

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
November 14, 2019**

DATE: Thursday, November 14, 2019

TIME: 6:15 p.m.

PLACE: Centennial Hills Library
6711 N. Buffalo Drive
Las Vegas, NV 89131

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. Centennial Hills Library presentation by Branch Manager Ann LaGumina

V. Approval of Proposed Minutes (For possible action)

- A. Purchasing Policy Committee, October 10, 2019
- B. Regular Board Meeting, October 10, 2019

VI. Chair's Report

- A. Oral report by Trustee Foyt on the Nevada Library Association's Annual Conference (Reno, NV).
- B. 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 Finance and Audit Committee’s recommendation to approve the audit performed by Piercy Bowler Taylor & Kern for the Fiscal Year 2018-2019.
- B. Discussion and possible Board action to renew the contract extension with The Firm PR for Public Relations and Social Media Services.

X. Announcements

The next Board Meeting will be held Thursday, December 12, 2019, at 6:00 p.m. in the Whitney Library, 5175 East Tropicana Avenue, Las Vegas, Nevada 89122.

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 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 Thursday, November 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. Centennial Hills Library
6711 N. Buffalo Drive
Las Vegas, NV 89131
 2. Clark County Library
1401 E. Flamingo Road
Las Vegas, NV 89119
 3. East Las Vegas Library
2851 E Bonanza Road
Las Vegas, NV 89101
 4. Sunrise Library
5400 Harris Avenue
Las Vegas, NV 89110
 5. West Charleston Library
6301 W. Charleston Boulevard
Las Vegas, NV 89146
 6. West Las Vegas Library
951 W. Lake Mead Boulevard
Las Vegas, NV 89106
 7. Windmill Library
7060 W. Windmill Lane
Las Vegas, NV 89113
 8. Las Vegas-Clark County Library District website
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' PURCHASING POLICY COMMITTEE OF THE WHOLE MEETING
LAS VEGAS, NEVADA
October 10, 2019**

ITEM V.A.

The Board of Trustees' Purchasing Policy Committee of the Whole 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:

S. Moulton, Chair, called the meeting to order at 6:00 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustees Meléndrez and Wilson were on the phone when the meeting started, Trustee Wadley-Munier called in at 6:34 p.m.

Public Comment (Item II.) None.

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

Discussion and possible Committee action regarding adoption of proposed revisions to the District's Purchasing Policy. (Item IV.)

General Services Director Steve introduced himself and Purchasing and Administrative Manager Nancy Hodges, who he said was instrumental in creating the proposed revisions to the District's *Purchasing Policy*.

Mr. Rice explained that responsibility for administrative oversight of the District's *Purchasing Policy* has been transferred from Financial Services to the General Services - Purchasing and Administration Department. The policy was last revised on June 9, 2016. Revisions to the governing Nevada Revised Statutes (NRS 332 - Purchasing Local Governments and NRS 338 - Public Works) made during the 2019 session of the Nevada Legislature, along with desired administrative changes, necessitate a revision of the policy. The current policy and a draft of the proposed revised policy have been provided to Trustees for review. The Purchasing Policy Committee can bring a recommendation regarding adoption of the proposed policy revisions to the Board of Trustees.

As this is a total rewrite of the current policy, Mr. Rice went through each section of the proposed policy:

- Purpose
- Governing Nevada Revised Statutes

- Policy Statement
- Conflicts of Interest
- Procurement Categories
- Procurement Methods
- Disadvantaged Business Enterprises and Emerging Small Business Enterprises
- Joinder/Mutual Use of Contracts by Governmental Entities
- Board Approval of Contract Awards
- Procurement Guidelines (minimum requirements)
 - Goods and Services
 - Construction (Public Works)
 - Professional Services (Exempt from Competitive Solicitation)
 - Exceptions to Competitive Solicitation Process (in accordance with NRS 332)
- Delegation of Authority
- Policy Review
- Operating Procedures
- Records Retention
- Definition of Terms

Trustee Meléndrez appreciated the attention that was paid to ensure that local, as well as minority-owned businesses, have every opportunity to be made aware of and participate in the bid process.

Trustee Bilbray-Axelrod asked about the difference between bids that required an award to the lowest cost provider and those that did not, referring to the previous meeting. Mr. Rice explained that with goods and services, as well as with construction bids, that the District generally went with the low bids. He explained about the process to choose insurance brokers, which is a qualifications-based bid process. The insurance broker then went out and solicited bids for insurance for which the Trustees did not have to select the lowest bidder.

Trustee Bilbray-Axelrod then asked whether reverse auctions were addressed in the proposed policy, as that is now prohibited as of the last legislative session. Mr. Rice said that the District has not used reverse auctions but added there are areas in the changes made to NRS at the legislative session that do not apply to the District. The proposed policy revisions only applies to items that do apply to the District. He confirmed that the District has not used reverse auctions.

Trustee Wadley-Munier called in during Trustee Bilbray-Axelrod's questions.

Chair Ortiz commented that the District always had to review the Legislative actions and ensure policy conformed to new laws.

Chair Ortiz then asked about obtaining information from NGEM about the number of minority-owned businesses that applied for District projects? Ms. Hodges said that there is a way to get that information as she has to report on that twice a year to the state. Chair Ortiz asked that the report be provided to the Trustees at the same time.

Chair Ortiz then requested the names of the principals or owners of companies when Trustees are voting on contract items. Trustees can then disclose if they know these individuals and increase transparency

while reducing the risk to the District if someone believes the bidding process was rigged. After discussion among Ortiz, Ms. Hodges, and Mr. Rice about how this information can be obtained during the District's bid process, Ortiz, Hodges, and Rice agreed to provide the information as part of items at the \$100,000 level and up.

Trustee Bilbray-Axelrod moved to recommend to the Board of Trustees that proposed revisions to the District's *Purchasing Policy* be adopted. There was no opposition and the motion carried.

The proposed Purchasing Policy is attached as Exhibit A.

**Public Comment
(Item V.)**

None.

**Adjournment
(Item VI.)**

Committee Chair Ortiz adjourned the meeting at 6:43 p.m.

Respectfully submitted,

Felipe Ortiz, Committee Chair

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 align="center">PROFESSIONAL SERVICES (Exempt from Competitive Solicitation)</p> <p align="center">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 (RFO) 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 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.

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
October 10, 2019**

ITEM V.B.

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

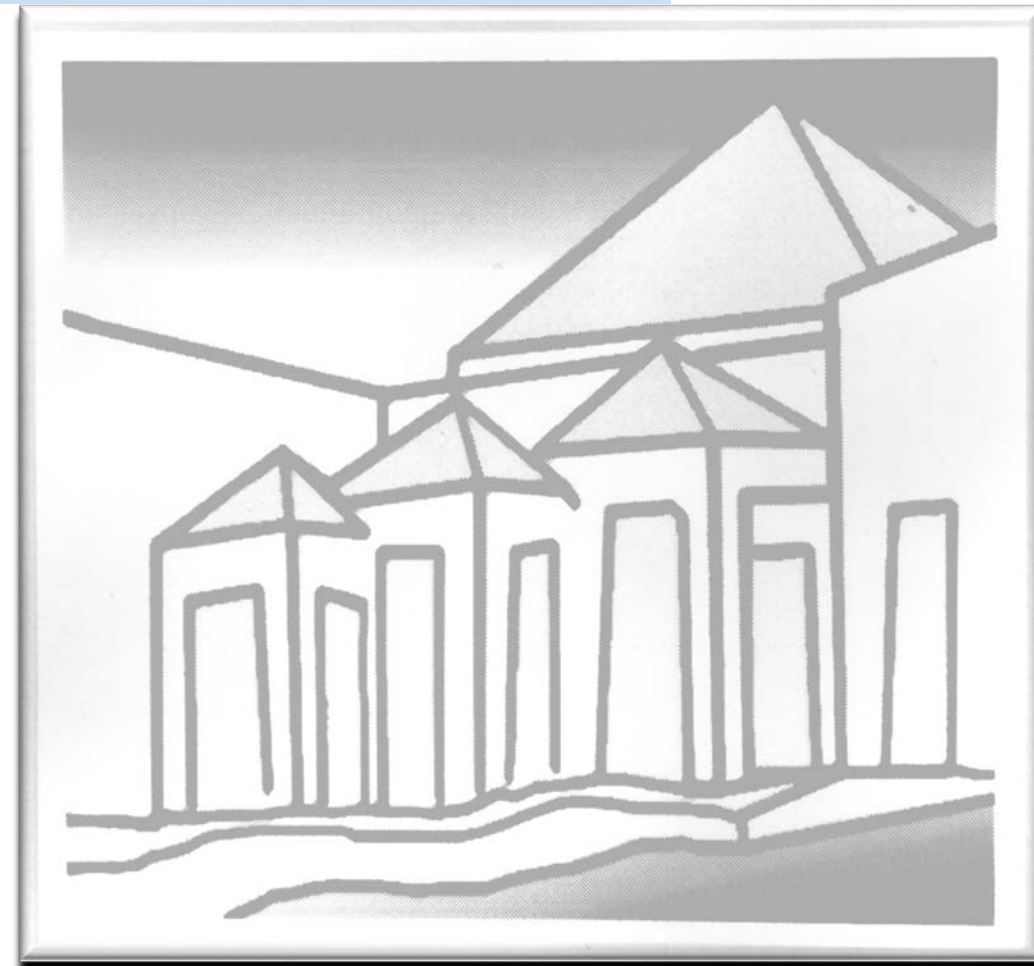
*****Resigned September 5, 2019

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)</p> <p style="text-align: center;">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.



ITEM VII.A. EXECUTIVE DIRECTOR'S REPORT

MEMORANDUM

DATE: November 14, 2019
TO: Board of Trustees
FROM: Dr. Ronald R. Heezen
SUBJECT: Executive Director's Monthly Report

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

MEETINGS, ACTIVITIES & OTHER TOPICS

NEWEST TRUSTEE. The District is pleased to welcome as our newest Trustee, **Dr. B. Keith Rogers**. Dr. Rogers is a Senior Administrator at UNLV. He was nominated by Councilman Cedric Crear and approved by the Las Vegas City Council. He has been officially sworn in and will be attending this evening by telephone.

FACILITIES MASTER PLAN (FMP) PROGRAM VERIFICATION WORKSHOPS.

November saw us enter phase two of this process. Staff has been moving forward with the FMP Workshops with the three architectural firms approved by the Board. (Two full weeks in September were dedicated to this process, as well.) So far, we are on target with the timeline outlined for Board consideration. Between these workshops and conferences mentioned below, the offices of the Executive Council (EC) have seemed somewhat vacant for the past two months.

CONFERENCES. Many of the Executive Council Members have been involved in Fall conferences. Of course, the annual Nevada Library Association convention was held in Reno this year. (It is in the northern area of the state one year and in the southern area the next to make it easier for staffers in both sides of the state to participate.) xx staff members attended along with Trustee **Elizabeth Foyt**. The conference was well done and we had a number of staff members presenting.

Director of Development and Planning **Danielle Milam** was a featured speaker in two conferences, one in California (California Library Association) and the other in Tulsa Oklahoma (Library Journal Directors' Summit).

Community Engagement Director **Matt McNally** attended two conferences to preview potential performers for our District.

AUDIT WRAP-UP CONCLUDED. Martha Ford, our primary representative from our auditing firm Piercy, Bowler, Taylor, & Kern, met with **Fred James, Floresto Cabias**, and me to review the final audit report (included as part of this meeting's agenda). Once again, we had an outstanding review thanks to CFO/District Deputy Director/Interim HR Director **Fred James** and Assistant Financial Services Director **Floresto Cabias** and their awesome team. This year, because of our financial partnerships with the District Foundation the QualicB entities which "own" our two new branches, a report on these entities had to be included in their auditing scope.

ROBOTIC LAB POWERED BY SWITCH Thanks for this wonderful addition to our District go out to Foundation President **Keiba Crear**, her husband Councilman **Cedric Crear**, former Las Vegas City Manager Betsy Fretwell, Foundation members, **Chris Way** and **Chaka Chrome**, the West Las Vegas Library staff headed by Branch Manager **Chantel Clark**, our General Services team (who got the room painted and staged) and, of course, Foundation leaders **Danielle Milam** and **Sherry Walker**, we had a fabulous opening event for the new robotics lab at West Las Vegas Library.

FAMILY TRAVAILS. Please keep the following colleagues in your thoughts.

Branding and Marketing Director **Betsy Ward** lost her mother November x. And that tragedy was followed with her pedestrian stepson Tyler being hit by a car, resulting in a coma and suspected brain damage.

Trustee **Ortiz's** sister suffered a Transient Ischemic Attack (TIA aka a mini-stroke).

FOR YOUR CALENDAR:

The Library District will be **CLOSED** for **Thanksgiving Day** on November 28th and for **Family Day** on November 29th.

EXECUTIVE DIRECTOR'S ACTIVITIES:

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

- Conferred with **attorneys** over various legal issues on several occasions.
- Visited with staff and delivered cakes to twelve branches/departments.
- Convened the **Executive Council** for two regular meetings during the month.
- Addressed those attending the bi-monthly **District Department Heads Meeting**.
- Prepared and distributed the monthly issue of **For the Record** to distribute to Trustees and Staff.
- Continued work with Kathi Thomas-Gibson, city of Las Vegas—Office of Community Services, from the **Mayor's Committee on the Homeless**, serving as Chair of the Critical Needs Subcommittee

- Attended various **administrative and service planning meetings** with Executive Council and other staff members.
- Met with various vendors to ascertain potential for better service
- Conferred with direct reports, one-on-one, in the **Workplan Process**. This is a monthly practice. I do, for the most part, meet more frequently with Library Operations Director **Jenn Schember** and CFO/interim Human Resources Director **Fred James**, as our meetings tend to be more in depth.
- Reviewed various **legal documents** including further proposed responses to lawsuits and proposed contracts for services.
- **Reviewed and signed Agreements for Services** with independent service providers for literacy instruction, District-wide performances, events, etc.
- Continued in my position as **President** for the *Las Vegas WON (Where Opportunity Networks) Rotary Club*.



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Jennifer Schember, Library Operations Director

DATE: October 31, 2019

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

LIBRARY OPERATIONS ADMINISTRATION

In October, the Library Operations Administration Team focused on the following:

- Participated in two weeks of Facilities Master Plan branch renovation workshops from October 15-24. This program verification phase included a Kickoff Meeting on October 15 with additional meetings scheduled onsite at 13 branches. MSS Studio conducted the workshops in which the designated design teams, members from the Executive Council, administration, and branch Department Heads participated.
- Conducted interviews for the Windmill Library Assistant Branch Manager position.
- Conducted interviews for a District-Wide Multiservices Assistant position.
- Completed two-way digital radio upgrade for expanded coverage. All urban branches now have access to five secure frequencies.
- Worked to transition the Library Operations Support Manager **Cherrie Delaney** into new role.

Regional Manager Updates

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

- Conducted site visits to:
 - Blue Diamond Library
 - Meadows Library
 - Mt. Charleston Library

- Searchlight Library
- Conducted four workplan meetings with Outlying Associates
- Participated on Windmill Library Assistant Branch Manager interview panel
- Attended Stop the Bleed class and received certification
- Attended Searchlight Library's Community Center 30th Anniversary celebration
- Attended Staff Day 2019
- Attended Master Plan Kickoff meeting
- Attended East Las Vegas Library Person-In-Charge meeting
- Attended and participated in Facilities Master Plan workshops at several branches
- Attended Board Meeting at Enterprise Library
- Met with Sprint representatives for hotspot service
- Met with General Services and IT to discuss project updates
- Concluded project with Omni Communications on the reprogramming of branch radios
- Fielded Person-In-Charge (PIC) and branch operations calls

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

- Conducted site visits to:
 - Clark County Library
 - Meadows Library
 - Moapa Valley Library
 - Summerlin Library
- Conducted two workplan meetings with Outlying Associates
- Participated in the Homeless Taskforce's Hygiene Packing Party and Movie Screening
- Attended Stop the Bleed class and received certification
- Attended East Las Vegas Library Person-In-Charge meeting
- Attended Board Meeting at Enterprise Library
- Attended Staff Day 2019
- Met Stupak Community Center employees and discussed ongoing partnership
- Identified and arranged for meeting with UNLV Assistive Technology specialist to review adaptive equipment
- Attended and participated in Facilities Master Plan workshops at several branches
- Worked on grant purchases for Enterprise Library
- Worked with Best Buy Teen Tech Center (BBTTC) staff and Library District Foundation to identify programming possibilities and location visits for Clubhouse Network Western Regional Meeting, which will be hosted by BBTTC November 18-20, 2019
- Attended and participated in Security Account Meeting
- Fielded customer complaints via x4400, ASK, and direct calls
- Fielded Person-In-Charge (PIC) and branch operations calls
- Reviewed and approved branch incident reports and provided follow-up training and instruction, when necessary

STAFF AND BRANCH HIGHLIGHTS

Sasha Ferrell was selected as the new Assistant Branch Manager at the Windmill Library. Sasha was formerly a Youth Services Department Head at the Windmill Library.

In conjunction with the Searchlight Community Center, the Searchlight Library celebrated its 30th anniversary on October 12. The library was one of the original tenants when the building opened. Branch Associate **Kelli Carlson** spoke on behalf of the District. Commissioner Michael Naft and other dignitaries joined in the celebration:



Mount Charleston Library Branch Associate **Lauren Olson** is pleased to announce the conclusion of a landscape refresh. The new area in the rear of the branch will provide a welcoming area for customers to gather and attend programs such as summer movies. A small community garden was also added, and will be ready for planting in Spring 2020. A big thank you to Assistant General Services Director **John Vино** for making Lauren's dream a reality!



MONTHLY STATISTICS

The total circulation for the month of September 2019 was 1,004,381, which is a 3% increase from the September 2018 circulation of 979,614. Of this total, eMedia circulation was 243,813, which is a 29% increase from the prior year's 189,124 total.

In September, 534,356 patrons entered our libraries, which is a 6% increase from the prior year's September gatecount of 503,536. Staff issued 9,262 new library cards; conducted 87 computer classes for 138 participants; and answered 56,399 reference questions. Internet sessions in the library during the month totaled 72,129. Wi-Fi usage recorded at 88,405.

The Best Buy Teen Tech Center staff offered 180 programs with a total attendance of 3,058 teens.

Additionally, Windmill Library staff issued 75 passports for a total of \$3,437 in execution and photo fees.

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Monthly Statistics
Year over Year
September 2018/ September 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	55,504	51,492	-4,012	-7%	176,727	163,188	-13,539	-8%	35,022	33,035	-1,987	-6%	106,275	103,835	-2,440	-2%
	Clark County	51,274	40,653	-10,621	-21%	165,433	126,061	-39,372	-24%	46,314	47,231	917	2%	145,259	142,239	-3,020	-2%
	Enterprise	38,738	34,529	-4,209	-11%	116,105	105,384	-10,721	-9%	26,429	27,818	1,389	5%	81,302	84,268	2,966	4%
	East Las Vegas	15,342	31,908	16,566	108%	52,409	101,707	49,298	94%	31,328	39,549	8,221	26%	85,498	116,580	31,082	36%
	Meadows	3,323	2,857	-466	-14%	10,885	8,059	-2,826	-26%	3,340	3,303	-37	-1%	10,737	9,550	-1,187	-11%
	Rainbow	48,086	43,346	-4,740	-10%	151,282	133,846	-17,436	-12%	48,003	38,906	-9,097	-19%	125,357	111,857	-13,500	-11%
	Sahara West	64,771	59,385	-5,386	-8%	199,388	184,510	-14,878	-7%	47,869	47,026	-843	-2%	142,999	144,615	1,616	1%
	Spring Valley	40,496	33,708	-6,788	-17%	124,383	104,303	-20,080	-16%	35,433	38,218	2,785	8%	100,960	106,104	5,144	5%
	Summerlin	32,748	32,266	-482	-1%	104,944	100,926	-4,018	-4%	24,584	47,026	22,442	91%	72,349	97,871	25,522	35%
	Sunrise	47,080	36,204	-10,876	-23%	143,011	112,472	-30,539	-21%	29,020	28,070	-950	-3%	85,321	83,987	-1,334	-2%
	West Charleston	34,953	31,623	-3,330	-10%	110,241	99,499	-10,742	-10%	28,905	30,412	1,507	5%	84,712	86,502	1,790	2%
	West Las Vegas	15,549	14,082	-1,467	-9%	48,653	43,934	-4,719	-10%	22,960	30,306	7,346	32%	72,334	77,227	4,893	7%
	Whitney	40,837	34,760	-6,077	-15%	126,584	108,770	-17,814	-14%	51,476	52,842	1,366	3%	160,809	160,212	-597	0%
	Windmill	59,511	57,090	-2,421	-4%	180,129	171,769	-8,360	-5%	33,268	33,531	263	1%	95,263	105,899	10,636	11%
	Urban Totals	548,212	503,903	-44,309	-8%	1,710,174	1,564,428	-145,746	-9%	463,951	497,273	33,322	7%	1,369,175	1,430,746	61,571	4%
Outlying Branches	Blue Diamond	331	265	-66	-20%	962	844	-118	-12%	593	521	-72	-12%	1,790	1,793	3	0%
	Bunkerville	549	485	-64	-12%	2,046	1,656	-390	-19%	2,047	782	-1,265	-62%	6,372	1,997	-4,375	-69%
	Goodsprings	806	1,371	565	70%	2,576	3,726	1,150	45%	411	454	43	10%	1,291	1,445	154	12%
	Indian Springs	1,609	1,409	-200	-12%	5,662	4,299	-1,363	-24%	2,526	2,388	-138	-5%	6,848	8,523	1,675	24%
	Laughlin	10,580	11,382	802	8%	32,627	34,891	2,264	7%	6,702	7,705	1,003	15%	20,457	23,349	2,892	14%
	Mesquite	12,610	10,941	-1,669	-13%	41,697	36,481	-5,216	-13%	13,774	17,078	3,304	24%	41,059	49,814	8,755	21%
	Moapa Town	900	455	-445	-49%	3,124	2,058	-1,066	-34%	687	470	-217	-32%	2,126	1,807	-319	-15%
	Moapa Valley	6,320	6,154	-166	-3%	21,261	19,846	-1,415	-7%	8,958	3,774	-5,184	-58%	31,208	24,413	-6,795	-22%
	Mt. Charleston	455	528	73	16%	1,390	1,568	178	13%	905	1,225	320	35%	2,382	2,976	594	25%
	Sandy Valley	1,812	1,594	-218	-12%	6,491	6,248	-243	-4%	1,388	1,185	-203	-15%	4,200	4,241	41	1%
	Searchlight	934	561	-373	-40%	2,913	1,901	-1,012	-35%	1,510	1,422	-88	-6%	3,439	3,436	-3	0%
	Outlying Totals	36,906	35,145	-1,761	-5%	120,749	113,518	-7,231	-6%	39,501	37,004	-2,497	-6%	121,172	123,794	2,622	2%
Misc.	ILL	468	353	-115	-25%	1,399	1,085	-314	-22%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	2,335	2,288	-47	-2%	6,686	6,863	177	3%	84	79	-5	-6%	227	241	14	6%
	Outreach	6,136	4,876	-1,260	-21%	21,828	16,498	-5,330	-24%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	189,124	243,813	54,689	29%	575,765	725,209	149,444	26%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	196,433	214,003	17,570	9%	597,829	650,831	53,002	9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	394,496	465,333	70,837	18%	1,203,507	1,400,486	196,979	16%	84	79	-5	-6%	227	241	14	6%
	Grand Totals	979,614	1,004,381	24,767	3%	3,034,430	3,078,432	44,002	1%	503,536	534,356	30,820	6%	1,490,574	1,554,781	64,207	4%

Monthly Statistics
Year over Year
September 2018/ September 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	620	534	-86	-14%	1,930	1,661	-269	-14%	5,004	5,039	35	1%	14,357	14,894	537	4%
	Clark County	924	696	-228	-25%	2,715	2,285	-430	-16%	8,423	8,373	-50	-1%	26,834	25,441	-1,393	-5%
	Enterprise	485	464	-21	-4%	1,343	1,338	-5	0%	3,038	3,140	102	3%	8,973	9,322	349	4%
	East Las Vegas	303	838	535	177%	1,001	2,614	1,613	161%	4,953	8,213	3,260	66%	15,510	25,467	9,957	64%
	Meadows	48	49	1	2%	164	157	-7	-4%	332	428	96	29%	1,127	1,217	90	8%
	Rainbow	560	560	0	0%	1,734	1,693	-41	-2%	4,387	4,272	-115	-3%	13,898	13,545	-353	-3%
	Sahara West	724	963	239	33%	2,107	2,279	172	8%	5,195	4,868	-327	-6%	15,899	14,823	-1,076	-7%
	Spring Valley	409	346	-63	-15%	1,248	1,301	53	4%	6,648	6,129	-519	-8%	20,423	19,778	-645	-3%
	Summerlin	344	386	42	12%	1,016	1,099	83	8%	2,095	2,151	56	3%	6,579	6,489	-90	-1%
	Sunrise	634	792	158	25%	1,963	1,757	-206	-10%	5,878	5,247	-631	-11%	18,596	16,049	-2,547	-14%
	West Charleston	417	429	12	3%	1,268	1,315	47	4%	3,798	3,849	51	1%	11,741	11,920	179	2%
	West Las Vegas	355	316	-39	-11%	966	995	29	3%	4,997	5,194	197	4%	15,192	15,815	623	4%
	Whitney	564	422	-142	-25%	1,540	1,337	-203	-13%	4,760	4,393	-367	-8%	13,931	13,849	-82	-1%
	Windmill	827	742	-85	-10%	2,412	2,164	-248	-10%	5,656	5,563	-93	-2%	15,778	16,301	523	3%
	Urban Totals	7,214	7,537	323	4%	21,407	21,995	588	3%	65,164	66,859	1,695	3%	198,838	204,910	6,072	3%
Outlying Branches	Blue Diamond	1	0	-1	-100%	6	3	-3	-50%	26	19	-7	-27%	84	75	-9	-11%
	Bunkerville	1	0	-1	-100%	1	3	2	200%	62	21	-41	-66%	178	49	-129	-72%
	Goodsprings	1	2	1	100%	4	8	4	100%	11	16	5	45%	34	61	27	79%
	Indian Springs	5	8	3	60%	10	15	5	50%	185	216	31	17%	532	660	128	24%
	Laughlin	61	88	27	44%	187	252	65	35%	1,322	1,805	483	37%	4,272	5,105	833	19%
	Mesquite	409	638	229	56%	1,101	908	-193	-18%	2,039	2,162	123	6%	7,163	6,792	-371	-5%
	Moapa Town	4	1	-3	-75%	9	6	-3	-33%	116	156	40	34%	306	359	53	17%
	Moapa Valley	22	27	5	23%	74	78	4	5%	366	428	62	17%	1,556	1,288	-268	-17%
	Mt. Charleston	2	1	-1	-50%	10	6	-4	-40%	13	26	13	100%	39	68	29	74%
	Sandy Valley	6	1	-5	-83%	19	16	-3	-16%	108	80	-28	-26%	359	272	-87	-24%
	Searchlight	4	1	-3	-75%	13	4	-9	-69%	59	94	35	59%	120	226	106	88%
	Outlying Totals	516	767	251	49%	1,434	1,299	-135	-9%	4,307	5,023	716	17%	14,643	14,955	312	2%
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	234	247	13	6%	544	722	178	33%
	Outreach	19,661	263	-19,398	-99%	19,700	637	-19,063	-97%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	865	695	-170	-20%	1,959	2,029	70	4%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WiFi	0	0	0	N/A	0	0	0	N/A	100,608	88,405	-12,203	-12%	295,641	258,853	-36,788	-12%
	Misc. Totals	20,526	958	-19,568	-95%	21,659	2,666	-18,993	-88%	100,842	88,652	-12,190	-12%	296,185	259,575	-36,610	-12%
Grand Totals		28,256	9,262	-18,994	-67%	44,500	25,960	-18,540	-42%	170,313	160,534	-9,779	-6%	509,666	479,440	-30,226	-6%



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Jennifer Schember, Library Operations Director

DATE: October 31, 2019

SUBJECT: Security Report, November 2019

This report provides information regarding **70** security and/or safety-related incidents that occurred in District branches from **September 1, 2019 – September 30, 2019**. During this reporting period, **534,356** in-person library visits recorded. **This ratio is one incident for every 7,633 visits.**

In September, the **Clark County Library** experienced the highest number of incidents (16 of 70), which accounts for 23% of all incidents reported. The remaining branches reported between 0-11 incidents.

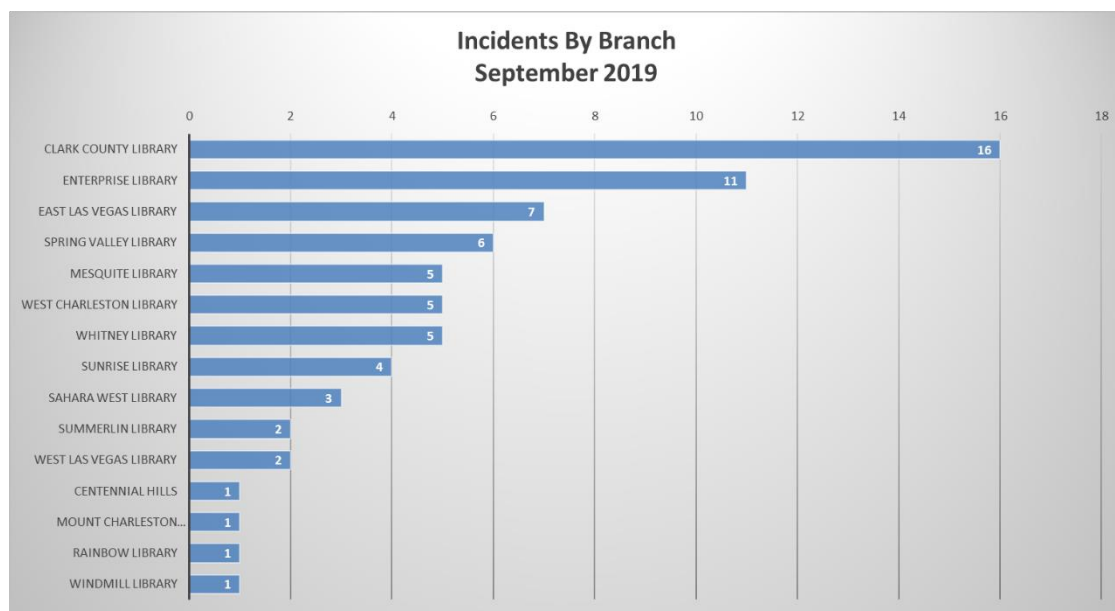
The District currently categorizes 11 incident types:

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

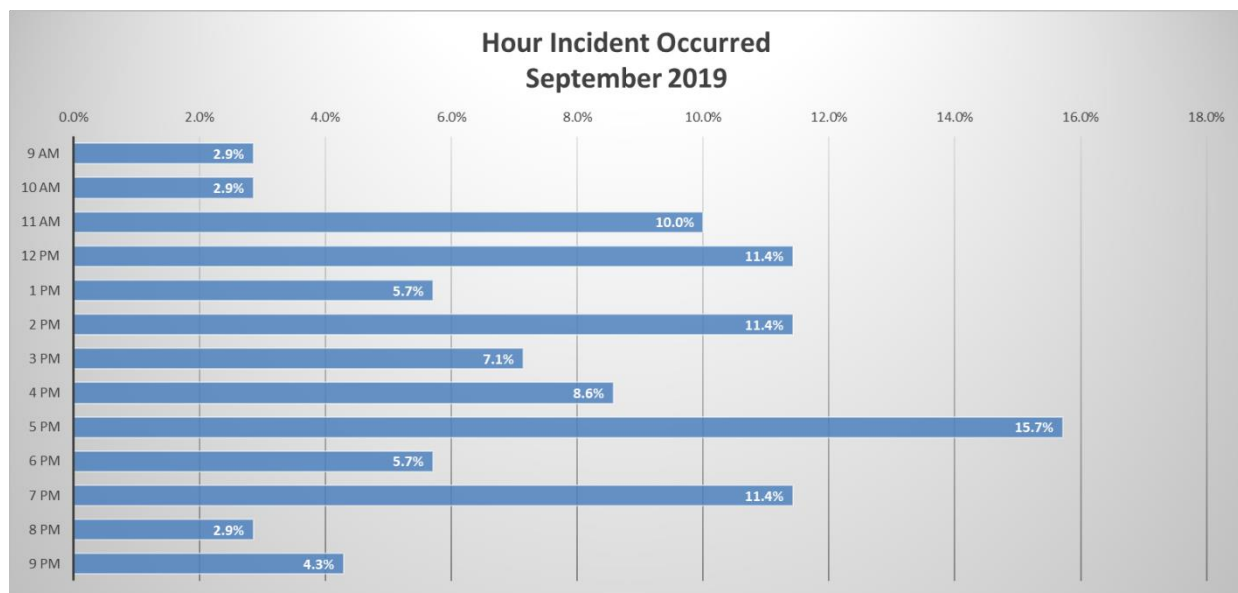
During the month, staff handled **31** patron disturbances, which accounts for the majority of incidents at 44%. **This ratio is one disturbance for every 17,237 visits.** Trespasses (one year) and bans (less than one year) were issued to 4 patrons. A Required Parent Conference was issued to 1 minor. Staff made 10 calls to law enforcement. There were no requests this month for Safe Place services.

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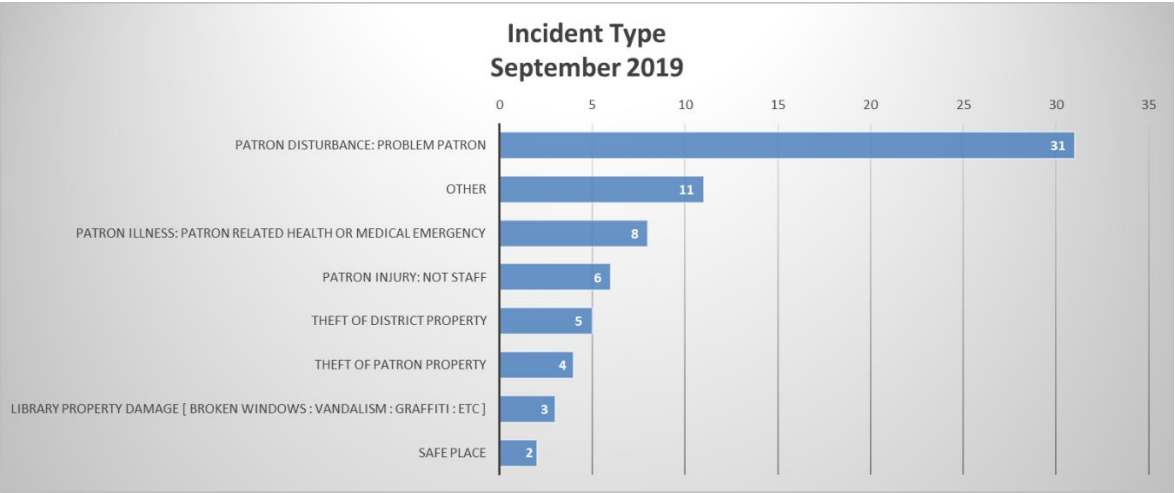
Branch	Total	%
CLARK COUNTY LIBRARY	16	22.9%
ENTERPRISE LIBRARY	11	15.7%
EAST LAS VEGAS LIBRARY	7	10.0%
SPRING VALLEY LIBRARY	6	8.6%
MESQUITE LIBRARY	5	7.1%
WEST CHARLESTON LIBRARY	5	7.1%
WHITNEY LIBRARY	5	7.1%
SUNRISE LIBRARY	4	5.7%
SAHARA WEST LIBRARY	3	4.3%
SUMMERLIN LIBRARY	2	2.9%
WEST LAS VEGAS LIBRARY	2	2.9%
CENTENNIAL HILLS	1	1.4%
MOUNT CHARLESTON LIBRARY	1	1.4%
RAINBOW LIBRARY	1	1.4%
WINDMILL LIBRARY	1	1.4%
Grand Total	70	100.00%



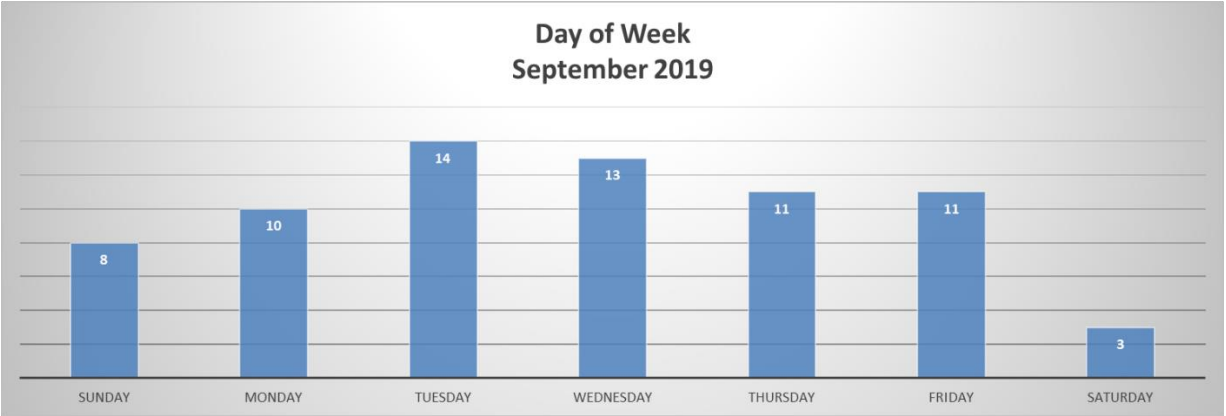
Hour	Total	%
9 AM	2	2.9%
10 AM	2	2.9%
11 AM	7	10.0%
12 PM	8	11.4%
1 PM	4	5.7%
2 PM	8	11.4%
3 PM	5	7.1%
4 PM	6	8.6%
5 PM	11	15.7%
6 PM	4	5.7%
7 PM	8	11.4%
8 PM	2	2.9%
9 PM	3	4.3%
Total	70	100.0%



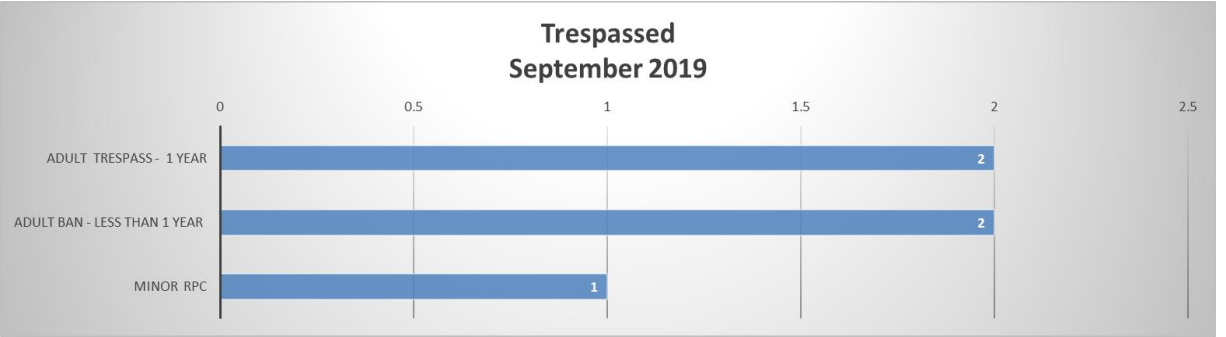
Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	31	44.3%
OTHER	11	15.7%
PATRON ILLNESS: PATRON RELATED HEALTH OR MEDICAL	8	11.4%
PATRON INJURY: NOT STAFF	6	8.6%
THEFT OF DISTRICT PROPERTY	5	7.1%
THEFT OF PATRON PROPERTY	4	5.7%
LIBRARY PROPERTY DAMAGE [BROKEN WINDOWS :	3	4.3%
SAFE PLACE	2	2.9%
Grand Total	70	100.0%
Police Called	10	



Day of Week	Total	%
Sunday	8	11.4%
Monday	10	14.3%
Tuesday	14	20.0%
Wednesday	13	18.6%
Thursday	11	15.7%
Friday	11	15.7%
Saturday	3	4.3%
Grand Total	70	100.0%



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



ITEM VII.A.2.a.



MEMORANDUM

TO: Dr. Ronald Heezen, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: October 31, 2019

SUBJECT: Branding and Marketing Activity Report for November 14, 2019 Meeting

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for the month of October and statistics for the period from September 1-30, 2019.

BRANDING UPDATE

The BAM Department continues to move forward on the implementation of the new branding campaign, with the following updates:

- **STAFF DAY PRESENTATION** – Branding & Marketing Director **Betsy Ward**, and the entire BAM team, were thrilled to present the new brand campaign concept to District staff. Gifts for the day included a new lanyard, created by Graphic Designer **Cierra Pedro**, and a new lapel pin, created by Graphic Designer **Juanita Aiello**, with both projects overseen by Assistant Branding & Marketing Director **Karen Bramwell**. With **Cierra's** invaluable help, she and **Betsy** created a vibrant presentation, which outlined the steps, over a two-year period, which led to the development of the new branding campaign. **Betsy** thanked the Board of Trustees, the EC, and Library District staff for the invaluable role that they played in moving the campaign forward.
- **BRAND HANDBOOK** – **Betsy Ward** and **Cierra Pedro** continue their work on the Library District's Brand Handbook, which will provide all employees with a blueprint for the new brand, from logo and color use to copy guidelines to brand promise messaging. Each employee will be given a copy of the Brand Handbook to promote understanding of the brand and how it will be applied to all aspects of the Library District's public image.
- **STAFF BRAND TRAINING** – **Betsy Ward** and **Karen Bramwell** met with CFO & Acting HR Director **Fred James** and Training & Development Manager **Keely Walker** to share with them the outline and direction of the Brand Handbook. As part of Keely's development of the staff Customer Service Training program, Fred, Betsy, Karen, and Keely brainstormed how the Brand Handbook could be used as the basis for a training session specifically about the brand. BAM will work closely with Keely to develop this. It was also discussed that the new brand will be launched to the public once the staff Customer Service Training program is completed and the new brand signage is installed throughout all 25 library buildings. Target date for this launch is summer 2020.

- **BRAND SIGNAGE FOR INTERIOR & EXTERIOR OF BUILDINGS** – The project is adhering to the agreed schedule, budget, quality, and scope. Simpson Coulter has completed the site visit portion, which took place from October 7-28. It consisted of visiting each of the 25 branches in the Library District and conducting interviews with managers and staff to gain a thorough understanding of the daily goings-on at each location. Questions that facilitated the conversations with staff included:
 - What is the demographic distribution of your branch's patronage?
 - What are the most popular items/services/programs for which customers visit your branch?
 - What are some customer complaints that you often hear?
 - What is the general opinion you hear from customers about your branch?
 - What do you wish customers knew about your branch/the District in general that they don't already know?
 - Any other feedback you would like to provide?

Simpson Coulter has begun compiling all the information noted at the site visits and from interviews with branch managers/staff to conduct an analysis of critical characteristics at each location and repeat observations throughout the District. **Betsy Ward, Karen Bramwell**, and General Services Director **Steve Rice** will meet with Simpson Coulter in November to provide input at the first design meeting on branch renovation plans to ensure maximum efficiency and proper coordination throughout planning, design, and installation.

LIBRARY CARD SIGN-UP MONTH

The theme for this annual, District-wide promotion was the Vegas Golden Knights, which continues to be a highly successful advertising trade partnership for the District. The VGK organization has been extremely generous in providing us with coveted prizes, which motivate its enormous fan base to sign up for the new Vegas Born library card. In fact, over the past year, library card sign-ups have increased by 54 percent. We also partnered with Life Is Beautiful Music & Art Festival and the WNBA Las Vegas Aces this year. In all, we gave away: autographed VGK hockey sticks and Chance the mascot plush toys; a pair of Life Is Beautiful VIP passes; two WNBA Las Vegas Aces basketballs autographed by stars **Kayla McBride** and **Kelsey Plum**; and our ever-popular #GetCarded library tote bags. Participants who helped pull the winners by providing random numbers included Commissioner **Lawrence Weekly**, Mayor **Carolyn Goodman**, Mayor Pro Tem **Michelle Fiore**, Councilman **Stavros Anthony**, Councilman **Cedric Crear**, Councilwoman **Olivia Diaz**, Councilman **Brian Knudsen**, Councilwoman **Victoria Seaman**, Trustees **Benavidez, Foyt**, and **Wadley-Munier**.

Also, back by popular demand, was our friendly branch display competition. Branch staff photographed their creative display designs that promote Library Card Sign-Up Month and sent their entries into the BAM Department for judging for a chance to win the coveted #GetCarded tote bag for the entire branch. This was another banner year for entries, as you can see from the imbedded photos! And the tote bag winners are Centennial Hills, Enterprise, Goodsprings, Summerlin, West Charleston, and West Las Vegas Libraries.

LIBRARY CARD SIGN-UP MONTH - BRANCH DISPLAY WINNERS

Centennial Hills Library



LIBRARY CARD SIGN-UP MONTH - BRANCH DISPLAY WINNERS

Enterprise Library



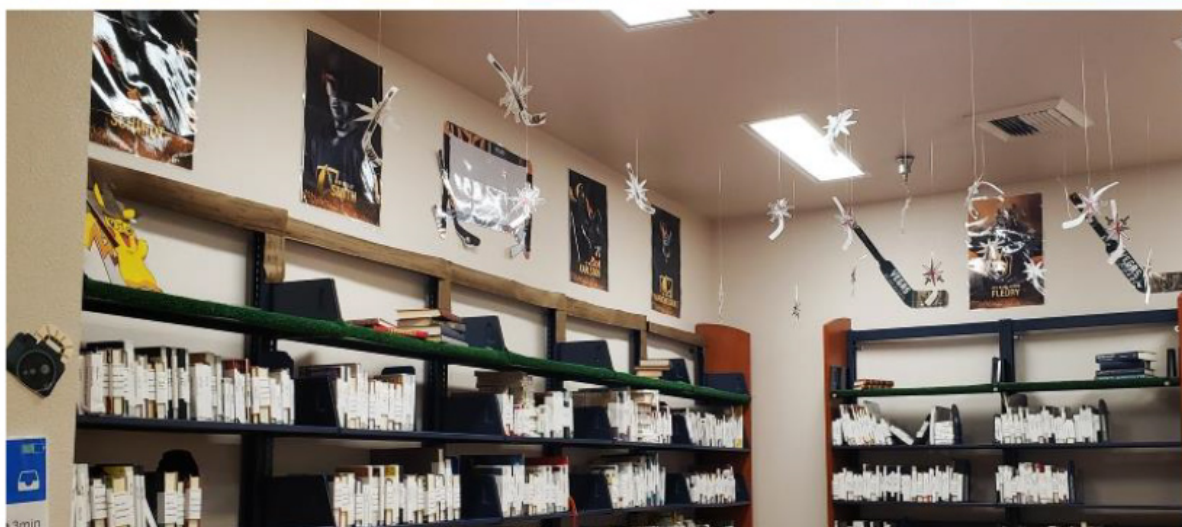
LIBRARY CARD SIGN-UP MONTH - BRANCH DISPLAY WINNERS

Goodsprings Library



LIBRARY CARD SIGN-UP MONTH - BRANCH DISPLAY WINNERS

Summerlin Library



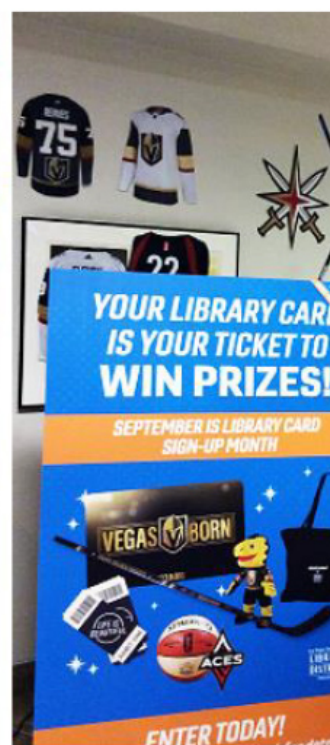
LIBRARY CARD SIGN-UP MONTH - BRANCH DISPLAY WINNERS

West Charleston Library



LIBRARY CARD SIGN-UP MONTH - BRANCH DISPLAY WINNERS

West Las Vegas Library



eBOOK EMBARGO BY MACMILLAN PUBLISHING

Beginning 11/1/19, Macmillan Publishers will start limiting libraries' access to the company's newly released eBook titles (hard copy books are not affected). Under this new policy, libraries worldwide will only be permitted to purchase one copy of Macmillan's new eBook titles for the first eight weeks after publication. This policy is that same regardless of the service area that a library system covers. For the Las Vegas-Clark County Library District, this means that on average only three Library District customers will be able to read a new Macmillan eBook title in the first two months after its release.

Betsy Ward, **Karen Bramwell**, and Digital Content Manager **Ryan Simoneau** have been working closely with Head of Collection and Bibliographic Services **Rebecca Colbert** to educate our customers as they begin to discover the unexpected long wait times. BAM is creating social media assets and a presence on the website homepage's "Trending" card to address this situation and to give customers a way to register their concerns with Macmillan CEO **John Sargent**. In working with Rebecca, we have decided not to do media outreach at this time, since it is only one publisher, and we don't want the issue to seem larger than it currently is. According to Rebecca, Macmillan eBooks make up a small percentage of our otherwise robust catalog. However, she explained to us that there is concern across the library industry that other publishers may follow their lead. She shared this update that the ALA has brought the issue before Congress, which you can read more about here: <https://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/81549-congress-investigating-anticompetitive-behavior-in-the-digital-library-market.html>. BAM will continue to work with Rebecca on this issue and will update the Board on any future developments.

GOOGLE AD GRANT AWARD

BAM is thrilled to report that the Library District and Library District Foundation have qualified for a Google Ad Grant. The award provides us with up \$10,000 per month in Google Ads credits. This program was created by Google to assist nonprofits in maximizing their online reach. These Google Ad credits will push our messaging to people who are actively searching for the key words that we have selected (among those that are available) to represent our programming and services. Such messaging will spotlight our One-Stop Career and Adult Learning Centers, the LVCCLD Foundation and its volunteer opportunities, District-wide programs like Summer Challenge, STEAM initiatives and our growing Teen Tech Centers, as well as upcoming shows and concerts at our Performing Arts Centers, plus featured exhibits at our Art Galleries.

This will help us to drive more clicks to our website, create higher awareness of our range of services and programs, and push more library card sign-ups and more use of our catalog materials. Whenever you Google a topic, you will notice at the top of the results several related links that have the yellow Google "Ad" icon before them. This is how our content will look to people who may not have considered looking to the library for the answer that they are seeking. A big thank you to Trustee Wilson, who played an important role in qualifying us for this grant by working with BiblioCommons to install Google cross-domain analytics to LVCCLD.org. This will ensure that we are receiving complete and accurate Google Analytics as we begin this new chapter.

Another big thank you goes to Development & Planning Director **Danielle Milam** and Development Officer **Sherry Walker**, who collaborated with **Ryan Simoneau** to make this grant happen. BAM will provide updates as this program is implemented.

VEGAS GOLDEN KNIGHTS COLLECTIBLE BOOKMARK SERIES & CHANCE BLOG

As mentioned previously, BAM's partnership with the Vegas Golden Knights continues to grow! We are excited to be working on a new VGK Collectible Bookmark Series. Beginning in November 2019,

and then each month after that, the Library District will be introducing a new VGK Bookmark spotlighting a player and on the back, featuring his favorite items at the library. Additionally, we will be launching the Chance the Gila Monster blog on LVCCLD.org, which will feature fast facts on each player, resulting from a series of questions that we will put to them. There will be a media relations push for coverage on this launch, and we hope it will continue to attract VGK fans from across Clark County.

WEBSITE UPDATES

TECHNICAL SUPPORT FROM TRUSTEE BRIAN WILSON

- **Trustee Brian Wilson** continues to share his website expertise with BAM. He met with the BiblioCommons team and helped them sort out some incorrect coding on the backend of our website, so that we now have complete Google cross-domain analytics implemented. Once this was corrected, BAM can better track the performance of our website pages and to see which pieces of content our customers engage with the most. Trustee Wilson estimates that the LVCCLD website currently serves between 200,000-225,000 unique individuals each month. BAM continues to be extremely grateful for his volunteer time and assistance!

BIBLIOCOMMONS v3 MIGRATION

- As of October 21, **Ryan Simoneau** and Web Designer **Gene Kilchenko** continue to work on migrating all of the card-based programs and audience browse pages currently on LVCCLD.org over to the new v3 platform using the layout templates that have been provided by BiblioCommons. All existing content cards will then be re-populated to ensure they are formatted correctly for the new v3 platform and there are currently 25 pages left to migrate.
- These website updates will continue to be worked on behind-the-scenes and out of sight of the public. The full v3 migration slated for completion during the first week of December. In the meantime, **Ryan Simoneau** is compiling best practice page examples from other major libraries – including Chicago Public Library, King County Library System, Arapahoe Libraries – who are Biblio subscribers and have already completed the v3 migration. **Betsy Ward** and **Karen Bramwell** will be reviewing these for ways to refresh the existing site using the new v3 tools.
- **Ryan Simoneau** continues to field questions and comments from the public, and has received 13 feedback emails through October 23.
- The website has recorded 110,179 library card registrations as of October 23, an increase of more than 4% over the previous month. Card registration is not required for a customer to check out items, but registration does afford customers additional website benefits, such as managing their account and placing holds.

ENDING THE OPIOID CRISIS IN NEVADA

- **Betsy Ward** and **Karen Bramwell** worked with State Senator **Moises Denis** to promote a public education event on the opioid crisis, which sprang from a partnership between the Library District, RALI Nevada, PhRMA, and Code 3. The primary goal was to educate parents on how to monitor their children for drug use. The event was held at the East Las Vegas Library on October 19, and a media alert was forwarded to the press, resulting in a LIVE interview with Senator **Denis** on KTNV that morning during the 6 a.m. and 8 a.m. time slots. To further promote the event, **Ryan Simoneau** posted on the Library District's social media channels and website, and **Gene Kilchenko** created website and social assets.

PRINT COLLATERAL MATERIALS AND SOCIAL MEDIA/WEBSITE ASSETS

Juanita Aiello, Cierra Pedro, Gene Kilchenko, Molly Malloy, and Karen Bramwell managed, edited, designed, proofed, obtained approval, printed, and prepared for delivery of print collateral materials on the following:

Derrick Suwaima Davis; Family Day Pride; Ruploops; Signing Zoologist; Exploring Safety; Las Vegas Classical Guitar Ensemble Holiday Concert; Acoustic Christmas with Almeda Bradshaw; AfroJazz with Rene Toledo; Seminar with Puentes; Palo Verde High School Band Honors Recital; Special Stand-Up Comedy Workshop Showcase Performance; Actor's Workshop Series; Jazzy Holiday Concert Nik at Nite; Winter Weekly Storytimes; The Threetles; The Battle is Not Yours; Tour de Force - An Anti-Bullying Cirque Performance; World AIDS Day - Never Forget; and Vegas Valley Comic Book Festival.

Other major projects included:

- **Cierra Pedro** created images for library days of closing days for 2020 that included branch display and social media assets, and **Molly Malloy** proofed days and dates.
- **Gene Kilchenko** provided assistance with design and images for Executive Director **Dr. Ronald Heezen's** PowerPoint presentation for Staff Day; and **Cierra Pedro** helped in the creation of the animated deck for Betsy Ward's brand reveal.
- **Molly Malloy** compiled an email list of Nevada Assembly and Senate names representing Clark County inviting the dignitaries to the Career Online Graduation Ceremony held at Clark County Library.
- **Gene Kilchenko** upgraded the slides for the new outdoor LED sign at the East Las Vegas Library, which is a model for all of the other LED branch signs to come.
- **Gene Kilchenko** created social media assets and blog post design for DISCOVERY Children's Museum Family Adventure Pass.

BACKEND DEVELOPMENT

Gene Kilchenko completed the following implementation, upgrades, or updates: Voyager documents posting and upgrade, documents on website posting and upgrade, including media coverage on administration page.

BIBLIOCON 2019

Ryan Simoneau and **Gene Kilchenko** attended the inaugural BiblioCon conference, which was sponsored by our website providers BiblioCommons. It took place September 25-27 in Toronto, Canada, and was an invaluable learning experience for the BAM team, especially since we just launched the Library District's new website last year. Ryan and Gene attended informative panel sessions that will help us incorporate best practices and improve our workflows with our BiblioCommons products. This was also a timely trip as we are in the middle of migrating our entire site over to BiblioCommons new v3 software. The guys were able to schedule one-on-one discussions with the BiblioCommons product team to obtain helpful insights on how the new software can be applied to better serve the evolving needs of the Library District. They were also able to provide the team with our feedback on v3, and future ideas that we would like to see implemented. Additionally, they were able to network with other library districts who are using BiblioCommons' software for their websites, and discuss shared learnings and additional service needs from future BiblioCommons software updates.

Key Panel Sessions and Takeaways:

- Planning Dynamic Homepage Content Month After Month: This session was led by Gloriane Peck from Chicago Public Library, who was one of the earliest adopters of the v3 software.

Gloriane shared her best practices and teamwork flow for updating the Chicago Public Library website each week.

- **Content Strategy and BiblioCommons:** Ryan Hess from the Palo Alto Library shared his content strategies for using BiblioWeb and the new V3 software. Ryan also shared his website analytics over the last calendar year since they launched their BiblioCommons website.
- **BiblioWeb Road Map Update:** Natasha Hesch and Simone Perra from the BiblioCommons product team shared the year in review and new features that will be available to libraries coming in 2020 (more content card layout options, additional features for better displaying library branding, blog/news widget, and BiblioEvents updates).
- **Redesigning the Library Homepage in BiblioWeb:** Reviewed the Saint Paul Public Library v3 homepage to share relevant content ideas for the page design. Shared ideas for additional page layouts and content blocks highlighting Library District services and programs.
- **Measuring Content Engagement on BiblioWeb:** This session reviewed the BiblioWeb v3 analytics tools and covered using Google Data Studio to easily access them.
- **Data Driven Design: Strategies for Updating Your Library Website:** Sam Hamilton of Edmonton Public Library shared how they use Google Analytics to better design and feature pages on their BiblioCommons website based on user data.
- **Metadata Engineering a BiblioCommons Site: Using MARC 21 format for bibliographic data in BiblioCore.**
- **BiblioEvents Roadmap:** Reviewed the upcoming features for BiblioEvents to better serve our customers. These will include event reminder emails, SEO improvements, updating events that require registrations, and v3 infrastructure upgrades.
- **Beyond Alt-Text – Trends in Online Accessibility and Your Library:** Using BiblioWeb's Page Builder modules for creating accessible pages for visually impaired or disabled customers.
- **BiblioEmail:** Natasha Hesch from the BiblioCommons Product Team lead this session that showcased the new email marketing system from BiblioCommons that will be launching in Q4 2019/Q1 2020. This software aims to provide libraries with a dedicated email marketing tool that can easily integrate with content previously created for BiblioWeb and sent to geo-targeted locations based on the needs of libraries. (This is one of two email marketing platforms that BAM is considering for 2020.)

WEBSITE

Coverage on the website homepage included: Promoting the Library District's new room reservation software, which included a redesigned website landing page that was worked on by **Ryan Simoneau** and **Gene Kilchenko**:

<https://lvccld.org/rental-facilities/>

The other big priority was promoting the availability of the new Family Adventure Pass that can be checked out from all LVCCLD branches which gives customers free admission for up to four family members to the DISCOVERY Children's Museum. Ryan Simoneau worked with BAM and the LVCCLD

Foundation to create a blog post to help promote the launch and this content was also shared with the social media team to post:

<https://lvcclld.org/blogs/post/more-library-card-benefits/>

Additionally, we promoted the Library District's programming for Hispanic Heritage Month, the Summerlin Library Fall Festival on Saturday, October 5 and the RALI Cares education tour that featured local politicians and took place at East Las Vegas Library and Clark County Library on October 19 and October 21. We continued to promote our One-Stop Career Center locations and services; the Library District's Tools For School Success including a free drop-in tutoring schedule from the Las Vegas-Clark County Library District Foundation; our "Safe Place" partnership with Nevada Partnership for Homeless Youth; along with promoting all of the Library District's priority events and programs for the month as determined by the PVS/YS departments.

Working with the Website Content Committee, we created and added 44 new staff lists to the website and rotated them out on the homepage to ensure fresh and timely content was shared each week. Staff lists are also shared on social media.

SOCIAL MEDIA

The Social Media Team's top priority for October was promoting the launch of the new Family Adventure Pass in partnership with the Library District Foundation and DISCOVERY Children's Museum. Additionally, the social media team promoted the Library District's new room reservation software and website landing page to encourage customers to check out our available rental spaces.

BAM's other social media priorities included promoting the RALI Cares educational tour stops at East Las Vegas Library and Clark County Library, our free Tools for School Success including Drop-in tutoring, as well as online resources like BrainFuse and Socrates. We continue to promote, our One-Stop Career Centers and online employment resources like Nevada CareerExplorer, spotlighting upcoming art openings and featured exhibits across the Library District, as well as the availability of the latest online resource, Ancestry Library Edition.

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. We also continue to promote and share timely content from existing eResource services, such as Overdrive, Hoopla Digital, Kanopy, PressReader, Historical Las Vegas Review-Journal, The New York Times, and more.

Ryan Simoneau continues to provide the Social Media Team with weekly content updates and best practices using Facebook Workplace, and sending out monthly Library District updates/requested priorities + Facebook analytics to the team.

Social Media Analytics (September 2019)

Facebook:

LVCCLD Facebook Page Fans: 11,764 (+.5%)

Total Facebook Page Fans (across all LVCCLD branches): 36,707 (+1.1%)

Total New Follower Increase: 1.1% (-.3%)

Total Facebook Impressions: 694,838 (-10%)

Total Facebook Post Engagements: 28,163 (-24%)

Total Facebook Link Clicks: 2,077 (-13%)

Notes: Our collective Facebook engagement was down last month, but we continue to see an uptick in total followers across the Library District Facebook pages, as well as spikes from branch pages like Windmill and East Las Vegas Libraries.

LVCCLD Twitter:

Followers: 2,915 (+2%)

Total user engagements: 1,624 (+31%)

Organic Impressions: 66,900 (+5%)

Link clicks: 156 (+16%)

Notes: Our user engagements and total impressions were up as we scheduled more content on this platform, such as our Library Card Sign-Up Month promotion where cardholders could enter to win prizes from the Vegas Golden Knights, Las Vegas Aces, and Life is Beautiful Music & Art Festival.

LVCCLD Instagram:

Followers: 2,465 (+7%)

Total user engagement: 1,894 (-27%)

Total impressions: 52,403 (+2%)

Top post engagement: 531 (-31%)

Total likes received to posts: 1,740 (-27%)

Total comments received to posts: 42 (-53%)

Notes: Month-over-month Instagram continues to be our fastest growing platform. Thanks to the Library District's revised Photography & Video Procedure, we are receiving more photos from branches to add to our Instagram stories and geo-tag them.

Facebook:

**Las Vegas-Clark County Library District** Published by Sprout Social [?] · September 10 · 

Thanks to everyone who attended our annual Teen AnimeFest at Sahara West Library! Check out some fun photos from the Cosplay Contest and view our upcoming events for teens at: <https://bit.ly/2Q4rHuZ> 🙌
#LibrariesDoThat #GetCarded



1,016
People Reached


208
Engagements

Boost Post

  32


1 Comment 1 Share

Twitter:



Las Vegas-Clark County Library District
@LVCCLD

The @PropertyBrother dynamic duo and Las Vegas residents, @MrDrewScott @MrSilverScott want you to #GetCarded during National #LibraryCardSignUpMonth! Get started today at LVCCLD.org and place a hold on their popular children's book: bit.ly/2NLhzVb



127 views 0:08 / 0:40

8:50 AM · Sep 9, 2019 · [Sprout Social](#)

||| View Tweet activity

8 Retweets 11 Likes

Instagram:



lvccld

lvccld The @propertybrothers, @mrdrewscott @mrsilverscott want YOU to #GetCarded during National #LibraryCardSignUpMonth! Fun Fact: The @ScottBrothers are longtime #LasVegas residents and love having their own @lvccld library cards 🥰. Get started today at LVCCLD.org and place a hold on their popular children's books too! .

565 views
SEPTEMBER 9

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

Website Analytics (September 2019)

Page Views: 1,681,123
Homepage Views: 173,660
Total Visitors: 204,745
Unique Visitons: 149,767
Average Dwell Time: :49 (across website) 1:06 (homepage)

CALCULATED PUBLICITY/ADVERTISING EQUIVALENCY VALUE

Based on the industry standard for public relations/advertising equivalency measurement, we received **\$953,999.29** for the month of September in advertising equivalency value. This number included brand messaging with backlit signage to 42+ million annual travelers that utilize McCarran International Airport.

Las Vegas-Clark County Library District - September 2019 Calculated Publicity Values									
Earned Coverage									
Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
9/4/19	Internet	news3lv.com	AnimeFest 2019 arrives at Sahara West Library	Animefest	https://news3lv.com/news/things-to-do/animefest-arrives-at-sahara-west-library			1,113,333	\$33,399.99
9/4/19	Internet	cwlasvegas.com	AnimeFest 2019 arrives at Sahara West Library	Animefest	http://cwlasvegas.com/news/wake-up-with-the-cw/animefest-arrives-at-sahara-west-library			5,700	\$171.00
9/4/19	Television	KVCW-TV	Wake Up With the CW	8:15 a.m. - Animefest		3m 19s	\$177.00	2,566	\$1,174.10
9/9/19	Internet	news3lv.com	East Las Vegas Library to hold 'Kickoff to Kindergarten' fair for children ages 3-5	Kickoff to Kindergarten	https://news3lv.com/news/things-to-do/east-las-vegas-library-to-hold-kickoff-to-kindergarten-fair-for-children-ages-3-5			1,113,333	\$33,399.99
9/10/19	Internet	businesspress.vegas	Library District's Fred James gets financial leadership award	Fred James; Government Finance Officers Association award	https://businesspress.vegas/sponsor-red-content/library-districts-fred-james-gets-financial-leadership-award-20770/			19,920	\$597.60
9/12/19	Magazine	Las Vegas Weekly	VegasInc Notes	Board of Trustee Elections				59,000	\$2,190.00
9/12/19	Television	KTNV-TV	Action News	11:12 a.m. - Library Card Sign-Up Month tease		12s	\$2,979.83	22,503	\$1,191.93
9/12/19	Television	KTNV-TV	Action News	11:20 a.m. - Library Card Sign-Up Month; Ryan Simoneau in-studio		3m 19s	\$2,979.83	22,503	\$19,766.21
9/13/19	Internet	nevadabluebird.org	Kickoff to Kindergarten - Sponsored by Clark County Library	Kickoff to Kindergarten	https://www.nevadabluebird.org/events/kickoff-to-kindergarten-sponsored-by-clark-county-library			< 2,000	\$60.00
9/13/19	Television	KVVU-TV	More	9:07 a.m. - Kickoff to Kindergarten mention		35s	\$2,213.01	17,945	\$2,581.85
9/14/19	Television	KVVU-TV	FOX5 News	10:39 p.m. - Kickoff to Kindergarten recap		27s	\$6,691.52	40,111	\$6,022.37
9/14/19	Television	KTNV-TV	Good Morning Las Vegas	6:48 a.m. - Kickoff to Kindergarten; Shana Harrington in-studio		2m 48s	\$1,008.77	18,252	\$5,649.11
9/14/19	Internet	8newsnow.com	Library District hosts "Kickoff to Kindergarten"	Kickoff to Kindergarten	https://www.8newsnow.com/news/local-news/library-district-hosts-kickoff-to-kindergarten/			690,000	\$20,700.00
9/14/19	Internet	news3lv.com	Las Vegas-Clark County Library District hosts 'Kickoff to Kindergarten'	Kickoff to Kindergarten	http://news3lv.com/news/local/las-vegas-clark-county-library-district-hosts-kickoff-to-kindergarten			1,113,333	\$33,399.99
9/14/19	Internet	ktnv.com	Kindergarten Kickoff	Kickoff to Kindergarten	https://www.ktnv.com/interviews/kin-dergarten-kickoff			1,076,667	\$32,300.01
9/15/19	Internet	8newsnow.com	Clark County teen tech labs are haven for next generation of innovators	Best Buy Teen Tech Center	https://www.8newsnow.com/news/local-news/clark-county-teen-tech-labs-are-haven-for-next-generation-of-innovators/			690,000	\$20,700.00
9/15/19	Television	KLAS-TV	8 News Now	5:12 p.m. - Best Buy Teen Tech Center		1m 20s	\$1,513.13	12,259	\$4,035.01
9/16/19	Internet	news3lv.com	Get a Library Card for a Chance to Win a Golden Knights Signed Hockey Stick	Library Card Sign-Up Month	https://news3lv.com/news/videos/get-a-library-card-for-a-chance-to-win-a-golden-knights-signed-hockey-stick			1,113,333	\$33,399.99
9/16/19	Internet	cwlasvegas.com	Get a Library Card for a Chance to Win a Golden Knights Signed Hockey Stick	Library Card Sign-Up Month	http://cwlasvegas.com/news/wake-up-with-the-cw/get-a-library-card-for-a-chance-to-win-a-golden-knights-signed-hockey-stick			5,700	\$171.00
9/16/19	Television	KVCW-TV	Wake Up With the CW	8:15 a.m. - Library Card Sign-Up Month; Ryan Simoneau in-studio		3m 44s	\$177.00	2,566	\$1,321.60
9/16/19	Internet	vegasinc.lasvegassun.com	The Notes: Sept. 16, 2019	Board of Trustee Elections	https://vegasinc.lasvegassun.com/business/people/2019/sep/16/the-notes-sept-16-2019/			1,113,333	\$33,399.99
9/19/19	Magazine	Las Vegas Weekly	VegasInc Giving Notes	Fred James; Government Finance Officers Association award				59,000	\$2,190.00
9/23/19	Internet	vegasinc.lasvegassun.com	The Notes: Philanthropy, Sept. 23, 2019	Fred James; Government Finance Officers Association award	https://vegasinc.lasvegassun.com/business/2019/sep/23/the-notes-philanthropy-sept-23-2019/			74,167	\$2,225.01
9/23/19	Internet	knpr.org	Family Pride Day	Family Pride Day	https://knpr.org/events/family-pride-day			107,500	\$3,225.00

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
9/23/19	Internet	offthetrip.com	2nd Annual Family Pride Day	Family Pride Day	https://www.offthetrip.com/event/2nd-annual-family-pride-day.html			19,500	\$585.00
9/23/19	Internet	vegasfamilyevents.com	September in Las Vegas Your Family Bucket List	Family Pride Day	https://vegasfamilyevents.com/september-las-vegas-events/			20,250	\$607.50
9/26/19	Internet	ktnv.com	13 Things To Do In Las Vegas This Week For Sept. 27 through Oct. 3	Family Pride Day	https://www.ktnv.com/positivelylv/13-things-to-do-in-las-vegas-this-week-for-sept-27-through-oct-3			1,076,667	\$32,300.01
9/27/19	Television	KVVU-TV	More	9:00 a.m. - Family Pride Day		34s	\$2,110.50	18,715	\$2,391.90
9/27/19	Television	KVVU-TV	FOX5 News	10:47 p.m. - Family Pride Day		19s	\$5,712.49	16,470	\$3,617.91
9/28/19	Internet	vegasnews.com	Las Vegas Clark-County Library District Hosts Second Annual Family Pride Day at Clark County Library	Family Pride Day	https://www.vegasnews.com/189025/las-vegas-clark-county-library-district-hosts-second-annual-family-pride-day-at-clark-county-library.html			70,000	\$2,100.00
9/28/19	Television	KTNV-TV	Action News	11:08 p.m. - Family Pride Day		2m 39s	\$1,138.50	8,442	\$6,034.05
9/28/19	Internet	ktnv.com	Local library hosts Family Pride Day amid some outside opposition	Family Pride Day	https://www.ktnv.com/news/local-library-hosts-family-pride-day-amid-some-outside-opposition			1,076,667	\$32,300.01
9/29/19	Television	KTNV-TV	Good Morning Las Vegas	5:00 a.m. - Family Pride Day teaser		8s	\$614.22	14,367	\$163.79
9/29/19	Television	KTNV-TV	Good Morning Las Vegas	5:05 a.m. - Family Pride Day		2m 8s	\$614.22	14,367	\$2,620.67
9/29/19	Television	KTNV-TV	Good Morning Las Vegas	6:59 a.m. - Family Pride Day		27s	\$1,127.52	23,902	\$1,014.77
Monitored Coverage, Not Clipped									
9/1/19	Magazine	Desert Companion	The Guide	General Library events and activities at various branches				50,000	\$4,260.00
9/1/19	Magazine	DAVID	EXPLORE	General Library events and activities at various branches				70,000	N/A
9/1/19	Magazine	The Spectrum	Library to hold Pride activities	Pride events at various branches				11,000	N/A
9/5/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
9/5/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
9/5/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
9/5/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
9/5/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
9/6/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
9/12/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
9/12/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
9/12/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$26,460.00
9/12/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$26,460.00
9/12/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
9/13/19	Internet	reviewjournal.com	This week's 5 best bets for arts & culture in Las Vegas	Las Vegas Mens Chorus concert	https://www.reviewjournal.com/entertainment/arts-culture/this-weeks-5-best-bets-for-arts-culture-in-las-vegas-1846799/			2,808,333	\$84,249.99
9/13/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
9/13/19	Television	KVVU-TV	More	5:21 p.m. - Kickoff to Kindergarten mention		24s	\$1,874.25	13,384	\$1,499.40
9/13/19	Television	KVVU-TV	FOX5 News	10:51 p.m. - Kickoff to Kindergarten mention		23s	\$7,759.15	34,348	\$5,948.68
9/13/19	Television	KVVU-TV	FOX5 News	11:31 p.m. - Kickoff to Kindergarten mention		21s	\$692.96	8,760	\$485.07
9/14/19	Television	KVVU-TV	FOX5 News This Morning	6:26 a.m. - Kickoff to Kindergarten mention		20s	\$367.14	5,759	\$244.76
9/14/19	Television	KVVU-TV	FOX5 News This Morning	7:25 a.m. - Kickoff to Kindergarten mention		20s	\$1,088.81	29,550	\$725.87

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
9/14/19	Television	KTNV-TV	Good Morning Las Vegas	5:33 a.m. - Kickoff to Kindergarten mention		38s	\$1,176.24	23,930	\$1,489.90
9/15/19	Television	KLAS-TV	8 News Now	5:10 p.m. - Best Buy Teen Tech Center tease		6s	\$1,513.13	12,259	\$302.63
9/15/19	Television	KLAS-TV	8 News Now	6:48 p.m. - Best Buy Teen Tech Center		1m 17s	\$2,118.18	22,497	\$5,436.66
9/15/19	Television	KLAS-TV	8 News Now	11:05 p.m. - Best Buy Teen Tech Center		1m 19s	\$3,215.25	25,736	\$8,466.83
9/15/19	Television	KVVU-TV	FOX5 News This Morning	6:44 a.m. - Kickoff to Kindergarten recap		29s	\$324.95	6,864	\$314.12
9/15/19	Television	KVVU-TV	FOX5 News This Morning	7:44 a.m. - Kickoff to Kindergarten recap		26s	\$485.46	10,742	\$420.73
9/19/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
9/19/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
9/19/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$26,460.00
9/19/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
9/19/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
9/20/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
9/26/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
9/26/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
9/26/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$26,460.00
9/26/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
9/26/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
9/27/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
9/28/19	Television	KVVU-TV	FOX5 News This Morning Weekend Edition	6:50 a.m. - Family Pride Day		23s	\$716.01	18,184	\$548.94
9/29/19	Television	KTNV-TV	Good Morning Las Vegas	6:00 a.m. - Family Pride Day teaser		7s	\$930.90	20,429	\$217.21
9/29/19	Television	KTNV-TV	Good Morning Las Vegas	6:06 a.m. - Family Pride Day		2m 8s	\$930.90	20,429	\$3,971.84
9/29/19	Television	KTNV-TV	Good Morning Las Vegas	8:00 a.m. - Family Pride Day teaser		7s	\$1,473.35	35,673	\$343.78
9/29/19	Television	KTNV-TV	Good Morning Las Vegas	8:07 a.m. - Family Pride Day		2m 7s	\$1,473.35	35,673	\$6,237.18
9/29/19	Television	KTNV-TV	Good Morning Las Vegas	8:52 a.m. - Family Pride Day		26s	\$1,514.24	39,030	\$1,312.34
Earned Digital									
September	Duratron	McCarran International Airport		10 throughout the month					\$30,000.00
								15,947,871	\$953,999.29



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: October 31, 2019

SUBJECT: Community Engagement Report, November 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 **September 1, 2019 – September 30, 2019**.

Matt McNally, Programming and Venues Manager **Ryan Neely**, and Adult Programming Supervisor **Jen Weitz**, participated in multiple planning meetings throughout the month in preparation to implement Communico, a new room reservation software platform.

On September 14 the Library District conducted a *Community Resource Fair* and *Kickoff to Kindergarten* event at the East Las Vegas Library. The event was conducted in partnership with Commissioner Lawrence Weekly's office, the University of Nevada Cooperative Extension, and Vegas PBS. Attendees had the opportunity to connect with educational support services and organizations to better prepare for the school year ahead. Prizes were raffled off, Mariachi Los Bravos from J.D. Smith Middle School performed, and children of all ages enjoyed face-painting, balloon artists, and special character meet-and-greets. There were 33 resource tables hosting community partners and 676 participants attended this great family event.



On September 20, the Library District hosted visitors from the National Digital Library of India (NDLI) project. NDLI is funded by the Government of India's Ministry of Human Resource Development. The project is hosted and developed by Indian Institute of Technology Kharagpur and targets to build a national knowledge asset for education. The NDLI portal is hosted at <https://ndl.iitkgp.ac.in>. The objective of the project is to integrate digital content across national and international institutions, organizations, and libraries to provide a single-window access point with

an e-learning facility to different user groups ranging from primary school level to higher education throughout India. Professor and Joint Principal Investigator Partha Pratim Das from the Department of Computer Science & Engineering and Librarian Bablu Sutradhar, Central Library and Co-Principal Investigator spent the day talking with Library District staff about their initiative. They also gained valuable information to take with them about LVCCLD electronic resource services before traveling to Los Angeles Public Library, San Francisco Public Library, and New York Public Library systems. **Matt McNally** developed the itinerary for their visit and coordinated the involvement of Library District staff to participate which included: Executive Director **Dr. Ronald R. Heezen**, Planning and Development Director **Danielle Milam**, General Services Director **Steve Rice**, Regional Library Operations Manager **Leo Segura**, Head of Collection and Bibliographic Services **Rebecca Colbert**, Electronic Resources Manager **Jocelyn Bates**, Electronic Resources Librarian **Kristine Segura**, and Collection Development Adult Services Librarian **Dan Wiig**.



Matt McNally continued planning meetings as the co-chair of the Leadership Las Vegas History & the Arts day committee for the Metro Chamber of Commerce. East Las Vegas Library will host the event on October 11.



On September 27, **Dr. Ronald R. Heezen**, **Matt McNally**, and East Las Vegas Library Branch Manager **Salvador Avila** met with Lt. Governor Kate Marshall and her senior staff, Councilwoman Olivia Diaz, staff from Nevada State College, and staff from College of Southern Nevada. Lt. Governor Marshall articulated her interest in developing an express transit pilot program for students from certain areas of the Las Vegas valley to systems of higher education. East Las Vegas Library was identified by the Lt. Governor's office as a potential origination point for this service. Discussions and the ability to partner in this capacity are still ongoing. During the visit, a library branch tour was conducted for everyone in attendance.



LITERACY SERVICES

Literacy Services had one new test-taker test in September who tested on all five subtests and earned their High School Equivalency Certificate. 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 subject areas. Test administrations are offered monthly during the first or second week of the month.

High School Equivalency	September	'19-'20 YTD
First-time Test-Takers	1	1
Test Administered	5	8
Tests Passed	5	8
HSE Certificates Earned	1	3

The Career Online High School (COHS) program continued to experience steady interest and growth in September. The first-step, completing a self-assessment, was completed by 60 new customers. Of these customers, 32 started their prerequisite course, 15 finished their prerequisite course and nine were interviewed and approved for the scholarship to complete their diploma through the Career Online High School offering. Additionally five students completed their coursework and earned their diploma during September.

Career Online High School	September	'19-'20 YTD	Since December 2017
Completed Self-Assessment	60	237	649
Completed Prerequisite Course	15	47	297
Approved Scholarship	9	31	103
Graduates	5	6	28

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 (NV-ACE). Both TISOH and Milan started new sessions on September 16, 2019. Two students from the Adult Learning Program started the Hotel Operations Certificate at TISOH and 4 students started the Certified Nursing Assistant program at Milan. This pilot provides an opportunity for participants to earn a career certificate while receiving additional educational support they need. Literacy Services staff are excited to continue providing career training while improving literacy skills through the NV-ACE pilot which ends June 30, 2020.

NV-ACE Pilot	September	'19-'20 YTD
TISOH Enrollment (HOC)	2	4
Milan Enrollment (CNA)	4	5
Certificate Completers	0	2

Literacy Services adult education Cycle I classes ended during September. Students were post-tested to measure learning gains made during the 70-72 hour classes. Classes were held in nine library sites (CC, EV, RB, SU, SV, SW, WC, WH, and WM), three community centers (Bob Price, Cambridge, and East Las Vegas), and the Asian

Community Development Council. Additional one-on-one tutoring was offered at the One Stop Career Center on West Charleston Boulevard.

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

Literacy Services	Classes	Enrollment/ Attendance	Enrollment (YTD)
English Language Acquisition	30	434	627
Adult Basic Education*	1	16	28
Conversation Workshop	2	115	119
One-Stop Tutoring	---	34	61
Literacy Open Labs	---	247	460
*Includes HSE Students with 12 hours instruction			

Literacy Services hosted the ACT Fall Counselor Workshop on September 24, 2019. Over forty-five people attended this event held in the large classroom at Clark County Library. Literacy Manager **Jill Hersha** serves on Nevada's ACT State Council as a representative for adult education and workforce.

Literacy staff also attended the Workforce Resource Fair, held at Clark County Library on September 26, 2019.

GALLERY SERVICES

New Exhibit Installations

Leather or Knot

Glynn Galloway, West Las Vegas Library,
9/5/19 – 11/5/19
(photo right)

Pit Stops Along the Way

Dale Cox, Laughlin Library, 9/8/19 –
11/16/19

2019 "Focus on Nevada" Photo Showcase

Desert Companion, East Las Vegas,
9/10/19 – 11/19/19

The American Road "A Lifetime Journey"

Ron Dorson, Centennial Hills Library,
9/12/19 – 11/12/19

Sprat Classes

Chase McCurdy, Whitney Library, 9/17/19 – 11/17/19

Photography Art

Thomas Shea, Windmill Library, 9/19/19 – 11/19/19

An American Family: An AIDS Legacy (1989-2019)



Tomas Gasper, West Charleston Library, 9/24/19 – 12/3/19

Events

Reception: *Leather or Knot*, Glynn Galloway, West Las Vegas Library, 18 customers in attendance, 9/5/19

Tour: *Surfacing*, Kim Johnson, Sahara West Library, 28 customers in attendance, 9/11/19 and 9/12/19 (photo right)

Highlights

Gallery Services Manager **Darren Johnson** attended Brian Martinez's *Indigo* exhibit at Joseph Watson's gallery in the Arts Factory on September 6 (First Friday). Brian Martinez is a University of Nevada, Las Vegas student who exhibited his paintings in 2018 in the West Las Vegas Library and Whitney Library galleries.



OUTREACH SERVICES

Outreach Services Manager **Glenda Billingsley** represented the Library District when speaking to 100 students at the Volunteer Opportunities Fair hosted by UNLV on September 4. Many students expressed appreciation for the District's numerous free resources, in particular the concerts, performances, and art exhibits which they indicated would otherwise be cost prohibitive to them.

Outreach Specialist **Andrew Brannon** facilitated e-media classes for seniors at Gramercy and Harmon Pines and Parkdale Senior Residences on September 16, 20, and 23. Participants commented:

- "It is hard for me to get out - so good to know I don't have to physically go to the library to enjoy checking out books, music, and movies!"
- "It's relaxing knowing I will never have fines with the online resources!"
- "Andrew is wonderful!"
- "Such an excellent service in providing education!"
- "Love the idea of checking out Spanish materials to update my language skills, and Freegal music to create more workout tapes".
- "My wife and I enjoy reading but we can't get around so well any more. The online library provides such a convenience. Thank you".



Glenda Billingsley facilitated two story time and family engagement learning sessions at Herron Elementary School and introduced 100 families with young

children to Library District early learning resources such as Vroom, early literacy enhanced story times, family programming, and other offerings such as checkouts for hotspot service, i-pads, and Discovery Museum passes.



Andrew Brannon and Outreach Specialist **Sylvia Riesselmann**, used the Library outreach box truck to provide educational entertainment truck tours, button making, and to provide resource information to 1,000 families at the annual Touch-a-Truck event hosted by Family to Family Connection at the Boulevard Mall on September 28.

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

Limitless Learning	Sessions	Attendance
Pre-school Visits	53	1077
Elementary School Visits	14	202
Middle School Visits	---	---
High School Visits	---	---
Adult Visits	6	47

Community & Culture	Sessions	Attendance
Promotional Booth Events	6	2040

Circulation	Circulation	Sessions	Attendance
Senior Apartment Lobby Visits	656	22	168
Homebound Services	513	---	---

PROGRAMMING AND VENUES SERVICES (PVS)

PVS organized 966 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 22,222 attendees to the District with 2,711 hours of venue usage. These events are categorized into library adult programs, rentals, and staff usage.

	Events	Attendance	Hours
Library Adult Programs	651	15,091	1,778
Rentals	253	6,302	641
Staff Usage	62	829	292

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	108	1,805
Business and Career Success	36	512
Government and Social Services	67	4,289
Community and Culture	113	4,995

Of these Library Adult Programs, 21 were diversity events impacting 2,520 customers.

PVS provided technical support for 87 Library District programming events and 18 rental events totaling 550.75 event hours. Technical staff committed a total of 891.5 hours to cover these events. Additionally, PVS provided technical support for 14 occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 30-day period with one holiday was 1,498 hours and included 165 technician assignments. The ability to request technicians was closed to scheduling staff for 10 days since peak technician availability was reached.

Major Programming Highlights

The Bitchy Waiter Show



Darren Cardosa, better known as *The Bitchy Waiter*, entertained audiences at the West Charleston, Sahara West, and Clark County libraries with his hilarious one-man show, accompanied by world renowned pianist David Shenton on September 20 and 21. Among the

367 customers who attended this program were super-fans that travelled from Arizona and California to see him perform in our spaces. A few lucky attendees took home free signed copies of his book.



Tango Argentino

On Sunday, September 29, two-time Argentine Tango USA Champion, Michael Thomas, and Spanish movement artist Angela del Rio took 73 Whitney Library customers through a historic journey of Argentine tango with a lectured dance performance. Several library customers enjoyed the presentation so much that afterwards, they visited the customer service desk to share what a delightful event they just attended in celebration of Hispanic Heritage Month.

Seffarine

Seffarine brought their international blend of Moroccan and Flamenco music to the West Charleston and Clark County libraries on September 21 and 22. These diverse musical styles melded to create what Bass Player magazine describes as a, "gorgeous intersection of Spanish flamenco, Arabic and Andalusian music, Persian classical, and jazz." The performances, which drew 336 customers, included a selection of their original songs, sung in Arabic, Farsi, Spanish, and French.



YOUTH SERVICES

Youth Services conducted 1,105 programs serving 28,238 customers at library branches throughout the District during the month of September. 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	Attendance
Limitless Learning	826	19,496
Business and Career Success	9	39
Government and Social Services	165	7,013
Community and Culture	105	1,690

Of these Library Youth Services Programs, 11 were diversity events impacting 1,011 customers.

District-Wide Programming Highlights



The Fifth Annual *Teen Anime Fest* occurred at the Sahara West Library on Saturday, September 7. The day was filled with cosplay, voice acting, drawing workshops, anime bingo, and Kaminari Taiko drumming. The event ended with a cosplay fashion show and one teen was overheard saying, "This is the best day ever!" A total of 650 teens attended the event.



The District celebrated the second annual *Family Pride Day* on Saturday, September 28 at the Clark County Library. Over 450 people attended this year to see drag queen story hours, a

coming out panel, de-stress at a meditation workshop, visit vendors and community resource tables, and cheer on the amateur teen drag queens at the teen drag competition. Highlighting the importance of the event, one of the drag queen story hour presenter's Carla Rossi shared on Instagram, "Las Vegas-Clark County's Second Annual Family Pride Day was a blast and cemented the fact that I need to be sharing this kind of work with the kids..."

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Monthly Statistics
Year over Year
September 2018/ September 2019

		Youth Services Programs				2018	2019			Youth Services Attendance				2018	2019		
	Library	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	51	54	3	6%	120	120	0	0%	1,593	1,737	144	9%	3,742	3,869	127	3%
	Clark County	64	65	1	2%	167	189	22	13%	3,161	2,711	-450	-14%	9,944	9,381	-563	-6%
	Clark County BBTC	166	180	14	8%	434	461	27	6%	3,381	3,058	-323	-10%	7,634	7,532	-102	-1%
	Enterprise	46	44	-2	-4%	128	137	9	7%	918	753	-165	-18%	2,659	2,538	-121	-5%
	East Las Vegas	50	39	-11	-22%	149	127	-22	-15%	352	1,013	661	188%	1,993	2,793	800	40%
	Meadows	0	0	0	N/A	0	1	1	N/A	0	0	0	N/A	0	69	69	N/A
	Rainbow	69	69	0	0%	172	175	3	2%	2,530	2,638	108	4%	6,757	6,814	57	1%
	Sahara West	57	65	8	14%	138	178	40	29%	2,306	2,450	144	6%	5,349	5,709	360	7%
	Spring Valley	50	87	37	74%	150	235	85	57%	1,608	2,862	1,254	78%	4,443	6,393	1,950	44%
	Summerlin	47	50	3	6%	129	130	1	1%	1,586	2,231	645	41%	4,088	5,717	1,629	40%
	Sunrise	40	48	8	20%	120	197	77	64%	958	875	-83	-9%	3,750	3,442	-308	-8%
	West Charleston	28	38	10	36%	70	87	17	24%	489	599	110	22%	1,409	1,567	158	11%
	West Las Vegas	41	48	7	17%	104	136	32	31%	543	399	-144	-27%	1,158	1,219	61	5%
	Whitney	57	86	29	51%	201	266	65	32%	1,744	2,666	922	53%	6,372	9,632	3,260	51%
	Windmill	48	46	-2	-4%	101	104	3	3%	1,823	1,891	68	4%	4,127	4,341	214	5%
	Urban Totals	814	919	105	13%	2,183	2,543	360	16%	22,992	25,883	2,891	13%	63,425	71,016	7,591	12%
Outlying Branches	Blue Diamond	4	3	-1	-25%	9	22	13	144%	33	3	-30	-91%	48	22	-26	-54%
	Bunkerville	12	1	-11	-92%	34	3	-31	-91%	28	2	-26	-93%	159	71	-88	-55%
	Goodsprings	0	0	0	N/A	0	2	2	N/A	0	0	0	N/A	0	19	19	N/A
	Indian Springs	21	33	12	57%	56	104	48	86%	94	182	88	94%	226	582	356	158%
	Laughlin	16	17	1	6%	54	55	1	2%	257	269	12	5%	888	1,035	147	17%
	Mesquite	41	55	14	34%	161	173	12	7%	834	964	130	16%	4,214	3,057	-1,157	-27%
	Moapa Town	20	17	-3	-15%	61	52	-9	-15%	152	132	-20	-13%	567	471	-96	-17%
	Moapa Valley	34	30	-4	-12%	77	67	-10	-13%	474	439	-35	-7%	1,466	1,581	115	8%
	Mt. Charleston	1	0	-1	-100%	1	0	-1	-100%	18	0	-18	-100%	18	0	-18	-100%
	Sandy Valley	4	3	-1	-25%	10	10	0	0%	29	14	-15	-52%	160	105	-55	-34%
	Searchlight	24	27	3	13%	51	79	28	55%	241	350	109	45%	446	693	247	55%
	Outlying Totals	177	186	9	5%	514	567	53	10%	2,160	2,355	195	9%	8,192	7,636	-556	-7%
Outreach	Outreach-Branch	63	20	-43	-68%	136	61	-75	-55%	3,698	2,296	-1,402	-38%	9,508	6,204	-3,304	-35%
	Outreach-Department	116	73	-43	-37%	213	135	-78	-37%	3,650	3,319	-331	-9%	7,906	8,124	218	3%
	Outreach-PVS	4	5	1	25%	8	14	6	75%	29	464	435	1500%	119	1,506	1,387	1166%
	Outreach-YS Admin.	1	7	6	600%	9	8	-1	-11%	50	762	712	1424%	652	812	160	25%
	Outreach-Literacy	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	184	105	-79	-43%	366	218	-148	-40%	7,427	6,841	-586	-8%	18,185	16,646	-1,539	-8%
	Grand Totals	1,175	1,210	35	3%	3,063	3,328	265	9%	32,579	35,079	2,500	8%	89,802	95,298	5,496	6%

Monthly Statistics
Year over Year
September 2018/ September 2019

		Adult Programs				2018	2019			Adult Attendance				2018	2019		
	Library	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	25	28	3	12%	79	87	8	10%	279	470	191	68%	1,155	1,614	459	40%
	Clark County	177	177	0	0%	374	531	157	42%	3,738	4,664	926	25%	11,659	13,919	2,260	19%
	Enterprise	44	40	-4	-9%	121	127	6	5%	794	996	202	25%	2,280	2,935	655	29%
	East Las Vegas	46	92	46	100%	83	314	231	278%	282	1,835	1,553	551%	752	6,366	5,614	747%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	58	46	-12	-21%	154	134	-20	-13%	726	638	-88	-12%	2,044	2,000	-44	-2%
	Sahara West	111	102	-9	-8%	298	271	-27	-9%	2,381	2,032	-349	-15%	6,733	5,357	-1,376	-20%
	Spring Valley	49	40	-9	-18%	133	110	-23	-17%	572	449	-123	-22%	1,828	1,493	-335	-18%
	Summerlin	48	50	2	4%	147	144	-3	-2%	2,905	2,853	-52	-2%	7,385	7,662	277	4%
	Sunrise	25	38	13	52%	79	124	45	57%	1,306	885	-421	-32%	3,597	2,554	-1,043	-29%
	West Charleston	44	67	23	52%	116	143	27	23%	1,026	1,394	368	36%	2,297	2,935	638	28%
	West Las Vegas	41	48	7	17%	174	162	-12	-7%	500	702	202	40%	6,894	6,126	-768	-11%
	Whitney	33	68	35	106%	100	167	67	67%	1,029	1,445	416	40%	3,826	4,051	225	6%
	Windmill	55	61	6	11%	154	173	19	12%	2,040	3,001	961	47%	5,861	8,319	2,458	42%
	Urban Totals	756	857	101	13%	2,012	2,487	475	24%	17,578	21,364	3,786	22%	56,311	65,331	9,020	16%
Outlying Branches	Blue Diamond	3	2	-1	-33%	8	4	-4	-50%	32	11	-21	-66%	109	71	-38	-35%
	Bunkerville	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Goodsprings	2	1	-1	-50%	28	37	9	32%	26	28	2	8%	78	64	-14	-18%
	Indian Springs	0	2	2	N/A	0	6	6	N/A	0	9	9	N/A	0	23	23	N/A
	Laughlin	14	26	12	86%	42	68	26	62%	96	310	214	223%	308	785	477	155%
	Mesquite	37	44	7	19%	109	132	23	21%	421	312	-109	-26%	1,181	1,032	-149	-13%
	Moapa Town	1	0	-1	-100%	3	1	-2	-67%	4	0	-4	-100%	12	4	-8	-67%
	Moapa Valley	5	23	18	360%	20	67	47	235%	79	61	-18	-23%	277	208	-69	-25%
	Mt. Charleston	3	6	3	100%	9	10	1	11%	52	90	38	73%	135	214	79	59%
	Sandy Valley	2	2	0	0%	8	4	-4	-50%	8	17	9	113%	49	23	-26	-53%
	Searchlight	2	3	1	50%	10	5	-5	-50%	2	20	18	900%	19	46	27	142%
	Outlying Totals	69	109	40	58%	237	334	97	41%	720	858	138	19%	2,168	2,470	302	14%
Outreach	Outreach-Branch	31	4	-27	-87%	62	30	-32	-52%	631	19	-612	-97%	902	803	-99	-11%
	Outreach-Department	36	28	-8	-22%	113	88	-25	-22%	650	215	-435	-67%	1,335	791	-544	-41%
	Outreach-PVS	5	2	-3	-60%	7	5	-2	-29%	210	5	-205	-98%	251	34	-217	-86%
	Outreach-YS Admin.	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach-Literacy	0	0	0	N/A	0	1	1	N/A	0	0	0	N/A	0	300	300	N/A
	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	72	34	-38	-53%	182	124	-58	-32%	1,491	239	-1,252	-84%	2,488	1,928	-560	-23%
	Grand Totals	897	1,000	103	11%	2,431	2,945	514	21%	19,789	22,461	2,672	14%	60,967	69,729	8,762	14%



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: October 16, 2019

SUBJECT: Public Library Quarterly Article

In June 2019, Community Engagement Director **Matt McNally** presented on the partnership between the Las Vegas-Clark County Library District and Workforce Connections to implement One-Stop Career Centers into libraries at the American Libraries Association (ALA) conference. Afterwards, editor Joe Matthews for Public Library Quarterly, reached out to the presenter panel which also included Director Honore Bray from Missoula Public Library and Library Supervisor Renee Pokorny from Free Library of Philadelphia. The panel was offered the opportunity to submit an article of their presentation for readers of the publication. **Matt McNally** co-authored the Las Vegas-Clark County Library District's submission with Planning and Development Director **Danielle Patrick Milam**. A description of the ALA presentation and a copy of the written submission for Public Library Quarterly are included below.

Libraries+: Innovative Examples of a Transformative Trend

Co-locating libraries with other spaces is nothing new, but libraries are increasingly and innovatively locating inside structures built for other purposes, welcoming other organizations into library spaces, or designing dedicated spaces with other organizations. This trend, which we dub Libraries+, is helping to meet challenges in funding and changes in user expectations and demographic trends. Come learn how three libraries have creatively partnered with community entities, working out details of shared user agreements, effectively planning spaces, and offering joint services, transforming the traditional library into a true community center.

Public Library Quarterly Article Submission

Better Together:
Bringing Library and Workforce Assets Together for Massive Economic Impact

by

Matt McNally
Community Engagement Director
and

Danielle Patrick Milam
Planning and Development Director

Las Vegas-Clark County Library District

Coming out of a 65-month recession in 2015, a priority focus of the Las Vegas-Clark County Library District strategic plan was getting people back to work. Now that the economy is up to “full” employment, the challenges are even more complex. Today, effective workforce development in Southern Nevada must address pockets of poverty (particularly the double-digit unemployment among youth of color) and prepare the workforce to meet the demands of new jobs that require high level tech and problem-solving skills.

Even as Nevada emerges as one of the top job-producing states in the nation, as many as 18,000 jobs go unfilled in Southern Nevada at any one time. Nevada Governor Steve Sisolak is building strong education and employment training pipelines to ensure that everyone participates in the new economy, especially the vast number of working families whose children are the state’s future talent pool.

The Governor and other local economic development players are also paying attention to recent research from Redlands University’s Institute for Spatial Economic Analysis, which shows that over 65% of Nevadan jobs will likely see some form of automation, artificial intelligence, or intelligence assistance via technology in the next ten to fifteen years.

Education, economic development, and workforce development agencies recognize that economic vitality and diversification depends on effective collaboration to create more customer-friendly integrated networks of services that match eligible workers with new job opportunities and provide training to people who need assistance obtaining, keeping, or moving to a new job.

FORMING A PARTNERSHIP BASED ON COMMUNITY NEED, ORGANIZATIONAL ASSETS, AND FEDERAL FUNDING MANDATES

It is in this context that a bold new partnership has emerged between the Las Vegas-Clark County Library District (Library District) and Southern Nevada’s local workforce development board, Workforce Connections. The partnership seeks to align efforts and resources in order to expand service reach and transform education, employment, and workforce development conditions in the region.

In 2015, the Executive Directors and executive staff of these two organizations met to review the Library District's strategic plan, Vision 2020 (v.2020). The group quickly sized up the major overlap of missions when it came to the Library District v.2020 strategies of "limitless learning" and "business and career success."

They saw that the Library District's service population of 1.6 million people (in a state of three million) overlapped with Workforce Connection's southern Nevada service populations. They noted the Library District's broad customer base (688,000 cardholders; 6.5 million annual visitors) could significantly broaden Workforce Connections' reach to target populations. To accomplish the v.2020 strategic goals, the Library District identified a need for onsite employment expertise; however, the organization could not add new staff while operating revenues were still recovering from the tax base collapse of the Great Recession.

From Workforce Connections' perspective, there were other powerful partnership incentives. At the time, only one One-Stop Career Center was operational, with Monday through Friday service hours from 8:00 a.m. to 5:00 p.m. More than \$16 million in federal funding was going to a constellation of employment and training service providers who operated out of their own organizational offices dispersed across Southern Nevada. Using the Library District's extensive geographic footprint of rural and urban branch locations would allow Workforce Connections to effectively scale up One-Stop Career Center services without diluting the fixed amount of employment service federal funding with overhead costs.

The partnership would also allow Workforce Connections to deploy the full One-Stop Career Center model called for in the 2014 Workforce Innovation and Opportunity Act (WIOA). This act mandates the co-location of federal programs related to employment, education, and workforce development for many types of job-seekers. The objective of co-located services mirrors Governor Sisolak's interest in making job-seeker services convenient, accessible, and integrated, so that workers do not have to go to multiple locations to get the services they need.

In our region, seventeen mandated One-Stop partner programs form the ecosystem of federally-funded employment and workforce training programs. The WIOA four core programs are:

- Title I – Youth (ages 16-24), Adult and Dislocated Worker
- Title II – Adult Education and Family Literacy
- Title III – Wagner Peyser – Employment Services
- Title IV – Vocational Rehabilitation

WIOA specifically identifies the important roles libraries play in assisting job seekers. In 2015, the Department of Labor specifically named public libraries as "preferred" partners in Training and Employment Notice 35-15, based on research which showed that 30 million Americans access the library to address employment needs: 46% for resume development, 68% to submit job applications, and 76% to conduct job searches.

WIOA also gives the Library District incentive to partner more closely with Workforce Connections. The integrated service approach called for in WIOA also impacts the Library District's Adult Learning Center (ALC), which operates the state's largest English language instruction program with Title II Department of Education funding under the Adult Education and Family Literacy Act (AEFLA). Under new WIOA rules,

the Library District's ALC is required to demonstrate employment results, such as workforce readiness certification and evidence of employment and increased earnings, in addition to achieving steady education level gains among the program's adult education students.

PUTTING THE PIECES TOGETHER

Based on these potential mutual benefits, in 2016 the executive directors of the two agencies executed a Memorandum of Understanding (MOU) describing the roles, responsibilities, and resource commitments of the partnership in more detail. In that document, the Library District pledged a wealth of assets including space for One-Stop Career Centers in library branches, utilities, security, janitorial maintenance, internet infrastructure, phone service, seven-day-a-week operating hours, and co-branded marketing promotional support. Workforce Connections pledged to provide full One-Stop Career Center services by procuring sub-recipients to provide employment, training, and wrap-around services for job-seekers to selected library branch locations, computer hardware and software, and training and support services to contracted professionals.

The MOU aimed to lay out the responsibilities and expectations of the parties. Soon after execution, target schedules to deploy new sites, integrate operations, and develop marketing efforts were established. In the first year, the Library District became familiar with the One-Stop Career Center service operations, reviewed demographics of library branch service areas, and selected pilot site locations with Workforce Connections based on ease of patron access and community need. The selected sites were geographically dispersed to expand the footprint of service. Seven library branch locations were identified; two rural libraries and five urban libraries. The Community Engagement division led the Library District efforts, supported collaboratively by the divisions of General Services, Information Technology, and Library Operations to create One-Stop Career Center spaces.

Workforce Connections began transitioning its Title I service providers to selected libraries in order to begin offering services to the public co-located with other WIOA partner programs. The One-Stop Career Center sites adopted operational procedures that aligned with Library District policies. Operating from this new working environment was a big shift in the service model for some providers, many of whom were accustomed to working from their home offices.

Staff buy-in and cross-organizational culture change posed some of the biggest challenges to partnership start-up efforts. The partners began the work of merging the cultures of front-line staff by convening partnership and branch meetings to establish standard operating procedures and training on Library District policies and procedures. Informational exchange conversations were held on library activities and programs that contribute to local workforce development, including employment fairs, trainings on resume and job interview preparation programs, training platforms available online such as Gale Courses, and a new state-wide career planning and job-seeking platform called Nevada Career Explorer.

Over time, these conversations started to integrate mountains of acronyms and organizational jargon into a common language of service provision. Library staff became more familiar with the complex One-Stop service requirements that govern eligibility, client intake, individual assessments and training plan development,

training and work opportunities, and access to subsidies for nutrition, childcare, and transportation that many unemployed and working families need.

The Library District's Literacy Services Manager successfully integrated the ALC's adult education programs (WIOA Title II) to strengthen the workforce system. The Library District took on additional program, regional, and state roles to accelerate the integration of WIOA goals related to employment and earnings. The ability to obtain a National Career Readiness Certificate was newly included in adult education class curricula. The Library District also launched Career Online High School for adults who were just a few credits short of graduation. Participating students were now provided the ability to earn a fully accredited degree through this program and find a pathway to gainful employment. And finally, the Library District's Literacy Services Manager was invited to serve on the Workforce Connections Program Board and Nevada's Commission on Post-Secondary Education, based on qualifications and knowledge of the WIOA system and mandate to include a representative from public libraries.

The Library District Foundation underwrote cross-organizational trainings provided by experts of user experience. These interactive workshops with both library and employment agency staff built a shared understanding of customer perspectives. The customer experience trainings were transformative for both library and agency staff, many of whom had worked in silos for decades without understanding that their service systems were difficult for customers to find, understand, and navigate.

With spaces and procedures for Title I providers deployed in the first year in conjunction with Title II services provided by the Library District, subsequent years of the partnership have focused on bringing in additional programs funded under Titles III and IV. This year, the partnership is seeing a rise in One-Stop Career Center services to working families that need to connect to SNAP (Supplemental Nutrition Assistance Program) and TANF (Temporary Assistance for Needy Families) for food, childcare, and transportation subsidies.

Recent efforts have focused on developing an engaging, cohesive brand for library One-Stop Career Centers from Workforce Connections, the Library District Foundation's media firms, and the Library District's Branding and Marketing Department. These efforts are reworking the bureaucratic look and feel of federal employment service brochures to be more friendly, inviting, education-level-appropriate, and attuned to the interests of local job-seekers and employers. This co-branding effort creates a common language for all partners to talk about the public benefit and value of the partnership.

New One-Stop Career Centers and innovation ideas for small business incubators and employer meet-up are also on the horizon as the Library District launches into a districtwide branch renovation project in 13 library facilities. The successes of the early One-Stop Career Centers of the Las Vegas-Clark County Library District informed plans to expand to other Southern Nevada public library systems as well. Today, two library-based One-Stop Career Centers have additionally launched in facilities of Henderson Libraries; two have launched in branch facilities of North Las Vegas Library District; and one has launched at the Boulder City Library.

Moving this new service model merger from idea to scaled implementation has been complex, challenging, and rewarding. There are many moving parts. Ultimately, this visionary and ambitious partnership effort realigns resources for education,

employment, and workforce development opportunities in our region. The partnership expands access to services, promotes more efficient and effective use of public tax dollars, and informs a connected, coherent system of employment support for the variety of workforce development efforts needed to strengthen and sustain Nevada's economic growth and vitality into the future.

GETTING THE START-UP RECIPE RIGHT

During a June 2019 presentation at American Libraries Association in Washington D.C. the Library District presented the key recommendations for a successful workforce partnership:

- Establish a relationship with your local workforce development board and share the efforts of this partnership with them. If there's synergy, alignment of mission, and a willingness to move forward, draft an MOU that lays out the start-up purpose, goals, initial implementation steps, and organizational commitments, roles, and responsibilities.
- Understand the space requirements for the program. Look at library spaces that can accommodate program reception areas, semi-private cubicles for consultation, files, office equipment, and internet infrastructure. If you have adult education classrooms and instructional computer labs, think about the synergy of adjacencies and customer access, including customer access beyond regular operating hours.
- Pay attention to staff culture. Both libraries and workforce organizations need to think and talk about program touchpoints, client and customer handoffs, and staff buy-in activities that build a high-performing program on a foundation of sustained collaboration and accommodation to working in new ways together.
- Designate a partnership lead who has clear "Big Picture" goals in mind. Once the MOU has been crafted by agency directors, the library will need a partnership project lead who is ready to take the idea to implementation, guiding the development of the spaces, the operational procedures, and culture shifts required to meet the objectives of all organizations involved. This lead will need to be adept at project management, politics, organizational development, staff motivation, problem-solving, and media messaging.
- Start small and go big. The Library District and Workforce Connections began with a simple program implementation model in two rural library branch locations, and then took those discoveries to more complex service provider environments and larger urban settings. This strategy has paid off because there are many unknowns, many interested parties with different goals and program structures, and challenges associated with leading change. Anticipating these issues, building a culture of prototyping and continuous learning, and working out standard operating procedures at a small scale will lay a stronger foundation for program expansion.

BETTER TOGETHER: EXPANDING ACCESS, ALIGNING TAX-FUNDED PROGRAMS FOR GREATER IMPACT, AND BUILDING ECONOMIC DIVERSITY AND VITALITY

The Library District feels privileged to be in this creative partnership with Workforce Connections. As the public library world struggles with outcome measures, Workforce Connections and the Library District's Adult Learning Center programs are data-driven, with specific employment and education outcome measures determining additional funding. These outcome measures include workforce readiness certification, training for work experience and job shadowing, new employment, increased earnings, and educational achievements.

Since January 2017 through June 2019, 291 jobs have been filled through Workforce Connections efforts utilizing libraries throughout Southern Nevada. The average hourly rate of those gaining employment is \$11.69 per hour. Calculated as an average impact of earnings for Southern Nevada, it equates to \$7,075,723 annually. Behind that success is 5,711 visits to library One-Stop Career Centers, with 660 people enrolled in Title I services and 629 people enrolled in Title III services. Additionally, the Las Vegas-Clark County Library District enrolled 5,836 people in Title II services during this time period.

As the One-Stop Career Center partnership unfolds, all parties are also learning to gather and share the personal stories of success that tie to individual, family, and community well-being that are the true outcomes of this partnership: The young father that got his truck-driving certificate so that he can make a living wage for his family; the rural youths who got their first summer jobs; the working mom who got new skills to advance in her career; the young parent who dropped out of high school but is back on track to work as a medical technician because of the free education and employment services offered.

From a systems-building level, the partnership is creating immense new organizational capacity for public value. While still in the start-up mode, the partnership is transforming job-seeker and employer conditions in Southern Nevada in three ways:

Expanding Access to Employment Services. Over the past three years, this partnership has significantly altered the footprint of available and integrated employment, training, and employment support services. In the past, there was one local One-Stop Career Center, open five days a week from 8:00 a.m. to 5:00 p.m. Now there are an additional ten library-based One-Stop Career Centers, five in rural and urban branches of the Las Vegas-Clark County Library District and five more in surrounding library systems. The partnership continues to expand the reach and depth of services in One-Stop Career Centers, and has the potential to significantly expand service hours and get more agencies co-located in convenient, welcoming, neighborhood-based venues.

Using Tax Dollars for Greater Community Impact. Workforce and employment programs in the U.S. have developed over decades in fragmented ways by operating with a silo approach. This partnership is a great example of how the partner organizations work daily to align resources for greater community impact. As promoted in workforce development policy and programs, public libraries are community anchor organizations that bring immense new resources to the table. Libraries are government organizations that enjoy tremendous public trust. They own the world of public access technology that is the key to employment, whether people are looking for, applying for, or interviewing for a job. The partnership with workforce entities allows libraries to provide next-level services that make an impact

for people who need to find a first job, a next job, or a career. Libraries often have assets that can be maximized when aligned with employment expertise and support services for specific populations. Integrating assets such as education classes, computer labs and instruction, maker spaces, and other workforce skill-building programs accelerate local efforts to educate and retool the future workforce.

Strengthening the Nevada Economy. Building more inclusive, integrated, accessible, convenient, and efficient workforce development pipelines is key to the rapidly changing employment and employer conditions in Southern Nevada. The partnership is a model for regional agencies working together to better adapt, pivot, and innovate to fill new jobs, help people advance on career paths, and work with industries to target training efforts, growing the talent pool for a vibrant regional economy.

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ITEM VII.A.2.c.

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Danielle Patrick Milam, Director of Development and Planning

DATE: November 1, 2019

SUBJECT: Development and Planning Department Report, November 2019

Development and Planning Department Activities in October 2019

Department activities show momentum on key projects and community relationships:

- Use of the Nevada Career Explorer continues to grow as more CCSD counselor staff become familiar with the tool that is funded by the State Library, Archives and Public Records. The number of site users grew 62% from 3,514 to 5,705. Page views increased by 94%, from 35,994 to 69,848. Number of sessions grew 60%, from 5,787 to 9,273, with the average time of each session increasing from 6 minutes to almost 9 minutes each.
- There was an AMAZING response to the DISCOVERY Children's Museum family adventure passes. All available 325 passes were checked out the day after phenomenal press coverage of this new service hit on October 8th. Branding and Marketing assisted Collections and Bibliographic Services with printing covers for an additional 200 passes that were also checked out quickly. Thanks goes to Kirvin Doak, PR firm for the DISCOVERY Children's Museum, for distributing the media release prepared by the Foundation. They reported an audience of 143,574 and publicity value of \$29,930 for the following coverage:
 - Oct. 8, 2019 – [FOX 5 News at 4:00 PM](#)
 - Oct. 8, 2019 – [FOX 5 News at 10:00 PM](#)
 - Oct. 9, 2019 – [KLAS CBS 8 Good Day Las Vegas](#)
 - Oct. 9, 2019 – [FOX 5 News This Morning at 7 AM](#)
 - Oct. 9, 2019 – [FOX 5 News This Morning at 8 AM](#)
 - Oct. 9, 2019 – [FOX 5 MORE at 9 AM](#)
 - Oct. 9, 2019 – [8 News Now at Noon \(tease\)](#)
 - Oct. 9, 2019 – [8 News Now at Noon](#)

As of October 30, 2019, a total of 861 visits to the museum were counted at the museum. Presently, all 524 passes are checked out and library card holders have holds places on 382 passes. Branding and Marketing included an article on the new service in the Winter Highlights, and the Foundation highlighted the new service on the back page of Highlights.

Foundation FaceBook posts reached 24,922 people, with 4,211 engagements, including 232 shares. The Museum also promoted the new service on their website:

<https://www.discoverykidslv.org/lvccld-now-offering-discovery-childrens-museum-passes/>

- The Foundation's efforts to lead "Raising Las Vegas," a local coalition of organizations that provide services for families and children ages 0-5, were included in the Nevada Early Childhood Education Action plan under the strategies for "Family Support and Community Engagement." Development and Planning Director **Danielle Milam** and Development Program Officer **Sherry Walker** continue to meet with state leaders to provide details on activities and performance measures that will constitute the baseline for the state strategic plan, as well as content for planning grants developed for the Pritzker Family Foundation and Bezos Family Foundation.

On November 5, 2019, the Foundation will host an opening of the West Las Vegas Robot Lab Powered by SWITCH. VIPs expected to attend the event include Library Foundation President **Keiba Crear**, Library District Board Chair **Felipe Ortiz**, and Ward 5 Councilman **Cedric Crear**, as well as SWITCH Executives including former City Manager Betsy Fretwell. All Library Trustees are invited to attend.

Other department activities over the past month:

- Ms. Milam participated in 12 branch renovation meetings with the design teams.
- The Foundation received a \$10,000 grant award from the Best Buy Foundation to refresh equipment at the Best Buy Teen Tech Center at Clark County Library.
- The Foundation produced a video of the 2019 v.2020 award winners shown at Staff Day. This video will be shown to the Library District Board of Trustees at the December 2019 board meeting, along with a presentation from Foundation President, Keiba Crear.
- Ms. Milam presented the new market segmentation data in a two-day workshop to two classes at UNLV's Urban Leadership Development program.
- Ms. Walker worked closely with Business Office Senior Accountant **Anita Lai** to complete the Foundation's Financial Statement with the CPA firm Hilburn & Lein. Principal Gary Lein will present the draft Financial Statements to the Foundation at their November 13 board meeting, held at 11:30 a.m. at East Las Vegas Library.
- Ms. Milam attended a focus group on the City of Las Vegas's homeless issues at the Fifth Street School on October 23rd and a meeting with Marcel Schaerer, Deputy Director of the Office of Business, Finance and Planning for the Department of Business and Industry to discuss a May Small Business event. She also hosted a photo shoot with representatives of United Way of Southern Nevada at the East Las Vegas Library Homework Help center.
- Ms. Walker hosted a meeting of the United Way of Southern Nevada Impact Committee and a "Equity Through Board Diversity & Inclusion" Workshop hosted by the Moonridge Group.
- Ms. Milam and Ms. Walker hosted a table for the 7th Annual Women in the Boardroom Summit; a lunch with Foundation board member and General Manager of Channel 13 Chris Way; a breakfast meeting with CFO **Fred James** and Jocelyn Cousins, Community Reinvestment Act Program Director for the Western Regional Office of the Federal Reserve; and a site visit of the Spring Valley Library Teachers in Libraries program for representatives from the MGM Resorts Foundation
- Foundation Bookstore Manager **Leslie Valdes**, Library Board Trustee **Marilyn Francis Drake** and her husband Rodney hosted another successful used book sale as part of the Fall Harvest Festival at the Summerlin Library.
- Ms. Milam presented on a panel discussion about facilities master planning at the California Library Association meeting in Pasadena on Saturday, October 26, 2019.



ITEM VII.A.2.d.

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

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

DATE: October 31, 2019

SUBJECT: Information Technology Report, October 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 October:

Development and Planning Support

The IT Department continues to work on the *Teen Zone Powered by Cox* makerspace at the Enterprise Library. IT Makerspace Support Specialist **Zach McKenzie** deployed a sublimation printer and two iMacs and the remaining equipment, two all-in-one Windows computers, were ordered and are being prepared for deployment. The funding for the equipment for this project was provided by Cox Communications.

General Services Support

I attended the Facilities Master Plan Branch Renovations Program Verification Kickoff Meeting with you, Margaret Sullivan, the architectural firms, and several members of the Executive Council at the Windmill Library. Head of CBS **Rebecca Colbert** prepared reports on the branch collections and attended 11 of the 13 Master Plan meetings. The branch collection reports were provided to the branches and presented a profile of their collections, including statistics on the number and type of items, the performance of each type, and square footage recommendations to consider during the renovations. Assistant IT Director **Ron Melnar** attended the Master Plan Meeting at the Spring Valley Library to gain an understanding of how the renovations might impact technology in the branches.

The IT Department continues to work with the Facilities Department and their vendor to get the external electronic sign at the East Las Vegas Library operational. The controller for the sign failed when we attempted to configure it last month. The controller was replaced and we were able to load content onto the sign. The management software was installed on the computers in Branding and Marketing,

however, currently, the content can only be uploaded locally from the East Las Vegas Library. We continue to work with the vendor to resolve the problem.

Human Resources (HR) Support

New Training and Development Manager **Keeley Walker** visited the CBS Department and met with staff to gain a better understanding of the Department's responsibilities. Ms. Walker provides new employees with a tour of the Windmill Service Center during the HR Department's *New Hire Orientation*. The tour includes the CBS Department and the information will allow Ms. Walker to explain the function of the Department and answer any questions that the new employees may have.

Library Operations Support

The District's circulation for September was 1,002,155, of which 24% 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 7.7% of our OverDrive circulation while the Boulder City Library District's customers accounted for approximately 1.8%. In September, the District's materials accounted for approximately 97.3% of our circulation, while the Boulder City Library District items accounted for approximately 1.2%, and the North Las Vegas Library District items accounted for 1.5% of the materials circulated to our customers. The District's materials accounted for approximately 13.6% of the Boulder City Library District's circulation and 15.2% of the North Las Vegas Library District's circulation.

CBS staff added 5,232 titles with 15,632 new items to the collection, while 12,540 items were withdrawn from the library catalog. Senior Cataloger **Monica Song** also added 177 unique titles for the Boulder City Library District and 324 titles with 934 items for the North Las Vegas Library District to the catalog. Additionally, Collection Development staff added 6,476 e-books and e-audiobooks to the collection in September. Ms. Song and Cataloger **Kevin Bowman** added 511 Government Document records to the catalog.

The Family Adventure Passes for the Discovery Children's Museum, which were introduced in early October, were met with overwhelming demand. As a result, an additional 200 passes were added to the initial 338 passes that were available and within two weeks, all 538 passes are checked out with 380 Holds remaining. The Library District Foundation's social media posts about the passes set a record with exposure to over 26,000 people. Several positive feedback messages were posted on our website and received via e-mail.

Head of CBS **Rebecca Colbert** and Electronic Resources (ER) Manager **Jocelyn Bates** met with the District's new EBSCO representative, Jennifer Routh, to discuss potential new databases and training dates. Ms. Colbert and Ms. Bates also met with April Angel from GALE Resources to learn about GALE's solution as a potential alternative to our Lynda.com subscription. Lynda.com is an online learning platform that helps anyone learn business, software, technology, and creative skills to achieve personal and professional goals. Lynda.com is now *LinkedIn Learning* and requires our customers to have a LinkedIn account to log in. GALE has established a

partnership with Udemy, Inc. to provide a competitive option to Lynda.com, but it is not yet available for preview or purchase. We plan to explore the GALE-Udemy offering when it becomes available. Ms. Bates and CBS staff met with Jeff Clark from Midwest Tapes. Mr. Clark offered the opportunity to beta test a new version of Hoopla, however, we declined the invitation at this time. Mr. Clark also solicited feedback for DVD binge boxes, which packages five popular movies into one item for circulation. CBS staff shared the concerns and challenges that this format would present.

Summerlin Library's Youth Services Librarian **Jenny Gomez** visited with the Youth Services Collection Development librarians in CBS for refresher purchasing training and Youth Services Collection Development Librarian **Jen Jost** provided collection development training for Youth Services Librarians **Sabrina Millard** and **Susan Thurnbeck** and Youth Services Assistant **Kristy Veiga** at the Sahara West Library.

The CBS Department improved the materials ordering process with Brodart by implementing a new electronic ordering method. The new method includes having the Collection Development staff send their orders to the Acquisitions staff, who then places the orders and requests electronic invoicing. The Team encountered several issues that were resolved and Brodart recommended that we purchase the *Sierra One-Click Ordering* module to further improve the process. We will consider purchasing the *One-Click Ordering* module next fiscal year.

The Distribution Center's (DC) collection consists of 77,245 items and 5,431 items from this collection went to fill customer Holds requests. The DC also circulated 11,651 items in September.

The DC had completed a quarterly refresh of audiobooks, large-print items, and DVDs for the outlying branches until recently. In September, DC Librarian **Raychel Lendis** met with the outlying branches to discuss a plan to add a more diverse selection of materials to the refresh project on a monthly basis. Ms. Lendis implemented the new plan this month, with the outlying branches returning items of various formats and types for "fresh" materials of the same format and type. In October, the DC refreshed 1,150 items for the branches. All branches are given the option of storing their holiday materials at the DC throughout the year. For example, if a branch sends 57 Halloween books to the DC for storage, the DC will return 57 Halloween books to the branch one month before Halloween. This month, 632 Halloween books and 451 Thanksgiving books were redistributed to the branches who chose to store them at the DC.

Another role of the DC is to redistribute materials back to the branches to assist with filling gaps in their collections that are created when materials float out to other locations. Many branches also request materials from the DC for their collection, and there are materials at the DC that generate a large number of circulations and should be available for browsing in a branch. In September, the branches requested 841 items to supplement their collections and the DC redistributed an additional 1,307 popular items to the branches where they are likely to circulate.

Ms. Lendis developed the Collection Enhancement Team for performing the *collectionHQ* tasks of rebalancing and refreshing the collections between the urban branches. In September, 136 items were transferred, generating 1,108 circulations with a monetary value of \$1,583. Since this Team began using the *collectionHQ*

transfer and rebalancing tools in July 2018, a total of 2,772 items have been transferred, resulting in 9,595 circulations with an estimated monetary value of \$32,895. Ms. Lendis assigned the *Collection Check* collectionHQ report to the branches in October. This report identifies items that have been not circulated for four years and should be located and considered for removal from the collection.

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. In October, Ms. Lendis provided one *Collection Maintenance 2: Decision Center and collectionHQ* training to staff at the Sahara West Library, one *Collection Maintenance 3: Assess Your Collection* to District-wide staff at the DC, and two *Sierra Rapid Update* classes to staff at the Windmill Library.

DC Librarian **Raychel Lendis** hosted Whitney Library's Youth Services Librarian **Elizabeth Rickling** for job shadowing at the DC.

In September, the Interlibrary Loan (ILL) Department received 484 requests from District customers to borrow materials from other libraries, and we were able to fill 78.4% of our customers' requests. Of the requests that were filled, 84% of the items were checked out by our customers. The District received 710 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, 22 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 responds to customer inquiries via our "Ask" e-mail account and provides quality assurance reviews of customer service calls that are answered by the Unique Call Center. The ER Department also continues to evaluate new eResources to add our collection.

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 September were *Academic Search Premier* (with 77 unique views), *Acorn TV* (62 unique views), and *Ancestry Library* (57 unique views).

There was a considerable increase (212.89%) in the usage of *Movies and TV* in September of 2019 compared to September 2018 with: *Hoopla* increasing from 2,884 circulations to 3,795 circulations; *Acorn TV* increasing from 467 circulations to 6,343 circulations, and; *Kanopy* increasing from 814 circulations to 2,968 circulations. These services were heavily promoted on social media, with the help of the Branding and Marketing Department, and might help to explain the increases. Also, *Morningstar* had an unusually high level of activity in July and August 2018, which contributed to the higher number of sessions for fiscal year 2018-19 compared to this fiscal year.

The ER Department transitioned to the *Fresh Picks* eNewsletter reading recommendation solution in November 2018. *Fresh Picks* has over 20 categories of eNewsletters that are delivered weekly, bi-weekly, monthly, and bi-monthly and offers recommendations for a variety of genres and ages. In September, 4,660 *Fresh Picks* eNewsletters were sent to customers. The most popular eNewsletters were *Top Ten* (with an open rate of 56%), *Popular Culture* (with an open rate of 53%), and *Mystery* and *New York Times Fiction* (tied with an open rate of 52%). There were 28 new *Fresh Picks* subscriptions in September, with 548 unique subscribers accounting for 3,721 monthly subscriptions. To subscribe to *Fresh Picks*, visit <http://www.lvccld.org/freshpicks> and choose your favorite topics.

iPad circulation for September was 201 and Hotspot circulation was 426. We're currently experiencing a loss rate of about 17% with the iPads. As a result of this high loss rate and the relatively high cost of the devices, we are investigating lower-cost options for these devices to continue the Program. The Program will be changed from the "iPad Lending Program" to the "Tablet Lending Program." The District launched the Mobile Hotspot Lending Program in 2017 with services from T-Mobile. Several members of the IT Division worked with Regional Library Operations Manager **Carlotta Dickerson** to implement new services from Sprint. IT Assistant **Jodi Hafen** worked diligently to process over 200 of the new hotspots and the devices were delivered to the Enterprise Library this month. We expect to complete the full transition of this service in about two months.

Our customers may soon have to wait longer for new e-book and e-audiobook releases due to severe licensing restrictions imposed on libraries by Macmillan and other major publishers. For the first eight weeks after publication, libraries will only be allowed to purchase one e-book copy of each new Macmillan title. AS Manager **Sufa Anderson** met with Electronic Resources and CBS staff to discuss the pending changes and their potential impact on our customers, including strategies for informing customers about this new change.

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

AS Manager **Sufa Anderson** conducted the quarterly Circulation Department Heads Meeting at the Windmill Library and Service Center. The Group discussed a wide array of issues, including planned changes to our circulation notices, the new circulating museum passes, and cash handling procedures. The Group also shared solutions to common problems and identified issues that required further investigation.

IT Projects

Support for *Windows Server 2008* will end in January 2020. The IT Department is currently working to upgrade all of the District's Windows 2008 servers before the end of the support date. We are currently working with our vendor, EnvisionWare, to upgrade the Branch Manager software which controls the security gates as we replace the servers. The first location, the Windmill Library, was completed this month.

In 2016, we were notified by our vendor, EnvisionWare, that our security gates were at the end of their life expectancy. This month, the IT Department worked with EnvisionWare, Facilities Maintenance Supervisor **Truman Driver**, and Branch Manager **Tam Anderson** to replace the security gates at the Rainbow Library with the newer model gates. The gates at the Sahara West Library will also be replaced this fiscal year. This leaves five branches with older gates to be replaced.

The IT Department continues to work on the District-wide Switch Replacement Project. Most of the District's network switches were purchased in 2008 and are at the end of their life expectancy. The switches at the Indian Springs and Rainbow libraries were replaced this month.

ILS and Network Analyst **Sloan Sakamoto** worked with Innovative Interfaces Inc. to complete the replacement of the District's end-of-life Sierra Remote Web Server.

Miscellaneous

AS Manager **Sufa Anderson** completed several end-of-month reports for the Library Operations Division, including statistics for fines, new library cards, and computer use. Ms. Anderson met with the Sierra Cleanup Committee to discuss the project and continues to perform database cleanup activities in Sierra. Ms. Anderson also prepared and distributed Quick Start Library Cards for eight branches to share access to electronic resources with youth at outreach events to schools and other locations and prepared one Retiree/Trustee library card in October. Ms. Anderson updated the *Circulation Supplies* and the *III Statistical Group* documents and communicated the changes to staff. Lastly, Ms. Anderson provided one *Create Lists* training session and one *Rapid Update* training session for staff at the Rainbow Library.

AS Manager **Sufa Anderson** served as a panelist on an EBSCO webinar titled *Library Newsletters: Best Practices* which was attended by over 1,000 attendees. Ms. Anderson presented information on how to launch a staff newsletter, using the District's *Primary Source* newsletter as a case study.

Systems and Network Analyst **Chet Buasri** and Microcomputer and Network Analyst **Anthony Weitz** attended a week-long Cisco IP Switched Networks class held on the UNLV campus.

Over the past two weeks, the IT Department has received several reports from staff about not being able to receive e-mail from Google Mail (Gmail) to their District e-mail accounts. We've investigated the problem and discovered that this issue is seemingly random but consistent. Some staff can receive e-mail from Gmail and others cannot. The messages that fail are not being received by the District, so we are unable to troubleshoot the problem and Google will not assist us because we are not a Gmail corporate customer. We have contacted some of our vendors who use Gmail for their corporate e-mail to ask for their assistance and we will continue to work to resolve this issue.

FY 2019-2020 ELECTRONIC RESOURCES STATISTICS
September 2019

Customer Support	Sep-18	Sep-19	% Change	FY18-19	FY19-20	% Change
Number of Phone Calls to Electronic Resources	150	136	-9.33%	507	452	-10.85%
Length of Calls in Hours, Minutes, and Seconds	14:41:00	15:01:58	2.38%	62:11:43	52:07:01	-16.20%
Number of emails to ask@lvccld.org	518	478	-7.72%	1,560	1,469	-5.83%
Number of Classes	1	0		1	4	
Number of Attendees	30	0		30	5	

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

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	ReferenceUSA	683	23,693
Health and Wellness	Academic Search Main	120	306
Homework Help	IXL	75	21,045
Limitless Learning	Lynda.com	1,400	6,636
A-Z Resources (All Others)	Newsbank - LVRJ	1,339	18,851

Downloadables and Streaming Circulation	Sep-18	Sep-19	% Change	FY18-19	FY19-20	% Change
eBooks	96,203	122,271	27.10%	294,181	364,935	24.05%
Audiobooks	52,084	71,745	37.75%	158,505	212,410	34.01%
Magazines	9,011	9,976	10.71%	24,402	31,196	27.84%
Movies and TV	4,227	13,226	212.89%	18,586	34,905	87.80%
Music	27,599	26,595	-3.64%	80,091	81,763	2.09%
Total	189,124	243,813	28.92%	575,765	725,209	25.96%

Online Resources Usage by Category	Sep-18		Sep-19		% Change		FY18-19		FY19-20		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	870	20,501	954	28,001	9.66%	36.58%	15,142	62,444	2,875	99,402	-81.01%	59.19%
Health and Wellness	170	1,845	363	719	113.53%	-61.03%	389	3,201	1,016	1,771	161.18%	-44.67%
Homework Help	1,073	35,693	708	34,239	-34.02%	-4.07%	2,209	67,818	2,207	68,762	-0.09%	1.39%
Limitless Learning	2,101	8,141	3,387	8,308	61.21%	2.05%	7,792	27,620	10,522	24,799	35.04%	-10.21%
A-Z Resources (All Others)	9,772	18,048	10,985	37,421	12.41%	107.34%	25,518	51,540	35,814	119,699	40.35%	132.24%

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.

November 2019

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Fred James, Chief Financial Officer

DATE: October 29, 2019

SUBJECT: Financial Services Report, November 2019

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

Administration

- Updated the District's cash flow analysis
- **Fred James** was appointed Interim HR Director; held numerous meetings with HR staff
- **Floresto Cabias** and **Lynn Lucuara** attended several of the HR staff meetings
- **Fred James** and **Floresto Cabias** attended the audit exit meeting with the District's independent auditing firm, Piercy Bowler Taylor & Kern, along with Executive Director **Dr. Ronald Heezen**
- **Fred James** attended the 2020 Projects meeting
- **Fred James** met with Joselyn Cousins, District Manager, Community Development, Federal Reserve Bank of San Francisco, along with Planning and Development Director **Danielle Milam** and **Sherry Walker**, to discuss possible funding options
- **Fred James** and **Floresto Cabias** attended a meeting regarding a potential cashless solution for the District
- **Lynn Lucuara** prepared the Finance and Audit Committee Meeting agenda and related agenda items for the Fiscal Year 2018-2019 Audit Report
- **Lynn Lucuara** advertised Facilities Bid No. 20-01, Dimmer System Replacement and Houselight Conversion, Summerlin Library; Bid No. 20-02, Generator Replacement, Summerlin Library; Bid No. 20-03, and Boiler Replacement, Rainbow Library; and Bid No. 20-04, Boiler and Air Handler Unit Replacement, West Charleston Library
- **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 (\$2.9M for the month of October)
- 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
- Performed fixed assets inventories at various branches



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

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

DATE: October 29, 2019

SUBJECT: September 2019 Budget Status Report

Enclosed are the budget status reports for September 2019. General fund revenues indicate that 21% of budgeted revenue has been collected. As reported last month, sales tax revenue collected in July and August are recorded as prior-year revenue. Consolidated sales tax revenue for July 2019 was received in September 2019. Therefore, only one month of CTX revenue is reflected in the month of September.

General Fund expenditures indicates that 26% 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 65% and 86% 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 09/01/2019 Through 09/30/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	13,112,335.04	44,855,000.00	31,742,664.96	70.77%
Intergovernmental Revenue	1,950,208.32	24,557,500.00	22,607,291.68	92.06%
Charges for Services	17,439.01	40,700.00	23,260.99	57.15%
Fines & Forfeits	200,672.83	900,000.00	699,327.17	77.70%
Miscellaneous	65,640.52	1,036,800.00	971,159.48	93.67%
Total Revenues	15,346,295.72	71,390,000.00	56,043,704.28	78.50%
Expenditures				
Salaries	7,476,668.09	32,366,060.00	24,889,391.91	76.90%
Benefits	3,125,667.23	13,394,128.00	10,268,460.77	76.66%
Supplies & Services	4,038,682.27	16,203,089.00	12,164,406.73	75.07%
Capital Outlay	3,958,375.75	10,831,667.00	6,873,291.25	63.46%
Total Expenditures	18,599,393.34	72,794,944.00	54,195,550.66	74.45%
Exces (Deficit) Revenues of Expenditures	(3,253,097.62)	(1,404,944.00)	1,848,153.62	4.05%
Other Financing Sources and (uses)				
Transfer to Other Funds	-	(6,000,000.00)	(6,000,000.00)	100.00%
Total Other Financing Sources and (uses)	-	(6,000,000.00)	(6,000,000.00)	100.00%

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

General Fund - 100

From 09/01/2019 Through 09/30/2019

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	119,522.85	830,987.00	711,464.15	85.62%
120	Administration - Library Operations	363,298.21	2,371,240.00	2,007,941.79	84.68%
200	Financial Services	375,326.59	1,765,231.00	1,389,904.41	78.74%
215	Community Outreach	122,716.96	773,521.00	650,804.04	84.14%
216	Youth Services	92,988.28	369,276.00	276,287.72	74.82%
220	Development and Planning	121,689.78	596,948.00	475,258.22	79.61%
240	General Services/Facilities	2,168,467.05	8,476,537.00	6,308,069.95	74.42%
250	Human Resources	489,621.18	2,539,542.00	2,049,920.82	80.72%
251	HR-Work Insurance	52,608.76	1,363,864.00	1,311,255.24	96.14%
260	Information Technology	1,461,663.44	3,941,669.00	2,480,005.56	62.92%
270	Literacy Department	75,678.54	381,284.00	305,605.46	80.15%
280	Branding and Marketing	666,916.16	2,232,694.00	1,565,777.84	70.13%
290	Access Services Department	288,608.41	1,041,903.00	753,294.59	72.30%
310	Collection and Bibliographic Services	4,520,129.07	13,053,821.00	8,533,691.93	65.37%
320	Gallery Services	40,960.86	185,473.00	144,512.14	77.92%
330	Facilities	700,721.90	3,114,887.00	2,414,165.10	77.50%
340	Community Engagement	83,932.20	482,558.00	398,625.80	82.61%
400	Library Operations	6,854,543.10	29,273,509.00	22,418,965.90	76.58%
Total		18,599,393.34	72,794,944.00	54,195,550.66	74.45%

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

General Fund - 100
Library Operations - Dept 400
From 09/01/2019 Through 09/30/2019

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	23,561.90	99,973.00	76,411.10	76.43%
110	Bunkerville	19,773.37	84,673.00	64,899.63	76.65%
120	Clark County Library	722,987.49	2,939,461.00	2,216,473.51	75.40%
130	Enterprise Library	338,478.73	1,519,554.00	1,181,075.27	77.73%
140	Goodsprings	19,740.83	81,947.00	62,206.17	75.91%
160	Indian Springs	25,766.11	106,241.00	80,474.89	75.75%
180	Laughlin	183,680.63	765,807.00	582,126.37	76.01%
190	Mesquite	272,167.07	1,152,069.00	879,901.93	76.38%
200	Moapa Town	21,297.78	82,755.00	61,457.22	74.26%
210	Moapa Valley	79,693.53	342,813.00	263,119.47	76.75%
220	Mount Charleston	17,198.18	80,932.00	63,733.82	78.75%
230	Rainbow Library	492,457.97	2,059,131.00	1,566,673.03	76.08%
240	Sahara West Library	641,223.97	2,786,232.00	2,145,008.03	76.99%
250	Sandy Valley	22,489.07	89,443.00	66,953.93	74.86%
260	Searchlight	16,849.37	60,939.00	44,089.63	72.35%
270	Spring Valley Library	419,433.18	1,854,894.00	1,435,460.82	77.39%
280	Summerlin Library	364,965.30	1,650,793.00	1,285,827.70	77.89%
290	Sunrise Library	393,192.33	1,617,332.00	1,224,139.67	75.69%
300	West Charleston Library	432,297.25	1,901,430.00	1,469,132.75	77.26%
310	West Las Vegas Library	400,463.74	1,694,686.00	1,294,222.26	76.37%
320	Whitney Library	381,729.35	1,605,111.00	1,223,381.65	76.22%
360	Meadows Library	41,321.34	169,908.00	128,586.66	75.68%
370	Centennial Hills	502,384.89	2,227,501.00	1,725,116.11	77.45%
380	Windmill Library	524,131.90	2,212,165.00	1,688,033.10	76.31%
390	East Las Vegas Library	487,142.25	2,042,284.00	1,555,141.75	76.15%
605	City Misdemeanant	10,115.57	45,435.00	35,319.43	77.74%
Total		6,854,543.10	29,273,509.00	22,418,965.90	76.58%

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

General Fund - 100
From 09/01/2019 Through 09/30/2019

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100	Salaries - Full Time	5,846,778.36	24,544,911.00	18,698,132.64	76.18%
51200	Salaries - Part Time	1,471,277.59	6,519,525.00	5,048,247.41	77.43%
51300	Overtime Pay	13,774.34	55,000.00	41,225.66	74.96%
51400	Call Back Pay	3,577.60	8,595.00	5,017.40	58.38%
51500	Standby Pay	14,503.53	52,487.00	37,983.47	72.37%
51600	Longevity Pay	97,966.35	373,422.00	275,455.65	73.77%
51700	Separation Pay	28,790.32	312,120.00	283,329.68	90.78%
51800	Leave Buyout	-	500,000.00	500,000.00	100.00%
55100	Employees Retirement	1,889,216.89	7,430,068.00	5,540,851.11	74.57%
55200	Group Insurance	978,216.89	4,819,973.00	3,841,756.11	79.70%
55300	Workers' Comp. Payments	73,935.01	271,544.00	197,608.99	72.77%
55400	Medicare Coverage Expense	182,624.09	797,543.00	614,918.91	77.10%
55500	Unemployment Insurance	1,674.35	75,000.00	73,325.65	97.77%
61100	Office Supplies	104,066.22	470,630.00	366,563.78	77.89%
61110	Operating Supplies	114,795.34	647,140.00	532,344.66	82.26%
61120	Software & User Licenses	264,041.81	573,100.00	309,058.19	53.93%
61130	Software Maintenance	454,805.97	814,410.00	359,604.03	44.16%
61200	Book Materials & Supplies	31,914.91	150,000.00	118,085.09	78.72%
61205	Interlibrary Loan	187.49	4,500.00	4,312.51	95.83%
61210	Small Equipment	72,919.67	517,050.00	444,130.33	85.90%
61400	Equipment Repair & Maint.	462,434.07	673,199.00	210,764.93	31.31%
61410	Contracted Services	1,185,970.12	5,621,592.00	4,435,621.88	78.90%
61420	Building Repair & Maint.	39,666.70	218,200.00	178,533.30	81.82%
61500	Rental Expenses	10,641.51	114,976.00	104,334.49	90.74%
61600	Telephone	157,179.37	563,436.00	406,256.63	72.10%
61700	Utilities	411,429.08	2,109,118.00	1,697,688.92	80.49%
61800	Insurance & Bonds	309,770.70	356,000.00	46,229.30	12.99%
61900	Professional Services	99,456.84	973,200.00	873,743.16	89.78%
61910	Legal Services	14,078.84	598,350.00	584,271.16	97.65%
62200	Collection Agencies	17,293.50	200,000.00	182,706.50	91.35%
62300	Board Compensation	720.00	6,000.00	5,280.00	88.00%
62500	Postage	26,621.46	75,100.00	48,478.54	64.55%
62510	Advertising	15,436.75	188,700.00	173,263.25	91.82%
62600	Community Events	45,510.00	66,000.00	20,490.00	31.05%
62610	Staff Day	10,749.62	65,000.00	54,250.38	83.46%
62620	Recruitment	-	625.00	625.00	100.00%
62700	Education & Training	36,869.34	265,250.00	228,380.66	86.10%
62800	Travel & Transportation	58,649.86	253,663.00	195,013.14	76.88%
62900	Printing & Reproduction	44,305.56	256,750.00	212,444.44	82.74%
63000	Dues & Subscriptions	11,475.00	42,800.00	31,325.00	73.19%
65000	Miscellaneous Expenses	8,616.73	43,300.00	34,683.27	80.10%
65100	Bank Charges	325.81	20,000.00	19,674.19	98.37%
67000	Rental Expenses to QALICBs	28,750.00	315,000.00	286,250.00	90.87%
81700	Library Books	3,958,375.75	10,831,667.00	6,873,291.25	63.46%
Total		18,599,393.34	72,794,944.00	54,195,550.66	74.45%

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

Grant Fund - 220

From 09/01/2019 Through 09/30/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	7,000.00	1,800,000.00	1,793,000.00	99.61%
Total Revenues	7,000.00	1,800,000.00	1,793,000.00	99.61%
Expenditures				
Salaries	68,565.25	477,171.84	408,606.59	85.63%
Benefits	30,003.30	212,828.16	182,824.86	85.90%
Supplies & Services	107,298.98	500,000.00	392,701.02	78.54%
Capital Outlay	840.00	610,000.00	609,160.00	99.86%
Total Expenditures	206,707.53	1,800,000.00	1,593,292.47	88.52%
Exces (Deficit) Revenues of Expenditures	(199,707.53)	-	199,707.53	11.09%

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

Grant Fund - 220
From 09/01/2019 Through 09/30/2019

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	68,277.13	477,171.84	408,894.71	85.69%
51600 Longevity Pay	288.12	-	(288.12)	
55100 Employees Retirement	19,348.26	155,621.57	136,273.31	87.57%
55200 Group Insurance	9,639.04	52,727.40	43,088.36	81.72%
55400 Medicare Coverage Expense	1,016.00	4,479.19	3,463.19	77.32%
61100 Office Supplies	800.82	4,379.09	3,578.27	81.71%
61120 Software & User Licenses	20,730.00	53,000.00	32,270.00	60.89%
61410 Contracted Services	63,180.00	422,700.00	359,520.00	85.05%
62700 Education & Training	20,875.95	-	(20,875.95)	
62800 Travel & Transportation	1,712.21	9,722.63	8,010.42	82.39%
65000 Miscellaneous Expenses	-	10,198.28	10,198.28	100.00%
81600 Capital Equipment - Major	-	460,000.00	460,000.00	100.00%
81700 Library Books	840.00	150,000.00	149,160.00	99.44%
Total	206,707.53	1,800,000.00	1,593,292.47	88.52%

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

Gift Fund - 230

From 09/01/2019 Through 09/30/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	21,154.88	815,000.00	793,845.12	97.40%
Total Revenues	21,154.88	815,000.00	793,845.12	97.40%
Expenditures				
Supplies & Services	44,061.99	715,000.00	670,938.01	93.84%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	44,061.99	815,000.00	770,938.01	94.59%
Exces (Deficit) Revenues of Expenditures	(22,907.11)	-	22,907.11	2.81%

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

Gift Fund - 230
From 09/01/2019 Through 09/30/2019

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100 Office Supplies	2,176.07	20,000.00	17,823.93	89.12%
61110 Operating Supplies	1,254.17	15,000.00	13,745.83	91.64%
61210 Small Equipment	23,389.20	15,000.00	(8,389.20)	-55.93%
61410 Contracted Services	5,530.50	250,000.00	244,469.50	97.79%
61420 Building Repair & Maint.	7,177.00	-	(7,177.00)	
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61900 Professional Services	1,600.00	100,000.00	98,400.00	98.40%
62600 Community Events	119.43	-	(119.43)	
62800 Travel & Transportation	564.91	-	(564.91)	
62900 Printing & Reproduction	58.21	-	(58.21)	
65000 Miscellaneous Expenses	2,192.50	-	(2,192.50)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	44,061.99	815,000.00	770,938.01	94.59%

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

Capital Projects Fund - 510

From 09/01/2019 Through 09/30/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	56,848.19	50,000.00	(6,848.19)	-13.70%
Total Revenues	56,848.19	50,000.00	(6,848.19)	-13.70%
Expenditures				
Supplies & Services	166,764.09	3,881,200.00	3,714,435.91	95.70%
Capital Outlay	146,867.81	9,820,100.00	9,673,232.19	98.50%
Total Expenditures	313,631.90	13,701,300.00	13,387,668.10	97.71%
Exces (Deficit) Revenues of Expenditures	(256,783.71)	(13,651,300.00)	(13,394,516.29)	-111.41%
Other Financing Sources and (uses)				
Transfer to Other Funds	-	6,000,000.00	6,000,000.00	100.00%
Total Other Financing Sources and (uses)	-	6,000,000.00	6,000,000.00	100.00%

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

Capital Projects Fund - 510
From 09/01/2019 Through 09/30/2019

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	15,115.92	10,000.00	(5,115.92)	-51.16%
61120 Software & User Licenses	-	321,000.00	321,000.00	100.00%
61210 Small Equipment	39,282.95	1,497,700.00	1,458,417.05	97.38%
61400 Equipment Repair & Maint.	11,362.95	-		
61410 Contracted Services	-	50,000.00	50,000.00	100.00%
61420 Building Repair & Maint.	57,055.51	1,994,500.00	1,937,444.49	97.14%
61900 Professional Services	39,336.25	-	(39,336.25)	
62800 Travel & Transportation	-	8,000.00	8,000.00	100.00%
65100 Bank Charges	4,610.51	-	(4,610.51)	
81400 Construction in Progress	-	1,800,000.00	1,800,000.00	100.00%
81500 Capital Improvements	2,335.88	5,675,100.00	5,672,764.12	99.96%
81600 Capital Equipment - Major	144,531.93	2,345,000.00	2,200,468.07	93.84%
Total	313,631.90	13,701,300.00	13,387,668.10	97.71%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
1025 - East Las Vegas
510 - Capital Projects Fund
From 9/1/2019 Through 9/30/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Professional Services	550.00		(550.00)	
Total Expenditures	<u>550.00</u>	<u>0.00</u>	<u>(550.00)</u>	<u>0.00</u>
Excess (Deficit) Revenues over Expenditures	<u>(550.00)</u>	<u>0.00</u>	<u>550.00</u>	<u>0.00</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
2050 - Furniture Replacement
510 - Capital Projects Fund
From 9/1/2019 Through 9/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Small Equipment	18,898.37	200,000.00	181,101.63	90.55%
Total Expenditures	18,898.37	200,000.00	181,101.63	90.55%
Excess (Deficit) Revenues over Expenditures	(18,898.37)	(200,000.00)	(181,101.63)	90.55%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
2200 - Financial Services
510 - Capital Projects Fund
From 9/1/2019 Through 9/30/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Small Equipment	12,551.00	185,000.00	172,449.00	93.22%
Professional Services	6,311.25		(6,311.25)	
Bank Charges	4,610.51	40,000.00	35,389.49	88.47%
Capital Equipment - Major	18,550.10	80,000.00	61,449.90	76.81%
Total Expenditures	<u>42,022.86</u>	<u>305,000.00</u>	<u>262,977.14</u>	<u>86.22%</u>
Excess (Deficit) Revenues over Expenditures	<u>(42,022.86)</u>	<u>(305,000.00)</u>	<u>(262,977.14)</u>	<u>86.22%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
4010 - Tech Replacements Upgrades
510 - Capital Projects Fund
From 9/1/2019 Through 9/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Software & User Licenses		321,000.00	321,000.00	100.00%
Small Equipment	1,077.06	563,000.00	561,922.94	99.81%
Contracted Services		50,000.00	50,000.00	100.00%
Travel & Transportation		8,000.00	8,000.00	100.00%
Capital Equipment - Major	7,945.47	985,000.00	977,054.53	99.19%
Total Expenditures	<u>9,022.53</u>	<u>1,927,000.00</u>	<u>1,917,977.47</u>	<u>99.53%</u>
Excess (Deficit) Revenues over Expenditures	<u>(9,022.53)</u>	<u>(1,927,000.00)</u>	<u>(1,917,977.47)</u>	<u>99.53%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5010 - Bldg Repair and Maintenance
510 - Capital Projects Fund
From 9/1/2019 Through 9/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Operating Supplies	15,115.92	10,000.00	(5,115.92)	-51.16%
Small Equipment	6,756.52	30,000.00	23,243.48	77.48%
Bldg. Maint. & Repair	57,055.51	1,994,500.00	1,937,444.49	97.14%
Professional Services	25,840.00		(25,840.00)	
Capital Improvements		648,000.00	648,000.00	100.00%
Capital Equipment - Major		20,000.00	20,000.00	100.00%
Total Expenditures	104,767.95	2,702,500.00	2,597,732.05	96.12%
Excess (Deficit) Revenues over Expenditures	(104,767.95)	(2,702,500.00)	(2,597,732.05)	96.12%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5015 - Facilities Master Plan
510 - Capital Projects Fund
From 9/1/2019 Through 9/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Revenues				
Interest Earnings	36,598.64	50,000.00	13,401.36	26.80%
Unrealized Gain/(Loss) - Investments	20,249.55		(20,249.55)	
Total Revenues	<u>56,848.19</u>	<u>50,000.00</u>	<u>(6,848.19)</u>	<u>-13.70%</u>
Expenditures				
Professional Services	635.00		(635.00)	
Construction in Progress		1,800,000.00	1,800,000.00	100.00%
Capital Improvements		5,027,100.00	5,027,100.00	100.00%
Capital Equipment - Major		1,060,000.00	1,060,000.00	100.00%
Total Expenditures	<u>635.00</u>	<u>7,887,100.00</u>	<u>7,886,465.00</u>	<u>99.99%</u>
Excess (Deficit) Revenues over Expenditures	<u>56,213.19</u>	<u>(7,837,100.00)</u>	<u>(7,893,313.19)</u>	<u>100.72%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5020 - PVS Projects
510 - Capital Projects Fund
From 9/1/2019 Through 9/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Small Equipment		479,700.00	479,700.00	100.00%
Equipment Maint. & Repair	11,362.95		(11,362.95)	
Professional Services	6,000.00		(6,000.00)	
Capital Improvements	2,335.88		(2,335.88)	
Capital Equipment - Major	21,882.61		(21,882.61)	
Total Expenditures	<u>41,581.44</u>	<u>479,700.00</u>	<u>438,118.56</u>	<u>91.33%</u>
Excess (Deficit) Revenues over Expenditures	<u>(41,581.44)</u>	<u>(479,700.00)</u>	<u>(438,118.56)</u>	<u>91.33%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
9010 - Vehicle Purchase and Replacement
510 - Capital Projects Fund
From 9/1/2019 Through 9/30/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Capital Equipment - Major	96,153.75	200,000.00	103,846.25	51.92%
Total Expenditures	<u>96,153.75</u>	<u>200,000.00</u>	<u>103,846.25</u>	<u>51.92%</u>
Excess (Deficit) Revenues over Expenditures	<u>(96,153.75)</u>	<u>(200,000.00)</u>	<u>(103,846.25)</u>	<u>51.92%</u>

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

**Debt Service Fund - 610
From 09/01/2019 Through 09/30/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	4.46	-	(4.46)	
Miscellaneous	1,686.84	10,000.00	8,313.16	83.13%
Total Revenues	1,691.30	10,000.00	8,308.70	83.09%
Expenditures				
Supplies & Services	1,205.94	10,000.00	8,794.06	87.94%
Debt Service	-	-	-	
Total Expenditures	1,205.94	10,000.00	8,794.06	87.94%
Exces (Deficit) Revenues of Expenditures	485.36	-	(485.36)	-4.85%

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

Debt Service Fund - 610
From 09/01/2019 Through 09/30/2019

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61900	Professional Services	80.94	-	(80.94)	
65100	Bank Charges	1,125.00	10,000.00	8,875.00	88.75%
Total		1,205.94	10,000.00	8,794.06	87.94%

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 9/24/2019 Through 10/28/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
86847	9/26/2019	10084	A Public Fit	The Ghosts of Lote Bravo" 9/20/19	500.00
86848	9/26/2019	10208	Joel Spencer	4 platforms for galleries	1,475.00
86849	9/26/2019	10253	Elizabeth Ann Foyt	Board Comp Sept 2019	40.00
86850	9/26/2019	10445	CenturyLink	Service Sept 2019	325.00
86851	9/26/2019	10493	CMRS-POC	Postage for WM Meter - Neopost Machine 09/24/19	25,000.00
86852	9/26/2019	10534	Nevada Chamber Orchestra	One Thr Concert @ SM Sept 2019	300.00
86854	9/26/2019	10641	Quench USA, Inc.	Various Filtered Water	850.00
86855	9/26/2019	10722	Nathaniel Hulskamp	Two 75min Performance @ WC Sept 2019	4,400.00
86856	9/26/2019	10745	HESC	Mandated Court Payment	212.60
86858	9/26/2019	10809	Sandra Kay Ramaker	Board Comp Sept 2019	40.00
86859	9/26/2019	10872	Radioactive Productions	Staff Day Video-Production	5,700.00
86860	9/26/2019	10919	Luis Napoleon Buenostro	"Bolera" shows @ EV Sept 2019	3,000.00
86861	9/26/2019	10941	Speak Performance International, LLC	"The Leader in You" Oct 4, 2019	2,500.00
86862	9/26/2019	10943	SenSource Inc.	Pilot testing for new people counter	1,100.00
86863	9/26/2019	10955	City of Las Vegas	Inv. 20190815 LVBF 2019	45,000.00
86865	9/26/2019	10960	Styberg Library ILL	Loan fee for ILL 197929706	20.00
86866	9/26/2019	10961	Jacob Livestock	Rental 25 Bales of Straw @ SM 10/4	275.00
86867	9/26/2019	10963	Dynamic Gift LLC	1000-Lanyards for Staff Day	1,320.00
86868	9/26/2019	10969	Rebecca Tourino Collinsworth	Copy-editing & revision	400.00
86869	9/26/2019	10972	Black Knights Sports Arena	Inv. PS1500193 Chance Dolls	3,000.00
86870	9/26/2019	11804	U.S. Dept. of Education AWG	Mandated Court Payment	80.27
86871	9/26/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,304.98
86872	9/26/2019	1710	Henri Specialties	Various	158.07
86873	9/26/2019	2002	Japanese American Citizens League	45min Taiko presentation @ Teen Animefest	200.00
86874	9/26/2019	2159	AT&T SBC	Service 09/11/19-10/10/19	362.83
86875	9/26/2019	2494	Southwest Gas Corp.	Service 08/13/19-09/12/19 CC	130.04
86881	9/26/2019	4117	Television Monitoring Services, Inc.	News Clips- Kickoff to Kindergarten	200.00
86882	9/26/2019	5026	Nevada State Treasurer	Mandated Court Payment	8.00
86883	9/26/2019	5246	Kelly D. Benavidez	Board Comp Sept 2019	40.00
86891	9/26/2019	7369	SYNCHRONY BANK/AMAZON	Plastic Storage Bin Small - IT	10,499.91
86892	9/26/2019	7740	Gaudin Ford	Various	46.39
86893	9/26/2019	8271	Lewis & Ellis, Inc.	GASB 75 FY 18-19	2,500.00
86894	9/26/2019	8731	UNUM Life Insurance Co. of America	Premium October 2019	741.10
86895	9/26/2019	9578	Dulais Rhys	"The Day the Music Died" Sept 2019	600.00
86896	9/26/2019	9711	Jose L. Melendrez	Board Comp Sept 2019	40.00
86897	9/26/2019	9937	AFLAC Premium Holding	Premium Sept 2019	2,985.30
86898	10/3/2019	10017	CDA Media Relations	Full Page Ad in October 2019 issue	2,000.00
86899	10/3/2019	10162	CenturyLink	Service 09/20/19-10/19/19	189.61
86900	10/3/2019	10212	Virgin Valley Water District	Service 08/20/19-09/20/19	2,042.80
86901	10/3/2019	10217	T-Mobile	Service 08/21/19-09/20/19	13,229.02
86902	10/3/2019	10229	Marion Doble	face painting 9/14/19 at EV	187.50
86903	10/3/2019	10231	Janet A. Mikealson-Lenox	2.5 hours of balloon art-2 artists	750.00
86904	10/3/2019	10390	Jean Marie Pilario Munson	drawing workshop 9/7/19	100.00
86905	10/3/2019	10469	Homeless Training LLC	Homelessness Training Presentation	4,800.85
86906	10/3/2019	10590	Patti A. Kennedy	SO Collaboration 9/27	54.00
86907	10/3/2019	10633	Anthony R. Maldonado	One 90min Screenwriting class SM 9/29	75.00
86908	10/3/2019	10651	Golondrina LLC	four children's concerts for HHM	6,250.00
86910	10/3/2019	10760	Rebecca C. Dusic	SO Collaboration	54.00
86911	10/3/2019	10828	Guerilla Artz Foundation	3 Sided Coloring Book Stations	750.00
86912	10/3/2019	10842	Showstopper Entertainment LLC	Three 60min "The Bitchy Waiter Show"	6,500.00
86913	10/3/2019	10868	15 Mojitos Inc.	One hr Lecture 9/28/19	1,800.00
86914	10/3/2019	10900	Asian Journal Publications	Ads for Library Card Sign-up Month	1,700.00
86915	10/3/2019	10927	CenturyLink	Service Sept 2019	1,896.21
86916	10/3/2019	10932	Aaron Mattern	photography for anime fest	150.00
86917	10/3/2019	10933	Nurit Productions	Balance - Performance by Guy Branum	2,000.00
86918	10/3/2019	10943	SenSource Inc.	"Camera Mount 22-40"" Adjustable "	65.00
86919	10/3/2019	10952	askART, Inc.	1 year sub 8/28/19-8/28/20	5,000.00
86921	10/3/2019	10970	Laura L. Nguyen	SO Collaboration 9/27	54.00
86922	10/3/2019	10976	Dallisa Hocking, LLC	Family Pride Day Class 45min	100.00
86923	10/3/2019	2159	AT&T SBC	Service 09/25/19-10/24/19	135.33
86924	10/3/2019	2175	NV Energy	Service 08/21/19-09/19/19 CH	10,542.72
86925	10/3/2019	2354	Recorded Books	Materials for FY 2019-2020	147.60
86926	10/3/2019	2494	Southwest Gas Corp.	Service 08/21/19-09/20/19 CH	589.14
86927	10/3/2019	2673	US Postal Service #323-001 Postage Due Unit	Permit Renewal - BR 323000	235.00
86932	10/3/2019	3149	Midwest Tape	Materials for FY 2019-2020	30,205.38
86933	10/3/2019	3515	Burrelle's Luce	September Clippings	129.50
86934	10/3/2019	4117	Television Monitoring Services, Inc.	Inv. 30045- Digital News Clips	50.00
86935	10/3/2019	6206	Vital	Translation Services- Kickoff to Kindergarten	130.00
86936	10/3/2019	8437	Super Cleaners	Dry Cleaning Services for PVS/SPS	165.00
86937	10/3/2019	9393	Pamela J. Sundlie	face painting 9/14/19	400.00
86938	10/10/2019	10017	CDA Media Relations	Oct 2019 Purchasing Ad	350.00
86939	10/10/2019	10100	Long Range Systems, LLC (LRS)	WM pager	75.95
86941	10/10/2019	10389	The Firm	Public Relations Svcs - July	6,435.00
86942	10/10/2019	10525	Matthew Hennager	One 2hr Guitar wksh @ SW 10/6/19	700.00
86943	10/10/2019	10537	Marco Landin	3-30min performances @ SM 10/5/19	600.00
86944	10/10/2019	10606	Allana S. Mello	One-balloon artist for 4 hrs @ SM 10/5/19	300.00
86945	10/10/2019	10745	HESC	Mandated Court Payment	212.60
86946	10/10/2019	10810	Martha A. Pongracic	1-Balloon Twister @ SM 10/5/19	300.00
86947	10/10/2019	10847	Karen Sidell	2-Face Painters 10a-2p @ SM 10/5/19	600.00
86948	10/10/2019	10881	Cosco Fire Protection, Inc.	EV: Fire Sprinkler	174.00
86949	10/10/2019	10891	Bryan Patrick Cabbie	1-30min hands on gardening 2 SM 10/5/19	200.00
86950	10/10/2019	10894	Anthony Hudson	2nd pmt for performance by A. Hudson	4,125.00
86951	10/10/2019	10917	Kirk P. Homer	1-4 hr Roving mad hatter 10/5/19	500.00
86952	10/10/2019	10930	Business Enterprises of Nevada - (DETR)	MOL: Management Fee - Monthly	1,884.00
86953	10/10/2019	10934	Juan Carlos Mata-Alvarez	1-30min Music Performance @ SM 10/5/19	150.00
86954	10/10/2019	10938	Clark County School District	One 30min Performance 10/5/19	600.00

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 9/24/2019 Through 10/28/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
86955	10/10/2019	10947	Jason Corpuz	1-30min Music performance @ SM 10/5/19	150.00
86956	10/10/2019	10965	CLINIC	EV Immigration Services	750.00
86957	10/10/2019	10975	The Pin Center	Staff Day-lapel pins	2,045.00
86958	10/10/2019	10980	Athens-Limestone Public Library ILL	loan fee for ILL #197658537	5.00
86959	10/10/2019	10981	WCF National Insurance Company	Workers Comp Invoice October 2019-2020	73,743.00
86960	10/10/2019	11801	Jeffrey Scott Trower	One 30min Drum circle @ SM 10/5/19	350.00
86961	10/10/2019	11804	U.S. Dept. of Education AWG	Mandated Court Payment	80.27
86962	10/10/2019	11813	Capitol Builders Hardware, Inc.	WM: Exterior Lobby - auto door repair	757.95
86963	10/10/2019	1201	Best Janitorial Services of Nevada	BD Janitorial	114,733.55
86964	10/10/2019	1300	Cashman Equipment Company	SW: Generator PM Service	922.50
86965	10/10/2019	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service 11/01/19-01/31/20 RB	8,002.65
86966	10/10/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,304.98
86970	10/10/2019	1991	Lowe's Improvement	August - September 2019 Various	1,721.68
86971	10/10/2019	2097	Moapa Valley Telephone Co. Inc.	Service 09/26/19-10/25/19	1,317.01
86972	10/10/2019	2175	NV Energy	Service 08/27/19-09/25/19 EV	5,632.57
86973	10/10/2019	2494	Southwest Gas Corp.	Service 08/27/19-09/26/19 WC	689.40
86974	10/10/2019	2567	Teamsters Local Union #14	Union Dues OCT 2019	9,889.00
86975	10/10/2019	2838	Verizon Wireless	Service 08/21/19-09/20/19	2,882.21
86976	10/10/2019	2854	FastSigns	Various	107.91
86977	10/10/2019	3149	Midwest Tape	Materials for FY 2019-2020	3,460.50
86978	10/10/2019	3313	John A. Emerich	One 30min magic performance 10/5/19	400.00
86981	10/10/2019	3383	Home Depot Credit Services	August - September 2019 Various	1,384.25
86982	10/10/2019	4117	Television Monitoring Services, Inc.	Inv. 30050 - Family Pride Day Clips	100.00
86983	10/10/2019	5026	Nevada State Treasurer	Mandated Court Payment	8.00
86984	10/10/2019	5932	Vortex Industries, Inc.	VW: fire curtain repair	990.00
86985	10/10/2019	6206	Vitral	Translation Services #GetCarded Press Release	184.00
86986	10/10/2019	6646	Aqua Serv Engineers, Inc.	Water Treatment	4,316.92
86987	10/10/2019	7740	Gaudin Ford	Various	51.39
86988	10/10/2019	8192	AT&T	Service Oct 2019	50.34
86989	10/10/2019	9393	Pamela J. Sundlie	1-Face Painter 10a-2p @ SM	300.00
86990	10/10/2019	9439	D&R Hydrant, Inc.	Annual Fire Hydrant Inspections: CH,EN,SW,WC,WM	750.00
86991	10/10/2019	9686	Debarry Packaging Inc.	Bed Bug Bags	172.48
86992	10/10/2019	9696	Truly Superb Painting, LLC	CH: Retaining Wall	5,965.00
86995	10/10/2019	9945	Texas Life Insurance Company	Premium October 2019	488.08
86997	10/17/2019	10253	Elizabeth Ann Foyt	Board Comp Oct. 10, 2019	80.00
86998	10/17/2019	10351	Gilcrease Orchard Foundation	Fall Festival Pumpkins - PVS	738.00
86999	10/17/2019	10367	Justin Roberts	two children's concerts-tied to	3,000.00
87001	10/17/2019	1051	American Library Association	Reading is a Wonder Poster - SV	399.60
87006	10/17/2019	10809	Sandra Kay Ramaker	Board Comp Oct. 10, 2019	80.00
87007	10/17/2019	10818	James Co. Design, LLC	Graphic Design of Leadership LV Library	2,700.00
87008	10/17/2019	10964	Eurmax Canopy, Inc.	PVS Tents	2,498.49
87009	10/17/2019	10967	University of Texas Libraries	Interlibrary Loan - loan fee ILL #197030571	20.00
87010	10/17/2019	10988	Mary Matthews Johnson	Refund for return item	64.98
87011	10/17/2019	10989	Judy Chappell	Transcript for Brd Mtg Sept 2019	442.00
87012	10/17/2019	1115	TA Appliance Parts Company	SU: Ice Maker	48.50
87013	10/17/2019	1577	FedEx	Express Services - Sept 2019	370.63
87014	10/17/2019	2175	NV Energy	Summary Billing Aug 19 & Sept 19	94,673.23
87015	10/17/2019	2354	Recorded Books	Materials for FY 2019-2020	99.80
87016	10/17/2019	2494	Southwest Gas Corp.	Service 09/09/19-10/08/19 EV	318.54
87017	10/17/2019	2772	Xerox Corporation	Inv. 098270788 Printing 8/21-9/21/19	837.51
87021	10/17/2019	2837	Republic Services 620	Recycling Svc 10/01-10/31 WM	26,910.17
87025	10/17/2019	3149	Midwest Tape	Materials for FY 2019-2020	36,908.87
87026	10/17/2019	5246	Kelly D. Benavidez	Board Comp Oct. 10, 2019	80.00
87027	10/17/2019	6092	Innovative Users Group	IUG Institutional Mbrshp 10/1/19-10/1/20	100.00
87028	10/17/2019	6817	Reliance Connects	Service 10/01-10/31/19	623.81
87029	10/17/2019	8523	Futterman and Associates, Inc.	FMP custom maps	7,562.50
87030	10/17/2019	9418	Board of Regents CSN College of S. Nevada	Sewer Svc 10/01/19-12/31/19 WC	1,496.90
87031	10/17/2019	9711	Jose L. Melendrez	Board Comp Oct. 10, 2019	80.00
87032	10/17/2019	7677	Uline, Inc.	Handi-mover 23 x 35	282.27
87033	10/24/2019	10132	Shure Inc.	Repair of Shure ULXD-01 body pack transmitter	219.00
87034	10/24/2019	10229	Marion Doble	Facepainting for mystic fair 10/11	75.00
87035	10/24/2019	10231	Janet A. Mikealson-Lenox	Balloon art for SE anniversary	300.00
87036	10/24/2019	10445	CenturyLink	Service Oct 2019	325.00
87037	10/24/2019	10476	Cind-R-Lite Block Company	RB: Replace broken caps on exterior wall	7.60
87039	10/24/2019	10482	Kanopy LLC	\$50,000 budget addition	50,000.00
87040	10/24/2019	10641	Quench USA, Inc.	Various Filtered Water	850.00
87041	10/24/2019	10708	Maria Rubin	60min Tango Argentino event 9/29	500.00
87042	10/24/2019	10745	HESC	Mandated Court Payment	212.61
87044	10/24/2019	10851	Steven A. King	1 hr Elvis Impersonator @ Staff Day 2019	500.00
87045	10/24/2019	10867	Sean Wei Mah	Two Thr Native American Classes @ SM	250.00
87046	10/24/2019	10869	Daniel A. Edwards	50% Deposit - 50min concert @ VVCBF	750.00
87048	10/24/2019	10899	BioRhythms Publishing LLC	four children's STEAM concerts	7,000.00
87049	10/24/2019	10902	Joanna Fenicchia	Latin dance & culture @ WH	375.00
87050	10/24/2019	10908	Tussah V. Heerah	"Ego" piano recital @ WM 10/13/19	600.00
87051	10/24/2019	10918	Two Coopers LLC	The Nik Naks show @ WM 10/19/19	500.00
87052	10/24/2019	10930	Business Enterprises of Nevada - (DETR)	MQL: Management Fee - Monthly	1,669.00
87053	10/24/2019	10944	Ballet Folklorico Sol Huasteco	"Sol Mexicano" Show 10/22 @ EV	1,500.00
87054	10/24/2019	10954	Derrick R. Davis	50% Deposit - Native American Dance	2,000.00
87055	10/24/2019	10977	Epic Worldwide LLC	#60: Installation of frames and graphics	1,742.00
87056	10/24/2019	10979	Backpages Limited Ltd.	Rock's Backpages 11/1/2019-10/31/20	4,413.00
87057	10/24/2019	10993	Sequoiah Regional Library System	Lost/Damaged - ILL #195506105	15.00
87058	10/24/2019	10994	Rebecca Heiss, LLC	Staff Day Speaker (Travel Exp)	4,013.05
87059	10/24/2019	10996	Southern Nevada Health District (SNHD)	Permit fee for VVCBF 11/2/19	145.00
87060	10/24/2019	11002	Michael Thomas	60min Lecture Dance Performance @ WH	250.00
87061	10/24/2019	11804	U.S. Dept. of Education AWG	Mandated Court Payment	269.25
87062	10/24/2019	1201	Best Janitorial Services of Nevada	BD Janitorial	4,694.86

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Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87063	10/24/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,304.98
87064	10/24/2019	1588	Financial Information, Inc.	Library Reference Service	1,095.00
87065	10/24/2019	1950	Liberty Lock and Security	Various: Misc service 61420	280.90
87066	10/24/2019	2159	AT&T SBC	Service 10/11/19-11/10/19	369.32
87067	10/24/2019	2354	Recorded Books	Materials for FY 2019-2020	114.20
87068	10/24/2019	2494	Southwest Gas Corp.	Service 09/12/19-10/11/19 CC	282.49
87069	10/24/2019	2861	Jay D. Whipple	MV Pest Control	40.00
87070	10/24/2019	3058	EBSCO Information Services	Finance charge	57.99
87075	10/24/2019	3149	Midwest Tape	replacement cases	42,007.36
87076	10/24/2019	3209	Auto Technical Solutions, LLC	Materials for FY 2019-2020	369.88
87077	10/24/2019	5026	Nevada State Treasurer	Mandated Court Payment	8.00
87078	10/24/2019	7902	MTS IntegraTRAK, Inc.	Annual Software Renewal 12/1/19-11/30/20	4,252.50
87079	10/24/2019	8286	Interactive Sciences, Inc	Wowbrary annual subs. thru 10/2020	2,158.58
87080	10/24/2019	9393	Pamela J. Sundlie	Facepainter #1- gianna collins	320.00
87081	10/24/2019	9541	Russell Lissau	50% Deposit - Two 50min VVCBF Wksh	650.00
87082	10/24/2019	9663	LV Institute of Advanced Mariachi Studies	"Sonidos de Mexico Concert" 10/11/19 WV	300.00
87083	10/24/2019	9696	Truly Superb Painting, LLC	WV Theater Back Stage: Repair and paint (13)	2,330.00
87084	10/24/2019	9881	Ion Wave Technologies, Inc.	NGEM	22,500.00
87091	10/28/2019	7369	SYNCHRONY BANK/AMAZON	Fancierstudio Chromakey Green - EN	19,466.99
8818	9/30/2019	10082	Puliz Records Mgt LV	Puliz3-destruction units Aug 2019	65.00
8819	9/30/2019	10129	Fun Express LLC	Flip Stick Tumbling Fidget Toys - HR	251.06
8820	9/30/2019	1017	AAA Air Filter Company, Inc.	Various: Air Filters	1,388.50
8821	9/30/2019	10454	USI Insurance Services LLC	Add Vehicle 59	1,995.00
8823	9/30/2019	1064	Allied Refrigeration Inc.	Various	78.37
8824	9/30/2019	10654	Educational Testing Service (ETS)	August 2019	30.00
8827	9/30/2019	10864	Brian M. Wilson	Board Comp Sept 2019	40.00
8829	9/30/2019	10912	SNEZH, LLC	Flashforge PLA 1Kg Filament Black - EN	287.84
8830	9/30/2019	1157	AZ Partsmaster	Various	315.60
8831	9/30/2019	1240	Brady Industries of Nevada, LLC	Various	76.72
8832	9/30/2019	1455	Dell Marketing L.P.	Annual renewal VMware ESXi hosts, VXRail VMware	20,139.86
8833	9/30/2019	1640	Gerald M. Welt, Chartered	Legal Svc Aug 2019	3,419.23
8834	9/30/2019	1742	Ideal Supply Company Inc.	Various	168.31
8835	9/30/2019	1757	Ingram Library Services	Materials for FY 2019-2020	1,065.34
8836	9/30/2019	1803	JanWay Company USA, Inc.	Inv. 133410 - Teen animeFEST badge ribbon	630.73
8837	9/30/2019	1854	Kamer Zucker & Abbott	Legal fees for Aug 2019/L&E Issues	5,445.49
8838	9/30/2019	1897	Lakeshore Learning Materials	Alphabet Nature Carpet 36x54 - LA	47.49
8839	9/30/2019	2152	Nedco Supply	Various	2,060.70
8840	9/30/2019	2307	Progressive Elevator	CC Elevator	697.00
8841	9/30/2019	2362	Refrigeration Supplies Distributor	Various	16.87
8842	9/30/2019	2702	Grainger, Inc.	Various	1,100.97
8843	9/30/2019	2733	Phoenix Fire Protection, LLC	SM Fire Sprinkler	225.00
8844	9/30/2019	2798	Brodart Co.	Library Books & Materials for FY2019-2020	46,203.10
8845	9/30/2019	2799	CDW Government Inc,	FortiGate Security Training	5,333.09
8846	9/30/2019	2809	LVVWD	Service 07/12/19-08/13/19	21,929.21
8847	9/30/2019	2891	AFLAC	Premium Sept 2019	1,512.78
8848	9/30/2019	3143	FedEx Office - Customer Admin Svcs	35 Budget Books	1,215.57
8849	9/30/2019	3770	Cox Communications of Las Vegas	Service 09/17/19-10/16/19	13,504.50
8851	9/30/2019	4723	Purvis Industries - Las Vegas NV	Various	20.56
8852	9/30/2019	5244	A&B Printing & Mailing	Inv. 126900 Collection Labels	824.00
8853	9/30/2019	5718	Tangerine Office Machines	Misc. Printer Parts/Repairs FY 19-20	1,177.19
8855	9/30/2019	7419	EDS Electronics Inc.	SW: Fire Alarm	330.00
8856	9/30/2019	7592	Stanley Convergent Security Solutions	Fire Alarm	275.00
8857	9/30/2019	7671	Western Exterminator Company	Pest Control	2,826.00
8858	9/30/2019	8010	Allied Universal Security Services	PVS Event Guards 09/06/19-09/19/19	86,589.50
8859	9/30/2019	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - July 2019	36,692.98
8860	9/30/2019	8585	Button Boy NV LLC	Inv. 2019-275 Comic Book Festival Buttons	468.00
8862	9/30/2019	8811	Shannon Bilbray-Axelrod	Board Comp Sept 2019	40.00
8863	9/30/2019	8945	Robin Wadley Munier	Board Comp Sept 2019	40.00
8864	9/30/2019	9074	Statewide Fire Protection - Western States	CH Fire Sprinkler	175.00
8866	9/30/2019	9225	Kronos	Application configuration	1,169.00
8867	9/30/2019	9279	Marilyn Francis Drake	Board Comp Sept 2019	40.00
8868	9/30/2019	9332	Felipe A. Ortiz	Board Comp Sept 2019	40.00
8869	9/30/2019	9383	Office Plus	Crtgd,toner,yw,orig hp - RB	11,547.35
8871	9/30/2019	9462	Production Resource Group, LLC	SOURCE 4 LED LUSTR+ HEAD/BODY BLK2	702.85
8872	9/30/2019	9483	Tecre Co., Inc.	"Model 100, 1"" Round Button Machine" - EN	761.02
8874	9/30/2019	9730	Commercial Lighting Specialties	Various	1,298.60
8875	9/30/2019	9758	ConvergeOne, Inc.	SmartNet Maintenance	4,958.10
8877	9/30/2019	9875	Serenic Software, Inc.	Total Care Plan 12/5/19-12/4/20	30,238.60
8878	9/30/2019	9907	PLIC-SBD Grand Island (Principal)	Premium October 2019	21,481.23
8879	10/7/2019	10129	Fun Express LLC	DIY Unfinished Wood Recipe Boxes	274.62
8880	10/7/2019	10157	Isel Venema-Park	CC AM INT 113 08/14-09/25	1,998.00
8881	10/7/2019	10478	Renovation Plano Services	Plano Tuning - SW	100.00
8882	10/7/2019	10527	Kevin Douglas Ford	ELVL 131 7/26-9/27	1,080.00
8883	10/7/2019	10543	Kathleen San Nicolas	SO Collaboration	54.00
8884	10/7/2019	10619	David Terrance Cassell	SO Collaboration 9/27	54.00
8885	10/7/2019	10640	Susan Joan Hatch	SO Collaboration 9/27	54.00
8886	10/7/2019	10754	Nancy Elizabeth Suriano	WH AM BEG 108 8/14-9/26	1,998.00
8887	10/7/2019	10971	Lalaine Robinson	SO Collaboration 9/27	54.00
8888	10/7/2019	1455	Dell Marketing L.P.	Docking station	227.69
8889	10/7/2019	1535	El Mundo	Library Card Sign-Up Month 9/21 and 9/28	1,302.00
8890	10/7/2019	2234	Overton Power District #5	Service 08/19/19-09/19/19 MV	313.90
8891	10/7/2019	2698	Virgin Valley Disposal	Toter Svc/Rental Fee Sept 2019	117.03
8892	10/7/2019	2798	Brodart Co.	Library Books & Materials for FY2019-2020	40,410.04
8893	10/7/2019	2799	CDW Government Inc,	Velcro rolls for cord management	130.48
8894	10/7/2019	3020	Discount School Supply	Colorations Foam Paint Rollers- SW	86.57
8895	10/7/2019	3324	Rio Virgin Telephone Co.	Service Oct 2019	324.55

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8896	10/7/2019	3677	Maria Cecilia P. Ordinario	SO Collaboration 9/27	54.00
8897	10/7/2019	4517	Fingerprint Pros, Inc.	Order PUR008602	944.00
8898	10/7/2019	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	837.50
8899	10/7/2019	5244	A&B Printing & Mailing	Family Pride Day Schedule Hand Bills	99.00
8900	10/7/2019	5769	The Penworthy Company	Materials for FY 2019-2020	18,021.79
8901	10/7/2019	7289	Allison Socha	SO Collaboration 9/27	54.00
8902	10/7/2019	7975	Mary Gound	BP BEG 106 8/19-9/30	1,998.00
8903	10/7/2019	8010	Allied Universal Security Services	Security 08/23/19-09/05/19 - CH	81,511.72
8904	10/7/2019	8122	Staples Advantage Dept LA	Zebra bp refill - CH	5,947.75
8905	10/7/2019	8205	Western States Door Controls, Inc	SU: Replace exterior H/C button's receiver	1,168.00
8906	10/7/2019	8797	Natalia Hiscock	SO Collaboration 9/27	54.00
8908	10/7/2019	9383	Office Plus	Crtgd,clr laserjet - WC	3,111.39
8910	10/7/2019	9511	Manny David Ford	SO Collaboration 9/27	54.00
8911	10/7/2019	9813	Lydwine Zamor	CC Conv 130 8/30-9/27	540.00
8912	10/15/2019	1017	AAA Air Filter Company, Inc.	Various: Air Filters	411.00
8913	10/15/2019	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape	800.00
8914	10/15/2019	10478	Renovation Plano Services	Piano Tuning - SM	560.00
8916	10/15/2019	1064	Allied Refrigeration Inc.	Various	529.32
8917	10/15/2019	10686	NLS Grounds Management, LLC	EV: Undeveloped land	18,534.00
8919	10/15/2019	10751	Main Electric Supply Co. LLC	SW: SATCO LED Lamps	888.80
8921	10/15/2019	1180	Baron Pest Solutions, Inc.	LA Pest Control	37.00
8922	10/15/2019	1240	Brady Industries of Nevada, LLC	Various	61.20
8923	10/15/2019	1535	El Mundo	Oct 2019 Purchasing Ad	80.00
8924	10/15/2019	1580	Ferguson Enterprises, LLC	Various	1,735.21
8925	10/15/2019	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	6,364.23
8926	10/15/2019	1742	Ideal Supply Company Inc.	Various	147.69
8927	10/15/2019	1757	Ingram Library Services	Materials for FY 2019-2020	2,243.98
8929	10/15/2019	2060	Mechanical Products Nevada Services, LLC	SM: Fill valve for cooling tower	203.00
8930	10/15/2019	2152	Nedco Supply	Various	110.86
8931	10/15/2019	2234	Overton Power District #5	Service 08/29/19-09/27/19 MQ	2,481.38
8932	10/15/2019	2307	Progressive Elevator	CC: Replace hydraulic control valve on 3-sto	3,712.00
8933	10/15/2019	2351	Rebel Party Rentals	Folding chairs - PVS/SM	2,574.73
8934	10/15/2019	2682	Valley Enterprises, Inc.	Janitorial	5,233.79
8936	10/15/2019	2702	Grainger, Inc.	Various	1,304.43
8937	10/15/2019	2733	Phoenix Fire Protection, LLC	SV Fire Sprinkler	1,380.00
8938	10/15/2019	2798	Brodart Co.	Library Books & Materials for FY2019-2020	37,224.84
8939	10/15/2019	2799	CDW Government Inc,	APC Smart-UPS 1500 LCD UPS	1,437.21
8940	10/15/2019	2803	Boulevard Trophy	EV: Replacement Dedication Plaque	336.00
8941	10/15/2019	2809	LVVWD	Service 08/21/19-09/18/19 EV	2,201.27
8942	10/15/2019	2822	City of Mesquite Sanitation	Service Oct-Dec 2019	560.52
8943	10/15/2019	3307	Unique Management Services, Inc.	Placements - Sept 2019	10,719.00
8944	10/15/2019	3355	Teamsters Security Fund S. Nevada	Premium October 2019	355,975.92
8945	10/15/2019	3435	Ace Fire Systems, Inc.	MQL Fire Sprinkler	715.00
8946	10/15/2019	3776	Got Bugs LLC	MQ Pest Control	200.00
8947	10/15/2019	4522	Quest Diagnostics	13 pre-employment drug tests	1,113.06
8948	10/15/2019	4604	Brodart Library Supplies & Furnishings	Dual surface paper roll-blk - LA	83.30
8950	10/15/2019	5001	UniFirst Corporation	Uniform Rental	369.21
8951	10/15/2019	5244	A&B Printing & Mailing	Inv. 127097 - Rack Cards	413.00
8952	10/15/2019	5718	Tangerine Office Machines	Misc. Printer Parts/Repairs FY 19-20	315.00
8953	10/15/2019	5769	The Penworthy Company	Materials for FY 2019-2020	8,087.76
8954	10/15/2019	7285	Henriksen Butler Nevada	SC IT New Workstation	7,517.18
8955	10/15/2019	7592	Stanley Convergent Security Solutions	SV: (2) FACP Batteries (12V, 7AH)	455.00
8956	10/15/2019	7687	United Lock and Security, Inc.	Various: Misc repair service 61420	633.12
8957	10/15/2019	7943	Communication Electronic Systems Inc	WM: Fire alarm	665.00
8958	10/15/2019	8122	Staples Advantage Dept LA	Expo lo chisel assorted - BU	1,859.08
8959	10/15/2019	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Sept 2019	13,729.45
8960	10/15/2019	8205	Western States Door Controls, Inc	Automatic Door Service	200.00
8962	10/15/2019	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	506.25
8963	10/15/2019	8593	American Sign Language Communication	Interpreting Service 9/21/19	160.00
8964	10/15/2019	8934	Zonar Systems, Inc.	Spare Parts	348.53
8965	10/15/2019	9101	O'Reilly Auto Parts	Various	39.96
8966	10/15/2019	9133	Ted Wiens Tire & Auto Centers	Various	519.55
8967	10/15/2019	9159	Mesquite Lumber /Ace Hardware	MQL: Surge Protector & Receptacle Extenders	81.95
8968	10/15/2019	9287	Otis Elevator Company	WMSC: OE PO	751.30
8969	10/15/2019	9383	Office Plus	Crtgd,prnt,blk,clj,ce250x- CC "	3,458.52
8970	10/15/2019	9431	B&H Photo-Video	"GATOR G-TOUR 16-SPACE 19"" RACK CASE"	2,279.24
8971	10/15/2019	9730	Commercial Lighting Specialties	Various	765.00
8973	10/15/2019	9869	Unique Integrated Communications	Call Center Operations	14,247.48
8974	10/21/2019	10129	Fun Express LLC	Halloween Character Stencil Bkrmk - SW	692.75
8975	10/21/2019	10228	Sterling Volunteers	Volunteer background check L2	379.50
8976	10/21/2019	10442	LV.Net	Service Nov 2019	1,026.00
8980	10/21/2019	10864	Brian M. Wilson	Board Comp Oct. 10, 2019	80.00
8981	10/21/2019	1429	D.C. Thomas	BD Rent Nov 2019	1,468.00
8982	10/21/2019	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	2,894.24
8983	10/21/2019	1640	Gerald M. Welt, Chartered	Legal Svcs - Sept 2019	3,906.73
8984	10/21/2019	1897	Lakeshore Learning Materials	CLASSIC FARM ANIMAL COLLECTION - CH	178.78
8985	10/21/2019	2098	Moapa Valley Water District	Service 09/11/19-10/08/19	256.09
8986	10/21/2019	2215	OCLC Inc. # 774425	Cataloging/ ILL charges	4,955.83
8987	10/21/2019	2234	Overton Power District #5	Service 09/05/19-10/04/19 MV	398.00
8988	10/21/2019	2798	Brodart Co.	Library Books & Materials for FY2019-2020	73,836.24
8989	10/21/2019	2809	LVVWD	Service Aug 19 & Sept 19	22,563.86
8990	10/21/2019	2819	CenturyLink Communications, LLC	Service Oct 2019	10,763.30
8991	10/21/2019	2860	Las Vegas Review Journal	Ad Order: Library Card Sign-Up Month	1,157.50
8992	10/21/2019	2914	Iron Mountain	Services Sept 2019	323.86
8994	10/21/2019	4604	Brodart Library Supplies & Furnishings	Self-adhesive CD-Rom - SV	292.39
8995	10/21/2019	5130	OverDrive Inc.	Materials for FY 2019-2020	248,162.11

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 9/24/2019 Through 10/28/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
8996	10/21/2019	5244	A&B Printing & Mailing	Inv. 127149 - Family Museum Pass CD Covers	519.00
8997	10/21/2019	7181	SolarWinds	SolarWinds IT Diagnostic Tools Renewal	1,804.00
8998	10/21/2019	8010	Allied Universal Security Services	PVS Event Guards 09/20/19-10/03/19	87,990.44
8999	10/21/2019	8122	Staples Advantage Dept LA	Stems,chenille - WM	1,315.36
9000	10/21/2019	8565	WT Cox Information Services	Materials for FY 2019-2020	31.00
9003	10/21/2019	8811	Shannon Bilbray-Axelrod	Board Comp Oct. 10, 2019	80.00
9004	10/21/2019	8945	Robin Wadley Munier	Board Comp Oct. 10, 2019	80.00
9005	10/21/2019	9127	Extreme Networks, Inc.	Renewal - S-8 Hardware & Wireless Support	26,876.94
9006	10/21/2019	9191	Canon Solutions America, Inc.	Monthly Maint 08/12/19-09/11/19 - EN	5,505.30
9007	10/21/2019	9332	Felipe A. Ortiz	Board Comp Oct. 10, 2019	80.00
9008	10/21/2019	9383	Office Plus	Cartridge,lj,hp 80a, bk - WH	3,557.96
9010	10/21/2019	9655	Worthington Direct Holdings, LLC	322tub towver for toys	935.18
9011	10/21/2019	9810	Bridgeall Libraries Limited	Annual Subs.	60,000.00
9014	10/21/2019	9928	Stimulus Technologies	Service Nov 2019 MC	1,047.95
9016	10/28/2019	1064	Allied Refrigeration Inc.	Various	62.61
9017	10/28/2019	10654	Educational Testing Service (ETS)	September 2019	75.00
9018	10/28/2019	1157	AZ Partsmaster	Various	135.50
9019	10/28/2019	1184	The Battery Source	Sufa Batteries	308.00
9020	10/28/2019	1457	Demco, Inc.	Explore Nonfiction Poster Set - SV	302.54
9021	10/28/2019	1535	El Mundo	Oct Purchasing ad	80.00
9022	10/28/2019	1580	Ferguson Enterprises, LLC	Various	242.10
9023	10/28/2019	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	2,193.84
9024	10/28/2019	1678	Scholastic Library Publishing	Materials for FY 2019-2020	39,163.00
9025	10/28/2019	1742	Ideal Supply Company Inc.	Various	624.48
9026	10/28/2019	1757	Ingram Library Services	Materials for FY 2019-2020	1,442.04
9028	10/28/2019	2152	Nedco Supply	Various	326.60
9029	10/28/2019	2169	Nevada Illumination, Inc.	WH: Parking lot pole lighting with lift truck	112.50
9030	10/28/2019	2290	Precision Pump, Inc.	EN: HVAC Repair	98.00
9031	10/28/2019	2307	Progressive Elevator	CC: Add'l 2019 Project Repairs	5,497.00
9032	10/28/2019	2351	Rebel Party Rentals	Julian Tanaka	1,072.50
9033	10/28/2019	2362	Refrigeration Supplies Distributor	Various	446.81
9034	10/28/2019	2471	Silver State Glass & Mirror	WH: Replace smashed window in Adult Services	565.00
9035	10/28/2019	2533	Suburban Propane - 1487	Propane - WC	1,924.14
9036	10/28/2019	2733	Phoenix Fire Protection, LLC	WC Fire Sprinkler	615.00
9037	10/28/2019	2798	Brodart Co.	Library Books & Materials for FY2019-2020	64,144.39
9038	10/28/2019	2819	CenturyLink Communications, LLC	Service Oct 2019	3,122.32
9039	10/28/2019	2860	Las Vegas Review Journal	Bid 20-01	865.85
9040	10/28/2019	3435	Ace Fire Systems, Inc.	Fire Sprinkler Inspection	299.20
9041	10/28/2019	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	11,644.61
9042	10/28/2019	4723	Purvis Industries - Las Vegas NV	Various	186.30
9043	10/28/2019	4897	Public Employees Benefits Program State of NV	ACCT#750 Ins. Premium - October 2019	8,019.48
9044	10/28/2019	5001	UniFirst Corporation	Uniform Rental	431.94
9045	10/28/2019	5130	OverDrive Inc.	Materials for FY 2019-2020	6,991.27
9046	10/28/2019	5244	A&B Printing & Mailing	Inv. 127221- Business Cards	309.00
9047	10/28/2019	6253	Karen E. Whisenhunt	DW Radio replacement	23,400.00
9048	10/28/2019	6501	RGS ReproGraphic Solutions	FAC Plans Room Printer: (4) rolls of paper	107.80
9049	10/28/2019	6704	Schneider Electric	FY20 Agreement	2,807.33
9051	10/28/2019	7943	Communication Electronic Systems Inc	CH WM Monitoring	170.00
9052	10/28/2019	8010	Allied Universal Security Services	PVS Event Guards 10/04/19-10/17/19	4,288.15
9053	10/28/2019	8205	Western States Door Controls, Inc.	WC: Replace worn Besam part on west interior slider	1,792.80
9054	10/28/2019	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	477.50
9055	10/28/2019	8575	Intermountain Lock and Security Supply	Various	14.35
9056	10/28/2019	8614	Spencer LeRo Brinkerhoff III	50% Deposit - host VVCBF artist jam	450.00
9057	10/28/2019	8668	Paul Joseph Perez	50% Deposit - 50min VVCBF Wksh	450.00
9059	10/28/2019	9082	Mastertech Security Services	MQ Alarm Monitoring	134.85
9060	10/28/2019	9101	O'Reilly Auto Parts	Various	174.07
9061	10/28/2019	9133	Ted Wiens Tire & Auto Centers	#48: LOF, air filter, front brakes and brake fluid	1,390.40
9062	10/28/2019	9159	Mesquite Lumber /Ace Hardware	MQL Cafe: Decorative ceiling ring for pendants	14.99
9063	10/28/2019	9191	Canon Solutions America, Inc.	Monthly Maint 09/01/19-09/30/19 - EV	332.67
9064	10/28/2019	9383	Office Plus	Crtgd,ljr.s, prt. lj4250/4350 - WH	3,125.11
9065	10/28/2019	9454	Apple Inc.	iMac w/Retina 5 Display with Apple Care x 2	5,036.00
9067	10/28/2019	9553	Ashworth and Belcastro Systems (ABS)	SU: Fire Alarm Monitor	135.00
9069	10/28/2019	9758	ConvergeOne, Inc.	Annual Equip. Maint. - Phone Switches	20,692.44
9070	10/28/2019	9827	Vision Sign Inc.	WV: Flag pole repair	450.00
9071	10/28/2019	9890	High Sierra Elevator Inspections	CC: Annual permit inspections	2,630.00
Total 100 - General Fund					2,674,115.56

Las Vegas - Clark County Library District
Check/Voucher Register

Grant Fund - 220
From 9/24/2019 Through 10/28/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
86853	9/26/2019	10590	Patti A. Kennedy	ELVL PM INT 102 7/30-9/17	1,822.50
86857	9/26/2019	10760	Rebecca C. Dusic	ACDC AM ADV 129 8/6-9/17	1,620.00
86864	9/26/2019	10956	Patricia A. Weakly	Sub CAM 115 9/5/19	67.50
86940	10/10/2019	10114	Vickie Thompson	CC 134-2 8/27-10/3	1,944.00
87000	10/17/2019	10408	Lauren Kilpatrick	Sub RB PM ADV 120	67.50
87005	10/17/2019	10767	The International School of Hospit:	Sept 2019 -M.Koi,H. Hong,	7,570.53
87043	10/24/2019	10768	Milan Institute	MILAN SEPT 2019 - Garcia S. Selene	10,652.88
87047	10/24/2019	10879	Tara Barrett	MILAN 140 8/16-9/9	1,620.00
8822	9/30/2019	10592	Michelle Francisco	MILAN 236a 9/20/19	81.00
8825	9/30/2019	10730	Karmarie Fox	CC PM H INT 117 7/30-9/17/19	1,890.00
8826	9/30/2019	10829	Ewa Honik	ACDC PM BEG 128 8/6-9/17/19	1,944.00
8828	9/30/2019	10880	Michelle Holstein	ELVL Listening & Speaking 8/5-9/19	1,728.00
8854	9/30/2019	7289	Allison Socha	SW AM INT 110 8/5-9/16/19	3,834.00
8861	9/30/2019	8798	Alberto Angulo Hurtado	CC PM ADV 118 7/29-9/16/19	1,890.00
8865	9/30/2019	9143	Henry Marshall	SU PM 107 7/31-9/18/19	1,890.00
8870	9/30/2019	9397	Hanafi Shakur	ELVL PM ADV 103 7/29-9/16	3,753.00
8873	9/30/2019	9566	Diana Marshall	CC PM L INT 116 7/31-9/18/19	1,890.00
8876	9/30/2019	9813	Lydwine Zamor	CC AM BEG 112 8/12-9/23/19	1,944.00
8880	10/7/2019	10157	Isel Venema-Park	CC AM INT 113 08/14-09/25	1,998.00
8886	10/7/2019	10754	Nancy Elizabeth Suriano	WH AM BEG 108 8/14-9/26	1,998.00
8902	10/7/2019	7975	Mary Gound	BP BEG 106 8/19-9/30	1,998.00
8907	10/7/2019	8798	Alberto Angulo Hurtado	sub CAM 115 9/17-9/26	472.50
8918	10/15/2019	10729	Linda C. Pelfrey	ELVCC AM 104 8/13-10/3	1,944.00
8972	10/15/2019	9813	Lydwine Zamor	WH PM BEG 109 8/13-10/1	1,755.00
8977	10/21/2019	10543	Kathleen San Nicolas	RB PM ADV 120	1,822.50
8978	10/21/2019	10592	Michelle Francisco	Sub MILAN 236	432.00
8979	10/21/2019	10619	David Terrance Cassell	ELV CC PM 105	1,822.50
9002	10/21/2019	8797	Natalia Hiscock	SV PM INT 124	1,890.00
9009	10/21/2019	9511	Manny David Ford	ELVL AM ADV 101 08/05/19-09/16/19	1,944.00
Total 220 - Grant Fund					64,285.41

Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230
From 9/24/2019 Through 10/28/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
86891	9/26/2019	7369	SYNCHRONY BANK/AMAZON	Plastic Storage Bin Small - IT	10,499.91
86920	10/3/2019	10959	USCutter, Inc.	Printer and Accessories for EN Makerspace	4,816.98
86996	10/15/2019	10746	Santiago Ricoy	EV Tech Instruction - Aug 2019	1,200.00
87003	10/17/2019	10539	Jonathan Watson	EN Tech Instruction	225.00
87038	10/24/2019	10481	School-Community Partnership Program	CCSD buses for SM	1,350.00
87091	10/28/2019	7369	SYNCHRONY BANK/AMAZON	Fancierstudio Chromakey Green - EN	19,466.99
8850	9/30/2019	4721	Sweetwater	Akai Pro 25 mini-key 8-pad MPK Cont	736.96
8872	9/30/2019	9483	Tecre Co., Inc.	"Model 100, 1"" Round Button Machine" - EN	761.02
8904	10/7/2019	8122	Staples Advantage Dept LA	Zebra bp refill - CH	5,947.75
8909	10/7/2019	9456	Royal Printing Co. Inc.	ELV tech lab sign	58.21
8915	10/15/2019	10523	Blake Hament	BBTTC instruction Sept 2019	800.00
8920	10/15/2019	10912	SNEZH, LLC	FLASHFORGE CREATOR PRO 3D PRINTER	799.00
8993	10/21/2019	4517	Fingerprint Pros, Inc.	Volunteer Fingerprinting	104.00
9001	10/21/2019	8671	Eurie Creative, Inc.	V2020 awards	800.00
9012	10/21/2019	9821	Liquid Courage	Gallery Opening	1,275.00
9015	10/28/2019	10536	Ivan Aguirre	EN Tech Instruction	237.50
9041	10/28/2019	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	11,644.61
9058	10/28/2019	8671	Eurie Creative, Inc.	COHS graduation program	400.00
9066	10/28/2019	9456	Royal Printing Co. Inc.	Museum pass flyer	486.89
Total 230 - Gift Fund					61,609.82

Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 9/24/2019 Through 10/28/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
86891	9/26/2019	7369	SYNCHRONY BANK/AMAZON	Plastic Storage Bin Small - IT	10,499.91
86992	10/10/2019	9696	Truly Superb Painting, LLC	CH: Retaining Wall	5,965.00
86993	10/10/2019	9747	Commercial Van Interiors	#61 (WOW): Install partition wall and rubber	1,271.50
86994	10/10/2019	9918	W S Caulking & Waterproofing LLC	CC: Exterior - Balance from FY19	9,216.00
87002	10/17/2019	10515	J.R. Clancy, Inc.	Rigging Service Repairs/Replacements	11,362.95
87004	10/17/2019	10609	Niche Academy	Niche Academy annual subscription	15,000.00
87083	10/24/2019	9696	Truly Superb Painting, LLC	WV Theater Back Stage: Repair and paint (13)	2,330.00
8924	10/15/2019	1580	Ferguson Enterprises, LLC	Various	1,735.21
8928	10/15/2019	2015	Machabee Office Environments	ME: File Pedestal	557.39
8935	10/15/2019	2686	Simply Covered, Inc.	Recover cushions per quote attached	1,680.00
8936	10/15/2019	2702	Grainger, Inc.	Various	1,304.43
8949	10/15/2019	4649	H & E Equipment Services Inc.	TPS: Lift Rentals for Rigging Repairs	2,335.88
8954	10/15/2019	7285	Henriksen Butler Nevada	SC IT New Workstation	7,517.18
9013	10/21/2019	9875	Serenic Software, Inc.	Canon/IRIS Dev/Testing/Training	1,785.00
9027	10/28/2019	2015	Machabee Office Environments	RB: Strive Chairs -YS	6,133.66
9050	10/28/2019	7180	NV5 Consultants	electrical engineering and lighting design services	6,000.00
9072	10/28/2019	9965	The Countertop Shop, LLC	EN: Replace countertops in public restrooms	1,663.50
Total 510 - Capital Projects Fund					86,357.61

Las Vegas - Clark County Library District
Check/Voucher Register

Debt Service Fund - 610
From 9/24/2019 Through 10/28/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
8961	10/15/2019	8531	FTN Financial Main Street Advisors, LLC	Investment Advisory Svcs July-Sept 2019	80.94
Total 610 - Debt Service Fund					80.94
Total - All Funds					2,886,449.34

ITEM VII.A.3.b.



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director
FROM: Stephen J. Rice, General Services Director
DATE: October 31, 2019
SUBJECT: General Services Report, November 2019

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

FACILITIES MASTER PLAN IMPROVEMENT PROJECTS

The program verification/schematic design process for the thirteen library branch renovations identified in the Facilities Master Plan has begun. The first of two program verification workshops with each respective library branch were conducted October 15th-24th. Workshops were facilitated by Margaret Sullivan Studio and participants included branch managers and department heads, Executive Council members, and architect teams. The focus of each workshop centered around branch staff providing input on the following:

1. Who are we designing for and why? Describe the community you serve.
2. Describe a typical day in your branch (who is using the library, what are they doing, and what time of day).
3. What activities and programs do your customers currently enjoy at the library and what would you like to offer if you had the space?

The second round of workshops will be conducted November 12th-20th and will focus on validating the enumerated program and space adjacencies developed by Margaret Sullivan Studio based upon input provided during the first workshops. Following the second workshops, the architects will develop schematic designs based upon the enumerated programs and adjacency diagrams. Upon approval, the architects will complete the schematic design level cost estimates for each library branch project.

It is anticipated that the entire process will be completed by mid-February 2020. Upon completion of cost estimates, an accelerated schedule for completion of all library branch projects will be developed based on projected available funding. The proposed accelerated completion schedule will be presented to the Board of Trustees for consideration at a planning retreat to be scheduled in Spring 2020.

REPAIR/IMPROVEMENT PROJECTS

Major Projects in progress (procurement phase):

- 1) Generator replacement – Summerlin Library
- 2) Theater lighting dimming system replacement – Summerlin Library
- 3) HVAC system boiler replacement – Rainbow Library
- 4) HVAC system boiler and air handler replacement – West Charleston Library
- 5) Fire alarm system replacement – Clark County Library

Projects currently in design:

- 1) Landscape conversion to xeriscape – Mesquite Library Learning Center

FACILITIES MAINTENANCE DEPARTMENT

Maintenance Work Order Activity – October 2019:

Corrective work requests received and converted to work orders - 464
Corrective work orders completed – 457

Preventive maintenance work orders generated – 250
Preventive maintenance work orders completed – 313

Minor Projects and Major Repairs Completed:

Clark County Library:	Repair 3-stop elevator - \$300
	Repair exterior ADA door in theater – \$600
Mt. Charleston Library:	Landscape improvements at front of building - \$13,973
Sunrise Library:	Repair exterior ADA door operator - \$848
West Charleston Library:	Repair automatic entrance door - \$945
Whitney Library:	Repair landscape irrigation backflow - \$585
West Las Vegas Library:	Repaint theater interior doors - \$1,430
	Repair fire sprinkler system - \$540

In coordination with Branding & Marketing, added advertising banners to a new Courier truck. Banners are placed on both sides of truck box and are removable for easy updating or replacement. Banners may be added to additional trucks in the future as budgets permit. Total initial cost of installation is \$1,650 per truck. Recurring cost to change banners is \$600 per truck.



COURIER DEPARTMENT

Library Materials Moved Between Branches – September 2019:

	<u>September 2019</u>	<u>September 2018</u>	<u>August 2019</u>
Urban Branches	281,940	285,420	306,000
Outlying Branches	34,500	35,040	37,680
Contract/Other Libraries	53,820	49,740	55,260
To Storage for Future Sale	<u>23,200</u>	<u>25,880</u>	<u>37,080</u>
Total	393,460	396,080	436,020

PURCHASING AND ADMINISTRATION DEPARTMENT

Procurements in Progress:

- 1) Generator replacement – Summerlin Library
- 2) Theater lighting dimming system replacement – Summerlin Library
- 3) HVAC system boiler replacement – Rainbow Library
- 4) HVAC system boiler and air handler replacement – West Charleston Library
- 5) Fire alarm system replacement – Clark County Library

Continuing revisions to the District's various procurement solicitation boilerplates to incorporate changes made to NRS 332 and NRS 338 during the last State legislative session.

SAFETY AND SECURITY DEPARTMENT

Staff Safety Committee: Conducted safety inspections at West Las Vegas and Whitney libraries.

Stop the Bleed Training: 14 employees attended the training.

Electrical Safety/ARC Flash Awareness Training: 23 Facilities and TPS department employees attended the training.



ITEM VII.A.3.c.

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Fred James, Interim Human Resources Director

DATE: October 31, 2019

SUBJECT: Human Resources Report, November, 2019

This report covers activity from October 1 to October 31, 2019.

- Human Resources Staff: **Abby Rodriguez, Joy LeFave, Rebecca Gonzalez, Tina Morris, Keeley Walker, Christine Dinino, Tricia Pavone, London Porter, and Glodia Thomas**, assisted with the successful production of Staff Day at Texas Station, October 14.
- HR Office Assistant III, **Abby Rodriguez**, volunteered at Veteran's Village feeding the homeless, October.
- Benefits Manager, **Tricia Pavone**, attended the Teamsters 14 Union Annual Employee Benefits Conference in San Diego, October 19-23.
- Human Resources Manager, **London Porter**, assisted with the production of Leadership Las Vegas' History in the Arts Day at East Las Vegas Library, October 14.

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

Received 1,408 applications on the Kronos On-line Application System
Processed 16 job vacancies
Answered 259 calls on the incoming telephone lines
Sent out 1,386 recruitment result notification
Conducted 15 interview selection procedures

	NEW HIRES	RE- HIRES	RESIGNATIONS/TERMINATIONS		
			Professional	Paraprofessional	Page
October 2019	10	0	2	4	1
2019 YEAR TO DATE	88	9	18	26	44

Position	Location	Open Date	Close Date	Received
F/T Assistant Branch Manager	Windmill	8/26/2019	9/26/2019	22
P/T Page	West Charleston	9/11/2019	9/25/2019	133
P/T Multiservices Assistant	Enterprise	9/11/2019	9/24/2019	83
P/T Circulation Assistant	Whitney	9/11/2019	9/24/2019	157
P/T Page	Rainbow	9/16/2019	9/30/2019	106
F/T Literacy Trainer	CALL	9/17/2019	10/1/2019	54
P/T Page	Spring Valley	9/23/2019	10/7/2019	82
F/T Senior Accountant	Financial Serv.	9/23/2019	10/23/2019	61
F/T Serv. Spec.	Clark County	9/23/2019	10/15/2019	87
F/T IT Tech. Asst.	IT	9/23/2019	10/20/2019	120
P/T Page	Windmill	9/24/2019	10/8/2019	86
P/T Page	Sunrise	9/26/2019	10/10/2019	74
P/T Page	Clark County	9/26/2019	10/10/2019	63
P/T Outlying Libr. Asst.	Moapa Town	9/30/2019	10/14/2019	14
F/T Circulation Assistant	Whitney	10/2/2019	10/16/2019	218
F/T Computer Lab Asst.	Mesquite	10/2/2019	10/16/2019	26
F/T YPL Dept. Head	Windmill	10/20/2019	11/4/2019	7*
F/T Maintenance Tech. II	General Serv.	10/20/2019	11/4/2019	15*

* 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:

East Las Vegas	P/T Scheduling Specialist
Prog. & Venue	F/T Technician Supervisor
West Charleston	F/T Computer Lab Department Head
Mesquite	P/T Library Assistant
Windmill	F/T Assistant Branch Manager
West Charleston	P/T Page
Spring Valley	P/T Adult Services Assistant
Enterprise	P/T Multiservices Assistant
Spring Valley	P/T Computer Lab Assistant
Rainbow	P/T Page
CALL	F/T Literacy Trainer
Spring Valley	P/T Page
Clark County	F/T Teen Services Specialist
Windmill	P/T Page
Sunrise	P/T Page

Employee Orientation

During this reporting period, two employee orientations were conducted on 9/24/2019-9/25/2019 and 10/8/2019-10/9/2019. The District had 13 new hires/rehires participate in the orientation.

In-processing: All new hires 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.

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- 0 %

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

Account 62800 – Employee Travel

The following employees were approved to attend the courses/trainings below:

Name	Branch/Location	Course/Training Name	Date(s)
Cynthia Almodovar-Matsushita	Windmill Library	Girls Who Code	September 2019
Alejandra Castellanos	Summerlin Library		
Shana Harrington	Youth Services		
Joey Hines	Spring Valley Library		
Stephanie Kagel	Windmill Library		
Cheryl Kranitz-Dykes	Enterprise Library		
Melissa Ramos	Youth Services		
Seungyeon Yang-Peace	Windmill Library		
Janine Antwine	Laughlin Library	Rosetta Stone: Spanish	September 2019
Nivia Balsera	Bunkerville Library	Collection Maintenance 1: Weeding 101	September 2019
Hannah Im	Windmill Library		
Antonio Jordan	Sunrise Library		
Denise Ponce	Centennial Hills Library		
Fereshteh Sadeghi	Clark County Library		
Rodolfo Trevizo	Clark County Library		
Name	Branch/Location	Course/Training Name	Date(s)
Nivia Balsera	Bunkerville Library	Collection Maintenance 3: Assess Your Collection	September 2019
Melanie Cisneros	Sunrise Library		
Hannah Im	Windmill Library		
Stephanie Miller	Sandy Valley Library		
Pichest Buasri	Information Technology	Implementing Cisco IP Switched Networks v2.0	October 2019
Anthony Weitz			

Nicole Carroll Judi Fioti Melisa Ramirez	Sunrise Library Whitney Library Clark County Library	Mind in the Making: Making Connections	September 2019
Erin Collins	Whitney Library	Whole Person Librarianship: Social Work Concepts for Holistic Patron Services	October 2019
Julia Cordova de Salcedo	Community Adult Learning in Libraries	ABE (Adult Basic Education) Director's Meeting	October 2019
Laurel Curtis Catherine Dacio Toni Taylor Keeley Walker	Library Operations Information Technology Rainbow Library Human Resources	Seven Habits of Highly Effective People – Foundations	October 2019
Claire Davies	Whitney Library	Homeless Mini Training	October 2019
Angelica Hernandez	Rainbow Library	Library Programming for Adults, From Start to Finish	September 2019
Kelly May	Outreach Services	Learner Centered Training	October 2019
Evelyn Moschella	Centennial Hills Library	Extreme Customer Service, Every Time	October 2019
Demosthenes Papaeliou	Clark County Library	2019 CSN (College of Southern Nevada) Science & Technology Expo & Career Day	September 2019
Elizabeth Rickling	Whitney Library	Las Vegas Book Festival	October 2019
Suzanne Scott	Clark County Library	Arts Northwest, an Annual Booking Conference	October 2019

The following employees were approved to attend the Conference(s) listed below:

Name	Branch/Location	Course/Training Name	Date(s)
Gene Kilchenko	Branding & Marketing	BiblioCon 2019	September 2019

- 13 employees attended "AED/CPR Training (Automated External Defibrillator/ Cardiopulmonary Resuscitation)"
- 17 employees attended "Stop the Bleed"
- 18 employees attended "New Hire Orientation"
- 18 employees and one visitor attended "Toastmasters"

The District allocated \$2,196.00 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: "AED/CPR Training", "Stop the Bleed", "New Hire Orientation", and "Toastmasters".

RACE CATEGORIES	Female	Male
White	13	4
Black or African American	3	1
Asian	4	1
Native Hawaiian & Other Pacific Islander	0	0
American Indian & Alaska Native	0	0
Two or More Races	0	0
Hispanic or Latino	11	1
Subtotal	31	7
Grand Total	38	

Staff Diversity

Most recent diversity statistics, as of October 29, 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:

Personnel Transactions:

New Hires/Rehires Demographics

American Indian/Alaska Native	0
Asian	0
Black/African American	1
Hispanic	3
Native Hawaiian/Pacific Islander	0
Two or More Races	0
White	<u>6</u>
Total	10

**Resignations/Terminations
Demographics**

American Indian/Alaska Native	0
Asian	0
Black/African American	3
Hispanic	2
Native Hawaiian/Pacific Islander	0
Two or More Races	1
White	<u>1</u>
Total	7

New Hires:	10	
Rehires:	0	
Promotions, Demotions, Transfers, Reclassifications, Hours Increased:	4/0/0 0/1	
Leave without Pay:	3	
Merit Increases:	43	One-step merit increases
Evaluations for Employees At End of Pay Scale:	0	
Merit Increase Delay/Late Evaluation	1/12	
Resignations:	10	
Terminations:	0	
Retirements:	1	

	CLARK COUNTY (Workforce Population)	LV-CCLD OCTOBER 2019	LV-CCLD OCTOBER 2018
White	1,301,043 61.60%	384 51.96%	394 52.89%
Black or African American	237,543 11.20%	76 10.28%	77 10.34%
Asian	203,606 9.60%	83 11.23%	81 10.87%
Native Hawaiian & Other Pacific Islander	15,583 0.70%	12 1.61%	11 1.48%
American Indian & Alaska Native	13,399 .6%	4 0.54%	5 0.67%
Two or More Races	105,631 5.0%	25 3.38%	31 4.16%
Hispanic or Latino	648,211 30.70%	155 20.97%	146 19.60%
Total Population	2,211,436	739	745



AGENDA ITEM

NOVEMBER 14, 2019 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.A.:

Discussion and possible Board action regarding the Finance and Audit Committee's recommendation to approve the audit performed by Piercy Bowler Taylor & Kern for the Fiscal Year 2018-2019.

Background:

The Fiscal Year 2018-2019 financial and compliance audit report will be presented to the Board of Trustees by a representative of the Certified Public Accounting firm of Piercy Bowler Taylor & Kern.

The draft of the audit and compliance report was presented to the Finance and Audit Committee on Thursday, November 14, 2019.

The Finance and Audit Committee will present a summary and recommendation of the Finance and Audit Committee's review of the auditor's report that occurred at the Committee's meeting.

Recommended Action:

Motion to approve the 2018-2019 Audit Report as presented by Piercy Bowler Taylor & Kern, and to incorporate the Opinion Letter into the official minutes of the Board of Trustees' November 14, 2019 meeting.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

**REQUIRED
COMMUNICATIONS
LETTER**

**TO THE
FINANCE AND AUDIT COMMITTEE
AND BOARD OF TRUSTEES**

**FOR THE YEAR ENDED
JUNE 30, 2019**

**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
REQUIRED COMMUNICATIONS LETTER**

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Finance and Audit Committee
and Board of Trustees
Las Vegas-Clark County Library District
7060 West Windmill Lane
Las Vegas, Nevada 89113

RE: Required Communications

Ladies and gentlemen:

As part of our engagement to audit the basic financial statements of the Las Vegas-Clark County Library District (the District) as of June 30, 2019, and for the year then ended, we are required under applicable auditing standards to communicate certain matters to those charged with governance responsibilities for the District for the purpose of assisting them in meeting their responsibilities with regard to the financial reporting process. This report contains those required communications.

The matters reported herein were considered in forming our opinion on the District's basic financial statements contained in our report dated November 14, 2019, and these matters do not change that report.

The purpose of this communication, among other things, is to describe the scope of our testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. This communication is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record, and its distribution is not limited.

November 14, 2019

Copies provided to:
Dr. Ronald R. Heezen, Executive Director
Fred James, Chief Financial Officer/Deputy Director
Floresto Cabias, Assistant Finance Director

MANAGEMENT'S RESPONSIBILITY

It is management's responsibility to provide those charged with governance responsibilities, prior to issuance of the District's annual basic financial statements and our report thereon, with detailed information related to the District's 1) initial selection of, and changes in, significant accounting policies and practices, 2) significant estimates, 3) significant unusual transactions, and 4) corrected and uncorrected misstatements, if any.

Appended to this communication is a copy of the letter of representation, requested by us, to be executed by management with regard to our audit services.

SIGNIFICANT AUDIT ADJUSTMENTS (CORRECTED MISSTATEMENTS)

Our audit resulted in no significant adjustments to the District's basic financial statements.

DIFFICULTIES OR CONTENTIOUS MATTERS ENCOUNTERED IN PERFORMING THE AUDIT

Management cooperated fully, and no significant difficulties or contentious matters were encountered in completing the June 30, 2019, audit.

MATTERS INVOLVING INTERNAL CONTROL

We planned and performed our audit of the basic financial statements of the District as of June 30, 2019 and for the year then ended, in accordance with auditing standards generally accepted in the United States and *Government Auditing Standards* issued by the Comptroller General of the United States. We considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the District's basic financial statements. Such procedures were not performed for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

The principal objectives of effective internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that all transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of basic financial statements in accordance with accounting principles generally accepted in the United States. The concept of reasonable assurance requires that management, in fulfilling its responsibility, make estimates and judgments to assess the expected benefit and related costs of control procedures. Because of inherent limitations in any internal control, errors or fraudulent acts, particularly when involving forgery and collusion, may occur and not be detected. In addition, there is a risk that procedures may become inadequate in future periods because of changes in conditions and the degree of compliance with the procedures may deteriorate.

Definitions. A *deficiency* in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's basic financial statements will not be prevented or detected and corrected on a timely basis. A

significant deficiency is a deficiency, or a combination of deficiencies, in internal control, that is less severe than a material weakness yet important enough to merit attention by those with governance. Our consideration of internal control would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

Findings. Our procedures did not identify any internal control deficiencies that we consider to be a material weakness.

OTHER GOVERNANCE MATTERS

Auditors' responsibility under applicable professional standards. As stated in our report on the District's basic financial statements, our responsibility as independent auditors, under applicable professional standards, is to express an opinion, based on our audit, on the District's basic financial statements, which are the responsibility of the District's management. Our responsibilities, as contrasted with management's, are spelled out more fully in our letter of engagement.

Despite any limited assistance we may have provided to management in its preparation, our responsibility for information accompanying the District's basic financial statements is limited to 1) reading such information to ascertain that it is materially consistent with information presented in the District's basic financial statements 2) considering whether any statements contained therein may appear to be materially misstated, and 3) assuring the satisfactory resolution of our concerns, if any. In this instance, we performed the required procedures, and any changes requested by us in this process were satisfactorily made and all questions satisfactorily resolved.

In considering the matters reported herein, you should be cognizant of your responsibility for oversight of the financial reporting process and management's responsibilities for establishing and maintaining an effective internal control subject to regulatory and ownership approval, and for the District's basic financial statements.

Fraudulent or other illegal or abusive activities. We did not become aware of any possible fraudulent or other illegal or abusive activities or any significant complaints or concerns regarding the District's accounting and financial reporting.

Significant accounting policies. The significant accounting policies employed by the District are disclosed in the notes to the District's basic financial statements and are essentially as prescribed, recommended or permitted under applicable authoritative literature for, or commonly used by, other entities in your industry. The accounting policies have been consistently applied and are not controversial or lacking in authoritative guidance or consensus.

Significant estimates. The basic financial statements do not contain any significant management estimates except with regard to the valuation of investments reported at estimated fair value, the useful lives of the capital assets and valuation of the other postemployment benefit obligation and net pension liability.

Significant unusual transactions. Significant unusual transactions are those that occur outside the normal course of business or that otherwise appear to be unusual due to their timing, size, or nature. We are not aware of any significant unusual transactions.

Related parties. No significant audit issues were encountered in connection with the District's related party transactions, for example, nondisclosure by management or questionable authorization/purpose.

Disagreements or pre-retention discussions with, and consultations with other accountants by, management. We are also required by professional standards to communicate any significant disagreements with management, consultations by management with other accountants that we become aware of, or discussions with us prior to our retention regarding any major issues, over the application of accounting principles, management's judgments about accounting estimates, disclosures to be made in the District's basic financial statements, the scope of the audit or the wording of the auditors' report, regardless of whether the matter was satisfactorily resolved. No such disagreements were encountered in our audit, nor are we aware of any consultations with other accountants, nor were we consulted prior to retention, regarding any such matters.

Licensing and independence. This will confirm that we are duly licensed to perform this engagement. In addition, in our professional judgment, we are independent of the District and, when applicable, its affiliated entities under all applicable rules, regulations, and interpretations, and we represent that we know of no relationships that a reasonably informed person might consider an impairment of our independence under such requirements with regard to this engagement.

Management consulting services. We have not provided the District with any management consulting services.

Compliance with laws, regulations, contracts and grants. Compliance with laws, regulations, contracts and grants applicable to the District is the responsibility of the District's management. As part of obtaining reasonable assurance about whether the District's basic financial statements are free of material misstatement, we performed tests of the District's compliance with certain provisions of laws, regulations, contracts and grants. However, our objective was not to provide an opinion on overall compliance with such provisions.

In accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, we have issued our report dated November 14, 2019, on our consideration of the District's internal control over financial reporting and on our tests of the District's compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and should be considered in assessing the results of our audit.

In accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance), auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, we have issued our report dated November 14, 2019, on our consideration of the District's compliance with requirements applicable to major programs and on internal control over compliance. The purpose of that report is to describe the scope of our testing of compliance and internal control over compliance and the results of that testing, and to provide an opinion on the District's compliance with such requirements, but not to provide an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance. This report is an integral part of an audit performed in accordance with the requirements of the Uniform Guidance, auditing standards generally accepted

Las Vegas-Clark County Library District
Required Communications
Page 5

in the United States and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and should be considered in assessing the results of our audit.

Material instances of noncompliance are failures to follow requirements or violations of prohibitions contained in laws, regulations, contracts and grants, that when aggregated, in our judgment, are material to the District's basic financial statements or a major grant program. The results of our tests of compliance and internal control over compliance did not disclose material instances of noncompliance or material weaknesses in internal control over compliance.

**REPRESENTATIONS SOUGHT
FROM MANAGEMENT**

November 14, 2019

Piercy Bowler Taylor & Kern
Certified Public Accountants
6100 Elton Avenue, Suite 1000
Las Vegas, Nevada 89107

To the Firm:

In this letter, the use of the phrase “financial statements” refers to the basic financial statements and related disclosures of the Las Vegas-Clark County Library District and its blended component units (the District), including any accompanying or supplemental information, as of June 30, 2019 and for the year then ended. It is in relation to these financial statements and in connection with the professional audit services that you provided that we make the representations contained herein.

Certain representations in this letter are described as referring or being limited to matters that are "material" to, or that could have a "material effect" on, the financial statements. We understand that items are considered qualitatively material, regardless of size, if they involve an omission or misstatement of information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. However, such materiality considerations do not apply to those representations contained herein that are not directly related to amounts included in the financial statements. For purposes of these representations, any matters having a possible effect of \$15,000 individually or \$20,000 in the aggregate, on the financial statements are considered quantitatively material.

GENERAL REPRESENTATION OF TRUTHFULNESS

We have responded fully and truthfully to all inquiries made to us by you and confirm, to the best of our knowledge and belief, all representations we have previously made (or should have made) including, but not limited to, those specifically stated in this letter.

We reconfirm, to the best of our knowledge and belief, those representations previously made with respect to all comparative prior period information presented with the current period financial statements updated as necessary in this letter.

We agree to hold you harmless and indemnify you for any costs incurred as a result of your reliance on any false representations made to you by management personnel in connection with your services.

TRANSACTIONS, RECORDS, ESTIMATES, ADJUSTMENTS, AND FINANCIAL REPORTING

1. We are responsible for authorizing, initiating, processing, and reporting transactions only in connection with the legitimate business purposes and best interests of the District, including, but not limited to, all related party and other transactions outside the normal course of business, if any.

It is also our responsibility to ensure that such transactions comply with various laws, regulations, and contractual agreements applicable to the District and the District has complied with all such requirements that would have a material effect on the financial statements in the event of non-compliance.

The District has complied with all restrictions on resources, including donor restrictions, and all aspects of contractual and grant agreements that would have a material effect on the financial statements.

We are responsible for evaluating the classification of contract and grant revenues as either contributions or exchange transactions in accordance with the provisions of applicable standards and for ensuring that all such revenues are appropriately reported.

We have properly classified and reported the District's equity and changes therein, in accordance with the provisions of applicable standards.

The District has complied with all applicable laws and regulations in adopting and amending the budget, and the budget information presented in financial statements includes all approved amendments.

The funds established by the District are in the required form and are being used expressly for the purpose(s) for which they were created in accordance with all applicable statutory and regulatory requirements, including specifically the provisions of Nevada Revised Statutes 354. In addition, reserves, if any, in each fund are limited to an amount that is reasonable and necessary to carry out the purpose(s) of the fund.

We have determined that there are no component units or joint ventures that require disclosure under applicable *Governmental Accounting Standards*.

2. We are unaware of any material transactions that have not been recorded in the financial records underlying the financial statements including, but not limited to, related party transactions, (such as sales or purchases of goods or services, loans, transfers, leasing arrangements or guarantees) and related amounts receivable or payable or illegal transactions.
3. We have made available to you all financial records and related data underlying the financial statements of which management is aware of and believes are relevant to the preparation of the financial statements and any additional items that you requested, including but not limited to, 1) the names of all related parties and all relationships and transactions with related parties, and 2) minutes of and related resolutions (or accurate and complete summaries of discussions held and actions taken at) all meetings of those charged with governance through the date of this letter. Such minutes or summaries include and fairly describe all decisions made and actions taken by the respective bodies that bear significantly on the financial statements. Furthermore, we have provided you with unrestricted access to persons within the District that you have selected to obtain audit evidence from.
4. We are responsible for and have identified all fair value and other accounting estimates that materially affect the financial statements including, specifically, those that are susceptible to material revision during the first year subsequent to the end of the most recent period presented as a result of evolving events that have a reasonable probability of occurrence. We have informed you of the key factors and significant assumptions that underlie those estimates.

We understand that the service(s) provided by you did not include preparing, or assisting in the preparation of, any fair value estimates contained in the District's financial statements.

5. We are responsible for all recorded accounting estimates, including all asset valuation allowances. Such estimates reflect management's best judgment considering all reasonably available facts, including management's knowledge and experience about past events and current circumstances, and expected courses of action and are not materially misstated.
6. We have evaluated and have recorded (or will record) adjustments to the books of account for all financial statement misstatements identified by us or by you, if any, during the course of your engagement. There are no misstatements that remain unadjusted as a result of perceived immateriality, both individually and, if applicable, in the aggregate.
7. We are responsible for the fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States. In other words, it is our responsibility to ensure that the financial statements and related disclosures are free of material misstatements in relation to the requirements of accounting principles generally accepted in the United States, which financial reporting framework we have evaluated and determined to be acceptable and appropriate.

We are responsible for the fair presentation of the accompanying supplemental information.

We are responsible for the financial statements including all disclosures required by laws and regulations or other applicable standards to which the District is subject.

We are responsible for performing a search for agreements, including those of other governments, that may affect the District's tax revenues and determining which agreements meet the definition of "tax abatements" under GASB Statement No. 77. We have performed such a search, identified all agreements that we believe meet such definition, and believe the financial statements contain all required disclosures.

We are responsible for the proper classification of revenues in the statement of activities and reporting of all inter-fund, internal, and intra-entity activity and balances in accordance with Governmental Accounting Standards Board Statement No. 34, as amended.

We are responsible for identifying all funds that meet the quantitative criteria in Governmental Accounting Standards Board Statement No. 34, as amended for presentation as a major fund and for ensuring that all qualifying funds are reported as such. In addition, any fund presented as a major fund that does not meet the quantitative criteria has qualitative significance to users of the financial statements.

Any assistance that you provided to us in connection with the preparation of the financial statements and/or analysis of accounts including that which resulted in proposed adjustments was evaluated, reviewed, and approved by Fred James, Chief Financial Officer/Deputy Director, a member of the District's management team, who possesses suitable skills, knowledge, and/or experience to do so, meaning that this individual understands the services performed sufficiently to oversee them, but is not required to possess the expertise to perform or re-perform the services.

8. There have been no significant changes in business activities, accounting practices or internal controls that might affect the financial statements.
9. We have reviewed and approved what we intend to be the final draft of the financial statements.

SPECIFIC DISCLOSURE REPRESENTATIONS

1. **Delayed adoption of new accounting principle(s).** As indicated in the notes to the financial statements, management has opted to delay the adoption of certain new accounting principle(s) until required to do so, and the expected future effect of adoption is disclosed therein.
2. **Related party transactions and balances.** Except as disclosed in the financial statements or an attachment to this letter, there are no material related party transactions and related amounts receivable or payable.
3. **Concentrations, risks and uncertainties.** Except as disclosed in the financial statements or an attachment to this letter, there are no concentrations of credit or other business or economic risks (including, but not limited to, customers, suppliers, lenders, products, services, sources of labor or materials, franchise or other licenses, operating areas, markets, *etc.*) that make the District vulnerable to a severe impact within the first year subsequent to the end of the most recent period presented. In addition, we are not aware of any undisclosed matters regarding the financial stability of depository banks or other financial institutions that might affect your judgment about the significance of any risk of loss to the District associated with uninsured deposits.
4. **Receivables.** All material receivables recorded in the financial statements represent valid claims arising as a result of sales, loans or advances or other transactions occurring within or before the end of the most recent period presented and have been reduced to their estimated net realizable value by appropriate collection and/or other applicable valuation allowances.
5. **Investments in marketable securities.** All material investments in marketable debt and equity securities are classified and valued appropriately, in accordance with the District's intent and ability, and futures contracts, held as hedges, if any, are accounted for pursuant to applicable standards. There are no significant concentrations of market risk associated with such investments.
6. **Financial instruments.** Management has used the methods and assumptions disclosed in the financial statements, and taken all reasonable, appropriate and practical steps in the circumstances, to ascertain the appropriate accounting for and objectively estimate the fair value of material financial instruments and other assets carried or reflected in the financial statements or disclosures, if any, including instruments that do not have readily determinable market values, pursuant to applicable standards.
7. **Fair value measurements.** All assets and liabilities recorded in the financial statements at estimated fair value are appropriately segregated into fair value measurement input categories ("Level 1", "Level 2" or "Level 3") subject to any applicable and disclosed practicability exceptions. Such fair value measurements are based upon the methods and assumptions disclosed in the financial statements, and management has taken all reasonable, appropriate and practical steps in the circumstances, to objectively estimate the fair value of such assets and liabilities including those that do not have readily determinable market values and all such fair value measurements are supported by appropriate documentation.
8. **Title, carrying values and classification of assets.** There are no management plans or intentions that may materially affect the carrying value or classification of any District assets and the District has satisfactory title to such assets. All recorded carrying costs are recoverable, net of any impairment write-downs and other recorded valuation allowances and provisions, which are adequate, and we are unaware of any undisclosed value impairment indications, including those relating to long-lived assets, liens, encumbrances or other title impairments as of the end of the most recent period presented.
9. **Inventories.** There are no material amounts of obsolete, damaged, slow-moving, excessive or

otherwise unsaleable or overvalued inventories, or commitments to purchase inventory quantities in excess of normal requirements or at a price in excess of market that have not been appropriately written down (or reserved).

10. **Debt covenants.** No debt covenants have been violated and/or no events of default have occurred through the date of this letter. Furthermore, the District has not received any correspondence from lenders related to possible debt covenant violations or events of default.
11. **Commitments, contingencies and accruable liabilities.** Except as disclosed in the financial statements or an attachment to this letter, there are no matters of pending or threatened litigation, asserted or unasserted claims or assessments that our lawyers have advised or that we are aware of that are probable of assertion, that could have a material effect on the financial statements, including, but not limited to, 1) environmental remediation obligations, 2) gain or loss contingencies that require recognition or disclosure in accordance with applicable accounting standards, 3) guarantees (written or oral) or "in-substance" guarantees of the obligations of other entities or individuals (including, for example, general partnership interests) or for which the District is contingently liable to a bank or other lending institution, 4) warranties or rights of return, 5) arrangements with financial institutions involving compensating balances or other restrictions on cash balances, 6) lines-of-credit or similar arrangements, 7) unconditional promises to contribute or otherwise transfer cash or other assets, 8) conditional promises to contribute or otherwise transfer cash or other assets that would require accrual or disclosure under applicable standards, 9) potential losses from unfavorable sales commitments, 10) other commitments requiring disclosure in the financial statements (including for the issuance of capital stock or partnership or other equity units, asset repurchase agreements, capital stock reserved for options, warrants, conversions or similar rights), 11) side agreements or other arrangements (either written or oral) with others, or 12) other unrecorded liabilities.
12. **Multiple-employer cost-sharing defined healthcare benefit plan(s).** We have no intention to terminate or materially modify the District's defined healthcare benefit plan(s). Although it is possible that a liability would be incurred by the District in the event of its withdrawal from participation in, or the termination of, such plan(s), the liability is not subject to reasonable estimation based on available information. Adequate provision has been made for the defined benefit obligations using actuarial assumptions and methods that reflect the conclusions of qualified actuaries as stated in actuarial report dated September 19, 2019, which are appropriate in the circumstances.
13. **Multiple-employer cost-sharing defined pension benefit plan(s).** We have no intention to terminate or materially modify the District's defined pension benefit plan(s). Although it is possible that a liability would be incurred by the District in the event of its withdrawal from participation in, or the termination of, such plan(s), the liability is not subject to reasonable estimation based on available information. Furthermore, all contributions required for the District's defined benefit plan(s) have been made or recorded as liabilities as of the end of the most recent period presented.

The District records its proportionate share of the net pension liability of the Nevada Public Employees' Retirement System in accordance with applicable standards. Management has agreed its contributions to the amounts and allocation metrics used by the Nevada Public Employees' Retirement System in determining the the District's proportionate share, which is appropriate in the circumstances.

14. **Solvency.** We understand that you have neither determined nor will opine as to whether the District is solvent or insolvent for bankruptcy or other purposes since such would be a legal

determination that may be made only by a court.

15. **Use of a specialist and/or reliance on government pension plan auditors in connection with the valuation of assets or liabilities.** For assets and liabilities valued with the assistance of a valuation specialist and/or government pension plan auditor, we made an objective evaluation of their qualifications, objectivity or independence to perform the assignment and did not do anything that might have materially biased or influenced their conclusion(s).
16. **Subsequent events.** We are responsible for evaluating events or transactions that have occurred subsequent to the end of the most recent period presented, but before the financial statements are issued or available for issuance (subsequent events), through the date of this letter, for recognition and disclosure. We have performed appropriate subsequent events evaluation procedures, which are sufficient in the circumstances. There have been no significant events subsequent to the end of the most recent period presented that, in our judgment, would materially affect and, therefore, require adjustment to, or disclosure in, the financial statements.

INTERNAL CONTROL OVER FINANCIAL REPORTING AND FRAUD

1. We are responsible for designing, implementing, establishing and maintaining effective internal control over financial reporting that provides reasonable assurance that 1) the financial statements are fairly presented in conformity with accounting principles generally accepted in the United States, 2) the District's resources are adequately safeguarded, 3) the District is in compliance with all applicable laws, regulations and contractual requirements, and 4) fraudulent and other illegal acts are detected and prevented, including those involving both fraudulent financial reporting and misappropriation of assets possibly leading to financial statement misstatements.
2. We are responsible for evaluating the qualifications of all service organizations employed by the District including, but not limited to, computer service bureaus, financial institutions, investment advisors, brokers and other agents that we engage, particularly as to their integrity and ability to perform the services requested in accordance with management's authorization(s), and do not use or rely upon any services that your Firm performs in making these evaluations.
3. We are unaware of any fraud that is either material, probably material or that, although not material, involves management or other employees who have a significant role in internal control over financial reporting.
4. There has been no communication from or action by law enforcement or regulatory agencies concerning possible, alleged or suspected fraud, deficiencies in financial reporting practices or other noncompliance with laws, regulations or contractual requirements or any other illegal acts that should be considered for disclosure or for recording a loss contingency.
5. We are responsible for assessing the expected benefits and the related costs of all control procedures, including any additional or alternative procedures recommended by you.
6. We are responsible for considering and have considered the cause(s) of proposed adjustments (whether or not made and without distinction between those proposed by us or you), if any, including those that may have resulted, in whole or in part, from deficiencies in the design and operation of related controls.
7. There have been no changes in internal control over financial reporting or any other factors subsequent to the end of the most recent period presented that might significantly affect internal

control over financial reporting, including any corrective actions taken by management with regard to any identified material weaknesses and other significant deficiencies.

8. We understand that a *deficiency* in internal control over financial reporting exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected. A *significant deficiency* is a deficiency, or combination of deficiencies, that is less severe than a material weakness yet important enough to merit attention by those charged with governance.
9. We are responsible for and continually assess the effectiveness of internal control over financial reporting including disclosure controls, and do not use or rely upon procedures performed by your Firm for this purpose.
10. We have disclosed to you all known deficiencies in the design or operation of internal control over financial reporting, including disclosure controls, that were identified as part of management's assessment or otherwise, specifically identifying all such deficiencies that are material weaknesses and other significant deficiencies as defined above, if any.
11. All control deficiencies identified by management, or by you during or as a result of previous engagements, if any, have been communicated to those charged with governance of the District and resolved to management's satisfaction.

COMPLIANCE WITH AND INTERNAL CONTROL OVER FEDERALLY FUNDED PROGRAMS

1. We are responsible for complying, and have complied, with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance), various other laws, regulations, and provisions of contracts, including grant agreements applicable to each of the District's federal programs and represent that the District has complied, in all material respects, with all such requirements.

We have specifically identified and disclosed to you the provisions of contracts and grant agreements that have a direct and material effect on each of the District's federal programs.

We have identified and disclosed to you all amounts questioned and any known instances of non-compliance with the requirements of federal awards, including the results of, or current status of, other audits or program reviews through the date of this letter.

We are responsible for tracking the status of all audit and program review findings and have identified and disclosed to you all such findings. In addition, we are responsible for the preparation and implementation of the corrective action plan and a copy thereof has been provided to you.

2. We have made available to you all records and related data for our federal programs, including but not limited to: 1) a schedule of expenditures of federal awards prepared in accordance with the Uniform Guidance, which includes all expenditures made during the most recent period presented for all awards provided by federal agencies (including those passed through other entities) in the

form of grants, federal cost reimbursement contracts, loans, loan guarantees, property, donated surplus property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations and other assistance; 2) all contracts and grant agreements, including amendments, if any, and other correspondence with federal agencies or pass-through entities related to the District's federal programs; and 3) all documentation related to the compliance requirements, including information related to federal program financial reports, and claims for advances and reimbursements.

3. We have specifically identified and disclosed to you all amounts that have been awarded to us under the authority of the *American Recovery and Reinvestment Act of 2009*, including any such amounts expended or received by us.
4. All federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared. The copies of federal program financial reports provided to you are true copies of the reports submitted (including electronically transmitted) to the applicable federal agency or pass-through entity.
5. We are responsible for and have monitored subrecipients compliance with applicable laws and regulations including the Uniform Guidance, reviewed and issued decision(s) as to subrecipient audit findings, if any, and ensured that corrective action was taken timely. In connection with reviewing the subrecipients' audit findings, we have considered the possible need for adjustment to our own books and records and made such adjustments as determined to be necessary.
6. All costs charged to federal programs, including allocated indirect costs, if any, are in compliance with applicable cost principles.
7. We are responsible for the accurate preparation of the summary schedule of prior audit findings, which includes all findings required to be included by the Uniform Guidance. We are also responsible for the completion of the "data collection form" and the submission of our "reporting package" as required by the Uniform Guidance.

Furthermore, we understand that if we fail to submit the "data collection form" and "reporting package" timely, it will preclude us from being classified as a "low-risk" auditee in each of the subsequent two years and may result in increased audit fees for each of those years.

8. We are responsible for designing, implementing, establishing and maintaining effective internal control over compliance for federal programs that provides reasonable assurance that we are managing federal awards in compliance with all applicable laws, regulations, and provisions of contracts, including grant agreements, which could have a material effect on our federal programs.
9. There have been no changes in internal control over compliance for federal programs subsequent to the most recent financial reporting period presented that might significantly affect internal control over compliance or have a direct and material effect on any of the District's federal programs. In addition, there have been no known instances of non-compliance occurring subsequent to the most recent financial reporting period presented through the date of this letter.

INTENDED USERS OF THE FINANCIAL STATEMENTS

The financial statements are intended solely for the third party users specified in the District's letter of engagement with you or in a supplemental written communication to you and no others without your prior written approval.

There are no current plans for the issuance of public debt (*i.e.*, municipal bonds including revenue bonds) during the first year subsequent to the end of the most recent period presented; and therefore, the financial statements are not expected to be included in any offering documents.

NATURE AND PURPOSE OF THE PROFESSIONAL SERVICE YOUR FIRM PROVIDED

Purpose of audit. We understand that your audit of the District's financial statements was made for the purpose of enabling you to express an opinion as to whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States.

We understand that the required supplementary information (management's discussion and analysis, budgetary comparison schedules and other required information) presented with the financial statements is not a required part of the financial statements, but is required by applicable standards to be presented and that although you applied limited procedures to this information you did not audit it; and therefore, you will express no opinion on the required supplementary information.

We understand that the other supplementary information (introductory section, combining and individual fund financial statements and schedules and statistical section) presented with the financial statements is not a required part of the financial statements.

We understand that the introductory section and statistical section were not subjected to the procedures applied in the audit of the District's financial statements; and therefore, you will express no opinion on this information.

We understand that the combining and individual fund financial statements and schedules were subjected to the procedures applied in the audit of the financial statements; and therefore, you will express an opinion on this information in relation to the financial statements taken as a whole.

We understand that the nature of the service that you provided requires that your service team exercise professional judgment in connection with virtually every aspect of and throughout the engagement, and that such judgment(s) might vary from those of another professional in the same or similar circumstances.

Very truly yours,

Las Vegas-Clark County Library District and its blended component units

Dr. Ronald R. Heezen, Executive Director

Fred James, Chief Financial Officer/Deputy Director

Annual Financial Report

Las Vegas - Clark County Library District

July 1, 2018 - June 30, 2019

Las Vegas, Nevada

Las Vegas-Clark County

LIBRARY

DISTRICT

www.lvcclld.org

Annual Financial Report

Las Vegas - Clark County Library District

July 1, 2018 - June 30, 2019

Las Vegas, Nevada

Las Vegas - Clark County
Library District Headquarters
7060 West Windmill Lane
Las Vegas, Nevada 89113

Dr. Ronald R. Heezen, Executive Director
Frederick J. James, CPA, Deputy Director/Chief Financial Officer

Financial Section

**INDEPENDENT AUDITORS' REPORT ON FINANCIAL
STATEMENTS AND SUPPLEMENTARY INFORMATION**

Board of Trustees
Las Vegas-Clark County Library District
Las Vegas, Nevada

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Las Vegas-Clark County Library District (the District) as of and for the year ended June 30, 2019 and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

An audit performed in accordance with applicable professional standards is a process designed to obtain reasonable assurance about whether the District's basic financial statements are free from material misstatement. This process involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the basic financial statements to enable the design of audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management, as well as the overall presentation of the basic financial statements.

Management's Responsibility for the Financial Statements. Management is responsible for the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility. Our responsibility is to express an opinion on the basic financial statements based on our audit.

We did not audit the financial statements of the Las Vegas-Clark County Library District Foundation fund, which is a major fund that represents 9.2%, 9.1%, and 1.4% of the assets, net position and revenues, respectively, of the District's total governmental activities.

Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts reported for the Las Vegas-Clark County Library District Foundation fund and the amounts included in the District's total governmental activities, is based solely on the report of the other auditors.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit

opinion.

Opinion. In our opinion, based on our audit and the report of other auditors, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters. Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, postemployment benefits other than pensions, schedule of funding progress, proportionate share of the collective net pension liability information, proportionate share of statutorily required pension contribution information and budgetary comparison information on pages 3-10 and 41-45 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information. Our audit was conducted for the purpose of forming our opinion on the financial statements that collectively comprise the District's basic financial statements. The other supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The other supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information as listed in the table of contents is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*. In accordance with *Government Auditing Standards*, we have also issued our report dated November 14, 2019, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Las Vegas, Nevada
November 14, 2019

Management's Discussion and Analysis

As management of the Las Vegas-Clark County Library District (the District), we offer readers of the Annual Financial Report this narrative overview and analysis of the financial activities of the District as of and for the fiscal year ended June 30, 2019.

Financial Highlights

- The District's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$156,712,560 (net position).
- The District's total net position increased by \$1,494,221 (1%). This increase is primarily attributable to property tax and intergovernmental revenue increases, which were offset by higher personnel costs and capital outlays in the current year. The District expects to experience net position increases in future years partially as a result of improving tax revenues and the District continuing its conservative spending practices, which are designed to provide fiscal stability, but not to adversely affect the provision of library services.
- As of the close of the current fiscal year, the District's governmental funds reported combined ending fund balances of \$48,187,152, a decrease of \$23,149,462 (32%) from the prior year. This decrease is primarily attributable to spending for construction of capital assets and debt repayments. Approximately 30% of the total fund balance (\$14,576,974) is available for spending at the District's discretion (unassigned fund balance).
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$14,576,974, 23% of total general fund expenditures.
- The District's general obligation debt decreased by \$7,265,000 during the current fiscal year, due to scheduled bond principal payments.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the District's finances in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for

some items that will only result in cash flows in future fiscal periods (*e.g.*, uncollected taxes and earned, but unused vacation leave).

Both of the government-wide financial statements present the governmental activities of the District, which are principally supported by property taxes and intergovernmental revenues.

The government-wide financial statements can be found in the "Basic Financial Statements" section of this report.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain accounting control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are categorized as governmental funds. The District does not currently maintain any proprietary or fiduciary funds.

Governmental funds. Governmental funds are used essentially to account for the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, fund financial statements focus on near-term inflows and outflows of expendable resources, as well as on balances of expendable resources available at fiscal year end. Such information may be useful in evaluating the District's near-term financing requirements.

Because the focus of fund financial statements is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the balance sheet and the statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains eight governmental funds. Information is presented separately in the balance sheet and in the statement of revenues, expenditures and changes in fund balances for the general fund, the Las Vegas-Clark County Library District and QALICB special revenue funds and the capital projects fund, all of which are considered to be major funds. Data from the remaining four non-major governmental funds is combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

The fund financial statements can be found in the "Basic Financial Statements" section of this report.

Notes to basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

The notes to basic financial statements can be found in the "Basic Financial Statements" section of this report.

Required supplementary information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information. The District adopts an annual appropriated budget for its general fund and a budgetary comparison schedule has been provided to demonstrate the District's compliance with this budget. This section also includes certain information related to the District's net pension liability and other postemployment benefit obligations.

The required supplementary information can be found immediately following the notes to the basic financial statements in this report.

Other supplementary information. The combining statements, referred to earlier in connection with the four non-major governmental funds, and individual fund schedules can be found immediately following the required supplementary information in this report.

Government-wide Financial Analysis

As previously noted, net position may serve as a useful indicator over time of a government's financial condition. In the case of the District, at the close of the most recent fiscal year, assets exceeded liabilities by \$156,712,560.

By far, the largest portion of the District's net position (99%) is its investment in capital assets (land, buildings, improvements, library media materials, and furniture and equipment), less any related debt used to acquire these assets, which are used to provide services to citizens; consequently, these assets are not available for future expenditures. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources since the capital assets themselves cannot be used to liquidate these liabilities.

Las Vegas-Clark County Library District Net Position

	June 30,	
	2019	2018
Capital assets	\$ 182,068,692	\$ 164,923,622
Other assets	<u>55,960,595</u>	<u>79,426,265</u>
	<u>238,029,287</u>	<u>244,349,887</u>
Deferred outflows of resources	<u>8,151,984</u>	<u>7,377,111</u>
Long-term liabilities outstanding	78,191,592	77,395,845
Other liabilities	<u>8,661,536</u>	<u>16,124,671</u>
	<u>86,853,128</u>	<u>93,520,516</u>
Deferred inflows of resources	<u>2,615,583</u>	<u>2,988,143</u>
Net position:		
Net investment in capital assets	155,778,692	143,991,244
Restricted	19,635,206	10,036,860
Unrestricted	<u>(18,701,338)</u>	<u>1,190,235</u>
	<u>\$ 156,712,560</u>	<u>\$ 155,218,339</u>

Resources that are subject to external restrictions on how they may be used represent an additional portion of the District's net position (1%).

At the prior fiscal year end, the District has positive balances in all three categories of net position. However, in the current year the District 1) expended \$16,549,531 for the construction of the East Las Vegas library facilities of which \$8,508,844 was from unrestricted resources, and 2) recognized \$17,981,600 in restricted net position related to long-

Las Vegas-Clark County Library District

Management's Discussion and Analysis (continued)
For the Fiscal Year Ended June 30, 2019

term notes receivable held in a special revenue fund that when collected must be used for a specified purpose. As a result, the District is reporting a net position deficit of \$18,712,560 in the current year.

There was an increase of \$11,787,448 (8%) in net investment in capital assets. This increase resulted from normal business operations and construction of the new East Las Vegas library facilities. See the discussion on capital assets, below, for further details.

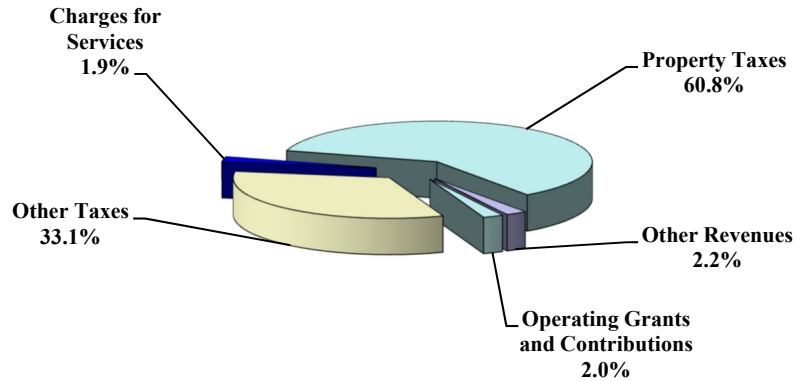
Governmental activities. Governmental activities increased the District's net position by \$1,460,277 (1%). Key elements of this increase are as follows:

Las Vegas-Clark County Library District Changes in Net Position

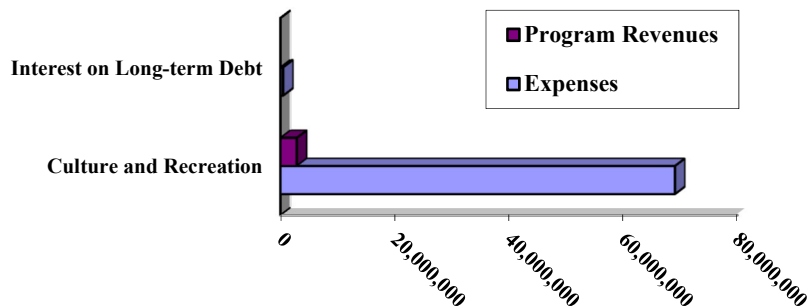
	Year Ended June 30,	
	2019	2018
Revenues:		
Program revenues:		
Charges for services	\$ 1,361,116	\$ 1,447,893
Operating grants and contributions	1,483,012	1,559,827
General revenues:		
Property taxes	43,107,497	40,516,887
Intergovernmental consolidated taxes	23,443,319	22,010,620
Other	1,541,763	920,893
	<u>70,936,707</u>	<u>66,456,120</u>
Expenses:		
Culture and recreation	68,992,741	66,465,502
Long-term debt interest	449,745	691,561
	<u>69,442,486</u>	<u>67,157,063</u>
Change in net position	<u>1,494,221</u>	<u>(700,943)</u>
Net position, beginning of year	<u>155,218,339</u>	<u>155,919,282</u>
Net position, end of year	<u>\$ 156,712,560</u>	<u>\$ 155,218,339</u>

- Property taxes increased \$2,590,610 (6%) while intergovernmental consolidated taxes increased \$1,432,699 (7%). The increase in property taxes in Southern Nevada is primarily due to recovering property values and the effect of a statutory limit on the increase of property taxes in any single year. The increase in intergovernmental consolidated taxes is due to increased consumer spending (tourist and local).
- Culture and recreation expenses increased \$2,527,239 (4%). This change can be primarily attributed to increased salaries, wages and benefit costs and additional depreciation expense primarily related to the completion of the Mesquite and East Las Vegas library facilities.
- Interest expense relative to long-term debt decreased \$241,816 (35%) primarily due to decreasing interest as old debt was paid-in-full during the current fiscal year.

Revenues by Source



Expenses and Program Revenues



Financial Analysis of the District's Funds

As noted earlier, the District uses fund accounting to better ensure and demonstrate compliance with finance-related legal requirements.

The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the District's net resources available for spending at fiscal year end.

At June 30, 2019, the District's governmental funds reported combined ending fund balances of \$48,187,152, a decrease of \$23,149,462 (32%) from the prior year. Approximately 30% of the total fund balance (\$14,576,974) constitutes unassigned fund balance, which is available for spending at the District's discretion. The remainder of the combined ending fund balances is not available for spending because it has already been restricted or assigned to 1) pay debt service (\$1,609,939), 2) the acquisition, construction or improvement of capital assets (\$9,926,478), 3) grant and other programs (\$22,063,761), or 4) generate income to pay for the purchase of library media materials (\$10,000).

The general fund is the chief operating fund of the District. At June 30, 2019, the fund balance of the general fund was \$14,576,974. As a measure of the general fund's liquidity, it may be useful to compare fund balance to total fund expenditures. Unassigned fund balance represents 23% of total general fund expenditures.

The fund balance of the District's general fund decreased by \$591,058 (4%) during the current fiscal year. The change in fund balance is primarily due to increases in salaries and benefits and employee benefits, offset by increases in property taxes and intergovernmental consolidated taxes.

The Las Vegas-Clark County Library District Foundation fund has an ending fund balance of \$21,428,683, an increase of \$192,938, due to normal business operations.

The QALICB fund has an ending fund balance of \$1,008,528 a decrease of \$8,429,325 (89%) from the prior year, primarily as a result of capital outlay expenditures for construction of the East Las Vegas library facilities totaling \$18,170,133 that was offset by contributions totaling \$10,129,846.

The capital projects fund has a total fund balance of \$9,926,478. The net decrease in fund balance during the current year in the capital projects fund was \$6,819,004 (41%) from the prior year. The primary reason for the decrease was contributions to the QALICB fund for the construction of the East Las Vegas library facilities.

The aggregate non-major funds have a combined total fund balance of \$1,246,489. The net decrease in fund balance during the current year in the aggregate non-major funds was \$7,503,013 (86%) from the prior year, primarily due to the final debt interest and principal payments in the debt service fund.

General Fund Budgetary Highlights

During the year, revenues were more than the final budgetary estimate by \$1,883,131 (3%) primarily due to increased property taxes and intergovernmental revenues. Expenditures were less than the final budgetary estimate by \$5,327,226 (8%), primarily due to the District's conservative spending practices. All functions were within appropriation authority. Actual ending fund balance was \$14,576,974 (78%) more than the final budgetary estimate.

Additional information on the District's general fund budget can be found in the required supplementary information immediately following the notes to the basic financial statements in this report.

Capital Asset and Debt Administration

Capital assets. The District's investment in capital assets as of June 30, 2019, amounts to \$182,068,692 (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements, library media

Las Vegas-Clark County Library District

**Management's Discussion and Analysis (continued)
For the Fiscal Year Ended June 30, 2019**

materials, and furniture and equipment. The net increase in the District's investment in capital assets for the current fiscal year was \$17,145,070 (10%).

Major capital asset events during the current fiscal year included the following:

- Building additions were added at a cost of \$16,549,531 for the construction of the new East Las Vegas library facilities.
- The District purchased library media materials, at a cost of \$10,946,010, an increase of \$1,670,740 from the prior fiscal year purchases.
- Furniture and equipment additions were purchased at a cost of \$1,038,786.
- Depreciation expense for the fiscal year was \$11,844,187.

Capital assets at year end were as follows:

Las Vegas-Clark County Library District Capital Assets
(net of accumulated depreciation)

	June 30,	
	2019	2018
Land	\$ 5,706,578	\$ 5,706,578
Construction in progress		8,757,894
Buildings	115,954,458	93,474,170
Improvements	620,136	268,657
Library media materials	57,063,820	53,950,567
Furniture and equipment	2,723,700	2,765,756
	<u>\$ 182,068,692</u>	<u>\$ 164,923,622</u>

Additional information on the District's capital assets can be found in Notes 1 and 3 to the basic financial statements in this report.

Long-term debt. At June 30, 2019, the District had total bonded debt outstanding of \$26,290,000, all of which is backed by the full faith and credit of the District.

Las Vegas-Clark County Library District Outstanding General Obligation Debt

	June 30,	
	2019	2018
Bond issue series 2009		\$ 7,265,000
LVCIC QLICI – Loan A	\$ 11,335,600	11,335,600
LVCIC QLICI – Loan B	5,154,400	5,154,400
Clearinghouse QLICI – Loan A	6,646,000	6,646,000
Clearinghouse QLICI – Loan B	3,154,000	3,154,000
	<u>\$ 26,290,000</u>	<u>\$ 33,555,000</u>

The District's total long-term debt increased by \$7,265,000 as a result of scheduled debt principal payments. All of the District's general obligation debt were issued with AAA and AA ratings.

State statutes limit the amount of general obligation debt the District may issue to 10% of its total assessed valuation. The current debt limitation for the District is \$6,359,861,219, which is significantly in excess of the District's outstanding general obligation debt.

Additional information on the District's long-term debt can be found in Notes 1 and 3 to the basic financial statements in this report.

Economic Factors and Next Year's Budgets and Rates

- The unemployment rate for Clark County is currently 4.8%, which is an increase from a rate of 4.7% a year ago. The United States national average unemployment rate is 3.8% and the State of Nevada's average unemployment rate is 4.5%.
- Inflationary trends in the District are comparable to the United States national indices.
- Businesses, within Clark County, reported taxable sales of \$4.1 billion, exceeding sales of \$3.8 billion reported in the previous year.
- Gaming establishments, within Clark County, reported gaming revenues of \$906.7 million compared to \$790.9 million reported in the prior fiscal year.

All of these factors were considered in preparing the District's budget for the 2020 fiscal year.

The unassigned fund balance (actual) in the general fund decreased 4% to \$14,576,974 from the prior year. This amount is \$6,370,630 higher than the final budgeted ending fund balance for the 2019 fiscal year.

Requests for Information

The accompanying financial report is designed to provide a general overview of the District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the District's Financial Services department, 7060 West Windmill Lane, Las Vegas, Nevada 89113.

Basic Financial Statements

**Government-Wide
Financial Statements**

Statement of Net Position
June 30, 2019

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents:	
Unrestricted	\$ 19,268,732
Restricted	893,632
Investments	11,363,448
Receivables:	
Taxes	770,082
Notes	17,981,600
Interest	112,955
Buildings	65,450
Due from other governments	4,410,448
Prepaid items and other assets	1,094,248
Property and equipment, net of accumulated depreciation:	
Land	5,706,578
Buildings	115,954,458
Improvements	620,136
Library media materials	57,063,820
Furniture and equipment	2,723,700
	<hr/>
Total assets	238,029,287
	<hr/>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred amounts related to pensions	8,151,984
	<hr/>
LIABILITIES	
Accounts payable	3,883,812
Accrued payroll	1,956,619
Deposits payable	133,891
Unearned revenue	29,998
Accrued interest payable	116,265
General obligation bonds and notes payable, including unamortized premiums:	
Due in more than one year	26,290,000
Accrued compensated absences:	
Due within one year	2,540,951
Due in more than one year	3,617,710
Obligation for postemployment benefits other than pensions, due in more than one year	1,886,724
Net pension liability, due in more than one year	46,397,158
	<hr/>
Total liabilities	86,853,128
	<hr/>

Las Vegas-Clark County Library District

Statement of Net Position (Continued)

June 30, 2019

	<u>Governmental Activities</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred amounts related to pensions	<u>2,615,583</u>
NET POSITION	
Net investment in capital assets	155,778,692
Restricted for:	
Debt service	1,008,528
Grant programs	146,753
Other programs	18,469,925
Permanent fund principal, nonexpendable	10,000
Unrestricted	<u>(18,701,338)</u>
Total net position	<u><u>\$ 156,712,560</u></u>

Las Vegas-Clark County Library District

Statement of Activities
For the Fiscal Year Ended June 30, 2019

Function/program	Governmental Activities				Net (Expenses) Revenues and Change in Net Position
	Expenses	Program Revenues		Capital Grants and Contributions	
		Charges for Services	Operating Grants and Contributions		
Culture and recreation	\$ (68,992,741)	\$ 1,361,116	\$ 1,483,012	\$ -	\$ (66,148,613)
Long-term debt interest	(449,745)				(449,745)
Total function/program	<u>\$ (69,442,486)</u>	<u>\$ 1,361,116</u>	<u>\$ 1,483,012</u>	<u>\$ -</u>	<u>(66,598,358)</u>
General revenues:					
Property taxes					43,107,497
Intergovernmental revenues, consolidated taxes, unrestricted					23,443,319
Interest					703,199
Miscellaneous					<u>838,564</u>
Total general revenues					<u>68,092,579</u>
Change in net position					1,494,221
Net position, beginning of year					<u>155,218,339</u>
Net position, end of year					\$ 156,712,560

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Fund Financial Statements

Las Vegas-Clark County Library District

Balance Sheet
June 30, 2019

	Governmental Funds					
	Major Funds					
	Special Revenue					
		Las Vegas- Clark County Library District Foundation	QALICB	Capital Projects	Aggregate Non-Major Funds	Total
	General					
ASSETS						
Cash and cash equivalents:						
Unrestricted	\$ 13,995,273	\$ 544,626	\$ 18,156	\$ 3,656,100	\$ 1,054,577	\$ 19,268,732
Restricted			883,632		10,000	893,632
Investments		3,055,000		8,308,448		11,363,448
Receivables:						
Taxes	754,204				15,878	770,082
Notes		17,981,600				17,981,600
Interest	3,461	73,173		35,727	594	112,955
Other, net	47,633	17,497		320	-	65,450
Due from other funds	114,522		100,000		58,195	272,717
Due from other governments	4,152,707				257,741	4,410,448
Other assets			16,333			16,333
Total assets	<u>\$ 19,067,800</u>	<u>\$ 21,671,896</u>	<u>\$ 1,018,121</u>	<u>\$ 12,000,595</u>	<u>\$ 1,396,985</u>	<u>\$ 55,155,397</u>
LIABILITIES						
Accounts payable	\$ 1,751,580	\$ 2,184		\$ 2,074,117	\$ 55,931	\$ 3,883,812
Accrued payroll	1,903,197	1,143			52,279	1,956,619
Deposits payable	133,891					133,891
Unearned revenue		20,415	\$ 9,583			29,998
Due to other funds	100,000	146,298	10	-	26,409	272,717
Total liabilities	3,888,668	170,040	9,593	2,074,117	134,619	6,277,037

(Continued)

Las Vegas-Clark County Library District

Balance Sheet (Continued)
June 30, 2019

	Governmental Funds				
	Major Funds				
	Special Revenue			Aggregate Non-Major Funds	Total
	General	Las Vegas-Clark County Library District Foundation	QALICB	Capital Projects	
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenue, interest income		73,173			73,173
Unavailable revenue, property taxes	602,158				618,035
Total deferred inflows of resources	602,158	73,173			691,208
FUND BALANCES					
Nonspendable:					
Permanent fund principal					10,000
Restricted for:					
Debt service			1,008,528		1,008,528
Grant programs					146,753
Other programs		17,981,600			18,469,925
Assigned to:					
Capital projects				9,926,478	9,926,478
Debt service					601,411
Other programs		3,447,083			3,447,083
Unassigned	14,576,974				14,576,974
Total fund balances	14,576,974	21,428,683	1,008,528	9,926,478	48,187,152
Total liabilities, deferred inflows of resources and fund balances	\$ 19,067,800	\$ 21,671,896	\$ 1,018,121	\$ 12,000,595	\$ 55,155,397

(Continued)

Las Vegas-Clark County Library District

**Reconciliation of the Balance Sheet
to the Statement of Net Position
June 30, 2019**

Fund balances		\$ 48,187,152
Amounts reported in the statement of net position are different because:		
Capital assets used in governmental activities are not current financial resources; and therefore, are not reported in governmental funds:		
Capital assets	\$ 280,806,296	
Less accumulated depreciation	<u>(98,737,604)</u>	182,068,692
Other assets used in governmental activities are not current financial resources; and therefore, are not reported in governmental funds:		
Other assets		134,711
Long-term liabilities, including bonds payable, are not due and payable in the current period; and therefore, are not reported in governmental funds:		
Bonds and notes payable	(26,290,000)	
Interest payable	<u>(116,265)</u>	(26,406,265)
Compensated absences		(6,158,661)
Obligation for postemployment benefits other than pensions		(1,886,724)
Net pension liability	(46,397,158)	
Deferred outflows of resources related to pensions	8,151,984	
Deferred inflows of resources related to pensions	<u>(2,615,583)</u>	(40,860,757)
Prepaid items represent current fund expenditures that benefit future periods; and therefore, are not reported in governmental funds.		943,205
Unavailable revenue represents amounts that are not available to fund current expenditures; and therefore, are not reported as revenues in governmental funds.		<u>691,207</u>
Net position		<u><u>\$ 156,712,560</u></u>

Las Vegas-Clark County Library District

Statement of Revenues, Expenditures,
and Changes in Fund Balances
For the Fiscal Year Ended June 30, 2019

	Governmental Funds					
	Major Funds					
	Special Revenue					
	General	Las Vegas- Clark County Library District Foundation	QALICB	Capital Projects	Aggregate Non-Major Funds	Total
Revenues						
Property taxes	\$ 43,021,608				\$ 51	\$ 43,021,659
Intergovernmental revenues, consolidated taxes	23,443,319					23,443,319
Grants					\$ 1,075,934	1,075,934
Charges for services	1,361,116					1,361,116
Interest	111,160	\$ 217,498	\$ 3,074	\$ 274,213	87,687	693,632
Contributions	211,346	406,678	10,129,846		295,659	11,043,529
Miscellaneous	399,582	336,973	214,583	96,439	5,570	1,053,147
Total revenues	68,548,131	961,149	10,347,503	370,652	1,464,901	81,692,336
Expenditures						
Culture and recreation:						
Salaries and wages	29,449,204	31,949			294,020	29,775,173
Employee benefits	11,182,265	982			114,381	11,297,628
Supplies and services	12,089,521	735,280	310,328	11,397,733	690,881	25,223,743
Capital outlay	10,218,199		18,170,133	1,991,923	240,382	30,620,637
Debt service:						
Principal					7,265,000	7,265,000
Interest			296,367		363,250	659,617
Total expenditures	62,939,189	768,211	18,776,828	13,389,656	8,967,914	104,841,798

(Continued)

Las Vegas-Clark County Library District

Statement of Revenues, Expenditures,
and Changes in Fund Balances (Continued)
For the Fiscal Year Ended June 30, 2019

	Governmental Funds					
	Major Funds					
	Special Revenue					
	General	Las Vegas- Clark County Library District Foundation	QALICB	Capital Projects	Aggregate Non-Major Funds	Total
Excess (deficiency) of revenues over (under) expenditures	5,608,942	192,938	(8,429,325)	(13,019,004)	(7,503,013)	(23,149,462)
Other financing sources (uses)						
Transfers in				6,200,000		6,200,000
Transfers out	(6,200,000)					(6,200,000)
Total financing sources (uses)	(6,200,000)			6,200,000		
Net change in fund balances	(591,058)	192,938	(8,429,325)	(6,819,004)	(7,503,013)	(23,149,462)
Fund balance, beginning of year	15,168,032	21,235,745	9,437,853	16,745,482	8,749,502	71,336,614
Fund balances, end of year	\$ 14,576,974	\$ 21,428,683	\$ 1,008,528	\$ 9,926,478	\$1,246,489	\$ 48,187,152

Las Vegas-Clark County Library District
**Reconciliation of the Statement of Revenues,
Expenditures, and Changes in Fund Balances
to the Statement of Activities
For the Fiscal Year Ended June 30, 2019**

Net change in fund balances \$ (23,149,462)

Amounts reported in the statement of activities are different because:

Governmental funds report capital outlays as expenditures.

However, in the statement of activities, the cost of capital assets is capitalized and depreciated over their estimated useful lives:

Expenditures for capital assets	\$ 30,620,636	
Contributed capital assets	(1,620,202)	
Current year depreciation and loss on disposal of capital assets	(11,855,364)	17,145,070

Revenues in the statement of activities, which do not provide current financial resources are not reported as revenues in governmental funds:

Change in unavailable revenue, interest income	9,567	
Change in unavailable revenue, property taxes	85,838	95,405

Bond proceeds provide current financial resources to governmental funds, but issuing debt increases liabilities in the statement of net position. Repayment of bond principal is an expenditure in governmental funds, but the repayment reduces liabilities in the statement of net position. This is the amount by which repayments exceeded bonds issued:

Change in accrued interest	181,625	
Principal payments	7,265,000	7,446,625

Some expenditures reported in governmental funds benefit future periods; and therefore, are not reported in the statement of activities:

Change in inventories and prepaid items		(83,033)
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Some expenses reported in the statement of activities do not require the use of current financial resources; and therefore, are not reported as expenditures in governmental funds:

Current year amortization of bond premiums	28,247	
Change in long-term compensated absences	(374,075)	
Change in obligation for postemployment benefits other than pensions	98,247	
Change in net pension liability and related deferred outflows and inflows of resources	287,197	39,616

Change in net position		\$ 1,494,221
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**Notes to Basic
Financial Statements**

Note 1. Summary of Significant Accounting Policies

The Reporting Entity

The Las Vegas-Clark County Library District (the District) was established in 1985 under the provisions of Chapter 379 of the Nevada Revised Statutes (NRS) and serves all persons living in Clark County, Nevada (the County), except for those living in the incorporated area of North Las Vegas and the library districts of Henderson and Boulder City, Nevada. The District is governed by a Board of Trustees (the Board), which consists of ten members, five appointed by the Board of County Commissioners and five appointed by the Las Vegas City Council, all of whom have staggered terms of office and may be removed for cause at any time. The accompanying basic financial statements present the financial position of the District and its blended component units for which the District is considered to be financially accountable. Blended component units, although legally separate entities, are in substance, part of the District's operations.

Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, as amended by Statement No. 39, *Determining Whether Certain Organizations are Component Units*, Statement No. 61, *The Financial Reporting Entity: Omnibus* and Statement No. 80, *Blending Requirements for Certain Component Units – an amendment of GASB Statement No. 14*, defines the reporting entity as the primary government and those component units for which the primary government is financially accountable and other organizations for which the nature and significance of their relationship with the primary government is such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Financial accountability is defined as the appointment of a voting majority of the organization's governing board and either the ability of the primary government to impose its will on the organization or the possibility that the organization will provide a financial benefit to or impose a financial burden on the primary government. In addition to financial accountability, component units can be other organizations in which the economic resources received or held by that organization are entirely or almost entirely for the direct benefit of the primary government, the primary government is entitled to or has the ability to otherwise access a majority of the economic resources received or held by that organization and the resources to which the primary government is entitled or has the ability to otherwise access are significant to the primary government.

The District has complied with GASB Statement Nos. 14, 39, 61 and 80 by examining its position relative to the County and the City of Las Vegas (the City) and determined that there are no requirements that would cause the basic financial statements of the District to be included in either of the entities' comprehensive annual financial reports (CAFR). The financial information of the component units, discussed below, is blended with the District's financial information and presented in the District's financial reports because of the significance of their operations and financial relationship with the District, District management has operational (accounting) responsibility for these entities or because the District's Board appoints a voting majority of the component unit's governing body.

Blended Component Units

The Las Vegas-Clark County Library District Foundation, Inc. (the Foundation), a Nevada Non-Profit Corporation, was formed in 2002 for the exclusive purpose of providing aid, support, and assistance in the promotion, growth, and improvement of the District. During the year ended June 30, 2018, the Foundation entered into several transactions in order to make additional funds available to it through the New Markets Tax Credit (NMTC) Program. The NMTC Program permits taxpayers to claim, over a seven-year period, a credit against federal income taxes for Qualified Equity Investments (QEIs) in designated Community Development Entities (CDEs). These designated CDEs must use substantially all of the proceeds to make Qualified Low-Income Community Investments (QLICs).

The QALICB fund is comprised of East Las Vegas QALICB, Inc. (ELV) and Mesquite QALICB, Inc. (MQ), which were formed as Nevada Non-Profit Corporations on June 28, 2017 and October 12, 2017, respectively, for the

exclusive benefit of the District. The purpose of the QALICB fund is to hold title to property, complete construction of the East Las Vegas and Mesquite libraries facilities, and lease said property and buildings to the District. The entities within the QALICB fund are operated in such a way that they both qualify as a Qualified Active Low-Income Community Business (QALICB) under the definition of the NMTC Program and Internal Revenue Code (IRC) §45(d).

The Foundation, ELV, and MQ each prepare separate stand-alone financial statements that can be obtained from the District's Financial Services Department, 7060 West Windmill Lane, Las Vegas, Nevada, 89113.

Basic Financial Statements

The government-wide financial statements include a statement of net position and a statement of activities and present consolidated information for the District's activities, which are comprised solely of governmental activities, accounted for in governmental fund types. The District does not currently maintain any proprietary or fiduciary fund types. The effect of interfund activity has been removed from these statements.

Included in the statement of net position are capital assets and long-term liabilities including general obligation bonds, employee benefit and pension obligations, and compensated absences. Net position is classified as 1) net investment in capital assets, 2) restricted, or 3) unrestricted.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions, which are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other revenues not restricted for use by a particular function or segment are reported as general revenues.

Separate fund financial statements are provided with each major individual governmental fund reported in a separate column. Fund financial statements include a balance sheet and a statement of revenues, expenditures and changes in fund balances. Schedules are presented to reconcile fund balances presented in the fund financial statements to net position presented in the government-wide financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-wide Financial Statements

The government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Fund Financial Statements

The fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the current fiscal year end. The primary revenue sources, which have been treated as susceptible to accrual by the District, are property taxes, intergovernmental consolidated taxes, grants

and interest. All other revenue sources are considered to be measurable and available only when cash is received by the District. Expenditures generally are recorded when the liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, obligations for pensions and other postemployment benefits, and claims and judgments are recorded only when payment is due.

The District classifies and reports the following as major governmental funds:

General Fund – The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Las Vegas-Clark County Library District Foundation Fund – This special revenue fund accounts for contributions that are to be used for charitable and educational purposes to aid, support, and assist the promotion, growth, and improvement of the District.

QALICB Fund – This special revenue fund accounts for loan proceeds and lease income to be used for the acquisition and leasing of real or personal property that is subject to certain restrictions and limitations for use in furtherance of the operational purposes of the District.

Capital Projects Fund – The capital projects fund is used to account for financial resources to be used for the improvement, acquisition or construction of major capital assets.

Additionally, the District reports the following non-major governmental fund types:

Special Revenue Funds – The special revenue funds are used to account for the proceeds of specific revenue sources that are legally or otherwise restricted to expenditures for specific purposes (other than capital projects and debt service).

Debt Service Fund – The debt service fund is used to account for the accumulation of resources for and the payment of general long-term debt principal, interest and related costs.

Permanent Fund – The permanent fund accounts for financial resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the District's programs. Pursuant to the trust agreement, the earnings of this fund are restricted for the purchase of library media materials.

The District has no nongovernmental fund types.

Assets, Liabilities and Net Position or Fund Balance

Deposits and Investments

The District's cash equivalents are considered to be short-term investments with original maturities of three months or less from the date of acquisition.

Investments are stated at fair value regardless of the length of time remaining to maturity.

Receivables, Payables and Transfers

During the course of operations, individual funds engage in numerous transactions with one another for goods provided or services rendered. The resulting payables and receivables that are outstanding at year end are reported as due to/from other funds. Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed.

Upon the certification of tax rates by the State of Nevada (the State) Tax Commission, the County Commission levies the tax rate for the fiscal period beginning with the succeeding July 1. Effective upon the tax levy on July 1 each year, a perpetual lien is recorded against the property assessed until the tax and any penalty charges and interest, which may accrue thereon, are paid. The County Assessor assesses all real and personal property and the County Treasurer bills and collects the District's share of property taxes. Real property taxes are due on the third Monday in August of each year and may be paid in quarterly installments on or before the third Monday in August and first Mondays in October, January and March. In the event of nonpayment, the County Treasurer is authorized to hold the property for two years, subject to redemption upon payment of taxes, penalties and costs, together with interest from the date the taxes were due until paid. If delinquent taxes are not paid within the two-year redemption period, the County Treasurer obtains a deed to the property free of all encumbrances. Upon receipt of a deed, the County Treasurer may sell the property to satisfy the tax lien. The County Treasurer remits on a monthly basis current and delinquent property tax collections to the District.

Property taxes receivable that are not expected to be collected within 60 days of year end are classified as unavailable revenue in the fund financial statements, rather than current revenue, since the asset is not available to satisfy current obligations. Unearned revenues arise when the District receives resources before it has a legal claim to them as when property taxes for the following tax year are received before year end. Other receivables are shown net of an allowance for uncollectible amounts.

Restricted Assets

Financial resources that are legally restricted to pay debt service, finance construction projects or to the extent that only earnings, and not principal, may be used are reported as restricted assets in both the government-wide and fund financial statements.

Prepaid Items and Inventory

Certain payments to vendors reflect costs applicable to future periods and are recorded as expenditures in the fund financial statements and as prepaid items in the government-wide financial statements. In the fund financial statements, prepaid items are recorded as expenditures when purchased rather than when consumed.

Inventory comprised solely of books and other donated library materials is reported at estimated market value. In the governmental fund financial statements, inventory is recorded as expenditures when purchased rather than when consumed and is included in other assets in the entity-wide financial statements.

Notes Receivable

Notes receivables are due to the Foundation as a result of transactions related to the NMTC Program. The first note in the face amount of \$11,335,600, bears interest at 1.0% per annum, is payable in annual interest only payments through July 26, 2024, and annual principal and interest payments thereafter through July 25, 2045. The second note in the

**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019**

face amount of \$6,646,000, bears interest at 1.203% per annum, is payable in quarterly interest only payments through September 15, 2024, and quarterly principal and interest payments thereafter through December 19, 2043.

Capital Assets

Capital assets are reported only in the government-wide financial statements. These assets include land, buildings, library media materials, furniture and equipment, and construction in progress. All purchased capital assets are valued at cost where historical records are available and, where no historical records exist, at estimated historical cost. Donated capital assets are valued at their estimated acquisition value on the date received. The District has a capitalization threshold of \$5,000.

The cost of normal maintenance and repairs that do not significantly increase the functionality of the assets or materially extend the assets' lives are not capitalized. Major outlays for capital assets and improvements are capitalized as the projects are constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	5-50
Library media materials	5
Furniture and equipment	5-20

Compensated Absences

It is the District's policy to permit employees to accumulate earned vacation and sick leave benefits that would be paid to them upon separation from District service if not previously taken. Accrued vacation and sick leave are reported in the government-wide financial statements. A liability for compensated absences is reported in the fund financial statements only to the extent that payment is due, for example, as a result of employee resignations and retirements prior to year end. Expenditures for compensated absences are recognized by the applicable fund when paid.

Deferred Compensation Plan

The District offers its employees a deferred compensation plan (the Plan) created in accordance with Internal Revenue Code Section 457. The Plan, available to all District employees, permits participants to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death or an unforeseeable emergency.

The Plan assets are held in trust outside the control of the District. Since the assets, liabilities and income of the Plan are not considered those of the District and are not subject to the claims of the District's general creditors, they are not reported in the government-wide or fund financial statements.

Multiple-Employer Cost-Sharing Defined Benefit Pension Plan

The District uses the same basis used in the Public Employees' Retirement System of Nevada's (PERS) Comprehensive Annual Financial Report, for reporting its proportionate share of the PERS collective net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense, including information related to PERS fiduciary net position. Benefit payments (including refunds of employee contributions) are recognized by PERS when due and payable in accordance with the benefit terms. PERS investments are reported at fair value.

Deferred Inflows and Outflows of Resources

Deferred outflows of resources, represents a consumption of net position or fund balance that applies to future periods; and therefore, will not be recognized as an outflow of resources (expense/expenditure) until then. The government-wide statement of net position reports 1) the changes in proportion and differences between actual contributions and proportionate share of contributions related to pensions, which will be amortized over the average expected remaining service life of all employees that are provided with pension benefits, 2) the net difference between projected and actual earnings on investments, which will be amortized over five years, and 3) contributions made subsequent to the measurement date, which will be recognized in the subsequent year.

Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The governmental funds balance sheet reports unavailable property tax revenues, which will be recognized as revenue in the period that the amounts become available. The government-wide statement of net position reports 1) the differences between expected and actual experience and changes of assumptions, which will be amortized over the average expected remaining service life of all employees that are provided with pension benefits, and 2) the net difference between projected and actual earnings on investments, which will be amortized over five years.

Long-term Obligations

In the government-wide financial statements, long-term obligations are reported as liabilities, net of unamortized bond premiums in the statement of net position. Bond premiums are deferred and amortized over the life of the related bonds using the effective interest method.

In the fund financial statements, bond premiums and issuance costs are recognized during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Fund Balance

Governmental fund balances are classified and reported as follows:

- Nonspendable fund balances include items that cannot be spent. This includes amounts that are not in a spendable form (for example, inventories and prepaid items) and amounts that are legally or contractually required to remain intact, such as a permanent fund principal balance.
- Restricted fund balances have constraints placed upon the use of the resources either by an external party or imposed by law through a constitutional provision or enabling legislation.
- Committed fund balances can be used only for specific purposes pursuant to constraints imposed by formal action (resolution) of the Board, the District's highest level of decision-making authority. These constraints remain binding unless removed or changed in the same manner used to create the constraints.
- Assigned fund balance includes amounts that are constrained by the District's intent to be used for a specific purpose, but are neither restricted nor committed. Such intent is expressed by the Board or appropriately authorized officials. The District's Chief Financial Officer has been authorized by the Board in the budget approval process to make all fund balance assignments. Constraints imposed on the use of assigned fund

balances can be removed or changed without formal Board action. For governmental funds, other than the general fund, this is the classification for residual amounts that are not restricted, committed or nonspendable.

- Unassigned fund balance is the classification used by the general fund for residual amounts not included in the four categories described above. The general fund is the only fund that reports a positive unassigned fund balance.

Prioritization and Use of Available Resources

When both restricted resources and other resources (*i.e.*, committed, assigned and unassigned) can be used for the same purposes, it is the District's policy to use restricted resources first. Furthermore, when committed, assigned and unassigned resources can be used for the same purpose, it is the District's policy to use committed resources first, assigned second, and unassigned last.

Note 2. Stewardship, Compliance and Accountability

Budgetary Information

The District adopts annual budgets for all funds except for the permanent, Foundation and QALICB funds, which are not budgeted. All budget augmentations made during the current year were as prescribed by law. All budgets are adopted on a basis consistent with accounting principles generally accepted in the United States and used by the District for financial reporting.

The District uses the following procedures to establish, modify, and control budgetary data:

1. Prior to April 15, the District submits the tentative budget for the next fiscal year, commencing on July 1, to the State Department of Taxation. The Las Vegas City Council and the Board of County Commissioners have the ability to reject the tentative budget prior to its submission to the State. The budget, as submitted, contains the proposed expenditures and the means of financing them.
2. The State Department of Taxation notifies the District of its acceptance of the tentative budget.
3. Public hearings are conducted on the Thursday after the third Monday in May.
4. After all changes have been noted and the hearings closed, the District's Board adopts the budget on or before June 1.
5. Augmentations of the budget are accomplished through formal Board action.
6. The NRS require budget controls to be exercised at the function level. The Executive Director of the District is authorized to transfer budget amounts between functions within a fund. However, the Board's approval is required for all transfers between funds.
7. The District cannot expend any money, incur any liability or enter into any contract, which by its terms involves the expenditure of money in excess of the amount appropriated for a given function, except for bond payments, short-term financing payments and any other long-term contracts expressly authorized by law.

**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019**

8. All unencumbered appropriations lapse at the fiscal year end, except for amounts appropriated for specific capital projects or Federal and State grant expenditures.

New Accounting Pronouncements

In June 2017, the GASB issued Statement No. 87, *Leases*, effective for periods beginning after December 15, 2019. This statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognition of deferred inflows or outflows of resources based on the payment provisions of the contract. Management has not yet completed its assessment of this statement.

Management has completed its assessment of all other new, but not yet effective GASB statements and determined that they will not have a material effect on financial position or changes therein.

Tax Abatements

All tax abatement agreements/programs, entered into by the State of Nevada, have been summarized, by type of agreement/program and the gross, accrual basis reduction of the District's taxes for the year ended June 30, 2019 aggregated as follows:

Agreement/program description	Nevada Revised Statutes 360.753 - Partial abatement of certain taxes imposed on aircraft, components of aircraft and other personal property used for certain purposes related to aircraft
Amount abated during the current year	\$4,719
Specific tax being abated	Personal property taxes and/or sales and use taxes
Agreement/program description	NRS 360.754 - Partial abatement of certain taxes imposed on new or expanded data center
Amount abated during the current year	\$51,374
Specific tax being abated	Property taxes and/or sales and use taxes
Agreement/program description	NRS 701A - Energy-related tax incentives (NRS 701A.110 Partial abatement of certain property taxes for buildings or structures that meet certain standards under Green Building Rating System, NRS 701A.200 Exemption from certain property taxes for qualified energy systems, NRS 701A.210 Partial abatement of certain property taxes for businesses and facilities using recycled material)
Amount abated during the current year	\$42,403
Specific tax being abated	Property taxes and/or sales and use taxes
Agreement/program description	NRS 374.357 - Abatement for eligible machinery or equipment used by certain new or expanded businesses
Amount abated during the current year	\$45,571
Specific tax being abated	Sales and use taxes

Note 3. Detailed Notes on all Funds

Deposits and Investments

The District has a formal investment policy that is designed to ensure conformity with the NRS and to limit exposure to investment risks as described in the following paragraphs.

Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019

Allowable District investments include obligations of the U.S. Treasury and U.S. agencies, not to exceed ten years maturity; negotiable notes or short-term negotiable bonds issued by other local governments of the State; bankers' acceptances eligible for rediscount with Federal Reserve Banks, not to exceed 180 days maturity and 20% of total investments; commercial paper having an "A-1" rating or equivalent, not to exceed 270 days maturity and 20% of total investments; and money market mutual funds invested only in federal government agency securities with an "AAA" rating or equivalent or in repurchase agreements fully collateralized by such securities.

When investing monies, the District is required to comply with the NRS. District monies must be deposited with federally insured banks. The District is authorized to use demand accounts, time accounts and certificates of deposit. The NRS do not specifically require collateral for demand deposits, but do specify that collateral for time deposits may be of the same type as those described for permissible State investments. Permissible State investments are similar to allowable District investments, described above, except that some State investments are for longer terms and include securities issued by municipalities outside of the State.

At year end, the District's carrying amount of deposits was \$17,086,034, and the bank balance was \$17,245,239. The Federal Depository Insurance Corporation (FDIC) covered \$250,000 of the bank balance at fiscal year end. However, the District's bank balance is collateralized with securities held by the pledging bank's trust department or agent in the District's name up to 102% of the average bank balance in excess of the FDIC limit. The District often carries cash and cash equivalents on deposit with financial institutions in excess of federally-insured limits, and the risk of losses related to such concentrations, as a result of continuing economic instability, is not subject to estimation at this time.

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. In accordance with the District's formal investment policy, the District manages its exposure to interest rate risk by purchasing a combination of short-term and long-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

GASB Statement No. 72, *Fair Value Measurement and Application*, defines fair value, establishes a framework for measuring fair value and provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The three levels of the fair value hierarchy are as follows:

- Level 1. Inputs are unadjusted quoted prices for identical assets or liabilities in active markets.
- Level 2. Inputs are other observable inputs.
- Level 3. Inputs are unobservable.

The fair value measurement level within the hierarchy is based on the lowest level of any input that is deemed significant to the fair value measurement. Valuation techniques used maximize the use of observable inputs and minimize the use of unobservable inputs.

At June 30, 2019, the District's Level 1 investments were valued based on quoted market prices provided by recognized broker dealers and its Level 2 investments were valued, by recognized broker dealers, based on a matrix pricing model that maximizes the use of observable inputs for similar securities.

Las Vegas-Clark County Library District
Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019

At June 30, 2019, the District had the following investments and maturities:

Investments:	Reported amount/fair value	Investment Maturities (In Years)	
		Less than 1	1 to 5
U.S. Treasuries (Level 1)	\$ 4,625,263	\$ 2,658,008	\$ 1,967,255
U.S. Agencies (Level 2)	<u>3,683,185</u>	<u>2,139,054</u>	<u>1,544,131</u>
	<u>\$ 8,308,448</u>	<u>\$ 4,797,062</u>	<u>\$ 3,511,386</u>

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical organization. The District's formal investment policy mitigates this risk by limiting investments to the safest types of securities, pre-qualifying entities (*e.g.*, financial institutions, intermediaries, advisors) and diversifying its investment portfolio. At June 30, 2019, all of the District's investments were rated "AAA" or "AA."

The District's policy places no limits on the amount that can be invested in any one issuer beyond that stipulated by the NRS.

In addition to the District's investment in U.S. Treasuries, investments in any one issuer that represents 5% or more of the District's total investments at June 30, 2019, were as follows:

<u>Issuer</u>	<u>Investment Type</u>	<u>Reported amount/ fair value</u>
Federal Home Loan Bank	U.S. Agencies	\$ 579,356
Federal Home Loan Mortgage Corp.	U.S. Agencies	1,264,292
Federal National Mortgage Assn.	U.S. Agencies	558,761
Federal Farm Credit Bank Funding Corp.	U.S. Agencies	1,280,775

Las Vegas-Clark County Library District

**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019**

Property and Equipment

Changes in capital assets for the year ended June 30, 2019, were as follows:

	Balance June 30, 2018	Increases	Decreases	Balance June 30, 2019
Capital assets not being depreciated:				
Land	\$ 5,706,578			\$ 5,706,578
Construction in progress	8,757,894	\$ 16,549,532	\$ (25,307,426)	
	<u>14,464,472</u>	<u>16,549,532</u>	<u>(25,307,426)</u>	<u>5,706,578</u>
Capital assets being depreciated:				
Buildings	133,181,599	25,307,426		158,489,025
Improvements	3,289,983	465,667		3,755,650
Library media materials	89,917,610	10,946,010	(5,757,252)	95,106,368
Furniture and equipment	18,118,228	1,038,786	(1,408,339)	17,748,675
	<u>244,507,420</u>	<u>37,757,889</u>	<u>(7,165,591)</u>	<u>275,099,718</u>
Less accumulated depreciation for:				
Buildings	(39,707,429)	(2,827,138)		(42,534,567)
Improvements	(3,021,326)	(114,188)		(3,135,514)
Library media materials	(35,967,044)	(7,832,756)	5,757,252	(38,042,548)
Furniture and equipment	(15,352,471)	(1,070,105)	1,397,601	(15,024,975)
	<u>(94,048,270)</u>	<u>(11,844,187)</u>	<u>7,154,853</u>	<u>(98,737,604)</u>
	<u>\$ 164,923,622</u>	<u>\$ 42,463,234</u>	<u>\$ (25,318,164)</u>	<u>\$ 182,068,692</u>

Interfund Receivables, Payables, and Transfers

At June 30, 2019, amounts due to and from other funds resulting from the time lag between the dates that reimbursable transactions occur and payments between funds are made, were as follows:

Due to/from other funds:

<u>Receivable fund</u>	<u>Payable fund</u>	<u>Amount</u>
General	Grant	\$ 26,409
General	Las Vegas-Clark County Library District Foundation	88,103
General	QALICB	10
Gift	Las Vegas-Clark County Library District Foundation	58,195
QALICB	General	100,000

Transfers of revenues collected in various funds are used to finance various programs and expenditures accounted for in other funds in accordance with budgetary authorization or legal requirements. Interfund balances as of June 30, 2019, were as follows:

Interfund transfers:

<u>Transfer out</u>	<u>Transfer in</u>	<u>Amount</u>
General	Capital projects	\$ 6,200,000

Las Vegas-Clark County Library District

**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019**

Operating Lease Commitments

The District leases certain facilities under non-cancelable operating leases, which expire (including renewal periods) in May 2020. Rent expense resulting from such leases was \$17,616 for the year ended June 30, 2019.

At June 30, 2019, approximate future minimum lease payments were as follows:

<u>Years ending June 30,</u>	
2020	\$ 14,680

General Obligation Bonds and Notes Payable

The District issues general obligation bonds and notes payable to provide funds for the improvement, acquisition or construction of major capital assets. These constitute general obligations of the District, and the full faith and credit of the District are pledged for the payment of principal and interest.

General obligation bonds and notes payable outstanding at June 30, 2019, were as follows:

	<u>Maturity date</u>	<u>Original amount</u>	<u>Interest rate</u>	<u>Balance June 30, 2019</u>
Bond issue series 2009	January 2019	\$ 50,000,000	3.00-5.00 %	
LVCIC QLICI – Loan A	July 2057	11,335,600	1.203 %	\$ 11,335,600
LVCIC QLICI – Loan B	July 2057	5,154,400	1.203 %	5,154,400
Clearinghouse QLICI – Loan A	December 2047	6,646,000	1.00 %	6,646,000
Clearinghouse QLICI – Loan B	December 2047	3,154,000	1.00 %	3,154,000
		<u>\$ 76,290,000</u>		<u>\$ 26,290,000</u>

Annual debt service requirements to maturity were as follows:

<u>Years ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020		\$ 296,367	\$ 296,367
2021		296,367	296,367
2022		296,367	296,367
2023		296,367	296,367
2024		293,061	293,061
2025-2029	\$ 3,620,142	1,395,774	5,015,916
2030-2034	4,241,672	1,166,026	5,407,698
2035-2039	4,481,913	924,823	5,406,736
2040-2044	4,735,876	669,839	5,405,715
2045-2049	4,285,456	421,056	4,706,512
2050-2054	2,812,567	209,535	3,022,102
2055-2058	2,112,374	42,553	2,154,927
	<u>\$ 26,290,000</u>	<u>\$ 6,308,135</u>	<u>\$ 32,598,135</u>

Las Vegas-Clark County Library District
Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019

Changes in Long-term Liabilities

Long-term liability activity for the year ended June 30, 2019, was as follows:

	Balance <u>June 30, 2018</u>	<u>Additions</u>	<u>Reductions</u>	Balance <u>June 30, 2019</u>	Due within <u>one year</u>
Bond issue series 2009	\$ 7,265,000		\$ (7,265,000)		
LVCIC QLICI – Loan A	11,335,600			\$ 11,335,600	
LVCIC QLICI – Loan B	5,154,400			5,154,400	
Clearinghouse QLICI – Loan A	6,646,000			6,646,000	
Clearinghouse QLICI – Loan B	3,154,000			3,154,000	
Compensated absences	5,784,586	\$ 2,880,773	(2,506,698)	6,158,661	\$ 2,540,951
Obligation for postemployment benefits other than pensions	1,984,971	63,980	(162,227)	1,886,724	
Net pension liability	<u>45,536,922</u>	<u>3,307,297</u>	<u>(2,447,061)</u>	<u>46,397,158</u>	<u> .</u>
	<u>\$ 86,861,479</u>	<u>\$ 6,252,050</u>	<u>\$ (12,380,986)</u>	<u>\$ 80,732,543</u>	<u>\$ 2,540,951</u>

The compensated absences, obligation for postemployment benefits other than pensions and net pension liability are normally liquidated by the general fund.

Note 4. Other Information

Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District maintains a risk management program to assess coverage of potential risks of loss. Under this program, the District participates in workers' compensation and unemployment programs provided by the State. For all other risks, the District purchases insurance coverage subject to nominal deductibles. Settled claims and awards have not exceeded this commercial coverage in any of the past three fiscal years.

Contingent liabilities

In the ordinary course of its operations, claims are filed against the District. It is the opinion of management that, except as disclosed in the following paragraph, these claims will not result in any material adverse effect on the District's financial statements.

The District does not accrue for estimated future legal and defense costs, if any, to be incurred in connection with outstanding or threatened litigation and other disputed matters, but rather records such period costs when the services are rendered.

Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019

Multiple-Employer Cost-Sharing Defined Benefit Pension Plan

The District's employees are covered by the Public Employees' Retirement System of Nevada (PERS), which was established by the Nevada Legislature in 1947, effective July 1, 1948, and is governed by the Public Employees' Retirement Board (the PERS Board) whose seven members are appointed by the governor. The District does not exercise any control over PERS.

PERS is a cost-sharing, multiple-employer, defined benefit public employees' retirement system which includes both regular and police/fire members. PERS is administered to provide a reasonable base income to qualified employees who have been employed by a public employer and whose earnings capacities have been removed or substantially impaired by age or disability.

Benefits, as required by NRS, are determined by the number of years of accredited service at time of retirement and the member's highest average compensation in any 36 consecutive months with special provisions for members entering the system on or after January 1, 2010. Benefit payments to which participants or their beneficiaries may be entitled under the plan include pension benefits, disability benefits, and survivor benefits.

Monthly benefit allowances for members are computed as 2.5% of average compensation for each accredited year of service prior to July 1, 2001. For service earned on and after July 1, 2001, this multiplier is 2.67% of average compensation. For members entering the system on or after January 1, 2010, there is a 2.5% multiplier. Regular members entering PERS on or after July 1, 2015, have a 2.25% multiplier. PERS offers several alternatives to the unmodified service retirement allowance which, in general, allow the retired employee to accept a reduced service retirement allowance payable monthly during his or her lifetime and various optional monthly payments to a named beneficiary after his or her death.

Post-retirement increases are provided by authority of NRS 286.575 - .579, which for members entering the system before January 1, 2010, is equal to the lesser of:

1. 2% per year following the third anniversary of the commencement of benefits, 3% per year following the sixth anniversary, 3.5% per year following the ninth anniversary, 4% per year following the twelfth anniversary and 5% per year following the fourteenth anniversary, or
2. The average percentage increase in the Consumer Price Index (or other PERS Board approved index) for the three preceding years.

In any event, a member's benefit must be increased by the percentages in paragraph 1, above, if the benefit of a member has not been increased at a rate greater than or equal to the average of the Consumer Price Index (All Items) (or other PERS Board approved index) for the period between retirement and the date of increase.

For members entering the system on or after January 1, 2010, the post-retirement increases are the same as above, except that the increases do not exceed 4% per year.

For members with an effective date of membership on or after July 1, 2015, the post-retirement increases are 2% per year following the third anniversary of the commencement of benefits, 2.5% per year following the sixth anniversary and the lesser of 3% or the CPI for the preceding calendar year following the ninth anniversary.

Regular members are eligible for retirement at age 65 with five years of service, at age 60 with 10 years of service, or at any age with thirty years of service. Regular members entering the system on or after January 1, 2010, are eligible for retirement at age 65 with five years of service, or age 62 with 10 years of service, or any age with thirty years of

Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019

service. Regular members entering the system on or after July 1, 2015, are eligible for retirement at age 65 with five years of service, at age 62 with ten years of service, at age 55 with 30 years of service, or at any age with 33 1/3 years of service.

Police/fire members are eligible for retirement at age 65 with five years of service, at age 55 with ten years of service, at age 50 with twenty years of service, or at any age with twenty-five years of service. Police/fire members entering the system on or after January 1, 2010, are eligible for retirement at age 65 with five years of service, or age 60 with ten years of service, or age 50 with twenty years of service, or at any age with thirty years of service. Police/Fire entering the system on or after July 1, 2015, are eligible for retirement at age 65 with five years of service, at age 60 with ten years of service, at age 50 with twenty years of, and at any age with 33 1/3 years of service. Only service performed in a position as a police officer or firefighter may be counted toward the eligibility for retirement as police/fire accredited service.

The normal ceiling limitation on the monthly benefit allowances is 75% of average compensation. However, a member who has an effective date of membership before July 1, 1985, is entitled to a benefit of up to 90% of average compensation. Both regular and police/fire members become fully vested as to benefits upon completion of five years of service.

The authority for establishing and amending the obligation to make contributions and member contribution rates rests with NRS. New hires, in agencies which did not elect the employer-pay contribution (EPC) plan prior to July 1, 1983, have the option of selecting one of two alternative contribution plans. One plan provides for matching employee and employer contributions, while the other plan provides for employer pay contributions only. Under the matching employee/employer contribution plan a member may, upon termination of service for which contribution is required, withdraw employee contributions which have been credited to their account. All membership rights and active service credit in the System are canceled upon withdrawal of contributions from the member's account. If EPC was elected, the member cannot convert to the Employee/Employer Contribution plan. The District elected the EPC plan prior to July 1, 1983.

PERS's basic funding policy provides for periodic contributions at a level pattern of cost as a percentage of salary throughout an employee's working lifetime in order to accumulate sufficient assets to pay benefits when due. PERS receives an actuarial valuation on an annual basis for determining the prospective funding contribution rates required to fund the system on an actuarial reserve basis. Contributions actually made are in accordance with the required rates established by NRS. These statutory rates are increased/decreased pursuant to NRS 286.421 and 286.450. The actuarial funding method used is the entry age normal cost method. It is intended to meet the funding objective and result in a relatively level long-term contributions requirement as a percentage of salary.

For the fiscal year ended June 30, 2019, the required employer/employee matching rate was 14.5% for regular and 20.75% for police/fire members. The EPC rate was 28% for regular and 40.50% for police/fire members.

Effective July 1, 2019, the required employer/employee matching rate was changed to 15.25% for regular and 22.0% for police/fire members. The EPC rate was changed to 29.25% for regular and 42.50% for police/fire members.

PERS issues a publicly available Comprehensive Annual Financial Report that includes financial statements and required supplemental information. This report is available on the PERS website, www.nvpers.org under publications.

PERS collective net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. For this purpose, certain actuarial valuation assumptions are stipulated by GASB and may vary from those used to determine the prospective funding contribution rates.

Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019

The total PERS pension liability was determined using the following actuarial assumptions (based on the results of an experience review completed in 2017), applied to all periods included in the measurement:

Actuarial valuation date	June 30, 2018
Inflation rate	2.75%, beginning of year 2.75%, end of year
Payroll growth	5.50% for regular employees and 6.50% for police/fire, including inflation
Investment rate of return	7.5%, beginning of year 7.5%, end of year
Discount rate	7.5%
Productivity pay increase	0.5%
Consumer price index	2.75%
Actuarial cost method	Entry age normal and level percentage of payroll
Projected salary increases	Regular: 4.25% to 9.15%, depending on service Police/Fire: 4.55% to 13.9%, depending on service Rates include inflation and productivity increases

At June 30, 2017, assumed mortality rates and projected life expectancies for selected ages were as follows:

Age	All Members			
	Mortality Rates		Expected Years of Life Remaining	
	Males	Females	Males	Females
40	0.20%	0.14%	40.4	43.6
50	0.49%	0.38%	31.4	34.5
60	0.90%	0.59%	23.2	25.9
70	1.81%	1.26%	15.6	17.7
80	4.55%	3.42%	9.1	10.5

These mortality rates and projected life expectancies are based on the following:

- For non-disabled, healthy members – Headcount-Weighted RP-2014 Healthy Annuitant Table projected to 2020 with Scale MP-2016, set forward one year for spouses and beneficiaries. For ages less than 50, mortality rates are based on the Headcount-Weighted RP-2014 Employee Mortality Tables. Those mortality rates are adjusted by the ratio of the mortality rate for healthy annuitants at age 50 to the mortality rate for employees at age 50. The mortality rates are then projected to 2020 with Scale MP-2016.
- For all disabled members – Headcount-Weighted RP-2014 Disabled Retiree Table, set forward four years.
- For pre-retirement members – Headcount-Weighted RP-2014 Employee Table, projected to 2020 with Scale MP-2016.

PERS's policies, which determine the investment portfolio target asset allocation, are established by the PERS Board. The asset allocation is reviewed annually and is designed to meet the future risk and return needs of PERS.

Las Vegas-Clark County Library District

**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019**

The following target asset allocation policy was adopted as of June 30, 2018:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Geometric Expected Real Rate of Return *</u>
Domestic equity	42%	5.50%
International equity	18%	5.75%
Domestic fixed income	30%	0.25%
Private markets	10%	6.80%

* These geometric return rates are combined to produce the long-term expected rate of return by adding the long-term expected inflation rate of 2.75%.

The discount rate used to measure the total pension liability was 7.5% as of June 30, 2018. The projection of cash flows used to determine the discount rate assumed that employee and employer contributions will be made at the rate specified by NRS. Based on that assumption, PERS's fiduciary net position at June 30, 2018, was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments (7.5%) was applied to all periods of projected benefit payments to determine the total pension liability as of June 30, 2018.

The District's proportionate share of the net pension liability at year end, calculated using the discount rate of 7.5%, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1% lower (6.5%) or 1% higher (8.5%) than the current discount rate was as follows:

	<u>1% Decrease in Discount Rate</u>	<u>Discount Rate</u>	<u>1% Increase in Discount Rate</u>
Net pension liability	\$ 70,753,489	\$ 46,397,158	\$ 26,158,217

Detailed information about PERS fiduciary net position is available in the PERS Comprehensive Annual Financial Report, available on the PERS website, www.nvpers.org under publications. PERS fiduciary net position and additions to/deductions from it have been determined on the same basis used in the PERS Comprehensive Annual Financial Report. PERS financial statements are prepared in accordance with accounting principles generally accepted in the United States of America applicable to governmental accounting for fiduciary funds. Benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

The District's proportionate share (amount) of the collective net pension liability was \$46,397,158, which represents 0.34021% of the collective net pension liability. Contributions for employer pay dates within the fiscal year ending June 30, 2018, were used as the basis for determining each employer's proportionate share. Each employer's proportion of the net pension liability is based on their combined employer and member contributions relative to the total combined employer and member contributions for all employers for the period ended June 30, 2018.

Las Vegas-Clark County Library District
Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019

For the year ended June 30, 2018, the District's pension expense was \$3,307,297 and its reported deferred outflows and inflows of resources related to pensions were as follows:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,453,493	\$ 2,153,625
Changes in assumptions	2,444,837	
Net difference between projected and actual earnings on investments		220,895
Changes in proportion and differences between actual contributions and proportionate share of contributions	765,865	241,063
Contributions subsequent to measurement date	3,487,789	

At June 30, 2018, the average expected remaining service life was 6.22 years.

Deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date totaling \$3,487,789 will be recognized as a reduction of the net pension liability in the year ending June 30, 2020. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Years ending June 30,</u>	
2020	\$ 1,427,731
2021	380,257
2022	(978,805)
2023	529,724
2024	607,348
Thereafter	82,356

Changes in the District's net pension liability were as follows:

Net pension liability, beginning of year	\$ 45,536,922
Pension expense	3,307,297
Employer contributions	(3,156,140)
Change in net deferred outflows and inflows	<u>709,079</u>
Net pension liability, end of year	<u>\$ 46,397,158</u>

At June 30, 2019, \$301,415 is payable to PERS, for the June 2019 required contribution, and is included in accrued payroll.

Postemployment Benefits Other Than Pensions (OPEB)

In accordance with NRS, the District provides other postemployment benefits to retirees by participating in the State's Public Employee Benefit Plan (PEBP), an agent multiple-employer, cost-sharing defined benefit plan administered by a ten member governing board of which nine members are appointed by the State's Governor and the Director of the Department of Administration or their designee. PEBP provides medical, prescription, dental and vision benefits to retirees. The District does not provide any other postemployment benefits (either directly or indirectly).

The PEBP issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained by writing to the following address: Public Employee Benefit Plan, 901 South Stewart Street, Suite 101, Carson City, NV 89701.

Las Vegas-Clark County Library District

**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019**

PEBP eligibility and subsidy requirements are governed by the NRS and can only be amended through legislation. In 2008, NRS were amended. As a result of this amendment, the number of retirees for whom the District is obligated to provide postemployment benefits is limited to eligible employees who retired from District service prior to September 1, 2008.

The District is required to provide a subsidy, based on years of service for its retirees that have enrolled in the PEBP. The subsidy is paid on a pay-as-you-go basis and is set by the State Legislature. In the current fiscal year, this subsidy ranged from \$10 to \$983 per retiree, per month.

At June 30, 2019, 36 retirees were covered by and receiving benefits from the PEBP.

The District's total OPEB obligation was determined using the following actuarial assumptions applied to all periods included in the measurement:

Actuarial valuation date	July 1, 2019
Measurement date	June 30, 2019
Discount rate	3.3%, beginning of year 3.0%, end of year
Actuarial cost method	Entry age normal, level percent-of-pay
Total retirees	36
Average retiree age	73.7 years
Average retiree life expectancy	15.2 years
Projected salary increases	N/A*
Projected trend on payments to PEBP	7.0% per annum, decreasing 0.25 to 0.5% per year to an ultimate rate of 5.0%
Mortality rates	Society of Actuaries RPH-2014 Total Dataset Mortality table with Scale MP-2018 Full Generational Improvement

* PEBP is a closed plan; and therefore, there are no current District employees covered by the PEBP.

There were no changes in OPEB benefit terms that affected the measurement of the District's total OPEB liability during the year ended June 30, 2019.

At year end, the District's total OPEB obligation sensitivity to changes in the discount rate and healthcare cost trend rate was as follows:

	1% Decrease in <u>Discount Rate</u>	<u>Discount Rate</u>	1% Increase in <u>Discount Rate</u>
Total OPEB liability	\$ 2,123,364	\$ 1,886,724	\$ 1,688,580
	1% Decrease in <u>Healthcare Cost Trend Rate</u>	<u>Healthcare Cost Trend Rate</u>	1% Increase in <u>Healthcare Cost Trend Rate</u>
Total OPEB liability	\$ 1,698,372	\$ 1,886,724	\$ 2,106,110

Las Vegas-Clark County Library District
Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2019

At June 30, 2019, changes in the District's total OPEB obligation were as follows:

Total OPEB obligation, beginning of year	<u>\$ 1,984,971</u>
Service cost	N/A*
Interest on total OPEB obligation	63,980
Differences between expected and actual experience	(80,090)
Changes of assumptions or other inputs	10,199
Benefit payments	<u>(92,336)</u>
Net change in total OPEB obligation	<u>(98,247)</u>
Total OPEB obligation end of year	<u>\$ 1,886,724</u>

* PEBP is a closed plan; and therefore, there are no current District employees covered by the PEBP.

As the District's OPEB obligation includes only retirees, the average expected remaining service life is zero; and therefore, deferred outflows and inflows of resources do not apply.

Required Supplementary Information

**Schedule of Revenues, Expenditures, and Changes
in Fund Balance - Budget and Actual - General Fund
For the Fiscal Year Ended June 30, 2019**

	Budget			Variance to
	Original	Final	Actual	Final Budget
Revenues				
Property taxes	\$ 41,826,000	\$ 41,826,000	\$ 43,021,608	\$ 1,195,608
Intergovernmental revenues, consolidated taxes	22,489,000	22,489,000	23,443,319	954,319
Charges for services	1,570,000	1,570,000	1,361,116	(208,884)
Interest	15,000	15,000	111,160	96,160
Contributions			211,346	211,346
Miscellaneous	765,000	765,000	399,582	(365,418)
Total revenues	66,665,000	66,665,000	68,548,131	1,883,131
Expenditures				
Culture and recreation:				
Salaries and wages	31,035,496	31,035,496	29,449,204	1,586,292
Employee benefits	11,647,492	11,647,492	11,182,265	465,227
Supplies and services	15,348,749	15,348,749	12,089,521	3,259,228
Capital outlay	10,234,678	10,234,678	10,218,199	16,479
Total expenditures	68,266,415	68,266,415	62,939,189	5,327,226
Excess (deficiency) of revenues over expenditures	(1,601,415)	(1,601,415)	5,608,942	7,210,357
Other financing uses				
Transfers to Other Funds	(6,200,000)	(6,200,000)	(6,200,000)	
Net change in fund balance	(7,801,415)	(7,801,415)	(591,058)	7,210,357
Fund balance, beginning of year	16,007,759	16,007,759	15,168,032	(839,727)
Fund balance, end of year	<u>\$ 8,206,344</u>	<u>\$ 8,206,344</u>	<u>\$ 14,576,974</u>	<u>\$ 6,370,630</u>

Las Vegas-Clark County Library District

**Schedule of Changes in Total OPEB Liability
Postemployment Benefits Other Than Pensions
For the Fiscal Year Ended June 30, 2019 and Prior Nine Fiscal Years ***

Public Employee Benefit Program	Service Cost	Interest on Total OPEB Liability	Changes in Benefit Terms	Differences Between Expected and Actual Experience	Changes in Assumptions or Other Inputs	Benefit Payments**	Net Change in Total OPEB Liability	Total OPEB Liability, Beginning of Year	Total OPEB Liability, End of Year	Covered- Employee Payroll	Total OPEB Liability, End of Year as a Percentage of Covered- Employee Payroll
2019	N/A***	\$ 63,980	\$ -0-	\$ (80,090)	\$ 10,199	\$ (92,336)	\$ (98,247)	\$ 1,984,971	\$ 1,886,724	N/A***	N/A***
2018	N/A***	71,482	-0-	(165,020)	22,856	(93,503)	(164,185)	2,149,156	1,984,971	N/A***	N/A***

* Information for the multiple-employer defined benefit postemployment benefit plan is not available for measurement years prior to the year ended June 30, 2018. As information becomes available this schedule will ultimately present information for the ten most recent fiscal years.

** Benefit payments are equal to the statutorily required employer contributions.

*** PEBP is a closed plan; and therefore, no current employees are covered by PEBP and there is no current service cost.

Las Vegas-Clark County Library District

**Proportionate Share of the Collective
Net Pension Liability Information**

**Multiple-Employer Cost-Sharing Defined Benefit Pension Plan
For the Fiscal Year Ended June 30, 2019 and Prior Nine Fiscal Years ***

Valuation Date	Proportion of the collective net pension liability	Proportionate share of the collective net pension liability (asset)	Covered payroll	Proportionate share of the collective net pension liability as a percentage of covered payroll	PERS fiduciary net position as a percentage of the total pension liability
2018	0.34021%	\$ 46,397,158	\$ 21,929,216	211.57691%	75.23536%
2017	0.34239%	45,536,922	21,261,880	214.17166%	74.22995%
2016	0.34184%	46,002,178	20,429,244	225.17807%	72.22995%
2015	0.34184%	38,432,593	19,776,530	194.33436%	75.12612%
2014	0.33538%	34,406,633	19,036,828	180.73722%	76.31210%

* Information for the multiple-employer cost-sharing defined benefit pension plan is not available for measurement years prior to the year ended June 30, 2014. As information becomes available this schedule will ultimately present information for the ten most recent fiscal years.

Las Vegas-Clark County Library District

**Proportionate Share of Statutorily Required
Pension Contribution Information**

**Multiple-Employer Cost-Sharing Defined Benefit Pension Plan
For the Fiscal Year Ended June 30, 2019 and Prior Nine Fiscal Years ***

Valuation Date	Statutorily required contribution	Contributions in relation to the statutorily required contribution	Contribution deficiency (excess)	Covered payroll	Contributions as a percentage of covered payroll
2019	\$ 6,761,114	\$ 6,761,114	\$ -0-	\$ 23,794,894	28.41414%
2018	6,098,873	6,098,873	-0-	21,929,216	27.81163%
2017	6,174,110	6,174,110	-0-	21,261,880	29.03840%
2016	5,862,383	5,862,383	-0-	20,429,244	28.69603%
2015	5,191,083	5,191,083	-0-	19,776,530	26.24870%

* Information for the multiple-employer cost-sharing defined benefit pension plan is not available for years prior to the year ended June 30, 2015. As information becomes available this schedule will ultimately present information for the ten most recent fiscal years.

Note 1. Budget Information

The accompanying required supplementary schedule of revenues, expenditures and changes in fund balance presents the original adopted budget, the final amended budget and actual general fund data. The original budget was adopted on a basis consistent with the Las Vegas-Clark County Library District's (the District) financial accounting policies and accounting principles generally accepted in the United States. All amendments made to the original budget were as prescribed by law and similarly consistent.

Additional budgetary information can be found in Note 2 to the basic financial statements.

Note 2. Postemployment Benefits Other Than Pensions

For the year ended June 30, 2019, no significant events occurred that had an effect on the benefit provision, size or composition of those covered by the postemployment benefit plans. The only significant change in actuarial methods and assumptions used was a decrease in the discount rate from 3.3% at the beginning of the year to 3.0% at the end of the year.

Actuarial information for postemployment benefits other than pensions is not available for measurement years prior to the year ended June 30, 2018. As information becomes available this schedule will ultimately present information for the ten most recent fiscal years.

Additional information related to the agent multiple-employer, cost-sharing defined benefit postemployment plan can be found in Note 4 to the basic financial statements.

Note 3. Multiple-Employer, Cost-Sharing Defined Benefit Pension Plan

For the year ended June 30, 2019, there were no changes in the pension benefit plan terms or to the actuarial methods and assumptions used in the actuarial valuation report dated June 30, 2018.

Additional information related to the multiple-employer cost-sharing defined benefit pension plan can be found in Notes 1 and 4 to the basic financial statements.

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Other Supplementary Information

Combining and Individual Fund Statements and Schedules

Major Fund

Capital Projects Fund

The capital projects fund is used to account for financial resources to be used for the improvement, acquisition or construction of major capital assets.

Schedule of Revenues, Expenditures, and Changes in
Fund Balance - Budget and Actual - Capital Projects Fund
For the Fiscal Year Ended June 30, 2019

	Budget			Variance to
	Original	Final	Actual	Final Budget
Revenues				
Interest	\$ 50,000	\$ 50,000	\$ 274,213	\$ 224,213
Miscellaneous			96,439	96,439
Total revenues	50,000	50,000	370,652	320,652
Expenditures				
Culture and recreation:				
Supplies and services	4,355,700	4,355,700	11,397,733	(7,042,033)
Capital outlay	9,170,903	9,170,903	1,991,923	7,178,980
Total expenditures	13,526,603	13,526,603	13,389,656	136,947
Deficiency of revenues under expenditures	(13,476,603)	(13,476,603)	(13,019,004)	457,599
Other financing sources (uses)				
Transfers from Other Funds	6,200,000	6,200,000	6,200,000	
Net change in fund balance	(7,276,603)	(7,276,603)	(6,819,004)	457,599
Fund balance, beginning of year	15,526,623	15,526,623	16,745,482	1,218,859
Fund balance, end of year	<u>\$ 8,250,020</u>	<u>\$ 8,250,020</u>	<u>\$ 9,926,478</u>	<u>\$ 1,676,458</u>

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Non-Major Funds

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally or otherwise restricted to expenditures for specific purposes.

The grant fund accounts for revenues and expenditures of monies received from state and federal grants

The gift fund accounts for gifts to the District accepted by the Board of Trustees.

Debt Service Fund

The debt service fund is used to account for the accumulation of resources for and the payment of long-term debt.

Permanent Fund

The permanent fund accounts for financial resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the District's programs.

Las Vegas-Clark County Library District

Combining Balance Sheet
Non-Major Funds
June 30, 2019

	Special Revenue Funds			Debt Service Fund	Permanent Fund	Aggregate Non-Major Funds
	Grant	Gift	Total			
ASSETS						
Cash and cash equivalents:						
Unrestricted		\$ 453,680	\$ 453,680	\$ 600,897		\$ 1,054,577
Restricted					\$ 10,000	10,000
Receivables:						
Taxes				15,878		15,878
Interest				594		594
Due from other funds		58,195	58,195			58,195
Due from other governments	\$ 257,741		257,741			257,741
Total assets	\$ 257,741	\$ 511,875	\$ 769,616	\$ 617,369	\$ 10,000	\$ 1,396,985
LIABILITIES						
Accounts payable	\$ 32,300	\$ 23,550	\$ 55,850	\$ 81		\$ 55,931
Accrued payroll	52,279		52,279			52,279
Due to other funds	26,409	-	26,409			26,409
Total liabilities	110,988	23,550	134,538	81		134,619
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue, property taxes				15,877		15,877
FUND BALANCES						
Nonspendable:						
Permanent fund principal					\$ 10,000	10,000
Restricted for:						
Grant programs	146,753		146,753			146,753
Other programs		488,325	488,325			488,325
Assigned to:						
Debt service				601,411		601,411
Total fund balances	146,753	488,325	635,078	601,411	10,000	1,246,489
Total liabilities and fund balances	\$ 257,741	\$ 511,875	\$ 769,616	\$ 617,369	\$ 10,000	\$ 1,396,985

Las Vegas-Clark County Library District

**Combining Statement of Revenues, Expenditures,
 and Changes in Fund Balances
 Non-Major Funds
 For the Fiscal Year Ended June 30, 2019**

	Special Revenue Funds			Debt Service Fund	Permanent Fund	Aggregate Non-Major Funds
	Grant	Gift	Total			
Revenues						
Property taxes				\$ 51		\$ 51
Grants	\$ 1,075,934		\$ 1,075,934			1,075,934
Interest				87,687		87,687
Contributions		\$ 295,659	295,659			295,659
Total revenues	1,075,934	301,229	1,377,163	87,738		1,464,901
Expenditures						
Culture and recreation:						
Salaries and wages	254,020	40,000	294,020			294,020
Employee benefits	114,381		114,381			114,381
Supplies and services	467,151	215,158	682,309	8,572		690,881
Capital outlay	240,382		240,382			240,382
Debt service:						
Principal				7,265,000		7,265,000
Interest				363,250		363,250
Total expenditures	1,075,934	255,158	1,331,092	7,636,822		8,967,914
Net change in fund balances		46,071	46,071	(7,549,084)		(7,503,013)
Fund balances, beginning of year	146,753	442,254	589,007	8,150,495	\$ 10,000	8,749,502
Fund balances, end of year	\$ 146,753	\$ 488,325	\$ 635,078	\$ 601,411	\$ 10,000	\$1,246,489

Las Vegas-Clark County Library District

**Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual - Grant Fund
For the Fiscal Year Ended June 30, 2019**

	Budget			Variance to
	Original	Final	Actual	Final Budget
Revenues				
Grants	\$ 1,800,000	\$ 1,800,000	\$ 1,075,934	\$ (724,066)
Expenditures				
Culture and recreation:				
Salaries and wages	480,000	480,000	254,020	225,980
Employee benefits	210,000	210,000	114,381	95,619
Supplies and services	500,000	500,000	467,151	32,849
Capital outlay	610,000	610,000	240,382	369,618
Total expenditures	1,800,000	1,800,000	1,075,934	724,066
Net change in fund balance				
Fund balance, beginning of year	146,753	146,753	146,753	
Fund balance, end of year	\$ 146,753	\$ 146,753	\$ 146,753	\$ -

Las Vegas-Clark County Library District

**Schedule of Revenues, Expenditures and Changes in
Fund Balance - Budget and Actual - Gift Fund
For the Fiscal Year Ended June 30, 2019**

	Budget			Variance to
	Original	Final	Actual	Final Budget
Revenues				
Contributions	\$ 615,000	\$ 615,000	\$ 295,659	\$ (319,341)
Miscellaneous	200,000	200,000	5,570	(194,430)
Total revenues	815,000	815,000	301,229	(513,771)
Expenditures				
Culture and recreation:				
Salaries and wages			40,000	(40,000)
Supplies and services	715,000	715,000	215,158	499,842
Capital outlay	100,000	100,000		100,000
Total expenditures	815,000	815,000	255,158	559,842
Net change in fund balance			46,071	46,071
Fund balance, beginning of year	260,841	260,841	442,254	181,413
Fund balance, end of year	<u>\$ 260,841</u>	<u>\$ 260,841</u>	<u>\$ 488,325</u>	<u>\$ 227,484</u>

**Schedule of Revenues, Expenditures, and Changes in
Fund Balance - Budget and Actual - Debt Service Fund
For the Fiscal Year Ended June 30, 2019**

	Budget			Variance to
	Original	Final	Actual	Final Budget
Revenues				
Property taxes			\$ 51	\$ 51
Interest	\$ 45,000	\$ 45,000	87,687	42,687
Total revenues	45,000	45,000	87,738	42,738
Expenditures				
Culture and recreation:				
Supplies and services	30,000	30,000	8,572	21,428
Debt service:				
Principal	7,265,000	7,265,000	7,265,000	
Interest	363,250	363,250	363,250	
Total expenditures	7,658,250	7,658,250	7,636,822	21,428
Net change in fund balance	(7,613,250)	(7,613,250)	(7,549,084)	64,166
Fund balance, beginning of year	8,106,938	8,106,938	8,150,495	43,557
Fund balance, end of year	<u>\$ 493,688</u>	<u>\$ 493,688</u>	<u>\$ 601,411</u>	<u>\$ 107,723</u>

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Board of Trustees
Las Vegas-Clark County Library District
Las Vegas, Nevada

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Las Vegas-Clark County Library District (the District) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents, and have issued our report thereon dated November 14, 2019.

Our report on the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District includes a reference to other auditors who audited the financial statements of the Las Vegas-Clark County Library District Foundation fund, as described therein. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control over Financial Reporting. In planning and performing our audit of the basic financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency* in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's basic financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters. As part of obtaining reasonable assurance about whether the District's basic financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct

and material effect on the determination of basic financial statement amounts, including whether the funds established by the District, as listed in Nevada Revised Statutes (NRS) 354.624 (5)(a)(1 through 5), complied with the express purposes required by NRS 354.6241. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to the District in a separate letter dated November 14, 2019.

Purpose of this Report. The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Las Vegas, Nevada
November 14, 2019

**Single Audit
and Accompanying Information**

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR
EACH MAJOR PROGRAM; REPORT ON INTERNAL CONTROL
OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES
OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

Board of Trustees
Las Vegas-Clark County Library District
Las Vegas, Nevada

We have audited the compliance of the Las Vegas-Clark County Library District (the District) with the types of compliance requirements described in the Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on the District's major federal program for the year ended June 30, 2019. The District's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility. The District's management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility. Our responsibility is to express an opinion on compliance for the District's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the District's compliance.

Opinion on Major Federal Program. In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the District's major federal program for the year ended June 30, 2019.

Report on Internal Control Over Compliance. The District's management is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

A *deficiency* in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness* in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance. We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated November 14, 2019, which contained an unmodified opinion on those basic financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements. However, our report on the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District includes a reference to other auditors who audited the financial statements of the Las Vegas-Clark County Library District Foundation fund, as described therein. This report does not include the results of the other auditors' testing of compliance, internal control over compliance and other matters that are reported on separately by those auditors.

The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Las Vegas, Nevada
November 14, 2019

Schedule of Expenditures of Federal Awards
For the Fiscal Year Ended June 30, 2019

Federal Grantor/Pass-through Grantor / Program Title	Federal CFDA Number	Pass-through Entity Identifying Number	Amount Passed Through to Subrecipients	Total Federal Expenditures
Institute of Museum and Library Services				
Passed Through State of Nevada, Library, Archives and Public Records, Department of Administration				
Grants to States	45.310	LS-00-17-0029-18	N/A	\$ 100,000
U.S. Department of Education, Office of Vocational and Adult Education				
Passed Through State of Nevada, Department of Education				
Adult Education, Basic Grants to States	84.002 *	19-608-122000	N/A	753,453
Total federal assistance expended				\$ 853,453

* A "major" program.

Las Vegas-Clark County

LIBRARY

DISTRICT

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Las Vegas-Clark County Library District

**Notes to Schedule of Federal Expenditures of Federal Awards
For the Fiscal Year Ended June 30, 2019**

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Las Vegas-Clark County Library District (the District) under programs of the federal government for the year ended June 30, 2019. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the District, it is not intended to, and does not, present the District's financial position or changes therein.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts, if any, shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

Note 3. Indirect Cost Rate

The District has not elected to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

Section I - Summary of Auditors' Results:

Financial Statements:

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified?	No
Significant deficiencies identified that are not considered to be material weaknesses?	None reported
Noncompliance material to financial statements?	No

Federal Awards:

Internal control over major programs:	
Material weaknesses identified?	No
Significant deficiencies identified that are not considered to be material weaknesses?	None reported
Type of auditors' report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	No

Identification of major programs:

CFDA Number:	84.002
Name of Federal Program or Cluster:	U.S. Department of Education, Office of Vocational and Adult Education, Adult Education, Basic Grants to States
Dollar threshold used to distinguish between Type A and Type B programs:	\$750,000
Auditee qualified as low-risk auditee?	Yes

Section II – Findings relating to the financial statements, which are required to be reported in accordance with auditing standards generally accepted in the United States and *Government Auditing Standards*:

None reported

Section III – Findings and questioned costs for federal awards, including audit findings required by 2 CFR 200.516(a):

None reported

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ITEM IX.B.

AGENDA ITEM

NOVEMBER 14, 2019 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.B.:

Discussion and possible Board action to renew the contract extension with The Firm PR for Public Relations and Social Media Services.

Background:

- In 2015, the Board of Trustees redefined the Library District's mission through the Vision 2020 Plan and this brought a pressing need for public enlightenment, through media coverage, on the vast changes that the District was undergoing.
- In addition, the continual increase in Library District programs, services, and entertainment also brought a greater need for expanded media coverage.
- In 2016, former Board of Trustees Chair Keiba Crear recognized the need to dramatically expand the Library District's media coverage exposure and recommended that the new Branding & Marketing Director hire a PR/Social Media agency to broaden the reach of the Library District's news coverage.
- Today, the Library District offers thousands of programs, services, resources, and entertainment that would be of interest to the public. The most cost effective way to tell these many stories is by publicizing them through media coverage in newspapers, TV, radio, and social media.
- Media coverage is more valuable, more credible, and more cost effective than paid advertising because it delivers an organization's message through a news outlet – which serves as an objective third party endorsement.
- As guided by the Vision 2020 Strategic Plan, the Branding & Marketing Department's goal is to inform the public on the continuing evolution of the Library District's products, service, and events. With each new broadcast and print story, we are prompting the public to say, "I didn't know the library had that!"

On October 21, 2018, the Branding & Marketing Department issued a Request for Proposals (RFP No. 19-09) for PR and Social Media Services. Notice of this RFP was made public in the following ways: posted on the Library District's website; advertised in the *Las Vegas Review-Journal*; faxed to all minority Chambers of Commerce; and posted on the Nevada Government eMarketplace (NGEM). Six agencies qualified to participate and a rigorous interview process narrowed the field to three finalists. The RFP Review Committee ultimately selected The Firm PR agency, led by Solveig Raftery, as the company that demonstrated the most comprehensive and advantageous combination of qualifications and experience needed to fulfill the requirements of the contract. The terms of the contract were for one-year of service, not to exceed \$80,000 per year, with the option to renew the contract, based on performance, for four additional one-year periods, pending the approval of the Board of Trustees.

In the year 2020, the Library District will launch one of its most important communications campaigns in its long and venerable history, the introduction of the new branding campaign. To continue building on our existing momentum, the Branding & Marketing Department's 2019-

2020 fiscal year budget allocated funding to continue with the services of a PR/Social Media agency under a one-year contract, with an option for renewal.

The Firm's performance to date has been acceptable, and BAM recommends extending the contract for the first optional one-year period.

Fiscal Year	Media Ad Equivalency Value	Percent Increase
2016-2017	\$2.8 million (without The Firm)	Baseline
2017-2018	\$4.5 million (with The Firm)	63%
2018-2019	\$6.7 million (with The Firm)	47%

Pending board approval, the contract with The Firm PR would become effective on January 1, 2020. The new contract will have a term of one year with three remaining one-year extensions. Contract amounts shall be negotiated prior to the start of each optional extension year, and subsequent contract extension awards shall be brought before the Board of Trustees for approval. The contract amount for the first renewal term shall not exceed \$80,000 for a 12-month period.

Recommended Action:

Motion to authorize staff to accept the option and renew a contract with The Firm in an amount not to exceed \$80,000 in 12-month period for Public Relations and Social Media Services in accordance with RFP No. 19-09, subject to final review by Counsel.

Las Vegas-Clark County

LIBRARY DISTRICT

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2019 MEDIA RESULTS (JANUARY - OCTOBER)

TheFIRM
public relations | marketing

Q1

FEBRUARY

67 Media Hits
33,033,672 Impressions
Publicity Value: \$1,000,750.66

JANUARY

10 Media Hits
562,037 Impressions
Publicity Value: \$83,005.10

MARCH

26 Media Hits
5,932,549 Impressions
Publicity Value: \$185,288.02

APRIL

95 Media Hits
22,593,321 Impressions
Publicity Value: \$1,146,019.74

Q2

MAY

57 Media Hits
4,089,424 Impressions
Publicity Value: \$262,995.11

JUNE

57 Media Hits
126,024,831 Impressions
Publicity Value: \$3,988,013.24

Q3

JULY

72 Media Hits

19,199,327 Impressions

Publicity Value:\$1,136,382.11

AUGUST

67 Media Hits

11,425,156 Impressions

Publicity Value: \$904,144.65

SEPTEMBER

80 Media Hits

15,947,871 Impressions

Publicity Value:\$953,999.29

OCTOBER

47 Media Hits

3,871,397 Impressions

Publicity Value: \$574,604.87

Q4

RESULTS

TOTAL PUBLICITY VALUE: \$10,235,202.79

TOTAL MEDIA HITS: 578

TOTAL IMPRESSIONS: 242,679,585



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Las Vegas-Clark County Library District 2020 Public Relations Proposal

The Las Vegas-Clark County Library District has undergone tremendous change with a dynamic new website, increased social media presence, new soon to be launched advertising/branding campaign, as well as the Vision 2020 Plan and the Library Facilities Master Plan Framework.

The Firm Public Relations & Marketing began a successful working relationship with the Library District in September 2017, working on a project basis. In January 2019, after an RFP process with the Library District, The Firm was awarded a contract by the Board of Trustees.

Pending the extension of our contract, The Firm is excited to continue our passionate dedication to the Library District's mission. We will continue to work at the direction of the Library District's Branding & Marketing Department to develop comprehensive public relations strategies for 2020, which will include the launch of the new brand.

With the in-depth knowledge that The Firm team members have about the Library District's goals and objectives, we are uniquely qualified to move these forward. We will target all stakeholders and niche markets that the District needs to reach, and conduct both traditional and non-traditional media outreach and community relations.

Public Relations Support

Our strong media relationships, and knowledge of what types of stories individual media outlets and reporters are looking for, allow us to customize our pitches, so that one story can often generate multiple angles and coverage through different media outlets. This has led to phenomenal results and growth in awareness for the Library District. We will continue this important work to develop newsworthy story pitches that are in line with the new Free To Be branding campaign. Activities can include:

- As mentioned above, develop public relations strategies, to include the new branding campaign as well as ongoing and new programs and initiatives.
- Provide strategic guidance for crisis communications, as needed.
- Continue to build and maintain a targeted list of media and influencer contacts including business and features publications, community newspapers, broadcast and pertinent blogs/websites, and Latinx, African American, Asian American/Pacific Islander, LGBTQ+, etc. media outlets.
- Brainstorm story angles, and take advantage of opportunistic tie-ins to news and pop culture events, at the direction of the Branding & Marketing Department.
- Draft and distribute news releases and alerts to targeted media outlets, while proactively pitching stories, coordinating interviews, and following up for story placement, including the localization of national news or trending topics that can relate back to the District programs, resources and activities.
- Recommend and coordinate sponsored social media content opportunities as needed.
- Provide social media content support and copyedit existing content as needed.
- Facilitate introductions to key traditional media and social media influencers.

- Provide regular updates including monthly status reports that detail all completed activities and secured media placements.

A general timetable includes:

- Set up 2020 planning and strategy session with the Branding & Marketing Department.
- Continue regular meeting schedule with the Branding & Marketing Department, providing a review of immediate needs, including a recap of upcoming editorial opportunities, deadlines, and needed collateral.
- Daily/weekly prioritization of immediate action items, media pitches, interview coordination, and collateral review.
- Prepare monthly status reports including tracked PR and marketing activities, earned media clips and their corresponding audience reach and publicity values.

Budget

The public relations services budget will not exceed \$80,000 for Fiscal Year 2019-2020. We look forward to continuing our work with the Library District to help educate Clark County residents about the unlimited possibilities to better their lives that can be found at their neighborhood library.