

MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
October 10, 2019
(approved November 14, 2019)

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Enterprise Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, October 10, 2019.

Present:

Board:	F. Ortiz, Chair	S. Bilbray-Axelrod
	K. Benavidez	E. Foyt
	R. Wadley-Munier	S. Ramaker
	B. Wilson	J. Meléndrez

Counsel: G. Welt

Absent: M. Francis Drake - excused

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

Guests:

F. Ortiz, Chair, called the meeting to order at 6:46 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustees Meléndrez, Wilson, and Wadley-Munier attended via telephone. Appendix A.
Chair Ortiz led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

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

Enterprise Library presentation by Branch Manager Marie Nicholl-Lynam. (Item IV.A.)

Enterprise Library Branch Manager Marie Nicholl-Lynam welcomed Trustees and guests to the branch.

Ms. Nicholl-Lynam has been Enterprise Library Branch Manager since September 2018, and prior to that she was Branch Manager at the Clark County Library. What she has learned since moving to the Enterprise Library is that there is a very strong connection between staff and patrons at this branch; it is very much a neighborhood library.

Ms. Nicholl-Lynam introduced her department heads:

Gloria Jertberg – Assistant Branch Manager and Adult Services Department Head

Christopher Felipe – Multimedia Supervisor, one of only two in the District

Ryan Revis – Customer Service Department Head

Cheryl Kranitz Dykes – Youth Services Department Head

At the Enterprise Library, there are 11 full-time staff (including four librarians), eight part-time staff, and 10 pages.

Ms. Nicholl-Lynam then showed photos featuring the different programs offered at Whitney, including a monthly Art Club for ages 6-11, Teen Sewing Program, monthly Teen Paint Shop, DJ Studio, monthly Crafternoon Program, and Coffee with a Cop.

Enterprise Library was funded by the 1991 Bond issue that built many District libraries. The doors opened on April 20, 1996. With 26,300 square feet, the branch is one of the smaller District libraries. Ms. Nicholl-Lynam then pointed out several distinct architectural features, including the repetitive triangular design throughout the building.

Ms. Nicholl-Lynam next discussed the branch's volunteer program, information about the collection at the branch, as well as statistics about the use of the collection and the most popular items checked out. She provided information about the service population and community outreach programs the branch staff provides. She then discussed the branch's DJ studio, which was a project initiated by her predecessor as Branch Manager, Salvador Avila. There are classes for teen and families as well as the opportunity to welcome attendees to the annual Electric Daisy Carnival (EDC) at McCarren airport.

Finally, Ms. Nicholl-Lynam spoke about the newest space at the Enterprise Library, the TeenZone powered by Cox. Development and Planning Director Danielle Milam obtained a \$25,000 grant from Cox Communications for the technology for the space and the existing teen space was remodeled by the District's General Services Department with furniture, paint, and new carpeting. The IT Department furnished it with new MAC's and laptops. This means the entire grant from Cox was spent on technology for the users such as a 3D printer, large format sublimation printer, music recording and podcasting equipment, as well as photography, film and robotics technology. While the space is ready to go, a grand opening is being planned and Trustees will be invited to the event.

Ms. Nicholl-Lynam's presentation is attached as Appendix B.

Trustees Foyt, Benavidez, Wilson, Meléndrez, Wadley-Munier, Ramaker, and Chair Ortiz complimented Ms. Nicholl-Lynam on her presentation and branch staff for their work, programs and community outreach.

Trustee Bilbray-Axelrod commented on the exterior branch signage, noting that it was not clearly visible. She also suggested new ways of storing the DVD's that would not take up much space. She then complimented staff and the new teen space, commenting that her daughter was enjoying the space at this very moment.

**Update on One-Stop
Career Centers in
District Libraries
presented by
Workforce
Connections
Executive Director
Jaime Cruz.
(Item IV.B.)**

Workforce Connections (WC) Executive Director Jaime Cruz thanked Trustees for the opportunity to report on the partnership between his organization and the District that has been going on for two years. He recognized a long list of District staff for their work on the project.

Mr. Cruz wanted to highlight two important points. First, because of the partnership with the District, the One-Stop Career Center service model is now in libraries where, formerly, there were none. Libraries are closer to where people live and work. Currently, of the more than half of the population that are eligible for the federally funded

programs that WC administers, more than half of that population are closer to a One-Stop center than before, because of the partnership with the District. This results in a tremendous increase in access for WC.

The second thing Mr. Cruz wanted to highlight was that, two years ago, there was a lot of doubt as to whether libraries would be a place that people would want to go to access these services. Two years later, the results show that libraries are places people will come in large numbers to look for employment and training services. It is thanks to the District's Board that approved and the staff that built the service model that WC has not only the five original District libraries where the One-Stops were placed, but are now in ten locations across Clark County. The five original locations were the District branches at West Las Vegas, East Las Vegas, and the Clark County libraries as well as Mesquite and Loughlin libraries. Now there are locations in Henderson, North Las Vegas, and Boulder City libraries. Mr. Cruz is also grateful that District staff has invited WC to participate in the planning for the branch remodels that District staff are now working on so that One-Stops have specifically designed spaces for their locations.

Because of the success with the District, WC can provide guidance to other areas of the country about the benefits of partnering with libraries to provide services. Mr. Cruz has presented on best practices nationally and focusses on utilizing libraries to provide their federally-funded services. This allows WC to save money on rent and use the money to provide more services. Cruz understands that Community Engagement Director Matt McNally has also done the same for the library community.

Mr. Cruz said he has been reporting to the Las Vegas City Council, Clark County Commission, Boulder City and Henderson using a large map that shows the wide variety of One-Stop locations in southern Nevada and that most of them are in libraries. He showed the large map to the Board and reminded them that the service model was born with the Library District's Board of Trustees approval two years ago. Cruz thanked Trustees for the opportunity to be a District partner as well as the opportunity to provide more services.

Trustee Benavidez thanked Mr. Cruz and WC for partnering with Commissioner Weekly's office and the Library District to produce the 15th Annual Hispanic Youth Leadership summit. The District supplied the location at the West Las Vegas Library and WC assisted financially with bringing in 230 high school students to participate.

Trustee Ramaker said that the One-Stop Center in Mesquite was so important to the community. It is useful and so busy all the time.

Mr. Cruz commented that, not only in Mesquite, but also at the East Las Vegas and West Las Vegas libraries, that the One-Stops are very busy. Actually, Cruz said, they could use more staff, so his expectations have been exceeded.

Approval of Proposed Minutes Regular Session, September 12, 2019. (Item V.A.)	Trustee Bilbray-Axelrod moved to approve the Minutes of the Board of Trustees Meeting held September 12, 2019. There was no opposition and the motion carried.
Chair's Report (Item VI.)	Chair Ortiz advised Trustees that they each received a calendar showing the Board meetings for 2020. He thanked staff for submitting their monthly reports and assured them that Trustees were very interested in all the information included in the material.
Library Reports (Item VII.)	Trustee Bilbray-Axelrod moved to accept Reports VII.A.1-3. There was no opposition and the reports were accepted.
Executive Director's Report (Item VII.A.)	<p>Dr. Heezen pointed out that Trustees were provided with a new edition of the District's <i>Highlights</i> magazine, the program from the District's Staff Day which will be held on Monday, a flyer for the District's Homework Help programs and materials, and a brochure for the District's meeting room space for rent. Heezen added that more specific information about individuals spaces was provided at each branch. In addition, Committee assignments for July 1, 2019 – June 30, 2020 were at each Trustees seat. He then introduced a video clip for the Best Buy Teen Tech Center located at the Clark County Library.</p> <p>Finally, Dr. Heezen bade farewell to the District's longtime Training Development Manager Jacinta Allen, who is leaving as of October 31, 2019. He thanked her for her service and introduced Keeley Walker, who started with the District October 1st.</p> <p>Finally, Dr. Heezen thanked staff who worked on the meeting.</p>
Library Operations, Security Reports and Monthly Statistics (Item VII.A.1.a.)	Trustee Bilbray-Axelrod asked to confirm that the reported statistics from 2018 reflected the Las Vegas Library (which is now closed) with the 2019 statistics reflecting the new East Las Vegas Library, which Library Operations Director Jennifer Schember did.
Branding and Marketing Report and Electronic Resources Statistics (Item VII.A.2.a.)	No questions.
Community Engagement Report and Monthly Statistics (Item VII.A.2.b.)	No questions.

**Development and Planning Report
(Item VII.A.2.c.)**

No questions.

**Information Technology Report
(Item VII.A.2.d.)**

No questions.

**Financial Services Report
(Item VII.A.3.a.)**

No questions.

**General Services Report
(Item VII.A.3.b.)**

No questions.

**Human Resources Report
(Item VII.A.3.c.)**

No questions.

**Unfinished Business
(Item VIII.)**

None.

**Discussion and possible Board action regarding adoption of proposed revisions to the District's *Purchasing Policy*.
(Item IX.A.)**

Purchasing Policy Committee Chair Ortiz reported that the Committee had met immediately prior to this meeting and recommended adoption of the proposed revisions to the District's *Purchasing Policy*. Ortiz added that the revisions were required due to changes made at the 2019 Legislative Session.

Trustee Wadley-Munier moved to adopt proposed revisions to the District's *Purchasing Policy*. There was no opposition and the motion carried.

The revised *Purchasing Policy* is attached as Appendix C.

**Announcements
(Item X.)**

Trustees are invited to attend Staff Day on Monday, October 14, 2019, at the Texas Station Hotel & Casino. Registration begins at 8:00 a.m., the program begins at 9:00 a.m., lunch will be served, and the day ends at 4:00 p.m. Trustees were asked to let Executive Assistant Allison Boyer know (702-507-6186 or boyera@lvccld.org) if they planned to attend. Chair Ortiz, Trustees Bilbray-Axelrod, Foyt, Meléndrez, and Wilson all indicated they would try to attend for at least part of the day.

The District will be closed for Staff Day on October 14, 2019 and on Nevada Day, which is October 25, 2019.

Trustees are invited to attend the Career Online High School Graduation on Thursday, October 24, 2019, at 6:00 p.m. at the Clark County Library Theater. Trustees were asked to let Ms. Boyer know (702-507-6186 or boyera@lvccld.org) if they planned to attend.

There will be a Finance and Audit Committee Meeting on Thursday,

November 14, 2019, at 4:30 p.m. in the Centennial Hills Library, 6711 N. Buffalo Drive, Las Vegas, Nevada 89131.

The next Board Meeting will be held Thursday, November 14, 2019, at 6:00 p.m. in the Centennial Hills Library, 6711 N. Buffalo Drive, Las Vegas, Nevada 89131.

Dr. Heezen and Trustee Benavidez briefly reported on the Kickoff to Kindergarten event hosted by Commissioner Lawrence Weekly at the East Las Vegas Library. Benavidez thanked Mr. McNally and his staff for taking Commissioner Weekly's idea and running with it.

Trustee Bilbray-Axelrod also thanked Mr. McNally and the Community Engagement team for participating again at Family to Family's 15th Annual Touch-a-Truck event. The Library District truck is always a big hit. She also said that her daughter Molly wanted to express how much she enjoyed the Enterprise Library's Teen Tech Center and thinks every branch should have one.

Trustee Wadley-Munier spoke about her family's experience at the East Las Vegas Library participating in activities for prekindergarten. It was marvelous to see so many people there. Her grandchildren have their own cards and they are all excited about going to the library, including the two-year old.

Trustee Foyt commented that she was going to attend the Nevada Library Association Conference in Reno November 2-4. She thanked Mr. Rice and Mr. James in advance for all the work they needed to do to start on the planning and budgeting for the proposed remodeling projects.

Public Comment
(Item XI.)

None.

Executive Session
(Item XII.)

Removed from Agenda.

Adjournment
(Item XIII.)

Chair Ortiz adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2019 ATTENDANCE

Appendix A

October 10, 2019 Regular Board Meeting

2019		January 17 Regular Board Mtg	February 14 Regular Board Mtg	March 14 Risk Mgmt Cmte	March 14 Regular Board Mtg	April 11 Naming Libraries Policy Cmte	April 11 Finance and Audit Cmte	April 11 Regular Board Mtg	May 23 Regular Board Mtg	June 13 Risk Management Cmte	June 13 Nominating Cmte	June 13 Regular Board Mtg	July 11 Regular Board Mtg	AUGUST	September 12 Regular Board Mtg	October 10 Purchasing Policy Cmte	October 10 Regular Board Mtg		
Benavidez	Kelly	P	P	A-E	A-E	P	P	P	P	P	P	P	A-E	NO MEETING	P	P	P		
Bilbray-Axelrod	Shannon	P	P		P	P	P	A-E	P	P	P	P	P		P	P	P		
Brooks*****	Constance	A-E	P		P	A-E		P	P		A-E	A-E	P		X	X	X		
Drake	Marilyn	P	P	P	P	P	P	P	P	P	P	P	P		P	A-E	A-E		
Foyt	Elizabeth	P	A-E	P	P	P	P	P	A-E		A-E	P			P	P	P		
Meléndrez**	Jose	P	P	P	P	P		A-E	X	X	X	X	X		P	P	P		
Moulton****	Sheila	P	P	P	P	P	P	P	P	P	P	P	P		X	X	X		
Ortiz	Felipe	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P		
Wadley-Munier	Robin	P	P		A-E	P	P	P	P	P	P	P	P		P	P	P		
Ramaker*	Sandra	X																	
Wilson***	Brian	X	X	X	X	X	X	X	P	P	P	P	P		P	P	P		

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absense

as of October 10, 2019

* Appointed to new term beginning March 5, 2019

**Term expired March 6, 2019, served until new Trustee appointed by Las Vegas City Council May 15, 2019. Appointed by Clark County Commission to a four year term beginning August 8, 2019.

*** Appointed to term beginning May 15, 2019

****Term expired August 7, 2019

*****Resigned September 5, 2019

Enterprise Library



Enterprise Library: 5 Fast Facts

- Funded by 1991 bond issue
- Opened on April 20th, 1996
- 26,300 square feet
- Exposed duct work complemented by a repetitive triangular design throughout the branch
- DJ Studio



Who We Are

- 11 full-time staff/4 librarians
- 8 part-time (19) hour staff
- 10 Pages

Our Volunteers

- 2018 Youth Volunteer Hours: 2353
- 2018 Adult Volunteer Hours: 1863

Collection Statistics

- **Collection Size:** give or take 83,000 items
2018-2019 Fiscal Year Circulation: 421,306
- **Turnover:** 9

What Gets Checked Out Most?

- **Adult DVDs** 13% of collection/31% of circulation
- **Juvenile Fiction** 28% of collection/26% of circulation

Our Community

- **Population:** 176,000
- **Longevity:** 57% of community have been here 10+ years
- **Income:** varies, median income \$85K
- **Families:** 27% of our population is under age 18
- **Schools:** 10 Elementary, 2 Middle, 1 High School

DJ Studio

- Opened in 2012
- Weekly classes for teens
- Bimonthly classes for tweens/families
- Bimonthly classes for adults
- Teen DJs perform at McCarran Airport as a prelude to Electric Daisy Carnival
- 2 instructor DJs: DJ Naavi & DJ Jon



Teen Zone Powered By Cox

- \$25,000 grant for technology
- Refreshed spaces
- Teen computers (iMac, All in Ones, laptops)
- 3D printer
- Large format sublimation printer
- Music recording
- Photography & filming

Powered by COX

Las Vegas-Clark County
LIBRARY
DISTRICT

Purchasing Policy

Purpose:

The purpose of this policy is to establish guidelines for the Las Vegas-Clark County Library District (the "District") when procuring goods and services and entering into contractual agreements; and ensuring procurement activities are in full compliance with applicable laws.

Governing Nevada Revised Statutes:

NRS 332 – Purchasing: Local Governments and NRS 338 – Public Works.

Policy Statement:

The District's procurement practices are based on the principle of fair and open competition. Procurement procedures shall not restrict or eliminate competition. The practice of favoritism is not permissible. All parties involved in the procurement process have a responsibility to provide fiscal stewardship when expending District funds and to act in good faith. Requests to deviate from the provisions of this Policy shall be submitted to the Executive Director and approved by the Board of Trustees.

Conflicts of Interest:

Purchasing from or through employees of the District or through companies in which District employees have a financial interest, either directly or indirectly, is not permitted. The purchasing power of the District shall not be used for private advantage or gain. District officials and employees are prohibited from obtaining a direct benefit from any contract in which they are involved on behalf of the District. District officials and employees are prohibited from influencing or attempting to influence award of contracts, soliciting, or receiving gifts or rewards for recommending.

Procurement Categories:

Goods and Services, Construction (Public Works), and Professional Services.

Procurement Methods:

Procurements shall be made using one of the following methods: Invitation to Bid, Request for Proposals, Request for Statement of Qualifications, Request for Quotation; or other accepted method that complies with the provisions of NRS 332 and NRS 338.

Disadvantaged Business Enterprises and Emerging Small Business Enterprises:

With equity and fairness, the District shall encourage Disadvantaged Business Enterprises (DBE) and Emerging Small Business Enterprises (ESB) to participate in the District's procurement processes (no contract award percentages are implied) by:

- 1) Performing continuous outreach efforts:
 - a. Publish information in community-based newspapers
 - b. Send solicitation and bid notices to community-based Chambers of Commerce
 - c. Participate in local events intended to assist these types of business enterprises.
- 2) Actively invite DBEs and ESBs to submit an offer in response to a solicitation.
- 3) The District shall ensure that its procurement process includes a good faith effort to utilize minority and women-owned business enterprises.

The Purchasing and Administration Department shall compile and submit required ESB reports for the State Office of Economic Development and maintain current DBE and ESB vendor/contractor information.

For Public Works solicitations, a prime contractor utilizing subcontractors shall solicit bids from DBE and ESB subcontractors and submit evidence of that effort as part of the bid submission process.

Joinder/Mutual Use of Contracts by Governmental Entities:

In accordance with NRS 332.195, the District may enter into a contract pursuant to a solicitation by:

- 1) A governmental entity located within or outside the State of Nevada with the authorization of the contracting vendor;
- 2) The State of Nevada or another State with the authorization of the contracting vendor;
- 3) A Cooperative Purchasing Organization.

This section does not apply to contracts if a contractor's license issued pursuant to NRS 624 is required for any portion of the work to be performed under the contract.

Such contract usage shall be brought before the Board of Trustees for approval based on the contract amounts outlined under Board Approval of Contract Awards.

Board Approval of Contract Awards:

The Board of Trustees shall approve contract awards from informal and formal solicitations and contracts exempt from competitive solicitation for the following contract amounts:

- 1) Goods and Services contracts valued over \$75,000.
- 2) Construction (Public Works) contracts valued over \$175,000.
- 3) Professional Services contracts valued over \$50,000.

Contract awards for Library Materials do not require approval of the Board of Trustees

Procurement Guidelines (minimum requirements):

GOODS AND SERVICES	
The procurement of goods and services shall comply with the provisions of NRS 332 and the District's Purchasing Policy.	
Contract Amount	Procurement Process
Under \$1,000	Discretion of authorized staff while ensuring best value.
\$1,000 - \$5,000	Informal Solicitation Required: Obtain documented verbal offers from two (2) or more persons, when possible.
\$5,001 - \$50,000	Informal Solicitation Required: Obtain written offers from two (2) or more persons including at least one (1) DBE or ESB, when possible and available. Informal solicitation statement recommended.
\$50,001 - \$100,000	Informal Solicitation Required: Obtain written offers from two (2) or more persons including at least one (1) DBE or ESB, when possible and available. Informal solicitation statement required. Shall be coordinated through the General Services - Purchasing and Administration Department.
\$100,001 +	Formal Solicitation Required: Formal solicitation statement and advertising required. Shall be coordinated through the General Services - Purchasing and Administration Department.
Contract amounts stated above are per fiscal year.	
When it is evident or appears likely that, during a fiscal year, the cumulative purchase amount of similar goods or services from either a single vendor or multiple vendors, will exceed \$100,000, a Formal Solicitation is required.	
In emergency situations, verbal offers should be solicited in so far as practical under the circumstances.	
Names of DBE and ESB vendors/contractors shall be provided by the General Services - Purchasing and Administration Department upon request.	

CONSTRUCTION (PUBLIC WORKS)	
The procurement of services for new construction, alteration, repair (other than ordinary maintenance), improvement, or reconstruction of District buildings shall comply with the provisions of NRS 338 and the District's Purchasing Policy.	
Contract Amount	Procurement Process
\$25,000 or less	Solicit a bid from at least one (1) properly licensed contractor.
\$25,001 – \$100,000	Solicit bids from at least three (3) properly licensed contractors including at least one (1) DBE or ESB, when possible and available. Requires informal solicitation statement. Shall be coordinated through the General Services - Purchasing and Administration Department.
\$100,001 +	Advertised Bid or other accepted method that complies with the provisions of NRS 338. Prevailing Wage Rates required. Requires formal solicitation statement. Shall be coordinated through the General Services - Purchasing and Administration Department.

<p style="text-align: center;">PROFESSIONAL SERVICES (Exempt from Competitive Solicitation) The procurement of professional services shall comply with the provisions of NRS 332 and the District's Purchasing Policy.</p>
<p>Although exempt from competitive solicitation, this section does not prohibit the Executive Director or an authorized District employee from using any appropriate procurement method.</p>
<p>When a formal solicitation is appropriate and/or desirable, a Request for Proposals (RFP) or Request for Statement of Qualifications (RFQ) procurement method shall be used. Requires a formal solicitation statement and advertising. Shall be coordinated through the General Services - Purchasing and Administration Department.</p>

<p style="text-align: center;">EXCEPTIONS TO COMPETITIVE SOLICITATION PROCESS (In accordance with NRS 332)</p>
<p>Contracts not adapted to award by a competitive solicitation include contracts for:</p>
<ul style="list-style-type: none"> ▪ Professional Services
<ul style="list-style-type: none"> ▪ Items which may only be contracted from a sole source.
<ul style="list-style-type: none"> ▪ Perishable Goods
<ul style="list-style-type: none"> ▪ Insurance
<ul style="list-style-type: none"> ▪ Books, instructional materials, library materials, and subscriptions.
<ul style="list-style-type: none"> ▪ Goods or services purchased from organizations or agencies whose primary purpose is the training and employment of persons with disabilities.
<ul style="list-style-type: none"> ▪ Hardware and associated peripheral equipment and devices for computers.
<ul style="list-style-type: none"> ▪ Software for computers.
<ul style="list-style-type: none"> ▪ Maintenance and support for: 1) hardware and associated peripheral equipment and devices for computers; and 2) software for computers.
<ul style="list-style-type: none"> ▪ Equipment containing hardware or software for computers.
<ul style="list-style-type: none"> ▪ Additions to and repairs and maintenance of equipment which may be more efficiently added to, repaired, or maintained by a certain person.
<ul style="list-style-type: none"> ▪ Equipment which, by reason of the training of the personnel or of an inventory of replacement parts maintained by the District is compatible with existing equipment.
<ul style="list-style-type: none"> ▪ The design of, and equipment and services associated with, systems of communication.
<ul style="list-style-type: none"> ▪ Emergency Contracts*
<p>Although exempt from competitive solicitation, this section does not prohibit the Executive Director or an authorized District employee from advertising for or requesting offers.</p>
<p>*When the health, welfare, or safety of staff or the public is in jeopardy, the Executive Director or other member of the Executive Council may authorize a procurement without the use of a competitive solicitation process. The nature of any such emergency shall be documented and reported to the Board of Trustees at their next regularly scheduled meeting.</p>

Delegation of Authority:

The Executive Director has discretion to authorize delegation of authority for any permissible expenditure under this policy to designated District employees.

Policy Review:

This policy shall be brought before the Board of Trustees for review at least every two years to coincide with the biennial sessions of the Nevada Legislature (when statutory changes are typically made) or when administrative changes are recommended.

Operating Procedures:

The General Services - Purchasing and Administration Department shall establish, review, and update procedures as necessary to ensure compliance with this policy.

Records Retention:

The District shall maintain a record of each solicitation and response to a solicitation for at least seven (7) years after the date of execution of the contract.

Definition of Terms:

Contract: A written document such as a Purchase Order, Agreement for Services, or other document(s) securing goods or services for District use.

Cooperative Purchasing Organization: An organization that implements a cooperative arrangement to agree to aggregate demand on behalf of public entities for the purpose of obtaining lower prices from certain suppliers to reduce the costs of procurement.

Disadvantaged Business Enterprise (DBE): A for-profit small business where socially and economically disadvantaged individuals own and control at least 51% interest. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and Women are presumed to be socially and economically disadvantaged.

Emerging Small Business (ESB): A small business certified as such by the State of Nevada Office of Economic Development.

Formal Offer: A competitive bid that must be submitted in a sealed envelope and in conformance with a prescribed format to be opened in public at a specified date and time.

Formal Solicitation: A solicitation that requires advertising and a formal sealed offer or proposal, public opening, and other formalities.

Governing Body: The Board of Trustees of the Las Vegas-Clark County Library District.

Informal Offer: A competitive bid, price quotation, or proposal for supplies or services that is conveyed by a letter, fax, e-mail, or other manner that does not require a formal sealed offer or proposal, public opening, or other formalities.

Informal Solicitation: A solicitation that requires documented competitive offers but does not require advertising or a formal sealed offer or proposal, public opening, or other formalities.

Invitation to Bid: Usually requested where the scope of work is detailed and clear and the client is requesting various companies provide a response in the same format. A bid will have more detail than an estimate or a quote.

Library Materials: Print and non-print materials collected, processed, and stored by libraries. They comprise books, periodicals, pamphlets, reports, microforms, maps, manuscripts, motion pictures, and all other forms of audiovisual records.

Offer: A verbal or written response to a solicitation submitted by a Responding Offeror.

Procurement: Purchasing, renting, leasing, or otherwise acquiring any materials, services, or construction; includes all functions that pertain to the acquisition, including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Professional Service: A personal service which may legally be performed only pursuant to a license, certificate of registration, or other legal authorization (NRS 89.020.10) such as legal services, architectural and engineering services, insurance broker, investment management, auditing, etc.

Request for Proposals (RFP): A written document including all the information contained in estimates, quotes and bids but they allow the proposer to provide more information such as references, details about prior work, key staff, suggested solutions, and more. A Request for Proposal (RFP) usually involves submissions from multiple companies and the contract award takes all factors into consideration, not just lowest cost.

Request for Quotation: Provides a fixed price based on what is needed and should be provided in writing.

Request for Statement of Qualifications (RFQ): A written document most often used to solicit for a professional service and is used for a specific project or set of projects. The most qualified company, individual, or agency is selected and then fees are negotiated before a contract is signed.

Responding Offeror: A company or person who responds to a solicitation.

Solicitation: A written statement which sets forth the requirements and specifications of a contract to be awarded by an Invitation to Bid, Request for Proposals, Request for Statement of Qualifications, Request for Quotation; or other accepted method that complies with the provisions of NRS 332 – Purchasing: Local Governments and NRS 338 – Public Works.

Vendor: A company or person providing goods or services.