

ITEM III.

PROPOSED AGENDA LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT Board of Trustees' Meeting May 20, 2021

DATE: Thursday, May 20, 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 Windmill Library Auditorium, 7060 West Windmill Lane, Las Vegas, NV 89113 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 sign up on the Public Comments sign up sheet at the entrance to the meeting room or 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. Signups or 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. Executive Session regarding personnel. If necessary, this will be a closed session estimated to take 10-15 minutes.

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, March 11, 2021
- D. Emergency Board Meeting, March 23, 2021
- E. Finance and Audit Committee Meeting, April 8, 2021
- F. Regular Board Meeting, April 8, 2021

VI. Chair’s Report

- A. Appointment of Nominating Committee members. Interested Trustees please contact Chair Ortiz.
- B. Trustees interested in serving as Board Officers please contact Chair Ortiz.
- C. Appoint Chair of the Risk Management Committee for June’s meeting.
- D. 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

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

IX. New Business

- A. Public Hearing on the Las Vegas-Clark County Library District Tentative Budget for Fiscal Year 2021-2022.
- B. Discussion and possible Board action to adopt the Las Vegas-Clark County Library District's Final Budget for Fiscal Year 2021-2022.
- C. Discussion and possible Board Action on Search for an Internal Auditor.
- D. Discussion and possible Board action to update the District's *Public Comment Policy*.

X. Announcements

The Risk Management Committee will meet on Thursday, June 10, at a time to be determined at the East Las Vegas Library.

The Nominating Committee will be held on Thursday, June 10, at a time to be determined at the East Las Vegas Library.

The next Board Meeting will be held Thursday, June 10, at a time to be determined at the East Las Vegas Library.

The Board retreat will be held on Friday, June 25, from 8:00 a.m. – 5:00 p.m., at the East Las Vegas Library.

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.

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

XII. 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 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 Friday, May 14, 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
- 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): 187 318 1147
Password: 052021RBT
Join by phone: +1 (408) 418-9388
Use same meeting number
Join from a video system or application:
Dial 1873181147@lvccld.webex.com
You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' EMERGENCY MEETING
LAS VEGAS, NEVADA
March 23, 2021**

ITEM V.D.

The Board of Trustees of the Las Vegas-Clark County Library District met in emergency session via Webex, at 12:00 p.m., Tuesday, March 23, 2021.

Present:

Board:	F. Ortiz, Chair	K. Benavidez
	E. Foyt	R. Wadley-Munier
	M. Francis Drake	S. Ramaker
	N. Waugh	
Counsel:	G. Welt	
Absent:	B. Wilson - excused	
	J. Meléndrez - excused	
	K. Rogers - excused	
Staff:	Kelvin Watson, Executive Director	
	Al Prendergast, IT Director/CIO	
	Danielle Milam, Development and Planning Director	
	Allison Boyer, Executive Assistant	
Guests:	None.	

F. Ortiz, Chair, called the meeting to order at 12:00 p.m.

Roll Call and Pledge of Allegiance (Item I.) All members listed above represent a quorum. Trustees Wilson, Meléndrez, and Rogers had excused absences. Appendix A.
Chair Ortiz led attendees in the Pledge of Allegiance.

Public Comment (Item II.) None.

New Business
Discussion and possible Board action regarding contract award to Cox Communications for the purchase of telecommunications services for the District. (Item IV.A.)

IT Director/CIO Al Prendergast explained that, on April 14, 2016, the Board of Trustees approved five-year contracts to provide telecommunications services for the District. All of these contracts will expire by October 2021. Since these contracts will expire, the District needs to establish new long-term contracts for these services.

Mr. Prendergast continued by saying that the federal E-Rate Program is designed to help communities across the country secure access to affordable telecommunications services by providing funding. NRS 332.115(q) exempts these services from the bidding process. However, E-Rate Program participants must competitively bid and select the most cost-effective companies to provide the requested goods and/or services to receive funding. In order to comply with E-Rate Program requirements, the contracts must be in place by March 25, 2021.

The IT department worked with the Development and Planning Director Danielle Milam and the District's E-Rate Consultant, eRate 360 Solutions, LLC, to advertise the Form 470 bid document for telecommunications services on February 5 and with the required

window for receiving and evaluating proposals, the District could not execute any contracts for these services before March 5.

Mr. Prendergast reported that the District received proposals for these services from Cox Communications, Cytranet, Lumen (dba CenturyLink), and Proficient Telecom. After evaluating the proposals, the submissions from Cytranet and Proficient Telecom were considered not-responsive because although they provided pricing, the proposals did not indicate what services were available at each location. The Lumen proposal was incomplete because it did not provide a proposal for most of our locations and several of our current vendors, including Stimulus Technologies, LV.NET, Moapa Valley Telephone, and Reliance Connects did not provide proposals. Only Cox Communications provided a proposal for all of our locations.

The District's E-Rate reimbursement for Category 1 (telecommunications) services is currently 90%. So, although the District will pay the full cost for these services (\$31,241.97 per month), 90% of the cost (\$28,117.77) will be reimbursed back to the District by the E-Rate Program. The table below is a list of the services and monthly costs proposed by Cox.

	Cox
Urban Branches	
Centennial Hills (100 Mb)	\$430.00
Clark County (200 Mb)	\$500.00
Clark County DR (100 Mb)	\$430.00
Enterprise (100 Mb)	\$430.00
East Las Vegas (100 Mb)	\$430.00
Meadows (50 Mb)	\$390.00
Rainbow (100 Mb)	\$430.00
Sahara West (100 Mb)	\$430.00
Spring Valley (100 Mb)	\$430.00
Summerlin (100 Mb)	\$430.00
Sunrise (100 Mb)	\$430.00
West Charleston (100 Mb)	\$430.00
West Las Vegas (100 Mb)	\$430.00
Whitney (100 Mb)	\$430.00
Windmill Service Center (1 Gb)	\$1,075.00
Windmill SC Internet (1 Gb)	\$1,332.00
Windmill PRI Lines	\$599.97
Outlying Branches	
Blue Diamond (10 Mb)	\$428.00
Bunkerville (10 Mb)	\$3,239.00
Goodsprings (10 Mb)	\$1,193.00
Indian Springs (10 Mb)	\$3,239.00
Laughlin (50 Mb)	\$925.00
Mesquite (50 Mb)	\$687.00
Moapa Town (10 Mb)	\$3,239.00

Moapa Valley (10 Mb)	\$3,239.00
Mt. Charleston (10 Mb)	\$2,172.00
Sandy Valley (10 Mb)	\$3,239.00
Searchlight (10 Mb)	\$585.00
TOTAL	\$31,241.97

Mr. Prendergast concluded by saying that the contract features increased bandwidth for the Blue Diamond, Goodsprings, Laughlin, and Searchlight libraries. He added that the cost of the agreement may change over the contract period as demand for bandwidth by these branches changes and/or technology changes. He said these changes have historically been handled administratively by addendums to the contract.

Chair Ortiz opened the floor to questions.

Trustee Wadley-Munier confirmed the net amount the District would be paying is: She then asked how will the refund be handled. Mr. Prendergast confirmed that the District pays the vendor and then the FCC send the District a check.

Trustee Wadley-Munier then asked about the cost to the District of the consultant, eRate 360 Solutions, LLC. When Mr. Prendergast said the cost to the District is \$18,000 per year, Wadley-Munier asked what else the consultant was doing. Prendergast explained that most of the cost was to assist the District with a recent audit by Universal Service Administrative Company (USAC) who reviewed every eRate application. The consultant's primary function is their knowledge of the e-Rate program, what technology qualifies and what the deadlines are.

Trustee Wadley-Munier then asked about a highlighted area of the contract, that the scope of the work may change. Mr. Prendergast explained that the monthly cost would not change, but that the equipment might as Cox was having to build access to some of the outlying branches.

Trustee Waugh asked about the three different categories for the Windmill Library and Service Center. Mr. Prendergast explained that all the branch services were aggregated through the Windmill location and that the first covers the service to the WM library, the second covers the cost of aggregating internet services from all District branches to the WM service center, and the third does the same with all telephone services the District has through the switch and the Windmill Service Center.

Trustee Foyt wanted to clarify that the Mt. Charleston Library is on the list, as Prendergast did not mention it and Prendergast confirmed that the library was included.

Chair Ortiz confirmed that both Counsel Welt and Executive Director Watson have reviewed the proposed contract and were satisfied with it.

Chair Ortiz also said that over the next five years, there will be a lot of improvements to technology and wanted to ensure the District is

protected if, for example, the internet service goes down, the phone service will not as well, since they are both tied into the same vendor.

Trustee Waugh moved to authorize staff to award a three-year contract to Cox Communications for the purchase of telecommunications services in the amount of \$31,241.97 per month, pending review by counsel. There was no opposition and the motion carried.

**Announcements
(Item V.)**

The Finance and Audit Committee Meeting will be held on Thursday, April 8, 2021 at 4:00 p.m. via Webex and at the East Las Vegas Library.

The next Board Meeting will be held Thursday, April 8, 2021, at 6:00 p.m. via Webex and at the East Las Vegas Library.

The Career Online High School Graduation ceremony will take place on Wednesday, April 21, 2021 6:00 p.m. in the Clark County Library Theater.

Executive Assistant Allison Boyer added that Executive Director Watson will be appearing in front of the Clark County Commission on April 6, 2021 at 9:05 a.m. to showcase National Library Week. Everyone is invited to attend.

**Public Comment
(Item VI.)**

None.

**Adjournment
(Item VII.)**

Chair Ortiz adjourned the meeting at 12:18 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

2021 ATTENDANCE

March 23, 2021 Emergency 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	March 23 Emergency Brd Mtg									
Benavidez	Kelly	P	P	P	P	P									
Bilbray-Axelrod*	Shannon	P	P	P	X	X									
Francis Drake	Marilyn	P	P	P	P	P									
Foyt	Elizabeth	P	P	P	P	P									
Meléndrez	José	P	P	P	P	A-E									
Ortiz	Felipe	P	P	P	P	P									
Wadley-Munier	Robin	P	P	P	P	P									
Ramaker	Sandra	P	P	P	P	P									
Wilson	Brian	P	P	P	P	A-E									
Rogers	Keith	A-E	P	P	P	P									
Waugh	Nathaniel	X	X	X	P	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 23, 2021

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' FINANCE AND AUDIT COMMITTEE MEETING
LAS VEGAS, NEVADA
APRIL 8, 2021**

ITEM V.E.

The Board of Trustees' Finance and Audit Committee of the Las Vegas-Clark County Library District met in regular session in the East Las Vegas Library, Las Vegas, Nevada, and via Webex at 4:30 p.m., Thursday, April 8, 2021.

Present: Committee: F. Ortiz, ex-officio – Chaired the meeting
K. Benavidez, via Webex K. Rogers, via Webex
R. Wadley-Munier N. Waugh

Board: E. Foyt
M. Francis Drake
S. Ramaker

Counsel: G. Welt, via Webex

Absent: B. Wilson, Chair

Staff: Kelvin Watson, Executive Director
Floresto Cabias, Acting Financial Services Director/CFO
Numerous Staff

F. Ortiz, Chair, called the meeting to order at 4:02 p.m.

Roll Call All members listed above represent a quorum. Committee Chair Wilson had a family emergency and was excused. Appendix A.

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

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

**Discussion
regarding the Fiscal
Year Ending (FYE)
June 30, 2022
Tentative Budget
submittal to the
Department of
Taxation and
preparation for the
May 20, 2021
Budget Public
Hearing. No action
will be taken. (For
discussion only).
(Item IV.)**

Background: The Nevada Revised Statutes require that the Tentative Budget be filed with the State Department of Taxation by April 15, 2021. The Tentative Budget is an administrative report of anticipated expenditures and does not require Board action.

The Tentative Budget is for discussion purposes only, and will be adjusted according to the final revenue estimates expected to be received in early May, as well as subsequent expenditures, for the Las Vegas-Clark County Library District's Budget Public Hearing scheduled for May 20, 2021.

Chair Ortiz reiterated this item is a discussion regarding the Fiscal Year (FY) 2022 Tentative Budget, which is submitted to the Department of Taxation in preparation for the May 20, 2021 Budget Public Hearing. Public comment will be allowed at the Public Hearing.

Acting Chief Financial Officer Floresto Cabias introduced himself and explained the Tentative Budget had already been discussed with many of the Board of Trustees, and this presentation was to highlight the

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April 8, 2021

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points that were discussed. He encouraged Committee members and Trustees to ask questions at the end of the presentation.

Mr. Cabias explained he would begin by referring back to FY 2020, when the District started preparing for the effects of the global pandemic. Businesses had started shutting down, and steps were taken to mitigate the concerns about Consolidated Sales Tax (CTX) revenues and the possibility of a potentially significant economic downturn. Mr. Cabias said he would then provide a FY 2021 financial status update in order to show how the FY 2022 budget was prepared.

Mr. Cabias said a review of FY 2020 shows what the District is capable of when facing a financial crisis, which has also been demonstrated previously. While the effects of the pandemic began in mid-March of 2020, by the end of the FY, June 30, 2020, there was already a large increase in the District's Ending Fund Balance (EFB), which was achieved by lowering transfers to the Capital Projects Fund from \$6 million to \$3 million and freezing costs when possible, including contracts and freezing vacant positions. An additional \$1 million was saved by decreasing expenditures in Library Materials and Services and Supplies.

Mr. Cabias noted that fortunately, due to Federal stimulus, unemployment benefits, and a moratorium on evictions, the economy has fared better than anticipated. CTX did not decline, and the District collected an additional \$1.7 million in CTX revenues. All these elements contributed to a higher EFB going into FY 2021.

Mr. Cabias explained that during the preparation of the FY 2021 Tentative Budget, CTX revenues were projected at \$25.5 million. Due to the unknown nature of the revenues during the pandemic, the estimate was decreased to \$17.8 million. Fortunately, CTX revenues have come in higher than expected every month, and April and May CTX are expected to be even higher. Even with businesses currently at a 50 percent capacity limit, the revenues will actually be higher than last year, because businesses were closed this time last year. The current estimate for FY 2021 CTX revenues is \$22 million, which is \$4 million higher than budgeted. Those additional revenues will contribute to a higher EFB for FY 2021.

FY 2021 EFB was projected at \$15 million, which is 20 percent of total expenditures and is considered a healthy reserve, especially during an economically challenged environment. Now, the EFB is projected at \$26 million. The decrease in Services and Supplies expenditures will add another \$3 million to the EFB for FY 2021.

Mr. Cabias continued, saying savings are projected in Salaries and Benefits in the current FY as well. To mitigate the impact of the pandemic, the District implemented a Voluntary Employee Separation Program (VESP) for long-term employees earlier in the FY. This was made possible because the District had the fund balance cash flow and resources to pay for it. The cost was \$4.5 million, most of which was paid out by September 2020. There will be a long-term return on that investment, but due to the vacancies that have been frozen, the District has already recovered the cost of the VESP.

Trustee Rogers joined the meeting at 4:11 P.M.

Mr. Cabias explained that the District has been either holding positions vacant, or backfilling them when a team member is promoted. The vacancies can be held for the next few months and the District will save another \$2 million.

Moving on to FY 2022, Mr. Cabias noted property tax revenues were expected to increase about eight percent, or \$3.8 million. He said there was concern that FY 2021 property taxes would not be fully paid, but that so far, they had been. This may or may not continue into FY 2022.

CTX revenues for FY 2022 are budgeted at \$23.5 million, higher than the conservatively budgeted amount of \$17.8 million. \$22 million could be collected by the end of FY 2021 (June 30th).

There are no changes to the Special Revenue and Debt Service Funds for FY 2022. The total General Fund budget increased by \$1.4 million (two percent), primarily in Salaries and Benefits. Mr. Cabias expressed appreciation for the concessions made by Teamsters Local 14 in FY 2021, freezing all pay increases. The contract resumes in FY 2022 and the budget was prepared to include pay increases.

Position vacancies are being filled strategically, and not all at once, with budget savings in mind. Additionally, Executive Director Kelvin Watson is reevaluating the District's structure and staffing.

The Services and Supplies budget is not being increased. The Library Materials budget is increased by \$150,000, or 1.5 percent, to maintain the standard of 15% of the total budget.

Due to all the savings realized, and lowering transfers in prior years, the District plans to transfer \$19 million to the Capital Projects Fund in FY 2022. This is much needed, because transfers in the current year were eliminated, and were decreased the prior year. The Capital Projects Fund budgeted expenditures are \$5.9 million. The transfer will replenish the funds needed for critical Tech Replacements and Upgrades, and Building Repair and Maintenance costs (budgeted transfers for those programs are \$4 million and 4.5 million, respectively), as well as to reestablish reserves for upcoming costs and future projects, such as the Capital Construction Program for longer term projects, as well as a reserve which could be used in the event of a future economic downturn. Currently, the District plans to focus on smaller, short-term projects, and prioritizing those that would add value to District branches and services immediately.

Mr. Cabias opened the floor for questions.

Trustee Wadley-Munier asked if the Capital Projects transfers included funds for a new District vehicle, which was confirmed.

Trustee Rogers asked how much the District expected to receive in COVID-expense-related reimbursement. Mr. Cabias said the amount is \$270,000, which has not yet been received.

Board members expressed appreciation for the overview they had been given in advance of the meeting.

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April 8, 2021
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Chair Ortiz stated for the record that the Library District is a separate entity when it comes to funding. He noted the District has zero debt. He thanked the Union and employees for FY 2021 concessions. He stated the money the District expects to have in reserves is earmarked for use and for savings in the event of any future economic downturns. He said this meeting was for preparation of the Tentative Budget to be submitted to the State by April 15th, and the actual Final Budget would be adopted in May.

**Public Comment
(Item V.)**

None.

**Adjournment
(Item VI.)**

Chair Ortiz adjourned the meeting at 4:24 p.m.

Respectfully submitted,

Felipe A. Ortiz, Board Chair and ex-officio Committee member
(acted as Chair due to absence of Committee Chair B. Wilson)

2021 ATTENDANCE

April 8, 2021 Finance and Audit Committee Meeting

Appendix A

2021		January 8 Special Board Mtg	January 21 Regular Board Mtg	February 18 Regular Board Mtg	March 11 Regular Board Mtg	March 23 Emergency Brd Mtg	April 8 Finance and Audit								
Benavidez	Kelly	P	P	P	P	P	P								
Bilbray-Axelrod*	Shannon	P	P	P	X	X	X								
Francis Drake	Marilyn	P	P	P	P	P	P								
Foyt	Elizabeth	P	P	P	P	P	P								
Meléndrez	José	P	P	P	P	A-E	A-E								
Ortiz	Felipe	P	P	P	P	P	P								
Wadley-Munier	Robin	P	P	P	P	P	P								
Ramaker	Sandra	P	P	P	P	P	P								
Wilson	Brian	P	P	P	P	A-E	A-E								
Rogers	Keith	A-E	P	P	P	P	P								
Waugh	Nathaniel	X	X	X	P	P	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 April 8, 2021



ITEM VII.A. BOARD REPORT

MEMORANDUM

DATE: May 13, 2021
TO: Board of Trustees
FROM: Kelvin A. Watson, Executive Director
SUBJECT: Executive Director's Monthly Report

This report provides a review of some of my activities, accomplishments, and those of the Library District Staff, for your review and discussion at the District Board of Trustees' May 20, 2021 meeting. I have supplemented this with information in the board packet, (numbered VII.A.1-3) and distributed to Trustees today.

I am continuing to move quickly. Over the last month, I visited 11 of branches, meeting with and talking to staff. Some branches like Mesquite I have visited three times already, the last visit with Congressman Stephen Horsford. The only two branches I have not been able to get to have been Indian Springs and Mount Charleston. They are scheduled for the beginning of June.

I continue to explore with the team entering into new and/or expanding partnerships. Additionally, I have been selected for a very promising promotional opportunity this month with journalist Mr. Dan Rather, around his book "What Unites Us". I have also been able to tour the Foundation's warehouse with Volunteer Coordinator **Leslie Valdes** and the District's art collection's storage with Gallery Services Coordinator **Darren Johnson** at the Sahara West Library. In addition, I toured the Distribution Center at the Centennial Hills Library with Distribution Center Librarian **Raychel Lendis** to see how easily staff are able to provide new stock for our branches and storage for material not always in high demand. I plan on riding with our couriers on one route to see how staff moves material to different branches in June.

Thanks to an introduction by Mayor Goodman, I was able to schedule a meeting with the Commander, 99 ABW at Nellis AFB to discuss increasing the awareness of the library, as well as other potential partnerships.

My meetings with staff, partners, and vendors, going forward, are focusing on how to improve the availability, knowledge of, and access to the District's in person and virtual offerings. That will also be the focus of the District's next Strategic Plan, which will be known as Playbook 2025. You can read more about that in **Danielle Milam's** Development and Planning Report.

In addition, staff across various teams are working to improve the quality of the statistics the District collects in order to make sure we have the best information to focus on what our

customers need and want. Please check out **Al Prendergast's** Information Technology Report for details.

Summer Challenge: Youth Services Manager **Shanna Harrington** and Youth Services Specialist **Melissa Ramos** have been working hard, along with the entire Branding and Marketing (BAM) Department, led by Betsy Ward, to plan for the District's summer reading program which will launch on May 15th at the East Las Vegas Library at 10:00 a.m. If you can, please stop by! This year's program will run until July 31.

This is one of the District's most visible events, encouraging young readers to increase instead of simply maintaining their reading levels while not in school. Students can not only read physical books, but also get points for online activities. There are many ways for award winners to celebrate their achievements. While a fun program, research shows that reading programs help to eliminate knowledge loss over the summer vacation. The District is partnering with the Clark County School District (CCSD) for the second year to ensure a wide circulation of the important information.

Ongoing projects: I have been working with IT Director **Al Prendergast**, Collection and Bibliographic Services Director **Rebecca Colbert**, and Collection Development staff to evaluate different vendors and their services to improve digital access to our collection. I have also asked Acting Library Operations Director **Leo Segura** to lead a team on reviewing the District's Circulation Policy.

I was able to attend the District's Career Online High School Graduation on April 21st, and served as the keynote speaker. It is very impressive to see the different challenges these graduates faced in their journey to received their high school diploma.

I attended the April 6th meeting of the Clark County Commission during National Library Week as well as the April 13th of the Mesquite City Council at the request of Trustee (and Mayor Pro-Tem) **Sandra Ramaker**.

I was interviewed for KNPR's State of Nevada show on April 2, and by Las Vegas Sun reporter Ray Brewer on April 29.

Other meetings I attended or led included:

- Held weekly Administration Team meetings and individual one on ones with my direct reports.
- Briefed Trustees prior to the April Board meetings along with Acting Financial Services Director **Floresto Cabias**.
- Participated in the District's Department Head meeting (a bi-monthly meeting of all department heads)
- Attended the Queen of the Arts unveiling at the West Las Vegas Arts Center
- Interviewed by Nevada State Treasurer Zach Conine
- Served as a co-presenter (along with Workforce Connections Executive Director Jaime Cruz) on a partnership panel for the California Workforce Association conference
- Discussion some additional federal funding opportunities with Career Online High School
- Met with Discovery Children's Museum Director Melissa Kaiser and toured the Museum
- Met with new Trustees **Jennifer L. Jiron** and **Kate Turner Whiteley**
- Met with vendors Ingram, Brodart, and BiblioBoard
- Testified in front of the Nevada State Senate Education considering AB258
- Recorded a piece for the Summer Challenge at Vegas PBS

- Attended a Board of Directors meeting of the Board Industry Study Group
- Interviewed five candidates for the position of Administrative Specialist
- Participated in an interview for the Nova Southeastern Alvin Sherman Library Strategic Plan
- Attended the Second Chance Luncheon, organized by Hope for Prisoners, as a guest of Workforce Connections



ITEM VII.A.1.A

MEMORANDUM

TO: Kelvin Watson, Executive Director

FROM: Leo Segura, Acting Library Operations Director

DATE: May 08, 2021

SUBJECT: Library Operations Activity Report, mAY 2021

This report provides an overview of the Library Operations Department and includes project updates, branch activity, and staff highlights from **April 1, 2021 – April 30, 2021**.

LIBRARY OPERATIONS ADMINISTRATION

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

- Participated in Budget Meetings with Acting Financial Service Director **Floresto Cabias**.
- Continue to analyze current operations and branch staffing needs with Human Resources Director **Jeff Serpico**.
- Participated in Person-in-Charge (PIC) training needs committee led by Training and Development Manager **Keeley 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 Circulation Policy Revision Committee led by Access Services Manager **Sufa Anderson**.
- Hosted the District Department Head Meeting.
- Hosted meeting with Clark County Library staff and General Services.
- Attended and participated in BiblioBoard product meetings.
- Attended UKG Ready Manager Training.
- Acted as Person-In-Charge (PIC) for Summerlin Library while their leadership team participated in DiSC training.
- Participated in Strategic Planning meeting hosted by Development and Planning Director **Danielle Milam**.
- Conducted branch visits to East Las Vegas Library, Enterprise Library, West Las Vegas Library, Spring Valley Library, Windmill Library, Summerlin Library, and Clark County Library.
- Toured East Las Vegas Library, West Las Vegas Library, and West Charleston Library with Trustee **Nathanial Vaughn**.
- Conducted monthly Branch Managers meetings via WebEx.
- 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.
- Coordinated interview dates/information between branches, Library Operations Administration, and Human Resources.
- Coordinated the process and submitted committee recommendations for two patrons requesting Trespass Appeal.
- Compiled and reported required monthly statistical reports.

Regional Manager Update

Acting Regional Library Operations Manager, **Cherrie Delaney** reported the following highlights:

- Compiled and reported March 2021 Statistics.
- Worked closely with Senior Accountants **Jonna Arqueros** and **Anita Lai** in Financial Services and HRIS Manager **Glodia Thomas** to balance FTE and Position counts.
- Reviewed 21-22 budget.
- Coordinated PPE Supplies distribution with General Services Administrative Coordinator **Lisa True**.
- Prepared and submitted purchase orders.
- Participated in or hosted Meetings:
 - Outlying Branch – Quarterly
 - District Department Head's Meeting
 - Circ Policy Revision
 - Apprentice PIC Training
 - Conducted several One-on-One meetings with Outlying Library Associates.
- Monitored the Admin e-mail and phone line.
- Replied to staff e-mails/phone calls.
- Worked w/Foundation on staff requests.
- Trained Meadows staff regarding interview process and candidate selection.
- Attended UKG meetings and assisted with reports.

BRANCH OPERATIONS

All library branches were opened to 80% of fire code capacity for the month of April 2021. Branches made more computers and seating available which helped to reduce waiting periods and lines. Branch staff continue to work with General Services to remove additional barriers and make the branches more welcoming and inviting in line with the District's plan to be 100% open on June 1.

Since schools reopened to in-person instruction but included an option for students to complete the school year online, staff continued early student hours at Clark County, East Las Vegas, Rainbow, West Las Vegas, Whitney, and Windmill Libraries. Our last day with early hours will be Wednesday, May 26, 2021. During the Month of April, libraries assisted 253 students and 32 parents with early hours so they could continue to access online learning and testing. Equipment previously deployed to support Vegas Strong Academies are being redeployed to branches to support STEAM programming and computer classes.

One of the programs customers are hopeful will continue is an unique opportunity surrounding Advanced Reader's Copies (ARCs). ARCs are a free promotional copy of a book that is in the middle of the publishing process. It is typically sent out before the book is released to the public so it can go to marketers, librarians, and readers who review the book for purchase, articles, and promotion. It is not necessarily the final version of the book and is not for sale or resale and usually specifically states so on the cover.

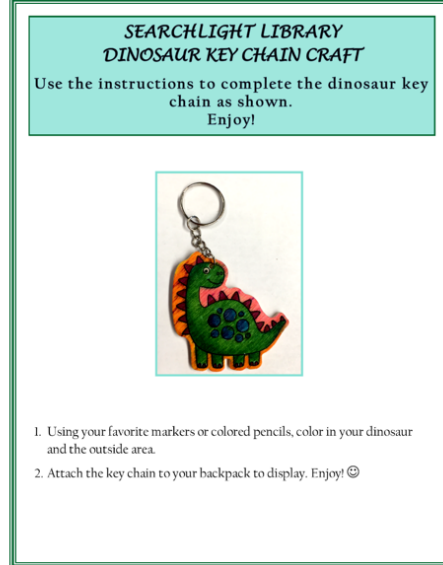
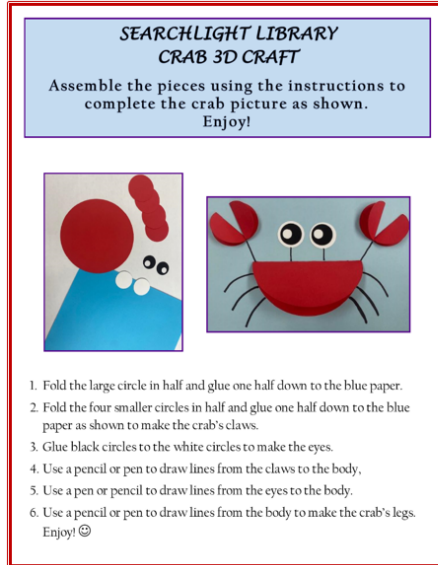
Sunrise Library has developed a way to share their ARCs once staff have finished with them. Patrons who are interested in what is coming out can fill out an interest card and Multiservice Librarian **Kristy Calhoun** selects an ARC for them each month. Leftover ARC's are made available on a first-come first-served basis.

Similarly, Sunrise Library Adult Services Assistant **Rebecca Zisch** had a successful Music Society group that regularly meets to listen to music. When programming was halted she took a cue from Kristy and turned her program into a subscription service too. Both creative solutions routinely draw between 12-15 patrons each month.



Spring has sprung! A giant swarm of bees and a hive in a pine tree was removed from the south east corner (back door near Rochelle Ave) of the Spring Valley Library.

Take and makes are still the rage, including in our Outlying Branches.



Moapa Town reported that they have a patron who is writing a book and is excited to visit and shares his developments with staff. He has been so grateful for our library books that have been helping him in his research and personal progress. On Tuesday, April 13th, Executive Director **Kelvin Watson** visited and was able to offer staff some self-publishing recommendations for to pass along to our patron Bill. Bill is so appreciative for our library! Thank you Kelvin!

Lastly, THANK YOU to everyone in Library Operations for continuing to make sure that our libraries are open, serving our public and relevant to community needs!

STAFF UPDATES

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

- **Jill O'Neill** accepted the Full Time 40 hour Circulation Department Head at the Enterprise Library. Jill is new to the District.
- **Marivel Moncayo**, (New Hire), accepted the PT 19 hr. Page position at Sunrise Library.
- **Nidia E Larios**, (New Hire), accepted the PT 19 hr. Page position at Sunrise Library.
- **Abril L Carrillo**, (New Hire), accepted the PT 19 hr. Page position at Sunrise Library.
- **Chandler C. DeLeon**, (New Hire), accepted the 19 hr YPL Children's Services Assistant position at Clark County.

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

- **Ajax Delvecki**, Enterprise Library.
- **Megan Cerren Kalejo**, West Charleston

- **Odelinda Valderrama**, Sunrise Library
- **Debra E. Zamorano**, Summerlin Library
- **Scott Mittledorf**, Moapa Valley Library

MONTHLY STATISTICS

The total circulation for the month of March 2021 was 754,839 which was a 2% increase from March 2020 with a circulation of 743,198. Of this total, eMedia circulation was 278,051, which is a 27% decrease from the prior year's 379,361 total. In 2020 Libraries, including LVCCLD, closed to "flatten the curve," COVID-19. When we closed eMedia increase as our communities found ways the library could continue to meet their immediate needs. The change or reduction in eMedia reflects the transition of students back to school and away from the VSA and other online programs.

In March 2021, 288,655 patrons entered our libraries, which is a 26% increase from March 2020 gate count of 229,974. Staff issued 4,046 new library cards; conducted 16 computer classes for 31 participants; and answered 33,121 reference questions. Internet sessions in the library during the month totaled 91,554. Wi-Fi usage recorded at 53,037.

The Best Buy Teen Tech Center staff offered 7 programs with a total attendance of 40 teens.

Additionally, Windmill Library staff issued 49 passports for a total of \$2,572.00 in execution and photo fees.

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MEMORANDUM

TO: Kelvin Watson, Executive Director

FROM: Leo Segura, Acting Library Operations Director

DATE: May 08, 2021

SUBJECT: Security Report, May 2021

This report provides information regarding security and/or safety-related incidents that occurred in District branches from **March 1, 2021 – March 31, 2021**.

Because LV-CCLD closed down in the middle of the March 2020 for COVID-19 along with the rest of the state and country, our comparison data on security reports for March is skewed. In March 2021, there were **71** incidents, which is an **increase of 145%** from the prior year of 29 incidents. During this period, the District recorded **288,655** in-person visits. **This ratio is one incident for every 4,066 visits.** Incidents frequency increased and typically started as a Patron Disturbance around being asked to wear a face covering while in the building.

The **Clark County Library** experienced the **highest number of incidents**, in which the branch recorded **20** incidents. The remaining branches reported between 0-10 incidents.

District branches encountered the following types of incidents this month:

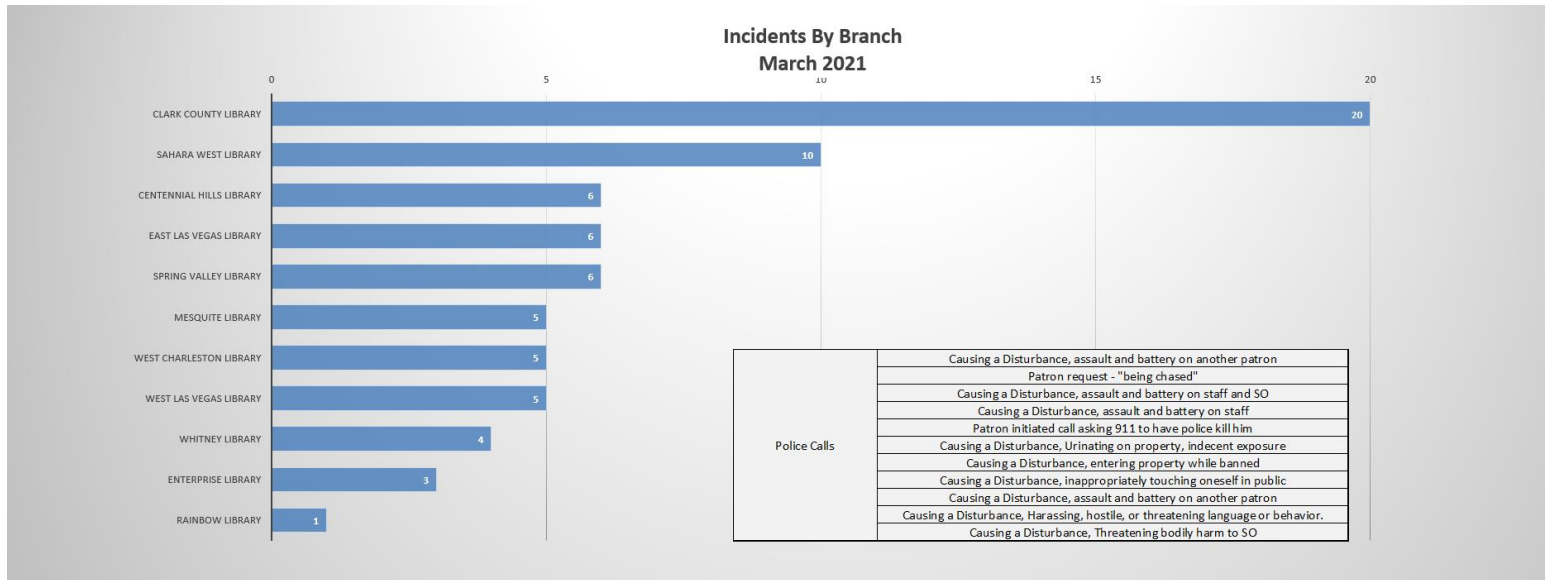
- Patron Disturbance
- Other
- Patron Injury
- Safety [Alarms, Threats, conditions that risk Physical Harm]
- Building Security
- Library Property Damage
- Patron Illness (health or medical emergency)
- Theft of Patron Property

Of the above incident types, staff handled **47** patron disturbances, which accounts for the majority of incident types at 66%. **This ratio is one disturbance for every 6,142 visits.**

Twelve (12) one-year trespasses and three (3) shorter term bans were issued in February and staff made eleven (11) calls to law enforcement.

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Library Incident Reports May 2021

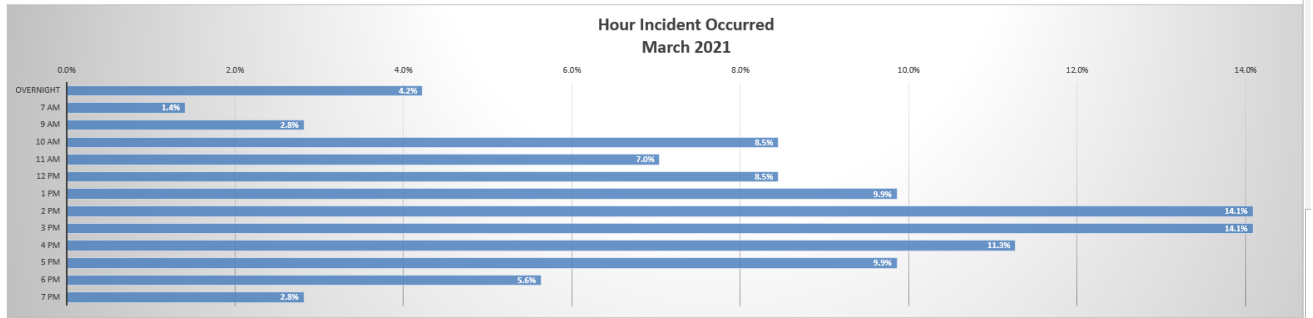


	Branch	Incident Reports		Difference	% Change	to Mar-20		Difference	% Change
		Mar-20	Mar-21			to Mar-20	to Mar-21		
Urban Branches	CENTENNIAL HILLS	0	6	6	100.0%	15	19	4	26.7%
	CLARK COUNTY LIB	14	20	6	42.9%	168	181	13	7.7%
	EAST LAS VEGAS LI	0	6	6	100.0%	41	36	-5	-12.2%
	ENTERPRISE LIBRA	1	3	2	200.0%	46	36	-10	-21.7%
	MEADOWS	0	0	0	0.0%	2	0	-2	-100.0%
	RAINBOW LIBRARY	1	1	0	0.0%	23	23	0	0.0%
	SAHARA WEST LIBR	0	10	10	100.0%	35	33	-2	-5.7%
	SPRING VALLEY LI	1	6	5	500.0%	43	24	-19	-44.2%
	SUMMERLIN	0	0	0	0.0%	14	5	-9	-64.3%
	SUNRISE LIBRARY	0	0	0	0.0%	19	7	-12	-63.2%
	WEST CHARLESTON	1	5	4	400.0%	49	42	-7	-14.3%
	WEST LAS VEGAS LI	3	5	2	66.7%	75	43	-32	-42.7%
	WHITNEY LIBRARY	4	4	0	0.0%	125	50	-75	-60.0%
	WINDMILL LIBRARY	2	0	-2	-100.0%	37	16	-21	-56.8%
	Urban Total	27	66	39	144.4%	692	515	-177	-25.6%

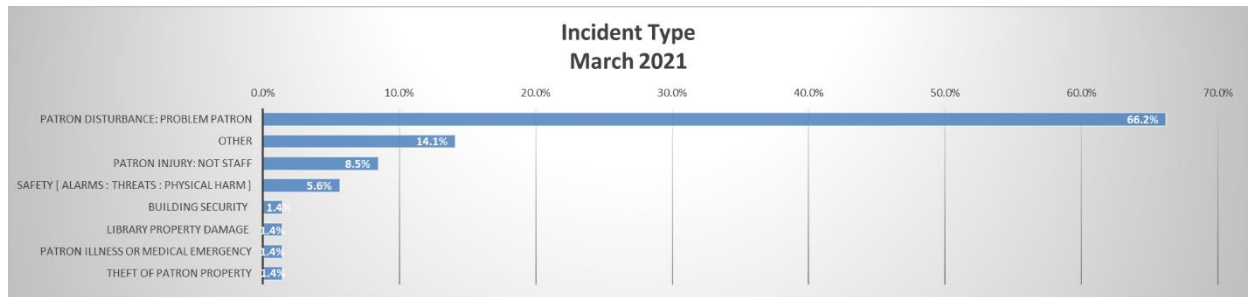
	Branch	Incident Reports		Difference	% Change	to Mar-20		Difference	% Change
		Mar-20	Mar-21			to Mar-20	to Mar-21		
Outlying Branches	BLUE DIAMOND	0	0	0	0.0%	0	0	0	0.0%
	BUNKERVILLE	0	0	0	0.0%	0	4	4	-100.0%
	GOODSPRINGS	0	0	0	0.0%	0	0	0	0.0%
	INDIAN SPRINGS	0	0	0	0.0%	0	0	0	0.0%
	LAUGHLIN LIBRARY	1	0	-1	-100.0%	9	4	-5	-55.6%
	MESQUITE LIBRARY	1	5	4	400.0%	23	17	-6	-26.1%
	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 LIB	0	0	0	0.0%	1	0	-1	-100.0%
	SEARCHLIGHT	0	0	0	0.0%	0	0	0	0.0%
	Outlying Total	2	5	3	0.0%	34	28	-6	-17.6%
Grand Total		29	71	42	144.8%	726	543	-183	-25.2%

Library Incident Reports May 2021

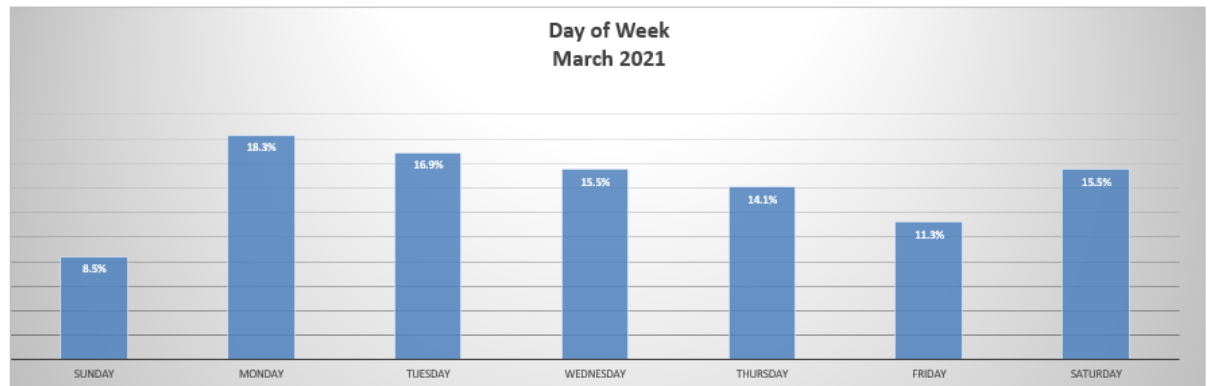
Hour Incident Occurred	Total	%
Overnight	3	4.2%
7 AM	1	1.4%
9 AM	2	2.8%
10 AM	6	8.5%
11 AM	5	7.0%
12 PM	6	8.5%
1 PM	7	9.9%
2 PM	10	14.1%
3 PM	10	14.1%
4 PM	8	11.3%
5 PM	7	9.9%
6 PM	4	5.6%
7 PM	2	2.8%
Grand Total	71	100.0%



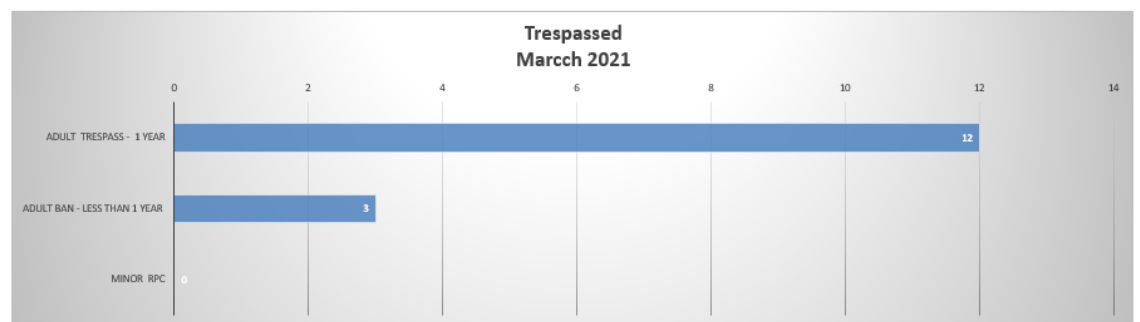
Incident Type	Total	%
PATRON DISTURBANCE:	47	66.2%
OTHER	10	14.1%
PATRON INJURY: NOT STAFF	6	8.5%
SAFETY [ALARMS: THREATS:]	4	5.6%
BUILDING SECURITY	1	1.4%
LIBRARY PROPERTY DAMAGE	1	1.4%
PATRON ILLNESS OR MEDICAL	1	1.4%
THEFT OF PATRON PROPERTY	1	1.4%
Grand Total	71	100.0%
Police Called	11	



Day of Week	Total	%
Sunday	6	8.5%
Monday	13	18.3%
Tuesday	12	16.9%
Wednesday	11	15.5%
Thursday	10	14.1%
Friday	8	11.3%
Saturday	11	15.5%
Grand Total	71	100.0%



Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	12
ADULT BAN - LESS THAN 1 YEAR	3
Minor RPC	0



Monthly Statistics
Year over Year
March 2020 / March 2021*

		Circulation				2020	2021			Gatecount				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	24,181	34,401	10,220	42%	412,458	299,631	-112,827	-27%	15,043	17,976	2,933	19%	266,444	175,501	-90,943	-34%
	Clark County	19,701	21,951	2,250	11%	338,245	189,367	-148,878	-44%	25,146	24,559	-587	-2%	404,078	202,635	-201,443	-50%
	Enterprise	15,549	20,623	5,074	33%	273,905	190,650	-83,255	-30%	10,501	16,567	6,066	58%	224,158	137,346	-86,812	-39%
	East Las Vegas	14,332	14,554	222	2%	269,735	131,032	-138,703	-51%	17,228	32,905	15,677	91%	294,617	254,991	-39,626	-13%
	Meadows	1,264	169	-1,095	-87%	45,557	2,458	-43,099	-95%	1,510	529	-981	-65%	24,253	2,378	-21,875	-90%
	Rainbow	19,335	27,217	7,882	41%	343,501	235,530	-107,971	-31%	12,403	25,781	13,378	108%	294,736	178,196	-116,540	-40%
	Sahara West	27,727	39,027	11,300	41%	480,997	331,333	-149,664	-31%	21,691	22,557	866	4%	387,871	183,793	-204,078	-53%
	Spring Valley	16,097	20,275	4,178	26%	282,286	180,346	-101,940	-36%	15,292	19,997	4,705	31%	274,000	148,420	-125,580	-46%
	Summerlin	15,260	21,269	6,009	39%	259,112	182,569	-76,543	-30%	8,233	13,150	4,917	60%	215,428	104,400	-111,028	-52%
	Sunrise	16,266	19,770	3,504	22%	297,734	169,001	-128,733	-43%	10,000	13,025	3,025	30%	226,781	102,203	-124,578	-55%
	West Charleston	14,872	19,378	4,506	30%	262,409	156,415	-105,994	-40%	17,666	14,115	-3,551	-20%	230,785	127,092	-103,693	-45%
	West Las Vegas	5,665	4,826	-839	-15%	112,279	51,446	-60,833	-54%	9,985	22,495	12,510	125%	212,858	137,972	-74,886	-35%
	Whitney	15,864	21,980	6,116	39%	280,700	191,173	-89,527	-32%	26,407	16,836	-9,571	-36%	417,042	197,317	-219,725	-53%
	Windmill	25,175	35,671	10,496	42%	439,332	310,354	-128,978	-29%	14,851	20,265	5,414	36%	269,375	164,968	-104,407	-39%
Urban Totals		231,288	301,111	69,823	30%	4,098,250	2,621,305	-1,476,945	-36%	205,956	260,757	54,801	27%	3,742,426	2,117,212	-1,625,214	-43%
Outlying Branches	Blue Diamond	108	272	164	152%	2,546	2,039	-507	-20%	268	428	160	60%	5,138	3,009	-2,129	-41%
	Bunkerville	166	390	224	135%	3,971	5,660	1,689	43%	412	851	439	107%	13,249	9,605	-3,644	-28%
	Goodsprings	505	748	243	48%	9,767	6,430	-3,337	-34%	387	352	-35	-9%	4,111	2,760	-1,351	-33%
	Indian Springs	664	739	75	11%	12,004	6,774	-5,230	-44%	1,048	1,108	60	6%	20,171	6,833	-13,338	-66%
	Laughlin	4,985	7,931	2,946	59%	96,170	49,441	-46,729	-49%	8,562	4,145	-4,417	-52%	72,944	40,405	-32,539	-45%
	Mesquite	6,228	9,231	3,003	48%	100,995	75,351	-25,644	-25%	7,970	12,821	4,851	61%	134,858	86,194	-48,664	-36%
	Moapa Town	337	412	75	22%	4,932	3,280	-1,652	-33%	394	402	8	2%	5,319	3,395	-1,924	-36%
	Moapa Valley	3,855	4,384	529	14%	53,496	40,543	-12,953	-24%	3,155	5,730	2,575	82%	69,990	66,990	-3,000	-4%
	Mt. Charleston	359	221	-138	-38%	4,886	3,710	-1,176	-24%	706	93	-613	-87%	7,347	4,073	-3,274	-45%
	Sandy Valley	1,054	1,277	223	21%	16,253	9,232	-7,021	-43%	592	1,381	789	133%	10,081	6,680	-3,401	-34%
	Searchlight	311	567	256	82%	5,437	4,675	-762	-14%	513	587	74	14%	10,630	4,577	-6,053	-57%
	Outlying Totals	18,572	26,172	7,600	41%	310,457	207,135	-103,322	-33%	24,007	27,898	3,891	16%	353,838	234,521	-119,317	-34%
Misc.	ALP	244	379	135	55%	3,190	3,082	-108	-3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	1,211	0	-1,211	-100%	18,144	3,690	-14,454	-80%	11	0	-11	-100%	423	0	-423	-100%
	Outreach	2,543	2,268	-275	-11%	42,408	19,399	-23,009	-54%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	379,361	278,051	-101,310	-27%	2,252,044	2,424,182	172,138	8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	109,979	146,858	36,879	34%	1,819,055	1,286,736	-532,319	-29%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	493,338	427,556	-65,782	-13%	4,134,841	3,737,089	-397,752	-10%	11	0	-11	-100%	423	0	-423	-100%
Grand Totals		743,198	754,839	11,641	2%	8,543,548	6,565,529	-1,978,019	-23%	229,974	288,655	58,681	26%	4,096,687	2,351,733	-1,744,954	-43%

*Due to the pandemic District Branches were closed March 16, 2020 thru June 3, 2020

*Due to the pandemic District Branches were closed December 16, 2020 thru January 3, 2021

Monthly Statistics
Year over Year
March 2020 / 2021*

		New Library Card				2020	2021			PC Internet Sessions				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	404	320	-84	-21%	4,118	2,386	-1,732	-42%	2,248	1,969	-279	-12%	39,886	16,079	-23,807	-60%
	Clark County	307	382	75	24%	6,051	2,908	-3,143	-52%	3,898	4,332	434	11%	68,193	39,763	-28,430	-42%
	Enterprise	183	217	34	19%	3,229	1,782	-1,447	-45%	1,556	1,946	390	25%	26,582	15,635	-10,947	-41%
	East Las Vegas	294	355	61	21%	5,880	3,098	-2,782	-47%	3,518	3,482	-36	-1%	65,236	28,402	-36,834	-56%
	Meadows	38	1	-37	-97%	425	30	-395	-93%	182	0	-182	-100%	3,204	0	-3,204	-100%
	Rainbow	231	296	65	28%	4,088	2,250	-1,838	-45%	2,141	2,779	638	30%	35,147	21,006	-14,141	-40%
	Sahara West	688	332	-356	-52%	6,254	3,472	-2,782	-44%	2,275	3,080	805	35%	38,694	23,884	-14,810	-38%
	Spring Valley	146	170	24	16%	3,150	1,887	-1,263	-40%	2,801	4,253	1,452	52%	51,340	31,766	-19,574	-38%
	Summerlin	120	128	8	7%	2,299	1,143	-1,156	-50%	951	883	-68	-7%	16,520	6,876	-9,644	-58%
	Sunrise	190	219	29	15%	3,991	2,270	-1,721	-43%	2,163	2,170	7	0%	40,770	16,970	-23,800	-58%
	West Charleston	131	144	13	10%	3,061	1,263	-1,798	-59%	1,646	2,527	881	54%	30,629	18,907	-11,722	-38%
	West Las Vegas	119	177	58	49%	2,759	1,318	-1,441	-52%	2,204	2,657	453	21%	40,949	19,433	-21,516	-53%
	Whitney	185	223	38	21%	4,119	2,532	-1,587	-39%	2,002	3,107	1,105	55%	36,940	25,098	-11,842	-32%
	Windmill	255	308	53	21%	5,340	2,485	-2,855	-53%	2,394	2,483	89	4%	43,058	18,765	-24,293	-56%
	Urban Totals	3,291	3,272	-19	-1%	54,764	28,824	-25,940	-47%	29,979	35,668	5,689	19%	537,148	282,584	-254,564	-47%
Outlying Branches	Blue Diamond	0	2	2	0%	14	17	3	21%	30	10	-20	-67%	256	97	-159	-62%
	Bunkerville	1	0	-1	100%	12	24	12	100%	18	24	6	33%	239	195	-44	-18%
	Goodsprings	0	1	1	100%	12	28	16	133%	13	3	-10	-77%	162	74	-88	-54%
	Indian Springs	1	2	1	100%	37	27	-10	-27%	63	51	-12	-19%	1,470	302	-1,168	-79%
	Laughlin	26	49	23	88%	726	441	-285	-39%	704	921	217	31%	13,498	7,118	-6,380	-47%
	Mesquite	46	92	46	100%	1,589	719	-870	-55%	1,124	1,483	359	32%	18,331	8,913	-9,418	-51%
	Moapa Town	5	4	-1	100%	17	20	3	18%	25	59	34	136%	690	340	-350	-51%
	Moapa Valley	18	10	-8	-44%	206	142	-64	-31%	173	144	-29	-17%	3,515	1,112	-2,403	-68%
	Mt. Charleston	2	0	-2	100%	18	20	2	11%	11	3	-8	-73%	163	94	-69	-42%
	Sandy Valley	0	2	2	0%	32	23	-9	-28%	48	55	7	15%	660	357	-303	-46%
	Searchlight	1	1	0	0%	14	11	-3	-21%	25	12	-13	-52%	680	92	-588	-86%
	Outlying Totals	100	163	63	63%	2,677	1,472	-1,205	-45%	2,234	2,765	531	24%	39,664	18,694	-20,970	-53%
Misc.	ALP	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	68	84	16	24%	1,978	587	-1,391	-70%
	Outreach	156	52	-104	-67%	3,919	2,332	-1,587	-40%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	6,529	559	-5,970	-91%	11,308	8,156	-3,152	-28%	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	51,356	53,037	1,681	3%	711,661	447,933	-263,728	-37%
	Misc. Totals	6,685	611	-6,074	-91%	15,227	10,488	-4,739	-31%	51,424	53,121	1,697	3%	713,639	448,520	-265,119	-37%
Grand Totals		10,076	4,046	-6,030	-60%	72,668	40,784	-31,884	-44%	83,637	91,554	7,917	9%	1,290,451	749,798	-540,653	-42%

*Due to the pandemic District Branches were closed March 16, 2020 thru June 3, 2020

*Due to the pandemic District Branches were closed December 16, 2020 thru January 3, 2021

ITEM VII.A.2.a.



MEMORANDUM

TO: Mr. Kelvin Watson, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: May 6, 2021

SUBJECT: Branding and Marketing Activity Report, May 2021

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for the month of April 2021 and analytics for the period from March 1-31, 2021.

SUMMER CHALLENGE 2021 PREPARATION

- Branding & Marketing Director **Betsy Ward**, Graphic Designer **Juanita Aiello**, Digital Content Manager **Ryan Simoneau**, Senior Digital Projects Associate **Paula Loop**, Community Engagement Director **Matt McNally**, Youth Services Manager **Shana Harrington**, and Youth Services Specialist **Melissa Ramos** had a virtual meeting with the Clark County School District (CCSD) on Friday, April 16 to discuss this year's promotion and how CCSD will share the new brochure in their schools and online to help support the annual program. Attending from CCSD were:
 - Robert Jones, Library Services Coordinator
 - Barbara Lindsay from K-12 Literacy and Language Development
 - Debbie Palacios from FACES
 - Ekuwah Moses from FACES
 - Dr. Beverly Givens from School Community Partnership Program
 - Mike Campbell from Strategic Projects
 - Sandy Julian-Pascual from Communications
- 2021 brochure sent to printer on Monday April 5th.
- 48,000 brochures delivered to the Library District on Tuesday, April 20th.
- 110,000 brochures delivered to CCSD on Thursday, April 22nd.
- **Betsy Ward** worked with Web Designer **Gene Kilchenko** to update the Summer Challenge landing page with a new animation feature showing this year's Power Up Your Robot theme. **Paula Loop** updated the audience portal pages for Parents (Birth –Age 5), Kids, Teens, and Espanol with new staff lists, activities, and upcoming Summer Challenge events.
- Below is the in-branch display created by **Juanita Aiello**.
- Additional Summer Challenge promotional efforts will continue through April and into May, in anticipation of the event launch on May 15, 2021 at the East Las Vegas Library.



KELVIN'S CORNER — EXECUTIVE DIRECTOR'S BLOG

- **Betsy Ward** worked with **Cierra Pedro** and **Paula Loop** to compile content for the April blog post from Executive Director **Kelvin Watson**, which shared his latest updates, photos from his recent branch visits, along with his virtual interview with Nevada State Treasurer Zach Conine. You can view this blog post, [HERE](#).
- **Betsy Ward** worked with **Cierra Pedro** to create a branded header graphic for the Kelvin's Corner blog.
- Future blog posts will be compiled based on directives and priorities from Executive Director **Kelvin Watson**.

Executive Director's Blog

by [Kelvin](#) April 15, 2021



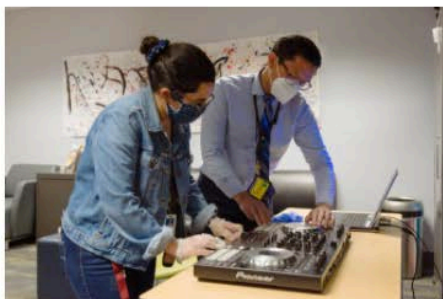
Greetings:

Wishing you a happy spring, which brings with it hope and renewal. I believe that libraries also have transformative powers, giving local residents the chance to pursue their dreams and goals.

Now more than ever, the public library is a forum to exchange ideas and opinions, take part in our democracy, meet new friends, make new discoveries, and immerse ourselves in the arts, culture, and lifelong learning.

This is also a great time to recognize the people who make it all possible—our dedicated Library District employees.

Library workers have always been on the frontline of community service, but the pandemic has heightened their role like never before. Throughout this challenging time, our staff members have continued to adapt our resources to meet your needs. I am happy to say that **our branches are fully open, with services, live programs, and enhanced cleaning**, and we invite you to stop by and visit us soon.



Multimedia Supervisor Christopher Felipe and Page Marta Ortiz in the Cox Branch of the Portland Library



YPL Children's Department Head Sue Yang-Peace and Circulation Assistant Rebecca Gonzalez

VEGAS GOLDEN KNIGHTS 2021 COLLECTIBLE PLAYER BOOKMARKS — APRIL RELEASE

- **Betsy Ward** and **Cierra Pedro** continue to work with Vegas Golden Knights (VGK) Director of Marketing & Brand Carley Sisolak, finalizing the design for the monthly collectible player bookmark, which featured Defenseman Ryan Reaves in April. These new bookmarks include Reaves' favorite titles, which the public can check out using their free library card.
- A brand-new limited-edition collectible player bookmark is released at the start of each month throughout the 2021 NHL season and are available at all 25 Library District branches as well as City National Arena. Each release has been so popular at this location that BAM continues to restock all of the released players to date at this location. This additional exposure helps the Library District reach more local residents who might not normally visit our branches.
- Below are the remaining confirmed 2021 featured players (pending trades or injuries):
 - Brayden McNabb (May)
 - Zach Whitecloud (June)
- 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
- **Gene Kilchenko** updated the Library District's VGK landing page and "Chance's Chat" blog to include Ryan Reaves, 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 Spotlitged Vegas Golden Knights Player is:

75 RYAN REAVES
RIGHT WINGER



EN ESPAÑOL [BACK TO PLAYERS](#)

 **Chance's Chat**

Your favorite (and only) Vegas Golden Knights mascot is back! Did you miss me? Of course you did! I can't believe we're in April already! Time sure does fly when your team is crushing it on the ice! Speaking of crushing it, nobody goes harder than this month's featured Vegas Golden Knights Collectible Player Bookmark star, Ryan Reaves!

There's so much to say about Ryan. The Winnipeg native is one of our toughest players, known for his aggressive style. As our enforcer, he's always got his teammates' backs. But he's more than just muscle. Reaves played a key role in our historic playoff run in 2018, scoring the series-winning goal against the Winnipeg Jets to advance us to the Stanley Cup Finals. The very next season, he racked up a career-high nine goals! There must be something in the water here in Las Vegas that brings out the best in us.

Reavo has seen a lot of action outside of The Fortress, too. He's renewed one lucky couple's wedding vows as "Reverend Reavo" following a contest in 2019. He also appeared on an episode of the Paramount Network's "Bar Rescue" in 2020. For all his non-hockey endeavors, he's probably best known for launching his own craft beer company, 7Five Brewing Co. – a nod to the number he's worn throughout his more than 10-year NHL career. He's even planning on opening his own brewery here in town.

Since joining the Golden Knights, Ryan has really embraced the city of Las Vegas, and the city has shown him lots of love right back. Is it too soon to nominate him for mayor?

But he is way into more than just hockey and business, though. He filled me in on his favorite books, movies, music, and more which you can check out below using your free library card!

What are your current favorite books, movies, and music?

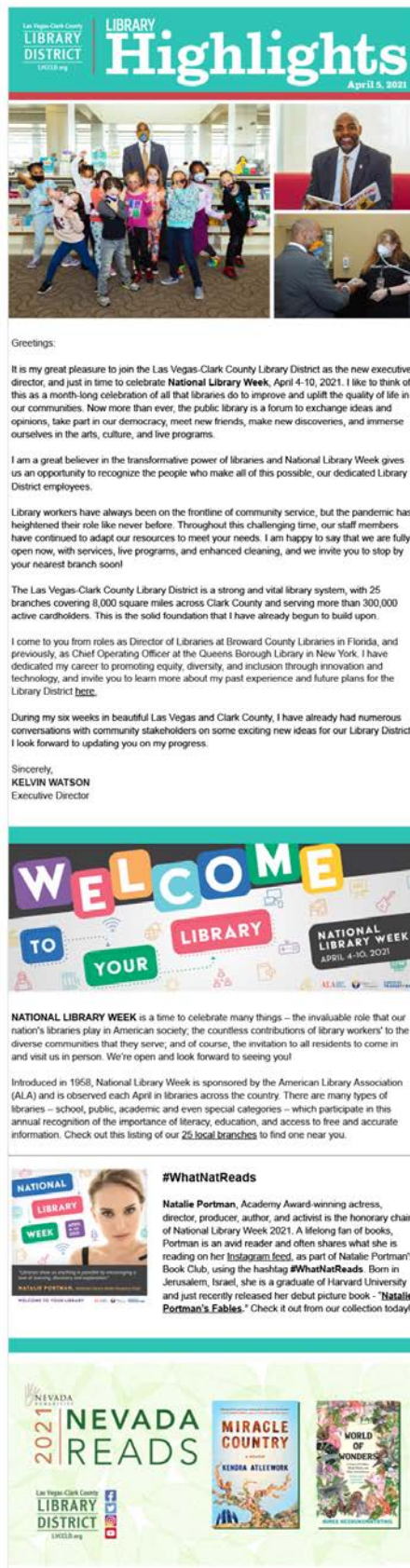


- **Ryan Simoneau** and **Paula Loop** updated the website homepage and audience browse pages, as well as scheduled monthly social media posts to promote the latest featured player bookmark, along with the continued availability of the 2021 set.

MONTHLY HIGHLIGHTS eNEWSLETTER TO LIBRARY CARDHOLDERS

- **BAM** is now producing twice monthly digital Library Highlights eNewsletters to promote multiple priority events, classes, and online resources.
- **Betsy Ward** worked with **Paula Loop** and **Ryan Simoneau** to compile all of the monthly content for the monthly eNewsletters, which are designed and laid out by **Cierra Pedro**.
- Topics in April included:
 - **SUBJECT TITLE: Celebrate National Library Week with Natalie Portman, STEAM & the VGK!**
 - This edition of Highlights included the new Kelvin's Corner blog post in celebration of National Library Week, our ALA National Library Week blog post, National Library Week ambassador Natalie Portman's book club #WhatNatReads, 2020 Nevada Reads titles (statewide book club), STEAM Carnival at East Las Vegas Library on April 17, a call-to-action to donate to the Library District Foundation, April's featured Vegas Golden Knights Collectible Player Bookmark featuring Ryan Reaves, the latest Take & Make Kits at branches, plus encouraging cardholders to subscribe to the Fresh Picks eNewsletter for Mystery & Thriller titles.
 - Sent out Monday, April 5, 2021
 - **81,623 unique opens with a 24.87% open rate**
 - **2,652 unique clicks generated**
 - A partial sample is below:

May 6, 2021
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- **SUBJECT TITLE: Learn Spanish, Celebrate Earth Day & Enjoy Live Music**
 - This edition of Highlights promoted the new Kelvin's Corner blog post, the online class "Spanish 101: Conversations for English Speakers" that runs through May 19, Upcoming Take & Make Kits available at select branches, along with upcoming live entertainment performances across the Library District.
 - Sent out to Library District cardholders on Monday, April 19, 2021
 - **65,595 unique opens with an 20.56% open rate**
 - **6,752 unique clicks generated**
 - A partial sample is below:

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LIBRARY

Highlights

April 19, 2021



KELVIN'S CORNER
EXECUTIVE DIRECTOR'S BLOG


[CLICK HERE TO READ](#)

NEWS & VIEWS FROM OUR LEADER.

As we announced in our last edition of Library Highlights, Mr. Kelvin Watson has joined the Las Vegas-Clark County Library District as our new Executive Director. Kelvin has big plans for the Library District and to keep you up to date, he has established a new blog, "Kelvin's Corner." His first edition is ready for your review, with a tribute to our hard-working library staff and a look at some of the local leaders that he has been meeting with. An avid reader since childhood, Kelvin will soon start sharing with you some of his favorite reads, which are available to check out from our collection (many in digital formats, too). Don't miss a single post!


Spanish 101:

Conversations for English Speakers



Virtual Sessions

Facilitated by Sylvia Rieselmann



**Wednesdays
8:30 a.m.
April 7 – May 19**

¿HABLAS ESPAÑOL? Would you like to converse with your friends in Spanish? Or add this skill to your resume? The Spanish language originated from Latin, the language of the Romans, and is one of the most widely spoken languages in the world. Join Outreach Specialist, Sylvia Rieselmann for a series of fun, interactive online Spanish classes for beginners every Wednesday at 8:30 a.m. through May 19, 2021. Virtual classes are not taught in sequential order and each will offer a unique topic, focusing on practicing, listening, and speaking. [CLICK HERE](#) to view the class schedule, and [CLICK HERE](#) to join.

FROM THE LIBRARY


TAKE&MAKE

LOOKING FOR FUN, DO-AT-HOME ACTIVITIES FOR ALL AGES? Take & Make Kits are taking the library by storm, they are so popular! Our Free Take & Make kits contain all the supplies you need for creative and educational crafts, early literacy learning, STEAM projects, and more, right in the comfort of your home.


Find out what is currently available for children, teens, and adults by calling our branches [HERE](#). You can even arrange to drive by and pick up your kit through our contactless [Curbside service](#).

When you have finished your Take & Make project, be sure to snap a picture, and tag us @LVCCCLD on Facebook, Twitter, or Instagram so we can see them and share your achievement!


Upcoming Take & Make Activity Kits



Recycled Monster Plastic Bag Holder
SCHOOL AGES 6-11
Tuesday, April 20
Whitney Library
5175 E. Tropicana Ave.



Earth Day Take & Grow!
ADULTS
Wednesday, April 21
Spring Valley Library
4280 S. Jones Blvd.



Naruto Paper Shuriken
TEENS
Monday, April 26
West Las Vegas Library
951 W. Lake Mead Blvd.

COME ON IN ... WE'RE OPEN

- With guidance from Executive Director **Kelvin Watson** and the **AT, Betsy Ward** worked with **Cierra Pedro** to update the website spinner with messaging that reinforced that the Library District is open, along with all of the current services offered and continued enhanced cleaning procedures in place.
- **Betsy Ward** also worked with **Cierra Pedro** and **Paula Loop** to update the Library District's landing page with all the latest updates and hours/locations. This page can be viewed at: <http://lvccld.org/open>



The Library District is Open with Services & Browsing While Maintaining Social Distancing & Safety Measures

Plus Free Access to Computers & WiFi • Online Resources • Curbside Pick-Up Service • Art Galleries

Come In, We're Open. We know that you come to our libraries to learn, to grow, to find community, and to pursue your dreams, and we are here for you! The Library District is open and our in-branch services and activities are available for your enjoyment, while adhering to safe social distancing at 50 percent capacity, as well as face covering guidelines. Besides browsing, other in-demand services and programs include our beloved storytimes, computers and WiFi, [One-Stop Career Center services for job seeking](#), [art gallery exhibitions](#), [Safe Place services for youth in crisis](#), and adult literacy and education courses, which include Career Online High School, the WorkKeys work readiness certificate, the [HiSet high school equivalency exam](#), as well as adult classes in English as a Second Language and English Conversation.

Safety & Face Coverings. For everyone's health and safety, social distancing is in place and both library staff and customers are required to wear a face covering that fits over both nose and mouth at all times inside of our buildings. If you do not have a face covering, we will be happy you provide you with one. Thank you for adhering to these requirements as we work to keep each other safe. In addition, our 25 Library District branches continue to undergo enhanced cleanings and

LIBRARY DISTRICT PROGRAMS & SERVICES *Now Available*

- ✦ WiFi
- ✦ Computers
- ✦ Limited Tech Lab Use
- ✦ Browsing & Borrowing
- ✦ Meeting Room Rentals
- ✦ Study Rooms
- ✦ Art Galleries
- ✦ Magazine/Newspaper Browsing

LAS VEGAS LIGHTS LIBRARY CARD SET TO LAUNCH IN JUNE

- **Betsy Ward** worked with **Juanita Aiello** and Access Services Manager **Sufa Anderson** to finalize the launch of the official Las Vegas Lights library card beginning approximately June 1, to coincide with Summer Challenge. The Las Vegas Lights are one of this year's official sponsors and start their 2021 season in early May.
- **Betsy Ward** and **Juanita Aiello** continue to work with Las Vegas Lights Owner Brett Lashbrook, who is very enthusiastic about our new partnership. Mr. Lashbrook is providing the Library District with multiple prizes including Las Vegas Lights jerseys, souvenir scarves, and their Anytime Pass booklets, which contain 10 game tickets and discounts on food and parking at games.
- This will be a hybrid marketing campaign to combine the launch of the Las Vegas Lights library card with our Summer Challenge messaging.
- **Betsy Ward** worked with **Juanita Aiello** and **Cierra Pedro** to create a direct mail campaign that targets the growing Latinx demographic in the East Las Vegas, West Las Vegas, and Sunrise zip codes. There will be approximately 30,000 oversized postcards sent out starting June 1.
- In addition to the oversized postcard, signage will be created for all branches in advance of the card launch including:
 - Desk signage
 - Exterior banners
- The Las Vegas Lights card will also receive priority placement on the website homepage and audience browse pages starting approximately June 1.
- **Paula Loop** and **Ryan Simoneau** will schedule social media promotion and develop a planned giveaway to encourage library card sign-ups for the chance to win a Las Vegas Lights prize pack.
- The new library card is featured below:



FREE TO BE BRANDING CAMPAIGN UPDATE

- **Betsy Ward** presented the proposed Free to Be branding campaign to Executive Director **Kelvin Watson** on Friday, April 30 to get his feedback and next steps. Attending this presentation were BAM staff **Juanita Aiello**, **Gene Kilchenko**, **Paula Loop**, **Cierra Pedro** and **Ryan Simoneau**.
- **BAM** will be incorporating Executive Director Kelvin Watson's feedback into a revised version.

COVID-19 ACTIVITIES

- **Ongoing Communications**
 - **Staff Communications:**
 - **BAM** is continuing to maintain the Staff Updates page on the website on behalf of the Administrative Team members. This dedicated page for all Library District staff serves as both an effective and efficient way for them to access important and time-sensitive information and announcements, either from home and while at work.
 - **Betsy Ward** worked with **Ryan Simoneau** on uploading the latest updates as those are 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 April 28, 2021 the page has received **39,142 Total Unique Page Views, with 789 Unique Page Views from March 1-31, a decrease of 26% over the previous month.** The decrease in visits can be attributed to District staff working at their respective branches and they are able to access their emails and Voyager to receive Library District updates. Staff have stayed on this page for an average **Dwell Time** of **over four minutes**.
 - **Public Communications:**
 - **Paula Loop** has continued to update the dedicated "COVID-19 Response" blog post on the website, which features an updated listing of free local and national resources. The blog launched on March 6, 2020 and through April 28, 2021 has compiled **14,336 Total Unique Page Views** and an **average Dwell Time** of **over two minutes**. This community resource blog will 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 of record that works with Google to manage our monthly grant and helps us to optimize designated "keywords" that are selected from Library District and Foundation priorities included onLVCCLD.org. This helps to increase our Google SEO and entices people to click on the District's Google AdWords campaigns when making relevant searches on Google that would incorporate the designated "keywords".

- **Betsy Ward, Ryan Simoneau, and Juanita Aiello** worked with Library District's attorney **Jerry Welt** to review the 2021-2022 contract renewal with NonProfit Megaphone which ended on April 6th. **Counsel Welt** approved the new contract on April 7th and the new Service Agreement was shared with Executive Director **Kelvin Watson** to sign along with NPM. The completed document was sent over on April 8th.
- **Betsy Ward and Ryan Simoneau** attended a Google Ads Fundamentals virtual workshop on Friday, April 9, 2021. This offered an overview of Google AdWords and why they are so important for brands to maximize their SEO placement so that more locals are able to find us when making relevant keyword searches.
- 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 (March – April 28):
 - Google Grant total spend for March 1-31 was \$6,311 (highest to date, which means our Google Ad campaigns are performing well).
 - Total spend through April 27 is \$11,932 (the average Google Grant monthly spend hovers around \$800 for most grantees).
 - 132 people were directed to the Art Galleries page.
 - 87 people were directed to the One Stop Career Center and Employ NV Business Hub pages.
 - 70 eCard applications right from clicking on one of our ads.
 - 48 people found the LVCCLD Foundation's Amazon Bookstore info page from our ads.
 - 47 people found our Free Tax Assistance page.
 - 29 people called our branches directly from one of our ads.
 - 26 people found our Vegas Golden Knights landing page from one of our ads.

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: Song and Dance; A Piano Concert with Gabriela Fahrenstiel, Duwayne Steele: Longevity, Patchouli & Terra Guitar perform The Landscape of Guitar, Hands On Painting teaching The Terra Guitar Painting Style, The Rat Pack - Illustrated Lecture by Dulais Rhys Ph. D, Splish Splash - The Music of Bobby Darin starring Ron Gartner, Duwayne Steele: Electric Medicine, No Limits, Jackson Rayne, Jonathan Karrant, Trinity Conservatory of Performing Arts: Resilience - We Rise, Voices of Women Series - Juneteenth, Honoring Harriet Tubman, Spanish 101: Conversations for English Speakers, Teen Diversity & Inclusion Book Club, A Tribute to the Ladies of Soul, Streetlight Cadence, Jennifer Singer, and Summer Challenge promotional materials.

PHOTOGRAPHY & VIDEOGRAPHY

- **Cierra Pedro** worked with **Ryan Simoneau** and **Betsy Ward** to stage a quick photoshoot of **Kelvin Watson** in the Windmill Library on March 25th with Vegas Strong Academy students.
- **Cierra Pedro** attended Clark County Commissioner meeting on April 6th to capture photos of **Kelvin Watson** giving a speech to the commissioners, and get photos of Kelvin and Trustee **Nathaniel Waugh** together.
- **Cierra Pedro** went to Enterprise Library on April 14th to photograph staff helping customers.
- **Cierra Pedro** joined Teen Services Department Head **Megan Nykodym** for an interview with Las Vegas Sun reporter and Kelvin Watson at Clark County Library on April 29th to photograph them.

- **Cierra Pedro** edited Valentine Vox: Ventriloquism (show at SW) video for Gallery Services.

WEBSITE, BACKEND UPDATES & ONGOING INITIATIVES

- **Priority topics that were promoted on the website homepage and browse pages included:**
 - Spotighting the Library District's free services & resources in celebration of National Library Week (April 4-10).
 - Promoting the April edition of Kelvin's Corner blog post, which can be viewed [HERE](#).
 - Sharing Nevada Humanities statewide "Nevada Reads" initiative by linking to the new blog post that **Paula Loop** created, which can be viewed [HERE](#).
 - The launch and availability of the monthly Vegas Golden Knights Limited Edition Collectible Player Bookmark which featured Defenseman Ryan Reaves in April.
 - Revised "Come In...We're Open" graphic that spotlights available services and enhanced cleaning.
 - Promoting the Library District is Here for Students with early open hours, free learning resources and tutoring.
 - Spotighting our One-Stop Career Centers and Business & Career Success landing page.
 - Digital eCard availability.
 - Extended 2021 Free Tax Assistance Program with AARP
 - Priority online resources and learning tools.
 - New Take & Make Kits availability across the Library District.
- **Ready for K landing page:** **Betsy Ward** and **Paula Loop** are working with Outreach and Youth Services to create a new Ready for K landing page as a learning resource for parents to get their children ready to enter school.
- **Teens Work! Landing page:** **Betsy Ward** and **Paula Loop** are working with Sunrise Library Youth Service Department Head **Natalia Tabusaura** and **Shana Harrington** on this new page that will be an employment guidance resource for teens based on the popular in-branch program at Sunrise Library. The draft page is currently being reviewed by Natalia and Shana.
- Media Coverage and press release pages were updated by **Gene Kilchenko** and **Ryan Simoneau**.
- **Gene Kilchenko** and **Ryan Simoneau** updated the backend of Voyager and the Staff Updates page to share all the latest 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 42 feedback emails through April 28th.
- **Ryan Simoneau** and **Paula Loop** worked with Head of Collection & Bibliographic Services **Rebecca Colbert** and the **Website Content Committee** to add 40 new staff lists to the website. These monthly submitted staff lists are rotated on the homepage, along with the different audience and format browse pages, as well as promoted on social media, to ensure that timely content is being shared with cardholders each week.
- The website has recorded **151,128 total library card registrations** as of April 28, an **increase of 2%** 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

Branding and Marketing Report

May 6, 2021

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- Top priorities in April were to promote the Library District's free services & resources in celebration of National Library Week (April 4-10) by linking back to the dedicated blog post on the website, Executive Director **Kelvin Watson's** new blog post, along with the monthly release of the 2021 Vegas Golden Knights Limited Edition Collectible Player Bookmarks which featured Defenseman Ryan Reaves.
- **BAM** helped support Nevada Humanities statewide "Nevada Reads" initiative by linking to the blog post that **Paula Loop** created which features the 2021 featured titles and links to check those out from the Library District catalog.
- Additional priorities included promoting the STEAM Carnival at East Las Vegas Library, staff lists and online resources in celebration of National Poetry Month, encouraging people to apply for the 2021 Nevada Poet Laureate position, signing up for the Fresh Picks Thrillers & Suspense eNewsletter which is overseen by the Electronic Resources team, sharing the Library District's extended Free Tax Assistance Program with AARP, 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 availability of the weekly Take & Make Kits that are available across the Library District, timely staff lists from the Website Content Committee; the Library District's digital eCard availability; along with continuing to spotlight the Library District's free online resources and learning tools.

CONTINUED TAKE & MAKE KITS PROMOTION

- **Paula Loop** and **Ryan Simoneau** have continued to update the website and schedule social media posts each week to promote all the different free Take & Make Kits that are offered at select branches across the Library District. These posts continue to receive positive user engagement from our followers.
- Library District branch staff submit their new Take & Make photos to **BAM** for sharing on social media, which also encourages more people to come visit our branches.
- Enterprise Library shared with us their special Earth Day Take and Make Kit which was timely and very well received on social media.
- Whitney Library's YPL Children's Department Head **Erin Collins** shared the following positive feedback with BAM: "Thank you so much for posting these and helping promote them on social media! We had several people come out for the llama craft and the plastic gobbling monster who told us they saw them on social media."



Ivccld



Ivccld Celebrate #EarthDay by picking up this fun #TakeAndMake Kit available at #EnterpriseLibrary (8310 S Las Vegas Blvd.) today starting at 11:30 a.m. 🌍! Stop by or call us at 702.507.3760 to schedule Curbside Pickup 🚚. #LibrariesDoThat

1w



Ivccld #grabandgo #thingstodo



Liked by darrenjohnsonart and others

7 DAYS AGO



Add a comment...



SOCIAL MEDIA HIGHLIGHTS

- Nevada Treasurer Zach Conine shared his virtual interview with **Kelvin Watson**.



Zach Conine  @ZConine · 29m

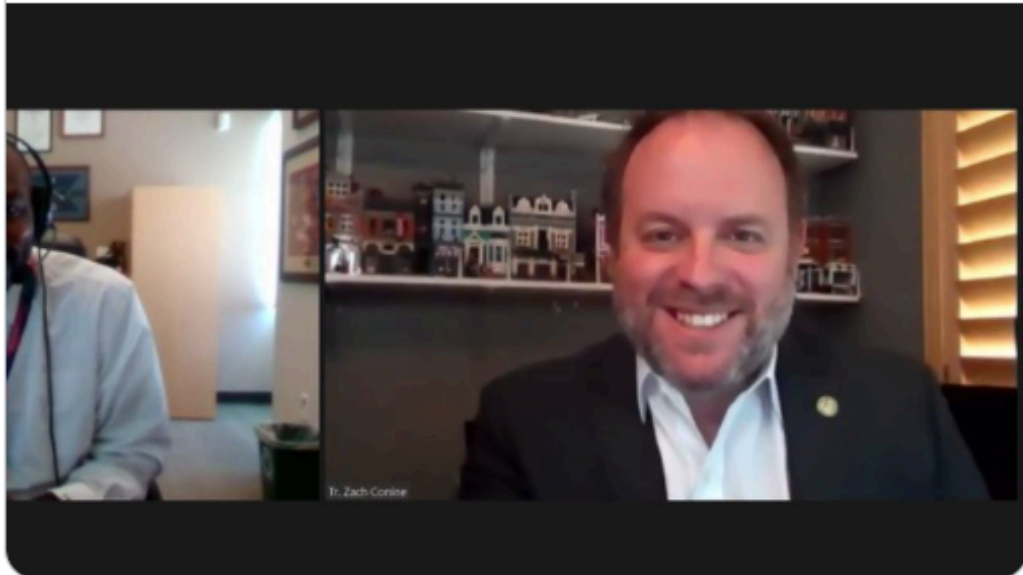
...

My favorite part of today's conversation with Kelvin Watson from the [@LVCCLD](#) was when he talked about the Library's true mission of 'inviting the uninvited' with a focus on creating the most equitable, inclusive and diverse institution they can.



Tya Mathis-Coleman @TyaMathis · 1h

@NVTreasurer hosted an awesome virtual conversation today with @ZConine and Kelvin Watson the new Executive Director of the @LVCCLD. Visit your local library TODAY for tools and resources to assist your family. 📚🎓👏



1



1





Nevada State Treasurer's Office ✓
@NVTreasurer



Join Treasurer [@ZConine](#), in a conversation with the newest Executive Director of the [@LVCCCLD](#), Kelvin Watson.

Learn about his tenure at [@BrowardLibrary](#) and why he's regarded as one of the most highly respected leaders in the library industry.

SIGN UP: bit.ly/2PJILYJ



8:36 AM · Apr 14, 2021 · Sprout Social

1 Retweet 3 Quote Tweets 4 Likes



Branding and Marketing Report

May 6, 2021

Page 20

- Clark County Commissioner (District A) Michael Naft tweeted his support for Executive Director **Kelvin Watson** and partnership with the Library District.



Branding and Marketing Report

May 6, 2021

Page 21

- We received some great user-generated content on social media as well in support of National Poetry, latest Vegas Golden Knights Collectible Bookmark, and our library cards.





woflorourc



Liked by lvccld

woflorourc Reaves up your @VegasGoldenKnights collection with the new bookmark holding little-known tidbits on the back, like Ryan liking the Matrix & Wedding Crashers 🕶 @LVCCLD #LoveVegas #LasVegas

17 minutes ago

LIBRARY DISTRICT'S TOP POSTS (MARCH 2021)

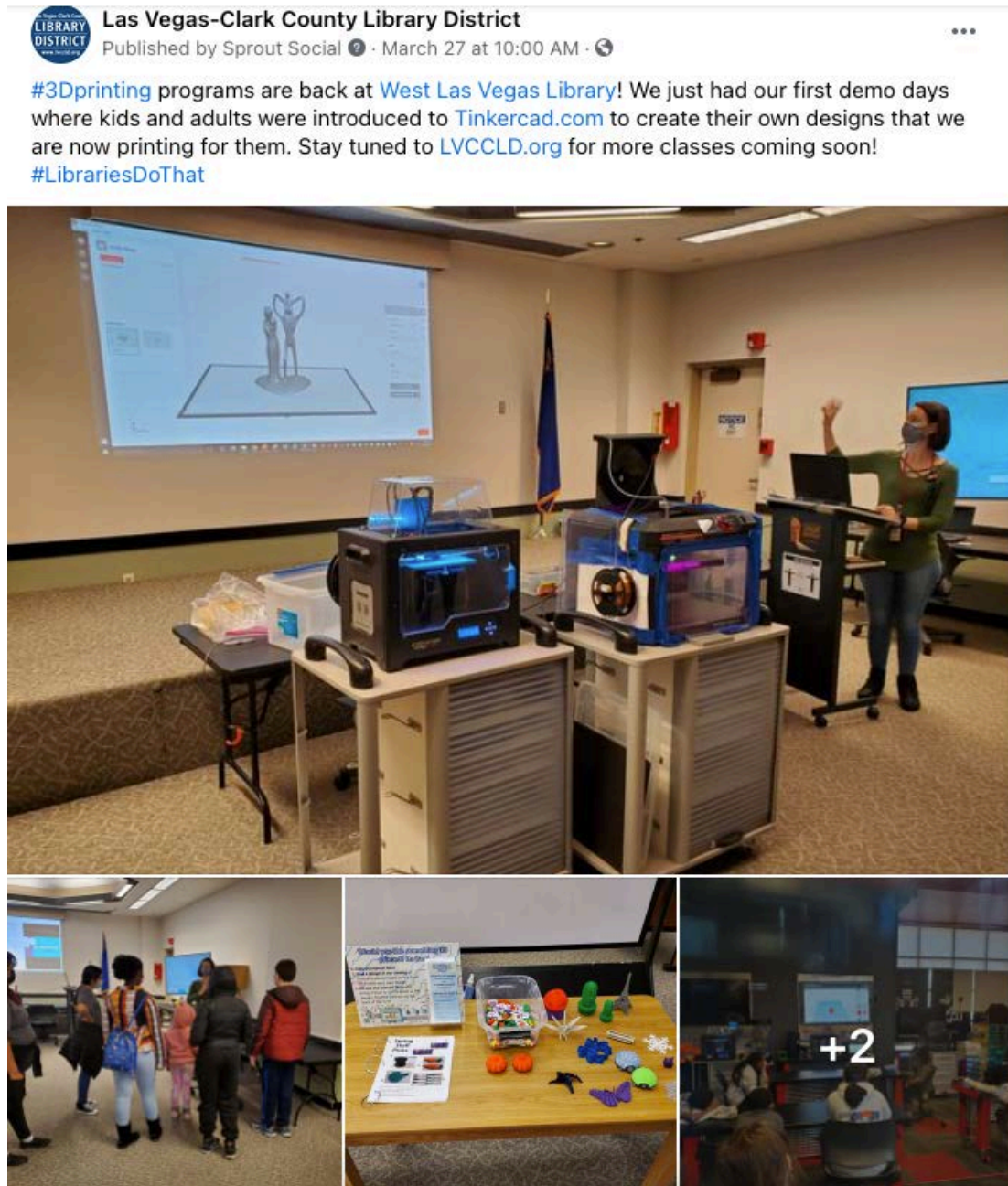
- **Facebook:**

The return of 3D printing programs at West Las Vegas Library was our top post on Facebook in March and we encouraged fans to visit LVCCLD.org to check out a full listing of more classes across the District.

Branding and Marketing Report

May 6, 2021

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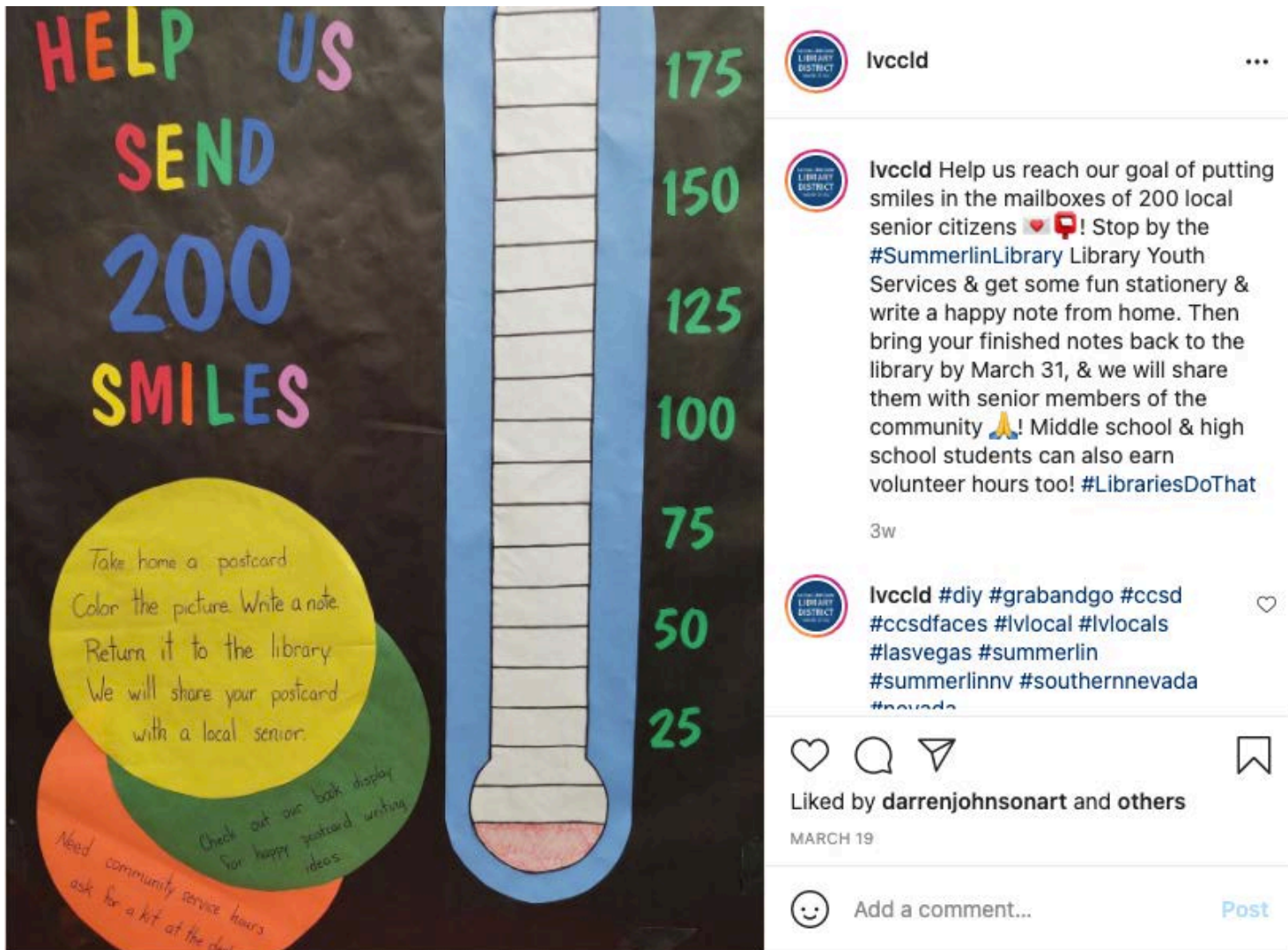


- **Twitter:**
Take & Make Kits continue to be a hit with our followers on social media and the Wandavision-themed kit and correlating library display at Windmill Library was very timely as the popular Disney+ series had just concluded.



- **Instagram:**

We shared Summerlin Library's wonderful initiative to collect customer-submitted notes to share with local senior citizens. BAM's social media posts helped Summerlin Library exceed their original goal of receiving 200 notes and the branch ended up sending out 257 notes.



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

- **Facebook:**

- LVCCLD Facebook Page Fans: 12,743 (+1%)
- Total Facebook Page Fans (across all LVCCLD branches): 41,246 (+1%)
- Total LVCCLD Facebook Impressions: 70,312 (+6%)
- Total LVCCLD Facebook Post Engagements: 1,976 (-33%)
- Total LVCCLD Facebook Link Clicks: 173 (+19%)

Notes: Total new fans, impressions and link clicks back to LVCCLD.org were up, but overall post engagement dipped slightly over the last month.

- **LVCCLD Twitter:**

- Followers: 3,604 (+1%)
- Total user engagements: 2,735 (+8%)
- Organic Impressions: 165,575 (-7%)
- Link clicks: 252 (+112%)

Notes: Both total new followers and user engagements increased over the last month. We also saw a significant spike in user link clicks, which is great to see as we use this social media platform to share links to priority landing pages on LVCCLD.org, as well as timely new staff lists.

- **LVCCLD Instagram:**

- Followers: 4,108 (+3%)
- Total user engagement: 2,204 (-4%)
- Total impressions: 76,967 (+24%)
- Top post engagement: 94 (-75%)
- Total likes received to posts: 2,012 (-4%)
- Total comments received to posts: 120 (+24%)
- Instagram Stories Impressions: 11,672 (+174%)

Notes: We received a spike in Instagram Story impressions, which is one of the primary places we use to post about current Library District priorities along with the weekly in-branch live entertainment offerings. Total new followers were also up, along with total comments to our posts, but total user engagement for the month dipped. The eventual return of virtual programming 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 that will create more user engagement.

- **YouTube:**

- Channel Subscribers: 987 (+2%)
- Total Impressions: 15,200 (+7%)
- Total Channel Watch Time: 32.3 (+14%)
- Average View Duration: 2min 20sec (+12%)

Notes: It is encouraging to see our monthly analytics increase from last month, and our analytics moving forward will be significantly higher on this social media platform once virtual programming resumes and we can share new content as YouTube's algorithm prioritizes new content.

- **Website Analytics (March 2021)**

- Page Views: 1,602,733 (+9%)
- Homepage Views: 317,797 (+11%)
- Total Visitors: 156,304 (+11%)
- Unique Visitors: 135,153 (+12%)
- Average Dwell Time: :57 (no change) 1:10 (+3 seconds on homepage)

Notes: With a full month in March, our key website analytics were back up.



MEMORANDUM

TO: Mr. Kelvin Watson, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: April 28, 2021

SUBJECT: Community Engagement Report, May 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 **March 1, 2021 – March 31, 2021**.

Trustee **Kelly Benavidez** and **Matt McNally** participated in the Esta En Tus Manos Taskforce meeting on March 2nd to better understand pandemic circumstances in Southern Nevada. Southern Nevada Health District Acting Chief Health Officer Dr. Fermin Leguen noted at the time that Covid-19 testing demand had decreased by 40% and the testing positivity rate dropped from 22% in December to 7.5% in March. Additional updates were provided from Clark County, Councilwoman Olivia Diaz, the Office of Governor Sisolak, Southern Nevada Health District, city of North Las Vegas, and the Nevada Attorney General.

Matt McNally met with Acting General Services Director **John Vino** and Acting Library Operations Director **Leo Segura** on March 3rd to discuss 2021-2022 supplemental budget requests and staff project requests.



Shana Harrington and **Matt McNally** met with Branding and Marketing Director **Betsy Ward, Juanita Aiello, Ryan Simoneau**, and **Paula Loop** on multiple occasions to develop materials promoting the *Summer Challenge*

2021 program. *Summer Challenge* is a summer reading and learning program designed to keep the minds of kids engaged while school is not in session. The theme of *Summer Challenge 2021* is to Power-Up Your Robot. By completing reading and learning activities throughout the summer, kids will advance through three levels of completion earning prizes along the way. Those interested in reading 30-minutes a day, every day, can further participate in the Super Reader challenge. All customer

progress is tracked through a printed log or online using the application, Beanstack. Promotional materials will highlight unique experiences, suggested learning activities, and ongoing library services and programs. Valued partners to help promote and program *Summer Challenge 2021* include: City of Las Vegas, Clark County School District, Get Outdoors Nevada, Las Vegas-Clark County Library District Foundation, Las Vegas Lights, University of Nevada Extension, Vegas Golden Knights, and Vegas PBS. The program will run May 15 through July 31.



Matt McNally and Programming Specialist **Gene Smith** participated in various planning meetings with Workforce Connections and the city of Las Vegas to host Councilwoman Victoria Seaman at the Sahara West Library on March 16th. The councilwoman led a small business event for local businesses with presentations by the Employ NV Business Hub, Small Business Administration, Procurement Technical Assistance Center, and the city of Las Vegas economic development team. Customers were also offered



personal tours of the Employ NV Business Hub to better understand the free services available.

Executive Director **Kelvin Watson**, **Matt McNally**, and Information and Technology Director **Al Prendergast** met with representatives from the Regional Transportation Commission on March 24th to discuss partnership opportunities including marketing library services and integrating pop-up libraries on to busses. Both organizations are further exploring each opportunity.

Matt McNally met with Abigail Swindergal from Pima Medical Institute on March 26th. Partnership discussions ensued about developing programming and training for Library District staff by utilizing the talents of students under the mentorship of instructors in the occupational therapy program. The partnership intends to better serve adult library customers with disabilities and sensory needs, and provide real-life career applicable experience for students in the occupational therapy assistant program.

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 March, four test-takers were assessed. Test administrations are offered monthly.

High School Equivalency	March 2021	FY '20-'21 YTD
Test Takers	4	42
Tests Administered	8	111
Tests Passed	7	90
HSE Certificates Earned	1	16

The Career Online High School (COHS) program is offered to students interested in earning an accredited high school diploma. Interested candidates must first complete a self-assessment, and then start and complete their first semester course in a chosen career track within a two-week period. Upon successfully completing the prerequisite course, candidates are contacted for an in-person interview and reading assessment. Student funds to continue the program are granted upon the student earning a successful reading level and demonstrating commitment to the program. If advanced, students are required to complete their next two semesters in 30 days. If a student does not meet this benchmark, a student's scholarship is canceled. Three students graduated in March. Two of the three graduates participated in the April COHS graduation ceremony.

Career Online High School	March 2021	FY '20-'21 YTD	Since Inception Dec '17
Completed Self-Assessment	35	407	1,406
Completed Prerequisite Course	3	58	393
Approved Scholarship	2	40	163
Graduates	3	27	68

Literacy Services engages in partnership 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. The Adult Learning Program's one remaining student in TISOH is progressing well, earning a 97.65% overall grade on her March progress report.

NV-ACE Pilot	March 2021	FY '20-'21 YTD
TISOH Enrollment (HOC)	1	9
Certificate Completers	0	4

Literacy Services post-tested Cycle III students and began pretesting students for Cycle IV. In Cycle III, eleven virtual classes and eighteen in-person classes were offered. Federal reporting measures through Cycle III showed Adult Learning Program results with an 80% retention rate and an overall measureable skill gain (MSG) of 49.8%. The State's negotiated target for retention is 70% and target for MSG is 43%. The Library District is exceeding expectations. During the quarterly meeting for Adult Basic Education directors on March 16th, the Adult Learning Program was recognized for the highest performance measures of all seven programs in Nevada.

Two students enrolled in Cycle III classes are a married Russian couple. She attended the Clark County Library morning beginner class and he attended the Clark County Library morning intermediate class. Both are performers and worked for a

small entertainment acrobatic show on the strip. They also have a little girl, so they worked at night, and came to classes at opposite times in order to take care of their daughter. Both of them earned level gains and improved their English significantly during Cycle III. Because of their amazing acrobatic talent, they were recently invited to compete on America's Got Talent and are now preparing for the competition.

Literacy Services; In-Person	Classes March 2021	Enrollment/ Attendance March 2021	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	19	200	950
Adult Basic Education*	3	26	31
Conversation Workshop	4	31	417
One-Stop Tutoring	---	---	---
Literacy Open Labs	---	84	330
*Includes HSE Students with 12 hours instruction			

Literacy Services; Virtual	Classes March 2021	Enrollment/ Attendance March 2021	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	7	133	699
Adult Basic Education	1	15	31
Citizenship Class	1	2	15

GALLERY SERVICES

New Exhibit Installations

Old Europe Today: A Photographic Perspective

Stuart Goldschen, Spring Valley Library, 3/1/21 – 4/25/21

Focus on Nevada Photo Showcase

Desert Companion, West Charleston Library, 3/4/21 – 7/13/21

Stories without Words

Joseph Watson, Sahara West Library, 3/12/21 – 5/22/21
(Image; Right)

EYESCAPES

Hank Schoepp, Sahara West Library, 3/16/21 – 6/13/21

Positive Vibes

Las Vegas Artists' Guild, Sahara West Library, 3/18/21 – 5/22/21

Still Here Now

Nevada Arts Council, Enterprise Library, 3/24/21 – 5/17/21



Landscape of Guitar

Bruce Hecksel, Summerlin Library, 3/25/21 – 5/16/21

All Are Welcome

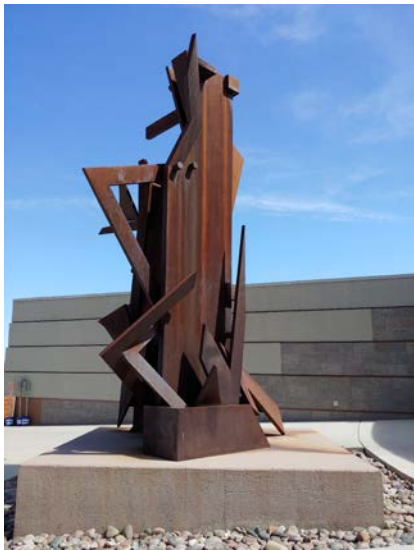
University of Nevada, Las Vegas students, Clark County Library, 3/30/21 – 5/25/21

Events

Programs; Virtual	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Gallery Tours	0	0	16	1,104
Live Stream	0	0	8	245

Highlights

On March 19th, Gallery Services Manager **Darren Johnson** attended an artist talk at the Marjorie Barrick Museum of Art at UNLV. The talk by Gig Depio provided guests with insight into the artist's painting and drawing exhibit titled, *Rebuilders*.



2020.

Digital Content Manager **Ryan Simoneau** and Senior Digital Projects Associate **Paula Loop** expedited social media posts honoring Rita Deanin Abbey who passed away on March 20, 2021. Deanin Abbey created *Spirit Tower*, the 11-ton, 20 ft. steel sculpture located at the Summerlin Library. The sculpture is one of the most well-known examples of Deanin Abbey's artwork in Las Vegas. She was a prolific artist, author, and Emeritus Professor of Art at UNLV. (Image; Left)

On March 27th, **Darren Johnson** joined the opening reception at Test Site Projects for *What Seems Like Forever* by artists John McVay, Emily Sarten, Aaron Cowan, Keeva Lough, Erin Drew, and Laurence Reese. This local group of artists previously exhibited at the Sahara West Library in the fall of

OUTREACH SERVICES

Outreach Specialist **Andrew Brannon** shared Library District digital resources with 114 students at Canarelli Middle School on March 3rd.

Outreach Services engages in partnership with the Clark County School District Professionals and Youth Building a Commitment (CCSD PAYBAC) program. The objective of the program encourages youth to stay in school and graduate. Guest speakers emphasize the importance of education and the development of job-keeping skills needed to succeed. Outreach Specialist **Sylvia Riesselmann** shared career and life experiences, the benefits of education, and Library District resources

for limitless learning with 87 middle school students during two presentations to Jerome Mack Middle School on March 9th, and Lied STEM Academy on March 16th. Student comments from the PAYBAC visits included:

"I really like today cause now I might know what my future will be."

"Thank you for giving me more career ideas."

"I was thinking about dropping out of high school. But when you came and told us how hard life was without education, I change my mind."

On March 7th and 14th, **Sylvia Riesselmann** facilitated two *Spanish 101* conversation classes for 20 adult learners. As part of an ongoing series, the workshop is designed to enhance the communication and community service skills of Library District staff who work with our Spanish speaking community.

Outreach Services Manager **Glenda Billingsley** facilitated four professional development sessions for 16 program leaders from March 22-March 25 in partnership with the City of Las Vegas, Communities in Schools (CIS) division. The workshop series is based on *Mind in the Making*, the award winning book written by Ellen Galinsky and her two decades of scientific research on strategies for enhancing executive function skills in adults and children.

Outreach Specialists **Nina Guevara** and **Andrew Brannon** conducted 16 after-school STEAM visits to Vegas Strong Academy (VSA) distance learning partnership sites at Clark County, East Las Vegas, West Las Vegas, and Windmill libraries. These programs, conducted in partnership with the city of Las Vegas, drew 274 child participants to afternoon programs. To show their appreciation, VSA staff and students created banners and drawings to thank Library District staff (Image; Right).

Outreach Education Coordinator **Kelly May** presented eight professional development sessions for 195 CCSD and Nye County Schools early childhood educators during five sessions throughout the month. Topics included: Effective Communication for Adults; The Growing Brain; Mind in the Making; Communication; Be Kind Diversity and Unconscious Bias; and Transitions are Learning Moments.



Outreach Specialists **Jeremy Klewicki** and **Nina Guevara** created *Cup Tower!*, a parent/child activity video promoting VROOM. VROOM is a partner of the Library District's and provides parenting tips and educational resources which emphasize the importance of caregiver-child interactions and engagement. The video was shared during a virtual live family engagement session for 20 families at Denver Colorado's Parent Possible organization on March 6th.

During an ongoing STEAM community learning partnership with YMCA Durango Hills, **Jeremy Klewicki** facilitated five Adobe workshops educating 16 school-aged children to create and draw their own original graphic designs.

Limitless Learning; In-Person	Programs	Attendance
Pre-school Storytimes	6	122
Elementary School Programs	16	274
Middle School Programs	5	16

Limitless Learning; Virtual Live	Programs	Attendance
Pre-school Storytimes	18	485
Elementary School Programs	2	32
Middle School Programs	5	201
Family Programs	1	42
Adult Programs	16	260

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	0	212
Elementary School Programs	0	0	0	91

Circulation	Visits	Circulation	Attendance
Homebound Services	---	2,059	---

PROGRAMMING AND VENUES SERVICES (PVS)

Programming and Venues Services conducted 557 programs for 6,967 library customers during the month of March. Of these programs, eight were diversity events impacting 349 library customers. Additionally, staff connected customers to 91 virtual programs conducted by Library District partners. PVS offered adult and family programs that specifically impacted customers in regards to Vision 2020 strategic initiatives:

Programs; In-Person	Programs	Attendance
Limitless Learning	153	2,703
Business and Career Success	18	119
Government and Social Services	67	1,835
Community and Culture	41	845
Other	278	1,465

Programs; Virtual	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	42	849
Business and Career Success	0	0	4	135
Government and Social Services	0	0	0	0
Community and Culture	0	0	103	3,073

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	557	2,380
Rentals	48	160
Staff	34	192

PVS provided technical support for 55 Library District programs and two rental events totaling 350.25 event hours. Additionally, PVS provided technical support for 12 occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 31-day period with no holidays was 1,122 hours and included 100 technician assignments. The ability to request technicians was closed to scheduling staff for 19 days since peak technician availability was reached.

Major Programming Highlights

Voices of Women; Women with Drive, in partnership with Vegas City Opera



On March 13th in celebration of Woman's History Month, the Summerlin Library presented Vegas City Opera's *Women with Drive*. This program is part of an ongoing *Voices of Women* series. Ms. Gerri Schroder, Senior District Representative from U.S. Congresswoman Suzie Lee's office joined the program to introduce the show and enjoy the performance along with 66 enthusiastic opera lovers. The show honored famous women with drive through storytelling, multimedia, and operatic song. The cast closed the show with a tribute to Ruth Bader Ginsburg singing a Leonard Bernstein classic, "Take Care of This House." The

encore was a tribute to Kamala Harris, first female African and Asian American Vice-President. (Image; Above)

Acoustic Eidolon

On March 20th, Acoustic Eidolon, comprised of a husband and wife duo, performed both cover and original songs for an audience of 48 customers at the West Charleston Library. The program offered beautiful sounds of the guitar and cello duo, and equally excited many customers to be back at the library for live music. Numerous customers commented that they were thrilled to be back and await more programs. (Image; Right)



I and You in partnership with A Public Fit Theatre Company

Members of A Public Fit Theatre Company returned to the Clark County Library on March 26th with performances of Lauren Gunderson's *I and You*, an ode to youth, life, love, poetry, and human connectedness to an audience of 53 people. The two person show was selected and staged specifically to comply with Covid-19 restrictions. Many audience members mentioned the excitement of seeing their first theatrical performance in more than a year and how secure they felt in attending our program due to the safety precautions implemented by the Library District.

UNLV Jazz, the Geri Allen Quartet

On March 28th, in celebration of Woman's History Month, the Summerlin Library presented the first outdoor event (in a series of seven) to an appreciative jazz loving audience of 109 customers on the Summerlin Library large outdoor patio. The 75-minute concert featured professional musicians from the UNLV Jazz department run by Dave Loeb. The female quartet of Molly Redfield, Jesse Rosenberg, Amy Crosley, and Lara Vivien Smith were a fabulous demonstration of the unique energy and sound quality created by an all-female group. It was the perfect way to celebrate spring at the Summerlin Library! (Image; Right)



Major Department Highlights

Preregistration for Large Programming Events

The Library District's meeting rooms and performing arts centers are currently operating at 50% capacity while maintaining social distancing in accordance with emergency state-wide Covid-19 directives. Due to these capacity limits, staff began offering customers the option to pre-register for select programs that may reach capacity. This provides customers who pre-register the piece-of-mind knowing that a seat will be held for them before venturing to the library. For events that reach pre-registration capacity, staff offer customers the option to sign up for a waitlist. The waitlist is then used to fill unoccupied seats of pre-registrants who may not show up for the program. Staff are also using the opportunity to better connect with customers and inform them of other programs which could be of interest.

Communico

The Library District extended an expiring contract with Communico, LLC through June 30, 2022 to continue usage of the reservation booking system for meeting rooms, performing arts centers, and other library locations/services that can be publically reserved. The annual license fee for the platform is \$32,000 and includes two modules: Create and Reserve. The Communico platform was initially launched in October 2019. The platform provides customers with detailed information about public rental spaces in a very user-friendly way that allows for great pictures of each space and includes an e-commerce option for customer payments. Customers can use Communico to book meeting rooms up to six months in advance using a credit or debit card. The system also includes a staff portal that allows Library District staff to book venues for programming events and staff meetings. Since the initial launch, the Library District has processed over 2,600 customer reservation requests equaling \$90,360 in credit card rental charges. Having the Reserve module proved instrumental to PVS staff's task of canceling and refunding room rental fees during the Covid-19 facility closures in 2020.

YOUTH SERVICES

Youth Services conducted 706 programs for 13,835 library customers during the month of March. Of these programs, 6 were diversity events impacting 135 library

customers. Additionally, staff connected customers to 8 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	578	12,672
Business and Career Success	8	29
Government and Social Services	111	799
Community and Culture	9	335

Programs; Virtual	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	468	29,471

District-Wide Programming Highlights

Nevada Partnership for Homeless Youth (NPHY)

Matt McNally and Youth Services Manager **Shana Harrington** participated in multiple planning meetings with staff from Nevada Partnership for Homeless Youth. **Shana** and NPHY Outreach Coordinator Clinton House Jr. also conducted four virtual annual refresher trainings with 82 Library District staff to educate our leaders about the Safe Place program and the Library District's staff role in providing service. NPHY provides guaranteed maximum response times of 45-minutes to urban Library District facilities and 150-minutes to outlying libraries, in order to assist youth-in-crisis seeking shelter, food, security, and other basic needs. This partnership is available at all 25 library locations. The 8.5-minute video below further helps explain the program and is slightly representative of the type of staff training administered:

<https://www.youtube.com/watch?v=gYgySCzIJ94>

Youth Services Administration also coordinated the distribution of approximately 400 personal hygiene kits for teens to eight different library branches. These in-kind contributions were delivered to the Windmill Service Center by NPHY and later distributed to locations in need. (Image; Right)



Pollinator Kits

In partnership with Get Outdoors Nevada, pollinator kits were distributed as take-and-make programs to interested youth customers. The kits were immensely popular. Youth Services Administration coordinated with Get Outdoors Nevada to distribute 450 kits to nine library branches. These branch locations were chosen for the high population of youth who may not have equitable access to green spaces. All kits were taken by customers in less than a week. Get Outdoors Nevada is already planning a new kit for the summer, as well as two in-person programs scheduled for Sunrise and West Charleston libraries. (Images; Below)



Summer Challenge 2021

Summer Challenge 2021 begins May 15 and will operate through July 31! This summer learning program encourages babies, toddlers, preschoolers, school-age children, and teens to participate in fun, engaging reading and learning activities at their local libraries, online, and at home all summer long. Youth Services Administration will celebrate the launch of the initiative this year by hosting a big kickoff event at the East Las Vegas Library from 11:00am to 1:30pm on May 15. It will feature a DJ, a food truck, giveaways secured by the Branding and Marketing department, partnership tables, STEAM activities, balloon artists, and other engaging activities. Families with children will be encouraged to sign-up for the Summer Challenge and library cards at the event.

...

ITEM VI.A.2.b.



MEMORANDUM

TO: Mr. Kelvin Watson, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: April 28, 2021

SUBJECT: Literacy Services

In response to a request for further information regarding the Library District's Literacy Services department, a summary is provided below:

Adult literacy classes were first offered to the public through the Las Vegas-Clark County Library District over 20 years ago. The program began with a matching grant and was implemented using the brand acronym CALL (Computer Assisted Learning in Libraries). The acronym was later rebranded to Community Adult Learning in Libraries as certain services evolved. Today, services are known to customers as the Adult Learning Program (ALP). The Library District's ALP is the most successful of seven adult literacy programs operating in the State of Nevada.

The State of Nevada's negotiated target for student retention is 70%, and measureable skill gains is 43%. Federal reporting measurements recently showed Las Vegas-Clark County Library District student results with an 80% retention rate and 49.8% measureable skill gain. This is largely in part due to our Library District staff, instructors, and the service model of the department.

The Clark County and East Las Vegas libraries operate as main sites for the program with dedicated classrooms, study rooms, workspaces, and a computer lab. All services are free of charge. Some services require students to complete pre-requisite testing and/or registration.

The Adult Learning Program offers the public seven main services:

- **English as a Second Language (ESL)** – English classes designed for non-native English speakers who are seeking employment opportunities and wish to improve their English skills in listening, speaking, reading, and writing.
- **Adult Basic Education (ABE)** –Education classes for adults over the age of 17; those who do not have a high school diploma; individuals reading below the 8th grade level; or for those who want to learn English as a second language.
- **Career Online High School (COHS)** –A nationally accredited high school diploma program for students who have typically earned most of their core credits, but have not earned their high school diploma. Candidates seeking this self-paced learning opportunity must first complete a self-assessment and a pre-requisite first semester course in two weeks. Scholarships are awarded for students who complete an interview, reading assessment, achieve reading level gains, and demonstrate

commitment to the program. Completion of subsequent semester classes are expected in 30 days. Student success is celebrated bi-annually with graduation ceremonies. Literacy Services staff work one-on-one with students to gain literacy skills, transition to career training, and provide assistance to access career opportunities.

- **High School Equivalency (HSE)** – HSE preparation is offered through in-person tutoring and classes, and the online educational software, Aztec. Literacy Services administers the HiSET assessment monthly for anyone interested in earning a High School Equivalency certificate.
- **Integrated Education and Training (IET)** – In partnership with The International School of Hospitality (TISOH), eligible ALP students can earn a career certificate in the hospitality industry. ALP students are provided supplemental educational support by an ALP instructor. The career certificate is widely accepted by employers looking for individuals with qualifying skills.
- **Citizenship** – Six-week citizenship test preparation classes are available to immigrants seeking U.S. citizenship.
- **Work Keys Assessment** – Student assessments are administered to measure interests, values, and behaviors that can lead to greater job satisfaction. As a WIOA Title II funded program, content related to workforce readiness is a mandated component of education providers. ALP instructors embed workforce skills into instruction. Students are enrolled in ACT's Work Keys curriculum and Literacy Services administers the assessments which result in a National Career Readiness Certificate (NCRC). The Clark County Workforce system has been identified as a Work Ready Community, determined by the number of the Clark County residents who have earned a NCRC, and employers who recognize the NCRC as part of their hiring process.

The department is funded jointly between the Las Vegas-Clark County Library District and grant funding received from the Nevada Department of Education; Office of Career, Technical, and Adult Education under Title II of the Workforce Innovation and Opportunity Act (WIOA). Funds are allocated for salaries, benefits, and services & supplies. In fiscal year 2021, the Library District's commitment for budgeted expenditures is \$378,862. Grant funded budgeted expenditures are \$783,441. The department is operated by 11 staff (8.00 Full-Time Equivalency staff) to accomplish department objectives under the leadership of Literacy Services Manager **Jill Hersha**.

As a Title II Adult Education and Family Literacy Act (AEFLA) funded program, Literacy Services has to meet WIOA National Reporting System (NRS) performance measurements to maintain grant funding. These measurements include recording retention, measureable skill gains, certificate attainment, employment, and earnings of exited students. Literacy Services typically offers four 6-week class cycles each fiscal year including 25-30 ESL classes, 3 ABE classes, and 2 HSE classes, in addition to the other adult secondary education services noted above. Each class cycle typically enrolls 550-600 customers (300-350 customers during pandemic times for social distancing). Approximately 90% of enrollment is for ESL classes.

Daily learning lessons are provided by contracted instructors and supported through online educational resources, curriculum, and tutoring. ALP currently uses Cengage/National Geographic Stand Out ESL curriculum, which is highly engaging for students by utilizing National Geographic videos and content, as well as TED Talks. Students also have access to Burlington English, an online educational curriculum and software to reinforce listening, speaking, and comprehension skills.

Participants in WIOA funded programs are provided support, education, and training, allowing them access to a career pathway leading to family sustaining income. Title II assists with

closing the educational gaps of participants while concurrently providing workplace skills and career training. ALP also assists participants to access additional career training as they obtain necessary language and literacy skills, and transition out of their need for educational support.

Staff attend numerous professional development opportunities throughout the year to satisfy State of Nevada requirements, stay abreast of legislative changes and federal mandates, and strengthen services by learning and implementing best practices. These conferences and training opportunities include: Commission on Adult Basic Education (COABE); Mountain Plains Adult Education Association (MPAEA); State of Nevada Adult Education Association; software systems training for CASAS and LACES regarding national grant reporting requirements; and educational software training for Burlington English and Aztec Software.

The learning spaces at the Clark County and East Las Vegas libraries are uniquely designed to promote the close partnership with other WIOA funded partners. Adjacent One-Stop Career Centers at both locations, operated in partnership with Workforce Connections, offer a variety of services under WIOA's 17 mandated partners to assist with employment. Referrals between different titles of service can be made with greater ease. In addition to Literacy Services operating at these designated locations, the department utilizes Library District meeting room spaces and conducts outreach to community centers providing a broader footprint of service.

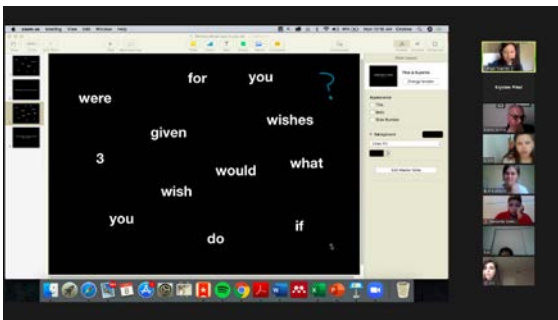
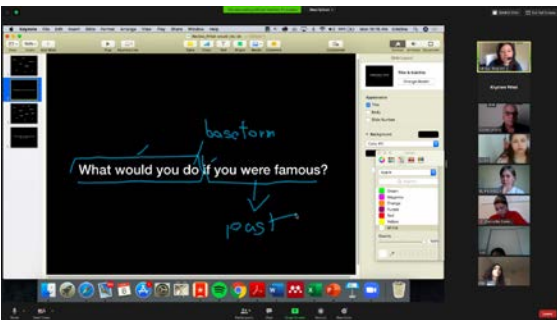
Currently, classes are provided at the Clark County, East Las Vegas, Rainbow, Sahara West, West Charleston, Whitney, and Windmill libraries in addition to the East Las Vegas Community Center. Prior to the pandemic, classes were also offered at the Sunrise and West Las Vegas libraries, and the Bob Price and Cambridge Community Centers. Services are currently suspended at these four locations due to social distancing requirements and facility closures, but the ALP expects services to resume at these locations in the near future.

Pandemic mitigation efforts have also prompted the Library District to offer student learning programs virtually via Zoom.

Fiscal year 2021-22 Cycle I classes will begin on July 26, 2021. **Registration for classes opens on June 1, 2021.** Registration is completed online and can be accessed at <https://lvccld.org/adult-learning/learn-english/>. Additional assistance with registration can be obtained in person at Clark County and East Las Vegas libraries or by calling 702-507-3446. Updated information can be found through the Library District's Adult Learning Program webpage: <https://lvccld.org/adult-learning/>.

Photos of the Adult Learning Program are shown below:







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Monthly Statistics
Year over Year
March 2020/ March 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	22	15	-7	-32%	364	115	-249	-68%	618	1,465	847	137%	10,712	9,789	-923	-9%
	Clark County	36	20	-16	-44%	534	122	-412	-77%	298	939	641	215%	23,004	3,295	-19,709	-86%
	Clark County BBTC	0	73	73	N/A	1,291	853	-438	-34%	0	604	604	N/A	19,367	9,066	-10,301	-53%
	Enterprise	34	69	35	103%	416	361	-55	-13%	591	1,114	523	88%	6,888	6,979	91	1%
	East Las Vegas	27	14	-13	-48%	355	99	-256	-72%	336	347	11	3%	5,708	2,563	-3,145	-55%
	Meadows	0	13	13	N/A	4	67	63	1575%	0	128	128	N/A	110	543	433	394%
	Rainbow	37	30	-7	-19%	535	193	-342	-64%	905	649	-256	-28%	19,158	4,395	-14,763	-77%
	Sahara West	39	38	-1	-3%	532	288	-244	-46%	775	462	-313	-40%	15,082	4,479	-10,603	-70%
	Spring Valley	42	68	26	62%	649	650	1	0%	1,087	1,929	842	77%	18,879	16,078	-2,801	-15%
	Summerlin	24	70	46	192%	374	473	99	26%	776	1,653	877	113%	17,410	13,572	-3,838	-22%
	Sunrise	23	47	24	104%	431	434	3	1%	302	713	411	136%	8,264	5,933	-2,331	-28%
	West Charleston	15	31	16	107%	243	150	-93	-38%	152	403	251	165%	3,670	2,200	-1,470	-40%
	West Las Vegas	12	51	39	325%	355	281	-74	-21%	92	513	421	458%	3,702	3,197	-505	-14%
	Whitney	38	18	-20	-53%	697	315	-382	-55%	1,249	693	-556	-45%	25,321	7,454	-17,867	-71%
	Windmill	22	10	-12	-55%	331	79	-252	-76%	430	763	333	77%	12,799	4,125	-8,674	-68%
	Urban Totals	371	567	196	53%	7,111	4,480	-2,631	-37%	7,611	12,375	4,764	63%	190,074	93,668	-96,406	-51%
Outlying Branches	Blue Diamond	0	2	2	N/A	33	10	-23	-70%	0	7	7	N/A	153	31	-122	-80%
	Bunkerville	0	3	3	N/A	9	16	7	78%	0	18	18	N/A	111	58	-53	-48%
	Goodsprings	0	0	0	N/A	2	0	-2	-100%	0	0	0	N/A	19	0	-19	-100%
	Indian Springs	28	22	-6	-21%	288	122	-166	-58%	195	188	-7	-4%	1,677	575	-1,102	-66%
	Laughlin	11	28	17	155%	162	120	-42	-26%	101	439	338	335%	2,856	1,927	-929	-33%
	Mesquite	16	50	34	213%	469	306	-163	-35%	414	474	60	14%	8,676	3,720	-4,956	-57%
	Moapa Town	14	7	-7	-50%	154	62	-92	-60%	596	47	-549	-92%	1,776	165	-1,611	-91%
	Moapa Valley	9	0	-9	-100%	197	0	-197	-100%	147	0	-147	-100%	3,195	0	-3,195	-100%
	Mt. Charleston	0	3	3	N/A	0	10	10	N/A	0	13	13	N/A	0	49	49	N/A
	Sandy Valley	0	0	0	N/A	26	0	-26	-100%	0	0	0	N/A	149	0	-149	-100%
	Searchlight	12	24	12	100%	222	139	-83	-37%	89	274	185	208%	2,115	1,683	-432	-20%
	Outlying Totals	90	139	49	54%	1,562	785	-777	-50%	1,542	1,460	-82	-5%	20,727	8,208	-12,519	-60%
Outreach	Outreach-Branch	69	7	-62	-90%	239	16	-223	-93%	5,102	1,258	-3,844	-75%	20,626	2,352	-18,274	-89%
	Outreach-Department	59	53	-6	-10%	705	351	-354	-50%	1,107	1,172	65	6%	27,918	9,906	-18,012	-65%
	Outreach-PVS	0	0	0	N/A	30	0	-30	-100%	0	0	0	N/A	1,550	0	-1,550	-100%
	Outreach-YS Admin.	5	0	-5	-100%	20	0	-20	-100%	227	0	-227	-100%	1,663	0	-1,663	-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	133	60	-73	-55%	994	367	-627	-63%	6,436	2,430	-4,006	-62%	51,757	12,258	-39,499	-76%
	Grand Totals	594	766	172	29%	9,667	5,632	-4,035	-42%	15,589	16,265	676	4%	262,558	114,134	-148,424	-57%

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

Monthly Statistics
Year over Year
March 2020/ March 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	3	6	3	100%	234	94	-140	-60%	20	87	67	335%	4,008	1,347	-2,661	-66%
	Clark County	37	155	118	319%	1,724	967	-757	-44%	2,808	1,224	-1,584	-56%	53,104	7,596	-45,508	-86%
	Enterprise	21	36	15	71%	440	112	-328	-75%	551	699	148	27%	10,235	1,807	-8,428	-82%
	East Las Vegas	18	122	104	578%	771	1,058	287	37%	1,218	675	-543	-45%	17,746	5,202	-12,544	-71%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	22	36	14	64%	393	158	-235	-60%	388	699	311	80%	6,836	2,746	-4,090	-60%
	Sahara West	44	32	-12	-27%	876	181	-695	-79%	708	461	-247	-35%	20,908	4,766	-16,142	-77%
	Spring Valley	13	26	13	100%	335	222	-113	-34%	99	265	166	168%	4,205	2,718	-1,487	-35%
	Summerlin	21	27	6	29%	397	165	-232	-58%	754	558	-196	-26%	30,779	3,236	-27,543	-89%
	Sunrise	10	15	5	50%	336	94	-242	-72%	569	159	-410	-72%	10,094	1,258	-8,836	-88%
	West Charleston	18	22	4	22%	434	152	-282	-65%	506	343	-163	-32%	9,368	1,509	-7,859	-84%
	West Las Vegas	43	30	-13	-30%	477	180	-297	-62%	164	490	326	199%	17,099	3,428	-13,671	-80%
	Whitney	22	21	-1	-5%	481	176	-305	-63%	608	163	-445	-73%	12,133	1,362	-10,771	-89%
	Windmill	23	53	30	130%	502	379	-123	-25%	2,159	1,390	-769	-36%	26,609	8,052	-18,557	-70%
	Urban Totals	295	581	286	97%	7,400	3,938	-3,462	-47%	10,552	7,213	-3,339	-32%	223,124	45,027	-178,097	-80%
Outlying Branches	Blue Diamond	1	0	-1	-100%	19	0	-19	-100%	16	0	-16	-100%	247	0	-247	-100%
	Bunkerville	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	29	0	-29	-100%
	Goodsprings	14	1	-13	-93%	81	24	-57	-70%	14	11	-3	-21%	160	52	-108	-68%
	Indian Springs	1	1	0	0%	15	1	-14	-93%	4	54	50	1250%	77	54	-23	-30%
	Laughlin	14	21	7	50%	231	140	-91	-39%	299	258	-41	-14%	3,671	5,193	1,522	41%
	Mesquite	22	52	30	136%	357	334	-23	-6%	200	405	205	103%	3,239	2,583	-656	-20%
	Moapa Town	0	0	0	N/A	3	4	1	33%	0	0	0	N/A	20	43	23	115%
	Moapa Valley	8	0	-8	-100%	187	0	-187	-100%	47	0	-47	-100%	770	0	-770	-100%
	Mt. Charleston	1	0	-1	-100%	24	3	-21	-88%	9	0	-9	-100%	440	9	-431	-98%
	Sandy Valley	0	0	0	N/A	10	0	-10	-100%	0	0	0	N/A	47	0	-47	-100%
	Searchlight	1	0	-1	-100%	21	9	-12	-57%	5	0	-5	-100%	159	54	-105	-66%
	Outlying Totals	62	75	13	21%	949	515	-434	-46%	594	728	134	23%	8,859	7,988	-871	-10%
Outreach	Outreach-Branch	3	3	0	0%	66	8	-58	-88%	58	32	-26	-45%	2,157	156	-2,001	-93%
	Outreach-Department	21	16	-5	-24%	252	105	-147	-58%	193	260	67	35%	3,986	3,591	-395	-10%
	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	24	19	-5	-21%	333	113	-220	-66%	251	292	41	16%	7,316	3,747	-3,569	-49%
	Grand Totals	381	675	294	77%	8,682	4,566	-4,116	-47%	11,397	8,233	-3,164	-28%	239,299	56,762	-182,537	-76%



ITEM VII.A.2.c.

MEMORANDUM

TO: Kelvin Watson, Executive Director

FROM: Danielle Patrick Milam, Director of Planning and Development

DATE: May 7, 2021

SUBJECT: Development and Planning Department Report, May 2021

Development and Planning Department Activities in April 2021

Grant Activities:

- The Library District received an award of \$74,960 for the project "Libraries as Partners in Child Care Sector Development" from the State Library, Archives, and Public Records. The State Library LSTA grant funds come through the Institute of Museum and Library Services which are dispersed to states based on population. The grant supports LVCCLD's Outreach Services department that will provide outreach to home-based child care providers including story times and early literacy collections; child care provider training on early childhood development; technology to facilitate use of virtual library programs, trainings, and collections; and small business development training to help stabilize and regenerate this child care sector that is critical to regional economic recovery. Partners for the grant include the Las Vegas Urban League, NV Office of Child Care Licensure (DHHS-DWSS), San Francisco Federal Reserve Bank, and Workforce Connections of Southern NV.
- The Library District also received an award of \$112,000 from the State Library unspent FY 2020-2021 LSTA grant funds to address "Evolving Needs" of the Library District in the wake of the COVID-19 pandemic. The Administrative Team is assembling a request to support several programs that enhance digital collections, databases, digital programs, and/or maker space equipment that connects youth with new workforce technologies.
- The Library District's Adult Learning Program received notice of FY 2021-2022 funding from the Nevada Department of Education's federal and state grant programs for adult education. The Library District received a total of \$890,330 which includes \$829,027 from federal sources and \$61,303 from state sources. The program is matched with \$196,200 from the Library District's General Fund. The Library District's Adult Learning Program has a focus on English language instruction and annually ranks high in state grant performance, with both high retention rates (students finish the class) and high advancement rates (students progress one academic level or more). The program offers free classes in four sessions a year and offered in multiple locations and times. The success and widespread popularity of the program is due to many layers of student support, including technology, WiFi, career coaching, workshops for math and writing,

experienced instructors, and an ALP staff that helps students navigate many challenges, including transportation, child care, and employment scheduling conflicts. The ADL grant merges U.S. Department of Education money for adult education with U.S. Department of Labor objectives of helping students get employed or workforce ready with gains in earnings as well as academic advancement. To that end, the program has been continuously evolving to give students the opportunity to take assessments, gain the National Career Readiness Certificate, obtain work experiences, and plan paths to post-secondary education or certification in fields of their choice.

- The LVCCLD Foundation received a \$25,000 grant from the Raiders Foundation to support the Teachers in the Libraries program that provides in-person tutoring by CCSD teachers free to local students at eight library locations. A *Las Vegas Review-Journal* article with quotes from Foundation President Keiba Crear is attached to this report. The Foundation was invited to join the other 22 grant recipients for an award ceremony at the Draft Party held at Allegiant Stadium on April 29th.
- Other grant activities included:
 - Helping United Way of Southern Nevada, another sponsor of Teachers in the Libraries, film tutoring activities at the Spring Valley branch library, including a fantastic interview with Youth Services Department Head **Juliette Loeb**. The video was shown at the Women United virtual event April 23, 2021, attended by Foundation staff. The department also submitted the third quarter grant report.
 - Met with DISCOVERY Children's Museum's Outreach Services Team to introduce them to the Cure4theKids education team to coordinate library card sign-ups and information about library services that include free passes to the museum. This is part of the work of the FY 2020-2021 LSTA project. Cure4theKids have now created a robust site under "Janie's Classroom" that includes information on library resources: <https://www.janiesclassroom.org/clark-county-library>
 - Submitted a grant proposal to the Wynn Employee Foundation for Teachers in the Libraries support.
 - Attended a briefing by the NV Energy Foundation on their new "Clean Energy" grant program.

Strategic Planning Activities:

- Convened a joint meeting with the cross-organizational strategic planning team that has been working since early 2019 on the next Library District strategic plan and the Administration Team. Planning team members provided the Administration Team with an overview on strategic plan work to date as well as perspectives on changing library roles, assets, and challenges that emerged during the COVID-19 pandemic. While strategic planning activities were put on hold briefly in 2020 to wait for the arrival of Executive Director **Kelvin Watson**, these planning efforts are now back in progress, refined as "PlayBook 2025."
- The Development and Planning Director participated in a capstone project presentation delivered by five UNLV Students in the Master's Program for Public Administration who developed surveys of LVCCLD staff, board, and community partners to evaluate the relevance and effectiveness of the current strategic plan, Vision 2020 (v.2020). This student evaluation provides a fresh perspective on Library District work. Student recommendations focused on the need for more marketing, continued work with

community partners, the need to develop tracking systems for program participation, and continued service improvements based on local service populations and community need. When asked what was surprising to them, the team, most of whom were native Las Vegas, said they were unaware of the vast array of resources, programs, technologies, and services offered by the Library District and were happy to work on the project as they feel the Library District offers immense public value and relevant services. Dr. Michael Gordon thanked the Library District for allowing the students access to organizational data and survey respondents.

Volunteer Program Activities:

- Volunteer Program Coordinator **Leslie Valdes** conducted trainings with branch youth and adult volunteer coordinators in order to bring back the District Volunteer Program in full May 1, 2020. Since March, 2020, the Volunteer Program had been restricted to the activation of a few volunteers running Library Foundation book stores and warehouse operations for online Amazon book sales. Given the hiatus of the program, there were many new staff that have joined the ranks of volunteer coordinators, including a former volunteer Danny Jacobs. Danny noted that it was "Funny how the tables have turned now that I'm a volunteer coordinator HAHA. I'll make sure to give it my all! I just got promoted to Multi-Services Librarian at West Las Vegas and it's all thanks to you." Volunteer coordinators help the District manage a corps of 350-450 active volunteers when the program is fully in operation.
- Leslie and Development Officer **Sherry Walker** reactivated the web-based services for volunteer and background check tracking that support the District's vast Volunteer Services Program. They also prepared letters of appreciation and gifts for Foundation book sales volunteers who have been active in FY 2020-2021, as part of National Volunteer Recognition month in April.

Close Out of Vegas Strong Academy:

- Worked with East Las Vegas Media Specialist **Alex Acosta de Leon** to finalize a video overview of the Vegas Strong Academy Program.
- Provided CCSD Partnership Office with write-up of Library District and Library Foundation roles in Vegas Strong Academy.

Foundation Activities:

- Met with Foundation President Keiba Crear on Foundation budget and organizational planning issues.
- Executive Director **Kelvin Watson** toured the Foundation book sales warehouse operations with Foundation Book Sales Manager **Leslie Valdes**. Ms. Valdes reports that online Amazon book sales are back up to pre-pandemic levels with record monthly sales in April of \$5,957. Branch book sales were also up to pre-pandemic levels (over \$16,203) with help from branches, including Enterprise Branch Manager **Marie Nicholl-Lynam** who has started pop-up sales of magazines, DVDs, and CDs from the abundant donations received at her branch. Every urban branch continues to see overwhelming donations of books and other materials that are driving the successful branch and online sales activities and revenues.

- At the April 2021 meeting of the Library District Board of Trustees the LVCCLD Foundation was asked to update the LVCCLD Board of Trustees on how LVCCLD Foundation board members are selected. Foundation President Keiba Crear was scheduled to address the Library District Board of Trustees at the May meeting but a health emergency has come up. Background on the issue is provided here in anticipation of having a presentation by President Crear to the Board of Trustees in June.

The Las Vegas-Clark County Library District Foundation, Inc. was incorporated on October 12, 2002. The LVCCLD Foundation is governed by By-Laws adopted in 2003, revised in 2010, and revised again in 2013. Selection of LVCCLD Foundation board members is described in Section 3. Qualifications, which states that:

Two (2) members of the Board of Directors shall, at all times, be appointed from the current membership of the Las Vegas-Clark County Library District Board of Trustees. If any member of the Board of Directors appointed from the Library District Board of Trustees dies, resigns, is removed, or ceases to be a member of the Library District Board of Trustees, the Library District Board of Trustees shall appoint a replacement to serve the remaining term of that member.

More specifically, the LVCCLD Trustees were interested in how LVCCLD Chair Felipe Ortiz was elected as a Director of the Foundation board in March, 2021. As the second term of LVCCLD Foundation Director Shannon-Bilbray Axelrod was complete, the Foundation Board of Directors unanimously elected Chair Ortiz as the second member appointed from the current membership of the Las Vegas-Clark County Library District Board of Trustees as part of Agenda Item X.

It has been the practice of the Foundation to appoint the Chair of the LVCCLD Board of Trustees when and if that Trustee is available and interested. In this case, Chair Ortiz had been actively working with the Foundation to plan the capital campaign since 2019, and accepted the invitation to serve on the Foundation Board of Directors.

Legislative Update:

- Prepared speaking points for testimony on AB 258 heard before the Senate Education Committee chaired by Senator Mo Denis on April 21, 2021.
- Worked with The Griffin Company lobbyists and General Services Director **John Vino** to provide input on SB 61 that revises provisions governing the program for the operation of vending facilities in public buildings by licensees who are blind.

Other Department Staff Activities:

- Attended webinar: Prejudice: Responding to Prejudicial Comments from Customers".
- Attended Donor Perfect two-day training on event planning.
- Attended Administration Team training by Nevada Ethics Commission.
- Attended Census Bureau training for Philanthropic and Non-Profit Organizations.
- Attended webinar "COVID and Beyond: The Next Chapter in Patron County Systems for Libraries.
- Attended webinar "How to Build Out Your Planned Giving Program: Data Segmentation, Marketing, and How to Talk to Donors About Legacy Gifts".

- Worked with NV State Treasurer's Office to secure a booth at Summer Reading Kickoff for College Savings Programs.
- Attended State Library Director Circle weekly conversation on American Relief Plan Act and Emergency Connectivity Fund.
- Attended webinar with American Library Association Deputy Director of Public Policy & Government Relations Gavin Baker on the Build America's Library Act and the Emergency Connectivity Fund.
- Arranged for meeting room use by a panel of UNLV students and Wells Fargo to provide a free webinar on financial literacy.
- Attended a virtual meeting with Urban Libraries Council Development Directors.
- Attended meeting with Adult Learning Program Manager **Jill Hersha**, Executive Director for the Governor's Office of Workforce Innovation Isla Young, and others on the proposed activities and goals of the of the SANDI grant received by the state to help displaced workers.
- Participated in the United Way of Southern Nevada's weekly Non-Profit Organization call to promote the partnership with the DISCOVERY Children's Museum and followed up with organizations interested in free museum passes.

Library district among Raiders' grant winners

Team license plates raise important funds

By Mick Akers
Las Vegas Review-Journal

Those Raiders Nevada license plates attached to vehicles in the Silver State aren't just for show, as a portion of the fees collected by the state goes to charitable causes.

The inaugural grant recipients from the Raiders Foundation were announced Wednesday, and included 23 local groups receiving community investment grants. Eligible nonprofits included those geared to growing the game of football, active duty and veteran military causes and youth development initiatives.

Raiders President Marc Badain said the foundation invited different community groups to apply for the grants. The hundreds of submissions were then whittled to the nearly two dozen chosen.

"Our people went through them and made sure the individual charity met the mission of the foundation and then we were able to grant contributions to 23 well-deserving nonprofits," Badain said. He declined to say how much the charities received.

Members from the chosen organizations were presented during the team's NFL draft party last week at Allegiant Stadium, which Badain said was a fun experience for them



Erik Verduzco Las Vegas Review-Journal file @Erik_Verduzco
Then-third grader Camille Jones has a nose for the ball at a Raiders' youth football camp in September 2018 at Robert Taylor Elementary School in Henderson.

and a way to alert the community to their causes.

"When we get involved it can certainly raise awareness to certain causes that are both deserving but maybe under the radar," Badain said. "When you can get the attention of the Raiders, you raise the awareness toward that cause and hopefully bring more support to that cause."

Through April, there are 20,500 active registrations of the Raiders license plate, according to the Nevada Department of Motor Vehicles. The Raiders Foundation receives

\$25 for each plate sold and \$20 from the annual registration renewal fee of each plate.

The team's legacy brick program at Allegiant Stadium is another funding mechanism for the foundation. Fans can purchase personalized bricks that are installed on the ground outside the stadium's main entrance in front of the Raider Image retail outlet.

Las Vegas-Clark County Library District Foundation President Keiba Crear said the grant her group received will allow it to continue investing in youth education initia-

tives.

"We're so thrilled to have the Raiders Foundation on the front line of this Teachers in Libraries project that spans across the Vegas Valley in eight library locations," Crear said in an email. "Odds are if you finish your homework you will finish school. The Teachers in Libraries program connects students with free, live CCSD teacher-tutors."

Crear said 98 percent of kids in the program finish their homework, with parents excited about the quiet time at home at the end of their day and their child's grades improving.

Pre-pandemic, the program saw over 2,000 students who attended 14,000 tutoring sessions, with 65 percent of those being math-related. Students were coming to the eight designated locations from more than 350 local schools. The library was able to keep live services even during the pandemic because the youths they assist often do not have internet access or devices at home.

"As the year progresses, we see the timid student enjoy greater confidence, love of learning and ultimately success in school," Crear said. "All families and students are welcome. Having the Raiders behind this homework help program will inspire so many local students — the coolness factor is incredible."

Contact Mick Akers at makers@reviewjournal.com or 702-387-2920. Follow @mickakers on Twitter.



ITEM VII.A.2.d.

MEMORANDUM

TO: Kelvin Watson, Executive Director

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

DATE: May 6, 2021

SUBJECT: Information Technology Report, May 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 April.

Community Engagement Support

IT Makerspace Support Specialist **Zach McKenzie** assisted Literary Services Manager **Jill Hersha** with developing the specifications, procurement, and configuration of a Macbook laptop for managing and updating the Literacy department's iPads.

Development and Planning Support

The District was informed by our E-Rate consultant, eRate 360 Solutions, LLC, that both of our applications were accepted and that we have a funding commitment for our applications from USAC. There was one minor adjustment that reduced our funding request by \$6,479.68 because the Category 1 requested service was ineligible for the program.

The IT department retrieved the printers that we deployed in support of the Vegas Strong Academies (VSA), except for the printer at the West Las Vegas Library which was repurposed for the Youth Services department. Acting Library Operations Director **Leo Segura** is currently working with his team to redistribute the VSA Chromebooks across the branches.

Financial Services Support

Assistant IT Director **Ron Melnar** worked with Financial Services and their support vendor to troubleshoot and resolve an application error on our accounts payable system.

General Services Support

The IT division coordinated with Safety Manager **Nicole Baker** for the application of the MicroShield 360 anti-bacterial surface treatment in the office spaces at the Windmill Service Center.

Human Resources (HR) Support

Assistant IT Director **Ron Melnar** and Systems and Network Supervisor **Gunnar Kim** worked with Kronos and HRIS Manager **Glodia Thomas** to complete the migration of our on-premise Kronos *Workforce Central* solution to Kronos' cloud-based *Workforce Ready* HR/Payroll system (UKG). The system went "live" on May 1st after Mr. Kim and the networking team visited each location and reconfigured the timeclocks to connect to the new system. Mr. Melnar installed and configured the software to allow Financial Services staff to print checks from the new UKG system and replaced the check-signature file to add Trustee Kelly Benavidez's signature. There are still a few outstanding items, such as migrating historical data, but the system is now in production.

Before the migration to UKG, Mr. Melnar worked with Ms. Thomas to install the Kronos 2021 First Quarter Legislative Update on the production *Workforce Central* HRIS systems to enable Financial Services to run needed reports. The development *Workforce Central* system was decommissioned and the production system will be retired after the historical data is migrated.

The IT Department relocated the computing equipment for several HR staff as the department was reorganized.

Library Operations Support

The District's total circulation for March was 754,482, 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 476,431 and e-media circulation was 278,051. A breakdown of the e-media circulation by format follows:

- E-Books - 133,371
- E-Audiobooks - 89,623
- Magazines - 13,861
- Music - 28,543
- Video - 12,653

Boulder City and North Las Vegas customers have access to the District's OverDrive e-media collection, and the North Las Vegas Library District's customers accounted for approximately 7.6% of our OverDrive circulation while the Boulder City Library District's customers accounted for approximately 1.8%.

CBS staff added 8,725 titles with 27,505 new items to the District's collection, while 15,324 items were withdrawn from the library catalog in March. Senior Cataloger **Monica Song** added 320 unique titles for the Boulder City Library District and 182 titles with 413 items for the North Las Vegas Library District to the catalog in March. Ms. Song also added 4,029 new Hoopla music records in 30 different languages, including 90 albums in Afrikaans, 422 in Spanish, and 48 in Asian languages, and 5,078 ISBN (the unique identification number used to identify a publication) updates

were sent 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 5,856 e-books and e-audiobooks to the collection and Ms. Song and Cataloger **Kevin Bowman** also added 157 Government Document records to the catalog.

Acquisitions Librarian **Heather Brooks** and Head of CBS **Rebecca Colbert** continue to work with Ingram's technical support and our ILS vendor, Innovative Interfaces Inc. to improve the online ordering process. Ingram Content Group, one of our secondary library materials vendor, is working on a solution that will allow us to input the call number into their iPage platform during the ordering process. We will be ready to test the shelf-ready ordering specifications after this is completed.

Adult Collection Development Librarian **Teresa Handleman** attended the Penguin Random House Spring Book and Author Festival. The virtual conference was a full day of author panels and book announcements and Ms. Handleman learned about some exciting titles that will be coming out in the summer and fall of 2021. Several of these titles were included in recently submitted print orders.

Ms. Handleman and Head of CBS **Rebecca Colbert** attended the *Adult Services Task Force* meeting. Ms. Handleman presented an introduction of *Book Club Kits* and Ms. Colbert answered questions regarding their creation and usage. The kits include 26 copies of the same title in regular, large print, and audiobook formats as well as discussion group questions. The kits will be used by staff to facilitate book club meetings in the branches and can be requested from the Distribution Center starting on June 1st.

The Distribution Center's (DC) collection consists of 69,260 unique titles and 108,644 items, with 13,795 items circulating and 6,226 items filling customers' Holds requests in March.

In April, the outlying branches returned 365 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 1,243 items to supplement their collections and the DC redistributed an additional 886 popular items to the branches where they are likely to circulate.

DC Librarian **Raychel Lendis** oversees collection maintenance activities District-wide. Ms. Lendis assigned the annual *Dead Item Removal Non-book Action Plan* report in April. 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 April, 698 items were transferred, generating 1,867 circulations with an estimated monetary value of \$9,481.

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

In March, the Interlibrary Loan (ILL) department received 477 requests from District customers to borrow materials from other libraries, and we were able to fill 81% of our customers' requests. Of the requests that were filled, 94% of the items were checked out by our customers. The District received 654 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 47 new ILL users in March.

ILL Associate **Stacie Schwartz** held one virtual *ILL Overview* training class for District-wide staff in April.

The Electronic Resources (ER) department provides customer service via e-mail and telephone. The department continues to support students who need access to eResources for school by assisting them with applying for eCards and responded to 625 e-mails via the District's "Ask" account in March. 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. OverDrive acquired RBDigital earlier this year and has migrated RBDigital's content (eBooks, eAudiobooks, and eMagazines) into their Libby platform. This acquisition included two additional changes, *Transparent Language Online* was migrated onto its own platform and *Acorn TV* was discontinued. ER staff continues to work with CBS to identify a suitable replacement for this popular British television show platform. Here's an interesting observation from the monthly eResources statistics - for the first time in nearly a year, there was a decrease in downloadable and streaming content retrievals - we surmise that this decrease may be related to customers returning to work.

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 March, 8,507 *Fresh Picks* eNewsletters were sent to customers. *Top Ten* and *Historical Fiction* were the most popular eNewsletters (with an open rate of 57%), followed by *History and Current Events* (with an open rate of 53%). There were 132 new *Fresh Picks* subscriptions in March, with 954 unique subscribers accounting for 6,807 monthly subscriptions. To subscribe to *Fresh Picks*, visit <http://www.lvcclld.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://lvcclld.org/tutorials/>. The most popular tutorials in March were *Rosetta Stone* (with 44 unique views), *Brainfuse-Adult Learners* (with 30 unique views), and *Hoopla* (with 20 unique views).

iPad circulation for March was 262 and Hotspot circulation was 695. AS Manager **Sufa Anderson** revised and shared the *Hotspot Procedures* to include steps for handling hotspots that are in a *Missing* or *Lost and Paid* status.

ER staff hosted one virtual *Scholastic Resources* training session for District-wide staff in April.

AS Manager **Sufa Anderson**, Adult Collection Development Librarian **Teresa Handleman**, YPL Collection Development Librarian **Kathy DiGeorge**, DC Librarian **Raychel Lendis**, and ER Manager **Jocelyn Bates** contributed content for the April edition (the 24th volume) of our *Primary Source* staff eNewsletter. This eNewsletter provides staff with current updates and contact information for each department. The team, joined by ER Librarians **Kristine Segura** and **Ria Eufemio**, Head of CBS **Rebecca Colbert**, and Youth Services Collection Development Librarian **Jen Jost** received training from our vendor, LibraryAware, on best practices and tips and tricks to creating effective eNewsletter content in LibraryAware.

IT Makerspace Support Specialist **Zach McKenzie** assisted with the procurement and installation of several audio applications for the East Las Vegas Library *Built From Scratch* Program.

IT Projects

In 2020, ER Manager **Jocelyn Bates** led a project to replace our web-access management solution with a solution that had more robust reporting capabilities. The web-access management solution is the system that manages customers' remote access to our eResources. After many months of research and product demonstrations, the team decided to migrate to the new cloud-based *EZproxy Analytics* solution. This month, Ms. Bates completed the migration and while the migration was mostly smooth, there is one outstanding issue with OverDrive. The final phase of this project is to complete the configuration of the analytics.

For several years the Administration Team discussed our door/people counting solution and questioned the accuracy of the statistics that we got from them. Our current door counters are inexpensive sensors that use break-beam technology which increments each time that an invisible beam of light is broken as a person crosses it. This solution has some major limitations when multiple people or objects are present at the same time. The Team discussed finding a more reliable solution and when the COVID-19 pandemic occurred and forced capacity restrictions, the decision was made to find a better solution. The IT division worked with General Services and Library Operations to test several solutions/technologies and decided to proceed with a solution from Density. Density uses anonymous infrared depth perception technology and artificial intelligence to accurately identify customers as they traverse the sensors. The Density solution includes advanced graphical analytics that can show statistics such as peak and current occupancy of a building. The IT department began the project of installing the data cables for the people counters and several locations have been completed. Our goal is to have this project completed early next fiscal year.

In 2016, we were notified by our vendor, EnvisionWare, that our security gates were at the end of their life expectancy. This month, the IT department worked with EnvisionWare, General Services, and the branch managers to replace the security

gates at the Summerlin and West Charleston libraries with the newer model gates. We will continue to replace a few of the remaining end-of-life gates annually until they are all replaced. The end-of-life automated material handling systems/sorters at the Sahara West and West Las Vegas libraries are scheduled for replacement in June.

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 @ LVCCLD* eNewsletter. She continues to work with the Sierra Cleanup Committee to perform database cleanup activities on the Sierra LSP and prepared one Retiree and two Trustee library cards in April. Ms. Anderson worked with North Las Vegas Library District Director Forrest Lewis to prepare their City Hall location for reopening by updating the status of their items and revising the opening calendar to reflect the reopening and enabled the location for Holds pick-up. She prepared and distributed *Quick Start* library cards for two outreach visits to schools and other local organizations and provided one virtual Sierra training *What is a Macro, and How Do I Use it* class for District-wide staff.

Head of CBS **Rebecca Colbert**, ER Manager **Jocelyn Bates**, and DC Librarian **Raychel Lendis** participated in the District's Strategic Planning Meeting this month.

AS Manager **Sufa Anderson**, Head of CBS **Rebecca Colbert**, and I met with you to discuss the District's materials collection, including the Distribution Center strategy. Adult Collection Development Librarian **Teresa Handleman**, Ms. Colbert, and I met with you and representatives from Ingram Content Group to review their products and services. Additionally, Ms. Handleman, Ms. Colbert, YPL Collection Development Librarian **Kathy DiGeorge**, and I met with you and representatives from Brodart, the District's primary materials vendor, to discuss their products and services, as well as ongoing materials delivery issues. Ms. Anderson also met with you to get input for revising the District's Circulation Policy, which will be presented to the Board of Trustees in the coming months.

The IT division began work on the implementation of the BiblioBoard solution. BiblioBoard is a platform geared towards helping libraries succeed at engaging their local creative community. BiblioBoard allows customers to create, share, and discover multimedia content made by and for the community with no checkouts or use limits. The BiblioBoard implementation includes:

- BiblioBoard Library, which includes:
 - the user-facing platform for the delivery of multimedia content; and
 - over 25,000 pieces of curated primary source multimedia content, perfect for K-12 school partnerships.
- Indie Author Services, which includes:
 - SELF-e, which allows local writers to submit eBooks for inclusion in our library catalog;
 - Indie Author Project collection, which features a constantly growing number of the best self-published eBooks from statewide contests, BCALA awards, LJ awards, etc.;

- eBook platform interoperability, which provides the ability to work with other eBook platforms to ensure that we get the most use and exposure out of our curated indie collections; and
 - Author Engagement, which offers webinars specifically geared towards our customers and writing community.
- Pressbooks, which allows local authors to format, design, and create their own professional-quality print-ready and eBook files.
- Creator, which allows,
 - Staff to directly upload and curate the library's digital content, and
 - Community use for customers to create an unlimited number of Custom Submission Pages for staff members to easily crowdsource content from the community for any number of projects or programs happening around the library.

Several members of the IT division met virtually with our OverDrive account manager, Abbey Patton, to discuss Reciprocal Lending Arrangements (RLA). The District frequently receives requests from customers of Henderson Libraries for access to our OverDrive content. RLA would allow the Henderson Libraries customers to access our OverDrive collection and our customers to access the Henderson Libraries OverDrive collection. We will continue to investigate this solution and provide updates as we proceed. OverDrive also discussed their Instant Digital Card (IDC) solution. The IDC solution can provide residents who do not have a library card with immediate access to our digital collection using only a mobile number. We will investigate this solution further and provide updates as we proceed.

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 bi-weekly 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 reconfiguration of the proximity access door control systems onto their own private local networks, and
- Installing four network switches at the Clark County Library to support new security cameras that were installed by General Services.

Additionally, we continue to work with Acting General Services Director **John Vino** and their vendor, Schneider Electric, to migrate the end-of-life servers that support the HVAC systems.

ER Librarian **Jocelyn Bates** worked with Executive Assistant **Allison Boyer** to prepare an iPad for new Trustee Jennifer Jiron. Per your directions and Trustee **Nathaniel Waugh's** request, I contacted Clark County Director of Public Communications Erik Pappa about streaming the Library District's Board of Trustees Meeting on Clark County's Channel 4. Mr. Pappa informed me that Channel 4 would not be interested in broadcasting our meetings "live" unless the meetings are held at their location and only if there wasn't a conflict with the County Commission meetings. However, Mr. Pappa said that they are willing to take our recorded meetings and rebroadcast them on Channel 4 at a later date. We are still working on the logistics for this and will provide updates as we proceed.

FY 2020-2021 ELECTRONIC RESOURCES STATISTICS
March 2021

Customer Support	Mar-20	Mar-21	% Change	FY19-20	FY20-21	% Change
Number of Phone Calls to Electronic Resources	99	201	103.03%	1211	1,413	16.68%
Length of Calls in Hours, Minutes, and Seconds	12:58:00	21:34:50	66.43%	130:40:24	155:45:00	19.19%
Number of emails to ask@lvccld.org	1,062	625	-41.15%	4,453	8,725	95.94%
Number of Classes	0	0		5	0	
Number of Attendees	0	0		14	0	

Downloadables and Streaming Circulation	Mar-20	Mar-21	% Change	FY19-20	FY20-21	% Change
eBooks	112,617	133,371	18.43%	913,766	1,212,106	32.65%
Audiobooks	189,410	89,623	-52.68%	585,064	750,657	28.30%
Magazines	16,655	13,861	-16.78%	75,612	103,541	36.94%
Movies and TV	31,740	12,653	-60.14%	79,688	122,001	53.10%
Music	28,939	28,543	-1.37%	218,553	239,940	9.79%
Total	379,361	278,051	-26.71%	1,872,683	2,428,245	29.67%

Top Online Resource From Each Category Based on Retrievals

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	Reference Solutions	504	18,245
Health and Wellness	Health Source - Nursing	12	574
Homework Help	IXL	125	82,046
Online Learning	Lynda.com	973	4,242
A-Z Resources (All Others)	Newsbank - LVRJ	2,254	34,068

Online Resources Usage by Category	Mar-20		Mar-21		% Change		FY19-20		FY20-21		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	951	32,224	814	22,769	-14.41%	-29.34%	6,754	205,371	7,311	172,588	8.25%	-15.96%
Health and Wellness	625	1,458	461	1,189	-26.24%	-18.45%	2,700	5,273	4,800	13,598	77.78%	157.88%
Homework Help	725	30,127	1,297	93,036	78.90%	208.81%	5,732	271,027	6,974	565,162	21.67%	108.53%
Online Learning	2,909	7,036	2,442	5,003	-16.05%	-28.89%	23,909	59,919	27,295	60,758	14.16%	1.40%
A-Z Resources (All Others)	11,951	32,029	18,103	67,345	51.48%	110.26%	93,357	287,366	177,977	673,999	90.64%	134.54%

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.

May 2021

MEMORANDUM

TO: Kelvin Watson, Executive Director

FROM: Floresto Cabias, Acting Financial Services Director, CFO

DATE: May 6, 2021

SUBJECT: Financial Services Report, May 2021

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

Administration

- Updated the District's cash flow analysis
- Submitted the Fiscal Year 2021-2022 Tentative Budget to the State of Nevada Department of Taxation, Clark County, and the city of Las Vegas
- Compiled information, projections, and forecasts for the Fiscal Year 2021-2022 Tentative Budget, for budget adoption
- Published the Public Hearing notice for the Fiscal Year 2021-2022 Tentative Budget, for budget adoption
- Prepared agenda items for the Fiscal Year 2021-2022 Tentative Budget Public Hearing and Final Budget adoption
- Submitted various required reports related to the Mesquite and East Las Vegas New Markets Tax Credit programs (QALICBs)
- **Floresto Cabias**, **Lynn Lucuara**, and **Tamyah Stoker** met with a representative of Garda, the District's armored car service provider
- **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 (\$2.3M for the month of April)
- **Anita Lai** and **Mayumi Kramer** attended Kronos Workforce Ready meetings and training sessions

Financial Services Report

May 6, 2021

Page 2 of 2

- Performed all payroll related duties
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits
- Provided detail budget status for staff as required
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed Financial Services 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: May 6, 2021

Subject: April 2021 Budget Status Report

Enclosed are the budget status reports for April 2021. General fund revenues indicate that 94% of budgeted revenue has been collected.

Property Tax Revenues

As compared to April 2020, the District collected 8% 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 84% collected so far this fiscal year, which is higher than the 66% collected for the same period during last fiscal year. 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.

The February 2021 CTX of \$1.7M was received by the District on April 30, 2021, and is only 1% less than the amount collected in the same month last fiscal year. The February 2021 CTX is also 16% higher than the original budgeted projection, showing continued improvement in consumer spending despite business capacity restrictions during the month. The FY 2021 budget is based on an expected 15% decrease from the prior year for February 2021. The District received more CTX revenues than projected in the budget for eight months collected so far this fiscal year.

Based on existing economic factors and the current trend, CTX revenues are on track to total between \$21.5M to \$22.5M. This represents \$3.7M to \$4.7M in additional CTX compared to the projected budget of \$17.8M. Financial Services staff is closely monitoring revenues.

Expenditures

General Fund expenditures indicate that 75% 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 04/01/2021 Through 04/30/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	48,900,659.07	49,300,000.00	399,340.93	0.81%
Intergovernmental Revenue	14,941,386.29	17,800,000.00	2,858,613.71	16.06%
Charges for Services	36,559.93	570,000.00	533,440.07	93.59%
Fines & Forfeits	339,365.20	450,000.00	110,634.80	24.59%
Miscellaneous	563,806.89	780,000.00	216,193.11	27.72%
Total Revenues	64,781,777.38	68,900,000.00	4,118,222.62	5.98%
Expenditures				
Salaries	25,996,955.24	31,770,975.00	5,774,019.76	18.17%
Benefits	9,291,246.70	12,499,827.00	3,208,580.30	25.67%
Supplies & Services	9,699,134.26	15,304,682.00	5,605,547.74	36.63%
Capital Outlay	7,559,588.39	10,509,384.00	2,949,795.61	28.07%
Total Expenditures	52,546,924.59	70,084,868.00	17,537,943.41	25.02%
Excess (Deficit) of Revenues over (under) Expenditures	12,234,852.79	(1,184,868.00)	(13,419,720.79)	-19.05%

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

General Fund - 100

From 04/01/2021 Through 04/30/2021

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	591,701.05	648,204.00	56,502.95	8.72%
120	Administration - Library Operations	1,156,505.04	2,068,271.00	911,765.96	44.08%
200	Financial Services	1,367,485.48	1,935,379.00	567,893.52	29.34%
215	Community Outreach	395,057.31	501,089.00	106,031.69	21.16%
216	Youth Services	191,849.67	362,030.00	170,180.33	47.01%
220	Development and Planning	282,376.56	559,337.00	276,960.44	49.52%
240	General Services/Facilities	8,246,171.97	10,600,300.00	2,354,128.03	22.21%
250	Human Resources	1,507,976.27	2,688,944.00	1,180,967.73	43.92%
251	HR-Work Insurance	1,046,595.09	1,501,744.00	455,148.91	30.31%
260	Information Technology	3,185,292.19	3,895,391.00	710,098.81	18.23%
270	Literacy Department	245,485.49	378,862.00	133,376.51	35.20%
280	Branding and Marketing	1,388,003.16	1,706,062.00	318,058.84	18.64%
290	Access Services Department	830,956.21	1,100,024.00	269,067.79	24.46%
310	Collection and Bibliographic Services	9,179,002.61	12,657,023.00	3,478,020.39	27.48%
320	Gallery Services	135,640.65	174,592.00	38,951.35	22.31%
330	Facilities	2,079,686.27	2,820,225.00	740,538.73	26.26%
340	Community Engagement	247,542.12	405,669.00	158,126.88	38.98%
400	Library Operations	20,469,597.45	26,081,722.00	5,612,124.55	21.52%
Total		52,546,924.59	70,084,868.00	17,537,943.41	25.02%

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

**General Fund - 100
Library Operations - Dept 400
From 04/01/2021 Through 04/30/2021**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	80,901.16	97,266.00	16,364.84	16.82%
110	Bunkerville	42,387.08	58,431.00	16,043.92	27.46%
120	Clark County Library	1,897,223.12	2,671,070.00	773,846.88	28.97%
130	Enterprise Library	1,051,266.90	1,362,949.00	311,682.10	22.87%
140	Goodsprings	64,105.78	77,267.00	13,161.22	17.03%
160	Indian Springs	83,666.60	103,992.00	20,325.40	19.55%
180	Laughlin	611,088.03	697,636.00	86,547.97	12.41%
190	Mesquite	791,224.07	1,063,703.00	272,478.93	25.62%
200	Moapa Town	43,154.31	77,435.00	34,280.69	44.27%
210	Moapa Valley	240,749.27	309,770.00	69,020.73	22.28%
220	Mount Charleston	54,904.92	69,259.00	14,354.08	20.73%
230	Rainbow Library	1,853,153.90	1,882,486.00	29,332.10	1.56%
240	Sahara West Library	1,919,360.15	2,395,281.00	475,920.85	19.87%
250	Sandy Valley	56,406.72	89,137.00	32,730.28	36.72%
260	Searchlight	48,220.73	59,658.00	11,437.27	19.17%
270	Spring Valley Library	1,277,189.59	1,648,450.00	371,260.41	22.52%
280	Summerlin Library	1,157,077.89	1,444,143.00	287,065.11	19.88%
290	Sunrise Library	1,039,330.29	1,534,648.00	495,317.71	32.28%
300	West Charleston Library	1,337,612.54	1,669,459.00	331,846.46	19.88%
310	West Las Vegas Library	1,136,631.43	1,565,622.00	428,990.57	27.40%
320	Whitney Library	1,091,094.15	1,492,399.00	401,304.85	26.89%
360	Meadows Library	93,182.03	160,089.00	66,906.97	41.79%
370	Centennial Hills	1,504,487.95	1,911,837.00	407,349.05	21.31%
380	Windmill Library	1,307,146.46	1,747,034.00	439,887.54	25.18%
390	East Las Vegas Library	1,654,488.49	1,847,091.00	192,602.51	10.43%
605	City Misdemeanant	33,543.89	45,610.00	12,066.11	26.45%
Total		20,469,597.45	26,081,722.00	5,612,124.55	21.52%

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

General Fund - 100
From 04/01/2021 Through 04/30/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	20,910,757.87	24,129,739.00	3,218,981.13	13.34%
51200 Salaries - Part Time	4,225,608.36	6,199,467.00	1,973,858.64	31.84%
51300 Overtime Pay	-	55,000.00	55,000.00	100.00%
51400 Call Back Pay	15,168.58	8,595.00	(6,573.58)	-76.48%
51500 Standby Pay	6,778.22	50,366.00	43,587.78	86.54%
51600 Longevity Pay	49,770.48	377,808.00	328,037.52	86.83%
51700 Separation Pay	268,557.90	450,000.00	181,442.10	40.32%
51800 Leave Buyout	381,638.26	500,000.00	118,361.74	23.67%
55100 Employees Retirement	138,675.57	7,312,478.00	7,173,802.43	98.10%
55200 Group Insurance	5,574,931.12	4,072,148.00	(1,502,783.12)	-36.90%
55300 Workers' Comp. Payments	3,041,423.59	271,544.00	(2,769,879.59)	-1020.05%
55400 Medicare Coverage Expense	80,301.57	768,657.00	688,355.43	89.55%
55500 Unemployment Insurance	594,448.54	75,000.00	(519,448.54)	-692.60%
61100 Office Supplies	141.88	507,630.00	507,488.12	99.97%
61110 Operating Supplies	232,047.74	597,065.00	365,017.26	61.14%
61120 Software & User Licenses	305,025.94	521,994.00	216,968.06	41.57%
61130 Software Maintenance	579,085.19	841,400.00	262,314.81	31.18%
61200 Book Materials & Supplies	804,550.44	120,409.00	(684,141.44)	-568.18%
61205 Interlibrary Loan	55,884.28	4,500.00	(51,384.28)	-1141.87%
61210 Small Equipment	227.17	478,000.00	477,772.83	99.95%
61400 Equipment Repair & Maint.	129,938.27	690,280.00	560,341.73	81.18%
61410 Contracted Services	548,580.81	5,441,007.00	4,892,426.19	89.92%
61420 Building Repair & Maint.	3,822,880.45	218,200.00	(3,604,680.45)	-1652.01%
61500 Rental Expenses	159,179.19	47,316.00	(111,863.19)	-236.42%
61600 Telephone	25,037.40	600,000.00	574,962.60	95.83%
61700 Utilities	506,439.38	1,935,071.00	1,428,631.62	73.83%
61800 Insurance & Bonds	1,195,179.01	355,000.00	(840,179.01)	-236.67%
61900 Professional Services	320,065.67	932,700.00	612,634.33	65.68%
61910 Legal Services	294,589.23	394,500.00	99,910.77	25.33%
62200 Collection Agencies	129,290.64	310,000.00	180,709.36	58.29%
62300 Board Compensation	77,010.75	6,200.00	(70,810.75)	-1142.11%
62500 Postage	5,240.00	75,100.00	69,860.00	93.02%
62510 Advertising	53,685.58	88,700.00	35,014.42	39.48%
62600 Community Events	65,156.19	23,750.00	(41,406.19)	-174.34%
62620 Recruitment	1,292.63	625.00	(667.63)	-106.82%
62700 Education & Training	71.92	310,735.00	310,663.08	99.98%
62800 Travel & Transportation	107,839.82	285,250.00	177,410.18	62.19%
62900 Printing & Reproduction	13,561.95	99,250.00	85,688.05	86.34%
63000 Dues & Subscriptions	24,104.11	43,200.00	19,095.89	44.20%
65000 Miscellaneous Expenses	36,453.64	41,800.00	5,346.36	12.79%
65100 Bank Charges	12,390.71	20,000.00	7,609.29	38.05%
67000 Rental Expenses to QALICBs	8,076.15	315,000.00	306,923.85	97.44%
81700 Library Books	186,250.00	10,509,384.00	10,323,134.00	98.23%
	7559588.39			
Total	52,546,924.59	70,084,868.00	17,537,943.41	25.02%

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

Grant Fund - 220

From 04/01/2021 Through 04/30/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	730,199.82	1,800,000.00	1,069,800.18	59.43%
Total Revenues	730,199.82	1,800,000.00	1,069,800.18	59.43%
Expenditures				
Salaries	238,120.84	480,000.00	241,879.16	50.39%
Benefits	110,195.68	210,000.00	99,804.32	47.53%
Supplies & Services	237,799.82	500,000.00	262,200.18	52.44%
Capital Outlay	193,183.00	610,000.00	416,817.00	68.33%
Total Expenditures	779,299.34	1,800,000.00	1,020,700.66	56.71%
Excess (Deficit) of Revenues over (under) Expenditures	(49,099.52)	-	49,099.52	2.73%

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

Grant Fund - 220
From 04/01/2021 Through 04/30/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	234,989.80	478,747.50	243,757.70	50.92%
51200 Salaries - Part Time	2,037.32	-	(2,037.32)	
51600 Longevity Pay	1,093.72	1,252.50	158.78	12.68%
55100 Employees Retirement	69,650.57	161,071.66	91,421.09	56.76%
55200 Group Insurance	37,100.33	44,547.88	7,447.55	16.72%
55400 Medicare Coverage Expense	3,444.78	4,380.46	935.68	21.36%
61100 Office Supplies	4,027.73	-	(4,027.73)	
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	177,376.50	412,700.00	235,323.50	57.02%
61600 Telephone	38,268.88	-	(38,268.88)	
62700 Education & Training	12,741.54	12,000.00	(741.54)	-6.18%
62800 Travel & Transportation	2,768.14	5,800.00	3,031.86	52.27%
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	779,299.34	1,800,000.00	1,020,700.66	56.71%

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

Gift Fund - 230

From 04/01/2021 Through 04/30/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	192,125.58	815,000.00	622,874.42	76.43%
Total Revenues	192,125.58	815,000.00	622,874.42	76.43%
Expenditures				
Salaries	20,000.00	-	(20,000.00)	
Supplies & Services	149,416.80	715,000.00	565,583.20	79.10%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	169,416.80	815,000.00	645,583.20	79.21%
Excess (Deficit) of Revenues over (under) Expenditures	22,708.78	-	(22,708.78)	-2.79%

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

Gift Fund - 230
From 04/01/2021 Through 04/30/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	20,000.00	-	(20,000.00)	
61100 Office Supplies	219.27	20,000.00	19,780.73	98.90%
61110 Operating Supplies	19,057.29	15,000.00	(4,057.29)	-27.05%
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	21,366.00	-	(21,366.00)	
61900 Professional Services	22,951.75	100,000.00	77,048.25	77.05%
62510 Advertising	4,250.00	-	(4,250.00)	
62900 Printing & Reproduction	599.83	-	(599.83)	
65000 Miscellaneous Expenses	178.91	-	(178.91)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	169,416.80	815,000.00	645,583.20	79.21%

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

Capital Projects Fund - 510

From 04/01/2021 Through 04/30/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	10,354.67	50,000.00	39,645.33	79.29%
Total Revenues	10,354.67	50,000.00	39,645.33	79.29%
Expenditures				
Supplies & Services	680,994.72	2,574,700.00	1,893,705.28	73.55%
Capital Outlay	144,115.99	1,484,000.00	1,339,884.01	90.29%
Total Expenditures	825,110.71	4,058,700.00	3,233,589.29	79.67%
Excess (Deficit) of Revenues over (under) Expenditures	(814,756.04)	(4,008,700.00)	(3,193,943.96)	-0.38%

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

Capital Projects Fund - 510
From 04/01/2021 Through 04/30/2021

	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	140,694.07	1,176,700.00	1,036,005.93	88.04%
61400 Equipment Repair & Maint.	50,273.96	345,000.00	294,726.04	85.43%
61410 Contracted Services	15,920.41	43,000.00	27,079.59	62.98%
61420 Building Repair & Maint.	395,701.02	759,500.00	363,798.98	47.90%
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	825,110.71	4,058,700.00	3,233,589.29	79.67%

Project 2050 - Furniture Replacement
From 04/01/2021 through 04/30/2021

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	462.77	50,000.00	49,537.23	99%
Total Expenditures		462.77	50,000.00	49,537.23	99%

Project 2200 - Financial Services Projects
From 04/01/2021 through 04/30/2021

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%

Project 4010 - Tech Replacements & Upgrades
From 04/01/2021 through 04/30/2021

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.	49,573.96	345,000.00	295,426.04	86%
61410	Contracted Services	15,920.41	43,000.00	27,079.59	63%
81600	Capital Equipment - Major	8,588.00	704,000.00	695,412.00	99%
Total Expenditures		176,215.70	1,747,000.00	1,570,784.30	90%

Project 5010 - Bldg Repair & Maintenance
From 04/01/2021 through 04/30/2021

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues					
45200	Interest Earnings	10,354.67	50,000.00	39,645.33	79%
Total Revenues		10,354.67	50,000.00	39,645.33	79%
Expenditures					
61110	Operating Supplies	11,411.48	7,500.00	(3,911.48)	-52%
61210	Small Equipment	62,454.60	10,000.00	(52,454.60)	-525%
61420	Building Repair & Maint.	395,701.02	759,500.00	363,798.98	48%
61900	Professional Services	17,040.40	-	(17,040.40)	0%
81500	Capital Improvements	-	650,000.00	650,000.00	100%
Total Expenditures		487,307.50	1,427,000.00	939,692.50	66%

Project 5020 - PVS Projects
From 04/01/2021 through 04/30/2021

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%

Project 9010 - Vehicle Purchase and Replacement
From 04/01/2021 through 04/30/2021

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 04/01/2021 Through 04/30/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	2,516.52	-	(2,516.52)	
Miscellaneous	37.54	10,000.00	9,962.46	99.62%
Total Revenues	2,554.06	10,000.00	7,445.94	74.46%
Expenditures				
Supplies & Services	3,615.81	10,000.00	6,384.19	63.84%
Total Expenditures	3,615.81	10,000.00	6,384.19	63.84%
Excess (Deficit) of Revenues over (under) Expenditures	(1,061.75)	-	1,061.75	10.62%

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

Debt Service Fund - 610
From 04/01/2021 Through 04/30/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
65100 Bank Charges	3,615.81	10,000.00	6,384.19	63.84%
Total	3,615.81	10,000.00	6,384.19	63.84%

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 03/26/2021 Through 04/30/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12058	3/29/2021	10129	Fun Express LLC	Clear Glue Dots - PVS/CC	399.63
12059	3/29/2021	10179	Safe and Secure Alarms and Video	WC: Alarm Monitoring Burg	54.00
12060	3/29/2021	10654	Educational Testing Service (ETS)	PBT Test February 2021	150.00
12061	3/29/2021	10785	Empire Digital Signs, LLC	EV: Annual Software License Renewal	890.00
12062	3/29/2021	11072	DEKRA Certification, Inc.	Annual Smog Checks: Diesel Vehicles	117.00
12063	3/29/2021	11626	Jay Atwood	Piano Tuning Services - SM	380.00
12064	3/29/2021	1201	Best Janitorial Services of Nevada	Extra Janitorial Service: February 2021	30.00
12065	3/29/2021	1457	Demco, Inc.	Vertical Poster Holder 23 - WM	152.99
12066	3/29/2021	1535	El Mundo	March 2021 purchasing ad	80.00
12067	3/29/2021	1620	Full Compass Systems Ltd	LXP PE7000-15-L520 Twist Lock Ext Cable 15ft	481.80
12068	3/29/2021	1640	Gerald M. Welt, Chartered	Legal Service - Feb 2021	5,339.23
12069	3/29/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	9,645.53
12070	3/29/2021	2307	Progressive Elevator	CC: 3-Stop Theater Elevator Repair	1,343.00
12071	3/29/2021	2533	Suburban Propane - 1487	Propane - Mar 2021	3,858.36
12072	3/29/2021	2767	World Book, Inc.	Wizard (Power Product)	10,485.00
12073	3/29/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	37,255.24
12074	3/29/2021	2819	CenturyLink Communications, LLC	Service Mar 2021	3,220.24
12075	3/29/2021	2852	Chem-Aqua, Inc.	EV: Monthly HVAC Chemical Service	569.75
12076	3/29/2021	2853	Dick Blick	Blick Super value Canvas Pack - SM	202.37
12077	3/29/2021	2860	Las Vegas Review Journal	March purchasing ad ET	43.75
12078	3/29/2021	3020	Discount School Supply	Tipped lacing yarn 100 pieces - SV	430.48
12079	3/29/2021	3023	Filtration Group IAQ	MB: HVAC Air Filters - MERV 13	5,154.36
12080	3/29/2021	4224	DataPLUS Communications	WV: Service Call - Camera Issue	380.00
12081	3/29/2021	4293	MTM/Jostens Recognition	Service Award Pins	2,384.63
12082	3/29/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	331.40
12083	3/29/2021	6253	Karen E. Whisenhunt	Motorola EVX261	518.00
12084	3/29/2021	6777	Mailmax Mailing Solutions, LLC	SC Postal Machine: Ink and Labels	349.45
12085	3/29/2021	7671	Rentokil	GS: Rodent Issue	650.00
12086	3/29/2021	8010	Allied Universal Security Services	On-Site Security 03/05/21-03/18/21 - CH	98,540.67
12087	3/29/2021	8122	Staples Advantage Dept LA	Post-it 1 3/8 x 1 7/8cnry - LIT	2,451.37
12089	3/29/2021	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	168.75
12091	3/29/2021	8718	Library Ideas, LLC	VOX books	9,234.60
12092	3/29/2021	9133	Ted Wiens Tire & Auto Centers	Annual Smog Checks: Unleaded/Flex Vehicles	1,260.17
12093	3/29/2021	9180	MicroMain Corporation	MICROMAIN: Support (Feb-June 2021)	3,208.00
12094	3/29/2021	9383	Office Plus	Crtg.clr laserjet - CC	3,817.21
12097	3/29/2021	9958	Enerspect Medical Solutions LLC	(29) AED Batteries	3,430.70
12098	4/5/2021	10157	Isel Venema-Park	CC AM Conv 328 1/22-3/19	918.00
12100	4/5/2021	10543	Kathleen San Nicolas	AIR Virtual PD 2021 3/26/21	54.00
12101	4/5/2021	10640	Susan Joan Hatch	AIR Virtual PD 2021 3/26/21	27.00
12102	4/5/2021	10804	The Lindi Corporation	MQL & MQLC: Annual Backflow Insp's	147.00
12103	4/5/2021	10880	Michelle Holstein	2h AIR Virtual PD 3/26/21	54.00
12104	4/5/2021	10970	Laura L. Nguyen	2h AIR Virtual PD 2021 3/26/21	54.00
12105	4/5/2021	1157	AZ Partsmaster	Stock #5298117 MB Disinfectant Wipes	699.36
12106	4/5/2021	11597	Emlyn Zolner	AIR Virtual PD 2021 3/26/21	27.00
12107	4/5/2021	11601	Vintage King Audio	DPA d:vote 4099 instrument mic kit-piano	1,393.60
12108	4/5/2021	11609	Alexandria Marshall	2h AIR Virtual PD 3/26/21	54.00
12109	4/5/2021	1180	Baron Pest Solutions, Inc.	LA: Pest Control	37.00
12110	4/5/2021	1240	Brady Industries of Nevada, LLC	Various	401.52
12111	4/5/2021	1566	Fairway Chevrolet	#60: LOF, Air Cleaner & Brake Insp	311.24
12112	4/5/2021	1620	Full Compass Systems Ltd	"LXP 3123J-L520 Two Fer 12/3 SJT 36"" L5-20Conn"	1,814.85
12113	4/5/2021	1742	Ideal Supply Company Inc.	Various	229.66
12114	4/5/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	614.67
12115	4/5/2021	2234	Overton Power District #5	Service 02/22/21-03/22/21 MT	173.14
12116	4/5/2021	2351	Rebel Party Rentals	Rebel Rents - UNLV	303.20
12117	4/5/2021	2362	Refrigeration Supplies Distributor	Various	732.14
12118	4/5/2021	2702	Grainger, Inc.	Various	556.98
12119	4/5/2021	2853	Dick Blick	Liquitex basics - SM	13.22
12120	4/5/2021	2891	AFLAC	Premium March 2021	815.32
12121	4/5/2021	3677	Maria Cecilia P. Ordinario	AIR Virtual PD 2021 3/26/21	27.00
12122	4/5/2021	3770	Cox Communications of Las Vegas	Service 03/17/21-04/16/21	13,920.51
12123	4/5/2021	3776	Got Bugs LLC	MQ: Pest Control	200.00
12124	4/5/2021	4604	Brodart Library Supplies & Furnishings	Acrylic Poster Frames - RB	108.90
12125	4/5/2021	5001	UniFirst Corporation	Uniform Rental	203.52
12126	4/5/2021	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	164,987.44
12127	4/5/2021	5769	The Penworthy Company	Library Books & Materials for FY2020-2021	3,212.26
12129	4/5/2021	7948	Municipal Code Corporation	CC Code, through 3/10/22	350.00
12130	4/5/2021	7975	Mary Gound	2hr AIR Virtual PD 2021 3/26/21	54.00
12131	4/5/2021	8122	Staples Advantage Dept LA	Deskmate electric sharpener - BD	2,136.99
12132	4/5/2021	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	168.75
12133	4/5/2021	8575	Intermountain Lock and Security Supply	WO-3554 #2805702 RB Door	150.70
12134	4/5/2021	9101	O'Reilly Auto Parts	#3990-192175 #34 (2) Batteries	272.14
12135	4/5/2021	9133	Ted Wiens Tire & Auto Centers	Various	119.70
12136	4/5/2021	9143	Henry Marshall	2h AIR Virtual PD 3/26/21	54.00
12137	4/5/2021	9191	Canon Solutions America, Inc.	P1 Staples - SV	190.00
12138	4/5/2021	9225	Kronos	Usage & Monthly Service Fees	2,341.76
12139	4/5/2021	9234	Data Processing Air Corporation	CC, SW, SC: Annual Chiller Service	2,535.00
12140	4/5/2021	9383	Office Plus	Crtg.smart prt, lj 4200 - LIT	1,641.01
12141	4/5/2021	9566	Diana Marshall	2h AIR Virtual PD 3/26/21	54.00
12142	4/5/2021	9730	Commercial Lighting Specialties	WO-2531 #85760 RB Lighting	75.95
12143	4/5/2021	9907	PLIC-SBD Grand Island (Principal)	Premium April 2021	34,255.28
12144	4/12/2021	10017	CDA Media Relations	March 2021 ad Black Image	2,350.00
12145	4/12/2021	10082	Puliz Records Mgt LV	Records Destruction	89.50
12146	4/12/2021	10129	Fun Express LLC	Slap bracelets- CC	342.59
12147	4/12/2021	10212	Virgin Valley Water District	Service 02/20/21-03/20/21	62.09
12148	4/12/2021	10686	NLS Grounds Management, LLC	EV: Undeveloped Land	19,438.72
12149	4/12/2021	10809	Sandra Kay Ramaker	March 2021 Board Meeting	80.00
12150	4/12/2021	10834	Brittany Mangelson	Transcriptions and Minutes	739.14
12151	4/12/2021	10864	Brian M. Wilson	March 2021 Board Mtgs	40.00

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12152	4/12/2021	10870	Communico LLC	Order PUR013143	32,000.00
12153	4/12/2021	11055	Bryant K. Rogers	March 2021 Board Meetings	80.00
12154	4/12/2021	11132	The Griffin Company	Legislative Affairs	6,250.00
12155	4/12/2021	11552	Destiny Executive Search Group, Inc.	Internal Auditor search - 1st payment	6,666.00
12156	4/12/2021	11626	Jay Atwood	Piano Tuning Services - SV	690.00
12157	4/12/2021	1201	Best Janitorial Services of Nevada	Various: Janitorial - FY 2021	136,316.00
12158	4/12/2021	1556	Ewing Bros. Inc.	#58: (2) Tows	132.00
12159	4/12/2021	1592	Flags Unlimited	WH: Flagpole Repair	148.00
12160	4/12/2021	1620	Full Compass Systems Ltd	ECS-6RM Sequencer Atlas	5,317.54
12161	4/12/2021	1627	Cengage Learning, Inc.	Library Books & Materials for FY2020-2021	5,943.84
12162	4/12/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	4,430.98
12163	4/12/2021	2215	OCLC Inc.	Library Books & Materials for FY2020-2021	4,825.08
12164	4/12/2021	2567	Teamsters Local Union #14	Union Dues - April 2021	8,528.00
12165	4/12/2021	2698	Virgin Valley Disposal	Service 02/20/21-03/20/21	903.64
12166	4/12/2021	2733	Phoenix Fire Protection, LLC	WH: Fire Sprinkler Tests / Inspections	750.00
12167	4/12/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	59,865.30
12168	4/12/2021	2803	Boulevard Trophy	Trustee Items	378.50
12169	4/12/2021	2822	City of Mesquite Sanitation	Service Apr, May, & Jun 2021	570.97
12170	4/12/2021	3023	Filtration Group IAQ	MB: HVAC Air Filters - MERV 13	1,387.80
12171	4/12/2021	3435	Ace Fire Systems, Inc.	CH: Upright Fire Sprinkler Heads	2,459.85
12172	4/12/2021	3500	Garda CL West, Inc	Armored Transportation - Apr 2021	3,015.91
12173	4/12/2021	4224	DataPLUS Communications	WH: Service Call - FACP Battery	305.00
12174	4/12/2021	4522	Quest Diagnostics	Pre-Employment Drug Testing	171.24
12175	4/12/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	713.11
12176	4/12/2021	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Apr 2021	7,068.49
12177	4/12/2021	6091	BayScan Technologies, LLC	Bayscan WiBayscan TSC TTP-225 Ethernet/USB Printer	2,320.50
12178	4/12/2021	6777	Mailmax Mailing Solutions, LLC	Maint 02/22/21 to 02/21/22 - Formax	885.00
12179	4/12/2021	7188	Innovative Interfaces, Inc.	Library Books & Materials for FY2020-2021	400.50
12180	4/12/2021	7671	Rentokil	Urban: Pest Control	1,411.00
12181	4/12/2021	7943	Communication Electronic Systems Inc	WM: Fire Alarm Tests / Inspections - Sept 2020	665.00
12182	4/12/2021	8010	Allied Universal Security Services	On-Site Security 10/30/20-11/05/20 - LA	97,857.68
12183	4/12/2021	8122	Staples Advantage Dept LA	Brother black toner, card stock, tccll - SV	1,187.73
12184	4/12/2021	8511	GHA Technologies	For VERITAS System Recovery Server	2,350.00
12185	4/12/2021	8557	Guaranteed Pest Solutions LLC	RB: Bed Bug Infestation	277.50
12186	4/12/2021	8593	American Sign Language Communication	2 hr. interpreting service on 3/14/21	170.00
12187	4/12/2021	8945	Robin Wadley Munier	March 2021 Meetings	80.00
12188	4/12/2021	9074	Statewide Fire Protection - Western States	CH: Fire Sprinkler Tests / Inspections	175.00
12189	4/12/2021	9082	Central Station Monitoring	MQ: Alarm Monitoring	134.85
12190	4/12/2021	9133	Ted Wiens Tire & Auto Centers	#49: LOF & BRAKE WORK	887.70
12191	4/12/2021	9234	Data Processing Air Corporation	CC,SW, SC: Annual Chiller Service	1,380.00
12192	4/12/2021	9279	Marilyn Francis Drake	March 2021 Board Meetings	80.00
12193	4/12/2021	9332	Felipe A. Ortiz	March 2021 Meetings	80.00
12194	4/12/2021	9431	B&H Photo-Video	Samsung B5 (UN85TU8000FX)	6,738.82
12195	4/12/2021	9869	Unique Integrated Communications	Call Center Operations	13,888.17
12196	4/12/2021	9956	Cherry Lake Publishing	Juvi books	157.80
12199	4/19/2021	10129	Fun Express LLC	DIY Steam Car - YS	292.01
12200	4/19/2021	10147	CompuNet, Inc.	Infoblox Education and Training	4,258.00
12201	4/19/2021	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape Maintenance	800.00
12202	4/19/2021	10212	Virgin Valley Water District	Service 02/20/21-03/20/21	772.14
12203	4/19/2021	10442	LV.Net	Service 5/1/21-6/1/21	1,026.00
12204	4/19/2021	10535	Johnson Controls Fire Protection LP	EN: Fire Alarm Tests / Inspections	159.50
12205	4/19/2021	1064	Allied Refrigeration Inc.	Various	410.08
12208	4/19/2021	11137	Vital Records Control	Records Destruction March 2021	84.29
12209	4/19/2021	11608	3F Initiatives LLC	March 2021 translations	327.00
12210	4/19/2021	1240	Brady Industries of Nevada, LLC	Stock #6815099 MB (Towel Fold-Up)	429.60
12211	4/19/2021	1457	Demco, Inc.	Color Craze Bookmarks - SV	150.01
12212	4/19/2021	1580	Ferguson Enterprises, LLC	Various	102.94
12213	4/19/2021	1640	Gerald M. Welt, Chartered	Services for March 2021	5,496.73
12214	4/19/2021	1742	Ideal Supply Company Inc.	WO-3492 #515353 CC Plumbing	258.55
12215	4/19/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	8,138.29
12216	4/19/2021	1854	Kamer Zucker Abbott	Legal Services March 2021	3,482.58
12217	4/19/2021	2098	Moapa Valley Water District	Service 03/10/21-04/06/21	456.04
12218	4/19/2021	2215	OCLC Inc.	EZproxy implementation	9,734.33
12219	4/19/2021	2234	Overton Power District #5	Service 03/01/21-04/01/21 MV	1,972.91
12220	4/19/2021	2351	Rebel Party Rentals	Rebel rents chairs Sid	481.40
12221	4/19/2021	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	89.00
12223	4/19/2021	2702	Grainger, Inc.	Various	284.08
12224	4/19/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	56,088.70
12225	4/19/2021	2799	CDW Government Inc,	CommVault Training for Networking	5,174.80
12226	4/19/2021	2809	LVVWD	Service Feb 21 & Mar 21	20,555.56
12227	4/19/2021	2819	CenturyLink Communications, LLC	Service Apr 2021	4,226.50
12228	4/19/2021	2852	Chem-Aqua, Inc.	EV: Monthly HVAC Chemical Service	569.75
12229	4/19/2021	2860	Las Vegas Review Journal	RFP 21-05	210.55
12230	4/19/2021	2887	West Payment Ctr	Library Materials for MISD during FY21	774.61
12231	4/19/2021	2914	Iron Mountain	Services Mar 2021	490.06
12232	4/19/2021	3020	Discount School Supply	Colorations Black Beading Elastic - WH	586.13
12233	4/19/2021	3307	Unique Management Services, Inc.	Placements - Mar 2021	5,778.00
12234	4/19/2021	3324	Rio Virgin Telephone Co.	Service 03/10/21-04/06/21	346.36
12235	4/19/2021	3355	Teamsters Security Fund S. Nevada	Premium April 2021	322,202.87
12236	4/19/2021	3435	Ace Fire Systems, Inc.	SU: Fire Sprinkler Tests / Inspections	220.00
12237	4/19/2021	4517	Fingerprint Pros, Inc.	March Pre-Employment Fingerprinting Service	236.00
12238	4/19/2021	4604	Brodart Library Supplies & Furnishings	Adj Shift End Panel - SU	803.44
12239	4/19/2021	4649	H & E Equipment Services Inc.	TPS: Boom Lift Rental & Training	1,571.84
12240	4/19/2021	4723	Purvis Industries - Las Vegas NV	Various	13.70
12241	4/19/2021	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	73,436.34
12242	4/19/2021	5718	Tangerine Office Machines	Printer Support Services, End: 6/30/21	514.95
12243	4/19/2021	7188	Innovative Interfaces, Inc.	Sierra Content Cafe Sub 7/1/21-6/30/22	43,303.30

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12244	4/19/2021	7319	Iron Mountain Intellectual Property Mgt.	FlexSafe Beneficiary Coverage 05/21 - 05/22	315.00
12246	4/19/2021	7655	Gill's Printing and Color Graphics	2,000 Adhesive Stickers - Chinese	2,541.24
12247	4/19/2021	7943	Communication Electronic Systems Inc	CH & WM: Burglar / Fire Alarm Monitoring	130.00
12248	4/19/2021	8122	Staples Advantage Dept LA	Paper grocery bag, gallon bags, duracell - BU	6,371.24
12249	4/19/2021	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Mar 2021	14,105.13
12250	4/19/2021	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	477.50
12251	4/19/2021	8575	Intermountain Lock and Security Supply	Various	794.59
12252	4/19/2021	9074	Statewide Fire Protection - Western States	WM: Fire Sprinkler Tests / Inspections	250.00
12253	4/19/2021	9101	O'Reilly Auto Parts	Various	196.89
12254	4/19/2021	9133	Ted Wiens Tire & Auto Centers	WO-3988 #1723098 #55 LOF	36.90
12255	4/19/2021	9191	Canon Solutions America, Inc.	Monthly Maint 02/14/21-03/13/21 - SV	744.86
12256	4/19/2021	9287	Otis Elevator Company	WM: Elevator	795.88
12257	4/19/2021	9383	Office Plus	Toner, F/P3015 MPS Only, Bk - SV	1,814.47
12259	4/19/2021	9588	Vocera Communications, Inc.	B3000 Series Battery, Black	4,973.27
12260	4/19/2021	9631	Elliott's Sewer & Drain	EN: Clear floor drain in Mechanical Rm	81.75
12261	4/19/2021	9730	Commercial Lighting Specialties	WO-3623 #85741 WH Lighting	297.50
12262	4/19/2021	9890	High Sierra Elevator Inspections	SC: Annual Elevator Testing	1,625.00
12263	4/26/2021	1009	A. Rifkin Co.	Trans Sac 8x12 Yale Blue - OR	5,624.22
12264	4/26/2021	10129	Fun Express LLC	Animal Tote Bags - YS	637.23
12265	4/26/2021	10654	Educational Testing Service (ETS)	Test Fee March 2021	73.00
12266	4/26/2021	10808	Patron Point, Inc.	Service 1/31/21-3/31/21	824.00
12267	4/26/2021	11626	Jay Atwood	Piano Tuning Services - WV	330.00
12268	4/26/2021	1429	D.C. Thomas	BD Rent May 2021	1,468.00
12269	4/26/2021	1457	Demco, Inc.	SM Summer Kickoff Supplies	1,524.01
12270	4/26/2021	1535	El Mundo	April purchasing ad	80.00
12271	4/26/2021	1620	Full Compass Systems Ltd	SEN ME2-2 Lapel Mic,Omni,Freeport/XSW	540.03
12272	4/26/2021	1627	Cengage Learning, Inc.	Library Books & Materials for FY2020-2021	2,850.07
12273	4/26/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	11,365.40
12274	4/26/2021	2234	Overton Power District #5	Service 03/08/21-04/08/21 MV	195.27
12275	4/26/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	41,326.08
12276	4/26/2021	2819	CenturyLink Communications, LLC	Service Apr 2021	3,231.14
12277	4/26/2021	2853	Dick Blick	Classic Felt Walnut - CC	257.14
12278	4/26/2021	3020	Discount School Supply	Steve Spangler Science Roll - YS	99.97
12279	4/26/2021	3500	Garda CL West, Inc	Excess Services - Mar 2021	35.84
12280	4/26/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	1,939.00
12281	4/26/2021	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	54,894.35
12282	4/26/2021	8010	Allied Universal Security Services	PVS Event Guards 04/02/21-04/15/21 - CC/SM/WC	511.27
12283	4/26/2021	8122	Staples Advantage Dept LA	12x12 cardstock jupiter met - CC	3,010.96
12284	4/26/2021	9191	Canon Solutions America, Inc.	Monthly Maint 02/15/21-03/14/21 - LA/FS	4,194.30
12285	4/26/2021	9383	Office Plus	Cartridge,ij, hp 80a bk - DO	2,239.24
12286	4/26/2021	9729	Windstream	Service 4/15/21-5/14/21	658.50
12287	4/26/2021	9928	Stimulus Technologies	Service May 2021 IS	1,047.90
89290	4/1/2021	10084	A Public Fit	Readings/talk back (The Buzzz) - Mar 26th	700.00
89291	4/1/2021	10927	CenturyLink	Service Mar 2021	2,042.89
89292	4/1/2021	10977	Epic Worldwide LLC	Courier: Graphics change-out on (2) trucks	1,888.00
89294	4/1/2021	11042	Valeria Cristina Aguaiza Guerrero	ELV Conv 329 1/22-3/19	1,086.75
89295	4/1/2021	11062	Blue Planet Lighting, Inc.	Shipping for rental Console	1,119.98
89296	4/1/2021	11133	Jesse Cabell Jr.	1hr AIR Virtual PD 2021 3/26/21 1-2p	27.00
89297	4/1/2021	11604	Zemskov Dance Academy	Refund - Cancelled 4/17-18/21 CC	570.00
89298	4/1/2021	11654	Benjamin Jones	2h AIR Virtual PD 3/26/21	54.00
89299	4/1/2021	11659	Sean McCone	Refund - Cancelled room 4/11/21 WM	160.00
89302	4/1/2021	1991	Lowe's Improvement	February - March 2021 Various	1,446.62
89303	4/1/2021	2175	NV Energy	Service 02/18/21-03/19/21 CH	6,243.06
89304	4/1/2021	2494	Southwest Gas Corp.	Service 02/17/21-03/18/21 WV	2,812.95
89305	4/1/2021	2838	Verizon Wireless	Service 02/21/21-03/20/21	2,161.58
89308	4/1/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	14,109.49
89309	4/1/2021	3309	Batteries Plus	Various	62.80
89312	4/1/2021	3383	Home Depot Credit Services	February - March 2021 Various	1,730.92
89313	4/1/2021	6107	USITT, Inc	Dues & Subscriptions USITT 4/1/21-3/31/22	350.00
89314	4/1/2021	6817	Reliance Connects	Service Apr 2021	641.85
89315	4/1/2021	7740	Gaudin Ford	#41: Brake Repairs & (2) New Tires	1,279.34
89316	4/1/2021	8731	UNUM Life Insurance Co. of America	Premium March 2021	355.40
89317	4/1/2021	8985	National Benefit Services, LLC	Debit Card Fee	451.00
89318	4/1/2021	9937	AFLAC Premium Holding	Premium March 2021	2,466.94
89319	4/1/2021	9945	Texas Life Insurance Company	Premium March 2021	230.05
89320	4/8/2021	10253	Elizabeth Ann Foyt	March 2021 Board Meetings	80.00
89322	4/8/2021	11813	Capitol Door Service	EV: Service Call - Exterior Auto Door	180.00
89323	4/8/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,411.44
89324	4/8/2021	1577	FedEx	Express Services - Mar 2021	76.95
89325	4/8/2021	2097	Moapa Valley Telephone Co. Inc.	Service Apr 2021	1,359.85
89326	4/8/2021	2117	Multi-Cultural Books & Videos, Inc.	Library Books & Materials for FY2020-2021	7,318.96
89327	4/8/2021	2159	AT&T SBC	Service 03/25/21-04/24/21	434.86
89328	4/8/2021	2175	NV Energy	Service 02/24/21-03/25/21 EV	3,634.81
89329	4/8/2021	2494	Southwest Gas Corp.	Service 02/25/21-03/26/21 SW	3,724.97
89333	4/8/2021	2837	Republic Services 620	Reg/compliance 04/01-04/30 WM	28,259.66
89334	4/8/2021	2861	Jay D. Whipple	MV: Pest Control	40.00
89335	4/8/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
89336	4/8/2021	5246	Kelly D. Benavidez	March 2021 meetings	80.00
89337	4/8/2021	9711	Jose L. Melendrez	March 2021 Board Meeting	40.00
89338	4/8/2021	10062	Western Arts Alliance	WAA membership dues	450.00
89339	4/8/2021	11652	Nathaniel Paul Vaughn	March 2021 Board Meetings	80.00
89340	4/15/2021	10303	Sidney Lavel Smith	Sid Smith concert SM 4-11-21	2,000.00
89341	4/15/2021	10641	Quench USA, Inc.	Filtered Drinking Water	850.00
89342	4/15/2021	10998	Sprint	Service 01/27/21-02/26/21	27,498.99
89343	4/15/2021	11146	Maria Adriana Yee	Refund for returned item	17.99
89344	4/15/2021	11570	Zoneil Maharaj	Chance's Chat 2021 & Kelvin Questions	750.00
89345	4/15/2021	11605	Keith D. Zalinger	2 One Hour Mind Reading Performances	400.00

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From 03/26/2021 Through 04/30/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
89346	4/15/2021	11607	Operations Service Systems LLC	Virtual Training Course	1,445.00
89347	4/15/2021	11663	Tommi Joyce Garza	Refund for duplicate charges	20.00
89348	4/15/2021	11664	Michelle Vanriel	Refund for overpayment on library account	13.90
89349	4/15/2021	11813	Capitol Door Service	CH: Replacement Operator	3,010.33
89350	4/15/2021	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service 05/01/21-07/31/21 SW	8,252.85
89351	4/15/2021	2095	MITY Inc.	CC & WC MityLite chair order	2,383.28
89352	4/15/2021	2175	NV Energy	Summary Billing Feb 21 & Mar 21	51,122.68
89353	4/15/2021	2494	Southwest Gas Corp.	Service 03/05/21-04/05/21 LA	452.63
89354	4/15/2021	2854	FastSigns	Stock #IN95-97865 Replacement of FACP sign	71.59
89356	4/15/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	8,051.79
89357	4/15/2021	4117	Television Monitoring Services, Inc.	TV clip News 3 Biz Hub 3-31-21	50.00
89358	4/15/2021	4588	The Banff Centre	March 20 screening of BMCFFWT	1,000.00
89359	4/15/2021	7740	Gaudin Ford	#58: Replace EGR front cover and cooler	2,158.58
89360	4/15/2021	8192	AT&T	Service April 2021	44.28
89361	4/15/2021	9677	Elm USA, Inc.	ECO Pro 800 minute Supply Kit	98.95
89364	4/22/2021	11017	Color Me Mine	Color Me Mine SM 4-17-21	770.00
89365	4/22/2021	11078	Miss Marsha's Mini School LLC	Refund Room Rental 5/14/21	420.00
89366	4/22/2021	11085	Nevada Music Academy	Refund Room Rental 7/24-25/21	720.00
89367	4/22/2021	11667	Loring Taoka	Shipping Cost - Art Display@ SW	600.00
89368	4/22/2021	11668	Wongu Univ. of Oriental Medicine	Refund Room Rental - 6/19/21	160.00
89369	4/22/2021	11829	Nonprofit Megaphone LLC	Google Grant Management 4/21- 4/22	2,495.00
89370	4/22/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,411.44
89371	4/22/2021	2159	AT&T SBC	Service 04/11/21-05/10/21	484.32
89372	4/22/2021	2494	Southwest Gas Corp.	Service 3/10/21-4/8/21 EV	1,209.08
89378	4/22/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	19,033.74
89379	4/22/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
89380	4/22/2021	7348	Brainfuse, Inc	Education services 7/1/21-6/30/22	165,000.00
89381	4/29/2021	10081	American Button Machines	"1.75"" Pinback Button Set-1000 - SV	452.84
89382	4/29/2021	11052	Gabriela Fahrenstiel	Concert @ CC 4/23 & WM 4/24	6,000.00
89383	4/29/2021	11673	Marco A. Veyna-Reyes	PR Replacement (ACH) - acct closed	150.00
89384	4/29/2021	11675	Thomas Bartkowiak	Refund return item	50.00
89385	4/29/2021	11833	Odyssey Charter Schools NV	Refund Room Rental 5/24/21	200.00
89386	4/29/2021	1577	FedEx	Express Services - Apr 2021	48.48
89387	4/29/2021	2117	Multi-Cultural Books & Videos, Inc.	Library Books & Materials for FY2020-2021	1,040.06
89388	4/29/2021	2494	Southwest Gas Corp.	Service 03/18/21-04/16/21 WV	149.68
89389	4/29/2021	2772	Xerox Corporation	Meter Usage Mar 2021	487.33
89390	4/29/2021	2838	Verizon Wireless	Service 03/21/21-04/20/21	2,317.55
89392	4/29/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	9,168.82
89393	4/29/2021	3559	Diane Dewar (Other-PC)	Replenish petty cash	140.64
89394	4/29/2021	4540	Office Team	Temporary Employee - April 2021	1,065.75
89395	4/29/2021	6817	Reliance Connects	Service May 2021	641.85
89403	4/29/2021	7369	SYNCHRONY BANK/AMAZON	NUOBESTY 500 Origami Paper - SW	13,471.89
89404	4/29/2021	7677	Uline, Inc.	Utility Cart - PVS/CC	366.02
89405	4/29/2021	8731	UNUM Life Insurance Co. of America	Premium May 2021	355.40
89406	4/29/2021	9895	National Benefit Services, LLC	Admin Fee March 2021	460.00
89407	4/29/2021	9937	AFLAC Premium Holding	Premium April 2021	2,466.94
89408	4/29/2021	9945	Texas Life Insurance Company	Premium April 2021	230.05
Total 100 - General Fund					2,067,940.95

Las Vegas - Clark County Library District
Check/Voucher Register

Grant Fund - 220
From 03/26/2021 Through 04/30/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12087	3/29/2021	8122	Staples Advantage Dept LA	Post-it 1 3/8 x 1 7/8cnry - LIT	132.18
12088	3/29/2021	8397	Cengage Learning, Inc.	Stand Out books Feb 2021	13,200.00
12096	3/29/2021	9566	Diana Marshall	CC PM 316 1/27/-3/17 M-TH	1,890.00
12283	4/26/2021	8122	Staples Advantage Dept LA	12x12 cardstock jupiter met - CC	575.90
89342	4/15/2021	10998	Sprint	Service 01/27/21-02/26/21	9,116.16
89362	4/22/2021	10852	Hannah Burke	TISOH 332-1 3/4/21 - 4/14/21	1,944.00
Total 220 - Grant Fund					26,858.24

Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230
From 03/26/2021 Through 04/30/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12087	3/29/2021	8122	Staples Advantage Dept LA	Post-it 1 3/8 x 1 7/8cnry - LIT	265.78
12090	3/29/2021	8671	Eurie Creative, Inc.	Foundation Brochure Update	2,500.00
12099	4/5/2021	10523	Blake Hament	BBTTC instruction - MAR 2021	800.00
12128	4/5/2021	7777	AVID Products Inc.	Earbuds	1,020.78
12206	4/19/2021	10746	Santiago Ricoy	BBTTC instruction	1,200.00
12237	4/19/2021	4517	Fingerprint Pros, Inc.	March Pre-Employment Fingerprinting Service	52.00
12283	4/26/2021	8122	Staples Advantage Dept LA	12x12 cardstock jupiter met - CC	194.87
89342	4/15/2021	10998	Sprint	Service 01/27/21-02/26/21	4,748.00
89363	4/22/2021	11012	Bradford Smith Jr.	BBTTC music instruction - Apr 8 -May 28	1,600.00
89369	4/22/2021	11829	Nonprofit Megaphone LLC	Google Grant Management 4/21- 4/22	2,495.00
89403	4/29/2021	7369	SYNCHRONY BANK/AMAZON	NUOBESTY 500 Origami Paper - SW	114.24
Total 230 - Gift Fund					14,990.67

Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 03/26/2021 Through 04/30/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12095	3/29/2021	9462	Production Resource Group, LLC	PVS: Theater Lighting Equipment	106,128.42
12207	4/19/2021	11064	Las Vegas Car Wraps	#31: Remove wrap from Outreach van	700.00
12222	4/19/2021	2686	Simply Covered, Inc.	Reupholster YPL Furniture	2,492.00
12245	4/19/2021	7371	EnvisionWare, Inc.	SM EOL Security Gates	15,767.23
12258	4/19/2021	9489	Teledata Technologies	CC: Provide and install new cameras	54,940.00
89321	4/8/2021	11645	Harris Las Vegas, LLC	Interest Retainage for RB - 3/31/2021	56,989.24
Total 510 - Capital Projects Fund					237,016.89
Total - All Funds					2,346,806.75



PUBLIC NOTICE

NOTICE IS HEREBY given that the Board of Trustees of the Las Vegas-Clark County Library District will hold a public hearing on **THURSDAY, MAY 20, 2021, at 6:00 p.m.** at the Windmill Library and Service Center, 7060 W. Windmill Lane, Las Vegas, Nevada, on the **tentative Las Vegas-Clark County Library District budget for the fiscal year beginning July 1, 2021.**

Copies of the tentative budget prepared on forms and in such detail as is prescribed by the Nevada Department of Taxation are on file for public inspection with the Office of the Secretary to the Board of Trustees of the Las Vegas-Clark County Library District at her office at the Windmill Library and Service Center, 7060 W. Windmill Lane, Las Vegas, Nevada and with the Clark County Clerk at her office in the Government Center, 500 S. Grand Central Parkway, Las Vegas, Nevada.



ITEM VII.A.3.b.

MEMORANDUM

TO: Kelvin Watson, Executive Director

FROM: John E. Vino, Acting General Services Director

DATE: May 4, 2021

SUBJECT: General Services Report, May 2021

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

FACILITIES MAINTENANCE DEPARTMENT

Improvement Projects

Future Electric Vehicle(EV) Charging Stations – per your direction, and in accordance with the District's sustainability objectives, we have allocated funds in the upcoming FY 21-22 budget to add four new EV charging stations at District branch locations as well as a fleet charging station at the Windmill Service Center. Funds have also been allocated to purchase an electric vehicle for the District's fleet.

The State of Nevada is a recognized leader in EV charging station installations and Las Vegas was listed as one of the leading cities in new EV car growth in the US. Increasing available charging stations supports Governor Steve Sisolak's *Clean Cars Nevada* initiative, which helps to advance the State's climate change and sustainability goals, reduce harmful air pollution from cars and trucks on Nevada roads.

The District currently has one EV charging station located at the East Las Vegas Library. It is used two to three time per week on average and the estimated cost for a user is \$3 for a two-hour session. Our charging station is managed by ChargePoint, one of the leaders in the industry. Our location is listed on their website as well as on their mobile app, which connects drivers with stations so they can easily find a charge when needed.

We are currently researching the existing power and feasibility of installing stations at the Clark County Library, Windmill Library, Summerlin Library and the Centennial Hills Library. The estimated cost of each installation is \$15,000 with some of the costs to be reimbursed through the Electric Vehicle Charging Station Incentive program through NV Energy.

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 removing barriers as needed.

Maintenance Work Order Activity – March 2021:

Corrective work requests received and converted to work orders - 374
Corrective work orders completed – 335

Preventive maintenance work orders generated – 210
Preventive maintenance work orders completed – 311

Minor Projects and Major Repairs Completed:

- District Wide: Completed inspections and Certifications as required various District backflows - \$2,187
- Clark County Library: Repair to theater doors - \$1,985
Repair to theater elevator - \$646-
- Centennial Hills Library: Repair to ADA door closers - \$1,025
- Fleet: Remove advertising wrap - \$700
- Moapa Valley Library: Replace HVAC compressor - \$872
- Summerlin Library: Chiller Service - \$1,623
- West Las Vegas Library: Reupholster theater green furniture - \$2,820
- Windmill Library: Annual elevator service and testing - \$1,625

COURIER DEPARTMENT

Library Materials Moved Between Branches – March 2021:

	<u>March 2021</u>	<u>March 2020</u>	<u>February 2021</u>
Urban Branches	236,220	Closed	214,320
Outlying Branches	31,440		27,180
Contract/Other Libraries	38,700		28,860
<u>To Storage for Future Sale</u>	<u>40,280</u>		<u>27,360</u>
Total	346,640		297,720

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.

COVID – 19 Related Activities:

Clark County Local Mitigation Plan

Conducted branch visits to discuss the May 1st changes in occupancy and 3-ft social distancing requirements per Clark County with staff.

Microshield 360

Complete at all branches.

Safety Committee

The Safety Committee conducted an in-person quarterly safety inspection of East Las Vegas Library on Thursday, April 8th.

CPR/AED Training

Nicole Baker, Safety Manager conducted CPR/AED classes in April, with 12 staff members completing their certifications. CPR/AED classes are scheduled throughout May and will be ongoing throughout the summer months.

Nicole Baker, Safety Manager, conducted branch inspections for occupational safety compliance. Additionally, conducted branch visits to Clark County, Enterprise, Sunrise, West Las Vegas, and Windmill libraries to check 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

Public Bids

Human Resources Department - Direct & Indirect Compensation Analysis project.

Technical & Production Services Department - Projector Upgrades.

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 \$271,580.83. 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)

April 2021 - \$1,836.83



ITEM VII.A.3.c.

MEMORANDUM

TO: Kelvin Watson, Executive Director

FROM: Jeff Serpico, Human Resources Director

DATE: May 7, 2021

SUBJECT: Human Resources (HR) Report, May 2021

- Section (1) of this report, *Key Initiatives*, covers activity from April 1 to April 30. 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 March 31. 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:**

- April 2021 Interviews

- | | |
|-----------------------|------------------------------------|
| ▪ Programming & Venue | Production Technician |
| ▪ Adult Learning | Literacy Accountability Specialist |
| ▪ Sunrise | Page |

- General Services Maintenance Technician III

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

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

- **Diversity Reporting & Action Plan:**

- Diversity Dashboard - Q1.CY21 (Attached)
- Diversity Action Plan Draft - Complete (Target Board Review June)

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

- Direct and Indirect Wage Analysis RFP - Complete
 - RFP Advertising - Complete
 - RFP Response (#5) Evaluation - In-process

- **District Ethics Training:**

- Training Course (Virtual) - Developed
- Staff Education - In-process (Completion 6/11)

- **HR Support Staff Career Ladder:**

- Coordinator (I, II, III), Human Resources
 - Job Matrix & Descriptions - Complete
 - Implementation - Complete

- **Policy & Practice Review (Nepotism/Fraternization)**

- Policy Review - Complete
- Leadership Review - Complete

2. Transactional Activity & Metrics:

- District Snapshot for the months of July 2020 to March 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

Dashboard	District Snapshot	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
A	Total Employees (Headcount)	640	638	638
B	Full-Time Employees >= 60 HRS PP	309	309	310
C	Part-Time Employees <= 59 HRS PP	331	329	328
D	Full-Time Equivalent (FTEs)	NA	NA	NA
E	Average Years of Service (District)	9.4	9.5	9.6

Yellow - restated

Dashboard	District Snapshot	Quarter 4 of FY 2020-2021		
Item	Metric	Apr -21	May-21	Jun-21
A	Total Employees (Headcount)	NA	NA	NA
B	Full-Time Employees >= 60 HRS PP	NA	NA	NA
C	Part-Time Employees <= 59 HRS PP	NA	NA	NA
D	Full-Time Equivalent (FTEs)	NA	NA	NA
E	Average Years of Service (District)	NA	NA	NA

- The Human Resources Department reports the following *Talent Acquisition and Management* activities for the months of July 2020 to March 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	140
G	Positions Posted (Approved to Fill)	4	2	7
H	Applications Received	281	354	424
I	Interviews Conducted	4	7	8
J	New Hires	5	2	3
K	Promotions	1	5	7
L	Lateral Transfer	0	1	0
M	Demotions	0	2	1
N	Employees Completing Probation	0	0	0

Dashboard	Talent Acquisition & Management	Quarter 4 of FY 2020-2021		
Item	Metric	Apr-21	May-21	Jun-21
F	Open Positions (FY20-21 Budget)	NA	NA	NA
G	Positions Posted (Approved to Fill)	NA	NA	NA
H	Applications Received	NA	NA	NA
I	Interviews Conducted	NA	NA	NA
J	New Hires	NA	NA	NA
K	Promotions	NA	NA	NA
L	Lateral Transfer	NA	NA	NA
M	Demotions	NA	NA	NA
N	Employees Completing Probation	NA	NA	NA

- The Human Resources Department reports the following *Separations and Turnover* activities for the months of July 2020 to March 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	3
Q	Voluntary Separations	4	4	3
R	Involuntary Separations	0	0	0
S	Turnover (Entire District)	0.63%	0.63%	0.47%
T	Turnover (Without Page)	0.16%	NA	NA
U	Annualized 12-month TO (Entire District)	22.13%	20.03%	18.23%
V	Vacancy Rate	18.38%	17.99%	17.99%
W	Average Years of Service (Voluntary)	6.3	9.6	5.3
X	Average Years of Service (Involuntary)	0.0	0.0	0.0

Dashboard	Separations & Turnover (TO)	Quarter 4 of FY 2020-2021		
Item	Metric	Apr-21	May-21	Jun-21
P	Total Separations from employment	NA	NA	NA
Q	Voluntary Separations	NA	NA	NA
R	Involuntary Separations	NA	NA	NA
S	Turnover (Entire District)	NA	NA	NA
T	Turnover (Without Page)	NA	NA	NA
U	Annualized 12-month TO (Entire District)	NA	NA	NA
V	Vacancy Rate	NA	NA	NA
W	Average Years of Service (Voluntary)	NA	NA	NA
X	Average Years of Service (Involuntary)	NA	NA	NA

- The Human Resources Department reports the following *Training and Talent Development* activities for the months of July 2020 to March 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	1
Z	Total Employee Training Encounters	45	55	197
AA	Virtual	41	55	191
BB	Live On-site	0	0	0
CC	External Conferences	4	0	6
DD	Total Training Cost	\$24,118	\$4,349	\$2,779
EE	Total Tuition Reimbursements	\$23,403	\$548	\$2,000
FF	Undergraduate	\$4,403	\$548	\$0.00
GG	Graduate	\$19,000	\$0.00	\$2,000
HH	Annual Compliance Training Completion	7.50%	93.00%	98.70%

Compliance Training new cycle for CY.

Dashboard	Training & Talent Development	Quarter 4 of FY 2020-2021		
Item	Metric	Apr -21	May-21	Jun-21
Y	Employees Attending New Hire Orientation	NA	NA	NA
Z	Total Employee Training Encounters	NA	NA	NA
AA	Virtual	NA	NA	NA
BB	Live On-site	NA	NA	NA
CC	External Conferences	NA	NA	NA
DD	Total Training Cost	NA	NA	NA
EE	Total Tuition Reimbursements	NA	NA	NA
FF	Undergraduate	NA	NA	NA
GG	Graduate	NA	NA	NA
HH	Annual Compliance Training Completion	NA	NA	NA

- The Human Resources Department reports the following *Benefits & Wellness* activities for the months of July 2020 to March 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	3
JJ	Total Leave Hours Utilized	376.00	236.00	156.00

Dashboard	Benefits & Wellness	Quarter 4 of FY 2020-2021		
Item	Metric	Apr-21	May-21	Jun-21
II	Staff Utilizing FMLA or Unpaid Leave > 4-weeks	NA	NA	NA
JJ	Total Leave Hours Utilized	NA	NA	NA

- Quarterly Trend Notes:**
 - Q1: NA - 2-months of data
 - Q2: Item [U] Annualized 12-month TO decreasing - VESP discontinued
 - Q3: Item [U] Annualized 12-month TO decreasing - VESP discontinued
 - 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 April1, 2021.
 - District Overview - Chart A
 - Sex/Gender Identification - Chart B
 - Job Category Count - Chart C
 - Job Category Analysis - Chart D

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) TOTAL 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	638				NA	648	A
B	Full-Time Employees 60 hours or more (Headcount)	NA	329	306	306	307	308	309	309	310				NA	311	B
C	Part -Time Employees 59 hours or less (Headcount)	NA	360	352	338	334	331	331	329	328				NA	338	C
D	Full-Time-Equivalent (FTE-District)	NA	N/A	N/A	N/A	NA	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	9.6				NA	9.5	E
		Talent Acquisition & Management														
F	Open Positions (FY 20-21 Budget) = 778	NA	89	120	134	137	139	143	140	140				NA	130	F
G	Positions Posted (Approved to Fill)	NA	1	11	6	10	6	4	2	7				NA	6	G
H	Applications Received	NA	107	476	673	831	321	281	354	424				3467	433	H
I	Interviews Conducted	NA	0	5	7	2	7	4	7	8				40	5	I
J	New Hires	NA	0	0	1	0	0	5	2	3				11	1	J
K	Promotions	NA	4	2	9	3	3	1	5	7				34	4	K
L	Lateral Transfers	NA	0	1	4	2	2	0	1	0				10	1	L
M	Demotions	NA	0	0	1	2	0	0	2	1				6	1	M
N	Employees Successfully Completing Probationary Period	NA	7	1	6	1	1	0	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	\$12,793.43				\$58,894.28	\$9,815.71	O
		Separations & Turnover														
P	Total Separations from Employment	NA	18	31	15	3	2	4	4	3				80	10	P
Q	Voluntary Separations	NA	17	30	14	3	2	4	4	3				77	10	Q
R	Involuntary Separations	NA	1	1	1	0	0	0	0	0				3	0.38	R
S	Turnover (Entire District)	NA	2.61%	4.71%	2.33%	0.47%	0.31%	0.63%	0.63%	0.47%				12.16%	1.52%	S
T	Turnover (Without Page Positions)	NA	5.56%	4.25%	1.24%	TBD	TBD	0.16%	NA	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%	20.03%	18.23%				NA	28.71%	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%	17.99%				NA	16.74%	V
W	Average Years of Service (Voluntary Separations)	NA	15.9	30.1	11.2	12.5	2.1	6.3	9.6	5.3				NA	11.6	W
X	Average Years of Service (Involuntary Separations)	NA	3.9	0.7	22.3	0.0	0.0	0.0	0.0	0.0				NA	3.4	X
		Training & Talent Development														
Y	Employee Attending New Hire Orientation	NA	0	0	0	1	0	5	2	1				9	1.13	Y
Z	Total Employee Training Encounters	NA	246	9	23	38	23	45	55	197				636	80	Z
AA	Virtual	NA	245	9	10	30	19	41	55	191				600	75	AA
BB	Live On-Site	NA	1	0	11	1	0	0	0	0				13	2	BB
CC	External Conferences	NA	0	0	2	7	4	4	0	6				23	3	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	\$2,779.44				\$39,448.74	\$4,931.09	DD
EE	Total Tuition Reimbursements	NA	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$23,403.66	\$548.64	\$2,000.00				\$26,952.30	\$3,369.04	EE
FF	Undergraduate	NA	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$4,403.66	\$548.64	\$0.00				\$5,952.30	\$744.04	FF
GG	Graduate	NA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,000.00	\$0.00	\$2,000.00				\$21,000.00	\$2,625.00	GG
HH	(2) Annual Required Compliance Training Completion	NA	97.00%	97.00%	97.00%	98.00%	99.00%	7.50%	93.00%	98.70%				98.70%	NA	HH
		Benefits & Wellness														
II	Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	NA	9	9	6	6	6	7	4	3				NA	6	II
JJ	Total Leave Hours Utilized	NA	332.00	468.00	382.00	326.00	326.00	376.00	236.00	156.00				2602.00	325.25	JJ

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

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

September restate August - Yellow

NOTES:

EEO-4 Instruction Booklet - Race and Eth transition match EEO1
Data Pull 03/31/21
*N= 634
** N= without Page Job Title - 484
*** July 2019 US Census Bureau - Clark County

LVCCLD Diversity Dashboard 2021
(Quarter 1)

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%	143	22.5552%	-9.04%	94	19.42%	-12.18%					
2		White (Not Hispanic or Latino) (41.7%) white alone (a)	41.70%	318	50.1577%	8.46%	253	52.27%	10.57%					
3		Black or African American (Not Hispanic or Latino) (a)	13.10%	65	10.2524%	-2.85%	57	11.78%	-1.32%					
4		Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)	0.90%	11	1.7350%	0.84%	9	1.86%	0.96%					
5		Asian (Not Hispanic or Latino) (a)	10.40%	74	11.6719%	1.27%	52	10.74%	0.34%					
6		Native American or Alaska Native (Not Hispanic or Latino) (a)	1.20%	3	0.4732%	-0.73%	3	0.62%	-0.58%					
7		Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	4.90%	20	3.1546%	-1.75%	16	3.31%	-1.59%					
			(2-6) Overlap 2 or more	103.80%	634	100.00%	484	100.00%						
B		**Sex / Gender Identification	***Clark County (CC)	*All District		%	Variance CC	**Without Page		%	Variance CC			
1		Female	50.10%	437	68.93%	18.83%	319	65.91%	15.81%					
2		Male	49.90%	197	31.07%	-18.83%	165	34.09%	-15.81%					
3		Non Identifying	0.00%	0	0.00%	0.00%	0	0.00%	0.00%					
			100.00%	634	100.00%	484	100.00%							
C		Job Categories (EE0-4)	Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	Total				
1		Officials and Administrators	8	47	17	0	8	0	2	82				
2		Professionals	16	34	6	1	11	0	4	72				
3		Technicians	10	26	6	2	5	1	0	50				
4		Protective Service Workers	0	0	0	0	0	0	0	0				
5		Paraprofessionals	18	63	9	2	18	0	1	111				
6		Administrative Support Workers (Including Clerical and Sales)	91	139	22	5	32	2	10	301				
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			143	318	65	11	74	3	20	634				
D		Job Categories (EE0-4)	Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	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	17	0	8	0	2	82	12.93%			
1.1		District Job Class %	9.76%	57.32%	20.73%	0.00%	9.76%	0.00%	2.44%	100.00%		Female	49	59.76%
1.2		Variance from CC	-21.84%	15.62%	7.63%	-0.90%	-0.64%	-1.20%	-2.46%			Male	33	40.24%
												Non	0	0.00%
2.0		Professionals	16	34	6	1	11	0	4	72	11.36%			
2.1		District Job Class %	22.22%	47.22%	8.33%	1.39%	15.28%	0.00%	5.56%	100.00%		Female	51	70.83%
2.2		Variance from CC	-9.38%	5.52%	-4.77%	0.49%	4.88%	-1.20%	0.66%			Male	21	29.17%
												Non	0	0.00%
3.0		Technicians	10	26	6	2	5	1	0	50	7.89%			
3.1		District Job Class %	20.00%	52.00%	12.00%	4.00%	10.00%	2.00%	0.00%	100.00%		Female	19	38.00%
3.2		Variance from CC	-11.60%	10.30%	-1.10%	3.10%	-0.40%	0.80%	-4.90%			Male	31	62.00%
												Non	0	0.00%
4.0		Protective Service Workers - Outsourced	0	0	0	0	0	0	0	0	0.00%			
5.0		Paraprofessionals	18	63	9	2	18	0	1	111	17.51%			
5.1		District Job Class %	16.22%	56.76%	8.11%	1.80%	16.22%	0.00%	0.90%	100.00%		Female	85	76.58%
5.2		Variance from CC	-15.38%	15.06%	-4.99%	0.90%	5.82%	-1.20%	-4.00%			Male	26	23.42%
5.3												Non	0	0.00%
6.0		Administrative Support Workers (Including Clerical and Sales)	91	139	22	5	32	2	10	301	47.48%			
6.1		District Job Class %	30.23%	46.18%	7.31%	1.66%	10.63%	0.66%	3.32%	100.00%		Female	233	77.41%
6.2		Variance from CC	-1.37%	4.48%	-5.79%	0.76%	0.23%	-0.54%	-1.58%			Male	68	22.59%
												Non	0	0.00%
7.0		Skilled Craft Workers	0	2	0	0	0	0	0	2	0.32%			
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	2.52%			
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			143	318	65	11	74	3	20	634	100.00%			



AGENDA ITEM

MAY 20, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.A.: Public Hearing on the Las Vegas-Clark County Library District Tentative Budget for Fiscal Year 2021-2022.

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

On April 8, 2021, staff met with the Finance and Audit Committee to review and comment on staff's recommendations for preparation of the Tentative Budget for Fiscal Year 2021-2022. The Tentative Budget was filed on April 15, 2021 with the State Department of Taxation. Staff will present a report to Trustees on adjustments, if any, that have been made to the Tentative Budget in preparation of the adoption of the Final Fiscal Year 2021-2022 Budget.

Recommended Action:

Motion to convene the Public Hearing regarding the Las Vegas-Clark County Library District's Tentative Budget for Fiscal Year 2021-2022. Following the staff report, Board review, and public testimony, a motion is required to close the Public Hearing on the Tentative Budget.

TENTATIVE/ PROPOSED BUDGET

Fiscal Year 2021–2022

Las Vegas–Clark County
**LIBRARY
DISTRICT**
LVCLD.org



FY 2022 Total Revenues

All Funds

Las Vegas-Clark County Library District FY 2022 Revenues				
	FY 2021 Budget	FY 2022 Budget	Variance FY 2022 vs. FY 2021	Percent Increase (Decrease)
General Fund	68,900,000	78,310,000	9,410,000	13.66%
Special Revenue Funds:				
Gift Fund	815,000	815,000	-	0.00%
Grant Fund	1,800,000	1,800,000	-	0.00%
Capital Projects Fund	50,000	30,000	(20,000)	(40.00%)
Debt Service Fund	10,000	10,000	-	0.00%
Total	71,575,000	80,965,000	9,390,000	13.12%

- The General Fund increase is due to property taxes and consolidated sales taxes
- The Capital Projects Fund earns interest revenues, but primarily relies on transfers from the General Fund

FY 2022 Total Expenditures

All Funds

Las Vegas-Clark County Library District FY 2022 Expenditures				
	FY 2021 Budget	FY 2022 Budget	Variance FY 2022 vs. FY 2021	Percent Increase (Decrease)
General Fund	70,084,868	71,811,599	1,726,731	2.46%
Special Revenue Funds:				
Gift Fund	815,000	815,000	-	0.00%
Grant Fund	1,800,000	1,800,000	-	0.00%
Capital Projects Fund	4,058,700	5,941,500	1,882,800	46.39%
Debt Service Fund	10,000	10,000	-	0.00%
Total	76,768,568	80,378,099	3,609,531	4.70%

- The General Fund increase is primarily due to personnel costs
- The Capital Projects increase is due to continuing projects deferred during the pandemic

General Fund

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



Budget Overview

General Fund Fiscal Year 2022

Revenues

- Property taxes increased \$3.8M (8%)
- Consolidated sales tax increased \$5.6M (31%)

Expenditures

- Total salaries and benefits increased \$1.4M (3%)
- Services and supplies increased \$52K (less than 1%)
- Library materials increased \$258K (3%)

Transfers to Capital Projects Fund

- In FY 2020, transfers were reduced from \$6M to \$3M
- In FY 2021, no transfers budgeted
- In FY 2022, \$19M budgeted

Ending Fund Balance

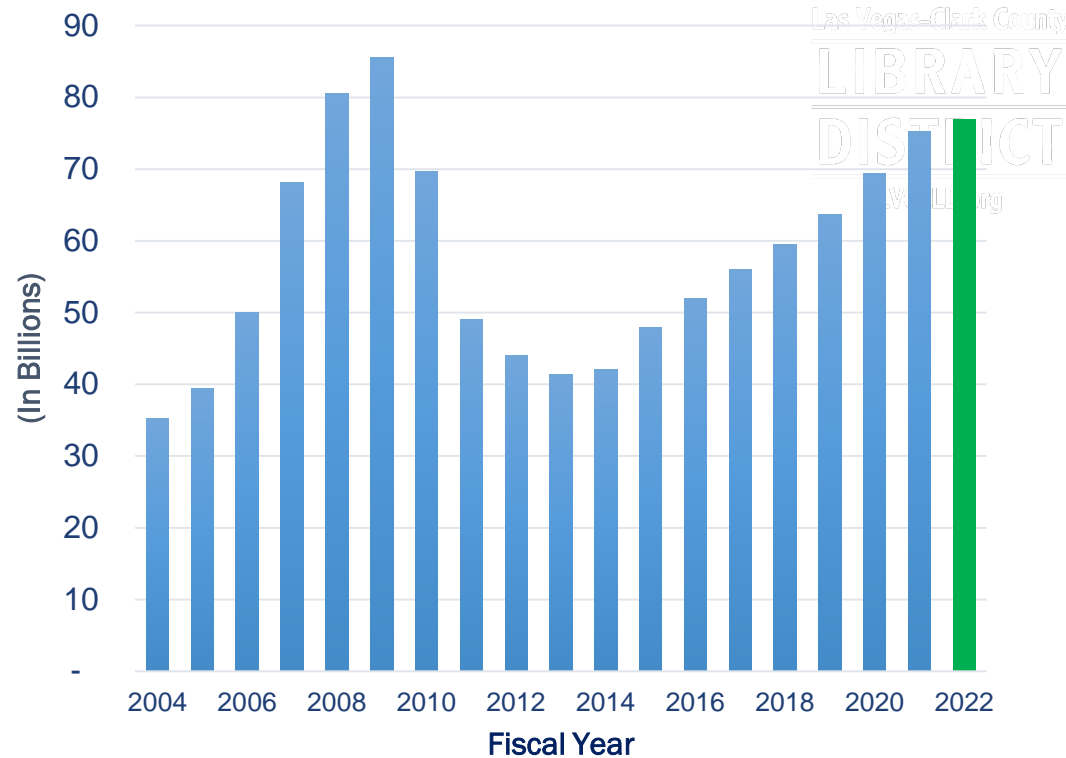
- Maintain at 20% of total expenditures (\$14.1M)

Overview of Revenues



Assessed Value

Assessed Valuation FY 2004-2022



- Property tax is based on Assessed Valuation (AV) of property
- AV continues its upward trend
- Any decline will take a fiscal year to become effective

Property Tax Revenues

Property Tax Revenues FY 2013-2022



Property Taxes

FY 2022 – \$53.1M Budgeted

FY 2021 – \$49.3M Budgeted

FY 2020 – \$46.2M Actual

FY 2019 – \$43.0M Actual

FY 2018 – \$40.6M Actual

FY 2017 – \$38.6M Actual

FY 2016 – \$37.9M Actual

FY 2015 – \$36.7M Actual

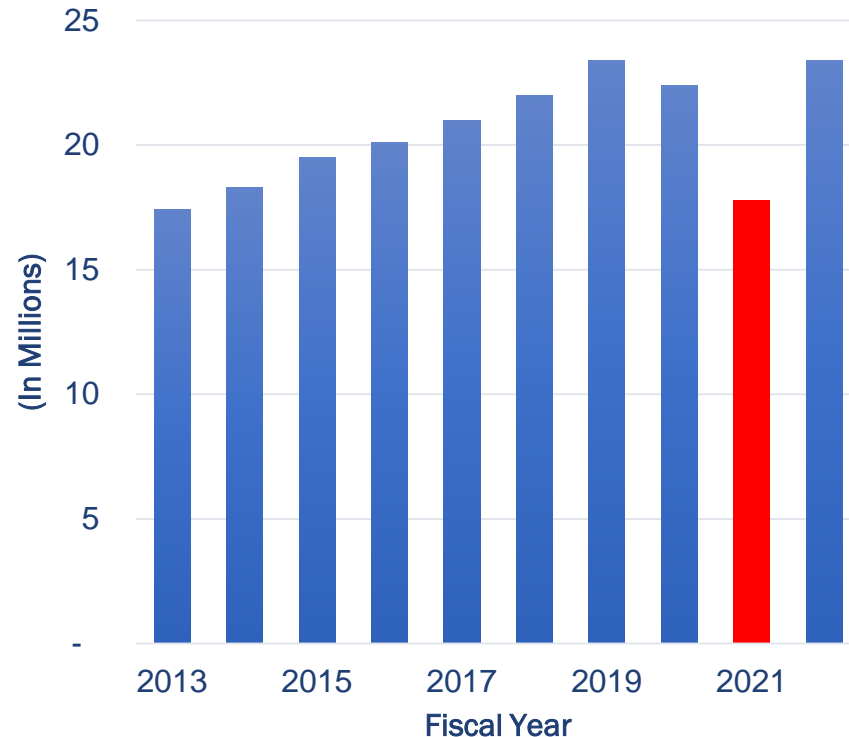
FY 2014 – \$36.7M Actual

FY 2013 – \$36.2M Actual

- All FY 2021 revenues collected as expected
- We expect to collect all FY 2022 revenues
 - Possible increase in delinquent revenues

FY 2022 Consolidated Sales Tax Revenue

Consolidated Sales Tax (CTX)
Revenue FY 2013-2022



Las Vegas-Clark County
**LIBRARY
DISTRICT**

FY 2022 – \$23.4M Budgeted

FY 2021 – \$17.8M Budgeted

FY 2020 – \$22.4M Actual

FY 2019 – \$23.4M Actual

FY 2018 – \$22.0M Actual

FY 2017 – \$21.0M Actual

FY 2016 – \$20.1M Actual

FY 2015 – \$19.5M Actual

FY 2014 – \$18.3M Actual

FY 2013 – \$17.4M Actual

- Budgeted FY 2022 CTX revenue returns to pre-pandemic levels
- FY 2021 CTX revenue was projected to decrease by \$4.6M from FY 2020
- Current FY 2021 projections expect CTX revenue to reach \$22.0M, \$4.2M higher than budgeted

FY 2022 Total Revenues

General Fund

Las Vegas-Clark County Library District FY 2022 Revenues				
	FY 2021 Budget	FY 2022 Budget	Variance FY 2022 vs. FY 2021	Percent Increase (Decrease)
General Fund				
Revenues:				
Property Taxes	49,300,000	53,100,000	3,800,000	7.71%
Consolidated Tax	17,800,000	23,400,000	5,600,000	31.46%
Charges for Services	570,000	500,000	(70,000)	(12.28%)
Fines and Forfeits	450,000	500,000	50,000	11.11%
Miscellaneous Revenue	765,000	790,000	25,000	3.27%
Investment Income	15,000	20,000	5,000	33.33%
Total	68,900,000	78,310,000	9,410,000	13.66%

- FY 2022 Property Tax Revenue collectability will be monitored throughout the fiscal year
- FY 2021 CTX of \$17.8M is the original budget projection
 - The current estimate is \$22M
- FY 2022 CTX budget of \$23.4M is 7% higher than the FY 2021 estimate of \$22M

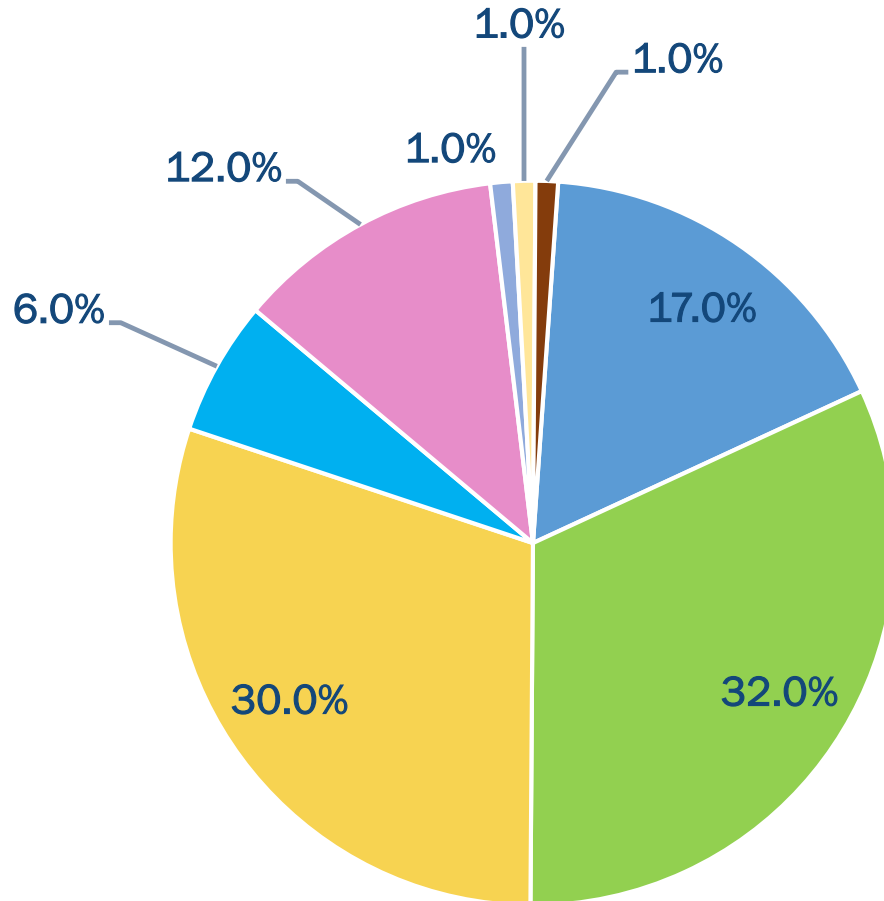
FY 2022 Total Expenditures

General Fund

Las Vegas-Clark County Library District FY 2022 Expenditures				
	FY 2021 Budget	Preliminary FY 2022 Budget	Variance FY 2022 vs. FY 2021	Percent Increase (Decrease)
General Fund Expenditures:				
Salaries	31,770,975	32,562,438	791,463	2.49%
Benefits	12,499,827	13,125,445	625,618	5.01%
Services and Supplies	15,304,682	15,356,409	51,727	0.34%
Library Materials	10,509,384	10,767,307	257,923	2.45%
Total	70,084,868	71,811,599	1,726,731	2.46%

- Salaries and benefits reflect pay increases effective July 1, 2021
- In FY 2022, Services and supplies will be maintained at FY 2021 levels
- Library materials represents 15% of total budgeted expenditures

Materials Budget



Materials Allocation \$10.8M:

■ Adult Print – \$1.83M or 17.0%

■ Downloadable eBooks & Media – \$3.45M or 32.0%

■ Electronic Databases & Services – \$3.23M or 30.0%

■ Adult Audio Visual – \$0.65M or 6.0%

■ Juvenile Print – \$1.29M or 12.0%

■ Juvenile Audio Visual – \$0.11M or 1.0%

■ Languages – \$0.11M or 1.0%


■ Nontraditional Items – \$0.11M or 1.0%

Ending Fund Balance

General Fund Budget

- Ending Fund Balance of \$14.1M is 20% of FY 2021-2022 expenditures, but 18% of Total Available Resources
- Necessary to provide liquidity for cash outflows
- Acts as a cushion during economic downturns
- The District will transfer \$19M from the General Fund to the Capital Projects Fund to replenish critical programs

Capital Projects Fund



The Capital Projects Fund accounts for the acquisition, replacement, or construction of major capital projects and facilities.

Capital Projects Fund Transfers In and Budgeted Expenditures FY 2021-2022

Capital Program	6/30/2021 Estimated Ending Funding Balance	FY 2022 Transfers from General Fund	FY 2022 Budgeted Revenues	FY 2022 Budgeted Expenditures	6/30/2022 Budgeted Ending Funding Balance
Library Services Platform Replacement					
Technology Replacements and Upgrades	1,816,314	4,000,000		(1,285,000)	4,531,314
Building Repair and Maintenance	2,630,783	4,500,000		(2,403,500)	4,727,283
Vehicle Purchase and Replacement	208,694	500,000		(150,000)	558,694
Library Materials					
Furniture Purchase and Replacement	158,243	500,000		(75,000)	583,243
Financial Services	508,238			(305,000)	203,238
Community Engagement/Programming and Venues	366,595	500,000		(723,000)	143,595
Capital Construction		9,000,000	30,000	(1,000,000)	8,030,000
TOTAL	5,688,867	19,000,000	30,000	(5,941,500)	18,777,367

- In FY 2021, capital projects were reduced to the minimum necessary to maintain operations
- Transfers from the General Fund needed to replenish the Technology Replacements/Upgrades and Building Repair/Maintenance Programs
- In FY 2022, the focus will be on shorter-term projects while building a reserve for longer-term projects

Special Revenue Funds

Special Revenue Funds account for the proceeds of specific revenue sources, which are the Grant Fund and Gift Fund.



Special Revenue Funds

Special Revenue – \$2.6M:

- Literacy (Adult Learning Program) and Other Grants – \$1.8M
- Donations in the Gift Fund – \$0.8M

Las Vegas-Clark County

LIBRARY DISTRICT

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Debt Service Fund

The Debt Service Fund accounts for the accumulation of resources for, and the payment of, general obligation bonds.



Debt Service Fund

- The District has no outstanding debt obligations requiring the repayment of bonds
- Last debt service payment made in January 2019

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Questions?



AGENDA ITEM

MAY 20, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.B.: Discussion and possible Board action to adopt the Las Vegas-Clark County Library District's Final Budget for Fiscal Year 2021-2022.

Background: The Las Vegas-Clark County Library District's Final Budget for Fiscal Year 2021-2022 is provided for Trustees' review. The Tentative Budget was filed with the State of Nevada Department of Taxation on April 15, 2021.

NRS 354.598 requires that the Final Budget be adopted by the governing body and transmitted to the State Department of Taxation on or before June 1st. Once the Final Budget is adopted, it becomes the operating plan for the fiscal year beginning July 1, 2021.

Recommended Action:

Motion to adopt the Final Las Vegas-Clark County Library District's Fiscal Year 2021-2022 Budget subject to any modifications as directed by Trustees and instruct staff to adjust estimated Fiscal Year 2021-2022 revenues in accordance with final estimates from the Department of Taxation provided such estimates are received in sufficient time for staff to make adjustments by the June 1, 2021 filing date.



ITEM IX.C.

AGENDA ITEM

MAY 20, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.C.:

Discussion and possible Board action on search for an Internal Auditor.

Background:

Placed on the Agenda by Chair Ortiz.

Recommended Action:



ITEM IX.D.

AGENDA ITEM

FEBRUARY 14, 2020 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 asked Counsel Gerald Welt to review the District's *Public Comment Policy* in light of the changes to the Board of Trustees meetings. Since the pandemic started, the Trustees have met virtually, and also accepted public comments via email.

Counsel Welt's proposed changes acknowledge that Public Comments can also be submitted via email.

The current Public Comment Policy is attached for comparison. Counsel Welt's proposed changes are listed below (in red):

"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. **The sign-up must include the commenter's name, legal address, and the agenda item that is being commented on. Commenters should state if they want their remarks included in the minutes of the meeting. If there is no agenda item listed, the person will be called on at the end of the meeting.**

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.

Anyone wishing to comment via email during the meeting must send an email to boardcomments@lvccld.org. The email must include the commenter's name, legal address, and the agenda item that is being commented on.

Email comments are limited to 500 in words in length and must also identify whether the commenter wants their remarks to be included in the minutes of the meeting.

Any comments which do not state the commenter's name, legal address, or exceed 500 words in length shall not be considered.

Any comments which do not identify an agenda item will be read at the end of the meeting.

When more than fifteen (15) people wish to comment, the chair shall proportionately reduce the time allotted to the forty-five minute maximum.

Recommended Action: Motion to approve changes to the District's *Public Comment Policy*.



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.