

# ITEM III.

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Meeting  
June 13, 2019**

DATE: Thursday, June 13, 2019

TIME: 6:45 p.m.

PLACE: West Las Vegas Library  
951 W Lake Mead Blvd  
Las Vegas, NV 89107

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. Presentation by West Las Vegas Library Branch Manager, Tom Sommer

V. 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
- D. Regular Board Meeting, May 23, 2019

VI. Chair's Report

- A. Possible Board discussion regarding the Chair's report.

VII. Library Reports

Possible Board discussion of one or more staff reports outlining library

activities and highlighting selected administrative activities following the preceding Board meeting.

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

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

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

VIII. Unfinished Business

None

IX. New Business

- A. Discussion and possible Board action regarding the election of Board officers for Fiscal Year 2019-2020 and accompanying Resolution 2019-01.
- B. Discussion and possible Board action regarding contract award for property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2019.
- C. Discussion and possible Board action regarding the appointment of Broker of Record for the District’s Workers Compensation and Various Insurances coverage.
- D. Discussion and possible Board action regarding the approval for staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related infrastructure improvements over \$50,000 for Fiscal Year 2019-2020.

- E. Discussion and possible Board action regarding the extension of the Agreement with the Las Vegas-Clark County Library District Foundation, Inc. as the sole recipient of discarded library materials for the purpose of funding Library District and Foundation programs and projects.

X. Announcements

There will be a Naming Libraries Policy Committee of the Whole Meeting on Thursday, July 11, 2019 at 6:00 p.m. at the Summerlin Library, 1771 Inner Circle Drive, Las Vegas, Nevada 89134

The next Board Meeting will be held Thursday, July 11, 2019, at 6:15 p.m. in the Summerlin Library, 1771 Inner Circle Drive, Las Vegas, Nevada 89134.

XI. Public Comment

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

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

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

XIII. Adjournment

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

NOTE: REASONABLE EFFORTS WILL BE MADE TO ASSIST AND ACCOMMODATE PERSONS WITH PHYSICAL DISABILITIES DESIRING TO ATTEND THE MEETING. PLEASE CALL ALLISON BOYER AT (702) 507-6186 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE.

NOTE: PLEASE CONTACT ALLISON BOYER AT (702) 507-6186 OR [boyera@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, June 7, 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. East Las Vegas Library  
2851 E Bonanza Road  
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.

**PROPOSED MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' NAMING LIBRARIES POLICY COMMITTEE MEETING  
LAS VEGAS, NEVADA  
April 11, 2019**

**ITEM V.A.**

The Board of Trustees' Naming Libraries Policy Committee of the Las Vegas-Clark County Library District met in regular session in the Rainbow Library, Las Vegas, Nevada, at 5:30 p.m., Thursday, April 11, 2019.

**Present:** Committee: K. Benavidez, Chair F. Ortiz  
R. Wadley-Munier E. Foyt  
S. Bilbray-Axelrod M. Francis Drake  
J. Meléndrez S. Moulton  
S. Ramaker

Counsel: G. Welt

Absent: C. Brooks, Excused

Staff: Dr. Ronald R. Heezen, Executive Director  
Numerous Staff

Guests:

K. Benavidez, Committee Chair, called the meeting to order at 5:36 p.m.

**Roll Call  
(Item I.)** All members listed above represent a quorum. Trustees Bilbray-Axelrod and Meléndrez attended via telephone and were on the line when the meeting started. Trustee Ortiz arrived at 5:41 p.m. Trustee Brooks had an excused absence.

**Public Comment  
(Item II.)** None.

**Agenda  
(Item III.)** Trustee Wadley-Munier moved to approve the Agenda as proposed. There was no opposition and the motion carried.

**Discussion and possible action regarding the approval of two naming opportunities:**  
**1) COX Robot Lab located at the Enterprise Library; and 2) Robot Lab Powered by SWITCH located at the West Las Vegas Library.  
(Item IV.A)**

Development and Planning Director Danielle Milam briefly reviewed the *Library District Naming Opportunities Policy*, which was revised and adopted on March 9, 2017, by the Library District Board of Trustees. Trustees retain the sole responsibility for naming, renaming, or rescinding the name of library facilities; parts of facilities and/or properties; and endowments for new capital projects, renovation projects, programs, equipment, collections, and/or other library services.

The *Policy* also stipulates that all Naming Opportunity proposals will be submitted to the Naming Libraries Policy Committee in writing, and each shall contain justification compliant with the criteria, terms, and purposes set forth in the policy. Each proposal below provides details related to criteria and terms for Trustees' consideration. The purpose of each naming opportunity is to recognize the substantial contribution of the donors to the launch of these services which are key to the implementation of the "Limitless Learning" and "Career and Business Success" strategies in the *Vision 2020 Strategic Plan*.

Consideration of Proposals: To qualify for a naming opportunity, a proposal must demonstrate four things: 1) donors are willing to enter into an agreement to contribute at least 51% of the actual or estimated project costs; 2) geographical or functional names should be included in the agreement; 3) donor recognition signage will be consistent with Library District signage standards, and 4) the term of the agreement shall take into consideration the estimated life of the building or project area.

The details of the terms proposed for each of the two project agreements proposed, in alignment with the four policy criteria are:

First Project - Robot Lab powered by COX Community Charities (located at the Enterprise Library)

1. Agreement to contribute a minimum of 51% of project costs. In March 2019, the Las Vegas-Clark County Library District Foundation received \$25,000 from the COX to purchase equipment and furniture for a teen Robot Lab at the Enterprise Library located at 25 E. Shelbourne, Las Vegas, NV 89123. This represents over 51% of equipment that will be purchased to establish the Robot Lab in the current Teen Zone of the Enterprise Library. Additional furniture and minor space modifications will be provided by the General Services division of the Library District. Staff support for these teen activities will be provided by the Enterprise Library based on their considerable experience with the Lil Bits and other coding activities that have been in place for several years. Additional mentor and instructional support may be provided by the Library District Foundation.

2. Naming by geography or function. Signage for the Robot Lab will be branded with the COX Community Charities logo, indicating the functional location of the Robot Lab embedded in the teen service area that relates to both the Limitless Learning and Career Success goals of the Vision 2020 Strategic Plan. The Robot Lab will be a place for teens to learn coding, robotics, STEAM technologies, teamwork, problem-solving and other 21st Century skills that are critical in today's academic, workforce and business environments.

3. Signage consistent with Library District signage standards. Signage will be approved by General Services in accordance with criteria of the District, the Library Facilities Master Plan, local laws, regulations, and related ordinances.

4. Term consistent with life of project area. The term of this Naming Opportunity will be from June 2019 through December 2020, coterminous with the grant which concludes in December 2020, unless terminated sooner based on Board of Trustee discretion criteria provided for the Naming Opportunities policy.

At this time, Trustee Ortiz arrived at the meeting.

Second Project - Robot Lab powered by SWITCH (located at West Las Vegas Library)

1. Agreement to contribute a minimum of 51% of project costs. In March 2019, the Las Vegas-Clark County Library District Foundation received a grant award of \$15,000 from SWITCH, Inc. to provide equipment and other in-kind support for a teen Robot Lab teen tech center at the West Las Vegas branch library located at 951 W. Lake Mead Drive. The Robot Lab activities will be conducted in the youth services area space adjacent to the current Homework Help center. No additional space modifications are anticipated, although SWITCH is also interested in donating in-kind furniture and equipment to give the Robot Lab an updated tech look and feel. Potential space improvements will be approved by the General Services division. The Library District Foundation will provide instructional and mentor support to West Las Vegas Youth Services staff to run both teen and tween classes once a week starting in June, 2019.

2. Naming by geography or function. Signage for the Robot Lab will be branded with the SWITCH logo, indicating the functional location of the Robot Lab embedded in the teen service area that relates to both the Limitless Learning and Career Success goals of the Vision 2020 Strategic Plan. The Robot Lab will be a place for teens to learn coding, robotics, STEAM technologies, teamwork, problem-solving and other 21st Century skills that are critical in today's academic, workforce and business environments.

3. Signage consistent with Library District signage standards. Signage will be approved by General Services in accordance with criteria of the District, the Library Facilities Master Plan, local laws, regulations, and related ordinances.

4. Naming Opportunity Term. The term of this Naming Opportunity will be from June 1, 2019 through June 30, 2020, coterminous with the grant from SWITCH which concludes on June 30, 2020, unless terminated sooner based on Board of Trustee discretion criteria provided for the Naming Opportunities policy.

Trustee Moulton thanked Ms. Milam for her hard work to obtain these grants, as well as Cox Communities Charities, and SWITCH for their donations. Moulton said that the networking is what the District needs so that there is a lot of young people and others to enjoy these activities.

Ms. Milam also thanked city of Las Vegas Councilman Cedric Crear from Ward 5, as he was instrumental in helping the District obtain the money from SWITCH. She hopes that, after the first year of operation, SWITCH will be a contributor in the future.

Trustee Moulton moved to recommend to the Board of Trustees approval of The Robot Lab powered by COX Community Charities at the Enterprise Library. There was no opposition and the motion carried.

Trustee Wadley-Munier moved to recommend to the Board of Trustees approval of The Robot Lab powered by SWITCH Naming Opportunities

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**April 11, 2019**  
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at the West Las Vegas Library. There was no opposition and the motion carried.

**Public Comment**           None.  
**(Item V.)**

**Adjournment**           Chair Benavidez adjourned the meeting at 5:46 p.m.  
**(Item VI.)**

Respectfully submitted,

K. Benavidez, Committee Chair

**PROPOSED MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' FINANCE AND AUDIT COMMITTEE MEETING  
LAS VEGAS, NEVADA  
April 11, 2019**

**ITEM V.B.**

The Board of Trustees' Finance and Audit Committee of the Las Vegas-Clark County Library District met in regular session in the Rainbow Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, April 11, 2019.

**Present:** Committee: F. Ortiz, Chair K. Benavidez  
R. Wadley-Munier S. Moulton

Board: E. Foyt M. Francis Drake  
S. Bilbray-Axelrod S. Ramaker

Counsel: G. Welt

Absent: None

Staff: Dr. Ronald R. Heezen, Executive Director  
Fred James, Deputy Director/CFO  
Floresto Cabias, Assistant Finance Director  
Numerous Staff

Guests:

F. Ortiz, Committee Chair, called the meeting to order at 6:04 p.m.

**Roll Call** All members listed above represent a quorum.  
**(Item I.)**

**Public Comment** None.  
**(Item II.)**

**Agenda** Chair Ortiz approved the Agenda as proposed.  
**(Item III.)**

**Discussion regarding the Fiscal Year Ending (FYE) June 30, 2020 Tentative Budget submittal to the Department of Taxation and preparation for the May 23, 2019 Budget Public Hearing. No action will be taken. (Item IV.)**

Fred James, Deputy Director/CFO explained that the Nevada Revised Statutes require that the District's Tentative Budget for Fiscal Year Ending (FYE) June 30, 2020 be filed with the State Department of Taxation by April 15, 2019. The Tentative Budget is an administrative report of anticipated expenditures and does not require Board action.

The Tentative Budget is for discussion purposes only, and will be adjusted according to the final revenue estimates expected to be received in early May, as well as subsequent expenditures, for the District's Budget Public Hearing scheduled for May 23, 2019.

Mr. James and Floresto Cabias, Assistant Finance Director, presented the Tentative Budget and provided a Financial Forecast for the next five years, through FYE 2025, to place the revenues, expenditures, and proposed capital expenditures based upon the Facilities Master Plan into context. Their presentation is attached as Exhibit A. On the following pages is an explanation of each District fund, which includes additional details about the FYE 2020 Tentative Budget.

**FYE 2020 General Fund**

The General Fund represents the basic complement of services provided to the patrons of the Las Vegas-Clark County Library District.

**Revenues**

Total revenues for FYE 2020 are projected at \$71.4 million. As compared to the FYE 2019 Budget, property tax revenue for FYE 2020 is 7.2% higher than last fiscal year. Consolidated Sales Tax (CTX) revenue is estimated to increase by 7.5%, as compared to a 4.0% increase for FYE 2019.

Property tax (63%) and Consolidated Sales Tax (34%) revenues account for 97 percent of all General Fund revenues. The remaining three percent of the General Fund's revenues are generated from library fines, programming and rental charges, revenue from contract libraries and investment income.

The District's operating tax rate will remain at 9.42 cents per \$100 of assessed valuation. This rate includes the District's Supplemental City-County Relief Tax (SCCRT) Loss Tax rate (NRS 354.59813) of .61 cents in the District's base operating rate.

**Expenditures**

The proposed preliminary FYE 2020 General Fund budget amounts to \$72.2 million, a \$3.9 million increase as compared to FYE 2019.

The FYE 2020 Tentative Budget proposes \$10.8 million in library materials expenditures, an increase of 5.8% over current levels. The proposed expenditure maintains the District's practice of allocating to 15% of the total General Fund budget to this area.

A \$7.5 million transfer is proposed in the FYE 2020 Tentative Budget from the General Fund to the Capital Projects Fund. See the section for the Capital Projects Fund below for further discussions regarding the anticipated transfer.

The General Fund's ending fund balance is projected at \$8.1 million and amounts to 11% of the total budget, which is slightly higher than the minimum management requirement of 10%.

Las Vegas-Clark County Library District FYE 2020				
	FYE 2019 Budget	Preliminary FYE 2020 Budget	Variance FYE 2020 vs. FYE 2019	Percent Increase (Decrease)
<b>General Fund</b>	68,266,415	72,174,938	3,908,523	5.73%
<b>Special Revenue Funds:</b>				
Gift Fund	815,000	815,000	-	0.00%
Grant Fund	1,800,000	1,800,000	-	0.00%
<b>Capital Projects Fund</b>	13,526,603	13,314,200	(212,403)	(1.57%)
<b>Debt Service Fund</b>	7,658,250	10,000	(7,648,250)	(99.87%)
<b>Total</b>	<b>92,066,268</b>	<b>88,114,138</b>	<b>-3,952,130</b>	<b>-4.29%</b>

### **Special Revenue Funds**

Activity in the Gift, Expendable Trust, and Grant Funds are accounted for in Special Revenue Funds. The Gift and Expendable Trust Funds account for donations to the District and expenditures are estimated to be \$815,000 in FYE 2020. The Grant Fund of \$1,800,000 accounts for revenues and expenditures for monies received from state and federal grants. All grants are budgeted as funding is approved by the State.

### **Capital Projects Fund**

A \$7.5 million transfer is proposed from the General Fund to be appropriated to the different programs within the Capital Projects Fund. The transfer is designated for major building repairs and maintenance, technology replacements and upgrades, library materials, and construction projects.

### **Debt Service Fund**

The Debt Service Fund accounts for the accumulation of resources for, and the payment of, general obligation bonds. Currently, the District has no outstanding debt obligations requiring repayment of bonds.

Pending Board direction for any additional changes, staff will prepare a FYE 2019 Proposed Budget that incorporates any necessary adjustments subsequent to the administrative filing of the FYE 2020 Tentative Budget with the Department of Taxation.

This is for discussion only as the basis for preparing the Tentative Budget for submittal to the State Department of Taxation by April 15, 2019.

Mr. James walked Trustees through the Budget Projections worksheet. He then discussed funding the projects approved by the Board of Trustees as part of the Facilities Master Plan, with estimated costs for those approved for FYE 2020 included in the current numbers. In order to complete these projects, the District's budget must tighten up considerably. If anything goes wrong, District staff will not have the



flexibility to meet all the demands upon the budget. With this in mind, James said that Ms. Boyer will be setting up meetings to brief the Trustees on different options to manage the Facilities Master Plan project priorities prior to the May meeting so that a decision can be made and the final budget approved. He also suggested that the Trustees reduce the expected timeline for the Facilities Master Plan projects as the buildings are getting older and the District is growing. As well, equipment and technology costs are increasing.

Mr. James said that the District usually spends about 90% of the budgeted expenditures during a fiscal year. In addition, money in the ending fund balance is required due to the timing of the disbursement of the property tax and CTX revenues from the state. In the past few years, the ending fund balance has been close to 20% due to savings by District staff and conservative transfers to the Capital Projects Fund. These savings by District staff on expenditures have allowed the transfers into the Capital Projects Fund. This has paid for the new libraries and will be the initial source of funds for the Facilities Master Plan projects.

In order to fund the different projects currently approved, staff will have to find additional savings in the General Fund expenditures for transfers to the Capital Projects Fund which will draw down the ending fund balance to around 12%. As previously mentioned, the District spends about 90% of its budgeted expenditures, leaving 10% savings for the ending fund balance. So, if the savings do not appear because the budget is reduced from previous years, the District is looking at a 2% ending fund balance.

Mr. James concluded his presentation by explaining that to make the Tentative Budget work he took money from the Technology Replacements and Upgrades Program in the Capital Projects Fund and in the General Services budget. However, that money is needed to fund the current operations of the District.

Counsel Welt asked if government accounting principles have a suggested minimum percentage for the ending fund balance. Mr. James said he believed the upper limit was 25%, and he said 10-12% was healthy. Welt commented that, in previous years, it was 6%. James agreed, but said that occurred prior to his employment. At that time, salaries and equipment costs were not as high as they are now.

Trustee Foyt asked about future plans for the Las Vegas Library building after the District vacates it. Chair Ortiz explained that the building was sold to the city of Las Vegas. The sale proceeds were used for the construction of the East Las Vegas Library. Foyt then asked about the interest rate for the District's investments. Mr. James explained that local government agencies are limited to safe investment vehicles to protect taxpayer money. In addition, due to the money flowing in and out based upon District needs, there is not a lot that stays in the investments for a long time. The District receives interest, but not a large amount.

Trustee Moulton asked if Trustees need to reevaluate the Capital Projects program. Mr. James explained that Trustees need to prioritize

the projects in the Facilities Master Plan, look at reducing the amount of time allowed to complete these projects, and perhaps consider medium-term bonding or again, the New Markets Tax Credit program. The current facilities need to be upgraded, as compared to the Mesquite and East Las Vegas libraries; they do not have all the dedicated space for programs and the equipment the District provides in the two new spaces. James added that the staff member who heads up the New Markets Tax Credit (NMTC) Program at the US Treasury came to see the East Las Vegas Library and was very impressed. If the city of Las Vegas receives more NMTC money, then perhaps the District can utilize the program again for some of the Facilities Master Plan projects.

Trustee Moulton commented that she believes the District's ending fund balance was the one of the highest of any local government entity.

Chair Ortiz asked whether the District's PERS contribution amount is increasing for employees. Mr. James explained that the contribution is increasing, but there is an offset due to the amount that the employee has to pick up. For example, if the salary expense drops by \$400,000 (as the employees cover more of the PERS contributions), the District's contribution just increased by the same amount. Therefore, it is a wash.

Chair Ortiz then asked about the Branding and Marketing budget. Mr. James said that annual budget for the Department is included in the General Fund, but the District rebranding project (including signage) would be included in the Capital Projects Fund. He will have more specifics in the Budget presentation at the Regular Board Meeting on May 23.

Chair Ortiz closed the item by stating that this item was for discussion only. No action was required.

**Public Comment  
(Item V.)**

None.

**Adjournment  
(Item XIII.)**

Chair Ortiz adjourned the meeting at 6:33 p.m.

Respectfully submitted,

Felipe Ortiz, Committee Chair

# **FY 2019-20 Tentative Budget Overview**

## **Finance and Audit Committee**

April 11, 2019

**Presented by**  
**Fred James, Deputy Director/CFO**  
**Floresto Cabias, Assistant Finance Director**

**Las Vegas-Clark County Library District  
FYE 2020**

	<b>FYE 2019 Budget</b>	<b>Preliminary FYE 2020 Budget</b>	<b>Variance FYE 2020 vs. FYE 2019</b>	<b>Percent Increase (Decrease)</b>
<b>General Fund</b>	68,266,415	<b>72,174,938</b>	3,908,523	5.73%
<b>Special Revenue Funds:</b>				
Gift Fund	815,000	<b>815,000</b>	-	0.00%
Grant Fund	1,800,000	<b>1,800,000</b>	-	0.00%
<b>Capital Projects Fund</b>	13,526,603	<b>13,314,200</b>	(212,403)	(1.57%)
<b>Debt Service Fund</b>	7,658,250	<b>10,000</b>	(7,648,250)	(99.87%)
<b>Total</b>	<b>92,066,268</b>	<b>88,114,138</b>	<b>-3,952,130</b>	<b>-4.29%</b>

# Revenues – General Fund

## Revenue = \$71.4M

- **Taxes = 97% of General Fund revenue**
  - **Property Tax – 7.2%↑, \$3.0M**
  - **Consolidated Sales Tax – 7.5%↑, \$1.7M**
- **Other Revenue:**
  - **Fines**
  - **Charges for Services (contract libraries)**
  - **Rentals**
  - **Miscellaneous**

# General Fund Expenditures = \$72.2M

- **Salaries and Benefits = \$2.7M↑**
- **Supplies and Services = \$653K↑**
- **Library Media Materials = \$589K↑**

# Financial Forecast

# Las Vegas-Clark County Library District

## Budget Projections FY 2020-21 Through FY 2024-25

General Fund				5 Years				
	Actual 2017-18	Estimated 2018-19	Tentative Budget 2019-20	Projected 2020-21	Projected 2021-22	Projected 2022-23	Projected 2023-24	Projected 2024-25
Revenue	64,567,920	69,541,044	71,390,000	74,352,685	77,512,674	81,000,744	84,645,778	88,539,484
Expenditures	58,073,676	62,115,188	72,174,938	74,799,741	77,806,380	81,046,723	84,434,063	87,975,350
Excess (Deficiency) of Revenues over Expenditures	6,494,244	7,425,856	(784,938)	(447,056)	(293,706)	(45,979)	211,715	564,134
Less transfers out	7,400,000	6,200,000	7,500,000	12,851,000	8,300,000	8,400,000	8,600,000	8,800,000
Excess (Deficiency) of Revenues over Expenditures & Transfers Out	(905,756)	1,225,856	(8,284,938)	(13,298,056)	(8,593,706)	(8,445,979)	(8,388,285)	(8,235,866)
Fund balance, beginning of year	16,073,788	15,168,032	16,393,888	15,413,905	9,695,850	8,991,708	8,770,753	8,958,136
Fund balance, end of year	15,168,032	16,393,888	8,108,950	2,115,850	1,102,144	545,729	382,468	722,270
Projected Savings			7,304,955	7,580,000	7,889,564	8,225,024	8,575,668	8,944,448
Fund balance, end of year Adjusted	15,168,032	16,393,888	15,413,905	9,695,850	8,991,708	8,770,753	8,958,136	9,666,717
	26.12%	26.39%	21.36%	12.96%	11.56%	10.82%	10.61%	10.99%
<b>Capital Project</b>								
Beginning Balance	32,903,223	16,745,482	10,030,017	4,265,817	3,167,995	58,049	1,153,420	50,281
Misc Revenue	23,362		50,000					
Proceeds from sale of Capital Assets	1,034,254							
Transfers-In From Gen Fund	7,400,000	6,200,000	7,500,000	12,851,000	8,300,000	8,400,000	8,600,000	8,800,000
Total available for the year	41,360,839	22,945,482	17,580,017	17,116,817	11,467,995	8,458,049	9,753,420	8,850,281
Less Budgeted/Projected Capital expenditures	24,615,357	12,915,465	13,314,200	13,948,822	11,409,946	7,304,629	9,703,139	7,999,693
Available Fund Balance For Construction Program at 6-30	16,745,482	10,030,017	4,265,817	3,167,995	58,049	1,153,420	50,281	850,588



## Capital Projects Fund Projected Expenditures Projected FY 2020-21 Through FY 2024-25

	-To Capital Project Programs	2019-20 Budeted Expenditures	2020-21 Projected Expenditures	2021-22 Projected Expenditures	2022-23 Projected Expenditures	2023-24 Projected Expenditures	2024-25 Projected Expenditures
	Integrated Library System Replacement Program		300,000	300,000	300,000	300,000	300,000
	Technology Replacements & Upgrades Program	1,927,000	950,000	950,000	950,000	950,000	950,000
	Building Repair & Maintenance Program	2,702,500	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
	Vehicle Purchase & Replacement Program	200,000	100,000	100,000	100,000	100,000	100,000
	Library Materials Program		-	-	-	-	-
	Furniture Purchase & Replacement Program	200,000	100,000	100,000	100,000	100,000	100,000
	Financial Services Program	305,000	305,000	305,000	305,000	305,000	305,000
	Programming & Venues Program	479,700	500,000	500,000	500,000	500,000	500,000
	Capital Construction Program*	7,500,000	10,193,822	7,654,946	3,549,629	5,948,139	4,244,693
<b>Total Capital Project Expenditures</b>		<b>13,314,200</b>	<b>13,948,822</b>	<b>11,409,946</b>	<b>7,304,629</b>	<b>9,703,139</b>	<b>7,999,693</b>

# Questions?



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

### MEMORANDUM

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**DATE:** June 6, 2019  
**TO:** Board of Trustees  
**FROM:** Dr. Ronald R. Heezen  
**SUBJECT:** Executive Director's Monthly Report

#### MEETINGS, ACTIVITIES & OTHER TOPICS

My wife Candace and I were in Texas with our daughter's family from just after the last Board meeting until the beginning of this week. Due to this circumstance, and the short time between the May 23<sup>rd</sup> and June 13<sup>th</sup> meetings, I will be giving you my report at the June 11<sup>th</sup> meeting.

You will find the accomplishments of Library District Staff in the board packet (numbered VII.A.1-3) for your review and discussion at the District Board of Trustees' June 11<sup>th</sup> meeting and distributed to Trustees on June 7<sup>th</sup>.



## MEMORANDUM

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

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

**DATE:** May 31, 2019

**SUBJECT:** Library Operations Activity Report, June 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 **May 1, 2019 – May 31, 2019**.

### LIBRARY OPERATIONS ADMINISTRATION

In May, the Library Operations Administration Team focused on the following projects:

- Finalized Fiscal Year 2019-2020 budget narratives for all branches, including updating performance measures.
- Worked closely with IT and the Development Office to develop an internal, comprehensive Makerspace Service Model Program to define the expectations and responsibilities among the various departments.
- Developed new staff procedures to address the District's Internet filter change.
- Worked closely with District legal counsel to develop *Personal Property Guidelines* to support the recent *Library Rules of Conduct Policy* revision, which allows the District to limit and/or restrict items brought onto library property for safety reasons. New guidelines are effective on July 1.
- Purchased equipment to expand Passport Services. The Centennial Hills Library staff recently received training and are preparing to launch this service in the coming months.
- Expanded charging lockers for patron devices (in progress).
- Installed 3D printers and sewing machines available at urban branches in addition to select outlying branches (in progress).
- Implemented Roving Reference Service (in progress) – new model is currently available at the East Las Vegas and Windmill Libraries.

## Regional Manager Updates

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

- Conducted site visits to:
  - Blue Diamond Library
  - Bunkerville Library
  - Mount Charleston Library
  - Indian Springs Library
  - Meadows Library
  - Moapa Town Library
  - Moapa Valley Library
  - Searchlight Library
  - Spring Valley Library
- Conducted nine workplan meetings with Outlying Associates
- Conducted Outlying Associates' meeting
- Worked with Outreach Team to implement hotspot services to Homebound patrons
- Assisted with the Mt. Charleston Library Summer Challenge Kick-Off Party
- Met with Branch Manager of Spring Valley for QA session
- Attended Customer Service Team Meeting featuring a representative from *HappyOrNot* customer feedback solution
- Attended Board Meeting at Windmill Library
- Attended Strategic Planning Meeting
- Volunteered at Three Square for Corporate Challenge
- Fielded Person-In-Charge (PIC) and branch operations calls

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

- Worked with Electronic Resources and Access Services to update iPad checkout procedure and process
- Conducted Discipline and Security Team meeting; reviewed updates to Library Rules of Conduct Policy and Personal Property Guidelines; hosted Narcan Training Presentation facilitated by Safety Manager **Nicole Baker**; worked on settings for Incident Reports regarding medical emergencies and privacy.
- Managed the Clark County Library and worked multiple days onsite throughout the month during the Branch Manager's extended absence
- Participated in development of Makerspace Service Model Program
- Developed makerspace inventory file for system-wide tracking
- Attended meeting on future equipment purchasing and staffing for makerspaces and reviewed and revised specific orders for grant purchases
- Ordered Robotics equipment for East Las Vegas Library Nevada Energy Grant
- Presented new Safe Place reporting training at Youth Services Department Head and Adult Services Taskforce meetings
- Researched and contacted several Mass Communications companies that would allow the District to communicate remotely to all staff in the event of an emergency
- Conducted Incident Report Training for Spring Valley Library staff

- Attended Board Meeting at Windmill Library
- Attended Customer Service Team Meeting featuring a representative from *HappyOrNot* customer feedback solution
- Fielded Person-In-Charge (PIC) and branch operations calls
- Fielded customer complaints via x4400, ASK, and direct calls
- Reviewed and approved 89 branch incident reports and provided follow-up training and instruction, when necessary

## BRANCH AND STAFF HIGHLIGHTS

The District welcomed East Las Vegas Library Multimedia Supervisor **Alex Acosta de Leon**. This is a new position for the District, which oversees the “Built From Scratch” Tech Lab that features music production, graphic design, audio and video editing, digital video cameras, green screen technology, and industry-standard DJ equipment.

Two long-time staff members announced their retirements:

- After 15 years of service, Summerlin Library Branch Manager **Greg Carr** is retiring on June 7.
- **Carolynn Leavitt**, Bunkerville Library Outlying Associate, also announced her retirement, effective June 27. Ms. Leavitt has been with the District for 35 years!

Greg and Carolynn, we thank you for all your years of service and wish you the very best in your retirement!

## MONTHLY STATISTICS

### April 2019

The total circulation for the month of April 2019 was 939,000 which is a 5% decrease from the April 2018 circulation of 985,445. Of this total, eMedia circulation was 207,898, which is a 23% increase from the prior year’s 169,548 total.

In April, 461,629 patrons entered our libraries, which is a 5% decrease from the prior year’s April gate count of 486,235. Staff issued 7,531 new library cards; conducted 93 computer classes for 207 participants; and answered 56,193 reference questions. Internet sessions in the library during the month totaled 65,927. Wi-Fi usage recorded at 96,632.

The Best Buy Teen Tech Center staff offered 157 programs with a total attendance of 2,365 teens.

Additionally, Windmill Library staff issued 71 passports for a total of \$3,047 in execution and photo fees.

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## MEMORANDUM

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

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

**DATE:** June 2, 2019

**SUBJECT:** Security Report, June 2019

This report provides information related to **69** security and/or safety-related incidents that occurred in District branches from **April 1, 2019 – April 30, 2019**. During this reporting period, **461,629** in-person library visits were recorded. **The ratio is one incident for every 6,690 visits.** Additionally, most of the reported incidents occurred on Wednesdays.

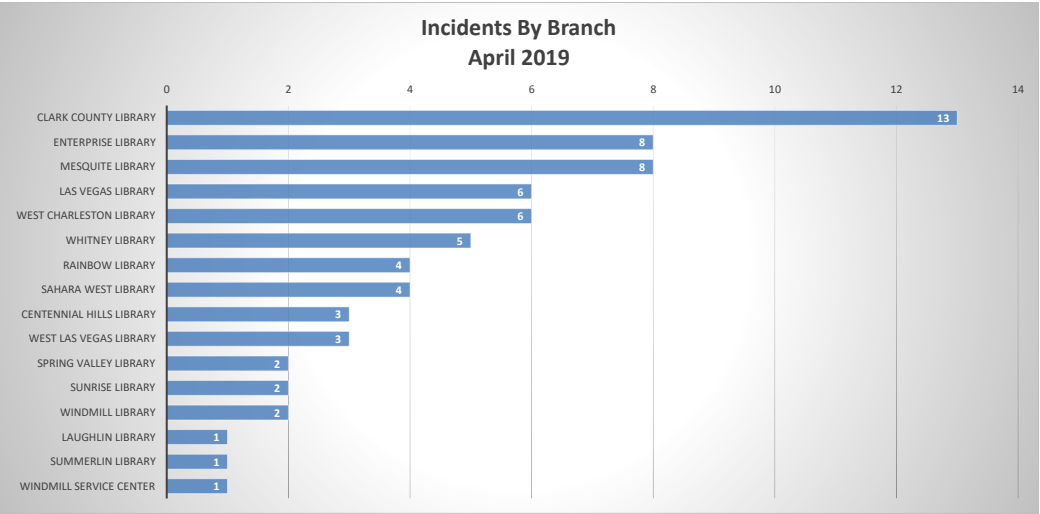
In April, the **Clark County Library** experienced the highest number of incidents (13 of 69), which accounts for 19% of all incidents reported. The remaining branches reported between zero-eight incidents during the month.

The District currently categorizes 11 incident types:

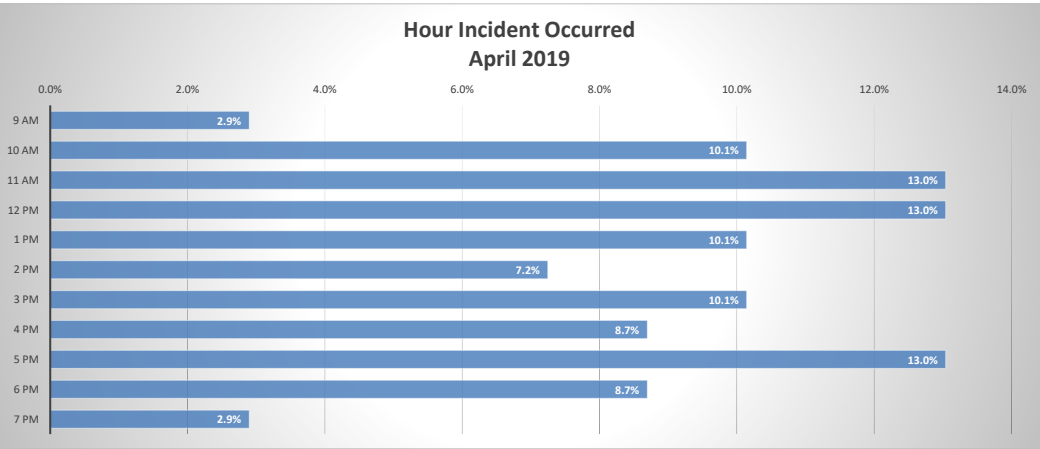
- Patron Disturbance
- Patron Illness (health or medical emergency)
- Patron Injury
- Theft of Patron Property
- Safety (alarms, evacuation, lockdowns, misc. hazards)
- Library Property Damage (includes graffiti)
- Theft of District Property (library materials)
- Theft of IT Property (computer equipment)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

During the month, staff handled **31** patron disturbances, which accounts for the majority of incidents at 45%. **This ratio is one disturbance for every 14,891 visits.** Trespasses (one year) and bans (less than one year) were issued to nine patrons. Staff made six calls to the police.

Branch	Total	%
CLARK COUNTY LIBRARY	13	18.8%
ENTERPRISE LIBRARY	8	11.6%
MESQUITE LIBRARY	8	11.6%
LAS VEGAS LIBRARY	6	8.7%
WEST CHARLESTON LIBRARY	6	8.7%
WHITNEY LIBRARY	5	7.2%
RAINBOW LIBRARY	4	5.8%
SAHARA WEST LIBRARY	4	5.8%
CENTENNIAL HILLS LIBRARY	3	4.3%
WEST LAS VEGAS LIBRARY	3	4.3%
SPRING VALLEY LIBRARY	2	2.9%
SUNRISE LIBRARY	2	2.9%
WINDMILL LIBRARY	2	2.9%
LAUGHLIN LIBRARY	1	1.4%
SUMMERLIN LIBRARY	1	1.4%
WINDMILL SERVICE CENTER	1	1.4%
Grand Total	69	100.00%

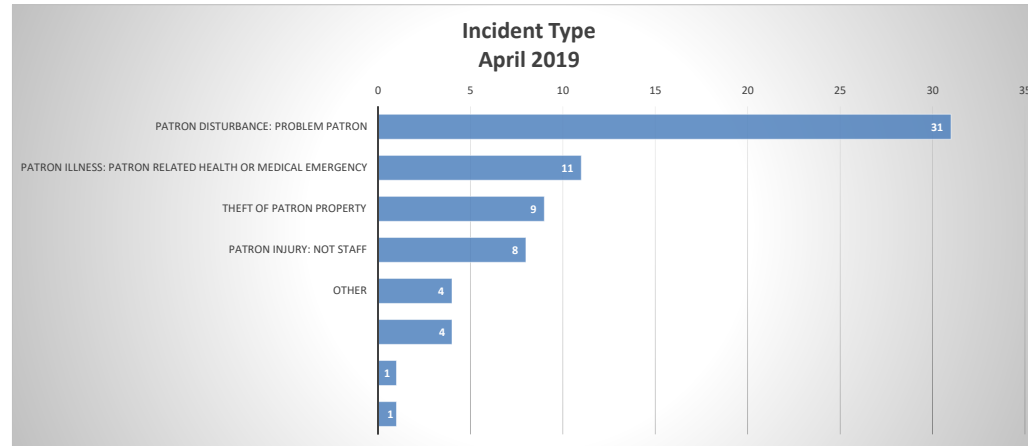


Hour Incident Occurred	Total	%
9 AM	2	2.9%
10 AM	7	10.1%
11 AM	9	13.0%
12 PM	9	13.0%
1 PM	7	10.1%
2 PM	5	7.2%
3 PM	7	10.1%
4 PM	6	8.7%
5 PM	9	13.0%
6 PM	6	8.7%
7 PM	2	2.9%
Grand Total	69	100.0%

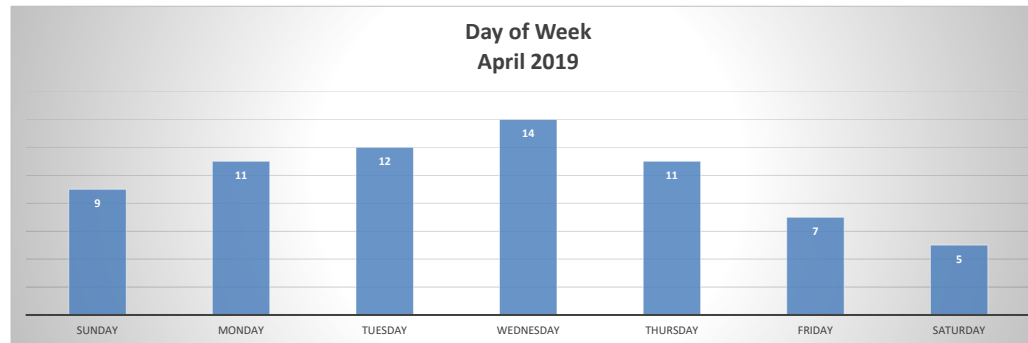




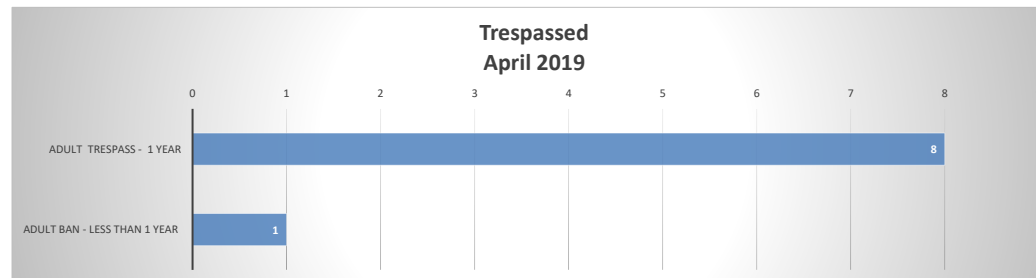
Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	31	44.9%
PATRON INJURY: NOT STAFF	11	15.9%
PATRON ILLNESS: PATRON RELATED HEALTH OR MEDICAL EMERGENCY	9	13.0%
OTHER	8	11.6%
LIBRARY PROPERTY DAMAGE [ BROKEN WINDOWS : VANDALISM : GRAFFITI : ETC	4	5.8%
THEFT OF PATRON PROPERTY	4	5.8%
LOCKDOWN : EMERGENCY LOCKDOWN	1	1.4%
THEFT OF DISTRICT PROPERTY	1	1.4%
Grand Total	69	100.0%
Police Called	6	
Safe Place	0	



Day of Week	Total	%
Sunday	9	13.0%
Monday	11	15.9%
Tuesday	12	17.4%
Wednesday	14	20.3%
Thursday	11	15.9%
Friday	7	10.1%
Saturday	5	7.2%
Grand Total	69	100.0%



Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	8
ADULT BAN - LESS THAN 1 YEAR	1



Monthly Statistics  
Year over Year  
April 2018/ April 2019

		Circulation				2018	2019			Gatecount				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	53,737	50,019	-3,718	-7%	550,335	527,878	-22,457	-4%	34,465	33,033	-1,432	-4%	331,795	342,526	10,731	3%
	Clark County	51,529	43,983	-7,546	-15%	539,839	492,051	-47,788	-9%	51,367	48,609	-2,758	-5%	488,959	475,687	-13,272	-3%
	Enterprise	37,506	32,184	-5,322	-14%	381,820	352,887	-28,933	-8%	26,985	25,916	-1,069	-4%	271,005	264,658	-6,347	-2%
	Las Vegas/East LV	20,516	6,454	-14,062	-69%	228,306	148,349	-79,957	-35%	32,222	13,040	-19,182	-60%	382,829	303,410	-79,419	-21%
	Meadows	3,541	2,668	-873	-25%	32,844	32,902	58	0%	2,610	2,731	121	5%	26,564	32,602	6,038	23%
	Rainbow	49,679	43,365	-6,314	-13%	535,822	459,607	-76,215	-14%	35,695	39,028	3,333	9%	361,252	400,595	39,343	11%
	Sahara West	59,745	56,204	-3,541	-6%	642,137	601,596	-40,541	-6%	45,106	44,914	-192	0%	441,816	458,096	16,280	4%
	Spring Valley	41,769	35,057	-6,712	-16%	470,849	389,844	-81,005	-17%	36,503	35,171	-1,332	-4%	349,094	319,436	-29,658	-8%
	Summerlin	31,980	29,262	-2,718	-8%	328,764	313,304	-15,460	-5%	25,893	24,965	-928	-4%	235,136	229,155	-5,981	-3%
	Sunrise	47,170	40,437	-6,733	-14%	513,820	442,866	-70,954	-14%	27,564	28,495	931	3%	296,397	289,294	-7,103	-2%
	West Charleston	38,010	32,978	-5,032	-13%	390,164	335,471	-54,693	-14%	26,125	27,006	881	3%	297,069	292,658	-4,411	-1%
	West Las Vegas	16,368	14,618	-1,750	-11%	175,310	147,646	-27,664	-16%	26,513	23,332	-3,181	-12%	244,367	238,463	-5,904	-2%
	Whitney	42,091	34,812	-7,279	-17%	435,104	386,850	-48,254	-11%	49,875	44,915	-4,960	-10%	492,811	485,027	-7,784	-2%
	Windmill	56,544	50,554	-5,990	-11%	573,681	549,455	-24,226	-4%	30,251	29,751	-500	-2%	299,236	305,874	6,638	2%
	Urban Totals	550,185	472,595	-77,590	-14%	5,798,795	5,180,706	-618,089	-11%	451,174	420,906	-30,268	-7%	4,518,330	4,437,481	-80,849	-2%
Outlying Branches	Blue Diamond	289	353	64	22%	3,275	3,545	270	8%	759	534	-225	-30%	6,796	6,674	-122	-2%
	Bunkerville	964	439	-525	-54%	9,811	5,252	-4,559	-46%	2,019	1,772	-247	-12%	20,253	21,709	1,456	7%
	Goodsprings	1,129	1,393	264	23%	10,868	11,067	199	2%	614	543	-71	-12%	4,772	4,630	-142	-3%
	Indian Springs	1,543	1,991	448	29%	20,399	19,030	-1,369	-7%	1,358	1,932	574	42%	17,401	20,482	3,081	18%
	Laughlin	11,268	10,678	-590	-5%	111,457	111,649	192	0%	8,293	8,733	440	5%	79,969	83,812	3,843	5%
	Mesquite	8,392	12,564	4,172	50%	115,689	132,450	16,761	14%	7,865	14,309	6,444	82%	113,094	139,265	26,171	23%
	Moapa Town	726	608	-118	-16%	8,317	7,737	-580	-7%	583	650	67	11%	7,458	6,434	-1,024	-14%
	Moapa Valley	6,575	6,807	232	4%	75,547	66,709	-8,838	-12%	10,756	9,618	-1,138	-11%	73,462	100,145	26,683	36%
	Mt. Charleston	297	324	27	9%	4,281	4,297	16	0%	698	544	-154	-22%	7,352	7,287	-65	-1%
	Sandy Valley	2,163	2,223	60	3%	25,972	21,651	-4,321	-17%	1,194	1,170	-24	-2%	16,286	13,107	-3,179	-20%
	Searchlight	769	761	-8	-1%	14,725	8,492	-6,233	-42%	842	840	-2	0%	7,869	10,207	2,338	30%
	Outlying Totals	34,115	38,141	4,026	12%	400,341	391,879	-8,462	-2%	34,981	40,645	5,664	16%	354,712	413,752	59,040	17%
Misc.	ILL	370	401	31	8%	3,964	4,244	280	7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	2,454	2,157	-297	-12%	21,328	21,714	386	2%	80	78	-2	-3%	486	690	204	42%
	Outreach	7,870	5,301	-2,569	-33%	72,358	61,401	-10,957	-15%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	169,548	207,898	38,350	23%	1,603,201	1,928,912	325,711	20%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	220,903	212,507	-8,396	-4%	2,199,445	2,026,423	-173,022	-8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	401,145	428,264	27,119	7%	3,900,296	4,042,694	142,398	4%	80	78	-2	-3%	486	690	204	42%
	Grand Totals	985,445	939,000	-46,445	-5%	10,099,432	9,615,279	-484,153	-5%	486,235	461,629	-24,606	-5%	4,873,528	4,851,923	-21,605	0%

Monthly Statistics  
Year over Year  
April 2018/ April 2019

		New Library Card				2018	2019			PC Internet Sessions				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	680	443	-237	-35%	5,219	5,304	85	2%	4,825	4,823	-2	0%	47,341	45,858	-1,483	-3%
	Clark County	640	793	153	24%	7,720	7,726	6	0%	8,732	8,276	-456	-5%	84,614	83,991	-623	-1%
	Enterprise	302	327	25	8%	3,642	3,931	289	8%	2,976	2,948	-28	-1%	27,110	29,682	2,572	9%
	Las Vegas/East LV	365	1,039	674	185%	3,820	3,819	-1	0%	4,748	1,413	-3,335	-70%	48,776	45,650	-3,126	-6%
	Meadows	48	44	-4	-8%	363	440	77	21%	215	378	163	76%	2,095	3,506	1,411	67%
	Rainbow	482	404	-78	-16%	4,997	5,092	95	2%	4,753	4,185	-568	-12%	44,603	43,015	-1,588	-4%
	Sahara West	551	689	138	25%	5,771	6,408	637	11%	4,992	5,487	495	10%	51,619	49,948	-1,671	-3%
	Spring Valley	1,161	362	-799	-69%	5,224	3,955	-1,269	-24%	6,580	6,669	89	1%	70,061	65,866	-4,195	-6%
	Summerlin	253	241	-12	-5%	2,407	2,755	348	14%	2,002	1,905	-97	-5%	19,984	20,044	60	0%
	Sunrise	498	890	392	79%	6,565	8,396	1,831	28%	5,604	5,666	62	1%	59,102	57,890	-1,212	-2%
	West Charleston	385	339	-46	-12%	3,924	3,565	-359	-9%	3,906	3,786	-120	-3%	39,737	36,581	-3,156	-8%
	West Las Vegas	319	294	-25	-8%	3,302	2,901	-401	-12%	5,168	5,053	-115	-2%	49,955	47,807	-2,148	-4%
	Whitney	514	438	-76	-15%	5,348	4,571	-777	-15%	4,352	4,582	230	5%	42,933	45,090	2,157	5%
	Windmill	540	579	39	7%	6,016	6,707	691	11%	5,460	5,199	-261	-5%	51,218	52,088	870	2%
	Urban Totals	6,738	6,882	144	2%	64,318	65,570	1,252	2%	64,313	60,370	-3,943	-6%	639,148	627,016	-12,132	-2%
Outlying Branches	Blue Diamond	3	0	-3	-100%	14	16	2	14%	22	19	-3	-14%	291	291	0	0%
	Bunkerville	2	0	-2	-100%	16	11	-5	-31%	85	44	-41	-48%	849	552	-297	-35%
	Goodsprings	4	0	-4	-100%	16	12	-4	-25%	33	22	-11	-33%	187	120	-67	-36%
	Indian Springs	1	5	4	400%	35	41	6	17%	114	127	13	11%	1,389	1,614	225	16%
	Laughlin	73	79	6	8%	741	782	41	6%	1,883	2,132	249	13%	18,756	17,179	-1,577	-8%
	Mesquite	36	114	78	217%	920	2,581	1,661	181%	596	2,334	1,738	292%	14,954	22,180	7,226	48%
	Moapa Town	4	1	-3	-75%	26	126	100	385%	81	103	22	27%	853	887	34	4%
	Moapa Valley	28	9	-19	-68%	286	226	-60	-21%	532	411	-121	-23%	5,592	4,547	-1,045	-19%
	Mt. Charleston	0	5	5	N/A	23	29	6	26%	17	13	-4	-24%	164	117	-47	-29%
	Sandy Valley	6	5	-1	-17%	57	46	-11	-19%	73	77	4	5%	1,218	927	-291	-24%
	Searchlight	5	1	-4	-80%	24	29	5	21%	65	72	7	11%	519	493	-26	-5%
	Outlying Totals	162	219	57	35%	2,158	3,899	1,741	81%	3,501	5,354	1,853	53%	44,772	48,907	4,135	9%
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	237	203	-34	-14%	1,412	2,171	759	54%
	Outreach	478	4	-474	-99%	2,507	45,674	43,167	1722%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	460	426	-34	-7%	5,529	6,234	705	13%	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	97,706	96,632	-1,074	-1%	944,247	976,148	31,901	3%
	Misc. Totals	938	430	-508	-54%	8,036	51,908	43,872	546%	97,943	96,835	-1,108	-1%	945,659	978,319	32,660	3%
	Grand Totals	7,838	7,531	-307	-4%	74,512	121,377	46,865	63%	165,757	162,559	-3,198	-2%	1,629,579	1,654,242	24,663	2%

## ITEM VII.A.2.a.



### MEMORANDUM

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**TO:** Dr. Ronald Heezen, Executive Director  
**FROM:** Betsy Ward, Branding and Marketing Director  
**DATE:** June 1, 2019  
**SUBJECT:** Branding and Marketing Activity Report, June 2019

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates during the period from May 1-31, 2019.

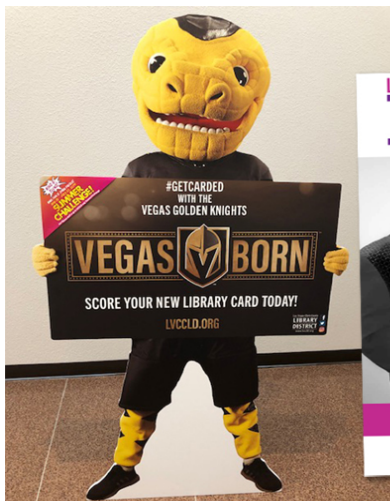
#### **SUMMER CHALLENGE REBRANDING.**

Congratulations to Youth Services on the kick off their newly rebranded Summer Challenge summer learning program! The big change this year is that kids & teens can earn points toward cool prizes, **not just for reading but also for participating in all kinds of skill-building activities**. Some of these include learning through play for Pre-K children and parents, puppet and magic shows, theater workshops, anime and manga, makerspace classes, video game tournaments, a Robot Lab powered by Switch, and so much more.

To support this important annual Library District program, BAM provided branches with the following items and promotional support beginning in the first week of May. Many thanks to Community Engagement Director **Matt McNally**, Youth Services Manager **Shana Harrington**, and Youth Services Specialist **Melissa Ramos** for their invaluable help and feedback:

- **Summer Challenge Brochures** – New design provides a complete overview of the program including sign-up rules, suggested programs, and prizes, plus links to the website -- everything that a newcomer might need! This design carries through on all of the digital and promotional materials and advertising.
- **Library Highlights magazine** – Summer Challenge article with sign-up instructions in Spanish & English (available in branches June 1 and on the website now) <https://lvccld.org/highlights/>
- **Website**
  - **Summer Challenge Web Pages** – Providing all of the details and links that a newcomer might need:
    - One dedicated page in Spanish and one in English
    - English page also provides a card that links to the Spanish page
    - Dedicated Spanish-language card on the homepage also links to the Spanish page and materials.
    - This is the first time we are featuring a Spanish language page that links to Spanish materials from our catalog; we will continue this new model moving forward! <https://LVCCLD.org/SummerChallenge>

- **Website Hero Image** – A large image that sits across the top of our homepage (first used during the EV launch).
  - Links to the English Summer Challenge page, which then provides two ways to find the Spanish content:
    1. Spanish card that routes them to the Spanish page AND
    2. Menu link in blue bar at the left states: Acerca de Summer Challenge y de los Premios
- **Bingo Cards** – English and Spanish versions for kids to record their activities (tracking can also be done online through Beanstack, found at <https://LVCCLD.org/SummerChallenge>)
- **Branch Exterior Banners** – 84"x36" Mesh material
- **Summer Challenge Social Media Assets** – For the Library District's Facebook, Twitter, and Instagram channels
- **Summer Challenge Display Boards** – 18"x24" Easel-backed boards that promote the program as part of creative displays that branches can create (larger branches)
- **Advertising & Editorial**
  - **Las Vegas Review-Journal** – Article promoting Summer Challenge as well as a full-page ad in the RJ's annual "Guide to Summer Fun," publishes 5/23
  - **Desert Companion** – Full page ad in June issue of KNPR's Desert Companion magazine
  - **Black Image Magazine** – Full page ad and full page article in June issue
  - **El Tiempo & El Mundo** – Ads in both publications and editorial coverage
- **Broadcast Media Outreach** – TV & Radio media outreach has been ongoing with English and Spanish media, with considerable coverage the first two weeks of the Summer Challenge launch
- **Window Clings** – Great for small branches, who have limited promotional space
- **Posters 11"x17"** – English version only
- **Flyers** – Spanish version only
- **Vegas Golden Knights Mascot Chance cutouts** – Permanent displays, which will stay up year around to promote the VGK library card. To kick off Summer Challenge, we added mini-banners to Chance (see photo), promoting the program. Once Summer Challenge is over, these mini-banners will be removed and discarded by staff. The cutouts arrived in branches on 5/17; other materials arrived 5/22.



## HIGHLIGHTS MAGAZINE

The summer edition of Highlights went to press on May 6, and was delivered to branches on May 23. As with every summer edition, there is huge emphasis on the summer program for kids and teens. This is especially so with the rebranding from Club Read to the new Summer Challenge. The articles help explain to the public that kids and teens can now earn points for participating in activities as well as reading anything that they like. The creative material for the Summer Challenge section was repeated on the Summer Challenge brochure, the in-branch materials, the Spanish language flyer, both Spanish and English landing pages on the website, and the social media assets.

As always, we continue to promote items in the catalog, our growing eResources collection, and our program partners, especially the One-Stop Career Centers, which has been featured in three out of our six new editions of Highlights. The current edition features a guest article by Workforce Connections Deputy Director & Chief Strategy Officer Irene Bustamante Adams and a sidebar featuring our five One-Stop locations and contact info.

## BRANDING CAMPAIGN LAUNCH

- **Launch Timing:**

- We are 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, which we anticipate will launch during April 2020, depending upon completion of staff training as outlined by the HR Department.
- In order to begin the internal training process, Branding & Marketing Director **Betsy Ward** will share the Brand Presentation with internal leadership groups, walking them through the research and creative process, which enabled us to land on our campaign. The goal is to give these influencers/ambassadors an early look at it and start buzz going among staff!
- Through training from HR and brand education from BAM, 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 customer service brand promise that the campaign represents.

- **Branch Brand Signage RFP:**

- **Betsy** and Assistant Branding & Marketing Director **Karen Bramwell** met with General Services Director **Steve Rice** and Sean Coulter and Smiki Savicic of Simpson Coulter Architects on May 29 to begin planning the Brand Signage RFP structure.
- It is critical to provide each library branch with internal and external signage that does four things:
  - Identifies each building as a public library where all are welcome
  - Identifies each building as part of the Las Vegas-Clark County Library District
  - Creates an expectation of fun, learning, discovery, and community connectivity among the public
  - Subtly demonstrates to the taxpaying public the ROI on their investment in this important institution
- Please Note: The brand signage project is separate from the wayfinding signage, which fulfills a different need and will be overseen by General Services.

- **Trademark for New Branding Campaign:**
  - Pending
  - Attorney **Shauna Norton** at Greenberg Traurig expects to hear something by the end of 2019.
- **Email Signature Line:**
  - This new software will create a consistent format for all employees' signature lines and will incorporate our new brand.
- **District-wide Phone Tree Recording:**
  - This script will be reviewed and edited by Library Operations, Community Engagement, IT, and BAM.
  - We are still interviewing voice talent.

### **SMILE SIGNS**

The goal of these signs is to ensure that our customers are made aware that photography and video may be taking place at any time within our branches. Digital Content Manager **Ryan Simoneau** and Digital Content Coordinator **Camille Cannon** are working on a Photography and Video Style Guide to 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.

### **LIBRARY DISTRICT AUCTION PROMOTION**

**Betsy Ward**, **Karen Bramwell**, and Graphic Designer **Juanita Aiello**, worked with Web Designer **Gene Kilchenko** and Assistant General Services Director **John Vino** to develop a quarter page ad in the Las Vegas Review-Journal to promote the Library District's recent auction of surplus materials and equipment. The ad design was repurposed for social media assets so that the auction could be promoted on the District's Facebook, Twitter, and Instagram channels.

### **NATIONAL CONVENTION AIA 2019 LIBRARY TOUR**

**Betsy** and **Karen** met with architect Sean Coulter of Coulter Simpson to discuss the logistics of the National Convention AIA tour he will be hosting on June 5 to approximately 40 architects from out of state. A program guide was created highlighting the three branches being visited that include Clark County, Windmill, and East Las Vegas Libraries.

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

Graphic Artist **Juanita Aiello**, Web Designer **Gene Kilchenko**, and **Karen Bramwell** managed, edited, designed, proofed, obtained approval, printed, and prepared for delivery of print collateral materials:

Anime Your Way-Manga Madness; The Not Its; Adam London; Vegas PBS Workshops; UNCE Workshops; SALT Creative Escape Room; 4-H STEAM Workshops; Fratello Marionettes; Hampstead Stage Company; Summer Challenge Bookmark; Challenge Accepted stickers; Summer Challenge bingo cards; Summer Challenge poster boards; Christmas in July with Na Hula Hali'a Aloha; Eat, Sleep, and Be Well Senior Program; Mental Magic and Playing Cards; Nutcracker and I; Denise Duarte The Studio postcard; Street Magic Workshop with Jackson Rayne; Ninth Annual Juneteenth Jazz; Las Vegas Stories; Stonewall; Fathers of Music; Las Vegas Brass Band Summer Concert; Switchback; Something Scottish; and A Different Side of God.

Other materials produced included: Nutcracker and I and Summer Challenge display monitors for Centennial Hills, East Las Vegas, and Windmill Libraries; Library District staff business cards;



website homepage spinner and website featured card designs for Adam London and Folias Duo; auction ad for the Las Vegas Review-Journal; PowerPoint 2019-2020 Budget presentation updates; 2019-2020 Adopted Budget Book insert pages updated; and Human Resource's Summer Health & Wellness newsletter.

## OTHER

**Juanita Aliello** was job shadowed by a page from the Whitney Library, who is in her final semester as a graphic design student.

## BACKEND DEVELOPMENT

**Gene Kilchenko** completed the following implementation, upgrades, or updates: Voyager documents posting and upgrade, documents on website posting and upgrade, and library hours and locations map upgrade.

## WEBSITE

**Coverage on the website homepage included:** Asian American & Pacific Islander Heritage Month; promoting the "Safe Place" partnership with Nevada Partnership for Homeless Youth; the Library District's online auction (May 2 -9) for items from the Las Vegas Library; the Springtime Mother's Day Concert, the 2019 Spring Concert Series, our Tools for School Success page that features Homework Help listings as well as online resources like Socrates and Brainfuse; along with promoting all of the Library District's priority events and programs for the month.

**Camille Cannon** updated the Gallery Exhibits page to reflect summer exhibits and created the landing page LVCCLD.org/SummerChallenge.

Working with the Website Content Committee, we created and added 38 new staff lists to the website and rotated them out on the homepage to ensure fresh content was shared each week.

## BiblioCommons v3:

- Our website provider, BiblioCommons, will soon be implementing their V3 platform, an exciting, new version of their software, which will give us more flexibility, responsiveness, and control over our web and mobile content. These backend updates will not affect our customer's user experience on the website, but, eventually, they will start to notice fun changes in layout and content that they will appreciate.
- The migration process will be completed behind-the-scenes before the end of the year, and customers will see changes once the migration process has been completed.
- Ahead of starting to migrate LVCCLD.org over to BiblioCommons V3, **Ryan Simoneau** worked with our website stakeholders who include: **Camille Cannon** and **Gene Kilchenko** from the Branding & Marketing; Access Services Manager **Sufa Anderson**; Electronic Resources Manager **Jocelyn Bates**; and, Head of Bibliographic and Collection Services **Rebecca Colbert** to finalize refined taxonomy terms and start the migration process. This group will begin migrating all current pages of the website over to the new V3 website this summer with the goal to complete everything by the end of August.
- **Ryan** and **Camille** continue to field questions and comments from the public and they received 23 feedback emails through May 30. Each email is treated by BAM as a customer service opportunity, and Ryan and Camille answer all questions in a timely fashion with the utmost courtesy. This work may need to increase once the V3 version is completed.
- BAM believes that we have seen dramatically reduced questions and complaints from the public about the new website thanks to the diligent work of Ryan and Camille. This includes sharing navigation tips on the site and through social media, plus the monthly website training classes that are offered at each branch.



- We are nearing the one-year anniversary of our BiblioCommons website! The launch date was June 19, 2019, and the past year has flown by. BAM is proud of the beautiful, informative, and welcoming new site that we have built with the help of our Website Content Committee and many other staff! Their invaluable ideas are what keep the site fresh, inclusive, and engaging week after week. THANK YOU!
- The website is currently at 90,944 library card registrations as of May 30, which is an increase of more than five percent over the previous month. While we don't have analytics to compare this number to year over year (the old website didn't require card registrations), our BiblioCommons vendor tells us that this is *extraordinary customer engagement* compared to the other library districts. BAM continually looks for new ways to encourage library cardholders to register their cards to enjoy all of the benefits that give them full access to the website (i.e. placing holds, creating "For Later shelves", using eResources).

#### **Jeopardy Champion James Holzhauer:**

**Camille Cannon** worked with **James Holzhauer** (Las Vegas' newest celebrity) to spotlight a list of his favorite children's books in our catalog: <https://lvccld.org/blogs/post/jeopardy-star-james-holzhauer-shares-his-favorite-childrens-books-in-our-catalog/>. James' list was one of the top 10 most visited pages on LVCCLD.org throughout May.

**James** also created two social media assets, which he shared with **Camille**: 1) a photo of him holding his LVCCLD Vegas Golden Knights library card, and 2) a short video of himself holding the VGK card and promoting his book list. These were shared on @LVCCLD Facebook, Twitter, and Instagram.



**Jeopardy James!**

#### **SOCIAL MEDIA**

The Social Media Team's top priority for May was promoting the launch of Summer Challenge on May 18, encouraging customers to sign-up in their nearest branch, or at LVCCLD.org, for their chance to win cool prizes from the Las Vegas Golden Knights and Life is Beautiful Music & Arts Festival.

BAM's other social media priorities included sharing resources for Asian American & Pacific Islander Heritage Month; promoting that all LVCCLD libraries are now official Safe Place locations in partnership with Nevada Partnership for Homeless Youth; the opening reception for the Denise R. Duarte exhibit, "Unraveling Identity" at Sahara West Library; the LVCCLD online auction that ran May 2–9 to auction off items from the now-closed Las Vegas Library; Free Comic Book Day

activations with LVCCLD staff at participating local comic book stores on May 4; the Pizza Poetry event at Whitney Library which earned media coverage, along with sharing the #MeetUpAndEatUp program and dates that LVCCLD will partner with Three Square Food Bank this summer to provide free and nutritious food to kids. Additionally, we promoted all of the Library District's priority events and created correlating Facebook Event listings on each branch page.

For all of these District priorities, we created and shared copy and creative assets with the social media team (consisting of 25 staff volunteers) to post on their respective branch Facebook pages. Additionally, we promoted and shared timely content from existing eResource services, such as Overdrive, Hoopla Digital, Kanopy, Flipster, The New York Times, Vroom, and more.

**Ryan** and **Camille** continue to provide the Social Media Team with weekly content updates and social media best practices using Facebook Workplace. They are also working with Library Operations to schedule quarterly meetings with the Social Media Team to discuss District priorities and new initiatives, as well as holding collective creative brainstorming sessions to better promote our branches on social media.

**Camille** tweeted support for the Aces, Las Vegas' WNBA team, ahead of their season opener, which resulted in a promotional partnership offer from the team. Camille is exploring this so stay tuned for updates!

**Camille** also participated in City of Las Vegas' Summer-themed Twitter event, #VegasChat, to promote Summer Challenge and LVCCLD.

### **Social Media Analytics (April 2019)**

#### **Facebook:**

LVCCLD Facebook Page Fans: 11,553 (+1%)

Total Facebook Page Fans (across all LVCCLD branches): 35,087 (+1.1%)

Total New Follower Increase: 1% (no change)

Total Facebook Impressions: 862,861 (-39%)

Total Facebook Post Engagements: 10,600 (+10%)

Total Facebook Link Clicks: 2,760 (-54%)

#### **LVCCLD Twitter:**

Followers: 2,624 (+5.7)

Total user engagements: 7,198 (+258.3%)

Organic Impressions: 160,912 (+44.7%)

Link clicks: 283 (+94%)

#### **LVCCLD Instagram:**

Followers: 1,749 (+10%)

Total user engagement: 2,970 (+17%)

Top post engagement: 246 +1%

Total likes received to posts: 2,679 (+17%)

Total comments received to posts: 147 (+15%)

## Top Posts (April 2019)

### Facebook

**Las Vegas-Clark County Library District** Published by Sprout Social [?] · April 13 ·

WHAT A WAY TO CLOSE OUT #NationalLibraryWeek ❤️🙌

"I plan to give some of my winnings to the local [library] branches here in Las Vegas," says James Holzhauer, who has been on a record-winning Jeopardy! streak. 'Doing preparation for Jeopardy! reminded me what an important resource libraries are for our communities.'"



BOOKRIOT.COM  
**James Holzhauer, Jeopardy! Champion and Reading Superstar**  
James Holzhauer, currently in the midst of a mega winning streak on...

7,544 People Reached 1,045 Engagements [Boost Post](#)

👍👍👍 299 21 Comments 60 Shares

### Twitter

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

Replying to @LVCCLD @sanjoselibrary and 8 others

Are you still there, @sanjoselibrary? 🙋

Or are you taking some time off, like your @SanJoseSharks' Joe Thornton? 😊

📖📖📖

@GoldenKnights @BleacherReport  
#KnightUp #VGKvsSJS #GoKnightsGo  
#VegasBorn 🏆 #VGK #MyPlayoffsMoment



9:58 AM - 16 Apr 2019

36 Retweets 200 Likes

👍 17 🔄 36 ❤️ 200

### Instagram

**The secret weapon of the sports gambler who just broke the single-game 'Jeopardy!' record? Children's books.**

By **Meagan Flynn**  
April 10, 2019 at 7:00 AM



'Jeopardy!' contestant breaks his own single-day winnings record

**lvccld**

lvccld @jeopardy sensation and Las Vegas local James Holzhauer has recently made a generous donation to the Las Vegas-Clark County Library District Foundation, supporting early reading and homework help. We wish him well as he continues on his Jeopardy journey! ❤️

#Jeopardy #JamesHolzhauer #LasVegas #DailyDouble #LVCCLD #GetCarded #SportsNews

5w

👍👍👍

👍 Liked by jenkiev00 and 231 others

APRIL 22

Add a comment... [Post](#)

**Website Analytics (March 2019)**

Page Views: 608,209 (+7%)

Unique Visitors: 214,882 (+8%)

Homepage Views: 342,032 (+7%)

Average Dwell Time: 2:35 (across website) and 2:47 (homepage)

**Website Analytics (April 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 VALUE**

Based on the industry standard for public relations/advertising equivalency measurement, we received \$215,288 for the month of March and \$1,176,020 for the month of April in advertising value. This number included brand messaging with backlit signage to 42+ million annual travelers that utilize McCarran International Airport.

## Las Vegas Clark County Library - March 2019

Date	Outlet Type	Outlet	Title	Notes	Link	segment length	audience	calculated publicity value
3/1/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	All That Glitters, Wanderlust, Focus on Nevada, Detroit: Art in Decay, Out of the Fire: An Exploration of Firing Techniques, Twenty Years in Vegas, The Beauty and Rhythm of Ink, Lives on the Line: Images of Civil Rights, Photography Art, Polyhedral, A New Fall			172,366	\$4,698.00
4/1/19	Airport	Duratrans						\$30,000.00
3/4/19	Internet	vegasnews.com	More than 1,000 Southern Nevadans Gain Access to Employment Opportunities & Job Training at Library Based One-Stop Career Centers	One-Stop event at WLV	<a href="https://www.vegasnews.com/183133/more-than-1000-southern-nevadans-gain-access-to-employment-opportunities-job-training-at-library-based-one-stop-career-centers.html">https://www.vegasnews.com/183133/more-than-1000-southern-nevadans-gain-access-to-employment-opportunities-job-training-at-library-based-one-stop-career-centers.html</a>		74,167	\$2,225.01
3/5/19	Internet	news3lv.com	Free workshop helps job seekers make the most of LinkedIn	One-Stop event at WLV	<a href="https://news3lv.com/news/videos/free-workshop-helps-job-seekers-make-the-most-of-linkedin">https://news3lv.com/news/videos/free-workshop-helps-job-seekers-make-the-most-of-linkedin</a>		971,667	\$29,150.01
3/5/19	Television	KVCW-TV	Wake Up with the CW	One-Stop event at WLV		3m 2s	N/A	\$1,365.00
3/5/19	Internet	nonprofitnews.vegas	Library Based One-Stop Career Centers to Celebrate Over 1,000 Southern Nevadans Who Gained Access to Employment and Training Opportunities	One-Stop event at WLV	<a href="http://nonprofitnews.vegas/2019/03/05/library-based-one-stop-career-centers-to-celebrate-over-1000-southern-nevadans-who-gained-access-to-employment-and-training-opportunities/">http://nonprofitnews.vegas/2019/03/05/library-based-one-stop-career-centers-to-celebrate-over-1000-southern-nevadans-who-gained-access-to-employment-and-training-opportunities/</a>		3,240	\$97.20
3/5/19	Internet	kxnt.radio.com	Southern Nevadans Can Get Access To Jobs And Job Training At The Library	One-Stop event at WLV	<a href="https://kxnt.radio.com/articles/southern-nevadans-can-get-access-jobs-and-job-training-library">https://kxnt.radio.com/articles/southern-nevadans-can-get-access-jobs-and-job-training-library</a>		2,683,470	\$80,504.10
3/6/19	Internet	nevadabusiness.com	More than 1,000 Southern Nevadans Gain Access to Employment Opportunities & Job Training at Library Based One-Stop Career Centers	One-Stop event at WLV	<a href="https://www.nevadabusiness.com/2019/03/more-than-1000-southern-nevadans-gain-access-to-employment-opportunities-job-training-at-library-based-one-stop-career-centers/">https://www.nevadabusiness.com/2019/03/more-than-1000-southern-nevadans-gain-access-to-employment-opportunities-job-training-at-library-based-one-stop-career-centers/</a>		23,790	\$713.70
3/7/19	Magazine	Las Vegas Weekly	Live Calendar	Las Vegas Stories: Virginia Hill, Alash, Las Vegas Brass Band, UNLV Latin Jazz Ensemble, Twenty Years in Vegas			59,000	\$2,190.00
3/8/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	All That Glitters, Wanderlust, Focus on Nevada, Detroit: Art in Decay, Out of the Fire: An Exploration of Firing Techniques, Twenty Years in Vegas, The Beauty and Rhythm of Ink, Lives on the Line: Images of Civil Rights, Photography Art, Wade Hampton, Polyhedral, Vintage Vegas: In Color, A New Fall, Beyond the Stairs			172,366	\$4,698.00
3/10/19	Television	KTNV-TV	Action News	6:04 p.m. - One-Stop event at WLV		30s	13,097	\$1,219.75
3/10/19	Television	KTNV-TV	Action News	5:04 p.m. - One-Stop event at WLV		30s	13,166	\$1,643.12
3/10/19	Television	KTNV-TV	Action News	11:09 p.m. - One-Stop event at WLV		30s	20,706	\$2,389.59

3/11/19	Internet	ktnv.com	Clark County Library opens One-Stop Career Center	One-Stop event at WLV	<a href="https://www.ktnv.com/news/clark-county-library-opens-one-stop-career-center">https://www.ktnv.com/news/clark-county-library-opens-one-stop-career-center</a>		1,058,333	\$31,749.99
3/11/19	Television	KTNV-TV	Action News	11:00 a.m. - One-Stop event at WLV		22s	24,671	\$1,947.97
3/11/19	Television	KTNV-TV	Action News	5:24 p.m. - One-Stop event at WLV		21s	30,432	\$2,503.03
3/11/19	Television	KTNV-TV	Action News	6:15 p.m. - One-Stop event at WLV		18s	18,314	\$1,209.21
3/11/19	Television	KINC-TV	Noticiero Telemundo Las Vegas	11:24 p.m. - One-Stop event at WLV		18s	11,915	\$290.54
3/11/19	Television	KINC-TV	Noticiero Telemundo Las Vegas	6:47 a.m. - One-Stop event at WLV		18s	1,117	\$23.74
3/11/19	Radio	KXNT-AM	NewsRadio 840	1:07 p.m. - One-Stop event at WLV		33s	N/A	N/A
3/11/19	Radio	KXNT-AM	NewsRadio 840	2:06 p.m. - One-Stop event at WLV		44s	N/A	N/A
3/14/19	Magazine	Las Vegas Weekly	Big This Week	Coffee and Comics			59,000	\$2,190.00
3/14/19	Magazine	Las Vegas Weekly	Live Calendar	Ballet Folklorico, Kevin Nowak, From Russia With Love, A Public Fit, Love Me or Leave Me, Nevada Chamber Orchestra, Vegas Buy the Book!, Alash, Fame, Coffee and Comics, Swing It! Girls, All That Glitters, Wanderlust, Focus on Nevada, Detroit: Art in Decay, Twenty Years in Vegas, Vegas: Out of the Fire, The Beauty and Rhythm of Ink, Sunsets: Capturing a Moment in Time, Korean Brush Painting			59,000	\$2,190.00
3/15/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	All That Glitters, Wanderlust, Focus on Nevada, Detroit: Art in Decay, Out of the Fire: An Exploration of Firing Techniques, Twenty Years in Vegas, The Beauty and Rhythm of Ink, Lives on the Line: Images of Civil Rights, Korean Brush Painting, Wade Hampton, Vintage Vegas: In Color, Beyond the Stairs			172,366	\$4,698.00
3/21/19	Magazine	Las Vegas Weekly	Live Calendar	From Russia With Love, Local Author Showcase, The Stoughton Norweigan Dancers, Las Vegas & The Mob, Focus on Nevada, Sunsets: Capturing a Moment in Time, Ted Polumbaum: Live on the Line, From Darkness Into Light, John Hemmer & the Showgirls			59,000	\$704.06
3/22/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	All That Glitters, Wanderlust, Focus on Nevada, A New Fall, Detroit: Art in Decay, Out of the Fire: An Exploration of Firing Techniques, Twenty Years in Vegas, Sunsets: Capturing a Moment in Time, Lives on the Line: Images of Civil Rights, Korean Brush Painting, Wade Hampton, Vintage Vegas: In Color, Beyond the Stairs			172,366	\$4,698.00

3/28/19	Magazine	Las Vegas Weekly	Live Calendar	A Public Fit: Three Tall Women, Love Me or Leave Me, Las Vegas Stories, Opera Las Vegas, Andre Mehmani, Southern Utah University Ballroom Dance Company, Journey Through Jazz, Fame (They're Not Going to Live Forever), Community Performers Showcase, Once on This Island, All That Glitters, Wanderlust, Thomas Shea, A New Fall, Detroit: Art in Decay, Twenty Years in Vegas, Clay Arts Vegas: Out of the Fire, Sunsets: Capturing a Moment in Time, From Darkness Into Light, Korean Brush Painting			59,000	\$2,190.00
							5,932,549	\$215,288.02

## 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 Tought Driv	Food for Thought	<a href="https://www.lasvegasnow.com/news/local-news/library-district-holds-it-s-annual-food-for-thought-drive/1892186936">https://www.lasvegasnow.com/news/local-news/library-district-holds-it-s-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_1cdad227-6ad8-5bc4-8235-a8c8eab5b65d.html">https://www.fox5vegas.com/news/community-knights-up-for-vgk-game/video_1cdad227-6ad8-5bc4-8235-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	<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>	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				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 LV Library to close Saturday; new one opens next week	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	Moderna biblioteca para la comunidad	East Las Vegas Library opening				77,846	\$1,260.00
4/20/19	Newspaper	El Mundo	BRETT'S VEGAS VIEW	East Las Vegas Library opening	<a href="https://issuu.com/elmundolv/docs/em-lv-20190420_(use_to_clip_print)">https://issuu.com/elmundolv/docs/em-lv-20190420_(use_to_clip_print)</a>			29,429	\$3,906.00
4/21/19	Internet	callbacknews.com	CINCO DE VEGAS, DINING DELIGHTS, SPRING OUTINGS	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	SNS Newsletter – April 2019	Mesquite, 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.rtcsnv.com	Good Morning Las Vegas	6:08 a.m. - Free tutoring services; interview with Danielle Milam	<a href="http://sns.rtcsnv.com/2019/04/22/sns-newsletter-april-2019">http://sns.rtcsnv.com/2019/04/22/sns-newsletter-april-2019</a>			668,333	\$20,049.99
4/23/19	Television	KTNV-TV	Good Morning Las Vegas	6:26 a.m. - Teaser for free tutoring services/interview		42s	\$775.17	17,370	\$1,085.24
4/23/19	Television	KTNV-TV	Good Morning Las Vegas	6:40 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	5:21 p.m. - Teaser for free tutoring services/interview		8s	\$775.17	17,370	\$206.71
4/23/19	Television	KTNV-TV	Action News	6:13 p.m. - Free tutoring services; Tutor interview; interview with Danielle Milam; interview with family		10s	\$3,713.45	37,013	\$1,237.83
4/23/19	Television	KTNV-TV	Good Morning Las Vegas	5:08 a.m. - Free tutoring services; interview with Danielle Milam		2m 50s	\$2,812.32	32,158	\$15,936.48
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		55s	\$143.78	2,770	\$1,421.15
4/23/19	Television	KTNV-TV	FOX5 News This Morning	7:47 a.m. - Food for Thought		2m 52s	\$775.17	17,370	\$4,444.31
4/23/19	Television	KVVU-TV	8 News Now	5:21 p.m. - East Las Vegas Library opening		22s	\$748.85	16,228	\$549.16
4/24/19	Television	KLAS-TV	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>	54s	\$3,005.24	26,778	\$5,409.43
4/24/19	Internet	reviewjournal.com	NOTICIERO LAS VEGAS	East Las Vegas Library opening				3,033,333	\$90,999.99
4/24/19	Television	KBLR-TV (Telemundo)	Nuevo concepto en bibliotecas	East Las Vegas Library opening		1m 19s	\$900.00	8,034	\$2,370.00
4/24/19	Newspaper	El Tiempo	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-pretextos-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-pretextos-para-progresar-salvador-avila-84822/</a>			52,000	\$16,215.00
4/24/19	Internet	eltiempolv.com	NOTICIERO LAS VEGAS	East Las Vegas Library opening (mention)				10,680	\$320.40
4/24/19	Television	KBLR-TV (Telemundo)	8 News Now Good Day	4:37 a.m. - East Las Vegas Library opening		15s	\$300.00	4,406	\$150.00
4/25/19	Television	KLAS-TV	8 News Now Good Day	5:07 a.m. - East Las Vegas Library opening		13s	\$528.12	12,645	\$228.85
4/25/19	Television	KLAS-TV	CBS This Morning	8:25 a.m. - East Las Vegas Library opening		45s	\$720.50	12,213	\$1,080.75
4/25/19	Television	KTNV-TV	Good Morning Las Vegas	5:00 a.m. - East Las Vegas Library opening teaser		50s	\$684.45	15,303	\$1,140.75
4/25/19	Television	KTNV-TV	Good Morning Las Vegas	6:07 a.m. - East Las Vegas Library opening		10s	\$839.16	16,746	\$279.72
4/25/19	Television	KTNV-TV	FOX5 News This Morning	5:56 a.m. - East Las Vegas Library opening teaser		41s	\$748.85	14,679	\$1,023.43
4/25/19	Television	KVVU-TV	FOX5 News This Morning	7:09 a.m. - East Las Vegas Library opening teaser		17s	\$816.48	16,183	\$462.67
4/25/19	Television	KVVU-TV				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	Inaugura 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
<b>Monitored Coverage, Not Clipped</b>									
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
<b>Earned Digital</b>									
April	Duratron	McCarran International Airport		10 throughout the month				22,593,321	\$30,000.00 \$1,176,019.74

## ITEM VII.A.2.b.



### MEMORANDUM

**TO:** Dr. Ronald R. Heezen, Executive Director  
**FROM:** Matt McNally, Community Engagement Director  
**DATE:** May 30, 2019  
**SUBJECT:** Community Engagement Report, June 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 **April 1, 2019 – April 30, 2019**.

In celebration of National Library Week, the Library District conducted its fifth annual food drive in partnership with Three Square Food Bank from Monday, April 1 through Tuesday, April 30. The program encouraged the community to donate food items and gave cardholders an opportunity to bring their accounts in to good standing. Staff waived \$2 of fines or fees for every eligible food item a cardholder donated.



Overall, the District collected 31,421 pounds of donated goods, which provided 26,184 meals for people, and waived \$67,790.58. During a "regular" month, the Library District waives approximately \$10,000 in fines and fees.

Numerous staff members implemented this year's program throughout all 25 library branches. Key administrative staff included: **Jenn Schember**, Library Operations Director; **Carlotta Dickerson** and **Leo Segura**, Regional





Library Operations Managers; **Betsy Ward**, Branding and Marketing Director; **Karen Bramwell**, Assistant Branding and Marketing Director; **John Vino**, Assistant General Services Director; **Keith Williams**, Courier Supervisor; **Sufa Anderson**, Access Services Manager; **Cherrie Delaney**, Accounting Technician II; **Danielle Milam**, Development and Planning Director; **Sherry Walker**, Development Office Manager; and, **Matt McNally**. The efforts of Library District branch staff are also commended for the work performed of explaining the program, waiving fines, and collecting donations from customers.

**Matt McNally** promoted the Food for Thought program by conducting a live on-air interview with Channel 8 News on Monday, April 1.

**Matt McNally** joined Washoe County Library Director and President of the Nevada Library Association Jeff Scott, Executive Director of Workforce Connections Jaime Cruz, and Branch Manager of the North Las Vegas Alexander Library Garrett Dacay for a panel discussion and live recording with Vegas PBS on April 4. The host Kipp Ortenburger led a discussion with the panel on the future transformation of libraries. Topics such as the evolution of transactions to experiences, partnerships, workforce development, strategic plans, and libraries supporting education were all raised. The program was aired on April 12 as part of Nevada Week on Vegas PBS.



Community Engagement staff supported the opening of the East Las Vegas Library on April 25 with a multitude of staff and programs involving all five departments.





Programming began on the outdoor plaza with a community resource fair featuring 24 partner organizations, food trucks, and a community car show. The plaza was also opened with an interactive visual arts experience from Guerilla Artz. Following the library ribbon cutting, customers enjoyed events in the multi-purpose room including a nutrition demonstration by Three Square, a performance by The Enchanted Latin Journey, and cultural performances from several student groups representing Rancho High School. The celebrations concluded with a high energy musical performance by Jarabe Mexicano. Customers were also encouraged to learn about literacy classes and enroll for workforce development assistance in the One-Stop Career Center. Young customers were able to participate in family engagement and STEAM (Science, Technology, Engineering, Arts, Mathematics) programs in the *EL 28* and *Imaginarium* spaces during the day. Rancho High School's Ballet Folklórico, *Sol Del Rancho Folklórico*, performed and demonstrated Hispanic cultural heritage. Four face-painters also provided service throughout the youth services area. One face painter reported painting 109 faces in 2.5 hours, definitely making happy memories for many library customers. DJ Naavi later performed on the stage in the plaza area. The art gallery presented a 28<sup>th</sup> Street photo exhibit from artist/photographer Checko Salgado, who offered a meet and greet lecture in the evening. The collection captured images of individuals who grew up in the East Las Vegas Library community.

The celebration of the East Las Vegas Library did not end with the grand opening. Youth Services continued the annual tradition of celebrating *El día de los niños/El día de los libros*, a national library initiative. On Saturday, April 27, East Las Vegas Library welcomed 280 library customers to an event that included four partner tables (with a special visit from Vegas PBS's *The Cat in the Hat!*), three craft tables, face painting and a caricaturist. The continued celebration kicked off with *Mariachi Los Bravos* from J.D. Smith Middle School, featured a puppet show by East Las Vegas staff, and ended with another performance by *Jarabe Mexicano*.







On April 8, **Matt McNally** led Youth Services Manager **Shana Harrington** and Programming and Venues Manager **Ryan Neely**, in a discussion with the executive leadership of the Vegas Golden Knights (VGK). Both organizations discovered ways to strengthen our partnership and build programming opportunities. The group agreed to focus on three key areas:

- For Youth: hockey clinics.
- For Teens: integrating VGK mentors into tech centers including work with video production sound editing, podcasting, 3D printers, and DJ labs.
- For Adults: hosting VGK and local hockey authors for audience discussions and book signings.

On April 9, **Matt McNally** and **Shana Harrington** met with Clark County School District (CCSD) representatives from the Curriculum and Professional Development Division including Dr. Celese Rayford and K-12 District Librarian Robert Jones to discuss the involvement of CCSD in the promotion of the Library District's *Summer Challenge* initiative. After explaining the mission and scope of the *Summer Challenge*, CCSD representatives expressed interest in doing more to support the initiative.

## LITERACY SERVICES

Literacy Services assists adults by closing gaps in literacy skills and/or earning either their High School Equivalency (HSE) or high school diploma. Either option helps students enter the workforce and gain access to a career pathway leading to family sustaining income. During the month of April, Literacy Services staff began 34 English Language Learner (ELL) Cycle IV classes and planned for a variety of language and workforce development workshops which will occur in June, 2019.

Literacy Services administered the High School Equivalency Test (HiSET) on April 2, 3, and 4, 2019. 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, a student must pass all five subject areas. Literacy Services began offering the HiSET in May 2018. The Library District continues to garner positive results from HiSET administrations. Below are current HSE statistics for April and for the 2018-2019 Fiscal Year-To-Date:

High School Equivalency	April	'18-'19 YTD
First-time Test Takers	1	33
Tests Administered	8	145
Tests Passed	35	125
HSE Certificates Earned	1	24

Literacy Services held the third graduation of the Career Online High School (COHS) on April 4, 2019 in the Clark County Theater. Seven graduates participated in the inspiring evening by celebrating their accomplishment of earning a high school diploma. Each graduate shared what earning their high school diploma meant for them and their families. Jaime Cruz, Executive Director of Workforce Connections, provided the keynote address. Executive Director **Dr. Ronald R. Heezen**, **Matt McNally**, Literacy Services Manager **Jill Hersha**, student mentor Vickie Wilson, and Cengage Learning Career Online High School representative Diana Doetzel participated in the graduation ceremony. Trustee Chair **Sheila Moulton** and Planning and Development Director **Danielle Milam** attended the event.



The Career Online High School program continues to grow each month since it was implemented in December, 2017. Below is a synopsis of the success. There were three graduates in April, two new students were approved to continue their high school diploma program, and two students completed their prerequisite course by completing the first step to earning their high school diploma.



<b>Career Online High School</b>	<b>April, 2019</b>	<b>Since December 2017</b>
Enrollment	2	38
Completed Prerequisite Course	2	42
Graduates	3	16



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). Literacy Services recently celebrated the graduations of our first ever scholarship

recipients enrolled in our Integrated Educational Training programs at the Milan Institute and The International School of Hospitality (TISOH). Fei Teng graduated from the Certified Nursing Assistant program at the Milan Institute with a 4.0 grade point average and perfect attendance. Her goal is to continue on with her education and eventually become a registered nurse. Edith Favela-Cisneros, Irma Lozano, and Yiselle Arechiga are the graduating ladies of TISOH. The students completed the 12-week program and received the Hotel Operations Certificate. Our dictum at the Adult Learning Center is, "The future is now: learn more, earn more." Our first graduates from the partnered Integrated Education Training (IET) programs have exemplified that belief.

Literacy Services conducted the following educational opportunities and services in April 2019:

<b>Literacy Services</b>	<b>Classes</b>	<b>Enrollment</b>	<b>Enrollment (YTD)</b>
English Language Acquisition	34	393	1,256
Adult Basic Education	1	31	86
Speaking and Listening	2	82	555
One-Stop Tutoring	---	43	312
Literacy Open Labs	---	283	1,780
High School Equivalency	---	1	32
Career Online High School	---	23	38
NvACE Pilot	1	3	6

Literacy Trainer **Felicia Wilson** attended the annual Commission on Adult Basic Education conference held in New Orleans, April 1-3, 2019.

**Jill Hersha** continues to serve on the Title I funding committee of Workforce Connections as the Workforce Innovation and Opportunity Act (WIOA), Title II – Adult Education representative. She participated in the Request for Proposal (RFP) process to select providers of Title I services from the pool of applicants.

## **GALLERY SERVICES**

### New Exhibit Installations

#### *Photography Art*

Thomas Shea, Clark County Library, 4/9/19 – 6/18/19

#### *Hueniverse*

Lance Olson, Laughlin Library, 4/14/19 – 6/22/19

#### *Lives on the Line: Images of Civil Rights*

Ted Polumbaum, West Las Vegas Library, 4/16/19 – 6/25/19

#### | 'palət |

Wade Hampton, Centennial Hills Library, 4/25/19 – 6/30/19

#### *28<sup>th</sup> Street: Images Past & Present*

Checko Salgado, East Las Vegas Library, 4/25/19 – 7/7/19

### Events

Reception and artist talk: | 'palət |, Wade Hampton  
West Las Vegas Library, 30 customers in attendance, 4/11/19  
(photo right)



Artist talk: *28<sup>th</sup> Street: Images Past & Present*, Checko Salgado  
*Vistas de Mi Tierra (for My Abuelita Roselia)*, Justin Favela  
East Las Vegas Library, 48 customers in attendance, 4/25/19

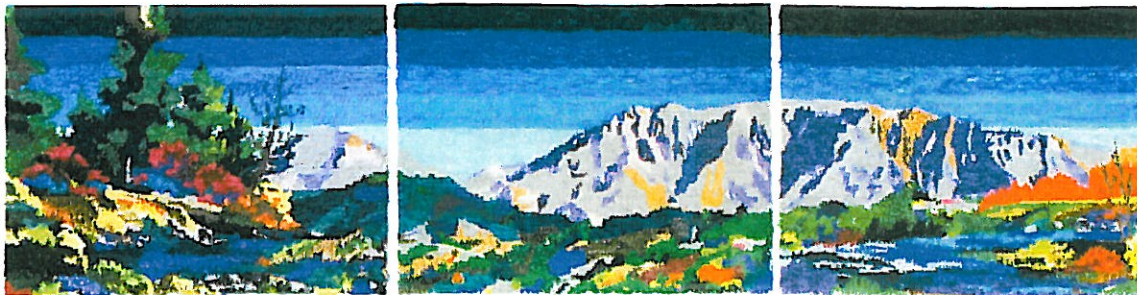


### Highlights

Gallery Services Coordinator **Darren Johnson** was selected on April 5 to recommend emerging artists in Nevada for Crystal Bridges Museum of American Art's *State of the Art II* exhibit. Crystal Bridges was founded in 2005 by philanthropist Alice Walton and is located in Bentonville, Arkansas. *State of the Art II*, a follow-up to the original 2014 project, is an exhibition bringing together contemporary artwork from every region of the United States.

On April 18, Gallery Services installed *Vistas de Mi Tierra (for My Abuelita Roselia)* by Justin Favela. The new addition to the LVCCLD permanent collection is a piñata-style painting created especially for the East Las Vegas Library Computer Center. Raised in the same neighborhood where the library now stands, Favela designed the landscape painting as a way to honor his roots, which includes his grandmother Roselia – an inspiration for much of his artwork. The imagined landscape represents elements from a favorite painting in his grandmother's nearby Bonanza Road home, a vista from the Guatemalan village where his grandmother grew up, and a view of East Las Vegas's Sunrise/Frenchman Mountain.

As an extension of the artist's return to the neighborhood, Favela began a program of activities with the Boys & Girls Club of Southern Nevada's Downtown Club, located at 28<sup>th</sup> Street and Stewart Avenue. In relation to *Vistas de Mi Tierra (for My Abuelita Roselia)*, Favela led a discussion with Club youth about the idea of home and how many immigrants, like their parents and grandparents, have feelings of nostalgia for their homeland.



**Darren Johnson** attended several community art openings during the month of April. On April 12, he attended the exhibit receptions for *Low Brow* by Kim Johnson and Glynn Galloway at AV Gallery, and *Sorry for the Mess* by Justin Favela and Ramiro Gomez at the Barrick Museum of Art. On April 20, **Johnson** attended the exhibit reception for *BLOW-OUT/FLOW'r-OUT* at Core Contemporary.

### **OUTREACH**

Outreach Specialists **Andrew Brannon** and **Sylvia Riesselmann** facilitated two Quick Start Card visits and facilitated training on District e-media resources, Rosetta Stone, and Nevada Career Explorer serving 250 students at Bonanza and Clark High Schools April 2.

**Sylvia Riesselmann** visited five classrooms to share library resources with 250 Hyde Park Middle School students on April 9.

Outreach Services Manager **Glenda Billingsley** and Outreach Specialist **Nina Guevara** conducted two family engagement sessions serving 40 parents at Gates Headstart on April 11.

**Glenda Billingsley** conducted 20 career information sessions with 1200 students at Robert E. Lake Elementary School on April 11.



Outreach Education Coordinator **Kelly May** created and facilitated two Early Childhood Education professional development sessions entitled: "Won't you be my Neighbor-teaching children 5 lessons from Mr. Rogers," for 110 childcare providers during the Nevada Association for the Education of Young Children's Annual conference at the Tuscany Hotel and Casino on April 27.

**Glenda Billingsley** and **Kelly May**, in partnership with Southern Nevada Chapter of the Nevada Association for the Education of Young Children,

participated in the Week of the Young Child Family Fair serving 250 families at the Las Vegas Community Garden on April 13.

**Nina Guevara** and **Sylvia Riesselmann** shared Library District resources, made hand-crafted buttons, and taught with Ozo bots and Legos to 400 families at the Winchester Community Center Children's Festival on April 20.

**Andrew Brannon** and **Glenda Billingsley** conducted two story times and engaged 100 families about Mind in the Making, Vroom brain building tips, Library District e-media, and Library production programs at the Dia del Nino event at Springs Preserve on April 27.

**Glenda Billingsley**, **Kelly May**, and Planning and Development Director **Danielle Milam** joined in partnership with Children's Cabinet Department Director Marty Elquist, Nevada State Libraries, and numerous other Early Childhood Education organizations across the state of Nevada to begin implementing a strategic initiative that will establish Nevada as a national leader in providing premier support for families with young children via training and targeted initiatives utilizing Mind in the Making and Vroom.

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

	Sessions	Attendance	Circulation
Adult Visits	3	130	---
Preschool Story-time Visits	3	130	---
School Visits	61	1,637	---
Senior Apartment Lobby Visits	36	1,974	998
Community Outreach Events	4	1,050	---
Homebound Services	---	---	687



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	61	36	3
Attendance	1,637	1,974	130

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

PVS organized 781 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 26,289 attendees to the District with 2,289 hours of venue usage. These events are categorized into library adult programs, rentals, and staff usage.

	Events	Attendance	Hours
Library Adult Programs	536	14,601	1,560
Rentals	211	11,788	643
Staff Usage	34	235	86

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	95	1,970
Business and Career Success	52	356
Government and Social Services	86	6,281
Community and Culture	74	3,150

Of these Library Adult Programs, 27 were diversity events impacting 1,993 customers.

PVS provided technical support for 68 Library District programming events and 35 rental events totaling 524.75 event hours. Technical staff committed a total of 890.75 hours to cover these events. Additionally, PVS provided technical support for 13 occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 30-day period with one holiday was 1,341.5 hours and included 158 technician assignments. The ability to request technicians was closed to scheduling staff for three days since peak technician availability was reached.

### Major Programming Highlights

#### *Tax Assistance*

In partnership with American Association of Retired Persons (AARP), the District provided *free tax assistance* to customers from February 2019 through April 2019 at various urban library branches (Clark County, Rainbow, West Charleston, and Windmill), in addition to Laughlin Library. AARP Foundation Tax-Aide is offered in

cooperation with the IRS, and is the nation's largest, free, volunteer-run tax assistance and preparation service. As tax submissions concluded in April, the District offered a total of 65 tax assistance sessions and engaged 3,582 customers using the service.

*Matt Beilis – Soul of Pop*



On April 18-20, singer/songwriter from New York City, Matt Beilis performed at the Whitney, Mesquite, and Sahara West Libraries with favorite tunes from his arsenal of popular cover songs from artists such as James Bay, Tom Petty, Billy Joel, The Beatles, and others. Audiences enjoyed some of his heartfelt original songs. Following Beilis' performances, many audience members stayed for a meet and greet and asked questions, requested photographs, and supported the

artist. A total of 201 customers attended concerts during the Easter weekend performances.

Major Department Highlights

*East Las Vegas Library Multipurpose room Theatrical Equipment*

To support the programming in the new East Las Vegas Library multipurpose room the Technical and Production Services Department (TPS) completed a series of capital projects. These purchases included a floor erected truss system with theatrical lighting, sound equipment for musical events, and a flexible staging system. This equipment will continue to allow the District to present community and culture entertainment programming in this new venue for many years to come.

**YOUTH SERVICES**

Youth Services conducted 1,014 programs serving 25,170 customers at library branches throughout the District during the month of April. 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	806	18,177
Business and Career Success	3	13
Government and Social Services	137	5,759
Community and Culture	68	1,221
Diversity	5	420

### District-Wide Programming Highlights

The third annual *Family Music Fest* took place at the Windmill Library on Saturday, April 13 with over 300 people in attendance. Activities included a musical story time by Youth Services Manager **Shana Harrington**, a puppet show performed by Windmill Library Youth Services Librarian **Sue Yang-Peace**, and Youth Services Specialist **Melissa Ramos** closed the event with a special performance by “family funk super duo”, *Sugar Free All Stars*. *Mr. Joey*, performed by Spring Valley Youth Services Assistant Joey Hines, also made a special appearance.



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Monthly Statistics  
Year over Year  
April 2018/ April 2019

	Library	Adult Programs				2018				2019				Adult Attendance				2018				2019			
		2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	21	28	7	33%	191	246	55	29%	182	334	152	84%	2,835	3,666	831	29%								
	Clark County	177	177	0	0%	1,713	1,534	-179	-10%	6,364	6,028	-336	-5%	58,678	55,895	-2,783	-5%								
	Enterprise	35	28	-7	-20%	390	368	-22	-6%	574	515	-59	-10%	6,255	8,483	2,228	36%								
	Las Vegas/ELV	37	1	-36	-97%	282	187	-95	-34%	366	80	-286	-78%	2,950	2,026	-924	-31%								
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A								
	Rainbow	46	54	8	17%	384	533	149	39%	991	1,539	548	55%	7,309	14,610	7,301	100%								
	Sahara West	94	94	0	0%	998	973	-25	-3%	2,371	3,176	805	34%	17,143	30,445	13,302	78%								
	Spring Valley	63	42	-21	-33%	499	432	-67	-13%	738	605	-133	-18%	6,804	6,467	-337	-5%								
	Summerlin	58	57	-1	-2%	517	513	-4	-1%	6,703	6,533	-170	-3%	36,592	33,535	-3,057	-8%								
	Sunrise	31	16	-15	-48%	285	262	-23	-8%	1,201	1,266	65	5%	6,949	11,963	5,014	72%								
	West Charleston	44	53	9	20%	377	427	50	13%	1,101	1,235	134	12%	9,052	10,359	1,307	14%								
	West Las Vegas	60	38	-22	-37%	511	526	15	3%	1,949	624	-1,325	-68%	20,084	18,898	-1,186	-6%								
	Whitney	50	58	8	16%	504	422	-82	-16%	1,128	1,123	-5	0%	12,107	11,925	-182	-2%								
	Windmill	48	47	-1	-2%	484	527	43	9%	2,060	2,308	248	12%	19,314	23,519	4,205	22%								
	Urban Totals	764	693	-71	-9%	7,135	6,950	-185	-3%	25,728	25,366	-362	-1%	206,072	231,791	25,719	12%								
Outlying Branches	Blue Diamond	4	2	-2	-50%	27	25	-2	-7%	64	18	-46	-72%	362	357	-5	-1%								
	Bunkerville	0	0	0	N/A	2	0	-2	-100%	0	0	0	N/A	16	0	-16	-100%								
	Goodsprings	0	2	2	N/A	46	71	25	54%	0	12	12	N/A	110	229	119	108%								
	Indian Springs	0	2	2	N/A	0	6	6	N/A	0	9	9	N/A	0	27	27	N/A								
	Laughlin	22	20	-2	-9%	225	196	-29	-13%	332	479	147	44%	2,919	5,588	2,669	91%								
	Mesquite	23	33	10	43%	250	363	113	45%	176	613	437	248%	1,823	4,356	2,533	139%								
	Moapa Town	0	0	0	N/A	3	4	1	33%	0	0	0	N/A	22	15	-7	-32%								
	Moapa Valley	0	26	26	N/A	211	175	-36	-17%	0	101	101	N/A	1,159	873	-286	-25%								
	Mt. Charleston	3	2	-1	-33%	29	26	-3	-10%	58	23	-35	-60%	489	417	-72	-15%								
	Sandy Valley	3	1	-2	-67%	24	20	-4	-17%	4	3	-1	-25%	199	126	-73	-37%								
	Searchlight	1	0	-1	-100%	8	19	11	138%	3	0	-3	-100%	28	76	48	171%								
	Outlying Totals	56	88	32	57%	825	905	80	10%	637	1,258	621	97%	7,127	12,064	4,937	69%								
Outreach	Outreach-Branch	30	7	-23	-77%	239	143	-96	-40%	176	51	-125	-71%	5,661	3,772	-1,889	-33%								
	Outreach-Department	36	27	-9	-25%	377	342	-35	-9%	651	315	-336	-52%	4,376	3,994	-382	-9%								
	Outreach-PVS	3	2	-1	-33%	55	27	-28	-51%	4	0	-4	-100%	1,831	2,393	562	31%								
	Outreach-YSAdmin.	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A								
	Outreach-Literacy	1	0	-1	-100%	5	0	-5	-100%	237	0	-237	-100%	713	0	-713	-100%								
	Outreach-Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A								
	Outreach Totals	70	36	-34	-49%	676	512	-164	-24%	1,068	366	-702	-66%	12,581	10,159	-2,422	-19%								
Grand Totals		890	817	-73	-8%	8,636	8,367	-269	-3%	27,433	26,990	-443	-2%	225,780	254,014	28,234	13%								



Monthly Statistics  
Year over Year  
April 2018/ April 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	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	56	45	-11	-20%	497	428	-69	-14%	1,598	1,402	-196	-12%	12,577	12,240	-337	-3%								
	Clark County	52	64	12	23%	604	560	-44	-7%	2,050	3,259	1,209	59%	26,721	30,626	3,905	15%								
	Clark County BBTC	57	157	100	175%	343	1,325	982	286%	883	2,365	1,482	168%	5,989	22,642	16,653	278%								
	Enterprise	50	63	13	26%	418	488	70	17%	1,046	1,017	-29	-3%	8,510	8,662	152	2%								
	Las Vegas/ELV	49	6	-43	-88%	487	359	-128	-26%	523	840	317	61%	4,471	4,132	-339	-8%								
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A								
	Rainbow	73	72	-1	-1%	718	615	-103	-14%	1,994	2,377	383	19%	18,065	21,808	3,743	21%								
	Sahara West	42	47	5	12%	358	523	165	46%	1,708	1,788	80	5%	13,907	17,003	3,096	22%								
	Spring Valley	51	68	17	33%	484	622	138	29%	1,531	2,247	716	47%	14,757	18,178	3,421	23%								
	Summerlin	51	49	-2	-4%	447	434	-13	-3%	1,427	1,587	160	11%	13,200	14,304	1,104	8%								
	Sunrise	36	49	13	36%	414	410	-4	-1%	953	1,032	79	8%	10,419	9,517	-902	-9%								
	West Charleston	34	35	1	3%	303	270	-33	-11%	683	545	-138	-20%	5,394	4,468	-926	-17%								
	West Las Vegas	47	55	8	17%	369	400	31	8%	589	477	-112	-19%	5,040	4,870	-170	-3%								
	Whitney	61	66	5	8%	596	632	36	6%	1,625	2,246	621	38%	16,552	20,236	3,684	22%								
	Windmill	45	46	1	2%	399	387	-12	-3%	1,510	1,634	124	8%	13,392	14,277	885	7%								
Urban Totals		704	822	118	17%	6,437	7,453	1,016	16%	18,120	22,816	4,696	26%	168,994	202,963	33,969	20%								
Outlying Branches	Blue Diamond	4	1	-3	-75%	37	31	-6	-16%	38	7	-31	-82%	743	369	-374	-50%								
	Bunkerville	8	9	1	13%	75	86	11	15%	38	50	12	32%	527	358	-169	-32%								
	Goodsprings	0	0	0	N/A	5	0	-5	-100%	0	0	0	N/A	17	0	-17	-100%								
	Indian Springs	18	31	13	72%	180	263	83	46%	59	113	54	92%	661	1,003	342	52%								
	Laughlin	27	19	-8	-30%	191	195	4	2%	413	276	-137	-33%	3,149	2,910	-239	-8%								
	Mesquite	0	66	66	N/A	437	591	154	35%	0	1,325	1,325	N/A	6,463	12,767	6,304	98%								
	Moapa Town	16	17	1	6%	163	171	8	5%	89	156	67	75%	1,021	1,706	685	67%								
	Moapa Valley	32	20	-12	-38%	297	281	-16	-5%	408	235	-173	-42%	4,460	3,904	-556	-12%								
	Mt. Charleston	0	0	0	N/A	6	1	-5	-83%	0	0	0	N/A	55	18	-37	-67%								
	Sandy Valley	3	3	0	0%	44	44	0	0%	0	7	7	N/A	591	728	137	23%								
	Searchlight	15	26	11	73%	80	207	127	159%	100	185	85	85%	482	1,806	1,324	275%								
	Outlying Totals	123	192	69	56%	1,515	1,870	355	23%	1,145	2,354	1,209	106%	18,169	25,569	7,400	41%								
Outreach	Outreach-Branch	65	55	-10	-15%	662	663	1	0%	3,655	5,083	1,428	39%	49,667	42,301	-7,366	-15%								
	Outreach-Department	87	101	14	16%	792	742	-50	-6%	3,850	4,661	811	21%	33,360	32,494	-866	-3%								
	Outreach-PVS	3	3	0	0%	42	42	0	0%	0	7	7	N/A	914	687	-227	-25%								
	Outreach-YSAdmin.	3	0	-3	-100%	12	29	17	142%	732	0	-732	-100%	1,725	2,618	893	52%								
	Outreach-Literacy	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A								
	Gallery Services	1	0	-1	-100%	1	0	-1	-100%	65	0	-65	-100%	65	0	-65	-100%								
	Outreach Totals	159	159	0	0%	1,509	1,476	-33	-2%	8,302	9,751	1,449	17%	85,731	78,100	-7,631	-9%								
Grand Totals		986	1,173	187	19%	9,461	10,799	1,338	14%	27,567	34,921	7,354	27%	272,894	306,632	33,738	12%								



## ITEM VII.A.2.c.

### MEMORANDUM

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

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

**DATE:** June 5, 2019

**SUBJECT:** Development and Planning Department Report, May 2019

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

**Library Foundation Support for Limitless Learning and Career Success.** The Las Vegas-Clark County Library District Foundation priority programs saw great growth and broad reach as the school year ends and the Summer Challenge begins.

The year's Teacher Tutor program, after school homework help from certified CCSD teachers in eight branch library locations, showed tremendous growth with exceptional results at our newest service location, Windmill. The Spring Valley youth services team supported an 88% increase in sessions over last year's numbers and West Las Vegas saw a 96% increase in numbers of unduplicated youth who now take advantage of the program. Overall, the program grew the number of sessions to 14,132, a 59% increase over the previous school year and the total unduplicated number of students reached 2,089, a 35% increase from FY 2018-2019.

#### Branch Ranking of Library Tutor Sessions

1. Spring Valley: 3996 (88% increase from last year)
2. Centennial Hills: 2025 (28% increase from last year)
3. Windmill: 1937 (no data from last year)
4. Rainbow: 1739 (9% increase from last year)
5. Sunrise: 1523 (27% increase from last year)
6. Whitney: 1093 (3% increase from last year)
7. West LV: 1069 (271% increase from last year)
8. Sahara West: 750 (38% increase from last year)

#### Branch Ranking of Unduplicated Students Served

1. Spring Valley: 411 (14% increase last year)
2. Centennial Hills: 378 (23% increase last year)
3. Rainbow: 280 (24% increase last year)
4. Windmill: 267 (no data from last year)
5. Sunrise: 196 (13% increase last year)
6. Whitney: 196 (28% increase last year)
7. Sahara West: 190 (54% increase last year)
8. West LV 171: (96% increase last year)

Kudos to ALL the amazing branch teams who facilitate this service that is in such high demand. The Library Foundation is grateful to the youth services teams who have found ways to grow the program, schedule sessions, and create great learning experiences, not only for these students but also for the parents and caregivers who share their stories of student achievement, confidence and academic success. They also freely share their appreciation for these free services and acknowledge their lives are less stressful. The rate of homework completion across all sites was 95%.

Gearing up for the Summer Challenge, the Foundation is supporting robotics, coding, and electronics programs for tweens and teens. New maker spaces are opening at the Enterprise Library, thanks to a \$25,000 gift from COX Communications; at the East Las Vegas Library, thanks to a \$10,000 gift from Nevada Energy; at the West Las Vegas Library, thanks to a \$15,000K gift from SWITCH; and at the Best Buy Teen Tech Center at the Clark County Library, thanks to a \$40,000 continuation grant gift from Best Buy. These corporate gifts are matched with Foundation resources to provide instruction, mentor opportunities, and equipment. Both General Services and the IT departments will provide space, furniture and technology improvements.

Special thanks goes to CIO/IT Director **Al Prendergast** and Regional Library Operations Manager **Leo Segura** for their help in developing a comprehensive "Maker Space Program" that is the foundation for interdepartmental collaboration. Thanks also to Library Operations Director **Jenn Schember**, Human Resources Director **James Bean**, and union representatives who have worked together collaboratively to shape up new positions and attract new competencies that support maker space activities across the District. This integrated program planning approach will takes the maker space program from start-up service innovation and ideation to sustainable implementation. As part of the Summer Challenge promotions, maker space programs are being featured on the District website, social media, and on Channel 13's "Summer Rise" public service programs to encourage youth to engage in new learning experiences over the summer months.

**Library Foundation Support for Tom and Bonnie Lawyer West Las Vegas Scholar Awards.** Foundation Board Trustee Tom Lawyer has sponsored a West Las Vegas Scholar Award program for 10 years. This year, scholar awards between \$1,000 and \$2,000 were given to



seven local students: Ricardo Avelar, Alexandria Blanch, Margarita Gallegos, Juan Gonzalez, D'Vonye Jackson, Diana Manriquez, and Emmily Paniagua. The students are heading for a variety of careers, including veterinarian, graphic artist, public administration, nursing, pediatric psychology,

robotics, and mental health. Each of the scholars met the requirements of good grades, community service, financial need, and a relationship with the West Las Vegas Library.

The impetus for this program was the Lawyer's profound appreciation for the West Las Vegas staff who make the library a learning hub for the community. In the words of Mr. Lawyer, "these are staff who have more than a job, they have a calling." Special thanks to the West Las Vegas staff who assist with recruiting and grading scholar applications along with Tom and Bonnie Lawyer. This includes Branch Manager **Tom Sommer**, Assistant Branch Manager **Carol Chambers**, Performing Arts Center Coordinator **Jani Jeppe**, Youth Services Department Head **Marco Veyna-Reyes**, Customer Service Department Head **Lorraine Gates**, and Computer Center Department Head **Lisa Gibson**. In addition to the generosity of the Lawyers, this year the program was also supported by a gift from new Foundation Board Director Dan Sarazin. Every year, this program helps the Foundation see the world from the view of young, ambitious youth who have big personal dreams and a record of strong civic engagement. Many come from families who struggle every day to make ends meet, yet they jump into opportunities to give back to the West Las Vegas community and library. This scholar award supports some of the expenses of pursuing higher education.

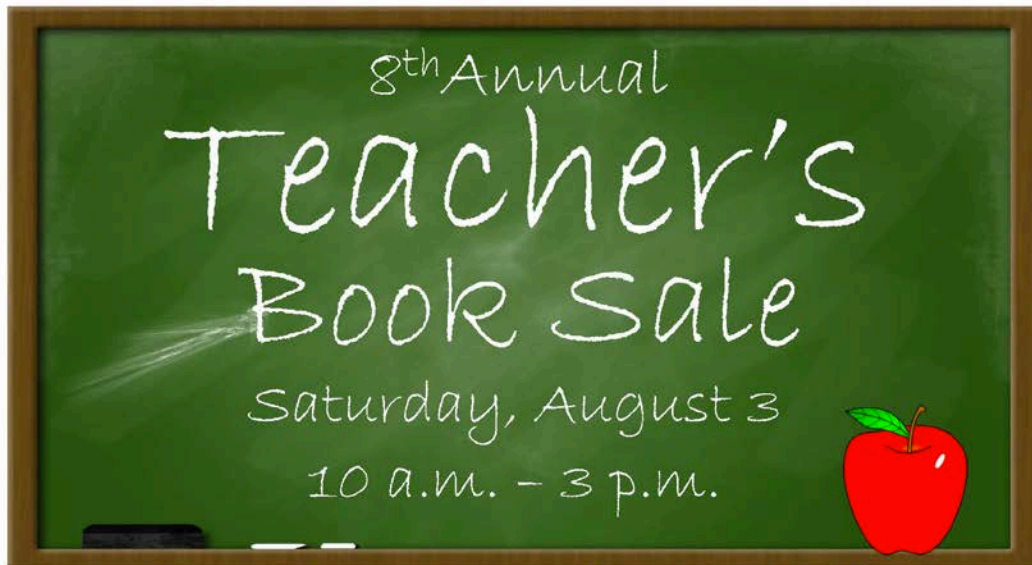
The Library Foundation also received two generous gifts to support children's services. The David L. Simon Foundation donated \$3,500, thanks to the leadership of District Counsel Jerry Welt and his wife Amma. Melissa and James Holzhauer, phenom of the Jeopardy game show, donated \$10,000 for children's services and homework help. The children's services gift will go to a new program, "Museum Passports," being developed by Foundation staff and the District's Head of Collections and Bibliographic Services, **Rebecca Colbert**. The program will let people check out a "family" pack of museum passes good for free admission to the Discovery Children's Museum.

Development and Planning Activities: Other activities of the department during May include:

- Meeting with UNLV's Urban Leadership Program Director Shauna Guillen, to discuss the opportunity to get UNLV students who want to work on a Library "capstone" project.
- Participation in the LVGEA's "Las Vegas Perspective" symposium that featured Jeremy Aguero's overview of the regional economic challenges and opportunities and a provocative presentation on what motivates millennials from Cory Padveen.
- Conversation with District Executive Director **Ronald R. Heezen** and Nevada State Librarian Tod Colegrove about the loss of LSTA grant dollars to Southern Nevada.
- Submission of an \$820,000 grant to the Nevada Department of Education for Adult Learning Program (ALP, formerly "CALL") support that includes English language instruction, Adult Basic Education, career coaching, and other adult learning supports provided by ALP Manager **Jill Hersha**.
- Planning meeting with Community Engagement Director **Matt McNally** and Workforce Connections CEO Jaime Cruz and COO Irene Bustamante Adams, to get an update on the new contracts for service providers at library One-Stop Career Center locations.
- Development Program Officer **Sherry Walker** provided training on the new volunteer management system to all outlying branch Library Associates.
- Foundation Bookstore Operations Manager **Leslie Valdes** is getting ready for two big book sales, one at the Sahara West Library on June 27-29, and the Teacher's sale at the East Las Vegas Library on August 3.



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## ITEM VII.A.2.d.

### MEMORANDUM

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

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

**DATE:** May 30, 2019

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

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

The IT Department configured the Branding and Marketing Division's new Xerox multi-function printer (MFP) to scans and e-mail documents and save to a network folder. We also repurposed an older laptop to run the controller software for operating their new Duplo Integrated Folding System. The Duplo machine automatically slits, cuts, creases, and folds documents after they are printed.

#### **Community Engagement Support**

I worked with Community Engagement Director **Matt McNally** to complete a final review of the Communico Room Reservation Platform Agreement and Statement of Work.

#### **Financial Services Support**

The IT Department worked with Library Operations, Financial Services, and their vendor to install a new credit/debit card reader in the Windmill Library's Passport Office.

#### **General Services Support**

The IT Division continues to follow-up on a few outstanding issues related to the new East Las Vegas Library (EV). The fiber connection was finally completed by Cox Communications and all services were migrated from the temporary services that were installed. The temporary services have been disconnected. The IT Department implemented a new self-check solution at EV. The new self-check solution

experienced several minor problems, which we continue to work with the vendor to resolve. Additionally, AS Manager **Sufa Anderson** followed-up with staff to ensure that they are performing all required tasks in Sierra (such as clearing expired holds, etc.) to fill customer Holds requests and worked with Regional Branch Manager **Leo Segura** to ensure that the EV Youth Services Department was set up to record Homework Help Center usage.

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

Assistant IT Director **Ron Melnar** and Systems and Network Supervisor **Gunnar Kim** worked with the HR Department to recruit and interview candidates for the vacant Microcomputer Technician position. **Robert Boske** was selected to fill the position. Part-time Microcomputer and Network Analyst **Mike Dixon**, who previously indicated that he would retire from the District in June, abruptly resigned/ retired this month. The IT Department worked with the HR Department and Financial Services to convert the position to a full-time position (increased from 24 hours per week to 40 hours per week). The position is currently open for recruitment and will close in July. Additionally, DC Librarian **Raychel Lendis** and DC Associate **Andrey Miroshnichenko** conducted interviews for the vacant DC Page position. **Alexandria Coffee** was selected to fill the position.

The IT Department is currently working to develop the job position description for our new *IT Makerspace Support Specialist* position. This position is budgeted for next fiscal year and will provide IT support for the District's Makerspace Services.

Assistant IT Director **Ron Melnar** and I attended a meeting with HR Director **James Bean** and staff from several departments to discuss a possible customer satisfaction survey solution from HappyOrNot.

### **Library Operations Support**

The District's circulation for April was 932,212, of which 22% 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's customers accounted for approximately 7.8% of our OverDrive circulation while the Boulder City Library District's customers accounted for approximately 2%. In April, the District's materials accounted for approximately 97.5% 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 1.4% of the materials circulated to our customers. The District's materials accounted for approximately 16.9% of the Boulder City Library District's circulation and 17.8% of the North Las Vegas Library District's circulation.

CBS staff added 6,395 titles with 18,017 new items to the collection, while 24,808 items were withdrawn from the library catalog. Senior Cataloger **Monica Song** also added 227 unique titles for the Boulder City Library District and 299 titles with 1,867 items for the North Las Vegas Library District to the catalog. Additionally, Collection Development staff added 5,750 e-books and e-audiobooks to the collection in April. Ms. Song is also working with Midwest Tapes to resolve cataloging issues with North Las Vegas Library District's items. The North Las Vegas Library District began



ordering materials from Midwest, but the configuration and formatting of the bibliographic and item records provided by Midwest have been a challenge.

Head of CBS **Rebecca Colbert** and Acquisitions Librarian **Heather Brooks** attended the Library Operations YPL Department Head Meeting and presented year-end STEM purchasing guidelines. After the Meeting, a District-wide spreadsheet was created by Summerlin Youth Services librarians **Jenny Gomez** and **Marisa Eytalis** to compile branch requests. CBS will purchase the majority of the items to support in-library programming. Additionally, Financial Services has approved a second round of American Girl doll purchases, which will be ordered in May and sent to branches in June.

Youth Services Collection Development Librarian **Jen Jost** visited with Rainbow Library's YPL Department Head **Mary Rowan** and Circulation Assistant **Antony Smith** to discuss collection development and ordering materials through the Brodart and Midwest Tapes vendor sites. New West Charleston Library YPL Department Head **Joanna Goddard** visited with Ms. Jost in the CBS Department to discuss best practices.

The Distribution Center's (DC) collection consists of 90,311 items and 13,335 items from this collection went to fill customer Holds requests. The DC also circulated 5,832 items in April.

The DC does a quarterly refresh of audiobooks, large-print items, and DVDs for the outlying branches. The audiobook collections of the outlying branches were refreshed this month - which means that the branches send their audiobook items to the DC and the DC sends them a 'fresh' collection of audiobook items. Over 575 items were sent to the branches in May.

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 *Advanced collectionHQ* training for the staff at the Windmill Service Center and *Sierra Rapid Update* training for staff at the Whitney Library. Ms. Lendis developed the Collection Enhancement Team for performing *collectionHQ* tasks of rebalancing and refreshing the collections in the branches. In April, 160 items were transferred, generating 652 circulations with a monetary value of \$1,844. Since this Team began using the *collectionHQ* transfer and rebalance tools in July 2018, a total of 1,906 items have been transferred, resulting in 6,550 circulations with an estimated monetary value of \$22,657. Ms. Lendis assigned the *collectionHQ Grubby Item Refresh* report to the branches in May. This report identifies popular items that the branches need to remove from the collection and request replacement copies to continue to meet customer demands. Another role of the DC is to redistribute materials back to the branches to assist with filling gaps in the collection that are created when materials float out to other locations. In May, branches requested 1,622 items to supplement their collections, and the DC redistributed an additional 1,216 popular items to branches where they are likely to circulate.

In April, the Interlibrary Loan (ILL) Department received 469 requests from District customers to borrow materials from other libraries, and we were able to fill 89% of our customers' requests. Of the requests that were filled, 88% of the items were checked out by our customers. The District received 752 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, 15 hours).

The Electronic Resources (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 *Ancestry Library Edition* database, supplied by our existing vendor ProQuest, will be added to our electronic resources on June 1. Ancestry will be unlike our other digital services because it will only be available from within the library. However, patrons may use library computers or their own devices to access it. Additionally, we will be adding *Fold3*, a database of military records, and *African American Heritage*, a database of genealogical records focused on the African American community. Both *Fold3* and *African American Heritage* will be available remotely, only *Ancestry* is limited to in-library use.

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 April were *AcornTV* (with 64 unique views), *Consumer Reports* (34 unique views), and *Brainfuse* (30 unique views).

In May, ER Librarian **Ria Eufemio** provided seven OverDrive and Libby App Training sessions to over 60 staff at the Centennial Hills, Clark County, Rainbow, Windmill, and Whitney libraries, in addition to staff at the Outlying Associates Meeting. 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 April, 4,473 ER Department *Fresh Picks* eNewsletters were sent to customers. The most popular eNewsletters were *Mystery* (opened at a rate of 63%), *Thrillers* (61% opened), and *Fiction A-Z* (58% opened). There were 117 new *Fresh Picks* subscriptions in April, with 519 unique subscribers accounting for 3,563 monthly subscriptions.

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 this month's edition of our *Primary Source* staff eNewsletter.

AS Manager **Sufa Anderson** conducted the quarterly Computer Center Department Head Meeting at the Rainbow Library. The Group discussed a wide array of technological and operational issues, including the iPad Lending Program, software applications available on the Public computers, and the pending Sierra LSP upgrade. ER Manager **Jocelyn Bates** attended the meeting and provided information on caring for and managing the iPad Lending Program. The Group also shared solutions to common problems and identified issues that required further investigation.

Adult Collection Development Librarian **Teresa Handleman** conducted the quarterly Adult Collection Development Meeting at the Windmill Service Center. The Group discussed Overdrive magazines and customer service practices to get the most out of the collection. ER Manager **Jocelyn Bates** attended the Meeting and provided a preview and solicited feedback on the *Ancestry Library Edition* database.

## IT Projects

The IT Department installed one new YPL Public computer at the Sandy Valley Library as a part of the Library Operations Supplemental Budget Requests for this fiscal year. Additionally, one end-of-life computer was replaced in the Financial Services and HR departments.

Our security gates are at the end of their life expectancy. This month, the IT Department worked with EnvisionWare, General Services, and Branch Manager **Claire Davies** to replace the security gates at the Whitney 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 Division, led by ILS and Network Analyst **Sloan Sakamoto** and AS Manager **Sufa Anderson**, completed the upgrade of our production Sierra Library Services Platform (LSP). This upgrade, from Version 3.4 to Version 4.3, represents a major upgrade and the first upgrade in almost a year! We were unable to upgrade the system previously because of vendor-related issues.

As discussed with the District's Board of Trustees, the IT Department has implemented the Internet filtering policy to prevent access to websites categorized as "Pornography." Adult/mature categories related to sex and sexuality, including "Lingerie and Swimsuit," "Nudity and Risque," "Other Adult Materials," and "Sex Education" are still accessible at this time. We will continue to adjust our Internet filter settings appropriately to ensure that we remain in compliance with the District's *Internet and Wireless Use Policy*.

The IT Department began a District-wide project to upgrade our end-of-life wireless access points several months ago. However, this project was deferred for higher priority projects. We have now resumed this project and all of the access points, except for the Sahara West and Spring Valley libraries, have been replaced. The District's wireless network supports all wireless protocol standards, 802.11A, B, G, N, and the newest standard AC. Additionally, the project to extend the District's wireless network to cover the outside of all of the urban branches, including the Laughlin and Mesquite libraries, was completed. This project was initiated to allow staff and security personnel to communicate using the Vocera system when they are outside of the buildings.

The IT Department continues to work with our vendor, ConvergeOne, to replace/upgrade the District's telephone system. We encountered several problems which delayed the project, but we are now working in earnest to get this project completed by the end of June.

## Miscellaneous

AS Manager **Sufa Anderson** completed several end-of-month reports for the Library Operations Division, including statistics for fines, customer registration, and computer use. Ms. Anderson completed the monthly Statement of Charges report and 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 updated the *Patron Account Appeal Form* and the *Patron Account Payment Plan* documents and prepared and distributed Quick Start Library Cards for two branches to share access to electronic resources with youth at outreach events to schools and other locations. Finally, Ms. Anderson prepared three Retiree/Trustee library cards in May.

AS Manager **Sufa Anderson** and DC Librarian **Raychel Lendis** attended the annual Innovative Users Group (IUG) Conference in Phoenix. IUG is an international organization of member libraries who used the Innovative Interfaces, Inc. LSP. Ms. Anderson and Ms. Lendis met with a member of the District's Customer Support team, connected with other vendors, and attended several conference programs, including a SQL database training class. Ms. Anderson also presented *Automating Data Interfaces to Improve the Patron Experience* in conjunction with our vendor Patron Point, to discuss solutions developed by Patron Point for the District.

The IT Division reviewed and provided feedback to Library Operations Director **Jenn Schember** on the 2019 Automation Agreements for the Boulder City and North Las Vegas library districts, and statistics for the 2019 Public Library Data Service survey.

Finally, I attended the Las Vegas Global Economic Alliance 2019 Perspective event at the South Point Hotel & Casino. The event provided insightful information about workforce development and talent, as well as Southern Nevada's changing economy.

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

Customer Support	Mar-19	Apr-19	% Change	YTD
Number of Phone Calls to Electronic Resources	176	130	-26.14%	1,669
Length of Calls in Hours, Minutes, and Seconds	18:25:07	14:04:52	-23.55%	193:18:19
Number of emails to ask@lvccld.org	557	521	-6.46%	5,444
Number of Classes	2	2	N/A	15
Number of Attendees	5	34	N/A	106

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

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	ReferenceUSA	669	27,530
Health and Wellness	Academic Search Main	114	376
Homework Help	IXL	63	16,769
Limitless Learning	Lynda.com	1,248	7,929
A-Z Resources (All Others)	Newsbank-LVRJ	596	4,538

Downloadables and Streaming Circulation	Apr-18	Apr-19	% Change	FY17-18	FY18-19	% Change
eBooks	86,773	105,418	21.49%	799,649	975,573	22.00%
Audiobooks	46,304	61,550	32.93%	419,152	554,523	32.30%
Magazines	6,232	7,067	13.40%	62,261	80,139	28.71%
Movies and TV	5,082	6,077	19.58%	32,513	56,820	74.76%
Music	25,157	27,786	10.45%	289,626	261,857	-9.59%
<b>Total</b>	169,548	207,898	22.62%	1,603,201	1,928,912	20.32%

Online Resources Usage by Category	Mar-19		Apr-19		% Change		YTD	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	771	28,955	777	30,412	0.78%	5.03%	9,068	281,022
Health and Wellness	531	1,265	468	1,047	-11.86%	-17.23%	1,727	12,318
Homework Help	667	27,475	547	27,928	-17.99%	1.65%	4,049	223,545
Limitless Learning	3,026	12,207	3,191	9,424	5.45%	-22.80%	39,596	138,883
A-Z Resources (All Others)	13,784	24,771	13,260	22,108	-3.80%	-10.75%	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



## ITEM VII.A.3.a.

June 2019

### MEMORANDUM

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

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

**DATE:** May 30, 2019

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

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

#### Administration

- Updated the District's cash flow analysis
- Compiled information, projections, and forecasts for Fiscal Year 2019-2020 Final Budget
- Advertised the Budget Public Hearing notice
- Prepared the Budget Public Hearing and Budget Adoption agenda items
- Presented the Public Hearing on the Tentative Budget
- Filed the Fiscal Year 2019-2020 Final Budget with the State of Nevada Department of Taxation per NRS requirements; sent copies to Clark County and the city of Las Vegas
- Submitted the Fiscal Year 2019-2020 tax rate to Clark County
- Submitted the 3<sup>rd</sup> Quarter Economic Survey to the State of Nevada Department of Taxation
- Prepared the Check Signing Resolution
- **Fred James** was honored by the Government Finance Officers Association as one of four recipients of the inaugural Hero Award, "In Recognition of Financial Officers Who Have Demonstrated Extraordinary Actions During a Time of Crisis"
- **Fred James** participated in the scoring process for RFQ No. 19-15, Broker of Record - Workers Compensation and Voluntary Insurances
- **Fred James** and **Floresto Cabias** attended the Las Vegas Perspective financial information conference
- **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 (\$3.2M for the month of May)
- 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

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To: Dr. Ronald R. Heezen, Executive Director

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

Date: May 30, 2019

Subject: April 2019 Budget Status Report

Enclosed are the budget status reports for April 2019. General fund revenues indicate that 88% of budgeted revenue has been collected. As compared to April 2018, the District collected 7% more in property taxes. Consolidated Tax Revenue (CTX) shows 67% collected so far this fiscal year, slightly higher than the 65% collected for the same period during last fiscal year. Financial Services staff is closely monitoring revenues.

General Fund expenditures indicate that 76% 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 3% and 35% 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 04/01/2019 Through 04/30/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	41,836,814.84	41,826,000.00	(10,814.84)	-0.03%
Intergovernmental Revenue	15,278,227.98	22,861,500.00	7,583,272.02	33.17%
Charges for Services	53,837.93	40,700.00	(13,137.93)	-32.28%
Fines & Forfeits	645,950.64	900,000.00	254,049.36	28.23%
Miscellaneous	721,314.26	1,036,800.00	315,485.74	30.43%
<b>Total Revenues</b>	<b>58,536,145.65</b>	<b>66,665,000.00</b>	<b>8,128,854.35</b>	<b>12.19%</b>
<b>Expenditures</b>				
Salaries	24,462,347.02	31,035,496.00	6,573,148.98	21.18%
Benefits	9,344,735.40	11,647,492.00	2,302,756.60	19.77%
Supplies & Services	9,827,069.78	15,348,749.00	5,521,679.22	35.97%
Capital Outlay	8,540,832.85	10,234,678.00	1,693,845.15	16.55%
<b>Total Expenditures</b>	<b>52,174,985.05</b>	<b>68,266,415.00</b>	<b>16,091,429.95</b>	<b>23.57%</b>
<b>Excess (Deficit) Revenues of Expenditures</b>	<b>6,361,160.60</b>	<b>(1,601,415.00)</b>	<b>(7,962,575.60)</b>	<b>-11.38%</b>
<b>Other Financing Sources and (uses)</b>				
Transfer to Other Funds	(6,200,000.00)	(6,200,000.00)	-	0.00%
<b>Total Other Financing Sources and (uses)</b>	<b>(6,200,000.00)</b>	<b>(6,200,000.00)</b>	<b>-</b>	<b>0.00%</b>

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

**General Fund - 100**

**From 04/01/2019 Through 04/30/2019**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	493,405.31	800,598.00	307,192.69	38.37%
120	Administration - Library Operations	1,154,297.32	1,768,629.00	614,331.68	34.73%
200	Financial Services	1,045,789.47	1,685,331.00	639,541.53	37.95%
215	Community Outreach	338,616.51	451,892.00	113,275.49	25.07%
216	Youth Services	245,889.72	328,257.00	82,367.28	25.09%
220	Development and Planning	436,213.72	560,059.00	123,845.28	22.11%
240	General Services/Facilities	6,247,354.33	8,218,085.00	1,970,730.67	23.98%
250	Human Resources	1,355,021.82	2,411,121.00	1,056,099.18	43.80%
251	HR-Work Insurance	565,716.43	1,463,864.00	898,147.57	61.35%
260	Information Technology	3,017,743.25	3,605,895.00	588,151.75	16.31%
270	Literacy Department	227,362.12	409,188.00	181,825.88	44.44%
280	Branding and Marketing	1,543,898.26	1,981,213.00	437,314.74	22.07%
290	Access Services Department	765,198.69	912,713.00	147,514.31	16.16%
310	Collection and Bibliographic Services	10,177,689.76	12,329,605.00	2,151,915.24	17.45%
320	Gallery Services	127,799.14	166,639.00	38,839.86	23.31%
330	Facilities	2,174,727.74	2,834,698.00	659,970.26	23.28%
340	Community Engagement	259,726.23	419,627.00	159,900.77	38.11%
400	Library Operations	21,998,535.23	27,919,001.00	5,920,465.77	21.21%
Total		52,174,985.05	68,266,415.00	16,091,429.95	23.57%

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

**General Fund - 100**  
**Library Operations - Dept 400**  
**From 04/01/2019 Through 04/30/2019**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	78,715.34	95,754.00	17,038.66	17.79%
110	Bunkerville	65,601.61	82,438.00	16,836.39	20.42%
120	Clark County Library	2,105,242.44	2,813,772.00	708,529.56	25.18%
130	Enterprise Library	1,135,467.84	1,523,487.00	388,019.16	25.47%
140	Goodsprings	63,257.70	90,104.00	26,846.30	29.79%
160	Indian Springs	81,598.31	115,750.00	34,151.69	29.50%
170	Las Vegas Library	1,376,877.58	1,921,323.00	544,445.42	28.34%
180	Laughlin	570,414.86	876,714.00	306,299.14	34.94%
190	Mesquite	886,889.00	1,061,119.00	174,230.00	16.42%
200	Moapa Town	66,358.81	80,225.00	13,866.19	17.28%
210	Moapa Valley	253,095.80	300,083.00	46,987.20	15.66%
220	Mount Charleston	60,436.24	78,455.00	18,018.76	22.97%
230	Rainbow Library	1,576,509.06	1,901,762.00	325,252.94	17.10%
240	Sahara West Library	2,188,666.38	2,629,929.00	441,262.62	16.78%
250	Sandy Valley	73,387.91	86,636.00	13,248.09	15.29%
260	Searchlight	50,393.16	54,214.00	3,820.84	7.05%
270	Spring Valley Library	1,370,600.01	1,761,959.00	391,358.99	22.21%
280	Summerlin Library	1,269,501.95	1,632,903.00	363,401.05	22.25%
290	Sunrise Library	1,230,678.75	1,502,237.00	271,558.25	18.08%
300	West Charleston Library	1,468,027.41	1,798,169.00	330,141.59	18.36%
310	West Las Vegas Library	1,293,311.06	1,594,980.00	301,668.94	18.91%
320	Whitney Library	1,212,773.97	1,544,661.00	331,887.03	21.49%
360	Meadows Library	92,281.65	129,492.00	37,210.35	28.74%
370	Centennial Hills	1,731,832.41	2,183,128.00	451,295.59	20.67%
380	Windmill Library	1,653,607.62	2,015,437.00	361,829.38	17.95%
605	City Misdemeanant	43,008.36	44,270.00	1,261.64	2.85%
<b>Total</b>		<b>21,998,535.23</b>	<b>27,919,001.00</b>	<b>5,920,465.77</b>	<b>21.21%</b>

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

**General Fund - 100**  
**From 04/01/2019 Through 04/30/2019**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	18,694,368.00	23,512,292.00	4,817,924.00	20.49%
51200 Salaries - Part Time	4,881,692.98	6,123,167.00	1,241,474.02	20.28%
51300 Overtime Pay	37,771.85	50,000.00	12,228.15	24.46%
51400 Call Back Pay	8,291.17	5,918.00	(2,373.17)	-40.10%
51500 Standby Pay	44,723.50	52,650.00	7,926.50	15.06%
51600 Longevity Pay	364,413.34	379,349.00	14,935.66	3.94%
51700 Separation Pay	334,136.81	312,120.00	(22,016.81)	-7.05%
51800 Leave Buyout	96,949.37	600,000.00	503,050.63	83.84%
55100 Employees Retirement	5,611,055.62	6,461,854.00	850,798.38	13.17%
55200 Group Insurance	3,036,434.45	4,082,943.00	1,046,508.55	25.63%
55300 Workers' Comp. Payments	87,174.99	271,544.00	184,369.01	67.90%
55400 Medicare Coverage Expense	603,868.34	756,151.00	152,282.66	20.14%
55500 Unemployment Insurance	6,202.00	75,000.00	68,798.00	91.73%
61100 Office Supplies	281,497.97	418,380.00	136,882.03	32.72%
61110 Operating Supplies	387,798.25	580,640.00	192,841.75	33.21%
61120 Software & User Licenses	342,158.24	431,100.00	88,941.76	20.63%
61130 Software Maintenance	589,294.88	725,100.00	135,805.12	18.73%
61200 Book Materials & Supplies	91,691.28	150,000.00	58,308.72	38.87%
61205 Interlibrary Loan	332.39	4,500.00	4,167.61	92.61%
61210 Small Equipment	178,505.39	414,400.00	235,894.61	56.92%
61400 Equipment Repair & Maint.	604,284.79	624,009.00	19,724.21	3.16%
61410 Contracted Services	3,778,689.86	5,237,592.00	1,458,902.14	27.85%
61420 Building Repair & Maint.	123,509.71	218,200.00	94,690.29	43.40%
61500 Rental Expenses	35,899.51	45,876.00	9,976.49	21.75%
61600 Telephone	448,785.39	543,936.00	95,150.61	17.49%
61700 Utilities	1,360,550.74	2,047,523.00	686,972.26	33.55%
61800 Insurance & Bonds	293,895.10	354,450.00	60,554.90	17.08%
61900 Professional Services	389,895.03	1,271,500.00	881,604.97	69.34%
61910 Legal Services	86,153.22	599,500.00	513,346.78	85.63%
62200 Collection Agencies	82,404.00	215,000.00	132,596.00	61.67%
62300 Board Compensation	4,120.00	6,000.00	1,880.00	31.33%
62500 Postage	48,188.91	65,100.00	16,911.09	25.98%
62510 Advertising	58,329.15	188,700.00	130,370.85	69.09%
62600 Community Events	14,846.91	17,000.00	2,153.09	12.67%
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	124,811.27	233,955.00	109,143.73	46.65%
62800 Travel & Transportation	113,027.51	217,863.00	104,835.49	48.12%
62900 Printing & Reproduction	190,533.11	261,500.00	70,966.89	27.14%
63000 Dues & Subscriptions	28,348.28	35,800.00	7,451.72	20.81%
65000 Miscellaneous Expenses	24,569.80	40,500.00	15,930.20	39.33%
65100 Bank Charges	745.32	20,000.00	19,254.68	96.27%
67000 Rental Expenses to QALICBs	86,250.00	315,000.00	228,750.00	72.62%
81700 Library Books	8,540,832.85	10,234,678.00	1,693,845.15	16.55%
<b>Total</b>	<b>52,174,985.05</b>	<b>68,266,415.00</b>	<b>16,091,429.95</b>	<b>23.57%</b>

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

**Grant Fund - 220**

**From 04/01/2019 Through 04/30/2019**

	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>	296,442.87	1,800,000.00	1,503,557.13	83.53%
<b>Expenditures</b>				
Salaries	231,234.22	480,000.00	248,765.78	51.83%
Benefits	100,544.21	210,000.00	109,455.79	52.12%
Supplies & Services	342,995.28	500,000.00	157,004.72	31.40%
Capital Outlay	181,275.54	610,000.00	428,724.46	70.28%
<b>Total Expenditures</b>	856,049.25	1,800,000.00	943,950.75	52.44%
<b>Excess (Deficit) Revenues of Expenditures</b>	(559,606.38)	-	559,606.38	31.09%

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

**Grant Fund - 220**  
**From 04/01/2019 Through 04/30/2019**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	217,003.45	477,447.50	260,444.05	54.55%
51200 Salaries - Part Time	14,081.79	-	(14,081.79)	
51300 Overtime Pay	80.33	-	(80.33)	
51600 Longevity Pay	68.65	2,552.50	2,483.85	97.31%
55100 Employees Retirement	64,821.23	150,786.37	85,965.14	57.01%
55200 Group Insurance	32,409.85	54,679.44	22,269.59	40.73%
55400 Medicare Coverage Expense	3,313.13	4,534.19	1,221.06	26.93%
61100 Office Supplies	1,797.15	4,064.08	2,266.93	55.78%
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	307,019.75	415,878.50	108,858.75	26.18%
62700 Education & Training	20,327.55	-	(20,327.55)	
62800 Travel & Transportation	4,391.41	8,463.27	4,071.86	48.11%
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	181,275.54	150,000.00	(31,275.54)	-20.85%
<b>Total</b>	<b>856,049.25</b>	<b>1,800,000.00</b>	<b>943,950.75</b>	<b>52.44%</b>

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

**Gift Fund - 230**

**From 04/01/2019 Through 04/30/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	156,917.07	815,000.00	658,082.93	80.75%
<b>Total Revenues</b>	156,917.07	815,000.00	658,082.93	80.75%
<b>Expenditures</b>				
Supplies & Services	152,390.77	715,000.00	562,609.23	78.69%
Capital Outlay	-	100,000.00	100,000.00	100.00%
<b>Total Expenditures</b>	152,390.77	815,000.00	662,609.23	81.30%
<b>Excess (Deficit) Revenues of Expenditures</b>	4,526.30	-	(4,526.30)	-0.56%



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

**Gift Fund - 230**

**From 04/01/2019 Through 04/30/2019**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100	Office Supplies	30.05	20,000.00	19,969.95	99.85%
61110	Operating Supplies	9,535.22	15,000.00	5,464.78	36.43%
61210	Small Equipment	6,541.09	15,000.00	8,458.91	56.39%
61410	Contracted Services	68,256.91	250,000.00	181,743.09	72.70%
61500	Rental Expenses	-	315,000.00	315,000.00	100.00%
61900	Professional Services	18,725.31	100,000.00	81,274.69	81.27%
62600	Community Events	22,337.33	-	(22,337.33)	
62800	Travel & Transportation	6,924.22	-	(6,924.22)	
62900	Printing & Reproduction	2,163.97	-	(2,163.97)	
65000	Miscellaneous Expenses	17,876.67	-	(17,876.67)	
81600	Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
<b>Total</b>		<b>152,390.77</b>	<b>815,000.00</b>	<b>662,609.23</b>	<b>81.30%</b>

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

**Capital Projects Fund - 510**  
**From 04/01/2019 Through 04/30/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	305,732.52	50,000.00	(255,732.52)	-511.47%
<b>Total Revenues</b>	305,732.52	50,000.00	(255,732.52)	-511.47%
<b>Expenditures</b>				
Supplies & Services	3,231,570.82	4,355,700.00	1,124,129.18	25.81%
Capital Outlay	6,745,923.97	9,170,903.00	2,424,979.03	26.44%
<b>Total Expenditures</b>	9,977,494.79	13,526,603.00	3,549,108.21	26.24%
<b>Excess (Deficit) Revenues of Expenditures</b>	(9,671,762.27)	(13,476,603.00)	(3,804,840.73)	-537.70%
<b>Other Financing Sources and (uses)</b>				
Transfer to Other Funds	6,200,000.00	6,200,000.00	-	0.00%
<b>Total Other Financing Sources and (uses)</b>	6,200,000.00	6,200,000.00	-	0.00%

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

**Capital Projects Fund - 510**  
**From 04/01/2019 Through 04/30/2019**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100 Office Supplies	463.99	-	(463.99)	
61110 Operating Supplies	102,357.76	25,000.00	(77,357.76)	-309.43%
61120 Software & User Licenses	87,061.14	132,000.00	44,938.86	34.04%
61130 Software Maintenance	102,810.29	-	(102,810.29)	
61200 Book Materials & Supplies	545.07	-	(545.07)	
61210 Small Equipment	1,668,782.54	1,519,250.00	(149,532.54)	-9.84%
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.	759,856.52	2,439,450.00	1,679,593.48	68.85%
61500 Rental Expenses	55,465.17	-	(55,465.17)	
61700 Utilities	13,440.09	-	(13,440.09)	
61900 Professional Services	343,874.32	140,000.00	(203,874.32)	-145.62%
62900 Printing & Reproduction	2,098.35	-	(2,098.35)	
65000 Miscellaneous Expenses	865.00	-	(865.00)	
65100 Bank Charges	18,084.46	-	(18,084.46)	
81400 Construction in Progress	5,505,609.20	5,998,000.00	492,390.80	8.21%
81500 Capital Improvements	208,315.48	383,000.00	174,684.52	45.61%
81600 Capital Equipment - Major	555,030.48	1,989,903.00	1,434,872.52	72.11%
81700 Library Books	476,968.81	800,000.00	323,031.19	40.38%
<b>Total</b>	<b>9,977,494.79</b>	<b>13,526,603.00</b>	<b>3,549,108.21</b>	<b>26.24%</b>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
1020 - Mesquite  
510 - Capital Projects Fund  
From 4/1/2019 Through 4/30/2019

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

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
1025 - East Las Vegas  
510 - Capital Projects Fund  
From 4/1/2019 Through 4/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
<b>Expenditures</b>				
Operating Supplies	18,543.95		(18,543.95)	
Small Equipment	704,762.15		(704,762.15)	
Bldg. Maint. & Repair	54,859.44		(54,859.44)	
Utilities	7,653.69		(7,653.69)	
Professional Services	201,364.91		(201,364.91)	
Miscellaneous Expenses	865.00		(865.00)	
Construction in Progress	5,505,609.20	5,998,000.00	492,390.80	8.21%
Capital Equipment - Major	48,196.60		(48,196.60)	
<b>Total Expenditures</b>	<u>6,555,295.03</u>	<u>5,998,000.00</u>	<u>(557,295.03)</u>	<u>-9.29%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(6,555,295.03)</u>	<u>(5,998,000.00)</u>	<u>557,295.03</u>	<u>-9.29%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
2050 - Furniture Replacement  
510 - Capital Projects Fund  
From 4/1/2019 Through 4/30/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Small Equipment	140,891.21	200,000.00	59,108.79	29.55%
Capital Equipment - Major	7,435.88		7,435.88	
<b>Total Expenditures</b>	<u>148,327.09</u>	<u>200,000.00</u>	<u>66,544.67</u>	<u>33.27%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(148,327.09)</u>	<u>(200,000.00)</u>	<u>(66,544.67)</u>	<u>33.27%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
2200 - Financial Services  
510 - Capital Projects Fund  
From 4/1/2019 Through 4/30/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Small Equipment	38,061.60	185,000.00	146,938.40	79.43%
Software Maintenance	28,523.60		(28,523.60)	
Professional Services	7,756.25		(7,756.25)	
Capital Equipment - Major	11,083.95	80,000.00	68,916.05	86.15%
<b>Total Expenditures</b>	<u>85,425.40</u>	<u>265,000.00</u>	<u>179,574.60</u>	<u>67.76%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(85,425.40)</u>	<u>(265,000.00)</u>	<u>(179,574.60)</u>	<u>67.76%</u>



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
3010 - LSP Replacement  
510 - Capital Projects Fund  
From 4/1/2019 Through 4/30/2019

	<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 4/1/2019 Through 4/30/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Revenues</b>				
Interest Earnings	102,567.16	50,000.00	(52,567.16)	-105.13%
Unrealized Gain/(Loss) - Investments	106,725.99		(106,725.99)	
<b>Total Revenues</b>	<u>209,293.15</u>	<u>50,000.00</u>	<u>(159,293.15)</u>	<u>-318.59%</u>
<b>Expenditures</b>				
Bank Charges	18,084.46	40,000.00	21,915.54	54.79%
<b>Total Expenditures</b>	<u>18,084.46</u>	<u>40,000.00</u>	<u>21,915.54</u>	<u>54.79%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>191,208.69</u>	<u>10,000.00</u>	<u>(181,208.69)</u>	<u>-1812.09%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
4010 - Tech Replacements Upgrades  
510 - Capital Projects Fund  
From 4/1/2019 Through 4/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
<b>Expenditures</b>				
Operating Supplies	7,559.68	15,000.00	7,440.32	49.60%
Software & User Licenses	87,061.14	132,000.00	44,938.86	34.04%
Software Maintenance	72,086.69		(72,086.69)	
Small Equipment	675,944.86	1,050,000.00	374,055.14	35.62%
Equipment Repair & Maint.	26,114.70		(26,114.70)	
Contracted Services	49,751.42	100,000.00	50,248.58	50.25%
Capital Improvements	189,668.48		(189,668.48)	
Capital Equipment - Major	293,685.69	1,709,903.00	1,416,217.31	82.82%
<b>Total Expenditures</b>	<u>1,401,872.66</u>	<u>3,006,903.00</u>	<u>1,605,030.34</u>	<u>53.38%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(1,401,872.66)</u>	<u>(3,006,903.00)</u>	<u>(1,605,030.34)</u>	<u>53.38%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5010 - Bldg Repair and Maintenance  
510 - Capital Projects Fund  
From 4/1/2019 Through 4/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
<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	704,997.08	2,439,450.00	1,734,452.92	71.10%
Rental	47,811.48		(47,811.48)	
Professional Services	134,749.66		(134,749.66)	
Printing & Reproduction	2,098.35		(2,098.35)	
Capital Equipment - Major	31,180.00		(31,180.00)	
<b>Total Expenditures</b>	<u>1,026,926.35</u>	<u>2,533,700.00</u>	<u>1,506,773.65</u>	<u>59.47%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(1,026,926.35)</u>	<u>(2,533,700.00)</u>	<u>(1,506,773.65)</u>	<u>59.47%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5020 - PVS Projects  
510 - Capital Projects Fund  
From 4/1/2019 Through 4/30/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Small Equipment	81,451.86		(81,451.86)	
Capital Improvements	18,647.00		(18,647.00)	
Capital Equipment - Major	116,789.00	383,000.00	266,211.00	69.51%
<b>Total Expenditures</b>	<u>216,887.86</u>	<u>383,000.00</u>	<u>166,112.14</u>	<u>43.37%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(216,887.86)</u>	<u>(383,000.00)</u>	<u>(166,112.14)</u>	<u>43.37%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
7010 - Library Materials  
510 - Capital Projects Fund  
From 4/1/2019 Through 4/30/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Book Materials & Supplies	545.07		(545.07)	
Library Books	476,968.81	800,000.00	323,031.19	40.38%
<b>Total Expenditures</b>	<u>477,513.88</u>	<u>800,000.00</u>	<u>322,486.12</u>	<u>40.31%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(477,513.88)</u>	<u>(800,000.00)</u>	<u>(322,486.12)</u>	<u>40.31%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
9010 - Vehicle Purchase and Replacement  
510 - Capital Projects Fund  
From 4/1/2019 Through 4/30/2019

	<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 04/01/2019 Through 04/30/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	39.87	-	(39.87)	
Miscellaneous	86,474.64	45,000.00	(41,474.64)	-92.17%
<b>Total Revenues</b>	86,514.51	45,000.00	(41,514.51)	-92.25%
<b>Expenditures</b>				
Supplies & Services	8,491.10	30,000.00	21,508.90	71.70%
Debt Service	7,628,250.00	7,628,250.00	-	0.00%
<b>Total Expenditures</b>	7,636,741.10	7,658,250.00	21,508.90	0.28%
<b>Excess (Deficit) Revenues of Expenditures</b>	(7,550,226.59)	(7,613,250.00)	(63,023.41)	-92.54%

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

**Debt Service Fund - 610**  
**From 04/01/2019 Through 04/30/2019**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
65100	Bank Charges	8,491.10	30,000.00	21,508.90	71.70%
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>7,636,741.10</b>	<b>7,658,250.00</b>	<b>21,508.90</b>	<b>0.28%</b>

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

**General Fund - 100**  
**From 5/8/2019 Through 5/28/2019**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
7714	5/13/2019	10179	Safe and Secure Alarms and Video	WC Alarm Monitoring	54.00
7715	5/13/2019	10184	City of Mesquite Athletics & Leisure Services Dept	Landscape Service-MQLC	800.00
7716	5/13/2019	10478	Renovation Plano Services	Stadard Tuning of piano - WM	135.00
7718	5/13/2019	10535	Johnson Controls Fire Protection LP	CC: Service Call - Replace smoke detector at top of stairwell in YPL	262.85
7719	5/13/2019	10576	Guitar Center Stores, Inc.	EV: Audio Equipment	6,642.95
7720	5/13/2019	10686	NLS Grounds Management LLC	OE PO for Landscape Services	35,320.00
7721	5/13/2019	1180	Baron Pest Solutions, Inc.	Pest Control-LA	37.00
7723	5/13/2019	1457	Demco, Inc.	10 pkgs pockets	489.52
7724	5/13/2019	1518	ECR	Cash register ribbons	84.51
7725	5/13/2019	1580	Ferguson Enterprises, LLC	Various	67.52
7726	5/13/2019	1627	Gale/Cengage Learning, Inc.	Various Reference & Large Print Books FY 2018-2019	4,167.24
7727	5/13/2019	1678	Scholastic Library Publishing	Materials & Electronic for FY 2018-2019	167.88
7728	5/13/2019	1742	Ideal Supply Company Inc.	Various	39.50
7729	5/13/2019	1897	Lakeshore Learning Materials	Food groups wood food - EV	2,508.57
7730	5/13/2019	2152	Nedco Supply	Various	59.00
7731	5/13/2019	2215	OCLC Inc. # 774425	Library Cataloging/ ILL Charges FY 2018-2019	4,743.77
7732	5/13/2019	2234	Overton Power District #5	Service 03/29/19-04/29/19 MV	2,209.75
7733	5/13/2019	2307	Progressive Elevator	Elevator PM Service-CC	15,697.00
7734	5/13/2019	2682	Valley Enterprises, Inc.	Janitorial Service	5,233.79
7735	5/13/2019	2702	Grainger, Inc.	Various	488.27
7736	5/13/2019	2798	Brodart Co.	Library Materials for ELV Opening Day Collection	83,990.00
7737	5/13/2019	2803	Boulevard Trophy	EV: Signage and Plates	778.85
7739	5/13/2019	2860	Las Vegas Review Journal	May purchasing ad - El Tiempo	43.75
7740	5/13/2019	2891	AFLAC	Premium April 2019	1,571.67
7741	5/13/2019	3048	Desert Boilers & Controls Inc.	CH: Service Call - Boiler making noise and tripping	2,387.20
7742	5/13/2019	3149	Midwest Tape	Library Materials	53,868.30
7743	5/13/2019	3307	Unique Management Services, Inc.	Placements - Apr 2019	8,140.50
7744	5/13/2019	3324	Rio Virgin Telephone Co.	Service May 2019	833.67
7745	5/13/2019	3500	Garda CL West, Inc	Armored Trans. Service - May 2019	2,844.70
7746	5/13/2019	3770	Cox Communications of Las Vegas	Service 04/17/19-05/16/19	12,614.92
7747	5/13/2019	3776	Got Bugs LLC	Pest Control-MOL/MOLC	130.00
7748	5/13/2019	4517	Fingerprint Pros, Inc.	Fingerprints - Apr 2019	808.00
7749	5/13/2019	4604	Brodart Library Supplies & Furnishings	Supplies for FY 2018-2019	819.52
7750	5/13/2019	4897	Public Employees Benefits Program State of NV	Ins. Premium - May 2019	7,594.68
7751	5/13/2019	5001	UniFirst Corporation	Uniforms FY19	131.97
7752	5/13/2019	5130	OverDrive Inc.	Standing Order Plan FY 2018-2019	139,716.63
7753	5/13/2019	5718	Tangerline Office Machines	Misc Printer Parts/Repairs	379.95
7755	5/13/2019	6704	Schneider Electric	HVAC Controls-FAC	2,725.58
7756	5/13/2019	7188	Innovative Interfaces, Inc.	Electronic Records for Downloadable Materials	2,796.00
7758	5/13/2019	7419	EDS Electronics Inc.	Fire Alarm Test/Inspect-SW	330.00
7759	5/13/2019	7671	Western Exterminator Company	Pest Control Urban	1,303.00
7761	5/13/2019	7943	Communication Electronic Systems Inc	Alarm Monitoring-CH & WM	170.00
7764	5/13/2019	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	308.75
7765	5/13/2019	8565	WT Cox Information Services	Materials for FY 2018-2019	898.12
7766	5/13/2019	8575	Intermountain Lock and Security Supply	Various	32.99
7767	5/13/2019	9101	O'Reilly Auto Parts	Various	45.13
7768	5/13/2019	9191	Canon Solutions America, Inc.	Maintenance Copier Base 04/15/19-05/14/19 - Exec	259.14
7769	5/13/2019	9287	Otis Elevator Company	Elevator PM Service-WM	3,005.20
7771	5/13/2019	9383	Office Plus	Invoice PI016907	4,684.56
7773	5/13/2019	9730	Commercial Lighting Specialties	Various	237.00
7774	5/13/2019	9869	Unique Integrated Communications	Call Center Operations	11,422.36
7775	5/13/2019	9907	PLIC-SBD Grand Island (Principal)	Premium May 2019	24,760.24
7776	5/20/2019	10489	Pac-Van, Inc.	EV: Storage for Attic Stock	551.40
7780	5/20/2019	10622	DistribuTech	INV 69607 - Highlights Distribution - May 2019	805.00
7781	5/20/2019	10686	NLS Grounds Management LLC	MV: Remove fallen tree in parking lot	250.00
7784	5/20/2019	1429	D.C. Thomas	BD Rent June 2019	1,468.00
7785	5/20/2019	1580	Ferguson Enterprises, LLC	Various	562.97
7786	5/20/2019	1640	Gerald M. Welt, Chartered	Legal Svcs - Apr 2019	6,093.73
7787	5/20/2019	1757	Ingram Library Services	Library Books & Materials for FY 2018-2019	3,431.78
7788	5/20/2019	1897	Lakeshore Learning Materials	color-changing light table - YS	3,231.16
7789	5/20/2019	1958	Lighting Specialties	SU: Lighting	57.60
7790	5/20/2019	2015	Machabee Office Environments	EV:	124.60
7791	5/20/2019	2098	Moapa Valley Water District	Service 04/10/19-05/07/19	144.80
7794	5/20/2019	2471	Silver State Glass & Mirror	SW: Replace window (Ref area) and window frame (stairwell landing)	3,450.00
7795	5/20/2019	2486	Sonitrol Of Southern NV	OE PO 61420	92.30
7796	5/20/2019	2702	Grainger, Inc.	Various	202.23
7797	5/20/2019	2733	Phoenix Fire Protection, LLC	WV: Sprinkler Repair	710.00
7799	5/20/2019	2819	CenturyLink Communications, LLC	Service May 2019	10,706.16
7800	5/20/2019	2887	West Payment Ctr	Library Plan Charges	676.57
7802	5/20/2019	3355	Teamsters Security Fund S. Nevada	Premium May 2019	328,558.40
7803	5/20/2019	3435	Ace Fire Systems, Inc.	WC: Fire System Repairs	347.75
7804	5/20/2019	4522	Quest Diagnostics	Pre-employment drug test - April 2019	1,489.58
7805	5/20/2019	4604	Brodart Library Supplies & Furnishings	Bone folder-8 in long - LA	112.60
7806	5/20/2019	4649	H & E Equipment Services Inc.	FAC: Annual PMs on Portable Units	766.88
7807	5/20/2019	5001	UniFirst Corporation	Uniforms FY19	123.07
7808	5/20/2019	5244	A&B Printing & Mailing	INV 125703 - Bookmarks iPad Lending	1,832.00
7809	5/20/2019	5718	Tangerine Office Machines	Misc. Printer Parts/Repairs	1,014.89
7810	5/20/2019	5976	SHRM Learning Systems	Dues & Subscriptions/R. Gonzalez	189.00
7812	5/20/2019	6664	Sky High Marketing, Inc.	youth services staff t-shirt order	1,146.75
7815	5/20/2019	7943	Communication Electronic Systems Inc	CH: Replace battery on burglar alarm panel	287.00
7816	5/20/2019	8010	Allied Universal Security Services	PVS Guard Services 04/19/19-05/02/19	2,087.58
7817	5/20/2019	8122	Staples Advantage Dept LA	Green works 38oz dish soap - FAC	8,540.49
7818	5/20/2019	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - March 2019	31,086.76
7819	5/20/2019	8205	Western States Door Controls, Inc	WC: Replace East exterior auto door's motor / gearbox	1,948.24
7820	5/20/2019	8557	Guaranteed Pest Solutions LLC	WV: Emergency Bed Bug Inspection	65.00
7821	5/20/2019	8565	WT Cox Information Services	Materials for FY 2018-2019	101.10

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

**General Fund - 100**  
**From 5/8/2019 Through 5/28/2019**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
7714	5/13/2019	10179	Safe and Secure Alarms and Video	WC Alarm Monitoring	54.00
7822	5/20/2019	8575	Intermountain Lock and Security Supply	Various	374.34
7823	5/20/2019	9191	Canon Solutions America, Inc.	Monthly Maint 03/14/19-04/13/19 - SM	5,254.20
7824	5/20/2019	9383	Office Plus	Toner, hp508a.lj.cn - MQ	5,350.40
7826	5/20/2019	9648	Bailey Kennedy, LLP	10912-015 Policies/Procedures	1,440.00
7829	5/28/2019	10232	Steven Allan Maul	Delivery of board packets 05/23/19	140.00
7830	5/28/2019	10442	LV.Net	Service 06/01/19-07/01/19	1,026.00
7831	5/28/2019	10478	Renovation Piano Services	Stadard Tuning of piano - CC	110.00
7833	5/28/2019	10576	Guitar Center Stores, Inc.	RODE SM6 SHKMNT W/POPSHIELD - EV	294.00
7836	5/28/2019	10686	NLS Grounds Management LLC	WH: Emergency Call - Remove fallen limb in parking lot	350.00
7837	5/28/2019	10786	Monsen Engineering, LLC	FAC: Large Format Printer	32,330.00
7838	5/28/2019	1457	Demco, Inc.	3M Self-Laminating Bag Tags w/ Loops 5/pkg	910.96
7840	5/28/2019	1627	Gale/Cengage Learning, Inc.	Various Reference & Large Print Books FY 2018-2019	2,544.74
7841	5/28/2019	1647	Global Equipment Company Inc.	Wall Storage Cabinet	117.49
7842	5/28/2019	1897	Lakeshore Learning Materials	Giant Tree House - RB	311.60
7844	5/28/2019	2733	Phoenix Fire Protection, LLC	Annual Backflow Inspections	1,955.00
7845	5/28/2019	2798	Brodart Co.	Library Books for FY 2018-2019	61,160.17
7847	5/28/2019	2809	LVVWD	Service Mar 19 & Apr 19	15,042.15
7848	5/28/2019	2819	CenturyLink Communications, LLC	Service May 2019	2,798.47
7849	5/28/2019	2853	Dick Blick	Blick Mesh Zipper Bags 51/2x71/2 - CC	205.01
7850	5/28/2019	2860	Las Vegas Review Journal	Budget Public Hearing Ad	147.50
7851	5/28/2019	2914	Iron Mountain	Service April 2019	308.86
7852	5/28/2019	3020	Discount School Supply	Colorations® Ceramic Flowerpots - SW	424.09
7853	5/28/2019	3149	Midwest Tape	Materials for FY 2018-2019 DVDs & CDs	40,647.96
7855	5/28/2019	4179	Safelite Fulfillment, Inc	#58: Repair chip in windshield	84.97
7857	5/28/2019	4604	Brodart Library Supplies & Furnishings	Supplies for FY 2018-2019	2,040.03
7858	5/28/2019	5001	UniFirst Corporation	Uniforms FY19	123.07
7859	5/28/2019	5130	OverDrive Inc.	Standing Order Plan FY 2018-2019	78,127.47
7863	5/28/2019	7943	Communication Electronic Systems Inc	CH: Service Call - Replace batteries in FACP	296.00
7864	5/28/2019	8010	Allied Universal Security Services	Security 04/19/19-05/02/19 - CH	175,469.57
7865	5/28/2019	8122	Staples Advantage Dept LA	5 3/8x4 1/8x3blustckhngbnbx - CC	2,835.86
7866	5/28/2019	8205	Western States Door Controls, Inc	OE PO	225.00
7867	5/28/2019	8501	The Original Roofing Company	Alliante Library	1,840.00
7868	5/28/2019	8607	Reel Rock, LLC	50% Deposit - Screening DL	500.00
7870	5/28/2019	9191	Canon Solutions America, Inc.	Copier moves from LV	452.14
7871	5/28/2019	9332	Felipe A. Ortiz	Rmb ALA Travel Expense	540.00
7872	5/28/2019	9383	Office Plus	Oem toner hp 648a yellow - CH	3,584.01
7874	5/28/2019	9588	Vocera Communications, Inc.	Batteries replacements for branches	1,996.25
7875	5/28/2019	9691	chuthis.	Deposit - Chuthis annual movement	500.00
7877	5/28/2019	9928	Stimulus Technologies	Service June 2019 MC	1,047.95
86136	5/9/2019	9966	The Sherwin-Williams Co.	Various	35.88
86137	5/9/2019	9937	AFLAC Premium Holding	Premium April 2019	2,825.36
86138	5/9/2019	9895	National Benefit Services, LLC	FSA Plan Fee - April 2019	385.00
86139	5/9/2019	9537	City of Las Vegas	Utilities - LV	12,167.98
86140	5/9/2019	9497	Samuel Kiyoshi Mihara	One hr Lecture 5/14/19	1,000.00
86141	5/9/2019	8905	Frank Andrew Taylor	4/1	250.00
86142	5/9/2019	8731	UNUM Life Insurance Co. of America	Premim May 2019	741.10
86143	5/9/2019	7740	Gaudin Ford	Various	121.63
86144	5/9/2019	6817	Reliance Connects	Service May 2019	622.60
86145	5/9/2019	6646	Aqua Serv Engineers, Inc.	HVAC Water Treatment-Various	2,983.30
86146	5/9/2019	6206	Vitral	INV 19028 - Translation - ELVL Program	296.00
86147	5/9/2019	5026	Nevada State Treasurer	Mandated Court Payment	6.00
86149	5/9/2019	4676	Color Reflections	INV 569198 - VGK Library Card Countertop Displays	290.00
86150	5/9/2019	3309	Batteries Plus	Various	144.90
86151	5/9/2019	2838	Verizon Wireless	Service 03/21/19-04/20/19	2,166.29
86153	5/9/2019	2567	Teamsters Local Union #14	Union Dues - May 2019	10,370.00
86154	5/9/2019	2494	Southwest Gas Corp.	Service 03/28/19-04/26/19 SW	2,892.77
86155	5/9/2019	2354	Recorded Books	Electronic Materials FY2018-2019	45.55
86157	5/9/2019	2159	AT&T SBC	Service 04/25/19-05/24/19	132.68
86159	5/9/2019	2117	Multi-Cultural Books & Videos, Inc.	Materials for FY 2018-2019	14,974.87
86160	5/9/2019	2097	Moapa Valley Telephone Co. Inc.	Service 04/26/19-05/25/19	1,273.50
86161	5/9/2019	2025	Manpower Inc. of Southern Nevada	Laborer/C.Dimas - 4/14/19	714.28
86165	5/9/2019	1991	Lowe's Improvement	March - April 2019 Various	1,201.65
86166	5/9/2019	1950	Liberty Lock and Security	Various	856.60
86167	5/9/2019	1577	FedEx	Express Services Apr 2019	499.73
86168	5/9/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,152.21
86169	5/9/2019	1201	Best Janitorial Services of Nevada	Open End PO Oct-June	123,172.10
86171	5/9/2019	11804	U.S. Dept. of Education AWG	Mandated Court Payment	80.27
86172	5/9/2019	10844	Erica Deutsch	3 Hrs Caricaturist 4/27/19	225.00
86173	5/9/2019	10833	Leona Angela Polsgrove	Library Fines Overpayment	85.94
86174	5/9/2019	10832	Jose Grageola	Library Fines Overpayment	25.99
86175	5/9/2019	10822	David Belenzon Management, Inc.	(1) 45min performance Ole' 4/28/19	2,500.00
86176	5/9/2019	10813	Li & Nduhuisi Music Ltd.	Deposit - (2) 60min Performances July 2019	1,000.00
86180	5/9/2019	10745	HESC	Mandated Court Payment	209.74
86181	5/9/2019	10641	Quench USA, Inc.	Monthly Service	885.50
86184	5/9/2019	10212	Virgin Valley Water District	Service 03/20/19-04/20/19	489.27
86185	5/9/2019	10161	MLAM	(3) 75min Concerts Danny Green Trio	4,875.00
86189	5/16/2019	10389	The Firm	Public Relations Services	9,684.75
86192	5/16/2019	10654	Educational Testing Service (ETS)	LVCCLD CALL Program PBT Mar 2019	150.00
86193	5/16/2019	10692	D. Perry Entertainment LLC	Honorarium for Don Ho Polynesian Revue	500.00
86194	5/16/2019	10812	Spencer Baker	Liberace Lives! piano duo concert @ WM	3,050.00
86195	5/16/2019	10816	Ericka Aviles Consulting LLC	INV 16002 - March/April Monthly Retainer	4,000.00
86197	5/16/2019	10855	Lesley Boeckman	WM venue information packet	3,000.00
86198	5/16/2019	10859	Vision Fitness & Health LLC	Refund overpmt PAC 4/12-4/13/19 CC	60.00
86199	5/16/2019	10860	Joel Geller	Overpayment on Illi	42.90
86200	5/16/2019	11550	Harmony Healthcare	Part-Time EAP	195.00

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

**General Fund - 100**  
**From 5/8/2019 Through 5/28/2019**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
7714	5/13/2019	10179	Safe and Secure Alarms and Video	WC Alarm Monitoring	54.00
86201	5/16/2019	1201	Best Janitorial Services of Nevada	Extra Janitorial Service: April 2019	94.64
86203	5/16/2019	1950	Liberty Lock and Security	Various	11.85
86204	5/16/2019	2053	Matthew Bender & Co., Inc.	NV law books	2,420.10
86205	5/16/2019	2175	NV Energy	Summary Billing Mar 19 & Apr 2019	58,604.34
86206	5/16/2019	2494	Southwest Gas Corp.	Service 04/05/19-05/06/19 LA	431.91
86208	5/16/2019	2772	Xerox Corporation	INV 096808299 - Service 3/25-4/30/19	357.74
86210	5/16/2019	2837	Republic Services 620	Recycling Svc 05/01-05/31 WM	4,692.42
86211	5/16/2019	3515	Burrelle's Luce	INV 19016315 - April Clippings	138.60
86213	5/16/2019	4117	Television Monitoring Services, Inc.	Invoice 29706 - Free Tutoring Clip	50.00
86214	5/16/2019	4432	Las Vegas Executives' Association	Membership - R. Heezen	100.00
86215	5/16/2019	4791	Fry's Electronics	PS VR, PS 4 Pro, Xbox x1, Astro , Robotic Ubtech	3,838.36
86217	5/16/2019	7465	Bell Trans	Transportation for Andre Mahmar/Matt Bellis	659.64
86218	5/16/2019	8192	AT&T	Service May 2019	55.62
86219	5/16/2019	8437	Super Cleaners	dry cleaning for PVS/SPS	270.00
86220	5/16/2019	9093	Isaac Brekken Photography LTD	INV 12680 - EV Photography Services	2,500.00
86221	5/16/2019	9180	MicroMain Corporation	Annual Host Agreement	14,922.00
86222	5/16/2019	9663	LV Institute of Advanced Mariachi Studies	Fiesta del Mariahci Concert 5/11/19	300.00
86224	5/16/2019	9895	National Benefit Services, LLC	NBS Debit Card Fee	288.00
86225	5/16/2019	9945	Texas Life Insurance Company	Premium April 2019	488.08
86226	5/16/2019	11812	Education Revolution, LLC	Socrates early partner 7/19/19-6/30/19	5,000.00
86227	5/21/2019	1462	Department of Employment Training & Rehabilitation	Unemployment Insurance	3,840.91
86228	5/23/2019	10109	Ann Elisabeth Lambert	One 1hr Drum Circle @ SM 5/19/19	350.00
86229	5/23/2019	10150	Sung S. Olsen	One 45min Korean fan dance	300.00
86230	5/23/2019	10151	The Not-Its, Inc.	Balance due - Musical Performance	3,750.00
86231	5/23/2019	10183	GSK Productions	Pacific island style concert - 05/18/19	900.00
86233	5/23/2019	10445	CenturyLink	Pay Phone May 2019	520.00
86235	5/23/2019	10646	Sofia Karolina Talvik	Three 75min concerts by Sofia Talvik	1,200.00
86236	5/23/2019	10654	Educational Testing Service (ETS)	CALL program-PBT April 2019	105.00
86237	5/23/2019	10745	HESC	Mandated Court Payment	209.74
86238	5/23/2019	10817	The Lamar Companies	EV Outdoor Advertising April 2019	5,000.00
86241	5/23/2019	11804	U.S. Dept. of Education AWG	Mandated Court Payment	80.27
86242	5/23/2019	11810	Signarama	Supplies: (4) Blank Sandwich Boards	475.12
86243	5/23/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,152.21
86244	5/23/2019	2002	Japanese American Citizens League	Two 60min Drum wksh May 18th & 19th	800.00
86245	5/23/2019	2159	AT&T SBC	Service 05/11/19-06/10/19	368.25
86246	5/23/2019	2494	Southwest Gas Corp.	Service 04/15/19-05/14/19 CC	185.75
86247	5/23/2019	4117	Television Monitoring Services, Inc.	INV 29741 - East Las Vegas Library Clips	300.00
86248	5/23/2019	5026	Nevada State Treasurer	Mandated Court Payment	6.00
86250	5/23/2019	9325	Squeaky Clean CC LLC	SU: Graffiti Removal	480.00
86251	5/23/2019	9567	Lynn McConnell	Deposit - Moscow Nights Jan 2020	1,000.00
86252	5/23/2019	6301	Cobalt Truck Equipment	#s 38 & 39: Liftgate repairs	3,611.98
86260	5/23/2019	7369	SYNCHRONY BANK/AMAZON	Wrights 881630 Cardboard Patte - EN	11,965.74
<b>Total 100 - General Fund</b>					<b>1,649,285.21</b>

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

**Grant Fund - 220**  
**From 5/8/2019 Through 5/28/2019**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
7817	5/20/2019	8122	Staples Advantage Dept LA	Green works 38oz dish soap - FAC	8,540.49
7828	5/28/2019	10157	Isel Venema-Park	CC AM INT 413 72 HR 4/10-5/21	1,944.00
7832	5/28/2019	10527	Kevin Douglas Ford	CC AM ADV 414 4/8-5/16 M-Th	1,944.00
7834	5/28/2019	10592	Michelle Francisco	Sub 409, 417, 408, 409, 423	364.00
7835	5/28/2019	10669	Garrett David Mills	421 ELL 4/9/19-5/17/19 WC	1,944.00
7854	5/28/2019	3677	Maria Cecilia P. Ordinario	WM 420 72 HR 4/9-5/2/19	1,944.00
7862	5/28/2019	7289	Allison Socha	SW AM 410 72 HR 4/10-5/21	1,944.00
86135	5/9/2019	9982	Rodric James Hersha	HSE Math 439 4/27/19 & 5/4/19	81.00
86178	5/9/2019	10768	Milan Institute	Helen Nida, NA tuition 4/15-5/23	2,700.00
86179	5/9/2019	10760	Rebecca C. Dusic	TISOH 336-2	2,268.00
86182	5/9/2019	10408	Lauren Kilpatrick	MILAN 437 45 h 4/15-4/30 no class 4/16	1,215.00
86234	5/23/2019	10590	Patti A. Kennedy	15 h Sub ESL ACDC 419, 5/8-5/15	405.00
86239	5/23/2019	10829	Ewa Honik	2.5 H Sub ESL SW PM 411 5/9/19	67.50
86240	5/23/2019	10852	Hannah Burke	6 H Sub instructor ELVL 400 5/13-5/14	162.00
86249	5/23/2019	7553	Jonathan Tharp	SV AM 422 4/8-5/16 M-Th	1,944.00
<b>Total 220 - Grant Fund</b>					<b>27,466.99</b>



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

**Gift Fund - 230**  
**From 5/8/2019 Through 5/28/2019**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
7717	5/13/2019	10523	Blake Hament	BBTTC instruction	800.00
7770	5/13/2019	9297	Emily Wilson	ELV photography	400.00
7778	5/20/2019	10536	Ivan Aguirre	EN DJ instruction	437.50
7869	5/28/2019	8671	Eurie Creative, Inc.	Lawyer Awards	350.00
86170	5/9/2019	11811	Daith Dubh	Presentation history of drums	100.00
86183	5/9/2019	10228	Verified Volunteers	Volunteer Fingerprinting - Mar 2019	179.00
86186	5/10/2019	10849	Villa's Snack and Coffee Bar	ELV opening cafe	9,010.93
86188	5/16/2019	10228	Verified Volunteers	Volunteer background checks	375.00
86191	5/16/2019	10539	Jonathan Watson	EN Tech Art Studio	400.00
86260	5/23/2019	7369	SYNCHRONY BANK/AMAZON	Wrights 881630 Cardboard Patte - EN	11,965.74
<b>Total 230 - Gift Fund</b>					<b>24,018.17</b>

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

**Capital Projects Fund - 510**  
**From 5/8/2019 Through 5/28/2019**

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
7713	5/13/2019	10148	CORE Construction Services of Nevada, Inc.	Interest Retainage for ELV 01/01/19-03/31/19	835,365.63
7719	5/13/2019	10576	Guitar Center Stores, Inc.	EV: Audio Equipment	6,642.95
7720	5/13/2019	10686	NLS Grounds Management LLC	OE PO for Landscape Services	35,320.00
7722	5/13/2019	1455	Dell Marketing L.P.	VLA VMW WORKSP 1 STD AIRWCH PERP 1	1,606.50
7733	5/13/2019	2307	Progressive Elevator	Elevator PM Service-CC	15,697.00
7735	5/13/2019	2702	Grainger, Inc.	Various	488.27
7736	5/13/2019	2798	Brodart Co.	Library Materials for ELV Opening Day Collection	83,990.00
7737	5/13/2019	2803	Boulevard Trophy	EV: Signage and Plates	778.85
7738	5/13/2019	2809	LVVWD	Service 03/21/19-04/17/19 EV	1,672.81
7742	5/13/2019	3149	Midwest Tape	Library Materials	53,868.30
7754	5/13/2019	6396	4Wall Entertainment, Inc.	CHAUVET OVATION E-910FC	34,097.22
7757	5/13/2019	7371	EnvisionWare, Inc.	Suite client package-tier	9,950.00
7760	5/13/2019	7687	United Lock and Security, Inc.	EV: install lock cylinders and cut keys	1,090.50
7762	5/13/2019	8501	The Original Roofing Company	SU: roof replacement	30,000.00
7763	5/13/2019	8502	Regina L. Schweska	ELV	2,925.00
7772	5/13/2019	9431	B&H Photo-Video	"APPLE IPAD AIR WIFI 10.5"" 64GB"	48.02
7777	5/20/2019	10533	L&S Energy Services, Inc.	ELV: Commissioning	9,750.00
7779	5/20/2019	10576	Guitar Center Stores, Inc.	EV: Audio Equipment	1,464.00
7782	5/20/2019	10688	DTank, Inc.	Bid No. 19-05 #15 - Custom Desk	18,032.04
7783	5/20/2019	11782	Adamik Electric LLC	CC: Generator Replacement	79,092.03
7798	5/20/2019	2798	Brodart Co.	Library Materials for ELV Opening Day Collection	386.98
7801	5/20/2019	3149	Midwest Tape	Library Materials	5,645.46
7811	5/20/2019	6396	4Wall Entertainment, Inc.	EV: Breakout power rental for Grand Opening	334.50
7813	5/20/2019	7188	Innovative Interfaces, Inc.	Additional Review Files for Sierra	24,351.00
7814	5/20/2019	7285	Henriksen Butler Nevada	EV: Restroom Tables	1,067.28
7822	5/20/2019	8575	Intermountain Lock and Security Supply	Various	374.34
7825	5/20/2019	9431	B&H Photo-Video	EV: Tech Art Lab Equipment	892.99
7827	5/20/2019	9875	Serenic Software, Inc.	Canon-IRIS integration April	637.50
7837	5/28/2019	10786	Monsen Engineering, LLC	FAC: Large Format Printer	32,330.00
7839	5/28/2019	1620	Full Compass Systems Ltd	NCAT5E-50M KlarkTeknik network cable 50 meter reel	437.48
7843	5/28/2019	2015	Machabee Office Environments	LV to CC Workstation Move	566.00
7846	5/28/2019	2799	CDW Government Inc.	Firewall replacement for MC	2,568.34
7856	5/28/2019	4511	Adobe Communications Electronics, Inc.	RB/Warehouse: New RS2 Controllers	5,120.00
7860	5/28/2019	7188	Innovative Interfaces, Inc.	Sierra Additional Review Files Maintenance	351.00
7861	5/28/2019	7285	Henriksen Butler Nevada	Bid No. IB-04 Herman Miller	3,760.92
7873	5/28/2019	9431	B&H Photo-Video	MQL: Replacement TV	1,076.03
7876	5/28/2019	9900	Carpenter Sellers Del Gatto Architects	Architectural Services - ELV	56,346.88
86148	5/9/2019	4678	Berger Transfer & Storage, Inc.	LV: Carts Rental for Move-Out	2,868.00
86152	5/9/2019	2772	Xerox Corporation	Versant 180 Press and Duplo	32,560.00
86156	5/9/2019	2175	NV Energy	Service 04/15/19-04/25/19 EV	1,470.61
86177	5/9/2019	10792	Park Pro Playgrounds	EV: Playground Activity Panels	5,319.00
86187	5/16/2019	10223	Boulevard Supply	EV: Stanchions and Sign Holders	690.00
86190	5/16/2019	10433	Aztech Inspections & Testing, LLC	East Las Vegas Inspections	2,442.00
86202	5/16/2019	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service Establishment - EV	1,727.19
86206	5/16/2019	2494	Southwest Gas Corp.	Service 04/05/19-05/06/19 LA	431.91
86207	5/16/2019	2726	Welles Pugsley Architects LLP	Monument Sign Design	411.00
86210	5/16/2019	2837	Republic Services 620	Recycling Svc 05/01-05/31 WM	4,692.42
86212	5/16/2019	4061	RSVP Party Rentals, Inc.	EV: Grand Opening	7,319.19
86216	5/16/2019	6147	DG Koch Associates, LLC	CC: Engineering for Generator Replacement	675.00
86223	5/16/2019	9758	ConvergeOne, Inc.	Switch Refresh Project	70,965.00
86232	5/23/2019	10433	Aztech Inspections & Testing, LLC	East Las Vegas Inspections	3,290.00
86260	5/23/2019	7369	SYNCHRONY BANK/AMAZON	Wrights 881630 Cardboard Patte - EN	11,965.74
<b>Total 510 - Capital Projects Fund</b>					<b>1,504,952.88</b>
<b>Total - All Funds</b>					<b>3,205,723.25</b>



## MEMORANDUM

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

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

**DATE:** May 30, 2019

**SUBJECT:** Agenda Item Follow-up from May 23 Board Meeting

At the May 23, 2019 Board of Trustees Meeting, the Financial Services Department presented an agenda item recommending award of Bid No. 19-13 for Library Materials and Supplies to Brodart Company.

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. Ten firms requested and obtained copies of the bid.

Bids were requested for a total of 59 items. Examples of library materials and supplies include book tape, book covers, and DVD and disc cases. It should be noted that library materials and supplies are not considered general office supplies. The District has joined onto Clark County's contract with Staples for purchasing general office supplies.

A pre-bid conference was held on March 14, 2019, with the bid opening on March 28, 2019. Bids were received from Brodart, Kapco, and Staples.

Brodart Company submitted pricing for 54 of the 59 items, with a total bid price of \$8,010.08. Staples submitted pricing for 15 of the 59 items, many of which did not match the exact specifications of items for which pricing was requested, with a total bid of \$2,936.00. Kapco submitted pricing for 9 of the 59 items, some of which did not match the exact specifications of items for which pricing was requested, with a total bid of \$1,792.90.

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 by Financial Services and Collection and Bibliographic Services staff.

At the Board of Trustees meeting on April 10, 2014, the Board authorized staff to award a contract to Brodart Company to provide library materials and supplies for the period June 1, 2014 through March 31, 2015, with four one-year options to renew. Previously, on March 12, 2009, the Board of Trustees awarded a one-year

contract to Brodart Company for the period April 1, 2009 through March 31, 2010, with four one-year options to renew. Brodart has proven to be a reliable source for the District's library materials and supplies needs.

## ITEM VII.A.3.b.



### MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director  
**FROM:** Stephen J. Rice, General Services Director  
**DATE:** May 30, 2019  
**SUBJECT:** General Services Report, June 2019

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

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

**Construction Status:** The contractor is nearing completion on punch list and change order items.

**Change Order Status:** The approved change order amount to date is \$251,929 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

**Change Order #7:**

Install additional handrails at exterior sidewalks - \$14,254

Change Order #8:

Install circuitry and infrastructure for electric vehicle charging station - \$10,280

Change Order #9:

Relocation and installation of additional floor boxes for power and data. - \$18,750

The approved Contingency Budget for potential change orders is \$835,520. The current balance is \$583,591.

## **LAS VEGAS LIBRARY**

The lease with the City of Las Vegas for Las Vegas Library has terminated. The lease space has been vacated and was officially turned over to the City on May 28th.

### **REPAIR/IMPROVEMENT PROJECTS**

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

Interior painting has been completed and exterior stucco repairs and painting are in progress. Due to weather delays, work is now scheduled to be completed by June 15<sup>th</sup>.

### **FACILITIES MAINTENANCE DEPARTMENT**

#### **Maintenance Work Order Activity – May 2019:**

Corrective work requests received and converted to work orders - 307  
Corrective work orders completed – 305

Preventive maintenance work orders generated – 291  
Preventive maintenance work orders completed – 229

#### **Minor Projects and Major Repairs Completed:**

Centennial Hills Library:	Repair fire sprinkler system backflow and retest - \$636
Sahara West Library:	Repair fire sprinkler system - \$620
	Upgrade door access control system - \$2,150
Summerlin Library:	Replace door hardware on mechanical room - \$555

### **COURIER DEPARTMENT**

#### **Library Materials Moved Between Branches – April 2019:**

	<u>April 2019</u>	<u>April 2018</u>	<u>March 2019</u>
Urban Branches	279,420	274,680	307,740
Outlying Branches	37,560	31,380	36,900
Contract/Other Libraries	51,600	50,460	50,040
To Storage for Future Sale	<u>50,760</u>	<u>33,520</u>	<u>37,640</u>
<b>Total</b>	<b>419,340</b>	<b>390,040</b>	<b>432,320</b>



## **PURCHASING AND ADMINISTRATION DEPARTMENT**

Coordinated upgrade of door access control systems at Clark County, Enterprise, Summerlin, and Whitney libraries.

Procurements in Progress:

- 1) RFP – Printing Services – Branding and Marketing

## **SAFETY AND SECURITY DEPARTMENT**

**Staff Safety Committee:** Completed safety inspection of Centennial Hills Library.

Nicole Baker, the District's Safety Manager, was recognized as a Graduate Safety Practitioner(GSP) by the Board of Certified Safety Professionals. This designation is awarded to individuals who meet academic criteria in the safety, health, and environmental discipline.

## **RISK MANAGEMENT**

**Insurance Policy Renewals:** The District's property and casualty insurance and public officials and employment practices liability insurance policies are scheduled for renewal on July 15, 2019. USI Insurance Services, the District's Broker of Record for property and casualty insurance, will present a proposed insurance package and recommendation for contract award to the Board of Trustees' Risk Management Committee on June 13<sup>th</sup>. The Risk Management Committee will bring forward a recommendation for contract award to the Board of Trustees at the June 13<sup>th</sup> meeting.



## ITEM VII.A.3.c.

### MEMORANDUM

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

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

**DATE:** May 29, 2019

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

This report covers activity from May 1 to May 29, 2019.

- Human Resources Director, **James Bean**, began the initial stages of building an internal and external customer service program for the Library District. The following is a tentative schedule of the planned rollout of this important initiative.
  - Q1 2019 – Customer service team established, made up of 12 staff members from various departments.
  - Q2/Q3 2019 – Customer service program is being built on the following 7 components:
    - VISION
    - ASSESSING CUSTOMER NEEDS
    - HIRING/RETENTION
    - GOAL SETTING
    - TRAINING
    - ACCOUNTABILITY
    - REWARD & RECOGNITION
  - Q4 2019 – Launch Customer Service program during Staff Day, October 14.
  - Q4 2019 – Train Library Operations and Community Engagement management staff
  - Q4 2019 – Revise Job Descriptions to include the new Customer Service Standards
  - Q1 2020 – Train Library Operations and Community Engagement customer contact staff
  - Q2 2020 – Train all other departments, and maintain current customer service training schedule for new hires
- Human Resources Director, **James Bean**, visited two branches in May, Moapa Valley, and Mesquite. 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, Sunrise Library, Enterprise Library and West Las Vegas Library in May. Trustee **Dr. Constance Brooks** attended Teen Talk at West Las Vegas May 22.
- Human Resources Director, **James Bean**, attended Hope and Success Club at Sahara West May 14.

- Human Resources Director, **James Bean**, attended the Southern Nevada Regional Housing Authority's Program Coordinating Committee meeting May 21.
- Human Resources Director, **James Bean**, attended the UNLV career fair hosted by the Social Sciences department May 1.
- Human Resources Director, **James Bean**, and HR manager, **London Porter**, attended the Teen Career Fair hosted by West Las Vegas Library May 8.

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

Received 1540 applications on the Kronos On-line Application System

Processed 13 job vacancies

Answered 230 calls on the incoming telephone lines

Sent out 1407 recruitment result notification

Conducted 14 interview selection procedures

	NEW HIRES	RE-HIRES	RESIGNATIONS/TERMINATIONS		
			Professional	Paraprofessional	Page
<b>May 2019</b>	2	3	3	4	2
<b>2019 YEAR TO DATE</b>	42	6	6	16	20

Position	Location	Open Date	Close Date	Received
F/T Adult Services Librarian	Sahara West	3/28/2019	4/24/2019	38
F/T Microcomputer Technician	IT	4/1/2019	5/1/2019	69
P/T Computer Lab Assistant	East Las Vegas	4/8/2019	4/22/2019	92
F/T Circulation Assistant	Rainbow	4/9/2019	4/23/2019	189
P/T Page	Whitney	4/9/2019	4/23/2019	54
P/T Adult Services Assistant	Sunrise	4/10/2019	4/24/2019	69
P/T Circulation Assistant	Rainbow	4/10/2019	4/24/2019	165
F/T Branch Manager	Summerlin	4/10/2019	5/17/2019	31
P/T Page	Windmill	4/16/2019	4/30/2019	120
P/T Page	W. Las Vegas	5/2/2019	5/16/2019	117
P/T Page	Rainbow	5/2/2019	5/16/2019	117
F/T YPL Children's Serv. Asst.	E. Las Vegas	5/2/2019	5/16/2019	113
P/T Circulation Assistant	Spring Valley	5/8/2019	5/22/2019	233
P/T YPL Children's Serv. Asst.	Centennial Hills	5/12/2019	5/25/2019	57*
P/T Page	Windmill	5/16/2019	5/29/2019	59*
F/T Microcmprtr. & Netwk. Ana.	IT	5/21/2019	6/30/2019	2*
P/T Page	Centennial Hills	5/22/2019	6/5/2019	12*
P/T Page	W. Las Vegas	5/22/2019	6/5/2019	3*

\* 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:

Branding & Mktg.	F/T Graphic Designer
Prog. & Venues	F/T Programing Specialist
Centennial Hills	P/T Distribution Center Page
Rainbow	P/T Adult Services Assistant
Sahara West	F/T Adult Services Librarian
Clark County	P/T Page
IT	F/T Microcomputer Technician
Summerlin	P/T Circulation Assistant
Clark County	P/T Circulation Assistant
E Las Vegas	P/T Computer Lab Assistant
Rainbow	F/T Circulation Assistant
Whitney	P/T Page
Sunrise	P/T Adult Services Assistant
Rainbow	P/T Circulation Assistant

### **Employee Orientation**

During this reporting period, two employee orientation were conducted on 4/23/2019-4/24/2019 and 5/7/2019-5/8/2019. The District had 13 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 May 28, 2019, according to the U.S. Census Bureau, Equal Employment Opportunity (EEO) Tabulation 2010-2018 (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>MAY</b> 2019*	<b>LV-CCLD</b> <b>MAY</b> 2018
<b>White</b>	TBD 70.30%	380 51.56%	395 53.52%
<b>Black or African American</b>	TBD 12.50%	78 10.58%	76 10.30%
<b>Asian</b>	TBD 10.50%	86 11.67%	79 10.70%
<b>Native Hawaiian &amp; Other Pacific Islander</b>	TBD 0.90%	11 1.49%	9 1.22%
<b>American Indian &amp; Alaska Native</b>	TBD 1.2%	4 0.54%	4 0.54%
<b>Two or More Races</b>	TBD 4.70%	29 3.93%	29 3.93%
<b>Hispanic or Latino</b>	TBD 31.30%	149 20.22%	146 19.78%
<b>Total Population</b>	<b>2,231,647</b>	<b>737</b>	<b>738</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- .68 %
- Involuntary- 0 %
- Retirement- .41 %

### **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:

<b>Name</b>	<b>Branch/Location</b>	<b>Course/Training Name</b>	<b>Date(s)</b>
Alexander Acosta de Leon	East Las Vegas Library	New Hire Orientation	May 2019
Ryan Edwards	East Las Vegas Library		
Christina Guzman	Clark County Library		
Misty Hayes	Mount Charleston Library		
Angela Monaco	East Las Vegas Library		
Alicia Paine	East Las Vegas Library		
Yvonne Wilk	Rainbow Library		
Caroline Adams	Sandy Valley Library	collectionHQ Advanced	May 2019
Marisa Eytalis	Summerlin Library		
Theron Nissen	Windmill Library		
Carol Parrott	Sandy Valley Library		

<b>Name</b>	<b>Branch/Location</b>	<b>Course/Training Name</b>	<b>Date(s)</b>
Lianelys Alvarez-Lopez	Centennial Hills Library	Five Choices Workshop	May 2019
Sufa Anderson	Access Services		
Sharie Heier	Distribution Center		
Chris Kovach	Centennial Hills Library		
Ann LaGumina	Centennial Hills Library		
Ginger Lanier	Centennial Hills Library		
Sufa Anderson	Access Services	Innovative Users Group Conference 2019	May 2019
Raychel Lendis	Distribution Center		
Glenda Billingsley	Outreach Services	Mind in the Making – Train the Trainer Institute	May 2019
Kelly May			
Tanya Brown-Wirth	Laughlin Library	7 Habits Foundations	May 2019
Jenny Gomez	Summerlin Library		
Ashley Gordon	Spring Valley Library		
Hannah Im	Sahara West Library		
Noel Jones	Sunrise Library		
Anjelica Moore	Enterprise Library		
Rachel Romero	Clark County Library		

Name	Branch/Location	Course/Training Name	Date(s)
Gabe Castillo	Clark County Library	Recruiting, Interviewing and Selecting Employees	May 2019
Erica Henriquez	East Las Vegas Library		
Eric Marchalonis	Centennial Hills Library		
Michael Marsteller	Clark County Library		
Antony Smith	Rainbow Library		
Gene Smith	Sahara West Library		
Alysia Verhagen	Clark County Library		
Daniel Wiig	Collections and Bibliographic Services		
Elizabeth Rickling	Whitney Library	Booklist Parts 1 & 2: Middle Grade Mania	May 2019
Stacie Schwartz	InterLibrary Loan Services	An Alternative to Contu	May 2019
Faina Tselnik	Centennial Hills Library	Invest Your Time, Attention, and Energy on Your Highest Priorities: The 5 Choices to Extraordinary Productivity  E-Media Training	May 2019
Valerie Warren	Sahara West Library	MakerBot Certification Program	May 2019

- 5 employees and one guest attended "Toastmasters"
- 15 employees attended "Personality Type - Understanding Yourself and Others"
- 17 employees attended "Recognizing & Reporting Child Maltreatment"
- 321 employees attended "Gender Justice"

The District allocated \$99.00 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", "Personality Type - Understanding Yourself and Others", "Recognizing & Reporting Child Maltreatment", and "Gender Justice".



RACE CATEGORIES	Female	Male
White	21	5
Black or African American	1	2
Asian	1	2
Native Hawaiian & Other Pacific Islander	0	0
American Indian & Alaska Native	0	0
Two or More Races	2	0
Hispanic or Latino	7	1
Subtotal	32	10
Grand Total	42	

**Personnel Transactions:**

**New Hires/Rehires Demographics**

American Indian/Alaska Native	0
Asian	0
Black/African American	0
Hispanic	2
Native Hawaiian/Pacific Islander	0
Two or More Races	0
White	3
Total	<u>5</u>

**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	0
White	4
Total	<u>9</u>

<b>New Hires:</b>	<b>2</b>	
<b>Rehires:</b>	<b>3</b>	
<b>Promotions, Demotions, Transfers, Reclassifications, Hours Increased:</b>	<b>1/0/2 0/1</b>	
<b>Leave without Pay:</b>	<b>2</b>	
<b>Merit Increases:</b>	<b>28</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>3/7</b>	
<b>Resignations:</b>	<b>5</b>	
<b>Terminations:</b>	<b>1</b>	
<b>Retirements:</b>	<b>3</b>	



## AGENDA ITEM

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### JUNE 13, 2019 MEETING OF THE BOARD OF TRUSTEES

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

Discussion and possible Board action regarding the election of Board officers for Fiscal Year 2019-2020 and accompanying Resolution 2019-01.

#### **Background:**

The Nominating Committee will provide a report presenting a proposed slate of officers to serve in Fiscal Year 2019-2020.

As outlined in the Bylaws, Trustees may make additional nominations from the floor. Such nominations may be made by individual Board members in their own name or by nominating another Board member; however, a Board member may be nominated to run for only one office at a time. The Chair cannot be elected to office for more than two consecutive terms.

Elections for the officers of the Board shall be held immediately subsequent to the close of nominations at the June meeting. Elections shall be in the following order:

Chair, Vice Chair, Secretary, Treasurer

#### **Recommended Action:**

1. Motions calling for additional nominations for Chair, Vice Chair, Secretary, and Treasurer from the floor. Calls for officers must be made separately.

Motion to close the nominations.

In the event there are additional nominations from the floor, separate motions to elect officers are required for each affected office. If no additional nominations are made from the floor, the slate of officers proposed by the Nominating Committee may be considered in one motion.

2. Motion to pass Resolution 2019-01 authorizing Fred James, CFO, and newly elected Treasurer \_\_\_\_\_ to execute checks on behalf of the Library District. In the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, the Secretary of the Library Board of Trustees \_\_\_\_\_ is authorized to execute checks on behalf of the Library District until June 30, 2020 or until a new Treasurer is elected.

## **Resolution 2019-01 Authorizing Checking Account Signature**

WHEREAS, the Las Vegas-Clark County Library District (LVCCLD) adopted a Resolution on the 14<sup>th</sup> of June, 2018 providing that Deputy Director, Chief Financial Officer Frederick J. James, Jr. and LVCCLD Board of Trustees Treasurer Robin Wadley-Munier were designated with the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District; and

WHEREAS, Robin Wadley-Munier, Treasurer of the LVCCLD Board of Trustees will complete her year term on June 30, 2019; and

NOW, BE IT RESOLVED that the following individuals shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District as of July 1, 2019:

Frederick J. James, Jr., Deputy Director, Chief Financial Officer and \_\_\_\_\_, Treasurer of the LVCCLD Board of Trustees

AND, THEREFORE RESOLVED that Frederick J. James, Jr., Deputy Director, Chief Financial Officer, as the acting representative of the LVCCLD and \_\_\_\_\_, Treasurer of the LVCCLD Board of Trustees shall be authorized to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2020.

AND, THEREFORE RESOLVED that, in the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, Secretary \_\_\_\_\_ of the LVCCLD Board of Trustees shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2020, or until a new Treasurer is elected.

AND, THEREFORE RESOLVED that, in the absence of the Chief Financial Officer of the Library District for any reason, the Assistant Finance Director of the LVCCLD, Floresto Cabias, shall sign all checks issued by the Library District.

This Resolution shall be spread at large, upon or attached in full to the minutes of the Las Vegas-Clark County Library District Board of Trustees.

PASSED, ADOPTED and APPROVED, this 13<sup>th</sup> of June 2019, LVCCLD Trustees.

\_\_\_\_\_  
Sheila Moulton, Chair

\_\_\_\_\_  
Attest: Member, Board of Trustees



## ITEM IX.B.

### AGENDA ITEM

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#### JUNE 13, 2019 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item #IX.B.:**

Discussion and possible Board action regarding contract award for property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2019.

##### **Background:**

The District's property and casualty insurance and public officials and employment practices liability insurance policies renew on July 15<sup>th</sup>. USI Insurance Services, Broker of Record, conducted a thorough review of the District's current policies and coverages and prepared a proposed insurance package and recommendation for contract award. The Board of Trustees' Risk Management Committee is scheduled to meet with the Broker of Record prior to the Board meeting for presentation of the Broker's proposal and to discuss staff's review and recommendation for contract award. The Risk Management Committee will bring forward a recommendation for contract award to the Board of Trustees at the June 13<sup>th</sup> meeting.

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

Motion to authorize staff to award a contract for property and casualty insurance and public officials and employment practices liability insurance through USI Insurance Services to \_\_\_\_\_ \* at an annual premium, not to exceed \$\_\_\_\_\_, for the policy year commencing on July 15, 2019, subject to final review by Counsel.

\* Insurance companies and amount to be recommended by Risk Management Committee.



# Las Vegas-Clark County Library District

## *Proposal of Insurance*

***Line(s) of Coverage:*** *Package, Auto, Umbrella, Management Liability, Cyber Liability, Environmental Liability, Crime Coverage, Kidnap & Ransom and Active Assailants Coverage*

***Policy Term:*** *July 15, 2019 to July 15, 2020*

Presented by:

Brandon Lewis, CPCU, ARM  
Vice President

Tyson Johnson  
Vice President

Jennifer Fryer, CIC  
Account Executive – Service Team Lead

USI Insurance Services LLC  
5355 Kietzke Lane, Suite 101  
Reno, NV 89511  
Direct: (775) 335-2120  
Fax: (610) 537-2335

USI Insurance Services LLC  
8311 West Sunset Road, Suite 120  
Las Vegas, NV 89113  
Direct (775-680-1566  
Fax: 610-537-2247

[www.usi.com](http://www.usi.com)

Revised: June 4, 2019

Products and services are offered through USI Insurance Services LLC.

This is a coverage summary, not a legal contract. This summary is provided to assist in your understanding of your insurance program. Please refer to the actual policies for specific terms, conditions, limitations and exclusions that will govern in the event of a loss. Specimen copies of all policies are available for review prior to the binding of coverage. Higher limits and additional coverage may be available. Please contact us if you are interested in additional quotes

THE USI  ONE ADVANTAGE<sup>®</sup>

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This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract.

Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

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## Service Team

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### **Sales Executives**

*Provides management of your overall account and brings all of our resources together for your benefit.*

### **Brandon Lewis, CPCU, ARM**

Direct: (775) 335-2113  
Mobile: (775) 453-4297  
[brandon.lewis@usi.com](mailto:brandon.lewis@usi.com)

### **Tyson Johnson**

Direct: (702) 680-1566  
Mobile: (702) 979-0930  
[tyson.johnson@usi.com](mailto:tyson.johnson@usi.com)

### **Account Executive**

*Responsible for completing all technical transactions regarding the delivery and maintenance of insurance and underwriting services.*

### **Jennifer Fryer, CIC**

Direct: (775) 335-2107  
[jennifer.fryer@usi.com](mailto:jennifer.fryer@usi.com)

### **Account Representative**

*Primary contact for day-to-day service. Handles questions you may have, monitors your account, processes endorsement requests and invoices.*

### **Tracey Espinosa, CIC, CISR**

Direct: (775) 335-2106  
[tracey.espinosa@usi.com](mailto:tracey.espinosa@usi.com)

### **Risk Control**

*Conducts site inspections, provides loss control insights, and acts as your advocate in relation to carrier loss control representatives.*

### **Chris Gorham, CFPS CEAS**

Direct line: (916) 883-0570  
Cell 916-761-1564  
[chris.gorham@usi.com](mailto:chris.gorham@usi.com)

### **Certificates of insurance**

*Please contact your account team for any certificate needs.*

### **Office Telephone Numbers**

Main office: (775) 335-2120  
Fax: (610) 537-2335

### **Office hours**

8 a.m. to 5 p.m. Pacific Time Zone M-F



## Marketing Summary

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Insurer	Line(s) of Coverage	Response	Notes
Travelers Insurance Companies	Property General Liability Management Liability Umbrella Crime & Cyber Liability	Quoted	See Premium Summary
Great American	Kidnap & Ransom	Quoted	See Premium Summary
Chubb Insurance Co.	Kidnap & Ransom	Provided indication	Pricing \$3,000 + Cannot compete with incumbent – closed file
Indian Harbor	Active Assailants Coverage	Quoted	See Premium Summary
Allied World	Environmental Tank Coverage	Quoted	See Premium Summary
Philadelphia / Tokyo Marine Specialty	Environmental Tank Coverage	Quoted	See Premium Summary

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## Premium Summary (Incumbent Carriers)

Coverage	Expiring Premiums 2018-2019	Renewal Premiums 2019 – 2020
<b>Insurance Carrier</b>	<b>Travelers</b>	<b>Travelers</b>
Property	\$144,151.00	\$155,481.00
Inland Marine	\$382.00	\$435.00
Commercial General liability	\$20,909.00	\$32,983.00
Commercial Automobile	\$44,217.00	\$46,994.00
Executive Liability (Public Officials & Employment Practices Liability)	\$32,824.00	\$22,849.00
Commercial Umbrella/Excess Liability	\$30,347.00	\$30,058.00
<b>Subtotal</b>	<b>\$272,830.00</b>	<b>\$288,800</b>
Crime	\$6,478.00	\$6,788.00
Cyber Liability	\$4,295.00	\$4,604.00
<b>Subtotal</b>	<b>\$10,773.00</b>	<b>\$11,392.00</b>
<b>Insurance Carrier:</b>	<b>Allied World</b>	<b>Allied World</b>
Tank Environmental Liability (Windmill Library Location)	\$2,163.00	\$2,272.00
NV Surplus Lines Tax	\$75.70	\$79.52
<u>NV Surplus Lines Filing Fee</u>	<u>\$8.65</u>	<u>\$9.09</u>
<b>Total Cost</b>	<b>\$2,247.35</b>	<b>\$2,360.61</b>
<b>Insurance Carrier</b>	<b>Great American</b>	<b>Great American</b>
Kidnap & Ransom <i>Includes Threat Response Coverage</i>	\$1,709.00	\$1,709.00
<b>Insurance Carrier</b>	<b>Indian Harbor</b>	<b>Indian Harbor</b>
Active Shooter/Assailant Coverage	\$5,00.00	\$5,252.00
Policy Fee	\$250.00	\$250.00
NV Surplus Lines Tax	\$183.75	\$192.57
<u>NV Surplus Lines Filing Fee</u>	<u>\$21.00</u>	<u>\$22.00</u>
<b>Total Cost</b>	<b>\$5,454.75</b>	<b>\$5,716.58</b>
<b>Insurance Carrier</b>	<b>Atlantic Specialty</b>	<b>Atlantic Specialty</b>
Tenant User Liability & Third-Party Property Damage (facility users pay premiums)	\$0 deposit	\$0 deposit
<b>Total Annual Cost</b>	<b>\$293,014.10</b>	<b>\$309,978.19</b>
<i>Variance</i>		<i>5.79%</i>

**Terrorism premiums included above except for Active Assailant Coverage – see bind subjectivities**

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Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

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## Premium Summary (Alternate Quote Options)

### Kidnap & Ransom Coverage (including Threat Response Coverage):

Coverage	Option #1 Great American	Option #2 Great American	Option #3 Great American
Limit of Liability	\$1,000,000	\$2,000,000	\$3,000,000
Deductible	\$0	\$0	\$0
<b>Annual Premium</b>	<b>\$1,709</b>	<b>\$2,461</b>	<b>\$3,024</b>
<b>3 Year Pre-paid Premium</b>	<b>\$4,444</b>	<b>\$6,399</b>	<b>\$7,862</b>

### Tank Environmental Coverage (Windmill Library):

Coverage	Expiring Premiums 2018-2019	Incumbent Renewal 2019-2020	Alternate Carrier 2019-2020
<b>Insurance Carrier:</b>	<b>Allied World</b>	<b>Allied World</b>	<b>Tokyo Marine</b>
Aggregate Liability Limit	\$2,000,000	\$2,000,000	\$2,000,000
Each Incident Limit	\$1,000,000	\$1,000,000	\$1,000,000
Claim/Defense Expense	\$1,000,000	\$1,000,000	\$1,000,000
Loading & Unloading	Included	Included	Included
<i>Deductible</i>	<i>\$10,000</i>	<i>\$10,000</i>	<i>\$10,000</i>
Annual Premium	\$2,163	\$2,272	\$648.00
Policy Fee	N/A	N/A	\$150.00
NV Surplus Lines Tax	\$75.70	\$79.52	\$27.93
NV Surplus Lines Fee	\$8.65	\$9.09	\$3.19
<b>Total Annual Cost</b>	<b>\$2,247.35</b>	<b>\$2,360.61</b>	<b>\$829.12</b>

Please see below for additional deductible and premium options from Tokyo Marine (Page 33).

## Premium Overview - Agency Bill Payment Options

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We sincerely appreciate the opportunity to service your insurance needs. We believe good credit relationships are established by making our clients aware in advance of the terms of our payment procedures.

Please note that USI Insurance Services LLC and its subsidiaries and affiliates do not provide customer financing.

In some instances, you will receive invoices covering additions or changes to your coverage, endorsements. These invoices are payable upon receipt. You will receive a monthly statement of your account as a reminder as we realize that it is occasionally possible to miss a payment through oversight. Accounts with payments past due are subject to cancellation for non-payment. This is a serious situation as your insurer may refuse to reinstate coverage even if payment is made later. Accounts are subject, but not limited to, reasonable attorney fees, interest, collection fees and/or court costs incurred in connection with collection of past due balances.

**PAYMENTS:** Please remember to return the remittance copy of the invoice with your payment in the provided envelope. Otherwise, all payments will be applied to your oldest balance or left as unapplied if we cannot identify the applicable invoice being paid.

**CREDITS:** Credit invoices may be applied against other invoices due us. Please indicate in your remittance or contact us as to where to apply credit invoices on your account.

These payment procedures will apply for any and all policy renewals or future business written.

If you have any questions concerning our payment procedures or any other matters pertaining to account payments, please contact your insurance representative.

## Direct Bill and Premium Finance Notification

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If coverage is issued on a direct bill basis, i.e. billed to you directly by your insurance company, or if you select to have your premium financed through a premium finance company, please note the following information.

If your premium payment does not reach the carrier by the due date, they may send out a notice of late payment, or intent to cancel. Copies of these notices may not be received by USI Insurance until after the policy has been cancelled. In the event that you receive such a notice, please contact our office immediately.

## Payment Information

---

**Payment address:** USI Insurance Services, LLC  
P.O. Box 66119  
Virginia Beach, VA 23466

**Mailing and parcel delivery:** USI Insurance Services, LLC  
5355 Kietzke Lane, Suite 101  
Reno, NV 89511

**Wiring Instructions:** If you wish to wire your payment, please contact your service team member for wiring instructions.

**Premium due:** Policy Effective Date or Invoicing Date – whichever is later.  
Prompt payment is required. If you would like more information on payment options, please contact your sales executive.

## Subjectivities

The proposed coverage is subject to the following:

### Travelers – Package – Property – Liability, Auto & Umbrella:

- This quotation is based on our understanding that all insured drivers have satisfactory driving records. As part of our underwriting review, we are obtaining Motor Vehicle Reports on all named drivers.

### Travelers – Cyber Liability / Crime:

- The underwriter declined to quote Media & Communications Liability Coverage due to the “No” response under the following application questions:

18. Do you have a written clearance procedure for content disseminated via your website?.....☐ Yes ☒ No  
*If yes, do the procedures include the following:*
- a. Review of content by qualified attorney?.....☐ Yes ☐ No  
b. Screening for disparagement issues, copywriting/trademark infringement, and invasion of privacy?.....☐ Yes ☐ No  
c. Obtaining agreements with outside parties that grant you ownership of the intellectual property rights and business methods incorporated into any work for hire performed by or on behalf of you?.....☐ Yes ☐ No  
d. Requiring employees and independent contractors to sign a statement that they will not use previous employers' or clients' trade secrets or other intellectual property?.....☐ Yes ☐ No  
e. Obtaining written permission of any website you link to or frames?.....☐ Yes ☐ No
19. Do you have a procedure for responding to allegation that content created, displayed, or published by you is libelous, infringing, or in violation of a third party's privacy rights?.....☐ Yes ☒ No
20. Do you have a formal procedure for editing or removing controversial, offensive or infringing material from material distributed, broadcast or published by or on behalf of you?.....☐ Yes ☒ No

- *The underwriter can reconsider offering this type of coverage if controls are put in place that would allow the above questions to be answered in the affirmative.*
- *Travelers also requested confirmation in the last 3 years whether the District has received notification that any material, content, products or services infringe on the intellectual property rights of another party.*

## Subjectivities (continued)

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The proposed coverage is subject to the following:

### **Great American – Kidnap & Ransom**

- Confirmation of no undeclared threats or incidents that could give rise to claim under this program?

### **Indian Harbor – Active Assailant Coverage**

#### **Subject to:**

- Transmission & Distribution lines are excluded
- This is a Non-Admitted Company.
- Policy fees are fully earned at inception
- No flat cancellation.
- 100% minimum earned premium.
- Defense costs are inside the limit of liability.
- OFAC Endorsement

### **Disclosure of Premium for Certified Act(s) of Terrorism Coverage**

The premium charged for Certified Act(s) of Terrorism is **\$4,989** and does not include any charges for the portion of loss covered by the U.S. Federal Government as set forth in the federal Terrorism Risk Insurance Program (hereinafter the “Program”) established by TRIA.

*Coverage is excluded unless you include and pay the additional premium above.*

### **Tank Environmental –**

#### **Allied World – Bind Condition (Incumbent Carrier)**

- Completed and Signed TRIA Disclosure Statement if TRIA is rejected

#### **Philadelphia / Tokyo Marine Specialty - Binding Conditions:**

The following information must be received by the underwriter prior to binding:

1. Completed and signed Storage Tank Environmental Program application
2. Evidence of expiring policy – provided

## Named Insureds

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**Note:** Any entity not named as an insured may not be covered under this policy. This includes partnerships, joint ventures and newly formed entities of any type.

### Named Insureds

- **Las Vegas-Clark County Library District (First Named Insured)**

### Additional Named Insureds (Travelers)

- Mesquite QALICB, Inc. (location 160 W. First Street North, Mesquite, NV 89027)
- COCRF Investor 99, LLC (location 2851 E. Bonanza Road, Las Vegas, NV 89101)

**Only the Named Insureds shown above are included in this proposal. If any Named Insureds are not shown above and should be included for coverage, please notify us immediately.**



## Location Schedule

Loc #	Description	Address	City	State	Zip Code
1	Bunkerville Library	150 West Virgin St	Bunkerville	NV	89007
2	Blue Diamond Library	16A Cottonwood Dr	Blue Diamond	NV	89004
3	Centennial Hill Library	6711 N Buffalo Dr	Las Vegas	NV	89131-4083
4	Clark County Library	1401 E Flamingo	Las Vegas	NV	89119-5256
5	Enterprise Library	25 E Shelbourne Ave	Las Vegas	NV	89123-2139
6	Facilities Library	3148 N Buffalo Dr	Las Vegas	NV	89128-7821
7	Goodsprings Library	365 San Pedro St	Goodsprings	NV	89019-9800
8	Indian Springs Library	715 Gretta Ln	Indian Springs	NV	89018
10	Laughlin Library	2840 Needles Hwy	Laughlin	NV	89029-1230
11	Meadows Library	251 W Boston Ave	Las Vegas	NV	89102-4713
12	Mesquite Learning Center	121 W First North St	Mesquite	NV	89027-4759
13	Moapa Town Library	1340 E Hwy 168	Moapa	NV	89025
14	Moapa Valley Library	350 N Moapa Valley	Overton	NV	89040
15	Mt Charleston Library	75 Ski Chalet	Mt. Charleston	NV	89124-9253
16	Rainbow Library	3150 N Buffalo Dr	Las Vegas	NV	89128-7821
17	Sahara West Library	9600 W Sahara Ave	Las Vegas	NV	89117-5959
18	Sandy Valley Library	650 W Quartz Ave	Sandy Valley	NV	89019
19	Searchlight Library	200 Michael Wendell Way	Searchlight	NV	89046
20	Spring Valley Library	4280 S Jones Blvd	Las Vegas	NV	89103-3325
21	Summerlin Library	1771 Inner Circle Dr	Las Vegas	NV	89119-5256
22	Sunrise Library	5400 Harris Ave	Las Vegas	NV	89110-2543
23	West Charleston Library	6301 W Charleston Blvd	Las Vegas	NV	89146-1124
24	West Las Vegas Library	951 W Lake Mead Blvd	Las Vegas	NV	89106-2337
25	Whitney Library	5175 E Tropicana Ave	Las Vegas	NV	89122-6742
26	Windmill Library & Service Ctr.	7060 W Windmill Ln	Las Vegas	NV	89113-4678
27	Cactus S Library Future Site	S Jones Blvd/W Cactus Ave	Las Vegas	NV	89117
29	Mesquite Library	160 W 1st North St	Mesquite	NV	89027
30	East Las Vegas Library	2851 E Bonanza Rd	Las Vegas	NV	89101

### Notes:

- Location #9 (Las Vegas Library/833 Las Vegas Blvd) was removed from coverage May 29, 2019.
- Location #28 (Future Site of East Las Vegas Library) has been removed and replaced with Location #30.
- Location numbers are based on Travelers property and liability quote terms.

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## Commercial Property

Property insurance covers your interest against direct physical loss or damage by covered perils to named property that you own or are required to insure. **See attached schedule for locations to be covered.**

**Insurance Carrier:** The Phoenix Insurance Company (Travelers)

Coverage: Limits of Insurance	2019/2020
Blanket Building(s) and Business Personal Property	\$292,238,044
Equipment Breakdown	Included
Personal Property and Undescribed Premises – Art on Loan / On Display / at Exhibition	\$400,000
Personal Property in Transit	\$100,000
Accounts Receivable	\$250,000
Electronic Data Processing Data and Media	Included
Extra Expense	\$25,000
Ordinance or Law Coverage Coverage A – Loss to Undamaged Portion of Building Coverage B – Demolition Costs Coverage C – Increased Cost of Construction	A – Building limit <b>B&amp;C – combined</b> <b>\$2,000,000</b>
Personal Effects	\$100,000
Valuable Papers and Records – Cost of Research At all described premises In transit or at all undescribed premises	\$250,000 \$250,000
Business Income (and Extra Expense) Rental Value & Ordinary Payroll – Included	\$2,000,000
Earthquake (applies to bldgs all locations)	\$25,000,000 annual aggregate
Flood (All Locations Except Below)	\$15,000,000 annual aggregate
Flood (Location #14 (Moapa Valley Library))	\$2,200,000

Flood coverage does not apply to location# 27 - Cactus S Library Future Site

Terrorism coverage is included subject to the program terms and conditions.

Deductibles	2019/2020
General Deductible	\$5,000
Equipment Breakdown	\$5,000
Business Income	24 hours
Earthquake	\$50,000
Flood	\$25,000
	Location #14 \$100,000
Electronic Data Processing Equipment	\$1,000
Electronic Data Processing Data and Media	\$1,000

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## Commercial Property (continued)

- VALUATION:**
- Replacement Cost
  - Actual Loss Sustained for Time Element Coverages

**Property Coverage Extensions include but not limited to:**

*\*Included means included in applicable Covered Property Limit of Insurance*

<b><u>Coverage</u></b>	<b><u>Limit of Insurance</u></b>
Accounts Receivable – In transit and at described premises	\$250,000
Appurtenant Buildings and Structures	\$100,000
Claim Data Expense	\$25,000
Covered Leasehold Interest – Undamaged Improvements & Betterments	
Lesser of Your Business Personal Property limit or:	\$100,000
Debris Removal (additional amount)	\$250,000
Deferred Payments	\$25,000
Duplicate Electronic Data Processing Data and Media	\$50,000
Electronic Data Processing Data and Media	
At all described premises Included*	
Employee Tools	
In any one occurrence	\$25,000
Any one item	\$2,500
Expediting Expenses	\$25,000
Extra Expense	\$25,000
Fine Arts	
At all described premises	\$50,000
In transit	\$25,000
Fire Department Service Charge	Included*
Fire Protective Equipment Discharge	Included*
Green Building Alternatives – Increased Cost Percentage 1%	
Maximum amount – each building	\$100,000
Green Building Reengineering and Recertification Expense	\$25,000
Limited Coverage for Fungus, Wet Rot or Dry Rot – Annual Aggregate	\$25,000
Loss of Master Key	\$25,000
Newly Constructed or Acquired Property:	
Buildings - each	\$2,000,000
Personal Property at each premise	\$1,000,000
Non-Owned Detached Trailers	\$25,000
Ordinance or Law Coverage (increased limit)	\$2,000,000
Outdoor Property	\$25,000

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## Commercial Property (continued)

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Any one tree, shrub or plant	\$2,500
Outside Signs - At all described premises	\$100,000
At all undescribed locations	\$5,000
Personal Effects	\$100,000
Personal Property at Premises Outside of the Coverage Territory	\$50,000
Personal Property in Transit Outside of the Coverage Territory	\$25,000
Pollutant Cleanup and Removal – Annual Aggregate	\$100,000
Preservation of Property	
Expenses to move and temporarily store property	\$250,000
Direct loss or damage to moved property	Included*
Reward Coverage - 25% of covered loss up to a maximum of:	\$25,000
Stored Water	\$25,000
Theft Damage to Rented Property	Included*
Undamaged Parts of Stock in Process	\$50,000
Valuable Papers and Records – Cost of Research	
At all described premises	\$250,000
In transit or at all undescribed premises	\$250,000
Water or Other Substance Loss – Tear Out and Replacement Expense	Included*

### Carrier endorsements include, but not limited to:

CAUSES OF LOSS-EQUIPMENT BREAKDOWN	DX T3 19
DELUXE ORDINANCE OR LAW COVERAGE	DX T3 39
ELECTRONIC VANDALISM LIMITATION ENDT	DX T3 98
EXCL OF LOSS DUE TO VIRUS OR BACTERIA	IL T3 82
AMNDT COMMON POLICY COND-PROHIBITED COVG	IL T4 12
CAP ON LOSSES CERTIFIED ACT OF TERRORISM	IL T4 14

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## Commercial Property (continued)

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**Business Income Coverage Extensions include but not limited to:**

*\*Included means included in applicable Covered Property Limit of Insurance*

<u>Coverage</u>	<u>Limit of Insurance</u>
Business Income from Dependent Property	
At Premises Within the Coverage Territory	\$250,000
At Premises Outside of the Coverage Territory	\$100,000
Civil Authority	
Coverage Period	30 days
Coverage Radius	100 miles
Claim Data Expense	\$25,000
Contract Penalties	\$25,000
Extended Business Income Coverage Period	180 days
Fungus, Wet Rot or Dry Rot – Amended Period of Restoration Coverage Period	30 days
Green Building Alternatives – Increased Period of Restoration Coverage Period	30 days
Ingress or Egress	\$25,000
Coverage Radius	1 mile
Newly Acquired Locations	\$500,000
Ordinance or Law - Increased Period of Restoration	\$250,000
Pollutant Cleanup and Removal – Annual Aggregate	\$25,000
Transit Business Income	\$25,000
Undescribed Premises	\$25,000

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## Inland Marine

Property insurance covers your interest against direct physical loss or damage by covered perils to named property that you own or are required to insure. **See attached schedule for locations to be covered.**

**Insurance Carrier:** The Phoenix Insurance Company (Travelers)

Coverage	Limits of Insurance
<b>Scheduled Items</b>	<b>\$31,693</b>
Flood	\$31,693
Earth Movement	\$31,693
<b>Fine Arts</b>	<b>\$747,836</b>
Flood	\$747,836
Earth Movement	\$747,836

\* Terrorism coverage is included subject to the program terms and conditions.

Deductibles	2019/2020
General Deductible (unless a more specific deductible applies)	\$1,000
Earth Movement	\$1,000
Flood	\$1,000
Fine Arts	\$1,000

### Loss Valuation:

#### Scheduled Items

- Actual Cash Value

#### Fine Arts

- Agreed (Scheduled) Amount Basis

### Carrier endorsements include, but not limited to:

EXCL OF LOSS DUE TO VIRUS OR BACTERIA  
AMNDT COMMON POLICY COND-PROHIBITED COVG  
CAP ON LOSSES CERTIFIED ACT OF TERRORISM

IL T3 82  
IL T4 12  
IL T4 14

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## General Liability

Your legal liability to members of the public for claims arising from your premises, operations, products, or completed operations.

**Insurance Carrier:** The Phoenix Insurance Company (Travelers)

Coverage	Limits of Insurance
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal/Advertising Injury - Each Wrongful Act	\$2,000,000
Bodily Injury & Property Damage -Each Occurrence	\$2,000,000
Damage to Rented Premises (any one premises)	\$100,000
Medical Expense (any one person)	\$5,000
Limited Abuse or Molestation Liability	\$2,000,000 – Aggregate Limit \$2,000,000 - Each Offense or Related Offense Limit
Employee Benefits Liability Retroactive Date: 07/15/2009	\$1,000,000 each employee \$1,000,000 aggregate

Deductibles/Retentions	2019/2020
Each Occurrence	None
Employee Benefits Liability (each employee)	\$1,000

General Terms & Conditions	2019/2020
General Liability Policy Form	Occurrence
Employee Benefits Policy Form	Claims Made
Defense Costs	Outside Policy Limits
Law Enforcement Activities or Operations Exclusion	Coverage is Excess - see endorsement CG D7 29 06 14

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## General Liability (continued)

General Terms & Conditions	2019/2020
Premium subject to audit?	NO
Rating Basis	Rated based on location sq. ft.

### **General Liability**

#### **Who is an Insured:**

- Elected or Appointed Officials
- Board Members
- Owners, Managers or Lessors of Premises
- Public Entity
- Employees & Volunteer Workers
- Lessors of Leased Equipment

#### **PUBLIC ENTITIES XTEND ENDORSEMENT - Includes:**

- A. Owned Watercraft Less Than 25 Feet
- B. Damage to Premises Rented to You
- C. Who Is an Insured – Public Entities, Elected or Appointed Officials, And Members of Your Boards
- D. Who Is An Insured – Employees And Volunteer Workers
- E. Blanket Additional Insured – Owners, Managers Or Lessors Of Premises
- F. Blanket Additional Insured – Lessors Of Leased Equipment
- G. Blanket Additional Insured – Persons Or Organizations For Your Ongoing Operations As Required By Written Contract Or Agreement
- H. Contractual Liability – Railroads
- I. Knowledge And Notice Of Occurrence Or Offense
- J. Blanket Waiver of Subrogation

### **Employee Benefits Liability:**

#### **Coverage Form includes but not limited to:**

This coverage form is designed to provide coverage for damages that the insured is legally obligated to pay because of a negligent act, error or omission committed in the administration of the named insured's employee benefit program, as that term is defined in the coverage form. Administration includes counseling employees, including their dependents and beneficiaries, with respect to the employee benefit program and handling records about the employee benefit program.

#### **Who is an Insured**

- Public Entity
- Employees



## General Liability (continued)

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### General Liability Endorsements and Exclusions (including but not limited to):

- EXCLUSION-LEAD	CG Do 76
- EXCLUSION - DISCRIMINATION	CG D1 42
- AMEND-NON CUMULATION OF EACH OCC	CG D2 03
- FUNGI OR BACTERIA EXCLUSION	CG D2 43
- LIMITED ABUSE OR MOLESTATION LIAB COV	CG D3 83
- AMMENDEMENT OF COVG-POLLUTION-COOLING	CG D4 13
- AMEND CONTRAC LIAB EXCL-EXC TO NAMED INS	CG D4 21
- EXCL-EMPLOYEES & VOLUNTEER WORK AS INSDS	CG D4 70
- EXCL - LAW ENFORCEMENT ACTIVITIES OR OPS	CG D4 72
- EXCL-MEDICAL PAYMENTS TO CERTAIN PERSONS	CG D4 73
- MOBILE EQUIP REDEFINED - PUBLIC ENTITIES	CG D4 74
- EXCL - HEALTH CARE SERV-PUBLIC ENTITIES	CG D4 75
- EXCL - PUBLIC USE OF PRIVATE PROPERTY	CG D4 76
- AMEND - POLL EXCL - INCL LTD POLL COSTS	CG D4 78
- FAILURE TO SUPPLY - LIMITED COVERAGE	CG D4 86
- EXCL-VIOLATION OF CONSUMER FIN PROT LAWS	CG D6 18
- SECURITY AND LAW ENFORCEMENT SERV COV	CG D7 29
- COMMERCIAL GENERAL LIABILITY COV FORM	CG T1 00
- NUCLEAR ENERGY LIABILITY EXCLUSION	IL 00 21
- COMMON POLICY CONDITIONS-DELUXE	IL T3 18
- AMNDT COMMON POLICY COND-PROHIBITED COVG	IL T4 12
- CAP ON LOSSES CERTIFIED ACT OF TERRORISM	IL T4 14

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## Commercial Auto

Automobile bodily injury and property damage liability, subject to terms, conditions, and limitations of the policy.

**Insurance Carrier:** Travelers Indemnity Company

### Auto Liability Coverage

Coverage	Covered Autos Symbol	Limits of Insurance
Combined Single Limit	1 – any auto	\$1,000,000
Non-Owned Automobile Liability		Included
Hired Automobile Liability		Included
Uninsured/Underinsured Motorists Liability	2 - Owned Autos	\$1,000,000
Medical Payments	2 - Owned Autos	\$5,000

### Physical Damage Coverage

Coverage	Covered Autos	Deductible
Comprehensive Coverage	7 – Scheduled & Hired	\$1,000
Collision Coverage	7 – Scheduled & Hired	\$1,000
Hired Automobile Physical Damage	7 & 8 – Scheduled & Hired	Collision \$1,000 Comprehensive \$1,000

General Terms & Conditions	2019/2020
Valuation	Actual cash value or cost to repair, whichever is less, subject to any applicable maximum coverage amounts, minus deductible for each covered auto.
Rental Reimbursement	30 days max / \$30 per day
<b>Endorsements Include:</b>	
Employee Hired Autos	Yes
Additional Insured	Blanket not available under the Public Entity Form Scheduled: Ryder Truck Rental
Fellow Employee Coverage	No
Waiver of Subrogation	No

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## Commercial Auto (Vehicle Schedule)

#	Year	Make	Model	Type	VIN #	Liability/ UM-UIM/ Med Pay	Physical Damage
1	1996	Ford	Utility Van	Van	1FDKE37H5THA38963	Yes	Yes
2	2000	Chevrolet	Cargo Van	Van	1GCHG35F2Y1150033	Yes	Yes
3	2001	Chevrolet	Moving Van	Van	J8BF5C13717700975	Yes	Yes
4	2001	Chevrolet	Astro Van	Van	1GNDM19W61B105450	Yes	Yes
5	2002	Chevrolet	Cargo Van	Van	1GCHG35R221199282	Yes	Yes
6	2004	Chevrolet	Express G3500	Van	1GCHG35U641150030	Yes	Yes
7	2004	Chevrolet	Express G3500	Van	1GCHG35U641151968	Yes	Yes
8	2004	Chevrolet	Express G3500	Van	1GCHG35U941151009	Yes	Yes
9	2004	Ford	F150	Heritage 4x2	2FTPF17Z64CA72603	Yes	Yes
10	2008	Ford	E350SD	Truck	1FBNE31P28DA58852	Yes	Yes
11	2008	Chevrolet	Cargo Van	Van	1GCHG396481167037	Yes	Yes
12	2008	Chevrolet	Cargo Van	Van	1GCHG396781166058	Yes	Yes
13	2004	Trailer	Trailer	Trailer	5DYAA17245C001070	Yes	Yes
14	2009	Chevrolet	T-Series F7B042	Truck	1GBJ7F1B29F411451	Yes	Yes
15	2009	Chevrolet	T-Series F7B042	Truck	1GBJ7F1B89F411454	Yes	Yes
16	2011	Isuzu	NPR		JALC4W151B7001187	Yes	Yes
17	2013	Ford	F-350	4x2 SD Chassis	1FDBF3A64DEA80869	Yes	Yes
18	2013	Ford	F-350	4x2 SD Chassis	1FDBF3A62DEA80868	Yes	Yes
19	2013	Ford	F-350	4x2 SD Chassis	1FDBF3A60DEA80870	Yes	Yes
20	2013	Ford	Escape SE		1FMCU0G95DUD03307	Yes	Yes
21	2013	Ford	Escape SE		1FMCU0G97DUD03308	Yes	Yes
22	2014	Ford	Econoline E350	Truck	1FBNE3BL4EDA50873	Yes	Yes
23	2014	Ford	F150	Truck	1FTNF1CF1EKD62229	Yes	Yes
24	2014	Ford	F350	Super Duty Truck	1FDBF3A62EEB47096	Yes	Yes
25	2014	Ford	F150	4x2 Regular Cab	1FTNF1CF9EKD11237	Yes	Yes
26	2014	Ford	Econoline E250		1FTNE2EL8EDA59092	Yes	Yes
27	2014	Ford	F450	Super Duty	1FDUF4GYXEEB67216	Yes	Yes
28	2015	Ford	Transit Van	1 Ton, Med Roof	1FTSW2CM8FKA64415	Yes	Yes
29	2016	Ford	Explorer	4WD	1FM5K8B88GGC92270	Yes	Yes
30	2016	Ford	Explorer	FWD	1FM5K7B87GGC92268	Yes	Yes
31	2016	Ford	Explorer	FWD	1FM5K7B89GGC92269	Yes	Yes
32	2018	Ford	Transit Van 250	Van	1FTYR2YG2JKA23422	Yes	Yes
33	2018	Ford	Transit 350 WGN		1FTBW2CM5JKB08332	Yes	Yes
34	2018	Ford	Transit 350 WGN		1FTBW3XV6JKB08333	Yes	Yes

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# Commercial Auto

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## Auto Liability

### Who is an Insured for Auto Liability?

- Public Entity
- Any permitted user
- Board Members
- Elected or Appointed Officials
- Volunteer Workers (for use of a covered auto)
- Owners of Commandeered Autos

### Notable Items:

- Professional Services Not Covered
- Amendment of Employee Definition

### Carrier endorsements and exclusions include but not limited to:

<input type="checkbox"/> AMENDMENT OF BODILY INJURY DEFINITION	CA T4 43
<input type="checkbox"/> BA/AD/MC COV PART SUPPL SCH - ITEM TWO	CA To 30
<input type="checkbox"/> ADDL INSD COVD AUTO LIAB COVG-DESGN PERS	CA T3 01
<input type="checkbox"/> PUBLIC ENTITY AUTO EXTENSION ENDORSEMENT	CA T4 46
<input type="checkbox"/> AMENDMENT OF EMPLOYEE DEFINITION	CA T4 59
<input type="checkbox"/> BUSINESS AUTO COVERAGE FORM	CA 00 01
<input type="checkbox"/> PROFESSIONAL SERVICES NOT COVERED	CA 20 18
<input type="checkbox"/> VOL FIREFIGHTERS/WORKERS INJURIES EXC	CA 20 30
<input type="checkbox"/> EMPLOYEE HIRED AUTOS	CA 20 54
<input type="checkbox"/> NEVADA UNINSURED MOTORISTS COVERAGE	CA 21 27
<input type="checkbox"/> PUBLIC TRANSPORTATION AUTOS	CA 24 02
<input type="checkbox"/> AUTO MEDICAL PAYMENTS COVERAGE	CA 99 03
<input type="checkbox"/> LOSS PAYABLE CLAUSE	CA 99 44
<input type="checkbox"/> AMENDMENTT COMMON POLICY COND-PROHIBITED COVG	IL T4 12
<input type="checkbox"/> NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT	IL 00 21
<input type="checkbox"/> NEVADA CHANGES-CANCELLATION/NONRENEWAL	IL 02 51

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## Management Liability (Public Officials Liability)

**Insurance Carrier:** Travelers Indemnity Company

Coverage	Limits of Insurance
Public Entity Management Liability (Public Officials)	\$1,000,000 each wrongful act \$1,000,000 aggregate
Deductibles:	\$50,000 Each Wrongful Act Deductible - Damages and Defense Expenses

Terms & Conditions	2019/2020
Retroactive Date	07/15/2009
Claims Made Policy	Yes
Duty to Defend	Yes
Defense Costs	Inside the policy limits

Umbrella policy is excess

### Who is An Insured :

- Public Entity
- Employees (including employees of the entity's boards)
- Boards and Board Members
- Legal Representatives
- Elected and Appointed Officials, Executive Officers and Directors
- Volunteer Workers

### Other terms and conditions:

- Pay on Behalf of basis (Deductible options only)
- Duty to defend claims or suits even if allegations are groundless, false, or fraudulent.
- Professional health care services and law enforcement activities or operations exclusions apply.
- Taking of private property for public use or benefit (eminent domain), diminution in value and inverse condemnation are excluded

## Management Liability (continued)

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### Public Entity Management Coverage Forms

PUBLIC ENTITY MANAGEMENT LIABILITY COVERAGE PART DECLARATIONS (CLAIMS-MADE)	PR T0 03
PUBLIC ENTITY MANAGEMENT LIABILITY COVERAGE FORM (CLAIMS-MADE)	PR T1 06
AMENDMENT OF JOINT POWERS AUTHORITY DEFINITION	PR T5 76
AMENDMENT OF NETWORK AND INFORMATION SECURITY WRONGFUL ACT DEFINITION	PR T4 27
LIMITED SPECIAL EXPENSES COVERAGE- KEY EMPLOYEE	PR T5 07
AMENDMENT OF LAW ENFORCEMENT ACTIVITIES OR OPERATIONS DEFINITION	PR T5 45
AMENDMENT OF COVERAGE – DESIGNATED BOARDS, COMMISSIONS, OR GOVERNMENTAL UNITS OR DEPARTMENTS	PR T3 54
CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM	IL T4 14

Coverage is written on a **CLAIMS MADE** policy form. In order to trigger coverage, a claim must first be made against the insured(s) during the policy period or during the Extended Reporting Period, if purchased. Coverage is subject to the terms and conditions of the policy “Retroactive Date”. Furthermore, such claims must also be reported by the insured to the insurer as soon as practicable during the policy period or Extended Reporting period (if applicable) in order for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.

This coverage is designed to cover damages any insured is legally required to pay for covered loss that is caused by a wrongful act committed while conducting duties by or on behalf of a public entity or its boards. Wrongful act is defined as any act, error or omission. (Excludes coverage for bodily injury, personal injury, advertising injury, property damage and employment-related loss.)

## Management Liability (Employment Practices Liability)

**Insurance Carrier:** Travelers Indemnity Company

Coverage	Limits of Insurance
Employment Practices Liability	\$1,000,000 each wrongful act \$1,000,000 aggregate
Deductible	\$50,000 Each Wrongful Act Deductible – Damages and Defense Expenses

Terms & Conditions	2019/2020
Third Party Liability - Employment Practices	Included
Retroactive Date	07/15/2009
Claims Made Policy	Yes
Duty to Defend	Yes
Defense Costs	Inside Policy Limits

Umbrella policy is excess

### Who is An Insured:

- Public Entity
- Employees (including employees of the entity's boards)
- Boards and Board Members
- Legal Representatives
- Volunteer Workers
- Elected and Appointed Officials, Executive Officers and Directors

### Other terms and conditions:

- Pay on Behalf of basis (Deductible options only)
- Duty to defend claims or suits even if allegations are groundless, false, or fraudulent.
- Duty to defend suits that are governmental administrative hearings seeking injunctive relief, such as EEOC proceedings.
- Injunctive and other non-monetary relief costs are excluded
- Defense expenses are payable within the limits of insurance. Damages include attorney's fees or the person making or bringing the claim or suit if the insured is legally required to pay them under the law which was violated.

## Employment Practices Liability (continued)

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### Public Entity Employment Practice Liability Coverage Forms

PUBLIC ENTITY EMPLOYMENT-RELATED PRACTICES LIABILITY COVERAGE PART DECLARATIONS (CLAIMS-MADE)	PR T0 05
PUBLIC ENTITY EMPLOYMENT-RELATED PRACTICES LIABILITY COVERAGE FORM (CLAIMS-MADE)	PR T1 08
AMENDMENT OF JOINT POWERS AUTHORITY DEFINITION	PR T5 76
AMENDMENT OF COVERAGE – DESIGNATED BOARDS, COMMISSIONS, OR GOVERNMENTAL UNITS OR DEPARTMENTS	PR T3 72
AMENDMENT OF COVERAGE – NON-EMPLOYMENT-RELATED SEXUAL HARASSMENT	PR T3 75

Coverage is written on a **CLAIMS MADE** policy form. In order to trigger coverage, a claim must first be made against the insured(s) during the policy period or during the Extended Reporting Period, if purchased. Coverage is subject to the terms and conditions of the policy "Retroactive Date". Furthermore, such claims must also be reported by the insured to the insurer as soon as practicable during the policy period or Extended Reporting period (if applicable) in order for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.

This coverage is designed to cover damages any insured is legally required to pay for covered loss that is caused by a wrongful act committed while conducting duties by or on behalf of a public entity or its boards. Wrongful act is defined as any act, error or omission. (Excludes coverage for bodily injury, personal injury, advertising injury, property damage and employment-related loss.)



## Commercial Umbrella/Excess Liability

Excess coverage for your legal liability to members of the public for claims arising from your premises, operations, products, or completed operations.

**Insurance Carrier:** Travelers Indemnity Company

Coverage	Limits of Insurance
General Aggregate	\$20,000,000
Products/Completed Operations Aggregate	\$20,000,000
Personal/Advertising Injury - Each Wrongful Act	\$20,000,000
Each Occurrence	\$20,000,000
<i>Self-Insured Retention (if applicable)</i>	<i>\$10,000</i>

Note: Retained Limit Any One Occurrence or Offense applies only to losses covered by the Umbrella Excess but not covered under the primary.

General Terms & Conditions	2019/2020
Coverage Form	Umbrella / Excess Liability
Subject to audit?	NO
Who is an Insured	Follows primary policies

Underlying Insurance	2019/2020
General Liability	Each Occurrence: \$2,000,000 Personal/Advertising Injury: \$2,000,000 General Aggregate: \$2,000,000 Products/Completed Ops Aggregate: \$2,000,000
Commercial Auto Liability	Combined Single Limit: \$1,000,000
Employee Benefits Liability	Each Wrongful Act: \$1,000,000 Aggregate Limit: \$1,000,000
Public Entity Management Liability	Each Wrongful Act: \$1,000,000 Aggregate: \$1,000,000
Employment Practices Liability	Each Wrongful Act: \$1,000,000 Aggregate: \$1,000,000

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# Commercial Umbrella/Excess Liability

## Commercial Umbrella Liability

### Coverage:

This coverage is designed to provide excess limits above primary coverage for bodily injury, property damage, personal and advertising injury that results from a catastrophic event. "Drop down" coverage responds to a reduction in the available primary insurance limit as a result of an impaired each event limit and replaces the primary insurance should the underlying total limit be exhausted. Coverage is on a **broader than primary** basis.

### Carrier Terms & Conditions:

<b>Travelers Policy Form</b>	EU 00 01
<b>Amendments:</b>	
POLICY DECLARATIONS - EXCESS FOLLOW-FORM AND UMBRELLA LIABILITY	EU 00 02
SCHEDULE OF UNDERLYING INSURANCE	EU 00 03
POLICY JACKET EXCESS FOLLOW-FORM AND UMBRELLA LIABILITY INSURANCE	EU 00 06
CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM AND EXCLUSION OF OTHER ACTS OF TERRORISM COMMITTED OUTSIDE THE UNITED STATES	EU 00 07
ABUSE OR MOLESTATION EXCLUSION – COVERAGES A AND B	EU 01 02
COVERAGE FOR FINANCIAL INTEREST IN FOREIGN INSURED ORGANIZATIONS	EU 01 44
FUNGI OR BACTERIA EXCLUSION – COVERAGES A AND B	EU 01 89
NUCLEAR ENERGY LIABILITY EXCLUSION (BROAD FORM) – COVERAGES A AND B	EU 02 09
AMENDMENT OF COVERAGE – DEFINITIONS	EU 02 34
PUBLIC USE OF PRIVATE PROPERTY EXCLUSION – COVERAGES A AND B	EU 02 50
WATERCRAFT LIABILITY EXCLUSION – COVERAGE B	EU 02 90
AMENDMENT OF UNDERLYING INSURANCE DEFINITION	EU 03 15
AMENDMENT OF WHO IS AN INSURED – EMPLOYEES AND VOLUNTEER WORKERS – COVERAGE B	EU 03 17

## Crime

**Insurance Carrier:** Travelers Casualty & Surety Company of America

Coverage	Limit	Deductible
Employee Theft –Per Loss Coverage	\$1,000,000	\$10,000
Forgery or Alteration	\$1,000,000	\$10,000
On Premises	\$1,000,000	\$10,000
In Transit	\$1,000,000	\$10,000
Money Orders and Counterfeit Money	\$1,000,000	\$10,000
Computer Crime		
-Computer Fraud	\$1,000,000	\$10,000
-Computer Program and Electronic Data Restoration Expense	\$1,000,000	\$10,000
Personal Accounts Forgery or Alteration	\$1,000,000	\$10,000
Funds Transfer Fraud	\$1,000,000	\$10,000
Claim Expense	\$5,000	\$0
<b>Social Engineering</b>	<b>\$100,000</b>	<b>\$10,000</b>

**Carrier Terms & Conditions include but not limited to:**

CRI-19072-0315	Global Coverage Compliance Endorsement – Adding Financial Interest Coverage and Sanctions Condition and Amending Territory Condition
CRI-19085-0516	Social Engineering Fraud Insuring Agreement Endorsement
CRI-19097-0517	Replace Exclusion BB. Endorsement
CRI-19101-1117	Amendatory Endorsement for Certain ERISA Considerations
CRI-5029-0613	Nevada Cancellation or Termination Endorsement
CRI-7125-0109	Government Entity Crime Endorsement
CRI-7126-0109	Government Entity Crime Endorsement - Faithful Performance of Duty
LIA-4018-0109	Nevada Changes Endorsement
LIA-5027-1107	Nevada Cancellation and Nonrenewal Endorsement

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# Cyber Liability

**Insurance Carrier:** Travelers Casualty & Surety Company of America

Coverage	Limits of Insurance	Retention
<b><u>Third-Party Liability Coverage Form:</u></b>		\$5,000
Privacy & Security	\$1,000,000	
Payment Card Cost	\$500,000	Subjective to Privacy & Security Retention
Regulatory Defense Expenses	\$500,000	\$5,000
<b><u>Breach Response:</u></b>		
Security Breach/Notification/Remediation Expenses	\$500,000	\$5,000
Computer and Legal Experts	\$500,000	\$5,000
Betterment	\$100,000	
Cyber Extortion	\$500,000	\$5,000
Data Restoration	\$500,000	\$5,000
Public Relations	\$500,000	\$5,000
Business Interruption	\$500,000	8 hr.

Conditions	2019/2020
Defense Costs	Inside Policy Limits
Retroactive Date	07/15/2009

## Claims Made Coverage:

This coverage is written on a **claims made** coverage form. In order to trigger coverage, a claim must first be made against the insured(s) during the policy period or the Extended Reporting Period, if purchased, and the act(s) which lead to the claim must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported by the insured to the insurer during the policy period or Extended Reporting period as soon as practicable for coverage to apply. Please be aware that late reporting could result in a disclaimer of coverage from the insurer.

## Cyber Liability (continued):

Coverage	Limits of Insurance	Retention
<b>Business loss coverage continued:</b>		
Dependent Business Interruption	\$100,000	8 hr.
Dependent Business Interruption System Failure	\$100,000	8 hr.
Dependent Business Interruption – Outsource Provider	\$100,000	8 hr.
Reputation Harm	\$250,000	\$5,000
System Failure	\$500,000	8 hr.

### Additional First Party Provisions:

- Accounting Costs Limit: \$25,000
- Betterment Co-participation: 50%
- Period Of Restoration: 180 days
- Period Of Indemnity: 30 days
- Wait Period: 8 hours

**Knowledge Date:** July 15, 2009 / **P&P Date:** July 15, 2009 / **Retro Date:** July 15, 2009

### EXTENDED REPORTING PERIOD AND RUN-OFF:

Extended Reporting Period for Cyber Coverage:

Additional Premium Percentage: 75%  
Additional Months: 12

### Carrier Terms & Conditions include but not limited to:

ACF-7006-0511	Removal of Short-Rate Cancellation Endorsement
ACF-7007-0811	Cross-Coverage Notice Endorsement
AFE-19029-0119	Cap On Losses From Certified Acts Of Terrorism Endorsement
AFE-19030-0119	Federal Terrorism Risk Insurance Act Disclosure Endorsement
CYB-19102-0119	Dependent Business Interruption - System Failure Endorsement
CYB-19104-0219	Dependent Business Interruption - Outsource Provider With System Failure Endt.
CYB-19105-0119	Conviction Reward Endorsement
LIA-4018-0109	Nevada Changes Endorsement
LIA-5027-1107	Nevada Cancellation and Nonrenewal Endorsement

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## Environmental Liability (Incumbent Carrier)

**Insurance Carrier:** Allied World – Non-Admitted

**Option # 1**

Coverage	Limits of Insurance
Each Incident Limit	\$1,000,000
Aggregate Limit	\$2,000,000
Claim Expense Limit	\$1,000,000
Loading & Unloading	Included

Deductibles	2019/2020
Per Pollution Condition	\$10,000
Retroactive Date	05/03/2011

Location	Tank ID #	Capacity (gal.)	Contents	Tank Type (UST or AST)	Retroactive Date
Las Vegas-Clark County Library District 7060 W Windmill Ln Las Vegas NV 89113	1	5,000	Unleaded	UST	05/03/2011
Las Vegas-Clark County Library District 7060 W Windmill Ln Las Vegas NV 89113	2	5,000	Diesel	UST	05/03/2011

**The following forms and endorsements are made a part of this Policy:**

1. ENV-IL 00001 (01/15) - Policyholder Disclosure Notice of Terrorism Insurance Coverage
2. ENV-IL 00002 (01/15) - Policyholder Disclosure Statement Under the Terrorism Risk Insurance Act
3. ENV-IL 00003 (02/15) - Exclusion of Certified Acts of Terrorism and All Other Acts of Terrorism
4. ENV-IL 00007 00 (02/15) - Terrorism Exclusion With Exception For Certified Acts Of Terrorism
5. ENV-ST 00016 00 (05/16) - Financial Responsibility Reimbursement
6. ENV-ST 0027 (05/16) – Storage Tank Loading and Unloading
6. ENV-ST 00037 00 (07/16) - Strategic Response Coverage
7. ENV-ST 00039 00 (01/17) - Schedule Of Storage Tank Systems And Retroactive Date

**Exclusions (include but not limited to):**

- Asbestos and Lead Paint
- Contractual Liability
- Fines and Penalties
- Insured's Internal Expenses
- Landfills, Recycling Facilities
- Airports
- War or Terrorism

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## Environmental Liability (Alternate Carrier)

**Insurance Carrier:** Tokoyo Marine Specialty / Philadelphia - Non-Admitted

**Option # 2**

<b>Insurance Carrier: Philadelphia / Tokyo Marine Specialty Insurance Company Non-Admitted</b>	
<b>Coverage and Limits of Insurance</b>	
A. Corrective Action: Storage Tank	\$1,000,000
Aggregate Limit	\$2,000,000
B. Bodily Injury & Property Damage	\$1,000,000 per Contamination Incident
C. Defense Expense	\$1,000,000 per Confirmed Release or Contamination Incident
D. Image Restoration	\$25,000 per Confirmed Release or Contamination Incident
<b>Deductibles:</b>	
Corrective Action Deductible	\$10,000
Bodily Injury/Property Damage Deductible	\$10,000
Defense Expense Deductible	\$10,000
Image Restoration Coverage Deductible	\$10,000
Premium options below	

<b>Deductible Options</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Deductible Amount</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$25,000</b>
Base Premium	\$648.00	\$721.00	\$563.00
Policy Fee	\$150.00	\$150.00	\$150.00
Nevada Surplus Lines Tax	\$27.93	\$30.49	\$24.96
Nevada Surplus Lines Filing Fee	\$3.19	\$3.48	\$2.85
<b>Total Premium</b>	<b>\$829.12</b>	<b>\$904.97</b>	<b>\$740.81</b>

### Policy Highlights:

Claims-Made Coverage

**Includes Loading & Unloading Coverage**

Natural Resources Damage Coverage

Terrorism Coverage included

### Policy Forms & Endorsements:

PIC-STEP-001 Storage Tank Environmental Policy Declarations

PIC-STEP-002 Storage Tank Coverage

PIC-STEP-003 Additional Insured (if applicable)

PIC-STEP-004 Additional Named Insured Schedule (if applicable)

PIC-STEP-005 Storage Tank Schedule

PIC-STEP-010 Cap on Certified Acts of Terrorism

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## Kidnap & Ransom (Including Threat Response)

**Insurance Carrier:** Great American

Coverage	Limits of Insurance
<b>Coverage</b>	
Ransom	\$1,000,000 each insured event
Transit	\$1,000,000 each insured event
Security Consultant	\$1,000,000 each insured event
Additional Expenses	\$1,000,000 each insured event
Legal Liability	\$1,000,000 each insured event
Personal Accident Losses	\$250,000 per insured person
	\$1,250,000 each insured event aggregate
Alternate Loss of Earnings Endorsement	\$1,000,000 each insured event 120-day indemnity period 6 hour waiting period
Threat Response Endorsement	\$100,000 per insured event 90-day indemnity period
Assault Expense Coverage	\$500,000 each insured event
Disappearance Investigation and Expense Endorsement	\$100,000 per insured event 90-day indemnity period Waiting period 48 hours
Express Kidnap Endorsement	\$250,000 per insured event
Hostage Crisis Endorsement	\$1,000,00 per insured event
Who is an insured	Employee, relative, guest, directors, officers, volunteers
<b>Insured's Retention</b>	<b>\$0</b>

Please refer to policy for complete terms and conditions



**Kidnap & Ransom (including Threat Response):**

**Carrier Terms and Conditions:**

SEQ	FORM #	DESCRIPTION
1	790FIC	Great American Insurance Fidelity & Crime Policy Cover
2	SDM823	Emergency Contact Details
3	CR7935	Great American Kidnap, Ransom & Extortion Policy
4	CR7813	Great American Kidnap, Ransom & Extortion Policy
5	IL0952	Cap On Losses From Certified Acts Of Terrorism
6	CR8801	Forms And Endorsement Schedule
7	CR7865	Threat Response Expense Endorsement
8	CR7870	Assault Expense Endorsement
9	CR7876	Alternative Loss Of Earnings Endorsement
10	CR7879	Travel Security Evacuation Endorsement
11	CR7943	Broad Named Insured
12	IL7347	Disclosure Pursuant To Terrorism Risk Insurance Act
13	IL7268	In Witness Clause

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## Active Assailant Coverage

**Carrier:** Indian Harbor Insurance Company (Non-Admitted)

### Perils

The Insurers will indemnify the Insured up to the Overall Limit of Liability for the following losses occurring during the Policy Period:

Property Damage, Business Interruption & Additional Special Coverage (see below)

*Coverage includes Clean-up costs/expenses due to an insured event, up to the policy limit.*

*Coverage also includes loss resulting from an Active Assailant Event within 350 feet of an insured premises.*

Policy does not cover demolition of building.

Policy Limit	
Policy Limit	\$1,000,000 per occurrence and in the aggregate <i>Excess of deductible</i>

**Deductible:** \$25,000 Per Occurrence

Waiting Period - Denial of Access: 2 hours

Additional Special Coverage/Sub-limits	
Ingress/Egress	25% of the Overall Limit of Liability subject to a maximum limit of \$5,000,000 in the aggregate for the Policy Period
Public Relations Consultancy Costs	\$100,000 Per Occurrence and in the Policy Aggregate
Counselling Costs	\$10,000 per person
Medical expenses	\$10,000 per person
Employee Retraining Costs	\$10,000 per person
Security Costs	\$25,000 Per Occurrence and in the Policy Aggregate
Other Expenses	<i>Coverage also includes other expenses incurred with the prior written consent of the Insurer to mitigate the adverse effects of the Active Assailant Event.</i>

## Active Assailants Coverage

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### **Territory**

The fifty (50) states of the United States of America, the District of Columbia, the United States Virgin Islands, Canada, and Puerto Rico.

### **Total Insurable Value (Rating Basis): \$294,238,044**

Per schedule of locations on file with this Company submitted 04/2019

**Active Assailant** means a person or group of persons actively engaged in killing or attempting to kill or cause serious bodily injury to a person or group of persons.

### **Active Assailant Event means:**

(a) a premeditated malicious physical attack by an Active Assailant who is physically present and armed with a Hand-Held Weapon; and

(b) any action of the Relevant Authority taken in suppressing, controlling or minimizing the immediate consequences of such an attack; which causes Damage and/or bodily injury or death, and which affects three (3) or more persons (other than the Active Assailant) physically present during the attack.

### **Who is Insured:**

- (a) a person under a contract of employment or contract of service or apprenticeship with the **Insured**;
- (b) a person deemed to be an employee under any workers' compensation, unemployment compensation, social security, disability or similar laws; or
- (c) any volunteer or person undertaking work experience with the **Insured**; working for and under the control of the **Insured** in connection with the **Business**.

### **Disclosure of Premium for Certified Act(s) of Terrorism Coverage**

The premium charged for Certified Act(s) of Terrorism is \$TBD and does not include any charges for the portion of loss covered by the U.S. Federal Government as set forth in the federal Terrorism Risk Insurance Program (hereinafter the "Program") established by TRIA.

## Tenant/User Liability

Provides general liability coverage for temporary tenants/users of District facilities for meetings, events and other short-term uses. Automatically includes the District as an insured for coverage. Premiums are paid by the tenant/users of District facilities.

**Insurance Carrier:** Atlantic Specialty Insurance Company

Named Insured: Las Vegas Clark County Library District, Tenant/User Of

Coverage	Limits of Insurance
Each Occurrence – Bodily Injury	\$1,000,000
Property Damage – See Property Quote	
Personal and Advertising Injury	\$1,000,000
General Aggregate	None
Products/Completed Operations Aggregate	\$1,000,000
Fire Damage to Rented Premises	\$50,000
Medical Expenses	Excluded

Liquor Liability	Limits of Insurance
Liquor Liability – Each Common Cause	\$1,000,000
Liquor Liability – Aggregate	\$1,000,000

Retentions	Deductible
Bodily Injury and/or Property Damage	N/A
Liquor Liability	N/A

The intent of this program is to provide low-cost general liability insurance to “third party” users of (users of public venues or facilities) venues and facilities. It is designed to protect both the user and the (Entity) against claims by other third parties who may be injured as a result of attending the event.

Events may range from very low risk activities, such as seminars, receptions or weddings, to higher risk events including camps, sports events and concerts. The premium is based upon the risk associated with the event or activity, the number of days needed, the number of attendees and if there are any special requirements, including alcohol liability, food service, etc.

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## Tenant/User Property Damage

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Provides property damage coverage for temporary tenants/users of District facilities for meetings, events and other short-term uses. Automatically includes the District as an insured for coverage. Premiums are paid by the tenant/users of District facilities.

Third Party Property Damage	Limits of Insurance
Tenant/User Third Party Property Damage	\$1,000,000 Aggregate Loss limit per Event/ Occurrence

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Retentions	Deductible
Tenant/User Property Damage	\$1,000 per claim

### Third Party Property Damage Terms and Conditions (including but not limited to):

- Personal Property Floater Declarations -
- Disclosure Pursuant To Terrorism Risk Insurance Act
- Third Party Property Damage Coverage Form
- Earth Movement/Volcanic Eruption/Flood Exclusion
- Personal Property Floater Policy
- Limited Exclusion of Acts of Terrorism (Other than Certified Acts of Terrorism); Cap on Losses from Certified Acts of Terrorism
- Exclusion of Certain Computer Related Losses
- Nevada Changes - Cancellation and Nonrenewal
- Nevada Changes - Concealment, Misrepresentation or Fraud

## Attachments

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1. Coverage to consider
2. Client authorization to bind coverage
3. Evaluating financial strength and capacity of insurance markets
4. Insurance company financial information
5. USI Disclosures
6. When to notify USI Insurance Services
7. Terrorism Risk and Insurance Act 2015 (TRIA) coverage options
8. Selection or Rejection of Terrorism Insurance Coverage
9. Flood insurance selection/rejection form
10. Windstorm/hail acknowledgement form
11. Notice of surplus lines placement
12. General Provisions
13. Who We Are
14. The USI ONE Advantage
15. Property and Casualty Resources
16. "Claims Made" Coverage
17. Cybersure Quick Reference Guide

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## Coverage to Consider

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In evaluating your exposures to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention.

**Specifically, we ask that you review the following items:**

<b>Higher limits:</b>	In today's litigious society, many businesses have found it necessary to increase the limits of liability to ensure they are adequate to protect their assets in the event of a loss. Higher limits of liability may be available. Please carefully review the limits to ensure your level of comfort with the limits.
<b>Cyber liability/ network security:</b>	<b>Media &amp; Content liability:</b> Damages and defense costs arising from claims of libel, copyright or trademark infringement, or defamation; damages to a website by a hacker or disgruntled employee
<b>Excess/umbrella liability:</b>	This coverage provides additional protection when your business or organization exceeds insurance limits on an underlying policy.
<b>Pollution legal liability:</b>	This coverage helps mitigate the environmental risks that come with owning or operating a real estate facility or site. We can design a policy to provide coverage for pre-existing unknown conditions, new conditions, on-site and off-site third-party coverage for cleanup costs, bodily injury, and property damage.

## Client Authorization to Bind Coverage

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TO: USI Insurance Services  
5355 Kietzke Lane, Suite 101, Reno, NV, 89511  
RE: Insurance Proposal

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This proposal contains proprietary confidential information concerning USI Insurance Services USA, Inc. ("USI") and our Clients. It may not be distributed or reproduced without the express prior written consent of USI Insurance Services. No disclosure concerning this proposal shall be made without the express prior written consent of USI Insurance Services.

The intent of this proposal is to provide a highlight of the coverage offered in our insurance program, and is not meant to be all-inclusive. Please read your actual policy(ies) for complete details including terms, conditions, limitations, and exclusions.

Exposure information, including but not limited to property values, auto schedules, payroll, and revenues, used in the proposal were those presented by you and should be carefully reviewed and/or appraised for adequacy.

I have read and understand the terms and conditions of this proposal and the compensation USI Insurance Services may receive in connection with USI Insurance's services described in this proposal. All questions and concerns I had regarding any of the terms outlined above have been discussed and addressed with USI Insurance Services.

### **Please mark selected options:**

After careful review of your proposal dated **June 4, 2019** we have decided to accept the following proposal options:

- ☐ Travelers: Package, Auto, Liability, Management Liability & Umbrella: Annual Premium: \$288,800
- ☐ Travelers: Crime & Cyber Liability: Annual Premium: \$11,392

### **Windmill Library – Tank Environmental Liability (Allied World or Tokyo Marine)**

- ☐ OPTION #1: Allied World: Annual Premium, Taxes & Fees: \$2,360.61
- ☐ OPTION #2: Tokyo Marine: Annual Premium, Taxes & Fees: 829.12

### **Kidnap, Ransom & Extortion (Including Assault Response) (Great American)**

- ☐ \$1,000,000 limit, annual term: \$1,709      ☐ \$1,000,000 limit, three-year term: \$4,444
- ☐ \$2,000,000 limit, annual term: \$2,461      ☐ \$2,000,000 limit, three-year term: \$6,399
- ☐ \$3,000,000 limit, annual term: \$3,024      ☐ \$3,000,000 limit, three-year term: \$7,862
- ☐ Indian Harbor, Active Assailant Coverage: Annual Premium, Taxes & Fees: \$5,716.58
- ☐ Atlantic Specialty: Tenant/User Liability & Property Damage: \$0.00 (premiums paid by users)

### **Policy delivery (please select your preferred options)**

- ☐ Electronically via email      ☐ Paper copy in 3-ring binder      ☐ Via CD or file sharing service

Please have binders and your invoice prepared for the agreed-upon coverage.

---

**Customer Signature**

**Name**

**Date**

Las Vegas-Clark County Library District

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**Company**

**Title**

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract.

Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

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# Evaluating Financial Strength and Capacity of Insurance Markets

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USI Insurance Services' objective is to place Clients risks with insurers that are financially sound. In assessing the financial strength of insurers, USI Insurance Services relies upon statutory financial statements as well as the opinions and assessments of recognized rating agencies and other carrier review companies. USI Insurance Services authorizes insurers that it believes, at the time of placement, have the financial ability to fulfill their claim payment obligations to our clients. USI Insurance Services is not a guarantor of the solvency of insurers with which its brokers place business. However, our goal is to use reasonable measures to do business with financially healthy insurers. Our recommendations are based on financial and other relevant information that is available at the time of placement.

USI Insurance Services has appointed a group of experienced insurance professionals to serve on a Market Security Committee. This Committee is responsible for establishing and utilizing guidelines for the selection of insurers and supporting employees in their efforts to utilize financially sound insurers. In assessing the financial strength of insurers, the Committee relies upon the opinions and assessments of recognized rating agencies and other carrier review companies.

# Insurance Company Financial Information

## Objective assessments help insurance buyers make informed decisions

As your insurance broker, one of our objectives is to provide you with information and assessments published by rating agencies on the financial stability of the insurers currently underwriting your coverage's, or of those insurers we recommend you consider.

**The A.M. Best rating for the insurance companies represented in this proposal are as follows:**

Insurance Carrier	A.M. Best Rating
The Travelers Indemnity Company	A++(Superior)
Travelers Casualty and Surety Co of America	A++(Superior)
The Phoenix Insurance Company	A++(Superior)
Allied World National Assurance Company	A (Excellent)
Great American Insurance Company	A + XV (Superior)
Indian Harbor Insurance Co.	A + XV (Superior)
One Beacon Insurance Company	A X
Tokyo Marine Specialty	A ++ XV (Superior)

## Financial strength ratings

A.M. Best rating	S&P rating	Rating agency assessment
A++, A+	AAA	Superior
A, A-	AAA, AA, AA-	Excellent
B++, B+	A+, A, A-	Good
B, B-	BBB+, BBB, BBB-	Fair, vulnerable to adverse conditions
C++, C+	BB+, BB, BB-	Marginal, financial security may be adequate
C, C-	B+, B, B-	Weak, vulnerable
D, E, F	CCC, CC, C	Poor, extremely vulnerable or failed

## Financial size ratings

A.M. Best also assigns categories to insurance companies to indicate levels of statutory surplus and related funds.

A.M. Best financial size category	Adjusted policyholder surplus (in millions)	A.M. Best financial size category	Adjusted policyholder surplus (in millions)
I	Less than \$1	IX	\$250 – \$500
II	\$1- \$2	X	\$500 - \$750
III	\$2 – 5	XI	\$750 - \$1,000
IV	\$5 - \$10	XII	\$1,000 - \$1,250
V	\$10 - \$25	XIII	\$1,250 - \$1,500
VI	\$25 - \$50	XIV	\$1,500 - \$2,000
VII	\$50 - \$100	XV	Above \$2,000
VIII	\$100 - \$250		

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract.

Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

Confidential. © 2019 USI Insurance Services LLC. All Rights Reserved.

## USI Disclosures

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**Surplus Lines DISCLOSURE:** Insurance is issued pursuant to the Surplus Lines Laws. Persons insured by Surplus Lines Carriers do not have the protection of the Insurance Guaranty Act to the extent of any right of recovery for the obligation of an insolvent unlicensed insurer. Surplus Lines policies that are subject to audit provide for additional premium charges, but may not allow for return premium.

**Information Concerning Our Fees:** As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. Our compensation for placement of insurance coverage, unless otherwise specifically negotiated and agreed to with our client, is customarily based on commission calculated as a percentage of the premium collected by the insurer and is paid to us by the insurer. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

**Information Concerning Our Fees:** As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. You have agreed to pay compensation to USI, for the placement of insurance, pursuant to a written agreement. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

**Reviewing Client Contracts DISCLOSURE:** As a service to our clients, upon their request, USI will review those portions of your contract regarding the insurance and indemnity requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.

## When to Notify USI Insurance Services

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It is important that you advise USI Insurance Services of any material changes in your operations which may have a bearing on your insurance program. Your insurers have evaluated and accepted the risks on the basis of the information given. Any variation of these details could lead to complication in the event of a loss.

These changes may include, but are not limited to:

- Changes of personnel affecting responsibility for insurance decisions.
- Personnel traveling overseas/on temporary assignment overseas/working on military bases.
- Acquisition or creation of new companies or subsidiaries and/or mergers in which you are involved or any legal change in the corporate structure.
- Purchase, sale, lease, construction, or occupancy of new premises; real estate alteration, vacating the premises, or temporary unoccupancy; extension or demolition of existing premises. This applies for both domestic and foreign locations.
- Increase in values of building, business personal property, or inventory for both scheduled and unnamed locations.
- Removal of business personal property or stock to new or temporary locations.
- Addition of new locations, equipment, or vehicles, whether hired, purchased, leased, or borrowed.
- Changes in processes, occupancy, products, revenue, sales, or business operations.
- Addition, alteration, or temporary disconnection of fire or burglary protection systems.
- Use of owned or non-owned aircraft or watercraft.
- Major changes in value or nature of goods being shipped.
- Employment of personnel in states in which you were previously not doing business.
- Election or appointment of a new C.E.O. or C.O.O., or change in control of either the Board of Directors or the stock ownership of the company.
- Changes in ERISA Plan Assets.
- Any written contracts executed with contractor, subcontractors, suppliers, or others.

## Terrorism Risk and Insurance Act 2015 (TRIA) coverage options

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The Terrorism Risk Insurance Act establishes a program within the Department of the Treasury, under which the federal government shares, with the insurance industry, the risk of loss from future terrorist attacks. The Act applies when the Secretary of the Treasury certifies that an event meets the definition of an act of terrorism. The Act provides that, to be certified, an act of terrorism must cause losses of at least 5 million dollars and must have been committed by an individual or individuals, as part of an effort to coerce the government or population of the United States.

The United States Government, Department of the Treasury, will pay a share of terrorism losses insured under the federal program. The federal share equals 85% of that portion of the amount of such insured losses that exceeds the applicable insurer retention. This will decrease to 80% by 2020.

The Terrorism Risk Insurance Act, as amended in 2007, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced. If insured losses are less than \$27.5 billion (\$37.5 billion by 2020), the government is required to recoup 140% of government outlays. There are instances in which the level of loss would not require the government to recoup outlays, but it would retain the authority to do so.

In accordance with the Terrorism Risk Insurance Act, we are required to offer you coverage for losses resulting from an act of terrorism **that is certified under the federal program** as an act of terrorism. The policy's other provisions will still apply to such an act.

See the section of this notice titled **Selection or rejection of terrorism insurance coverage**. If you choose to accept this offer of coverage, your premium will include the additional premium for terrorism as stated in this disclosure.

Failure to pay the premium by the due date will constitute rejection of the offer and your policy will be written to exclude the described coverage.

## Selection or Rejection of Terrorism Insurance Coverage

Line of Coverage	Annual Premium	Accept	Reject
Property	Included	X	
General Liability	Included	X	
Automobile Liability	Included	X	
Workers' Compensation			
Umbrella or Excess Liability	Included	X	
Crime	Included	X	
Fiduciary			
K&R	Included	X	
E&O			
Cargo			
D&O	Included	X	
Other (specify) Pollution	Quoted	X	
Active Assailant	\$4,989 + taxes and fees	X	
<b>Total Cost</b>			

\_\_\_\_\_ Please check here if you **do** wish to include this coverage and specify above which lines of coverage.  
Please sign and date below.

\_\_\_\_\_ Check here if you **do not** wish to include Terrorism coverage. Please sign and date below.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Flood Insurance Selection/Rejection Form

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Standard property policies including, but not limited to, homeowners policies, dwelling policies, or commercial property insurance policies exclude coverage for flooding events.

As your insurance professionals, we strongly recommend that you purchase flood insurance.

I understand that flood insurance coverage is available for the property located at the address below. I make the elections or rejections for coverage as indicated below. I also understand that my election and/or rejection of this coverage will apply to all future renewals, continuations, and changes unless I notify my insurance brokerage firm otherwise in writing.

<b><u>Type of coverage</u></b>	<b><u>Accept</u></b>	<b><u>Reject</u></b>	<b><u>Unavailable</u></b>
Building coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contents/personal property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excess building coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excess contents/personal property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Applicant's signature

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Date

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Address of property

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Sales Executive/Account Executive/Representative's  
signature

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Date

### Coverage quoted

## Windstorm/Hail Acknowledgement Form

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Property policies, such as homeowners policies, dwelling policies, and commercial property insurance policies may exclude coverage for windstorm and hail events (including, but not limited to, hurricane and tornado). As your insurance brokerage firm, we strongly recommend that you purchase this important coverage. It is possible that coverage as recommended below may not be available from the carriers we represent.

I hereby acknowledge the acceptance, rejection, or unavailability of windstorm and hail coverage as indicated below. It will be conclusively presumed this election, rejection, and/or acknowledgement of unavailability will apply to all future renewals, continuations, changes or replacements thereof.

<u>Type of coverage</u>	<u>Accept</u>	<u>Reject</u>	<u>Unavailable</u>
Building coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Applicant's signature

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Date

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Address of property

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Sales Executive/Account Executive/Representative's signature

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Date

### Coverage quoted



## Notice of Surplus Lines Placement

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USI Insurance Services.  
5355 Kietzke Lane, Suite 101  
Reno, NV 89511  
Office: (775) 335-2120  
Fax: (610) 537-2335



June 4, 2019

Las Vegas-Clark County Library District

Dear Steve,

We have offered you insurance coverage with Indian Harbor Insurance Company, Allied World & Tokyo Marine Specialty. We want you to know that this is a surplus lines insurer, and that it does meet the financial strength requirements that we usually require of insurers with whom we place our customer's risks.

We exercise caution in placing insurance with a surplus lines insurer, because in the event this insurer becomes insolvent, the provisions of the state insurance guaranty associations **will not** apply. The state insurance guaranty associations provide for the payment of certain covered claims (up to a certain dollar amount) when a carrier becomes insolvent, but this protection is **not** available for surplus lines insurers.

Indian Harbor Insurance Company is rated A +XV Allied Word A X Tokyo Marine is A++ XV by AM Best , an independent insurer-rating organization that evaluates the financial strength of insurers. Insurers are not required to obtain a rating, and ratings are not a guarantee of an insurer's financial status. Some insurers who became insolvent have previously had high ratings; however, ratings are a tool that helps us make an objective evaluation of an insurer.

We want you to have this information so you can make an informed decision about whether to have your insurance placed with Indian Harbor Insurance Company, Allied World & Tokyo Marine Specialty. If you should have any questions regarding this surplus lines placement, please contact me directly.

Thank you for your careful consideration of this matter.

Very truly yours,

Brandon Lewis, CPCU, ARM  
USI Insurance Services.

## General Provisions

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Please read this document carefully, and advise if any provisions contained herein are unclear or incorrect, and advise your USI (“USI Insurance Services”) team immediately if any coverage is not reflected correctly or if any risks or potential risks have not been identified.

This document states the A. M. Best Company rating for each listed insurance company. Ratings are based on overall performance and financial strength. Performance ratings range from a low of “C-” to the highest rating assigned, “A++.” Some insurance companies are subject to “Not-Assigned” categories. Financial size categories range from “I” (up to \$1,000,000 in surplus) to “XV” (\$2,000,000,000 or more in surplus).

Admitted insurance companies afford certain regulatory protection not extended to non-admitted insurance companies. For example, your state’s Insurance Guarantee Association does not offer its loss protection to non-admitted insurance companies in the event of insolvency.

When, in USI’s judgment, it is necessary or beneficial to do so, we will utilize the services of other intermediaries, sometimes referred to as Wholesalers or Managing General Agents (MGA’s), to assist in accessing coverage for insureds or prospects. Such wholesale intermediaries may or may not be affiliated with USI, and would be compensated by the insurance company out of insured-paid premiums.

In some instances, insurance coverage placements made by USI require the payment of state surplus lines tax and fees, in addition to the insurance premium itself. USI will attempt to identify any such applicable tax and fees in advance of requesting coverage bound. In all instances, however, payment of any surplus lines tax and fees is the sole responsibility of the insured.

## Who we are

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USI is a leading local, national and global insurance brokerage and consulting firm delivering property and casualty, employee benefits, personal risk, program and retirement solutions to large risk management clients, middle market companies, smaller firms and individuals. Headquartered in Valhalla, New York, USI connects together over 6,000 industry leading professionals across more than 150 offices. USI has become a premier insurance brokerage and consulting firm approaching \$2 billion in revenue by leveraging the USI ONE Advantage®, an interactive platform that integrates proprietary and innovative client solutions, networked local resources and expertise, and enterprise-wide collaboration to deliver customized results with positive, bottom line impact. USI attracts best-in-class industry talent with a long history of deep and continuing investment in our local communities. For more information, visit [usi.com](http://usi.com).

USI products and services include:

- **Commercial Property & Casualty:** including workers' compensation, property coverage, general liability, auto liability, umbrella/excess, management professional services (MPS), cyber risk, environmental, product liability, international, claims and risk control, and more.
- **Employee Benefits:** including underwriting and analytics, HR services, population health management, compliance/healthcare reform, healthcare cost management, pharmacy benefit consulting, ancillary benefit consulting.
- **Personal Risk:** including property, homeowners, farm and ranch, automobile, umbrella, recreational, workers' compensation for household staff, directors & officers/executive risk, and such specialized products as family office group excess, kidnap and ransom, identity theft and private collections.
- **Retirement Consulting:** including defined benefit, defined contribution, investment advisory, health and welfare administration, regulatory and compliance, employee communications and church plan solutions.
- **Affinity Programs:** providing a single source of comprehensive insurance and financial services products, member service and advocacy, persona-based strategic marketing, risk management and financial wellness tools for associations, affinity groups and select industries.

While USI is a full-service brokerage operation, we have developed specialty operations within each region based upon local niche demographics.

## The USI ONE Advantage®

What truly distinguishes USI as a leading middle market insurance brokerage and consulting firm is the USI ONE Advantage, a game-changing value proposition that delivers clients a robust set of risk management and benefit solutions and exclusive resources with financial impact. USI ONE® represents **Omni, Network, Enterprise**—the three key elements that create the USI ONE Advantage and set us apart from the competition.

### ***Omni Knowledge Engine™ – USI's Proprietary Analytics***

Omni, which means “all,” is USI’s one-of-a-kind solutions platform—real time, interactive, dynamic and evolving, and customized for each client. Built in-house by USI subject matter experts, Omni captures the experience of more than 150,000 clients, more than 6,000 professionals and over 100 years of business activity through our acquired agencies into targeted, actionable solutions.

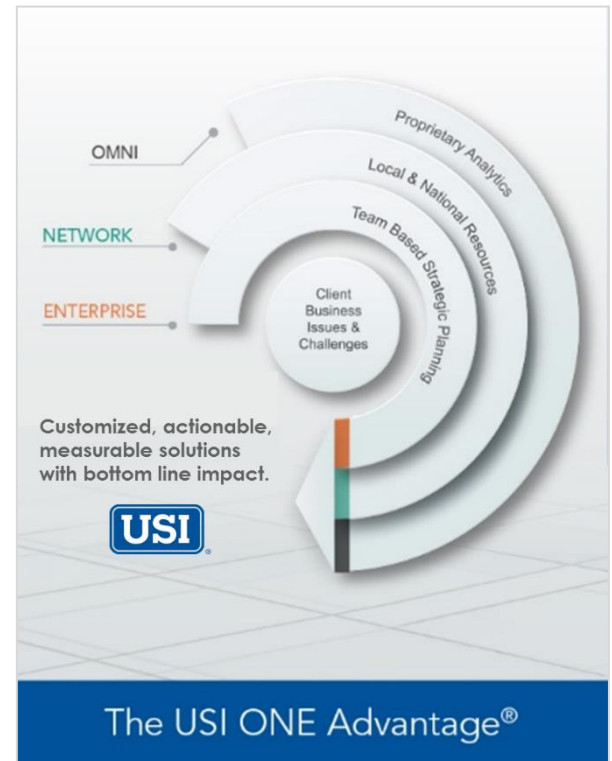
### ***Network – USI's Local and National Resources***

USI has made a very large investment in local resources and technical expertise, with more than 4,400 professionals networked nationally to build strong vertical capabilities and integrated account teams. Our local and regional experts ensure account team availability, hands-on service, and ongoing diligent follow-through so we can deliver on the solutions we customize for our clients.

### ***Enterprise – USI's Team Based Strategic Planning***

USI’s enterprise planning is a disciplined, focused, analysis centered on our client’s issues and challenges. Highly consultative meetings integrate USI’s Omni analytics with our broad resource network to build a risk management strategy aligned with client business needs. Our enterprise process is a proven method for identifying, quantifying and minimizing client risk exposures.

The USI ONE Advantage—our **Omni** knowledge engine, with our **Network** of local and national resources, delivered to our clients through our **Enterprise** planning process gives USI fundamentally different solutions, the resources to deliver, and a process to bring superior results to our clients



# Property and Casualty Resources

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## Risk Management Center

Web-based, enhanced safety resource providing access to safety policies and programs, online training resources, streaming safety videos, Learning Management System (LMS), audits and safety observations, certificate of insurance tracking, incident/accident reporting, safety data sheet (SDS) tracking, OSHA recordkeeping, HR and benefits resources and “Ask the Expert”.

## Risk Management

Insurance premiums represent only one component within your Total Cost of Risk. The risks that you retain in the form of deductibles or retentions represent significant opportunities for risk control and expense management.

USI will tailor a service plan to meet your needs. The following is a sample of additional services that we provide.

- Risk control and engineering
  - Risk evaluation and assessment
  - Environmental, health, and safety training advisors
  - Consulting on property protection and engineering
  - Regulatory review and compliance services
  - Fleets and transportation risk
- Claims consulting and solutions
  - Claims program best practices
  - Claims services administrator marketing and selection
  - Claims services provider auditing and quality measurement
  - Claims program analytics and metrics
- Financial analytics
  - Loss forecast and accrual analysis
  - Risk retention analysis
  - Program comparison and cash flow modeling
  - Cost of risk allocation
  - Risk bearing capacity analysis
  - Benchmarking

*\*Some services require additional fees and may be offered directly through third-party providers.*

## “Claims Made” Coverage Notice

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Some of the quotes provided in this proposal **may be** offered on a Claims Made or a Claims Made and Reported basis.

A brief description of Claims Made and Claims Made and Reported forms is included below for your reference.

### Claims Made

1. Under a **claims-made** form, the policy that is in effect at the time that a claim is made against you is the policy that will respond to that claim, regardless of when the wrongful act occurred (subject to any retroactive date). This differs from an **occurrence** form, which responds to claims resulting from accidents, incidents or injuries occurring while the policy was in effect, regardless of when a claim for damages is brought.
2. If your policy has a **retroactive date**, the wrongful act must have occurred after the retroactive date in order for the policy to respond to a claim.

You may have the right to purchase an extended reporting period (ERP) endorsement if the policy is cancelled or not renewed. This endorsement will provide a period of time to continue to report claims that arise resulting from wrongful acts that occurred after any retroactive date and before the end of your policy period. The ERP (often called “tail” coverage) must be requested within a specific time frame and the additional premium, which typically is required prior to the tail period begins, is fully earned.

### Claims Made and Reported

A type of claims made policy in which a claim must be both made against the insured and reported to the insurer during the policy period for coverage to apply.\*

*\*Source: IRMI Glossary of Insurance and Risk Management Terms.*

# CyberSure® Quick Reference Guide

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## Property and Casualty

**CyberSure® web-based customer service and support available 24/7/365.**

Your business never stops. Why not partner with the broker that never closes?

**Plus “answers”:**  
Online training solutions and disaster recovery planning available at a modest fee.

*CyberSure® is available at **no cost** to you. Take advantage of this time-saving tool. Contact your account team today and request a CyberSure® login!*

### **Available for property and casualty clients:**

#### **E-services**

##### **Certificate management**

Issue your own certificates in the same amount of time it takes to submit a request to your broker. Store copies online and “go green.”

##### **Claims management**

Report claims and monitor history.

##### **Fleet management**

Manage changes to your fleet of autos.

##### **Policy requests and changes**

Add, change, or delete locations, equipment, and other exposures.

##### **My account team**

A customized directory of all those who support your risk management and insurance program.

##### **My documents**

Collaborate with your account team via convenient and secure upload and download of documents.

#### **Resources**

##### **Loss prevention**

Your Safety Committee’s one-stop shop for loss prevention resources.

##### **Risk management “toolbox”**

Articles, checklists, and other resources customized for a wide array of industries.



## AGENDA ITEM

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### JUNE 13, 2019 MEETING OF THE BOARD OF TRUSTEES

#### **Agenda Item IX.C.:**

Discussion and possible Board action regarding the appointment of Broker of Record for the District's Workers Compensation and Various Insurances coverage.

#### **Background:**

The current appointment for the District's Broker of Record for Workers Compensation and Various Insurances expires on September 30, 2019. A Request for Statement of Qualifications for Broker of Record was advertised in the *Review-Journal* and on the District's website. A monthly advertisement is run in minority newspapers directing businesses to check our public website ([www.lvccld.org](http://www.lvccld.org)) regularly for bid opportunities. Additionally, the RFQ notice was faxed to all minority Chambers of Commerce. Three submittals were received. An evaluation panel comprised of representatives from Financial Services, Information Technology and Human Resources performed the evaluation process. The process included a scoring of each submittal based on established criteria and assigned point values. After scoring the submittals, the evaluation panel selected Leavitt Insurance Agency. Leavitt Insurance Agency was selected in part because of its past record of providing the District with exceptional customer service, and the District's desire to maintain continuity in its workers compensation process.

The appointment will be for the policy year commencing on October 1, 2019, and voluntary insurance service to begin September 1, 2020. The initial appointment will be for one year with four optional one-year extensions. The Broker of Record receives no direct remuneration from the District. Remuneration is typically received from the insurance company(s) in the form of a commission.

#### **Recommended Action:**

Motion to authorize staff to appoint Leavitt Insurance Agency as Broker of Record for Workers Compensation and Various Insurances coverage for the policy year commencing on October 1, 2019 and to authorize staff to extend the appointment up to four subsequent one-year extensions subject to the broker continuing to meet performance standards as outlined in the request for statement of qualifications document.





## AGENDA ITEM

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### JUNE 13, 2019 MEETING OF THE BOARD OF TRUSTEES

#### **Agenda Item #IX.D.:**

Discussion and possible Board action regarding the approval for staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related infrastructure improvements over \$50,000 for Fiscal Year 2019-2020.

#### **Background:**

In Fiscal Year 2002-2003, the District established a Technology Replacements and Upgrades Program. The Program was initially established for the replacement of the District's aging technology assets, but now includes funds for new initiatives. The Fiscal Year 2019-2020 budget includes funds for: the replacement of approximately 300 of the District's computers that are over five years old; replacement of several end-of-life IT Department systems; a book printing machine; and additional technologies for the Community Engagement and Library Operations divisions. The IT Department's FY 2020 budget was prepared before the recent budget adjustments and includes funds for technologies for the new Meadows Mall Library and the Bookmobile projects, which were deleted.

The funding for these projects is budgeted in the Technology Replacements and Upgrades Program of the Capital Projects Fund, as approved by the Board of Trustees in the Fiscal Year 2019-2020 Adopted Budget.

The purpose of this agenda item is to pre-approve all Fiscal Year 2020 technology purchases over \$50,000. Rather than separately submitting each purchase request over \$50,000 to the Board of Trustees for approval, as required by the District's *Purchasing Policy*, the Information Technology Department is respectfully requesting that the Board of Trustees give staff the authorization to approve technology infrastructure equipment purchases over \$50,000.

NRS 332.115 exempts these items from the formal bidding process. However, as practiced by staff, multiple informal bids will be solicited and each purchase will be reviewed and evaluated by the Information Technology Department's staff for best possible pricing, and alternatives will be explored prior to purchasing.

The items budgeted for Fiscal Year 2020 are:

<b>Technology Replacements and Upgrades Program</b>	
<b>Description</b>	<b>Estimated Cost</b>
CounterAct Edge Replacement Solution (Security)	\$100,000.00
ILSWeb Server Replacement	\$40,000.00
Replacement AntiVirus solution for Public PCs (Security)	\$50,000.00
SolarWinds Network Management Replacement	\$27,000.00
VMWare Disaster Recovery Implementation	\$50,000.00
<b>Meadows Mall Technology (Deleted)</b>	<b>\$112,000.00</b>
Central Sorter Replacement	\$400,000.00
Spring Valley Sorter Replacement	\$65,000.00
End-of-Life Security Gate Replacements	\$60,000.00
End-of-Life PC Replacements	\$340,000.00
<b>Bookmobile Technology (Deleted)</b>	<b>\$50,000.00</b>
LO Supplemental Requests	\$300,000.00
CE Supplemental Requests	\$23,000.00
End-of-Life Self-Check Replacements	\$60,000.00
Book Printing Machine	\$200,000.00
Contracted Services	\$50,000.00
<b>Grand Total</b>	<b>\$1,927,000.00</b>

**Recommended Action:**

Motion to authorize staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related technology infrastructure improvements over \$50,000 for Fiscal Year 2019-2020, as approved in the District's Adopted Budget by the Board of Trustees.



## ITEM IX.E.

### AGENDA ITEM

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#### JUNE 13, 2019 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #IX.E.:** Discussion and possible Board action regarding the extension of the Agreement with the Las Vegas-Clark County Library District Foundation, Inc. as the sole recipient of discarded library materials for the purpose of funding Library District and Foundation programs and projects.

**Background:**

The Las Vegas-Clark County Library District Foundation, Inc. (the Foundation), an independent 501(c)(3) non-profit corporation, was chartered in 2003 to "aid, support and assist the promotion, growth, and improvement of the Las Vegas-Clark County Library District (the District)," and to serve as an "innovative, flexible, and efficient vehicle to facilitate the solicitation and management of gifts, grants, bequests, and devises for the benefit of the District."

In September 2009, the District entered into an Agreement with the Foundation (attached) that was extended several times:

- for an additional one-year term in 2010, 2011, 2012
- for additional three year terms in 2013 and 2016

The terms of the Agreement are as follows:

- the Foundation is designated as the sole recipient of restricted revenues from discarded and donated library materials for the purpose of funding Library District and Foundation programs and projects that benefit the Library District
- the Agreement calls for an annual audit of the Foundation's financial statements and regular reports to the Library District Board of Trustees on the activities of the Foundation
- the annual budget for these restricted revenues is created by the District's Director of Development and Planning in consultation with the District's Executive Director and approved by the Board of Directors of the Foundation
- eligible use of restricted book sales revenues are defined as "support for District programs, projects, capital, and material acquisitions; matches for District grant projects; Foundation staff costs; Foundation programs and/or grant projects that benefit the District; and costs associated with annual audit and accounting expenses"

Throughout the ten years of this Agreement, the Foundation has generated \$2,119,789 in revenues from sales of donated and discarded materials received from the Library District, and has provided \$1,961,082 in District support for programs, projects, capital and materials, as well as other eligible activities outlined in the fourth bullet above. Per the Agreement, the Foundation conducts an audit annually.

## Item IX.E.

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Book sales revenues come from three sources: 1) sales at used bookstores located in District branch facilities, 2) special sales in branch locations, and 3) online book sales (Amazon and Friends of Phoenix). Over the past ten years, these revenues have continued to rise, from \$199,222 in FY 2009-2010 to \$286,125 in FY 2018-19 (as of April 30, 2019). We anticipate making our goal of \$300,000 this year.

Expenditures of restricted book sale funds have been strategic over the past ten years:

- In the midst of the recession during District cutbacks, Foundation funding supported core programs like Summer Reading, the Vegas Valley Book Festival, and the Volunteer Program Coordinator position.
- As those expenses were absorbed back into the General Fund, the Foundation has grown a niche role of assisting the District with service innovation and community collaboration initiatives and working on statewide planning grant projects.
- This revenue source also provided match funding to many years of District grants funded with federal pass through grant money.
- The Foundation also continues to support a wide variety of District programs, events, and community partnerships upon requests from District departments, as well as initiatives that advance and accelerate progress on the Library District's strategic plan, Vision2020.

#### **Action Under Consideration:**

This item requests a five-year extension of the Agreement, as provided for in Section IX. *Execution of Agreement*, signed by the authorized representatives of the District and Foundation on or before July 1, 2019, for a term of July 1, 2019 through June 30, 2024.

Staff recommends support for this Board action, as the Agreement between the District and Foundation is generating new and growing revenues for District and Foundation initiatives, the Foundation is fully aligned with the goals of the District strategic plan, and the Foundation has complied with every aspect of the Agreement terms.

Special recognition must be given to Volunteer Program Coordinator **Leslie Valdes** who also works half-time as the Foundation's Book Sales Manager, overseeing the book sale operations. In the beginning of the implementation of the Agreement, Ms. Valdes generated book sales revenues that constituted 80% of Foundation annual revenues, and lent the District vital support during the recession. She has consistently grown both branch library book store revenues as well as online sales through Amazon, to the current level of \$300,000 per year. Development Program Officer **Sherry Walker** is also integral to the book sales operations, as half of her time is donated to Foundation accounting, meetings, grant development and management, and communications. The Foundation also thanks the many District departments that support Foundation book sales – the stores in each branch, courier team support from General Services, Financial Services team support, with special recognition to Accounting Specialist **Cherrie Delaney** and Senior Accountant **Anita Lai**, and book sale promotional support from the Branding and Marketing team.

#### **Recommended Action:**

Motion authorizing the Board Chair to sign a five-year extension of the Agreement between the Library District and the LVCCLD Foundation, Inc., from July 1, 2019 through June 30, 2024.

Copy of Agreement:

**AGREEMENT**

**Whereas** the Las Vegas - Clark County Library District (The District) is a public agency organized under the Nevada Revised Statutes and

**Whereas** the Las Vegas – Clark County Library District Foundation (The Foundation) is a nonprofit, tax exempt organization qualifying as a U.S. Treasury Section 501 (c) (3) corporation and

**Whereas** each entity to the Agreement is a separate and distinct organization and

**Whereas** the parties hereto both share the common goal of supporting, enriching and enabling library services within the service area of The District

**Now therefore**, in consideration of the mutual promises hereinafter stated, it is agreed as follows:

I. The Foundation's Organizational and Finance Records

The Foundation agrees to or has adopted the bylaws, and/or policies to guarantee the structure and operations of its organization. At minimum, such bylaws and policies will regulate the time and the procedures for the elections of officers; a rotation schedule and procedure for the election of Board Members, encouragement of annual active recruitment of Board Directors, orientation and training for new Board Directors, implementation of appropriate accounting procedures and transmittal of copies of financial records to The District. Said records shall include but not be limited to a copy of the annual tax return and a roster of the Board of Directors. The above items will be supplied to The District by either the filing deadline established by law or upon execution of this Agreement. In addition, The Foundation shall conduct an annual audit or full accounting of its financial records and provide same to the District for the term of this Agreement in a form or manner acceptable to the District.

II. District Donations to The Foundation from District Bookstores and Book Sales

The District agrees to donate library materials discards which have, in The District's sole discretion, been determined to be of no further use to The District consisting of books and other library materials, including those materials donated by the public, after The District has determined said donated materials not suitable for adding to The District's collections as outlined in The District's **Collection Development Policy**. Discarded materials and donations are donated to The Foundation without requirement of bid by The District.

III. The Foundation's Sale of Donated Materials and Grant Awards to The District

In consideration of said donations, The Foundation agrees to appropriately and in a fiscally responsible manner work with designated District staff to coordinate the sale those items it determines are saleable in The District's bookstores and other locations, including online sales. After deducting 50% of the cost of annual audit and attendant accounting expenses referenced in Section I. of the herein Agreement, all other proceeds from the book sales will be considered a restricted stream of Foundation revenue. Said funds shall be placed in an enterprise, trust and/or

restricted fund which shall be used only and exclusively for activities described in Section IV of this Agreement.

**IV. Program Development, Budget Development, Reimbursement of Expenses and Reimbursement Procedure**

The District's Executive Director, in consultation with The Foundation, will develop a program plan that may include District programs, projects, capital and material acquisitions, and costs for a volunteer coordinator that include salary, benefits and 15% administrative overhead. The program plan may also include cash matches for District grant applications or Foundation programs and/or grant applications that benefit the District.

The District's Executive Director, in consultation with The Foundation, will provide to The Foundation a budget, which does not require Foundation Board approval, for reimbursable expenses for activities described in the program plan referred to above. The budget shall conform to anticipated book sales revenues as reflected in the District's budget that coincides with the term of this Agreement and is approved by the District.

The District shall invoice The Foundation quarterly for reimbursement of said budget expenditures. The Foundation shall pay same within thirty (30) days of the invoice.

**V. District Bookstore Sales, Monitoring, Receipts, and Transfers**

The District agrees to designate areas in its branches for use by The Foundation which will be overseen by a Volunteer Coordinator and Foundation volunteers. Areas shall be provided with shelving and areas for sorting and pricing donated materials by volunteers.

The District shall collect and audit bookstore sales receipts and deposit collected funds monthly in the above-referenced restricted account of the Foundation. The District and The Foundation shall monitor said revenues to assure that receipts conform to book sales revenues estimated in the budget referred to in Section IV. In the event there is a material variance in said book sales revenues, The District will adjust the budget, reimbursement requests, and transfers accordingly.

**VI. Foundation Transfers to the District & Recognition**

The Foundation agrees that The District shall be the sole recipient of all transfers, grants and other awards by The Foundation, however, in all cases The Foundation shall receive suitable and appropriate acknowledgement in staff reports to The District's Board of Trustees; in The District's promotional materials, newsletters and other appropriate District publications; and in The Foundation's promotional materials, newsletters, annual report and other appropriate Foundation publications. The District agrees to annually recognize the support and contributions of The Foundation by placing on its Agenda at a scheduled annual meeting, a report from The Foundation regarding its support and contributions to The District during the preceding term of Agreement.

**VII. Communication Between The Foundation and The District**

Both parties agree that open communications with each other and the public is of great importance. Two members of The District's Board of Trustees and the Executive Director shall be members of The Foundation's Board of Directors, per The Foundation bylaws, and thereby will receive all meeting notices and minutes. Similarly, The District will keep The Foundation apprised of meetings of The District's Board of Trustees. It is expected that The Foundation will inform its

Directors of said meetings. In addition, The Foundation shall provide The District Board of Trustees with quarterly reports regarding Foundation activities and finances, and other additional reports, as requested by The District.

**VIII. Dissolution of The Foundation**

Should The Foundation cease to exist as an organization or should they refuse or be unable to receive the material for two consecutive months, then in that event, the funds received as a result of this Agreement shall be immediately returned to The District for the support of such Library services as it deems appropriate and the District may resume disposing of the library material and donation discards as it sees fit.

**IX. Execution of Agreement**

This Agreement is agreed to on the dates signed by the authorized representatives below and will be effective on \_\_\_\_\_ of \_\_\_\_\_, 2009. The term of this Agreement is for one year from the date herein. This Agreement may be continued for subsequent years by the mutual agreement of the parties.

Proposed Fiscal Year (FY) Restricted Book Sale Revenue Budget:

**PROPOSED BOOKSTORE BUDGET FY 2019-2020**

Library District Initiatives	\$35,000
Foundation Initiatives	
Capital Campaign Development	\$35,000
Teacher Tutor Program	\$40,000
Museum Pass Program with DCM	\$30,000
Teen Tech and Robot Labs	\$64,200
Bookstore Support	\$50,000
Volunteer Program	\$40,000
<b>TOTAL FY 2019-2020 BOOKSTORE BUDGET</b>	<b>\$294,200</b>