

ITEM III.

AMENDED
PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Special Meeting
June 10, 2021

DATE: Thursday, June 10, 2021

TIME: 6:00 p.m.

PLACE: East Las Vegas Library
2851 East Bonanza Road
Las Vegas, NV 89101

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. Anyone wishing to speak during this item 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 under this item 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.

Agenda – AMENDED Board of Trustees' Special Meeting
June 10, 2021
Page 2

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. Unfinished Business

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

V. New Business

- A. Discussion and possible Board action regarding contract award for property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2021.
- B. Discussion and possible Board action regarding contract award for Direct and Indirect Compensation Analysis consultant services.
- C. Discussion and possible Board action to approve the Technology Plan for Las Vegas-Clark County Library District: FYE 2022-2026.
- D. Discussion and possible Board action regarding the approval for staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related infrastructure improvements over \$75,000 for Fiscal Year 2021-2022.
- E. Discussion and possible Board action to consider building a new library in West Las Vegas if financially viable.
- F. Discussion and possible action to re-advertise the Internal Auditor position as a regular employee of the Board of Trustees and to bring back two candidates for the Board to interview in a public meeting.

VI. Announcements

The June Regular Board Meeting will take place on Friday, June 25, 2021, in the East Las Vegas Library, 2851 East Bonanza Road, Las Vegas, NV

Agenda – AMENDED Board of Trustees' Special Meeting

June 10, 2021

Page 3

89101, beginning at 7:30 a.m. There will be a Board Retreat on Friday, June 25, beginning at 8:30 a.m. in the East Las Vegas Library, 2851 East Bonanza Road, Las Vegas, NV 89101. It is expected to run until 5:30 p.m.

The next Board Meeting will be held Thursday, July 8, at 6:00 p.m. at the West Charleston Library, 6301 W. Charleston Blvd., Las Vegas, NV 89146, and via Webex.

VII. 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 must sign-up on the roster provided prior to the public comment period. The sign-up must include the commenter's name and legal address, and this agenda item. Commenters should state if they want their remarks included in the minutes of the meeting.

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VIII. 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.

Agenda – AMENDED Board of Trustees' Special Meeting
June 10, 2021
Page 4

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 Saturday, June 5, 2021, ~~Friday, June 4, 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

Agenda – AMENDED Board of Trustees' Special Meeting
June 10, 2021
Page 5

6. Windmill Library
7060 W. Windmill Lane
Las Vegas, NV 89113
 7. 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): 187 177 3194
Password: 061021-RBDM
Join by phone: +1 (408) 418-9388
Use same meeting number
Join from a video system or application:
Dial 1871773194@lvccld.webex.com
You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.



ITEM V.A.

AGENDA ITEM

JUNE 10, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #V.A.:

Discussion and possible Board action regarding contract award for property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2021.

Background:

The District's property and casualty insurance and public officials and employment practices liability insurance policies renew on July 15th. USI Insurance Services, Broker of Record, conducted a thorough review of the District's current policies and coverages and prepared a proposed insurance package and recommendation for contract award. The Board of Trustees' Risk Management Committee is scheduled to meet with the Broker of Record prior to the Board meeting for presentation of the Broker's proposal and to discuss staff's review and recommendation for contract award. The Risk Management Committee will bring forward a recommendation for contract award to the Board of Trustees at the June 10th meeting.

Recommended Action:

Motion to authorize staff to award a contract for property and casualty insurance and public officials and employment practices liability insurance through USI Insurance Services to _____* at an annual premium, not to exceed \$_____, for the policy year commencing on July 15, 2021, subject to final review by Counsel.

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



Las Vegas-Clark County Library District

Proposal of Insurance

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

Policy Term: *July 15, 2021 to July 15, 2022*

Presented by:

Brandon Lewis, CPCU, ARM-P
Vice President – Commercial Property & Casualty

Jennifer Fryer, CIC
Account Executive – Service Team Lead

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

USI Insurance Services LLC
8311 West Sunset Road, Suite 120
Las Vegas, NV 89113
Direct (775)-335-2120
Fax: 610-537-2247

www.usi.com

June 1, 2021

Products and services are offered through USI Insurance Services LLC.

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

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THE USI  ONE ADVANTAGE®

USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Service Team

Sales Executives

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

Brandon Lewis, CPCU, ARM-P

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

Account Executive

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

Jennifer Fryer, CIC

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

Account Representative

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

Tracey Espinosa, CIC, CISR

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

Risk Control

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

Chris Gorham, CFPS CEAS

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

Certificates of insurance

Please contact your account team for any certificate needs.

Office Telephone Numbers

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

Office hours

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

USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Marketing Summary

Insurer	Line(s) of Coverage	Response	Notes
Travelers Insurance Companies	Property General Liability Management Liability Umbrella Crime & Cyber Liability	Quoted	See Premium Summary Crime / Cyber Liability Package see comments below
Great American	Assault Expense/Threat Response and Kidnap & Ransom	Quoted	See Premium Summary
Indian Harbor	Active Assailants Coverage	Quoted	See Premium Summary
Philadelphia / Tokyo Marine Specialty	Environmental Tank Coverage	Quoted	See Premium Summary
Travelers Insurance Companies	Cyber Liability & Crime Package	Offered 30 day extension	Travelers advised before they can offer renewal terms the insured must confirm in writing that all MFA cyber controls have been implemented - see MFA Attestation They are offering 30 day extension to start at \$1,145 to allow time to implement the MFA controls
Philadelphia	Cyber Liability	Declined to quote	Underwriting guidelines / not writing government entities at this time
Chubb	Cyber Liability	Declined to quote	Underwriting guidelines / not writing government entities at this time
Great American	Cyber Liability	Declined to quote	Underwriting guidelines – Insured does not have MFA controls, lack of phishing exercises, RDP controls
Benchmark c/o Cowbell	Cyber Liability	Quoted	See premium summary/ comparison
Corvus (Non-Admitted)	Cyber Liability	Quoted	See premium summary/ comparison
Coalition (Non-Admitted)	Cyber Liability	Quoted	See premium summary/ comparison
Great American	Crime	Quoted	See premium summary/ comparison
Chubb	Crime	Quoted	See premium summary/ comparison

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.
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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Premium Summary

Coverage	Expiring Premiums 2020-2021	Renewal Premiums 2021-2022
Insurance Carrier	Travelers	Travelers
Property	\$159,019.00	\$161,003.00
Inland Marine	\$409.00	\$430.00
Commercial General liability	\$23,642.00	\$24,168.00
Commercial Automobile	\$56,418.00	\$68,736.00
Executive Liability (Public Officials & Employment Practices Liability)	\$35,071.00	\$36,930
Commercial Umbrella/Excess Liability	Limit \$20,000,000	Limit \$20,000,000
	\$33,235.00	\$29,934.00
Subtotal	\$307,794.00	\$321,201.00
Insurance Carrier:	Travelers	Chubb
Crime	\$5,877.00	\$5,908.00
Insurance Carrier:	Travelers	Benchmark c/o Cowbell
Cyber Liability	\$7,599.00	\$11,344.00
Insurance Carrier:	Tokio Marine	Tokio Marine
Tank Environmental Liability (Windmill Library Location)	\$757.00	\$795.00
UCPM Broker Fee	\$150.00	\$150.00
NV Surplus Lines Tax	\$31.75	\$33.08
NV Surplus Lines Filing Fee	\$3.63	\$3.78
Total Cost	\$942.38	\$981.86
Insurance Carrier	Great American	
Kidnap & Ransom <i>Includes Threat Response Coverage</i>	\$1,709.00	\$1,829.00
Insurance Carrier	Indian Harbor	
Active Shooter/Assailant Coverage	\$5,142.00	\$5,142.00
Policy Fee	\$250.00	\$250.00
NV Surplus Lines Tax	\$188.72	\$188.72
NV Surplus Lines Filing Fee	\$21.57	\$21.57
Total Cost	\$5,602.29	\$5,602.29
Insurance Carrier	Atlantic Specialty	Atlantic Specialty
Tenant User Liability & Third-Party Property Damage (facility users pay premiums)	\$0 deposit	\$0 deposit
Total Annual Cost	\$329,523.67	\$357,595.15
	<i>Annual Variance</i>	<i>8.52%</i>

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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Premium Summary & Quote Options

*Umbrella / Excess Liability quote options:

Umbrella/Excess Liability	Option #1	Option #2
Limit of Liability	\$15,000,000	\$20,000,000
Annual Premium	\$29,934.00	\$39,783.00

	Renewal Premium 2021-2022	Renewal Premiums 2021-2022
	Option #1	Option #2
Total Annual Cost	\$347,746.15	\$357,595.15
<i>Annual Variance</i>	<i>5.53%</i>	<i>8.52%</i>

Notable items Travelers:

- Property, General Liability, Auto, Management Liability and Umbrella – agreed rate increase with carrier of 7% with a \$15,000,000 Umbrella/Excess Liability policy limit
- Auto - premium increase is due to claims history and carrier rate increase
- Cyber Liability – incumbent carrier could not offer renewal terms due to MFA controls not in place. Travelers placed expiring policy on a package for the Crime & Cyber Liability

Travelers is offering a 30 day extension – for \$1,145 to allow time to implement MFA controls. They noted additional extension could be reviewed, but will need timeframe on when MFA will be implemented.

Great American Kidnap & Ransom Coverage (including Threat Response Coverage) Quote options:

Coverage Assault Threat / K&R	Option #1	Option #2
Limit of Liability	\$1,000,000	\$3,000,000
Annual Premium	\$1,829	\$3,243
3 Year Pre-paid Premium	\$4,756	\$8,432

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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Premium Summary & Quote Options

Crime quote comparison/options:

Insurance Carrier	Travelers		Chubb		Great American	
Coverage	Limit	Deductible	Limit	Deductible	Limit	Deductible
Employee Theft –Per Loss Coverage	\$1,000,000	\$10,000	\$1,000,000	\$10,000	\$1,000,000	\$10,000
ERISA	Not covered		Not covered		Not covered	
Forgery or Alteration	\$1,000,000	\$10,000	\$1,000,000	\$10,000	\$1,000,000	\$10,000
On Premises	\$1,000,000	\$10,000	\$1,000,000	\$10,000	\$1,000,000	\$10,000
Outside Premises/ In Transit	\$1,000,000	\$10,000	\$1,000,000	\$10,000	\$1,000,000	\$10,000
Money Orders and Counterfeit Money	\$1,000,000	\$10,000	\$1,000,000	\$10,000	\$1,000,000	\$10,000
Computer Crime -Computer Fraud -Computer Program and Electronic Data Restoration Expense	\$1,000,000 \$1,000,000	\$10,000 \$10,000	\$1,000,000 \$1,000,000	\$10,000 \$10,000	Computer Hacking \$1,000,000	\$10,000
Personal Accounts Forgery or Alteration	\$1,000,000	\$10,000	\$1,000,000	\$500,000	Included under forgery or alteration	Insuring agreement
Funds Transfer Fraud	\$1,000,000	\$10,000	\$1,000,000	\$10,000	Not quoted	\$10,000
Claim Expense	\$5,000	\$0	\$100,000	\$0	\$5,000	\$0
Fraudulently Induced Transfers aka Social Engineering	\$100,000	\$10,000	\$50,000	\$10,000	\$100,000	\$10,000
Corporate Credit Card Fraud	Pending		\$50,000	\$10,000	\$1,000,000	\$10,000
Telephone Toll Fraud	Pending		\$100,000	\$5,000	Not offered/quoted	
Estimated Premium	Pending – see comments below		\$5,908.00		\$5,927.00	

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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Premium Summary (Quote Options)

Crime quote options Continued:

Travelers – Cyber & Crime Package in order for the carrier to proceed quoting the package they will need all MFA controls marked yes. Carrier is offering a 30 day extension for \$1,145 to implement controls. They noted if additional 30 day extension is needed to implement controls they would review and issue as needed.

Great American - quote subject to completion of Fraudulently Induced Transfers supplemental and carrier review of controls. Additional questions may be required & terms are subject to change.

Chubb / Federal Insurance Company – quote options:

Limit	Premium
\$1,000,000 / Deductible \$10,000	\$5,908.00
\$2,000,000 / Deductible \$10,000	\$10,793.00
\$3,000,000 / Deductible \$10,000	\$13,835.00

Inquired with carrier if they can offer a higher FIT / Social Engineering limit - this coverage also offered under Cyber policy.

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USI Insurance Services

Proposal date: June 1, 2021

Prepared for: Las Vegas-Clark County Library District

Cyber Liability Coverage Comparison

Policy Term: 07/15/2021 to 07/15/2022

Premium Summary – Cyber Quote Options / Comparison

Insurance Carrier:	Travelers EXPIRING TERM 2020-2021		Travelers Pending 2021-2022		Benchmark c/o Cowbell 2021-2022 Option #1		Corvus / Hudson (Non-Admitted) 2021-2022 Option #2		Coalition – Lloyds (Non-Admitted) 2021-2022 Option #3	
Coverage	Limit of Insurance	Retention / Waiting Period			Limit of Insurance	Retention / Waiting Period	Limit of Insurance	Retention / Waiting Period	Limit of Insurance	Retention / Waiting Period
Policy Aggregate Limit	\$1,000,000	-			\$1,000,000	-	\$1,000,000	-	\$1,000,000	-
Liability Coverage			Renewal							
Privacy & Security Coverage	\$1,000,000	\$5,000	Quote		\$1,000,000	\$25,000	\$1,000,000	\$25,000	\$1,000,000	\$25,000
Payment Card Costs (PCI)	\$500,000	\$5,000	Pending		\$1,000,000	\$25,000	\$1,000,000	\$25,000	\$1,000,000	\$25,000
Media Act Liability	Not Covered		MFA		endorsement	\$25,000	\$1,000,000	\$25,000	\$1,000,000	\$25,000
Regulatory Proceedings	\$500,000	\$5,000	Controls		\$1,000,000	\$25,000	\$1,000,000	\$25,000	\$1,000,000	\$25,000
Breach Response			Being							
Privacy Breach Notification	\$500,000	\$5,000	implemented		\$1,000,000	\$25,000	\$1,000,000	\$25,000	\$1,000,000	\$25,000
Cowbell Breach Fund: Public Relations Computer & Legal	\$500,000	\$5,000			\$1,000,000	\$25,000	Included	\$25,000	\$1,000,000	\$25,000
Betterment	\$100,000	None			Extra expense	25%	Not offered	n/a	pending	
Cyber Extortion	\$500,000	\$5,000			\$1,000,000	\$25,000	\$1,000,000	\$25,000	\$1,000,000	\$25,000
Data Restoration	\$500,000	\$5,000			\$1,000,000	\$25,000	\$1,000,000	\$25,000	\$1,000,000	\$25,000
Bricking	Included	\$5,000			\$500,000	\$25,000	\$1,000,000	\$25,000	\$1,000,000	\$25,000
Cyber Crime										
Social Engineering Fraud, Funds Transfer Fraud & Invoice Manipulation	See Crime				Shared limit \$350,000	\$25,000	\$250,000	\$25,000	pending	
Computer Fraud	See Crime				\$250,000	\$25,000	\$250,000	\$25,000	Service Fraud?	\$25,000

8

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USI Insurance Services

Proposal date: June 1, 2021

Prepared for: Las Vegas-Clark County Library District

Cyber Liability Coverage Comparison

Policy Term: 07/15/2021 to 07/15/2022

Premium Summary – Cyber Quote Options / Comparison

Insurance Carrier:	Travelers EXPIRING TERM 2020-2021		Travelers Pending 2021-2022		Benchmark c/o Cowbell 2021-2022 Option #1		Corvus / Hudson (Non-Admitted) 2021-2022 Option #2		Coalition – Lloyds (Non-Admitted) 2021-2022 Option #3	
	Limit of Insurance	Retention / Waiting Period			Limit of Insurance	Retention / Waiting Period				
Business Loss										
Business Interruption	\$500,000	8 hours	Renewal		\$1,000,000	12 hours	\$1,000,000	6 hours	\$1,000,000	8 hours
Dependent / Contingent Business Interruption	\$100,000	8 hours	Quote		\$1,000,000	12 hours	\$1,000,000	6 hours	\$1,000,000	8 hours
IT Provider System Failure	\$500,000	8 hours	Pending		\$1,000,000	12 hours	Included	6 hours	Included	6 hours
Other Provider Sys. Failure	\$100,000	8 hours	MFA		Pending		Included	6 hours	Included	6 hours
Reputation Harm	\$250,000	\$5,000	Controls		\$500,000	-	\$1,000,000	6 hours	\$1,000,000	14 day waiting
System Failure	\$500,000	8 hours	Being implemented		\$1,000,000	\$25,000 / 12 hours	\$1,000,000	6 hours / 6 month indemnity period	pending	
Other Terms										
Knowledge Date / P&P Date	07/15/20	-			Will match	-	Will match	-	Will match	-
Retroactive Date	Full prior acts	-			Full prior acts	-	Full prior acts	-	Full prior acts	-
Defense Costs	Inside Limits	-			Outside	-	Inside Limits	-	Inside Limits	-
Settlement Provision	70/30	-			70/30	-	Pending		pending	
Annual Premium	\$7,599.00	-			\$11,474.00	-	\$17,782.00		\$20,622.00	
AM Wins Broker Fee	n/a	-			\$750.00	-	\$445.00		\$300.00	
NV Surplus Lines Tax	n/a				n/a		\$637.95		\$732.27	
NV Surplus Lines Filing Fee	n/a				n/a		\$72.91		\$83.69	
Total Annual Cost	\$7,599.00	-			\$12,224.00	-	\$18,937.85		\$21,737.96	

8-A

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USI Insurance Services

Proposal date: June 2, 2021

Prepared for: **Las Vegas-Clark County Library District**

Cyber Liability Coverage Comparison

Policy Term: 07/15/2021 to 07/15/2022

Premium Summary – Cyber Quote Options / Comparison

Benchmark / Cowbell – Notable items:

- Prior Acts: Offered on all coverage lines except reputational harm, coverage is effective at inception date
Betterment: included in the Extra Expense, carrier will pay 25% to improve security/Systems.
[See Proposal for carrier terms and conditions](#)

- **Definition of media –**

Media Incident means any actual or alleged:

- (1) Defamation, slander, libel, or product disparagement alleged by a person or organization that claims to have been defamed, slandered or libeled, or by a person or organization that claims that his, her or its products have been disparaged;
- (2) Appropriation of name or likeness or publicity that places a person in a false light; or public disclosure of private facts;
- (3) Infringement of title, slogan, trademark, trade name, trade dress, service mark or service name;
- (4) Copyright infringement, plagiarism, or misappropriation of information or ideas; or
- (5) Improper deep linking or framing;

directly resulting from the **Insured Organization's** business in the course of gathering, communicating, reproducing, publishing, disseminating, displaying, releasing, transmitting, or disclosing **Media Material**, including social media authorized by the **Insured** to the public.

Media Incident shall not include false advertising or labeling on the **Insured's** products or services.

SECTION II. DEFINITIONS of the **Policy** is amended by the addition of the following definition:

Media Material means any data, text, sounds, numbers, images, graphics, videos, streaming content, webcasts, podcasts, or blogs but does not mean computer software or the actual goods, products, or services described, referenced, illustrated, or displayed in such **Media Material**.

Travelers advised before they can offer renewal terms the insured must confirm in writing that all MFA cyber controls have been implemented - see MFA Attestation

[They are offering 30-day extension to start at \\$1,145 to allow time to implement the MFA controls](#)

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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Exposure Summary

Exposures	2020-2021	2021-2022	Variance
Property – Total Insured Value (TIV)	\$288,084,890	\$284,094,509	-1%
Permanent Art Inventory	\$757,086	\$761,775	+.006%
# of Vehicles	33	33	Flat
Estimated Revenue	2019 = \$70,936,707	2020 = \$70,531,917	-.006%
Number of Employees	FT = 339 <u>PT = 406</u> 745 Volunteers = 533	FT = 309 <u>PT = 329</u> 638 Volunteers = 464	-14% -13%

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Premium Overview - Agency Bill Payment Options

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

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

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

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

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

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

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

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Direct Bill and Premium Finance Notification

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

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

Payment Information

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

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

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

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

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Subjectivities

The proposed coverage is subject to the following:

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

- Sign bind order attached

Commercial Automobile:

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

Inland Marine:

- In order to schedule your lifts and other equipment items we will need a value per item. A schedule was provided for the lifts, however there were not values reported.

Travelers – Cyber Liability / Crime:

- Carrier could not offer renewal terms due to MFA controls not in place per the Cyber Liability application. Travelers placed expiring policy on a package for the Crime & Cyber Liability.

Travelers is offering a 30 day extension – for \$1,145 to allow time to implement MFA controls. They noted additional extension could be reviewed, but will need timeframe on when MFA will be implemented.

Federal Insurance Company (Chubb) Crime:

- Completed signed and dated Chubb Crime application – attached

Great American:

Kidnap & Ransom

- Please confirm no threats or incidents that could give rise to a claim under this policy on/after 6/15/2021, as we require this within 30 days of the effective date.

Crime

- Please complete, sign & date the Great American Governmental Application & Fraudulently Induced Transfers (FIT) questionnaire. Additional questions may be required & terms are subject to change.

Cowbell / Benchmark - Cyber Liability –

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- Cowbell Application signed and dated within 30 days prior to binding.
(confirming if carrier will bind with other carrier application – pending response)
- If the applicant had prior cyber coverage, please provide 5 years of loss runs. – *submitted*

Subjectivities

Indian Harbor – Active Assailant Coverage

Subject to:

1. Warranted no known or reported losses, threats or incidents likely to give rise to a claim in the last 5 years whether Insured or not.

Notable conditions

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

Disclosure of Premium for Certified Act(s) of Terrorism Coverage – **Not included in premium summary**

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

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

Tokio Marine (Philadelphia) Tank Environmental –

Subject to

Per our previous correspondence and the renewal application you noted possible work to the tanks. The policy has a 10 day requirement to notify of any work being done. Our claims team can notify the carrier or you/your insured can, but please make sure they properly notify 10+ Philadelphia before beginning the work, so that they are in proper compliance.

- C. In the event that during the policy period, an **underground storage tank** is scheduled to be voluntarily upgraded, removed or replaced, then as a condition precedent for coverage under this policy, **at least ten (10) days prior to such upgrade**, removal or replacement, the insured must provide us with written notice of the upgrade, removal or replacement as set forth in Paragraph VIII. A., above,

- Signed application

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Named Insureds

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

Named Insureds

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

Additional Named Insureds (Travelers)

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

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

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Proposal of Insurance
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Location Schedule

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

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Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Commercial Property

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

Insurance Carrier: The Phoenix Insurance Company (Travelers)

Coverage: Limits of Insurance	2021 / 2022
Blanket Building(s) and Business Personal Property* (includes signs)	\$282,094,509
Location # 14 - Mt Charleston Library 75 Ski Chalet, Mt Charleston, NV 89124-9253	Included in above <i>Expiring term carrier quoted separate limit for this location</i>
Equipment Breakdown	Included
Personal Property and Undescribed Premises – Art on Loan / On Display / at Exhibition	\$400,000
Personal Property in Transit	\$100,000
Accounts Receivable	\$250,000
Electronic Data Processing Data and Media	Included
Extra Expense	\$25,000
Ordinance or Law Coverage Coverage A – Loss to Undamaged Portion of Building Coverage B – Demolition Costs Coverage C – Increased Cost of Construction	A – Building limit B&C – combined \$2,000,000
Personal Effects	\$100,000
Valuable Papers and Records – Cost of Research At all described premises In transit or at all undescribed premises	\$250,000 \$250,000
Business Income (and Extra Expense) Rental Value & Ordinary Payroll – Included	\$2,000,000
Earthquake (applies to buildings all locations)	\$25,000,000 annual aggregate
Flood (All Locations Except Below)	\$15,000,000 annual aggregate
Flood (Location #14 (Moapa Valley Library)	\$2,200,000

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

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

VALUATION:

- Replacement Cost
- Actual Loss Sustained for Time Element Coverages

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Commercial Property

Deductibles	2021 / 2022
General Deductible	\$5,000
Equipment Breakdown	\$5,000
Business Income	24 hours
Earthquake	\$50,000
Flood	\$25,000 all location except; Location #14 (Moapa Valley Library) \$100,000
Electronic Data Processing Equipment	\$1,000
Electronic Data Processing Data and Media	\$1,000

Property Coverage Extensions include but not limited to:

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

Coverage

Limit of Insurance

Accounts Receivable:	
at all described premises	\$250,000
In transit or at all described premises	\$250,000
Appurtenant Buildings and Structures	\$100,000
Claim Data Expense	\$25,000
Covered Leasehold Interest – Undamaged Improvements & Betterments	
Lesser of Your Business Personal Property limit or:	\$100,000
Debris Removal (additional amount)	\$250,000
Deferred Payments	\$25,000
Duplicate Electronic Data Processing Data and Media	\$50,000
Electronic Data Processing Data and Media:	
At all described premises	Included*
Employee Tools:	
In any one occurrence	\$25,000
Any one item	\$2,500
Expediting Expenses	\$25,000
Extra Expense	\$25,000
Fine Arts:	
At all described premises	\$1,500,000
In transit	\$25,000
Fire Department Service Charge	Included*
Fire Protective Equipment Discharge	Included*

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Commercial Property

Property Coverage Extensions include but not limited to:

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

Coverage

Limit of Insurance

Green Building Alternatives – Increased Cost:	
Percentage 1%	
Maximum amount – each building	\$100,000
Green Building Reengineering and Recertification Expense	\$25,000
Limited Coverage for Fungus, Wet Rot or Dry Rot – Annual Aggregate	\$25,000
Loss of Master Key	\$25,000
Newly Constructed or Acquired Property:	
Buildings - each	\$2,000,000
Personal Property at each premise	\$1,000,000
Non-Owned Detached Trailers	\$25,000
Ordinance or Law Coverage (increased limit)	\$2,000,000
Outdoor Property:	\$25,000
Any one tree, shrub or plant	\$2,500
Outside Signs - At all described premises	\$100,000
At all undescribed locations	\$5,000
Personal Effects	\$100,000
Personal Property at Premises Outside of the Coverage Territory	\$50,000
Personal Property in Transit Outside of the Coverage Territory	\$25,000
Pollutant Cleanup and Removal – Annual Aggregate	\$100,000
Preservation of Property	
Expenses to move and temporarily store property	\$250,000
Direct loss or damage to moved property	Included*
Reward Coverage - 25% of covered loss up to a maximum of:	\$25,000
Stored Water	\$25,000
Theft Damage to Rented Property	Included*
Undamaged Parts of Stock in Process	\$50,000
Valuable Papers and Records – Cost of Research	
At all described premises	\$250,000
In transit or at all undescribed premises	\$250,000
Water or Other Substance Loss – Tear Out and Replacement Expense	Included*

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Commercial Property

Business Income Coverage Extensions include but not limited to:

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

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

AMENDMENTS:

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

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Inland Marine

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

Insurance Carrier: The Phoenix Insurance Company (Travelers)

Coverage	Limits of Insurance
Misc. Items (equipment)	\$31,693
Flood	\$31,693
Earth Movement	\$31,693
Deductibles	2021/2022
General Deductible (unless a more specific deductible applies)	\$1,000
Earth Movement	\$10,000
Flood	\$10,000
Windstorm deductible	\$1,000

Coverage	Limits of Insurance
Fine Arts	\$761,775
Flood	\$761,775
Earth Movement	\$761,775
Deductibles	2021/2022
General Deductible (unless a more specific deductible applies)	\$1,000
Earth Movement *	\$1,000
Flood *	\$1,000
Windstorm deductible	\$1,000

General Terms & Conditions	2021/2022
Policy Form	IMPAK® Coverage Form CM T1 43 08 96
Perils covered	Risks of direct physical loss or damage except those causes listed in the exclusions or for which no coverage is shown in the Declarations
Coinsurance requirement	Waived (no coinsurance penalty)
Scheduled Equipment Valuation	Actual Cash Value
Scheduled Fine Arts Valuation	Agreed (Scheduled) Amount
Terrorism Risk Insurance Act Coverage:	Included
Extensions or Exclusions:	Per policy terms and conditions

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Inland Marine

- In order to schedule your lifts and other equipment items we will need a value per item. A schedule was provided for the lifts, however there were not values reported.

Carrier endorsements include, but not limited to:

EXCL OF LOSS DUE TO VIRUS OR BACTERIA

AMNDT COMMON POLICY COND-PROHIBITED COVG

CAP ON LOSSES CERTIFIED ACT OF TERRORISM

IL T3 82

IL T4 12

IL T4 14

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General Liability

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

Insurance Carrier: The Phoenix Insurance Company (Travelers)

Coverage	Limits of Insurance
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal/Advertising Injury - Each Wrongful Act	\$2,000,000
Bodily Injury & Property Damage -Each Occurrence	\$2,000,000
Damage to Rented Premises (any one premises)	\$300,000
Medical Expense (any one person)	\$5,000
Limited Abuse or Molestation Liability	\$2,000,000 – Aggregate Limit \$2,000,000 - Each Offense or Related Offense Limit
Employee Benefits Liability Retroactive Date: 07/15/2009	\$1,000,000 each employee \$1,000,000 aggregate

Deductibles/Retentions	2021/2022
Each Occurrence	None
Employee Benefits Liability (each employee)	\$1,000

General Terms & Conditions	2021/2022
General Liability Policy Form	Occurrence
Employee Benefits Policy Form	Claims Made
Defense Costs	Outside Policy Limits
Law Enforcement Activities or Operations Exclusion	Coverage is Excess - see endorsement CG D7 29 06 14

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General Liability

General Terms & Conditions	2021/2022
Premium subject to audit?	NO
Rating Basis	Rated based on location sq. ft.

General Liability

Who is an Insured:

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

PUBLIC ENTITIES XTEND ENDORSEMENT - Includes:

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

Employee Benefits Liability:

Coverage Form includes but not limited to:

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

Who is an Insured

- Public Entity
- Employees

General Liability

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

- EXCLUSION-LEAD CG Do 76
- EXCLUSION – DISCRIMINATION CG D1 42
- AMEND-NON CUMULATION OF EACH OCC CG D2 03
- FUNGI OR BACTERIA EXCLUSION CG D2 43
- LIMITED ABUSE OR MOLESTATION LIAB COVG CG D3 83
- AMEND CONTRAC LIAB EXCL-EXC TO NAMED INS CG D4 21
- EXCL-EMPLOYEES & VOLUNTEER WORK AS INSDS CG D4 70
- Excl - Law Enforcement Activities Or Ops CG D4 72
- EXCL-MEDICAL PAYMENTS TO CERTAIN PERSONS CG D4 73
- MOBILE EQUIP REDEFINED - PUBLIC ENTITIES CG D4 74
- EXCL - HEALTH CARE SERV-PUBLIC ENTITIES CG D4 75
- EXCL - PUBLIC USE OF PRIVATE PROPERTY CG D4 76
- AMEND - POLL EXCL - INCL LTD POLL COSTS CG D4 78
- PUBLIC ENTITIES XTEND ENDORSEMENT CG D4 80
- EXCL-VIOLATION OF CONSUMER FIN PROT LAWS CG D6 18
- **SECURITY AND LAW ENFORCEMENT SERV COV CG D7 29**
- COMMERCIAL GENERAL LIABILITY COV FORM CG T1 00
- NUCLEAR ENERGY LIABILITY EXCLUSION IL 00 21
- COMMON POLICY CONDITIONS-DELUXE IL T3 18
- Amndt Common Policy Cond-Prohibited Covg IL T4 12
- CAP ON LOSSES CERTIFIED ACT OF TERRORISM IL T4 14

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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Commercial Auto

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

Insurance Carrier: Travelers Indemnity Company

Auto Liability Coverage

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

Physical Damage Coverage

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

General Terms & Conditions	2021/2022
Valuation	Actual cash value or cost to repair, whichever is less, subject to any applicable maximum coverage amounts, minus deductible for each covered auto.
Rental Reimbursement	30 days max / \$30 per day
Endorsements Included:	
Employee Hired Autos	Yes
Additional Insured	Blanket not available under the Public Entity Form Scheduled: Ryder Truck Rental
Fellow Employee Coverage	No
Waiver of Subrogation	No

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Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Commercial Auto (Vehicle Schedule)

#	Year	Make	Model	Type	VIN #	Liability/ UM-UTM/ Med Pay	Physical Damage
1	2001	Chevrolet	Moving Van	Van	J8BF5C13717700975	Yes	Yes
2	2002	Chevrolet	Cargo Van	Van	1GCHG35R221199282	Yes	Yes
3	2004	Chevrolet	Express G3500	Van	1GCHG35U941151009	Yes	Yes
4	2004	Ford	F150	Heritage 4x2	2FTPF17Z64CA72603	Yes	Yes
5	2008	Ford	E350SD	Truck	1FBNE31P28DA58852	Yes	Yes
6	2008	Chevrolet	Cargo Van	Van	1GCHG396481167037	Yes	Yes
7	2008	Chevrolet	Cargo Van	Van	1GCHG396781166058	Yes	Yes
8	2004	Trailer	Trailer	Trailer	5DYAA17245C001070	Yes	Yes
9	2011	Isuzu	NPR		JALC4W151B7001187	Yes	Yes
10	2013	Ford	F-350	4x2 SD Chassis	1FDBF3A64DEA80869	Yes	Yes
11	2013	Ford	F-350	4x2 SD Chassis	1FDBF3A62DEA80868	Yes	Yes
12	2013	Ford	F-350	4x2 SD Chassis	1FDBF3A60DEA80870	Yes	Yes
13	2013	Ford	Escape SE		1FMCU0G95DUD03307	Yes	Yes
14	2013	Ford	Escape SE		1FMCU0G97DUD03308	Yes	Yes
15	2014	Ford	Econoline E350	Truck	1FBNE3BL4EDA50873	Yes	Yes
16	2014	Ford	F150	Truck	1FTNF1CF1EKD62229	Yes	Yes
17	2014	Ford	F350	Super Duty Truck	1FDBF3A62EEB47096	Yes	Yes
18	2014	Ford	F150	4x2 Regular Cab	1FTNF1CF9EKD11237	Yes	Yes
19	2014	Ford	Econoline E250	Van	1FTNE2EL8EDA59092	Yes	Yes
20	2014	Ford	F450	Super Duty	1FDUF4GYXEEB67216	Yes	Yes
21	2015	Ford	Transit Van	1 Ton, Med Roof	1FTSW2CM8FKA64415	Yes	Yes
22	2016	Ford	Explorer	4WD	1FM5K8B88GGC92270	Yes	Yes
23	2016	Ford	Explorer	FWD	1FM5K7B87GGC92268	Yes	Yes
24	2016	Ford	Explorer	FWD	1FM5K7B89GGC92269	Yes	Yes
25	2018	Ford	Transit 250	Van	1FTYR2YG2JKA23422	Yes	Yes
26	2018	Ford	Transit 350 WGN	Van	1FTBW2CM5JKB08332	Yes	Yes
27	2018	Ford	Transit 350 WGN	Van	1FTBW3XV6JKB08333	Yes	Yes
28	2019	Ford	Transit T-250	Van	1FTYR2CM1KKA28545	Yes	Yes
29	2019	Chevrolet	550 XD	Truck	JALEEW168L7301607	Yes	Yes
30	2019	Ford	Cargo Van	Van	1FTE2YM3KKA28535	Yes	Yes
31	2020	Ford	Explorer	Truck	1FMSK7BH9LGB66829	Yes	Yes
32	2020	Ford	Ford	F250	1FTBR1YG1LKA25438	Yes	Yes
33	2020	Chevy	Chevy 5500XD	Truck	JALEEW160L7302329	Yes	Yes

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Commercial Auto

Auto Liability

Who is an Insured for Auto Liability?

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

Notable Items:

- Professional Services Not Covered
- Amendment of Employee Definition

Carrier endorsements and exclusions include but not limited to:

- MANUSCRIPT ENDORSEMENT - ADDITIONAL INSURED – OTHER CA T8 04
- MANUSCRIPT ENDORSEMENT - NAMED INSURED - IL T8 03
- AMENDMENT OF BODILY INJURY DEFINITION - CA T4 43
- BA/AD/MC COV PART SUPPL SCH - ITEM TWO - CA To 30
- ADDL INSD COVD AUTO LIAB COVG-DESGN PERS - CA T3 01
- PUBLIC ENTITY AUTO EXTENSION ENDORSEMENT - CA T4 46
- AMENDMENT OF EMPLOYEE DEFINITION - CA T4 59
- BUSINESS AUTO COVERAGE FORM - CA 00 01
- PROFESSIONAL SERVICES NOT COVERED - CA 20 18
- VOL FIREFIGHTERS/WORKERS INJURIES EXC - CA 20 30
- EMPLOYEE HIRED AUTOS- CA 20 54
- NEVADA UNINSURED MOTORISTS COVERAGE - CA 21 27
- PUBLIC TRANSPORTATION AUTOS - CA 24 02
- AUTO MEDICAL PAYMENTS COVERAGE - CA 99 03
- LOSS PAYABLE CLAUSE - CA 99 44
- AMNDT COMMON POLICY COND-PROHIBITED COVG - IL T4 12
- NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT - IL 00 21
- NEVADA CHANGES-CANCELLATION/NONRENEWAL - IL 02 51

USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Management Liability (Public Officials Liability)

Insurance Carrier: Travelers Indemnity Company

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

Terms & Conditions	2021/2022
Retroactive Date	07/15/2009
Claims Made Policy	Yes
Duty to Defend	Yes
Defense Costs	Inside the policy limits

Umbrella policy is excess

Who is An Insured :

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

Other terms and conditions:

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

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Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Management Liability (Employment Practices Liability)

Insurance Carrier: Travelers Indemnity Company

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

Terms & Conditions	2021/2022
Third Party Liability - Employment Practices	Included
Retroactive Date	07/15/2009
Claims Made Policy	Yes
Duty to Defend	Yes
Defense Costs	Inside Policy Limits

Umbrella policy is excess

Who is An Insured:

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

Other terms and conditions:

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

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Proposal of Insurance
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Commercial Umbrella/Excess Liability

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

Insurance Carrier: Travelers Indemnity Company

Coverage	Limits of Insurance
General Aggregate	\$20,000,000
Products/Completed Operations Aggregate	\$20,000,000
Personal/Advertising Injury - Each Wrongful Act	\$20,000,000
Each Occurrence	\$20,000,000
Crisis Management Services Expense Limit	\$50,000
<i>Self-Insured Retention (if applicable)</i>	<i>\$10,000</i>

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

See page 6 for renewal quote options

General Terms & Conditions	2021/2022
Coverage Form	Umbrella / Excess Liability
Subject to audit?	NO
Who is an Insured	Follows primary policies

Coverage:

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

Underlying Insurance	2021/2022
General Liability	Each Occurrence: \$2,000,000 Personal/Advertising Injury: \$2,000,000 General Aggregate: \$2,000,000 Products/Completed Ops Aggregate: \$2,000,000
Commercial Auto Liability	Combined Single Limit: \$1,000,000
Employee Benefits Liability	Each Wrongful Act: \$1,000,000 Aggregate Limit: \$1,000,000
Public Entity Management Liability	Each Wrongful Act: \$1,000,000 Aggregate \$1,000,000
Employment Practices Liability	Each Wrongful Act: \$1,000,000 Aggregate: \$1,000,000

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Proposal of Insurance
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Commercial Umbrella/Excess Liability

Carrier Terms & Conditions:

Travelers Policy Form	EU 00 01
Amendments:	
POLICY DECLARATIONS - EXCESS FOLLOW-FORM AND UMBRELLA LIABILITY	EU 00 02
SCHEDULE OF UNDERLYING INSURANCE	EU 00 03
POLICY JACKET EXCESS FOLLOW-FORM AND UMBRELLA LIABILITY INSURANCE	EU 00 06
SCHEDULE OF UNDERLYING INSURANCE CONTINUED	EU 00 04
CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM AND EXCLUSION OF OTHER ACTS OF TERRORISM COMMITTED OUTSIDE THE UNITED STATES	EU 00 07
ABUSE OR MOLESTATION EXCLUSION – COVERAGES A AND B	EU 01 02
COVERAGE FOR FINANCIAL INTEREST IN FOREIGN INSURED ORGANIZATIONS	EU 01 44
FUNGI OR BACTERIA EXCLUSION – COVERAGES A AND B	EU 01 89
NUCLEAR ENERGY LIABILITY EXCLUSION (BROAD FORM) – COVERAGES A AND B	EU 02 09
AMENDMENT OF COVERAGE – DEFINITIONS	EU 02 34
PUBLIC USE OF PRIVATE PROPERTY EXCLUSION – COVERAGES A AND B	EU 02 50
WATERCRAFT LIABILITY EXCLUSION – COVERAGE B	EU 02 90
AMENDMENT OF UNDERLYING INSURANCE DEFINITION	EU 03 15
AMENDMENT OF WHO IS AN INSURED – EMPLOYEES AND VOLUNTEER WORKERS – COVERAGE B	EU 03 17
DISCRIMINATION EXCLUSION – COVERAGE B	EU 03 31
LAW ENFORCEMENT ACTIVITIES OR OPERATIONS EXCLUSION – COVERAGE B	EU 03 43
LEAD EXCLUSION – COVERAGE B	EU 03 44
NON CUMULATION OF OCCURRENCE LIMIT	EU 03 46
PROFESSIONAL HEALTH CARE SERVICES EXCLUSION WITH LIMITED EXCEPTION FOR DESIGNATED PROFESSIONALS – COVERAGES A AND B	EU 03 55
FEDERAL TERRORISM RISK INSURANCE DISCLOSURE	IL T3 68
AMENDMENT OF EMPLOYMENT-RELATED PRACTICES EXCLUSION – FOLLOWFORM EXCEPTION COVERAGE A	EU 03 13

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Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Crime

Quote Comparison:

Insurance Carrier	Chubb		Great American	
	Limit	Deductible	Limit	Deductible
Employee Theft –Per Loss Coverage	\$1,000,000	\$10,000	\$1,000,000	\$10,000
ERISA	Not covered		Not covered	
Forgery or Alteration	\$1,000,000	\$10,000	\$1,000,000	\$10,000
On Premises	\$1,000,000	\$10,000	\$1,000,000	\$10,000
Outside Premises/ In Transit	\$1,000,000	\$10,000	\$1,000,000	\$10,000
Money Orders and Counterfeit Money	\$1,000,000	\$10,000	\$1,000,000	\$10,000
Computer Crime -Computer Fraud -Computer Program and Electronic Data Restoration Expense	\$1,000,000 \$1,000,000	\$10,000 \$10,000	Computer Hacking \$1,000,000	\$10,000
Personal Accounts Forgery or Alteration	\$1,000,000	\$500,000	Included under forgery or alteration	Insuring agreement
Funds Transfer Fraud	\$1,000,000	\$10,000	Not quoted	\$10,000
Claim Expense	\$100,000	\$0	\$5,000	\$0
Fraudulently Induced Transfers aka Social Engineering	\$50,000	\$10,000	\$100,000	\$10,000
Corporate Credit Card Fraud	\$50,000	\$10,000		
Telephone Toll Fraud	\$100,000	\$5,000		
Estimated Premium	\$5,908.00		\$5,927.00	

Reporting period as soon as practicable for coverage to apply. Please be aware that late reporting could result in a disclaimer of coverage from the insurer.

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Crime

Chubb / Federal Insurance Company Quote Options:

Limit	Premium
\$1,000,000 / Deductible \$10,000	\$5,908.00
\$2,000,000 / Deductible \$10,000	\$10,793.00
\$3,000,000 / Deductible \$10,000	\$13,835.00

Chubb / Federal Insurance Company – Terms and conditions:

- AMEND DEFINITION OF DISCOVERY AND TERMINATION ENDORSEMENT PF-52818 (04/20)
Title(s) of Insured: CFO, In-House General Counsel, Risk Manager, Director of Human Resources (or any equivalent position)
 - LOSS REPORTING THRESHOLD ENDORSEMENT PF-52819 (04/20)
Loss Amount Threshold: \$25,000
 - TAX COMPENSATION COVERAGE ENDORSEMENT PF-52832 (04/20)
 - BLANKET PERSONAL ACCOUNTS COVERAGE ENDORSEMENT PF-52835 (04/20) TELEPHONE TOLL FRAUD ENDORSEMENT PF-52845 (04/20)
 - ADD CORPORATE CREDIT CARD COVERAGE PF-52851 (04/20)
 - AMEND DEFINITION OF SUBSIDIARY ENDORSEMENT(INCLUDE MINORITY HELDPF-52852 (04/20) JOINT VENTURES FOR PRO RATA EQUITY INTEREST)
 - GOVERNMENTAL ENTITY ENDORSEMENT PF-52853 (04/20)
-

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Crime

Great American Insurance Company Terms and Conditions:

FORMS:

SEQ	FORM #	DESCRIPTION
1	790FIC	Great American Insurance Fidelity & Crime Policy Cover
2	SDM683	Important Notice Fidelity Crime Division Claims
3	SP0002	Crime Protection Policy For Public Entities
4	IL8801	BusinessPRO Forms And Endorsements Schedule
5	SE0011	Include Specified Non-Compensated Officers As Employees Name of specified Non-Compensated Officer: All Non-Compensated Officers As Employees
6	SE0014	Include Specified Directors Or Trustees On Committees As Employees Name of Specified Director or Trustee: All Directors Or Trustees On Committees As Employees
7	SE0015	Include Volunteer Workers As Employees
8	SE0040	Amend Territorial Limits Insuring Agreement(s): All Territory(ies) Added: Worldwide
9	SE0096	Nevada Changes-Cancellation And Nonrenewal
10	SE0161	Amend Confidential Information And Data Breach Costs Exclusions
11	IL8802	General Endorsement - INCLUDE CALLBACK FOR FRAUDULENTLY INDUCED TRANSFERS
12	SA7089	Definition Of Employee Directors and Trustees While Performing Acts of an Employee or While Acting as a member of Any Committee Employees on Military Leave Former Employees up to 90 Days After Termination Non-Soliciting Volunteers While Working on Behalf of the Insured Students or Interns Under the Insured's Supervision
13	SA7092	Expense Coverage Claims Expense Limit: 5,000
14	SA7096	Credit, Debit Or Charge Card Forgery Coverage Under Insuring Agreement 2: Includes Limit of Insurance: 1,000,000 Deductible Amount: 10,000
15	SA7152	Virtual Or On-Line Peer To Peer Mediums Of Exchange Exclusion
16	IL7324	Economic And Trade Sanctions Clause
17	IL7268	In Witness Clause

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Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Cyber Liability












Insurance Company: Benchmark c/o Cowbell

Insurance Carrier:		
Coverage	Limit of Insurance	Retention / Waiting Period
Policy Aggregate Limit	\$1,000,000	-
Liability Coverage		
Privacy & Security Coverage	\$1,000,000	\$25,000
Payment Card Costs (PCI)	\$1,000,000	\$25,000
Media Act Liability	endorsement	\$25,000
Regulatory Proceedings	\$1,000,000	\$25,000
Breach Response		
Privacy Breach Notification	\$1,000,000	\$25,000
Cowbell Breach Fund: Public Relations Computer & Legal	\$1,000,000	\$25,000
Betterment	Extra expense	25%
Cyber Extortion	\$1,000,000	\$25,000
Data Restoration	\$1,000,000	\$25,000
Bricking	\$500,000	\$25,000
Cyber Crime		
Social Engineering Fraud, Funds Transfer Fraud & Invoice Manipulation	Shared limit \$350,000	\$25,000
Computer Fraud	\$250,000	\$25,000
Business Loss		
Business Interruption	\$1,000,000	12 hours
Dependent / Contingent Business Interruption	\$1,000,000	12 hours
IT Provider System Failure	\$1,000,000	12 hours
Other Provider Sys. Failure	Pending	
Reputation Harm	\$500,000	-
System Failure	\$1,000,000	\$25,000 / 12 hours
Other Terms		
Knowledge Date / P&P Date	Will match	-
Retroactive Date	Full prior acts	-
Defense Costs	Outside	-
Settlement Provision	70/30	-

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Cyber Liability

Cowbell Coverages include but not limited to:

-  **Liability Costs** Coverage for (1) defense expenses, (2) monetary damages the insured becomes legally obligated to pay including pre-judgment interest, post-judgment interests, judgments or settlements; and (3) punitive, exemplary, or multiplied damages but only to the extent such damages are insurable under the applicable law most favorable to the insurability of such damages.
-  **PCI Costs** Coverage for amounts the insured is legally obligated to pay under a Payment Card Services Agreement including: (1) monetary assessments; (2) fines; (3) penalties; (4) chargebacks; (5) reimbursements; (6) fraud recoveries; (7) forensic investigation, including any PFI; and (8) costs or expenses incurred in connection with a PCI DSS compliance audit.
-  **Regulatory Costs** Coverage for (1) any amount the insured is legally required to deposit in a fund for the payment of consumers; (2) fines; or (3) penalties imposed by a federal, state or foreign governmental entity due to a privacy incident.
-  **Cowbell Breach Fund** Coverage for losses and expenses directly associated with recovery activities after a cyber incident. This can include incident response, investigation, forensics, crisis management, notification to customers, call center services, overtime salaries, post-event monitoring services such as credit monitoring, and healthcare records remediation for impacted customers.
-  **Data Restoration** Coverage for the cost to replace, restore, recreate or recover data residing on an insured's computer system that is compromised as a direct result of a network security incident. If such data cannot be replaced, restored, recreated or recovered, then data restoration is limited to the costs associated with that determination.
-  **Extortion Costs** Coverage for losses from a privacy incident or network security incident resulting from a credible threat or series of threats, such as a ransomware attack. This can include expenses to investigate the cause of an extortion threat and the payment amounts, including the actual costs to execute such payment (whether in digital or traditional currency).
-  **Business Impersonation Costs** Coverage for the costs to inform potentially impacted parties (individuals, vendors or suppliers) of fraudulent communications where a third party impersonated the insured to deceive them or any vendor or supplier into sharing credentials or protected information.
-  **Reputational Harm Expense** Coverage for the income loss that the insured sustains during a period of indemnity that directly results from a communication via any medium specifically arising from an actual or alleged incident that threatens to, or actually does negatively harm the insured's reputation.
-  **Business Interruption Loss** Coverage for the income loss and extra expenses due to the actual and measurable interruption or degradation in performance of the insured's computer system. This would also include a voluntary shutdown of the insured's computer system when such action is taken to minimize, avoid or reduce further damage as a result of a covered incident.
-  **Contingent Business Interruption Loss** Coverage for the income loss and extra expenses due to the actual and measurable interruption or degradation in performance of a service provider's computer system. This would also include a voluntary shutdown of computer systems when such action is taken to minimize, avoid or reduce further damage as a result of a covered incident.
-  **System Failure** Coverage for the income loss and extra expenses due to a system failure (see policy wording) which causes the actual and measurable interruption, suspension, failure, degradation or delay in performance of the insured's computer system.

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Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Environmental Liability

Insurance Carrier: Tokio Marine Specialty / Philadelphia - Non-Admitted

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

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

Policy Highlights:

- Claims-Made Coverage
- Includes Loading & Unloading Coverage
- Natural Resources Damage Coverage
- Terrorism Coverage included

Policy Forms & Endorsements:

PIC-STEP-001	Storage Tank Environmental Policy Declarations
PIC-STEP-002	Storage Tank Coverage
PIC-STEP-003	Additional Insured (if applicable)
PIC-STEP-004	Additional Named Insured Schedule (if applicable)
PIC-STEP-005	Storage Tank Schedule
PIC-STEP-010	Cap on Certified Acts of Terrorism
PIC TMNOTICE	Privacy Notice for Commercial Lines
SOS	State-specific Service of Suit (if applicable)

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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Kidnap & Ransom (Includes Assault Expense and Threat Response)

Insurance Carrier: Great American

Coverage	Limits of Insurance
Coverage	
Ransom	\$1,000,000 each insured event
Ransom in Transit	\$1,000,000 each insured event
Security Consultant Fees and Expenses	\$1,000,000 each insured event
Additional Expenses	\$1,000,000 each insured event
Child Abduction – Security Consultant Fees and Expenses (Shared limit for Security Consultant fees and expenses and additional expenses)	\$1,000,000 each insured event
Disappearance - Security Consultant Fees and Expenses (Shared limit for Security Consultant fees and expenses and additional expenses)	\$1,000,000 per insured event
Legal Liability – resulting from Kidnap/Extortion/Detention/Hijack/Hostage Crisis	\$1,000,000 each insured event
Personal Accident Losses	\$250,000 per insured person \$1,250,000 each insured event aggregate
Alternate Loss of Earnings Endorsement	\$1,000,000 each insured event 120-day indemnity period 6 hour waiting period
Threat Response Expense Endorsement	\$100,000 per insured event 90-day indemnity period
Assault Expense Coverage (insured losses and relevant expenses)	\$500,000 per insured event
Personal Accident Losses	\$100,000 per insured person \$500,000 each insured event aggregate
Who is an insured	All Directors, Officers, Employees, Leased or Temporary Employees, Volunteers, Students, Interns, Independent Contractors while performing services on behalf of the Insured and persons specifically retained to negotiate or deliver ransom
Insured's Retention	\$0

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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Kidnap & Ransom (Includes Assault Expense and Threat Response)

Carrier Terms and Conditions:

SEQ	FORM #	DESCRIPTION
1	790FIC	Great American Insurance Fidelity & Crime Policy Cover
2	SDM683	Important Notice Fidelity Crime Division Claims
3	SDM823	Emergency Contact Details
4	CR7935	Great American Kidnap, Ransom & Extortion Policy Declarations Page
5	CR7813	Great American Kidnap, Ransom & Extortion Policy
6	IL0952	Cap On Losses From Certified Acts Of Terrorism
7	CR8801	Forms And Endorsement Schedule
8	CR8802	General Endorsement - Cyber Extortion Exclusion Endorsement
9	CR7865	Threat Response Expense Endorsement
10	CR7876	Alternative Loss Of Earnings Endorsement
11	CR7879	Travel Security Evacuation Endorsement
12	CR7943	Broad Named Insured
13	CR7957	Assault Expense Endorsement
14	IL7125	Named Insured Endorsement
15	IL7347	Disclosure Pursuant To Terrorism Risk Insurance Act
16	IL7268	In Witness Clause

Additional Coverage Information:

Threat Response Expense provides coverage for the services of Control Risks to assess a threat and could pay for the cost of temporary security protection.

Assault Expense provides coverage for Additional Fees & Expenses, Personal Accident and Control Risks Fees to indemnify the Insured from a physical attack by a person armed with a weapon.

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Active Assailant(s) Coverage

Carrier: Indian Harbor Insurance Company (Non-Admitted)

Perils

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

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

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

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

Policy does not cover demolition of building(s).

	Limits of Coverage
Policy Limit	\$1,000,000 per occurrence and in the aggregate <i>Excess of deductible</i>
Deductible	\$25,000 per occurrence
Waiting Period	Ingress/Egress 12 hour waiting period

Additional Special Coverage/Sub-limits

The following extra costs and expenses (provided they are reasonable and necessary), solely and directly caused by an Active Assailant Event or Ingress/Egress occurring within three hundred and fifty (350) feet of the Premises during the Policy Period, incurred by the Insured:

Additional Special Coverage/Sub-limits	
Ingress/Egress	25% of the Overall Limit of Liability subject to a maximum limit of \$1,000,000 in the aggregate for the Policy Period
Public Relations Consultancy Costs	\$100,000 per occurrence and in the policy aggregate
Counselling Costs	\$10,000 per person
Medical expenses	\$10,000 per person
Employee Retraining Costs	\$10,000 per person
Security Costs	\$25,000 per occurrence and in the policy aggregate

Active Assailant(s) Coverage

Carrier terms and conditions:

- Any Newly Acquired Locations / Miscellaneous Unnamed Locations in Referral Areas require prior agreement from the Company prior to inception of coverage. Referral Areas: Afghanistan, Algeria, Burundi, Cabinda, Central African Republic, Colombia, Congo, Cuba, Democratic Republic of Congo, Ecuador, Egypt, Eritrea, Ethiopia, Georgia, Iraq, Ivory Coast, Jammu and Kashmir, Liberia, Libya, Mali, Mauritania, Myanmar, Nagorno-Karabakh, Nigeria, North Caucasian Federal District, Ukraine, Pakistan, Palestine, Russia, Somalia, South Sudan, Syria, The Republic of Sudan, Yemen, Boston 02108, 02109, 02110, 02111, 02116, Calgary T2, Chicago 60601 through to 60611, London Zone A (E1, E14, EC1, EC2, EC3, EC4, SE1, SW1, W1, WC1 and WC2), New York City 10001 through to 10029, 10036, 10038, 10047, 10048 and zip codes beginning 101 and 102, San Francisco 94102, 94103, 94104, 94105, 94107, 94108, 94109, 94110 and 94111, Singapore 01 through to 06, Toronto M5.
- Locations with no values declared in the submitted schedule of values are not covered under this policy.
- Minimum earned premium 100%
- No flat cancellations
- Policy Wording per attached Property/Terrorism Policy Form – final wording to be reviewed and agreed and Company's Active Assailant(s) Form Wording.
- Premiums within this quote are based on Terrorism cover either purchased via TRIPRA or Stand-Alone, pricing subject to change, if there is no Terrorism coverage in place.
- This quotation is based upon the information received 05/15/2020. The Company reserves the right to amend this quotation if there is any material change to the information provided by the Producer.
- It should not be construed that this quotation meets or exceeds all terms and conditions requested in the submission. Please review carefully prior to binding.
- This document is a quotation; it is not a binder of coverage. Insurance coverage is not effective until the Insured or Producer receives written confirmation from the Company.

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

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

Active Assailant(s) Coverage

Key Terms and Conditions:

Territory

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

Total Insurable Value (Rating Basis): **\$284,094,509**

Per schedule of locations on file with this Company submitted 05/2021

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

Active Assailant Event means:

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

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

Hand-Held Weapon means any hand-held instrument or hand-held explosive device or explosive device worn on the body that is used by the Active Assailant to cause direct physical loss or physical damage and/or bodily injury or death. Hand-Held Weapon includes any Road Vehicle that is used by the Active Assailant to cause, and is occupied by the Active Assailant at the time of, Damage and/or bodily injury or death.

Ingress/Egress means a determination by the Relevant Authority that, in consequence of an Active Assailant Event occurring within one thousand five hundred (1,500) feet of the Premises during the Policy Period, the Insured's operations conducted at the Premises must be temporarily or permanently ceased in whole or in part.

Who is Insured:

(a) a person under a contract of employment or contract of service or apprenticeship with the **Insured**;

(b) a person deemed to be an employee under any workers' compensation, unemployment compensation, social security, disability or similar laws; or

(c) any volunteer or person undertaking work experience with the **Insured**; working for and under the control of the **Insured** in connection with the **Business**.

USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Tenant/User Liability

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

Insurance Carrier: Atlantic Specialty Insurance Company

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

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

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

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

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

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

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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Tenant/User Property Damage

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

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

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

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

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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Attachments

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

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Coverage to Consider

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

Specifically, we ask that you review the following items:

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

USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Client Authorization to Bind Coverage

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

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

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

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

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

Please mark selected options:

After careful review of your proposal dated **June 1, 2021** we have decided to accept the following proposal options:

- ☐ Travelers: Package, Auto, General & Management Liability & Umbrella: \$15,000,000
Annual Premium: \$321,201
- ☐ Travelers: Package, Auto, General & Management Liability & Umbrella: Umbrella \$20,000,000
Annual Premium: \$331,050

Crime

- ☐ Crime – Chubb Annual Premium \$5,908
- ☐ Crime –Great American Annual Premium \$5,927

Cyber Liability:

- ☐ Benchmark c/o Cowbell Annual Premium: \$12,224

Pollution / Tank Environmental Liability (Tokio Marine)

- ☐ \$5,000 deductible: Annual Premium, Taxes & Fees: \$981.86

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

- ☐ \$1,000,000 limit, annual term: \$1,829
- ☐ \$1,000,000 limit, three-year term: \$4,756
- ☐ \$3,000,000 limit, annual term: \$3,243
- ☐ \$3,000,000 limit, three-year term: \$8,432

- ☐ Indian Harbor, Active Assailant Coverage: Annual Premium, Taxes & Fees:

- ☐ Atlantic Specialty: Tenant/User Liability & Property Damage: \$0.00 (premium \$5,600.29 users)

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Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Client Authorization to Bind Coverage

Policy delivery (please select your preferred options)

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

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

Customer Signature	Name	Date
Las Vegas-Clark County Library District		
Company	Title	

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Proposal of Insurance
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Evaluating Financial Strength and Capacity of Insurance Markets

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

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

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Insurance Company Financial Information

Objective assessments help insurance buyers make informed decisions

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

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

Insurance Carrier	A.M. Best Rating
The Travelers Indemnity Company	A++ XV (Superior)
Travelers Casualty and Surety Co of America	A++ XV (Superior)
The Phoenix Insurance Company	A++ XV (Superior)
Great American Insurance Company	A + XV (Superior)
Indian Harbor Insurance Co.	A + XV (Superior)
Chubb / Federal Insurance Company	A++ XV (Superior)
Benchmark Insurance Company	A VII (Excellent)
Hudson Insurance Company	A XV (Excellent)
Lloyds of London	A XV (Excellent)
Atlantic Specialty Insurance Company (One Beacon)	A + XV (Superior)
Tokio Marine Specialty	A ++ XV (Superior)

Financial strength ratings

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

Financial size ratings

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

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

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USI Disclosures

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

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

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

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

When to Notify USI Insurance Services

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

These changes may include, but are not limited to:

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

Terrorism Risk and Insurance Act 2015 (TRIA) coverage options

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

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

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

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

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

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

USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Selection or Rejection of Terrorism Insurance Coverage

Line of Coverage	Annual Premium	Accept	Reject
Property	Included	X	
General Liability	Included	X	
Automobile Liability	Included	X	
Workers' Compensation			
Umbrella or Excess Liability	Included	X	
Crime	Included	X	
Fiduciary			
K&R	Included	X	
E&O			
Cargo			
D&O	Included	X	
Other (specify) Pollution	Quoted	X	
Cyber Liability	Confirming		
Active Assailant	\$4,114 + taxes and fees	X	
Total Cost			

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

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

Signature: _____

Title: _____

Date: _____

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.
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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Flood Insurance Selection/Rejection Form

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

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

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

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

Applicant's signature

Date

Address of property

Sales Executive/Account Executive/Representative's
signature

Date

Coverage quoted – see Property for quoted sub-limits

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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Windstorm/Hail Acknowledgement Form

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

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

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

Applicant's signature

Date

Address of property

Sales Executive/Account Executive/Representative's signature

Date

Coverage quoted

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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

Notice of Surplus Lines Placement

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



June 1, 2021

Las Vegas-Clark County Library District

Dear Steve,

We have offered you insurance coverage with:

Indian Harbor Insurance Co.	A + XV (Superior)
Hudson Insurance Company	A XV (Excellent)
Lloyds of London	A XV (Excellent)
Tokio Marine Specialty	A ++ XV (Superior)

We want you to know that this is a surplus lines insurer, and that it does meet the financial strength requirements that we usually require of insurers with whom we place our customer's risks.

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

Carrier above are rated by AM Best , an independent insurer-rating organization that evaluates the financial strength of insurers. Insurers are not required to obtain a rating, and ratings are not a guarantee of an insurer's financial status. Some insurers who became insolvent have previously had high ratings; however, ratings are a tool that helps us make an objective evaluation of an insurer.

We want you to have this information so you can make an informed decision about whether to have your insurance placed with any of the markets noted above. If you should have any questions regarding this surplus lines placement, please contact me directly.

Thank you for your careful consideration of this matter.

Very truly yours,

Brandon Lewis, CPCU, ARM
USI Insurance Services.

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.
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USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

General Provisions

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

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

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

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

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

Who we are

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

USI products and services include:

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

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

USI Insurance Services
June 1, 2021

Prepared for: **Las Vegas-Clark County Library District**
Proposal of Insurance
Proposed Policy Term: 7/15/2021 to 7/15/2022

The USI ONE Advantage®

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

Omni Knowledge Engine™ – USI's Proprietary Analytics

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

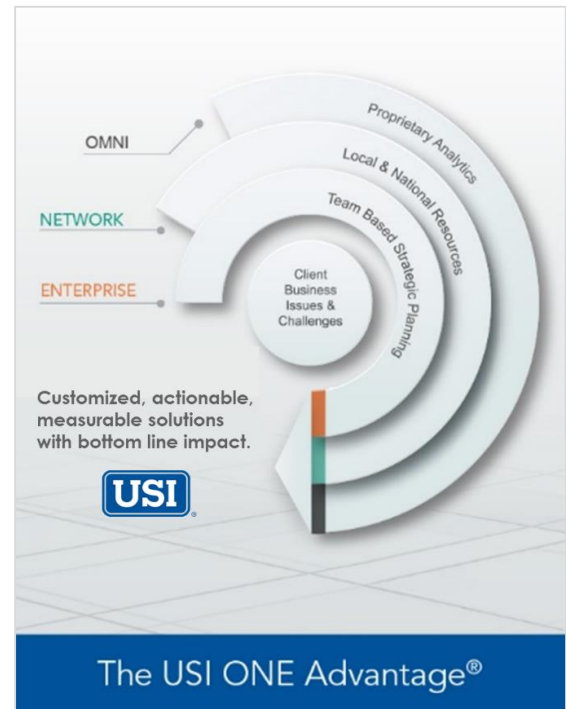
Network – USI's Local and National Resources

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

Enterprise – USI's Team Based Strategic Planning

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

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



Property and Casualty Resources

Risk Management Center

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

Risk Management

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

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

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

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

“Claims Made” Coverage Notice

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

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

Claims Made

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

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

Claims Made and Reported

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

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

Special Board Meeting (Amended) - Item V. New Business

Abstract



Premium & Coverage Summary

[illegible]

Quote Options:

Umbrella / Excess Liability quote options	Premium	\$ Change	% Change
0000000000 R \$00000	\$0000	\$-0000	0%
0000000000 R \$00000	\$0000	0000	0%
Total Estimated Premium with Option # 1	\$347,746	\$0000	0%

**note Tank Environmental and Active shooter quotes above include broker and surplus lines taxes and fees.*

*This proposal neither amends nor alters the insurance contract. Specific questions on all policy terms and conditions should be referred to your USI Insurances Services representative and the policy itself should be reviewed." USI Insurances Services Confidential. © 2021 USI Insurance



ITEM V.B.

AGENDA ITEM

JUNE 10, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #: V.B.

Discussion and possible Board action regarding contract award for Direct and Indirect Compensation Analysis consultant services.

Background:

On April 4, 2021, the District advertised a Request-for-Proposal (RFP) for a Direct and Indirect Compensation Analysis. The RFP was advertised in the *Review Journal*, posted on the District's website, emailed to minority Chamber of Commerce, and posted on the Nevada Government eMarketplace (NGEM).

The goal of the Direct and Indirect Compensation Analysis is to establish and validate a formal Compensation & Benefits program for the District. The program should include but not be limited to the following objectives: (1) enable the District to recruit, retain and motivate a highly engaged and talented workforce; (2) ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills and abilities are assigned to similar pay grades (internally equitable); (3) District salaries (Direct Compensation) are externally competitive and reasonable within the defined market; and (4) District benefits (Indirect Compensation) programs & practices are externally competitive and reasonable within the defined market. In addition, the District seeks recommendations on best practices in direct and indirect compensation programs in comparable organizations.

The RFP included the following outline of the project scope and desired deliverables:

The Analysis will be preferably be conducted two (2) phases. Phase one (1), will address the District's Administrative Team consisting of nine (9) positions. Base salaries and all pay increases for this group were frozen by the Board of Trustees in February of 2021 pending the outcome of this study. Phase two (2), will address all other positions.

The elements of the Direct & Indirect Compensation Analysis should include, but not be limited to, the following:

A. Phase 1 (Administrative Team):

- Covered Positions
 - Executive Director (ED)

- Financial Service Director (CFO)
 - General Service Director
 - Human Resources Director
 - Library Operations Director
 - Branding & Marketing Director
 - Community Engagement Director
 - Development & Planning Director
 - Information Technology Director (CIO)
- Wage Data for Comparable Positions
 - Industry Data (Public Agency, Library Systems)
 - Organization Data (FTEs, Budget Size,)
 - Geographic Data (National, Regional, State LV Metropolitan)
 - Market Data
 - Average (Composite)
 - 25th Percentile
 - 50th Percentile (Median)
 - 75th Percentile
 - 90th Percentile
 - Senior Leadership (PC) Pay Structure/Range Practices
 - Range Spreads
 - Structure Recommendations
 - Frequency of Adjustments
 - Assessment of Fair Market Value for all EC Positions (FMV)
 - Recommended Senior Leadership Compensation Process
 - Calendar (Annual Process)
 - Frequency of Market Reviews (Annual/Biennial)
 - Annual Board Approval
 - Incentive or Bonus Practices & Data
 - Merit
 - Market (COLA)
 - Other
 - Benefits & Perquisites Practices (Senior Leaders)
 - Comparable Industry and Organization Benefits Practices (Staff)
 - Health & Welfare
 - Disability
 - Life
 - Time Off (Vacation & Sick - Payout)
 - Retirement & Deferred Compensation Arrangements

B. Phase 2 (All other Positions):

- Covered Positions
 - Current Salary Schedule Attachment D
- Wage Data for Comparable Positions
 - Industry Data (Public Agency, Library Systems)
 - Organization Data (FTEs, Budget Size,)

- Geographic Data (National, Regional, State LV Metropolitan)
- Market Data
 - Average (Composite)
 - 25th Percentile
 - 50th Percentile (Median)
 - 75th Percentile
 - 90th Percentile
- Staff (PC) Pay Structure/Range Practices
 - Range Spreads
 - Structure Recommendations
 - Frequency of Adjustments
- Assessment of Fair Market Value for all Positions (FMV)
- Recommended Staff Compensation Process
 - Calendar (Annual Process)
 - Frequency of Market Reviews (Annual/Biennial)
 - Best Practices
- Incentive or Bonus Practices & Data
 - Merit
 - Market (COLA)
 - Other
- Benefits Practices
 - Comparable Industry and Organization Benefits Practices (Staff)
 - Health & Welfare
 - Disability
 - Life
 - Time Off (Vacation & Sick - Payout)
 - Retirement & Deferred Compensation Arrangements

A total of five (5) submittals were received. A review committee comprised of six (6) members of the Administrative Team performed the evaluation process. The committee evaluated the information provided by each consultant based upon the following criteria: experience, cost, project understanding, structure/content of work, and project timeline.

The committee selected **Koff & Associates**, whose project team includes **George S. Krammer (MBA, SPHR)** and **Debbie Owen (CCP)** as the consultants' best suited to fulfill the requirements of the RFP. Koff and Associates has over 37 years' experience in public sector and non-profit compensation studies and Human Resources services.

The five (5) submitted cost quotes were the following: \$22,250 (Pontifex Consulting), \$53,745 (Sjoberg Evashenk), \$64,000 (Koff & Associates), \$66,000 (Logic Compensation Group) and \$98,620 (Segal Group); with our recommended consulting agency representing the median quote at \$64,000.

Recommended Action:

Motion to authorize staff to award a contract to Koff & Associates. Koff & Associates not to exceed \$64,000 for Direct and Indirect Compensation Analysis consultant services in accordance with RFP No. 21-05, subject to final review by Counsel.



ITEM V.C.

AGENDA ITEM

JUNE 10, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #V.C.: Discussion and possible Board action to approve the *Technology Plan for Las Vegas-Clark County Library District: FYE 2022-2026.*

Background: The Technology Plan serves as the principle guide for the development of the District's technology infrastructure. Additionally, the District is required to have a current plan to be eligible for federal subsidies and programs, such as E-Rate and federal grants. The Technology Plan will also provide support for the priorities of the District's new *Playbook 2026 Strategic Service Plan.*

In June 2018, the Information Technology Department completed the District's Technology Plan, with the objectives of keeping the District eligible for federal funding while providing a comprehensive and current assessment of District technology systems and services. Six of the goals outlined in the 2018 Plan were accomplished, 17 goals are currently in progress, and three goal were not started. Several of the goals identified in the Plan were identified in the 2018 Facilities Master Plan. The goals that are in progress or were not started were carried-over to the new Plan. A final assessment of the goals and objectives of the previous Plan is also included in this new Technology Plan. The current Technology Plan for the Las Vegas-Clark County Library District expires on June 30, 2021.

Prior to the 2012 Technology Plan, previous Technology Plans were created by consultants. However, as a result of the financial constraints caused by the "great recession," the 2012 and subsequent plans were prepared by the Information Technology Department. The 2018 Plan effectively became a two-year Plan because of the COVID19 Pandemic. This Plan attempts to anticipate the ever-changing landscape for technology and is designed to be flexible by permitting the District's leadership and the Board to identify and pursue new service goals and respond to emerging issues and opportunities. A further objective of this Plan is to provide project descriptions and estimated budgets for projects that are desirable and for use by the Development Office for grant solicitations. Some of these projects are included in current District operating and capital budget plans, and others are not currently budgeted, but could be used for grant applications.

This New Technology Plan provides an overview of the District, background information, a description of the current state of technology, and five-year objectives for technology for the District. A list of the goals, estimated completion dates, and estimated costs are as follows:

Item X.A.1.: Technology Plan

June 10, 2021

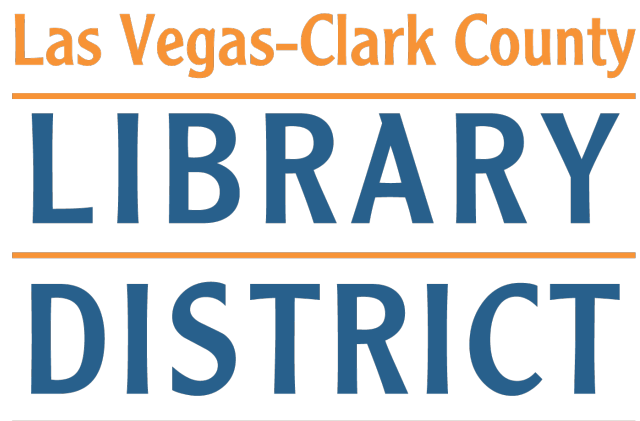
Page 2

Goals	Completion	Estimated Cost
Financial Management System	Dec-25	\$1,000,000
Annual Computer Refresh Project (annually)	Jun-26	\$300,000
Automated Materials Handling Systems/Sorters and Security Gates (annually)	Jun-26	\$350,000
New Self-Check Solution (annually)	Dec-23	\$100,000
Migration to Cloud (annually)	Ongoing	TBD
Makerspaces	Master Plan	TBD
Homework Help Centers	Master Plan	TBD
Computer Centers	Master Plan	TBD
Distribution Center Expansion\Relocation	Master Plan	TBD
Business Hubs	Master Plan	TBD
Digital Signage	Master Plan	TBD
Meeting Room Presentation	Master Plan	TBD
Circulating Technology (annually)	Ongoing	\$25,000
Social Media Presence	Jun-26	\$1,000
Big Data Reporting	Dec-23	\$100,000
Cashless System	Dec-23	\$300,000
Digital Self-Publishing	Dec-21	\$50,000
In-Library Customer Flow Analysis/Beacon Technology	Dec-22	\$100,000
Mobile App	Jun-22	\$50,000
Mobile Staff Service Model	Dec-22	\$150,000
Electronic Signatures	Dec-22	\$50,000
Expand Digital Access	Jun-22	\$50,000
Technology Bus	Dec-24	\$250,000
Community Share (annually)	Ongoing	\$25,000
Digital Repository	Dec-24	\$50,000
Customer Satisfaction Survey (annually)	Ongoing	\$25,000
Cybersecurity (annually)	Ongoing	\$50,000
Training (annually)	Ongoing	\$50,000
Total		\$1,236,000

Recommended Action:

Motion to approve the *Technology Plan for Las Vegas-Clark County Library District: FYE 2022-2026* as presented.

Technology Plan for Las Vegas-Clark County
Library District: Fiscal Year End 2022-2026
July 1, 2021 – June 30, 2026



Prepared by: the Information Technology Department

June 2021

Table of Contents

Executive Summary.....	3
Library Overview	6
Background Information.....	9
The Current State of Technology	13
Library’s Technology Goals and Objectives	17
Staff Development Strategy and Public Training	22
Timeline and Estimated Costs	25
Evaluation	26
Attachments/Appendices.....	
1. Technology Inventory	27
2. Network Diagram	31
3. Internet and Wireless Use Policy	32
4. Additional Information Needed for E-Rate Application.....	35

May 27, 2021

Executive Summary

Information Technology in the world of public libraries has shifted radically over the past two decades. Expensive and game-changing automated library operations, catalogues, materials handling, and people counting systems were launched between 2000 and 2010, cutting operations costs and making it easier for customers to find and enjoy a plethora of free public collections. Since 2000, the Library District has played a critical role in closing the digital divide by investing in the widespread installation of free public access computers, circulating devices such as iPads and hotspots, and expanded Wi-Fi. The Information Technology department of the Las Vegas-Clark County Library District (Library District) has been a national leader in the development, implementation, and management of these kinds of complex information and technology operations infrastructure and public service improvements.

Over the past five years, public access to technology has proliferated beyond public access computers to new tech labs that provide public access to digital media, 3D printing, music production, coding, and robotics technologies. At the Library District new automated systems have integrated functions of finance and human resources. New in-building communication technology for staff as well as new external public-facing communication systems have also been deployed. The world of digital collections is exploding with databases, materials, web-based vendors, and smart phone-based apps. Cyber security is a critical and constant complex challenge. Website and public content creation platforms are evolving to offer better search, broadcast, and customer experience capabilities. Special assets of the Library District, such as performing arts centers, require technology upgrades for AV, lighting, and web streaming, as event technologies improve over the years. Other library services, including the Adult Learning Program and partnership with Workforce Connections for employment services, require connectivity for office functions, as well as classroom, board room, computer lab, and event use.

The four newest branch libraries, opened between 2009 and 2020, provided the Library District with the opportunity to build in information technology infrastructure for even more sophisticated automated operations and public access technology amenities. Implementation of the Vision 2020 (v.2020) Strategic Plan involved development and operational support for new technologies related to learning, business and workforce development, government and social services, and community culture. Work on the Master Facilities Decision Framework and schematic design drawings for branch facility renovations aim to bring the new v.2020 business model and expansive information technology infrastructure and services to 13 older Library District branches.

The global and community contexts of Library District operations and services also influence the development, deployment, and maintenance of Library District information technology. District-wide systems are designed to respond to rapid growth in the Vegas Valley metro area, along with tremendously mobile and increasingly diverse service populations. When the demographics of the Library District service area were mapped in 2014 and again in 2019, it became clear that the Las Vegas metro area is comprised of one of the most diverse and geographically fragmented set of household market segments in the nation. Between 2014 and 2019 there was substantial growth of demographic groups such as Latinx populations and household led by single parents. Demographic analysis also indicates that there is a growing percentage of households with low incomes, low levels of education, low English proficiency, and low technology skill levels.

May 27, 2021

Issues of low technical skills and a large percentage of households without internet connectivity and devices other than smart phones pose a long term challenge for regional economic opportunity and workforce availability. In early 2020, as the region was being lauded for leading the nation in new job growth in industry sectors related to medicine, transportation and logistics, and information technology, local employers were finding it difficult to fill these new jobs with local tech-savvy workers.

The challenges of the digital divide, particularly among people of color, became even more apparent with the rapid and radically disruptive changes caused by the COVID-19 pandemic. In March 2020, for the first time in the history of the region, the entire "Vegas Strip" was shut down and over 375,000 people lost their jobs. Tens of thousands of other local businesses were shuttered or curtailed activities in compliance with pandemic social distancing and capacity restrictions. Local residents, particularly working families, experienced more disruption as the local school district and private schools moved to online learning. The Library District responded to these local conditions by pivoting to partnerships for online learning. In lieu of live performances and programs, library staff began creating virtual programs. With the shutdown, the Information Technology department led organizational efforts to support virtual work from home and virtual meetings. Use of digital collections soared by 25% over previous year usage and that level of use is holding steady. The department took advantage of CARES Act funding to expand the hotspot program and iPad lending program to help local students and businesses work at home online. After more than a year of economic and social devastation caused by the pandemic, the Nevada economy is again on the rise. Sales tax (CTX) revenues are back up to pre-pandemic levels, and the housing market is on fire. In spring 2021 the local Board of Realtors reported a 40% increase in home sales. With a confluence of high demand from new residents moving to the state and low supply, home prices have increased 14% in value from previous years, an indicator that future property tax revenues are stable and rising.

It is in the context of the above industry, national, and local conditions that this Technology Plan was developed. The Library District's Information Technology department anticipates that 2020 budget cuts made to offset sales tax revenue losses caused by the pandemic will be restored. In particular, the FY 2021-2022 Annual Budget replaces funding for two of the department's Capital Projects funds: the Integrated Library Systems Replacement Program and the Technology Replacements and Upgrades Program. Once these essential budget restorations are made, the Library District will resume plans for renovating older branches and continuing to build new facilities to meet regional urban growth.

An overview of Information Technology department budgets, both General Fund and Capital Project Funds (CPF), are as follows:

FUND	FY 19-20	FY 20-21	FY 21-22
General Fund	\$3,704,782	\$3,895,391	\$4,072,848
CPF: ILS Replacement Program	\$281,992	\$0*	\$0*
CPF: Tech Replacement and Upgrades Program	\$1,340,277	\$1,816,314	\$1,656,813

May 27, 2021

This Technology Plan consists of 27 Goals and Objectives. Over the next five years, the Library District will:

- Continue to support the evolution of library service platforms as they evolve from traditional Integrated Library Systems, to support library catalogue, materials handling, people counting, and other Library District organizational operations technology and systems.
- Continue to increase the collection of electronic and streaming materials, including books, media, and music, in line with growing demand.
- Continue to expand and support public access technologies, including access to computers, internet, WiFi, and technologies consistent with the PlayBook 2026 strategic plan (building on the successes of the v.2020 strategic plan).
- Continue to expand and support Library District internal and external digital communications platforms.
- Continue to match the robust expansion of technological infrastructure, hardware, software, and new public access technologies with staff training, certifications, and skill-building support as well as public training and instruction to accelerate public adoption and mastery of new technologies essential for life and work today.
- Continue to support technology subsidy efforts, including participation in the FCC's eRate program and the Library District and Foundation's grant efforts.
- Explore and develop new apps that increase customer satisfaction, access, and awareness of Library District collections, programs, and services.
- Provide support for the initiatives identified in the Facilities Master Plan adopted by the Library District Board of Trustees in September 2018.

*The District has not expended any funds from the Capital Projects Fund ILS Replacement Program in the last three years and funds were reallocated in FY 20-21 to offset funding shortfalls.

Library Overview

The District is one of the largest, most complex public library systems in the country and the largest library system in Nevada. The District serves approximately 1.7 million people over an 8,000-square-mile area. The District's residents live in urban and suburban sections of the valley, small and medium-sized towns throughout Clark County, and remote rural areas. The District's service area includes the City of Las Vegas and most of Clark County, except for the cities of Boulder City, Henderson, and North Las Vegas. With over 640,000 Library District card holders, 4.2 million branch visits, 1.3 million computer session, and over 500,000 program participants in 2019-2020, the Library District is one of the liveliest public libraries in the nation. Of the 9.1 million items checked out that year, 1.5 were digital books, movies and music. Nationally, the Library District ranks 11th in circulation of materials, 14th in number of visits per year, and 14th in size of population served. There are now 25 branches in urban, rural and suburban locations. The District has been recognized nationally for excellence, including being named "Library of the Year" by Gale/Library Journal in 2003 and as a recipient of the 2014 National Medal for Museum and Library Service.

The District was created in 1965 when a taxing district to provide library services to serve valley residents outside the Las Vegas city limits was created by the Clark County Board of Commissioners. It was originally named the Greater Clark County Library District, later shortened to the Clark County Library District. The District grew as other taxing districts, created to provide library services in other parts of Clark County, were added to it. Soon after, came a contract with the City of Las Vegas to manage libraries located within the Las Vegas city limits. In 1985 the District took its current form through legislation enacted by the Nevada State Legislature and became known as the Las Vegas-Clark County Library District, the state's first consolidated library district, and the branches of the Las Vegas Library formally became a part of the District.

As an independent taxing district, the Las Vegas-Clark County Library District is neither a part of the City of Las Vegas nor of Clark County. It is governed by a ten-member Board of Trustees, five of who are appointed by the Clark County Board of Commissioners and five who are appointed by the Las Vegas City Council. The Board of Trustees appoints an Executive Director, adopts policies, approves the annual budget and ongoing expenditures, and sets an annual property tax levy. The Board's roles and responsibilities are enumerated in Nevada Revised Statutes Chapter 379.

The District has a total of 25 facilities, 14 in the urban core of the Las Vegas Valley and 11 in the rural or outlying Clark County municipalities, ranging from Indian Springs in the north, to Laughlin in the south, to Mesquite in the east, and Sandy Valley in the west. Administrative and support functions are located at the Windmill Library and Service Center in the southwestern part of the valley. The branches of the District are:

Urban:

1. Centennial Hills Library, including Distribution Center (45,555 SF)
2. Clark County Library, including theater (120,000 SF)
3. East Las Vegas Library (41,051 SF)
4. Enterprise Library (26,300 SF)
5. Meadows Library (1,200 SF)

May 27, 2021

6. Rainbow Library (25,000 SF)
7. Sahara West Library (122,000 SF)
8. Spring Valley Library (24,500 SF)
9. Summerlin Library, including theater (40,195 SF)
10. Sunrise Library (22,900 SF)
11. West Charleston Library, including lecture hall (38,900 SF)
12. West Las Vegas Library, including theater (38,866 SF)
13. Whitney Library, including concert hall (26,619 SF)
14. Windmill Library, including auditorium (30,696 SF)
 - o Windmill Service Center (86,000 SF)

Outlying:

1. Blue Diamond Library (1,000 SF)
2. Bunkerville Library (1,200 SF)
3. Goodsprings Library (1,200 SF)
4. Indian Springs Library (1,200 SF)
5. Laughlin Library (15,424 SF)
6. Mesquite Library (13,313 SF)
 - a. Mesquite Library Learning Center (5,600 SF)
7. Moapa Town Library (2,000 SF)
8. Moapa Valley Library (4,700 SF)
9. Mount Charleston Library (2,800 SF)
10. Sandy Valley Library (1,200 SF)
11. Searchlight Library (1,200 SF)

In addition to the services that the District provides to its customers, the District also provides library automation services to two locally-contracted library districts:

- North Las Vegas Public Library
- Boulder City Public Library

The District has a collection of over 3.6 million total items and employs over 350 full-time employees, over 200 part-time employees, and over 200 Page positions.

Las Vegas-Clark County Library District Mission Statement

The Las Vegas-Clark County Library District nurtures the social, economic, and educational well-being of people and communities. The District is committed to building communities of people who can come together to pursue their individual and group aspirations.

Values and Operating Principles

The District is guided by the principles of Public Librarianship and First Amendment Rights. The District protects library materials from censorship.

We seek innovative ways to:

- Respond and reach out to serve the current and evolving information needs of our diverse community.
- Create a sense of community by providing a welcoming, inviting, secure environment for our public and staff.
- Provide excellent customer service that is both timely and confidential.
- Develop a well-trained, knowledgeable, courteous, and professional staff.
- Communicate with our public and staff to ensure vital, relevant, and effective library services.
- Manage our resources effectively and be accountable to our funding sources.

We celebrate our accomplishments, learn from our mistakes and take pride in serving our community.

Background Information

In 2018, the District adopted a three-year Technology Plan which recommended 26 goals and objectives. Of the 26 identified goals and objectives, six goals were completed, 17 goals are currently in progress, and three goal were not started. The goals and objectives and their status follow:

1. Financial Management System – Not Started

This Goal will be included in the Goals and Objectives of the new Plan.

2. Digital Signage - Ongoing

Digital signage was installed at the new East Las Vegas and Mesquite libraries, and included in the District's Facilities Master Plan. This Goal will be included in the Goals and Objectives of the new Plan.

3. Call Center Expansion – Completed

All customer collections related calls and some operator-assisted calls, circulation calls, and electronic resources calls were redirected to the Unique Call Center.

4. Electronic Media and e-Book Readers – Ongoing

This Goal will be modified and included in the Goals and Objectives of the new Plan.

5. Mobile Hotspot Expansion – Completed

The District expanded the number of hotspots available for public checkout from over 480 to over 950.

6. Circulate Tablet PCs – Ongoing

This Goal will be modified and included in the Goals and Objectives of the new Plan.

7. Annual Computer Refresh Project – Completed/Ongoing

This ongoing Goal will be included in the Goals and Objectives of the new Plan.

8. Social Media Presence – Completed/Ongoing

This ongoing Goal will be included in the Goals and Objectives of the new Plan.

9. Makerspaces – Ongoing

This Goal was included in the District's Facilities Master Plan and will be included in the Goals and Objectives of the new Plan.

May 27, 2021

10.Homework Help Centers - Ongoing

This Goal was included in the District's Facilities Master Plan and will be included in the Goals and Objectives of the new Plan.

11.Computer Centers – Ongoing

This Goal was included in the District's Facilities Master Plan and will be included in the Goals and Objectives of the new Plan.

12.Distribution Center Expansion/Relocation - Ongoing

This Goal was included in the District's Facilities Master Plan and will be included in the Goals and Objectives of the new Plan.

13.Business Centers - Ongoing

This Goal was included in the District's Facilities Master Plan and will be expanded and included in the Goals and Objectives of the new Plan.

14.Big Data Reporting – Ongoing

This Goal will be included in the Goals and Objectives of the new Plan.

15.Telephone System Replacement/Upgrade – Completed

The District's telephone system was upgraded and is expected to be supported for at least 10 years, until 2029.

16.Automated Materials Handling (AMH) System – Ongoing

Several AMH systems were replaced and will continue to be replaced until all systems have been replaced.

17.Cashless System – Ongoing

The pilot solution was completed and this Goal will be included in the Goals and Objectives of the new Plan.

18.Faxing Solution - Completed

The District installed library document stations at all urban branches, including Laughlin and Mesquite to allow the public to fax using cash, in addition to debit or credit cards.

19.Meeting Room Presentation - Ongoing

This Goal was included in the District's Facilities Master Plan and will be included in the Goals and Objectives of the new Plan.

May 27, 2021

20.Interactive Video Screens - Ongoing

This Goal was included in the District's Facilities Master Plan and will be included in the Goals and Objectives of the new Plan.

21.Self-Publishing Service - Ongoing

This Goal will be redefined and included in the Goals and Objectives of the new Plan.

22.In-Library Customer Flow Analysis – Not Started

This Goal will be renamed and included in the Goals and Objectives of the new Plan.

23.Program Attendance Information – Not Started

This Goal will be included in the Goals and Objectives of the new Plan.

24.Mobile Staff Service Model - Ongoing

The mobile model was developed and partially implemented at several branches. This Goal will be included in the Goals and Objectives of the new Plan.

25.New Self-Check Solution - Ongoing

The pilot implementation was completed and this Goal will be included in the Goals and Objectives of the new Plan.

26.Electronic Signatures - Ongoing

Several tasks were completed for this project and this Goal will be included in the Goals and Objectives of the new Plan.

How This Plan Was Developed:

This new Technology Plan uses the current Plan as a template and was developed by the Information Technology department, with input from District-wide staff and the Administration Team.

The information resources used in preparing this Technology Plan include:

- The District's 2018-2021 Technology Plan
- The District's Fiscal Year 2019-2020 and 2020-2021 Adopted Budget documents
- E-rate materials from the Schools and Libraries Program of the Universal Service and Administrative Company (SLP/USAC)
- The Technology Plan Template from *Writing and Updating Technology Plans: A Guidebook With Sample Policies on CD-ROM*. John M. Cohn, Ann L. Kelsey, and Keith Michael Fiels. 1999. p. 31.

May 27, 2021

Infrastructure and Items Related to E-Rate and LSTA Qualifications

The District's basic information technology infrastructure is common in form to most multi-branch public libraries. This infrastructure includes the following elements:

- Local area networks and wireless access
- Wide area networks
- Workstations and peripherals
- Servers
- Enterprise software and services
- Basic voice services (telephony)
- Integrated Library System/ Library Services Platform

Applications Supported by Basic Technology

The infrastructure technologies identified in this section support all of the District's primary public services:

- Books and materials accessible via the District's Online Public Access Catalog
- Internet access, via public access PCs and wireless services
- Access to electronic resources, via the District's website

In addition, the same essential technologies support staff functions and operations associated with managing the District and its collections:

- Materials management (library materials purchasing, cataloging, and reporting)
- Inventory control (library circulation)
- A wide variety of administrative and facilities functions

The Current State of Technology

The Library District has a fairly complex information technology infrastructure, supported directly by a staff of 17 FTE in the Information Technology department and various other departments within the District. The District operates 25 total facilities designed in a hub-and-spoke configuration. The Service Center side of the Windmill Library and Service Center functions as the District's administrative headquarters, contains the District's data center, and serves as the hub. All 24 remote locations are connected to this hub for Internet access (1 Gbps) and core technology services, including ILS, e-mail, and employee support systems. Each urban branch is connected to the hub via a 100 Mbps Ethernet fiber circuit, except for the Meadows Library, which is connected via a 50 Mbps Ethernet hybrid-fiber-coaxial circuit. Each outlying branch is connected to the hub via 10 Mbps fiber or copper Ethernet circuit, except for the Laughlin and Mesquite libraries, which are connected to the hub via 50 Mbps fiber circuits. A network diagram is included in Attachment 2. All connectivity is provided by Cox Communications.

The District's data center and remote branch servers are heavily virtualized using VMWare and a Dell hyper-converged solution. The District also supports numerous physical assets, including:

- Three IBM x3850 servers for the Innovative Interfaces, Inc. production Sierra LSP; one web server, one application server, and one database server
- One core NEC telephone switch and 14 remote NEC switches
- 28 Cisco routers
- One Extreme S8 and 90 Cisco switches
- One Fortinet Next Generation firewall and one web application firewall
- Three Extreme Networks wireless controllers, with approximately 246 internal and external wireless access points
- 42 Dell physical file servers
- 25 VMware Hosts
- 173 VMWare virtual Windows servers
- Two storage-area-networks
- 1200+ Dell Optiplex desktop computers
- 100 NComputing virtual desktops
- 250+ Lenovo and Dell laptop computers
- 380+ Vocera voice-controlled badges
- 100 cellular phones, including smartphones
- 250+ HP printers
- 50+ Macintosh computers
- 200+ Chromebooks
- 150+ iPads
- 950+ Hotspots

The District supports over 1,200 desktop computers, many with connected peripheral equipment, such as barcode scanners and receipt printers. Most of the computer equipment is installed with Microsoft Windows 10, using Intel-based Dell computers, but there are some Apple Macintosh systems. Approximately half of the computers are for public access and half are for staff use and all computers, including WiFi, are Internet filtered. Most of the Apple Macintosh computers are primarily used by the District's Makerspace programs, including the Teen TechArt Studio Program, the Best Buy Teen

May 27, 2021

Tech Center, the Switch Robot Lab, Cox Teen STEAM Lab, etc., however, there are a few Macintosh computers used by the Branding and Marketing department.

All of the District's computers operate with the Microsoft Windows 10 operating systems or macOS versions 10.14, 10.15, and 11, with most Apple systems operating with version 10.15 (Catalina). Public-access computers operate a range of free and purchased software, with the Microsoft Office suite and various web browsers being the predominant software applications in use. Staff computers operate a range of software applications for accessing the various staff systems, such as our Human Resources, Financial Services, and other "back office" systems. The Information Technology department traditionally migrates newly purchased computers to the newest versions of Microsoft's operating system and office productivity suite. The Information Technology department also works diligently to ensure that the District's networking infrastructure is protected from unauthorized access.

The District operates approximately 225 file servers in various roles, with the majority being a combination of Microsoft Windows 2012, 2016, and 2019 operating systems. The Information Technology department is in the process of upgrading all servers to the Windows 2019 operating system. A snapshot of the District's Information Technology assets is included in Attachment 1.

The District provides assistive equipment, services, and materials for customers with disabilities. Video relay service is provided via Sorenson ntouchVP2 devices through our partnership with the Deaf Centers of Nevada and all computers include easy access to screen reader and screen magnification software and an on-screen keyboard. Text Telephone (TTY/TDD) devices and an Accessible Computing Environment professional workstation with specialized hardware and software is also available.

The District has approximately 3,600 network nodes and includes such devices as proximity door access readers, HVAC controllers, security cameras, time clocks, Vocera badges, and other District assets.

The District relies on three primary systems that serve the entire enterprise, that is, systems that the District and its customers rely on for recurring and critical services. These products are the Sierra LSP provided by Innovative Interfaces, Inc. (III), the telephone system, and the RFID and AMH systems.

Sierra Library Services Platform (LSP)

The Sierra LSP is the single most critical system that the District operates, providing mission-critical services to our customers, such as:

- Circulation functions
- Limited public access web catalog
- Cataloging
- Materials acquisitions
- Interfaces to a variety of web-based database services benefitting staff and customers
- Reports and statistical functions
- Self-check client, PC Reservation system, and RFID and AMH interfaces

May 27, 2021

Because of the central nature of the LSP to all enterprise computing within the District, the performance of the system affects all services interfacing with the LSP, such as PC reservation, self-check, e-commerce, automated materials handling, patron notification systems, and the BiblioCommons website/catalog.

The District migrated from Innovative Interfaces Inc. (III) Millennium ILS to the Sierra LSP in 2016. The original hardware support contract for the current LSP production servers expired and was extended until 2023. We don't believe that we will be able to further extend the support contract for these servers, so they will need to be replaced before their service contracts expire. The LSP training systems were recently virtualized and the department is currently testing the viability of this new configuration. If the testing of the virtualized training server is successful, the production system will be virtualized.

Telephone Services

The District operates voice services in a form familiar to many large urban libraries: a single core telephone switch aggregates voice traffic at the network data center at the Windmill Library and Service Center, with a variety of service features installed in the switch and facilitated by the Local Exchange Carrier, Cox Communications. These are the basic telephony features in use:

- Direct Inward Dialing (DID)
- Trunked outbound toll line to the Cox switch
- 4-digit dialing
- 2-line handsets
- Voicemail
- Conference calling

All urban service locations (minus the Meadows Library), including the Laughlin and Mesquite libraries, operate smaller remote telephone switches that are converged to the District's data center at the Windmill Library and Service Center using Voice-over-IP (VoIP) across the District's wide-area-network. Quality-of-Service is implemented to guarantee that voice traffic is prioritized to maintain the quality of telephone services. The District operates over 700 handsets in 15 locations, connecting handsets to the local telephone switches with a combination of Category 3 and Category 5E network cables. The branches have a combination of Dterm and VoIP handsets. The outlying branches that do not have a phone switch, receive telephone services from the local telecommunications carrier.

In 2019, the IT Department worked with the District's telephone support vendor to replace/replace the core NEC switch and the 14 remote switches. At the time of the purchase, the NEC Corporation guaranteed a minimum life, for the equipment, of at least five years. However, the District purchased an extended coverage contract for the equipment, ensuring support of our existing system through January 2029, which will be the end-of-life date for our system.

Radio Frequency Identification and Automated Materials Handling

Between 2008 and 2010, the District implemented a radio frequency identification (RFID) and automated materials handling (AMH) system from EnvisionWare and P.V. Supa. Both

May 27, 2021

solutions are supported by a locally dedicated EnvisionWare technician through a maintenance contract. This contract provides support for all hardware support and software upgrades for these systems. The District's entire collection was converted to RFID and AMH systems were installed in all urban branches, including a central sorter. The District's support contract required the equipment to be operational for at least 10 years. Those systems are at the end of their life-expectancy. The District completed an RFP replacing the end-of-life AMH systems in 2018, selecting a proposal from EnvisionWare and Lyngsoe Systems. The District has replaced several end-of-life systems. In 2021, Lyngsoe Systems purchased P.V. Supa. Lyngsoe Systems' purchase of P.V. Supa eliminated the urgency for replacing our end-of-life systems, because obtaining replacement parts and support for the end-of-life system is no longer an issue. However, the District will continue to incrementally replace the end-of-life P.V. Supa equipment until they are all replaced/upgraded. The AMH configuration for each library is as follows:

Branch	Sorter Size	Installed Date	Replacement Date	Vendor
Centennial Hills	Three inlet, 10-bin	Dec-08	Dec-18	P.V. Supa
Distribution Center (at Centennial Hills)	One inlet, 3-bin	Nov-15	Nov-25	P.V. Supa
Clark County	Three inlet, 10-bin	Oct-09	Oct-19	P.V. Supa
Enterprise	Three inlet, 7-bin	Jan-09	Jan-19	P.V. Supa
East Las Vegas	Three inlet, 10-bin	Apr-19	Apr-29	Lyngsoe
Mesquite	One inlet, 3-bin	May-18	May-28	P.V. Supa
Rainbow	Three inlet, 10-bin	Mar-09	Mar-19	P.V. Supa
Sahara West	Three inlet, 11-bin	Jun-21	Jun-31	Lyngsoe
Spring Valley	Three inlet, 8-bin	Dec-19	Dec-29	Lyngsoe
Summerlin	Three inlet, 6-bin	Jun-09	Jun-19	P.V. Supa
Sunrise	Three inlet, 6-bin	Jun-09	Jun-19	P.V. Supa
West Charleston	Three inlet, 8-bin	Nov-09	Nov-19	P.V. Supa
West Las Vegas	Two inlet, 6-bin	Jun-21	Jun-31	Lyngsoe
Windmill	Three inlet, 10-bin	Apr-11	Apr-21	P.V. Supa
Central Sort (at Windmill Service Center)	Two inlet, 42 bin	Mar-20	Mar-30	Lyngsoe
Whitney	Three inlet, 6-bin	Oct-09	Oct-19	P.V. Supa

The District also uses several other solutions from EnvisionWare including, PC Reservation and Print Management, library document stations, security gates, and OneStop self-check kiosks.

May 27, 2021

Library's Technology Goals and Objectives

The Goals and Objectives identified are organized into three categories, Legacy Technologies, Facilities Master Plan Initiatives, and New Initiatives. The following Goals and Objectives are established for the timeframe of this Technology Plan:

LEGACY TECHNOLOGIES

1. Financial Management System

The District migrated to the Serenic Navigator enterprise resources planning solution in 2016 for accounting. However, the District has outgrown the solution and needs a more robust solution. The District will seek a solution that includes fixed asset tracking and electronic procurement.

2. Annual Computer Refresh Project

The District maintains a fund for replacing aging technology assets, including computers, servers, and switches. The industry accepted life-expectancy for computers is three years. However, the District is on a five-year computer replacement cycle. The District replaces over 300 computers and laptops annually.

3. Automated Materials Handling Systems (Sorters) and Security Gates

The AMH systems implemented by the District in 2008 are at the end of their life expectancy. The District will replace a portion of these systems annually until they have all been replaced.

4. New Self-Check Solution

The previous Technology Plan identified the need to optimize space in the branches, improve customer experience, and integrate payment card industry standards into a new self-check solution. A new self-check pilot implementation was completed at the East Las Vegas Library. The District will expand this pilot solution to the remaining branches.

5. Move to Cloud

The District has migrated several on-premise solutions to the cloud, including our website, facilities booking solution, and human resources information system. The District will continue to seek opportunities to migrate on-premise legacy solutions to the cloud.

FACILITIES MASTER PLAN INITIATIVES

6. Makerspaces

The District currently offers Makerspace services, including 3D printers, computers with specialized software, craft and hardware supplies, tools, etc. at several branches. The Facilities Master Plan identified these services for expansion to all urban branches, including the Laughlin Library, that do not currently offer these programs.

May 27, 2021

7. Homework Help Centers

Homework Help Centers offer dedicated spaces, where students of all ages can visit the library and work on their homework independently or with the help of volunteer tutors in several branches. These spaces are equipped with comfortable furniture, WiFi, computers with internet access, and printers for student use. The Facilities Master Plan identified these services for expansion to all the urban branches, including the Laughlin Library, that do not currently offer these programs.

8. Computer Centers

The District has a staffed, dedicated computer center in several of the urban branches. While all of our libraries offer public access computers, not all branches have a dedicated space and staffing for this service. The Facilities Master Plan identified these services for expansion to all the urban branches, including the Laughlin Library, that do not currently offer these programs.

9. Distribution Center Expansion/Relocation

The Distribution Center, currently located in the expansion area of the Centennial Hills Library, will need to be relocated to make room for the library services identified in the Facilities Master Plan. The Facilities Master Plan identified the removal of shelving at all branches to make space for the addition of other library services. As the physical collection in the branches are reduced, the Distribution Center may need to be expanded to store the additional materials.

10. Business Hubs

Business Centers are dedicated spaces that provide office supplies, print and copy services, fax services, and other business-related services. These spaces would also offer offices, meeting rooms, and telephone services for entrepreneurs to use for their businesses. The District will investigate the addition of these spaces in all of the urban branches during the implementation of the Facilities Master Plan.

11. Digital Signage

The District implemented internal and external digital signage at the newly constructed branches. The digital signage system provides for easy identification of the library branches within our communities and allows the branches to advertise branch programs internally via large monitors. This solution can also include interactive customer engagement solutions using interactive monitors that would allow customers to touch the screen to get branch navigational information, information about the library, and other local information. The Facilities Master Plan identified these services for expansion to all the urban branches, including the Laughlin Library, that do not currently have these capabilities.

12. Meeting Room Presentation

The District currently provides meeting rooms and study rooms for customers to rent. This project will integrate technologies onto these spaces to allow customers to collaborate with internal and external attendees. This solution may include digital whiteboards and web-conferencing technologies. The Facilities Master Plan identified these services for addition at all of the urban branches, including the Laughlin and Mesquite libraries.

NEW INITIATIVES

13. Circulating Technology

The District currently offers iPads and hotspots for customer checkout. This project will seek to increase the number of devices available and expand those services and explore additional technologies that can be checked out by customers. Additional technologies could include e-book readers and smart phones.

14. Social Media Presence

The District has established Facebook, Twitter, YouTube, and Instagram accounts. Social media continues to be an evolving technology that public libraries use to connect with their customers. The District will continue to monitor trends in social media sites to determine if additional presence would be beneficial. Additionally, because of the COVID-19 pandemic the District will continue to investigate investments in virtual programming for our customers using remote conferencing solutions, such as Zoom and Webex.

15. Big Data Reporting

The District currently compiles statistical data from many different systems across different departments for reporting purposes. The data includes circulation statistics, gate count information, computer usage, program attendance, website visits, and numerous other statistics. The data is manually gathered and compiled. This Project will create an automated, central repository for gathering the information from the various systems and departments to improve reporting efficiency and accuracy.

16. Cashless System

District staff currently collect cash from customers for various services at the branches. The District implemented a pilot solution at the East Las Vegas which allows customers to use a kiosk to add funds to their accounts using cash or credit card. The funds can be used to pay for various services, such as fines, copying, faxing, printing, etc. This solution reduces the number of point-of-sale locations and services that currently accept cash, but does not completely eliminate the need for staff to accept cash. We plan to refine the pilot and expand this solution to other branches.

17. Digital Self-Publishing

The previous Technology Plan identified a goal for providing a community-based publishing service that would allow customers to print, bind, and trim quality paperbacks of their own

written work. After some research, we have determined that this would not be a practical solution for us to provide. Instead, the District will implement a digital self-publishing solution where library customers can create, share, and discover works from other members of the local community.

18. In-Library Customer Flow Analysis/Beacon Technology

The District will seek a solution that can help us understand how customers are moving about our buildings. This solution would allow for the anonymous tracking of customer movement between the various areas inside of the library to facilitate the smooth movement of customers, understand peak times of library use, and help with the design and placement of services.

19. Mobile App

The District has used the Innovative Interfaces Inc. MyLibrary! smart phone app for several years. The app provides basic services such as searching the catalog and checking account information. The District will investigate other solutions to determine if there is a better option for our customers.

20. Mobile Staff Service Model

The District implemented a pilot solution at the East Las Vegas Library as identified in the Vision 2020 Strategic Plan. This service provides staff with a mobile cart with computer and telephone services, to allow staff to "roam" around the library and assist customers where they are and improve customer service.

21. Electronic Signatures

The District currently stores physical signed documents in boxes and files for staff, customers, and vendors. The HR department recently migrated to a cloud-based human resources information system, which will allow the department to gather employee signatures electronically. The IT department recently developed a policy and implemented a solution for allowing vendors to execute vendor contracts electronically. Library Operations currently maintains paperwork signed by customers for various purposes. The District will seek a solution to allow staff to collect and store customer signatures electronically.

22. Expand Digital Access

The District will seek ways to extend access to online resources for customers who do not currently have a library card. This goal may include services such as Instant Digital Cards which would allow customers to use their mobile phone to access the digital collection or Pop-up libraries which would allow customers to access digital content at convenient locations such as buses, hospital waiting rooms, or the DMV without having Internet access.

23. Technology Bus

The Technology Bus is a mobile classroom that would enable the District to bring specialized library programming and technologies to the outlying branches, outreach events, and the urban branches that do not yet have these services. Included in this service would be the

May 27, 2021

ability to bring technologies, such as hotspots, laptops, 3D printer, etc. and programs to these locations and events.

24. Community Share

The District will form a partnership with the Clark County School District and other local library district and K-12 institutions to establish a process that will allow students to obtain easy access to a library card and the District's services. The students' access would be curated and focused to provide support for the K-12 curriculum.

25. Digital Repository

The District has volumes of boxes with paper records, including purchasing documents, Board meeting notes, etc. This project would digitize and index the paper documents to reduce physical storage requirements while make the data searchable and more easily retrieved.

26. Customer Satisfaction Survey

The District will explore ways to solicit customer feedback from library users in an effort to improve services to the public.

27. Cybersecurity

The District has always invested in information technology security. However, the threat landscape for information technology continues to evolve as more and more sophisticated attack vectors are developed by hackers. The District will continue to invest in tools and training to stay ahead of these security challenges.

Staff Development Strategy and Public Training

The Information Technology Department

The District's Information Technology department has a formal training plan and IT department staff receive off-site technical training. In the past, staff was able to attend offsite training locally through The Learning Center. However, advanced technical training classes are no longer available locally. IT department staff generally must travel out-of-state for training. However, in 2020, the IT department did not send any staff to out-of-state training because of the pandemic. The IT department currently consists of 17 full-time employees:

- 1.0 Chief Information Officer
- 1.0 Assistant IT Director
- 1.0 IT Assistant
- 1.0 Systems and Network Supervisor
- 1.0 Systems and Network Security Analyst
- 1.0 Network and Integrated Library Systems Analyst
- 1.0 Systems and Network Analyst
- 4.0 Microcomputer and Network Analysts
- 1.0 Microcomputer Specialist
- 4.0 Microcomputer Technicians
- 1.0 Makerspace Specialist

The District's Microcomputer Technicians provide end-user support to staff. The Microcomputer Technicians require specialized training to ensure that they have the necessary knowledge, skills, and abilities to competently accomplish the full range of duties they are expected to perform. This includes, but is not limited to, Microsoft approved certification training such as:

- Installing, Configuring, and Administering Microsoft Windows 10
- Installing, Configuring, and Administering Microsoft Windows 2019 Server
- A+ Accelerated Hardware & Software

The IT Makerspace Specialist position was created in 2019 and works closely with the Microcomputer Technicians to provide support for makerspace technologies, such as 3D printers, laser engravers, etc.

The District's Network Analysts provide systems support. The knowledge, skills, and abilities of the District's Network Analysts and their supervisor are maintained and enhanced by participating in Microsoft, Cisco, and VMware training courses. This includes but is not limited to training courses such as:

- Installing, Configuring, and Administering Microsoft Windows 2019 Server
- Building Cisco Multilayer Switched Networks
- VMware vSphere: Install, Configure, Manage Version 6.6

Staff development opportunities for the IT Assistant is primarily Microsoft application related such as:

- Microsoft Word 2019 Advanced
- Microsoft Access 2019
- Microsoft Windows 10

May 27, 2021

Other Departments

Several departments are involved in providing training for District staff.

The Electronic Resources department (ER) leads, coordinates, and supports the collection and management of all online resources available through the Library District. The types of online resources include databases, ebook platforms, streaming services, and online learning tools. ER staff provides instruction in the use of online resources and mobile devices. Delivery of instruction includes hands-on practice, system tutorials, vendors training, and webinars. ER staff is available to provide training in the branches upon request and on a one-on-one basis. Staff can also receive training on any application that is supported by the District and training from a local training center via vouchers from the HR department. ER staff also provides training to the District's Call Center provider on how to resolve customer related issues and is responsible for providing support for customers using the District's online resources. The Distribution Center offers training on using collection management tools, such as collectionHQ and Decision Center, etc., and Access Services also provides Sierra related training for staff.

The HR department's Training and Development Manager is responsible for developing training programs for all employees and includes the administration of all of the District's annual mandatory staff training, such as sexual harassment training, diversity in the workplace, etc. The District's mandatory staff training is administered through the BizLibrary Employee Training web service. BizLibrary also offers an extensive catalog, with thousands of courses in a variety of formats, covering such topics as business training, professional skills, employee computer training, employee communication, management training, and customer service training.

The District's staff training budget includes funds for conference attendance, tuition assistance, department specific training, and the annual Staff Day.

The District encourages staff to be active in professional library associations such as the Nevada Library Association, the American Library Association, and the Public Library Association. Some of these continuing education opportunities are technology related, while others deal with different dimensions of library service. A limited number of staff is allowed to attend each conference annually. The Human Resources department generally sends an e-mail to all staff inviting their participation.

The District offers tuition reimbursement for staff obtaining their undergraduate and graduate degrees. The District currently has a partnership with the University of Nevada Las Vegas, the Nevada State Library, and the University of North Texas to obtain an IMLS grant that would give funding to allow prospective library school students to obtain their graduate degree online.

A staff member receiving tuition assistance is requested to sign an agreement indicating that they will continue to work for the District for a designated period of time following the completion of specialized training paid for by the District or repay the assistance.

The policy states:

For each training opportunity per fiscal year up to \$500.00 received by Employee, Employee is expected to continue his/her employment with the District for a period of at least six (6) months following the date Employee's training is completed. For each training opportunity per fiscal year over \$500.00 received by Employee, Employee is expected to continue his/her employment with the District for a period of at least twelve (12) months following the date Employee completed training. In the event Employee receives multiple training opportunities and/or the training received exceeds \$2,000.00 in a fiscal year, Employee shall be obligated to continue his/her employment for no less than twenty-four (24) months following the date Employee completed training.

Technology Training for the Public

The District is committed to assisting library users in becoming familiar with technology and with the numerous electronic databases, software applications, and other technology resources offered by the District. On a daily basis, library staff provide one-on-one instruction to library users who wish to learn how to access the library catalog, locate information on the District's website, surf the Internet or locate specific websites or have a question about basic computer operations. This instruction is usually provided by the computer centers and ER department during open hours, and by the District's Call Center after hours.

The ER department provided regularly-scheduled technology training classes for the public until 2017 but ceased providing this service because of a staffing shortage. The department hopes to resume these services if staff is available. ER staff, with after-hours assistance of the Unique Call Center, provides instruction to customers over the telephone, through email, and via vendor-provided tutorials. The ER department is responsible for creating help documents related to online resources and accommodates various learning styles and experience levels.

The District offers online tools, such as LinkedIn Learning, Niche Academy, Gale Courses, and one-on-one training, to customers on a variety of topics that involve computer technology at all of the District's urban branches and at some outlying branches.

In 2015, the District created a Teen TechArt Studio Program to teach teens digital media technologies, such as storyboarding, graphic design, video game making, digital photography, music editing, and DJ skills. In 2017, the District received a grant from Best Buy, which partnered with The Clubhouse Network, and created a Best Buy Teen Tech Center to help teens develop critical skills through hands-on activities that explore their interests in programming, film-making, music production and design. Additional programs, such as the East Las Vegas Library Built From Scratch, West Las Vegas Library Switch Robot Lab, and Enterprise Library Cox Teen STEAM Lab, etc. were developed to provide expanded technology access and makerspace training for teens.

May 27, 2021

Timeline and Estimated Costs

The time coverage for this Technology Plan is the five-year period between mid-2021 and mid-2026.

	Goals	Completion	Estimated Cost
1	Financial Management System	Dec 2025	\$1,000,000
2	Annual Computer Refresh Project (annually)	Jun 2026	\$300,000
3	Automated Materials Handling Systems/Sorters and Security Gates (annually)	Jun 2026	\$350,000
4	New Self-Check Solution (annually)	Dec 2023	\$100,000
5	Migration to Cloud (annually)	Ongoing	TBD
6	Makerspaces	Master Plan	TBD
7	Homework Help Centers	Master Plan	TBD
8	Computer Centers	Master Plan	TBD
9	Distribution Center Expansion\Relocation	Master Plan	TBD
10	Business Hubs	Master Plan	TBD
11	Digital Signage	Master Plan	TBD
12	Meeting Room Presentation	Master Plan	TBD
13	Circulating Technology (annually)	Ongoing	\$25,000
14	Social Media Presence	Jun 2026	\$1,000
15	Big Data Reporting	Dec 2023	\$100,000
16	Cashless System	Dec 2023	\$300,000
17	Digital Self-Publishing	Dec 2021	\$50,000
18	In-Library Customer Flow Analysis/Beacon Technology	Dec 2022	\$100,000
19	Mobile App	Jun 2022	\$50,000
20	Mobile Staff Service Model	Dec 2022	\$150,000
21	Electronic Signatures	Dec 2022	\$50,000
22	Expand Digital Access	Jun 2022	\$50,000
23	Technology Bus	Dec 2024	\$250,000
24	Community Share (annually)	Ongoing	\$25,000
25	Digital Repository	Dec 2024	\$50,000
26	Customer Satisfaction Survey (annually)	Ongoing	\$25,000
27	Cybersecurity (annually)	Ongoing	\$50,000
28	Training (annually)	Ongoing	\$50,000
	Total		\$1,236,000

May 27, 2021

Evaluation

To measure the effectiveness of this Plan's technology strategies and investments, The District will conduct evaluation activities subsequent to implementing the technologies identified in this Plan, according to the following evaluation requirements:

- Examine actual implementation of new or replacement technology by comparing Technology Plan goals with staff and vendor activities.
- Test and compare customer and staff usage of new technologies to ensure that appropriate training is in place and that they operate as required.
- Compare statistical and usage figures for new public devices and operating systems to identify how successful the implementation of these technologies has been.
- Identify the projects that have been completed and the completion dates. Additionally, identify projects that are no longer relevant and remove them from the Technology Plan.
- Identify goals, objectives, or projects that have not been met. Why are they unmet? Are there ways to overcome the implementation barriers?
- Create a plan for meeting unmet goals, objectives, or projects.
- Identify any additional needs that have emerged since this Plan was adopted.

The Information Technology department will monitor the progress of the Goals and Objectives identified in the Plan and provide status updates in the department's monthly Board Report. A summary of the status of all the identified goals will be prepared at the end of this Plan.

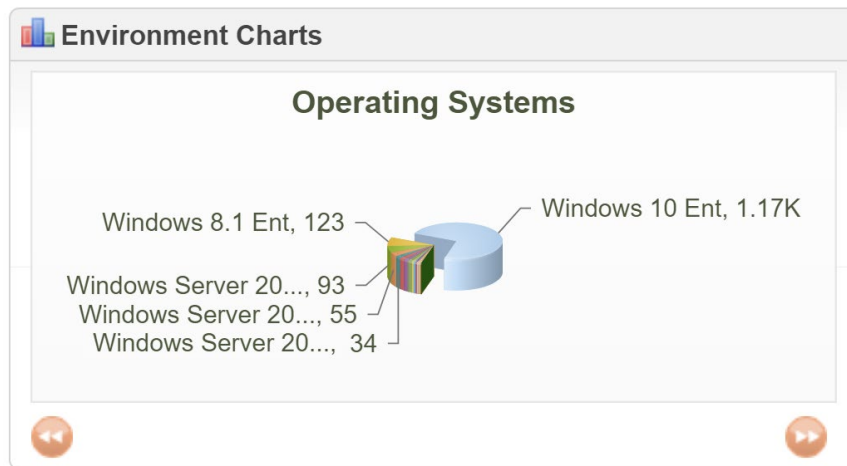
Attachment 1: Technology Inventory

The following is a snapshot of the District technology inventory:

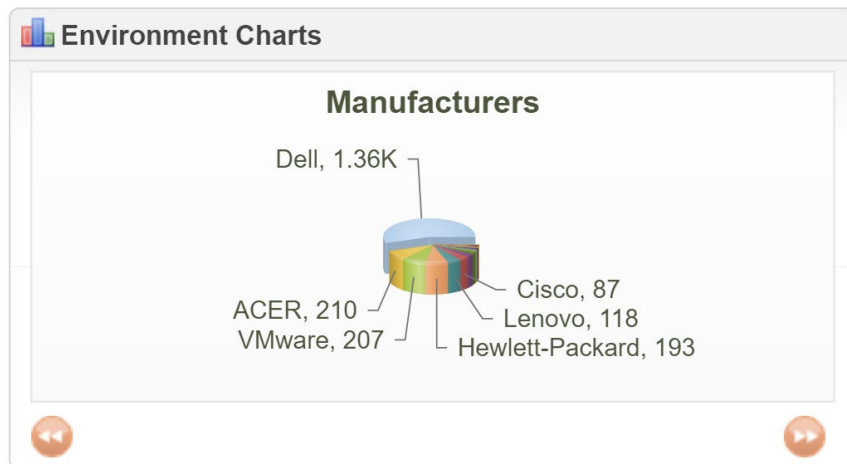


The above image provides a summary of the total number of District network nodes, including the number of workstations, laptops, servers, etc.

May 27, 2021

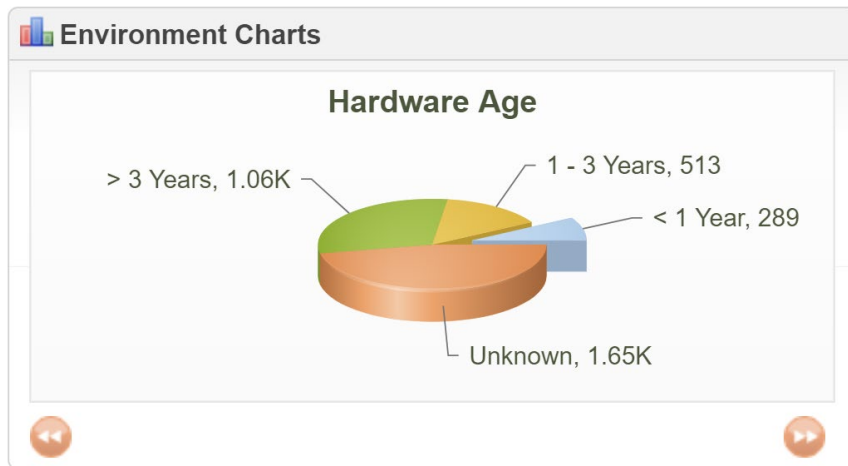


The above image provides a summary of the current number of Microsoft Windows Operating Systems in use by the District.

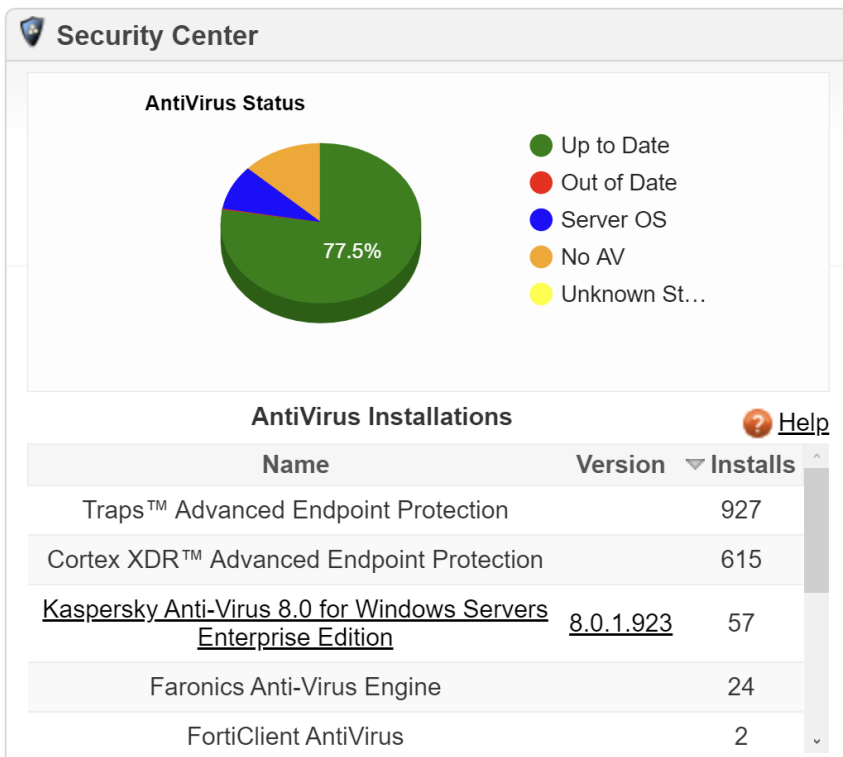


The above image shows provides a summary of the current primary hardware vendors used by the District.

May 27, 2021



The above image provides a summary of the current age of the District's assets.

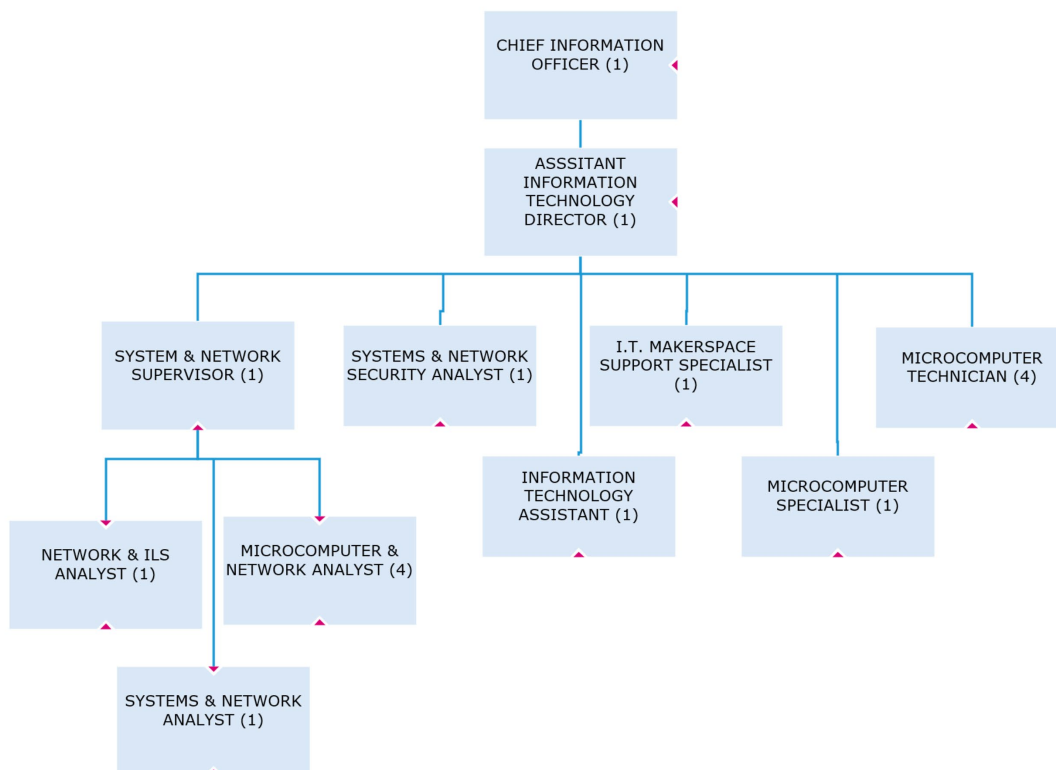


The above image provides a summary of the current endpoint security solutions used by the District.

May 27, 2021

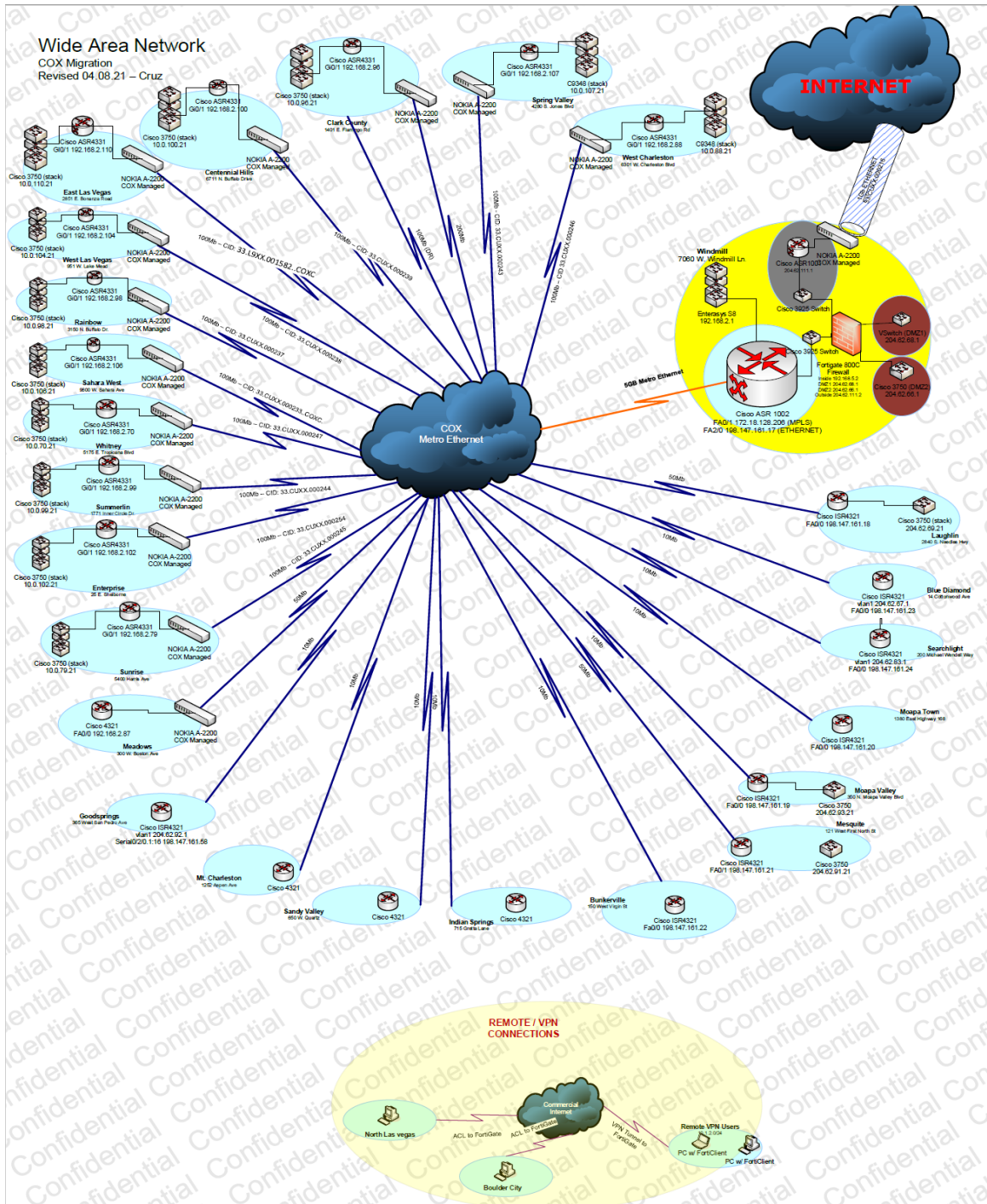
An inventory of the Information Technology department staff is included in the table below.

Staff Assets	
Chief Information Officer	General supervision\direction
Assistant IT Director	Direct supervision
Systems & Network Supervisor	Network supervision
IT Assistant	Admin support
Systems & Network Security Analyst	Network security
Network and ILS Analyst	Library Services Platform Support
Systems & Network Analyst	Level 2 network support
Microcomputer & Network Analyst (4)	Network support
IT Makerspace Support Specialist	Makerspace support
Microcomputer Specialist	Computer support/liaison
Microcomputer Technician (4)	Computer support



May 27, 2021

Attachment 2: Network Diagram



May 27, 2021

Attachment 3: Internet and Wireless Use Policy

Internet and Wireless Use Policy

Library Mission

The Las Vegas-Clark County Library District provides welcoming and inspiring spaces for reading, learning and achieving, and the tools and resources that families, children, teens and adults need to succeed. The Library is committed to building communities of people who can come together to pursue their individual and group aspirations.

General Policies

In support of this mission and in response to advancing technology, the Las Vegas-Clark County Library District offers the community access to the Internet by District computers and to individual patrons using their own equipment. The Internet is an unregulated medium consisting of information on a wide range of topics provided by millions of individuals and organizations around the world.

In providing access to the Internet, the Las Vegas-Clark County Library District subscribes to and fully supports the principles of intellectual freedom endorsed by the *American Library Association's Library Bill of Rights*, particularly *Access to Electronic Information Services and Resources*, and *Freedom to Read* statements. These principles are reflected in the District's *Patron Privacy Policy*. The District's Internet access is provided primarily as an information resource.

Disclaimer

Links to Internet sites are provided on the Las Vegas-Clark County Library District's website. District staff selects Internet links in accordance with the District's materials selections guidelines. Beyond this, the District has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Providing a link from the District's website to another website does not constitute an endorsement from the District.

The District is unable to warrant that its website, the server that makes it available, or any links from its site to other websites are free of viruses or other harmful components.

The District is unable to control or monitor the content or presentation of materials on the Internet, which change quickly and without warning. The District cannot be held responsible for the content of the Internet.

Adopted by the Las Vegas-Clark County Library District Board of Trustees on September 14, 2000; revised and adopted on January 13, 2005; revised and adopted on January 12, 2012; revised and adopted on July 11, 2019

May 27, 2021

Not all information found on the Internet is accurate, complete, up-to-date, and/or legally or philosophically acceptable to all individuals. The District assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, or any communications sent through the District's Internet workstations. The District is not responsible for any damage to personal equipment or software that may occur as a result of using the District's wireless network.

Access and Usage

The Las Vegas-Clark County Library District does not provide e-mail accounts to users. In some cases, users with existing e-mail accounts may access their accounts through the District's Internet workstations. The District assumes no responsibility and shall have no liability for any claims or damages that result from the provision of such access to users.

Use of the District's Internet workstations for the transmission, dissemination and/or duplication of information is regulated under various state and federal laws. The District expects all users to comply with such laws. The use of the District's network to access material that is obscene, child pornography, or "harmful to minors," as described by law, is expressly prohibited.

All adult users of the Internet are required to comply with the provisions of the District's *Internet and Wireless Use Policy*, the *Library Rules of Conduct* and administrative procedures for use of computer workstations developed in accordance with this policy. Failure to comply with these policies or guidelines may result in Internet use privileges being suspended and the patron may be asked to leave library premises.

Internet Access by Minor Children*

Parents/guardians are responsible for their minor children's use of all library materials, including the Internet. Library District staff cannot monitor the Internet resources that minor children may select. A collection of age-appropriate Internet sites selected by District staff is included on the District's website. These sites meet the same selection criteria used for the selection of other library materials for youth.

The District provides filtering software on computers located in designated children's services areas in an attempt to limit access to age-appropriate Internet sites by minor children to the extent that is feasible given technical requirements and support. However, the District cannot guarantee that filtering technology will successfully block all inappropriate sites. Parents/guardians must ultimately accept responsibility for determining appropriate use of the Internet by their minor children. Any restriction of the minor child's access to the Internet remains the sole responsibility of the parent/guardian.

In order to provide flexible Internet access to young people the District restricts access to computers in the children's services area to minor children and their accompanying parents/guardians.

Minor children may use computers in youth areas of the library without parental permission. To access computers in adult areas of the library, a minor child is required to have parental/guardian acceptance of the terms outlined in "Parental Permission Agreement for Use of the Internet" and his/her library card in possession during computer use prior to accessing the computer.

May 27, 2021

Parents/guardians are encouraged to guide their minor child's use of the Internet and to visit the following sites for more information: ConnectSafely.org and iKeepSafe.org.

Wireless Access

By providing wireless network access to the Internet, the Las Vegas-Clark County Library District expands its ability to provide information resources to the public. Wireless access is provided for use by the District's computers configured for wireless access as well as for use by a library patron's personal computing equipment subject to the conditions outlined in this policy.

Wireless access to the Internet in District libraries is to conform to the general provisions outlined in this policy and use by library patrons is subject to the District's *Library Rules of Conduct*. Failure to comply with these policies or guidelines may result in wireless network access privileges being suspended and the patron may be asked to leave library premises. Use which creates a disturbance or interferes with the ability of other patrons to use the library will not be tolerated.

Wireless Internet Access by Minor Children*

Minors accessing the Las Vegas-Clark County Library District's wireless network are subject to all the restrictions contained in this policy. The District provides youth Internet access on the wireless network for minor children under the age of 18. Anyone under the age of 18 accessing the wireless network is required to use the "Library Wi-Fi ages 17 and under" network unless they have parental/guardian acceptance of the terms outlined in "Parental Permission Agreement for Use of the Internet. Minors who have parental/guardian approval to use computers in the adult areas of the library may use the "Library Wi-Fi ages 18 and over" network, and must use their personal computing equipment in the adult areas of the library.

Use of Personal Equipment

The Las Vegas-Clark County Library District provides configuration specifications about its wireless network for patron access in designated community libraries but does not provide technical support for individuals wishing to use their equipment in community libraries. District staff is not allowed to configure, diagnose or modify a library patron's equipment to enable access to the District's wireless network.

The District is not responsible for any damage to personal equipment or software that may occur as a result of using the District's wireless network. In light of security issues and the variety of equipment that can be used to access wireless networks, the District urges patrons to incorporate appropriate protections systems such as anti-virus, firewall software and updated patches when accessing the District's wireless network. The District does not provide encryption services and does not guarantee privacy of data transmitted across its network.

*Minor children are defined as minors under the age of 18.

Attachment 4: Additional Information Needed for E-Rate Application

BEN	Name	FSCS Code	Urban/ Rural	Total Square Footage	School District Name	School District BEN	Library Attributes
99774	BLUE DIAMOND BRANCH LIBRARY		Rural	1000			Public Library
99783	BUNKERVILLE BRANCH LIBRARY		Rural	1200			Public Library
99815	INDIAN SPRINGS BRANCH LIBRARY		Rural	1200			Public Library
99816	SANDY VALLEY BRANCH LIBRARY		Rural	1200			Public Library
99817	GOODSPRINGS BRANCH LIBRARY		Rural	1200			Public Library
99826	MOAPA TOWN BRANCH LIBRARY		Rural	2000			Public Library
99830	LAUGHLIN BRANCH LIBRARY		Rural	15424			Public Library
99859	MOAPA VALLEY BRANCH LIBRARY		Rural	4700			Public Library
99866	SEARCHLIGHT BRANCH LIBRARY		Rural	1200			Public Library
99882	LAS VEGAS LIBRARY		Urban	104000			Public Library
99899	WEST CHARLESTON LIBRARY		Urban	38900			Public Library
99912	SPRING VALLEY LIBRARY		Urban	24500			Public Library
99932	WEST LAS VEGAS LIBRARY		Urban	38866			Public Library
99971	SUNRISE LIBRARY		Urban	22900			Public Library
100004	CLARK COUNTY LIBRARY		Urban	120000			Public Library
100039	MOUNT CHARLESTON BRANCH LIB		Urban	2800			Public Library
100048	RAINBOW LIBRARY		Urban	25000			Public Library
187712	ENTERPRISE LIBRARY		Urban	26300			Public Library
187714	MEADOWS VILLAGE LIBRARY		Urban	1200			Public Library
187716	MESQUITE LIBRARY		Rural	5600			Public Library
187726	SAHARA WEST LIBRARY		Urban	122000			Public Library
187732	SUMMERLIN LIBRARY		Urban	40195			Public Library
187739	WHITNEY YOUNG LIBRARY		Urban	26619			Public Library
16046289	CENTENNIAL HILLS LIBRARY		Urban	32314			Public Library
16065134	WINDMILL LIBRARY		Urban	140213	CLARK COUNTY SCHOOL DISTRICT	143411	Main Branch; Public Library

Discount Rate

Associated School District Full- time Enrollment	Associated School District NSLP Count	Associated School District NSLP Percentage	Library Urban/ Rural Status	Category One Discount Rate	Category Two Discount Rate
300784	260086	86.0%	Urban	90%	85%

May 27, 2021

Below is a summary of the total line item costs on this FCC Form 471:

Summary	
Total funding year pre-discount eligible amount on this FCC Form 471	\$377,087.64
Total funding commitment request amount on this FCC Form 471	\$339,378.88
Total applicant non-discount share of the eligible amount	\$37,708.76
Total budgeted amount allocated to resources not eligible for E-rate support	\$2,531,134.00
Total amount necessary for the applicant to pay the non-discount share of eligible and any ineligible amounts	\$2,568,842.76
Are you receiving any of the funds directly from a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year?	No
Has a service provider listed on any of the FCC Forms 471 filed by this Billed Entity for this funding year assisted you in locating funds needed to pay your non-discounted share?	No

May 27, 2021

ITEM V.D.



AGENDA ITEM

JUNE 10, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #: V.D.

Discussion and possible Board action regarding the approval for staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related infrastructure improvements over \$75,000 for Fiscal Year 2021-2022.

Background:

In Fiscal Year 2002-2003, the District established a Technology Replacements and Upgrades Program. The Program was initially established for the replacement of the District's aging technology assets, but was later modified to include funds for new initiatives. The Fiscal Year 2021-2022 budget included funds for: the replacement of several end-of-life IT systems; new technologies for the branches; and some security enhancement solutions. Some of these funds may also be reallocated for newly identified priorities.

The funding for these projects is budgeted in the Technology Replacements and Upgrades Program of the Capital Projects Fund, as approved by the Board of Trustees in the Fiscal Year 2021-2022 Adopted Budget.

The purpose of this agenda item is to pre-approve all Fiscal Year 2021 technology purchases over \$75,000. Rather than separately submitting each purchase request over \$75,000 to the Board of Trustees for approval, as required by the District's Purchasing Policy, the Information Technology Department is respectfully requesting that the Board of Trustees give staff the authorization to approve technology infrastructure equipment purchases over \$75,000.

NRS 332.115 exempts most of the items listed below from the formal bidding process because they are either exempt, sole sourced, or already competitively bid. However, as practiced by staff, multiple informal bids will be solicited and each purchase will be reviewed and evaluated by the Information Technology Department's staff for best possible pricing, and alternatives will be explored prior to purchasing.

The items budgeted for Fiscal Year 2022 are:

Technology Replacements/Upgrades	Estimate Cost
Cashless Pilot Program Expansion (5 branches)	\$90,000
Self-check Expansion (20 units)	\$120,000
Possible VxRail Expansion	\$150,000
Reconfigure ILS Production System	\$40,000
End-of-life switch management system (Cisco Prime)	\$50,000
End-of-life sorter replacements (RB & CC)	\$300,000
End-of-life sorter replacements (possible rollover from 2021-SW & WV)	\$300,000
End-of-life security gate replacements (EN, SU, WH)	\$50,000
Replacement people counters (urban branches)	\$60,000
End-of-life network diagnostic solution	\$150,000
Infoblox BloxOne Threat Defense	\$55,000
Electronic Signature Pilot	\$20,000
Contracted Services - support for various capital projects	\$25,000
Broken/Obsolete PC Replacements	\$50,000
Reconfigure eDiscovery Solution	\$60,000
PolicyPak Active Directory Assessment	\$25,000
End-of-life Tape Library Replacement	\$40,000
Grand Total	\$1,585,000

Recommended Action:

Motion to authorize staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related technology infrastructure improvements over \$75,000 for Fiscal Year 2021-2022, as approved in the District's Adopted Budget by the Board of Trustees.



ITEM V.E.

AGENDA ITEM

JUNE 10, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #V.E.: Discussion and possible Board action to consider building a new library in West Las Vegas if financially viable.

Background:

In 2016, the city of Las Vegas approved The Hundred Plan for the Historic Westside Community. In 2020, the city funded the Hundred Plan in Action, which is an implementation strategy for initial, catalytic projects. This plan and its phase one implementation, written without the participation of the District and prior to the arrival of the current Executive Director, anticipates a role for the Library District in its execution. This would include a partnership with the District that involves building a new West Las Vegas Library. You can see details of the Plan and its Phase 1 by going to: <https://www.lasvegasnevada.gov/Business/Planning-Zoning/Hundred-Plan>

Las Vegas City Councilman Cedric Crear met with Executive Director Watson and Facilities Director Vino to explain his thoughts on the partnership and tour a proposed location close to the intersection of Martin Luther King Boulevard and Lake Mead Boulevard. Board Chair Felipe Ortiz also attended. A map of the proposed building site is attached.

The current West Las Vegas Library originally opened in 1989, with the performing arts center added in 1995, and a Young People's Library and Computer Center added in 2000. The interior space measures is 30,693 square feet and the building sits on a two acre parcel.

The Mesquite Library (13,313 square feet), completed in 2018, cost \$\$\$\$ per square feet for the new construction and remodeling of the original building (now housing the Learning Center which totals 5,464 square feet). The East Las Vegas Library (???? Sq feet), completed in 2019, cost \$506 per square feet for the new construction.

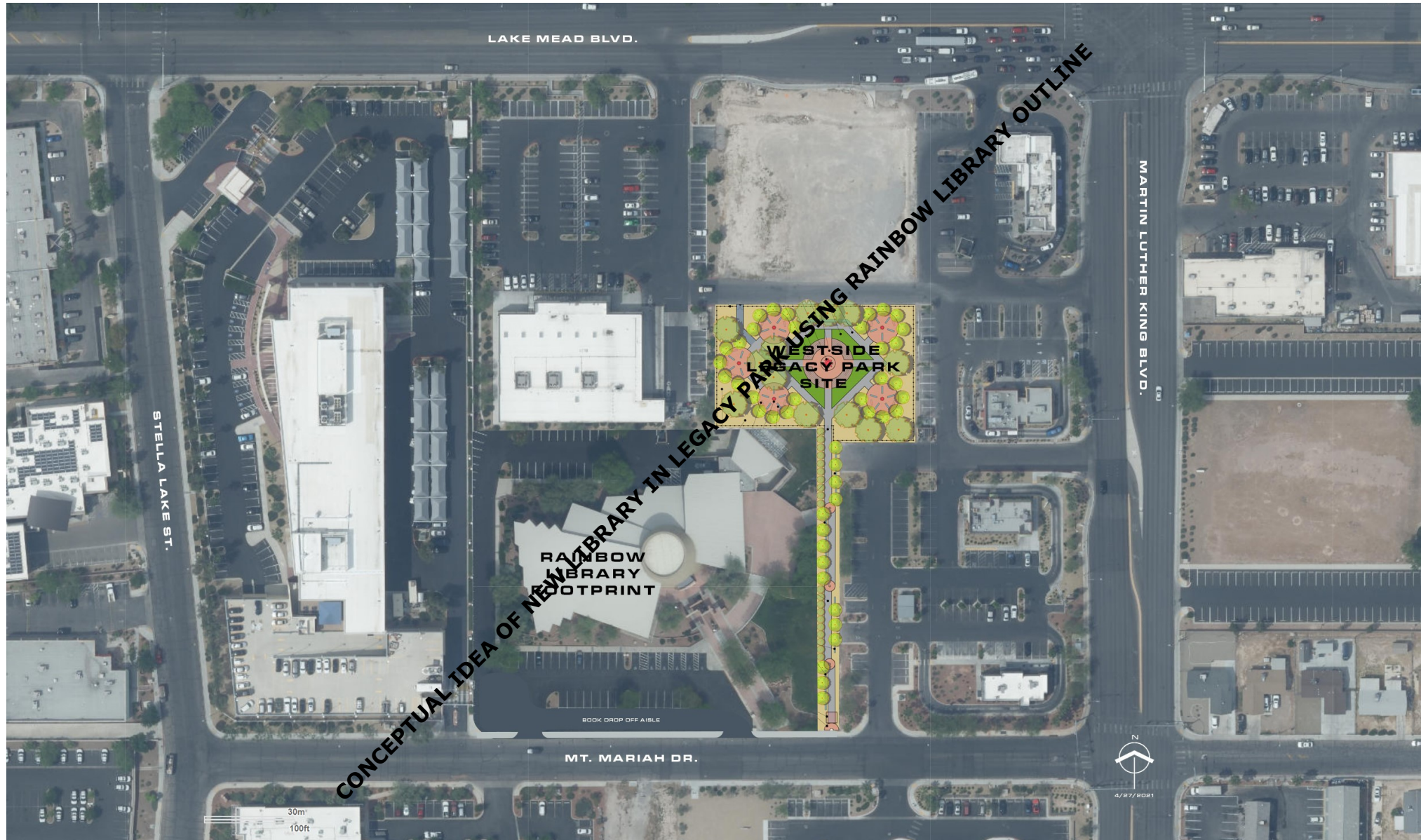
Staff would like direction from the Board of Trustees to spend time and money to investigate building a new West Las Vegas Library. The investigation would include a programming plan, an appraisal of the current building, and an evaluation of available funding from the District and other sources (city of Las Vegas, Clark County, QUALICB funds, grants, sale of current building and land). The total cost to investigate this is unknown at this time, but the last programming plan completed (for the East Las Vegas Library) cost around \$75,000.

This information is intended to serve as a starting point for Trustee discussion.

June 10, 2021 – Regular Board Meeting
Item VIII.F. – Page 2

Recommended Action: Motion to approve and authorize Executive Director Kelvin Watson to move forward on the planning, financing, programming, and building a new West Las Vegas Library.

This would include the Director bringing forward any agreements for approval by the Trustees.





ITEM V.F.

AGENDA ITEM

JUNE 10, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #V.F.: Discussion and possible action to re-advertise the Internal Auditor position as a regular employee of the Board of Trustees and to bring back two candidates for the Board to interview in a public meeting.

Background: Placed upon the agenda by Chair Felipe Ortiz.

Recommended Action: