019

This report provides an overview of the Library Operations Department and includes project updates, branch activity, and staff highlights for a one-month period from **April 1, 2019 – April 30, 2019**.

### LIBRARY OPERATIONS ADMINISTRATION

#### East Las Vegas Library

We are excited to report on the successful grand opening of the new East Las Vegas! On Thursday, April 25, approximately 1,000 people attended the opening ceremony and festivities, which began at 10 a.m. During the remainder of the day, staff welcomed and assisted over 5,000 people as they explored the beautiful, new building. Staff also received high praise and gratitude from the community!

On behalf of Library Operations, I want to give special thanks to the entire **General Services Department** and entire **Information Technology Department**, in addition to all other support departments for their hard work during the past year.

I also want to recognize and thank Branch Manager **Salvador Avila** and his entire staff, in addition to Regional Library Operations Managers **Carlotta Dickerson** and **Leo Segura** for their contributions, as well as staff members across the District that assisted on opening day. Staff from all areas and levels contributed to the success of this project and we truly appreciate the amazing teamwork!





Library Operations Activity Report  
May 10, 2019 – Page 2



## Project Updates

In April, the Library Operations Administrative Team focused on East Las Vegas Library planning and the Las Vegas Library closure. Other project work will resume in May.

## Regional Manager Updates

Regional Library Operations Manager **Carlotta Dickerson** reported the following highlights this month:

- Conducted site visits to:
  - Las Vegas Library
  - East Las Vegas Library
  - Spring Valley Library
- Attended East Las Vegas Library planning and Grand Opening meetings
- Attended the Laughlin Library Anniversary Celebration
- Attended the East Las Vegas Library Grand Opening
- Attended East Las Vegas Library all staff meeting
- Attended Board Meeting at Rainbow Library
- Attended Strategic Planning meeting
- Participated on West Charleston Library Youth Services Department Head job interview panel
- Conducted job interviews for the Mount Charleston Library Outlying Assistant position
- Conducted two workplan meetings with Outlying Associates
- Met with Branch Manager of Spring Valley for QA session
- Ordered small equipment for East Las Vegas Library
- Fielded Person-In-Charge (PIC) and branch operations calls

Regional Library Operations Manager **Leo Segura** reported the following highlights this month:

- Managed the Clark County Library and worked multiple days onsite throughout the month during the Branch Manager's extended absence
- Met with Allied Universal Account Manager and security officers assigned to the Clark County Library to discuss opportunities to improve PIC and guard interactions
- Contacted several mass communications companies and reviewed products
- Installed Media and Maker equipment at East Las Vegas Library and worked with new staff on initial training
- Conducted interviews for the East Las Vegas Library Multimedia Supervisor position
- Attended East Las Vegas Library planning and Grand Opening meetings
- Attended Laughlin Library Anniversary Celebration
- Attended East Las Vegas Library Grand Opening
- Attended East Las Vegas Library all staff meeting
- Attended Board Meeting at Rainbow Library
- Attended Strategic Planning meeting
- Attended Clark County Library's Department Head Meeting



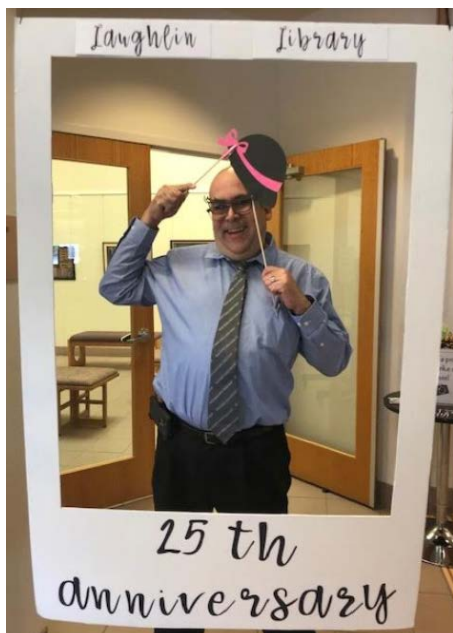
- Conducted Discipline and Security Team Meeting
- Fielded Person-In-Charge (PIC) and branch operations calls
- Fielded customer complaints via x4400, ASK, and direct calls
- Met with General Services/Facilities and IT to discuss equipment requests for East Las Vegas Library and conducted various inventories
- Reviewed and approved 56 branch incident reports and provided follow-up training and instruction, when necessary

### BRANCH AND STAFF HIGHLIGHTS

After 22 years with the District, Sahara West Library Adult Services Librarian **Jim Lane** retired on May 9. We wish Jim the very best in his retirement!

Congratulations to **Joanna Goddard** who was recently promoted to a Youth Services Department Head position at the West Charleston Library. Ms. Goddard formerly worked at the Windmill Library as an Adult Services Librarian with extensive experience in the Youth Services department. Congratulations Joanna!

The **Laughlin Library** celebrated its 25<sup>th</sup> anniversary on Wednesday, April 10. Congratulations to Branch Manager **Tanya Brown-Wirth** and her team for all their hard work over the years!



## **MONTHLY STATISTICS**

### **March 2019**

The total circulation for the month of March 2019 was 986,210 which is a -6% decrease from the March 2018 circulation of 1,044,381. Of this total, eMedia circulation was 207,691, which is a 15% increase from the prior year's 180,880 total.

In March, 499,479 patrons entered our libraries, which is a -1% decrease from the prior year's March gatecount of 505,813. Staff issued 7,473 new library cards; conducted 85 computer classes for 212 participants; and answered 62,127 reference questions. Internet sessions in the library during the month totaled 73,396. Wi-Fi usage recorded at 105,675.

The Best Buy Teen Tech Center staff offered 130 programs with a total attendance of 1,919 teens.

Additionally, Windmill Library staff issued 97 passports for a total of \$4,235 in execution and photo fees.

...



## MEMORANDUM

---

**TO:** Dr. Ronald R. Heezen, Executive Director  
**FROM:** Jennifer Schember, Library Operations Director  
**DATE:** May 10, 2019  
**SUBJECT:** Security Report, May 2019

This report provides information related to **56** security and/or safety-related incidents that occurred in District branches from **March 1, 2019 – March 31, 2019**. During this reporting period, **499,479** in-person library visits were recorded. **The ratio is one incident for every 8,919 visits.** Additionally, most of the reported incidents occurred on Sundays and between the 12-1 p.m. timeframe.

In March, the **Clark County Library** experienced the highest number of incidents (12 of 56), which accounts for 21% of all incidents reported. The remaining branches reported between 0-9 incidents during the month.

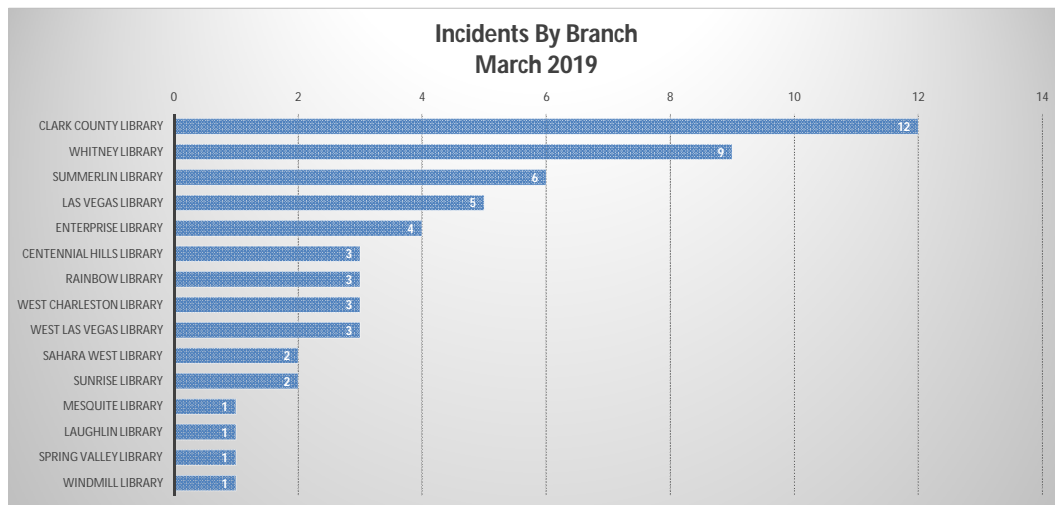
The District currently categorizes 11 incident types:

- 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

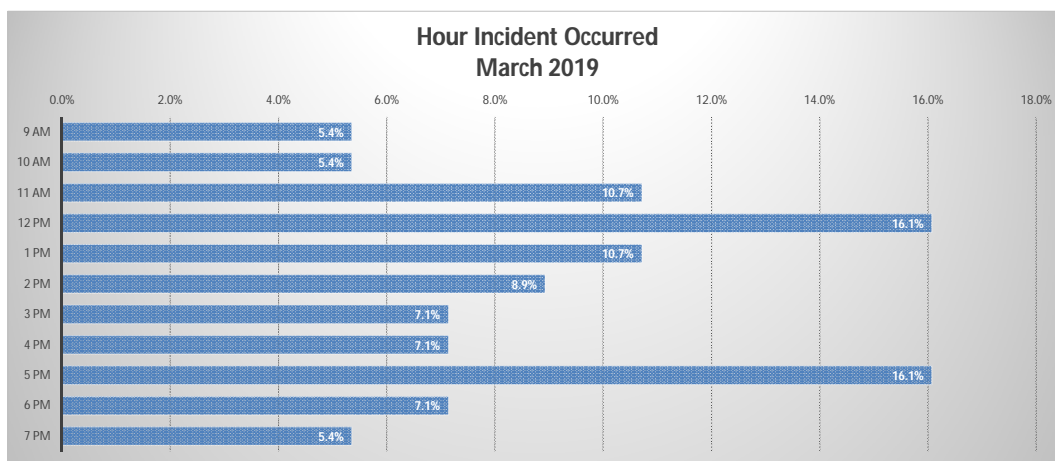
During the month, staff handled **33** patron disturbances, which accounts for the majority of incidents at 59%. **This ratio is one disturbance for every 15,135 visits.**

Trespasses (one year) and bans (less than one year) were issued to 11 patrons. Staff made 9 calls to the police.

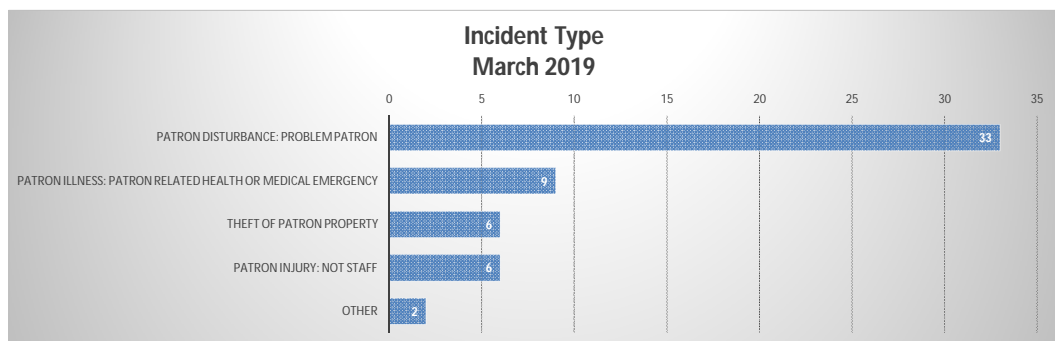
Branch	Total	%
CLARK COUNTY LIBRARY	12	21.4%
WHITNEY LIBRARY	9	16.1%
SUMMERLIN LIBRARY	6	10.7%
LAS VEGAS LIBRARY	5	8.9%
ENTERPRISE LIBRARY	4	7.1%
CENTENNIAL HILLS LIBRARY	3	5.4%
RAINBOW LIBRARY	3	5.4%
WEST CHARLESTON LIBRARY	3	5.4%
WEST LAS VEGAS LIBRARY	3	5.4%
SAHARA WEST LIBRARY	2	3.6%
SUNRISE LIBRARY	2	3.6%
MESQUITE LIBRARY	1	1.8%
LAUGHLIN LIBRARY	1	1.8%
SPRING VALLEY LIBRARY	1	1.8%
WINDMILL LIBRARY	1	1.8%
<b>Grand Total</b>	<b>56</b>	<b>100.00%</b>



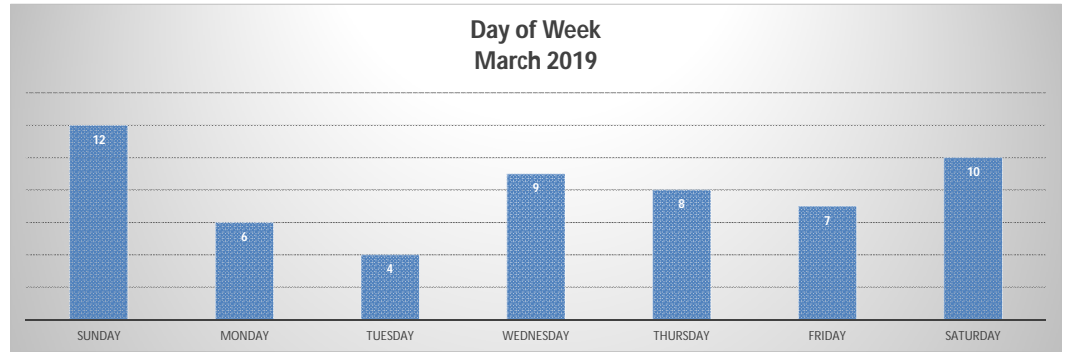
Hour Incident Occurred	Total	%
9 AM	3	5.4%
10 AM	3	5.4%
11 AM	6	10.7%
12 PM	9	16.1%
1 PM	6	10.7%
2 PM	5	8.9%
3 PM	4	7.1%
4 PM	4	7.1%
5 PM	9	16.1%
6 PM	4	7.1%
7 PM	3	5.4%
<b>Grand Total</b>	<b>56</b>	<b>100.0%</b>



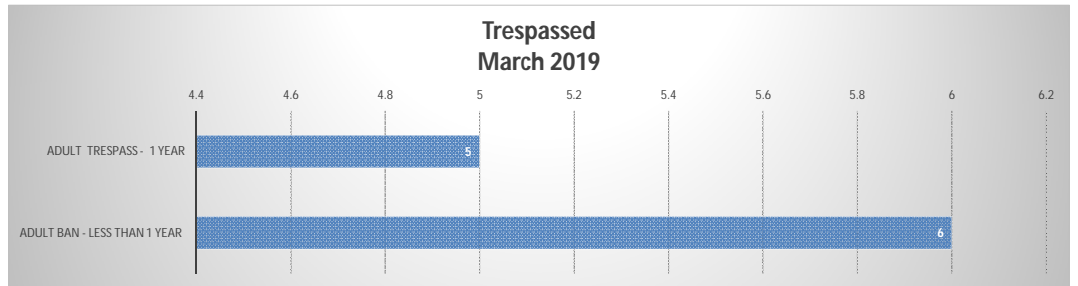
Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	33	58.9%
PATRON ILLNESS: PATRON RELATED HEALTH OR MEDICAL EMERGENCY	9	16.1%
THEFT OF PATRON PROPERTY	6	10.7%
PATRON INJURY: NOT STAFF	6	10.7%
OTHER	2	3.6%
<b>Grand Total</b>	<b>56</b>	<b>100.0%</b>
Police Called	9	
Safe Place	0	



Day of Week	Total	%
Sunday	12	21.4%
Monday	6	10.7%
Tuesday	4	7.1%
Wednesday	9	16.1%
Thursday	8	14.3%
Friday	7	12.5%
Saturday	10	17.9%
<b>Grand Total</b>	<b>56</b>	<b>100.0%</b>



Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	5
ADULT BAN - LESS THAN 1 YEAR	6



Monthly Statistics  
Year over Year  
March 2018/ March 2019

	Library	Circulation				2018				2019				Gatecount			
		2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	<b>Centennial Hills</b>	57,702	53,313	-4,389	-8%	496,598	477,859	-18,739	-4%	34,123	34,486	363	1%	297,330	309,493	12,163	4%
	<b>Clark County</b>	55,887	44,924	-10,963	-20%	488,310	448,068	-40,242	-8%	50,990	50,004	-986	-2%	437,592	427,078	-10,514	-2%
	<b>Enterprise</b>	39,077	36,329	-2,748	-7%	344,314	320,703	-23,611	-7%	28,121	29,622	1,501	5%	244,020	238,742	-5,278	-2%
	<b>Las Vegas</b>	22,617	14,132	-8,485	-38%	207,790	141,895	-65,895	-32%	33,602	28,846	-4,756	-14%	350,607	290,370	-60,237	-17%
	<b>Meadows</b>	3,152	3,001	-151	-5%	29,303	30,234	931	3%	2,870	2,774	-96	-3%	23,954	29,871	5,917	25%
	<b>Rainbow</b>	54,893	44,436	-10,457	-19%	486,143	416,242	-69,901	-14%	39,972	39,037	-935	-2%	325,557	361,567	36,010	11%
	<b>Sahara West</b>	67,627	60,857	-6,770	-10%	582,392	545,392	-37,000	-6%	46,794	47,125	331	1%	396,710	413,182	16,472	4%
	<b>Spring Valley</b>	45,747	40,130	-5,617	-12%	429,080	354,787	-74,293	-17%	37,626	37,051	-575	-2%	312,591	284,265	-28,326	-9%
	<b>Summerlin</b>	34,151	32,038	-2,113	-6%	296,784	284,042	-12,742	-4%	24,776	24,252	-524	-2%	209,243	204,190	-5,053	-2%
	<b>Sunrise</b>	51,791	43,322	-8,469	-16%	466,650	402,429	-64,221	-14%	29,677	29,616	-61	0%	268,833	260,799	-8,034	-3%
	<b>West Charleston</b>	39,413	34,731	-4,682	-12%	352,154	302,493	-49,661	-14%	27,285	26,155	-1,130	-4%	270,944	265,652	-5,292	-2%
	<b>West Las Vegas</b>	15,749	13,621	-2,128	-14%	158,942	133,028	-25,914	-16%	24,897	23,993	-904	-4%	217,854	215,131	-2,723	-1%
	<b>Whitney</b>	42,013	37,287	-4,726	-11%	393,013	352,038	-40,975	-10%	51,747	47,074	-4,673	-9%	442,936	440,112	-2,824	-1%
	<b>Windmill</b>	58,905	58,409	-496	-1%	517,137	498,901	-18,236	-4%	32,003	34,463	2,460	8%	268,985	276,123	7,138	3%
<b>Urban Totals</b>	<b>588,724</b>	<b>516,530</b>	<b>-72,194</b>	<b>-12%</b>	<b>5,248,610</b>	<b>4,708,111</b>	<b>-540,499</b>	<b>-10%</b>	<b>464,483</b>	<b>454,498</b>	<b>-9,985</b>	<b>-2%</b>	<b>4,067,156</b>	<b>4,016,575</b>	<b>-50,581</b>	<b>-1%</b>	
Outlying Branches	<b>Blue Diamond</b>	333	398	65	20%	2,986	3,192	206	7%	699	588	-111	-16%	6,037	6,140	103	2%
	<b>Bunkerville</b>	1,184	416	-768	-65%	8,847	4,813	-4,034	-46%	2,201	1,986	-215	-10%	18,234	19,937	1,703	9%
	<b>Goodsprings</b>	861	1,118	257	30%	9,739	9,674	-65	-1%	530	484	-46	-9%	4,158	4,087	-71	-2%
	<b>Indian Springs</b>	1,884	1,956	72	4%	18,856	17,039	-1,817	-10%	1,997	1,828	-169	-8%	16,043	18,550	2,507	16%
	<b>Laughlin</b>	12,472	12,155	-317	-3%	100,189	100,971	782	1%	10,223	9,711	-512	-5%	71,676	75,079	3,403	5%
	<b>Mesquite</b>	8,859	13,180	4,321	49%	107,297	119,886	12,589	12%	9,326	15,349	6,023	65%	105,229	124,956	19,727	19%
	<b>Moapa Town</b>	772	672	-100	-13%	7,591	7,129	-462	-6%	712	601	-111	-16%	6,875	5,784	-1,091	-16%
	<b>Moapa Valley</b>	7,755	6,756	-999	-13%	68,972	59,902	-9,070	-13%	12,392	11,630	-762	-6%	62,706	90,527	27,821	44%
	<b>Mt. Charleston</b>	300	899	599	200%	3,984	3,973	-11	0%	711	649	-62	-9%	6,654	6,743	89	1%
	<b>Sandy Valley</b>	2,468	2,312	-156	-6%	23,809	19,428	-4,381	-18%	1,421	1,031	-390	-27%	15,092	11,937	-3,155	-21%
	<b>Searchlight</b>	1,053	776	-277	-26%	13,956	7,731	-6,225	-45%	1,066	1,071	5	0%	7,027	9,367	2,340	33%
	<b>Outlying Totals</b>	<b>37,941</b>	<b>40,638</b>	<b>2,697</b>	<b>7%</b>	<b>366,226</b>	<b>353,738</b>	<b>-12,488</b>	<b>-3%</b>	<b>41,278</b>	<b>44,928</b>	<b>3,650</b>	<b>9%</b>	<b>319,731</b>	<b>373,107</b>	<b>53,376</b>	<b>17%</b>
Misc.	<b>ILL</b>	537	376	-161	-30%	3,594	3,843	249	7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>Metro</b>	2,218	2,252	34	2%	18,874	19,557	683	4%	52	53	1	2%	406	612	206	51%
	<b>Outreach</b>	7,948	5,798	-2,150	-27%	64,488	56,100	-8,388	-13%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>eMedia</b>	180,880	207,691	26,811	15%	1,433,653	1,721,014	287,361	20%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>Online Renewals</b>	226,133	212,925	-13,208	-6%	1,978,542	1,813,916	-164,626	-8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>Misc. Totals</b>	<b>417,716</b>	<b>429,042</b>	<b>11,326</b>	<b>3%</b>	<b>3,499,151</b>	<b>3,614,430</b>	<b>115,279</b>	<b>3%</b>	<b>52</b>	<b>53</b>	<b>1</b>	<b>2%</b>	<b>406</b>	<b>612</b>	<b>206</b>	<b>51%</b>
<b>Grand Totals</b>	<b>1,044,381</b>	<b>986,210</b>	<b>-58,171</b>	<b>-6%</b>	<b>9,113,987</b>	<b>8,676,279</b>	<b>-437,708</b>	<b>-5%</b>	<b>505,813</b>	<b>499,479</b>	<b>-6,334</b>	<b>-1%</b>	<b>4,387,293</b>	<b>4,390,294</b>	<b>3,001</b>	<b>0%</b>	



Monthly Statistics  
Year over Year  
March 2018/ March 2019

	Library	New Library Card				2018	2019	Difference	%	PC Internet Sessions				2018	2019	Difference	%
		2018	2019	Difference	%	Year to Date	Year to Date			2018	2019	Difference	%	Year to Date	Year to Date		
Urban Branches	Centennial Hills	605	498	-107	-18%	4,539	4,861	322	7%	5,057	5,186	129	3%	42,516	41,035	-1,481	-3%
	Clark County	901	708	-193	-21%	7,080	6,933	-147	-2%	8,790	9,006	216	2%	75,882	75,715	-167	0%
	Enterprise	398	450	52	13%	3,340	3,604	264	8%	1,522	3,326	1,804	119%	24,134	26,734	2,600	11%
	Las Vegas	424	283	-141	-33%	3,455	2,780	-675	-20%	5,029	5,072	43	1%	44,028	44,237	209	0%
	Meadows	39	54	15	38%	315	396	81	26%	173	332	159	92%	1,880	3,128	1,248	66%
	Rainbow	642	598	-44	-7%	4,515	4,688	173	4%	4,807	4,421	-386	-8%	39,850	38,830	-1,020	-3%
	Sahara West	742	663	-79	-11%	5,220	5,719	499	10%	5,439	5,393	-46	-1%	46,627	44,461	-2,166	-5%
	Spring Valley	553	400	-153	-28%	4,063	3,593	-470	-12%	7,216	7,211	-5	0%	63,481	59,197	-4,284	-7%
	Summerlin	306	302	-4	-1%	2,154	2,514	360	17%	2,123	2,248	125	6%	17,982	18,139	157	1%
	Sunrise	649	716	67	10%	6,067	7,506	1,439	24%	6,070	5,873	-197	-3%	53,498	52,224	-1,274	-2%
	West Charleston	420	365	-55	-13%	3,539	3,226	-313	-9%	4,115	3,794	-321	-8%	35,831	32,795	-3,036	-8%
	West Las Vegas	339	263	-76	-22%	2,983	2,607	-376	-13%	5,109	5,064	-45	-1%	44,787	42,754	-2,033	-5%
	Whitney	515	416	-99	-19%	4,834	4,133	-701	-15%	4,433	4,720	287	6%	38,581	40,508	1,927	5%
	Windmill	798	764	-34	-4%	5,476	6,128	652	12%	5,631	5,943	312	6%	45,758	46,889	1,131	2%
<b>Urban Totals</b>	<b>7,331</b>	<b>6,480</b>	<b>-851</b>	<b>-12%</b>	<b>57,580</b>	<b>58,688</b>	<b>1,108</b>	<b>2%</b>	<b>65,514</b>	<b>67,589</b>	<b>2,075</b>	<b>3%</b>	<b>574,835</b>	<b>566,646</b>	<b>-8,189</b>	<b>-1%</b>	
Outlying Branches	Blue Diamond	1	2	1	100%	11	16	5	45%	25	28	3	12%	269	272	3	1%
	Bunkerville	8	2	-6	-75%	14	11	-3	-21%	77	48	-29	-38%	764	508	-256	-34%
	Goodsprings	2	1	-1	-50%	12	12	0	0%	27	8	-19	-70%	154	98	-56	-36%
	Indian Springs	0	4	4	N/A	34	36	2	6%	178	168	-10	-6%	1,275	1,487	212	17%
	Laughlin	108	113	5	5%	668	703	35	5%	2,182	2,150	-32	-1%	16,873	15,047	-1,826	-11%
	Mesquite	59	143	84	142%	884	2,467	1,583	179%	620	2,401	1,781	287%	14,358	19,846	5,488	38%
	Moapa Town	4	5	1	25%	22	125	103	468%	86	109	23	27%	772	784	12	2%
	Moapa Valley	33	20	-13	-39%	258	217	-41	-16%	580	471	-109	-19%	5,060	4,136	-924	-18%
	Mt. Charleston	1	5	4	400%	23	24	1	4%	12	11	-1	-8%	147	104	-43	-29%
	Sandy Valley	7	2	-5	-71%	51	41	-10	-20%	115	65	-50	-43%	1,145	850	-295	-26%
	Searchlight	0	0	0	N/A	19	28	9	47%	72	55	-17	-24%	454	421	-33	-7%
<b>Outlying Totals</b>	<b>223</b>	<b>297</b>	<b>74</b>	<b>33%</b>	<b>1,996</b>	<b>3,680</b>	<b>1,684</b>	<b>84%</b>	<b>3,974</b>	<b>5,514</b>	<b>1,540</b>	<b>39%</b>	<b>41,271</b>	<b>43,553</b>	<b>2,282</b>	<b>6%</b>	
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	174	293	119	68%	1,175	1,968	793	67%
	Outreach	567	6	-561	-99%	2,029	45,670	43,641	2151%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	571	690	119	21%	5,069	5,808	739	15%	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	98,997	105,675	6,678	7%	846,541	879,516	32,975	4%
<b>Misc. Totals</b>	<b>1,138</b>	<b>696</b>	<b>-442</b>	<b>-39%</b>	<b>7,098</b>	<b>51,478</b>	<b>44,380</b>	<b>625%</b>	<b>99,171</b>	<b>105,968</b>	<b>6,797</b>	<b>7%</b>	<b>847,716</b>	<b>881,484</b>	<b>33,768</b>	<b>4%</b>	
<b>Grand Totals</b>	<b>8,692</b>	<b>7,473</b>	<b>-1,219</b>	<b>-14%</b>	<b>66,674</b>	<b>113,846</b>	<b>47,172</b>	<b>71%</b>	<b>168,659</b>	<b>179,071</b>	<b>10,412</b>	<b>6%</b>	<b>1,463,822</b>	<b>1,491,683</b>	<b>27,861</b>	<b>2%</b>	

## ITEM VI.A.2.a.



### MEMORANDUM

---

TO: Dr. Ronald Heezen, Executive Director  
FROM: Betsy Ward, Branding and Marketing Director  
DATE: May 9, 2019  
SUBJECT: Branding and Marketing Activity Report, May 2019

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates during the period from April 1-30, 2019.

#### **EAST LAS VEGAS LIBRARY OPENING**

**Planning Meetings:** The EV Planning Committee met bi-weekly leading up to the opening date, with the final meeting on April 16. The meetings were convened by Branding & Marketing Director **Betsy Ward**, who would like to extend a sincere thank you to this talented and hard-working committee, which included: General Services Director **Steve Rice**, Assistant General Services Director **John Vino**, Maintenance Supervisor **Truman Driver**, Purchasing & Administration Manager **Nancy Hodges**, Community Engagement Director **Matt McNally**, Programming and Venues Manager **Ryan Neely**, Adult Programming Supervisor **Jennifer Weitz**, District Outreach Librarian **Glenda Billingsley**, Youth Services Manager **Shana Harrington**, Youth Services Specialist **Melissa Ramos**, Library Operations Director **Jennifer Schember**, Regional Library Operations Manager **Carlotta Dickerson**, Regional Operations Manager **Leo Segura**, EV Branch Manager **Sal Avila**, Development Director **Danielle Milam**, Development Office Manager **Sherry Walker**, Assistant Branding & Marketing Director **Karen Bramwell**, Digital Content Manager **Ryan Simoneau**, Digital Content Coordinator **Camille Cannon**, Marketing Coordinator **Molly Malloy**, and Executive Assistant **Allison Boyer**.

The following is a snapshot of BAM's responsibilities on this project:

- **Molly Malloy** maintained the overall status document to ensure all projects were tracked. She also managed the mailing list with assistance from **Karen Bramwell** and **Allison Boyer**.
- **Special Mailings:** Both the print and electronic versions of the invitation were sent on April 8. The physical version was mailed to 636

individuals; and the emailed version went to 317 people and saw a 43.55 percent open rate.

- BAM also produced a direct mail postcard in Spanish & English, which was mailed to five zip codes in our EV service area, reaching approximately 80,000 businesses and residences.
- **Informational Materials, Speeches, & Gifts:**
  - Graphic Designer **Juanita Aiello** designed and produced all EV graphics for print materials, social media assets, the public gifts (Library District branded pop-up fans and chip clips), and the VIP commemorative gift, and “Grand Opening” and “Open Now” banners for the exterior of the EV library. Web Designer **Gene Kilchenko** designed the EV directional map and all graphics for the TV monitors.
  - **Ryan Simoneau** worked with **John Vino** to help program the EV Library kiosk to ensure that it accurately displayed all upcoming branch event listings from LVCCCLD.org; **Betsy** and **Karen** reviewed and edited the copy for each category of the kiosk.
  - **Betsy Ward** and **Karen Bramwell** wrote and edited program copy and event day signage (schedule of events signs, a venue rental promotion sign, complimentary food sign, etc.)
  - **Betsy** wrote the press release and **Camille** interviewed numerous District staff to compile info for the fact sheet. **Betsy** wrote speeches for **Dr. Ron Heezen**, **Trustee Felipe Ortiz**, and **Senator Catherine Cortez Masto**.
- **VIP Management:** **Karen** coordinated all VIP communications and RSVPs, political proclamations, and VIP parking needs.
- **Special Guest Management:** The **Vegas Golden Knights Mascot Chance** and **Golden Aces Cheerleaders** were hosted by **Camille**, ensuring that they made the rounds inside and outside of the building for photo opportunities with attendees.
- **EV Phone Tree Recording:** **Betsy** and **Karen** worked with IT Director **Al Prendergast**, Microcomputer & Network Analyst **Jamesel Lighten**, and Technical & Production Services Supervisor **Jerome Eadeh** to coordinate the recording of the EV phone tree by Library District Spanish Language Translator **Maria Marinch**. Maria did an excellent job, recording in both Spanish and English.
- **Event Day Management:** To ensure that every need was covered for this long-anticipated event, the BAM team worked hand-in-hand with the General Services, Library Operations, Community Engagement, and Foundation teams. Many thanks to **Jennifer Weitz** and **Ryan Neely** for organizing the Community Resource Fair, and to EV Branch Manager **Salvador Avila**, for bringing in the local classic car club. Both elements added a festive atmosphere and local authenticity to the event.
- **Media Coverage, Photography , Videography:**
  - **Betsy** and **Karen** managed the media coverage, including an exclusive front-page section article in the Las Vegas Review-

- Journal that **Karen** arranged with her long-time contact **John Przybys**. We also received expert photography work at the grand opening from freelance photojournalist **Isaac Brekken**.
- Many thanks to **Trustees Sheila Moulton, Felipe Ortiz, Robin Wadley-Munier, Kelly Benavidez, Marilyn Francis Drake, José Meléndrez, and Sandra Ramaker** for sharing their personal insights with our videographer (apologies to **Trustees Elizabeth Foyt, Shannon Bilbray-Axelrod, and Constance Brooks**, whom we missed interviewing). This B-roll footage will be used to create a sizzle reel from the event day that will be featured on the Library District website and social media channels.
  - The depth of media coverage could not have been accomplished without the assistance of: 1) **Salvador Avila**, who took time out of his jam-packed schedule to conduct interviews, leading up to the event and on the day of the event; 2) **Ryan Simoneau**, who coordinated the drone footage with CORE Construction, and conducted video B-roll interviews with Latinx videographer **Enrique Villar** of Radioactive Productions;
  - 3) **The Firm PR**, who assisted with the media's ever-shifting timeframes, and made sure that we captured every possible media opportunity; and 4) Latinx Consultant **Ericka Aviles**, who was raised in the East Las Vegas community and provided invaluable community outreach, which included: Las Vegas Lights, Springs Preserve, Latin Chamber of Commerce, Mexican and El Salvadoran Consulates, La Bonita Grocery Stores, and many more.
  - Using photos and video coordinated by **Ryan Simoneau, John Vino**, and CORE Construction, **Camille Cannon** edited a time lapse and preview video of East Las Vegas Library. It received approximately 1,400 views on Facebook. **Ryan** and **Camille** also produced live social media posts from the event. <https://www.facebook.com/LVCCLD/videos/300629297498357/>
  - Thanks to this team effort, the Library District received enormous media coverage, from every major Spanish and English news outlet in town.

## **BRANDING CAMPAIGN LAUNCH**

- **Market Research Results:**
  - BAM is proud that our work registered positively with a broad cross section of the population, including specific conversations with African American, Latinx, Asian American and Pacific Islander residents.
  - This market research was conducted in January 2019, by **Applied Analysis** and **Precision Opinion**, and the results were reported at the March 14, 2019 Board meeting.
  - We sincerely appreciated the Board's input during the small group meetings that we held to review the campaign.

- Moving forward, we will be working closely with HR Director **James Bean**, HR Generalists **London Porter** and **Chris Dinino**, and Training & Development Manager **Jacinta Allen** to prepare for the launch of the new campaign in 2020.
- **Launch Timing:**
  - Because the new campaign will heighten customer service expectations among the public, it is imperative to extensively train Library District staff. The goal is to energize and educate staff on the exciting new direction that the Library District is taking, and prepare them to deliver on the new brand promise that the campaign represents.
  - Working with the HR team, together we believe that the campaign will play a pivotal role in the culture shift that the Library District is pursuing.
  - Since training will be handled by the HR team, the BAM team will work closely with them to determine an internal launch date, which will kick off the staff training, and an external launch date to the public. These launch dates will coordinate with HR's training timeline.
- **Branch Signage RFP:**
  - **Betsy** and **Karen** are working with **Steve Rice** and on how best to structure the Brand Signage RFP:
  - It is critical to provide each library branch with internal and external signage that does two things:
    - Identifies each building as a library that is specifically part of the Las Vegas-Clark County Library District
    - Creates an expectation of fun, learning, discovery, and connectivity among the public.
  - Toward this goal, we are working with **Simpson Coulter Architects** to help us create three signage templates to incorporate in the RFP – dividing our libraries up into small, medium, and large branches – in order to provide a level playing field for all potential applicants who may not be familiar with our buildings.
  - Please Note: This is separate from the wayfinding signage, which fulfills a different need and will be overseen by General Services.
- **Trademark for New Branding Campaign:**
  - **Betsy** is working with attorney **Shauna Norton at Greenberg Traurig**. She recently filed our new trademark application, and has advised that we should not expect to hear anything from the patent office for at least six months.

- **Email Signature Line:**
  - This new software will create a consistent format for all employees' signature lines at the bottom of their emails. It is still undergoing adjustments to incorporate it into our email system.

## **SUMMER CHALLENGE REBRANDING LAUNCH**

- **Betsy, Karen, and Juanita** have been working closely with **Matt McNally, Shana Harrington, and Melissa Ramos** on the rebranding of the popular Club Read summer program for kids and teens. Youth Services came up with a great new name – Summer Challenge – that was designed to attract more participation among kids who may not be enamored of reading. The new program incorporates hundreds of exciting summer activities, as well as reading, which can earn them points for cool prizes, which include: Vegas Golden Knights autographed hockey sticks, Chance the Mascot bobbleheads, and tickets to the Life Is Beautiful Music & Art Festival in September. In support of this important rebranding goal, the following activities have been ongoing:
  - **Betsy** rewrote the Summer Challenge brochure and **Matt, Shana, and Melissa** worked to provide us with a broad cross section of event listings at a variety of library branches.
  - **Juanita** designed a beautiful layout for the new brochure, created Beanstack header and icons, social media and web graphics, stickers, a bookmark, bingo cards, Las Vegas Review-Journal print and web ads, and an ad for Desert Companion magazine.
  - **Camille** designed a Summer Challenge webpage page [LVCCLD.org/SummerChallenge](http://LVCCLD.org/SummerChallenge), which will provide a one-stop source for all of the details that customers need to know about this new summer learning program, including:
    - Link to the library locations
    - Instructions on how to sign up and participate
    - Link to all of the fantastic events that kids can choose from
    - Suggested reading lists
    - List of top prizes (which were procured by BAM)
- **Promotional Materials:** BAM will be distributing Chance life-sized cutouts to branches to promote Summer Challenge and the Vegas Golden Knights library card. Additional supporting materials will include:
  - A display board explaining the Summer Challenge program
  - Window clings
  - An exterior banner to hang outside of the branches
  - Chance will remain in the branches to promote the card year round

## HIGHLIGHTS

Our summer Highlights magazine deadline coincided with the EV Opening and Summer Challenge. It was all hands on deck during especially busy time, with the help of **Camille**, who wrote five articles, **Betsy** who did editing, and Financial Services Administrative Assistant **Lynn Lucuara**, who has masterful proofreading skills! Proofing was also conducted by **Betsy, Karen, Ryan, Camille, and Molly**. Featured articles include One-Stop Career Centers; how cardholders can enjoy free access to trusted news outlets (such as The New York Times and The Wall Street Journal) using news eResources on LVCCLD.org; Head of CBS **Rebecca Colbert's** top travel novel suggestions, which deliver a summer vacation experience even if your budget isn't there; plus our usual listing of PVS' and YS' wonderful summer activities and programs to enjoy.

## CHECK OUT WHAT'S NEW eNEWSLETTER

**Molly Malloy** and **Ryan Simoneau** developed the copy for the May-June eNewsletter, which **Betsy Ward** and **Camille Cannon** edited and Web Designer **Gene Kilchenko** designed. This edition features content about Summer Challenge, Asian American & Pacific Islander Heritage Month, Folias Duo, Mother's & Father's Day Concerts, Teen animeFEST Logo Contest, and news eResources on LVCCLD.org.

## SMILE SIGNS

SMILE Signs were produced and distributed by BAM to **Ryan Neely** and **Carlotta Dickerson**. These posters are being used for District's new social media photo and video procedure and will be displayed in acrylic sign holders in prominent locations in each of our branches. The goal is to ensure that our customers are made aware that photography and video may be taking place at any time.

**Ryan Simoneau** and **Camille Cannon** are preparing a Photography and Video Style Guide for staff. This document will outline this revised procedure and provide staff with best practices, photography examples, and photo/video submission process. BAM will maintain quality control of all images that appear on Library District social media.

## XEROX AND DUPLO

**Molly Malloy** continued to manage the set-up of the Xerox account and the delivery of the special DUPLO cutting machine. This new equipment will enable BAM to print more projects in-house, resulting in higher efficiency and savings for the District. Training on the DUPLO will be scheduled in May.

## PRINT COLLATERAL MATERIALS AND SOCIAL MEDIA/WEBSITE ASSETS

**Juanita Aiello, Gene Kilchenko, Molly Malloy, and Karen Bramwell** managed, edited, designed, proofed, obtained approval, printed, and prepared for delivery of print collateral materials: A Father's Day to Remember, 1,000 Books Before Kindergarten (booksheets, flyer, and program overview sheet), Closer (a staged reading), Teen animeFest Logo Contest flyer and bookmark, Fathers of Music, Dolls on Windmill, Bonsai Show, Spring Mariachi Extravaganza, Passport Fair, Ole Gypsy Kings of Comedy, Folias Duo, Sin City Opera 10th Anniversary, Dance in the Desert,

Chadwick Johnson, Transcendent Sound Bath, Transforming Cultural Dance, Saxsation – Sid the Kid, Las Vegas Stories, Fall Festival, That Genius Beethoven, and It's Not Just Me.

Other materials produced included: Summer Challenge display board, Library District staff business cards, as well as website homepage spinner and card designs for Socrates, Asian American & Pacific Islander Month, Sofia Talvik, Contemporary West Dance Theater, and Family Music Fest.

## **BACKEND DEVELOPMENT**

Web Designer **Gene Kilchenko** completed the following implementation, upgrades or updates: Voyager documents posting and upgrade, documents on website posting and upgrade, District email signature redesign upgrade, media coverage and press release pages, new monitor slides (Time to Read, Donate Foundation, Smile), Food for Thought monitors, Patron Account Appeal Form, EV phone directory database update, Wi-Fi and mobile printing pages update for EV, and colors palette for Hero Block.

## **WEBSITE**

BAM promoted the annual Food for Thought food drive by featuring it on the homepage spinner, which linked to an online article from Library Highlights magazine: <https://lvccld.org/blogs/post/library-fines-waive-them-by-donating-food/>

To further promote East Las Vegas Library, BAM added a "hero banner" to the top website around the grand opening date. This linked to blog post that was adapted from Library Highlights magazine: <https://lvccld.org/blogs/post/east-las-vegas-library-is-coming-soon/>

Additional items promoted on the website homepage this month included: STEAM Month programming; National Library Week (April 7-13), including **Matt McNally's** appearance on Vegas PBS' Nevada Week; Vegas Golden Knights library card; "Safe Place" partnership with Nevada Partnership for Homeless Youth; Tools for School Success, which features Homework Help listings and eResources such as Socrates and Brainfuse; and priority programming.

BAM coordinated with website content committee to create 48 new staff lists to the website, which we added and promoted on the homepage, browse pages, and social media.

**Ryan Simoneau**, **Camille Cannon**, and **Gene Kilchenko** continued to prep for the migration of LVCCLD.org to BiblioCommons V3 software, which BiblioCommons requires us to complete by the end of 2019. They reviewed current (V2) taxonomy terms and compiled taxonomy terms for V3 that will better group relevant content for customers browsing the website. Attending the Taxonomy Training Call on Thursday, April 18 were Electronic Resources Manager **Jocelyn Bates**, and Head of Library Collection & Bibliographic Services **Rebecca Colbert**. The group received additional input from Access Services Manager **Sufa Anderson**.



We received 27 feedback emails about the website, to which **Ryan Simoneau** replied. Each email received is seen as a customer service opportunity, answering all customer questions in a timely fashion and with the utmost courtesy.

There are 87,077 library card registrations on the new website as of April 30, which is an increase of more than five percent from the previous month. BAM continues to encourage library cardholders to register their cards to enjoy more benefits on the website (e.g. placing holds, creating For Later Shelves, using eResources).

In coordination with consultant **Ericka Aviles**, BAM ran a giveaway on LVCCLD.org April 18-23 with the opportunity to enter to win a family 4-pack of tickets to Springs Preserve's Día del Niño event. The contest was promoted on our LVCCLD social media pages and branch Facebook pages, and by Springs Preserve on Facebook and Twitter. The goal of this initiative was to begin collaborating with the Springs Preserve, which YS Manager **Shana Harrington** has wanted to establish for several years.

## **SOCIAL MEDIA**

The social media team heavily promoted Food for Thought, STEAM Month programming, and the grand opening of East Las Vegas Library.

Additional priorities included El Día De Los Niños at East Las Vegas Library, Career Online High School graduation, Family Music Fest 2019, the Vegas Golden Knights library card, art exhibits, eResources, and National Library Week, which we used as an opportunity to promote the benefits of a library card.

**Camille Cannon** designed a graphic to replicate the 2019 Coachella (music festival, April 12-21) poster for the social media team to share during National Library Week (April 7-13). Retitled "Cardchella," Camille listed Library District resources and programs where the original poster lists names of festival performers:



Cardchella poster by **Camille Cannon**



Coachella poster

Using pictures and video she took at a site visit, **Camille Cannon** produced an interactive tour of East Las Vegas Library for our Instagram stories. It received nearly 1,000 views between Instagram and Facebook.  
<https://www.instagram.com/stories/highlights/18016031089152601/>

**Camille Cannon** challenged the San Jose Public Library (the library system of the Vegas Golden Knights' first-round NHL Playoffs opponent, the San Jose Sharks) to a book spine "Twitter war," which resulted in a 1,147 percent increase in engagement and 3.6 percent follower increase for the @LVCCLD Twitter account. Camille selected each book from the LVCCLD catalog and photographed them with the Vegas Golden Knights library card. **Camille's** "Twitter war" was shared by NHL on NBC Sports:





On the grand opening of East Las Vegas Library, @LVCCCLD received Twitter mentions from **Senator Cortez Masto**, **Senator Rosen**, **Governor Sisolak**, **Mayor Goodman**, **The City of Las Vegas**, **Chance from the Vegas Golden Knights** and more:





**Ryan Simoneau** and **Camille Cannon** continue to provide the social media team with weekly content updates and best practices using Facebook Workplace. They are working with Library Operations to schedule quarterly meetings with the social media team.

### Social Media Analytics (March 2019)

#### Facebook:

LVCCLD Facebook Page Fans: 11,468 (+1.1%)

Total Facebook Page Fans (across all LVCCLD branches): 34,079 (+1%)

Total New Follower Increase: +1% (No change)

Total Facebook Impressions: 1,400,000 (+17%)

Total Facebook Post Engagements: 9,567 (-19%)

Total Facebook Link Clicks: 6,010 (+26%)

Notes: New Facebook followers continued to increase across all Library District Facebook pages, although there was a slight dip in user engagement, which is still above of year-over-year average.

#### LVCCLD Twitter:

Followers: 2,482

Total followers: +1.1% from February 2018

Total user engagements: 2,009 (-18%)

Organic Impressions: 111,200 (+4%)

Link clicks: 146 (-33%)

Notes: New followers and our total post reach increased from last month, but user engagement dipped slightly, which can be attributed to when we received social media mentions from the Vegas Golden Knights to help promote the new library card.

#### LVCCLD Instagram:

Followers: 1,588



Total followers: +5.2% from February 2019  
Total user engagement: +1% from February 2019  
Top post engagement: +68% from February 2019  
Total likes received to posts: 2,263 (+4%)  
Total comments received to posts: 100 (+104%)  
Notes: Instagram is still our fastest growing social media platform and we continue to see month-over-month increases in new followers and total user engagement.

### Top Posts (March 2019)

#### Facebook

Las Vegas-Clark County Library District  
Published by Sprout Social [?] · March 12 ·

East Las Vegas Library is opening April 25th! See what's in store for the grand opening 🎉

**Coming Soon!**  
**EAST LAS VEGAS LIBRARY**  
2851 E. Bonanza Rd.  
April 25, 2019

LVCCLD.ORG  
**East Las Vegas Library Is Coming Soon**  
The Las Vegas-Clark County Library District is proud to announce the...

**6,711** People Reached      **616** Engagements      [Boost Post](#)

Karen Lockhart, Lisa Read and 69 others      5 Comments 48 Shares

#### Twitter

Las Vegas-Clark County Library Di...  
@LVCCLD

East Las Vegas Library is opening April 25th!

See what's in store 🎉 [bit.ly/2Hlctf9](https://bit.ly/2Hlctf9)

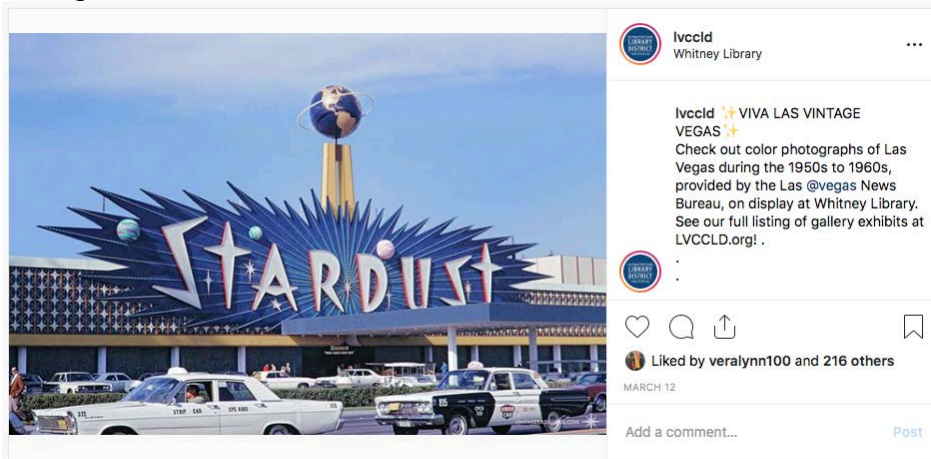
**Coming Soon!**  
**EAST LAS VEGAS LIBRARY**  
2851 E. Bonanza Rd.  
April 25, 2019

3:27 PM - 12 Mar 2019

21 Retweets 36 Likes

2    21    36

## Instagram



### Website Analytics (March 2019)

Page Views: 560,475 (-1.6%)

Unique Visitors: 195,207 (-1.6%)

Homepage Views: 339,155 (6%)

Average Dwell Time: 2:36 (across website) and 2:48 (homepage)

### **ADVERTISING EQUIVALENCY**

Based on the industry standard for public relations/advertising equivalency measurement, we received \$1,176,020 in advertising value for the month of April. This number included brand messaging with backlit signage to 42+ million annual travelers that utilize McCarran International Airport.

**Las Vegas Clark County Library - April 2019**

Eamed Coverage									
Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
4/1/19	Internet	ktnv.com	Vegas Spring Break options for kids	Spring Break options for kids; Superhero Spring Break mention	<a href="https://www.ktnv.com/money/consumer/spring-break-options-for-the-kids">https://www.ktnv.com/money/consumer/spring-break-options-for-the-kids</a>			1,021,667	\$30,650.01
4/1/19	Television	KTNV-TV	Action News	5:14 p.m. - Spring Break options for kids; Superhero Spring Break mention		3m 25s	\$3,746.94	30,432	\$25,604.09
4/1/19	Television	KLAS-TV	8 News Now Good Day	Food for Thought		3m 9s	\$449.15	9,566	\$2,829.65
4/1/19	Television	KLAS-TV	8 News Now Good Day	Food for Thought		10s	\$449.15	9,566	\$149.72
4/1/19	Internet	lasvegasnow.com	Library District holds Its Annual Food for Thought Drive	Food for Thought	<a href="https://www.lasvegasnow.com/news/local-news/library-district-holds-its-annual-food-for-thought-drive/1892186936">https://www.lasvegasnow.com/news/local-news/library-district-holds-its-annual-food-for-thought-drive/1892186936</a>			725,000	\$21,750.00
4/4/19	Magazine	Las Vegas Weekly	Week in Review Week Ahead; New library to open on Las Vegas' east side	East Las Vegas Library opening				59,000	\$1,095.00
4/9/19	Television	KLAS-TV	8 News Now Good Day	6:59 a.m. - National Library Workers Day food item donations to benefit Three Square		33s	\$682.43	14,095	\$750.67
4/10/19	Television	KVVU-TV	FOX5 News	5:36 p.m. - Community 'Knights Up'; Library District and Vegas Born Library Cards mention		1m 40s	\$1,824.22	16,502	\$6,080.73
4/10/19	Television	KVVU-TV	FOX5 News	11:31 p.m. - Vegas Born library cards mention		16s	\$900.74	14,137	\$480.39
4/10/19	Internet	fox5vegas.com	Community 'Knights Up' for VGK game	Vegas Born library cards mention	<a href="https://www.fox5vegas.com/news/community-knights-up-for-vgk-game/video_fcdad227-6ad8-5bc4-8235-a8c8eab5b65d.html">https://www.fox5vegas.com/news/community-knights-up-for-vgk-game/video_fcdad227-6ad8-5bc4-8235-a8c8eab5b65d.html</a>			1,130,000	\$33,900.00
4/10/19	Television	KVVU-TV	FOX5 News	4:31 p.m. - Community 'Knights Up'; Vegas Born library cards; Camille Cannon interview		2m 10s	\$3,625.79	29,706	\$15,711.76
4/10/19	Television	KVVU-TV	FOX5 News	10:04 p.m. - Vegas Born library cards mention		8s	\$9,216.41	53,872	\$2,457.71
4/11/19	Television	KLAS-TV	8 News Now	6:11 p.m. - National Library Week tease		11s	\$4,026.65	40,498	\$1,476.44
4/11/19	Television	KLAS-TV	8 News Now	6:15 p.m. - National Library Week		2m 19s	\$4,026.65	40,498	\$18,656.81
4/11/19	Television	KVVU-TV	FOX5 News This Morning	4:07 a.m. - Vegas Born library cards mention		8s	\$652.46	12,187	\$173.99
4/11/19	Television	KVVU-TV	FOX5 News This Morning	5:06 a.m. - Vegas Born library cards mention		9s	\$816.48	16,183	\$244.94
4/11/19	Internet	lasvegasnow.com	National Library Week: Librarians' role continues to evolve in the age of digital	National Library Week	<a href="https://www.lasvegasnow.com/news/local-news/national-library-week-librarians-roll-continues-to-evolve-in-the-age-of-digital/1920106762">https://www.lasvegasnow.com/news/local-news/national-library-week-librarians-roll-continues-to-evolve-in-the-age-of-digital/1920106762</a>			725,000	\$21,750.00
4/12/19	Internet	vegaspbs.org	Reinventing Libraries in the Digital Age I Episode 39	Community Engagement Director Matt McNally in-studio; National Library Week	<a href="https://video.vegaspbs.org/video/reinventing-libraries-in-the-digital-age-nqwhgr/">https://video.vegaspbs.org/video/reinventing-libraries-in-the-digital-age-nqwhgr/</a>			18,060	\$541.80
4/12/19	Television	KLVX-PBS	Nevada Week Review	8:00 p.m. - Community Engagement Director Matt McNally in-studio; National Library Week		26m 46s	\$4,200.00	7,145	\$228,840.00
4/14/19	Television	KVVU-TV	FOX5 News This Morning Weekend Addition	7:08 a.m. - Community 'Knights Up'; Vegas Born library cards; Camille Cannon interview		1m 36s	\$308.21	11,268	\$986.27
4/14/19	Television	KTNV-TV	Good Morning Las Vegas	5:39 a.m. - Superhero Spring Break		21s	\$999.95	16,698	\$699.97
4/14/19	Television	KTNV-TV	Good Morning Las Vegas	6:39 a.m. - Superhero Spring Break		21s	\$1,038.42	25,135	\$726.89
4/14/19	Television	KTNV-TV	Good Morning Las Vegas	8:42 a.m. - Superhero Spring Break		21s	\$1,105.65	24,969	\$773.96
4/14/19	Television	KVVU-TV	FOX5 News This Morning Weekend Addition	6:08 a.m. - Community 'Knights Up'; Vegas Born library cards; Camille Cannon interview		1m 35s	\$308.21	11,268	\$976.00
4/15/19	Television	KTNV-TV	Action News	6:19 p.m. - Superhero Spring Break		39s	\$2,240.60	18,314	\$2,912.78
4/15/19	Internet	heydoyou.com	21st Century Library in East Las Vegas on April 25	East Las Vegas Library opening	<a href="https://heydoyou.com/2019/04/21st-century-library-in-east-las-vegas-on-april-25/">https://heydoyou.com/2019/04/21st-century-library-in-east-las-vegas-on-april-25/</a>			9,570	\$287.10
4/15/19	Internet	ktnv.com	Free Tutoring for all kids at Clark County Libraries	Libraries offer free tutoring program for students	<a href="https://www.ktnv.com/raisingthebar/free-tutoring-for-all-kids-at-clark-county-libraries">https://www.ktnv.com/raisingthebar/free-tutoring-for-all-kids-at-clark-county-libraries</a>			1,021,667	\$30,650.01
4/16/19	Television	KTNV-TV	Good Morning Las Vegas	5:40 a.m. - Superhero Spring Break		35s	\$143.78	2,770	\$167.74

4/16/19	Television	KTNV-TV	Good Morning Las Vegas	6:47 p.m. - Superhero Spring Break		34s	\$775.17	17,370	\$878.53
4/17/19	Internet	vegasnews.com	Las Vegas-Clark County Library District Debuts 21st Century Library in East Las Vegas on April 25	East Las Vegas Library opening	<a href="https://www.vegasnews.com/184396/las-vegas-clark-county-library-district-debuts-21st-century-library-in-east-las-vegas-on-april-25.html">https://www.vegasnews.com/184396/las-vegas-clark-county-library-district-debuts-21st-century-library-in-east-las-vegas-on-april-25.html</a>			70,000	\$2,100.00
4/17/19	Television	KTNV-TV	Good Morning Las Vegas	5:08 a.m. - Superhero Spring Break		27s	\$571.05	9,822	\$513.95
4/19/19	Internet	reviewjournal.com	Las Vegas library closes Saturday as new branch readies to open	East Las Vegas Library opening	<a href="https://www.reviewjournal.com/local/las-vegas/las-vegas-library-closes-saturday-as-new-branch-readies-to-open-1645339/">https://www.reviewjournal.com/local/las-vegas/las-vegas-library-closes-saturday-as-new-branch-readies-to-open-1645339/</a>			3,033,333	\$90,999.99
4/19/19	Internet	elmundo.net	East Las Vegas Library... motivo de orgullo y estocada a la ignorancia	East Las Vegas Library opening	<a href="https://www.elmundo.net/locales/east-las-vegas-library-motivo-de-orgullo-y-estocada-la-ignorancia">https://www.elmundo.net/locales/east-las-vegas-library-motivo-de-orgullo-y-estocada-la-ignorancia</a>			6,180	\$185.40
4/20/19	Newspaper	Las Vegas Review-Journal	LV Library to close Saturday; new one opens next week	East Las Vegas Library opening				77,846	\$1,260.00
4/20/19	Newspaper	El Mundo	Moderna biblioteca para la comunidad	East Las Vegas Library opening	<a href="https://issuu.com/elmundolv/docs/em-lv-20190420">https://issuu.com/elmundolv/docs/em-lv-20190420</a> (use to clip print)			29,429	\$3,906.00
4/21/19	Internet	callbacknews.com	BRETT'S VEGAS VIEW	East Las Vegas Library opening	<a href="https://callbacknews.com/jackie-brett/914-vegas-view-april-21-2019">https://callbacknews.com/jackie-brett/914-vegas-view-april-21-2019</a>			1,950	\$58.50
4/22/19	Internet	vegasonlyentertainment.com	CINCO DE VEGAS, DINING DELIGHTS, SPRING OUTINGS	East Las Vegas Library opening	<a href="https://www.vegasonlyentertainment.com/vegas-vip-scenery/cinco-de-vegas-dining-delights-spring-outings/">https://www.vegasonlyentertainment.com/vegas-vip-scenery/cinco-de-vegas-dining-delights-spring-outings/</a>			1,920	\$57.60
4/22/19	Internet	sns.rtcsv.com	SNS Newsletter – April 2019	Mesquite, East Las Vegas Library Opening	<a href="http://sns.rtcsv.com/2019/04/22/sns-newsletter-april-2019">http://sns.rtcsv.com/2019/04/22/sns-newsletter-april-2019</a>			668,333	\$20,049.99
4/23/19	Television	KTNV-TV	Good Morning Las Vegas	6:08 a.m. - Free tutoring services; interview with Danielle Milam		42s	\$775.17	17,370	\$1,085.24
4/23/19	Television	KTNV-TV	Good Morning Las Vegas	6:26 a.m. - Teaser for free tutoring services/interview		23s	\$775.17	17,370	\$594.30
4/23/19	Television	KTNV-TV	Good Morning Las Vegas	6:40 a.m. - Teaser for free tutoring services/interview		8s	\$775.17	17,370	\$206.71
4/23/19	Television	KTNV-TV	Action News	5:21 p.m. - Teaser for free tutoring services/interview		10s	\$3,713.45	37,013	\$1,237.83
4/23/19	Television	KTNV-TV	Action News	6:13 p.m. - Free tutoring services; Tutor interview; interview with Danielle Milam; interview with family		2m 50s	\$2,812.32	32,158	\$15,936.48
4/23/19	Television	KTNV-TV	Good Morning Las Vegas	5:08 a.m. - Free tutoring services; interview with Danielle Milam		55s	\$143.78	2,770	\$1,421.15
4/23/19	Television	KTNV-TV	Good Morning Las Vegas	6:46 a.m. - Free tutoring services; Tutor interview; interview with Danielle Milam; interview with family		2m 52s	\$775.17	17,370	\$4,444.31
4/23/19	Television	KVVU-TV	FOX5 News This Morning	7:47 a.m. - Food for Thought		22s	\$748.85	16,228	\$549.16
4/24/19	Television	KLAS-TV	8 News Now	5:21 p.m. - East Las Vegas Library opening		54s	\$3,005.24	26,778	\$5,409.43
4/24/19	Internet	reviewjournal.com	East Las Vegas residents open book on new library branch	East Las Vegas Library opening	<a href="https://www.reviewjournal.com/local/east-valley/east-las-vegas-residents-open-book-on-new-library-branch-1648880/">https://www.reviewjournal.com/local/east-valley/east-las-vegas-residents-open-book-on-new-library-branch-1648880/</a>			3,033,333	\$90,999.99
4/24/19	Television	KBLR-TV (Telemundo)	NOTICIERO LAS VEGAS	East Las Vegas Library opening		1m 19s	\$900.00	8,034	\$2,370.00
4/24/19	Newspaper	El Tiempo	Nuevo concepto en bibliotecas	East Las Vegas Library opening				52,000	\$16,215.00
4/24/19	Internet	eltiempolv.com	Abre sus puertas la Biblioteca del Este de Las Vegas D VIDEO	East Las Vegas Library opening	<a href="https://eltiempolv.com/noticias/abre-sus-puertas-la-biblioteca-del-este-de-las-vegas-abre-una-gema-en-el-este-de-la-ciudad-ya-no-hay-pretexos-para-progresar-salvador-avila-84822/">https://eltiempolv.com/noticias/abre-sus-puertas-la-biblioteca-del-este-de-las-vegas-abre-una-gema-en-el-este-de-la-ciudad-ya-no-hay-pretexos-para-progresar-salvador-avila-84822/</a>			10,680	\$320.40
4/24/19	Television	KBLR-TV (Telemundo)	NOTICIERO LAS VEGAS	East Las Vegas Library opening (mention)		15s	\$300.00	4,406	\$150.00
4/25/19	Television	KLAS-TV	8 News Now Good Day	4:37 a.m. - East Las Vegas Library opening		13s	\$528.12	12,645	\$228.85
4/25/19	Television	KLAS-TV	8 News Now Good Day	5:07 a.m. - East Las Vegas Library opening		45s	\$720.50	12,213	\$1,080.75
4/25/19	Television	KLAS-TV	CBS This Morning	8:25 a.m. - East Las Vegas Library opening		50s	\$684.45	15,303	\$1,140.75
4/25/19	Television	KTNV-TV	Good Morning Las Vegas	5:00 a.m. - East Las Vegas Library opening teaser		10s	\$839.16	16,746	\$279.72
4/25/19	Television	KTNV-TV	Good Morning Las Vegas	6:07 a.m. - East Las Vegas Library opening		41s	\$748.85	14,679	\$1,023.43
4/25/19	Television	KVVU-TV	FOX5 News This Morning	5:56 a.m. - East Las Vegas Library opening teaser		17s	\$816.48	16,183	\$462.67
4/25/19	Television	KVVU-TV	FOX5 News This Morning	7:09 a.m. - East Las Vegas Library opening teaser		8s	\$1,515.92	30,228	\$404.25



4/25/19	Television	KVVU-TV	FOX5 News This Morning	8:08 a.m. - East Las Vegas Library opening teaser		12s	\$1,515.92	30,228	\$606.37
4/25/19	Television	KVVU-TV	FOX5 News This Morning	8:19 a.m. - East Las Vegas Library opening; Camille interview		1m 18s	\$1,591.25	32,276	\$4,137.25
4/25/19	Television	KTNV-TV	Action News	4:40 a.m. - East Las Vegas Library opening (teaser)		8s	\$1,958.18	13,024	\$522.18
4/25/19	Television	KLAS-TV	CBS Evening News	5:56 p.m. - East Las Vegas Library opening (teaser)		2s	\$4,081.84	41,864	\$272.12
4/25/19	Television	KLAS-TV	8 News Now	6:12 p.m. - East Las Vegas Library opening (teaser)		14s	\$4,026.65	40,498	\$1,879.10
4/25/19	Television	KVVU-TV	FOX5 News	6:22 p.m. - East Las Vegas Library opening (teaser)		9s	\$8,923.64	89,864	\$2,677.09
4/25/19	Television	KVVU-TV	FOX5 News	10:21 p.m. - East Las Vegas Library opening (teaser)		5s	\$9,487.03	36,742	\$1,581.17
4/25/19	Television	KLAS-TV	8 News Now Good Day	6:55 a.m. - East Las Vegas Library opening		27s	\$874.40	18,682	\$786.96
4/25/19	Television	KTNV-TV	Good Morning Las Vegas	5:13 a.m. - East Las Vegas Library opening		2m 44s	\$839.16	16,746	\$4,587.41
4/25/19	Television	KTNV-TV	Good Morning Las Vegas	6:45 a.m. - East Las Vegas Library opening		2m 19s	\$748.85	14,679	\$3,469.67
4/25/19	Television	KVVU-TV	FOX5 News This Morning	6:21 a.m. - East Las Vegas Library opening; Camille interview		1m 29s	\$1,097.96	23,247	\$3,257.28
4/25/19	Television	KVVU-TV	FOX5 News This Morning	7:20 a.m. - East Las Vegas Library opening; Camille interview		1m 21s	\$1,515.92	30,228	\$4,092.98
4/25/19	Internet	ktnv.com	New library opening today on east side of Las Vegas valley	East Las Vegas Library opening	<a href="https://www.ktnv.com/positivelylv/new-library-opening-today-on-east-side-of-las-vegas-valley">https://www.ktnv.com/positivelylv/new-library-opening-today-on-east-side-of-las-vegas-valley</a>			1,021,667	\$30,650.01
4/25/19	Internet	lasvegasnow.com	WEB EXTRA: State-of-the-art library opens Thursday	East Las Vegas Library opening	<a href="https://www.lasvegasnow.com/news/local-news/web-extra-state-of-the-art-library-opens-thursday/1950746807">https://www.lasvegasnow.com/news/local-news/web-extra-state-of-the-art-library-opens-thursday/1950746807</a>			725,000	\$21,750.00
4/25/19	Internet	reviewjournal.com	Library director talks about library as community center	East Las Vegas Library opening	<a href="https://www.reviewjournal.com/videos/library-director-talks-about-library-as-community-center/">https://www.reviewjournal.com/videos/library-director-talks-about-library-as-community-center/</a>			3,033,333	\$90,999.99
4/25/19	Newspaper	Las Vegas Review-Journal	Something for everyone, New East Las Vegas Library brims with multigenerational services	East Las Vegas Library opening				77,846	\$44,250.00
4/25/19	Internet	lasvegasnow.com	I-Team's reports about dying trees played role in building new east Las Vegas library	East Las Vegas Library opening	<a href="https://www.lasvegasnow.com/news/local-news/i-team-s-reports-about-dying-trees-played-role-in-building-new-east-las-vegas-library/1955603145">https://www.lasvegasnow.com/news/local-news/i-team-s-reports-about-dying-trees-played-role-in-building-new-east-las-vegas-library/1955603145</a>			725,000	\$21,750.00
4/25/19	Television	KSNV-TV	News 3 Live	12:37 p.m. - East Las Vegas Library Opening		42s	\$2,130.30	20,504	\$2,982.42
4/25/19	Television	KTNV-TV	Action News	4:51 p.m. - East Las Vegas Library opening (teaser)		12s	\$1,958.18	13,024	\$783.27
4/25/19	Television	KTNV-TV	Action News	4:55 p.m. - East Las Vegas Library opening		30s	\$1,958.18	13,024	\$1,958.18
4/25/19	Television	KVVU-TV	FOX5 News	5:22 p.m. - East Las Vegas Library opening (teaser)		11s	\$3,062.37	21,745	\$1,122.87
4/25/19	Television	KVVU-TV	FOX5 News	5:26 p.m. - East Las Vegas Library opening		21s	\$3,062.37	21,745	\$2,143.66
4/25/19	Television	KLAS-TV	CBS Evening News	5:59 p.m. - East Las Vegas Library opening (teaser)		10s	\$4,081.84	41,864	\$1,360.61
4/25/19	Television	KLAS-TV	8 News Now	6:16 p.m. - East Las Vegas Library opening		3m 30s	\$4,026.65	40,498	\$28,186.55
4/25/19	Television	KTNV-TV	Action News	9:20 p.m. - East Las Vegas Library opening		21s	\$9,588.79	39,992	\$6,712.15
4/25/19	Television	KVVU-TV	FOX5 News	11:26 p.m. - East Las Vegas Library opening; interview with Camille		45s	\$2,511.00	19,118	\$3,766.50
4/25/19	Radio	KNPR-FM	News KNPR	4:34 p.m. - East Las Vegas Library Opening		35s	\$85.00	148,200	\$99.17
4/25/19	Internet	nevadaindependent.com	Nueva Biblioteca al Este de Las Vegas ofrecera mas que libros	East Las Vegas Library opening	<a href="https://thenevadaindependent.com/article/nueva-biblioteca-al-este-de-las-vegas-ofrecera-mas-que-libros">https://thenevadaindependent.com/article/nueva-biblioteca-al-este-de-las-vegas-ofrecera-mas-que-libros</a>			268,333	\$8,049.99
4/25/19	Television	KBLR-TV (Telemundo)	NOTICIERO LAS VEGAS	East Las Vegas Library opening (mention)		15s	\$900.00	8,034	\$450.00
4/26/19	Television	KLAS-TV	8 News Now Good Day	4:36 a.m. - East Las Vegas Library opening (teaser)		7s	\$611.55	14,227	\$142.70
4/26/19	Television	KLAS-TV	8 News Now Good Day	4:52 a.m. - East Las Vegas Library opening		4m 32s	\$611.55	14,227	\$5,544.72
4/26/19	Radio	KNPR-FM	News KNPR	4:00 p.m. - East Las Vegas Library Opening		35s	\$85.00	148,200	\$99.17

4/26/19	Internet	elmundo.net	East Las Vegas Library abre sus puertas, urge usarla y cuidarla	East Las Vegas Library opening	<a href="https://www.elmundo.net/locales/east-las-vegas-library-abre-sus-puertas-urge-usarla-y-cuidarla">https://www.elmundo.net/locales/east-las-vegas-library-abre-sus-puertas-urge-usarla-y-cuidarla</a>			6,180	\$185.40
4/27/19	Television	KLAS-TV	Politics Now Las Vegas	4:56 p.m. - East Las Vegas Library opening		20s	\$361.50	3,367	\$241.00
4/27/19	Television	KLAS-TV	8 News Now	6:46 p.m. - East Las Vegas Library opening; i-team connection with trees		4m 3s	\$1,746.36	16,904	\$2,928.15
4/27/19	Newspaper	El Mundo	Inauguarda East Las Vegas Library	East Las Vegas Library opening	<a href="https://issuu.com/elmundolv/docs/em-lv_20190427">https://issuu.com/elmundolv/docs/em-lv_20190427</a>			22,429	\$10,365.00
4/27/19	Radio	La Campesina 96.7FM	La Campesina morning show	East Las Vegas Library opening - 10 a.m.				n/a	n/a
4/28/19	Television	KLAS-TV	8 News Now Sunday Morning	8:21 a.m. - East Las Vegas Library opening; i-team connection with trees		3m 10s	\$940.82	22,233	\$5,958.53
4/28/19	Television	KTNV-TV	Action News	4:38 p.m. - Free tutoring services teaser		9s	\$608.73	4,583	\$182.62
4/28/19	Television	KTNV-TV	Action News	7:33 p.m. - Free tutoring services; Tutor interview; interview with Danielle Milam; interview with family tutoring		2m 24s	\$2,150.45	17,492	\$10,322.16
4/28/19	Television	KLAS-TV	8 News Now Sunday Morning	8:11 a.m. - East Las Vegas Library opening i-team connection teaser		13s	\$940.82	22,233	\$407.69
4/28/19	Television	KTNV-TV	Action News	4:43 p.m. - Free tutoring services; Tutor interview; interview with Danielle Milam; interview with family tutoring		2m 21s	\$608.73	4,583	\$2,861.03
4/28/19	Television	KTNV-TV	Action News	7:27 p.m. - Free tutoring services teaser		10s	\$2,150.45	17,492	\$716.82

**Monitored Coverage, Not Clipped**

4/4/19	Magazine	Las Vegas Weekly	Live Calendar	Las Vegas Stories: Joe Neal, the Westside Slugger, Opera Las Vegas: Jack and the Beanstalk, Andre Mehmani: Pianist & Composer, Southern Utah University Ballroom Dance Company: Simply Ballroom, Journey Through Jazz, Once on This Island, Opera Las Vegas: Jack and the Beanstalk				59,000	\$1,095.00
4/11/19	Magazine	Las Vegas Weekly	Live Calendar	Las Vegas & the Mob: Las Vegas Entertainers, Matt Beilis: The Soul of Pop, Walt Whitman, America's Poet, Divine Youth Musical, Myranda Bair: All That Glitters, Thomas Shea, Detroit: Art in Decay, Twenty Years in Vegas, Out of the Fire, Korean Brush Painting				59,000	\$1,095.00
4/13/19	Internet	reviewjournal.com	Art exhibits on display this week in Las Vegas	Thomas Shea: Photography Art, Korean Brush Painting	<a href="https://www.reviewjournal.com/entertainment/arts-culture/art-exhibits-on-display-this-week-in-las-vegas-1640284/">https://www.reviewjournal.com/entertainment/arts-culture/art-exhibits-on-display-this-week-in-las-vegas-1640284/</a>			3,033,333	\$90,999.99
4/18/19	Magazine	Las Vegas Weekly	Live Calendar	Las Vegas & The Mob: Las Vegas Entertainers, Matt Beilis: The Soul of Pop, Myranda Bair: All That Glitters, Sush Machida: Twenty Years in Vegas, Out of the Fire				59,000	\$1,095.00

**Earned Digital**

April	Duratron	McCarran International Airport		10 throughout the month					\$30,000.00	
									22,593,321	\$1,176,019.74



## MEMORANDUM

---

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

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

**DATE:** April 25, 2019

**SUBJECT:** Community Engagement Report, May 2019

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 **March 1, 2019 – March 31, 2019**.

On March 5, **Matt McNally** joined other Library District staff from the Branding & Marketing, and Information Technology departments to participate in a product demo from Baker & Taylor. The company offers a product which creates Pop-Up Libraries at partnering organizations and offers an alternative option through Penn Foster to provide a service similar to the Career Online High School.

The Clark County Library hosted a One-Stop Career Center celebration on March 11. **Matt McNally** spoke about the importance of the partnership and the transformation of library services.

Youth Services Manager **Shana Harrington** and **Matt McNally** met with Nevada Partnership for Homeless Youth Outreach Coordinator Rico Ocampo on March 12. Both organizations discussed the planning of additional staff training opportunities in May 2019 and the ongoing partnership logistics including signage implementation, communication, and success stories.

Matt McNally joined Executive Director **Dr. Ronald R. Heezen** and Planning and Development Director **Danielle Milam** in a meeting with Dr. Tiffany Tyler from Nevada DETR (Department of Employment, Training and Rehabilitation) on March 25. Dr. Tyler was recently appointed to the position by Governor Sisolak. The meeting allowed each organization to discuss their role of WIOA (Workforce Innovation and Opportunities Act) services offered.

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

Literacy Services assists adults by closing gaps in literacy skills and/or earning either their HSE (High School Equivalency) or High School diploma in addition to basic requirements to enter the workforce and gain access to a career pathway leading to

family sustaining income. During the month of March, Literacy Services staff administered assessments as English Language Learner (ELL) Cycle III classes ended and students post-tested. Other students were pretested for placement in upcoming Cycle IV classes.

Literacy Services administered the High School Equivalency Test (HiSET) on March 11, 12, and 13. The HiSET consists of five subject tests in the areas of Reading, Writing, Math, Science, and Social Studies. In order to earn a High School Equivalency certificate, all five subject areas must be passed. Literacy Services began offering the HiSET in May, 2018 and continue to garner positive results from HiSET administrations. Below are current HSE statistics for March and for the 2018-2019 fiscal year:

<b>High School Equivalency</b>	March	YTD
First-time Test Takers	8	32
Tests Administered	32	137
Tests Passed	28	118
HSE Certificates Earned	1	23

The Career Online High School (COHS) program also continues to grow. Below is a synopsis of current results:

<b>Career Online High School</b>	March	YTD
Enrollment	4	36
Completed Prerequisite Course	4	40
Graduates	4	13

Literacy Services staff continue to work with The International School of Hospitality (TISOH) and Milan Institute as part of the Nevada Accelerated Career Education pilot (NvACE). Two TISOH students were unable to move forward with the program but the remaining three are doing amazing, maintaining a near perfect average on assessments and projects. The Library District's one student attending Milan's Certified Nursing Assistant course is also at the top of her class, earning near perfect scores. Literacy Services' instructors are providing language and academic support to students as well as assisting students in managing their study schedules. Literacy Services conducted the following educational opportunities and services in March 2019:

<b>Literacy Services</b>	Classes	Enrollment	Enrollment (YTD)
English Language Acquisition	20	352	892
Adult Basic Education	1	36	86
Speaking and Listening	2	50	473
One-Stop Tutoring	---	42	269
Literacy Open Labs	---	283	1,780
High School Equivalency	---	8	32
Career Online High School	---	36	32
NV-ACE Pilot	2	4	6

The Mountain Plains Adult Education Association (MPAEA) annual conference was held in Las Vegas at the SLS Hotel and Casino March 5-7, 2019. Literacy Services staff were able to attend and gain knowledge about current trends in Adult Basic Education as well as learn from other adult educators. Library staff that attended the conference include: Literacy Services Manager **Jill Hersha**, Literacy Trainers **Thomas Gaspar**, **Carolyn Sachkowsky**, and **Felicia Wilson**, Literacy Coordinator **Julia Cordova**, Literacy Accountability Specialist **Vickie Ford**, and Literacy Assistant **Beverly Espinoza**.

## GALLERY SERVICES

### New Exhibit Installations

#### *Twenty Years in Vegas*

Sush Machida, The Studio at Sahara West Library, 3/1/19 – 4/27/19

#### *Detroit: Art in Decay*

Christopher Brandstetter, Sahara West Library, 3/5/19 – 5/26/19

#### *Out of the Fire: An Exploration of Firing Techniques*

Clay Arts Vegas, Sahara West Library, 3/7/19 – 4/27/19

#### *Vintage Vegas: In Color*

Las Vegas News Bureau, Whitney Library, 3/12/19 – 5/7/19

#### *Beyond the Stairs*

David Roberts, Windmill Library, 3/14/19 – 5/12/19

#### *Korean Brush Painting*

James and Christine Kim, West Charleston Library, 3/19/19 – 5/14/19

#### *Sunsets: Capturing a Moment in Time*

Paul Lorin, Spring Valley Library, 3/21/19 – 6/4/19

#### *From Darkness into Light*

Illuminating Engineering Society,  
Summerlin Library, 3/26/19 – 6/9/19  
Pictured on right.

#### *A New Fall*

Stephanie Serpick, Enterprise Library,  
3/28/19 – 6/11/19



### Events

Reception: *Twenty Years in Vegas*, Sush Machida; *Detroit: Art in Decay*, Christopher Brandstetter; *Out of the Fire: An Exploration of Firing Techniques*, Clay Arts Vegas Sahara West Library, 275 customers in attendance, 3/7/19

Reception: *Korean Brush Painting*, James and Christine Kim  
West Charleston Library, 83 customers in attendance, 3/19/19

### Highlights



Artist James Stanford donated three pieces of artwork to the LVCCLD permanent collection. The framed digital art prints are from Stanford's *Shimmering Zen* series, which he exhibited at Sahara West Library's The Studio during fall 2018. The art (*Indra's Jewels I*, 36"x18", Fujichrome Pearl archival photo print; *Indra's Jewels II*, 48"x48", Fujichrome Pearl archival photo print; *Jackpot Modern*, 48"x48", Fujichrome Pearl archival photo print) are mandalas digitally constructed from photos of vintage Las Vegas neon signs.

The LVCCLD permanent collection also received a 58"x58" framed photo by San Francisco artist Bernard Bolter. The

artwork was donated by Las Vegas collectors who wish to remain anonymous. The piece, titled *RIGA, Latvia*, is actually a composite photograph made up of different images from the Latvian capital city.

Gallery Services Manager **Darren Johnson** attended several community art functions during the month of March. On March 13, he attended and participated in *RADAR Performance Art* at Space9Twenty in Downtown Las Vegas. On March 15, **Johnson** joined the Vegas Area Museum Professionals for a meet up and tour of the exhibit *Axis Mundo* at the Marjorie Barrick Museum of Art, University of Nevada Las Vegas. On March 16, he attended the reception of *Transitions*, an exhibition of women artists and writers at Left of Center Gallery in North Las Vegas. On March 21, **Johnson** attended the unveiling ceremony of Sush Machida's new artwork being displayed at the Delano Las Vegas (pictured on right). Sush Machida was exhibiting through April 27 at The Studio in Sahara West Library. The Delano exhibit creates a unique art related cross-promotion between the Las Vegas strip hotel and LVCCLD.





**OUTREACH SERVICES**

Outreach Education Coordinator **Kelly May**, presented four coaching and professional development workshops for 91 Early Childhood Educators of the Clark County School District (CCSD) and The Children’s Cabinet on March 1, 4, 16, and 23.

Outreach Services Manager **Glenda Billingsley** conducted a Mind in the Making professional development class for 25 CCSD FACES (Family and Community Engagement Services) learning advocates on March 25.

**Glenda Billingsley** conducted eight family engagement discussion groups that promoted parenting skills, free library materials, library services, classes, and career resources such as One-Stop Career and Homework Help centers with 140 parents at various Headstart locations throughout Clark County on March 14, 20, 21, 25, and 28.

**Glenda Billingsley, Kelly May**, and Outreach Specialist **Nina Guevara** conducted two community outreach fairs serving 550 children and caregivers at the Stupak Community Center on March 20, and CCSD Family Fun Fair on March 29.



Outreach Services also conducted the following regularly occurring services in March 2019:

	Sessions	Attendance	Circulation
Adult Visits	14	287	---
Preschool Story-time Visits	78	1,942	---
School Visits	19	1,134	---
Senior Apartment Lobby Visits	24	176	602
Community Outreach Events	2	550	---
Homebound Services	---	---	504

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	78	19	14
Attendance	1,942	1,134	287

**PROGRAMMING AND VENUES SERVICES (PVS)**

PVS organized 837 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 23,543 attendees to the District with

2,173 hours of venue usage. These events are categorized into library adult programs, rentals, and staff usage.

	Events	Attendance	Hours
Library Adult Programs	527	16,198	1,389
Rentals	247	7,733	567
Staff Usage	63	612	217

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	130	2,074
Business and Career Success	48	381
Government and Social Services	103	6,825
Community and Culture	81	4,871

Of these Library Adult Programs, 29 were diversity events impacting 2,780 customers.

PVS provided technical support for 63 Library District programming events and 29 rental events totaling 479 event hours. Technical staff committed a total of 731 hours to cover these events. Additionally, PVS provided technical support for six occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 31-day period with no holidays was 1,454.75 hours and included 142 technician assignments. The ability to request technicians was closed to scheduling staff for three days since peak technician availability was reached.

Major Programming Highlights

*Alash; New-Old Tuvan Music*

The Alash Ensemble delighted and educated library customers at the Clark County and West Charleston libraries on March 9 and 10 during two Tuvan throat singing concerts. Tuvan throat singing is a unique musical style from the small country of Tuva, located on the southern edge of Siberia, which involves signing multiple pitches at the same time. A total of 458 customers came out to hear this unique style of music.



*Seniors Eating Well* in partnership with Three Square

*Seniors Eating Well* is an evidence-based curriculum created by Penn State Extension and taught by Three Square. It is intended to improve the nutrition and health status of middle-aged and older adults. This nine-week course was offered at Sahara West Library beginning on January 29 and concluded on March 5. Elements of the course included cooking demonstrations, meal planning, social relationships, fitness, diet, health, and chronic disease prevention. The total attendance for this nine-week



program was 192, averaging 21 attendees per class, with most customers returning each week. They received valuable information and giveaways including aprons and healthy cookbooks. *Seniors Eating Well* will be offered at East Las Vegas Library this summer on Wednesdays beginning June 5 and concluding on July 31.

#### *Letters Aloud*



The Library District hosted two unique programming events at the Clark County and West Charleston Library with Paul Morgan Stetler's *Letters Aloud* project. The goal of *Letters Aloud* is to present letters written by real people read by a company of actors and accompanied by live music for the edification and entertainment of audiences. The theme of the West Charleston program was 'Fame' and the Clark County program was 'Love Me or Leave Me.' A total of 99 customers attended these programs which featured

letters from Charles Bukowski, President George H.W. Bush, and Slash from Guns & Roses. One customer commented that "The reading was fantastic. It brought the letters to life."

#### *Stoughton Norwegian Dancers*

On March 27th, 2019 the LVCCD held a special performance by the *Stoughton Norwegian Dancers*. The dance troupe traveled from their home state of Wisconsin, to bring us their traditional Scandinavian dance program. We had attendees from all over the valley come to see the dancers perform including members of the Sons of Norway. We even had one family who drove in from Los Angeles the day prior. With a 132 people in attendance, the spirits were high and the feedback was overwhelmingly positive.



#### Major Department Highlights

*The United States Institute for Theater Technology (USITT) annual conference* Production Technician **Johannah Caley** attended the USITT Annual Conference in Louisville, KY from March 19 to 23. Johannah had the opportunity to see the latest in theatrical lighting, sound, and AV technology while attending. She also participated in the conference's professional development opportunities including classes on workplace wellness, gender bias in lighting design, and risk and resilience in technical theater.

## YOUTH SERVICES

Youth Services conducted 1,007 programs serving 24,301 customers at library branches throughout the District during the month of March. 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	808	17,562
Business and Career Success	12	155
Government and Social Services	132	5,789
Community and Culture	55	795
Diversity	2	20

### District-Wide Programming Highlights

The *Library Journal* and *School Library Journal* hosted the 2<sup>nd</sup> Annual *Public Library Think Tank: The Future is Theirs* at the Miami-Dade Public Library March 7-8. Youth Services Manager **Shana Harrington** attended with support from the Library District Foundation. Public library staff from across the country gathered to hear about best practices in planning programs for teens and tweens by engaging them directly in the development process. These best practices are currently being implemented at the Enterprise and West Las Vegas libraries.

Sunrise Library Youth Services Department Head **Natalia Tabisaura** conducted a very successful series of teen employment preparation workshops in March that concluded in a teen job fair. **Natalia** wrote, "Sunrise Library hosted a *Teens Work: Employment Prep Workshop Series and Job Fair*. The four-week series featured resume building, applications, interview skills, and culminated in a job fair featuring employers who are hiring teens [for employers] such as Cowabunga Bay, Arby's, McDonald's, Raising Canes, and the Boys and Girls Club. There were 77 teens in attendance! We wish them luck and look forward to hearing about their adventures in job hunting."



Searchlight Library Associates **Kelli Carlson** and **Ali Carrasco-Reyna** kept busy in the month of March with STEAM (Science, Technology, Engineering, Arts, and Mathematics) programming and outreach efforts. Kelli writes, "Miss Ali and some after school students were building with our Rig-a-Majig sets. Typically, we have 10-15 kids building with our one full set and two junior sets. We also went to the Searchlight Clark County Parks &

Recreation *Easter Egg Run* on Saturday, April 6. We talked with 37 local school children and their parents about our upcoming summer events.



Windmill Library Youth Services Assistant **Rachel Davis** shared photos demonstrating early literacy programming. She held a special 'parachute storytime' that emphasized colors, numbers, rhymes, and positive early engagement with the library. These concepts are in line with the Nevada Pre-K standards, and help children and parents prepare for kindergarten which in turn leads to lifelong success. There were 50 customers in attendance.

...

Monthly Statistics  
Year over Year  
March 2018/ March 2019

		Youth Services Programs				2018	2019					Youth Services Attendance				2018	2019		
Library		2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%		
Urban Branches	Centennial Hills	55	46	-9	-16%	441	383	-58	-13%	1,399	1,412	13	1%	10,979	10,838	-141	-1%		
	Clark County	66	57	-9	-14%	552	496	-56	-10%	2,527	2,867	340	13%	24,671	27,367	2,696	11%		
	Clark County BBTC	103	130	27	26%	286	1,168	882	308%	2,037	1,919	-118	-6%	5,106	20,277	15,171	297%		
	Enterprise	50	64	14	28%	368	425	57	15%	1,074	969	-105	-10%	7,464	7,645	181	2%		
	Las Vegas	54	0	-54	-100%	438	353	-85	-19%	367	0	-367	-100%	3,948	3,292	-656	-17%		
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A		
	Rainbow	79	57	-22	-28%	645	543	-102	-16%	2,095	1,959	-136	-6%	16,071	19,431	3,360	21%		
	Sahara West	50	76	26	52%	316	476	160	51%	1,794	2,129	335	19%	12,199	15,215	3,016	25%		
	Spring Valley	59	77	18	31%	433	554	121	28%	1,479	2,628	1,149	78%	13,226	15,931	2,705	20%		
	Summerlin	58	52	-6	-10%	396	385	-11	-3%	1,754	1,826	72	4%	11,773	12,717	944	8%		
	Sunrise	39	52	13	33%	378	361	-17	-4%	727	1,062	335	46%	9,466	8,485	-981	-10%		
	West Charleston	35	34	-1	-3%	269	235	-34	-13%	698	563	-135	-19%	4,711	3,923	-788	-17%		
	West Las Vegas	49	33	-16	-33%	322	345	23	7%	554	352	-202	-36%	4,451	4,393	-58	-1%		
	Whitney	79	70	-9	-11%	535	566	31	6%	2,301	2,144	-157	-7%	14,927	17,990	3,063	21%		
Windmill	49	49	0	0%	354	341	-13	-4%	1,592	1,776	184	12%	11,882	12,643	761	6%			
<b>Urban Totals</b>	<b>825</b>	<b>797</b>	<b>-28</b>	<b>-3%</b>	<b>5,733</b>	<b>6,631</b>	<b>898</b>	<b>16%</b>	<b>20,398</b>	<b>21,606</b>	<b>1,208</b>	<b>6%</b>	<b>150,874</b>	<b>180,147</b>	<b>29,273</b>	<b>19%</b>			
Outlying Branches	Blue Diamond	9	5	-4	-44%	33	30	-3	-9%	35	27	-8	-23%	705	362	-343	-49%		
	Bunkerville	9	0	-9	-100%	67	77	10	15%	62	0	-62	-100%	489	308	-181	-37%		
	Goodsprings	0	0	0	N/A	5	0	-5	-100%	0	0	0	N/A	17	0	-17	-100%		
	Indian Springs	22	36	14	64%	162	232	70	43%	78	129	51	65%	602	890	288	48%		
	Laughlin	23	20	-3	-13%	164	176	12	7%	342	346	4	1%	2,736	2,634	-102	-4%		
	Mesquite	59	69	10	17%	437	525	88	20%	670	1,256	586	87%	6,463	11,442	4,979	77%		
	Moapa Town	15	17	2	13%	147	154	7	5%	96	152	56	58%	932	1,550	618	66%		
	Moapa Valley	29	35	6	21%	265	261	-4	-2%	430	523	93	22%	4,052	3,669	-383	-9%		
	Mt. Charleston	0	0	0	N/A	6	1	-5	-83%	0	0	0	N/A	55	18	-37	-67%		
	Sandy Valley	3	4	1	33%	41	41	0	0%	0	6	6	N/A	591	721	130	22%		
	Searchlight	18	24	6	33%	65	181	116	178%	120	256	136	113%	382	1,621	1,239	324%		
	<b>Outlying Totals</b>	<b>187</b>	<b>210</b>	<b>23</b>	<b>12%</b>	<b>1,392</b>	<b>1,678</b>	<b>286</b>	<b>21%</b>	<b>1,833</b>	<b>2,695</b>	<b>862</b>	<b>47%</b>	<b>17,024</b>	<b>23,215</b>	<b>6,191</b>	<b>36%</b>		
Outreach	Outreach-Branch	130	86	-44	-34%	597	608	11	2%	9,165	5,051	-4,114	-45%	46,012	37,218	-8,794	-19%		
	Outreach-Department	98	99	1	1%	705	641	-64	-9%	3,570	3,624	54	2%	29,510	27,833	-1,677	-6%		
	Outreach-Adult Services	3	4	1	33%	39	39	0	0%	0	6	6	N/A	914	680	-234	-26%		
	Outreach-Youth Services	5	0	-5	-100%	9	29	20	222%	361	0	-361	-100%	993	2,618	1,625	164%		
	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		
	<b>Outreach Totals</b>	<b>236</b>	<b>189</b>	<b>-47</b>	<b>-20%</b>	<b>1,350</b>	<b>1,317</b>	<b>-33</b>	<b>-2%</b>	<b>13,096</b>	<b>8,681</b>	<b>-4,415</b>	<b>-34%</b>	<b>77,429</b>	<b>68,349</b>	<b>-9,080</b>	<b>-12%</b>		
<b>Grand Totals</b>	<b>1,248</b>	<b>1,196</b>	<b>-52</b>	<b>-4%</b>	<b>8,475</b>	<b>9,626</b>	<b>1,151</b>	<b>14%</b>	<b>35,327</b>	<b>32,982</b>	<b>-2,345</b>	<b>-7%</b>	<b>245,327</b>	<b>271,711</b>	<b>26,384</b>	<b>11%</b>			



Monthly Statistics  
Year over Year  
March 2018/ March 2019

	Library	Adult Programs				2018	2019	Difference	%	Adult Attendance				2018	2019	Difference	%
		2018	2019	Difference	%	Year to Date	Year to Date			Difference	%	2018	2019	Difference	%		
Urban Branches	Centennial Hills	24	22	-2	-8%	170	218	48	28%	219	266	47	21%	2,653	3,332	679	26%
	Clark County	131	177	46	35%	1,536	1,357	-179	-12%	5,319	5,274	-45	-1%	52,314	49,867	-2,447	-5%
	Enterprise	35	37	2	6%	355	340	-15	-4%	690	671	-19	-3%	5,681	7,968	2,287	40%
	Las Vegas	21	12	-9	-43%	245	186	-59	-24%	188	82	-106	-56%	2,584	1,946	-638	-25%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	32	45	13	41%	338	479	141	42%	902	1,487	585	65%	6,318	13,071	6,753	107%
	Sahara West	104	100	-4	-4%	904	879	-25	-3%	1,701	2,940	1,239	73%	14,772	27,269	12,497	85%
	Spring Valley	35	30	-5	-14%	436	390	-46	-11%	459	407	-52	-11%	6,066	5,862	-204	-3%
	Summerlin	62	59	-3	-5%	459	456	-3	-1%	3,542	3,474	-68	-2%	29,889	27,002	-2,887	-10%
	Sunrise	28	30	2	7%	254	246	-8	-3%	1,405	1,042	-363	-26%	5,748	10,697	4,949	86%
	West Charleston	38	54	16	42%	333	374	41	12%	1,447	1,413	-34	-2%	7,951	9,124	1,173	15%
	West Las Vegas	68	50	-18	-26%	451	488	37	8%	1,195	1,122	-73	-6%	18,135	18,274	139	1%
	Whitney	53	46	-7	-13%	454	364	-90	-20%	1,699	897	-802	-47%	10,979	10,802	-177	-2%
	Windmill	46	58	12	26%	436	480	44	10%	2,663	3,100	437	16%	17,254	21,211	3,957	23%
<b>Urban Totals</b>	<b>677</b>	<b>720</b>	<b>43</b>	<b>6%</b>	<b>6,371</b>	<b>6,257</b>	<b>-114</b>	<b>-2%</b>	<b>21,429</b>	<b>22,175</b>	<b>746</b>	<b>3%</b>	<b>180,344</b>	<b>206,425</b>	<b>26,081</b>	<b>14%</b>	
Outlying Branches	Blue Diamond	6	3	-3	-50%	23	23	0	0%	61	44	-17	-28%	298	339	41	14%
	Bunkerville	0	0	0	N/A	2	0	-2	-100%	0	0	0	N/A	16	0	-16	-100%
	Goodsprings	24	2	-22	-92%	46	69	23	50%	28	31	3	11%	110	217	107	97%
	Indian Springs	0	2	2	N/A	0	4	4	N/A	0	9	9	N/A	0	18	18	N/A
	Laughlin	27	25	-2	-7%	203	176	-27	-13%	476	524	48	10%	2,587	5,109	2,522	97%
	Mesquite	22	55	33	150%	227	330	103	45%	124	593	469	378%	1,647	3,743	2,096	127%
	Moapa Town	1	0	-1	-100%	3	4	1	33%	7	0	-7	-100%	22	15	-7	-32%
	Moapa Valley	9	23	14	156%	211	149	-62	-29%	170	84	-86	-51%	1,159	772	-387	-33%
	Mt. Charleston	5	4	-1	-20%	26	24	-2	-8%	64	74	10	16%	431	394	-37	-9%
	Sandy Valley	0	2	2	N/A	21	19	-2	-10%	0	2	2	N/A	195	123	-72	-37%
	Searchlight	0	1	1	N/A	7	19	12	171%	0	7	7	N/A	25	76	51	204%
<b>Outlying Totals</b>	<b>94</b>	<b>117</b>	<b>23</b>	<b>24%</b>	<b>769</b>	<b>817</b>	<b>48</b>	<b>6%</b>	<b>930</b>	<b>1,368</b>	<b>438</b>	<b>47%</b>	<b>6,490</b>	<b>10,806</b>	<b>4,316</b>	<b>67%</b>	
Outreach	Outreach-Branch	29	16	-13	-45%	209	136	-73	-35%	766	176	-590	-77%	5,485	3,721	-1,764	-32%
	Outreach-Department	38	37	-1	-3%	341	315	-26	-8%	600	463	-137	-23%	3,725	3,679	-46	-1%
	Outreach-Adult Services	3	2	-1	-33%	52	25	-27	-52%	0	0	0	N/A	1,827	2,393	566	31%
	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	2	0	-2	-100%	4	0	-4	-100%	226	0	-226	-100%	476	0	-476	-100%
	Outreach-Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	<b>Outreach Totals</b>	<b>72</b>	<b>55</b>	<b>-17</b>	<b>-24%</b>	<b>606</b>	<b>476</b>	<b>-130</b>	<b>-21%</b>	<b>1,592</b>	<b>639</b>	<b>-953</b>	<b>-60%</b>	<b>11,513</b>	<b>9,793</b>	<b>-1,720</b>	<b>-15%</b>
<b>Grand Totals</b>	<b>843</b>	<b>892</b>	<b>49</b>	<b>6%</b>	<b>7,746</b>	<b>7,550</b>	<b>-196</b>	<b>-3%</b>	<b>23,951</b>	<b>24,182</b>	<b>231</b>	<b>1%</b>	<b>198,347</b>	<b>227,024</b>	<b>28,677</b>	<b>14%</b>	



## ITEM VI.A.2.c.

### MEMORANDUM

---

**TO:** Dr. Ronald R. Heezen, Executive Director  
**FROM:** Danielle Patrick Milam, Director of Development and Planning  
**DATE:** May 15, 2019  
**SUBJECT:** Development and Planning Department Report, April 2019

#### **Development and Planning Department Activities in April 2019**

Successful Volunteer Recognition Month. Volunteer Program Coordinator **Leslie Valdes** and Development Program Officer **Sherry Walker** rolled out a number of recognition activities for the wonderful cadre of volunteers active in all branches of the Library District. Certificates of Appreciation and movie tickets were delivered to 409 volunteers. Volunteer-of-the-Year plaques were awarded to 31 volunteers who provided distinguished service, as follows:

Centennial Hills	Barbara Spies and Xavier Grabowski
Clark County	Don Spear, Annabelle Pensuvan, and Kaung Tun
Enterprise	Barbara Garcia, Alyssa Robinson, and Sammi Xu
Laughlin	Robert Plourde
Las Vegas	Anna Aguirre
Rainbow	Jim Polito and Nina O'Connor
Spring Valley	Jackson Chan and Diane Haworth
Sahara West	Jenna Wang, Jasmine Xu, Melyssa Correa-Diaz, Stephany Correa-Diaz, Donna Hurley, Joann Phegley, and Meg Kimball
Summerlin	Greta Brizzolara and Bailey McHatton
Sunrise	Monika Salazar and Rebekah Holman
West Charleston	Kristine Plank
West Las Vegas	Andres Neria-Donu and Jason Sherman
Windmill	Alyssa Ortiz and Cherie V. Santos Bello
Whitney	Alejandra Garcia

Special thanks also goes out to all the youth and adult Volunteer Coordinators including **Evelyn Moshcella** and **Ginger Lanier** at Centennial Hills; **Rachel Romero** and **Megan Nykodym** at Clark County; **Ryan Revis** and **Kim McGowan** at Enterprise; **Pentipa Premstit** and **Carla Montoya** at Las Vegas; **John Culliver** and **Amber Dennis** at Rainbow; **Molly Dudek** and **Alejandra Castellanos-Mata** at Summerlin; **Brad Golod**, **Yvonne Bayles** and **Kathryn Tilton** at Sahara West; **Asley Gordon** and **Rochelle Schreiner** at Spring Valley; **Melanie Cisneros** and **Chris Milk** at Sunrise; **Denise Avila** and **Carol Conzen** at West Charleston; **Jorge Carmona** and **Michelle Caron** at West Las Vegas; **Kristine Low-Martin** and **Elizabeth Rickling** at Whitney; and **Eric Howes** and **Cynthia Almodovar** at Windmill.

Special thanks also goes to Administrative Assistant **Denise Lewis** who keeps track of all volunteer hours for the Library District. As of the end of March, 28,218 hours of volunteer time and talent were donated to branch and bookstore operations. Currently, 356 volunteers are active across the Library District.

Book Store crews at Sahara West and Clark County enjoyed getting together and swapping experiences. Special recognition was given to Christine Gall who has been a volunteer at the Clark County Book Store for 11 years (pictured on left with Leslie Valdes, Volunteer Program Coordinator.)



Road Map 2025 Strategic Planning. Executive Director **Dr. Ronald R. Heezen**, Development and Planning Director **Danielle Milam**, and Development Program Officer **Sherry Walker** assembled a cross-organizational team to update the Vision 2020 Strategic Plan. This group will meet monthly to conduct an environmental scan of outside forces reshaping the public library industry, review and analyze Staff Survey results, review and refine v.2020 strategic directions, test strategy ideas with community stakeholders, and otherwise develop the next five-year strategic plan for Library District Board of Trustee presentation and adoption in 2020. Members of the team include **Tony Allison**, Windmill Performing Arts Coordinator; **Jocelyn Bates**, Electronic Resources Manager; **Shana Harrington**, Youth Services Manager; **Darren Johnson**, Gallery Services Manager; **Jack Meyer**, Centennial Hills Assistant Branch Manager; **Tanner Rush**, West Charleston Youth Services Librarian; **Leo Segura**, Regional Library Operations Manager; **David Tran**, East Las Vegas Customer Service Department Head; **Glenda Billingsley**, Outreach Services Department Head; **Tanya Brown-Wirth**, Laughlin Branch Manager; **Rebecca Colbert**, Head of Collections and Bibliographic Services; **Mayra Corn**, Mesquite Youth Services Department Head, **Claire Davies**, Enterprise Branch Manager; **Lisa Gibson**, West Las Vegas Computer Center Department Head; **Raychel Lendis**, Distribution Center Librarian; **Jett Reed**, Indian Springs Library Associate; **John Vino**, Assistant General Services Director; **Julia Cordova**, Literacy Services Office Assistant; **Carlotta Dickerson**, Regional Library Operations Manager; **Joanna Goddard**, West Charleston Youth Services Department Head; **Gloria Jertberg**, Enterprise Assistant Branch Manager; **London Porter**, Human Resources Management Specialist; **Carl Terreros**, Spring Valley Computer Center Department Head; **Lisa True**, General Services Administrative Coordinator; **Jennifer Weitz**, Adult Programming Supervisor; **Jacques Alimusa**, Goodsprings Library Associate; **Tam Anderson**, Rainbow Branch Manager; **Camille Cannon**, Digital Content Coordinator; **Chantel Clark**, Windmill Assistant Branch Manager; **Marisa Eytalis**, Summerlin Youth Services Department Head; **Thomas Sommer**, West Las Vegas Branch Manager; **Natalia Tabisaura**, Sunrise Youth Services Department Head; **Valerie Warren**, Sahara West Youth Services Department Head; **Sylvia Riesselmann**, Adult Services Assistant; **Allison Boyer**, Executive Assistant; and **Robbin Gaebler**, Clark County Branch Manager.

Presentations Highlighting Library District Service Innovation Projects. Development and Planning Director **Danielle Milam** was invited to give a presentation to the Nevada Council on Libraries and Literacy on several past LSTA grant projects that now shape the work of the Library District in the areas of early childhood education and parent engagement; teen tech labs; Teachers in the Libraries; and the One-Stop Career Center partnership. The presentation highlighted the significant in-kind contribution made by the Library District and Library Foundation to promote, prototype and sustain these efforts after the grant year was complete, as well as the amazing community outcomes around learning, teen technology skill-building and career preparation,

student achievement, and building an employment pipeline for southern Nevada. Chairwoman Nancy Cummings gave the District kudos for leading initiatives that are now being replicated in the north. Ms. Milam was also invited to brief the Nevada Institute on Children's Research and Policy's annual forum on the development and activities of the "Raising Las Vegas" collective action team. Representatives were delighted to hear about the many ways LVCCLD is conducting impactful work with families with young children in the library branches, in outreach activities, and in partnership with other key organizations that work with families in our region.

Nevada Legislative Day. Southern Nevada was well-represented at Nevada Library Association's Legislative Day in Carson City this year. Teams from North Las Vegas, Henderson, and LVCCLD joined our northern colleagues to make rounds at various legislative offices and sit in the Senate chambers. The LVCCLD team was comprised of Board of Trustee Chairwoman **Sheila Moulton**, Board Trustee **Sandra Ramaker**, West Las Vegas Branch Manager **Tom Sommer**, Executive Assistant **Allison Boyer**, and Development and Planning Director **Danielle Milam**, as well as Jaime Cruz of Workforce Connections. Legislators were very excited about the upcoming opening of the East Las Vegas Library, especially Senator **Mo Denis**, who always says that sitting on the library board was his most impactful board experience.



Foundation Awarded a Grant from COX. Danielle Milam attended the COX Charities Award Ceremony to receive one of two \$25,000 grants given. The money will support the purchase of equipment and furniture for a new teen maker space at Enterprise Library. Library Foundation Board member **Tamar Hoapili** was instrumental in pushing the Foundation's proposal to the top.



Opening of East Las Vegas. The highlight of the last five years of work was the opening of East Las Vegas. This project was the culmination of so many different parties working together to invest in a part of town that had been “left out” for decades. For the Development and Planning Department it was particularly gratifying as the building showcases innovations in service concepts first envisioned in the Vision 2020 Strategic Plan. The community’s response was astounding and gratifying. The Library Foundation was happy to provide complementary food for the community all day from the Café con Leche vendor. The Foundation also hosted the New Markets Tax Credit team from the City’s Las Vegas Community Investment Corporation, Kutak Rock, Crescent Capital, and Chase Bank. Foundation photographer Emily Wilson captured some magical moments of community pride and ownership.





## ITEM VI.A.2.d.

### MEMORANDUM

---

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

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

**DATE:** May 9, 2019

**SUBJECT:** Information Technology Report, May 2019

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 April:

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

The IT Department continues to work with Web Designer **Gene Kilchenko** on the project to create a standardized e-mail signature block for all District staff. The IT Department has expanded the new signature block to include Branding and Marketing and CBS staff to further test the new configuration. After we've finalized the configuration we will remove all background stationery and staff customizations and implement the configuration District-wide.

#### **Community Engagement Support**

AS Manager **Sufa Anderson** worked with Community Engagement Director **Matt McNally** to complete the reporting for this year's *Food for Thought* Program.

#### **Financial Services Support**

The IT Division worked with Financial Services to complete the Fiscal Year 2019 budget performance measures for the budget document. The budget performance measures for this fiscal year covers the period from May 1, 2018, through April 30, 2019.

I participated in two budget review discussions with the Executive Council, led by Deputy Director, CFO **Fred James**.

## General Services Support

The IT Division completed work on and many staff attended the Grand Opening of the new East Las Vegas Library (EV) and provided assistance where needed. The following equipment was installed:

- A new 10-bin sorter, 2 security gates, and 2 people counters
- One time-clock
- 77 desktop computers (52 Public and 25 Staff)
- 98 laptop computers (88 Public, 7 Staff, and 3 roving)
- 12 Macbooks and 5 iMacs
- 5 new X11 self-check systems
- 6 information stations and 3 print release stations
- 1 mobile device charging locker
- 1 library document station
- 38 telephones and 2 fax machines
- 1 Fax24 and 1 PrinterOn mobile printing system
- 3 roving staff battery power carts
- 18 laser printers (4 color and 3 black and white Public, 6 color and 5 black and white Staff)
- 1 digital advertising system to display on 5 branch monitors
- 6 copy machines (3 Public and 3 Staff)
- 24 wireless access points (12 inside and 12 outside)
- 8 network switches
- 1 host servers (with 4 virtual servers) and 1 security camera server

Additionally, a new Internet filtering scheme was implemented for the Computer Lab and cable television services and two temporary data connections were installed. We informed Cox Communications of our plans to build EV in November 2016 and requested a fiber wide-area-network connection. Cox indicated that this would not be a problem and has been sending monthly updates for over a year. As of today, we still do not have fiber service! I would like to thank **Trustee Ortiz** for getting the construction permit for Cox expedited through the City.

AS Manager **Sufa Anderson** completed numerous Sierra related tasks, including:

- Changing all customer home library designations from LV to EV
- Changing all Holds pickup locations from LV to the hold-shelf at EV
- Preparing new circulating laptops for use at EV
- Testing and refining the new sorting equipment and self-checks
- Decommissioning the LV location and enabling the EV location in the catalog.

Ms. Anderson also managed the Computer reservation system to prevent the computers at LV from being reserved and enabled the computers at EV for reservations.

Head of CBS **Rebecca Colbert** and CBS staff were largely consumed with EV in April. Staff received and shelved new audiovisual material from Midwest Tape and also made repeated visits to the Distribution Center (DC) to select supplemental materials for the EV Grand Opening. Over 5,800 items were routed from the DC to EV (items included Young Adult materials, music CDs, DVDs, picture books, and adult fiction books) and an additional 1200 items were redistributed from other branches to EV. All of these items supplemented the purchase of roughly 30,000 new items for EV. CBS staff spent nearly eight days onsite prior to Grand Opening to

receive, shelve, and rearrange materials. Acquisitions staff are now paying invoices for EV materials and continuing to receive back-ordered items for EV. Cataloging staff changed the Location Codes for items from LV to EV and items were suppressed when LV closed and made visible when EV opened. Staff will continue to complete changes of LV Item Codes until all LV items are removed from Sierra.

Assistant IT Director **Ron Melnar** continues to work with General Services to identify the computers that will be auctioned at LV and to remove the remaining equipment from the building.

As mentioned above, EV received one mobile device charging station. The IT Department also worked with Facilities Maintenance Supervisor **Truman Driver** and Regional Library Operations Manager **Carlotta Dickerson** to deliver one charging locker to the Clark County, Centennial Hills, Enterprise, Spring Valley, and Sunrise libraries.

The IT Department coordinated with the Facilities Department on the painting of the Newspaper Room at the Clark County Library and the carpet replacement and painting of the Youth Services Department at the Rainbow Library. The computing equipment at both branches were removed and replaced as the work was completed. The IT Department also coordinated on the replacement of the building generator at the Clark County Library by shutting down all computing equipment after hours over several different days while the work was being completed.

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

Assistant IT Director **Ron Melnar** worked with Human Resources Information System (HRIS) Manager **Glodia Thomas** to install the 2019 First Quarter Legislative Update on the development and production HRIS systems.

The IT Department worked with the HR Department to advertise the vacant Microcomputer Technician position. Recruitment for the position closed and we are currently evaluating applications for interviews. DC Page **Lia Alvarez** was promoted to Computer Lab Assistant at the Centennial Hills Library. DC Librarian **Raychel Lendis** and DC Associate **Andrey Miroshnichenko** worked with HR to conduct interviews and will make a selection shortly.

The IT Department attends the bi-monthly HR Department's New Employee Orientation to welcome new employees and provide a brief introduction to the IT Department. Microcomputer and Network Analyst **Anthony Weitz** and Microcomputer Specialist **Oscar Sanchez** attended the orientation meetings in April.

Assistant IT Director **Ron Melnar** served on the Committee to select the insurance broker for the District. The Committee evaluated and scored the packages submitted by three companies and made a recommendation that will be taken to the Board of Trustees for approval.

### **Library Operations Support**

The District's circulation for March was 986,704, of which 21% 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-media collection, and the North Las Vegas Library District customers accounted for approximately 7.8% of our OverDrive circulation while the Boulder City Library District customers accounted for approximately 2%. In March, the District's materials accounted for approximately 97.6% of our circulation, while the Boulder City Library District items accounted for approximately 1.1%, and the North Las Vegas Library District items accounted for 1.3% of the materials circulated to District customers. The District's materials accounted for approximately 18.3% of the Boulder City Library District's circulation and 17.9% of the North Las Vegas Library District's circulation.

CBS staff added 6,395 titles with 17,184 new items to the collection, while 33,453 items were withdrawn from the library catalog. Senior Cataloger **Monica Song** also added 207 unique titles for the Boulder City Library District and 206 titles with 418 items for the North Las Vegas Library District to the catalog. Additionally, Collection Development staff added 4,936 e-books and e-audiobooks to the collection in March.

Adult Collection Development Librarian **Teresa Handleman** joined DC Librarian **Raychel Lendis** for a visit with West Las Vegas Assistant Branch Manager **Carol Chambers** to discuss collection management. The West Las Vegas Library has rearranged material to improve access and circulation and reduced their print reference collection to create community information displays. Ms. Handleman offered suggestions for how the West Las Vegas Library can obtain more of the type of materials, such as DVDs, that circulate heavily.

Youth Services Collection Development Librarian **Jen Jost** created five BiblioCommons lists for the upcoming Summer Reading Program. Ms. Jost worked with Youth Services Manager **Shana Harrington** to develop the content for the website prior to the kick-off in mid-May.

The Distribution Center (DC) collection consists of 93,020 items and 14,391 items from this collection went to fill customer Holds requests. The DC also circulated 6,639 items in March.

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 400 items were sent to the branches in April. The DC also refreshes other areas of the collection upon request. This month the Indian Springs Library Juvenile DVD collection was refreshed with over 300 items.

DC Librarian **Raychel Lendis** provided training for staff on the use of District software tools to assist with maintaining a healthy collection, and taught workshops on the evaluation and deselection of materials. Ms. Lendis provided *collectionHQ* training for the staff at the West Las Vegas Library and *Sierra Rapid Update* training for staff at the Clark County Library. Ms. Lendis developed the Collection Enhancement Team for performing *collectionHQ* tasks of rebalancing and refreshing the collections in the branches. In March, 191 items were transferred, generating 687 circulations with a monetary value of \$1,985. Since this Team began using the *collectionHQ* transfer and rebalance tools in July 2018, a total of 1,746 items have been transferred, resulting in 5,917 circulations with an estimated monetary value of \$20,813. Ms. Lendis assigned the *collectionHQ Rebalance Pull* report to the branches

in April. This report identifies request items that the branches need to acquire to meet customer demands.

In March, the Interlibrary Loan (ILL) Department received 495 requests from District customers to borrow materials from other libraries, and we were able to fill 84% of our customers' requests. Of the requests that were filled, 90% of the items were checked out by our customers. The District received 772 requests from other libraries to borrow the District's materials. The average turnaround time (the time between when we receive a request, obtain the item, and prepare it to be shipped) was just under two days (1 day, 16 hours).

AS Manager **Sufa Anderson** worked with UNLV to establish an ILL relationship between the two organizations. This process will function as it does with any other library system. Ms. Anderson also provided ILL training for staff at the West Las Vegas and West Charleston libraries. This training provided an overview of ILL policies and procedures as well as a walk-through of how to place an ILL request.

The ER Department continues to merge eMedia accounts for customers who elect to receive new library cards to ensure customers can continue to enjoy their access to our large, diverse collection of eResources. ER staff also continues to respond to customer inquiries via our "Ask" account and provide quality assurance reviews of customer service calls that are answered by the Unique Call Center. Additionally, the Department continues to evaluate new eResources to add our services. The ER Department launched *Niche Academy* in November 2018. *Niche Academy* is an online learning platform made for libraries. The platform gives individual libraries their own online video tutorials that can be used as a teaching tool for both customers and staff and offers video instructional tutorials on many of our eResources. The most popular tutorials in March were *Gale Courses* (with 73 unique views), *Rosetta Stone* (62 unique views), and *Brainfuse* (34 unique views).

This month, ER Librarian **Ria Eufemio** provided the Department's OverDrive and Libby Training to staff at the East Las Vegas Library. Ms. Eufemio will be providing training for all of the branches to ensure that the staff is better prepared to assist customers with this resource.

In March, 4,370 ER Department *Fresh Picks* eNewsletters were sent to customers. The most popular eNewsletters were the *Top Ten* (opened at a rate of 62%) and the *New York Times Fiction Bestsellers* (60% opened). March saw 167 new *Fresh Picks* subscriptions. The District has 516 unique subscribers who have signed up for a total of 3,505 monthly subscriptions.

ER Librarian **Kristine Segura** and Development and Planning Director **Danielle Milam** met with the UNLV Vice-Dean of the Lee Business School to discuss the business-related eResources currently available to UNLV students.

The first phase of the iPad Lending Program (the urban branches) was completed last month. The final phase of the project (for the outlying branches) was completed this month. This project required the coordination of several departments, from CBS purchasing and cataloging the devices, to the ER Department configuring them and training staff, to Library Operation staff circulating them. Each of the smaller outlying branches received two iPads, with the larger outlying branches (Laughlin and Mesquite) receiving five devices each.

AS Manager **Sufa Anderson**, Adult Collection Development Librarian **Teresa Handleman**, YPL Collection Development Librarian **Kathy DiGeorge**, DC Librarian **Raychel Lendis**, and ER Manager **Jocelyn Bates** contributed content for the April edition of a new staff eNewsletter, *Primary Source*.

AS Manager **Sufa Anderson** conducted the quarterly Circulation Department Heads Meeting at the Windmill Library and Service Center. The Group discussed a wide array of issues, including issue related to Financial Services (such as customer duplicate charges and cash register problems), District-wide projects (such as EV and the iPad Lending Program), and Sierra related issues (such as the monthly Statement of Charges and proper formatting of customer records). The Group also shared solutions to common problems and identified issues that required further investigation.

At the request of Library Operation Administration, the IT Department provided remote (VPN) access to our Sierra Library Services Platform (Sierra) for staff at the Rainbow and Windmill libraries. This remote access will allow staff to access customer records, issue library cards, and provide other services while conducting outreach activities.

### **IT Projects**

T-Mobile recently released a new version of its mobile hotspot devices. The new hotspots have a faster Internet connection, longer battery life, and a greater range. IT Assistant **Jodi Hafen** worked with our account representative to obtain and test several of the hotspots. After successfully testing Ms. Hafen worked with T-Mobile and Library Operations staff to replace over 450 hotspots. Additionally, Ms. Hafen worked with AS Manager **Sufa Anderson**, Head of CBS **Rebecca Colbert**, and Regional Library Operation Manager **Carlotta Dickerson** to purchase two new hotspots for the District's Outreach Program.

The IT Department completed several Supplemental Budget Request projects for Library Operation at the Enterprise Library. One self-checkout station was removed from the Youth Services Department and one Information Station was relocated within the branch to make space for six additional Youth Services computers. In addition to the six additional Youth Services computers, five replacement laptops were installed to replace the end-of-life laptops used for the DJ Program. Finally, one Youth Services computer was reconfigured and designated as a "Family Computer."

Our security gates are at the end of their life, as the manufacturer is no longer supporting them. This month, the IT Department worked with EnvisionWare, General Services, and Branch Manager **Tom Sommer** to replace the security gates at the West Las Vegas Library. The old gates will be "cannibalized" to provide parts for other gates when needed. We plan to replace the end-of-life gates at two or three branches annually until all of the gates have been replaced.

The IT Department has been working with CenturyLink Communications to provide upgraded Internet access to the Goodsprings Library since 2017. This bandwidth increase will be accomplished by combining three different data connections into one larger connection. The bandwidth increase was partially completed this month as



two of the data connection were combined. We will continue to work with CenturyLink to get the final connection bonded. This change will eventually increase the bandwidth from 1.5 Mbps to 4.5 Mbps, effectively tripling the bandwidth to the library.

After escalating our Sierra LSP upgrade issue within Innovative Interfaces, we now have a resolution! ILS and Network Analyst **Sloan Sakamoto** has completed an upgrade of our Training system from Version 3.4 to Version 4.3. The IT Division successfully completed testing and we are making final preparations for upgrading our production system.

### **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 data extracts for the Development and Planning Division's Civic Technologies Community Connect Project and the Branding and Marketing Division's bi-monthly eNewsletter. Ms. Anderson continues to work with the Sierra Cleanup Committee to perform database cleanup activities in Sierra. Ms. Anderson also prepared two Retiree/Trustee library cards in April.

The IT Department worked with General Services and Library Operations to develop an *IT Special Project Request Procedures* document. Special projects are projects that are not break\fix in nature, but are rather moves, adds, or changes. These new procedures are intended to keep everyone informed about projects and provide details about the projects. Additionally, the IT Department worked with several divisions to create a *Makerspace Service Model Program Development* document. The document was developed to help formalize the District's new makerspace service by defining the services and establishing support expectations.



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

<b>Customer Support</b>	<b>Feb-19</b>	<b>Mar-19</b>	<b>% Change</b>	<b>YTD</b>
Number of Phone Calls to Electronic Resources	219	176	<b>-19.63%</b>	1,539
Length of Calls in Hours, Minutes, and Seconds	17:26:36	18:25:07	5.59%	179:13:27
Number of emails to ask@lvccld.org	829	557	<b>-32.81%</b>	4,923
Number of Classes	0	2	N/A	13
Number of Attendees	0	5	N/A	72

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

<b>Online Resource Category</b>	<b>Top Resource</b>	<b>Sessions</b>	<b>Retrievals</b>
Business and Careers	ReferenceUSA	597	25,910
Health and Wellness	Academic Search Main	187	562
Homework Help	IXL	52	10,614
Limitless Learning	Lynda.com	1,198	9,193
A-Z Resources (All Others)	New York Times	1,473	4,748

<b>Downloadables and Streaming Circulation</b>	<b>Mar-18</b>	<b>Mar-19</b>	<b>% Change</b>	<b>FY17-18</b>	<b>FY18-19</b>	<b>% Change</b>
eBooks	89,527	103,192	15.26%	712,876	870,155	22.06%
Audiobooks	47,589	61,487	29.20%	372,848	492,973	32.22%
Magazines	6,305	8,985	42.51%	56,029	73,072	30.42%
Movies and TV	6,161	6,575	6.72%	27,431	50,743	84.98%
Music	31,298	27,452	<b>-12.29%</b>	264,469	234,071	<b>-11.49%</b>
<b>Total</b>	180,880	207,691	14.82%	1,433,653	1,721,014	20.04%

<b>Online Resources Usage by Category</b>	<b>Feb-19</b>		<b>Mar-19</b>		<b>% Change</b>		<b>YTD</b>	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	817	25,847	771	28,955	<b>-5.63%</b>	12.02%	8,291	250,610
Health and Wellness	474	1,598	531	1,265	12.03%	<b>-20.84%</b>	1,445	11,271
Homework Help	735	31,591	667	27,475	<b>-9.25%</b>	<b>-13.03%</b>	3,502	195,617
Limitless Learning	2,707	9,826	3,026	12,207	11.78%	24.23%	36,405	129,459
A-Z Resources (All Others)	12,996	28,972	13,784	24,771	6.06%	<b>-14.50%</b>	25,518	51,540

**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



## MEMORANDUM

---

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

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

**DATE:** May 9, 2019

**SUBJECT:** Agenda Item Follow-up From April 11 Board Meeting

At the April 11, 2019 Board of Trustees Meeting, I brought an agenda item to the Board to obtain an opinion or direction on how to address the ongoing problem of adult customers viewing "obscene" websites in public.

I'm embarrassed to report that after many hours of research, I finally read all of the District's *Internet and Wireless Use Policy*. After reading the entire Policy, it became clear that our Policy **already** addressed this issue and does not need to be modified!

I've often heard branch staff complain about customers viewing obscene content on the public computers. I would suggest that we block the content, and then I would invariably get the response that we could not block the content because it was protected speech and that our Policy prevented us from blocking the content. It never occurred to me that I should read the Policy!

In 2012, then Public Services Director **Robb Morss** took a policy revision to the Board that included the addition of the language "The use of the District's network to access material that is obscene, child pornography, or "harmful to minors," as described by law, is expressly prohibited" to our *Internet and Wireless Use Policy*. The Board approved the revisions in 2012, however, staff did not take any steps to enforce the revised Policy! A current copy of the District's *Internet and Wireless Use Policy* is attached to this memo.

Staff will immediately begin enforcement of the Policy by blocking all Category 5 (Pornography) websites from our network, including the wireless network.

Since the Board inquired about the practices of several regional library systems, the information about those systems follows:

- **Boise Public Library** –Employs Internet filters on adult computers, but allows customers to choose unfiltered access. Customers who choose unfiltered access must abide by library guidelines which restricts the "Display of offensive sexual material as defined in Section 18-4105 of the Idaho Code."

Anyone viewing prohibited material is notified that they are in violation of the policy and staff actions are dictated by the patrons' responses.

- Wireless Internet access is currently unfiltered, but issues are handled the same as someone using a library computer. The Idaho State Legislature recently passed a law that will require all Idaho public libraries to filter Wi-Fi access in 2020.
- **Denver Public Library** – Employs Internet filters on adult computers. “Customers’ Responsibility” requires that all customers shall “Refrain from viewing pornographic visual materials or content that by contemporary community standards would be considered obscene.” Customers are given “three strikes” to comply with the Library Use Policy (a request to stop, a warning, and finally disciplinary action such as a ban).
  - Wireless Internet access is filtered.
- **Phoenix Public Library** – Employs Internet filters for adult computers and additionally blocks websites for Sex, Adult Content, Lingerie & Swimsuit, Nudity, Violence, and sites considered Tasteless. However, they have also adopted the ALA “Freedom to View” statement which seems contradictory.
  - Wireless Internet access is filtered.
    - Staff at the Phoenix Public Library was not very responsive to our requests for information and we were not able to get an explanation of their support for the ALA statement and the use of filters.
- **Washoe County Library System** – Employs filters, but allows patrons to select unfiltered access. Viewing of porn is allowed until someone complains, then patrons are asked to move to a less public area
  - Wireless is currently unfiltered and issues are handled the same as someone using a library computer.
- **The Salt Lake City Public Library System** – Employs filters, but allows patrons to request to unblock sites. Requests are reviewed to ensure compliance with policies before being allowed.
  - Wireless Internet access is filtered.
- **Scottsdale Public Library** – Employs filters, but allows patrons to request to unblock sites. Requests are reviewed to ensure compliance with policies before being allowed. At the recommendation of the City Attorney, a handout has been developed that may be given to anyone who is accessing sites displaying explicit sexual material when minors are present. The handout informs the customer that they are in violation of Arizona law (A.R.S. 13-3507 “Public Display of Explicit Sexual Materials”) and not merely the policy of the library.
  - Wireless Internet access is filtered.



## Internet and Wireless Use Policy

### Library Mission

The Las Vegas-Clark County Library District provides welcoming and inspiring spaces for reading, learning and achieving, and the tools and resources that families, children, teens and adults need to succeed. The Library is committed to building communities of people who can come together to pursue their individual and group aspirations.

### General Policies

In support of this mission and in response to advancing technology, the Las Vegas-Clark County Library District offers the community access to the Internet by District computers and to individual patrons using their own equipment. The Internet is an unregulated medium consisting of information on a wide range of topics provided by millions of individuals and organizations around the world.

In providing access to the Internet, the Las Vegas-Clark County Library District subscribes to and fully supports the principles of intellectual freedom endorsed by the *American Library Association's Library Bill of Rights*, particularly *Access to Electronic Information Services and Resources*, and *Freedom to Read* statements. These principles are reflected in the District's *Patron Privacy Policy*. The District's Internet access is provided primarily as an information resource.

### Disclaimer

Links to Internet sites are provided on the Las Vegas-Clark County Library District's website. District staff selects Internet links in accordance with the District's materials selections guidelines. Beyond this, the District has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Providing a link from the District's website to another website does not constitute an endorsement from the District.

The District is unable to warrant that its website, the server that makes it available, or any links from its site to other websites are free of viruses or other harmful components.

The District is unable to control or monitor the content or presentation of materials on the Internet, which change quickly and without warning. The District cannot be held responsible for the content of the Internet.

Adopted by the Las Vegas-Clark County Library District Board of Trustees on September 14, 2000; revised and adopted on January 13, 2005; revised and adopted on January 12, 2012.

Not all information found on the Internet is accurate, complete, up-to-date, and/or legally or philosophically acceptable to all individuals. The District assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, or any communications sent through the District's Internet workstations. The District is not responsible for any damage to personal equipment or software that may occur as a result of using the District's wireless network.

### **Access and Usage**

The Las Vegas-Clark County Library District does not provide e-mail accounts to users. In some cases, users with existing e-mail accounts may access their accounts through the District's Internet workstations. The District assumes no responsibility and shall have no liability for any claims or damages that result from the provision of such access to users. Adult patrons may select to access the Internet in filtered or unfiltered mode.

Use of the District's Internet workstations for the transmission, dissemination and/or duplication of information is regulated under various state and federal laws. The District expects all users to comply with such laws. The use of the District's network to access material that is obscene, child pornography, or "harmful to minors," as described by law, is expressly prohibited.

All adult users of the Internet are required to comply with the provisions of the District's *Internet and Wireless Use Policy*, the *Library Rules of Conduct* and administrative procedures for use of computer workstations developed in accordance with this policy. Failure to comply with these policies or guidelines may result in Internet use privileges being suspended and the patron may be asked to leave library premises.

### **Internet Access by Minor Children\***

Parents/guardians are responsible for their minor children's use of all library materials, including the Internet. Library District staff cannot monitor the Internet resources that minor children may select. A collection of age-appropriate Internet sites selected by District staff is included on the District's website. These sites meet the same selection criteria used for the selection of other library materials for youth.

The District provides filtering software on computers located in designated children's services areas in an attempt to limit access to age-appropriate Internet sites by minor children to the extent that is feasible given technical requirements and support. However, the District cannot guarantee that filtering technology will successfully block all inappropriate sites. Parents/guardians must ultimately accept responsibility for determining appropriate use of the Internet by their minor children. Any restriction of the minor child's access to the Internet remains the sole responsibility of the parent/guardian.

In order to provide flexible Internet access to young people the District restricts access to computers in the children's services area to minor children and their accompanying parents/guardians.

Minor children may use filtered workstations without parental permission. To access an unfiltered Internet workstation a minor child is required to have parental/guardian acceptance of the terms outlined in "Parental Permission Agreement for Use of the Internet" and his/her library card in possession during computer use prior to accessing the unfiltered Internet workstation.

Parents are encouraged to guide their minor child's use of the Internet and to visit the following sites for more information: [www.ConnectSafely.org](http://www.ConnectSafely.org), [www.SafeTeens.com](http://www.SafeTeens.com) and [www.iKeepSafe.org](http://www.iKeepSafe.org).

### **Wireless Access**

By providing wireless network access to the Internet, the Las Vegas-Clark County Library District expands its ability to provide information resources to the public. Wireless access is provided for use by the District's computers configured for wireless access as well as for use by a library patron's personal computing equipment subject to the conditions outlined in this policy.

Wireless access to the Internet in District libraries is to conform to the general provisions outlined in this policy and use by library patrons is subject to the District's *Library Rules of Conduct*. Failure to comply with these policies or guidelines may result in wireless network access privileges being suspended and the patron may be asked to leave library premises. Use which creates a disturbance or interferes with the ability of other patrons to use the library will not be tolerated.

### **Wireless Internet Access by Minor Children\***

Minors accessing the Las Vegas-Clark County Library District's wireless network are subject to all the restrictions contained in this policy. The District provides filtered Internet access on the wireless network for minor children under the age of 18. This is the same filtering software used on computers in the District's children's services areas. Anyone under the age of 18 accessing the wireless network is required to use the filtered network unless they have parental/guardian acceptance of the terms outlined in "Parental Permission Agreement for Use of the Internet" allowing unfiltered access to the Internet. Minors who have parental/guardian approval to use the District's unfiltered wireless network must use their personal computing equipment in the adult areas of the library.

### **Use of Personal Equipment**

The Las Vegas-Clark County Library District provides configuration specifications about its wireless network for patron access in designated community libraries but does not provide technical support for individuals wishing to use their equipment in community libraries. District staff is not allowed to configure, diagnose or modify a library patron's equipment to enable access to the District's wireless network.

The District is not responsible for any damage to personal equipment or software that may occur as a result of using the District's wireless network. In light of security issues and the variety of equipment that can be used to access wireless networks, the District urges patrons to incorporate appropriate protections systems such as anti-virus, firewall software and updated patches when accessing the District's wireless network. The District does not provide encryption services and does not guarantee privacy of data transmitted across its network.

\*Minor children are defined as minors under the age of 18.



## ITEM VI.A.3.a.

May 2019

### MEMORANDUM

---

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

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

**DATE:** May 9, 2019

**SUBJECT:** Financial Services Report, May 2019

This report summarizes the Financial Services Department's activities and accomplishments in the month of April 2019.

#### Administration

- Updated the District's cash flow analysis
- Submitted the Fiscal Year 2019-2020 Tentative Budget to the State Department of Taxation, Clark County, and the City of Las Vegas
- Compiled information, projections, and forecasts for Fiscal Year 2019-2020 Tentative Budget
- Published the Public Hearing notice for the Fiscal Year 2019-2020 Tentative Budget
- Prepared agenda items for the Fiscal Year 2019-2020 Tentative Budget Public Hearing and Final Budget adoption
- **Fred James** attended meetings related to RFQ 19-15, Broker of Record - Workers Compensation and Voluntary Insurances
- **Anita Lai** attended the "7 Habits of Highly Successful People" workshop
- Met with representatives of the Microsoft Serenic Navigator system regarding purchasing software
- **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 training and procedures
- **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 staff 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
- **Lynn Lucuara** prepared weekly bank deposits
- Prepared monthly Budget Status Reports and agenda item
- Scanned documents and updated files



**Accounting**

- Coded and verified all transactions (\$6M for the month of April)
- 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 Programming & Venues Services (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

---

To: Dr. Ronald R. Heezen, Executive Director

From: Fred James, CPA  
Deputy Director, Chief Financial Officer

Date: May 9, 2019

Subject: March 2019 Budget Status Report

Enclosed are the budget status reports for March 2019. General fund revenues indicate that 75% of budgeted revenue has been collected. As compared to March 2018, the District collected 7% more in property taxes. Consolidated Tax Revenue (CTX) shows 59% collected so far this fiscal year, slightly higher than the 58% collected for the same period during last fiscal year. Financial Services staff is closely monitoring revenues.

General Fund expenditures indicate that 70% of the allocated budget has been spent. 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 11% and 41% 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 03/01/2019 Through 03/31/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	35,078,492.40	41,826,000.00	6,747,507.60	16.13%
Intergovernmental Revenue	13,551,131.61	22,861,500.00	9,310,368.39	40.73%
Charges for Services	48,693.70	40,700.00	(7,993.70)	-19.64%
Fines & Forfeits	611,551.02	900,000.00	288,448.98	32.05%
Miscellaneous	701,799.25	1,036,800.00	335,000.75	32.31%
<b>Total Revenues</b>	<b>49,991,667.98</b>	<b>66,665,000.00</b>	<b>16,673,332.02</b>	<b>25.01%</b>
<b>Expenditures</b>				
Salaries	22,048,156.26	31,035,496.00	8,987,339.74	28.96%
Benefits	8,473,558.04	11,647,492.00	3,173,933.96	27.25%
Supplies & Services	9,025,512.70	15,348,749.00	6,323,236.30	41.20%
Capital Outlay	7,970,255.11	10,234,678.00	2,264,422.89	22.13%
<b>Total Expenditures</b>	<b>47,517,482.11</b>	<b>68,266,415.00</b>	<b>20,748,932.89</b>	<b>30.39%</b>
<b>Exces (Deficit) Revenues of Expenditures</b>	<b>2,474,185.87</b>	<b>(1,601,415.00)</b>	<b>(4,075,600.87)</b>	<b>-5.38%</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 03/01/2019 Through 03/31/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110 Administration - Executive	449,844.29	800,598.00	350,753.71	43.81%
120 Administration - Library Operations	1,030,382.79	1,768,629.00	738,246.21	41.74%
200 Financial Services	989,112.37	1,685,331.00	696,218.63	41.31%
215 Community Outreach	303,228.53	451,892.00	148,663.47	32.90%
216 Youth Services	223,221.38	328,257.00	105,035.62	32.00%
220 Development and Planning	395,452.13	560,059.00	164,606.87	29.39%
240 General Services/Facilities	5,652,756.31	8,218,085.00	2,565,328.69	31.22%
250 Human Resources	1,255,525.11	2,411,121.00	1,155,595.89	47.93%
251 HR-Work Insurance	496,868.07	1,463,864.00	966,995.93	66.06%
260 Information Technology	2,812,707.21	3,605,895.00	793,187.79	22.00%
270 Literacy Department	204,795.47	409,188.00	204,392.53	49.95%
280 Branding and Marketing	1,380,412.57	1,981,213.00	600,800.43	30.32%
290 Access Services Department	699,331.17	912,713.00	213,381.83	23.38%
310 Collection and Bibliographic Services	9,435,201.26	12,329,605.00	2,894,403.74	23.48%
320 Gallery Services	113,252.94	166,639.00	53,386.06	32.04%
330 Facilities	1,961,188.35	2,834,698.00	873,509.65	30.81%
340 Community Engagement	225,356.85	419,627.00	194,270.15	46.30%
400 Library Operations	19,888,845.31	27,919,001.00	8,030,155.69	28.76%
<b>Total</b>	<b>47,517,482.11</b>	<b>68,266,415.00</b>	<b>20,748,932.89</b>	<b>30.39%</b>

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

**General Fund - 100  
Library Operations - Dept 400  
From 03/01/2019 Through 03/31/2019**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	71,930.24	95,754.00	23,823.76	24.88%
110	Bunkerville	60,160.97	82,438.00	22,277.03	27.02%
120	Clark County Library	1,910,985.41	2,813,772.00	902,786.59	32.08%
130	Enterprise Library	1,020,075.90	1,523,487.00	503,411.10	33.04%
140	Goodsprings	57,033.57	90,104.00	33,070.43	36.70%
160	Indian Springs	73,720.52	115,750.00	42,029.48	36.31%
170	Las Vegas Library	1,238,448.01	1,921,323.00	682,874.99	35.54%
180	Laughlin	514,879.56	876,714.00	361,834.44	41.27%
190	Mesquite	797,625.48	1,061,119.00	263,493.52	24.83%
200	Moapa Town	59,869.93	80,225.00	20,355.07	25.37%
210	Moapa Valley	228,351.07	300,083.00	71,731.93	23.90%
220	Mount Charleston	55,423.44	78,455.00	23,031.56	29.36%
230	Rainbow Library	1,428,807.26	1,901,762.00	472,954.74	24.87%
240	Sahara West Library	1,985,541.11	2,629,929.00	644,387.89	24.50%
250	Sandy Valley	67,070.27	86,636.00	19,565.73	22.58%
260	Searchlight	45,796.29	54,214.00	8,417.71	15.53%
270	Spring Valley Library	1,238,463.66	1,761,959.00	523,495.34	29.71%
280	Summerlin Library	1,147,567.81	1,632,903.00	485,335.19	29.72%
290	Sunrise Library	1,108,289.77	1,502,237.00	393,947.23	26.22%
300	West Charleston Library	1,328,308.75	1,798,169.00	469,860.25	26.13%
310	West Las Vegas Library	1,166,562.44	1,594,980.00	428,417.56	26.86%
320	Whitney Library	1,093,711.76	1,544,661.00	450,949.24	29.19%
360	Meadows Library	81,775.78	129,492.00	47,716.22	36.85%
370	Centennial Hills	1,574,875.81	2,183,128.00	608,252.19	27.86%
380	Windmill Library	1,494,361.88	2,015,437.00	521,075.12	25.85%
605	City Misdemeanant	39,208.62	44,270.00	5,061.38	11.43%
<b>Total</b>		<b>19,888,845.31</b>	<b>27,919,001.00</b>	<b>8,030,155.69</b>	<b>28.76%</b>

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

**General Fund - 100**  
**From 03/01/2019 Through 03/31/2019**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	16,861,496.93	23,512,292.00	6,650,795.07	28.29%
51200 Salaries - Part Time	4,402,378.55	6,123,167.00	1,720,788.45	28.10%
51300 Overtime Pay	34,555.58	50,000.00	15,444.42	30.89%
51400 Call Back Pay	7,694.07	5,918.00	(1,776.07)	-30.01%
51500 Standby Pay	39,867.96	52,650.00	12,782.04	24.28%
51600 Longevity Pay	327,709.56	379,349.00	51,639.44	13.61%
51700 Separation Pay	277,504.24	312,120.00	34,615.76	11.09%
51800 Leave Buyout	96,949.37	600,000.00	503,050.63	83.84%
55100 Employees Retirement	5,101,310.83	6,461,854.00	1,360,543.17	21.05%
55200 Group Insurance	2,733,472.84	4,082,943.00	1,349,470.16	33.05%
55300 Workers' Comp. Payments	87,174.99	271,544.00	184,369.01	67.90%
55400 Medicare Coverage Expense	545,397.38	756,151.00	210,753.62	27.87%
55500 Unemployment Insurance	6,202.00	75,000.00	68,798.00	91.73%
61100 Office Supplies	249,938.01	418,380.00	168,441.99	40.26%
61110 Operating Supplies	364,682.51	580,640.00	215,957.49	37.19%
61120 Software & User Licenses	339,955.29	431,100.00	91,144.71	21.14%
61130 Software Maintenance	571,608.30	725,100.00	153,491.70	21.17%
61200 Book Materials & Supplies	68,809.88	150,000.00	81,190.12	54.13%
61205 Interlibrary Loan	208.42	4,500.00	4,291.58	95.37%
61210 Small Equipment	156,852.29	414,400.00	257,547.71	62.15%
61400 Equipment Repair & Maint.	593,781.93	624,009.00	30,227.07	4.84%
61410 Contracted Services	3,380,640.35	5,237,592.00	1,856,951.65	35.45%
61420 Building Repair & Maint.	117,615.33	218,200.00	100,584.67	46.10%
61500 Rental Expenses	32,106.83	45,876.00	13,769.17	30.01%
61600 Telephone	401,703.20	543,936.00	142,232.80	26.15%
61700 Utilities	1,248,763.82	2,047,523.00	798,759.18	39.01%
61800 Insurance & Bonds	293,895.10	354,450.00	60,554.90	17.08%
61900 Professional Services	361,651.06	1,271,500.00	909,848.94	71.56%
61910 Legal Services	80,962.74	599,500.00	518,537.26	86.49%
62200 Collection Agencies	76,248.00	215,000.00	138,752.00	64.54%
62300 Board Compensation	3,360.00	6,000.00	2,640.00	44.00%
62500 Postage	53,809.57	65,100.00	11,290.43	17.34%
62510 Advertising	48,020.60	188,700.00	140,679.40	74.55%
62600 Community Events	14,889.91	17,000.00	2,110.09	12.41%
62610 Staff Day	57,953.77	65,000.00	7,046.23	10.84%
62620 Recruitment	-	625.00	625.00	100.00%
62700 Education & Training	122,860.64	233,955.00	111,094.36	47.49%
62800 Travel & Transportation	103,389.22	217,863.00	114,473.78	52.54%
62900 Printing & Reproduction	143,109.95	261,500.00	118,390.05	45.27%
63000 Dues & Subscriptions	28,008.28	35,800.00	7,791.72	21.76%
65000 Miscellaneous Expenses	24,185.54	40,500.00	16,314.46	40.28%
65100 Bank Charges	252.16	20,000.00	19,747.84	98.74%
67000 Rental Expenses to QALICBs	86,250.00	315,000.00	228,750.00	72.62%
81700 Library Books	7,970,255.11	10,234,678.00	2,264,422.89	22.13%
<b>Total</b>	<b>47,517,482.11</b>	<b>68,266,415.00</b>	<b>20,748,932.89</b>	<b>30.39%</b>



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

**Grant Fund - 220**

**From 03/01/2019 Through 03/31/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Intergovernmental Revenue	296,442.87	1,800,000.00	1,503,557.13	83.53%
<b>Total Revenues</b>	<u>296,442.87</u>	<u>1,800,000.00</u>	<u>1,503,557.13</u>	<u>83.53%</u>
<b>Expenditures</b>				
Salaries	208,431.49	480,000.00	271,568.51	56.58%
Benefits	90,159.70	210,000.00	119,840.30	57.07%
Supplies & Services	332,872.29	500,000.00	167,127.71	33.43%
Capital Outlay	164,352.24	610,000.00	445,647.76	73.06%
<b>Total Expenditures</b>	<u>795,815.72</u>	<u>1,800,000.00</u>	<u>1,004,184.28</u>	<u>55.79%</u>
<b>Exces (Deficit) Revenues of Expenditures</b>	<u>(499,372.85)</u>	<u>-</u>	<u>499,372.85</u>	<u>27.74%</u>

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

**Grant Fund - 220**  
**From 03/01/2019 Through 03/31/2019**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	194,269.37	477,447.50	283,178.13	59.31%
51200 Salaries - Part Time	14,081.79	-	(14,081.79)	
51300 Overtime Pay	80.33	-	(80.33)	
51600 Longevity Pay	-	2,552.50	2,552.50	100.00%
55100 Employees Retirement	58,436.44	150,786.37	92,349.93	61.25%
55200 Group Insurance	28,734.85	54,679.44	25,944.59	47.45%
55400 Medicare Coverage Expense	2,988.41	4,534.19	1,545.78	34.09%
61100 Office Supplies	1,546.11	4,064.08	2,517.97	61.96%
61110 Operating Supplies	1,725.00	-	(1,725.00)	
61120 Software & User Licenses	6,732.00	40,770.00	34,038.00	83.49%
61410 Contracted Services	300,809.75	415,878.50	115,068.75	27.67%
62700 Education & Training	17,627.55	-	(17,627.55)	
62800 Travel & Transportation	3,429.46	8,463.27	5,033.81	59.48%
63000 Dues & Subscriptions	250.00	300.00	50.00	16.67%
65000 Miscellaneous Expenses	752.42	30,524.15	29,771.73	97.54%
81600 Capital Equipment - Major	-	460,000.00	460,000.00	100.00%
81700 Library Books	164,352.24	150,000.00	(14,352.24)	-9.57%
<b>Total</b>	<b>795,815.72</b>	<b>1,800,000.00</b>	<b>1,004,184.28</b>	<b>55.79%</b>

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

**Gift Fund - 230  
From 03/01/2019 Through 03/31/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	147,004.61	815,000.00	667,995.39	81.96%
<b>Total Revenues</b>	<b>147,004.61</b>	<b>815,000.00</b>	<b>667,995.39</b>	<b>81.96%</b>
<b>Expenditures</b>				
Supplies & Services	140,260.78	715,000.00	574,739.22	80.38%
Capital Outlay	-	100,000.00	100,000.00	100.00%
<b>Total Expenditures</b>	<b>140,260.78</b>	<b>815,000.00</b>	<b>674,739.22</b>	<b>82.79%</b>
<b>Exces (Deficit) Revenues of Expenditures</b>	<b>6,743.83</b>	<b>-</b>	<b>(6,743.83)</b>	<b>-0.83%</b>

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

**Gift Fund - 230**  
**From 03/01/2019 Through 03/31/2019**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100 Office Supplies	30.05	20,000.00	19,969.95	99.85%
61110 Operating Supplies	9,111.03	15,000.00	5,888.97	39.26%
61210 Small Equipment	5,482.45	15,000.00	9,517.55	63.45%
61410 Contracted Services	67,942.66	250,000.00	182,057.34	72.82%
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61900 Professional Services	17,925.31	100,000.00	82,074.69	82.07%
62600 Community Events	13,326.40	-	(13,326.40)	
62800 Travel & Transportation	6,924.22	-	(6,924.22)	
62900 Printing & Reproduction	2,163.97	-	(2,163.97)	
65000 Miscellaneous Expenses	17,354.69	-	(17,354.69)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
<b>Total</b>	<b>140,260.78</b>	<b>815,000.00</b>	<b>674,739.22</b>	<b>82.79%</b>

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

**Capital Projects Fund - 510  
From 03/01/2019 Through 03/31/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	287,195.32	50,000.00	(237,195.32)	-474.39%
<b>Total Revenues</b>	<u>287,195.32</u>	<u>50,000.00</u>	<u>(237,195.32)</u>	<u>-474.39%</u>
<b>Expenditures</b>				
Supplies & Services	2,240,728.51	4,355,700.00	2,114,971.49	48.56%
Capital Outlay	6,366,558.68	9,170,903.00	2,804,344.32	30.58%
<b>Total Expenditures</b>	<u>8,607,287.19</u>	<u>13,526,603.00</u>	<u>4,919,315.81</u>	<u>36.37%</u>
<b>Exces (Deficit) Revenues of Expenditures</b>	<u>(8,320,091.87)</u>	<u>(13,476,603.00)</u>	<u>(5,156,511.13)</u>	<u>-510.76%</u>
<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>	<u>-</u>	<u>(6,200,000.00)</u>	<u>(6,200,000.00)</u>	<u>100.00%</u>

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

**Capital Projects Fund - 510**  
**From 03/01/2019 Through 03/31/2019**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100 Office Supplies	463.99	-	(463.99)	
61110 Operating Supplies	84,188.59	25,000.00	(59,188.59)	-236.75%
61120 Software & User Licenses	68,035.14	132,000.00	63,964.86	48.46%
61130 Software Maintenance	57,560.95	-	(57,560.95)	
61210 Small Equipment	1,013,035.80	1,519,250.00	506,214.20	33.32%
61400 Equipment Repair & Maint.	26,114.70	-	(26,114.70)	
61410 Contracted Services	49,751.42	100,000.00	50,248.58	50.25%
61420 Building Repair & Maint.	608,577.82	2,439,450.00	1,830,872.18	75.05%
61500 Rental Expenses	44,264.08	-	(44,264.08)	
61700 Utilities	9,482.33	-	(9,482.33)	
61900 Professional Services	263,606.94	140,000.00	(123,606.94)	-88.29%
62900 Printing & Reproduction	2,098.35	-	(2,098.35)	
65100 Bank Charges	35.00	-	(35.00)	
81400 Construction in Progress	13,513.40	5,998,000.00	5,984,486.60	99.77%
81500 Capital Improvements	5,505,609.20	383,000.00	(5,122,609.20)	-1337.50%
81600 Capital Equipment - Major	32,735.00	1,989,903.00	1,957,168.00	98.35%
81700 Library Books	399,452.63	800,000.00	400,547.37	50.07%
	428761.85			
<b>Total</b>	<b>8,607,287.19</b>	<b>13,526,603.00</b>	<b>4,919,315.81</b>	<b>36.37%</b>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
1020 - Mesquite  
510 - Capital Projects Fund  
From 3/1/2019 Through 3/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Revenues</b>				
Other Revenue	96,439.37		(96,439.37)	
<b>Total Revenues</b>	<u>96,439.37</u>		<u>(96,439.37)</u>	
<b>Expenditures</b>				
Small Equipment	499.20		(499.20)	
Professional Services	3.50		(3.50)	
<b>Total Expenditures</b>	<u>502.70</u>	<u>0.00</u>	<u>(502.70)</u>	<u>0.00</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>95,936.67</u>	<u>0.00</u>	<u>(95,936.67)</u>	<u>0.00</u>



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
1025 - East Las Vegas  
510 - Capital Projects Fund  
From 3/1/2019 Through 3/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Operating Supplies	743.04		(743.04)	
Small Equipment	205,699.97		(205,699.97)	
Bldg. Maint. & Repair	33,378.77		(33,378.77)	
Utilities	9,482.33		(9,482.33)	
Professional Services	125,881.03		(125,881.03)	
Miscellaneous Expenses	35.00		(35.00)	
Construction in Progress	5,505,609.20	5,998,000.00	492,390.80	8.21%
<b>Total Expenditures</b>	<u>5,880,829.34</u>	<u>5,998,000.00</u>	<u>117,170.66</u>	<u>1.95%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u><u>(5,880,829.34)</u></u>	<u><u>(5,998,000.00)</u></u>	<u><u>(117,170.66)</u></u>	<u><u>1.95%</u></u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
2050 - Furniture Replacement  
510 - Capital Projects Fund  
From 3/1/2019 Through 3/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Small Equipment	130,645.93	200,000.00	69,354.07	34.68%
Capital Equipment - Major	7,435.88		7,435.88	
<b>Total Expenditures</b>	<u>138,081.81</u>	<u>200,000.00</u>	<u>76,789.95</u>	<u>38.39%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(138,081.81)</u>	<u>(200,000.00)</u>	<u>(76,789.95)</u>	<u>38.39%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
2200 - Financial Services  
510 - Capital Projects Fund  
From 3/1/2019 Through 3/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Small Equipment	16,104.00	185,000.00	168,896.00	91.30%
Software Maintenance	28,523.60		(28,523.60)	
Professional Services	4,058.75		(4,058.75)	
Capital Equipment - Major		80,000.00	80,000.00	100.00%
<b>Total Expenditures</b>	<u>48,686.35</u>	<u>265,000.00</u>	<u>216,313.65</u>	<u>81.63%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(48,686.35)</u>	<u>(265,000.00)</u>	<u>(216,313.65)</u>	<u>81.63%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
3010 - LSP Replacement  
510 - Capital Projects Fund  
From 3/1/2019 Through 3/31/2019

	<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 3/1/2019 Through 3/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Revenues</b>				
Interest Earnings	90,984.76	50,000.00	(40,984.76)	-81.97%
Unrealized Gain/(Loss) - Investments	99,771.19		(99,771.19)	
<b>Total Revenues</b>	<u>190,755.95</u>	<u>50,000.00</u>	<u>(140,755.95)</u>	<u>-281.51%</u>
<b>Expenditures</b>				
Bank Charges	13,513.40	40,000.00	26,486.60	66.22%
<b>Total Expenditures</b>	<u>13,513.40</u>	<u>40,000.00</u>	<u>26,486.60</u>	<u>66.22%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>177,242.55</u>	<u>10,000.00</u>	<u>(167,242.55)</u>	<u>-1672.43%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
4010 - Tech Replacements Upgrades  
510 - Capital Projects Fund  
From 3/1/2019 Through 3/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Operating Supplies	7,191.42	15,000.00	7,808.58	52.06%
Software & User Licenses	68,035.14	132,000.00	63,964.86	48.46%
Software Maintenance	26,837.35		(26,837.35)	
Small Equipment	596,283.41	1,050,000.00	453,716.59	43.21%
Equipment Repair & Maint.	26,114.70		(26,114.70)	
Contracted Services	49,751.42	100,000.00	50,248.58	50.25%
Capital Improvements	14,088.00		(14,088.00)	
Capital Equipment - Major	247,532.69	1,709,903.00	1,462,370.31	85.52%
<b>Total Expenditures</b>	<u>1,035,834.13</u>	<u>3,006,903.00</u>	<u>1,971,068.87</u>	<u>65.55%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(1,035,834.13)</u>	<u>(3,006,903.00)</u>	<u>(1,971,068.87)</u>	<u>65.55%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5010 - Bldg Repair and Maintenance  
510 - Capital Projects Fund  
From 3/1/2019 Through 3/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Operating Supplies	76,718.12	10,000.00	(66,718.12)	-667.18%
Software Maintenance	2,200.00		(2,200.00)	
Small Equipment	27,171.66	84,250.00	57,078.34	67.75%
Bldg. Maint. & Repair	575,199.05	2,439,450.00	1,864,250.95	76.42%
Rental	44,264.08		(44,264.08)	
Professional Services	133,663.66		(133,663.66)	
Printing & Reproduction	2,098.35		(2,098.35)	
<b>Total Expenditures</b>	<u>861,314.92</u>	<u>2,533,700.00</u>	<u>1,672,385.08</u>	<u>66.01%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(861,314.92)</u>	<u>(2,533,700.00)</u>	<u>(1,672,385.08)</u>	<u>66.01%</u>



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5020 - PVS Projects  
510 - Capital Projects Fund  
From 3/1/2019 Through 3/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Small Equipment	31,674.03		(31,674.03)	
Capital Improvements	18,647.00		(18,647.00)	
Capital Equipment - Major	102,782.30	383,000.00	280,217.70	73.16%
<b>Total Expenditures</b>	<u>153,103.33</u>	<u>383,000.00</u>	<u>229,896.67</u>	<u>60.03%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(153,103.33)</u>	<u>(383,000.00)</u>	<u>(229,896.67)</u>	<u>60.03%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
7010 - Library Materials  
510 - Capital Projects Fund  
From 3/1/2019 Through 3/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Library Books	428,761.85	800,000.00	371,238.15	46.40%
<b>Total Expenditures</b>	<u>428,761.85</u>	<u>800,000.00</u>	<u>371,238.15</u>	<u>46.40%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(428,761.85)</u>	<u>(800,000.00)</u>	<u>(371,238.15)</u>	<u>46.40%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
9010 - Vehicle Purchase and Replacement  
510 - Capital Projects Fund  
From 3/1/2019 Through 3/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<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 03/01/2019 Through 03/31/2019**

	<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Revenues</b>				
Tax Revenue	39.09	-	(39.09)	
Miscellaneous	85,864.81	45,000.00	(40,864.81)	-90.81%
<b>Total Revenues</b>	<b>85,903.90</b>	<b>45,000.00</b>	<b>(40,903.90)</b>	<b>-90.90%</b>
<b>Expenditures</b>				
Supplies & Services	7,366.10	30,000.00	22,633.90	75.45%
Debt Service	7,628,250.00	7,628,250.00	-	0.00%
<b>Total Expenditures</b>	<b>7,635,616.10</b>	<b>7,658,250.00</b>	<b>22,633.90</b>	<b>0.30%</b>
<b>Exces (Deficit) Revenues of Expenditures</b>	<b>(7,549,712.20)</b>	<b>(7,613,250.00)</b>	<b>(63,537.80)</b>	<b>-91.19%</b>

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

**Debt Service Fund - 610**  
**From 03/01/2019 Through 03/31/2019**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
65100 Bank Charges	7,366.10	30,000.00	22,633.90	75.45%
71100 Debt Service - Principle Payment	7,265,000.00	7,265,000.00	-	0.00%
71200 Debt Service - Interest Payment	363,250.00	363,250.00	-	0.00%
<b>Total</b>	<b>7,635,616.10</b>	<b>7,658,250.00</b>	<b>22,633.90</b>	<b>0.30%</b>

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

**General Fund - 100  
From 3/28/2019 Through 5/7/2019**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
7415	4/1/2019	10129	Fun Express LLC	Family Music Fest 2019 Crafts	113.01
7418	4/1/2019	10478	Renovation Piano Services	Repair piano string on CC grand	80.00
7421	4/1/2019	10535	Johnson Controls Fire Protection LP	CC, EN, LA, MC: 5-Yr Sprinkler Inspections/Tests	3,481.00
7423	4/1/2019	10622	DistribuTech	Invoice 68282 April Highlights Distribution	805.00
7424	4/1/2019	1064	Allied Refrigeration Inc.	Various	366.55
7425	4/1/2019	10650	Fun City Distribution, Inc.	Invoice # 36959 - Distribution of Highlights Magazine - April	740.00
7427	4/1/2019	1240	Brady Industries of Nevada, LLC	Various	415.61
7430	4/1/2019	1580	Ferguson Enterprises, Inc.	Various	158.94
7431	4/1/2019	1627	Gale/Cengage Learning, Inc.	Various Reference & Large Print Books FY 2018-2019	2,947.37
7432	4/1/2019	1742	Ideal Supply Company Inc.	Various	647.12
7433	4/1/2019	1753	InfoUSA Marketing, Inc.-A Sub of Infogroup Inc.	City Directories Midyear	5,880.00
7434	4/1/2019	1757	Ingram Library Services	Library Books & Materials for FY 2018-2019	189.62
7435	4/1/2019	1854	Kamer Zucker & Abbott	Legal Fees for Feb 2019	1,840.00
7437	4/1/2019	1958	Lighting Specialties	Various	1,145.60
7439	4/1/2019	2152	Nedco Supply	Various	2,976.87
7440	4/1/2019	2307	Progressive Elevator	Elevator PM Service-CC	697.00
7441	4/1/2019	2351	Rebel Party Rentals	Chair rental for CCSD farm Market	179.00
7442	4/1/2019	2471	Silver State Glass & Mirror	WH: Replace glass in interior cracked window	920.00
7444	4/1/2019	2702	Grainger, Inc.	Various	638.45
7445	4/1/2019	2733	Phoenix Fire Protection, LLC	Fire Sprinkler Test/Inspect-SV	535.00
7446	4/1/2019	2798	Brodart Co.	Library Books for FY 2018-2019	76,254.56
7447	4/1/2019	2799	CDW Government Inc,	TRIPP SURGE STRIP 6 OUTLET 6FT CORD	885.58
7448	4/1/2019	2887	West Payment Ctr	Library Plan Charges for MISD	676.57
7449	4/1/2019	2891	AFLAC	Premium March 2019	1,571.67
7450	4/1/2019	3149	Midwest Tape	Materials for FY 2018-2019 DVDs & CDs	42,476.08
7451	4/1/2019	3435	Ace Fire Systems, Inc.	WC: Fire System Repairs	277.25
7452	4/1/2019	3500	Garda CL West, Inc	Excess Items - February 2019	2,841.08
7453	4/1/2019	3776	Got Bugs LLC	Pest Control-MQL/MQLC	260.00
7455	4/1/2019	4604	Brodart Library Supplies & Furnishings	Supplies for FY 2018-2019	2,251.82
7456	4/1/2019	4649	H & E Equipment Services Inc.	FAC: Annual Lift Inspections	2,233.14
7457	4/1/2019	4723	Purvis Industries - Las Vegas NV	Various	1,611.09
7458	4/1/2019	4897	Public Employees Benefits Program State of NV	Ins Premium - March 2019	7,714.68
7459	4/1/2019	5001	UniFirst Corporation	Uniforms FY19	246.14
7460	4/1/2019	5244	A&B Printing & Mailing	Invoice # 125313 - iPad lending Bookmarks	189.00
7461	4/1/2019	6704	Schneider Electric	HVAC Controls-FAC	2,725.58
7463	4/1/2019	7592	Stanley Convergent Security Solutions	LA: Investigate issue with fire panel	411.50
7464	4/1/2019	7671	Western Exterminator Company	Pest Control Urban	1,455.00
7465	4/1/2019	7943	Communication Electronic Systems Inc	Alarm Monitoring-CH & WM	170.00
7466	4/1/2019	7948	Municipal Code Corporation	Clark County Code of Ordinances	350.00
7467	4/1/2019	8010	Allied Universal Security Services	PVS Guard Services 03/08/19-03/21/19	1,562.77
7468	4/1/2019	8122	Staples Advantage Dept LA	Stpls hvy wvt sheet prot 100ct - ME	10,519.15
7469	4/1/2019	8205	Western States Door Controls, Inc	OE PO	300.00
7470	4/1/2019	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	337.50
7471	4/1/2019	8575	Intermountain Lock and Security Supply	Various	39.12
7472	4/1/2019	8671	Eurie Creative, Inc.	COHS Graduation Invitation	6,200.00
7473	4/1/2019	9074	Statewide Fire Protection - Western States	Fire Sprinkler Test/Inspect-CH	175.00
7474	4/1/2019	9101	O'Reilly Auto Parts	Various	117.91
7475	4/1/2019	9133	Ted Wiens Tire & Auto Centers	Annual Smog Checks: Unleaded, Bi-Fuel & Flex	116.00
7476	4/1/2019	9159	Mesquite Lumber /Ace Hardware	MQLC: Air Deflector	7.99
7479	4/1/2019	9588	Vocera Communications, Inc.	8-Bay Charger Vocera	5,621.49
7480	4/1/2019	9631	Elliott's Sewer & Drain	WH: Main line backing up into restrooms	162.75
7482	4/1/2019	9827	Vision Sign Inc.	Sign Maintenance-SV	210.00
7484	4/1/2019	9907	PLIC-SBD Grand Island (Principal)	Premium April 2019	25,346.08
7485	4/8/2019	10184	City of Mesquite Athletics & Leisure Services Dept	Landscape Service-MQLC	800.00
7486	4/8/2019	10478	Renovation Piano Services	String for piano repair - CC	12.00
7487	4/8/2019	10535	Johnson Controls Fire Protection LP	Fire Alarm Test/Inspect-CC	591.00
7489	4/8/2019	10686	NLS Grounds Management LLC	OE PO for Landscape Services	16,544.00
7491	4/8/2019	1180	Baron Pest Solutions, Inc.	Pest Control-LA	37.00
7492	4/8/2019	1457	Demco, Inc.	Kapco 7-1/2x5	505.58
7494	4/8/2019	1627	Gale/Cengage Learning, Inc.	Electronic Materials FY 2018-2019	62,300.22
7496	4/8/2019	2290	Precision Pump, Inc.	Sump Pump PM Service-CC	210.00
7497	4/8/2019	2682	Valley Enterprises, Inc.	Janitorial Service	5,233.79
7498	4/8/2019	2733	Phoenix Fire Protection, LLC	Fire Sprinkler Test/Inspect-SW	300.00
7501	4/8/2019	2799	CDW Government Inc,	Ergotron StyleView EMR Laptop Cart, SLA Powered	3,428.50
7502	4/8/2019	2809	LVVWD	Service Jan 19 & Feb 19	15,896.65
7503	4/8/2019	2822	City of Mesquite Sanitation	Service Apr, May & Jun 2019	566.82
7504	4/8/2019	2853	Dick Blick	"Kwik-Cover Tablecloth - 30"" x 72"" - WM	54.96
7505	4/8/2019	3149	Midwest Tape	Materials for FY 2018-2019 DVDs & CDs	28,216.13
7506	4/8/2019	3435	Ace Fire Systems, Inc.	SU: 5-Yr Sprinkler Test & Inspection	889.41
7507	4/8/2019	3770	Cox Communications of Las Vegas	Service 03/17/19-04/16/19	13,848.70
7508	4/8/2019	3776	Got Bugs LLC	MQL: Scorpion Treatment	90.00
7509	4/8/2019	4604	Brodart Library Supplies & Furnishings	Supplies for FY 2018-2019	2,050.64
7510	4/8/2019	5001	UniFirst Corporation	Uniforms FY19	123.07
7511	4/8/2019	5130	OverDrive Inc.	Standing Order Plan FY 2018-2019	48,308.04
7512	4/8/2019	5244	A&B Printing & Mailing	Invoice # 125106- World Beat Drum Circle	725.00
7513	4/8/2019	5575	Cummins Rocky Mountain LLC	SM Generator PM	179.16
7514	4/8/2019	6396	4Wall Entertainment, Inc.	LAMP MSR PLATINUM 35	996.00
7515	4/8/2019	7188	Innovative Interfaces, Inc.	Electronic Records for Downloadable Materials	2,463.75
7516	4/8/2019	8010	Allied Universal Security Services	Security 02/22/19-03/07/19 - CH	164,212.27
7517	4/8/2019	8122	Staples Advantage Dept LA	Paper frwx 8.5x11 24 - CH	464.10
7518	4/8/2019	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	168.75
7519	4/8/2019	8789	Findlay Chevrolet	#36: Misc Repairs	713.62
7520	4/8/2019	9074	Statewide Fire Protection - Western States	Fire Sprinkler Test/Inspect-WM	250.00
7521	4/8/2019	9191	Canon Solutions America, Inc.	Monthly Maint 01/31/19-02/27/19 - SW	37.36
7522	4/8/2019	9383	Office Plus	Toner,lsr, /cp6015, ma - MKT	7,583.66
7523	4/8/2019	9473	Jiffy Smog, LLC	Annual Smog Checks: Diesel	156.00

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

**General Fund - 100  
From 3/28/2019 Through 5/7/2019**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
7415	4/1/2019	10129	Fun Express LLC	Family Music Fest 2019 Crafts	113.01
7524	4/15/2019	10129	Fun Express LLC	Star Wars Episode VII Favor Pack - SW	829.14
7525	4/15/2019	1017	AAA Air Filter Company, Inc.	Air Filters Changes	1,029.00
7526	4/15/2019	10179	Safe and Secure Alarms and Video	WC Alarm Monitoring	54.00
7527	4/15/2019	10232	Steven Allan Maul	Delivery of board packets - April 2019	120.00
7531	4/15/2019	10535	Johnson Controls Fire Protection LP	Fire Sprinkler Test/Inspect-EN	110.25
7534	4/15/2019	1064	Allied Refrigeration Inc.	Various	100.80
7537	4/15/2019	10790	Applied Analysis	Market Research for Branding Campaign	33,900.00
7540	4/15/2019	1457	Demco, Inc.	WH: Desk for BM	815.12
7541	4/15/2019	1580	Ferguson Enterprises, Inc.	Various	1,038.37
7542	4/15/2019	1620	Full Compass Systems Ltd	NTG FS108PNA desktop switch	831.04
7543	4/15/2019	1742	Ideal Supply Company Inc.	Various	789.13
7544	4/15/2019	1757	Ingram Library Services	Library Books & Materials for FY 2018-2019	100.23
7545	4/15/2019	1854	Kamer Zucker & Abbott	Legal fees for March 2019	720.00
7546	4/15/2019	1897	Lakeshore Learning Materials	Magna-Tiles* - Master Set - SV	261.44
7548	4/15/2019	1994	Lowry Solutions, Inc.	CD/DVD 2-PART SET, 1 DISC LABEL, 1 2 X .625,IMPRINTD	3,663.98
7549	4/15/2019	2015	Machabee Office Environments	CC: Large Conf Room Chairs	38,552.40
7550	4/15/2019	2152	Nedco Supply	Various	202.65
7551	4/15/2019	2234	Overton Power District #5	Service 02/19/19-03/21/19 MT	1,935.14
7552	4/15/2019	2490	Source 4 Industries	EV: Replacement casters for Café refrigerators	65.68
7553	4/15/2019	2698	Virgin Valley Disposal	Rental Fee/Toter Svc Mar 2019	117.03
7554	4/15/2019	2702	Grainger, Inc.	Various	1,791.90
7555	4/15/2019	2798	Brodart Co.	Library Books for FY 2018-2019	47,736.74
7557	4/15/2019	2819	CenturyLink Communications, LLC	Service April 2019	10,735.81
7558	4/15/2019	2860	Las Vegas Review Journal	RFQ 19-15	268.50
7559	4/15/2019	2914	Iron Mountain	Service Mar 2019	315.35
7560	4/15/2019	3149	Midwest Tape	Materials for FY 2018-2019 DVDs & CDs	25,139.99
7561	4/15/2019	3307	Unique Management Services, Inc.	Placements Mar 2019	6,156.00
7562	4/15/2019	3355	Teamsters Security Fund S. Nevada	Premium April 2019	326,059.76
7563	4/15/2019	3435	Ace Fire Systems, Inc.	WC: Fire Alarm Repairs	357.80
7565	4/15/2019	4517	Fingerprint Pros, Inc.	Fingerprint Submission	566.75
7566	4/15/2019	4522	Quest Diagnostics	12 Pre-employment Drug Tests	962.54
7567	4/15/2019	5001	UniFirst Corporation	Uniforms FY19	123.07
7568	4/15/2019	5718	Tangerine Office Machines	Misc Printer Parts/Repairs	638.90
7569	4/15/2019	5769	The Penworthy Company	Materials and Planned Buying FY 2018-2019	7,620.85
7570	4/15/2019	6664	Sky High Marketing, Inc.	Polos and Fans	15,774.96
7571	4/15/2019	7371	EnvisionWare, Inc.	Replacement people counter for RB	775.00
7572	4/15/2019	7592	Stanley Convergent Security Solutions	Fire Alarm Test/Inspect-Variou	650.00
7573	4/15/2019	7671	Western Exterminator Company	Pest Control Urban	1,455.00
7574	4/15/2019	7943	Communication Electronic Systems Inc	Fire Alarm Test/Inspect-WM	665.00
7575	4/15/2019	8010	Allied Universal Security Services	PVS Guard Services 03/22/19-04/04/19	90,730.30
7576	4/15/2019	8122	Staples Advantage Dept LA	9x12 White 28lb - CC	136.25
7577	4/15/2019	8354	Gruber Technical Inc.	CH: Replacement of (1) UPS Battery	456.49
7578	4/15/2019	8511	GHA Technologies	Veritas Support Renewal	2,350.00
7580	4/15/2019	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	168.75
7581	4/15/2019	8575	Intermountain Lock and Security Supply	Carded Padlock Solid Brass .75 inch	362.30
7582	4/15/2019	8593	American Sign Language Communication	Interpreting Service for Tax Asst - RB	360.00
7583	4/15/2019	9133	Ted Wiens Tire & Auto Centers	Various	42.85
7584	4/15/2019	9191	Canon Solutions America, Inc.	Monthly Maint 01/15/19-02/14/19 - SM	42,213.77
7585	4/15/2019	9225	Kronos	App config/mo fee Feb & March 2019	2,338.00
7586	4/15/2019	9354	KapStone Container Corp.	(25) TW Bins - (to house shelving)	421.30
7587	4/15/2019	9383	Office Plus	Toner crg.lsr.sd.bik - WC	5,222.72
7588	4/15/2019	9553	Ashworth and Belcastro Systems (ABS)	Alarm Monitoring Fire-SU	135.00
7589	4/15/2019	9648	Bailey Kennedy, LLP	10912-015 Polcies/Procedures	840.00
7591	4/15/2019	9869	Unique Integrated Communications	Call Center Operations	10,745.13
7593	4/22/2019	10442	LV.Net	Service 05/01/19-06/01/19	1,026.00
7594	4/22/2019	10478	Renovation Piano Services	Stadard Tuning of piano - CC	135.00
7596	4/22/2019	10576	Guitar Center Stores, Inc.	RODE PSA1 PRO STUDIO ARM - EV	36,388.65
7598	4/22/2019	10723	Constance Jeanine Brooks	Board Comp April 2019	40.00
7602	4/22/2019	1429	D.C. Thomas	BD Rent May 2019	1,468.00
7604	4/22/2019	1627	Gale/Cengage Learning, Inc.	Electronic Materials FY 2018-2019	3,380.13
7605	4/22/2019	1678	Scholastic Library Publishing	Materials & Electronic for FY 2018-2019	20,760.33
7606	4/22/2019	1757	Ingram Library Services	Library Books & Materials for FY 2018-2019	302.64
7607	4/22/2019	2015	Machabee Office Environments	Bid No. 19-05 #10 - Kimball	11,833.93
7608	4/22/2019	2098	Moapa Valley Water District	Service 03/06/19-04/09/19 MV	157.70
7609	4/22/2019	2215	OCLC Inc. # 774425	Library Cataloging/ ILL Charges FY 2018-2019	4,918.52
7610	4/22/2019	2234	Overton Power District #5	Service 02/28/19-03/30/19 MQ	837.28
7611	4/22/2019	2350	Rebel Oil Company	SC: Diesel Fuel	14,175.74
7612	4/22/2019	2798	Brodart Co.	Library Books for FY 2018-2019	52,512.86
7613	4/22/2019	2799	CDW Government Inc,	Tripp Lite Cat6 Gb Snagless Molded Patch Cable	913.56
7614	4/22/2019	2809	LVVWD	Service Feb 19 & Mar 19	14,160.56
7615	4/22/2019	2860	Las Vegas Review Journal	April purchasing ad El Tiempo	43.75
7616	4/22/2019	2887	West Payment Ctr	Library Plan Charges	676.57
7617	4/22/2019	3149	Midwest Tape	Materials for FY 2018-2019 DVDs & CDs	40,518.49
7618	4/22/2019	3500	Garda CL West, Inc	Excess Liability and Premise Time - March 19	2,917.43
7619	4/22/2019	3776	Got Bugs LLC	Pest Control-MQL/MOLC	130.00
7620	4/22/2019	4604	Brodart Library Supplies & Furnishings	Tier Magazine - WM	1,437.43
7621	4/22/2019	4897	Public Employees Benefits Program State of NV	Ins. Premium - April 2019	7,714.68
7622	4/22/2019	5130	OverDrive Inc.	Standing Order Plan FY 2018-2019	122,026.79
7623	4/22/2019	5769	The Penworthy Company	Materials and Planned Buying FY 2018-2019	7,298.65
7625	4/22/2019	7319	Iron Mountain Intellectual Property Mgt.	Coverage 5/3/19-5/2/20 Flexsafe Beneficiary	315.00
7626	4/22/2019	7371	EnvisionWare, Inc.	AMH-ENH Trans:Tag	5,921.00
7629	4/22/2019	8671	Eurie Creative, Inc.	NMTC flyer design	2,500.00
7630	4/22/2019	8811	Shannon Bilbray-Axelrod	Board Comp April 2019	80.00
7631	4/22/2019	8856	Sheila R. Moulton	Board Comp April 2019	80.00
7632	4/22/2019	8945	Robin Wadley Munier	Board Comp April 2019	80.00



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

**General Fund - 100  
From 3/28/2019 Through 5/7/2019**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
7415	4/1/2019	10129	Fun Express LLC	Family Music Fest 2019 Crafts	113.01
7633	4/22/2019	9104	AV Vegas	Order PUR006348	581.00
7634	4/22/2019	9191	Canon Solutions America, Inc.	Monthly Maint 01/15/19-02/14/19 - SW	18.99
7635	4/22/2019	9225	Kronos	KRONOS-Ann svc fee for Hiring Solutions 3/2019-2/2020	27,169.00
7636	4/22/2019	9279	Marilyn Francis Drake	Board Comp April 2019	80.00
7637	4/22/2019	9332	Felipe A. Ortiz	Board Comp April 2019	80.00
7638	4/22/2019	9383	Office Plus	Toner, Jr.p4014/4015/4515 blk - SW	146.25
7640	4/22/2019	9729	Windstream	Service 04/15/19-05/14/19	650.09
7641	4/22/2019	9928	Stimulus Technologies	Service May 2019 - MC	1,047.95
7642	4/29/2019	10129	Fun Express LLC	St Patrick day self adhesive shapes - CC	89.07
7643	4/29/2019	10262	EazyLift Elevators	WM Auditorium: Wheelchair Lift Repairs	323.75
7645	4/29/2019	10604	Johnson Controls Security Solutions LLC	Alarm Monitoring Services	4,430.33
7647	4/29/2019	1064	Allied Refrigeration Inc.	Various	610.95
7648	4/29/2019	1157	AZ Partsmaster	Various	221.10
7651	4/29/2019	1580	Ferguson Enterprises, Inc.	Various	850.01
7653	4/29/2019	1627	Gale/Cengage Learning, Inc.	Various Reference & Large Print Books FY 2018-2019	4,624.50
7654	4/29/2019	1803	JanWay Company USA, Inc.	Mood Pencils	14,305.96
7655	4/29/2019	2152	Nedco Supply	Various	29.50
7656	4/29/2019	2407	S & S Worldwide Inc.	Sugar Skull Masks - SV	112.40
7657	4/29/2019	2702	Grainger, Inc.	Various	1,270.10
7658	4/29/2019	2798	Brodart Co.	Library Books for FY 2018-2019	26,648.76
7659	4/29/2019	2803	Boulevard Trophy	Opening commorative items - EV	1,750.00
7660	4/29/2019	2819	CenturyLink Communications, LLC	Service April 2019	2,798.46
7661	4/29/2019	2853	Dick Blick	Prismacolor Premier Colored Pencil Set - SM	261.98
7662	4/29/2019	3149	Midwest Tape	Materials for FY 2018-2019 DVDs & CDs	28,092.78
7663	4/29/2019	4108	American Library Association	Mbr renewal - M. Drake	195.00
7664	4/29/2019	4604	Brodart Library Supplies & Furnishings	QLA sign black - WM	348.86
7665	4/29/2019	4649	H & E Equipment Services Inc.	FAC: Annual PMs on Portable Units	589.86
7666	4/29/2019	4723	Purvis Industries - Las Vegas NV	Various	35.51
7667	4/29/2019	5244	A&B Printing & Mailing	Invoice 125458 - EV Postcard - Every Door Direct Mail	27,422.38
7668	4/29/2019	6253	Karen E. Whisenhunt	High Performance radio with programming Pkg 1	2,708.00
7669	4/29/2019	6501	RGS ReproGraphic Solutions	FAC New Printer: (4) Rolls of Paper	91.80
7670	4/29/2019	6777	Mailmax Mailing Solutions, LLC	Postal Machine Supplies	367.40
7671	4/29/2019	7687	United Lock and Security, Inc.	CH: Repair to Camera #10	419.00
7672	4/29/2019	8122	Staples Advantage Dept LA	6x4 Cork board w/alum - MQ	2,253.60
7673	4/29/2019	8856	Sheila R. Moulton	RMB for library day exp 04/10/19	363.96
7674	4/29/2019	9001	True Core Therapy and Wellness LLC	Coaching/Consulting Svcs	885.00
7675	4/29/2019	9101	O'Reilly Auto Parts	Various	260.58
7676	4/29/2019	9104	AV Vegas	Yamaha Motif ES-8 88 Weighted Keys	700.00
7677	4/29/2019	9383	Office Plus	Toner, f/p3015 mps - SV	3,149.88
7679	4/29/2019	9483	Tecre Co., Inc.	Button Maker Supplies for YSA/SU/SM/SW/EV	601.31
7680	4/29/2019	9730	Commercial Lighting Specialties	Various	147.00
7681	4/29/2019	9827	Vision Sign Inc.	Sign Maintenance-SV	210.00
7682	5/6/2019	10082	Puliz Records Mgt LV	Feb 2019-destruction units	130.00
7683	5/6/2019	10478	Renovation Piano Services	Stadard Tuning of piano - WM	135.00
7684	5/6/2019	10536	Ivan Aguirre	2 hrs DJ'ing @ EV Opening 4/25/19	200.00
7685	5/6/2019	10650	Fun City Distribution, Inc.	Invoice #37017 - May refill of Library Highlights	740.00
7688	5/6/2019	1535	El Mundo	April purchasing ad	80.00
7689	5/6/2019	1757	Ingram Library Services	Library Books & Materials for FY 2018-2019	1,075.12
7691	5/6/2019	2167	Bridgestone Hosepower	CC: Water Leak Repair	19.84
7692	5/6/2019	2234	Overton Power District #5	Service 03/21/19-04/19/19 MT	137.17
7693	5/6/2019	2407	S & S Worldwide Inc.	Jumbo Tissue Flower Craft Kit - YS	176.77
7694	5/6/2019	2698	Virgin Valley Disposal	Rental fee/toter svc - Apr 2019	117.03
7695	5/6/2019	2798	Brodart Co.	Library Books for FY 2018-2019	26,879.45
7696	5/6/2019	2799	CDW Government Inc.	Roving carts	6,557.10
7697	5/6/2019	3149	Midwest Tape	Materials for FY 2018-2019 DVDs & CDs	30,010.17
7699	5/6/2019	4604	Brodart Library Supplies & Furnishings	Suregrip cotton gloves - RB	547.47
7701	5/6/2019	5001	Unifirst Corporation	Uniforms FY19	369.21
7702	5/6/2019	5244	A&B Printing & Mailing	INV 125629 - Adhesive Labels	1,439.00
7705	5/6/2019	7371	EnvisionWare, Inc.	SOI-AMH-2K 12833-ELV (Sorter)	142,373.77
7706	5/6/2019	7687	United Lock and Security, Inc.	SC: Security camera repairs	590.50
7707	5/6/2019	8010	Allied Universal Security Services	PVS Guard Services 04/05/19-04/18/19	89,249.65
7708	5/6/2019	8122	Staples Advantage Dept LA	Iris 12.9qt buckle up tote - SM	10,772.64
7709	5/6/2019	9082	Mastertech Security Services	Alarm Monitoring Bur/Fir-MQ/MQLC	134.85
7710	5/6/2019	9383	Office Plus	Oem toner hp 507a yel - SU	982.36
7711	5/6/2019	9588	Vocera Communications, Inc.	Universal clip 25-pack	853.38
85910	3/28/2019	10084	A Public Fit	Appropriate by Brandon Jenkins	500.00
85911	3/28/2019	10161	MLAM	Deposit - Concerts by Jarabe Mexicano April 2019	2,750.00
85913	3/28/2019	10565	Erin E. Baltzar	The Swing It! Girls Show 3/16/19	3,000.00
85914	3/28/2019	10641	Quench USA, Inc.	Monthly Service	885.50
85915	3/28/2019	10677	Benjamin Morse	Participation on one (1) 50-minute panel VVCBF 11/3/18	50.00
85916	3/28/2019	10745	HESC	Mandated Court Payment	205.60
85917	3/28/2019	10805	Jill Chappell Jacoby	Transcription of March 14th Board Mtg	406.00
85918	3/28/2019	10814	KirstenStudio, LLC	DVD for Community Screening 3/31/19	700.00
85919	3/28/2019	10815	Jerry Lee Johnston Jr.	Refund for returned item	24.99
85920	3/28/2019	11804	U.S. Dept. of Education AWG	Mandated Court Payment	317.95
85921	3/28/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,152.21
85922	3/28/2019	1950	Liberty Lock and Security	OE PO Lock/Key Services	90.00
85923	3/28/2019	2648	United Parcel Service	Increase Deposit - Shipper #864045	1,000.00
85924	3/28/2019	2861	Jay D. Whipple	Pest Control-MV	40.00
85925	3/28/2019	3058	EBSCO Information Services	Flipster Subscription fee & Digital Mags	75,321.29
85928	3/28/2019	3383	Home Depot Credit Services	February - March 2019	2,244.85
85929	3/28/2019	3755	Las Vegas Brass Band	Concert 3/10/19 @ CC	500.00
85930	3/28/2019	4588	The Banff Centre	Travel & Screening Fees @ CC Feb 2019	5,025.00
85931	3/28/2019	6782	McFadden-Dale Industrial Hardware	WH: Wheel casters for chair	12.50
85935	3/28/2019	7369	SYNCHRONY BANK/AMAZON	APC UPS Battery Backup & Surge - IT	11,769.15

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

**General Fund - 100  
From 3/28/2019 Through 5/7/2019**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
7415	4/1/2019	10129	Fun Express LLC	Family Music Fest 2019 Crafts	113.01
85936	3/28/2019	7630	Material Flow & Conveyor Systems Inc	COU: Red Bins	3,774.00
85937	3/28/2019	8731	UNUM Life Insurance Co. of America	Premium April 2019	741.10
85938	3/28/2019	9633	The Azimuth Group, Inc.	Workshop - Compensation Plan & Point Factor Analysis	4,596.04
85939	3/28/2019	9937	AFLAC Premium Holding	March 2019	2,825.36
85940	3/28/2019	10804	The Lindi Corporation	MQL & MQLC: Annual Backflow Testing	147.00
85967	4/4/2019	10084	A Public Fit	Staged reading "Three Tall Women" 3/29/19 - CC	500.00
85968	4/4/2019	10090	Breckenridge Institute	Majors Personality Type Assessments	647.50
85969	4/4/2019	10162	CenturyLink	Service Mar 2019	188.17
85971	4/4/2019	10262	EazyLift Elevators	WM: Control Booth - Porch Lift Repairs	195.00
85972	4/4/2019	10478	Renovation Piano Services	Stadard Tuning of piano - CC	135.00
85973	4/4/2019	10654	Educational Testing Service (ETS)	LVCCLD CALL Program PBT Feb 2019	450.00
85974	4/4/2019	10780	Patricia H. Alberti	20% deposit agent of Rex Havens	900.00
85976	4/4/2019	1201	Best Janitorial Services of Nevada	Extra Janitorial Services: February 2019	116,398.70
85977	4/4/2019	1300	Cashman Equipment Company	SW: Generator Repair	684.95
85978	4/4/2019	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service 05/01/19-07/31/19 - RB	6,275.46
85979	4/4/2019	2097	Moapa Valley Telephone Co. Inc.	Service 03/26/19-04/25/19	1,282.83
85980	4/4/2019	2159	AT&T SBC	Service 03/11/19-04/10/19	337.93
85981	4/4/2019	2354	Recorded Books	Electronic Materials FY2018-2019	81,916.67
85982	4/4/2019	2494	Southwest Gas Corp.	Service 02/14/19-03/18/19 EN	5,363.75
85983	4/4/2019	2838	Verizon Wireless	Service 02/21/19-03/20/19	2,169.41
85984	4/4/2019	3515	Burrelle's Luce	Invoice Number 19006632: Clipping Service	140.50
85986	4/4/2019	6415	Vegas PBS	Booth Fee - Daniel Tiger Be My Neighbor Day	250.00
85987	4/4/2019	6646	Aqua Serv Engineers, Inc	HVAC Water Treatment-Variou	2,525.18
85988	4/4/2019	6745	PERS	PERS 327 Audit 2017 - Interest	1,158.85
85989	4/4/2019	8437	Super Cleaners	dry cleaning for PVS/SPS	270.00
85990	4/4/2019	9197	So. Utah Univ. Ballroom Dance Company	One performance of the So. Utah Univ. Ballroom Dance	500.00
85991	4/4/2019	9537	City of Las Vegas	Utilities - Apr 19 LV	11,153.52
85992	4/8/2019	10753	Deborah M. Simonson	HRCs Compesation Consulting Svcs	1,020.00
85993	4/11/2019	10017	CDA Media Relations	April Purchasing ad	350.00
85994	4/11/2019	10161	MLAM	50% Deposit - Two 75min Concerts Aug 2019	3,250.00
85995	4/11/2019	10212	Virgin Valley Water District	Service 02/20/19-03/20/19	305.67
85996	4/11/2019	10336	Opera Las Vegas	"Jack and the Beanstalk" Performances April 2019	2,400.00
85997	4/11/2019	10389	The Firm	Public Relations Services	8,691.10
85999	4/11/2019	10638	Letters Aloud LLC	Final Pmt - "Love Me Or Leave Me" Mar 2019	4,000.00
86000	4/11/2019	10745	HESC	Mandated Court Payment	209.74
86001	4/11/2019	10748	Better Impact USA Inc.	Annual Subscription	136.50
86002	4/11/2019	10811	Matt Bellis Music, LLC	Three 1hr Concerts April 2019	4,500.00
86003	4/11/2019	10818	James Co. Design, LLC	Outreach Banners	650.00
86004	4/11/2019	10821	Dulce Alejandra Castillo-Pina	Refund for returned item	32.99
86005	4/11/2019	10823	Freeform LLC	Invoice # 237 - Graphic Design- Sofia Talvik, Gary Halemou, Fiesta Del Mariachi, Dia de l	1,368.75
86006	4/11/2019	10824	Gayle Lesley Lloyd-Leakes	Refund for returned item	106.94
86007	4/11/2019	11804	U.S. Dept. of Education AWG	Mandated Court Payment	80.27
86008	4/11/2019	1201	Best Janitorial Services of Nevada	EV: Midday cleaning - 8 days	992.13
86009	4/11/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,152.21
86010	4/11/2019	1577	FedEx	Express Services Mar 2019	130.58
86011	4/11/2019	1640	Gerald M. Welt, Chartered	Legal Services Mar 2019	5,190.48
86014	4/11/2019	1991	Lowe's Improvement	February - March 2019 Various	1,468.72
86015	4/11/2019	2175	NV Energy	Service 02/19/19-03/20/19 CH	53,840.68
86016	4/11/2019	2494	Southwest Gas Corp.	Service 03/01/19-04/01/19 BD	1,933.10
86017	4/11/2019	2567	Teamsters Local Union #14	Union Dues - April 2019	10,405.00
86021	4/11/2019	2837	Republic Services 620	Current svc/rent 04/01-06/30 MC	27,318.84
86022	4/11/2019	2854	FastSigns	Various	145.00
86023	4/11/2019	3120	Texas Station Gambling Hall & Hotel	Staff Day Deposit	2,500.00
86024	4/11/2019	3309	Batteries Plus	Various	1,044.10
86025	4/11/2019	3515	Burrelle's Luce	Invoice # 19011539- March Clippings	126.50
86026	4/11/2019	4676	Color Reflections	Invoice 570664- EV Grand Opening Banners	393.00
86027	4/11/2019	5026	Nevada State Treasurer	Mandated Court Payment	6.00
86028	4/11/2019	6817	Reliance Connects	Service Apr 2019	620.44
86029	4/11/2019	8192	AT&T	Service April 2019	66.15
86030	4/11/2019	8437	Super Cleaners	dry cleaning for PVS/SPS	40.00
86031	4/11/2019	8770	BizLibrary	Annual Biz Library 03/11/19-3/10/20	38,220.00
86032	4/11/2019	9730	Commercial Lighting Specialties	Various	240.00
86033	4/11/2019	9895	National Benefit Services, LLC	Admin Fee - MAR 2019	381.50
86034	4/11/2019	9945	Texas Life Insurance Company	Premium March 2019	488.08
86035	4/11/2019	9966	The Sherwin-Williams Co.	Various	175.76
86039	4/18/2019	10204	Lauren Elaine Buchanan	Deposit - "Nutcracker and I" @ SM 7/9/19	7,000.00
86040	4/18/2019	10217	T-Mobile	Service 02/21/19-03/20/19	12,905.51
86041	4/18/2019	10253	Elizabeth Ann Foyt	Board Comp April 2019	80.00
86043	4/18/2019	10484	Musica Extraordinaria LLC	Performance by Andre' Mehmani @ CC/WM	6,000.00
86044	4/18/2019	10791	Visiontron	FR811DSSBSB 8.5Wx11H Black Black FRAME	119.80
86046	4/18/2019	10808	Patron Point, Inc.	Project Development and Implementation	3,000.00
86047	4/18/2019	10809	Sandra Kay Ramaker	Board Comp April 2019	80.00
86049	4/18/2019	10827	Caroline Adams	Payroll Replacement 03/01/2019	659.82
86050	4/18/2019	10828	District Artz	Rental "Guerrilla Kage" and painting - EV Grand Opening	750.00
86051	4/18/2019	10830	K.D. Matheson	Live painting of Guerrilla Kage @ EV Opening	300.00
86052	4/18/2019	11807	Sugar Free Allstars LLC	One 1-hr concert for family music fest 2019	3,000.00
86053	4/18/2019	1300	Cashman Equipment Company	Generator-WM	447.50
86054	4/18/2019	2117	Multi-Cultural Books & Videos, Inc.	Materials for FY 2018-2019	5,906.19
86055	4/18/2019	2175	NV Energy	Service 03/04/19-04/03/19 WM	8,614.59
86056	4/18/2019	2354	Recorded Books	Electronic Materials FY2018-2019	25.20
86057	4/18/2019	2494	Southwest Gas Corp.	Service 03/07/19-04/05/19 LA	906.28
86058	4/18/2019	2855	Friendly Ford	45: Body Shop	1,000.00
86059	4/18/2019	2861	Jay D. Whipple	Pest Control-MV	40.00
86060	4/18/2019	5246	Kelly D. Benavidez	Board Comp April 2019	80.00
86061	4/18/2019	6206	Vitral	LV Knights Card: EV Library Opening	447.00

Las Vegas - Clark County Library District  
Check/Voucher Register

General Fund - 100  
From 3/28/2019 Through 5/7/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
7415	4/1/2019	10129	Fun Express LLC	Family Music Fest 2019 Crafts	113.01
86062	4/18/2019	9454	Apple Inc.	ipads (6) - Outreach Services	1,794.00
86063	4/18/2019	9711	Jose L. Melendrez	Board Comp April 2019	40.00
86064	4/18/2019	10727	Precision Opinion Inc.	Market Research for Branding Campaign- Invoice 5352R	46,807.00
86065	4/25/2019	10231	Janet A. Mikealson-Lenox	Balloon artist	300.00
86066	4/25/2019	10253	Elizabeth Ann Foyt	Bal Due - Board Comp March 2019	693.50
86067	4/25/2019	10363	Adam Schroeder	Two "Journey Through Jazz" @ CC 4/9/19	500.00
86068	4/25/2019	10445	CenturyLink	Pay Phone Apr 2019	520.00
86069	4/25/2019	10745	HESC	Mandated Court Payment	205.93
86070	4/25/2019	10809	Sandra Kay Ramaker	RMB for library day exp 4/10/19	155.24
86072	4/25/2019	10831	Beth L. Hysom	Payroll replacement 02/15/2019	271.02
86073	4/25/2019	10834	Mangelson Transcribing	Transcription of April 11th BOT Mtg	580.75
86074	4/25/2019	11804	U.S. Dept. of Education AWG	Mandated Court Payment	80.27
86075	4/25/2019	1300	Cashman Equipment Company	WM: Generator Repairs	1,862.67
86076	4/25/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,152.21
86077	4/25/2019	2159	AT&T SBC	Service 04/11/19-05/10/19	342.38
86078	4/25/2019	2354	Recorded Books	Audiobooks & Replacements FY 2018-2019	34.75
86079	4/25/2019	2494	Southwest Gas Corp.	Service 03/15/19-04/15/19 CC	802.07
86080	4/25/2019	2854	FastSigns	Various	124.88
86081	4/25/2019	4117	Television Monitoring Services, Inc.	Invoice 29682- 4/1/10 KLAS Clipping	100.00
86082	4/25/2019	4676	Color Reflections	Invoice 570542 - VGK Chance Displays	6,982.75
86083	4/25/2019	5026	Nevada State Treasurer	Mandated Court Payment	6.00
86084	4/25/2019	6206	Vitral	Inv. 19024- Translation- EV Press Release and Fact Sheet	795.00
86086	4/25/2019	7865	Kevin Menegus	25% Deposit for Puppet Shows	1,446.25
86099	4/29/2019	7369	SYNCHRONY BANK/AMAZON	2 Pack USB 2.0 Cables A Female - IT	11,775.86
86101	5/2/2019	10162	CenturyLink	Service Apr 2019	188.11
86102	5/2/2019	10217	T-Mobile	Service 03/21/19-04/20/19	13,087.52
86103	5/2/2019	10229	Marion Doble	2.5 Hrs of face painting @ EV Opening 4/25/19	188.00
86104	5/2/2019	10240	Demco Software	Room Reservation Software	2,269.58
86106	5/2/2019	10633	Anthony R. Maldonado	Screenwriting classes 3/23 & 4/27 @ SM	100.00
86109	5/2/2019	10826	Joseph Ugarte	1hr Musical @ EV Opening 4/25/19	1,600.00
86110	5/2/2019	10838	Humboldt County Library ILL	Order PUR006674	24.95
86111	5/2/2019	10839	Phoenix Public Library ILL	ILL #192443466 - damage in mail	24.95
86112	5/2/2019	10840	Flora Public Library ILL	ILL #193514385 - loan fee	10.00
86113	5/2/2019	10841	Mid-Continent Public Library ILL	ILL #192469145 - lost in mail	16.00
86114	5/2/2019	1089	American Printing	eResource Periodic Table Posters	625.13
86115	5/2/2019	1131	Neopost USA Inc	Meter rental 5/25/19-8/24/19	180.00
86117	5/2/2019	1950	Liberty Lock and Security	WV: Replace lock on REF staff workroom/office	466.95
86118	5/2/2019	2175	NV Energy	Service 03/20/19-04/18/19 CH	7,795.08
86119	5/2/2019	2494	Southwest Gas Corp.	Service 03/20/19-04/18/19 WV	1,741.38
86124	5/2/2019	3383	Home Depot Credit Services	Various March - April 2019	2,999.12
86125	5/2/2019	3657	University of Georgia Library ILL	ILL #193005356 - loan fee	15.00
86126	5/2/2019	4117	Television Monitoring Services, Inc.	INV 29634 - KLAS Felipe Interview Clip	50.00
86127	5/2/2019	6301	Cobalt Truck Equipment	#38: Toggle switch, handle and spring repairs	2,102.66
86128	5/2/2019	6481	University of Chicago Library	ILL #192489836 lend fee	20.00
86129	5/2/2019	7677	Uline, Inc.	GS: Sign Holders	154.61
86130	5/2/2019	8343	The National Enquirer	14 National Enquirer Magazine 1 year sub	1,812.86
86131	5/2/2019	8468	Southwest Backflow Service	LA: Annual Backflow Testing	65.00
86132	5/2/2019	8580	Salt Lake City Public Library ILL	ILL #188981798 patron kept item	13.07
86133	5/2/2019	9393	Pamela J. Sundlie	Order PUR006731	1,000.00
86134	5/2/2019	6745	PERS	PERS 1039 (FY15-16) - Interest	6,074.66

**Total 100 - General Fund**

**2,864,954.28**

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

**Grant Fund - 220  
From 3/28/2019 Through 5/7/2019**

<b>Check/ Voucher #</b>	<b>Posting Date</b>	<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>
7422	4/1/2019	10619	David Terrance Cassell	ELV PM BEG 305 ESL 1/16/19-3/20/19	1,890.00
7426	4/1/2019	10788	Allison Faith Pharr	1 hr Sub x WC 321 2/22/19 (weather related time)	27.00
7536	4/15/2019	10701	Staples Technology Solutions	HP scanjet pro 3000 s3document scanner - IT	13,492.16
7597	4/22/2019	10701	Staples Technology Solutions	"Apple iPad G6 9.7"" Silver 32 GB"	10,893.10
7599	4/22/2019	10766	David Matthew Bagley	MILAN 338-2 ELL 3/11-4/4/19 80 HRS 4:30PM-9:30PM	2,160.00
7601	4/22/2019	1297	CASAS	TOPS Annual site fee through 06-30-20	415.00
7624	4/22/2019	6224	Cambridge University Press	Ventures Level 4	2,916.30
7646	4/29/2019	10619	David Terrance Cassell	ABE Instructor HSE/GED Math Basic 3/6-4/11/19	1,782.00
7672	4/29/2019	8122	Staples Advantage Dept LA	6x4 Cork board w/alum - MQ	2,253.60
7708	5/6/2019	8122	Staples Advantage Dept LA	Iris 12.9qt buckle up tote - SM	10,772.64
86099	4/29/2019	7369	SYNCHRONY BANK/AMAZON	2 Pack USB 2.0 Cables A Female - IT	11,775.86
86100	5/2/2019	10114	Vickie Thompson	Academic Advisor CC 337 2/19/19 - 3/28/19	1,944.00
<b>Total 220 - Grant Fund</b>					<b>60,321.66</b>

Las Vegas - Clark County Library District  
Check/Voucher Register

Gift Fund - 230  
From 3/28/2019 Through 5/7/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
7454	4/1/2019	4517	Fingerprint Pros, Inc.	Volunteer Fingerprinting	207.00
7468	4/1/2019	8122	Staples Advantage Dept LA	Stpls hvy wt sheet prot 100ct - ME	10,519.15
7477	4/1/2019	9297	Emily Wilson	Foundation Photography	400.00
7530	4/15/2019	10523	Blake Hament	BBTTC Ilvstruction - Mar 2019	800.00
7532	4/15/2019	10536	Ivan Aguirre	EN DJ Instruction	262.50
7565	4/15/2019	4517	Fingerprint Pros, Inc.	Fingerprint Submission	566.75
7576	4/15/2019	8122	Staples Advantage Dept LA	9x12 White 28lb - CC	136.25
7708	5/6/2019	8122	Staples Advantage Dept LA	Iris 12.9qt buckle up tote - SM	10,772.64
85912	3/28/2019	10228	Verified Volunteers	Volunteer Fingerprinting Feb 2019	204.00
85998	4/11/2019	10539	Jonathan Watson	EN DJ Instruction	262.50
86099	4/29/2019	7369	SYNCHRONY BANK/AMAZON	2 Pack USB 2.0 Cables A Female - IT	11,775.86
<b>Total 230 - Gift Fund</b>					<b>35,906.65</b>

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

**Capital Projects Fund - 510**  
**From 3/28/2019 Through 5/7/2019**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
7416	4/1/2019	10148	CORE Construction Services of Nevada, Inc.	East Las Vegas Construction	1,282,566.32
7419	4/1/2019	10500	Team Schutmaat, Inc.	RB: replacement end panels/tops	37,424.00
7420	4/1/2019	10508	Property Solutions Inc.	EV Construction Monitoring	1,100.00
7421	4/1/2019	10535	Johnson Controls Fire Protection LP	CC, EN, LA, MC: 5-Yr Sprinkler Inspections/Tests	3,481.00
7428	4/1/2019	1455	Dell Marketing L.P.	Latitude 3490 - ELV	16,484.40
7429	4/1/2019	1457	Demco, Inc.	WM: Passport Office Desk	450.60
7436	4/1/2019	1954	The Library Store Inc.	cubelets Inspired Inventors Ed Pack	541.80
7438	4/1/2019	2015	Machabee Office Environments	YS Furniture	2,521.12
7439	4/1/2019	2152	Nedco Supply	Various	2,976.87
7443	4/1/2019	2486	Sonitrol Of Southern NV	EV: Fire Alarm Monitoring Equipment	1,997.00
7446	4/1/2019	2798	Brodart Co.	Library Books for FY 2018-2019	76,254.56
7450	4/1/2019	3149	Midwest Tape	Materials for FY 2018-2019 DVDs & CDs	42,476.08
7462	4/1/2019	7371	EnvisionWare, Inc.	RFID-GATE 3D-R-U 1-Aisle (B)	14,029.38
7478	4/1/2019	9431	B&H Photo-Video	EV: Tech Art Lab Equipment	5,448.39
7481	4/1/2019	9649	Freeman's Carpet Service, Inc.	RB: YS Carpet	18,375.00
7483	4/1/2019	9900	Carpenter Sellers Del Gatto Architects	Architectural Services - ELV	31,728.37
7488	4/8/2019	10588	ConvergeOne Systems Integration, Inc. USE V # 97	Q24-DN00000106299 5 YEAR WARRANTY	590.40
7490	4/8/2019	10701	Staples Technology Solutions	Invoice PI016415	6,004.75
7493	4/8/2019	1620	Full Compass Systems Ltd	Yamaha QL-1 audio board/ CL-3 Sound Console Dante netw	23,768.10
7495	4/8/2019	2015	Machabee Office Environments	Bid No. 19-05 #12 - Demco	7,435.88
7506	4/8/2019	3435	Ace Fire Systems, Inc.	SU: 5-Yr Sprinkler Test & Inspection	889.41
7528	4/15/2019	10508	Property Solutions Inc.	EV Construction Monitoring	1,100.00
7529	4/15/2019	10514	Logistical Solutions, LLC	CC: Painting Ext and Int	33,108.09
7533	4/15/2019	10588	ConvergeOne Systems Integration, Inc. USE V # 97	ITX-7PUC-TEL (Part Q24- FR00000114754)	37,535.36
7535	4/15/2019	10686	NLS Grounds Management LLC	CC: Refurbish Theater Courtyard	4,556.00
7536	4/15/2019	10701	Staples Technology Solutions	HP scanjet pro 3000 s3document scanner - IT	13,492.16
7538	4/15/2019	1240	Brady Industries of Nevada, LLC	Various	93.64
7539	4/15/2019	1455	Dell Marketing L.P.	Vxrail-drive upgrade to node 1	203,789.82
7540	4/15/2019	1457	Demco, Inc.	WH: Desk for BM	815.12
7547	4/15/2019	1954	The Library Store Inc.	Kids First Coding & Robotics Kit	1,061.52
7549	4/15/2019	2015	Machabee Office Environments	CC: Large Conf Room Chairs	38,552.40
7555	4/15/2019	2798	Brodart Co.	Library Books for FY 2018-2019	47,736.74
7556	4/15/2019	2809	LVVWD	Service Feb 19 & Mar 19	1,209.43
7560	4/15/2019	3149	Midwest Tape	Materials for FY 2018-2019 DVDs & CDs	25,139.99
7564	4/15/2019	4224	DataPLUS Communications	WH: New Door Access Control Sys	7,500.00
7584	4/15/2019	9191	Canon Solutions America, Inc.	Monthly Maint 01/15/19-02/14/19 - SM	42,213.77
7590	4/15/2019	9655	Worthington Direct Holdings, LLC	EV: Dry Erase Board	1,936.10
7592	4/15/2019	9875	Serenic Software, Inc.	IRIS Integration	3,697.50
7595	4/22/2019	10500	Team Schutmaat, Inc.	Bid No. 19-05 #14 - Stacks Package	206,686.04
7596	4/22/2019	10576	Guitar Center Stores, Inc.	RODE PSA1 PRO STUDIO ARM - EV	36,388.65
7597	4/22/2019	10701	Staples Technology Solutions	"Apple iPad G6 9.7"" Silver 32 GB"	10,893.10
7600	4/22/2019	11782	Adamik Electric LLC	CC: Generator Replacement	16,892.27
7603	4/22/2019	1457	Demco, Inc.	11x8 Demco Econ Vinyl Mag Binder	545.07
7607	4/22/2019	2015	Machabee Office Environments	Bid No. 19-05 #10 - Kimball	11,833.93
7626	4/22/2019	7371	EnvisionWare, Inc.	AMH-ENH Trans:Tag	5,921.00
7627	4/22/2019	8502	Regina L. Schweska	ELV	2,795.00
7639	4/22/2019	9431	B&H Photo-Video	EV: 2 65" TVs	1,564.06
7644	4/29/2019	10588	ConvergeOne Systems Integration, Inc. USE V # 97	Telephone Sys Upgrade to SV9500	17,040.00
7649	4/29/2019	1240	Brady Industries of Nevada, LLC	Various	379.36
7650	4/29/2019	1518	ECR	Cash Registers (3) - ELV	2,100.00
7652	4/29/2019	1620	Full Compass Systems Ltd	YAM RIO1608-D2 Yamaha stagebox	29,046.41
7678	4/29/2019	9431	B&H Photo-Video	LUXOR 42 XL STL ADJ CART w/KB SHELF	2,515.48
7686	5/6/2019	10737	Imagination Playground LLC	EV: Medium Blue Blocks	717.95
7687	5/6/2019	10751	Main Electric Supply Co. LLC	SM/SW: LED Lamps and Fixtures	18,815.70
7690	5/6/2019	2015	Machabee Office Environments	Bid No. 19-05 #12 - Demco	27,673.25
7698	5/6/2019	4224	DataPLUS Communications	EN: New Door Access Controller	9,430.00
7700	5/6/2019	4649	H & E Equipment Services Inc.	FAC: Annual Lift Inspections	679.40
7703	5/6/2019	6396	4Wall Entertainment, Inc.	COSMIC F34300-B 9.84' X 12 box truss pwdr coat	6,982.00
7704	5/6/2019	7285	Henriksen Butler Nevada	Bid No. 19-05 #1 - Davis	259,113.95
7705	5/6/2019	7371	EnvisionWare, Inc.	SOI-AMH-2K 12833-ELV (Sorter)	142,373.77
7712	5/6/2019	9710	littleBits Electronics, Inc.	Pro Library, Rev D, Droid Inventor Kit	6,887.39
85928	3/28/2019	3383	Home Depot Credit Services	February - March 2019	2,244.85
85935	3/28/2019	7369	SYNCHRONY BANK/AMAZON	APC UPS Battery Backup & Surge - IT	11,769.15
85975	4/4/2019	10820	Polymershapes LLC	Acrylic & Boards for EV CMP CTR Favela Frames	667.63
85985	4/4/2019	4678	Berger Transfer & Storage, Inc.	RB: Wood carts	1,116.00
86008	4/11/2019	1201	Best Janitorial Services of Nevada	EV: Midday cleaning - 8 days	992.13
86021	4/11/2019	2837	Republic Services 620	Current svc/rent 04/01-06/30 MC	27,318.84
86036	4/11/2019	9989	Chief Concrete	SW Lobby/Branch: Remove existing flooring and polish conc	4,834.00
86037	4/12/2019	11808	Fingerguard USA	EV Finger guards	12,470.75
86038	4/16/2019	10785	Empire Digital Signs, LLC	EV: Interactive Kiosk	6,018.00
86042	4/18/2019	10433	Aztech Inspections & Testing, LLC	East Las Vegas Inspections	7,751.00
86045	4/18/2019	10802	Verdek LLC	EV: Vehicle Charging Station	8,952.00
86048	4/18/2019	10825	Justin Favela	EV Artwork	6,000.00

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

**Capital Projects Fund - 510  
From 3/28/2019 Through 5/7/2019**

<b>Check/ Voucher #</b>	<b>Posting Date</b>	<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>
7416	4/1/2019	10148	CORE Construction Services of Nevada, Inc.	East Las Vegas Construction	1,282,566.32
86057	4/18/2019	2494	Southwest Gas Corp.	Service 03/07/19-04/05/19 LA	906.28
86071	4/25/2019	10819	PCM	EV Apple Equipment	47,860.39
86085	4/25/2019	6307	Horticulture Consultants, Inc.	EV: Onsite visual analysis of tree health & visual report	125.00
86087	4/25/2019	8501	The Original Roofing Company	SW: Roof Recoating	22,260.00
86099	4/29/2019	7369	SYNCHRONY BANK/AMAZON	2 Pack USB 2.0 Cables A Female - IT	11,775.86
86105	5/2/2019	10486	StageRight	Dual sided fold & roll Riser	15,065.00
86107	5/2/2019	10798	The Stump Shop	EV: Outdoor benches	13,933.00
86108	5/2/2019	10819	PCM	EV Apple Equipment	10,405.25
86116	5/2/2019	11808	Fingerguard USA	EV Finger guards	3,936.95
86120	5/2/2019	2854	FastSigns	EV: Door Signs	381.05
86124	5/2/2019	3383	Home Depot Credit Services	Various March - April 2019	2,999.12
<b>Total 510 - Capital Projects Fund</b>					<b>3,077,137.10</b>



Las Vegas - Clark County Library District  
Check/Voucher Register

Debt Service Fund - 610  
From 3/28/2019 Through 5/7/2019

<u>Check/ Voucher #</u>	<u>Posting Date</u>	<u>Vendor Number</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>
7579	4/15/2019	8531	FTN Financial Main Street Advisors, LLC	Investment Advisory Services Jan-Mar 2019	80.61
<b>Total 610 - Debt Service Fund</b>					<b>80.61</b>
<b>Total - All Funds</b>					<b>6,038,400.30</b>

# ITEM VI.A.3.b.



## MEMORANDUM

---

**TO:** Dr. Ronald R. Heezen, Executive Director  
**FROM:** Stephen J. Rice, General Services Director  
**DATE:** May 9, 2019  
**SUBJECT:** General Services Report, May 2019

This is a report on the General Services Department's activities during the month of April 2019.

### EAST LAS VEGAS LIBRARY

**Construction Status:** Construction is completed. The building opened to the public on April 25<sup>th</sup>. The contractor is completing punch list items.

**Construction Change Orders:** The approved change order amount to date is \$208,645 for the following:

Change Order #1:

Relocate off-site traffic signal copper and fiber optic lines at bus turnout - \$14,511  
Additional offsite work required by City of Las Vegas - \$30,754  
Site revisions to relocate drive-up book returns - \$24,292  
Painting of overhead areas visible above ceiling panels in multi-purpose room - \$17,377  
Add power sub panel for pylon sign - \$8,605  
Add stainless steel counter fabrications for Café - \$8,686  
Total (including CMAR mark-ups) - \$111,746

Change Order #2:

Zero cost contract time extension of fifty-seven days due to utility delays - \$0.0

Change Order #3:

Waive liquidated damages on pylon sign scope of work - \$0.0

Change Order #4:

Add 4,979 sf of concrete to Area D plaza - \$43,272

Change Order #5:

Add light fixtures in gallery hallway - \$16,752

Change Order #6:

Install motorized dampers and controls for ventilation system under access flooring - \$36,875

The approved Contingency Budget for potential change orders is \$835,520. The current balance is \$626,875.

## MEADOWS MALL BRANCH

CFO Fred James is finalizing lease negotiations with the management company. Upon execution of a lease, development of the project schedule and programming and design of required tenant improvements will commence.

### REPAIR/IMPROVEMENT PROJECTS

#### Generator Replacement – Clark County Library:

This project is completed.

#### Interior and Exterior Painting – Clark County Library:

Interior painting has been completed and exterior stucco repairs and painting are in progress. Work is scheduled to be completed by May 27<sup>th</sup>.

### FACILITIES MAINTENANCE DEPARTMENT

#### Maintenance Work Order Activity – April 2019:

Corrective work requests received and converted to work orders - 525

Corrective work orders completed – 498

Preventive maintenance work orders generated – 236

Preventive maintenance work orders completed – 245

#### Minor Projects and Major Repairs Completed:

Centennial Hills Library:	Repair fire alarm panel - \$500
	Repair automatic operator on entrance door - \$1,020
	Repair HVAC system boiler - \$1,123
Clark County Library:	Relocate workstations from Las Vegas Library - \$670
	Replace vandalized glass in theater entrance door - \$1,475
	Upgrade door access control system - \$4,230
	Install lighting in theater courtyard - \$593
	Recover acoustical panels in theater and conference room - \$7,956
Enterprise Library:	Upgrade door access control system - \$2,150
Rainbow Library:	Upgrade door access control system - \$5,120
Sahara West Library:	Replace exterior window and frame at Reference area - \$3,450
	Repair HVAC system boiler - \$779
	Landscape improvements - \$9,720
Spring Valley Library:	Landscape improvements - \$8,143
Summerlin Library:	Upgrade door access control system - \$3,050
West Charleston Library:	Repair fire sprinkler system - \$710
	Repair automatic operator on entrance door - \$1,404
West Las Vegas Library:	Upgrade door access control system - \$5,350
	Repair main entrance doors - \$544
Whitney Library:	Upgrade door access control system - \$2,150
Windmill Library:	Replace glass in office partition wall - \$750

**Liquidation of Excess Furniture and Equipment from Las Vegas Library:**

An online auction was conducted on May 9<sup>th</sup> by Clark County Public Auction for the sale of excess furniture and equipment that resulted from the closing of Las Vegas Library. The auction was open to the public and was well advertised by both the District and the Auction. Of the 576 "lots" available for purchase, all but approximately 20 received bids. Pick-up of items purchased will occur on May 10<sup>th</sup> and 11<sup>th</sup>. The final reconciliation of sale proceeds is pending final payment and pick-up of items sold.

**COURIER DEPARTMENT**

**Library Materials Moved Between Branches – March 2019:**

	<u>March 2019</u>	<u>March 2018</u>	<u>February 2019</u>
Urban Branches	307,740	290,220	277,920
Outlying Branches	36,900	33,000	34,260
Contract/Other Libraries	50,040	51,780	48,780
To Storage for Future Sale	<u>37,640</u>	<u>38,920</u>	<u>44,040</u>
<b>Total</b>	<b>432,320</b>	<b>413,920</b>	<b>405,000</b>

**PURCHASING AND ADMINISTRATION DEPARTMENT**

Created lock/key schedule and door access control system user groups/access levels for East Las Vegas Library. Coordinated furniture installation at East Las Vegas.

Procurements Completed:

- 1) Rainbow Library – Door Access Control System Upgrade
- 2) RFQ – Broker of Record – Workers Compensation and Voluntary Insurances

**SAFETY AND SECURITY DEPARTMENT**

**Staff Safety Committee:** Completed safety inspection of Summerlin Library.



## ITEM VI.A.3.c.

### MEMORANDUM

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

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

**DATE:** May 9, 2019

**SUBJECT:** Human Resources Report, May 2019

This report covers activity from March 27 to April 30, 2019.

- Human Resources Director, **James Bean**, met with Tracey A. Cook, Rehabilitation Technician, and Resheeda Swain, Job Developer, of Nevada Vocational Rehabilitation April 26. Nevada Vocational Rehabilitation seeks to partner with LVCCLD, and provide entry-level work experience for eligible clients.
- Human Resources Director, **James Bean**, visited three branches in April, West Las Vegas, Blue Diamond, Indian Springs, and Mount Charleston. Human Resources visits are conducted to give staff an opportunity to speak with the HR director directly regarding benefits, District policy, or employee relations issues.
- Human Resources Director, **James Bean**, attended Teen Talk at Clark County Library, Enterprise Library and West Las Vegas Library in April. Teen Talk will expand by adding Sunrise Library in May.
- Human Resources Director, **James Bean**, attended Hope and Success Club at Sahara West April 16.

The Human Resources Department reports the following recruitment activities for the month of April, 2019:

Received 1,115 applications on the Kronos On-line Application System  
 Processed 8 job vacancies  
 Answered 183 calls on the incoming telephone lines  
 Sent out 705 recruitment result notification  
 Conducted 9 interview selection procedures

	NEW HIRES	RE-HIRES	RESIGNATIONS/TERMINATIONS		
			Professional	Paraprofessional	Page
April 2019	14	0	3	3	8
2019 YEAR TO DATE	40	3	3	12	18

<b>Position</b>	<b>Location</b>	<b>Open Date</b>	<b>Close Date</b>	<b>Received</b>
P/T Library Assistant	Mt. Charleston	3/21/2019	4/4/2019	56
F/T Programming Specialist	P & V	3/21/2019	4/4/2019	86
P/T Distribution Center Page	Centennial Hills	3/27/2019	4/10/2019	79
P/T Adult Services Assistant	Rainbow	3/27/2019	4/10/2019	98
F/T Adult Services Librarian	Sahara West	3/28/2019	4/24/2019	27*
P/T Page	Clark County	3/31/2019	4/13/2019	63
F/T Microcomputer Technician	IT	4/1/2019	5/1/2019	30*
P/T Circulation Assistant	Summerlin	4/2/2019	4/15/2019	157
P/T Circulation Assistant	Clark County	4/2/2019	4/15/2019	113
P/T Scheduling Specialist	W. Las Vegas	4/2/2019	4/15/2019	53
P/T Computer Lab Assistant	East Las Vegas	4/8/2019	4/22/2019	60*
F/T Circulation Assistant	Rainbow	4/9/2019	4/23/2019	120*
P/T Page	Whitney	4/9/2019	4/23/2019	39*
P/T Adult Services Assistant	Sunrise	4/10/2019	4/24/2019	31*
P/T Circulation Assistant	Rainbow	4/10/2019	4/24/2019	82*
F/T Branch Manager	Summerlin	4/10/2019	5/17/2019	1*
F/T Adult Services Librarian	Windmill	4/16/2019	4/30/2019	3*
P/T Page	Windmill	4/16/2019	4/30/2019	17*

\* 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:

IT	F/T Microcomputer & Network Analyst
Sahara West	P/T Circulation Assistant
Clark County	F/T Maker Specialist
Whitney	P/T Adult Services Assistant
Sunrise	P/T Page
Rainbow	F/T YPL Children's Services Librarian
West Charleston	F/T YPL Children's Department Head
Rainbow	P/T Computer Lab Assistant
Mount Charleston	P/T Library Assistant

### **Employee Orientation**

During this reporting period, two employee orientation were conducted on 3/26/2019-3/27/2019 and 4/9/2019-4/10/2019. The District had 7 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 April 28, 2019, 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>APRIL</b> 2019*	<b>LV-CCLD</b> <b>APRIL</b> 2018
<b>White</b>	1,300,909 64.90%	381 51.42%	398 53.57%
<b>Black or African American</b>	214,491 10.70%	79 10.66%	76 10.23%
<b>Asian</b>	180,163 9.00%	87 11.74%	80 10.77%
<b>Native Hawaiian &amp; Other Pacific Islander</b>	13,948 0.70%	11 1.48%	9 1.21%
<b>American Indian &amp; Alaska Native</b>	11,725 0.60%	4 0.54%	4 0.54%
<b>Two or More Races</b>	91,084 4.50%	29 3.91%	28 3.77%
<b>Hispanic or Latino</b>	596,587 29.80%	153 20.24%	148 19.92%
<b>Total Population</b>	<b>2,003,613</b>	<b>741</b>	<b>743</b>

**Turnover Rates:**

In an effort to ensure that the Library District attracts and retains the best talent, the Human Resources Department reports on the Library District’s monthly turnover rate. The turnover rate reflects 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- .54 %
- Involuntary- .27 %
- Retirement- .13 %



**Employee Training**

Library District employees are encouraged to continue their education. A program of tuition reimbursement for job-related, accredited course work is in place to assist employees.

The number of tuition reimbursements are 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 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:

Name	Branch/Location	Course/Training Name	Date(s)
Lianelys Alvarez-Lopez Kimberly Conklin Sharie Heier Hannah Im Anjelica Moore Melisa Ramirez Alysia Verhagen	Centennial Hills Library Library Operations Distribution Center Sahara West Library Enterprise Library Clark County Library Clark County Library	Personality Type - Understanding Yourself and Others	April 2019
Candyl Andersen Sandra Fong Megan Hagstrom Nyla Walker Brian Zawistowski	Technical Production Services Technical Production Services Clark County Library Technical Production Services Technical Production Services	NAB (National Association of Broadcasters) Show Las Vegas 2019	April 2019

Name	Branch/Location	Course/Training Name	Date(s)
Blanca Azucena Nanci De La Cruz Cristina Giannone Jodi Hafen Anita Lai Kim McGowan Stephanie Miller	Enterprise Library Whitney Library Sunrise Library Information Technology Financial Services Enterprise Library Sandy Valley Library	7 Habits – Foundations	April 2019
Blanca Azucena Erika Blache	Enterprise Library	Reference USA Training	March 2019
Blanca Azucena	Enterprise Library	iPad Lending Training	March 2019
Stephanie Bailey	Windmill Library	Early Childhood Expertise Beyond Libraryland: Serving Refugee and Immigrant Families	April 2019
Claire Davies	Whitney Library	Strategic Planning in a Deeply Weird World	April 2019
Roger DeBlanck Vanessa Giebink Gunnar Kim Eric Marchalonis Michael Marstellar Jack Meyer Megan Nykodym Nicole Natividad	Clark County Library Mesquite Library Information Technology Centennial Hills Library Clark County Library Centennial Hills Library Clark County Library Spring Valley Library	Conducting Coaching Conversations	April 2019
Cherrie DeLaney Anita Lai	Financial Services	Payroll Law	April 2019

Name	Branch/Location	Course/Training Name	Date(s)
Joy Dimoulas Natalia Orton Stacie Schwartz	West Las Vegas Library West Las Vegas Library Interlibrary Loan	Excel 2016, Part 1	April 2019
Britnee Guzman-Martinez	Centennial Hills Library	Working with the Five Generations Series	March 2019
Joy LeFave	Human Resources	Business Grammar & Proofreading	April 2019
Anna Marie Macalino	General Services	Going Green Series	March 2019
Michael Marsteller Jack Meyer Juliette Swett Seungyeon Yang-Peace	Clark County Library Centennial Hills Library Spring Valley Library Windmill Library	Performance Counseling	April 2019
Keenan Moore	Whitney Library	Info 5745 Information Architecture	April 2019
Megan Nykodym	Clark County Library	Clubhouse Network Annual Conference	April 2019
Julie Okabayashi	Clark County Library	Nevada Arts Council's "Nevada Basin to Range Exchange (BRX)"	April 2019
Tricia Pavone	Human Resources	Health & Benefits Leadership Conference	April 2019
Stacie Schwartz	InterLibrary Loan	Product Insights: Resource Sharing	April 2019

Account 62800 – Employee Travel

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

Name	Branch/Location	Course/Training Name	Date(s)
London Porter	Human Resources	2019 SHRM Talent Conference and Exposition	April 2019

- 10 employees attended "Toastmasters"
- 12 employees attended "Title I Hope Training"
- 16 new employees attended "New Hire Orientation"
- 41 employees attended "Achieving Customer Service Excellence"
- 55 employees attended "Summer Reading Program Rollout"

The District allocated \$3,582.00 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: "Toastmasters", "Title I Hope Training", "New Hire Orientation", "Achieving Customer Service Excellence", and "Summer Reading Program Rollout".

RACE CATEGORIES	Female	Male
White	19	5
Black or African American	1	2
Asian	8	1
Native Hawaiian & Other Pacific Islander	0	1
American Indian & Alaska Native	0	0
Two or More Races	4	0
Hispanic or Latino	8	1
Subtotal	40	10
Grand Total	50	

**Personnel Transactions:**

**New Hires/Rehires Demographics**

American Indian/Alaska Native	0
Asian	1
Black/African American	4
Hispanic	2
Native Hawaiian/Pacific Islander	0
Two or More Races	0
White	<u>7</u>
<b>Total</b>	<b>14</b>

**Resignations/Terminations Demographics**

American Indian/Alaska Native	0
Asian	1
Black/African American	1
Hispanic	3
Native Hawaiian/Pacific Islander	0
Two or More Races	1
White	<u>8</u>
<b>Total</b>	<b>14</b>

<b>New Hires:</b>	<b>14</b>	
<b>Rehires:</b>	<b>0</b>	
<b>Promotions, Demotions, Transfers, Reclassifications, Hours Increased:</b>	<b>5/0/0</b>	<b>0/0</b>
<b>Leave without Pay:</b>	<b>4</b>	
<b>Merit Increases:</b>	<b>61</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>0/11</b>	
<b>Resignations:</b>	<b>10</b>	
<b>Terminations:</b>	<b>2</b>	
<b>Retirements:</b>	<b>2</b>	



## AGENDA ITEM

---

### MAY 23, 2019 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #VIII.A.:** Public Hearing on the Las Vegas-Clark County Library District Tentative Budget for Fiscal Year 2019-2020.

**Background:** Nevada Revised Statutes (NRS) 354.596 requires that a Public Hearing on the Las Vegas-Clark County Library District Tentative Budget be held not sooner than the third Monday in May nor later than the last day in May.

On April 11, 2019, staff met with the Finance and Audit Committee to review and comment on staff's recommendations for preparation of the Tentative Budget for Fiscal Year 2019-2020. The Tentative Budget was filed on April 15, 2019 with the State Department of Taxation. Staff will present a report to Trustees on adjustments, if any, that have been made to the Tentative Budget in preparation of the adoption of the Final Fiscal Year 2019-2020 Budget.

**Recommended Action:**

Motion to convene the Public Hearing regarding the Las Vegas-Clark County Library District's Tentative Budget for Fiscal Year 2019-2020. Following the staff report, Board review, and public testimony, a motion is required to close the Public Hearing on the Tentative Budget.



## AGENDA ITEM

---

### MAY 23, 2019 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #VIII.B.:** Discussion and possible Board action to adopt the Las Vegas-Clark County Library District's Final Budget for Fiscal Year 2019-2020.

**Background:** The Las Vegas-Clark County Library District's Final Budget for Fiscal Year 2019-2020 is provided for Trustees' review. The Tentative Budget was filed with the State of Nevada Department of Taxation on April 15, 2019.

NRS 354.598 requires that the Final Budget be adopted by the governing body and transmitted to the State Department of Taxation on or before June 1st. Once the Final Budget is adopted, it becomes the operating plan for the fiscal year beginning July 1, 2019.

#### **Recommended Action:**

Motion to adopt the Final Las Vegas-Clark County Library District's Fiscal Year 2019-2020 Budget subject to \_\_\_\_\_\* and modifications as directed by the Board of Trustees, and instruct staff to adjust estimated Fiscal Year 2019-2020 revenues in accordance with final estimates from the Department of Taxation provided such estimates are received in sufficient time for staff to make adjustments by the June 1, 2019 filing date.

\*Please select one of the Options listed below to be included as part of the Trustees' motion. Staff recommends Option IV.

#### **Option I.**

The Budget is to:

- **Provide** funding for as much of the three additional capital projects (Meadows Mall lease, a future library site, and a new bookmobile) as funding allows.

#### **Option II.**

The Budget is to:

- **Exclude** funding for the three additional capital projects as mentioned above in Option I,
- Maintain an **Actual** Ending Fund Balance for the General Fund of approximately twenty percent or more annually, for Financial Statements purposes,

- Implement the Facilities Master Plan over the next twelve to fifteen years, to complete as many projects as funding allows under current funding levels, and
- Continue to provide the required annual transfers to maintain sufficient funding for the District's Capital Fund Programs.

**Option III.**

The Budget is to:

- **Exclude** funding for the three additional capital projects as mentioned above in Option I,
- Maintain an **Actual** Ending Fund Balance for the General Fund of approximately twenty percent or more annually, for Financial Statements purposes,
- Accelerate the implementation of the Facilities Master Plan over the next five to seven years, to complete as many projects as funding allows under current funding levels, and
- Continue to provide the required annual transfers to maintain sufficient funding for the District's Capital Fund Programs.

**Option IV.**

The Budget is to:

- **Exclude** funding for the three additional capital projects as mentioned above in Option I,
- Maintain an **Actual** Ending Fund Balance for the General Fund of approximately twenty percent or more, annually, for Financial Statements purposes,
- Accelerate the implementation of the Facilities Master Plan over the next five to seven years, under projected current funding levels, and to include the possibility of bond financing in subsequent budget years, and
- Continue to provide the required annual transfers to maintain sufficient funding for the District's Capital Fund Programs.





## AGENDA ITEM

---

### MAY 23, 2019 MEETING OF THE BOARD OF TRUSTEES

#### **Agenda Item #VIII.C.:**

Discussion and possible Board action regarding the purchase of adult education services and supplies.

#### **Background:**

CENGAGE Learning is an education and technology company that serves higher education, K-12, professional, library, and workforce training markets worldwide.

Funds are allocated in the Las Vegas-Clark County Library District's General Fund to purchase seats for the public to engage in services of the Career Online High School. Additionally, funds were allocated by the Las Vegas-Clark County Library District Foundation to support additional seat purchases.

Staff is interested in purchasing seats from CENGAGE Learning to continue offering the Career Online High School service. The service allows adult members of the public to participate in education courses and receive a nationally recognized, fully-accredited high school diploma upon successful completion of the program. The price per seat is \$1,295. CENGAGE Learning offers the Library District a discounted bulk price when purchasing 50 seats or more. The cost is lowered to \$1,095 per seat when purchasing in bulk. There is no expiration date for the Library District to enroll a student in any of the purchased seats. Once a student enrolls in the Career Online High School through the Library District, that seat is deemed to be used whether or not the student completes the program.

The Literacy Services Department implements a pre-screening process before assigning students a seat to ensure maximum success and results in the program. Since the service was implemented in December 2017, 125 seats have been purchased. The Library District has since enrolled 49 students. Of those 49 students, 20 students have graduated, five students withdrew or were unable to complete the program within the allotted 18-month time frame, and 24 students continue to engage in study. Student interest in the program is growing at a rapid rate making it important to plan for additional future enrollment. This rapid rate of enrollment, combined with more exposure of the offering through the Adult Learning Center at the East Las Vegas Library requires the need for procurement of additional seats.

Funds are also allocated in the Las Vegas-Clark County Library District's Grant Fund to purchase instructor and student curriculum materials for Adult Basic Education and English Language Learner programs.

Staff is interested in purchasing these items from CENGAGE Learning. These curriculum materials include textbooks and workbooks for students to learn at six ability levels (Basic, and Levels 1, 2, 3, 4, and 5), picture dictionaries, and instructor manuals and resources. Students are provided a workbook at their initial enrollment based on their assessed level, and again when they earn a measurable skill gain enrolling in the higher level class. A workbook will typically last a student one to two class cycles based on their assessed level at entrance to the program, and personal aptitude and motivation to learn English.

The Library District's *Purchasing Policy* states that, "All purchases or procurements \$50,000 or more for Professional Services; \$75,000 or more for Services and Supplies; and \$175,000 or more for Capital Projects shall be brought before the Board of Trustees for approval." While neither of the proposed purchases exceeds the threshold set forth by the Library District's *Purchasing Policy*, staff brings this matter to the Library District Board of Trustees for authorization as the cumulative amount of purchases from CENGAGE Learning exceeds \$75,000.

A formal bid process is not necessary for either purchase in accordance to the *Purchasing Policy* and under N.R.S. 332.115; 1A, "Items which may only be contracted from a sole source." CENGAGE Learning is exempt as a sole provider for both the Career Online High School seats and curriculum materials.

The Library District has previously purchased materials for the library collection from CENGAGE Learning during Fiscal Year 2018-2019 in the amount of \$353,897. Those purchases were exempt from needing Board of Trustees approval as identified in the Library District's *Purchasing Policy*, "Book purchases are exempt from paragraph 2 above and do not require Board approval."

The Library District has purchased seats in prior fiscal years for the Career Online High School and for services and supplies using public funds in individual amounts under the purchasing threshold. In order to avoid any misinterpretation of the *Purchasing Policy* and to provide full transparency with cumulative purchases, staff brings this agenda item to the Board of Trustees for review and possible board action.

**Recommended Action:**

Motion to authorize staff to make the following purchases using fiscal year '18-'19 funds in accordance with the Library District's *Purchasing Policy* for services and supplies as follows:

- To Gale/CENGAGE Learning in the amount of \$38,325.00 from the general fund for 35 seats to the Career Online High School, with additional support from the Las Vegas-Clark County Library District Foundation fund to purchase 15 Career Online High School seats in the amount of \$16,425.00, and
- To CENGAGE Learning in the amount of \$49,484.33 from the grant fund for student workbooks, lesson planning materials, dictionary materials, shipping, and processing fees.

27500 Drake Road  
Farmington Hills, MI 48331-3535  
Tel 248-699-8090 Fax 248-699-8057



May 9, 2019

Matt McNally  
Community Engagement Director  
Las Vega Clark County Library District  
833 Las Vegas BLVD N  
Las Vegas, NV 89101

Dear Mr. McNally,

*GALE, Cengage Learning* is the sole provider to Public Libraries of Career Online High School from Smart Horizons Career Online Education.

Career Online High School is part of Smart Horizons Career Online Education (SHCOE), the first AdvancED/SACS CASI accredited private online school district in the United States, and is committed to preparing students for careers and post-secondary career education by delivering high-quality, supportive, and career-based online education.

Career Online High School gives students the opportunity to earn an 18-credit AdvancED/SACS CASI accredited high school diploma and credentialed career certificate. Students graduate with the tools to take the next step in their careers or career-education.

Gale, part of the Cengage Learning and a leading provider of educational content, tools and services to libraries, schools and businesses for 60 years, has partnered with Career Online High School to help libraries fulfill their mission to improve lives and move their communities forward. Gale believes that as one of our nation's most trusted educational institutions, and as an entity already focused on delivering adult literacy and career-based programs to those in need, the public library is the perfect venue for Career Online High School.

Regards,

A handwritten signature in black ink that reads "Brian Risse".

Brian Risse  
Vice President Public Library Sales  
Gale, Cengage Learning  
27500 Drake Road  
Farmington Hills, MI 48331

DIRECT ALL CORRESPONDENCE TO:  
 CENGAGE Learning  
 27500 Drake Rd.  
 Farmington Hills, MI 48331  
 PHONE: 248-699-4253, 800-877-4253  
 FAX: 248-699-8061



**BRINGING YOU RESOURCES FROM:**

Gale  
 Macmillan Library Ref USA  
 Primary Source Microform  
 Greenhaven Press/Lucent Books

**ORIGINAL INVOICE**

NO. 66774335

Date 03/14/19

Page 1 of 1

Order No. 30953587SI

The Gale legal entity has merged into another Cengage Learning legal entity. Please note the change in FEIN, GST and QST numbers.

Federal ID No.: 59-2124491 Canadian G.S.T.#/T.P.S.: 14074 8831 RT0001 Canadian Q.S.T.#/T.V.Q.: 1023272543

ACCOUNT NO. 171643

ACCOUNT NO. 171643

**BILL TO** JILL HERSHA  
 LAS VEGAS CLARK COUNTY LIBRARY  
 JILL HERSHA  
 ATTN CHRIS BRITSCH - STANDING  
 ORDERS-AP  
 7060 W WINDMILL LN  
 LAS VEGAS NV 89113

**SHIP TO** JILL HERSHA  
 LAS VEGAS CLARK COUNTY LIBRARY  
 JILL HERSHA  
 ATTN CHRIS BRITSCH - STANDING ORDERS-AP  
 7060 W WINDMILL LN  
 LAS VEGAS NV 89113

QUANTITY		PURCHASE ORDER NUMBER	PAYMENT DUE	TERMS	FOB SHIPPING POINT		
SHIPPED	PENDING		06/12/19	Due net 90 days	EXW		
		ISBN	TITLE / AUTHOR / EDITION		PRICE	DISCOUNT	NET AMOUNT
		16178338	CAREER ONLINE HIGH SCHOOL SCHOLARSHIP BUNDLE 50 SEATS 50 SEATS		0.00	0.00	54,750.00
<b>BOOKS</b>						<b>SUBTOTAL</b>	54,750.00
<b>RETURN POLICY</b>							<b>Currency : USD</b>
<p>Unless otherwise noted, you have 30 days from the date of invoice to decide if print titles meet your needs. If you would like to return a print item, please send it to the "Return Books To" address below. Gale does not pay return shipping. Products should be returned undamaged and shipped via traceable means. Please include a packing list indicating quantity, title, and original invoice number. Questions? Call Customer Service at 1-800-877-GALE.</p>							
<b>PAY THIS AMOUNT</b>						<b>54,750.00</b>	

DETACH: THIS PORTION MUST BE RETURNED WITH YOUR PAYMENT

The Gale legal entity has merged into another Cengage Learning legal entity. Please note the change in FEIN, GST and QST numbers.

PURCHASE ORDER NUMBER	INVOICE DATE	INVOICE NUMBER	CUSTOMER ACCOUNT NUMBER	PAYMENT DUE	AMOUNT DUE
	03/14/19	66774335	171643	06/12/19	54,750.00

RETURN THIS STUB WITH PAYMENT TO:

**MAIL CHECKS TO:** Gale/CENGAGE Learning  
 P.O. BOX 95501  
 CHICAGO, IL 60694-5501

**RETURN BOOKS TO:**  
 CENGAGE LEARNING  
 Distribution Center  
 10650 Toebben Drive  
 Location 04  
 Independence, KY 41051

*In an effort to reduce the handling and risk associated with credit card data, as of April 1st, 2016, Cengage Learning will no longer accept credit/debit cards for payment of post sale billings. Credit/Debit cards can still be used at point of sale. Post sale payment options include electronic funds transfer, wire transfer, ach, and paper checks.*

ALL CLAIMS AND SHIPPING ERRORS MUST BE REPORTED WITHIN 10 DAYS AFTER THE INVOICE DATE



May 15, 2019

Dear Las Vegas Clark County Library District,

National Geographic Learning / Cengage Learning / Heinle is the publisher and sole owner and provider of the *Stand Out* series and *Heinle Picture Dictionary*.

We are also the source for instructor's materials and dedicated National Geographic Learning / Cengage Learning sales representatives and customer support of these materials.

If you have any further questions regarding the above, please contact your sales representative, Talya Clay at 206-604-6777.

Sincerely,

*Karen*

Karen Horton  
US Director of Sales and Marketing  
National Geographic Learning / Cengage Learning  
20 Channel Center Street  
Boston, MA 02210



20 Channel Center  
Boston, MA 02210  
Tel (617) 757-7900  
Fax (617) 757-7760

May 16, 2019

Jill Hersha  
CALL Literacy Services Manager  
Las Vegas Clark County Library District  
7060 W. Windmill Lane  
Las Vegas, NV 89113

**RE: Consent to Disclose: Price Quote # 3562885**  
**Price Quote # 3657283**  
**Price Quote # 3664472**

Ms. Hersha:

Please be advised that this letter hereby grants you the unencumbered right to disclose, at your discretion and in perpetuity, the attached price quotes provided by Cengage Learning, Inc. to the Las Vegas Clark County Library District.

Should you have any questions or concerns regarding the above, please do not hesitate to contact me at (617) 289-7918, or via email at [james.jackson@cengage.com](mailto:james.jackson@cengage.com).

Sincerely,

A handwritten signature in blue ink, appearing to read "JJJ", with a long horizontal flourish extending to the right.

James J. Jackson  
Assistant Secretary

Purchase Order No: 

Confidential Price Quote (3562885)

Attach relevant files

Max. PDF size: 10MB (Max: 3 files)

5/7/2019

Pricing on this Proposal Guaranteed: **9/15/2019****Presented To:** Julia Cordova (702) 507-3494, [cordovaj@lvccld.org](mailto:cordovaj@lvccld.org)**Prepared By:** Talya Clay, [talya.clay@cengage.com](mailto:talya.clay@cengage.com)

SHIP TO: Las Vegas Clark  
County Library District  
Julia Cordova  
1401 E Flamingo Rd  
Las Vegas, NV 89119  
USA

BILL TO: Las Vegas Clark  
County Library District  
Felicia Wilson  
1401 E Flamingo Rd  
Las Vegas, NV 89119  
USA

Cengage Learning  
ATTN: Order Fulfillment  
10650 Toebben Drive  
Independence, KY 41051  
(800) 354-9706

<http://NGL.Cengage.com/CustomerSupport>

## Quoted Products: 2019 SO 3e

Qty	Update Qty	Product	Price	Quoted Price	Total
60	<input type="checkbox"/>	<b><a href="#">Stand Out Basic: Student Book/Workbook Package</a></b> Jenkins/Johnson 3rd Edition [CENGAGE ELT, 2016] 9781337200806 / 1337200808	\$30.00	\$30.00	\$1,800.00
300	<input type="checkbox"/>	<b><a href="#">Stand Out 2: Student Book/Workbook Package</a></b> Jenkins/Johnson 3rd Edition [CENGAGE ELT, 2016] 9781337201247 / 1337201243	\$30.00	\$30.00	\$9,000.00
25	<input type="checkbox"/>	<b><a href="#">Stand Out 3: Student Book/Workbook Package</a></b> Jenkins/Johnson 3rd Edition [CENGAGE ELT, 2016] 9781337201254 / 1337201251	\$30.00	\$30.00	\$750.00
120	<input type="checkbox"/>	<b><a href="#">BNDL: STAND OUT 5 STUDENT BOOK</a></b> Jenkins/Johnson 3rd Edition [CENGAGE ELT, 2017] 9781337956147 / 1337956147	\$32.00	\$32.00	\$3,840.00
150	<input type="checkbox"/>	<b><a href="#">BNDL: STAND OUT 4 STUDENT BOOK</a></b> Jenkins/Johnson 3rd Edition [CENGAGE ELT, 2017] 9780357091043 / 0357091043	\$32.00	\$32.00	\$4,800.00
10	<input type="checkbox"/>	<b><a href="#">Stand Out 4: Lesson Planner</a></b> Jenkins/Johnson 3rd Edition [CENGAGE ELT, 2017] 9781305655607 / 1305655605	\$37.75	\$37.75	\$377.50
15	<input type="checkbox"/>	<b><a href="#">Stand Out 2: Lesson Planner</a></b> Jenkins/Johnson 3rd Edition [CENGAGE ELT, 2017] 9781305655485 / 1305655486	\$37.75	\$37.75	\$566.25
3	<input type="checkbox"/>	<b><a href="#">Stand Out 3: Lesson Planner</a></b> Jenkins/Johnson 3rd Edition [CENGAGE ELT, 2017] 9781305655539 / 1305655532	\$37.75	\$37.75	\$113.25
10	<input type="checkbox"/>	<b><a href="#">Stand Out Basic: Lesson Planner</a></b> Jenkins 3rd Edition [CENGAGE ELT, 2016] 9781305655218 / 1305655214	\$37.75	\$37.75	\$377.50
9	<input type="checkbox"/>	<b><a href="#">Stand Out 5: Lesson Planner</a></b> Jenkins/Johnson 3rd Edition [CENGAGE ELT, 2017] 9781305655652 / 1305655656	\$37.75	\$37.75	\$339.75

Sub-Total: \$21,964.25

+ Estimated Shipping and/or Process Fee: \$2,196.43

**TOTAL: \$24,160.68**

**Please attach a copy of the quote to the Purchase Order.**

Thank you for your interest in Cengage Learning products.

All information embodied in this document is strictly confidential and may not be duplicated or disclosed to third parties outside recipient's organization without prior written consent of Cengage Learning.





**Purchase Order No:**

Confidential Price Quote (3657283)

Attach relevant files  Max. PDF size: 10MB (Max: 3 files)

5/7/2019

Pricing on this Proposal Guaranteed: **9/15/2019**

**Presented To:** Julia Cordova (702) 507-3494, [cordovaj@lvccld.org](mailto:cordovaj@lvccld.org)

**Prepared By:** Talya Clay, [talya.clay@cengage.com](mailto:talya.clay@cengage.com)

**SHIP TO:** Las Vegas Clark  
County Library District  
Julia Cordova  
1401 E Flamingo Rd  
Las Vegas, NV 89119  
USA

**BILL TO:** Las Vegas Clark  
County Library District  
Julia Cordova  
1401 E Flamingo Rd  
Las Vegas, NV 89119  
USA

Cengage Learning  
ATTN: Order Fulfillment  
10650 Toebben Drive  
Independence, KY 41051  
(800) 354-9706  
<http://NGL.Cengage.com/CustomerSupport>

Quoted Products: 2019 HPD Price Quote

Qty	Update Qty	Product	Price	Quoted Price	Total
1	<input type="text"/>	<a href="#">The Heinle Picture Dictionary: Assessment CD-ROM with ExamView®</a> HEINLE 2nd Edition [CENGAGE ELT, 2014] 9781133563204 / 1133563201	\$49.00	\$49.00	\$49.00
100	<input type="text"/>	<a href="#">The Heinle Picture Dictionary</a> , National Geographic Learning/Heinle 2nd Edition [CENGAGE ELT, 2014] 9781133563105 / 1133563104	\$25.50	\$25.50	\$2,550.00
2	<input type="text"/>	<a href="#">Lesson Planner with Activity Bank and Classroom Presentation Tool CD-ROM, The Heinle Picture Dictionary 2/e</a> HEINLE 2nd Edition [CENGAGE ELT, 2014] 9781133563167 / 1133563163	\$41.25	\$41.25	\$82.50

Sub-Total: \$2,681.50  
+ Estimated Shipping and/or Process Fee: \$268.15

**TOTAL: \$2,949.65**

**Please attach a copy of the quote to the Purchase Order.**

Thank you for your interest in Cengage Learning products.

All information embodied in this document is strictly confidential and may not be duplicated or disclosed to third parties outside recipient's organization without prior written consent of Cengage Learning.

Purchase Order No: 

Confidential Price Quote (3664472)

Attach relevant files

Max. PDF size: 10MB (Max: 3 files)

5/10/2019

Pricing on this Proposal Guaranteed: **9/15/2019****Presented To:** Julia Cordova (702) 507-3494, [cordovaj@lvccld.org](mailto:cordovaj@lvccld.org)**Prepared By:** Talya Clay, [talya.clay@cengage.com](mailto:talya.clay@cengage.com)

SHIP TO: Las Vegas Clark  
County Library District  
Julia Cordova  
1401 E Flamingo Rd  
Las Vegas, NV 89119  
USA

BILL TO: Las Vegas Clark  
County Library District  
Julia Cordova  
1401 E Flamingo Rd  
Las Vegas, NV 89119  
USA

Cengage Learning  
ATTN: Order Fulfillment  
10650 Toebben Drive  
Independence, KY 41051  
(800) 354-9706

<http://NGL.Cengage.com/CustomerSupport>

Quoted Products: MAY 10 SO Quote

Qty	Update Qty	Product	Price	Quoted Price	Total
60	<input type="checkbox"/>	<b><a href="#">Stand Out 1: Student Book/Workbook Package</a></b> Jenkins 3rd Edition [CENGAGE ELT, 2016] 9780357015711 / 0357015711	\$30.00	\$30.00	\$1,800.00
300	<input type="checkbox"/>	<b><a href="#">Stand Out 2: Student Book/Workbook Package</a></b> Jenkins/Johnson 3rd Edition [CENGAGE ELT, 2016] 9781337201247 / 1337201243	\$30.00	\$30.00	\$9,000.00
30	<input type="checkbox"/>	<b><a href="#">Stand Out 3: Student Book/Workbook Package</a></b> Jenkins/Johnson 3rd Edition [CENGAGE ELT, 2016] 9781337201254 / 1337201251	\$30.00	\$30.00	\$900.00
150	<input type="checkbox"/>	<b><a href="#">BNDL: STAND OUT 4 STUDENT BOOK</a></b> Jenkins/Johnson 3rd Edition [CENGAGE ELT, 2017] 9780357091043 / 0357091043	\$32.00	\$32.00	\$4,800.00
120	<input type="checkbox"/>	<b><a href="#">BNDL: STAND OUT 5 STUDENT BOOK</a></b> Jenkins/Johnson 3rd Edition [CENGAGE ELT, 2017] 9781337956147 / 1337956147	\$32.00	\$32.00	\$3,840.00

Sub-Total: \$20,340.00

+ Estimated Shipping and/or Process Fee: \$2,034.00

**TOTAL: \$22,374.00**

**Please attach a copy of the quote to the Purchase Order.**

Thank you for your interest in Cengage Learning products.

All information embodied in this document is strictly confidential and may not be duplicated or disclosed

to third parties outside recipient's organization without prior written consent of Cengage Learning.



## AGENDA ITEM

---

### MAY 23, 2019 MEETING OF BOARD OF TRUSTEES

**Agenda Item #VIII.D.:** Discussion and possible Board action to award an annual requirements contract for Library Materials & Supplies to Brodart Company.

**Background:** An annual requirements contract is an agreement with a vendor who guarantees to provide supply and material items at a stated price over a period of time. Acceptance of this agreement, as outlined in the bid documents, does not obligate the District to purchase any minimum quantity amounts of any item listed within this contract. However, the District should make a good faith effort to purchase those items that are covered under this agreement.

An Invitation to Bid for Library Materials & Supplies was advertised in the *Las Vegas Review Journal* and community-based minority newspapers. In addition, the Invitation to Bid was faxed to all minority Chambers of Commerce and to other known library materials and supplies firms.

A pre-bid conference was held on March 14, 2019, with the bid opening on March 28, 2019. Ten firms obtained copies of the bid. Bids were received from Brodart, Kapco, and Staples. Based on the criteria outlined in the Bid document and the total number of bid items receiving quotes, and the cost analysis, Brodart was determined to be the most responsive and responsible bidder.

Brodart has been selected for recommendation for contract award. The new contract will be effective June 1, 2019. The initial contract is through May 31, 2020, with four one-year renewal options.

**Recommended Action:** Motion to authorize staff to award a contract with Brodart Company for Library Materials & Supplies in accordance with Bid No. 19-13, for one year and to authorize staff to extend the contract for four one-year renewals in subsequent years subject to funding being available and the vendor continuing to meet the specifications as outlined in the bid documents.