

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
April 8, 2021**

DATE: Thursday, April 8, 2021

TIME: 6:00 p.m.

PLACE: Pursuant to the Governor's Emergency Directive on Public Meetings, [http://gov.nv.gov/News/Emergency_Orders/2020/2020-03-22 - COVID-19 Declaration of Emergency Directive 006/](http://gov.nv.gov/News/Emergency_Orders/2020/2020-03-22_-_COVID-19_Declaration_of_Emergency_Directive_006/) this meeting will take place at the East Las Vegas Library, 2851 East Bonanza Road, Las Vegas, NV 89101 AND online via Webex. Connection information is listed on page 5.

The Agenda and Board meeting documents can be found at <https://lvccld.org/board/board-of-trustees-meetings/>

I. Roll Call and Pledge of Allegiance

II. Public Comment

Topics raised under this item must be limited to matters on today's Agenda. If you wish to comment on an item appearing on this agenda, you may send an email to boardcomments@lvccld.org. Please identify the agenda item you wish to speak on and include your name and address in your email. Emails without a name and address will not be read.

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. Presentations to Trustees Marilyn Francis Drake and Robin Wadley-Munier

V. Approval of Proposed Minutes (For possible action)

- A. Regular Board Meeting, November 12, 2020
- B. Special Board Meeting, December 4, 2020
- C. Regular Board Meeting, December 17, 2020

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- D. Regular Board Meeting, February 18, 2021
- E. Regular Board Meeting, March 11, 2021

VI. Chair’s Report

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

VII. Library Reports

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

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

A. Executive Director’s Report - Kelvin Watson

- 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

Report on 2021 Nevada Legislature issues by The Griffin Company and staff.

IX. New Business

- A. Discussion and possible Board action to update the District’s *Public Comment Policy*.

X. Announcements

The next Career Online High School (COHS) graduation will take place on Wednesday, April 21, 2021 at 6:00 p.m. in the Clark County Library

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Theater. All Trustees are invited. Please let Ms. Boyer know if you plan to attend (boyera@lvccld.org or (702) 768-7455).

Summer Challenge, the District’s summer reading program, kicks off on Saturday, May 15, 2021 at the East Las Vegas Library at 10:30 a.m. All Trustees are invited to share in the fun and excitement.
#ChallengeAccepted

The next Board Meeting will be held Thursday, May 20, at 6:00 p.m. via Webex and in the Windmill Library Auditorium, 7060 W Windmill Lane, Las Vegas, NV 89113.

XI. Public Comment

Topics raised under this item cannot be acted upon until the notice provisions of the open meeting law have been met. If you wish to make public comment on this item, you may send an email to boardcomments@lvccld.org. Please identify this agenda item in your email, along with your name and address. Emails without a name and address will not be read.

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XII. Executive Session regarding litigation, budget, 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 NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

NOTE: PLEASE CONTACT ALLISON BOYER AT (702) 507-6186 OR

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boyera@lvccld.org TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL CAN BE FOUND AT <https://lvccld.org/board/board-of-trustees-meetings/>.

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, www.lvccld.org and at Nevada Public Notice at <https://notice.nv.gov>. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Thursday, April 1, 2021, i.e., given at least three (3) working days before the meeting, including in the notice the time, way to access the meeting, and agenda of the meeting:

- A. By delivering a copy of the notice to each Library Trustee;
- B. By posting a copy of the notice at the principal office of the Library Trustees, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:
 - 1. Clark County Library
1401 E. Flamingo Road
Las Vegas, NV 89119
 - 2. East Las Vegas Library
2851 E Bonanza Road
Las Vegas, NV 89101
 - 3. Sunrise Library
5400 Harris Avenue
Las Vegas, NV 89110
 - 4. West Charleston Library
6301 W. Charleston Boulevard
Las Vegas, NV 89146
 - 5. West Las Vegas Library
951 W. Lake Mead Boulevard
Las Vegas, NV 89106
 - 6. Windmill Library
7060 W. Windmill Lane
Las Vegas, NV 89113
 - 8. Las Vegas-Clark County Library District website
www.lvccld.org

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- 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.
- D. Webex Connection information:
<https://lvccld.webex.com>
Event number (access code): 187 685 1814
Password: 040821RBD
Join by phone: +1 (408) 418-9388
Use same meeting number
Join from a video system or application:
Dial [1876851814@lvccld.webex.com](tel:1876851814)
You can also dial 173.243.2.68 and enter your meeting number.

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January 3, 2021. Mr. James anticipates reopening the District on January 4th.

Mr. James then provided a brief overview of the number of cases that had been reported within the District. Starting in July, there were three positive cases in HR and one possible contact case. He shared that the possible contact case was himself and he was out of the office for nine days and the three HR employees were out for 14 days. For the 90-day period beginning August 1st through October 31st, there were six positive cases. For the next 45 days, from November 1st to December 16th, there were 23 positive cases. The last case was reported December 16th. He broke it down further sharing that in September there were no reported cases, in October, there was one, in November the cases skyrocketed to 15, and up until December 17th, there have been eight cases reported.

Mr. James further discussed that the decision to close is in alignment with the November 12, 2020 *Urgent Stay-At-Home 2.0* message from Governor Sisolak. Everyone was asked to stay home as much as possible, not leaving the house unless it was necessary. The decision was made as the Library District concludes essential student support services for the semester, including the provision of homework help tutors and early student hours. He explained that the Library District will provide security and staff to maintain early student hours and the Vegas Strong Academy activities through Friday, December 18th and that the Library District Online Resources will remain available, including the extended Wi-Fi services to the parking lot. All fines for overdue materials will be forgiven during the shutdown and all staff will be paid during the closure.

Chair Ortiz asked the Trustees if they had any questions or comments before a motion was made.

Trustee Foyt asked if employees will be working from home and if they will be paid during the closure. Mr. James confirmed that some employees will be working from home if they can and that all employees will be paid.

Trustee Wilson questioned the timing of the closure and wondered why the District did not close immediately upon the Governor's announcement several weeks ago. Wilson then asked about the deviation from the District's current COVID-19 plan to close only locations that had three or more cases to closing down the entire District. Mr. James said the reason for his decision to close the District again is due to the escalation and projection of cases. He said the rising number of cases were mirroring what was happening in the community. James felt that it was time to take the safety of the patrons and employees under consideration.

Trustee Wilson then asked if there was a way to set up employees who were being paid to work from home to have some kind of phone setup where they could help customers navigate the website, check out books, and use the services online. Mr. James answered that they had staff who are able to and would be answering customer calls from home.

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Chair Ortiz shared that he felt the decision to close was very important in that his comfort level was at 20 percent and the increase in cases from seven to 23 was unacceptable.

Trustee Wilson moved to ratify the Acting Executive Director's decision to close the Library from December 16th to January 3rd, with a return date of January 4th, 2021. There was no opposition and the motion carried.

Discussion and possible Board action to interview candidates Kelvin Watson and Patrick "Tod" Colegrove for the position of Executive Director. (Item VI.B.)

Candidate Kelvin Watson and Candidate Tod Colegrove were chosen by the Board to come back for a follow-up interview. Each candidate was brought in separately for the Trustees to ask any follow-up questions they may have. Chair Ortiz explained that the Trustees were free to ask any questions of each candidate but reminded them that Counsel Welt and himself reserved the right to ask the Trustees to rephrase any question that might not be properly phrased.

Mr. Watson joined the meeting.

Trustee Wadley-Munier said that she didn't want to ask Mr. Watson a question but wanted to know if he had a question for them or something that he wasn't clear on. She wanted to know if he was thinking of something that might make a difference in his coming to Las Vegas, or something that might make them pick him, or something that may seem clear as mud that he would like clarification on.

Mr. Watson asked if she could identify three challenges, not COVID-related, which he would be facing if chosen and then changed the phrasing of his question by saying not challenges, but opportunities.

Trustee Wadley-Munier explained that money, funding, and budget would be one of the challenges, especially with COVID affecting tax revenue. She said that tourism keeps the Library District afloat. With the budget coming from the state that it could be a challenge. The second challenge is being able to work with the community, community resources, schools, et cetera; people are going to be needing the libraries as people are go back to work and that the Library District is really set up to help those people because of topnotch leadership. The third challenge she stated was in line with just learning the community, learning the people and staff. She touched on a comparison of Las Vegas not being that different from Tampa and Orlando with them being vacation resort areas as well but acknowledged there are probably differences, specifically in people's lifestyles.

Trustee Rogers wanted to touch a little bit deeper on a previous question about strategic planning and wanted Mr. Watson to share a little bit more insight into his progressive approach to strategic planning or restructuring an organization, while also considering the current opportunities that Trustee Wadley-Munier had just talked about and recognizing that they had just lost a lot of the senior leadership within the library due to the VESP program. Trustee Rogers wanted to know if Mr. Watson had a progressive or innovative approach to managing those varying opportunities as Executive Director.

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Trustee Meléndrez asked Mr. Watson to discuss the first three things he would do stepping into the role in Las Vegas.

Trustee Foyt asked Mr. Watson to explain a little more in depth about his efforts to engage school children, mentioning the recent talk of putting teacher librarians back in schools and the effect it has on budgets. She asked him specifically about student cards.

Trustee Francis Drake commented that four members of the Board must retire from the Board in the next four to six months and added that, with the staff's buyout program, if Mr. Watson was chosen as the new Director, he would be a new captain of a relatively new crew. She asked Mr. Watson what role he felt that the staff at all levels should play in determining the future direction the library might go. She also asked him to share at what point he would give his position during an executive meeting.

Trustee Wilson thanked Mr. Watson for making the trip to Vegas a couple weeks ago and for being in the meeting today. He wanted to share some of the things that stood out to him in his initial interview and listed several things, including: "I'm a Director 24 hours a day" and "I went to every branch in the first month I was with Broward." Trustee Wilson also stated that several of Mr. Watson's comments struck him that he is a "lead by example" and "the troops rally around you" kind of leader.

Trustee Wilson continued by asking Mr. Watson how he would introduce himself if he was selected as the Director and had gathered all the staff together on his first day him to do so. Wilson also asked how he would rally the troops to this new director. Next, Wilson praised Watson for not being content with staying at status quo in that he appreciates that he is aggressive in his desire to make things better. Wilson then discussed the District's budget, asked about the differences between Broward and Las Vegas and then asked him how Watson thinks he would adjust to working under a different financial system. Finally, he thanked Watson for clarifying his experience with Queens.

Trustee Benavidez asked Mr. Watson to put the spotlight on himself by sharing a question that Mr. Watson wished he would have been asked and then answer that question. Benavidez also asked about Watson's experiences with public service and asked him why he chose the public service field.

Trustee Bilbray-Axelrod was intrigued by Mr. Watson's experience about libraries in airports and wanted to know more. She also asked Mr. Watson about a news release she saw about him.

Chair Ortiz had a comment first about being a long-term thinker and how he's always thinking about what we are going to do two, five, or 20 years from now. He discussed some of the Board's commitments to build at least three, possibly four more libraries and wanted to make sure Mr. Watson knew that those commitments needed to be honored. Chair Ortiz then asked if Mr. Watson was selected if his team was going to be a management team or an executive team.

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Chair Ortiz also commented that he was very proud of being part of this Board and wanted him to know that there was zero debt and that they were able to build two libraries and pay for them and that those two things had occurred with the help of staff who gave some givebacks. Chair Ortiz also stated that he knows that even though some people are losing their houses and jobs right now that things will improve. He then asked Mr. Watson when they build another library if he would prefer long term financing or pay-as-you-go.

Chair Ortiz also shared that he believes they are seen as a top tier library with A-plus staff and that the staff is always providing new engaging ideas that take the library out of the box. He said that if Mr. Watson were to be selected that he would be stepping into a really good mix of individuals with bright ideas and also ideas of how to pay for it all. He stated he has been impressed for the last eight years and that the staff is committed.

Chair Ortiz stated that if Mr. Watson was selected that he would be in a great position because a lot of the staff had taken an early retirement which puts Mr. Watson in a good position to select the type of people that could meet his vision and goals for the organization. He thanked him for his time and stated that he would be notified if he got the position either later that night or first thing in the morning.

Mr. Watson left the meeting and Chair Ortiz invited Dr. Colegrove to join the meeting and asked each Trustee to ask any follow-up questions they had for Dr. Colegrove.

Trustee Foyt asked the same question to Dr. Colegrove as she had asked Mr. Watson.

Trustee Francis Drake asked the same questions to Dr. Colegrove as she had asked Mr. Watson.

Trustee Rogers asked the same questions to Dr. Colegrove as he had asked Mr. Watson. He had a follow up question to Dr. Colegrove's answer about the opportunities he sees for the District and asked him to share what his success had been recently in exploiting those opportunities in his current role.

Trustee Meléndrez asked the same questions to Dr. Colegrove as he had asked Mr. Watson.

Trustee Wadley-Munier commented that she really enjoys listening to Dr. Colegrove's wisdom about problems that the state and the library has been facing. She appreciates his knowledge of the budget, taxes, legislature, et cetera. She asked him to share how he would work himself into the library team and community and how he planned on networking. She also commented that she thought it was wise that he commented about not taking off like a bullet in the first few days or weeks and wondered how he would try to do that in his own way. She also commented that with his business background she is sure that there are questions he wished he could ask, and she gave him the opportunity to ask them.

Trustee Wilson asked Dr. Colegrove the same questions he had asked Mr. Watson. Trustee Wilson follow up with a comment that with an

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organization the size of the Library District there is bound to be staff who won't be on board with the vision and wanted to know what steps Dr. Colegrove would take to turn that person around and at what point he would cut his losses.

Trustee Benavidez asked Dr. Colegrove the same question she had asked Mr. Watson.

Trustee Bilbray-Axelrod asked Dr. Colegrove to give an example of something that he may have noticed within the Library District that he thought could be done better.

Chair Ortiz shared the same remarks he had shared with Mr. Watson.

Chair Ortiz then asked what type of team Mr. Watson would like to have, a management team or an executive team. He rephrased the question and asked Dr. Colegrove to describe the team he would like to have that would help him achieve the goals of the District and the Board. Ortiz then commented on the loss of historical buildings and how the library is committed to improving, remodeling, freshening up, repainting, redoing the bathrooms, et cetera. He commented on the importance of keeping buildings looking fresh and the commitment to build more libraries and asked if he would prefer long-term financing or pay-as-you-go.

Chair Ortiz also asked Dr. Colegrove if presented with an innovative idea from staff, how he would bring it to fruition or allow it to come to fruition. Finally, Ortiz asked how Dr. Colegrove was prepared to defend the Library District against a policy that's contrary to the American Library Association or Public Library Association standards. He clarified that there is a whole list of standards that are recommendations and if the Board disagrees, Ortiz wants to know how Dr. Colegrove would prepare to defend the Board and if he would follow the direction of a policy or of the Board.

Chair Ortiz finished by giving Dr. Colegrove some time to make last comments.

Discussion and possible Board action regarding selection of the Executive Director. (Item VI.C.)

Trustee Bilbray-Axelrod moved to offer Mr. Kelvin Watson the position of Executive Director of the Las Vegas-Clark County Library District.

Chair Ortiz asked for questions or comments on the motion. There were no questions or comments. Chair Ortiz called for a vote, all Trustees voted yes, and the motion carried.

After discussion about appointing one or more Trustees to negotiate the contract with Mr. Watson, and being reminded by Counsel Welt about Open Meeting Law requirements, Chair Ortiz appointed Trustee Bilbray-Axelrod to meet with HR Director Jeff Serpico and Counsel Gerald Welt to prepare a contract and an offer to bring back to the Board for approval.

Chair Ortiz asked Trustee Rogers to notify Mr. Watson that he had been selected as the new Executive Director and that Trustee Shannon Bilbray-Axelrod would be in contact with him to negotiate his contract. Trustee Rogers accepted the assignment.

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Chair Ortiz requested Trustee Foyt to contact Dr. Colegrove to inform him he had not been selected and to notify Director Serpico of the date and time she called for the record. Trustee Foyt accepted the assignment.

Chair Ortiz stated that he believed the process to select the director had been a good, fair process. It started with 1,800 individuals applicants and had been narrowed down to six individuals by a professional company. While six candidates had been invited to in person interviews, four of those candidates attended. The Trustees had then invited two candidates for final interviews. He congratulated Kelvin Watson on his selection as the next Executive Director.

Discussion and possible Board action regarding the recommendation to joinder onto the National Association of State Procurement Officials (NASPO) ValuePoint agreements for the purchasing of wireless services and additionally onto future agreements negotiated by NASPO for wireless services. (Item VI.D.)

IT Director Al Prendergast apologized for adding an item to the busy meeting, but the timing was beyond his control. He explained the District has used WSCA (now NASPO ValuePoint) contracts for purchasing wireless services for many years. NASPO is a nonprofit association formed to strengthen the state procurement community through education, research, and communication. He stated that the Las Vegas-Clark County Library District has used Verizon for wireless services for the past 20 years and Sprint/T-Mobile for mobile hotspots for the past 6 years and that both organizations participated in the NASPO cooperative and that he had been recently notified in November that master agreements will expire on December 31st, 2020. He explained that in order to ensure continuity of wireless services that all of the services must be transitioned to new agreements before December 31st. He highlighted that the cost of services would not be impacted by the transition and that most local government entities in Southern Nevada, including CCSD, Clark County, City of Las Vegas, RTC, and CSN use those contracts. Additionally, Director Prendergast asked for authority to make changes administratively if vendors negotiate a new contract with NASPO in the future and the numbers change.

Chair Ortiz asked for questions and/or comments.

Trustee Francis Drake asked if there was any monetary value associated with this Board action.

Mr. Prendergast stated that there was no impact at all. He further stated that if the District didn't transition to the new contract then the prices would probably change because they would have to negotiate individually with the vendors.

Trustee Wilson made a motion to authorize staff to joinder on to the National Association of State Procurement Officials ValuePoint contract for the purchasing of wireless services and additionally onto future agreements negotiated by NASPO for wireless services. There was no opposition and the motion carried.

Announcements (Item VII)

The next Board Meeting will be held Thursday, January 21, at 6:00 p.m. via Webex and a location to be determined.

Chair Ortiz asked if the Trustees had any questions, comments, or announcements.

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Trustee Rogers shared that he had spoken to Mr. Watson and informed him of his selection as Executive Director and that Watson expressed his excitement and that he looked forward to hearing from the Trustees with an offer. Rogers also shared that Watson cannot wait to roll his sleeves up and get to work with the District in Las Vegas.

Trustee Foyt commented that she enjoyed the comfortable accommodations during the last meeting at the Sahara West Library.

Chair Ortiz thanked everyone for working under these conditions and wanted to make a record that the Board has worked extremely hard to make sure there is enough money to pay staff and to pay the bills. He shared with the Board that it had been a really good year and that he felt blessed to be on the Board with all the good work that had been done at the direction of the Acting Director and the previous Director.

Public Comment
(Item VIII)

None.

Executive Session
(Item XII.)

Chair Ortiz advised attendees that they were moving into a closed Executive Session. Trustee Bilbray-Axelrod moved to adjourn into Executive Session. There was no opposition and the motion carried. Trustees adjourned into Executive Session at 6:11 p.m.

Trustee Rogers moved that the Regular Session be reconvened. There was no opposition and the Regular Session reconvened at 8:01 p.m.

Adjournment
(Item XIII.)

Chair Ortiz adjourned the meeting at 8:01 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

2020 ATTENDANCE

Appendix A

December 17, 2020 Regular Board Meeting

2020		January 16 Naming Library Policy Cmte	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg	March 18 Emergency Board Mtg	April 16 Finance & Audit Cmte	April 16 Regular Board Mtg	April 28 Special Board Mtg	May 21 Regular Board Mtg	June 2 Special Board Mtg	June 11 Risk Management Cmte	June 11 Nominating Committee Meeting	June 11 Regular Board Meeting	July 23 Special Board Meeting	July 23 Regular Board Mtg	August 13 Regular Board Mtg	September 10 Regular Board Mtg	October 8 Regular Board Mtg	November 12 Finance & Audit Cmte	November 12 Regular Board Mtg	December 4 Special Board Mtg	December 17 Regular Board Mtg	
Benavidez	Kelly	A-E	A-E	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Bilbray-Axelrod	Shannon	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Francis Drake	Marilyn	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Foyt	Elizabeth	P	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Meléndrez	José	P	P	P	P	A-E		P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	
Ortiz	Felipe	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Wadley-Munier	Robin	P	P	P	P	A-E	P	P	P	P	P	P	P	P	A-E	A-E	P	P	P	P	P	P	P	
Ramaker	Sandra	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A-E		
Wilson	Brian	P	P	A-E	P	P	P	P	P	P	P	P	P	P	A-E	A-E	P	P	P	P	P	P	P	
Rogers	Keith	P	P	P	A-E	P	P	P	P	P	P			A-E	P	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 December 17, 2020

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Chair's Report
(Item VI.)

Chair Ortiz reiterated that at the next meeting there would be a discussion concerning public comments and how they should be addressed.

Chair Ortiz congratulated Trustee Benavidez and Trustee Foyt for their reappointments to the Library District Board of Trustees for a second term by the Clark County Commission. He asked if they would like to make any comments.

Trustee Benavidez stated that she was honored to be reappointed and noted that there was great interest in the position, as there were 10 or 11 applications. She thanked the Trustees for their support.

Trustee Foyt said that she is looking forward to the next four years and she has learned a lot in this past term of office. She thanked the County Commissioners who were supportive of her nomination, led by Tick Segerblom and Michael Naft. Foyt concluded by saying that the Trustees are great, there is a wonderful new Executive Director, so she is looking forward to wonderful things happening at the Library District.

Chair Ortiz reminded Trustees that Trustee Shannon Bilbray-Axelrod's last term had concluded. He introduced Nathaniel Waugh, who was appointed Trustee in her place, and asked that he tell the board about himself.

Mr. Waugh thanked Chair Ortiz and the other Trustees for their hospitality, and thanked Commissioner McCurdy for his support. Mr. Waugh gave a brief description of his background, noting that his mother worked at the Enterprise Library and that he hopes to help the libraries continue to flourish. Mr. Waugh explained that he recently graduated from UNLV with a Master's Degree in Urban Leadership and currently works for Hope for Prisoners, a local non-profit.

Chair Ortiz asked for a motion to move item VIII.A. from its current position on the Agenda, to the next item. Trustee Wilson made the motion. There was no opposition and the motion carried.

Chair Ortiz appointed Trustee Waugh to replace Ms. Bilbray-Axelrod on the Audit and Finance Committee. Trustee Waugh accepted the appointment.

Chair Ortiz directed that the next Board meeting include an item as to whether an employee of the Library District can be a Trustee, including an opinion from Counsel Welt. Counsel Welt said that he thought Ortiz had already been provided with the brief he wrote regarding that subject. It said, in part, that an employee of the District could be appointed as Trustee, but would then have to resign as an employee as they cannot fill both positions. Chair Ortiz directed Ms. Boyer to send out the brief to all Trustees.

Unfinished Business

Report on 2021
Nevada Legislature
issues by Chelsea
Capurro of The

Ms. Capurro reported that the legislative session was on Day 39 of a 120-day session and meetings are still being held via Zoom. She explained the upcoming deadlines as follows: March 15, all legislator's bills must be introduced; March 22, the rest of the Bill Draft Requests

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**Griffin Company
(Item VIII. A.)**

have to be introduced; April 9, bills have to pass their first Committee and, April 20, bills must be passed out of the Assembly.

Ms. Capurro gave an update on the specific legislation that has been drafted pertaining to the Library District. She explained that it is still a Bill Draft Request (BDR). She has received the first draft from the Legislative Council Bureau and the bill is on track to be introduced on Monday. After the bill is introduced, it will come up for a hearing. Ms. Capurro reported that she has had some preliminary conversations and everything looks good.

Chair Ortiz asked if there were any questions from the Trustees. Trustee Wilson asked to be notified when the hearing is scheduled and asked for clarification if this was the library's bill or part of a larger bill. Ms. Capurro replied that the bill covers one subject, specifically for the Library District's.

Trustee Ramaker thanked Ms. Capurro for the weekly reports.

Trustee Meléndrez stated that he, too, appreciated the weekly reports and welcomed new trustee, Nathaniel Waugh.

Trustee Foyt stated she is looking forward to getting information on the progress of the bill and thanked Ms. Capurro for the weekly reports.

Hearing no other questions, Chair Ortiz reminded the audience that the proposed legislation has two parts: 1. Allowing the Library District Trustees the authority to hire an internal auditor as an employee of the Trustees, and 2. Removing the Master's Degree in Library Science as a requirement from the Executive Director position.

Chair Ortiz thanked Ms. Capurro for her report.

**Library Reports
(Item VII.)**

Chair Ortiz moved to accept Reports VII.A. 1-3. There was no opposition and the reports were accepted.

**Executive Director's
Report
(Item VII.A.)**

Executive Director Watson summarized his written report and asked if there were any questions from the Trustees.

Trustee Benavidez thanked Director Watson for continuing the briefings before the board meetings.

Trustee Ramaker thanked Director Watson for coming to Mesquite to meet with her.

Trustee Wilson thanked Director Watson for the effort he is putting in to learn about the Library District so quickly.

Chair Ortiz asked Director Watson if the Library District was prepared to operate at 75% capacity if the Governor loosens restrictions. Director Watson replied yes.

Hearing no other questions for Director Watson, Chair Ortiz asked the Trustees if they would like to discuss any of the other library reports.

**Library Operations,
Security Reports
and Monthly
Statistics**

No questions.

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(Item VII.A.1.a.)

**Branding and
Marketing Report
and Electronic
Resources Statistics
(Item VII.A.2.a.)**

Trustee Francis Drake thanked Branding and Marketing for their work, noting that they have been very busy promoting the library.

Trustee Waugh added kudos to the Branding and Marketing team, stating that he had noticed quite a bit of activity on Twitter from LVCCLD.

**Community
Engagement Report
and Monthly
Statistics
(Item VII.A.2.b.)**

Trustee Foyt asked Matt McNally for the status of the summer meals program for children. Mr. McNally replied that Three Square, who provides the meals, is only giving out shelf-stable food at this time. The Library District currently works with Three Square to distribute this shelf-stable food as after school snacks. Trustee Foyt asked for a brief report at the next meeting on the Three Square food distribution plans for the summer.

**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.

New Business

**Discussion and
possible board
action to extend the
appointment of
District's current
auditor BDO, USA,
LLP for one year, for
the fiscal year end
June 30, 2021.
(Item IX.A)**

Chair Ortiz introduced Acting CFO, Floresto Cabias. Mr. Cabias explained that the Nevada Revised Statutes require the Board of Trustees to designate an auditor every year. A request for proposal is not required for auditing services, but the District periodically goes through the competitive bidding process and intends to do that again next Fiscal Year. The last request for proposal took place in March 2013, where the Board approved Piercy Bowler Taylor and Kern (PBTk) for five years and the Board subsequently approved annual extensions for PBTk in the years 2018, 2019, and 2020.

During these last three years, the District experienced the effects of the COVID-19 pandemic and worked on complex New Market Tax Credit transactions that helped fund construction for the East Las Vegas Library and the new Mesquite Library campus. Having PBTk as its auditor during this time period was very helpful because of the firm's

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experience in local governments and its direct experience auditing the District for many years.

In July 2020, PBTK was acquired by BDO USA (BDO), which is one of the largest accounting firms in the country. BDO performed the District audit for Fiscal Year 2020 and despite the challenges of a merger; they did a good job of combining the library experience of PBTK with BDO's own national resources, which brought a fresh perspective to the audit.

Mr. Cabias continued that during this challenging time, BDO agreed to keep their fee the same as the previous year. Financial services will be seeking competitive bids for Fiscal Year 2022, but for Fiscal Year 2021, staff is asking for authorization to sign the agreement to appoint BDO as its auditor for the District.

Chair Ortiz asked if there were any question for Mr. Cabias on this item.

Trustee Waugh thanked Mr. Cabias and Director Watson for maintaining the fees at the current rate.

Trustee Wilson asked if it was unusual for a contract to go this long without going to bid again, as compared to other contracts in the District. Mr. Cabias replied that other contracts in the District go out to bid more often. He explained that due to the nature of the auditing service and expertise that is needed, combined with the complexity of the New Markets Tax Credit program, he believes it is best to stay with BDO for one more year.

Trustee Wilson moved to authorize staff to sign the agreement to appoint BDO USA, LLP for auditing services for the Fiscal Year ending June 30, 2021. Trustee Ramaker seconded the motion. All voted in favor, motion approved.

Announcements
(Item X.)

Chair Ortiz announced that the Audit and Finance Committee would begin their meeting at 4:00 p.m. at the East Las Vegas on April 8th. He added that the regular Board of Trustees meeting would take place on April 8th at 6:00 p.m. at the East Las Vegas Library. This is a change from the meeting Agenda which had the meetings occurring at the Sahara West Library.

Executive Director Watson announced that he would be attending the Clark County Commission Meeting on Tuesday, April the 6th at 9:15 a.m., to celebrate National Library Week. He invited all Trustees to join him at the meeting.

Public Comment
(Item XI.)

Scott Clonan, Teamsters 14 steward and Sunrise Library Branch Manager was present in person and made remarks about some previous comments made the Trustees. His remarks are attached as Appendix C.

Fred Voltz, Boulder City resident, emailed his remarks. He proposed the District investigate combining all of the area library districts (LVCCLD, North Las Vegas, Henderson, and Boulder City) into one district for cost savings. His remarks are attached as Appendix D.

Executive Session

Removed from the Agenda.

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(Item XII.)

Adjournment Chair Ortiz adjourned the meeting at 6:55 p.m.
(Item XIII.)

Respectfully submitted,

Kelly Benavidez, Secretary

2021 ATTENDANCE

March 11, 2021 Regular Board Meeting

Appendix A

2021		January 8 Special Board Mtg	January 21 Regular Board Mtg	February 18 Regular Board Mtg	March 11 Regular Board Mtg										
Benavidez	Kelly	P	P	P	P										
Bilbray-Axelrod*	Shannon	P	P	P	X										
Francis Drake	Marilyn	P	P	P	P										
Foyt	Elizabeth	P	P	P	P										
Meléndrez	José	P	P	P	P										
Ortiz	Felipe	P	P	P	P										
Wadley-Munier	Robin	P	P	P	P										
Ramaker	Sandra	P	P	P	P										
Wilson	Brian	P	P	P	P										
Rogers	Keith	A-E	P	P	P										
Waugh	Nathaniel	X	X	X	P										

attended Committee meeting but not a member

A-E Excused Absence

A-U Unexcused Absence

*Shannon Bilbray-Axelrod's term expired March 1, 2021

**Nathaniel Waugh was appointed March 2, 2021

as of March 12, 2021

March 11, 2021- Appendix B

Page | 1

From: Graeme Williams [REDACTED]
Sent: Thursday, March 11, 2021 8:10 AM
To: boardcomments <boardcomments@lvccld.org>
Subject: How are public comments included in board minutes?

Comment on agenda item II, "Public Comment"

Graeme Williams
[REDACTED]

NRS 241.035(1)(d) concerns the inclusion of public comments in board minutes. I would like to draw the board's attention to two areas of concern: how email comments to the board are handled; and how that handling is described on the library web site and in the text of board meeting agenda items II and XI (these are the agenda items which invite public comment).

Disclaimer: I am not a lawyer.

Part 1: What does the law require for email comments to the board?

The inclusion of public comments in board minutes is described in NRS 241.035(1)(d). For better or worse, the law uses general terms rather than terms specific to (e.g.) email. Paragraph (d) says that the minutes should include:

"(d) The substance of remarks made by any member of the general public who addresses the public body if the member of the general public requests that the minutes reflect those remarks or, if the member of the general public has prepared written remarks, a copy of the prepared remarks if the member of the general public submits a copy for inclusion."

It certainly seems like email comments to the board are "written remarks" which are "submitted for inclusion" and so should automatically be included in the minutes verbatim. An alternative view is that to be included in the minutes, the email should include an explicit request, such as "I submit these remarks for inclusion in the minutes".

Other than this ambiguity, the law does not appear to allow the board any discretion in this area.

Part 2: How public comments are described in the agenda and on the web site.

The possibility of public comments to the board is described in a document linked at the top of <https://lvccld.org/board/board-of-trustees-meetings/>. It is out of date and does not include the possibility of email comments to the board.

The board is of course under no obligation to explain the Nevada Revised Statutes to the general public. On the other hand, it makes sense for the board to be explicit about email comments and how they are handled, if only to ensure that they are handled consistently.

One question about the text of the agenda items inviting comments concerns how the three-minute rule applies to email comments. The board might consider requiring that email comments start with a short summary (say, up to 500 words) which is read during the meeting with the remainder included in the minutes. In any case, the text of the

agenda item and the text on the web should make it clear what limits do or do not apply to email comments.

Another question is whether the board will automatically include email comments in the minutes or whether an explicit request for inclusion is required. Once a decision is made, this should also be reflected in the text of the agenda items and on the web site.

Part 3: Recommendations

I recommend that the board:

- (i) Ask counsel for an explanation of what the board is required to do and where it has discretion;
- (ii) Decide how to address the questions I have raised about email comments regarding size and inclusion in minutes;
- (iii) Update the text of the agenda items and the web site to make clear what people can do and how to do it.

I request that the text of these remarks be included verbatim in the minutes of this meeting.

March 11, 2021- Appendix C

Page 1

Good Evening Trustees, Director Watson and Chair Ortiz:

My name is Scott Clonan and I am a union steward, the Branch Manager of the Sunrise Library and an employee of the Las Vegas – Clark County Library District for over a decade.

I would like to clear up some miss conceptions that the Board seems to have about staff of the district and the stewards that represent them.

1. The Board choose to close the libraries for 2 ½ months early last year and again for 2 1/2 weeks late last year which is just over 3 months not the 4 months stated last meeting. Staff was not consulted on the decision. We were ready willing and able to work but we were not allowed to. We could have done curbside, virtual programming and reference. So the characterization that staff had a 4 month vacation is incorrect and is hurtful and demoralizing to the staff that wanted to provide vital services to our community.
2. Another thing that did not help staff morale was hearing the Board bicker and complain about how unsafe it was to have a monthly face to face meeting. Yet staff was working daily with patrons who were unwilling to wear masks and social distance.
3. The stewards negotiated in good faith when were asked for concessions. We were willing to give the concessions. We only wanted to know that if there was extra money at the end of the fiscal year if it could come back to us. We received a resounding no. The characterization of the stewards as being selfish and greedy is also inaccurate. We were looking out for our fellow staff members.
4. The reason that a few staff bank large amounts of sick leave is because the District does not pay for our disability insurance and we are subject to termination after four weeks without pay. The large banks of sick leave are a rare occurrence. In my branch of 27 staff members only one staff member has a large bank of sick leave. Most would not cover a 3 month illness or maternity leave.
5. Despite what was said at the last board meeting other government agencies in the county receive both a merit and a COLA annually.
6. The board is considering hiring a Internal Auditor in part because you say you do not hear from staff. We have not been asked. Please ask us. I think a front line staff member, not admin. should be at every board meeting to answer Trustees' questions.
7. Chair Ortiz you suggested that Fred James receive a " Financial Bonus" for leading the District through the pandemic. How about some appreciation for the staff of the 25 branches and support services that worked daily during the pandemic to provide vital and essential services to our patrons?

March 11, 2021- Appendix C

Page 2

I want to say that I am extremely proud of The Las Vegas – Clark County Library District staff. We are the only library district in Nevada to be fully open and one of the few in the nation. We are front line essential workers and we have shown up during this pandemic In our branches to provide vital services to our community.

Thank you for your time.

March 11, 2021 Appendix D

Final Public Comment—Las Vegas-Clark County Library Board of Trustees—March 11, 2021—Fred Voltz

Good evening, trustees. For the record, Fred Voltz, [REDACTED] Boulder City.

Thirty-six years ago, your predecessors saw the merits of consolidating library systems between Clark County and the city of Las Vegas.

Notwithstanding today's enactment of \$1.9 trillion dollars of federal bailout payments to a range of destinations, it is always important when spending public money to do so wisely.

We have four distinct library systems in Clark County: the one you oversee, North Las Vegas, Henderson and Boulder City. Each of them likely operates in a slightly different way from one other, but the essential services they provide to the communities they serve are effectively the same.

While there are various reciprocity agreements for exchanges of materials and use of computer systems, the four library districts necessarily duplicate many administrative functions and perhaps lose out on volume buying discounts for subscriptions and other materials. Amazon's announcement today that it will no longer sell e-books and audio book versions of works it publishes in-house to libraries certainly changes costs for library materials.

What I would like to suggest tonight is the initiation of a discussion among the four districts about the possibility of fully merging operations into one district.

There could be multiple, compelling reasons why such a merger does or does not make sense.

We will never know any of those answers if we don't conduct the research objectively.

Library systems across the state have been working with one another diligently and regularly in figuring out how to negotiate virus constraints and how best to conduct operations. Therefore, it shouldn't be hard to have the same sort of collaboration with just four participants.

I hope you will see the merit in adding this subject to your next meeting agenda so it can be publicly discussed by staff and trustees, leading to progress in finding an improved path forward for the delivery of library services.

Thanks for considering this possibility.



ITEM VII.A. BOARD REPORT

MEMORANDUM

DATE: April 6, 2021
TO: Board of Trustees
FROM: Kelvin A. Watson, Executive Director
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' April 8, 2021 meeting. I have supplemented this with information in the board packet, (numbered VII.A.1-3.) and distributed to Trustees on Friday, April 2.

I have been spending a lot of time over the last month meeting District staff, visiting the branches, making connections in the Clark County community, and continuing with my commitments to the library community.

BUDGET:

Financial Services staff have been working diligently to establish the budget and projections based upon the Department of Taxation's revenue projections. As you will see in the background information for the Finance and Audit Committee meeting, this is an administrative report of anticipated expenditures. The good news is that revenues have come in higher than anticipated. I anticipate that the District will be able to slightly increase the percentage of collections purchasing and to be able to transfer money to the Capital Projects Fund, both of which were reduced and eliminated last year. Staff are carefully evaluating how to fill holes in branch coverage now that VESP payments have been absorbed in the budget.

COMMUNITY PROJECTS:

At my meeting with Mayor Carolyn Goodman (thank you to Trustee Marilyn Francis Drake for connecting the two of us), she invited me to attend the Civilian Military Council of Southern Nevada's quarterly meeting at Nellis AFB. That led to an introduction to several military and civilian staff and an invitation to meet to discuss serving the base population discussion with digital library services for the service members and their families that reside there and in the Library District.

Libraries on Buses – Thanks to Trustee Foyt and Commissioner Tick Segerblom, I met with Angela Torres Castro, Chief Strategy, Policy & Marketing Officer of the Regional Transportation Commission and staff to discuss several initiatives I led at Broward County. We had a follow-up meeting this week with the vendor to consider digital pop-up libraries.

Executive Director's Report
April 6, 2021
Page 2

Workforce Connections – I was asked to join the Board of Workforce Connections by Jaime Cruz. I will join Literacy Services Manager Jill Hersha, who has been serving since 2016 and will continue to work on the Programs Committee. My first meeting will take place on April 15.

CCSD partnership – I had a chance to meet with Superintendent Jesus Jara to explore introducing several programs I had led at Broward County with Broward County Public Schools, which included a program called Community Share. With Superintendent Jara's support, District and CCSD staff are reworking a proposed draft MOU with the District to incorporate some of these program and partnership changes.

Historic West Las Vegas – I had the opportunity to meet with Councilman (and Mayoral candidate) Cedric Crear and we discussed the Hundred Plan In Action and a potential new library. I have a followup meeting schedule with County Commissioner William McCurdy.

NEVADA LEGISLATURE: I testified in support of AB258, along with Board Chair Ortiz. This bill, introduced by former Trustee Assemblywoman Shannon Bilbray-Axelrod, adds an Internal Auditor to the list of employees that the Trustees of a consolidated Library District can employ. It also gives the Trustees the authority to establish the educational requirements for a candidate for the position of Executive Director. I am keeping an eye on the progress of this bill, which should be voted on in the Government Affairs Committee today, along with several others that Chelsea Capurro will be reporting on later in the April 8 meeting.

DISTRICT PROJECTS:

COLLECTION DEVELOPMENT REVIEW AND CIRCULATION POLICY UPDATE – I have asked Acting Library Operations Director Leo Segura to lead a team to update the District's current circulation policy to review everything from the number of holds our customers can have, the number and types of items they can check out at one time, as well as the fines and fees we currently charge.

STRATEGIC PLANNING – When the PlayBook 2025 strategic planning team met on Thursday, March 25, I shared some of the culture shift strategies we used at Queens Library and Broward County Library. Pivoting from the work of David Marquet's work on "Greatness" and his recent book, "Turn the Ship Around," the PlayBook idea fosters a culture of "giving control to staff rather than taking control, and creating leaders rather than forging followers." The PlayBook framework for strategic planning acknowledges that in an era of managing change and uncertainty, the organization must be nimble, innovative, and flexible, and staff must be "all in." Everyone in the organization is involved in making the plays. Every play is important to transforming the whole organization. Cultivating this culture is both top down and bottom up, with every staff member getting an opportunity to participate and contribute every day. I challenged the group to think about how we can be more inclusive, permissive, aligned, and make sure everyone is invested in getting us across the finish line.

COMPENSATION STUDY - As Trustees directed, staff are beginning work on a Compensation Study of staff's pay and benefits. An RFP is going out this week to seek a consultant to conduct a Direct and Indirect Compensation Analysis. Results are expected back early in May, and I anticipate the contract coming before the Board as part of the May meeting. The purpose of this study is to ensure the District remains competitive in regards to its pay and benefits practices and that all positions are compensated with Fair Market Value in comparison to similar organizations.

RETREAT PLANNING - I have spoken to Chair Ortiz and we agreed that, with three new Trustees joining the Board, and my relative newness to LVCCLD, it would be a good time to have a Retreat. I am hoping to schedule this for June on a Thursday or Friday and would ask you to make time for this in your very busy schedule. Once the city of Las Vegas appoints replacement

Executive Director's Report
April 6, 2021
Page 3

Trustees for Marilyn Francis Drake and Robin Wadley-Munier early in April, Ms. Boyer will be contacting you to look at dates.

SPECIAL PROJECT - The District has been asked to participate in a potential special project with publisher MacMillan and I will bring you more information on that as this moves forward.

OTHER ACTIVITIES:

Since the last regular meeting in March, I have had the following meetings and visits:

District libraries – I have been to all of the urban branches with the exception of the Centennial Hills Library. I have been to the Mesquite Library and hope to have visited all the rest of the District's branches by the end of April.

In addition, I have been holding one-on-one meetings with Administration Team members on a weekly basis as well as a weekly group meeting with the entire team.

Las Vegas City Council – I have met with Mayor Goodman and Councilman Crear.

Clark County Commission – I want to thank Trustee Foyt for her introductions to Commissioners Naft, Jones and Segerblom. As you know I spoke at the Clark County Commission meeting on April 6.

National – I have met with representatives of Congresswoman Susie Lee.

As you know, I am on several groups and boards and participated in the following meetings:

March 2 – Served as the Keynote Speaker for the Polk County Library Cooperative (Florida) Staff Training Retreat

March 3 – Participated as a co-chair of the Joint Digital Content Working Group meeting of the American Library Association

March 8 – Met virtually with Washoe County Library Director Tod Colegrove

March 15 – Participated as an Advisory Board Member of the San Jose Library State University School of Information's webinar "Crisis Management Skills"

March 16 – Participated as a member of the American Library Association Business Advisory Group in their March meeting

March 18 – Attended a meeting of the Civilian Military Council of Southern Nevada (Quarterly Executive Committee Meeting) thanks to Mayor Goodman

March 19 – Participated in a meeting with new Director of Sales for Ingram Library Services (current library vendor)

March 22 – Participated in a meeting to report the findings of the study, Public Libraries and the Pandemic, sponsored by New America. I served on the work group for the study.

March 23 and 25 – Participated as a speaker for Computers in Libraries Connect Virtual Meeting in two sessions, "Transformational Leadership Tips" and "Inviting the Uninvited Library Veterans' Program"

March 24 – Participated as a member of the OCLC Product Advisory Board in a meeting to review WISE, a community engagement system for public libraries

Executive Director's Report

April 6, 2021

Page 4

March 26 – Participated in the Public Library Association's Board of Director's meeting (current member)

Upcoming activities and meetings:

April 2 - Appeared on KNPR's State of Nevada to introduce myself and discuss where libraries are headed. I will send you a link to this recording once we receive it.

April 6 – I will be at the Clark County Commissioners Meeting to do a National Library Week presentation and introduce myself

April 15 – I have been asked to appear at the California Workforce Association meeting as part of a presentation on partnership with Workforce Connections

April 16 – Visiting the Discovery Children's Museum for a tour and visit with CEO Melissa Kaiser

April 21 – I will be the keynote speaker at the District's Career Online High School (COHS) Graduation – remember, all Trustees are invited to attend this event

ITEM VII.A.1.a.



MEMORANDUM

TO: Kelvin Watson, Executive Director

FROM: Leo Segura, Acting Library Operations Director

DATE: March 25, 2021

SUBJECT: Library Operations Activity Report, April 2021

This report provides an overview of the Library Operations Department and includes project updates, branch activity, and staff highlights from **March 1, 2021 – March 25, 2021**.

LIBRARY OPERATIONS ADMINISTRATION

In the month of March, the Library Operations (LO) Administration Team focused on the following:

- Participated in Budget Meetings with Acting General Services Director **John Vino** and Community Engagement Director **Matt McNally**.
- Continue to analyze current operations and branch staffing needs.
- Participated in Person-in-Charge (PIC) training needs committee led by Training and Development Manager **Keely Walker**. Training is being developed for select staff to step in during emergencies as backup due to a number of PIC staffing shortages.
- Participated in Strategic Planning meeting hosted by Development and Planning Director **Danielle Milam**.
- Conducted branch visits to East Las Vegas Library, Enterprise Library, Spring Valley Library, and Sahara West Library.
- Toured Whitney Library, Clark County Library, and Sunrise Library with **Trustee Nathaniel Waugh**.
- Responded to two patron trespass appeals.
- Conducted monthly Branch Managers meetings via WebEx.

Library Operations Activity Report, April 2021
March 25, 2021 – Page 2

- Worked closely with Digital Content Manager **Ryan Simoneau** and Senior Project Associate **Paula Loop** on Technology & Business Services to answer and resolve patron comments and concerns.
- Assisted **Human Resources** with responding to staff using the District's protocols for responding to confirmed cases of COVID-19 or symptomatic staff and assist with patron complaint.
- Assisted HRIS Manager **Glodia Thomas** with Close of Payroll Coding.
- Fielded customer issues and complaints via Administration email, Administrative Response Telephone voice mail, and in-person.
- Worked closely with Acting General Services Director **John Vino** and Safety Manager **Nicole Baker** to monitor branch safety and security incidents.
- Compiled and reported required monthly statistical reports.
- Coordinated interview dates/information between branches, Library Operations Administration, and Human Resources.
- Stocked and distributed branch PPE including masks, gloves, aprons, and face shields.
- Monitored Administration Email.
- Distributed earphones for use by Youth Services teen patrons.

BRANCH OPERATIONS

For the month of March 2021, all branches continued full operations. Meadows branch offered Vegas Strong library support to school age kids enrolled in the Stupak Community Center's Vegas Strong Academy and continued curbside service to the general public. Meadows will reopen to the walk-in service on April 5th.

Las Vegas Clark County Libraries have been fully open to the public since June 24, 2020. When we reopened there was still a lot unknown about COVID-19 and library staff used any means necessary to create barriers between customers and staff. Our **General Services** department was able to make Plexiglas barriers for service desks and staff placed tables out in



Library Operations Activity Report, April 2021
March 25, 2021 – Page 3

front. Furniture started to pile up in conference rooms as we removed seating to promote social distancing.



Just a few weeks ago, most of the library seating filled the space in front of the story time room at WM. Like other branches, with the 50% opening we moved the furniture to make spaces more appealing, comfortable, and welcoming for our patrons. Families, although social distancing, are now able to sit together.

Throughout March, staff continued to come in early to accommodate our **Early Student Hours** at all Urban Libraries and **Vegas Strong Academy** (VSA) at five key locations. Since CCSD has opened schools and welcomed back Safe Key the Vegas Strong Academies transitioned out of the libraries. This great program and partnership was well supported by staff and the District alike. We received lots of feedback on how the early hours and VSA allowed parents to work and kids to connect with school using high speed internet and modern devices.



For the past two months, as the COVID-19 infection rates continue their downward trend, we have seen an upward tic in the number of passport application appointments at our **Windmill Library**. There have been so many that we had to change our appointment software to release one month of open spots on the first of each month instead of leaving them open for a week. Passport services are available by appointment only. Full information can easily be found at <https://lvccld.org/passportservices/> or you can [click here](#) to schedule your appointment.

STAFF UPDATES

Library Operations would like to congratulate staff on the following changes and promotions:

- **Ajax Delvecki** accepted the Full Time 40 hour Circulation Department Head at the Enterprise Library. Ajax joins us from UNLV.
- **Kimberly Padilla-Estrada** (New Hire), accepted the PT 19 hour Computer Lab Assistant at the East Las Vegas
- Sierra Tuter, **Re Hire**, accepted the 40 hr. Library Assistant position at Laughlin Library.
- **Chandler C. DeLeon, New Hire**, accepted the **19 hr** YPL Children's Services Assistant position at Clark County.

Library Operations Activity Report, April 2021
March 25, 2021 – Page 4

The District said farewell and best wishes for whatever comes next to the following Library Operations staff:

- **Minh Phuong Trinh Nguyen**, Laughlin Library.
- **Mariah Mancini**, Clark County Library

MONTHLY STATISTICS

The total circulation for the month of February 2021 was 712,405 which is 77% of the pre-pandemic February 2020 circulation of 927,396. Of this total, eMedia circulation was 258,492, which is a 15% increase from the prior year's 239,688 total. With COVID-19, eMedia continues to increase in popularity and is an important part of LVCCLD offerings.

In February 2021, 262,448 patrons entered our libraries, which is 56% of the pre-pandemic January 2020 gate count of 470,739. Staff issued 3,941 new library cards; conducted 9 computer classes for 38 participants; and answered 30,728 reference questions. Internet sessions in the library during the month totaled 83,116. Wi-Fi usage recorded at 49,899.

The Best Buy Teen Tech Center staff offered 81 programs with a total attendance of 731 teens.

Additionally, Windmill Library staff issued 39 passports for a total of \$2,031.00 in execution and photo fees.

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MEMORANDUM

TO: Kelvin Watson, Executive Director
FROM: Leo Segura, Acting Library Operations Director
DATE: March 25, 2021
SUBJECT: Security Report, April 2021

This report provides information regarding security and/or safety-related incidents that occurred in District branches from **February 1, 2021 – February 28, 2021**.

In February, there were **50** incidents, which is a **12% decrease** from the prior year of 57 incidents. During this period, the District recorded **262,448** in-person visits. **This ratio is one incident for every 5,250 visits.**

The **Clark County Library** experienced the **highest number of incidents**, in which the branch recorded **19** incidents. The remaining branches reported between 0-5 incidents.

District branches encountered the following types of incidents this month:

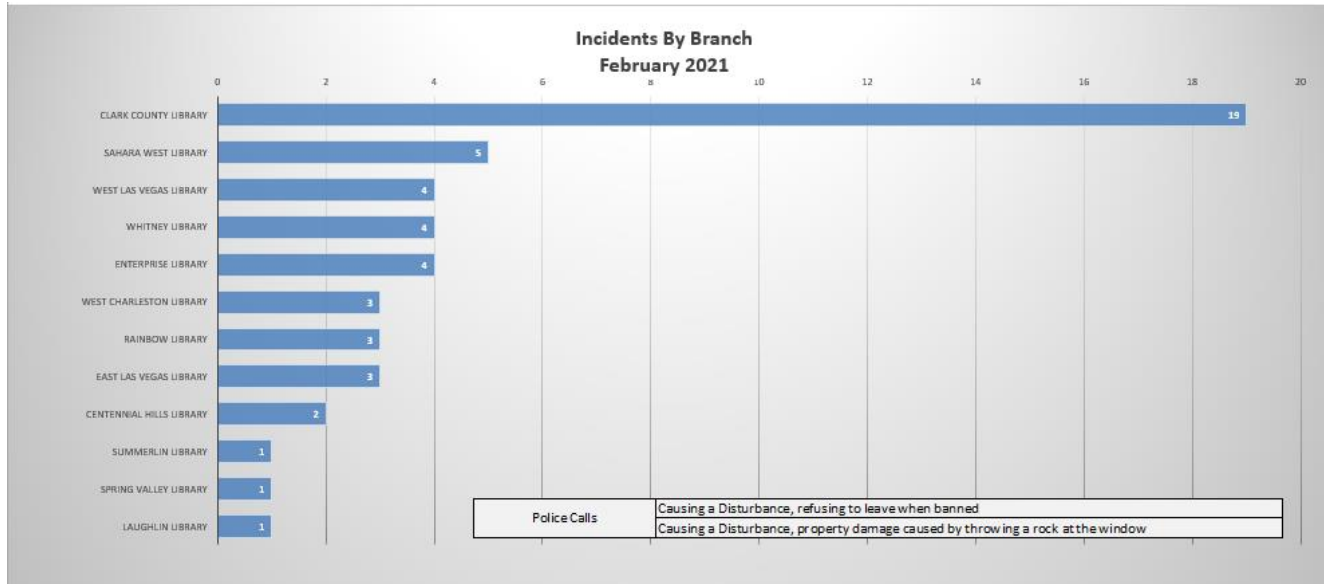
- Patron Disturbance
- Patron Illness (health or medical emergency)
- Other
- Library Property Damage
- Patron Injury
- Theft of Patron Property

Of the above incident types, staff handled **32** patron disturbances, which accounts for the majority of incident types at 64%. **This ratio is one disturbance for every 8,202 visits.**

Seven (7) one-year trespasses and 2 shorter term bans were issued in February and staff made seven (2) calls to law enforcement.

...

Library Incident Reports February 2021

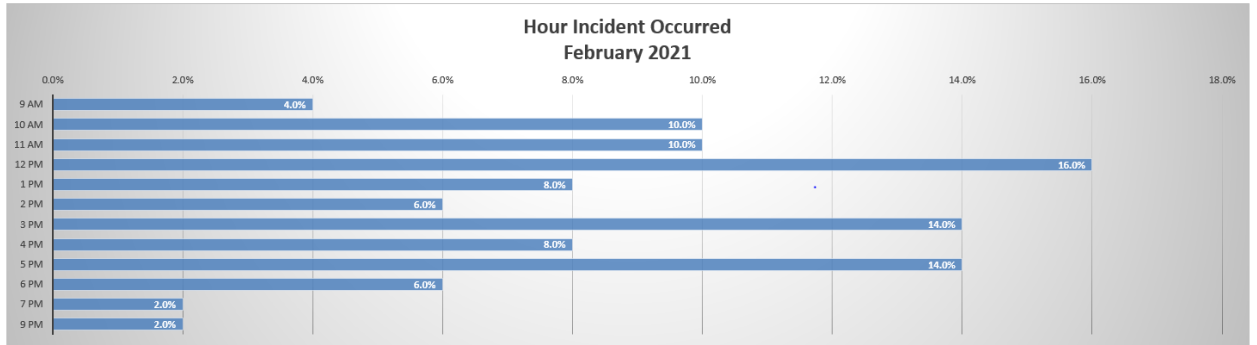


	Branch	Incident Reports				Mar-19 to Feb-20	Mar-20 to Feb-21	Difference	% Change
		Feb-20	Feb-21	Difference	% Change				
Urban Branches	CENTENNIAL HILLS LIBRARY	0	2	2	0.0%	22	13	-9	-40.9%
	CLARK COUNTY LIBRARY	15	19	4	26.7%	174	175	1	0.6%
	EAST LAS VEGAS LIBRARY	5	3	-2	-40.0%	54	30	-24	-44.4%
	ENTERPRISE LIBRARY	6	4	-2	-33.3%	54	34	-20	-37.0%
	MEADOWS	0	0	0	0.0%	3	0	-3	-100.0%
	RAINBOW LIBRARY	1	3	2	200.0%	29	24	-5	-17.2%
	SAHARA WEST LIBRARY	3	5	2	66.7%	47	23	-24	-51.1%
	SPRING VALLEY LIBRARY	5	1	-4	-80.0%	43	19	-24	-55.8%
	SUMMERLIN	1	1	0	0.0%	22	5	-17	-77.3%
	SUNRISE LIBRARY	2	0	-2	-100.0%	23	7	-16	-69.6%
	WEST CHARLESTON LIBRARY	2	3	1	50.0%	49	38	-11	-22.4%
	WEST LAS VEGAS LIBRARY	4	4	0	0.0%	79	41	-38	-48.1%
	WHITNEY LIBRARY	8	4	-4	-50.0%	132	50	-82	-62.1%
	WINDMILL LIBRARY	3	0	-3	-100.0%	41	18	-23	-56.1%
	Urban Total	55	49	-6	-10.9%	772	477	-295	-38.2%

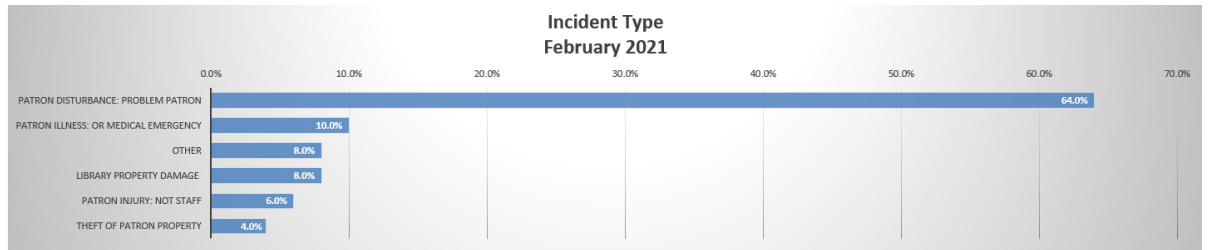
	Branch	Incident Reports				Mar-19 to Feb-20	Mar-20 to Feb-21	Difference	% Change
		Feb-20	Feb-21	Difference	% Change				
Outlying Branches	BLUE DIAMOND	0	0	0	0.0%	0	0	0	0.0%
	BUNKERVILLE	0	0	0	0.0%	0	4	4	-100.0%
	GOODSPRINGS	0	0	0	0.0%	0	0	0	0.0%
	INDIAN SPRINGS	1	0	-1	0.0%	2	0	-2	-100.0%
	LAUGHLIN LIBRARY	0	1	1	0.0%	10	4	-6	-60.0%
	MESQUITE LIBRARY	1	0	-1	0.0%	30	12	-18	-60.0%
	MOAPA TOWN	0	0	0	0.0%	0	2	2	-100.0%
	MOAPA VALLEY	0	0	0	0.0%	0	1	1	-100.0%
	MT CHARLESTON	0	0	0	0.0%	1	0	-1	-100.0%
	SANDY VALLEY LIBRARY	0	0	0	0.0%	1	0	-1	-100.0%
	SEARCHLIGHT	0	0	0	0.0%	0	0	0	0.0%
	Outlying Total	2	1	-1	0.0%	44	23	-21	-47.7%
Grand Total		57	50	-7	-12.3%	816	500	-316	-38.7%

Library Incident Reports February 2021

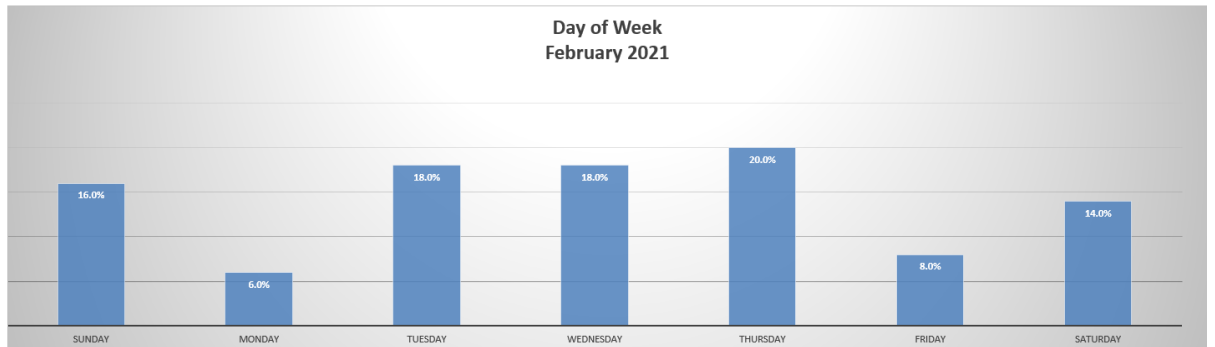
Hour Incident Occurred	Total	%
9 AM	2	4.0%
10 AM	5	10.0%
11 AM	5	10.0%
12 PM	8	16.0%
1 PM	4	8.0%
2 PM	3	6.0%
3 PM	7	14.0%
4 PM	4	8.0%
5 PM	7	14.0%
6 PM	3	6.0%
7 PM	1	2.0%
9 PM	1	2.0%
Grand Total	50	100.0%



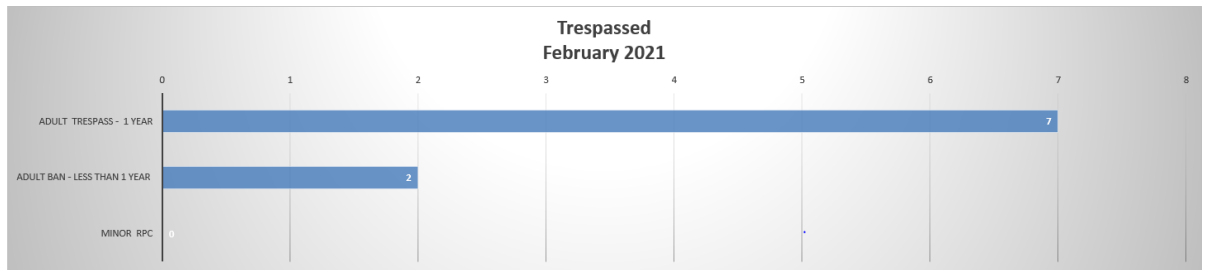
Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	32	64.0%
PATRON ILLNESS: OR MEDICAL EMERGENCY	5	10.0%
OTHER	4	8.0%
LIBRARY PROPERTY	4	8.0%
PATRON INJURY: NOT	3	6.0%
THEFT OF PATRON PROPERTY	2	4.0%
Grand Total	50	100.0%
Police Called	2	



Day of Week	Total	%
Sunday	8	16.0%
Monday	3	6.0%
Tuesday	9	18.0%
Wednesday	9	18.0%
Thursday	10	20.0%
Friday	4	8.0%
Saturday	7	14.0%
Grand Total	50	100.0%



Trespass or Banned	Total
ADULT TRESPASS - 1	7
ADULT BAN - LESS THAN 1 YEAR	2
Minor RPC	0



Regular Board of Trustees Meeting - Item VII - Library Reports

Monthly Statistics
Year over Year
February 2020/ February 2021

	Library	Circulation				2020	2021			Gatecount				2020	2021		
		2020	2021	Difference	%	Year to Date	Year to Date			2020	2021	Difference	%	Year to Date	Year to Date		
Urban Branches	Centennial Hills	44,656	32,767	-11,889	-27%	388,277	265,230	-123,047	-32%	28,453	16,732	-11,721	-41%	251,401	157,525	-93,876	-37%
	Clark County	39,517	21,390	-18,127	-46%	318,544	167,416	-151,128	-47%	48,567	21,234	-27,333	-56%	378,932	178,076	-200,856	-53%
	Enterprise	28,408	20,998	-7,410	-26%	258,356	170,027	-88,329	-34%	27,389	15,111	-12,278	-45%	213,657	120,779	-92,878	-43%
	East Las Vegas	29,567	13,451	-16,116	-55%	255,403	116,478	-138,925	-54%	33,793	30,216	-3,577	-11%	277,389	222,086	-55,303	-20%
	Meadows	2,850	248	-2,602	-91%	44,293	2,289	-42,004	-95%	2,780	95	-2,685	-97%	22,743	1,849	-20,894	-92%
	Rainbow	38,015	26,239	-11,776	-31%	324,166	208,313	-115,853	-36%	37,044	22,300	-14,744	-40%	282,333	152,415	-129,918	-46%
	Sahara West	53,575	36,166	-17,409	-32%	453,270	292,306	-160,964	-36%	44,768	21,086	-23,682	-53%	366,180	161,236	-204,944	-56%
	Spring Valley	31,472	20,230	-11,242	-36%	266,189	160,071	-106,118	-40%	36,149	17,394	-18,755	-52%	258,708	128,423	-130,285	-50%
	Summerlin	30,000	18,801	-11,199	-37%	243,852	161,300	-82,552	-34%	15,692	10,800	-4,892	-31%	207,195	91,250	-115,945	-56%
	Sunrise	32,582	18,515	-14,067	-43%	281,468	149,231	-132,237	-47%	25,313	11,472	-13,841	-55%	216,781	89,178	-127,603	-59%
	West Charleston	29,734	16,294	-13,440	-45%	247,537	137,037	-110,500	-45%	25,753	11,983	-13,770	-53%	213,119	112,977	-100,142	-47%
	West Las Vegas	12,238	5,894	-6,344	-52%	106,614	46,620	-59,994	-56%	27,000	19,410	-7,590	-28%	202,873	115,477	-87,396	-43%
	Whitney	30,831	20,702	-10,129	-33%	264,836	169,193	-95,643	-36%	47,838	15,774	-32,064	-67%	390,635	180,481	-210,154	-54%
	Windmill	48,698	33,238	-15,460	-32%	414,157	274,611	-139,546	-34%	31,088	18,749	-12,339	-40%	254,524	144,703	-109,821	-43%
Outlying Branches	Urban Totals	452,143	284,933	-167,210	-37%	3,866,962	2,320,122	-1,546,840	-40%	431,627	232,356	-199,271	-46%	3,536,470	1,866,455	-1,680,015	-48%
	Blue Diamond	280	385	105	38%	2,438	1,860	-578	-24%	549	385	-164	-30%	4,870	2,581	-2,289	-47%
	Bunkerville	350	1,078	728	208%	3,805	5,934	2,129	56%	1,158	1,078	-80	-7%	12,837	8,754	-4,083	-32%
	Goodsprings	1,165	67	-1,098	-94%	9,262	5,286	-3,976	-43%	442	67	-375	-85%	3,724	2,408	-1,316	-35%
	Indian Springs	1,227	836	-391	-32%	11,340	6,149	-5,191	-46%	2,136	836	-1,300	-61%	19,123	5,725	-13,398	-70%
	Laughlin	10,995	4,513	-6,482	-59%	91,185	39,899	-51,286	-56%	8,882	4,513	-4,369	-49%	64,382	36,260	-28,122	-44%
	Mesquite	12,257	9,942	-2,315	-19%	94,767	67,989	-26,778	-28%	15,196	9,942	-5,254	-35%	126,888	73,373	-53,515	-42%
	Moapa Town	436	374	-62	-14%	4,595	2,963	-1,632	-36%	626	374	-252	-40%	4,925	2,993	-1,932	-39%
	Moapa Valley	6,085	11,332	5,247	86%	49,641	42,835	-6,806	-14%	7,234	11,332	4,098	57%	66,835	61,260	-5,575	-8%
	Mt. Charleston	426	410	-16	-4%	4,527	3,549	-978	-22%	496	410	-86	-17%	6,641	3,980	-2,661	-40%
	Sandy Valley	2,010	684	-1,326	-66%	15,199	7,635	-7,564	-50%	998	684	-314	-31%	9,489	5,299	-4,190	-44%
	Searchlight	640	471	-169	-26%	5,126	4,179	-947	-18%	1,368	471	-897	-66%	10,117	3,990	-6,127	-61%
	Outlying Totals	35,871	30,092	-5,779	-16%	291,885	188,278	-103,607	-35%	39,085	30,092	-8,993	-23%	329,831	206,623	-123,208	-37%
Misc.	ILL	376	291	-85	-23%	2,946	2,674	-272	-9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	2,448	2,108	-340	-14%	16,933	3,690	-13,243	-78%	27	0	-27	-100%	412	0	-412	-100%
	Outreach	4,792	1,915	-2,877	-60%	39,865	17,131	-22,734	-57%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	224,953	258,492	33,539	15%	1,872,683	2,146,131	273,448	15%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	206,813	134,574	-72,239	-35%	1,709,076	1,135,996	-573,080	-34%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	439,382	397,380	-42,002	-10%	3,641,503	3,305,622	-335,881	-9%	27	0	-27	-100%	412	0	-412	-100%
	Grand Totals	927,396	712,405	-214,991	-23%	7,800,350	5,814,022	-1,986,328	-25%	470,739	262,448	-208,291	-44%	3,866,713	2,063,078	-1,803,635	-47%

Regular Board of Trustees Meeting - Item VII - Library Reports

Monthly Statistics
Year over Year
February 2020/ February 2021

	Library	New Library Card				2020		2021		PC Internet Sessions				2020		2021			
		2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%		
Urban Branches	Centennial Hills	479	269	-210	-44%	3,714	1,984	-1,730	-47%	4,659	1,006	-3,653	-78%	37,638	11,546	-26,092	-69%		
	Clark County	717	348	-369	-51%	5,744	2,364	-3,380	-59%	7,991	2,010	-5,981	-75%	64,295	30,216	-34,079	-53%		
	Enterprise	348	211	-137	-39%	3,046	1,512	-1,534	-50%	3,198	958	-2,240	-70%	25,026	11,514	-13,512	-54%		
	East Las Vegas	619	257	-362	-58%	5,586	2,603	-2,983	-53%	7,456	1,738	-5,718	-77%	61,718	20,969	-40,749	-66%		
	Meadows	47	2	-45	-96%	387	28	-359	-93%	392	0	-392	-100%	3,022	0	-3,022	-100%		
	Rainbow	462	267	-195	-42%	3,857	1,848	-2,009	-52%	4,376	1,297	-3,079	-70%	33,006	15,366	-17,640	-53%		
	Sahara West	1,020	287	-733	-72%	5,566	3,036	-2,530	-45%	4,374	1,506	-2,868	-66%	36,419	17,375	-19,044	-52%		
	Spring Valley	422	194	-228	-54%	3,004	1,655	-1,349	-45%	6,025	1,989	-4,036	-67%	48,539	22,890	-25,649	-53%		
	Summerlin	230	129	-101	-44%	2,179	961	-1,218	-56%	1,974	406	-1,568	-79%	15,569	4,938	-10,631	-68%		
	Sunrise	584	176	-408	-70%	3,801	1,965	-1,836	-48%	4,683	1,192	-3,491	-75%	38,607	12,491	-26,116	-68%		
	West Charleston	343	132	-211	-62%	2,930	1,044	-1,886	-64%	3,609	1,224	-2,385	-66%	28,983	13,431	-15,552	-54%		
	West Las Vegas	229	126	-103	-45%	2,640	1,072	-1,568	-59%	4,725	1,238	-3,487	-74%	38,745	13,979	-24,766	-64%		
	Whitney	382	207	-175	-46%	3,934	2,233	-1,701	-43%	4,437	1,713	-2,724	-61%	34,938	17,916	-17,022	-49%		
	Windmill	608	315	-293	-48%	5,085	2,082	-3,003	-59%	5,551	1,054	-4,497	-81%	40,664	13,378	-27,286	-67%		
	Urban Totals	6,490	2,920	-3,570	-55%	51,473	24,387	-27,086	-53%	63,450	17,331	-46,119	-73%	507,169	206,009	-301,160	-59%		
Outlying Branches	Blue Diamond	2	3	1	50%	14	16	2	14%	49	2	-47	-96%	226	69	-157	-69%		
	Bunkerville	0	1	1	100%	11	23	12	109%	35	9	-26	-74%	221	129	-92	-42%		
	Goodsprings	0	1	1	100%	12	27	15	125%	19	1	-18	-95%	149	65	-84	-56%		
	Indian Springs	3	6	3	100%	36	26	-10	-28%	148	16	-132	-89%	1,407	215	-1,192	-85%		
	Laughlin	180	54	-126	-70%	700	378	-322	-46%	1,631	414	-1,217	-75%	12,794	5,121	-7,673	-60%		
	Mesquite	113	62	-51	-45%	1,543	597	-946	-61%	2,383	555	-1,828	-77%	17,207	5,824	-11,383	-66%		
	Moapa Town	0	5	5	100%	12	21	9	75%	79	30	-49	-62%	665	232	-433	-65%		
	Moapa Valley	27	25	-2	-7%	188	133	-55	-29%	406	66	-340	-84%	3,342	816	-2,526	-76%		
	Mt. Charleston	2	1	-1	100%	16	20	4	25%	17	10	-7	-41%	152	89	-63	-41%		
	Sandy Valley	6	3	-3	-50%	32	21	-11	-34%	76	22	-54	-71%	612	242	-370	-60%		
	Searchlight	1	1	0	0%	13	11	-2	-15%	79	11	-68	-86%	655	66	-589	-90%		
	Outlying Totals	334	162	-172	-51%	2,577	1,273	-1,304	-51%	4,922	1,136	-3,786	-77%	37,430	12,868	-24,562	-66%		
Misc.	ALP	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	206	48	-158	-77%	1,910	363	-1,547	-81%		
	Outreach	774	0	-774	-100%	3,763	2,268	-1,495	-40%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
	Online Registration	612	859	247	40%	4,779	6,432	1,653	35%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
	WiFi	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	81,528	36,140	-45,388	-56%	660,305	335,897	-324,408	-49%		
	Misc. Totals	1,386	859	-527	-38%	8,542	8,700	158	2%	81,734	36,188	-45,546	-56%	662,215	336,260	-325,955	-49%		
	Grand Totals	8,210	3,941	-4,269	-52%	62,592	34,360	-28,232	-45%	150,106	54,655	-95,451	-64%	1,206,814	555,137	-651,677	-54%		

ITEM VII.A.2.a.



MEMORANDUM

TO: Mr. Kelvin Watson, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: March 25, 2020

SUBJECT: Branding and Marketing Activity Report, April 2021

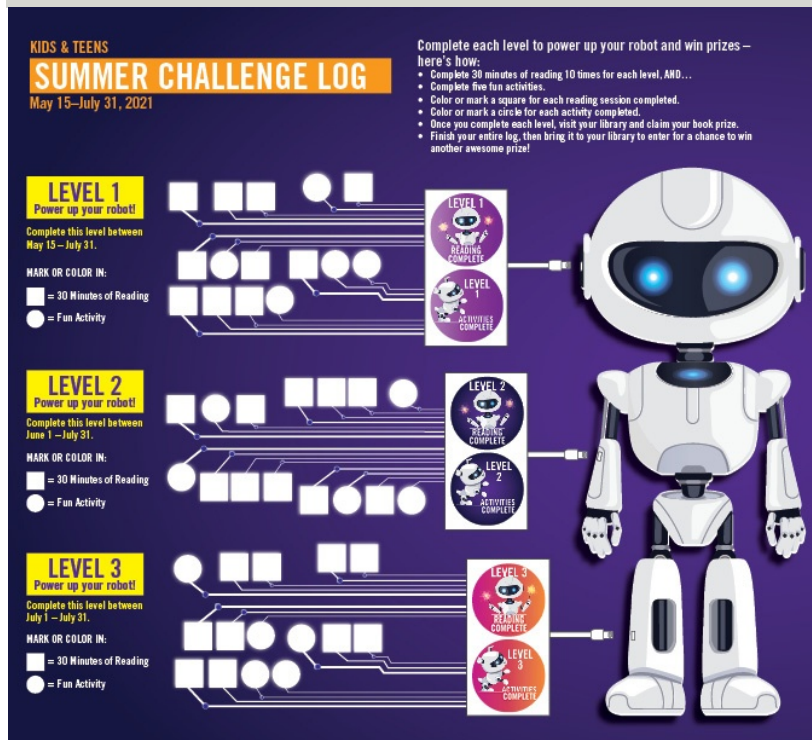
This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for the month of March 2021 and analytics for the period from February 1-28, 2021.

SUMMER CHALLENGE 2021 PREPARATION

- Branding & Marketing Director **Betsy Ward**, and Graphic Designer **Juanita Aiello** worked with Youth Services Manager **Shana Harrington**, and Youth Services Specialist **Melissa Ramos** to design the Summer Challenge 2021 creative theme of "Power Up Your Robot." This year's theme was nominated and selected by vote from the Summer Challenge Committee.
- Based off the new theme, **Juanita Aiello** created the various printed materials which included a brochure, outdoor banners, truck side banners for two of Library District courier box trucks, indoor banners, and in-branch displays. **Betsy**, **Juanita**, **Shana**, and **Melissa** collaborated on the t-shirt designed based on the new theme. The order was placed Friday, March 12, this year's shirt design is so popular, 390 were ordered by staff!
- **Betsy Ward** worked with Web Designer **Gene Kilchenko** to create an animated video for the 2021 Summer Challenge landing page on the website using the new robot creative.
- **Betsy Ward** and **Juanita Aiello** held a conference call with Las Vegas Lights Owner **Brett Lashbrook** on Friday, March 12 to discuss their partnership for this year's Summer Challenge and library card launch. The LV Lights season is slated to start in late spring/early summer. Brett is very excited to partner with the Library District on Summer Challenge, the launch of their new library card, and future co-branded events. **Betsy Ward** will be introducing Community Engagement Director **Matt McNally** to Brett to work on further programming partnerships.
- Community Engagement is planning a Summer Challenge outdoor Kick-off event at East Las Vegas Library on Saturday, May 15. BAM will create the promotional materials based on Juanita Aiello's design. Digital Content Manager **Ryan Simoneau** and Senior Digital Projects Associate **Paula Loop** will attend to share real-time social media coverage. **Betsy Ward** will handle media coverage.
- On Thursday, March 4, **Matt McNally**, **Betsy Ward**, **Shana Harrington**, **Melissa Ramos**, **Ryan Simoneau**, and **Juanita Aiello** met to review progress on the brochure.

Branding and Marketing Report
March 25, 2021
Page 2

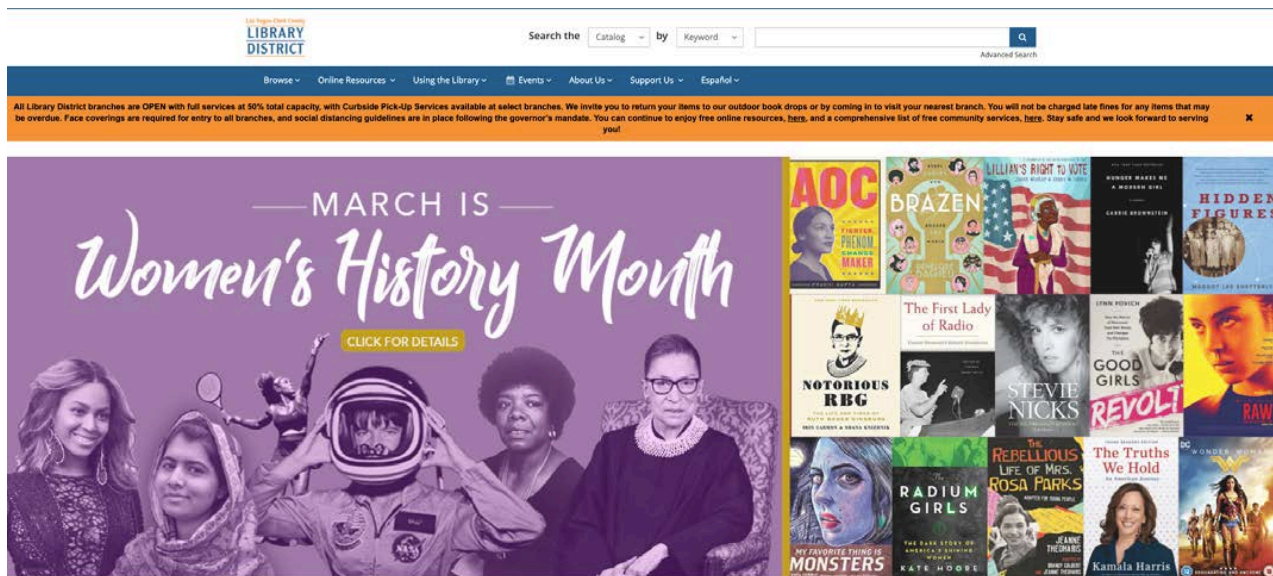
- On Wednesday, March 10, **Shana Harrington, Juanita Aiello, and Melissa Ramos** met to review new round of edits made to this year's Summer Challenge promotional art.
- On Tuesday, March 16 **Matt McNally, Betsy Ward, Shana Harrington, Melissa Ramos, and Juanita Aiello** met to review the brochure and in-branch marketing materials, discuss the effectiveness of this year's log, how best to distribute giveaways, and how the event will be promoted.
- **Juanita Aiello** met via Zoom with **Shana Harrington, Melisa Ramos, and the Summer Challenge committee** to review the artwork and further fine-tune the brochure and log.



Branding and Marketing Report
 March 25, 2021
 Page 3

WOMEN'S HISTORY MONTH

- **Betsy Ward** worked with Graphic Designer **Cierra Pedro** to create a dedicated graphic for this nationally recognized celebration of influential women in the areas of music, science, literature, sports, law, and human rights. **Paula Loop** updated the website hero banner on March 11 with new artwork, which linked to a new blog post that **Ryan Simoneau** compiled. View the blog post [HERE](#).
- **Ryan Simoneau** and **Paula Loop** worked with Bibliographic & Collections Manager **Rebecca Colbert** and Online Resources Manager **Jocelyn Bates** to create new staff lists and spotlight online resources that celebrate African American History Month, along with local and national resources.
- **Ryan Simoneau** and **Paula Loop** created website content cards and added them to the different audience and format browse pages to drive more traffic back to the Women's History Month blog post.
- **Betsy Ward** worked with **Cierra Pedro** to add this to the March Highlights eNewsletter, which **Juanita Aiello** sent out on Friday, March 4, to Library District cardholders.
- **Ryan Simoneau** and **Paula Loop** scheduled social media promotion throughout March that links back to the Women's History Month blog post and the catalog.



Branding and Marketing Report
March 25, 2021
Page 4

Celebrate Women's History Month With The Library District's Free Resources

by [Ryan](#) March 2, 2021



Kamala. Ruth. Eleanor. Malala. Rosa. Gaga. Alice. Beyoncé. Maya. Georgia. Dolly. Sally. Serena. The first names of these fascinating women are shorthand for the contributions that they and countless others have made to politics, law, human rights, music, poetry, art, literature, sports, science and so much more. Celebrate this important month with us as we guide you through our library catalog of books, movies, and music by inspiring, courageous, talented, historic ladies.

Here's what you can check out from our collection, as well as a selection of free online resources that you can access 24/7 for FREE using your library card. If you don't have your library card yet, sign-up [HERE](#) for our digital eCard, and enjoy instant access to our wonderful world of discovery!

Online Resources



[Enjoy free streaming movies and award-winning documentaries with Kanopy's Women's History Month Collection](#)

[Check out this staff-curated selection of Women's History Month titles from our vast digital collection on OverDrive](#)

[Browse a special collection of eBooks, downloadable audiobooks, movies, music & more 24/7 on Hoopla Digital](#)

VEGAS GOLDEN KNIGHTS 2021 COLLECTIBLE PLAYER BOOKMARKS — MARCH RELEASE

- **Betsy Ward** and **Cierra Pedro** worked with Vegas Golden Knights (VGK) Director of Marketing & Brand **Carley Sisolak** to finalize the design for the March collectible player bookmark, which features Defenseman Alec Martinez. As always, this month's featured bookmark spotlights Martinez's favorite titles, which fans can also check out at the library, helping to promote interest in our catalog.
- A new limited-edition collectible player bookmark is released at the start of each month during the 2021 NHL season and are available at all 25 Library District branches. The player bookmarks are also available for the first time at The Arsenal Pro Shop, located inside City National Arena, and on the front desk of City National Arena reception area. These have been very popular at this location and help the Library District to reach more local residents who wouldn't normally have us on their radar.
- Below are the remaining confirmed 2021 featured players (pending trades or injuries):
 - Ryan Reaves
 - Zach Whitecloud
 - Brayden McNabb
- BAM created promotional materials that are sent to branches and include:
 - Monthly player bookmarks
 - Acrylic bookmark displays featuring desktop signage
 - Updated Chance banner for all branches

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- **Gene Kilchenko** updated the Library District's VGK landing page and "Chance's Chat" blog to include Alec Martinez, where the public can find out more about him, along with each previously featured player and what they are checking out at the Library District. The English version can be viewed [HERE](#). The translated Spanish version can be viewed [HERE](#).

VEGAS BORN

VEGAS GOLDEN KNIGHTS 2021 COLLECTIBLE
PLAYER BOOKMARKS AVAILABLE NOW!

Get yours at your local library branch and
click on the photos below for "Chance's Chat," our VGK blog, with each player!

This Month's Spotlitghted Vegas Golden Knights Player is:

23 ALEC MARTINEZ
DEFENSEMAN

EN ESPAÑOL BACK TO PLAYERS

Chance's Chat

Hi Everyone:

It's me again, your favorite team's favorite mascot, Chance the Gila Monster! Allow me to roll out the red carpet for this month's Vegas Golden Knights Collectible Team Bookmark star, Alec Martinez! Alec is a legend on the ice. He's a two-time Stanley Cup champ who played 11 seasons with the Los Angeles Kings. You might remember him for scoring the game-winning goals in both the Western Conference Final and the Stanley Cup Final in 2014. Incredible!

Alec may have been our rival in the past but, thankfully, he wised up and moved to Fabulous Las Vegas last year. He's become a good friend and an integral part of the team. Even in his first game with us last year, he snagged a goal and an assist. Way to make a first impression! He's kept that same energy ever since and has been a force on the defensive line. Good luck getting through him!

We're extremely lucky to have Alec on the team, not just for his hockey skills but for who he is as a person. No. 23 is such a humble, positive, and easy going guy. Playing during a pandemic has its challenges, but he knows what we're experiencing right now is much bigger than the game.

"Everyone has to adapt. You've got to be a professional. You know a lot of people are making sacrifices. There's a lot of hard work being put into this so we can have the opportunity to play. I'm not going to complain," he said during a recent press conference.

And when we take a loss, Alec gets right back up. "You can't win every game," he said after our first loss this season. "We get to go back at it tomorrow and try to win a hockey game."

Spoken like a true champ!

23 ALEC MARTINEZ

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- **Betsy Ward** continues to conduct monthly media outreach to promote each player launch.
- **Ryan Simoneau** and **Paula Loop** will update the website homepage and audience browse pages, as well as schedule monthly social media posts for each player.

The banner features a dark background with a gold border. On the left, there are two Golden Knights player bookmarks. In the center, text reads: "LIMITED EDITION VEGAS GOLDEN KNIGHTS PLAYER BOOKMARKS", "AVAILABLE EXCLUSIVELY AT THE LIBRARY", "GET YOUR FREE BOOKMARK TODAY!", and "A NEW PLAYER EACH MONTH". On the right, there is a yellow smiley face icon and text: "CHECK OUT CHANCE'S CHAT" and "CLICK HERE". To the right of the main banner is a section titled "EVENTS SPOTLIGHT" with two event listings: "Banff Centre Mountain Film Festival World Tour" and "Acoustic Eidolon". Below the main banner is a row of five dots, with the fourth dot filled. At the bottom of the banner is a blue bar with the text "#LibrariesDoThat".

MONTHLY HIGHLIGHTS eNEWSLETTER TO LIBRARY CARDHOLDERS

- **BAM** has moved toward producing digital Library Highlights eNewsletters to promote multiple priority events and resources.
- **Betsy Ward** worked with **Cierra Pedro** to update the Highlights header to incorporate Library Highlights magazine branding, which cardholders know and love from the previous print edition, which was suspended due to COVID-19 budget cuts
- Topics in March included:
 - **Celebrating Resiliency, Women's History & VGK**
 - This spotlighted the continued "Literally" blog post, written by Head of Collections and Bibliographic Services Rebecca Colbert. This edition spotlighted titles from the collection centering around "Resiliency." Also included was the Library District's free online resources and staff picks to celebrate Women's History Month, along with the monthly Vegas Golden Knights Collectible Player Bookmark featuring Defenseman Alec Martinez.
 - Sent out Friday, March 4, 2021
 - **106,950 unique opens with a 16.75% open rate**
 - **3,842 total clicks generated**

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Celebrating Resiliency, Women's History & VGK



Resilience – The Word of the Year

Our librarian columnist Rebecca Colbert addresses the need for resiliency, a life skill that we can all benefit from. She shares some of her favorite self-help titles that provide steps for picking up the pieces, no matter what life hands you. She also suggests some fiction and non-fiction titles featuring fascinating characters to learn from and be inspired by. Enjoy!

[Click to Read](#)



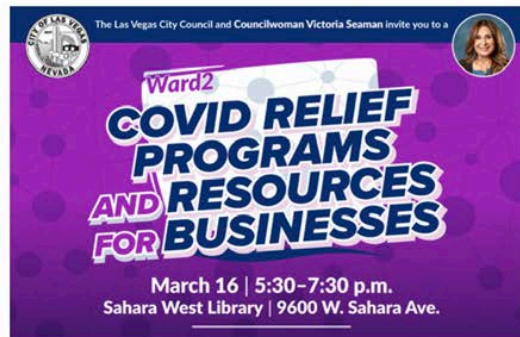
- **Nevada's Virtual Job Fair & Free Resources for Local Businesses eNewsletter**
 - Promoted the Library District's free employment services and resources, as well as upcoming March events at the Employ NV Business Hub inside Sahara West Library, along with Nevada's Virtual Job Fair on March 25.
 - Sent out to Library District cardholders on Friday, March 12, 2021
 - **79,605 unique opens with an 25.02% open rate**
 - **3,359 total clicks generated**

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Nevada's Virtual Job Fair & Free Resources for Local Businesses



Did you know that the Library District provides free training, resources, career guidance, and small business support? We offer free access to computers and laptops, WiFi, printing, plus career success services, and online learning as well as thousands of skill-building resources to check out from our collection. Discover more about everything we offer [here](#) (en Español). Get started today!



Learn about the many resources available to help local businesses recover from the pandemic. Watch presentations from Employ NV Business Hub, The Small Business Administration, Procurement Technical Assistance Center, and the city of Las Vegas economic development team.

LAS VEGAS RAIDERS PARTNERSHIP PROPOSAL

- **Betsy Ward** worked with **Cierra Pedro**, **Matt McNally** and Development & Planning Director **Danielle Milam** to create a dynamic partnership proposal presentation that was emailed to Las Vegas Raiders Community Relations Manager **Nick Markunas** on Monday, March 1. The proposal included ideas for immediate implementation, year-round opportunities, and a grant proposal from the Library District Foundation. **Nick** confirmed receiving the proposal and will be reviewing it with the Las Vegas Raiders marketing and community engagement team.
- **Betsy Ward** wrote the partnership proposal, which incorporated big picture ideas from **BAM**, along with priority programs and educational activities throughout the year from

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Community Engagement, and information on homework help and tutoring programs provided by the **Library District Foundation**.

- **Cierra Pedro** created the Power Point deck, using compelling photos and the Library District's brand colors.
- **BAM** will continue to work with **Nick Markunas** on the development of the official Raiders library card, along with other potential promotional ideas, such as player bookmarks, and participation with either Summer Challenge or Library Card Sign-Up Month in September.

INTRODUCING KELVIN WATSON AS THE NEW LIBRARY DISTRICT EXECUTIVE DIRECTOR

- **Betsy Ward** continues to work with Executive Director **Kelvin Watson** on creating a timeline for sharing his arrival at the District with the public, along with the news that Kelvin was the winner of the **2021 Margaret E. Monroe Award for Library Adult Services** sponsored by RUSA and NoveList. This will be announced to the local media, and national library industry media, in late March.
- **Cierra Pedro** will take photos of **Kelvin Watson** during his library visits, to be integrated into a new "Welcome" blog post for the website that **Betsy Ward** will compile with **Cierra Pedro, Paula Loop, and Ryan Simoneau**.
- **Betsy Ward** is worked with **Cierra Pedro** to create a dedicated graphic for the blog, using the iconic Las Vegas welcome sign to introduce **Kelvin Watson** as the new Library District Executive Director.
- **Betsy Ward** updated **Kelvin's** bio for the website and worked with **Ryan Simoneau** to update the Meet the Executive Director page, which can be viewed [HERE](#).
- **BAM** will also create the following:
 - An introduction of Kelvin to cardholders in an upcoming Highlights eNewsletter.
 - Website promotion on the homepage spinner and all audience browse pages.
 - Schedule social media promotion of the "Welcome" blog post.

BIBLIOCON WEBSITE CONFERENCE

- **Paula Loop, Cierra Pedro, Gene Kilchenko and Ryan Simoneau** attended BiblioCon 2021, BiblioCommons' annual conference, which was held virtually February 24-26. It was attended by 600+ library marketing and digital staff from around the world who also subscribe to the BiblioCommons website platform.
- **Notable panels that BAM staff attended included:**
 - Building & Curating for Every Community
 - Lessons Learned from the Brands You Love
 - Roadmap Updates for BiblioWeb, BiblioEvents, and BiblioCore
 - Accessibility and Your Library
 - Amplifying Staff Voices or Engaging Content
 - Leveraging Your Library Analytics to Better Serve Your Patrons
 - Marketing to Occasionals
 - BiblioEmail software overview
 - How to Become a BiblioWeb Power User
 - **BAM** staff gleaned a lot of knowledge from BiblioCommons staff located in Toronto, as well as from fellow users at other Library Districts across the globe.
 - The importance of investing in more marketing campaigns to help promote awareness of seamless in-branch and virtual programming services was the common theme at this year's BiblioCon.

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COVID-19 ACTIVITIES

- **Ongoing Communications**
 - **Staff Communications:**
 - **BAM** maintains the Staff Updates page on the website on behalf of the Administration Team members. This dedicated page for all Library District staff serves as an effective and efficient way for them to access important and time-sensitive information and announcements, both from home and while at work, during the COVID-19 pandemic.
 - **Betsy Ward** continues to work with **Ryan Simoneau** on uploading all new content as it is received from District Department Heads. This page can be viewed at: <https://lvccld.org/staffupdates>
 - The Staff Updates page went live on Thursday, March 19, 2020 and through February 16, 2021 the page has received **38,829 Total Unique Page Views, with 1,061 Unique Page Views from February 1-28, a decrease of -57% over the previous month.** This decrease in visits is directly impacted by District staff working at branches and they are able to access their emails and Voyager again to receive Library District updates. Library staff have stayed on this page for an average **Dwell Time** of **over four minutes**.
 - **Public Communications:**
 - **Paula Loop** continues to update our dedicated "COVID-19 Response" blog post, which features an updated listing of free local and national resources. This informative blog post also links out from the system notification banner at the top of the website to help increase the awareness of website visitors. Through March 16, this blog post has compiled **14,336 Total Unique Page Views** and an **average Dwell Time** of **over two minutes**. This community resource blog will continue to be updated throughout the ongoing COVID-19 pandemic: lvccld.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/

GOOGLE ADWORDS GRANT UPDATE

- **Google AdWords** is **Google's** dedicated advertising platform in which advertisers bid on popular keywords and search phrases in order for their clickable text-based ads to appear in **Google's** search results. The Foundation and the Library District received a shared grant from Google in the amount of \$10,000 per month in Google ad credits.
- Nonprofit Megaphone is the agency that works with Google to manage our grant and help us to optimize designated "keywords" that are selected from Library District and Foundation priorities on the website. This helps entice people to click on the District's Google AdWords campaigns when making their searches on Google.
- Our current contract with NonProfit Megaphone ends on April 6, and we are working with them on the 2021-2022 renewal service agreement, which is currently being reviewed by the Library District's attorney **Jerry Welt**.
- Highlights from our first year of using the Google Grant include:
 - Over 37,000 unique visitors to LVCCLD.org to date as a result of the Google Ads
 - 17.80% average click-through rate (The Google Grant requirement is 5% and we have tripled that! Of NonProfit Megaphone's 400+ clients, this is one of the highest CTRs they have seen, which tells Google that our ads are high-quality and relevant)

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- 92% of the time our Google Ads are showing at the top of the page, above organic search results which is extremely high considering the wide-range of competitive keywords we are bidding on.
- 648 people have applied for an eCard as a direct result of clicking on an ad
- 623 people have spent over five minutes on LVCCLD.org after clicking on an ad
- 87 people have called our branches from clicking on an ad
- The Google Studio Data Report updates in real-time on our Google Grant Google AdWords campaigns, and can be viewed [HERE](#).
- Conversation tracking for priority Google AdWords campaigns (Feb 1-28):
 - 3,150 total clicks to the website (this is the highest we have seen since October 2020 when we were bidding on keywords relating to the general election).
 - 114 people found our Employ NV Business Hub landing page from clicking an ad.
 - 88 people applied for an eCard from clicking on an ad.
 - 35 people found our One-Stop Career Centers landing page from clicking on an ad, with one person calling the branch location.
 - 26 people visited our Vegas Golden Knights landing page from clicking on an ad.
 - 22 people found our 2021 Free Tax Assistance blog post from clicking on an ad.
 - 16 calls to branches from users clicking on an ad.

PRINT COLLATERAL MATERIALS & SOCIAL MEDIA/WEBSITE ASSETS

- **Juanita Aiello, Cierra Pedro, and Gene Kilchenko** managed, edited, designed, proofread, obtained approval, printed, and prepared for delivery of print collateral materials and/or digital graphics for the following: Library Highlights eNewsletter - Literally, VGK Bookmark #2, Women's History Month; Library Highlights eNewsletter - Employ NV, Business & Career Success, Employ NV, One-Stop, Adult Learning, Nevada CareerExplorer, COVID Relief Program, Virtual Job Fair; Women's History Month graphic; STEAM Carnival at EV; pPersonalized notepad Kelvin; UNLV Jazz Concert Series; Tesla Quartet; More Sax in Your Life with Sid the Kid the Man; Extra-Sensory Experience with Keith Zalinger; Ceramic Painting w/Color Me Mine; Cultural Harmony: Classical Guitar Kyle Khembunjong; Las Vegas Stories; Saturday Crafternoon; Lauren Gunderson's I and You; Laughlin Library's Fantasy Baseball League

WEBSITE, BACKEND UPDATES & ONGOING INITIATIVES

- **Priority topics that were promoted on the website homepage and browse pages included:**
 - Promotion of the Library District's free services & resources for Women's History Month.
 - The launch and availability of the monthly Vegas Golden Knights Limited Edition Collectible Player Bookmark which featured Defenseman Alec Martinez in March.
 - "The Library District is Here for Students" campaign, which links back to the Limitless Learning landing page, where users can also register for the second semester of the City of Las Vegas's Vegas Strong Academy Program which was hosted at four branches through March 26.
 - Spotlighting The Employ NV Business Hub at Sahara West and its priority March programming which include COVID Relief Programs and Resources for Business on March 16, along with the Nevada Virtual Job Fair on March 25.
 - The Business & Career Success landing page.
 - Digital eCard availability.
 - 2021 Free Tax Assistance Program with AARP

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- The new “Literally” blog post from **Rebecca Colbert**, Head of Collection and Bibliographic Services, which centered around the word “Resiliency” with recommended titles from the Library District collection.
- Priority online resources and learning tools.
- New Take & Make Kits availability across the Library District.
- Media Coverage and press release pages were updated by **Gene Kilchenko** and **Ryan Simoneau**.
- **Gene Kilchenko** and **Ryan Simoneau** continue to update the backend of Voyager and the Staff Updates page to alert staff of new District-wide updates, such as COVID-19 Incident Notifications.
- **Ryan Simoneau** and **Paula Loop** continued to field questions and comments from the public, and have received 10 feedback emails through March 16.
- **Ryan Simoneau** and **Paula Loop** worked with **Rebecca Colbert** and the **Website Content Committee** to add 34 new staff lists to the website. These submitted staff lists are rotated on the homepage, along with the audience and format browse pages, as well as promoted on social media, to help ensure that timely content is being shared each week.
- The website has recorded **148,562 total library card registrations** as of March 16, an **increase of 1%** 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, placing holds, and accessing online resources.

SOCIAL MEDIA

- The top priority in March was to promote the Library District’s free services & resources in celebration of Women’s History Month by linking back to the dedicated blog post on the website. Additional priority promotions included the monthly release of the 2021 Vegas Golden Knights Limited Edition Collectible Player Bookmarks which featured Defenseman Alec Martinez in March. “The Library Is Here for Students,” which directed the public to our Limitless Learning landing page, which includes a link to City of Las Vegas website where they can register for the second semester of the Vegas Strong Academy program.
- **BAM** helped support Clark County’s initiative to create a lasting 1 October Memorial by linking to their online survey that was available through March 14. We continued to promote the Employ NV Business Hub at Sahara West Library along with the Business & Career Success landing page, plus sharing the COVID Relief Programs and Resources for Business event that took place on Tuesday, March 16, along with Nevada’s Virtual Job Fair which took place on March 25.
- Additional priorities included the continued sharing the Library District’s 2021 Free Tax Assistance Program with AARP, **Rebecca Colbert’s** new “Literally” blog post, timely new content that **Paula Loop** and **Ryan Simoneau** added to each of the different audience and format browse pages across the website; along with the continued Take & Make Kits that are available across the Library District, new staff lists from the Website Content Committee; the Library District’s digital eCard availability; encouraging Fresh Picks eNewsletter sign-ups, along with spotlighting the Library District’s free online resources and learning tools.

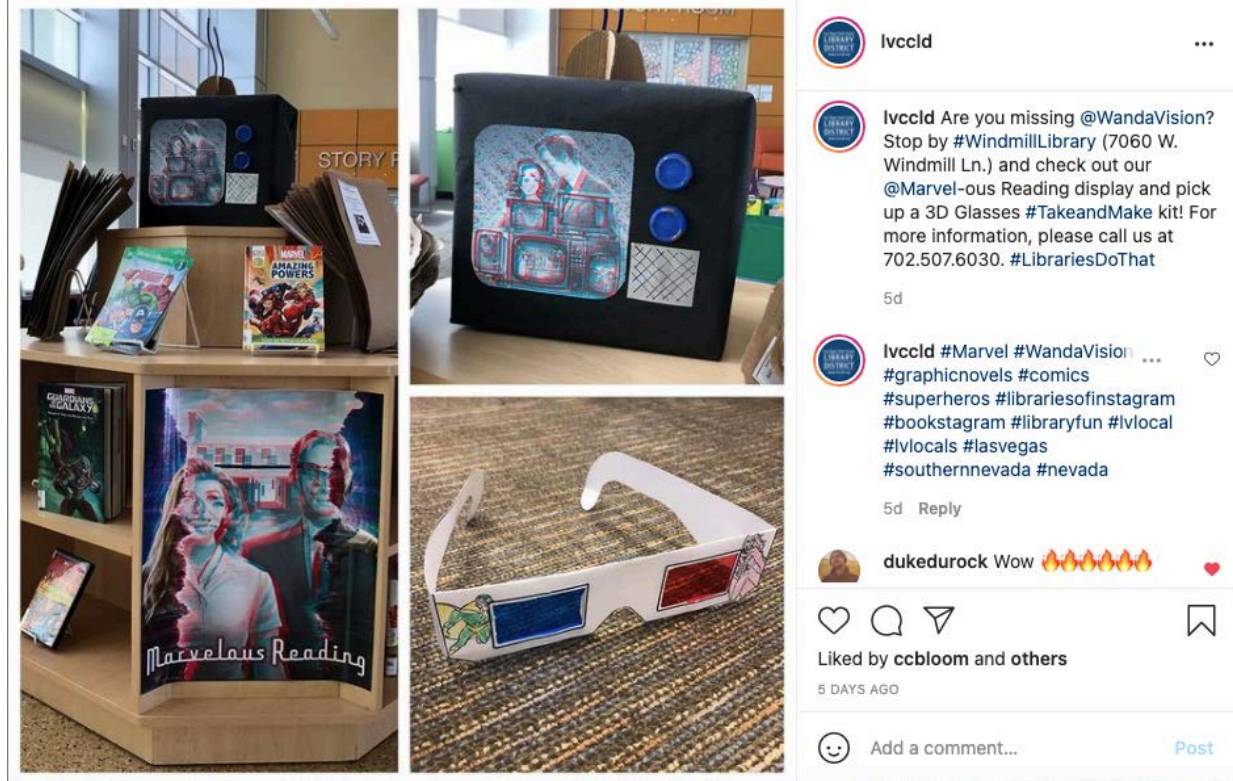
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CONTINUED TAKE & MAKE KITS PROMOTION

- **Paula Loop** and **Ryan Simoneau** continue to update the website and schedule social media posts throughout the month to help promote the different free Take & Make Kits offered across the Library District. These posts consistently generate strong user engagement with our followers.
- Library District branch staff continue to submit their Take & Make photos to **BAM**, which help to increase our user engagement and encourage people to visit the respective branches.
- **Get Outdoors Nevada** helped to promote the free “pollinator” Take & Make kits that were available at Whitney Library while supplies lasted.
- Windmill Library Youth Services Librarian **Emily Matview** shared her timely “WandaVision” themed Take & Make with **BAM** and that was very popular on social media as it ran right after the conclusion of the popular Disney+ series.



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SOCIAL MEDIA HIGHLIGHTS

- New Board of Trustee member **Nathaniel Waugh** shared his enthusiasm on his official Twitter account and continues to support the Library District on Twitter by retweeting some of our posts.

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- Congresswoman **Susie Lee** retweeted our tweet to help encourage people to sign-up for the Vegas Strong Academy program at the Library District.

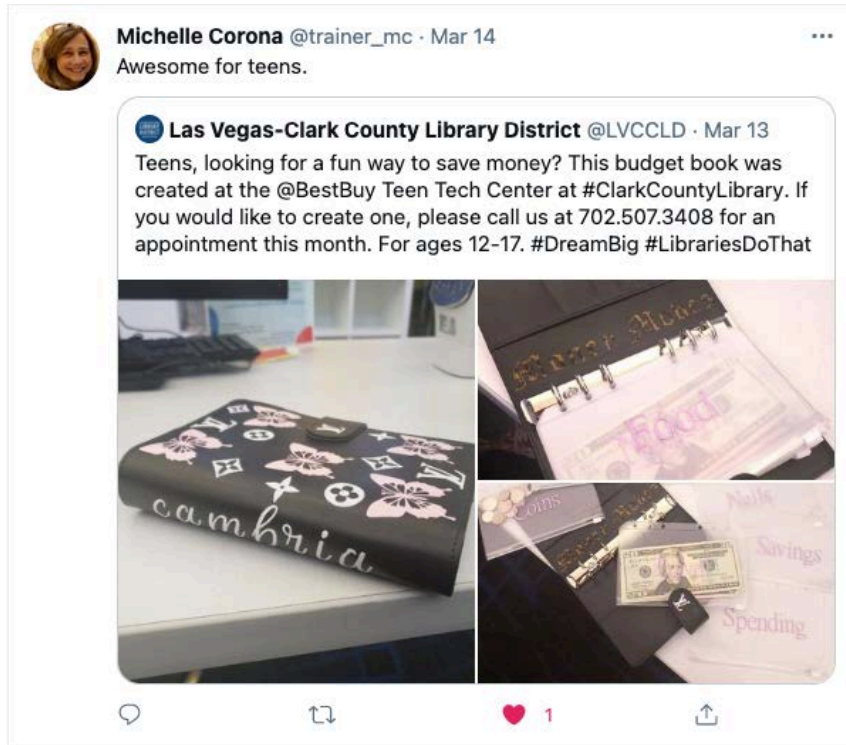


- We received some positive user-generated content on social media as well in support of the Employ NV Business Hub, Safe Place program, and Best Buy Teen Tech Center.

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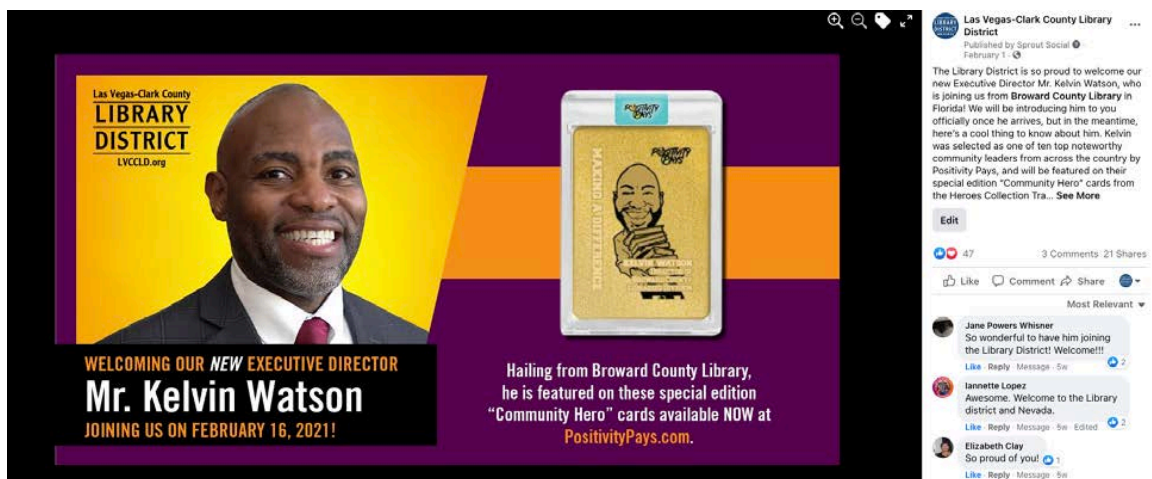


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LIBRARY DISTRICT'S TOP POSTS (FEBRUARY 2021)

- Facebook:**
 We share a social media "teaser" to announce that new Executive Director **Kelvin Watson** would be joining the Library District starting February 16 and helped to promote his special "Community Hero" card that was available from PositivityPays.com during African American History Month.



- Twitter:**
 Our response to popular local influencer @VitalVegas who questioned why libraries were listed

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by the State of Nevada as an essential business was a hit on Twitter with eight total retweets and over 80 "likes".



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- **Instagram:**

We continue to share the monthly Read With Jenna book selections and those social media posts continue to be very popular with our followers, especially on Instagram. This post had an organic reach of 15,447 impressions, had 345 likes, 8 comments, and 3 shares to user Instagram Stories.



WEB & SOCIAL MEDIA ANALYTICS (FEBRUARY 2021 + 30 DAY COMPARISON)

- **Facebook:**

- LVCCLD Facebook Page Fans: 12,715 (No Change)
- Total Facebook Page Fans (across all LVCCLD branches): 40,711 (-1%)
- Total LVCCLD Facebook Impressions: 66,379 (+3%)
- Total LVCCLD Facebook Post Engagements: 2,956 (+21%)
- Total LVCCLD Facebook Link Clicks: 146 (No Change)

Notes: We increased our user engagement, but new followers did not increase over the last month. We feel we can increase both new followers and user engagement on this platform with the return of virtual programming.

- **LVCCLD Twitter:**

- Followers: 3,575 (+1%)
- Total user engagements: 2,511 (+32%)
- Organic Impressions: 176,105 (+28%)
- Link clicks: 116 (-45%)

Notes: Both total new followers and user engagements increased over the last month. We continue to share timely links to priority landing pages on LVCCLD.org, as well as timely new staff lists via this social media platform.

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- **LVCCLD Instagram:**

- Followers: 3,988 (+2%)
- Total user engagement: 2,292 (-11%)
- Total impressions: 62,010 (-9%)
- Top post engagement: 384 (+25%)
- Total likes received to posts: 2,292 (-11%)
- Total comments received to posts: 97 (-31%)
- Instagram Stories Impressions: 4,259 (29%)

Notes: Last month we continued to increase our total number of new followers, but dipped slightly in user engagement, impressions, and our Instagram Stories impressions. As with Facebook, once virtual programming is able to resume, that will help to increase our monthly analytics on this social media platform, as we can utilize our IGTV feed and IG Stories for sharing longer-form video content.

- **YouTube:**

- Channel Subscribers: 971 (+4%)
- Total Impressions: 14,200 (-6%)
- Total Channel Watch Time: 28.4 (+48%)
- Average View Duration: 2min 05sec (+47%)

Note: While our channel subscribers and total watch time were up last month, our analytics will be much higher on this social media platform once virtual programming is allowed to resume and we are able to post fresh content for subscribers after an eight-month break.

- **Website Analytics (February 2021)**

- Page Views: 1,473,004 (-7%)
- Homepage Views: 285,618 (-3%)
- Total Visitors: 140,771 (-4%)
- Unique Visitors: 120,344 (-6%)
- Average Dwell Time: :57 (no change) 1:07 (+4 seconds on homepage)

Notes: With three less days of analytics in February, we experienced slight dips in website visitors and Page Views, but we were able to increase our dwell time on the homepage. This can be attributed to the promotion of African American History Month and the launch of the 2021 Vegas Golden Knights Collectible Player Bookmarks which both occupied the hero banner throughout the month.

ITEM VII.A.2.b.



MEMORANDUM

TO: Mr. Kelvin Watson, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: March 25, 2021

SUBJECT: Community Engagement Report, April 2021

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 **February 1, 2021 – February 28, 2021**.

Matt McNally met with Community Engagement administrative staff regularly throughout the month to discuss department budgets and proposed projects for Fiscal Year 21-22. Staff budget requests and information was provided to the Branding & Marketing and Information Technology departments. Community Engagement held meetings with the General Services and Library Operations departments to discuss more complex requests.

On February 1, **Matt McNally** represented the Library District during a virtual presentation to AIA (American Institute of Architects) regarding programming and designing for 21st century buildings/libraries. Panelists of the program *Centering the "Community" in Community Engagement* discussed what successful community engagement processes can look like and how to make them a part of standard practice.

Workforce Connections Executive Director Jaime Cruz hosted U.S. Senator Catherine Cortez Masto on a tour of the Employ NV Business Hub at Sahara West Library on February 16. **Matt McNally** attended and coordinated logistics from the Library District for a successful visit. The Library District was also represented by Executive Director **Kelvin Watson**, former Acting Executive Director **Fred James**, and Development and Planning Director **Danielle Milam**.



Staff stressed the importance and achievement of the Library District's Title II adult education and literacy services program in connection to other workforce development titles of service under the Workforce Innovation and Opportunity Act.

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Additionally, staff reinforced the importance of grants from the Library Services and Technology Act (LSTA). The visit showed how each partner is effectively working to help Southern Nevada's recover from the pandemic by supporting small business development.

Matt McNally collaborated throughout the month with Branding and Marketing Director **Betsy Ward** and Development and Planning Director **Danielle Milam** to develop an all-inclusive partnership proposal for the Las Vegas Raiders. Programming, marketing, and grant opportunities were all discussed. Administrative staff assisted to develop specific details for partnership consideration.

LITERACY SERVICES

The HiSET was administered to students in pursuit of earning a certificate of High School Equivalency (HSE). The HiSET consists of five subject tests in the areas of Reading, Writing, Math, Science, and Social Studies. In order to earn a High School Equivalency certificate, a student must pass all five subject areas. During the month of February, three test-takers were assessed. Test administrations are offered monthly.

High School Equivalency	February 2021	FY '20-'21 YTD
Test Takers	3	38
Tests Administered	12	103
Tests Passed	11	83
HSE Certificates Earned	1	15

The Career Online High School (COHS) program was offered to students interested in pursuing their high school diploma. Interested candidates must first complete a self-assessment, and then start and complete their first semester course in their chosen career track within a two-week time frame. Upon successfully completing the prerequisite course, candidates are contacted for an in-person interview and reading assessment. Funds to continue the program are granted upon earning a successful reading level and interview. There were five graduates in the month of February which is considerable in that it's also the shortest month of the year. One of the graduates, Michael Pearce, tested and interviewed for the Career Online High School program in early December 2020. He declared during the interview that his end goal was to work for TSA and his diploma was necessary in making that happen. On February 12, Michael earned his diploma and successfully graduated from the Career Online High School, completing his required coursework in just over two months. It is heartwarming and inspiring to see his hard work come to fruition and it is our highest hope that he will attend the COHS graduation ceremony this April.

Career Online High School	February 2021	FY '20-'21 YTD	Since Inception Dec '17
Completed Self-Assessment	35	372	1,371
Completed Prerequisite Course	4	55	390
Approved Scholarship	5	38	161
Graduates	5	24	65

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Literacy Services continues to partner with The International School of Hospitality (TISOH) to provide an Integrated Education and Training (IET) option for eligible Adult Learning Program students. The IET provides an opportunity for participants to earn a career certificate while receiving additional needed educational support. Two Adult Learning Program students were approved to start the Hotel Operations Certificate Spring Online session; however during the month of February, one of the students had to withdraw due to additional working hours required by her employer which conflicted with the education schedule.

NV-ACE Pilot	February 2021	FY '20-'21 YTD
TISOH Enrollment (HOC)	2	8
Certificate Completers	0	4

Literacy Services Cycle III classes were in full session during February. A total of 11 virtual classes and 18 in-person classes were offered. Each class is offered four days a week. On February 21, Adult Literacy launched a Saturday HiSET Preparation class for students interested in earning their High School Equivalency Certificate. Students who are enrolled in speaking and listening ESL (English as a Second Language) transition classes are provided access to ACT's WorkKeys Curriculum in order to practice their English listening skills as well as exposing them to necessary skills for the workplace. Students are required to complete a minimum of two hours per week of WorkKeys curriculum for the duration of the class. One student, Jani, surpassed the minimum and completed a total of 107 hours in WorkKeys during her 6-week class, averaging almost 18 hours per week. She hopes to earn her WorkKeys certificate later this spring. In-person Friday Conversation Workshops were offered at the Clark County and East Las Vegas libraries.

Literacy Services; In-Person	Classes February 2021	Enrollment/ Attendance February 2021	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	18	118	750
Adult Basic Education*	1	5	5
Conversation Workshop	2	64	386
One-Stop Tutoring	---	---	---
Literacy Open Labs	---	63	246
*Includes HSE Students with 12 hours instruction			

Literacy Services; Virtual	Classes February 2021	Enrollment/ Attendance February 2021	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	8	88	566
Adult Basic Education	2	15	16
Citizenship Class	1	2	13

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GALLERY SERVICESNew Exhibit Installations*Reflections on Forms*

Rebekah Andrade, East Las Vegas, 2/4/21 – 4/18/21

Desert Day & Night

JK Russ, Windmill Library, 2/9/21 – 4/20/21

Old Europe Today

Stuart Goldschen, Spring Valley Library, 2/23/21 – 4/25/21

Events

Programs; Virtual	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Gallery Tours	0	0	19	1088
Live Stream	0	0	7	237

Highlights

On February 4, community organizations: Families United 4 Justice Las Vegas, Forced Trajectory Project, and Desert Arts Action Coalition hosted an online opening event celebrating the West Las Vegas Library gallery exhibit *Water Slipping through Our Fingers: An Art Memorial to Lives Impacted by Police Violence*. The event featured a virtual tour of the included art, and the panel of families impacted by police homicide along with their collaborative artists who worked with them for months in order to achieve the art, writings, and music contributing to the exhibit.



Gallery Services Manager **Darren Johnson** joined Barrick Museum Executive Director Alisha Kerlin at her reception for the exhibit *Content May Settle* (Image; Left) on February 27 at Available Art Space Projects (ASAP). ASAP is a new art gallery space located in New Orleans Square inside Commercial Center. It is owned and operated by artists Holly Lay and Homero Hidalgo, who happen to be currently showing their work in the Summerlin Library gallery exhibit, *2 or 3 Things I*



know about Abstraction.
(Photo; Right)

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Darren Johnson attended the exhibit *Reclamation!* by Clarice Tara Cuda and Jung Min at Core Contemporary; *Proof* by Tiffany Lin, *Behold a Pale Horse* by Brent Holmes, *Threads in Time* by Chase McCurdy, *Rebuilders* by Gig Depio, *This is the Place* by Krystal Ramirez, and *In the Interest of Action* by Lance Smith at the Marjorie Barrick Museum of Art. Many of these exhibiting artists showed their artwork in Library District gallery exhibits at times during the past few years.

OUTREACH SERVICES

Outreach Education Coordinator **Kelly May** facilitated 10 professional development workshops for 241 teachers at the Department of Education's Office of Early Learning, Las Vegas Urban League, Mountain View Lutheran School, and the Nye County School District. Topics included: Fostering the Love of Reading; The Growing Brain; Diversity and Unconscious Bias; Outdoor Experiences for Young Children; Executive functions: Communication Skills; Making Connections; and Teachable Moments: Making Every Moment Matter.

Outreach Specialists **Andrew Brannon** and **Nina Guevara** facilitated 40 STEAM (Science, Technology, Engineering, Arts, and Mathematics) programs for 204 VSA (Vegas Strong Academy) school aged children during the month of February. City of Las Vegas Senior Youth Development Specialist Susan Garrett wrote, "I just wanted to send a quick email saying how much we have enjoyed having **Nina** and **Andrew** come and do STEAM activities with the kids at Windmill Library VSA. The kids love them so much. They are amazing and really flexible. Our numbers have doubled since your staff have been coming to us. They are incredible! Thank you very much for sending them to us. We love **Andrew** and **Nina**!"



Outreach Services provided support to West Las Vegas Library staff by scheduling **Andrew Brannon** to perform customer service support roles due to library branch staff vacancies from VESP (Voluntary Employee Separation Plan). Andrew assisted customers in signing up for computer use, classes, filling out unemployment and IRS forms, DMV appointment applications, and teaching one-on-one basic computer and personal device skills. West Las Vegas Library Branch manager **Chantel Clark** stated, "We are beyond grateful for the work that **Andrew** has done at West Las Vegas Library. He was a tremendous asset to us at the branch and offered much needed service to our patrons."

Limitless Learning; In-Person	Programs	Attendance
Pre-school Storytimes	5	86
Elementary School Programs	40	319
Middle School Programs	4	13

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Limitless Learning; Virtual Live	Programs	Attendance
Pre-school Storytimes	7	197
Elementary School Programs	25	25
Middle School Programs	3	77
Adult Programs	10	241

Limitless Learning; Virtual Recorded	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Pre-school Storytimes	0	0	2	212
Elementary School Programs	0	0	7	91

Circulation	Visits	Circulation	Attendance
Homebound Services	---	1762	---

PROGRAMMING AND VENUES SERVICES (PVS)

Programming and Venues Services conducted 575 programs for 5,871 library customers during the month of February. Of these programs, five were diversity events impacting 106 library customers. Additionally, staff connected customers to 111 virtual programs conducted by Library District partners. PVS offered adult and family programs that specifically impacted customers in regards to the Vision 2020 strategic initiatives:

Programs; In-Person	Programs	Attendance
Limitless Learning	208	2,756
Business and Career Success	13	107
Government and Social Services	36	732
Community and Culture	33	629
Other	285	1,647

Programs; Virtual	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	31	807
Business and Career Success	0	0	4	131
Government and Social Services	0	0	0	0
Community and Culture	0	0	71	2,970

PVS also managed the operation and use of performing arts centers, auditoriums, lecture halls, concert halls, meeting rooms, and special event areas.

Venue Usage	Events	Hours
In-Person Programs	575	2,458
Rentals	43	151
Staff	31	71

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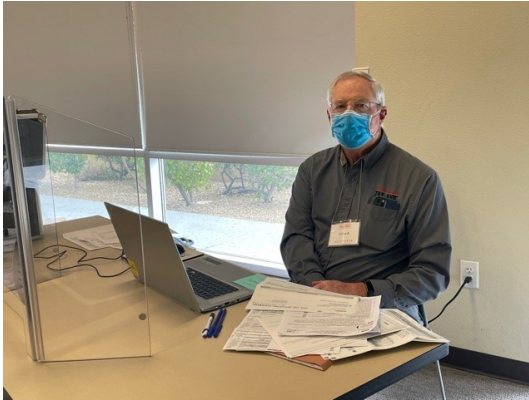
PVS provided technical support for 33 Library District program events and two rental events totaling 159 event hours. Additionally, PVS provided technical support for nine occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 28-day period with one holiday was 1,336 hours and included 51 technician assignments. The ability to request technicians was closed to scheduling staff for nine days since peak technician availability was reached.

Major Programming Highlights

African Americans: The Las Vegas Experience in partnership with UNLV

On Thursday, February 4, 15 library customers attended a screening of the Vegas PBS documentary, *African Americans: The Las Vegas Experience*, at the Clark County Library. After the screening customers participated in a question & answer session with Claytee White, historian and Director of Oral History Research Center at UNLV. This program was presented as part of the library monthly history program *Las Vegas Stories*.

Free Tax Assistance in partnership with AARP



In partnership with the American Association of Retired Persons (AARP), the Library District proudly provides free tax assistance to Southern Nevada residents over the age of 18 this season at the Clark County, East Las Vegas, Enterprise, Rainbow, Sahara West, West Charleston, and Windmill libraries. The program started on February 18 and will continue until the federal tax filing deadline. Due to increased safety measures and Covid-19 mitigation efforts, tax assistance sessions are limited and by appointment only this

season. Customers can sign up using dedicated appointment phone numbers for each library location which were established by AARP. A hybrid of service models are being offered: in-person, low-contact, contact-free, and self-preparation. With the abrupt cancellation of tax assistance sessions in 2020, customers are more grateful than ever for this service to return. Coordinators from both organizations demonstrated resiliency and adaptability to relaunch this partnership despite the many challenges!

The Women of the Black Panthers; in partnership with Opera Las Vegas
African American History Month concluded with a wonderful performance by Opera Las Vegas at the West Las Vegas and Summerlin libraries on February 20 and 28. A total of 97 library customers gathered for these events. Many of the customers said it was the first time they had attended a performance since the beginning of lockdown. Following the



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performance, many audience members thanked staff for continuing to offer this sort of diverse, informative programming.

Major Department Highlights

The Technical and Production Services department completed an upgrade of the Windmill Library auditorium sound console. The old console, which has been in operation since the branch opened in 2011, was not able to utilize the latest in audio technology limiting that could be accomplished in the venue. The new sound console, a Yamaha CL5 will allow staff to implement the latest in digital sound ensuring superior sound quality for many years to come. The upgrade brings the space up to date to expected industry equipment standards.



YOUTH SERVICES

Youth Services conducted 656 programs for 11,404 library customers during the month of February. Of these programs, nine were diversity events attracting 299 library customers. Additionally, staff connected customers to 23 virtual programs conducted by Library District partners. Youth Services offered youth and family programs that specifically impacted customers in regards to the Vision 2020 strategic initiatives:

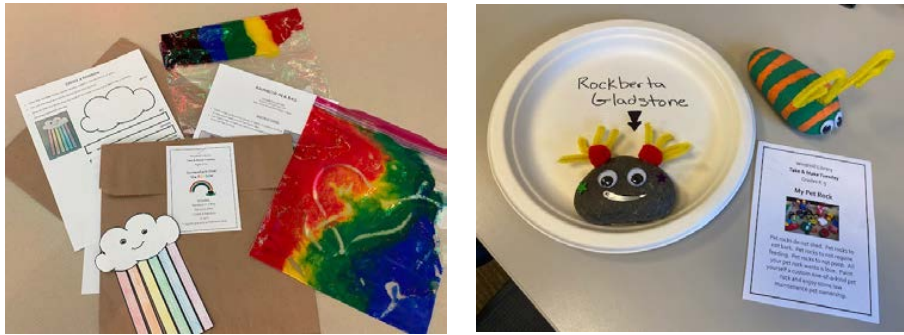
Programs; In-Person	Programs	Attendance
Limitless Learning	545	10,333
Business and Career Success	1	16
Government and Social Services	83	769
Community and Culture	27	286

Programs; Virtual	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	489	29,003
Business and Career Success	0	0	0	0
Government and Social Services	0	0	0	0
Community and Culture	0	0	0	0

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District-Wide Programming Highlights

Windmill Library staff created two very popular take-and-make programs. Young customers' ages 0-5 were able to construct a rainbow STEAM (Science, Technology, Engineering, Arts, and Mathematics) craft, inspired by a recent training offered by the Youth Services Administration department. School-age children created a friend for life by making their very own pet rock.

Department Highlights

Youth Services Manager **Shana Harrington** coordinated with partner Three Square and Acting General Services Director **John Vino** and Courier Supervisor **Keith Williams** to pick up and deliver 20 boxes of shelf stable meals to three library branches in February (the other four library sites reported having enough meals in stock). The seven libraries typically serve as Three Square after school and summer meal distribution sites. Three Square pivoted from fresh meal distribution services to shelf stable meals with all community partners shortly after the Governors Stay-at-Home pause 2.0 announcement. Due to operational hurdles such as staffing and volunteer coordination, Three Square directed youth to meal services at one of 290 Clark County School District sites. Most children are able to get meals at their school, even while closed. However, those who look forward to getting meals at the library, especially in outlying communities like Searchlight and Indian Springs, may still do so due to shelf stable meal distribution partnership effort.

On February 6, 18 Library District staff members attended the virtual training *STEAM Storytime with Steve Spangler*. This 4-hour training was packed with great STEAM experiments that were connected directly with picture books to be used in storytime. Staff are already utilizing the lessons learned in this training throughout various programs. **Shana Harrington** and Youth Services Specialist **Melissa Ramos** plan to incorporate lessons learned in to April's *Steam Carnival* at the East



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Las Vegas Library and programs in *Summer Challenge 2021*.

In the Loop

This fiber arts group comprised of adult patrons began at the West Las Vegas Library in 2018 by Adult Services Assistant **Sarah Calvillo**. The group has since gathered to share their passion for crochet and their intent to make our community better by donating completed works. The Library District later partnered with Nevada Partnership for Homeless Youth (NPHY) in 2019. This presented *In the Loop* an opportunity. After planning out a strategy in January 2020, the group began crocheting 6-inch squares which were later turned in to blankets. When the Covid-19 pandemic started, the group members continued to crochet in their own home. They created over 500 squares before returning to the library in July. After creating more squares together, they began attaching the squares to create blankets in the fall 2020. By Thanksgiving, the group completed seven blankets made from approximately 100 squares each. They were the result of hundreds of hours of work. Community Engagement Director **Matt McNally** arranged an e-mail introduction between **Sarah Calvillo** and NPHY Executive Director Arash Ghafoori. **Sarah Calvillo** arranged for the donation of the blankets in addition to approximately 30 scarves made from extra squares. The items were delivered to NPHY on February 24 to help serve homeless youth. The group is extremely proud of the accomplishment, especially during a difficult year. Several members of the group lost loved ones from the pandemic but kept on with the project. *In the Loop* is already planning their next creations to help support NPHY and homeless youth.





MEMORANDUM

TO: Mr. Kelvin Watson, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: March 25, 2021

SUBJECT: Three Square Food Bank Partnership

During the March 2021 Library District Board of Trustees meeting, a request was made for further information regarding the Library District and Three Square Food Bank partnership to provide after school and summer meal distribution services. The information below addresses the request and provides a current summary of operations, partnership value, background information, recent communication, meal description, and statistics/photos of the program.

SUMMARY

The Library District engages in partnership with Three Square Food Bank to provide four main services to customers in need of assistance:

- After-school and summer meal distribution programs to youth, ages 3-18.
- Produce give-away programs for families where customers can receive fresh produce.
- Nutritional eating and cooking demonstrations for adult audiences.
- *Food for Thought*, a food drive collection campaign which invites the community to donate canned and boxed items, thereby reducing fines from a library cardholder's account. The campaign is typically run April 1 through April 30 in celebration of National Library Week.

All services are free and open to the public, free from solicitation, and align with the Library District's strategic plan.

Afterschool and summer meal distribution programs occur at seven library locations (Clark County, Enterprise, Indian Springs, Searchlight, Spring Valley, Sunrise, and Whitney libraries). The distribution of fresh meals was disrupted by Covid-19 mitigation efforts and Library District facility closure in March 2020. Since then, Three Square has encountered on-and-off staffing and volunteer difficulties while food insecurity has grown throughout the community. Three Square remains committed to overcoming these challenges and returning to pre-pandemic conditions by serving community partners including all seven previously served library sites. At present, their primary focus is to direct food insecure youth to seek service at one of 290 different Clark County School District (CCSD) sites due to changes in distance and hybrid learning models. As learning models evolve back to pre-pandemic conditions, Three Square intends to restore their prior service model as well.

Three Square after-school meal distribution services resumed at all seven Library District sites in August 2020. Shelf stable food was provided for the first two weeks in some locations as

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Three Square worked to return staff and volunteers to help execute meal distribution programs. Other locations offered fresh meals immediately. The Library District committed staff for a short time to help services restart in coordination with the school year beginning as Three Square adjusted staffing levels. Services continued with Three Square operating as normal until Governor Sisolak issued a Stay-at-Home 2.0 pause order for Nevadans in November. Three Square made the difficult decision to focus on directing youth to food distribution sites throughout CCSD and provide their community partners shelf stable food as needed. The Library District has since administered these food services at all previously served sites. Doing so ensures that children do not suffer from food insecurity, and that Three Square food distribution services would not go interrupted due to staffing, volunteer, budgetary, or high-demand influences.

The Library District is ready and able to welcome regular services back as soon as possible and have routinely expressed this during regular monthly check-ins with Three Square staff. These conversations have occurred at both the administrative and front-line levels, which have at times included the Library District Community Engagement Director and Three Square Chief Operating Officer.

In August 2020, the Library District implemented Vegas Strong Academy (VSA) distance learning sites in partnership with the city of Las Vegas. Four library sites (Clark County, East Las Vegas, West Las Vegas, and Windmill libraries) hosted this partnership. Three Square meal distribution services were already established at the Clark County Library. The city of Las Vegas partnered with Three Square to expand fresh meal distribution at the other three VSA locations. Services continued normally until the Governor's Stay-at-Home 2.0 pause order. VSA distance learning sites were impacted similarly to the Library District by Three Square's service model decision. For a short time, VSA staff coordinated meal pickups for students from nearby CCSD distribution sites. This became extremely difficult from staffing, transportation, and distribution standpoints, and the city of Las Vegas eventually pivoted to providing shelf stable food at all VSA sites.

Currently, Library District Youth Services staff contact Youth Services administrative staff when additional shelf stable food is needed at a specific library branch. Administrative staff then coordinate with Three Square and the Library District General Services courier staff to pick up shelf stable food packages and deliver them to libraries for eventual customer distribution. The most recent pick-up of 20 boxes was completed in February 2021.

Both Three Square and the Library District remain optimistic that providing normal services of fresh meals could return as early as the end of the school year in May 2021 for summer food service distribution. This decision is dependent on Three Square's ability to readjust their service model, reallocate staff, re-engage with volunteers, and open kitchen services for community partners. Library District staff have already offered support and advocated for this return when the demand of serving CCSD school sites subsides.

PARTNERSHIP VALUE

The Library District intentionally engages in partnership with Three Square Food Bank for many reasons. Three Square is the only food bank in Southern Nevada. A food bank collects large volumes of food and then helps stock more localized food pantries, distribution sites, and/or provides direct services to food insecure individuals. They provide routine professional services that other partners cannot provide. Three Square:

- **Assumes all costs** associated with meal programs.

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- Provides services in the **scale and quantity** needed by the Library District. Because they function in larger scale, they're able to provide more services at a lower financial cost to contributors. Three Square has been consistently dependable because of the scale at which they operate.
- Has the **proper organization infrastructure** in place to operate distribution including staffing, training, transportation, administration of the program, statistic collection, final reporting for federal and state grants, and meal preparation in their main campus on-site kitchen. Pandemic mitigation efforts have temporarily disrupted their infrastructure and forced Three Square to adapt a new temporary service model.
- Works in partnership with Library District staff to connect **educational program offerings** during meal distribution. Three Square provides meal distribution, and the Library District provides a program. Children must participate in-person at Library District activities to qualify (this requirement has been temporarily suspended during pandemic social distancing). Activities are typically focused around tutoring, STEAM (Science, Technology, Engineering, Arts, & Mathematics) learning and discovery, storytimes, arts & culture, etc.
- Draws upon a **longstanding history of success** with the Library District. Three Square understands the Library District and vice-versa. Missions of each organization are in alignment. Three Square and the Library District share a common goal of providing service to the public.
- **Operates all aspects of program delivery** thereby reducing need of Library District staff to manage, operate, or distribute food. This remains especially important as the Library District currently has numerous staff vacancies from the Voluntary Employee Separation Plan (VESP) offered to staff in 2020.
- Ensures that **staff and volunteers pass background checks** who have direct repetitive contact with children. Staff and volunteers are properly trained to engage young library customers.
- **Compiles needed documentation** including copies of attendance and daily meal logs.
- Provides **focused meal distribution to low income communities**. Due to federal and grant financial support requirements, only specific libraries may qualify thereby focusing meal distribution on areas of greatest need. A library qualifies when the closest school has a 50% or more student population partaking in free or reduced school lunch. Three Square tracks data to target specific locations.
- Exercises knowledge and ability to **follow strict nutrition guidelines** from the United States Department of Agriculture (USDA). Provide nutrition programs to promote healthy standards and prevent child obesity.
- **Provides and maintains equipment** in good working order to keep meals at the correct storage and serving temperatures. This eliminates health risks and sets standards of when excess expired food should be disposed.
- **Address all regulations and inspections** from Southern Nevada Health District to ensure all sites meet licensing standards.

BACKGROUND

The Library District remains engaged in partnership with Three Square Food Bank through an executed Memorandum of Understanding (MOU) since June 4, 2014. This original MOU provided meal distribution service at Rainbow and Whitney libraries. Sunrise Library was added shortly afterwards as an additional site. The MOU was subsequently revised and renewed on April 24, 2017 to expand the program, and remains in place to date.

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Three Square Food Bank primarily provides a well-rounded meal at no cost which is served at the proper temperature to food insecure youth. The Library District primarily provides space and furniture to accommodate orderly distribution of services. During the school year, federal and grant funding requires that a program is presented in conjunction with meal delivery services and that youth attend and participate. This requirement was suspended during the pandemic to promote social distancing and mitigate spread of Covid-19. During summer meal distributions, programs usually occur in conjunction with meal services but they're not required.

Three Square funding requirements necessitate distribution sites serve populations with youth of 50% or more participating in free or reduced school lunch services. Qualifying library sites are identified by using statistics of the nearest CCSD school. Under the terms of the revised MOU, Rainbow Library was discontinued as a site location because of this requirement.

Additional sites including Clark County, Enterprise, Indian Springs, Mesquite, Searchlight, and Spring Valley libraries were added. Subsequently, Mesquite Library was discontinued as a site location because of conflicts with DETR (Department of Employment Training and Rehabilitation) when operation of the onsite café began.

The MOU provides for two different nutritional *Meet Up and Eat Up* programs. Both programs offer a Lunchable style meal provided to any student free of charge:

- *Kids Café* – an afterschool library program typically operating Monday-Friday; varying by library branch during all CCSD school days.
- *Summer Food Service* – a summertime distribution service operating seven days a week; varying by library branch when CCSD is not in session. This program also offers a take home bag of canned and boxed food items for later consumption.

RECENT COMMUNICATION

Program services were suspended in March 2020 due to Covid-19 mitigation efforts and Library District facility closure. Library District staff and Three Square staff have been in regular contact as each organization has attempted to sustain service amid the pandemic. A generic timeframe of ongoing phone conversations, e-mail communications, and organizational intentions over the past year is described below:

April 2020

Library District staff made contact with Three Square and all other community partners during facility closure to strengthen relationships and offer support. The Library District suggested that Three Square use Library District parking lots as food distribution sites to help food insecure communities. Three Square expressed their appreciation but noted how they were adapting their service model and prioritizing staff to larger sites and CCSD school sites. Three Square stated their need to realign staff and temporarily discontinue their volunteer program as a pandemic mitigation effort.

May 2020

The Library District offered library locations and staff to operate a grab-and-go model of food distribution services in partnership with Three Square in preparation of facilities reopening. Three Square expressed concerns about putting additional children at risk and noted they were developing, reviewing, and evaluating summer food services.

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June 2020

Library District staff focused on re-opening all 25 library locations and prioritized returning core library services.

July 2020

The Library District asked Three Square about returning summer and after school meal services. Three Square responded that their volunteer activities had not yet returned. Three Square also noted that their kitchen operations would remain closed until the end of August when the *Kids Café* program was expected to return.

August 2020

The Library District engaged in partnership with the city of Las Vegas to operate VSA distance learning sites at four locations. The city of Las Vegas coordinated expanded meal services to these VSA locations. Three Square delivered coolers and food to each site and Library District staff assisted with setup and coordination. As Library District meal distribution services were expected to launch, Three Square was unable to secure the necessary staff to distribute food under the terms of the existing MOU. Many sites went unmanned and Three Square admitted they were still in the hiring process. Community Engagement reassigned tasks of Library District staff for approximately two weeks to conduct meal distribution at Clark County, Enterprise, and Whitney libraries. Three Square noted they had to furlough all but one staff person on their childhood nutrition team.

September 2020

Three Square provided annual training to Youth Services administration staff and a representative from each library branch who regularly conducts Three Square meal distribution services. USDA requirements and operational expectations were reinforced.

October 2020

Library District administrative staff contacted Three Square regarding consideration of the *Food for Thought* program. Library District staff reaffirmed initiatives, capabilities, and intent of continuing to serve any future needs of food insecure individuals.

November 2020

Governor Sisolak issued the order of a Stay-at-Home 2.0 pause. Three Square announced they were suspending its meal distribution with all community partners until December 1 due to the Governor's announcement. Food insecure children were instead directed to one of 290 CCSD sites. The Library District expressed interest with Three Square's Chief Operations Officer and Director of Programs and Community Engagement in continuing the after school, summer meal, and produce distribution programs as soon as possible.

Later in the month, Three Square provided an updated announcement and community flyer to all community partners. They announced they were pausing production and delivery of meals until the beginning of January. Three Square intended to reach out at the end of December to confirm a return to service. They understood the impact this decision had with access to childhood nutrition meals but felt it was necessary to take this action for the safety of the community and for the safety of Three Square staff. Three Square announced that shelf stable meals would instead be offered. Library District staff coordinated with Three Square to stock all library sites with shelf stable meals for youth in need.

Three Square began directing youth to one of 290 CCSD sites for fresh meal service. Further information could be found at <https://www.ccsd.net/departments/food-service/>. Library

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District staff was instructed to share Three Square informational flyers with young customers seeking food distribution services.

December 2020

Library District Youth Services administration staff contacted Three Square expressing interest to continue the provision of shelf stable meals as needed at Library District sites. Library branch Youth Services Department Heads were informed of the closest CCSD schools for distribution to help assist the public with information.

January/February 2021

Youth Services administrative staff monitored all additional needs for shelf stable food at all seven Library District sites. After seeking inventory counts, 20 boxes of shelf stable food were secured from Three Square and distributed to library branch locations qualifying for meal service. No other staff requests for additional shelf stable food have been received and administrative staff is unaware of any immediate concern or food insecure child not receiving service and/or information. Administrative staff will continue to work closely with Three Square staff to return fresh meal services as soon as possible.

MEAL DESCRIPTION

Examples of shelf stable meals that Three Square is currently providing the Library District are shown below. Library District sites then distribute these shelf stable packages to food insecure young customers as needed:

Flour tortilla; whole wheat 6 inch round
Marinara sauce
Mozzarella cheese
Sunflower kernels; roasted
Apple juice; 100%
Milk; 1%
Utensils



Raisins
Sunflower kernels; roasted
Tuna salad
Wheat crackers; whole grain
Fruit juice; 100%
Milk; 1%
Utensils



Salsa cup
Cheddar cheese
Sunflower kernels; roasted
Corn strips; whole grain
Orange tangerine juice; 100%
Milk; 1%
Utensils



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Applesauce
Sunflower kernels; roasted
Wheat crackers; whole grain
Wow butter
Fruit juice; 100%
Milk; 1%
Utensils



STATISTICS AND PROGRAM PHOTOS

Three Square Meal Distributions by Fiscal Year (FY)		Meals
FY 2016-2017		31,158
FY 2017-2018		49,246
FY 2018-2019		67,830
FY 2019-2020*		47,932
FY 2020-2021**		6,545

* Library District facilities were closed 3/16/20-6/3/20 due to Covid-19.

** As of 2/28/21; Library District facilities were closed 12/16/20-1/3/21 due to Covid-19.



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Regular Board of Trustees Meeting - Item VII - Library Reports

Monthly Statistics
Year over Year
February 2020/ February 2021*

		Youth Services Programs				2020	2021			Youth Services Attendance				2020	2021		
	Library	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	52	13	-39	-75%	342	100	-242	-71%	1,545	1,252	-293	-19%	10,094	8,324	-1,770	-18%
	Clark County	63	25	-38	-60%	498	102	-396	-80%	2,715	457	-2,258	-83%	22,706	2,356	-20,350	-90%
	Clark County BBTC	151	89	-62	-41%	1,291	780	-511	-40%	2,144	803	-1,341	-63%	19,367	8,462	-10,905	-56%
	Enterprise	66	28	-38	-58%	382	292	-90	-24%	1,133	585	-548	-48%	6,297	5,865	-432	-7%
	East Las Vegas	51	12	-39	-76%	328	85	-243	-74%	651	301	-350	-54%	5,372	2,216	-3,156	-59%
	Meadows	0	24	24	N/A	4	54	50	1250%	0	193	193	N/A	110	415	305	277%
	Rainbow	70	23	-47	-67%	498	163	-335	-67%	2,504	523	-1,981	-79%	18,253	3,746	-14,507	-79%
	Sahara West	79	36	-43	-54%	493	250	-243	-49%	2,511	418	-2,093	-83%	14,307	4,017	-10,290	-72%
	Spring Valley	67	84	17	25%	607	582	-25	-4%	2,349	1,765	-584	-25%	17,792	14,149	-3,643	-20%
	Summerlin	54	58	4	7%	350	403	53	15%	2,305	1,490	-815	-35%	16,634	11,919	-4,715	-28%
	Sunrise	49	52	3	6%	408	387	-21	-5%	1,154	721	-433	-38%	7,962	5,220	-2,742	-34%
	West Charleston	35	15	-20	-57%	228	119	-109	-48%	474	189	-285	-60%	3,518	1,797	-1,721	-49%
	West Las Vegas	47	40	-7	-15%	343	230	-113	-33%	468	339	-129	-28%	3,610	2,684	-926	-26%
	Whitney	89	19	-70	-79%	659	297	-362	-55%	2,827	562	-2,265	-80%	24,072	6,761	-17,311	-72%
	Windmill	48	9	-39	-81%	309	69	-240	-78%	2,372	611	-1,761	-74%	12,369	3,362	-9,007	-73%
	Urban Totals	921	527	-394	-43%	6,740	3,913	-2,827	-42%	25,152	10,209	-14,943	-59%	182,463	81,293	-101,170	-55%
Outlying Branches	Blue Diamond	2	2	0	0%	33	8	-25	-76%	6	10	4	67%	153	24	-129	-84%
	Bunkerville	1	2	1	100%	9	13	4	44%	10	10	0	0%	111	40	-71	-64%
	Goodsprings	0	0	0	N/A	2	0	-2	-100%	0	0	0	N/A	19	0	-19	-100%
	Indian Springs	30	20	-10	-33%	260	100	-160	-62%	131	171	40	31%	1,482	387	-1,095	-74%
	Laughlin	24	26	2	8%	151	92	-59	-39%	345	293	-52	-15%	2,755	1,488	-1,267	-46%
	Mesquite	58	44	-14	-24%	453	256	-197	-43%	948	366	-582	-61%	8,262	3,246	-5,016	-61%
	Moapa Town	19	9	-10	-53%	140	55	-85	-61%	156	31	-125	-80%	1,180	118	-1,062	-90%
	Moapa Valley	28	0	-28	-100%	190	0	-190	-100%	441	0	-441	-100%	3,048	0	-3,048	-100%
	Mt. Charleston	0	4	4	N/A	0	7	7	N/A	0	18	18	N/A	0	36	36	N/A
	Sandy Valley	2	0	-2	-100%	24	0	-24	-100%	7	0	-7	-100%	149	0	-149	-100%
	Searchlight	26	22	-4	-15%	210	115	-95	-45%	243	296	53	22%	2,026	1,409	-617	-30%
	Outlying Totals	190	129	-61	-32%	1,472	646	-826	-56%	2,287	1,195	-1,092	-48%	19,185	6,748	-12,437	-65%
Outreach	Outreach-Branch	26	2	-24	-92%	170	9	-161	-95%	1,914	53	-1,861	-97%	15,524	1,094	-14,430	-93%
	Outreach-Department	77	59	-18	-23%	646	298	-348	-54%	2,526	680	-1,846	-73%	26,811	8,734	-18,077	-67%
	Outreach-PVS	2	0	-2	-100%	30	0	-30	-100%	7	0	-7	-100%	1,550	0	-1,550	-100%
	Outreach-YS Admin.	1	0	-1	-100%	15	0	-15	-100%	52	0	-52	-100%	1,436	0	-1,436	-100%
	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	106	61	-45	-42%	861	307	-554	-64%	4,499	733	-3,766	-84%	45,321	9,828	-35,493	-78%
	Grand Totals	1,217	717	-500	-41%	9,073	4,866	-4,207	-46%	31,938	12,137	-19,801	-62%	246,969	97,869	-149,100	-60%

*Due to the pandemic District Branches were closed beginning March 16th thru June 3rd.

1

Las Vegas-Clark County Library District

Regular Board of Trustees Meeting - Item VII - Library Reports

Monthly Statistics
Year over Year
February 2020/ February 2021

		Adult Programs				2020	2021			Adult Attendance				2020	2021		
	Library	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	29	10	-19	-66%	231	88	-143	-62%	633	123	-510	-81%	3,988	1,260	-2,728	-68%
	Clark County	456	155	-301	-66%	1,687	812	-875	-52%	7,308	1,009	-6,299	-86%	50,296	6,372	-43,924	-87%
	Enterprise	129	10	-119	-92%	419	76	-343	-82%	2,730	205	-2,525	-92%	9,684	1,108	-8,576	-89%
	East Las Vegas	50	146	96	192%	753	936	183	24%	2,057	886	-1,171	-57%	16,528	4,527	-12,001	-73%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	68	21	-47	-69%	371	122	-249	-67%	1,325	244	-1,081	-82%	6,448	2,047	-4,401	-68%
	Sahara West	121	25	-96	-79%	832	149	-683	-82%	4,747	288	-4,459	-94%	20,200	4,305	-15,895	-79%
	Spring Valley	55	42	-13	-24%	322	196	-126	-39%	736	461	-275	-37%	4,106	2,453	-1,653	-40%
	Summerlin	48	20	-28	-58%	376	138	-238	-63%	3,140	279	-2,861	-91%	30,025	2,678	-27,347	-91%
	Sunrise	45	10	-35	-78%	326	79	-247	-76%	2,026	142	-1,884	-93%	9,525	1,099	-8,426	-88%
	West Charleston	55	31	-24	-44%	416	130	-286	-69%	1,318	245	-1,073	-81%	8,862	1,166	-7,696	-87%
	West Las Vegas	60	24	-36	-60%	434	150	-284	-65%	3,906	490	-3,416	-87%	16,935	2,938	-13,997	-83%
	Whitney	63	33	-30	-48%	459	155	-304	-66%	1,505	240	-1,265	-84%	11,525	1,199	-10,326	-90%
	Windmill	73	54	-19	-26%	479	326	-153	-32%	3,587	1,429	-2,158	-60%	24,450	6,662	-17,788	-73%
	Urban Totals	1,252	581	-671	-54%	7,105	3,357	-3,748	-53%	35,018	6,041	-28,977	-83%	212,572	37,814	-174,758	-82%
Outlying Branches	Blue Diamond	3	0	-3	-100%	18	0	-18	-100%	33	0	-33	-100%	231	0	-231	-100%
	Bunkerville	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	29	0	-29	-100%
	Goodsprings	1	0	-1	-100%	67	23	-44	-66%	29	0	-29	-100%	156	41	-115	-74%
	Indian Springs	2	0	-2	-100%	14	0	-14	-100%	9	0	-9	-100%	63	0	-63	-100%
	Laughlin	36	19	-17	-47%	217	119	-98	-45%	808	272	-536	-66%	3,372	4,935	1,563	46%
	Mesquite	41	44	3	7%	335	282	-53	-16%	598	299	-299	-50%	3,039	2,178	-861	-28%
	Moapa Town	0	2	2	N/A	3	4	1	33%	0	37	37	N/A	20	43	23	115%
	Moapa Valley	24	0	-24	-100%	179	0	-179	-100%	158	0	-158	-100%	723	0	-723	-100%
	Mt. Charleston	2	1	-1	-50%	23	3	-20	-87%	37	1	-36	-97%	431	9	-422	-98%
	Sandy Valley	2	0	-2	-100%	10	0	-10	-100%	12	0	-12	-100%	47	0	-47	-100%
	Searchlight	3	2	-1	-33%	20	9	-11	-55%	26	12	-14	-54%	154	54	-100	-65%
	Outlying Totals	114	68	-46	-40%	887	440	-447	-50%	1,710	621	-1,089	-64%	8,265	7,260	-1,005	-12%
Outreach	Outreach-Branch	8	1	-7	-88%	63	5	-58	-92%	95	22	-73	-77%	2,099	124	-1,975	-94%
	Outreach-Department	27	10	-17	-63%	231	89	-142	-61%	1,211	241	-970	-80%	3,793	3,331	-462	-12%
	Outreach-PVS	0	0	0	N/A	14	0	-14	-100%	0	0	0	N/A	873	0	-873	-100%
	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	1	0	-1	-100%	0	0	0	N/A	300	0	-300	-100%
	Outreach-Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	35	11	-24	-69%	309	94	-215	-70%	1,306	263	-1,043	-80%	7,065	3,455	-3,610	-51%
	Grand Totals	1,401	660	-741	-53%	8,301	3,891	-4,410	-53%	38,034	6,925	-31,109	-82%	227,902	48,529	-179,373	-79%



ITEM VII.A.2.c.

MEMORANDUM

TO: Kelvin Watson, Executive Director

FROM: Danielle Patrick Milam, Director of Planning and Development

DATE: March 26, 2021

SUBJECT: Development and Planning Department Report, April 2021

Development and Planning Department Activities in March 2021

Grant Submission:

- Final submission of a proposal to the Nevada Library, Archives, and Public Records for a \$75,000 grant to support outreach to home-based care providers that includes story time visits from Outreach Services specialists; child care provider training on early childhood development; technology to facilitate use of virtual library programs, trainings, and collections; and small business development services to stabilize and grow this child care sector that is critical to regional economic recovery. It is estimated that 65% of children ages birth to five live in households where both parents work. Support letters for the proposal came from proposed project partners, including the Child Care Development Program, Division of Welfare and Supportive Services, of the NV Department of Health and Human Services; the Federal Reserve Bank of San Francisco; Las Vegas Urban League, and Workforce Connections of Southern Nevada. The Nevada Council on Libraries and Literacy will review proposals and recommend grant awards for project starts in July, 2021.
- Submission of \$80,00 grant proposal to the MGM Foundation for support for "Teachers in Libraries."
- Received notice from FEMA that one portion of the Library District's Emergency Relief package for \$10,278 was approved. This request will now go to the State for disbursement approval.
- Assisted with the submission of two eRate funding applications for telecommunications and internet subsidies from the FCC, working with IT Director **Al Prendergast** and contractor Matt Hetman of eRate 360 Solutions. The Category 1 application is for \$339,378 and the Category 2 application is for \$164,837. This year, because of unemployment and poverty in the Vegas Valley, the eligible discount, which is tied to the local rate of free and reduced school lunch program use, increased from the former rate of 65% to a present rate of 90% for Category 1 and 85% for Category 2.

Development and Planning Office Report
 March 26, 2020
 Page 2

Foundation Annual Report:

Development and Planning Director **Danielle Milam** and Development Program Manager **Sherry Walker** worked with Foundation graphic designer Victor Rodriguez to produce the Foundation's FY 2019-2020 Annual Report, approved by the Foundation Board of Directors at their March 17, 2021 meeting. The Annual Report is attached to this document and available for public information on the website at: https://d4804za1f1gw.cloudfront.net/wp-content/uploads/sites/54/2021/03/17140454/2021-Foundation-Brochure_digitalversion.pdf

Other Foundation Updates: At the March Foundation meeting, the Board of Directors took the following actions:

- Approved changes to the selection of investments for the Endowment Fund governed by the Endowment Management Agreement and Foundation Investment Policy.
- Elected Felipe Ortiz to the first three-year term as one of two Directors that represent the LVCCLD Board of Trustees on the Library Foundation board.
- Reviewed Foundation revenues and expenditures as of February, 2021, as follows: As of February 28, 2021, the financial statements report net income of \$57,909.08. The Foundation received total revenues of \$596,982.33, with \$15,451.63 in unrestricted gifts, \$2,852.00 in restricted gifts, \$213,584.55 in Foundation grant revenue, \$187,729.64 in interest investment income and \$166,938.97 in bookstore sales revenues.

Total expenditures for the same period were \$539,073.25, of which \$215,058 were expenses related to Library District initiatives (including Vegas Strong Academy and Family Museum Adventure Pass Program); \$137,853.60 represents interest income transferred to the District for the New Markets Tax Credit projects in East Las Vegas and Mesquite; and \$186,161.65 supported Foundation programs (Teachers in Libraries, Early Childhood Development, and Teen Tech Labs).

- Reviewed comparative status of Library Foundation used book sales between July 1 and February 28, in FY 2019-2020 and FY 2020-21. The current year saw Amazon sales stay steady, despite the shutdown of warehouse operations in December. Branch bookstore sales were down 39%, due to lower branch customer visits, although Foundation book stores in Clark County Library and Sahara West Library have been holding popular First Friday sales since August. Sales from the third party vendor were up significantly due to the continued high volume of donations coming in to all branches. In the absence of Library District volunteers in branches, Book Sales Manager **Leslie Valdes** has been visiting all branches to keep bookstore shelves stocked.

Year to Date - July through February	FY 19-20	FY 20-21	
Amazon Sales– Sahara West Warehouse Operations	\$51,859	\$47,918	- 8%
Branch Bookstores and Special Sales	\$133,564	\$81,608	-39%
3 rd Party – Friends of Phoenix – 18 online channels	\$10,282	\$37,413	+364%
TOTAL	\$195,705	\$166,939	-15%

Development and Planning Office Report
March 26, 2020
Page 3

Legislative Update:

- Ms. Milam created a Library District legislative update for the March 4, 2021 virtual Nevada Library Association legislative day. The document was distributed to all Assembly and Senate representatives by Executive Director **Kelvin Watson**.
- Ms. Milam supported Library District activities for the first reading of AB258 in the Government Affairs Committee of the Assembly on Friday, March 19th.
- Ms. Milam communicated with NV Congressional delegates about the "Build America's Libraries Act". Congresswoman Dina Titus has now signed on as co-sponsor.

Strategic Planning:

Ms. Milam met with the Strategic Planning committee on March 25, 2021, and continued to work with UNLV students at the Greenberg College of Urban Affairs School of Public Policy and Leadership who are analyzing results from surveys conducted in January with Library District staff, Trustees, and community partners.

Other Department Activities:

- Sherry Walker completed the Minutes for the March 11, 2021, Meeting of the Library District Board of Trustees.
- Webinars attended by Sherry Walker
 - Federal Reserve Bank of San Francisco: Future of Work
 - Service Animals, Your Responsibilities Under the ADA
- Webinars attended by Danielle Milam
 - Stanford Social Innovation Review: Creating Impact in a Volatile World — Lessons Learned from the Front Lines
 - Dare to Think Purple - Leadership Lessons from Women in Social Entrepreneurship
 - Public Libraries and the Pandemic: Digital Shifts and Disparities to Overcome – Executive Director **Kelvin Watson**, panelist
- Meeting with Workforce Connections Executive Director Jaime Cruz; Workforce Connections CSO Irene Bustamante Adams; Library District Executive Director **Kelvin Watson**; and Community Engagement Director **Matt McNally**.
- Ms. Milam attended the Emergency Board meeting on Tuesday, March 23, 2021, related to the eRate contract for internet services.

LAS VEGAS - CLARK COUNTY
LIBRARY DISTRICT FOUNDATION

THE WORLD
IS CHANGING
AND SO ARE
LIBRARIES

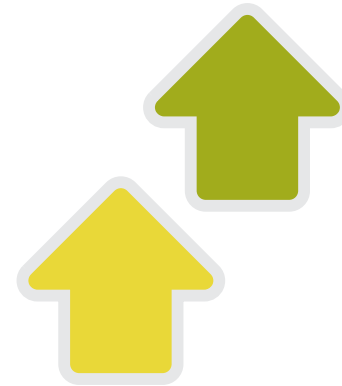




2



WE DON'T LIBRARY LIKE WE USED TO!



The world is changing quickly and so are libraries.

New technologies, new communications, new competitors, new models of service, and ever-expanding customer expectations and interests all add up to the need for libraries to adapt and innovate.

The Las Vegas-Clark County Library District Foundation attracts new resources, cultivates partnerships, and invests in cutting-edge learning opportunities that contribute to the economic, educational, and social well-being of all.

We launch these service innovations in response to urgent community challenges related to school success, jobs, literacy, small business development, and the digital divide.





The **LIBRARY FOUNDATION**
was instrumental in securing
\$6 million
for two new buildings -
one in Mesquite and one
in East Las Vegas.

**“Can we come
back tomorrow?”**

These new libraries are a
surprise and delight for people
of all ages and interests.





2019-20 LIBRARY STATS

PEOPLE

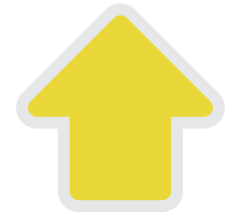
640,783	card holders
508,975	program participants
31,827	volunteer hours

PLACE

4,278,550	branch visits
18,071	programs
1,387,737	computer sessions
9,182,741	total item checkouts

PLATFORM

1,518,975	e-books, movie and music streaming and downloads
19,477,304	website visits



WE ARE INVESTING IN NEW SERVICE MODELS AND
LEARNING EXPERIENCES, MAKING OUR LIBRARIES FLEXIBLE
AND RESPONSIVE FOR RAPIDLY CHANGING CONDITIONS.

LIMITLESS LEARNING

Teacher Tutors | Teen Tech Labs | DJ Lab | Parenting Tips | Coding | Online Homework Help | English Language Instruction | Maker Spaces | DISCOVERY Children's Museum Passes | Take-Home Craft Kits | Reading Buddies | Storytime | Project-Based Learning | Scholar Awards | Digital Literacy | Financial Literacy | Hotspots | WiFi | Books | e-Books | Movies | Music | Magazines and Newspapers

CAREER & BUSINESS SUCCESS

NV Career Explorer | Job Fairs | One-Stop Career Centers | Computer Labs | EmployNV Business Hub | Job Training | iPads | Meeting Rooms | Laptops | Small Business Development | Online Courses | Career Online High School | Meeting Rooms | Co-Working Spaces | Hotspots | WiFi | Resume Writing | Small Business Start-Up Support | Job Training | Lectures | Interview Room |





6

WE ARE INVESTING CONTINUED

GOVERNMENT AND SOCIAL SERVICE CONNECTIONS

Agency Referrals | Health and Wellness Fairs | Immunization Clinics |
Community Meeting Space | Veteran Support | **SAFE PLACE** | Southern
Nevada Nonprofit Information Center | Passport Services | Blood Drives |
Three Square Meals and Groceries | AARP Tax Assistance

COMMUNITY & CULTURE

Trainings | Book Clubs | Art Galleries | Community Events | Theaters |
Intergenerational Activities | Cultural Celebrations | Family Pride Day |
Volunteer Opportunities | Concerts | Plays | Civic Conversations | Meet-Ups |
Film Festivals | Author Visits | Performing and Visual Arts Camp |
Dance Recitals | Movie Screenings |





CENTER OF OUR COMMUNITY

Our branch libraries are catalysts for neighborhood revitalization, education, and economic achievement. They are vibrant community hubs - places where people come together to learn, play, share experiences, solve problems, celebrate culture, and explore the world.





8

PRIORITY PROJECTS

RAISING LAS VEGAS EARLY LEARNING

The Library and Foundation are working with partners across the region to ensure healthy child development, family literacy, and school readiness.



TEEN TECH LABS

Youth expand tech and digital skills through production of videos, graphics, games, engineering projects, digital photography and more.



TEACHERS IN LIBRARIES

Students have access to free, after-school tutoring taught by Clark County School District teachers and UNLV's College of Education students.



ADULT EDUCATION

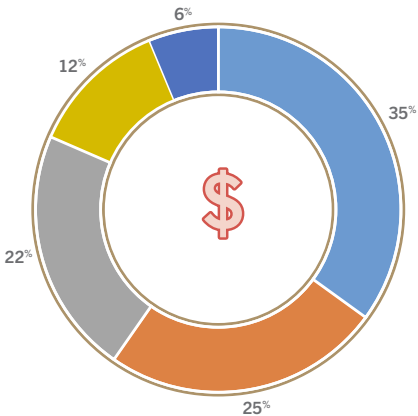
Adult classes, English language instruction, small business and career resources and assistance are available to local job seekers and entrepreneurs.



INVESTMENTS IN INNOVATION

From 2015 to 2020 the Foundation raised \$12,724,106, to augment and expand library programs, partnerships and resources. Because the Library District generously donates administrative support to the Foundation, 98% of donor gifts support public service innovations.

2019-2020
FOUNDATION REVENUES

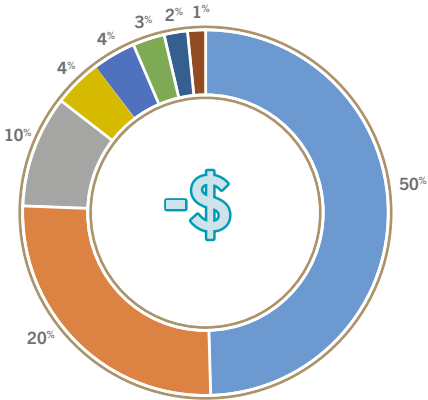


Book Store Sales	\$ 313,396
Restricted Donations	\$ 222,442
Grant Funding	\$ 193,819
Unrestricted Donations	\$ 109,734
Investment Income	\$ 55,749
<hr/>	
TOTAL	\$ 895,140



INVESTMENTS IN INNOVATION

2019-2020
FOUNDATION EXPENDITURES



Library District Programs	\$ 381,990
Teachers in Libraries	\$ 200,000
Teen Tech Centers	\$ 76,451
Bookstore Operations	\$ 31,260
DISCOVERY Children's Museum Passes	\$ 30,000
Hot Spots	\$ 21,647
General and Administrative	\$ 15,805
Volunteer Programs	\$ 12,169
TOTAL	\$ 769,332

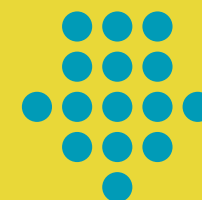


LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT FOUNDATION

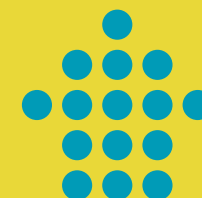
7060 W. Windmill Lane
Las Vegas, NV 89113
Tel 702.507.6179
Fax 702.507.6180
www.lvcclfoundation.org

The LVCCLD Foundation is a
501(c)(3) nonprofit organization
registered with the IRS and
Nevada Secretary of State.

Photography courtesy of
Emily Wilson Photography.



I WOULD
LIKE TO
MAKE A
GIFT





ITEM VII.A.2.d.

MEMORANDUM

TO: Kelvin Watson, Executive Director

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

DATE: March 25, 2021

SUBJECT: Information Technology Report, April 2021

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 March.

Branding and Marketing Support

Electronic Resources (ER) Librarians **Ria Eufemio** and **Kristine Segura** created staff lists for Branding and Marketing to use on our website and social media channels in honor of Women's History Month.

Development and Planning Support

The Universal Service Administrative Company (USAC) is an independent, non-profit corporation created in 1997 to collect universal service taxes from telecommunications carriers and redistribute them to help communities across the country secure access to affordable telecommunications services. I worked with Development and Planning Director **Danielle Milam** and the District's E-Rate consultant, eRate 360 Solutions, LLC, to complete our E-Rate Form 470 application/bid invitations for Category 1 (telecommunication) services and Category 2 (equipment) purchases, evaluate the bids and complete our Form 471 for bid acceptance. The Form 470 applications for this year were advertised later than anticipated which necessitated the March 23 Emergency Board of Trustees meeting to satisfy the March 25 deadline for submission of the Form 471s. The District's Category 1 discount rate is 90% and Category 2 discount rate is 85%. The E-Rate Program will reimburse the District approximately \$503,000 this year, \$338,000 for Category 1 and \$165,000 for Category 2.

Financial Services Support

The IT Division completed and submitted the Fiscal Year 2022 budget.

Technology Monthly Report
March 25, 2021 Page 2

Assistant IT Director **Ron Melnar** completed an upgrade of our on-premise *Workforce Central* development human resources information system (HRIS). Acting Finance Director **Floresto Cabias** requested the upgrade to prepare year-end reports for the auditors. A fresh copy of the data was copied from the production system to the development system before the upgrade. The decision to perform this task on the development system was to avoid making any significant changes to the production system while we are in the midst of our migration to the *Workforce Ready* system.

Human Resources (HR) Support

HRIS Manager **Glodia Thomas** continues to lead the District's efforts to migrate our on-premise Kronos *Workforce Central* solution to Kronos' cloud-based *Workforce Ready* HR/Payroll system. The Team continues to test system settings to ensure that all of our workflows are correctly configured and a parallel Time and Payroll processing test was completed this month. Assistant IT Director **Ron Melnar** is currently working with Kronos on integrating the BizLibrary online employee training system and the Cadient Talent Acquisition system. The anticipated go-live date is April 17.

Library Operations Support

The District's total circulation for February was 706,824, of which 37% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Physical library material circulation was 448,332 and e-media circulation was 258,492. A breakdown of the e-media circulation by format follows:

- E-Books - 126,247
- E-Audiobooks - 82,649
- Magazines - 12,247
- Music - 25,168
- Video - 12,181

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 8% of our OverDrive circulation while the Boulder City Library District's customers accounted for approximately 1.8%.

CBS staff added 9,244 titles with 9,462 new items to the District's collection, while 10,163 items were withdrawn from the library catalog in February. Senior Cataloger **Monica Song** added 271 unique titles for the Boulder City Library District and 218 titles with 534 items for the North Las Vegas Library District to the catalog in February. Ms. Song also added 768 new Hoopla music records in 20 different languages, including 42 Spanish albums, and sent 4,068 ISBN (the unique identification number used to identify a publication) updates to EBSCO for our Novelist subscription. Novelist is a database that integrates with our BiblioCommons catalog and provides reading recommendations to our customers based on what they searched for in the catalog. Collection Development staff added 6,019 e-books and e-audiobooks to the collection and Ms. Song and Cataloger **Kevin Bowman** also added 205 Government Document records to the catalog. Lastly, the Cataloging staff finished processing 75 Ikuzi dolls and distributed them to the branches for circulation. All urban branches and several outlying branches received the dolls.

Technology Monthly Report
March 25, 2021 Page 3

Collection Development Librarians **Teresa Handleman** and **Dan Wiig** held a follow-up virtual meeting with our Midwest Tapes representatives, Amanda Ulrich and Rebecca Dick, to answer questions about workflows as Midwest performs development and implements new features on their website. Senior Cataloger **Monica Song** also joined the meeting and discussed processing for specific materials that are currently being processed by CBS staff.

Youth Services Collection Development Librarian **Kathy DiGeorge** attended Ingram's webinar focused on their new service, *InCurate*. *InCurate* is a diversity-focused audit service that provides comprehensive reports and charts showing the diversity of a collection and making recommendations for increasing the amount and depth of diversity in the collection. Although the service was interesting, we've decided not to pursue it at this time.

CBS staff continues to work with our primary library materials vendor, Brodart, to resolve ongoing order fulfillment issues. Head of CBS **Rebecca Colbert** met virtually with Brodart Sales Director, Lori Gray, to discuss FY 2022 spending forecasts, the progress of implementing a dedicated work terminal for LVCCLD materials in Brodart's warehouse, and the recent improvements in our order delivery status.

The Distribution Center's (DC) collection consists of 64,996 unique titles and 105,089 items, with 12,513 items circulating and 5,918 items filling customers' Holds requests in February.

In March, the outlying branches returned 860 of their less popular items of various formats to the DC and the DC sent the branches an equivalent quantity of items to refresh their collections. 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 March, the branches requested 1,440 items to supplement their collections and the DC redistributed an additional 612 popular items to the branches where they are likely to circulate. All branches are given the option of storing their holiday materials at the DC throughout the year. For example, if a branch sends 10 Easter books to the DC for storage, the DC will return 10 Easter books to the branch one month before Easter. This month, 110 Easter books were redistributed to the branches that chose to store them at the DC.

DC Librarian **Raychel Lendis** oversees collection maintenance activities District-wide. Ms. Lendis assigned the annual *Dead Item Removal Nonfiction Action Plan* report in March. Items in this report are to be considered for removal due to low circulation.

Ms. Lendis developed the Collection Enhancement Team for performing the *collectionHQ* tasks of rebalancing and refreshing the collections between the urban branches. In February, 622 items were transferred, generating 1,568 circulations with an estimated monetary value of \$8,379.

DC staff also continues to weed low-circulating items from their collection to make room for incoming materials.

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March 25, 2021 Page 4

In February, the Interlibrary Loan (ILL) department received 397 requests from District customers to borrow materials from other libraries, and we were able to fill 80% of our customers' requests. Of the requests that were filled, 87% of the items were checked out by our customers. The District received 438 requests from other libraries to borrow our materials. The average turnaround time (the time between when we receive a request, obtain the item, and prepare it to be shipped) was less than two days and there were 32 new ILL users in February.

ILL Associate **Stacie Schwartz** held one virtual *How to Place an Interlibrary Loan Request* training class for District-wide staff in March. This webinar provides information about the various Interlibrary Loan Request forms.

The ER department continues to provide customer service via e-mail and telephone. The department assisted students with applying for eCards and with access to eResources and responded to 671 e-mails via the District's "Ask" account in February. The ER staff also continues to conduct quality assurance reviews of customer service calls for assistance with eResources that are answered by the Unique Call Center.

The District's *Fresh Picks* eNewsletter reading recommendation solution has over 20 categories of content that are delivered weekly, bi-weekly, monthly, and bi-monthly and offer recommendations for a variety of genres and ages. In February, 7,710 *Fresh Picks* eNewsletters were sent to customers. *Top Ten* and *Mystery* were the most popular eNewsletters (with an open rate of 56%), followed closely by *Staff Picks* (with an open rate of 55%). There were 121 new *Fresh Picks* subscriptions in February, with 900 unique subscribers accounting for 6,404 monthly subscriptions. To subscribe to *Fresh Picks*, visit <http://www.lvcld.org/freshpicks> and choose your favorite topics.

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 offer video instructional tutorials on many of our eResources. The tutorials are accessed by clicking on the blue carat on the right side of targeted eResources pages on our website or by visiting <https://lvcld.org/tutorials/>. The most popular tutorials in February were *Kanopy* (with 33 unique views), *Gale Courses* (with 27 unique views), and *Lynda.com* (with 24 unique views).

iPad circulation for February was 205 and Hotspot circulation was 694.

ER staff hosted two virtual *Reference Solutions* training sessions for District-wide staff in March.

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 March edition (the 23rd volume) of our *Primary Source* staff eNewsletter. This eNewsletter provides staff with current updates and contact information for each department.

AS Manager **Sufa Anderson** conducted the quarterly Circulation Department Heads and Computer Center Department Heads meetings virtually. The Circulation Department Heads met in March to discuss a wide array of issues, including staff

Technology Monthly Report
 March 25, 2021 Page 5

refund procedures, ongoing issues with customer e-mail notifications, and material quarantine procedures. The group also shared solutions to common problems and identified issues that required further investigation. Ms. Anderson also conducted the quarterly Computer Center Department Heads meeting in March. The group discussed a wide array of technological and operational issues, including testing of new replacement hotspot devices, installation of barcode scanners on the new library document stations, and the District's new Technology Plan.

Head of CBS **Rebecca Colbert** attended this month's virtual Branch Manager meeting and shared follow-up data, including weeded vs withdrawn data for February. Assistant IT Director **Ron Melnar** also attended the meeting to answer technology-related questions, including questions regarding budget requests for equipment and browser-related issues.

IT Projects

The IT department completed the project for upgrading all of the District's computers to the Windows 10 operating system. I would like to extend special thanks to Microcomputer Technician **Jodi Hafen** for spearheading the project and her numerous early mornings to minimize the impact on our customers and staff!

Network and ILS Analyst **Sloan Sakamoto** worked with our vendor, Innovative Interfaces Inc. (III), to upgrade our production Sierra LSP (aka ILS/our catalog) system to Version 5.2 after extensive testing. AS Manager **Sufa Anderson** coordinated communications with our staff, contract libraries (Boulder City and North Las Vegas library districts), and Unique Call Center staff to ensure everything was working as expected, and Web Designer **Gene Kilchenko** completed the necessary web page changes to complete the upgrade.

In 2017, the District implemented an on-premise web access management solution from Online Computer Library Center (OCLC), called EZproxy. The EZproxy solution improved management of our online database subscriptions and made it easier for patrons to access our resources remotely. However, the reporting capability of the system was limited and we were not able to obtain some statistics that we wanted, such as the home library and patron type of our customers. In early 2020, the District contracted with EBSCO to implement their OpenAthens solution. However, after several months, we realized that the system would not be able to perform as needed and the contract was canceled. At the end of 2020, the Team led by ER Manager **Jocelyn Bates** decided to migrate to the new cloud-based *EZproxy Analytics* solution. This month, Ms. Bates and ER Librarian **Kristine Segura** held the Kick-Off meeting with OCLC and completed several implementation tasks:

- Ms. Bates created custom HTM pages to inform customers when they enter an incorrect library card or PIN combination, if the card is expired, etc.;
- Ms. Segura contacted all of our database vendors to add the new hosted EZproxy Analytics information;
- Ms. Bates, Ms. Segura, and ER Librarian **Ria Eufemio** continue to test the links to our resources to ensure that the policies were correct; and
- Assistant IT Director **Ron Melnar** completed the various technical changes to implement the system.

The project is proceeding well and the Team expects to go-live with the system on April 1.

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March 25, 2021 Page 6

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 prepared a data file for the Branding and Marketing department's bi-monthly *Check Out What's New @ LVCCCLD* eNewsletter. She continues to work with the Sierra Cleanup Committee to perform database cleanup activities on the Sierra LSP and held a meeting with the Team to discuss project status and share tips and tricks for accomplishing tasks. Ms. Anderson prepared one Retiree/Trustee library card in March.

AS Manager **Sufa Anderson** attend the Innovative Users Group 2021 virtual conference in March and DC Librarian **Raychel Lendis** attend the District Strategic Planning Meeting this month.

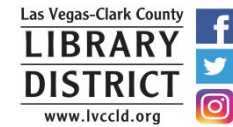
AS Manager **Sufa Anderson**, Head of CBS **Rebecca Colbert**, and I met with you to discuss the Community Share partnership project with the Clark County School District and we're preparing to implement the project as soon as the MOU is completed.

Systems and Network Security Analyst **Al Cruz**, Systems Analyst **Chet Buasri**, Systems and Network Supervisor **Gunnar Kim**, Assistant IT Director **Ron Melnar**, and I continue to meet every two weeks to review the District's technology security posture. Mr. Cruz leads the Team, performs system scans to identify and prioritize risks, identifies and assigns remediation actions, and confirms that the remediation actions were successful. The Team worked on several tasks this month, including:

- Completing the District-wide upgrade from Windows 8 to Windows 10;
- Testing a firmware upgrade to successfully resolve risks on our Information Stations;
- Completing an upgrade to our virtual server infrastructure;
- Completing a District-wide upgrade of our anti-virus software;
- Completing firmware upgrades on our firewalls;
- Renaming a file server to resolve an SSL certificate error; and
- Continuing to work with General Services and their vendor to reconfigure the door access controllers to improve security.

The District is currently experiencing an ongoing problem with our e-mail notification service to our customers. This affects hold pick-up, overdue, and other communication to our customers. We have identified the cause of the issue and we are working with our vendors to find a resolution. The root cause of the issue is that one vendor is overwhelming the system and preventing other vendors from getting access.

FY 2020-2021 ELECTRONIC RESOURCES STATISTICS
February 2021



Customer Support	Feb-20	Feb-21	% Change	FY19-20	FY20-21	% Change
Number of Phone Calls to Electronic Resources	143	107	-25.17%	1112	1,212	8.99%
Length of Calls in Hours, Minutes, and Seconds	16:08:59	13:18:15	-17.62%	117:42:24	134:10:10	13.99%
Number of emails to ask@lvcclld.org	328	671	104.57%	3,391	8,100	138.87%
Number of Classes	0	0		5	0	
Number of Attendees	0	0		14	0	

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

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	Reference Solutions	350	6,714
Health and Wellness	Health source - Nursing	6	278
Homework Help	IXL	108	57,557
Online Learning	Lynda.com	1,089	5,307
A-Z Resources (All Others)	Newsbank - LVRJ	2,341	30,702

Downloadables and Streaming Circulation	Feb-20	Feb-21	% Change	FY19-20	FY20-21	% Change
eBooks	105,854	126,247	19.27%	913,766	1,078,735	18.05%
Audiobooks	74,648	82,649	10.72%	585,064	661,034	12.98%
Magazines	8,992	12,247	36.20%	75,612	89,680	18.61%
Movies and TV	9,102	12,181	33.83%	79,688	109,348	37.22%
Music	26,357	25,168	-4.51%	218,553	211,397	-3.27%
Total	224,953	258,492	14.91%	1,872,683	2,150,194	14.82%

Online Resources Usage by Category	Feb-20		Feb-21		% Change		FY19-20		FY20-21		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	857	27,036	678	10,202	-20.89%	-62.27%	6,754	205,371	6,497	149,819	-3.81%	-27.05%
Health and Wellness	535	1,215	394	760	-26.36%	-37.45%	2,700	5,273	4,339	12,409	60.70%	135.33%
Homework Help	1,197	40,873	644	67,467	-46.20%	65.06%	5,732	271,027	5,677	472,126	-0.96%	74.20%
Online Learning	2,909	7,036	2,691	6,411	-7.49%	-8.88%	23,909	59,919	24,853	55,755	3.95%	-6.95%
A-Z Resources (All Others)	11,951	32,029	18,384	70,339	53.83%	119.61%	93,357	287,366	159,874	606,654	71.25%	111.11%

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.

April 2021

MEMORANDUM

TO: Kelvin Watson, Executive Director

FROM: Floresto Cabias, Acting Financial Services Director, CFO

DATE: March 26, 2021

SUBJECT: Financial Services Report, April 2021

This report summarizes the Financial Services Department's activities and accomplishments in the month of March 2021.

Administration

- Updated the District's cash flow analysis
- Submitted the Fiscal Year 2020-2021 auditing firm selection to the State Department of Taxation
- Prepared the Finance and Audit Committee agenda and agenda item related to the Fiscal Year 2021-2022 tentative budget
- Submitted the Annual Report to the Securities and Exchange Commission
- **Floresto Cabias** and **Lynn Lucuara** met with representatives of BDO USA, LLP, the District's auditing firm
- **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
- Scanned documents and updated files

Accounting

- Coded and verified all transactions (\$2.1M for the month of March)
- **Anita Lai** and **Mayumi Kramer** attended Kronos Workforce Ready meetings and training sessions
- Performed all payroll related duties
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts

Financial Services Report

March 26, 2021

Page 2 of 2

- 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 invoices
- Processed refunds for cancelled Room Reservations
- Reviewed e-fines and patron inquiries regarding online payments
- Reconciled copier meter reading reports from branches/departments to invoices
- Staff cross-trained in payroll, fixed assets, cash receipts, and other Financial Services procedures



MEMORANDUM

To: Kelvin Watson, Executive Director

From: Floresto Cabias, Acting Financial Services Director, CFO

Date: March 26, 2021

Subject: March 2021 Budget Status Report

Enclosed are the budget status reports for March 2021. General fund revenues indicate that 77% of budgeted revenue has been collected.

Property Tax Revenues

As compared to March 2020, the District collected 6% more in property taxes. Property taxes are assessed on a fiscal year basis beginning on July 1. Property tax revenue collections continue to show stability. Staff expects to collect all budgeted property tax revenues for FY 2021.

Consolidated Sales Tax Revenues (CTX)

The CTX shows 65% collected so far this fiscal year, which does not include CTX revenues expected to be received by the District at the end of March 2021. The State of Nevada distributes CTX collections two months after the month of collection. For example, CTX revenues collected in the month of July is distributed in the month of September. Thus, the most recent CTX received by the District on February 26, 2021, represents CTX from the month of December 2020. As of March 26, 2021, the District has not received the January 2021 CTX.

The FY 2021 budget is based on an expected 15% decrease from the prior year. The District received more CTX revenues than projected in the budget for six months collected so far this fiscal year.

Based on existing economic factors and the current trend, CTX revenues are on track to total between \$21.0M to \$22.0M. This represents \$3.0M to \$4.0M in additional CTX compared to the projected budget of \$17.8M. Financial Services staff is closely monitoring revenues.

Expenditures

General Fund expenditures indicate that 67% of the allocated budget has been spent. For FY 2021, savings of \$3.0M are expected in the services and supplies expenditure category.

Although the Voluntary Employee Separation Program (VESP) resulted in an initial outflow of funds (\$4.5M), the savings from vacant positions is continuing to offset the VESP cost throughout the year. Total savings will depend on the number of positions held vacant or eliminated. For FY 2021, savings of \$2.0M are expected in salaries and benefits.

Savings in expenditures will contribute to a higher ending fund balance.

Ending Fund Balance

FY 2021 General Fund ending fund balance is currently projected to reach approximately \$26.4M. This amount represents up to 37% of total General Fund budgeted expenditures. This expected increase in ending fund balance is due to the increased CTX revenue collections and expected expenditure savings discussed above. The FY 2021 budgeted ending fund balance is \$15.0M, which represents 21% of total General Fund budgeted expenditures.

Any amount of fund balance exceeding 20% of total General Fund expenditures will be transferred to the Capital Projects Fund in subsequent years. Financial Services strives to maintain fund balance at a minimum of 20% of total General Fund expenditures because the impact of the COVID-19 pandemic is unknown and rapidly evolving.

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

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

General Fund - 100

From 03/01/2021 Through 03/26/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	40,927,138.19	49,300,000.00	8,372,861.81	16.98%
Intergovernmental Revenue	11,508,785.01	17,800,000.00	6,291,214.99	35.34%
Charges for Services	29,412.51	570,000.00	540,587.49	94.84%
Fines & Forfeits	285,351.85	450,000.00	164,648.15	36.59%
Miscellaneous	542,348.65	780,000.00	237,651.35	30.47%
Total Revenues	53,293,036.21	68,900,000.00	15,606,963.79	22.65%
Expenditures				
Salaries	23,024,724.96	31,770,975.00	8,746,250.04	27.53%
Benefits	8,434,246.49	12,499,827.00	4,065,580.51	32.53%
Supplies & Services	8,715,833.55	15,304,682.00	6,588,848.45	43.05%
Capital Outlay	6,837,822.00	10,509,384.00	3,671,562.00	34.94%
Total Expenditures	47,012,627.00	70,084,868.00	23,072,241.00	32.92%
Excess (Deficit) of Revenues over (under) Expenditures	6,280,409.21	(1,184,868.00)	(7,465,277.21)	-10.27%

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

General Fund - 100**From 03/01/2021 Through 03/26/2021**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	524,279.92	648,204.00	123,924.08	19.12%
120	Administration - Library Operations	1,072,394.30	2,068,271.00	995,876.70	48.15%
200	Financial Services	1,265,875.36	1,935,379.00	669,503.64	34.59%
215	Community Outreach	343,871.74	501,089.00	157,217.26	31.38%
216	Youth Services	168,042.14	362,030.00	193,987.86	53.58%
220	Development and Planning	233,046.60	559,337.00	326,290.40	58.34%
240	General Services/Facilities	7,414,959.26	10,600,300.00	3,185,340.74	30.05%
250	Human Resources	1,356,594.13	2,688,944.00	1,332,349.87	49.55%
251	HR-Work Insurance	1,025,612.57	1,501,744.00	476,131.43	31.71%
260	Information Technology	2,892,220.70	3,895,391.00	1,003,170.30	25.75%
270	Literacy Department	211,443.78	378,862.00	167,418.22	44.19%
280	Branding and Marketing	1,292,364.40	1,706,062.00	413,697.60	24.25%
290	Access Services Department	731,622.15	1,100,024.00	368,401.85	33.49%
310	Collection and Bibliographic Services	8,230,312.51	12,657,023.00	4,426,710.49	34.97%
320	Gallery Services	118,261.99	174,592.00	56,330.01	32.26%
330	Facilities	1,832,055.04	2,820,225.00	988,169.96	35.04%
340	Community Engagement	173,855.25	405,669.00	231,813.75	57.14%
400	Library Operations	18,125,815.16	26,081,722.00	7,955,906.84	30.50%
Total		47,012,627.00	70,084,868.00	23,072,241.00	32.92%

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

General Fund - 100
Library Operations - Dept 400
From 03/01/2021 Through 03/26/2021

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	74,867.01	97,266.00	22,398.99	23.03%
110	Bunkerville	36,879.69	58,431.00	21,551.31	36.88%
120	Clark County Library	1,649,225.67	2,671,070.00	1,021,844.33	38.26%
130	Enterprise Library	921,744.11	1,362,949.00	441,204.89	32.37%
140	Goodsprings	56,195.14	77,267.00	21,071.86	27.27%
160	Indian Springs	72,688.29	103,992.00	31,303.71	30.10%
180	Laughlin	544,491.29	697,636.00	153,144.71	21.95%
190	Mesquite	694,258.85	1,063,703.00	369,444.15	34.73%
200	Moapa Town	37,276.96	77,435.00	40,158.04	51.86%
210	Moapa Valley	215,009.56	309,770.00	94,760.44	30.59%
220	Mount Charleston	52,002.42	69,259.00	17,256.58	24.92%
230	Rainbow Library	1,688,844.19	1,882,486.00	193,641.81	10.29%
240	Sahara West Library	1,694,706.72	2,395,281.00	700,574.28	29.25%
250	Sandy Valley	48,827.76	89,137.00	40,309.24	45.22%
260	Searchlight	42,025.91	59,658.00	17,632.09	29.56%
270	Spring Valley Library	1,116,017.48	1,648,450.00	532,432.52	32.30%
280	Summerlin Library	1,010,653.96	1,444,143.00	433,489.04	30.02%
290	Sunrise Library	916,226.99	1,534,648.00	618,421.01	40.30%
300	West Charleston Library	1,189,432.97	1,669,459.00	480,026.03	28.75%
310	West Las Vegas Library	1,006,309.14	1,565,622.00	559,312.86	35.72%
320	Whitney Library	962,551.10	1,492,399.00	529,847.90	35.50%
360	Meadows Library	84,589.89	160,089.00	75,499.11	47.16%
370	Centennial Hills	1,355,469.05	1,911,837.00	556,367.95	29.10%
380	Windmill Library	1,132,025.14	1,747,034.00	615,008.86	35.20%
390	East Las Vegas Library	1,494,365.24	1,847,091.00	352,725.76	19.10%
605	City Misdemeanant	29,130.63	45,610.00	16,479.37	36.13%
Total		18,125,815.16	26,081,722.00	7,955,906.84	30.50%

Regular Board of Trustees Meeting - Item VII - Library Reports

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

General Fund - 100
From 03/01/2021 Through 03/26/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	18,567,101.41	24,129,739.00	5,562,637.59	23.05%
51200 Salaries - Part Time	3,667,425.00	6,199,467.00	2,532,042.00	40.84%
51300 Overtime Pay	12,750.03	55,000.00	42,249.97	76.82%
51400 Call Back Pay	6,180.22	8,595.00	2,414.78	28.10%
51500 Standby Pay	43,158.98	50,366.00	7,207.02	14.31%
51600 Longevity Pay	221,709.52	377,808.00	156,098.48	41.32%
51700 Separation Pay	367,724.23	450,000.00	82,275.77	18.28%
51800 Leave Buyout	138,675.57	500,000.00	361,324.43	72.26%
55100 Employees Retirement	5,087,469.30	7,312,478.00	2,225,008.70	30.43%
55200 Group Insurance	2,742,998.46	4,072,148.00	1,329,149.54	32.64%
55300 Workers' Comp. Payments	80,301.57	271,544.00	191,242.43	70.43%
55400 Medicare Coverage Expense	523,335.28	768,657.00	245,321.72	31.92%
55500 Unemployment Insurance	141.88	75,000.00	74,858.12	99.81%
61100 Office Supplies	202,604.72	507,630.00	305,025.28	60.09%
61110 Operating Supplies	268,246.04	597,065.00	328,818.96	55.07%
61120 Software & User Licenses	502,458.58	521,994.00	19,535.42	3.74%
61130 Software Maintenance	776,793.68	841,400.00	64,606.32	7.68%
61200 Book Materials & Supplies	42,789.20	120,409.00	77,619.80	64.46%
61205 Interlibrary Loan	227.17	4,500.00	4,272.83	94.95%
61210 Small Equipment	96,117.24	478,000.00	381,882.76	79.89%
61400 Equipment Repair & Maint.	535,951.89	690,280.00	154,328.11	22.36%
61410 Contracted Services	3,427,950.67	5,441,007.00	2,013,056.33	37.00%
61420 Building Repair & Maint.	101,187.61	218,200.00	117,012.39	53.63%
61500 Rental Expenses	19,870.46	47,316.00	27,445.54	58.00%
61600 Telephone	422,102.25	600,000.00	177,897.75	29.65%
61700 Utilities	1,064,427.02	1,935,071.00	870,643.98	44.99%
61800 Insurance & Bonds	320,065.67	355,000.00	34,934.33	9.84%
61900 Professional Services	259,716.32	932,700.00	672,983.68	72.15%
61910 Legal Services	118,044.83	394,500.00	276,455.17	70.08%
62200 Collection Agencies	71,232.75	310,000.00	238,767.25	77.02%
62300 Board Compensation	4,520.00	6,200.00	1,680.00	27.10%
62500 Postage	53,560.15	75,100.00	21,539.85	28.68%
62510 Advertising	59,665.64	88,700.00	29,034.36	32.73%
62600 Community Events	1,292.63	23,750.00	22,457.37	94.56%
62620 Recruitment	71.92	625.00	553.08	88.49%
62700 Education & Training	92,728.70	310,735.00	218,006.30	70.16%
62800 Travel & Transportation	12,888.66	285,250.00	272,361.34	95.48%
62900 Printing & Reproduction	20,852.65	99,250.00	78,397.35	78.99%
63000 Dues & Subscriptions	34,310.51	43,200.00	8,889.49	20.58%
65000 Miscellaneous Expenses	11,830.44	41,800.00	29,969.56	71.70%
65100 Bank Charges	8,076.15	20,000.00	11,923.85	59.62%
67000 Rental Expenses to QALICBs	186,250.00	315,000.00	128,750.00	40.87%
81700 Library Books	6,837,822.00	10,509,384.00	3,671,562.00	34.94%
Total	47,012,627.00	70,084,868.00	23,072,241.00	32.92%

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

Grant Fund - 220

From 03/01/2021 Through 03/26/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	605,793.32	1,800,000.00	1,194,206.68	66.34%
Total Revenues	605,793.32	1,800,000.00	1,194,206.68	66.34%
Expenditures				
Salaries	216,968.11	480,000.00	263,031.89	54.80%
Benefits	99,744.51	210,000.00	110,255.49	52.50%
Supplies & Services	222,065.15	500,000.00	277,934.85	55.59%
Capital Outlay	193,183.00	610,000.00	416,817.00	68.33%
Total Expenditures	731,960.77	1,800,000.00	1,068,039.23	59.34%
Excess (Deficit) of Revenues over (under) Expenditures	(126,167.45)	-	126,167.45	7.01%

Regular Board of Trustees Meeting - Item VII - Library Reports

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

Grant Fund - 220
From 03/01/2021 Through 03/26/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	214,062.49	478,747.50	264,685.01	55.29%
51200 Salaries - Part Time	2,037.32	-	(2,037.32)	
51600 Longevity Pay	868.30	1,252.50	384.20	30.67%
55100 Employees Retirement	63,463.37	161,071.66	97,608.29	60.60%
55200 Group Insurance	33,135.41	44,547.88	11,412.47	25.62%
55400 Medicare Coverage Expense	3,145.73	4,380.46	1,234.73	28.19%
61100 Office Supplies	3,527.28	-	(3,527.28)	
61110 Operating Supplies	200.00	5,277.14	5,077.14	96.21%
61120 Software & User Licenses	2,164.10	53,200.00	51,035.90	95.93%
61210 Small Equipment	252.93	-	(252.93)	
61410 Contracted Services	173,421.00	412,700.00	239,279.00	57.98%
61600 Telephone	29,152.72	-	(29,152.72)	
62700 Education & Training	12,741.54	12,000.00	(741.54)	-6.18%
62800 Travel & Transportation	605.58	5,800.00	5,194.42	89.56%
65000 Miscellaneous Expenses	-	11,022.86	11,022.86	100.00%
81600 Capital Equipment - Major	-	460,000.00	460,000.00	100.00%
81700 Library Books	193,183.00	150,000.00	(43,183.00)	-28.79%
Total	731,960.77	1,800,000.00	1,068,039.23	59.34%

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

Gift Fund - 230

From 03/01/2021 Through 03/26/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	143,529.02	815,000.00	671,470.98	82.39%
Total Revenues	143,529.02	815,000.00	671,470.98	82.39%
Expenditures				
Salaries	20,000.00	-	(20,000.00)	
Supplies & Services	132,419.01	715,000.00	582,580.99	81.48%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	152,419.01	815,000.00	662,580.99	81.30%
Excess (Deficit) of Revenues over (under) Expenditures	(8,889.99)	-	8,889.99	1.09%

Regular Board of Trustees Meeting - Item VII - Library Reports

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

Gift Fund - 230

From 03/01/2021 Through 03/26/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	20,000.00	-	(20,000.00)	
61100 Office Supplies	191.09	20,000.00	19,808.91	99.04%
61110 Operating Supplies	13,023.23	15,000.00	1,976.77	13.18%
61120 Software & User Licenses	260.85	-	(260.85)	
61130 Software Maintenance	299.99	-	(299.99)	
61210 Small Equipment	80,232.91	15,000.00	(65,232.91)	-434.89%
61410 Contracted Services	-	250,000.00	250,000.00	100.00%
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61600 Telephone	16,618.00	-	(16,618.00)	
61900 Professional Services	16,804.75	100,000.00	83,195.25	83.20%
62510 Advertising	4,250.00	-	(4,250.00)	
62900 Printing & Reproduction	599.83	-	(599.83)	
65000 Miscellaneous Expenses	138.36	-	(138.36)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	152,419.01	815,000.00	662,580.99	81.30%

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

Capital Projects Fund - 510
From 03/01/2021 Through 03/26/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	9,110.05	50,000.00	40,889.95	81.78%
Total Revenues	9,110.05	50,000.00	40,889.95	81.78%
Expenditures				
Supplies & Services	519,336.36	2,574,700.00	2,055,363.64	79.83%
Capital Outlay	144,115.99	1,484,000.00	1,339,884.01	90.29%
Total Expenditures	663,452.35	4,058,700.00	3,395,247.65	83.65%
Excess (Deficit) of Revenues over (under) Expenditures	(654,342.30)	(4,008,700.00)	(3,354,357.70)	-1.87%

Regular Board of Trustees Meeting - Item VII - Library Reports

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

Capital Projects Fund - 510
From 03/01/2021 Through 03/26/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	11,411.48	7,500.00	(3,911.48)	-52.15%
61120 Software & User Licenses	36,363.82	203,000.00	166,636.18	82.09%
61210 Small Equipment	85,440.62	1,176,700.00	1,091,259.38	92.74%
61400 Equipment Repair & Maint.	33,806.73	345,000.00	311,193.27	90.20%
61410 Contracted Services	7,000.00	43,000.00	36,000.00	83.72%
61420 Building Repair & Maint.	314,683.75	759,500.00	444,816.25	58.57%
61900 Professional Services	18,187.90	-	(18,187.90)	
65100 Bank Charges	12,442.06	40,000.00	27,557.94	68.89%
81500 Capital Improvements	-	650,000.00	650,000.00	100.00%
81600 Capital Equipment - Major	144,115.99	834,000.00	689,884.01	82.72%
Total	663,452.35	4,058,700.00	3,395,247.65	83.65%

Las Vegas-Clark County Library District

Project 2050 - Furniture Replacement
From 03/01/2021 through 03/26/2021

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	149.32	50,000.00	49,850.68	100%
Total Expenditures		149.32	50,000.00	49,850.68	100%

Las Vegas-Clark County Library District

Project 2200 - Financial Services Projects
From 03/01/2021 through 03/26/2021

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	-	185,000.00	185,000.00	100%
65100	Bank Charges	13,589.56	40,000.00	26,410.44	66%
81600	Capital Equipment - Major	-	80,000.00	80,000.00	100%
Total Expenditures		13,589.56	305,000.00	291,410.44	96%

Las Vegas-Clark County Library District

Project 4010 - Tech Replacements & Upgrades
From 03/01/2021 through 03/26/2021

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61120	Software & User Licenses	36,363.82	203,000.00	166,636.18	82%
61210	Small Equipment	65,769.51	452,000.00	386,230.49	85%
61400	Equipment Repair & Maint.	33,806.73	345,000.00	311,193.27	90%
61410	Contracted Services	7,000.00	43,000.00	36,000.00	84%
81600	Capital Equipment - Major	8,588.00	704,000.00	695,412.00	99%
Total Expenditures		151,528.06	1,747,000.00	1,595,471.94	91%

Las Vegas-Clark County Library District

Project 5010 - Bldg Repair & Maintenance
From 03/01/2021 through 03/26/2021

510
Capital Projects Fund

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
45200 Interest Earnings	9,110.05	50,000.00	40,889.95	82%
Total Revenues	9,110.05	50,000.00	40,889.95	82%
Expenditures				
61110 Operating Supplies	11,411.48	7,500.00	(3,911.48)	-52%
61210 Small Equipment	7,514.60	10,000.00	2,485.40	25%
61420 Building Repair & Maint.	314,683.75	759,500.00	444,816.25	59%
61900 Professional Services	17,040.40	-	(17,040.40)	0%
81500 Capital Improvements	-	650,000.00	650,000.00	100%
Total Expenditures	350,650.23	1,427,000.00	1,076,349.77	75%

Las Vegas-Clark County Library District

Project 5020 - PVS Projects
From 03/01/2021 through 03/26/2021

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	12,007.19	479,700.00	467,692.81	97%
81600	Capital Equipment - Major	135,527.99	-	(135,527.99)	0%
Total Expenditures		147,535.18	479,700.00	332,164.82	69%

Las Vegas-Clark County Library District

Project 9010 - Vehicle Purchase and Replacement
From 03/01/2021 through 03/26/2021

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
81600	Capital Equipment - Major	-	50,000.00	50,000.00	100%
Total Expenditures		-	50,000.00	50,000.00	100%

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

Debt Service Fund - 610
From 03/01/2021 Through 03/26/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	6.52	-	(6.52)	
Miscellaneous	34.64	10,000.00	9,965.36	99.65%
Total Revenues	41.16	10,000.00	9,958.84	99.59%
Expenditures				
Supplies & Services	3,535.82	10,000.00	6,464.18	64.64%
Total Expenditures	3,535.82	10,000.00	6,464.18	64.64%
Excess (Deficit) of Revenues over (under) Expenditures	(3,494.66)	-	3,494.66	34.95%

Regular Board of Trustees Meeting - Item VII - Library Reports

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

Debt Service Fund - 610
From 03/01/2021 Through 03/26/2021

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
65100	Bank Charges	3,535.82	10,000.00	6,464.18	64.64%
	Total	3,535.82	10,000.00	6,464.18	64.64%

Regular Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 02/25/2021 Through 03/25/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11857	3/1/2021	10129	Fun Express LLC	Cardboard White Craft Rolls - SW	87.51
11858	3/1/2021	10144	CFRA	Stock Repots RB 1/29/21-7/28/21	1,345.00
11859	3/1/2021	10179	Safe and Secure Alarms and Video	WC: Alarm Monitoring Burg	54.00
11861	3/1/2021	10809	Sandra Kay Ramaker	February Board Mtgs	40.00
11862	3/1/2021	10834	Brittany Mangelson	February 18, 2021 Regular Board Mtg	624.74
11863	3/1/2021	10864	Brian M. Wilson	February Board Mtgs	40.00
11864	3/1/2021	11609	Alexandria Marshall	Sub CC Conv 328 2/19/21	114.75
11865	3/1/2021	11626	Jay Atwood	Piano Tuning Services - SM	250.00
11866	3/1/2021	1240	Brady Industries of Nevada, LLC	Stock #6754713 MB (10) Cases Towel Fold	537.00
11868	3/1/2021	1566	Fairway Chevrolet	WO-2385 #Q21617 #62 LOF & MPI	199.04
11869	3/1/2021	1580	Ferguson Enterprises, LLC	Various	150.94
11870	3/1/2021	1627	Cengage Learning, Inc.	Library Books & Materials for FY2020-2021	6,177.12
11871	3/1/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	2,487.35
11872	3/1/2021	1854	Kamer Zucker Abbott	Labor and Investigations- Dec 2020	18,361.54
11873	3/1/2021	2152	Nedco Supply	Various	795.65
11874	3/1/2021	2307	Progressive Elevator	CC: Elevator	697.00
11875	3/1/2021	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	127.95
11876	3/1/2021	2702	Grainger, Inc.	Consumable #9788194950 #59 Disposable Gloves	22.36
11877	3/1/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	2,080.52
11879	3/1/2021	2860	Las Vegas Review Journal	Feb purchasing ad - El Tiempo	43.75
11880	3/1/2021	2891	AFLAC	Premium February 2021	860.82
11882	3/1/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	1,106.00
11883	3/1/2021	4723	Purvis Industries - Las Vegas NV	Various	76.61
11884	3/1/2021	5001	UniFirst Corporation	Uniform Rental	222.44
11885	3/1/2021	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	139,123.08
11886	3/1/2021	7655	Gill's Printing and Color Graphics	Kelvin rush cards 2-2021	1,311.88
11887	3/1/2021	8010	Allied Universal Security Services	On-Site Security 02/05/21-02/18/21 - CH	91,764.00
11888	3/1/2021	8122	Staples Advantage Dept LA	Sharpie, write-out, tape - ME	2,799.47
11889	3/1/2021	8354	Gruber Technical Inc.	CC,CH,SM,WV: UPS PM Service	4,644.00
11890	3/1/2021	8575	Intermountain Lock and Security Supply	WO-2635 #2769309 SV Replaced Door Closure	278.88
11891	3/1/2021	8811	Shannon Bilbray-Axelrod	February Board Meeting	40.00
11892	3/1/2021	8945	Robin Wadley Munier	February Board Mtgs	40.00
11893	3/1/2021	9101	O'Reilly Auto Parts	Consumables #3990-185947 #49 Glass Cleaner	31.96
11894	3/1/2021	9133	Ted Wiens Tire & Auto Centers	#37: LOF and Misc Heater Repairs	1,268.45
11895	3/1/2021	9279	Marilyn Francis Drake	February Board Mtgs	40.00
11896	3/1/2021	9332	Felipe A. Ortiz	February Board Meetings	40.00
11897	3/1/2021	9383	Office Plus	Oem toner hp 648a - WH	1,305.74
11898	3/1/2021	9588	Vocera Communications, Inc.	B3000, Charger, 8-Bay, NA	3,597.52
11899	3/1/2021	9730	Commercial Lighting Specialties	Various	1,998.50
11900	3/1/2021	9907	PLIC-SBD Grand Island (Principal)	Premium March 2021	22,527.90
11901	3/8/2021	10144	CFRA	Stock Reports/ outlook 1/29/21-1/28/22	1,520.00
11903	3/8/2021	1017	AAA Air Filter Company, Inc.	RB,SM,WV: Air Filter Changes	2,722.15
11904	3/8/2021	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape Maintenance	800.00
11905	3/8/2021	10212	Virgin Valley Water District	Service 01/20/21-02/20/21	786.58
11907	3/8/2021	10686	NLS Grounds Management, LLC	EV: Undeveloped Land	20,002.58
11911	3/8/2021	11132	The Griffin Company	Legislative Counsel - Feb 2021	6,250.00
11912	3/8/2021	1180	Baron Pest Solutions, Inc.	LA: Pest Control	37.00
11913	3/8/2021	1535	El Mundo	Feb 2021 purchasing ad	80.00
11914	3/8/2021	1580	Ferguson Enterprises, LLC	Various	367.27
11915	3/8/2021	1740	Ideal Office Equipment	PVS: (3) Staff Chairs	534.00
11916	3/8/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	7,479.49
11917	3/8/2021	1950	Liberty Lock and Security	Various	16.75
11918	3/8/2021	2152	Nedco Supply	Various	488.43
11919	3/8/2021	2234	Overton Power District #5	Service 01/22/21-02/22/21 MT	239.77
11920	3/8/2021	2698	Virgin Valley Disposal	Rental Fee/Toter Svc Feb 2021	116.18
11921	3/8/2021	2702	Grainger, Inc.	WO-3114 #9815502498 WV Plumbing	88.41
11922	3/8/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	44,499.78
11924	3/8/2021	2819	CenturyLink Communications, LLC	Service Feb 2021	5,545.06
11925	3/8/2021	2860	Las Vegas Review Journal	RJ & El Tiempo ads - VSA - 12/30 - 1/31	13,600.00
11926	3/8/2021	3307	Unique Management Services, Inc.	Placements - Feb 2021	4,482.00
11927	3/8/2021	3324	Rio Virgin Telephone Co.	Service Mar 2021	342.21
11928	3/8/2021	3500	Garda CL West, Inc	Armored Transportation - Mar 2021	3,015.91
11929	3/8/2021	3770	Cox Communications of Las Vegas	Service 02/17/21-03/16/21	13,894.11
11930	3/8/2021	3776	Got Bugs LLC	MQ: Pest Control	200.00
11932	3/8/2021	4723	Purvis Industries - Las Vegas NV	Various	1,911.00
11933	3/8/2021	5718	Tangerine Office Machines	Printer Support Services, End: 6/30/21	644.99
11934	3/8/2021	5769	The Penworthy Company	Library Books & Materials for FY2020-2021	13,454.77
11935	3/8/2021	6254	College of Southern Nevada	Services 01/01/21 - 06/30/21 WC	3,087.40
11936	3/8/2021	7943	Communication Electronic Systems Inc	CC: Move (1) Horn Strobe - (TPS Project)	490.00
11937	3/8/2021	8122	Staples Advantage Dept LA	Glitter 1lb purple - SW	2,707.40
11938	3/8/2021	8438	Carrier Corporation	SM: Chiller PM	1,184.00
11939	3/8/2021	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	168.75
11940	3/8/2021	9082	Central Station Monitoring	MQ: Alarm Monitoring	134.85
11941	3/8/2021	9133	Ted Wiens Tire & Auto Centers	#43: Vehicle Maintenance	1,128.50
11942	3/8/2021	9354	WestRock Longview, LLC	Courier: Weeding Boxes	1,495.91
11943	3/8/2021	9383	Office Plus	Oem toner hp 410x black - WV	10,886.24
11947	3/8/2021	9730	Commercial Lighting Specialties	Various	1,984.00
11948	3/8/2021	9869	Unique Integrated Communications	Call Center Operations	13,795.47
11949	3/15/2021	10017	CDA Media Relations	March 2021 purchasing ad	350.00
11950	3/15/2021	10129	Fun Express LLC	CC/YS Take & Make Kits - YS	384.25
11951	3/15/2021	10228	Sterling Volunteers	2 volunteer background checks	34.00
11953	3/15/2021	10686	NLS Grounds Management, LLC	Grounds / Landscaping: Extra Services	179.61
11955	3/15/2021	11137	Vital Records Control	Contracted Shredding 2/28/21	138.20
11958	3/15/2021	11608	3F Initiatives LLC	Translations Jan 2021	810.60
11959	3/15/2021	1620	Full Compass Systems Ltd	"3"" Rose Brand Gaffers Tape 55 yds"	5,557.37
11960	3/15/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	12,117.48
11961	3/15/2021	1854	Kamer Zucker Abbott	Legal Services Feb 2021	7,720.00

Regular Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 02/25/2021 Through 03/25/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11962	3/15/2021	2215	OCLC Inc. # 774425	Library Books & Materials for FY2020-2021	4,992.08
11963	3/15/2021	2234	Overton Power District #5	Service 02/01/21-03/02/21	2,271.02
11964	3/15/2021	2307	Progressive Elevator	CC - Service Call: 3-Stop Elevator	675.00
11965	3/15/2021	2567	Teamsters Local Union #14	Union Dues - March 2021	8,528.00
11966	3/15/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	58,886.39
11967	3/15/2021	2799	CDW Government Inc.	CommVault Maint/Support, End: 3/18/22	19,025.54
11968	3/15/2021	2819	CenturyLink Communications, LLC	Service Mar 2021	10,737.40
11969	3/15/2021	2853	Dick Blick	"Blick Mesh Zipper Bag - 12"x16" - SV	47.19
11970	3/15/2021	2860	Las Vegas Review Journal	Oct. 2020 purchasing ad - ET	43.75
11971	3/15/2021	2887	West Payment Ctr	Library Materials for MISD during FY21	774.61
11972	3/15/2021	2914	Iron Mountain	Services Feb 2021	441.45
11973	3/15/2021	3020	Discount School Supply	STEM Supplies for Programming	254.93
11974	3/15/2021	3023	Filtration Group IAQ	MB: HVAC Air Filters - MERV 13	1,677.48
11975	3/15/2021	3355	Teamsters Security Fund S. Nevada	Premium March 2021	317,274.40
11977	3/15/2021	4517	Fingerprint Pros, Inc.	2 pre-employment fingerprints	118.00
11978	3/15/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	1,084.00
11979	3/15/2021	4649	H & E Equipment Services Inc.	2021 Annual Lift Inspections	2,244.41
11980	3/15/2021	4742	Deseret Book Co.	Heireess of all Things audio	44.78
11981	3/15/2021	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Mar 2021	7,011.88
11982	3/15/2021	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	55,208.37
11983	3/15/2021	5769	The Penworthy Company	Library Books & Materials for FY2020-2021	7,717.06
11984	3/15/2021	7188	Innovative Interfaces, Inc.	Library Books & Materials for FY2020-2021	108.00
11986	3/15/2021	7671	Rentokil	SC: Service Call - Beehive in Valve Box	1,588.00
11987	3/15/2021	8010	Allied Universal Security Services	On-Site Security 02/19/21-03/04/21 - CH	97,459.73
11988	3/15/2021	8122	Staples Advantage Dept LA	HP 504a Yellow toner cart - MV	1,974.95
11989	3/15/2021	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Feb 2021	13,315.03
11990	3/15/2021	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	477.50
11991	3/15/2021	9234	Data Processing Air Corporation	SC: Service and clean (2) Cooling Towers	4,433.00
11992	3/15/2021	9383	Office Plus	Crtddg, clr laserjet - CH	2,296.45
11993	3/15/2021	9956	Cherry Lake Publishing	juvi books	323.94
11995	3/22/2021	10330	ASCO Power Services, Inc.	SW - Service Call: Troubleshoot Generator	685.70
11996	3/22/2021	10442	LV.Net	Service 4/1/21-5/1/21	1,026.00
11998	3/22/2021	10572	Mesquite Electric LLC	MQL: Service Call - Electrical	75.00
12010	3/22/2021	11626	Jay Atwood	Piano Tuning Services - CC	135.00
12011	3/22/2021	11629	The Pediment Group, Inc.	Raiders Inaugural Season	181.78
12012	3/22/2021	1201	Best Janitorial Services of Nevada	Various: Janitorial - FY 2021	136,316.00
12013	3/22/2021	1240	Brady Industries of Nevada, LLC	Stock #6783545 MB Lysol Adv Deep Clean	112.56
12014	3/22/2021	1429	D.C. Thomas	BD Rent Apr 2021	1,468.00
12015	3/22/2021	1580	Ferguson Enterprises, LLC	Various	822.17
12016	3/22/2021	1620	Full Compass Systems Ltd	MK190X3-3W1 190X Tripod with 804 3-Way Head	293.98
12017	3/22/2021	1740	Ideal Office Equipment	Chair for SM-SPS	178.00
12018	3/22/2021	1742	Ideal Supply Company Inc.	Various	527.15
12019	3/22/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	3,218.32
12020	3/22/2021	1950	Liberty Lock and Security	WO-3507 #22737 WC Ash Tray Key	15.80
12021	3/22/2021	2098	Moapa Valley Water District	Service 02/03/21-03/09/21	427.31
12022	3/22/2021	2152	Nedco Supply	Various	1,003.98
12023	3/22/2021	2234	Overton Power District #5	Service 02/08/21-03/08/21 MV	188.40
12024	3/22/2021	2486	Sonitrol Of Southern NV	Alarm Monitoring - BD	3,693.00
12025	3/22/2021	2702	Grainger, Inc.	Tool #9831944450 #52 Tongue & Groove Plier	18.87
12026	3/22/2021	2799	CDW Government Inc.	LDS BARCODE SCANNER	100.68
12027	3/22/2021	2803	Boulevard Trophy	Centra + white vinyl tent sign	44.50
12028	3/22/2021	2809	LVVWD	Service Jan 21 & Feb 21	20,267.05
12029	3/22/2021	3435	Ace Fire Systems, Inc.	MQL: Fire Sprinkler Tests / Inspections	480.00
12030	3/22/2021	3500	Garda CL West, Inc.	Excess Services - Feb 2021	84.76
12031	3/22/2021	4517	Fingerprint Pros, Inc.	Fingerprinting - Mar 2021	118.00
12032	3/22/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	483.00
12033	3/22/2021	4723	Purvis Industries - Las Vegas NV	Various	569.41
12034	3/22/2021	5001	UniFirst Corporation	Uniform Rental	375.45
12035	3/22/2021	5718	Tangerine Office Machines	Printer Support Services, End: 6/30/21	315.00
12037	3/22/2021	6704	Schneider Electric	DDC Controls	5,783.16
12039	3/22/2021	7419	EDS Electronics Inc.	SW: Fire Alarm Tests / Inspections	330.00
12040	3/22/2021	7943	Communication Electronic Systems Inc	CH & WM: Burglar / Fire Alarm Monitoring	130.00
12041	3/22/2021	8010	Allied Universal Security Services	PVS Event Guards 02/19/2021-03/04/2021 - CC	197.32
12042	3/22/2021	8122	Staples Advantage Dept LA	Nestle pure life - HR	4,539.48
12043	3/22/2021	8575	Intermountain Lock and Security Supply	Stock #2793408 #63 (12) Degreaser Spray	93.72
12046	3/22/2021	9101	O'Reilly Auto Parts	Various	295.13
12047	3/22/2021	9133	Ted Wiens Tire & Auto Centers	Annual Smog Checks: Unleaded/Flex Vehicles	385.80
12049	3/22/2021	9191	Canon Solutions America, Inc.	Monthly Maint 01/15/21-02/14/21 - LA	4,784.17
12050	3/22/2021	9287	Otis Elevator Company	WM: Elevator	795.88
12051	3/22/2021	9383	Office Plus	Oem toner hp 648a yellow - SW	1,916.20
12052	3/22/2021	9489	Teledata Technologies	MQL - Service Call: FACP Alarm	720.00
12054	3/22/2021	9729	Windstream	Service 3/15/21-4/14/21	658.38
12055	3/22/2021	9730	Commercial Lighting Specialties	Various	2,487.07
12056	3/22/2021	9827	Vision Sign Inc.	SM: Sign Maintenance	210.00
12057	3/22/2021	9928	Stimulus Technologies	Service Apr 2021 - MC	1,047.90
89168	2/25/2021	10253	Elizabeth Ann Foyt	February Board Mtgs	40.00
89169	2/25/2021	10607	Susan Carlton	Refund for return item	21.99
89170	2/25/2021	10739	Signature Productions	Refund Room Rental 6/24-7/10	3,018.25
89171	2/25/2021	11062	Blue Planet Lighting, Inc.	ION upgrade #3	2,346.35
89172	2/25/2021	11595	Universal Dispatch, LLC	Taxi Service Kabit - January	16.63
89173	2/25/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,688.36
89174	2/25/2021	2159	AT&T SBC	Service 02/11/21-03/10/21	483.30
89175	2/25/2021	2494	Southwest Gas Corp.	Service 01/14/21-02/11/21 CC	2,279.82
89176	2/25/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	1,286.52
89177	2/25/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
89178	2/25/2021	5246	Kelly D. Benavidez	February Board Meetings	40.00
89179	2/25/2021	6817	Reliance Connect	Service Feb 2021	67.86
89185	2/25/2021	7369	SYNCHRONY BANK/AMAZON	Dritz 56Y-D Yarn Darners Habd - WH	8,514.83

Regular Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 02/25/2021 Through 03/25/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
89186	2/25/2021	7677	Uline, Inc.	Gallery foam rolls for packing	384.09
89187	2/25/2021	7740	Gaudin Ford	WO-2470 #418214 #59 LOF & MPI	46.39
89188	2/25/2021	8731	UNUM Life Insurance Co. of America	Premium March 2021	355.40
89189	2/25/2021	9711	Jose L. Melendrez	February Board Mtgs	40.00
89190	2/25/2021	9937	AFLAC Premium Holding	Premium February 2021	2,466.94
89191	2/25/2021	9956	Cherry Lake Publishing	juvi books	3,286.36
89192	2/25/2021	9966	The Sherwin-Williams Co.	Various	189.38
89193	3/4/2021	10036	Vegas City Opera	Opera Concert 2-20 SM & 2-28 WV	1,000.00
89194	3/4/2021	10927	CenturyLink	Service Feb 2021	2,042.89
89195	3/4/2021	11639	Hilti, Inc.	#52: TOOL - Drill Gun with Bits	308.71
89197	3/4/2021	11813	Capitol Door Service	Service Call: West Exterior Auto Door	180.00
89199	3/4/2021	1991	Lowe's Improvement	January - February 2021 Various	590.66
89200	3/4/2021	2097	Moapa Valley Telephone Co. Inc.	Service 01/26/21-02/25/21	1,455.86
89201	3/4/2021	2175	NV Energy	Service 01/20/21-02/18/21 CH	5,977.41
89202	3/4/2021	2494	Southwest Gas Corp.	Service 01/21/21-02/22/21 CH	2,612.01
89203	3/4/2021	2772	Xerox Corporation	Meter Usage Jan 2021	489.98
89204	3/4/2021	2838	Verizon Wireless	Service 01/21/21-02/20/21	2,612.14
89205	3/4/2021	2861	Jay D. Whipple	MV: Pest Control	40.00
89210	3/4/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	23,893.43
89211	3/4/2021	3309	Batteries Plus	Various	43.80
89214	3/4/2021	3383	Home Depot Credit Services	January - February 2021 Various	2,683.35
89215	3/4/2021	5716	Al Prendergast	Replenish Petty Cash	57.17
89216	3/4/2021	6646	Aqua Serv Engineers, Inc.	HVAC Water Treatment	3,720.51
89217	3/4/2021	6817	Reliance Connects	Service Mar 2021	641.42
89218	3/4/2021	7740	Gaudin Ford	WO-3096 #420419 LOF, Rotated Tires & MPI	58.78
89219	3/4/2021	9966	The Sherwin-Williams Co.	Various	991.64
89220	3/11/2021	10930	Business Enterprises of Nevada	MQL: Cafe Management	2,040.00
89223	3/11/2021	11643	William E. Myricks II	Elijah Rock WM Show 3/14/21	1,250.00
89224	3/11/2021	11644	Advent Cleaners	Exec Suite: Dry-clean (11) Tablecloths	195.58
89226	3/11/2021	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service 04/01/21-06/30/21 SM	2,018.68
89227	3/11/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,411.44
89228	3/11/2021	1577	FedEx	Express Services - Feb 2021	48.48
89229	3/11/2021	2053	Matthew Bender & Co., Inc.	NV Rev Stats 2020 Ballot Results	225.00
89230	3/11/2021	2117	Multi-Cultural Books & Videos, Inc.	Library Books & Materials for FY2020-2021	10,728.66
89231	3/11/2021	2159	AT&T SBC	Service 02/25/21-03/24/21	435.40
89232	3/11/2021	2175	NV Energy	Service 01/26/21-02/24/21 EV	3,447.23
89233	3/11/2021	2494	Southwest Gas Corp.	Service 01/26/21-02/25/21 SW	4,791.90
89234	3/11/2021	2772	Xerox Corporation	Meter Usage Feb 2021	430.12
89236	3/11/2021	2837	Republic Services 620	Recycling Svc 02/01-02/28 WM	6,404.94
89237	3/11/2021	2861	Jay D. Whipple	MV: Pest Control	40.00
89238	3/11/2021	3058	EBSCO Information Services	Flipster mags & sub fee 4/1/21-3/31/22	98,646.08
89240	3/11/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	9,641.71
89241	3/11/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
89243	3/11/2021	8192	AT&T	Service March 2021	44.48
89244	3/16/2021	11855	Armando Macias	PR Replacement Check - 3/12/21	233.39
89245	3/18/2021	10036	Vegas City Opera	Vegas City Opera March 2021	200.00
89246	3/18/2021	10493	CMRS-POC	Postage for WM Meter - Acct# 8050091 03/21	25,000.00
89247	3/18/2021	10641	Quench USA, Inc.	Filtered Drinking Water	850.00
89249	3/18/2021	11647	Morgan, Lewis and Bockius, LLP	Benefits Attorney Fees - Feb 2021	7,080.00
89250	3/18/2021	11648	Southern Methodist University	ILL - damaged book ILL #205834542	50.00
89251	3/18/2021	11649	Adventure Entertainment Americas LLC	Women's Adventure Film Tour/Adventure Ent	1,000.00
89252	3/18/2021	11828	Omnigo Software	Software 3/31/21-3/30/22	5,806.94
89253	3/18/2021	1577	FedEx	Express Services - 03/04/21	48.60
89254	3/18/2021	2053	Matthew Bender & Co., Inc.	Court rules 2021 v2	970.36
89255	3/18/2021	2175	NV Energy	Summary Billing Jan 21 & Feb 21	51,823.12
89256	3/18/2021	2494	Southwest Gas Corp.	Service 02/03/21-03/05/21 LA	1,261.88
89257	3/18/2021	2861	Jay D. Whipple	MV: Pest Control	120.00
89258	3/18/2021	2883	Schindler Elevator Corp	SW: Service Call - Elevator	1,077.08
89260	3/18/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	4,511.41
89261	3/18/2021	3270	State Historical Society of North Dakota	ILL - loan fee for microfilm	4.00
89262	3/18/2021	3309	Batteries Plus	Various	118.59
89263	3/18/2021	8770	BizLibrary	Annual Renewal for LMS	39,494.02
89264	3/18/2021	9847	Laramie County Library System	ILL damage book #205329242	14.98
89265	3/25/2021	1051	American Library Association	The child poster/bookmark - CC	513.20
89266	3/25/2021	10877	Findaway World, LLC	Library Books & Materials for FY2020-2021	7,049.90
89267	3/25/2021	10930	Business Enterprises of Nevada	MQL: Cafe Management	2,040.00
89268	3/25/2021	11655	Robert Sganga	Overpayment on Library Account	29.99
89269	3/25/2021	11801	Jeffrey Scott Trower	1 hr Drum Circle 3/21/21 SM	350.00
89270	3/25/2021	2159	AT&T SBC	Service 03/11/21-04/10/21	483.08
89271	3/25/2021	2494	Southwest Gas Corp.	Service 02/11/21-03/15/21 CC	1,481.93
89276	3/25/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	29,807.65
89277	3/25/2021	6646	Aqua Serv Engineers, Inc.	SC: HVAC Repair	658.90
89285	3/25/2021	7369	SYNCHRONY BANK/AMAZON	Origami Paper 500 Sheets Prem - PVS	9,080.34
89286	3/25/2021	8263	Acoustic Eidolon Ltd.	1 hour perf. at WC March 20, 2021	700.00
89287	3/25/2021	9325	Squeaky Clean CC LLC	WH: Exterior Graffiti Removal	250.00
89288	3/25/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,411.44
89289	3/25/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
Total 100 - General Fund					1,744,736.09

Regular Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District
Check/Voucher Register

Grant Fund - 220
From 02/25/2021 Through 03/25/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11885	3/1/2021	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	4,360.31
11902	3/8/2021	10157	Isel Venema-Park	CC AM INT 313 1/19-3/2, M-Th	1,944.00
11908	3/8/2021	10829	Ewa Honik	CC PM S&L 331 1/19 - 3/2	1,944.00
11909	3/8/2021	10880	Michelle Holstein	ELV AM S&L 330 1/19 - 3/2	1,944.00
11943	3/8/2021	9383	Office Plus	Oem toner hp 410x black - WV	287.33
11946	3/8/2021	9511	Manny David Ford	ELV AM INT 300 1/19 -3/2	1,944.00
11952	3/15/2021	10543	Kathleen San Nicolas	ELV ADV AM VIRT 301 1/20-3/3	1,944.00
11954	3/15/2021	10852	Hannah Burke	TISOH 332 1/20-3/3	1,944.00
11956	3/15/2021	11591	Daniel Mitsuo Okinaka	CC AM BEG 312 1/21-3/4	1,944.00
11976	3/15/2021	3677	Maria Cecilia P. Ordinario	WM AM INT 319 1/20-3/3	1,944.00
11985	3/15/2021	7289	Allison Socha	CIT PM 325 1/21-3/4	1,944.00
11994	3/22/2021	10114	Vickie Thompson	ABE Virtual Academic Adv CC 1/28 - 3/10	1,944.00
11997	3/22/2021	10543	Kathleen San Nicolas	CC PM INT VIRT 322 1/25-3/8	2,079.00
11999	3/22/2021	10592	Michelle Francisco	CC PM BEG 315 1/21-3/11	1,755.00
12000	3/22/2021	10640	Susan Joan Hatch	SW PM INT 311 1/26-3/10	1,890.00
12001	3/22/2021	10754	Nancy Elizabeth Suriano	WH AM BEG 326 1/25-3/8	1,944.00
12002	3/22/2021	10970	Laura L. Nguyen	RB AM BEG 308 1/25-3/8	1,944.00
12003	3/22/2021	11006	Michael Shon Thrower	WH PM 327 1/26-3/16	1,890.00
12004	3/22/2021	11041	Martin Joseph Hafner	CC PM INT 317 1/19-3/9/21	1,890.00
12006	3/22/2021	11592	Diana Belle Dreyer	ELV VIRT PM BEG 332 1/27-3/10	1,944.00
12007	3/22/2021	11597	Emlyn Zolner	ELV AM INT VIRT 306 1/27-3/10	1,782.00
12008	3/22/2021	11598	Joseph F. Cortese	WC AM 322 1/26-3/5	1,944.00
12009	3/22/2021	11609	Alexandria Marshall	Sub CC PM BEG 315 3/8 & 3/9	135.00
12038	3/22/2021	7289	Allison Socha	SW AM INT 310 1/26-3/9	1,944.00
12044	3/22/2021	8797	Natalia Hiscock	SV PM 324 1/25-3/15	1,890.00
12045	3/22/2021	8798	Alberto Angulo Hurtado	ELV PM BEG 305 1/21-3/11/21 No 2/15	1,890.00
12048	3/22/2021	9143	Henry Marshall	ELV PM INT 302 1/19 - 3/9	1,890.00
12053	3/22/2021	9566	Diana Marshall	ELV AM BEG 304 1/21-3/4	1,944.00
89185	2/25/2021	7369	SYNCHRONY BANK/AMAZON	Dritz 56Y-D Yarn Darners Habd - WH	98.00
89221	3/11/2021	11042	Valeria Cristina Aguaiza Guerrero	CC AM ADV VIRT 314 1/20-3/3	3,888.00
89222	3/11/2021	11123	Tenera Curtina Sanders	ELV PM ADV VIRT 303 1/20-3/3	1,944.00
89242	3/11/2021	7553	Jonathan Lynn Tharp	SV AM BEG 321 1/21-3/4	1,944.00
89248	3/18/2021	11640	Adrian M. Gee	HiSet Prep Course 335 2/20-3/13	432.00
89285	3/25/2021	7369	SYNCHRONY BANK/AMAZON	Origami Paper 500 Sheets Prem - PVS	354.93
Total 220 - Grant Fund					61,503.57

Regular Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230

From 02/25/2021 Through 03/25/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11860	3/1/2021	10536	Ivan Aguirre	EN DJ instruction	56.25
11881	3/1/2021	4517	Fingerprint Pros, Inc.	Volunteer Fingerprinting	156.00
11906	3/8/2021	10523	Blake Hament	BBTTC instruction Feb 2021	800.00
11931	3/8/2021	4517	Fingerprint Pros, Inc.	Volunteer Fingerprinting- Feb 2021	52.00
11942	3/8/2021	9354	WestRock Longview, LLC	Courier: Weeding Boxes	1,495.92
89196	3/4/2021	11641	Kari Goold	Strategic Planning	1,000.00
Total 230 - Gift Fund					3,560.17

Regular Board of Trustees Meeting - Item VII - Library Reports

Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 02/25/2021 Through 03/25/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11867	3/1/2021	1455	Dell Marketing L.P.	Replacement Laptop for D. Milam	2,726.00
11878	3/1/2021	2799	CDW Government Inc,	APC Smart UPS	4,711.16
11910	3/8/2021	11065	Pyro Combustion and Controls, Inc.	EN: Boiler Replacement - 25% payment	18,155.50
11923	3/8/2021	2799	CDW Government Inc,	NComputing Replacement Upgrades	402.50
11944	3/8/2021	9454	Apple Inc.	MacBook Pro for Z. McKenzie	2,081.00
11945	3/8/2021	9489	Teledata Technologies	SW: Provide and install (1) new camera	2,396.00
11957	3/15/2021	11594	BDO USA, LLP	ELV Form 990	5,000.00
12005	3/22/2021	11065	Pyro Combustion and Controls, Inc.	EN: Boiler Replacement - 25% payment	9,077.75
12036	3/22/2021	6147	DG Koch Associates, LLC	RB Chiller Design	600.00
89225	3/11/2021	11645	Harris Las Vegas, LLC	RB: Chiller Replacement (Proj #2107)	224,648.44
Total 510 - Capital Projects Fund					269,798.35
Total - All Funds					2,079,598.18



ITEM VII.A.3.b.

MEMORANDUM

TO: Kelvin Watson, Executive Director
FROM: John E. Vino, Acting General Services Director
DATE: March 24, 2021
SUBJECT: General Services Report, April 2021

This is a report on the General Services Department's activities during the month of March 2021.

FACILITIES MAINTENANCE DEPARTMENT

Improvement Projects

Chiller Replacement – Rainbow Library:

Project is completed - Finalizing closeout documentation.

COVID – 19 Related Activities:

Continued to perform enhanced cleaning and sanitizing of public areas, public and staff restrooms, staff work areas, and all high touch surfaces at all branches and Service Center.

In anticipation of further rollbacks of Covid-19 restriction, the Facilities Department is working with Branch Managers to reset branch appearances by resetting furniture and barriers as needed.

Maintenance Work Order Activity – January 2021:

Corrective work requests received and converted to work orders - 287

Corrective work orders completed – 289

Preventive maintenance work orders generated – 242

Preventive maintenance work orders completed – 231

Minor Projects and Major Repairs Completed:

- District Wide: Purchase and install replacement AED batteries - \$3,431
Fleet – Completed smog checks on District vehicles - \$708
- Clark County Library: Repair to three-stop elevator - \$2,842
- Enterprise Library: Replace damaged window due to vandalism \$1,080
- Sahara West Library: Service to generator transfer switch - \$686

General Services Report, April 2021
Page 2

- Summerlin Library: Repair to central plant chiller - \$9,987
- Sunrise Library: Removal of down trees and branches due to windstorm - \$564
- West Charleston Library: Upgrade fire alarm duct detectors - \$793
- Windmill Library: Annual service for photovoltaic system - \$1,890
Annual service for cooling tower - \$4,433

COURIER DEPARTMENT

Library Materials Moved Between Branches – February 2021:

	<u>February 2021</u>	<u>February 2020</u>	<u>January 2021</u>
Urban Branches	214,320	278,100	249,180
Outlying Branches	27,180	35,760	29,580
Contract/Other Libraries	28,860	49,080	38,340
<u>To Storage for Future Sale</u>	<u>27,360</u>	<u>30,840</u>	<u>31,880</u>
Total	297,720	393,780	348,980

SAFETY AND SECURITY

Continue to work with the HR department to monitor and manage Covid-19 related incidents for both staff and contractors. Continue to adjust Covid-19 guidelines based on revised CDC and SNHD recommendations.

Registered District for eligibility for vaccines. District is eligible as "Frontline Community Support". Continue to monitor Vaccine information and share the updated information with staff.

COVID – 19 Related Activities:

Microshield 360

We are in the process of re-applying Microshield 360 at all of our branches. When used in conjunction with enhanced cleaning, social distancing, hand washing, hand sanitizer stations, and hospital grade air filters, Microshield 360 provides an additional level of safety that goes above and beyond what is required by the CDC and SNHD for our staff and patrons. At this time, the following locations have been completed:

- Outlying Branches- Blue Diamond, Bunkerville, Good Springs, Indian Springs, Laughlin, Mesquite, Moapa Town, Moapa valley, Mout Charleston, Sandy Valley, Searchlight.
- Summerlin Theater, West Charleston Lecture hall, West Las Vegas Theater, Whitney auditorium.
- Urban Branches- Sunrise, Rainbow, All urban branches are scheduled to be completed by April 18th.

Due to COVID-19, branch inspections with safety committee members are being scheduled as one-on-one inspections (instead of group inspections) with **Nicole Baker**, Safety Manager.

Ms. Baker also conducted branch inspections for occupational safety compliance. Additionally, she conducted branch visits to Clark County, East Las Vegas, Sunrise, West Charleston libraries to check

General Services Report, April 2021
Page 3

with staff on how they are coping with COVID-19 at work and to inspect for social distancing and mask compliance.

PURCHASING AND ADMINISTRATION DEPARTMENT

Working with HR Department to finalize RFP document for Direct & Indirect Compensation Analysis project.

Covid Purchases:

Continued procuring and distributing personal protective equipment (PPE) for staff and supplies needed to clean/sanitize. Total cost of COVID-19 related procurements to date is \$269,744. The monthly expense breakdown is:

February 2020 - \$800
March 2020 - \$8,727
April 2020 - \$95,695 (includes \$40,940 for MicroShield 360 application)
May 2020 - \$46,630
June 2020 - \$17,697
July 2020 - \$10,981
August 2020 - \$10,453
September 2020 - \$2,403 (includes \$578 for MicroShield 360 application for 220 new Chromebooks)
October 2020 - \$2,995
November 2020 - \$3,075
December 2020 - \$3,975
January 2021 - \$11,794
February 2021 - \$4,358.07
March 2021 - \$50,160.50 (includes \$47,983 for MicroShield 360 application)



ITEM VII.A.3.c.

MEMORANDUM

TO: Kelvin Watson, Executive Director

FROM: Jeff Serpico, Human Resources Director

DATE: March 25, 2021

SUBJECT: Human Resources (HR) Report, April 2021

- Section (1) of this report, *Key Initiatives*, covers activity from March 1 to March 31. Updates to HR strategic and operational activities are presented in this section.
- Section(s) (2) *Transactional Activity & Metrics*, (3) *Staff Diversity*, and (4) *Fiscal Year 2020-2021, HR Dashboard*, covers the activity from July 1 to February 28. The one-month lag for reporting of HR transactional data allows for a full month of data presentation and the ability to meet the report submission deadline. Administrative transactions (volumes) and key HR measures are presented in these sections.
- Section (5) *Diversity Dashboard (2021)*, is updated each quarter of the Calendar Year. Data will be utilized to assist in the revision of Diversity Action Plan to establish goals, objectives and measure outcomes.

HR Report Contents:

1. Key Initiatives
2. Transactional Activity & Key Metrics
3. District Diversity
4. HR Dashboard (Fiscal Year 2020-2021)
5. Diversity Dashboard (Calendar Year 2021)

1. Key Initiatives:

- **Interviews and Selections Conducted:**

- March 2021 Interviews

- East Las Vegas Computer Lab Assistant
 - Laughlin Library Assistant
 - Enterprise Circulation Department Head

▪ Clark County	Page
▪ Clark County	YPL Assistant
▪ Summerlin	Circulation Assistant
▪ Summerlin	Multi Services Assistant
▪ Centennial Hills	Computer Lab Assistant
▪ West Charleston	YPL Librarian
▪ West Charleston	Computer Lab Assistant

- **Labor/Management Meeting (CY 2021):**

- Quarter 1 – February 4th – Complete
- Quarter 2 – May 13th
- Quarter 3 – August 5th
- Quarter 4 – November 4th

- **Diversity Reporting & Action Plan:**

- Diversity Dashboard - Q1 January 2021 (Attached)
 - Focus areas identified for Action Plan
 - Addition of hires and promotions (May 2021)
- Diversity Action Plan Draft - Target Date May 1, 2021

- **District Job Analysis & Evaluation (Compensation Analysis):**

- Direct and Indirect Wage Analysis RFP - Draft Complete
 - RFP Advertising - April

2. Transactional Activity & Metrics:

- District Snapshot for the months of July 2020 to February 2021 (Source LVCCLD HR Dashboard FY 2020-2021):

Dashboard	District Snapshot	Quarter 1 of FY 2020-2021		
Item	Metric	Jul-20	Aug-20	Sep-20
A	Total Employees (Headcount)	NA	689	658
B	Full-Time Employees >= 60 HRS PP	NA	329	306
C	Part-Time Employees <= 59 HRS PP	NA	360	352
D	Full-Time Equivalent (FTEs)	NA	NA	NA
E	Average Years of Service (District)	NA	9.9	9.9

Yellow – restated

Dashboard	District Snapshot	Quarter 2 of FY 2020-2021		
Item	Metric	Oct-20	Nov-20	Dec-20
A	Total Employees (Headcount)	644	641	639
B	Full-Time Employees >= 60 HRS PP	306	307	308
C	Part-Time Employees <= 59 HRS PP	338	334	331
D	Full-Time Equivalent (FTEs)	NA	NA	NA

E	Average Years of Service (District)	9.3	9.3	9.4
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Dashboard	District Snapshot	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
A	Total Employees (Headcount)	640	638	NA
B	Full-Time Employees >= 60 HRS PP	309	309	NA
C	Part-Time Employees <= 59 HRS PP	331	329	NA
D	Full-Time Equivalent (FTEs)	NA	NA	NA
E	Average Years of Service (District)	9.4	9.5	NA

Yellow - restated

- The Human Resources Department reports the following *Talent Acquisition and Management* activities for the month of July 2020 to February 2021 (Source LVCCLD HR Dashboard FY 2020-2021):

Dashboard	Talent Acquisition & Management	Quarter 1 of FY 2020-2021		
Item	Metric	Jul-20	Aug-20	Sep-20
F	Open Positions (FY20-21 Budget)	NA	89	120
G	Positions Posted (Approved to Fill)	NA	1	11
H	Applications Received	NA	107	476
I	Interviews Conducted	NA	0	5
J	New Hires	NA	0	0
K	Promotions	NA	4	2
L	Lateral Transfer	NA	0	1
M	Demotions	NA	0	0
N	Employees Completing Probation	NA	7	1

"O" Omitted for September.

Dashboard	Talent Acquisition & Management	Quarter 2 of FY 2020-2021		
Item	Metric	Oct-20	Nov-20	Dec-20
F	Open Positions (FY20-21 Budget)	134	137	139
G	Positions Posted (Approved to Fill)	6	10	6
H	Applications Received	673	831	321
I	Interviews Conducted	7	2	7
J	New Hires	1	0	0
K	Promotions	9	3	3
L	Lateral Transfer	4	2	2
M	Demotions	1	2	0
N	Employees Completing Probation	6	1	1

Dashboard	Talent Acquisition & Management	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
F	Open Positions (FY20-21 Budget)	143	140	NA
G	Positions Posted (Approved to Fill)	4	2	NA
H	Applications Received	281	354	NA
I	Interviews Conducted	4	7	NA
J	New Hires	5	2	NA
K	Promotions	1	5	NA
L	Lateral Transfer	0	1	NA
M	Demotions	0	2	NA
N	Employees Completing Probation	0	0	NA

- The Human Resources Department reports the following *Separations and Turnover* activities for the month of July 2020 to February 2021 (Source LVCCLD HR Dashboard FY 2020-2021):

Dashboard	Separations & Turnover (TO)	Quarter 1 of FY 2020-2021		
Item	Metric	Jul-20	Aug-20	Sep-20
P	Total Separations from employment	NA	18	31
Q	Voluntary Separations	NA	17	30
R	Involuntary Separations	NA	1	1
S	Turnover (Entire District)	NA	2.61%	4.71%
T	Turnover (Without Page)	NA	5.56%	4.25%
U	Annualized 12-month TO (Entire District)	NA	31.35%	43.94%
V	Vacancy Rate	NA	11.44%	15.42%
W	Average Years of Service (Voluntary)	NA	15.9	30.1
X	Average Years of Service (Involuntary)	NA	3.9	0.7

Yellow – restated

Dashboard	Separations & Turnover (TO)	Quarter 2 of FY 2020-2021		
Item	Metric	Oct-20	Nov-20	Dec-20
P	Total Separations from employment	15	3	2
Q	Voluntary Separations	14	3	2
R	Involuntary Separations	1	0	0
S	Turnover (Entire District)	2.33%	0.47%	0.31%
T	Turnover (Without Page)	1.24%	TBD	TBD
U	Annualized 12-month TO (Entire District)	38.61%	30.36%	25.04%
V	Vacancy Rate	17.22%	17.61%	17.87%
W	Average Years of Service (Voluntary)	11.2	12.5	2.1
X	Average Years of Service (Involuntary)	22.3	0.0	0.0

Dashboard	Separations & Turnover (TO)	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
P	Total Separations from employment	4	4	NA
Q	Voluntary Separations	4	4	NA
R	Involuntary Separations	0	0	NA
S	Turnover (Entire District)	0.63%	0.63%	NA
T	Turnover (Without Page)	0.16%	NA	NA
U	Annualized 12-month TO (Entire District)	22.13%	15.55%	NA
V	Vacancy Rate	18.38%	17.99%	NA
W	Average Years of Service (Voluntary)	6.3	9.6	NA
X	Average Years of Service (Involuntary)	0.0	0.0	NA

- The Human Resources Department reports the following *Training and Talent Development* activities for the month of July 2020 to February 2021 (Source LVCCLD HR Dashboard FY 2020-2021):

Dashboard	Training & Talent Development	Quarter 1 of FY 2020-2021		
Item	Metric	Jul-20	Aug-20	Sep-20
Y	Employees Attending New Hire Orientation	NA	0	0
Z	Total Employee Training Encounters	NA	246	9
AA	Virtual	NA	245	9
BB	Live On-site	NA	1	0
CC	External Conferences	NA	0	0
DD	Total Training Cost	NA	\$219	\$176
EE	Total Tuition Reimbursements	NA	\$0	\$0
FF	Undergraduate	NA	\$0	\$0
GG	Graduate	NA	\$0	\$0
HH	Annual Compliance Training Completion	NA	97.0%	97.0%

Yellow – restated

Dashboard	Training & Talent Development	Quarter 2 of FY 2020-2021		
Item	Metric	Oct-20	Nov-20	Dec-20
Y	Employees Attending New Hire Orientation	0	1	0
Z	Total Employee Training Encounters	23	38	23
AA	Virtual	10	30	19
BB	Live On-site	11	1	0
CC	External Conferences	2	7	4
DD	Total Training Cost	\$2,646	\$1,243	\$3,917
EE	Total Tuition Reimbursements	\$0	\$1,000	\$0
FF	Undergraduate	\$0	\$1,000	\$0
GG	Graduate	\$0	\$0	\$0
HH	Annual Compliance Training Completion	97.0%	98.0%	99.0%

Dashboard	Training & Talent Development	Quarter 3 of FY 2020-2021		
Item	Metric	Jan -21	Feb-21	Mar-21
Y	Employees Attending New Hire Orientation	5	2	NA
Z	Total Employee Training Encounters	45	55	NA
AA	Virtual	41	55	NA
BB	Live On-site	0	0	NA
CC	External Conferences	4	0	NA
DD	Total Training Cost	\$24,118	\$4,349	NA
EE	Total Tuition Reimbursements	\$23,403	\$548	NA
FF	Undergraduate	\$4,403	\$548	NA
GG	Graduate	\$19,000	\$0.00	NA
HH	Annual Compliance Training Completion	7.50%	93.00%	NA

Compliance Training new cycle for CY.

- The Human Resources Department reports the following *Benefits & Wellness* activities for the month of July 2020 to February 2021 (Source LVCCLD HR Dashboard FY 2020-2021):

Dashboard	Benefits & Wellness	Quarter 1 of FY 2020-2021		
Item	Metric	Jul-20	Aug-20	Sep-20
II	Staff Utilizing FMLA or Unpaid Leave > 4-weeks	NA	9	9
JJ	Total Leave Hours Utilized	NA	332.00	468.00

Dashboard	Benefits & Wellness	Quarter 2 of FY 2020-2021		
Item	Metric	Oct-20	Nov-20	Dec-20
II	Staff Utilizing FMLA or Unpaid Leave > 4-weeks	6	6	6
JJ	Total Leave Hours Utilized	382.00	326.00	326.00

Dashboard	Benefits & Wellness	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
II	Staff Utilizing FMLA or Unpaid Leave > 4-weeks	7	4	NA
JJ	Total Leave Hours Utilized	376.00	236.00	NA

- Quarterly Trend Notes:**
 - Q1: NA - 2-months of data
 - Q2: Item [U] Annualized 12-month TO decreasing - VESP discontinued
 - Q3: NA
 - Q4: NA

3. District Diversity Snapshot:

***Race and Ethnicity Identification	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC
Hispanic or Latino (b)	31.60%	142	22.26%	-9.34%	90	18.83%	-12.77%
White (Not Hispanic or Latino) (41.7%) white alone	41.70%	319	50.00%	8.30%	249	52.09%	10.39%
Black or African American (Not Hispanic or Latino) (a)	13.10%	66	10.34%	-2.76%	58	12.13%	-0.97%
Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)	0.90%	11	1.72%	0.82%	9	1.88%	0.98%
Asian (Not Hispanic or Latino) (a)	10.40%	75	11.76%	1.36%	52	10.88%	0.48%
Native American or Alaska Native (Not Hispanic or Latino) (a)	1.20%	3	0.47%	-0.73%	3	0.63%	-0.57%
Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	4.90%	22	3.45%	-1.45%	17	3.56%	-1.34%
(2-6) Overlap 2 or more	103.80%	638	100.00%		478	100.00%	

4. Fiscal Year 2020-2021, HR Dashboard:

- Attached

5. Diversity Dashboard:

- Attached
- District Diversity Dashboard as of January, 2021.
 - District Overview - Chart A
 - Sex/Gender Identification - Chart B
 - Job Category Count - Chart C
 - Job Category Analysis - Chart D

4/1/2021

LVCCLD HR DASHBOARD

FY2020-2021

LVCCLD FY 2020-2021 HUMAN RESOURCES DASHBOARD																
Metric	Quarter 1 of FY 2020-2021			Quarter 2 of FY 2020-2021			Quarter 3 of FY 2020-2021			Quarter 4 of FY 2020-2021			FY Running Total (RT) FY	FY Average FY 2020-2021	Prior FY Average FY 2019-2020	
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21				
A Total Employees (Headcount)	NA	689	658	644	641	639	640	638					NA	650		A
B Full-Time Employees 60 hours or more (Headcount)	NA	329	306	306	307	308	309	309					NA	311		B
C Part-Time Employees 59 hours or less (Headcount)	NA	360	352	338	334	331	331	329					NA	339		C
D Full-Time-Equivalent (FTE-District)	NA	N/A	N/A	N/A	NA	NA	NA	NA					NA	NA		D
E Average Years of Service (District)	NA	9.9	9.9	9.3	9.3	9.4	9.4	9.5					NA	9.5		E
Talent Acquisition & Management																
F Open Positions (FY 20-21 Budget) = 778	NA	89	120	134	137	139	143	140					NA	129		F
G Positions Posted (Approved to Fill)	NA	1	11	6	10	6	4	2					NA	6		G
H Applications Received	NA	107	476	673	831	321	281	354					3043	435		H
I Interviews Conducted	NA	0	5	7	2	7	4	7					32	5		I
J New Hires	NA	0	0	1	0	0	5	2					8	1		J
K Promotions	NA	4	2	9	3	3	1	5					27	4		K
L Lateral Transfers	NA	0	1	4	2	2	0	1					10	1		L
M Demotions	NA	0	0	1	2	0	0	2					5	1		M
N Employees Successfully Completing Probationary Period	NA	7	1	6	1	1	0	0					16	2		N
O (1) Average Cost Per New Hire	NA	TBD	TBD	\$4,835.04	\$0.00	\$0.00	\$21,384.96	\$19,880.85					\$46,100.85	\$9,220.17		O
Separations & Turnover																
P Total Separations from Employment	NA	18	31	15	3	2	4	4					77	11		P
Q Voluntary Separations	NA	17	30	14	3	2	4	4					74	11		Q
R Involuntary Separations	NA	1	1	1	0	0	0	0					3	0.43		R
S Turnover (Entire District)	NA	2.61%	4.71%	2.33%	0.47%	0.31%	0.63%	0.63%					11.69%	1.67%		S
T Turnover (Without Page Positions)	NA	5.56%	4.25%	1.24%	TBD	TBD	0.16%	NA					11.21%	2.80%		T
U Annualized Twelve Month Turnover (Entire District)	NA	31.35%	43.94%	38.61%	30.36%	25.04%	22.12%	15.55%					NA	29.57%		U
V Vacancy Rate (Open Positions) / (Total Employees + Open Positions)	NA	11.44%	15.42%	17.22%	17.61%	17.87%	18.38%	17.99%					NA	16.56%		V
W Average Years of Service (Voluntary Separations)	NA	15.9	30.1	11.2	12.5	2.1	6.3	9.6					NA	12.5		W
X Average Years of Service (Involuntary Separations)	NA	3.9	0.7	22.3	0.0	0.0	0.0	0.0					NA	3.8		X
Training & Talent Development																
Y Employee Attending New Hire Orientation	NA	0	0	0	1	0	5	2					8	1.14		Y
Z Total Employee Training Encounters	NA	246	9	23	38	23	45	55					439	63		Z
AA Virtual	NA	245	9	10	30	19	41	55					409	58		AA
BB Live On-Site	NA	1	0	11	1	0	0	0					13	2		BB
CC External Conferences	NA	0	0	2	7	4	4	0					17	2		CC
DD Total Training Cost	NA	\$219.00	\$176.00	\$2,646.00	\$ 1,243.00	\$ 3,917.00	\$24,118.66	\$4,349.64					\$36,669.30	\$5,238.47		DD
EE Total Tuition Reimbursements	NA	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$23,403.66	\$548.64					\$24,952.30	\$3,564.61		EE
FF Undergraduate	NA	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$4,403.66	\$548.64					\$5,952.30	\$850.33		FF
GG Graduate	NA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,000.00	\$0.00					\$19,000.00	\$2,714.29		GG
HH (2) Annual Required Compliance Training Completion	NA	97.00%	97.00%	97.00%	98.00%	99.00%	7.50%	93.00%					NA	84.07%		HH
Benefits & Wellness																
II Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	NA	9	9	6	6	6	7	4					NA	7		II
JJ Total Leave Hours Utilized	NA	332.00	468.00	382.00	326.00	326.00	376.00	236.00					2446.00	349.43		JJ

(1) 8% of Base Salary if less than \$35,000 & 10.5% of Base Salary if Greater than \$35,000 (Source SHRM 2020)
September restate August - Yellow

(2) January 21 - Begin new compliance training cycle.

Regular Board of Trustees Meeting - Item VII - Library Reports

NOTES:
EEQ-4 Instruction Booklet - Race and Eth transition match EEO1
Data Pull 02/29/21 - Delete February Hires
*N= 638
** N= without Page Job Title - 478
*** July 2019 US Census Bureau - Clark County

LVCCLD Diversity Dashboard 2021
(January)

Quarter 1 2021 (Initial)													
A	**Race and Ethnicity Identification	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC					
1	Hispanic or Latino (b)	31.60%	142	22.26%	-9.34%	90	18.83%	-12.77%					
2	White (Not Hispanic or Latino) (41.7%) white alone (a)	41.70%	319	50.00%	8.30%	249	52.09%	10.39%					
3	Black or African American (Not Hispanic or Latino) (a)	13.10%	66	10.34%	-2.76%	58	12.13%	-0.97%					
4	Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)	0.90%	11	1.72%	0.82%	9	1.88%	0.98%					
5	Asian (Not Hispanic or Latino) (a)	10.40%	75	11.76%	1.36%	52	10.88%	0.48%					
6	Native American or Alaska Native (Not Hispanic or Latino) (a)	1.20%	3	0.47%	-0.73%	3	0.63%	-0.57%					
7	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	4.90%	22	3.45%	-1.45%	17	3.56%	-1.34%					
	(2-6) Overlap 2 or more	103.80%	638	100.00%		478	100.00%						
B	**Sex / Gender Identification	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC					
1	Female	50.10%	439	68.81%	18.71%	314	65.69%	15.59%					
2	Male	49.90%	199	31.19%	-18.71%	164	34.31%	-15.59%					
3	Non Identifying	0.00%	0	0.00%	0.00%	0	0.00%	0.00%					
		100.00%	638	100.00%		478	100.00%						
C	Job Categories (EEQ-4)	1 Hispanic or Latino	2 White (Not Hispanic or Latino) (41.7%) white only	3 Black or African American (Not Hispanic or Latino)	4 Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	5 Asian (Not Hispanic or Latino)	6 Native American or Alaska Native (Not Hispanic or Latino)	7 Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	Total				
1	Officials and Administrators	8	47	16	0	8	0	3	82				
2	Professionals	15	34	6	1	10	0	4	70				
3	Technicians	7	25	7	2	5	1	0	47				
4	Protective Service Workers	0	0	0	0	0	0	0	0				
5	Paraprofessionals	18	65	9	2	18	0	1	113				
6	Administrative Support Workers (Including Clerical and Sales)	94	139	23	5	34	2	11	308				
7	Skilled Craft Workers	0	2	0	0	0	0	0	2				
8	Service/Maintenance Workers	0	7	5	1	0	0	3	16				
	Total	142	319	66	11	75	3	22	638				
D	Job Categories (EEQ-4)	1 Hispanic or Latino	2 White (Not Hispanic or Latino) (41.7%) white only	3 Black or African American (Not Hispanic or Latino)	4 Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	5 Asian (Not Hispanic or Latino)	6 Native American or Alaska Native (Not Hispanic or Latino)	7 Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	Job Class Count	Job Class % of all Positions	Gender	Count	%
1.0	Officials and Administrators	8	47	16	0	8	0	3	82	12.85%			
1.1	District Job Class %	9.76%	57.32%	19.51%	0.00%	9.76%	0.00%	3.66%	100.00%		Female	50	60.98%
1.2	Variance from CC	-21.84%	15.62%	6.41%	-0.90%	-0.64%	-1.20%	-1.24%			Male	32	39.02%
											Non	0	0.00%
2.0	Professionals	15	34	6	1	10	0	4	70	10.97%			
2.1	District Job Class %	21.43%	48.57%	8.57%	1.43%	14.29%	0.00%	5.71%	100.00%		Female	49	70.00%
2.2	Variance from CC	-10.17%	6.87%	-4.53%	0.53%	3.89%	-1.20%	0.81%			Male	21	30.00%
											Non	0	0.00%
3.0	Technicians	7	25	7	2	5	1	0	47	7.37%			
3.1	District Job Class %	14.89%	53.19%	14.89%	4.26%	10.64%	2.13%	0.00%	100.00%		Female	15	31.91%
3.2	Variance from CC	-16.71%	11.49%	1.79%	3.36%	0.24%	0.93%	-4.90%			Male	32	68.09%
											Non	0	0.00%
4.0	Protective Service Workers - Outsourced	0	0	0	0	0	0	0	0	0.00%			
5.0	Paraprofessionals	18	65	9	2	18	0	1	113	17.71%			
5.1	District Job Class %	15.93%	57.52%	7.96%	1.77%	15.93%	0.00%	0.88%	100.00%		Female	86	76.11%
5.2	Variance from CC	-15.67%	15.82%	-5.14%	0.87%	5.53%	-1.20%	-4.02%			Male	27	23.89%
5.3											Non	0	0.00%
6.0	Administrative Support Workers (Including Clerical and Sales)	94	139	23	5	34	2	11	308	48.28%			
6.1	District Job Class %	30.52%	45.13%	7.47%	1.62%	11.04%	0.65%	3.57%	100.00%		Female	239	77.60%
6.2	Variance from CC	-1.08%	3.43%	-5.63%	0.72%	0.64%	-0.55%	-1.33%			Male	69	22.40%
											Non	0	0.00%
7.0	Skilled Craft Workers	0	2	0	0	0	0	0	2	0.31%			
7.1	District Job Class %	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%		Female	0	0.00%
7.2	Variance from CC	-31.60%	58.30%	-13.10%	-0.90%	-10.40%	-1.20%	-4.90%			Male	2	100.00%
											Non	0	0.00%
8.0	Service/Maintenance Workers	0	7	5	1	0	0	3	16	2.51%			
8.1	District Job Class %	0.00%	43.75%	31.25%	6.25%	0.00%	0.00%	18.75%	100.00%		Female	0	0.00%
8.2	Variance from CC	-31.60%	2.05%	18.15%	5.35%	-10.40%	-1.20%	13.85%			Male	16	100.00%
											Non	0	0.00%
	Total	142	319	66	11	75	3	22	638	100.00%			



ITEM IX.A.

AGENDA ITEM

APRIL 8, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.A.: Discussion and possible Board action to update the District's *Public Comment Policy*.

Background: At the March 11, 2021 Regular Board Meeting Chair Ortiz directed that an item on the District's Public Comment Policy be placed on the April 8, 2021 Regular Board Meeting Agenda. Ortiz asked General Counsel Gerald Welt to research issues that have arisen regarding Public Comments sections on meeting agendas. When the Board of Trustees moved to online meetings via Webex, the District set up an email account to collect public comments as individuals could no longer attend meetings or were limited in the number allowed at the meetings. This restriction is due to the COVID-19 Pandemic restrictions, specifically the Governor's Emergency Directives on Public Meetings (Declaration of Emergency Directive 006, issued March 22, 2020). Board of Trustees' meetings come under the Nevada Open Meeting Law. Counsel Welt's review is below.

A. INTRODUCTION

You asked me to research whether the District's Board of Trustees must include emails in their minutes as public comment, and further, were there ways that the Trustees could limit or otherwise restrict those emails. Based upon my research, primarily the *Nevada Open Meeting Law Manual 12th Edition*, which was last updated March 26, 2019, the answer is that the Trustees may set reasonable rules and regulations to ensure orderly conduct of a public meeting. The Trustees may adopt reasonable restrictions, including time limits on individual comment, and further, the Trustees do not have to include the emails in the minutes of the meeting unless the member of the general public requests their inclusion.

B. LEGAL ANALYSIS.

Section 7.05 Reasonable time, place, and manner restrictions apply to public meetings

Section 7.05 explicitly states, "It also is settled law that reasonable rules and regulations during public meetings ensure orderly conduct of a public meeting and ensure orderly behavior on the part of those persons attending the meeting. Public bodies may adopt reasonable restrictions, including time limits on individual comment, but NRS 241.020(2)(d)(7) requires all restrictions on public comment to be expressed clearly on each agenda."

The section further states, "A public body's restrictions must be neutral as to the viewpoint expressed, but the public body may prohibit comment if the content of the comments is a topic that is not relevant to, or within the authority of, the public

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body, or if the content of the comments is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers.”

In short, as LVCCLD has opened up public comments to be provided by email, these emails are treated the same as public comments, and further LVCCLD can regulate the manner of the email comment. Similarly, to allowing only 3 minutes per person of speaking time, LVCCLD can thus regulate the word limit of an email comment. For example, as the average presentation/conversation rate is 150 words per minute, it would be appropriate for the Board to limit these email comments to a 500-word maximum.

Similarly, as LVCCLD can prohibit comments if they are irrelevant, offensive, inflammatory, irrational, etc., LVCCLD can screen out these emails and reject them as public comments. However, should LVCCLD wish to screen out these emails, LVCCLD must establish specific guidelines as to what constitutes offensive/inflammatory statements so that the restrictions are clearly expressed to the public.

Finally, as these emails are public comment, pursuant to NRS 2241.035(1)(d), the email must be included within the minutes only if the member of the general public requests that their remarks be included in the minutes. If they do not so request, the substance of the remarks are not required to be included in the minutes.

D. CONCLUSION.

In summary, LVCCLD may impose reasonable restrictions on the email public comments, including limiting the word count, but must establish a clear guideline that is expressed on each agenda. Furthermore, LVCCLD must include these emails in the meeting minutes if the speaker has requested their inclusion.

The District's current Public Comment Policy is attached to this item.

Recommended Action:



Public Comment Policy

"Public Comment" will be placed on the Agenda in two locations: 1) after Roll Call for public comment on items listed for discussion on the Agenda and 2) after Announcements and before Adjournment for each Library District's Board of Trustees' Meeting. 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.

- Anyone wishing to speak during the meeting must sign-up on the roster provided prior to the public comment period.
- 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.

Amended and effective as of June 11, 1998 by the LVCCLD Board of Trustees; amended and effective as of January 8, 2004; amended and effective as of September 8, 2011.