

## ITEM III.

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Meeting  
June 25, 2021**

DATE: Friday, June 25, 2021

TIME: 7:30 a.m.

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

AND

Online via Webex - Connection information is listed on page 5.

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

- I. Roll Call and Pledge of Allegiance
- II. Public Comment

Topics raised under this item must be limited to matters on today's Agenda. 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](mailto: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.

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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. Approval of Proposed Minutes (For possible action)

- A. Regular Board Meeting, November 12, 2020
- B. Special Board Meeting, December 4, 2020
- C. Regular Board Meeting, February 18, 2021
- D. Regular Board Meeting, April 8, 2021
- E. Regular Board Meeting, May 20, 2021
- F. Special Board Meeting, June 5, 2021

V. Chair’s Report

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

VI. Library Reports

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

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

A. Executive Director’s Report - Kelvin Watson

- 1. Program and Delivery Services
  - a. Library Operations and Security Reports and Monthly Statistics
- 2. Program Support Services
  - a. Branding and Marketing Report and Monthly Statistics
  - b. Community Engagement Report and Monthly Statistics
  - c. Development and Planning Report
  - d. Information Technology Report
- 3. Administrative Support Services
  - a. Financial Services Report

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- b. General Services Report
- c. Human Resources Report

VII. Unfinished Business

None.

VIII. New Business

- A. Discussion and possible Board action to approve the Technology Plan for Las Vegas-Clark County Library District: FYE 2022-2026.
- B. Discussion and possible Board action regarding the election of Board officers for Fiscal Year 2021-2022 and accompanying Resolution 2021-01.

IX. Announcements

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

X. Public Comment

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- XI. Executive Session regarding litigation, budget, and labor issues. If necessary, this will be a closed session estimated to require up to 45 minutes.

- XII. Adjournment

NOTE: AT ANY TIME, ANY ITEM ON THIS AGENDA MAY BE TAKEN OUT OF ORDER, COMBINED WITH ONE OR MORE OTHER ITEMS ON THE AGENDA OR REMOVED FROM THE AGENDA, EITHER AT THE DISCRETION OF THE CHAIR OR BY VOTE OF THE BOARD.

NOTE: REASONABLE EFFORTS WILL BE MADE TO ASSIST AND ACCOMMODATE PERSONS WITH PHYSICAL DISABILITIES DESIRING TO ATTEND THE MEETING. PLEASE CALL ALLISON BOYER AT (702) 507-6186 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

NOTE: PLEASE CONTACT ALLISON BOYER AT (702) 507-6186 OR [boyera@lvccld.org](mailto:boyera@lvccld.org) TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL CAN ALSO 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](http://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 19, 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:



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1. Clark County Library  
1401 E. Flamingo Road  
Las Vegas, NV 89119
  2. East Las Vegas Library  
2851 E Bonanza Road  
Las Vegas, NV 89101
  3. Sunrise Library  
5400 Harris Avenue  
Las Vegas, NV 89110
  4. West Charleston Library  
6301 W. Charleston Boulevard  
Las Vegas, NV 89146
  5. West Las Vegas Library  
951 W. Lake Mead Boulevard  
Las Vegas, NV 89106
  6. Windmill Library  
7060 W. Windmill Lane  
Las Vegas, NV 89113
  8. Las Vegas-Clark County Library District website  
[www.lvcclld.org](http://www.lvcclld.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://lvcclld.webex.com>  
Event number (access code): 146 297 5494  
Password: 062521Board  
Join by phone: +1 (408) 418-9388  
Use same meeting number  
Join from a video system or application:  
Dial [1462975494@lvcclld.webex.com](mailto:1462975494@lvcclld.webex.com)  
You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.

**PROPOSED MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' MEETING  
LAS VEGAS, NEVADA  
November 12, 2020**

**ITEM IV.A.**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Summerlin Library, Las Vegas, Nevada, and online via WebEx at 6:00 p.m., Thursday, November 12, 2020.

**Present:**

Board:	F. Ortiz, Chair	S. Bilbray-Axelrod (Webex)
	K. Benavidez (Webex)	E. Foyt
	R. Wadley-Munier	M. Francis Drake
	S. Ramaker	B. Wilson (Webex)
	J. Meléndrez (Webex)	K. Rogers (Webex)

Counsel: G. Welt (Webex)

Absent:

Staff: Fred James, Acting Executive Director  
Numerous Staff

Guests:

F. Ortiz, Chair, called the meeting to order at 6:05 p.m.

<b>Roll Call and Pledge of Allegiance (Item I.)</b>	All members listed above represent a quorum. Appendix A. Trustee Ramaker led attendees in the Pledge of Allegiance.
<b>Public Comment (Item II.)</b>	None.
<b>Agenda (Item III.)</b>	Trustee Wadley-Munier moved to approve the Agenda as proposed. There was no opposition and the motion carried.
<b>Approval of Proposed Minutes Regular Session, September 10, 2020 (for information only); and Regular Session, October 8, 2020. (Item IV.A-B.)</b>	Chair Ortiz announced that the Minutes of the September 10, 2020 Regular Board Meeting, approved on October 8, 2020, were provided for information only. The reason is that Trustee Meléndrez had moved to approve them with directions for corrections and there is no need to go back and reapprove them.  Trustee Meléndrez moved to approve the Minutes of the Board of Trustees Meeting held October 8, 2020. There was no opposition and the motion carried.
<b>Chair's Report (Item V.)</b>	No report.
<b>Library Reports (Item VI.)</b>	
<b>Acting Executive Director's Report (Item VI.A.)</b>	Acting Executive Director James reported that the District is making plans to be ready should another shutdown be required of the Governor if the slowdown pause he is requiring does not work. James said Safety of the staff and public is uppermost. He additionally

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requested that Board members email him if they have information regarding this second shutdown.

Mr. James then asked General Services Director Steve Rice to come forward. Mr. Rice is retiring after 27 years with the District and his last day is Friday, November 13, 2020. Mr. James then recited a brief history of Mr. Rice's employment with the District, which encompassed many office moves, General Services staff increase to accommodate the increasing size of the District, and the large amount of building and maintenance work, that went on during his tenure. James said that Rice spent a great deal of time on the Facility Master Plan, which detailed the work that was needed to upgrade District facilities for an increasing technology capability. This was leading to a major renovation project but the pandemic upended these plans and the District is moving in a new direction.

Mr. Rice recommended that the District do schematic designs, which was cheaper to do in all 13 branches. Mr. James said that these schematic designs are completed, and can be dusted off when the District is ready, update them as necessary, and identify the available money to complete the project.

Mr. James is also known for good maintenance of all of the facilities with high standards and low costs. At the District's last staff day when they started introducing all of the departments, the General Services Department was the only department who got a standing ovation from all of the employees there. That is a testament to the quality of the work that was done within that department.

After receiving a round applause, Mr. Rice was invited to speak. He thanked Trustees and District staff, saying a lot of work was done by many people to achieve the results he was credited with. Rice especially thanked his General Services team. He hoped that the District's fiscal picture would turn around so the schematic designs would be turned into actual projects and completed. He is proud of the work he has done and wished everyone the best.

Each Trustee thanked Mr. Rice with comments that praised his knowledge, his focus on maintenance for the District's facilities, his openness towards answering questions, his ability to explain complex issues, and the many projects he led.

**Library Operations,  
Security Reports  
and Monthly  
Statistics  
(Item VI.A.1.a.)**

Chair Ortiz asked Mr. James if, one individual library is affected by COVID-19, there is a plan in place for that library.

Mr. James explained that if a library experiences a cluster of infections (three or more people testing positive for COVID), the District will shut the branch down for two weeks so that the District can do a complete deep cleaning before the building reopens. The District has not had to shut down any branches so far. With the way COVID is increasing throughout the valley, it looks like it may happen between now and probably before Christmas. If it does happen at more than one branch, the District will consider other alternatives and what steps to take.

District staff have also be instructed that no one employee go between two branches other than the people that have to do the deliveries.

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However, we are trying to keep employees in pods on each branch to not spread COVID between branches.

Chair Ortiz thanked Mr. James for his response. Ortiz said he asked the question for staff that is attending the meeting; he hopes they can be assured that the District has a plan to deal with instances of COVID among District staff.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

Chair Ortiz asked Mr. Rice to update Trustees on the collapsed glass doors at the East Las Vegas Library.

Mr. Rice explained staff and vendors investigated the issue over several months. The issue was the impact on the handles that were protruding. There were pressure points where the handles connected to the glass and that is where those doors were breaking. The group did a lot of investigation and talked to a consultant, but was never able to come to an agreement on why that was happening with the glass. The team looked at defective glass and defective manufacturing and other things and there was really no smoking gun. In addition, there was a big investment in the doors so the District needed a solution. The solution, and Rice will take credit for it, was to replace the handles on the doors with push plates and to reinforce the edges of the doors. Fortunately, the doors were double swing, in and out, so it was possible to use push plates. He encouraged Trustees, the next time they visit East Las Vegas, to look at the doors. Rice closed by saying that there have been no issues since the repairs were completed in May and June while the branch was closed during the District's closure.

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

No questions.

Trustee Wadley-Munier moved to accept Reports VI.A.1-3. There was no opposition and the reports were accepted.

**Unfinished Business  
Discussion and  
possible Board  
action regarding  
Executive Director  
search items.  
(Item VII.A.)**

Chair Ortiz and Destiny Executive Search Group, Inc. Managing Director Jane Whisner updated Trustees on the Executive Director search process and next steps. Per Ms. Whisner, the announcement for the position has gone out and Ms. Whisner has been vetting applicants. There will be six applicants that the Board will interview.

Ms. Whisner has had no issues with finding applicants or in vetting them. She said there is an excellent pool of applicants. The library has an exceptional reputation and has been able to attract many talented applicants.

Chair Ortiz next explained that he was meeting with Ms. Whisner and Human Resources Director Jeff Serpico to go over the questions that will be asked of each candidate and when they would be asked. The questions would be reviewed to ensure they did not violate ??? issues. Most of the Trustees had submitted questions they wanted asked and those that had not would be assigned questions. Trustees would then score the responses. Several trustees had questions on how the scoring process would work. The scoring process is a tool to allow Trustees to then decide on the finalists they wanted to bring back for a final interview.

Trustees would receive packages for each applicant on November 19<sup>th</sup> that would include a cover letter, resume, and candidate profile. That is the same day information would be available to the public and allows the applicants to notify their employers.

Chair Ortiz detailed the schedule for the Special Meeting on December 4<sup>th</sup>, which would consist of the interviews of the six applicants by the Trustees in open meeting. He explained each applicant would be housed in their own study room without any electronic material so that they could not monitor the interviews. Trustees asked questions to clarify how the process would work and the meeting go. After a brief discussion about how much time would be needed, Trustees were polled and agreed to start at 8:00 a.m.

Next, Chair Ortiz suggested that the final interview of the candidates be held at the December meeting, which he proposed be moved from December 10 to December 17, 2020 to enable a decision to be made sooner than originally scheduled in January, 2021. This would allow the chosen individual to begin work closer to the beginning of the year. After a few questions and discussion about the process, Trustees agreed to the date change with a start time of ??? to allow for a longer meeting. The finalist interviews would be added to the Regular Board meeting agenda reports and items.

Chair Ortiz then polled the Board on how many applicants they wanted to bring back for the final interviews. After discussion, Trustees

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decided to keep the number flexible, based upon how the interviews on December 4<sup>th</sup> proceeded.

**Discussion and  
possible Board  
action to approve  
the District's 2021  
Nevada legislative  
agenda.  
(Item VII.B.)**

Chair Ortiz led the discussion on the District's 2021 Nevada Legislative Agenda. The Trustees had agreed on utilizing a lobbyist and this item was to discuss and decide on the items the Board wanted the lobbyist to work on. The legislative agenda is as follows:

1. Library District Name Change. As the Library District develops a branding campaign, it is likely to involve a name change. The Library District will pursue legislation giving the Board of Trustees the authority to change the name of our Special District.
2. Change to Minimum Qualifications of the Executive Director. Current state minimum requirements for library directors reflect a historical standard that is aligned with a city or county library department and historical library business transactions. The Library District will pursue legislation that gives the Library District Board of Trustees the ability to set standards for engaging the Library District's Executive Director. These standards will consider the management needs of our \$89 million Special District with responsibilities and functions related to management of facilities, finances, risk management, human resources, information technology, business development, and marketing, in addition to library operations and outreach.

Additional legislative issues that will be monitored and may require action in the 2020 legislative session include issues related to:

1. Special District public safety
2. Net Neutrality
3. Collective Bargaining
4. Consolidation of Library Districts
5. Confidentiality and privacy of customers
6. Pornography
7. ADA
8. Homelessness
9. Procurement
10. Public Works
11. Petitions
12. Library District tax sources
13. Trespassing on public property
14. Record retention
15. Open Meetings law
16. DETR concessions
17. Transgender issues (use of restrooms)
18. Public filming in public buildings
19. Child safety
20. Other issues that relate to Library Districts, Special Districts, or public entity budgets

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Chair Ortiz polled the Board on the items on the list. Several Trustees took exception to the proposed Library District name change. Trustee Ramaker felt it was unnecessary at this time and Trustee Wilson thought that the rebranding campaign that is on hold, which cost a lot of money, complied with the existing statute as written. Several other Trustees echoed these comments. Trustee Benavidez understood their sentiments but said the Board had already had a discussion on the name change previously and wanted that on the record.

Trustee Bilbray-Axelrod agreed with Trustee Benavidez that the discussion about changing the name of the District had been discussed previously by the Board. She also reminded Trustees that Nevada is a Dillon Rule state and since the Nevada Legislature created the District, any changes to the District have to be done through the Legislature. Perhaps the Trustees do not want to change the name of the District at this time, but it is available as a tool to the Trustees if necessary several years down the line. She also reminded Trustees that she put in the BDR.

Trustee Wilson also was concerned with having a bill draft request (BDR) existing at all with the Library District's name on it as he is concerned that it would attract negative attention.

Trustee Sandra Ramaker moved that the Library District name change be removed from the BDR.

Trustee Wilson wanted to clarify that if the name change was removed from the BDR the lobbyist would have no wriggle room to lobby for it anyways. Chair Ortiz said the lobbyist would get clear direction that this is not the District's priority or request. Counsel Welt reiterated the language of the motion and Trustee Bilbray-Axelrod clarified that the she was being asked to remove the name change specifically and NOT the BDR itself.

Trustee Wilson explained what is in the BDR at this time is very broad, such as, "Items relating to the library." He reminded the Board that Trustee Bilbray-Axelrod, as the Nevada legislator that submitted the BDR request, can ask that the Legislative Counsel Bureau to remove that language, or not include language about the name change, if she so desires. The District does not have direct control over the BDR.

Chair Ortiz called for the question on the motion to remove the Library District name change be removed from the BDR. Trustees Brian Wilson, Robin Wadley-Munier, Sandra Ramaker, Foyt, Marilyn Francis Drake, and Chair Ortiz voted yes. Trustees José Meléndrez, Kelly Benavidez, and Shannon Bilbray-Axelrod voted no. Trustee Keith Rogers abstained. The vote was 6-3 with 1 abstention. The motion carried.

Chair Ortiz continued polling the Board to see if there were additions or changes to the list of items for the lobbyist to pursue during the legislative session.

Trustee Wadley-Munier does not believe the District should change the criteria for the Executive Director at this time or have it as part of the District's legislative agenda. As the District is hiring somebody in the

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near future, she felt it would only handicap future boards. Wadley-Munier moved that the District not change the criteria for the Executive Director, and that requesting it should not be part of the District's legislative agenda.

That led to a wide-ranging discussion by Trustees on whether the District should be asking for anything in the legislature in addition to whether the MLS should remain a requirement of the Executive Director position.

After Chair Ortiz asked for a motion to keep the request to change the minimum qualifications of the Executive Director on the legislative agenda, Trustee Wadley-Munier reminded Chair Ortiz that her motion was still on the table. Chair Ortiz then called for a vote on Trustee Robin Wadley-Munier's motion to remove the request to change the criteria for library director from the legislative agenda or BDR. Trustees Robin Wadley-Munier, Brian Wilson, Elizabeth Foyt, and Marilyn Francis Drake voted yes. Trustees Keith Rogers, Sandra Ramaker, José Meléndrez, Shannon Bilbray-Axelrod, Kelly Benavidez, and Chair Ortiz voted no. The vote was 4-6. The motion failed.

Trustee Wilson asked another question to clarify the item, Library District tax sources (#12), on the list. He wanted to know whether the District is instructing the lobbyist to go ask for more tax revenue or to keep quiet unless the District needs to defend its tax revenue. He does not like the idea of asking for more money and he wanted to make that clear. Acting Executive Director James explained that the lobbyist would only be monitoring the action in the Legislature related to the District's revenue sources.

Trustee Benavidez said that her understanding about the list is the different items are on there so that the lobbyist is aware the District needs to be notified if action is being taken on these items. Trustee Rogers added that the lobbyists could monitor these issues and report back to Trustees for further discussion and direction for lobbyist action.

Trustee Bilbray-Axelrod commented that she believes that any decision on legislative items that are on the list should include anything else that would affect the District. Mr. James clarified that this was not meant to be an all-inclusive list.

Counsel Welt clarified what the motion would need to include incorporating additional legislative items and number two on the list.

Trustee Brian Wilson moved to approve the legislative agenda for District lobbyists to work to change the minimum qualifications of the Executive Director, the additional list provided, and not limited to that list. Also to watch out for any other issue that relates to library districts or the special districts, public entity budget that could in any way affect the Library District. All Trustees voted in favor. The motion carried.

Chair Ortiz announced a break from 7:55 p.m. until 8:00 p.m.

Chair Ortiz reconvened the meeting at 8:02 p.m. All Trustees were present.



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**New Business**

**Discussion and possible Board action regarding the Finance and Audit Committee's recommendation to approve the audit performed by BDO for the Fiscal Year 2019-2020. (Item VIII.A.)**

Mr. James reported that the Finance and Audit Committee recommended approval of the audit performed by BDO for Fiscal Year 2019-2020 at their meeting earlier in the evening.

Trustee Wilson, Chair of the Finance and Audit Committee, moved to approved the Fiscal Year 2019-2020 Audit Report as presented by BDO USA and to incorporate the opinion letter into the official minutes of the Board of Trustees' November 12, 2020 Meeting. There was no opposition and the motion carried.

The opinion letter is attached as Appendix B.

**New Business**

**Discussion and possible Board action regarding contracts for District legal counsel. (Item VIII.B.)**

Chair Ortiz noted that Trustee Foyt requested the item regarding contracts for District legal counsel be placed on the Agenda. As part of the item, the agreements for each individual or firm have been attached to this Board item. The agreements have been formalized with most of the legal counsel. A list of the legal contractors is below.

1. Scott Abbott of Kamer Zucker Abbott) provides labor and employment legal services.
2. Bailey Kennedy (firm name) provides miscellaneous legal services upon request.
3. Greenberg Traurig (firm name) provides legal advice on digital program production rights.
4. The only exception is Gerald (Jerry) Welt, who serves as the District's General Counsel. Chair Ortiz has not had time to talk to him yet and hopes to do it before the December meeting. Upon the request of Trustee Foyt, she, and Trustee Meléndrez and Benavidez will work with Ortiz to finalize the agreement. Mr. Welt's contract will be tabled until the next meeting.

Chair Ortiz explained to the Trustees that they do not select the legal contractors, as that is the Executive Director's job. All legal services contract compensation terms are not to exceed \$50,000 per year. Should legal services over the \$50,000 per year be required, staff will bring legal services contracts will come back to the Board of Trustees for approval.

**New Business**

**Presentation on the Las Vegas-Clark County Library District Foundation, Inc. by Development and Planning Director Danielle Milam.**

Chair Ortiz had requested that the Las Vegas-Clark County Library District Foundation, Inc. (Foundation) provide an update on current activities and initiatives. Development and Planning Director Danielle Patrick Milam presented information on the history, structure, staffing and funding of the Foundation. She discussed current programs, partnerships, and how the book sales work. Her information about the presentation and outline is attached as Appendix C.

After Ms. Milam completed her presentation, Chair Ortiz asked for any questions from the Trustees.

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**(Item VIII.C.)**

Trustees Bilbray-Axelrod and Benavidez were honored to serve on the Foundation's Board and appreciated all the work done by Ms. Milam and her staff. Trustee Francis Drake enjoys her volunteer work with her husband at the warehouse.

Trustee Foyt enjoyed the broad scope of the presentation. She asked if Ms. Milam tracked the number of volunteer hours and gave the figure a monetary value. Milam said staff does track the hours, which runs over 40,000 hours per year. They will look into putting a monetary value to that. Milam added that staff does track the Teacher Tutor Program which uses UNLV students and that has been about \$100,000 a year for that program alone.

Trustees Ramaker, Rogers, and Wadley-Munier also expressed their appreciation for the information on the Foundation's many activities. Wadley-Munier suggested the Foundation provide a presentation either annually or every 18 months.

Trustee Wilson appreciated the report but was concerned that serving as Acting Deputy Director put more work on Ms. Milam and asked if she felt this was impeding the work of the Foundation. Milam reported the Foundation was right on track with current year plans and she added that the Foundation starts their audit right after they close their books with the District so their reports can be turned in for the New Market Tax Credits program. Wilson then thanked Milam for her hard work.

Chair Ortiz suggested the Foundation look 10-20 years down the road and partner with a company that does charging stations. He would like to see 8-12 are built at multiple libraries. They can serve as a training tool and can possibly be income producing. Ms. Milam agreed.

Trustee Francis Drake noted that the amount of donated books for bookstore sales has been tremendous, as people have been taking the time to clean out their homes. She also noted the increase in reading, not just eBooks, but also paper copies, due to the pandemic, in articles she has read in several national publications. Due to this, shopping in any District bookstore is a real bargain as there are frequently recent best-sellers.

This item was for discussion only.

**New Business**

**Discussion and possible Board action authorizing the addition of a second Board employee as an auditor.**

**(Item VIII.D.)**

Chair Ortiz explained that he had requested this item be brought to the attention of the Board of Trustees regarding the addition of a second Board employee as an auditor. The proposed job description and salary are attached as Appendix D. He listed other local government entities that employed auditors.

Chair Ortiz' reasons for asking for the addition of the auditor position are twofold:

- To provide internal audits on every section and every department in the District to confirm process and procedures are being followed. The end result will show discrepancies and the areas that need improvement with deadlines to correct them.
- To remove the Executive Director and District staff from conflict about differing requirements and remove issues about retaliation.

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Every department will be required to be audited.

Chair Ortiz believes this process will make the District more transparent and accountable. As per the backup material,

Human Resources Director Jeff Serpico said that the position would be PERS-eligible with a minimum of \$79,000, midpoint at \$103,000, and maximum of \$127,000.

Chair Ortiz then asked each trustee if they had questions of him or Mr. Serpico.

Trustee Bilbray-Axelrod thought the salary involved a lot of money. She does recognize the need and believes it would help the District.

Trustee Benavidez said she has been thinking about this item ever since the meeting briefing. Benavidez understands the importance of the position, but the timing is bad and the amount of money involved is not small. She would not be opposed to tabling the item and looking at it again once the new Director is in place. She will not be voting for it at this time.

Trustee Francis Drake commented that she would like to look at this in the future. She felt that jumping in and adding an employee at this level would not make the District look good.

Trustee Foyt understands the caution and concern expressed by other Trustees but feels that an auditor in place to answer what may be difficult questions in other circumstances would be ideal. She believed the pay range is required for the caliber of person the Trustees want for the position.

Trustee Meléndrez agrees the position is needed but does not think the timing is right. He wants to table until a later date.

Trustee Ramaker is in favor. She agrees there is a high price tag, but does not think this is ever a reason to not have more checks and balances.

Trustee Rogers agrees with other Trustees but the pay range concerns him, based upon everything going on with the budget. He needs more time.

Trustee Wadley-Munier is in favor of hiring the auditor. She questioned if the District would be paying this person. She seemed to be confused with whether PERS or the District would be paying the auditor and whether the position would be covered by the CBA. Chair Ortiz spoke about starting with one individual and seeing how much they can accomplish and reviewing at a later date. Mr. Serpico explained that the person would be a PERS-covered employee with an individual employment contract.

Trustee Wadley-Munier asked to confirm that the position is to keep the District out of impropriety, not only the Trustees but also the whole District. Chair Ortiz agreed. Wadley-Munier also asked about whether the Trustees can negotiate the contract. After some confusion about whether the position would be covered under the CBA, but would have an individual employee contract.

**Minutes - Board of Trustees' Meeting**  
**November 12, 2020**  
**Page 11**

Trustee Wilson pointed out that the audit the Trustees just approved DID NOT tell the Trustees that the preventions and procedures necessary to make sure the data getting in the audit is accurate. The audit is saying that the numbers provided to the auditors all check out but the audit is not auditing how they got to those numbers internally. He is also concerned that the VESP program has robbed the District of many senior, experienced staff. He felt that have a staff member who reports directly to the Board can provide honest answers that it may not be possible to get another way.

Chair Ortiz commented on several things that led him to propose the addition of this position. He emphasized that evaluating processes and procedures allows, not a "Gotcha" moment, but a way to upgrade the District's transparency and accountability. He acknowledges the salary may be high, but not for a District of our size. He felt compelled to make the motion and not bring in a new director with issues and bother him or her.

Chair Ortiz moved to approve the creation of the position of an Auditor to report directly to the Board of Trustees as outlined in the job description and salary to be negotiated. Chair Ortiz, and Trustees Bilbray-Axelrod, Drake, Foyt, Meléndrez, Ramaker, Rogers, Wilson, and Wadley-Munier voted yes. Trustee Benavidez voted no. Motion carried, 9-1.

**Announcements**  
**(Item IX.)**

The Career Online High School (COHS) Graduation will be held on Tuesday, November 17, 2020 at 6:00 p.m. in the Clark County Library Theater. Chair Ortiz will be attending.

The Library District will be closed for Thanksgiving Day, November 26, 2020 and Family Day, November 27, 2020.

There will be a Special Board Meeting on Friday, December 4, 2020 beginning at 8:00 a.m. at the Sahara West Library, 9600 W. Sahara Avenue.

The next Board Meeting will be held Thursday, December 17, at 4:30 p.m. via Webex and at the ??????Summerlin Library, 1771 Inner Circle Drive.

**Public Comment**  
**(Item X.)**

None.

**Executive Session**  
**(Item XI.)**

Removed from Agenda.

**Adjournment**  
**(Item XII.)**

Chair Ortiz adjourned the meeting at 9:01 p.m.

Respectfully submitted,

**Minutes - Board of Trustees' Meeting**  
**November 12, 2020**  
**Page 12**

Kelly Benavidez, Secretary

# 2020 ATTENDANCE

Appendix A

November 12, 2020 Regular Board Meeting

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

attended Committee meeting but not a member

A-E Excused Absence  
A-U Unexcused Absense

as of November 13, 2020

## Las Vegas-Clark County Library District

# AUDIT WRAP UP

June 30, 2020



The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance (e.g., Governing Board and Audit Committee) and, if appropriate, management of the Government and is not intended and should not be used by anyone other than these specified parties.

BDO USA, LLP, a Delaware limited liability partnership, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

BDO is the brand name for the BDO network and for each of the BDO Member Firms.



**November 12, 2020 - Regular Board Meeting  
Appendix B - Page 2**



Tel: 702-384-1120  
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www.bdo.com

6100 Elton Avenue, Suite 1000  
Las Vegas, Nevada 89107

December 10, 2020

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

Professional standards require us to communicate with you regarding matters related to the audit, that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. In September we provided management with an overview of our plan for the audit of the basic financial statements of the Las Vegas-Clark County Library District (the District) as of and for the year ended June 30, 2020, including a summary of our overall objectives for the audit, and the nature, scope, and timing of the planned audit work.

This communication is intended to elaborate on the significant findings from our audit, including our views on the qualitative aspects of the District's accounting practices and policies, management's judgments and estimates, financial statement disclosures, and other required matters.

We are pleased to be of service to the District and look forward to meeting with you to discuss our audit findings, as well as other matters that may be of interest to you, and to answer any questions you might have.

Respectfully,

BDO USA, LLP



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## Discussion Outline

	Page
Status of Our Audit .....	3
Results of Our Audit .....	4
Internal Control Over Financial Reporting .....	5
Other Required Communications .....	6
Independence Communication.....	7

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## Status of Our Audit

We have completed our audit of the financial statements and federal awards as of and for the year ended June 30, 2020. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. This audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

- ▶ The objective of our audit was to obtain reasonable - not absolute - assurance about whether the financial statements are free from material misstatements whether due to error or fraud.
- ▶ The scope of the work performed was substantially the same as that described to you in our earlier Audit Planning communications and letter of engagement.
- ▶ We expect to issue an unmodified opinion on the financial statements and release our report in mid-to-late-November.
- ▶ We also expect to issue an unmodified opinion on compliance requirements that could have a direct and material effect on the District's major federal program.
- ▶ Our responsibility for other information in documents containing the District's audited basic financial statements (e.g., management's discussion and analysis, budgetary comparisons, schedules of pension and OPEB amounts) does not extend beyond the financial information identified in the audit report, and we are not required to perform procedures to corroborate such other information. However, in accordance with professional standards, we have read the information included by the District and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the basic financial statements. Our responsibility also includes calling to management's attention any information that we believe is a material misstatement of fact. We have not identified any material inconsistencies or concluded there are any material misstatements of facts in the other information that management has chosen not to correct.
- ▶ All records and information requested by BDO were freely available for our inspection.
- ▶ Management's cooperation was excellent. We received full access to all information that we requested while performing our audit, and we acknowledge the full cooperation extended to us by all levels of District personnel throughout the course of our work.

# Results of Our Audit

## ACCOUNTING PRACTICES, POLICIES, ESTIMATES

The following summarizes the more significant required communications related to our audit concerning the District's accounting practices, policies, and estimates:

The District's significant accounting practices and policies are those included in the notes to the financial statements. These accounting practices and policies are appropriate, comply with generally accepted accounting principles and industry practice, were consistently applied, and are adequately described within the notes to the financial statements. There were no changes in significant accounting policies and practices the year ended June 30, 2020.

Significant estimates are those that require management's most difficult, subjective, or complex judgments, often as a result of the need to make estimates about the effects of matters that are inherently uncertain.

### Significant accounting estimates include:

Fair value measurement of investments
Net pension liability
OPEB Obligation
Compensated absences liability
Depreciation method and/or asset useful life

Management did not make any significant changes to the processes or significant assumptions used to develop the significant accounting estimates in during the year ended June 30, 2020.

## CORRECTED AND UNCORRECTED MISSTATEMENTS

There were no corrected or uncorrected misstatements, other than those that were clearly trivial, related to accounts and/or disclosures that we brought to the attention of management, except for a relatively insignificant adjustment of approximately \$419,000 for accrued compensated absences and related expenditures.

## Internal Control Over Financial Reporting

In planning and performing our audit of the District's financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

We are required to communicate, in writing and in a timely manner, to those charged with governance all material weaknesses and significant deficiencies that have been identified in the District's internal controls over financial reporting. The definitions of control deficiency, significant deficiency and material weakness follow:

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

In conjunction with our audit of the District's basic financial statements, we noted no material weaknesses.

## Other Required Communications

Requirement	
Significant changes to planned audit strategy or significant risks initially identified	There were no significant changes to the planned audit strategy or significant risks initially identified and previously communicated to those charged with governance as part of our Audit Planning communications.
Obtain information from those charged with governance relevant to the audit	There were no matters noted relevant to the audit, including, but not limited to: violations or possible violations of laws or regulations; risk of material misstatements, including fraud risks; or tips or complaints regarding the District's financial reporting that we were made aware of as a result of our inquiry of those charged with governance.
If applicable, nature and extent of specialized skills or knowledge needed related to significant risks	There were no specialized skills or knowledge needed, outside of the core engagement team, to perform the planned audit procedures or evaluate audit results related to significant risks.
Consultations with other accountants	We are not aware of any consultations about significant accounting or auditing matters between management and other independent public accountants. Nor are we aware of opinions obtained by management from other independent accountants on the application of generally accepted accounting principles.
Our evaluation of the District's relationships and transactions with related parties and their impact on the financial statements	We have evaluated the District's process to identify, authorize and approve, account for, and disclose its relationships and transactions with related parties and noted no significant issues.
Disagreements with management	There were no disagreements with management about matters, whether or not satisfactorily resolved, that individually or in aggregate could be significant to the District's financial statements or to our auditor's report.
Significant difficulties encountered during the audit	There were no significant difficulties encountered during the audit.
If applicable, other matters significant to the oversight of the District's financial reporting process, including complaints or concerns regarding accounting or auditing matters	There are no other matters that we consider significant to the oversight of the District's financial reporting process that have not been previously communicated.
Representations requested from management	Please refer to the management representation letter.

---

## Independence Communication

Our engagement letter to you dated August 26, 2020, describes our responsibilities in accordance with professional standards and certain regulatory authorities and *Government Auditing Standards* with regard to independence and the performance of our services. This letter also stipulates the responsibilities of the District with respect to independence as agreed to by the District. Please refer to that letter for further information.

## ITEM VIII.C.



### AGENDA ITEM

---

#### NOVEMBER 12, 2020 MEETING OF THE BOARD OF TRUSTEES

##### Agenda Item #VIII.C.:

Discussion and Presentation on LVCCLD Foundation Update.

##### Background:

Trustee Elizabeth Foyt asked that the Foundation provide an update on current Foundation activities and initiatives at the November meeting.

The LVCCLD Foundation was established as a 501c3 on August 18, 2003, to support the improvement, promotion, and growth of the Library District.

Currently, the Board of Directors includes 14 members, including President Keiba Crear; Secretary-Treasurer Jane Mac; and Board Directors **Shannon Bilbray-Axelrod**, **Kelly Benavidez**, Chaka Crome, Tamar Hoapili, Edward Koijane, Tom Lawyer, John Pourciau, Nicole Rogers, Elaine Sanchez, Dan Sarazin, and Chris Way; and Ex-Officio Director Acting Executive Director **Fred James**. Foundation By-Laws stipulate that the Board of Directors include two active LVCCLD board members along with an ex-officio position for the LVCCLD Executive Director. These Directors provide direction on program, finance, investment, event, and donor activities. They oversee the annual audit and tax filings.

Since 2003, the Library District has supported the staffing, offices, and other overhead costs of the Foundation. Library Foundation work is accomplished alongside the Development and Planning department's District functions of strategic planning; grant development and management; volunteer program management; and government relations.

Planning and Development Director **Danielle Milam**, Development Officer **Sherry Walker**, and Bookstore Operations Manager **Leslie Valdes** have job duties that span both Library District and Library Foundation functions. This team provides support for Library Foundation meetings, grant writing and management activities, coordination of grant projects with Library District staff, preparation of Library Foundation Financial Statements, and oversight of donated and discarded used book sales, both in Library District branch facilities as well as online. The Library Foundation also has one paid employee, **Matt Moschella**, who assists with online book sales out of the Sahara West warehouse.

In 2017, the Library Foundation took on the management of the East Las Vegas and Mesquite QALICBs as part of the New Market Tax Credit projects for the East Las Vegas and Mesquite library projects. In this capacity, the Foundation manages the

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November 12, 2020

annual meetings, audits, and compliance reports of those two non-profits as well. Since 2009, the Library Foundation and Library District have also had a contractual relationship, with the Library Foundation as the sole recipient of Library District discards and book donations from the public. This Agreement, approved by the Library District Board of Trustees and the Library Foundation Board of Directors, sets forth the responsibility of the Foundation to provide an annual audit of Foundation books, and restricts revenues from used book sales to Library District and Foundation initiatives that benefit the Library District.

This foundational support from the Library District enables the Library Foundation to have a revenue stream that is immediately available for library programs, marketing initiatives, facility improvements, collaborative initiatives with community partners, and collection enhancements. It also puts the Library Foundation at an advantage in grant procurement, since all grant funds can go directly to the initiative, not overhead.

**Danielle Milam** has been the chief operating staff person for the Foundation since 2008, when she joined the Library District as Director of Development. Working closely with the Library District, she has overseen the evolution of the Library Foundation mission to be a fundraising, partnership, and service innovation arm of the Library District, always in concert with and complementary to the mission of the Library District:

- In the Great Recession, the Library Foundation raised funds to support core services such as the Summer Reading Program, in line with the “Read Learn Achieve” strategic plan adopted by the Library District Board of Trustees in 2011.
- Since 2016, the Library Foundation has aligned fundraising, partnership, and service innovation goals with the “Vision 2020” strategic plan that focuses on four strategic directions: 1) Limitless Learning, 2) Business and Career Success, 3) Connecting People to Government and Social Services, and 4) Community and Culture. The Library Foundation’s mission is to expand and amplify the Library District’s community impact by attracting new resources that support individual and community economic, education, and social well-being.

Over the past five years, the Library Foundation has raised \$12,724,106, including \$5.9 million in facilities improvement support for the East Las Vegas and Mesquite libraries and the Widmeyer Estate gift of \$3,055,000 that established an endowment for Library Foundation’s future work. Used book sales revenues rose from \$281,305 in FY 15-16 to \$313,397 in FY 19-20. Foundation grant funding grew from \$76,500 in FY 15-16 to \$193,819 in FY 19-20. Individual and corporate donations grew from \$36,192 in FY 15-16 to \$332,177 in FY 19-20. Library Foundation fundraising in FY 19-20 totaled \$839,394.

**Foundation Grants:** Current Foundation grant projects focus on:

- 1) **Homework Help.** Annual fundraising need for the Teachers in Libraries program is \$250,000 per year. It provides certified CCSD teacher tutor services in eight branch locations. Current funders for the Teachers in Libraries initiative are United Way of Southern Nevada (third year of \$99,000 grant) and Windsong Trust (increased from \$100,000/ year in FY 18-19 and



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November 12, 2020

FY 19-20 to \$125,000 in FY 20-21 thanks to Acting Executive Director **Fred James**). Past funders for this program include the MGM Foundation (\$80,000 in FY 19-20). The Teacher Tutor program is complemented with an in-kind contribution of over \$100,000 in student teacher tutors from the UNLV School of Education that are paid through federal work-study funds. Both programs are free to the public.

- 2) **Teen Tech Centers.** The Library Foundation has helped the Library District build/create/start teen tech centers in five library branches. Best Buy Foundation has invested \$360,456 in the Best Buy Teen Tech Center at the Clark County Library since 2017. COX Charities has invested \$46,000 in Library District teen tech programs, including the establishment of the COX Teen STEAM Lab at the Enterprise Library last January. SWITCH provided \$15,000 to establish the SWITCH Robot Lab at West Las Vegas last November. NV Energy Foundation has contributed \$52,500 (\$5,000 in FY 20-21 for STEAM activities at East Las Vegas). Union Pacific Foundation has contributed \$32,500 (\$20,000 in FY 20-21) to augment youth STEAM activities in several Library District branches.
- 3) **Raising Las Vegas.** The Library Foundation has been the lead on a regional multi-organization collective action team to raise the quantity, quality, parent engagement, and community support for early childhood development services in Clark County, an initiative called Raising Las Vegas. This year, the Library Foundation was awarded a three-year \$150,000 sub-grant as part of the Bezos Family Foundation's grant to The Children's Cabinet. The grant supports the work of the Outreach Services department's work with child care providers. The Jameson Fellowship also awarded the Library Foundation a \$25,000 grant to research early childhood conditions in the Vegas Valley. The Las Vegas Urban League is now distributing Spanish and English surveys to 800 Family Friend and Neighbor care providers. This data will be extremely valuable, as COVID-19 has had many impacts on the local childcare sector.

**Used Book Sales:** Library Foundation book sales for FY 19-20 totaled \$313,396, with \$154,836 of those sales conducted on Amazon from the Sahara West warehouse; \$120,872 from sales in library branch bookstores; and \$37,205.49 from third party sales. The Foundation has a small but mighty volunteer crew that assists with listing donations for online Amazon sales at the Warehouse, including Trustee **Marilyn Francis Drake** and her husband Rodney, who volunteer twice a week.

Under the Agreement with the Library District, book sales revenues are restricted to Library District programs. These programs have supported activities of all Library District departments including:

- General Services - facilities projects
- Library Operations – staff training, programs and festivals
- Branding and Marketing – Summer Rise public awareness and Raising Las Vegas media campaigns (thanks to the generous contributions of Foundation Board Director **Chris Way**, General Manager of KNTV Channel 13)
- Community Engagement - programs, staff training, and events for Outreach, Adult Learning Program, Gallery Services, and Performing and Venue Services
- IT – purchase of technology, including laptops, hotspots, and maker equipment

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November 12, 2020

- HR – staff training on homelessness and social services; support for Staff Day; and Vision 2020 awards

**Individual Gifts:** The Library District has an active base of 1,312 individual donors who contribute via check or on the online donor portal of the web page, [www.LVCCCLDFoundation.org](http://www.LVCCCLDFoundation.org). One of the most successful individual donor events of the year was the April “Day of Giving” campaign for Wifi hotspots, which raised \$21,000 from 130 donors. Other major individual gifts include the Widmeyer Estate gift of \$3,055,000, which created an endowment for the Foundation; a \$144,000 Mesquite Library Campus gift from the Donald and Edith White Estate; a \$100,000 gift to name the Paul C. Blau Theatre from Constance Blau; and \$107,300 from founding Foundation board member Tom Lawyer to establish the West Las Vegas Scholar Award program.

**Special Projects:** One of the most successful projects for the Foundation was participating in the New Market Tax Credit Program for the East Las Vegas and Mesquite capital projects. The Foundation played a pivotal role in helping the Library District close a \$5.9 million gap in funding caused by escalating construction costs.

### Social Media and Website

Development Officer **Sherry Walker** and the Branding and Marketing team (special thanks to Digital Content Manager **Ryan Simoneau** and Web Designer **Gene Kilchenko**) have continuously updated the Foundation's web page over the past three years as new iterations become available. The most recent web page updates were produced this month and include great graphics from Gene. Sherry also manages the Foundation's Facebook page with symbiotic pushes from District social media posts and blogs created by Ryan and Sr. Project Associate **Paula Loop**. Branding and Marketing support also provide fliers and media coverage for Foundation events such as book sales.

### TOTAL FUNDS RAISED BY THE FOUNDATION 2015 – 2020: \$12,724,106



LAS VEGAS - CLARK COUNTY  
LIBRARY DISTRICT FOUNDATION

# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT FOUNDATION 2015-2020

November 12, 2020 - Regular Board Meeting  
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# BOARD OF DIRECTORS

## OFFICERS



*President*

**Keiba Crear**

Manager of the Environmental Monitoring  
and Management Division Southern  
Nevada Water Authority



*Secretary-Treasurer*

**Jane Mac**

Director of Corporate Tax  
Wynn Resorts

## DIRECTORS

**Kelly Benavidez**

Commission Office  
Community Liaison  
Clark County

**Shannon Bilbray-Axelrod**

Assemblywoman  
Nevada State Legislature

**Chaka Crome**

Attorney at Law  
Crome Law Firm

**Tamar Hoapili**

Community Relations Manager  
Cox Communications

**Edward Kojane**

Partner, Las Vegas Office Tax Leader  
Ernst & Young

**Tom Lawyer**

President  
Lawyer Trane

**John Pourciau**

Corporate Director of Financial Planning & Analysis  
Station Casinos

**Nicole Rogers**

Manager  
HGR Restaurants

**Elaine Sanchez**

Civic Leader

**Dan Sarazin**

Benefits Counselor  
AFLAC

**Chris Way**

VP/General Manager  
KTNV Channel 13 Action News

*Ex-Officio Director*

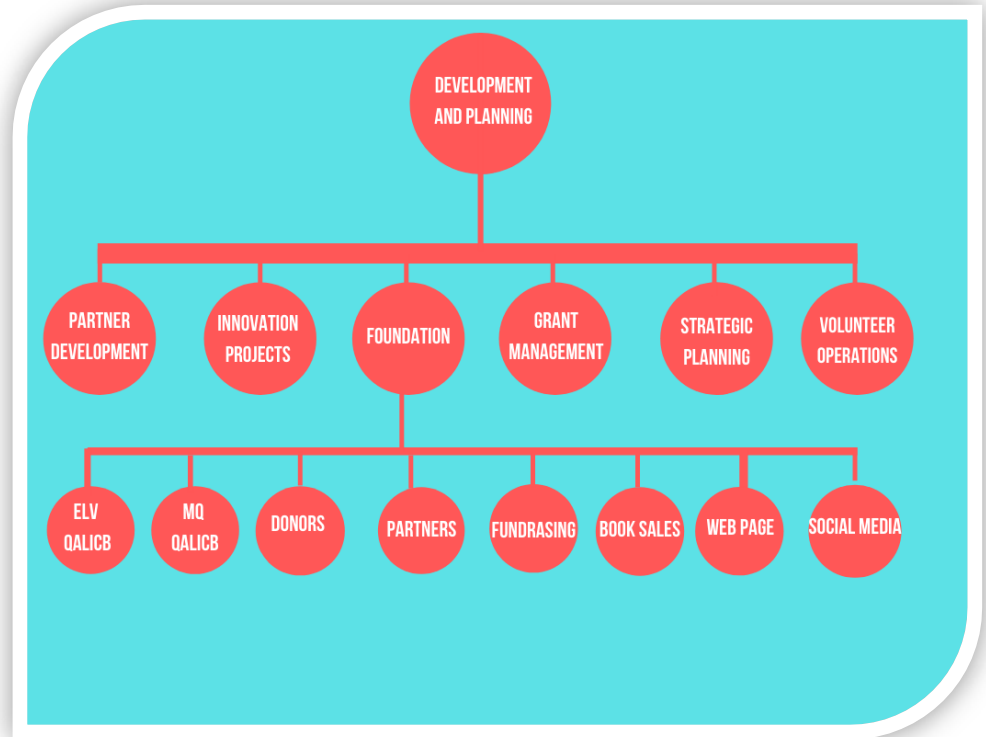
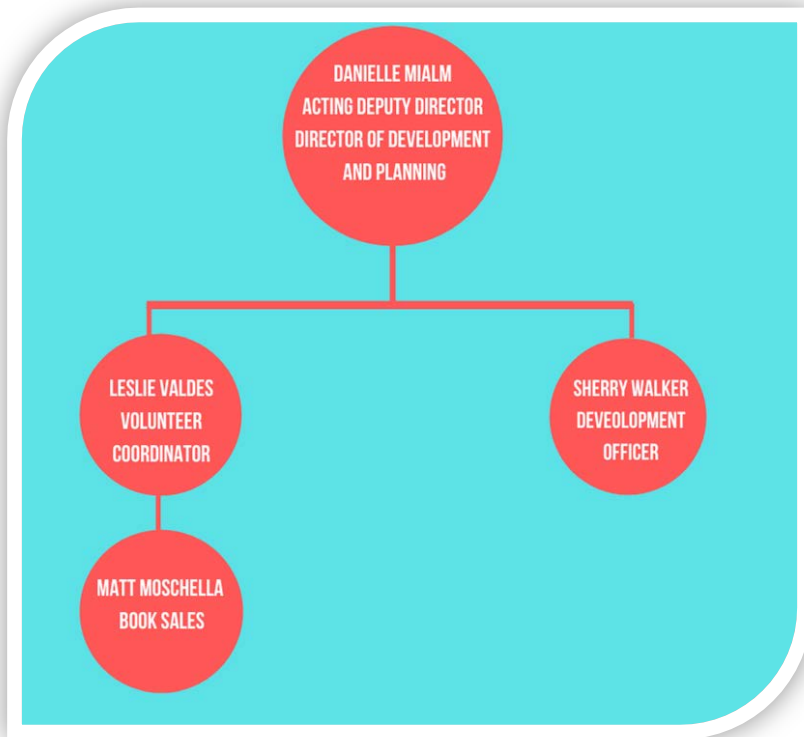
**Fred James**

Acting Executive Director, Library District

## Mission Statement

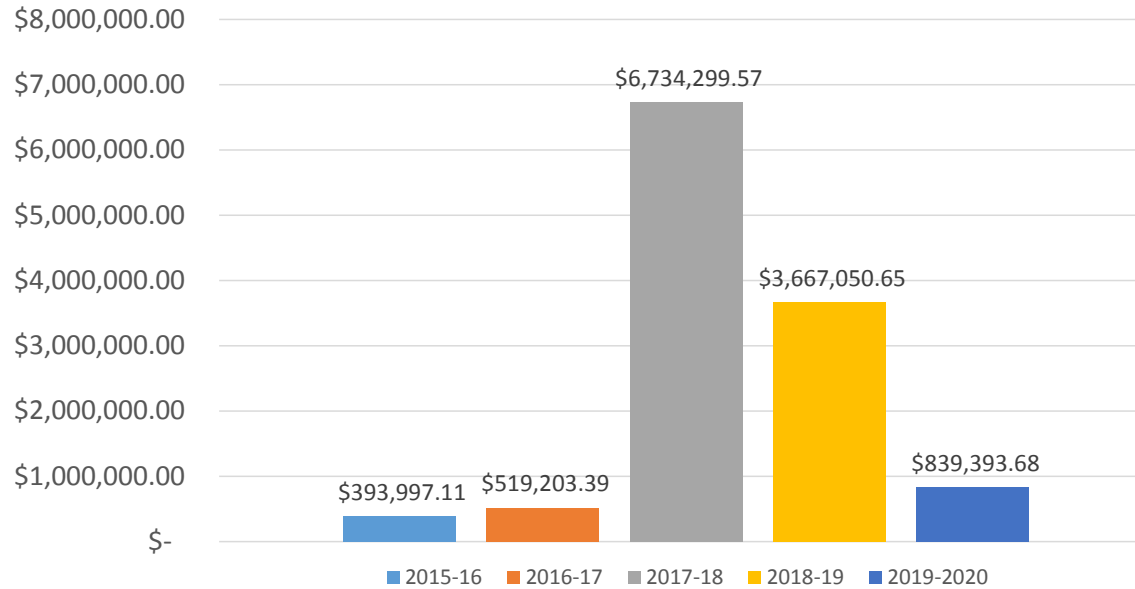
November 12, 2020 - Regular Board Meeting  
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The Las Vegas-Clark County Library District Foundation is the innovation and partnership arm of the Library District, with a mission to expand and amplify the library's community impact by attracting new resources that support library programs and services.



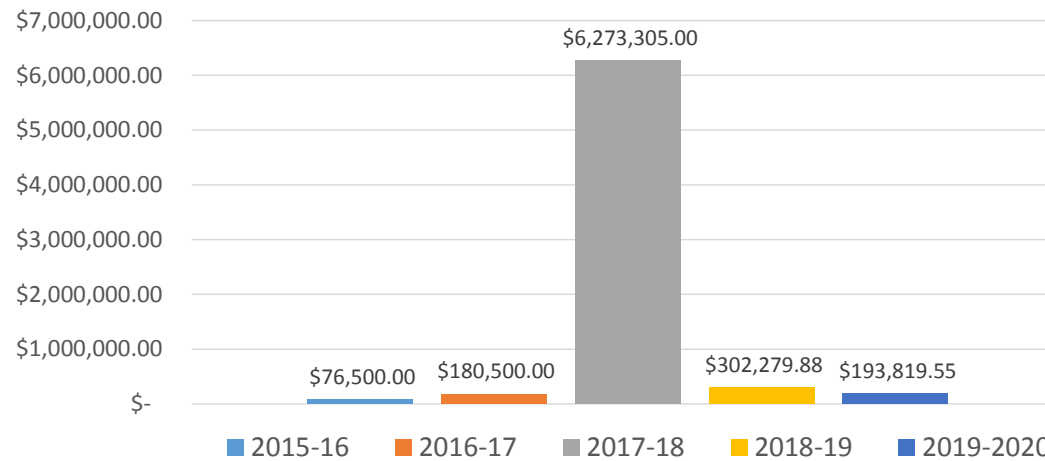
# \$12,724,106 RAISED 2015-2020

November 12, 2020 - Regular Board Meeting  
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# \$7,026,404 GRANT FUNDING

November 12, 2020 - Regular Board Meeting  
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small local grants ➡ large corporate grants ➡ local collaborative grants ➡ state grants ➡ federal grants

NV Energy \* Cox \* Union Pacific \* MGM \* Best Buy\* Bezos \* ECAC \* Pritzker \* Reimagining Workforce \* New Markets Tax Credits



## GRANT FUNDED PRIORITY PROJECTS

**TEACHERS IN LIBRARIES:** Teachers in Libraries provides free after-school homework help and tutoring services for students in grades K-12 at eight library branches. CCSD teachers and UNLV students provide over 15,000 hours of homework help to students from over 275 local schools at 13 library branch locations in the Vegas Valley each year.

**TEEN TECH CENTERS:** The Las Vegas-Clark County Library District Foundation is working to give youth from across the Vegas Valley access to STEAM tools, training, and production experiences to expand their digital skills and prepare them for the next generation workforce. The Teen Tech Labs offer free access to STEAM learning environments and programs allowing youth to create, experiment, and build new technology skills.

**RAISING LAS VEGAS:** In an effort to bolster early childhood education in Southern Nevada, The Library Foundation works with 15 community partners to connect children 0-5 with brain building resources at branch libraries, home and a growing variety of outreach sites including WIC clinics, childcare centers, and family-nurse home visits.

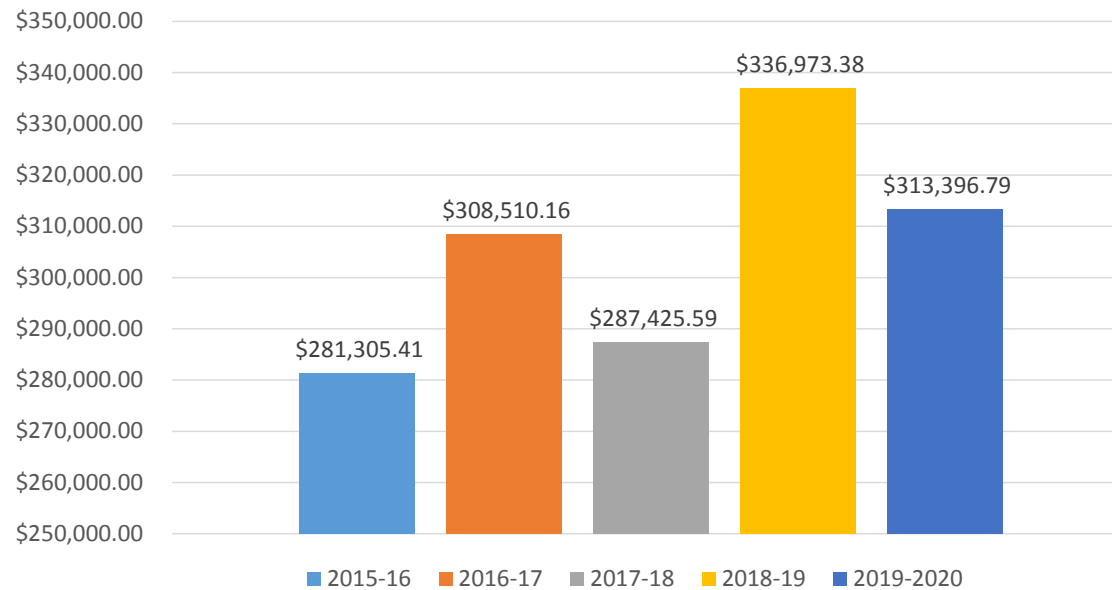


UNION PACIFIC  
FOUNDATION





# \$1,527,611 BOOK SALES



# BOOK SALES

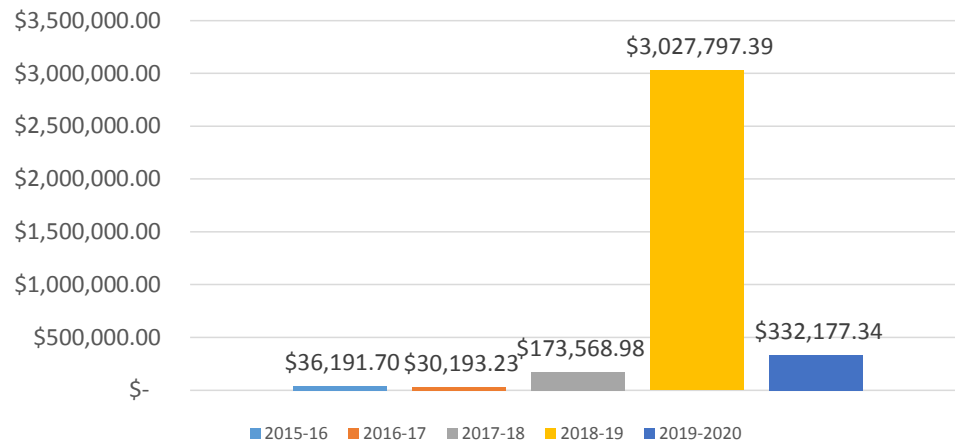


## BOOK SALES FUNDED LIBRARY DISTRICT PROGRAMS

- Adult Education Staff Training
- Book Clubs
- Branch Grand Openings
- Career Online High School
- CCSD Buses
- Coffee with a Cop
- Comic Book Festival
- DISCOVERY Children's Museum Passes
- Engineering for Kids
- Family Pride Day
- Gallery Openings
- Green Room Supplies
- Holiday Parties
- Las Vegas Book Festival
- Movie Screenings
- Nevada Career Explorer
- Outreach Events
- Painting Party
- Play Works
- Performance and Visual Arts Camp
- Reader's Circle
- Staff Day
- Staff Training
- STEAM Equipment
- Summer Reading Challenge
- Tea Party
- Teen Tuesday
- Trivia Contest
- V.2020 Awards
- Vegas Strong Academies
- Volunteer Appreciation
- Winter Reading Program
- Youth Services Summit

# \$3,599,928 PRIVATE DONATIONS

## 2015-2020



# DONOR HIGHLIGHTS

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Widmeyer Family Trust



\$3,055,000 Foundation Endowment Fund



Donald and Edith White



\$144,000 Mesquite Library Campus



Constance Blau



\$100,000 Paul C. Blau Theatre naming rights



Tom and Bonnie Lawyer



\$107,300 73 Scholar Awards



Hot spot email campaign



\$21,647 raised



KTNV-TV Channel 13 Chris Way



\$83,850 Summer Rise Campaign

\$175,000 Raising Las Vegas Campaign

# PARTNERSHIPS

America Reads America Counts  
CCSD Partnership Office  
Children's Cabinet  
City of Las Vegas  
Cure 4 the Kids  
DISCOVERY Children's Museum  
Girls Athletic Leadership Schools  
Grant a Gift Autism Foundation  
Guinn Center  
Las Vegas Urban League



Nevada Department of Education  
Nevada Institute for Children's Research and Policy  
Nevada State College  
Nevada Women's Philanthropy  
Public Education Foundation  
Southern Nevada Health District  
Sunrise Children's Foundation  
United Way of Southern Nevada  
UNLV  
Vegas PBS

# WHAT'S NEXT



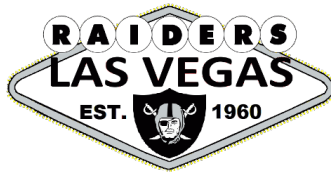
Reimagining Workforce Grant- \$1 million towards a marketing campaign promoting workforce and adult learning initiatives with state partners. Invitation to join UNLV's Drone and Autonomous Vehicle National Science Foundation grant related to community benefit



Federal Reserve Bank of San Francisco will host a conference of local bank CRA officers to introduce Teachers in the Libraries, Teen Tech Labs, and capital project funding opportunities



Reset plans for Capital Campaign.



Player appearances at library branches and volunteer opportunities for Las Vegas Raiders Family Association.

# THANK YOU!

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- ➡ Acting Executive Director Fred James
- ➡ Branding and Marketing
- ➡ Community Engagement
- ➡ Financial Services
- ➡ General Services
- ➡ Human Resources
- ➡ Information Technology
- ➡ Library Operations





## **JOB DESCRIPTION – LAS VEGAS CLARK COUNTY LIBRARY DISTRICT (LVCCLD)**

**JOB TITLE:** Auditor

**JOB CODE:** TBA

**EXEMPTION STATUS:** Exempt

**PAY GRADE:** 128 (PERS Eligible) \$79,740---\$103,662---\$127,584

**REPORTS TO:** Board of Trustees

**SUPERVISES:** As assigned.

### **GENERAL SUMMARY:**

The Auditor is an employee and serves at the pleasure of the Board of Trustees and may be removed at the pleasure of the Board of Trustees by an affirmative vote of a majority of the Board of Trustees at any time. The Auditor reports only to the Board of Trustees and/or to a Committee designated by the Board of Trustees.

Under the supervision of the Board of Trustees, this position performs the duties designated by the Board of Trustees. Performs routine audits of every department and every section within a department to determine program compliance, fiscal accountability, financial stewardship, and performance audits at every level within the Library District.

Responsible for designing, implementing and conducting audit programs and communicating quarterly and/or as necessary may perform other duties as assigned.

The Auditor present the findings to the Board of Trustees through a report to the Finance and Audit Committee and then for approval to the entire Board of Trustees at a regularly scheduled meeting.

The Auditor also performs complex and comprehensive professional level, fiscal, operational, management and/or performance audits as requested by the Board of Trustees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Plans and conducts a variety of routine, complex and comprehensive financial, organizational, management, staffing, technical, operational, business license and/or similar professional audits individually or as a member of an audit team following generally accepted government auditing standards and requirements.

2. Plans the scope of the audit; drafts detailed audit programs for simple and complex audits, which include specific Program Objectives, Program Compliance, Program Procedures, Financial Requirements, and Appropriate Audit Procedures to accomplish stated objectives.
3. Reviews routine and complex financial and/or management systems, internal controls, and procedures to detect deficient controls, economy and efficiency of which resources are used, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations and/or District policies.
4. Confers with District staff to clarify organizational information and ensure a clear understanding of their responsibilities, activities and functions as well as the effectiveness of internal reporting and control systems after the Audit Report is submitted to the Trustees.
5. Prepares and presents preliminary and final reports of the audit results quarterly, to the Finance and Audit Committee. The Audit Committee then recommends approval of the Audit to the entire Board of Trustees at the next regularly scheduled meeting. This may include opinions on the adequacy, effectiveness of complex systems and the efficiency with which the activities are carried out, and stated requested corrections/compliance with set time frames.
6. After submission to the Trustees, meets with departmental management to report and explain audit and section findings; receives implementation and follow-up on the Audit Recommendations and to ensure compliance and that the recommendations have been effectively adopted.
7. Serves as primary interface with regulatory and other external activities on compliance related issues.
8. Evaluates and Recommends training needs and develops appropriate and necessary educational programs to support the internal audit program; monitors training outcomes and recommends changes as necessary.
9. Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- **Education:**

**Required:** Bachelor's degree in Accounting, Finance, Public or Business Administration.

**Preferred:** Master's degree in Public or Business Administration.

- **Experience:**

**Required:** Three (3) years' experience in related or corresponding position conducting internal audits in a public agency setting.

**Preferred:** Five (5) years' experience in related or corresponding position conducting internal audits in a public agency setting with at least two (2) of those five (5) years in a formal Senior/Lead Auditor role.

- **License or Certification:**

**Required:** Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

**Preferred:** Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certified Financial Services Auditor, (CFSA), Certified Public Accountant (CPA), Certified Management Accountant (CMA).

- **Physical Demands:**

Work is primarily performed in an office setting. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books or files. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties.

- **Additional Knowledge, Skills & Abilities:**

- Knowledge of federal, state, and local laws, rules, and regulations related to internal auditing.
- Knowledge of Government Auditing Standards (GAS) and Generally Accepted Accounting Procedures (GAAP).

- Knowledge of State of Nevada Revised Statutes and the Nevada Administrative Code with respect financial governance by a public entity and public board.
- Knowledge computer software including word processing, spreadsheets, and database applications.
- Ability to analyze and solve complex problems and issues.
- Ability to communicate, orally and in writing, effectively with a wide variety of internal and external customers.

DRAFT

**PROPOSED MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' SPECIAL MEETING  
LAS VEGAS, NEVADA  
December 4, 2020**

**ITEM IV.B.**

The Board of Trustees of the Las Vegas-Clark County Library District met in special session via Webex and in the Sahara West Library, Las Vegas, Nevada, at 8:00 a.m., Friday, December 4, 2021.

**Present:**

Board:	F. Ortiz, Chair K. Benavidez (Webex) R. Wadley-Munier S. Ramaker J. Meléndrez (Webex)	S. Bilbray-Axelrod (Webex) E. Foyt M. Francis Drake B. Wilson K. Rogers
Counsel:	G. Welt (Webex)	
Absent:		
Staff:	Fred James, Acting Executive Director (in person) Jeffrey Serpico, Human Resources Director (Webex) Allison Boyer, Executive Assistant (in person)	
Guests:	Jane Whisner, Destiny Executive Search Group (Webex) Patrick "Tod" Colegrove (in person) Amber Lopez Lasater (in person) Kelvin Watson (in person) Danielle Patrick Milam (in person)	

F. Ortiz, Chair, called the meeting to order at 8:16 a.m.

<b>Roll Call and Pledge of Allegiance (Item I.)</b>	All members listed above represent a quorum. Appendix A. All rose to say the Pledge of Allegiance.
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<b>Public Comment (Item II.)</b>	None.
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<b>Agenda (Item III.)</b>	Chair Ortiz removed Item IV.A. Trustee Wadley-Munier moved to approve the Agenda as changed. There was no opposition and the motion carried.
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<b>Discussion and possible Board action to ratify the Executive Director's decision to close the Las Vegas-Clark County Library District. (Item IV.A.)</b>	Removed from Agenda.
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<b>Discussion and possible Board action regarding interviews with</b>	On August 13, 2020, Trustees selected Destiny Executive Search Group, Inc. to conduct a search for the District's next Executive Director. Six candidates were selected as semi-finalists. Chair Ortiz explained that the Trustees will be interviewing the four semi-final
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**semi-final  
candidates for the  
position of  
Executive Director.  
(Item IV.B.)**

candidates for the position of Executive Director. He discussed the day's schedule and how the interviews would be conducted.

Chair Ortiz explained that this will be a structured interview process. Each candidate will be asked the same ten questions by the Trustees and there will be time to ask questions after the Trustees had finished. Trustees will then score how each candidate answered the questions. Each candidate has been allotted one hour and 20 minutes. After the interviews have been completed, Trustee Wilson will tabulate the scores and the scores will be available at the end of the meeting.

Mr. Ortiz continued to say that originally, there were six candidates, but two have withdrawn their candidacy. All candidates are present in the building but do not have access to their phones or computer so they cannot hear and receive an advantage over another candidate. Once their interview is over, the candidates will be able to leave.

Chair Ortiz encouraged Trustees to write down questions for follow-up for the finalist interviews.

The questions being asked of each candidate and the Trustee asking the question are listed below:

1. What is your experience working with a Board of Directors? How do you view the Executive Director role as it relates to the Board? Please also discuss how you develop and enhance effective relationships with board members? (Shannon Bilbray-Axelrod)
2. The Executive Director is the "face" of the Las Vegas-Clark County Library District. This is a very public role and you may be called upon to speak with the media, community organizations, etc. How do you feel about this aspect of the position and what is your experience in this area? (Elizabeth Foyt)
3. Can you please describe your experience managing in an unionized environment and how you ensure effective communication with staff? (Kelly Benavidez)
4. Can you please tell us about your budget experience including the largest budget you have managed, sources of funding, and how you dealt with budget shortfalls? (Robin Wadley-Munier)
5. What is your experience in developing and maintaining business and organizational partnerships that will best serve the needs of the library community? (Marilyn Francis Drake)
6. Can you please explain your experience in representing your organization at the State legislative level? (José Meléndrez)
7. Please describe your current leadership structure including the size and function of your management team. Have you been responsible for any specific functional reorganization to ensure effective and efficient operations of that team? (Brian Wilson)
8. The Executive Director position requires leadership skills that promote professional development of staff and a motivating environment. How would you describe your management style?

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What is largest group of employees you have managed? (Keith Rogers)

9. Based upon your previous leadership – what role have you played in developing a formal vision and strategic plan for an organization? What is your vision for the LVCCLD? (Sandra Ramaker)
10. The Las Vegas-Clark County Library District serves a large and diverse community. How do you view the role of the Executive Director as it relates to the assessment of community needs and the development of programs and services to meet those needs? Can you share with us your experience in this area? (Felipe Ortiz)

**Mr. Patrick “Tod” Colegrove’s** interview started at 8:25 a.m.

Trustee Wilson asked a follow-up question to Question 4. Wilson knew that Mr. Colegrove had not been Executive Director very long in his current position, but wanted to know what the budget reserve or shortfall was when Colegrove started and what was it by the time that the current pandemic began. Chair Ortiz noted that the question refers to a city budget, as opposed to a separate library budget. Mr. Colegrove clarified that the Carson City Library is a department of Carson City, not a separate entity.

Trustee Wilson asked a follow-up question to Question 7 to clarify the answer regarding Mr. Colegrove’s management style. Trustee Wadley-Munier also asked a follow-up question to ascertain if his management style emerged from his business experience.

Chair Ortiz asked a follow-up question to Question 10 to attempt to get more detail on specific instances of diversity.

After Chair Ortiz was finished, Trustee Foyt noted that there were differences between the north and south of Nevada. She believed Mr. Colegrove had not lived in the southern part of the state and asked what he perceived the differences were.

Mr. Colegrove was offered the opportunity to make a statement. Mr. Colegrove explained his connection to southern Nevada, the library and university communities. He ended by stating how he is well practiced at working within all of the nuances of city, county, state and federal government and thanked Chair Ortiz for the Board’s time and consideration.

The Trustees scored Mr. Colegrove’s interview.

Chair Ortiz recessed the meeting at 9:45 a.m.

Chair Ortiz called the meeting back to order at 10:04 a.m.

**Ms. Amber Lopez Lasater’s** interview started at 10:05 a.m.

The same 10 questions were asked by the same Trustees for Ms. Lopez Lasater’s interview.

Trustee Benavidez asked a follow-up question to Question 3 to Ms. Lopez Lasater’s answer regarding her experience working in both a unionized and not unionized environment. Trustee Benavidez asked

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what some of the similarities and differences were from sitting on each side of the table.

Chair Ortiz asked a follow-up question to Question 10 wanting to have an example of Ms. Lopez Lasater's experience working with the senior population, the African American population, the Latino population and the LGBTQ population.

Ms. Lopez Lasater was given the opportunity to share additional comments about herself. She commented on always having done value-based work and sees this employment opportunity as an extension of what she has done. She shared that she knows what it entails to work with a Board and that she has lived in Southern Nevada for 15 years.

Ms. Lopez Lasater's interview ended at 10:52 a.m.

The Trustees scored Ms. Lopez Lasater's interview.

While the schedule called for a lunch break after Ms. Lopez Lassiter's interview, Trustees decided to continue with the third candidate.

Chair Ortiz recessed the meeting at 10:51 a.m.

Chair Ortiz called the meeting back to order at 11:05 a.m.

**Mr. Kelvin Watson's** interview started at 11:06 a.m.

The same 10 questions were asked by the same Trustees for Mr. Watson's interview.

Trustees Wadley-Munier and Watson asked a follow up question to Question 4 regarding Mr. Watson's experience with Federal and State budgets. Trustee Wadley-Munier also asked if Mr. Watson if he would have the ability to meet with Nevada State Legislature when needed. Finally, Trustee Wadley-Munier asked a question regarding budgets and budget shortfalls.

Trustee Wilson also asked two follow up questions to Question 4. Was the budget increase received proportional to the other agencies within the county; and would Mr. Watson's philosophy to managing the budget be a "use it or lose it" approach?

Chair Ortiz also asked a follow up question to Question 4 to clarify if Broward County determines the budget for the Broward County Library System, Mr. Watson clarified.

Trustee Wadley-Munier asked a follow up question to Question 6 regarding advantages in providing library space to legislative representatives.

Mr. Watson was given the opportunity to share additional comments about himself. Mr. Watson shared that he has had 30 years of leadership experience in the military, in corporate vendors serving the library world, and in libraries that are nationally known.

Mr. Watson's interview ended at 12:02 p.m.

After a brief discussion, Trustees decided to break for lunch. Chair Ortiz recessed the meeting at 12:08 p.m.



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Chair Ortiz called the meeting back to order at 1:10 p.m.

**Ms. Danielle Patrick Milam's** interview started at 1:12 p.m.

The same 10 questions were asked by the same Trustees for Ms. Milam's interview.

Trustee Wadley-Munier asked a follow up question to Question 8 asking Ms. Milam to elaborate on how she creates a motivating environment with not only leadership team members but also with staff as a whole.

Ms. Milam was given the opportunity to comment regarding herself and/or the position. She shared how she was excited about the District and believed in its staff. She also believed that the District would play a critical role as the connective tissue between the other important organizations that are working on making our community better.

Ms. Milam's interview ended at 2:27 p.m.

Chair Ortiz recessed the meeting at 2:27 p.m.

Chair Ortiz called the meeting back to order at 2:40 p.m.

Chair Ortiz stated that the Board interviewed four candidates and that all candidates were asked the same questions, had the opportunity to respond, to follow-up and to provide any additional information to the Board of Trustees, who is going to be the employer, and also to the public.

The Trustees were given the opportunity to ask Counsel Welt questions regarding the interviewing process for the position of Executive Director.

Trustee Foyt's initial question was why the interview and discussion of candidates were not conducted in an executive session, outside of public view. Chair Ortiz asked Counsel Welt to explain why the interviews had to be conducted the way they were. Counsel Welt read page 41 of the Nevada Attorney General's Handbook on the Open Meeting Law.

Trustee Wadley-Munier asked if, Trustees decided the pool of candidates was not diverse enough, would it be possible to keep one or two finalists and bring in additional candidates that are more or equally qualified with different characteristics and experiences. Counsel Welt explained that the Board would need to vote to change the process they had decided upon at an earlier meeting.

Trustee Francis Drake asked if the current process, needing to interview and discuss the candidates in an open meeting, was changed or if it had always been that way and Counsel Welt stated it had been that way since he had started working with the District.

Trustee Wilson questioned the difference of deciding a Director's contract in executive session and hiring a new Director in an open meeting. Counsel Welt explained the difference between hiring a new employee and preserving the confidentiality of an existing employee.

Ms. Whisner reported that 1,860 candidates applied in a national search. The search was narrowed down to library districts with multiple

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branches. There were 181 candidates that were contacted. Ms. Whisner added that the reason many were not interested was due to unwillingness to relocate or content at their current position. In-depth interviews were conducted with 20 candidates and the six that were presented to the Board came from the group of 20. Two candidates subsequently dropped out.

There was a discussion on the posting of the Executive Director position and if Las Vegas, NV was noted, why did applicants suddenly decide not to want to relocate. Also discussed was how to move forward with vetting future candidates.

Trustee Wilson reported the final scores for the four interviewed candidates:

Pat Colgrove – 351

Amber Lopez Lasater – 288

Kelvin Watson – 428

Danielle Milam – 307

There was a discussion on how to proceed with selecting final candidates.

Trustee Benavidez moved to bring back three candidates via WebEx to ask the final questions. Chair Ortiz and Trustees Benavidez, Melendrez, Ramaker and Rogers voted yes. Trustees Francis Drake, Foyt, Wadley-Munier, Wilson and Foyt voted no. Motion did not carry because the votes were a tie. Five votes for yes and Five votes for no.

Trustee Rogers moved to bring back the top two candidates with the highest scores for December 17<sup>th</sup>, to get final questions from the Trustees. Chair Ortiz and Trustees Francis Drake, Foyt, Rogers, Wadley-Munier and Wilson voted yes. Trustees Benavidez, Ramaker and Melendrez voted no. The motion carried. Six votes for yes and three votes for no.

Trustees discussed how to move forward with the final questions. It was decided that each Trustee will bring their own questions.

**Announcement of finalists for the position of Executive Director. (Item IV.C.)**

Chair Ortiz congratulated the two top candidates Pat Colegrove and Kelvin Watson. Ortiz directed Ms. Whisner to call all the candidates to give them the results. She will tell the two finalists that the second interview will take place on December 17, 2020 via WebEx.

**Announcements (Item V.)**

The next Board Meeting will be held Thursday, December 17, 2020 at 4:30 p.m. via Webex and at the Sahara West Library in a location to be determined.

**Public Comment (Item VI.)**

Ms. Boyer read an email from Shaunta Palmer which was received at 10:29 a.m., after the first period of public comment.

"My name is Shaunta Palmer and I've been going to a library almost once a week. I'm a Nevada Youth Legislature (sic) for Senate District 7 and I find it imperative to speak on the behalf of fellow students.

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The youth of Nevada have come to find comfort in the library. I find that you the Trustees remember the youth who have used the library as an escape from life more now than ever before. I beg of you not to close the library. Students across the valley see the Las Vegas-Clark County Library as a part of their childhood. So many children have used this library as a breaking ground for their love for reading. Think of the children who parent's can't afford to buy books. Thank you for your time and consideration on this matter."

**Adjournment**  
**(Item VII.)**

Chair Ortiz adjourned the meeting at 3:30 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

# 2020 ATTENDANCE

Appendix A

December 4, 2020 Special Board Meeting

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

attended Committee meeting but not a member

A-E Excused Absence  
A-U Unexcused Absense

as of December 7, 2020

**PROPOSED MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' MEETING  
LAS VEGAS, NEVADA  
February 18, 2021**

**ITEM IV.C.**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Summerlin Library, Las Vegas, Nevada and via Webex at 6:00 p.m., Thursday, February 18, 2021.

**Present:**

Board:	F. Ortiz, Chair	S. Bilbray-Axelrod (Webex)
	K. Benavidez (Webex)	E. Foyt
	R. Wadley-Munier	M. Francis Drake
	S. Ramaker	B. Wilson
	J. Meléndrez (Webex)	K. Rogers (Webex)

Counsel: G. Welt (Webex)

Absent: None.

Staff: Kelvin Watson, Executive Director  
Numerous Staff

Guests: None.

F. Ortiz, Chair, called the meeting to order at 6:04 p.m.

**Roll Call and Pledge of Allegiance (Item I.)** All members listed above represent a quorum. Appendix A.  
Chair Ortiz led attendees in the Pledge of Allegiance.

**Public Comment (Item II.)** Mr. Eric Quinn submitted a public comment in an email on Item IX.A. The email was about concerns regarding car allowances for executives, and was read aloud by Executive Assistant Allison Boyer.

An unnamed person submitted a public comment via email on Items IX.A. and IX.D. which was read by Executive Assistant Allison Boyer. On Item IX.A. the writer asked how a car allowance is any help to the District. On Item IX.D., the writer asked if the EC receives their increase would the rest of the staff receive it as well.

Chair Ortiz thanked the public commenters for their input.

There were no other public comments.

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

**Presentations to Trustee Shannon Bilbray-Axelrod, and staff members, Former Acting Executive Director Fred James, retired Library Operations Director Jennifer Schember, and retired General**

Chair Ortiz invited the Trustees to come to the front for the presentations for Trustee Bilbray-Axelrod, Mr. James, Ms. Schember, and Mr. Rice.

Chair Ortiz started by recognizing Trustee Bilbray-Axelrod and the time she served on the Board from April 2011 to February 2021. He detailed her accomplishments, the projects she had worked on and shared that her insights, community contacts, and ideas while on the Board of the Library District Foundation helped make many projects successful. In particular he highlighted how she championed the Library District's new partnership, the Vegas Strong Academies. He concluded by sharing his appreciation for the difference she had made.

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**Services Director**  
**Steve Rice.**  
**(Item IV.)**

Chair Ortiz presented a clock which was accepted by Executive Director Watson on behalf of Trustee Bilbray-Axelrod as she was attending via WebEx and photographs were taken.

Chair Ortiz thanked former Executive Director Fred James for his 22 years of visionary guidance and expertise and particularly thanked him for stepping in as Acting Executive Director the last nine months. Chair Ortiz detailed the many accomplishments of Mr. James, the awards he received while he was CFO, and how he helped the District grow from a "mom and pop" organization into what it is today. Chair Ortiz spotlighted the legacy Mr. James has left with the District:

- No debt on the books.
- Three new library branches built on pay-as-you-go.
- One new library built on medium term bonds.
- Automated materials handling system that systematically keep personnel costs low compared to other national libraries.
- A healthy collection budget, even in times of economic disruption.

Chair Ortiz concluded that the summary of Mr. James's accomplishments should leave no doubt that he is a Library District Star and highlights the difference Mr. James has made in both the District and the community. Chair Ortiz presented a Star award to Mr. James and photographs were taken.

Mr. James said that it had been a pleasure to work for the District and with all the employees. He thanked all the employees for their emails, texts, cards, and chocolate. Mr. James recognized that he had served with many fantastic Board members over the years. He mentioned the decision to accept New Market Tax Credit funds being a leap of faith that turned out well; resulting in \$6 million dollars that closed the funding gap for the Mesquite Library. Mr. James shared that it was his pleasure to do all the things he had done over the last 22 years.

Chair Ortiz next invited former Director of General Services Steve Rice up to be recognized. Chair Ortiz said that Mr. Rice's visionary leadership left a legacy of well-maintained facilities and state-of-the-industry new library facilities that changed the landscape for learning and gathering in the Vegas Valley and Clark County. Chair Ortiz was grateful Mr. Rice was able to visit to receive his Star as the District was under quarantine orders when he initially retired. Chair Ortiz thanked Rice again for exceptional leadership and shared that he was grateful personally for Mr. Rice's part in the success of the East Las Vegas Library. Mr. Rice accepted his Star award from Chair Ortiz and photographs were taken.

Mr. Rice noted that it had been three months since his last day and that he was enjoying retirement even though he does miss getting up and going to work every morning. He declared that it had been an honor to work for the District, the members of Board of Trustees, the different Executive Directors he served under, and the staff for the past 27 years. Rice then thanked Trustees for the recognition.

Chair Ortiz then recognized former Library Operations Director Jennifer Schember and expressed that even though she wasn't able to be

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present, he wanted to show appreciation for her leadership. He further emphasized that she is the best example of "home grown" talent as she had developed her professional career in the Library District. Ortiz further complimented Schember's ability to lead her department at a time when the business of libraries was evolving with technology and service innovations to meet the learning, career, cultural, and social needs, interests, and dreams of all Las Vegas-Clark County residents. He concluded by saying that Schember's legacy of learning, creativity, and compassion will continue as the librarians she trained will carry on the work. Ms. Schember's award was shown, and photographs were taken with the Board.

Chair Ortiz then invited each Trustee to share any comments they had for Trustee Bilbray-Axelrod. The Trustees shared gratitude toward Bilbray-Axelrod for the time they had been able to spend together, her passion and her advocacy for the District as a legislator, her dedication to libraries and for her lifelong love of learning. They referred to Ms. Bilbray-Axelrod as a champion.

Trustee Bilbray-Axelrod shared that she had tears in her eyes from everyone's kind comments. She explained that when she was first appointed to the Board, Molly was only four years old and loved going to the library. She never imagined that being on the Board would change her life. She declared that the library and what it stands for propelled her into her job in the Assembly and as the Chair of the Education Committee. She emphasized that everything she's learned and done is all about kids and getting Nevada access to things to help them. She is grateful that she has been able to use her platform in the Assembly to help drive legislation benefitting the library and shared that being on the Board has been one of the best experiences of her life.

**Approval of  
Proposed Minutes  
Special Board  
Meetings, December  
4, 2020 and January  
8, 2021, Regular  
Board Meetings,  
November 12, 2020,  
December 17, 2020  
and January 21,  
2021.  
(Item V.A-E.)**

Minutes for the November 12, 2020, December 4, 2020 and December 17, 2020 meetings were tabled.

Trustee Foyt moved to approve the Minutes of the Board of Trustees Special Meeting held January 8, 2021. There was no opposition and the motion carried.

Trustee Meléndrez moved to approve the Minutes of the Board of Trustees Meeting held January 31, 2021. There was no opposition and the motion carried.

**Chair's Report:  
(Item VI.)**

Chair Ortiz had nothing to report but asked Trustee Foyt to report on the ALA Mid-Winter Virtual Conference she had recently attended.

Trustee Foyt reported that there were a number of high points. She included short summaries about various presenters, including Ethan Hawke, Ziggy Marley, Cicely Tyson and Ruby Bridges and First Lady Jill Biden. She commended Biden for her forward thinking and her positive attitude towards libraries. Trustee Foyt emphasized that Biden reminded her that libraries are where communities come together, where knowledge of generations is offered, where children can learn

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compassion, how to set goals, and become productive. Biden also mentioned a rising author named Angie Thomas author of *The Hate U Give*.

Trustee Foyt also reported that the ALA Conference on June 24-29, 2021 will also be virtual but has hope that the next Midwinter Conference, scheduled for January 21-24, 2022 in San Antonio will be in-person, and that ALA will eventually get back to Washington D.C. in June, 2022 for its Annual Meeting.

Trustee Foyt reported that a number of publishers have decided that they are not going to publish books that have anything to do with the January 6th uprising. Finally, Trustee Foyt shared that she is grateful for the opportunity to represent the District at the conference and has attending ALA Conferences for the past 30 years.

**Library Reports**  
**(Item VII.)**

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

Chair Ortiz welcomed Executive Director Kelvin Watson to the District and asked him to take some time to share a few words about himself or anything else he'd like.

Mr. Watson said that it was his third day on the job, and he was still settling in and trying to find his way around. Mr. Watson has been learning and meeting staff members, specifically the Executive Council and each Director individually. Mr. Watson encouraged people to come and talk to him as he plans on visiting the branches. He had the opportunity to spend some time with Senator Catherine Cortez Masto while she was visiting EmployNV at the Sahara West Library on his first day. He was able to share some thoughts with the Workforce Connections team and their Executive Director Jamie Cruz at the event and looks forward to working with them. Mr. Watson continued by saying that everyone had been very welcoming and that he is looking forward to the opportunity of taking the library where it can continue to go. He continued by thanking Trustee Foyt for her report on the ALA Conference and added that he also does a lot of work with ALA. He emphasized his love and passion for libraries and shared that he believes in the power of libraries and the impact they can have in changing people's lives. He reiterated that he would share more as he gets settled in and looks forward to answering any questions.

Chair Ortiz thanked Director Watson for his input and stated that Executive Assistant Allison Boyer was in the process of setting up meetings for each Trustee to meet individually with Mr. Watson to share their thoughts with him.

**Library Operations,**  
**Security Reports**  
**and Monthly**  
**Statistics**  
**(Item VII.A.1.a.)**

No questions.



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

No questions.

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

Trustee Benavidez said that she would like to spotlight some good news in the "Take and Make" program; this is a program where children could pick up a bag with crafts to take home. Trustee Benavidez emphasized that one thing she always tells people when talking about the library is that it is more than just a building full of books. She likes when staff is innovative and thinks outside the box. Trustee Benavidez just wanted to spotlight this idea and asked if one of the staff members thought this up. Trustee Benavidez said that she thought it was a great opportunity for children to do something hands-on and congratulated staff. She concluded by asking Community Engagement Director Matt McNally if he had any input or information about the program he could share.

Mr. McNally explained that a number of strategy sessions had occurred between upper-level management and administrative management to discuss how to pivot programs to meet the needs of the community in new ways during the pandemic. The "Take and Make" program was a result of those sessions. Staff wanted children to be able to come in, pick up a kit with all the materials and instructions, check out some library books and have something to take home to work on. Mr. McNally also shared that a number of concepts bubbled up from staff members who work within the Library District and that the Youth Services Department is putting a framework around what type of activities they can roll out. Staff have put a great deal of thought and training into how programs can exist outside the four walls of the library. He then added that the "Take and Make" program is a national trend occurring through resources like the American Library Association (ALA) and Public Library Association (PLA). Having staff with this type of professional development gives them access to and the connection to enable them to implement these kinds of ideas.

Trustee Benavidez suggested possibly connecting the craft with a book in the future. She thought the craft could be an ornament, like a snowman, so staff could include an ornament-themed book in the kit. The craft could then possibly encourage the child to read.

Mr. McNally thanked her for the suggestion and reported that staff are looking at doing bundled books of different themes such as gathering ten books on airplanes in the Youth Services Department for someone to check out at the same time.

Trustee Rogers gave kudos for highlighting the donated photos of the Space Shuttle Challenger crew. He talked about Dr. Ronald McNair, the first Black astronaut. There is a program named after him that focuses on First Generation underrepresented populations to encourage them into STEM programs and all the way through doctoral degree attainment. Rogers commented that it was good to see that connection.

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Trustee Bilbray-Axelrod thanked her fellow Trustees for highlighting both of those issues.

Mr. McNally first assured everyone that the Library District had remained in compliance with the Governor's orders and that when changes are announced by the Governor, those expectations are quickly communicated through staff meetings, memos, and/or email to administrative staff and through the chain of managers and supervisors, which works its way all the way down to frontline employees. He further explained that the new changes are posted on the Library District staff updates web page and his staff stays in contact with all partners and customers with rental uses. The general public is informed of changes through the District's website when searching for events and also through the Communico reservation process when a customer is trying to reserve one of the facilities. The methods are used to ensure no patron or partner is caught off guard with the Library District's expectations, and the District remains within the Governor's guidelines. Mr. McNally added that patrons and partners have praised the staff in their approach and have received kudos for their approach to customer service.

Mr. McNally then shared that Governor Sisolak issued a new announcement on February 11, 2021 that took effect on February 15, 2021. Maximum capacity for group gatherings had been capped at 35 percent or 100 persons, whichever was less, starting February 15. On March 15, 2021, maximum capacity will increase to 50 percent across the board or 250 persons, whichever is less. He further shared that there is a caveat to the maximum occupancy levels in gatherings, which is that six feet of social distancing must still be maintained. He explained that there is an operating capacity which is a little different than the true capacity or the group gathering capacity and that sometimes the operating capacity is actually lowered on a case-by-case basis to make sure that the six feet of social distancing is implemented.

Mr. McNally continued by explaining that capacity is the occupancy load of a space or a building and that group gathering is an activity and must meet four criteria: 1. the gathering occurs in the same space, 2. for the same time, 3. for the same purpose, and 4. for the same duration of time. The Board meeting, for example, meets those four criteria, so it is subject to the 35 percent occupancy.

The following guidelines have been implemented at the Library District.

- Masks must be worn in all libraries, including at all programs and events.
- Maximum capacities are always identified and posted in all libraries, art galleries, adult literacy classrooms, meeting rooms, performing arts centers, youth activity areas, story-time areas, and smaller rooms, like group study areas.
- A four-question COVID-19 questionnaire screening has been implemented at the entrance to all group gatherings. Any customer who declines to answer, shows suspicion that they are sick or symptomatic, or answers yes to any of those questions is asked to

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leave for the safety of our staff and for our other customers.

- Staff developed audience load-in and load-out procedures for every space to reduce customers crossing paths.
- Standard for performing artists and presenters on stage must maintain 25 feet of distance between presenters on stage and audience members which can be achieved by placing artists further back into the stage or reserving the first few rows of some of our venues.
- Performers wear masks with the exception of vocalists and wind instrument players. Performers maintain six feet of social distancing on stage and for those that are unmasked the recommendation is for them to be at least 12 feet apart.
- Backstage personnel and performers must maintain social distancing backstage. Staff works with presenters to avoid intermissions whenever possible. Plexiglas barriers and floor details are placed on the stage when appropriate to minimize the transmission of air particles.
- The Southern Nevada Health District confirmed that capturing information for contact tracing through preregistration or through screenings is not necessary for groups smaller than 2,500 individuals.

Mr. McNally concluded by sharing that they had received a lot of positive feedback on their mitigation efforts and are hearing from many partners and artists who are ready and eager to get back to normalcy with the Library District, hopefully by the summer.

Chair Ortiz thanked Mr. McNally for the information and told Mr. Watson that the pandemic mitigation plan is excellent and reflective of where the District is at.

Chair Ortiz asked the Trustees for questions or comments for Mr. McNally on the return to 35 percent capacity with 50 percent capacity potentially starting on March 15th.

Trustee Francis Drake asked if the lifting of restrictions would carry over to the Foundation. Mr. McNally answered that the restrictions are in place for all activities that happen within the Library District.

Trustee Wadley-Munier thanked Mr. McNally and his staff for everything they had done in the last eleven and a half months. She commended them for all their hard work and productivity in being able to service the community 99 percent of the time.

Trustee Foyt concurred with Trustee Wadley-Munier and shared that she had recently been to Scottsdale, Arizona where the library system was still closed. She commented on the Scottsdale library system's different approach to the pandemic and how interesting it was to see how well the Library District has done while still expanding and having programs and services.

Trustee Bilbray-Axelrod commented on Trustee Foyt's point and shared that it was nice to know that the Library District prioritized the citizens in giving them access to the library during this time.

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

No questions.

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

No questions.

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

No questions.

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

Chair Ortiz thanked Acting General Services Director John Vино, for providing regular OSHA reports. Chair Ortiz highlighted the homeless problems around the libraries, specifically the West Las Vegas and West Charleston branch locations. He emphasized that the Library District wants to help everybody but rent fees and housing aren't areas they help with. He drew attention to the 31 incidents at the Flamingo Library and asked if there was any indication on what could be attributing to the problem.

Mr. Vино explained that he didn't have a breakdown, but that Mr. Segura might be able to speak more to individual incidents. Mr. Vино shared, however, that the overall incidents were trending down. Mr. Vино further highlighted the elevated rate of mask-related incidents and that they have changed post orders for guards to increase the number at entrances. He touched on the homeless population again and that most of them have cell phones so they use the Wi-Fi to access other services, which staff allows and try to help them with resources.

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

No questions.

**Library Reports  
(Item VII.)**

Trustee Wadley Munier moved to accept Reports VII.A. 1-3. There was no opposition, and the reports were accepted.

**Unfinished Business  
(Item VIII.A.)**

Trustee Wilson moved to strike the report on 2021 Nevada Legislature issues by The Griffin Company and staff from the agenda. There was no opposition and the motion carried.

**New Business  
(Item IX)**

**Discussion and  
possible Board  
action to establish a  
car allowance policy  
for District  
employees,  
excluding the  
Executive Director.**

Acting Financial Services Director Floresto Cabias explained that the car allowance goes back to 1999, when the Executive Director received \$250 a month for the use of his personal vehicle for business purposes. The Director hired a Chief Operating Officer in the same year who received \$150 monthly, and this was the beginning of what is referred to as the Executive Council. Mr. Cabias shared that those seven or eight directors all had Board-approved employment agreements with a car allowance.

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**(Item IX.A.)**

In 2001, the COO and Public Services Director started receiving \$150 and the amounts changed as employment agreements were renewed and new directors began receiving the car allowance. The Executive Director began receiving \$500 starting in 2005, and the COO received \$400 a month starting in 2004. The Public Services Director had an increase to \$350 a month starting in 2005.

In 2008, three other directors began receiving the monthly car allowance, which included the General Services Director who received \$100 monthly and the HR Director and the Development Director, who each started receiving \$400 a month. This is also the last time that any Executive Director required an employment agreement for these positions.

In 2015, the Executive Director decided to give all members of the Executive Council the same amount and those remaining members that didn't have a car allowance, a \$400 monthly car allowance, which increased the General Services Director's monthly amount from \$100 a month to \$400 a month. The Chief Financial Officer, IT Director, and Community Engagement Director began receiving \$400 monthly at that time.

In 2016, the new Branding and Marketing Director, as well as the Assistant Library Operations Director started receiving the \$400 a month. And in 2017, two Regional Branch Services Managers started receiving \$400 monthly because of their frequent driving to outlying branches.

A document of the Summary of Average Trips made by each position, both before and after the pandemic was put together and the averages presented were estimates based on memory. Mr. Cabias shared that the staff does understand the point the Trustees made last month in that the car allowance is a perk, as opposed to compensation for mileage driven. He shared that with a standard reimbursement rate of 56 cents per mile, someone would have to drive 24 miles a day, seven days a week to accumulate \$400 in one month and that even the most frequent drivers had a tough time driving that amount. A summary of reasons for driving to different locations was also included.

Mr. Cabias then shared that the General Services Director is the only one with a designated library vehicle but that the position actually still makes frequent trips with their personal vehicle before and after hours because of the nature of the General Services Department. He continued by explaining that there are two other Library District vehicles that are available at the Windmill Library Service Center for all other staff that are interested in reserving or using a District vehicle. He further shared that even those directors that were not receiving a monthly car allowance prior to 2015, usually chose to use their personal vehicle to ensure the two vehicles at the Service Center remain available for other District staff.

The total car allowance budgeted for Fiscal Year 20-21 is \$50,800. That total has been increasing over time as the amounts increased and

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different positions began receiving the car allowance. Any decrease in the annual expense from year to year would be due to vacant positions.

Mr. Cabias also shared that staff confirmed that this is the only benefit or perk that non-representative employees, such as the Executive Council, receive. This is in addition to what the represented employees under the Collective Bargaining Agreements (CBA) receive.

Chair Ortiz confirmed with Mr. Cabias that the government's mileage rate is 56 cents a mile and then asked how many vehicles they had in inventory. Mr. Cabias said there were two vehicles available for reservation by any and all staff. Ortiz clarified that he wanted to know how many vehicles they had total. Mr. John Vино shared that there were 32 vehicles. Ortiz stated that there was probably a disconnect because there were 32 vehicles sitting there. Mr. Cabias explained that those vehicles are routinely used by other staff, for example IT, Community Engagement, and General Services, who use the vehicles as part of their routine work.

Chair Ortiz asked if the vehicles fall under the purview of Mr. Vино, which Mr. Cabias confirmed. Ortiz asked whose purview mileage falls under. Cabias shared that request for mileage reimbursement is submitted to HR, approved, and then paid by Financial Services.

Chair Ortiz then asked each Trustee if they had any questions or comments. All Trustees participated in the extensive discussion that followed. Trustees expressed concern at the lack of employment contracts for executive-level employees and the amount of money being provided for car allowance, which was not cut during the District's closure during the past year. Staff told one Trustee that they felt that, when they are asked to cutback, these employees were not. Trustees agreed that the current situation did not make the District look good to the public. There was concern that the cost paid in car allowances was more than the cost the District paid to operate the vehicles made available to staff. Trustees were also concerned about the District's liability in case of accidents involving personal vehicles. Trustees asked about the number of employees who received the car allowance and whether their salaries were in the six-figure range. Trustees then asked why the decision to add this benefit to a limited amount of staff did not come before the Board.

Trustee Rogers suggested that the Trustees' should focus on moving forward to establish criteria for mileage reimbursement instead of devoting time to investigating the past.

Trustee Bilbray-Axelrod suggested that the Board eliminate car allowance benefits for District employees, effective with the payroll period of February 20, 2021.

Chair Ortiz, referring the two individuals who had public comments at the beginning of the meeting, said that wages could not compare to this and noted that the District paid staff throughout the closure.

Chair Ortiz proposed several items:

- That the mileage reimbursement be completely stopped and to have staff submit or send it back to the Executive Director to

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research further and see whether more vehicles can be purchased and made available

- Pass it back to the Director and have a conversation with the CFO and see what better mechanism there is to have all these employees get mileage submitted and paid for quickly.
- To have a car directly assigned to Mr. Leo Segura and the Assistant Director using the two vehicles that the Library District has.

Trustee Wadley-Munier requested that some of the items Chair Ortiz suggested could be included in the next month's agenda.

Counsel Welt said that these items require two separate motions.

Trustee Wilson moved that, effective with the payroll period February 20th, the \$400 monthly car allowance be terminated and replaced with a standard IRS mileage, adjusted annually per the federal guidelines; which is currently 56 cents per mile. Trustee Ramaker seconded the motion. There was no opposition and the motion carried.

Trustee Wilson moved to direct the Executive Director evaluate the feasibility to the District of adding additional cars to the fleet for staff to use and also determine what is financially in the best interest of the District. Trustee Wadley-Munier seconded the motion but asked if more than the two vehicles designated for use could be allocated to executives or directors in different departments. Mr. Vино clarified that the other vehicles are assigned to technicians and are generally used on a daily basis. Trustee Francis Drake further clarified that the two vehicles are up for grabs for people that might need them, and Mr. Vино confirmed. There was no opposition and the motion carried.

**Presentation and discussion of touring items of the Las Vegas-Clark County Library District permanent art collection. (Item IX.B.)**

Community Engagement Director, Mr. Matt McNally, introduced Gallery Services Coordinator Darren Johnson to the Board. McNally then explained that Mr. Johnson and one other staff member are responsible for the operation and scheduling of 75 art exhibitions annually in 14 Fine Art Galleries throughout the District. Mr. Johnson is also responsible for the management of 463 items in the Las Vegas District's permanent art collection and programs that advance the Fine Arts, such as artist receptions and art educational offerings. Mr. McNally "bragged" about the staff; they won best of awards in local publication reader polls, with the most recent being winning the gold in the *Las Vegas Review Journal Newspaper* Best of Vegas Art Destination category. Mr. McNally believes that the Library District's curation of art and the connection to artists has fostered great respect within the community.

Mr. McNally then summarized the Library District's art collection and the variety of techniques, range of mediums, and the wide variety it covers of subject matter associated with the cultural background of Las Vegas communities. He shared that in October 2020, staff received a suggestion to tour the Library District's permanent art collection to various library branches. There are currently 30 permanent pieces of art displayed in the lobby of the Windmill Service Center and that staff

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recently considered changing out this art and the timing just really works in bringing more awareness to the collection.

Mr. McNally further detailed that though it is a simple idea there were challenges, but even still, a plan had been formed that would tour 25 of the 30 items to all urban library branches starting with the Mesquite Library. He detailed that some of the pieces were too large or difficult to move so they had been excluded from the tour. He shared that considerations such as replacing the existing artwork with other Library District permanent artwork, the logistics of touring the items, insurance coverage, security, the physical condition of each item and the functionality of differing art galleries to host the items, including size variation challenges, and possible exposure to repetitive natural elements like sunlight were given. Staff considered and addressed each area to protect and share the artwork.

Mr. McNally also shared that there would be one negative effect in that there would be less opportunity for other artists to exhibit their own work as touring the permanent collection would delay a few opportunities from the public to display their work. Current artists will not be affected because their showings are already scheduled but future artists may have to wait lighter longer.

Mr. McNally further detailed that the Library Districts' art galleries range in size from 300 square feet to 4,000 square feet and that within the plan, items have been uniquely chosen to maximize exposure to the public and fill each art gallery to capacity. It is anticipated that an average-sized gallery can accommodate about 12 to 18 of the 30 items at a time. The tour would begin May of 2021, and items will typically be displayed for approximately eight to ten weeks per gallery and stored at the Windmill Service Center in between showings. The pattern will continue until all galleries have hosted the tour with the expectation that the tour could last up until 2024.

Mr. McNally believes that the initiative can be accomplished with existing staff, with the needs of the project being absorbed into the staff's regular responsibilities. Staff will also work with the Branding and Marketing Department to promote the tour, which should not make an impact as far as costs or as far as staff implications. Mr. McNally finished by sharing that the staff believes the tour will serve the public well and that the plan will be executed as outlined.

Chair Ortiz asked each Trustee for questions and comments.

Trustee Foyt declared that the touring of the Library District's art collections was her suggestion because it disturbed her to see so many beautiful pieces of art never being seen by the public. She likes to see things exhibited as she has an art collection of her own and likes to support local and national artists both in public showings. Trustee Foyt expressed a desire to see more art on display in general areas of the branches either on a permanent or rotating basis. She believes that even though the library owns the art, that they are part of a public trust and the public should be seeing them. Mr. McNally shared that there were 463 items in the permanent art collection and about two-thirds of them were on display, even though he wasn't positive about the exact



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breakdown. He also shared that a piece of artwork had just been installed at Good Springs Library.

Trustee Ramaker is really looking forward to seeing the pieces displayed.

Trustee Wadley-Munier appreciated Trustee Foyt bringing attention to the Library District and really believes it will bring enrichment, especially as attendance among young people will pick up as the COVID vaccine becomes available to everyone. She also thinks it's important as the School District is looking to cut things like libraries and the arts from schools, so she appreciated them stepping up and filling that "void."

Trustee Francis Drake expressed that her art major, library science minor, and library science master's degree blend together and speaks to her heart for this project. She looks forward to attending openings in the future and thanked Mr. Johnson, Mr. McNally, and Ms. Aspinall for all they do.

Trustee Wilson appreciates the galleries and sees it as a way to highlight the taxpayers in displaying their art. He is excited to see what Marketing and Branding does to get more feet in the doors and that it is another way to highlight that "libraries aren't just books."

**Presentation and discussion of the District's leave accrual rates for staff.  
(Item IX.C.)**

Director of Human Resources Jeffrey Serpico shared an overview of the District's accrued time-off plan which consists of a vacation plan and a sick leave plan. The plans are applicable to the Executive Council, exempt staff, and non-exempt staff. He shared that with the vacation plan, fulltime employees accrue at the full rates; part-time employees at a prorated amount. The sick leave plan only includes fulltime employees, exempt or non-exempt.

Mr. Serpico further shared that accrual rates for staff who have worked less than ten years are 5.5 hours of vacation per pay period (every two weeks). This equates to about 18 days a year. Accrual rates go up to 7.4 hours per pay period at ten years. This equates to 24 days a year. Carryover hours are allowed, which is typical, so someone with 320 hours has 40 days saved.

Mr. Serpico then discussed sick time being a separate part of accrued time off and that employees can accrue 3.7 hours per pay period, which is 12 days a year. There's no maximum carryover, but there are limitations on its use, meaning it has to meet certain criteria. There are bonus days that can be earned for fulltime staff that if they use less than 40 hours of sick time a year. Those staff qualify, on their anniversary date, to be awarded 40 additional hours. There is also a floating holiday for staff that has to be used within the calendar year. This equates to one day a year (8 hours).

Mr. Serpico concluded by sharing that both the vacation and sick leave plans are documented in the District's *Policies and Procedures Manual*, the Collective Bargaining Agreements (CBA), and also in the Careers section of the District's website. He pointed out that there are graduated plans in other organizations as well.

Chair Ortiz asked each Trustee if they had any comments or questions. Trustees Bilbray-Axelrod, Wilson, Wadley-Munier, Foyt, Ramaker, and

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Chair Foyt had questions. Trustees asked specific questions about the different plans and how staff received payouts when they left the District. Several Trustees were concerned that the current system incentivized staff who would then come to work sick so they could save their time. Several Trustees shared their experiences in other areas of public service.

Chair Ortiz asked that Mr. Watson Mr. Serpico take a look at the District's current plans and see what other plans are out there, preferably before the Union contracts come up.

Chair Ortiz emphasized that the Board is not trying to take money away but that the District is a creation of the state and, as a public entity, the District must be transparent.

**Discussion and possible Board action on a Compensation and Benefits Overview and proposed Compensation Analysis of Executive Council positions. (Item IX.D.)**

Mr. Serpico reminded Trustees that at the January 21, 2021 Board Meeting there was a long discussion regarding pay increases for the Executive Committee, how those worked, and the movement of pay ranges. He shared the historical breakdown since the year 2017. He shared that the District had mirrored the Collective Bargaining Agreements for the executive group (meaning senior leadership and directors) for managing annual compensation adjustments, which were in the form of COLAs that adjust for inflation, changes in the labor market and then performance-driven merits.

In 2017, there was a two percent COLA, a percent merit, and at that time the pay structure was adjusted which moved the minimum, the midpoint, and the maximum of the pay range; that is designed so people don't tap out. He shared that pay range is a salary control mechanism and it may not be typical to see pay ranges every time there are adjustments; that they may move every three years. He advises them it is something to consider looking at in the future. In 2018, there was two percent COLA, the pay range moved two percent, and there was a three percent merit. And finally in 2020, because of the COVID virus, there was an agreement to freeze and then add the adjustments back on at the end for 2022, if approved. He reiterated that the agreement is for a salary structure, an adjustment of three percent to match the COLA for both of those years and that those are the agreements that come with a CBA.

Chair Ortiz said he asked for this item to be placed on the agenda due to confusion about the pay levels and conditions for senior level employees. Chair Ortiz said that he believed that there was a financial duty to be responsible and he wants to make sure it happens.

Chair Ortiz asks each Trustee if they have any comments or questions.

Trustee Wilson asked if the merit pay was automatic or actually merit-based. Mr. Serpico said it's tied to the performance evaluation. Trustee Wilson asked if it's up to three percent. Mr. Serpico said that he believed it was an average of three percent but later corrected to say it was a straight three percent. Trustee Foyt asked if it goes beyond the three percent. Mr. Serpico said he would have to pull the records to see.

Trustee Wilson continues by sharing that it is in the Board's interest to pay employees to stay long and be dedicated but that he realizes what

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Chair Ortiz has pointed out in that there is a big disconnect between the Consumer Price Index of 1.8 percent in 2019, and the average 4 percent increase the Library District gave in the same year. He agrees with Chair Ortiz's concern of double dipping and it really adding up over the long run. Trustee Wilson expressed concern over the difference between longevity pay and merit pay and that he wasn't opposed to longevity pay but that he just wanted to be cautious of double dipping with a COLA and a bump in the pay scale.

Trustee Wadley-Munier echoed Trustee Wilson's concern and expressed that it cannot continue. She expressed embarrassment at not realizing and addressing it sooner and asked for something to be brought next month.

Trustee Foyt likes the idea of further scrutiny and thinks that Mr. Serpico has the ability to bring forward some options and changes so that the Board can serve the public as best as possible.

Trustee Ramaker expressed a concern with a set COLA amount and thinks that it should be looked at on a regular basis every year. She also expressed concern that the merit raises did not seem like true merit raises to her and that they should be looked at to make sure they are meeting the requirements. She dislikes the structure adjustment in that they know they are going to move up no matter what and would like to see some other options.

Chair Ortiz gave non-union employees that were listening ways to see other raises in things like bonuses and vacation time not tied to retirement; however, it is unsustainable to continually escalate a system.

Mr. Serpico shared a proposed solution to develop a formal plan as part of a bigger plan to review all of the staff compensation rates for comparable industries, public agencies, and library systems of similar size, looking at national, regional, and metropolitan data; presenting the 25th, 50th, and 75th percentile for those benchmark jobs.

Mr. Serpico also shared that the range spreads are pretty wide which is not normal. He also addressed structure recommendations and asked how often you should adjust the structure and how do you tie that to inflation. Also, assessment of fair market value as it is for EC positions needs to be addressed in is the Library District paying at the 50th percentile, the 75th, the 90th? Anything past the 75 percentile is a cause for concern.

Mr. Serpico also proposed that recommended senior leadership compensation processes and annual calendar for reviewing those jobs should be presented to the Board for approval with any recommended increases and showing where they are at in relation to those key percentiles.

There would also need to be a survey of any incentive or bonus practices similar to the car allowance perk that had been discussed earlier in the meeting. Benefits for comparable industries and organizations is also something to be covered on a regular basis. Mr. Serpico also pointed out that he listed covered positions that were considered part of the EC, which allows for executive input on whether those roles or titles change.

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Mr. Serpico concluded that pulling out the senior leadership team into a separate structure helps avoid any conflict of interest when negotiating Collective Bargaining Agreements, because their pay is tied to those pay practices.

Chair Ortiz made a motion to freeze the percentage structure adjustments for executive and upper management members. Chair Ortiz then suggested that Mr. Watson take the opportunity to assess the management style, figure out the staff and how he wants to work the raises and performance raises, and then to come back to the Board with percentiles and all the information that Mr. Serpico talked about. There was no opposition and the motion carried.

Trustee Wadley-Munier also later asked Mr. Serpico to keep in mind when making his comparisons that Nevada is a unique to other places like Colorado in property tax and income tax. Mr. Serpico agreed and stated that things can be adjusted for geographical differentials in compensation.

**Discussion and possible Board action regarding a retainer agreement for the District's General Counsel. (Item IX.E.)**

Trustee Foyt requested to read a statement in regard to the retainer agreement with Attorney Gerald Welt. She started with a little history that in late summer 2020, Counsel Welt's employment arrangements were brought to the attention of the Board. Trustee Foyt took on the task in October 2020, and felt it needed serious review and consideration. She was referred by Commissioner Tick Segerblom to Mary-Anne Miller, a Clark County Commission attorney. Trustee Foyt and Ms. Miller were able to personally meet and discuss the fine points and revisions. The document presented today was approved by Chair Ortiz and by Attorney Welt. Trustee Foyt supports the agreement and feels that Mr. Welt's fees are reasonable, and the document clarifies his expenses, his hourly rates, and ownership of all and any records.

Chair Ortiz asked if Counsel Welt had any questions or comments about the agreement. Counsel Welt felt it was a very amicable negotiation, he agreed with the points brought out, and that his office is very pleased with it. Chair Ortiz thanked him for his charitable rate and appreciates his historical knowledge as he has been with the Board since 1978.

Chair Ortiz asked each Trustee if they had any questions or comments.

Trustee Wilson shared that he always thought that Counsel Welt was the library's attorney and that he was just assigned to cover the Board but is appreciative of the clear agreement that makes things less muddy.

Trustee Wadley-Munier thanked him for the agreement and appreciated that there was now an actual contract.

Trustee Benavidez commented that she appreciated all Counsel Welt's knowledge and is grateful that she can go to him with any questions she has.

Trustee Bilbray-Axelrod also thanked Counsel Welt for all his knowledge and commented that she was only four years old in 1978.

Trustee Ramaker thanked Counsel Welt for all he has done and commented that he is a great Counsel and appreciates the contract.

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Chair Ortiz commented that he doesn't always agree with Counsel Welt, but he follows his direction. Chair Ortiz also shared that he really values his counsel.

Trustee Wadley-Munier moved to approve the retainer agreement for Mr. Gerald Welt, Legal Counsel for the Board of Trustees. There was no opposition and the motion carried.

**Announcements  
(Item X.)**

The next Board Meeting will be held Thursday, March 11, 2021 in the Summerlin Library and via Webex at 6:00 p.m.

**Public Comment  
(Item XI.)**

None.

**Executive Session  
(Item XII.)**

Removed from Agenda.

**Adjournment  
(Item XIII.)**

Chair Ortiz adjourned the meeting at 8:41 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

# 2021 ATTENDANCE

February 18, 2021 Regular Board Meeting

Appendix A

2021		January 8 Special Board Mtg	January 21 Regular Board Mtg	February 18 Regular Board Mtg												
Benavidez	Kelly	P	P	P												
Bilbray-Axelrod	Shannon	P	P	P												
Francis Drake	Marilyn	P	P	P												
Foyt	Elizabeth	P	P	P												
Meléndrez	José	P	P	P												
Ortiz	Felipe	P	P	P												
Wadley-Munier	Robin	P	P	P												
Ramaker	Sandra	P	P	P												
Wilson	Brian	P	P	P												
Rogers	Keith	A-E	P	P												
		attended Committee meeting but not a member														

A-E Excused Absence

A-U Unexcused Absence

as of February 19, 2021



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**Library Reports  
(Item VII.)**

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

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

Executive Director Watson recognized National Library Week and National Library Workers' Day. Mr. Watson read the email that he sent to recognize the staff at the District.

Mr. Watson reiterated his efforts since the last Board meeting in continuing library visits and meeting with the staff individually. Mr. Watson mentioned his time spent with Mayor Goodman and the meeting with Las Vegas City Councilman Crear. Mr. Watson thanked Trustee Foyt for introducing him to Clark County Commissioners Naft, Jones and Segerblom.

Mr. Watson stated that he also had the opportunity to meet with Representative Congresswoman Susie Lee.

Mr. Watson shared that he was a keynote speaker for the Polk County Library Cooperative Staff Retreat, is a Co-Chair for the Digital Content Working Group with the American Library Association in addition to other activities.

Mr. Watson shared some of his upcoming events such as appearing at the California Workforce Association meeting presenting on partnership with Workforce Connections; as well as a visit with the CEO of Discovery Children's Museum. Additionally, he will be the keynote speaker at the District's Career Online High School graduation and all Trustees are invited to attend the celebration.

Chair Ortiz asked the Trustees if there were any questions. There were no questions.

**Library Operations,  
Security Reports  
and Monthly  
Statistics (Item  
VII.A.1.a.)**

No questions.

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

No questions.

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

Chair Ortiz asked Matt McNally to explain the STEAM event. Mr. McNally stated that on April 17<sup>th</sup>, the Las Vegas Clark County Library is working in partnership with Southern Nevada Education of Young Children and are working to provide the community a STEAM Carnival.

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

Chair Ortiz shared statistics provided by the Library Foundation and encouraged Trustees to download and print the brochure from the website.



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

No questions.

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

No questions.

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

No questions.

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

No questions.

**Unfinished Business**

**Report on 2021  
Nevada Legislature  
issues by The Griffin  
Company and staff.  
(Item VIII.)**

Chair Ortiz asked Chelsea Capurro from The Griffin Company for a status update on the 2021 Legislature. Ms. Capurro reported that Bill AB258 has met the deadline and got passed out of committee. It will get reported to the floor for an assembly vote then sent over to the Senate.

**New Business  
Discussion and  
possible Board  
action to update the  
District's *Public  
Comment Policy*.  
(Item IX.A.)**

Chair Ortiz reminded Trustees that patron Graeme Williams had requested the Trustees update the District's *Public Comment Policy* in light of using online meetings. Chair Ortiz asked Counsel Welt to discuss what he gave to the Board of Trustees.

Counsel Welt stated that it is allowed by statute and by the Nevada Attorney General's opinion to put reasonable restrictions on public comment, both to time, place and manner and to restrict inappropriate comments assuming that there is definition ahead of time. The current restrictions are three minutes per person, for total of 45 minutes which the Chair can extend that if they so desire.

Counsel Welt recommended to continue having email comments, to restrict those to approximately 500 words. This would in effect be three minutes' worth of testimony and they would only be attached if someone states, as they would at a meeting, to attach them to the Minutes.

Trustee Benavidez asked if full in-person meetings are back in place, would people still be able to turn in email public comments. Counsel Welt stated only if the Board passes it.

Chair Ortiz stated that if the Board accepts email comments, then name and address of person commenting needs to be included and not stricken from the record.

Counsel Welt suggested that he can work with staff on a proposed policy and will present a final form at the next Board meeting. Trustee Rogers asked what the current protocol is in regards to what personal information a person has to disclose to be approved to make a public comment. Counsel Welt replied that they would have to state their

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name and address when at the podium and write it down on the public comment.

Chair Ortiz directed Counsel Welt to bring back this item at the next Trustee meeting.

**Announcements**  
**(Item X.)**

Trustee Foyt requested for next meeting discussion or approval of the Board reps on the Foundation. Chair Ortiz asked Danielle Milam to provide a brief Foundation report at the next meeting to get an understanding on the process since there will be brand new Board members and to be clear of how someone gets appointed on the Foundation.

The next Career Online High School (COHS) graduation will take place on Wednesday, April 21, 2021 at 6:00 p.m. in the Clark County Library Theater. All Trustees are invited. Please let Ms. Boyer know if you plan to attend (boyera@lvccld.org or (702) 768-7455).

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

The next Board Meeting will be held Thursday, May 20, 2021, via Webex and in the Windmill Library Auditorium at 6:00 p.m.

**Public Comment**  
**(Item XI.)**

None.

**Executive Session**  
**(Item XII.)**

Removed from Agenda.

**Adjournment**  
**(Item XIII.)**

Chair Ortiz adjourned the meeting at 7:01 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary-Treasurer

# 2021 ATTENDANCE

April 8, 2021 Regular Board Meeting

Appendix A

2021		January 8 Special Board Mtg	January 21 Regular Board Mtg	February 18 Regular Board Mtg	March 11 Regular Board Mtg	March 23 Emergency Brd Mtg	April 8 Finance and Audit	April 8 Regular Board Mtg							
Benavidez	Kelly	P	P	P	P	P	P	P							
Bilbray-Axelrod*	Shannon	P	P	P	X	X	X	X							
Francis Drake	Marilyn	P	P	P	P	P	P	P							
Foyt	Elizabeth	P	P	P	P	P	P	P							
Meléndrez	José	P	P	P	P	A-E	A-E	A-E							
Ortiz	Felipe	P	P	P	P	P	P	P							
Wadley-Munier	Robin	P	P	P	P	P	P	P							
Ramaker	Sandra	P	P	P	P	P	P	P							
Wilson	Brian	P	P	P	P	A-E	A-E	A-E							
Rogers	Keith	A-E	P	P	P	P	P	P							
Waugh	Nathaniel	X	X	X	P	P	P	P							
		attended Committee meeting but not a member													

A-E Excused Absence

A-U Unexcused Absence

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

\*\*Nathaniel Waugh was appointed March 2, 2021

as of April 8, 2021

**PROPOSED MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' MEETING  
LAS VEGAS, NEVADA  
May 20, 2021**

**ITEM IV.E.**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Windmill Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, May 20, 2021.

**Present:** Board: F. Ortiz, Chair K. Benavidez  
E. Foyt S. Ramaker  
B. Wilson J. Meléndrez  
K. Rogers (WebEx) N. Waugh  
J. Jiron K. Whiteley

Counsel: G. Welt

Absent:

Staff: Kelvin Watson, Executive Director  
Numerous Staff

Guests:

F. Ortiz, Chair, called the meeting to order at 6:05 p.m.

**Roll Call and Pledge of Allegiance (Item I.)** All members listed above represent a quorum. Trustee Rogers attended via Webex and arrived as the Trustees went into Executive Session. Appendix A.

Chair Ortiz led attendees in the Pledge of Allegiance.

**Public Comment (Item II.)** Trustee Wilson shared gratitude toward the Board members and District staff for the support he and his family received during a very difficult time.

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

**Executive Session regarding personnel (Item IV.)** Chair Ortiz advised attendees that the Executive Session would be closed and said that it would involve a personnel matter. Trustee Ramaker moved to adjourn into Executive Session. There was no opposition and the motion carried. Trustees adjourned into Executive Session at 6:09 p.m.

Trustee Wilson moved that the Regular Session be reconvened. There was no opposition and the Regular Session reconvened at 6:47 p.m.

**Approval of Proposed Minutes Regular Sessions, November 21, 2020, March 11, 2021, and April 8, 2021.** Minutes for the November 12, 2020, December 4, 2020 and April 8, 2021 meetings were tabled.

Trustee Benavidez moved to approve the Minutes of the Emergency Board of Trustees Meeting held on March 23, 2021. There was no opposition and the motion carried.

**Special Board Meeting, December 4, 2021, Emergency** Trustee Benavidez moved to approve the Minutes of the Finance and Audit Committee Meeting held on April 8, 2021. There was no opposition from Committee members and the motion carried.

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**Board Meeting,  
March 23, 2021 and  
Finance and Audit  
Committee Meeting  
April 8, 2021.  
(Item V.A-F.)**

The March 11, 2021 Minutes had been approved at the April 8, 2021 Regular Board Meeting and had been added in error. The February 11, 2021 Minutes should have been included and will be on the Agenda at the June 10, 2021 Regular Board Meeting.

**Chair's Report  
(Item VI.)**

Chair Ortiz asked that anyone interested in being nominated for a Board position email him by June 2nd.

Chair Ortiz appointed Trustees Ramaker and Wilson to the Nominating Committee and both Trustees accepted the nominations.

Chair Ortiz asked Trustee Foyt, already a Committee member, if she would serve as Chair of the Risk Management Committee for the June meeting and she accepted.

Chair Ortiz announced that he had been appointed to the State Council on Libraries and Literacy as a representative of the Nevada Department of Employee Training and Rehabilitation (DETR). He explained the association between Nevada Equal Rights Commission and DETR.

Chair Ortiz welcomed new Trustees Jennifer Jiron and Kate Turner Whiteley. He asked if they wanted to say a few words.

Trustee Turner Whiteley was very excited to join the Board. She is a 20-year resident of Las Vegas, and a mother with two children who are big fans of the District and its programs. She works at Caesars Entertainment in Communications.

Trustee Jiron was also very excited to join the Board. She has been a resident for 18 years and has a blended family of five children. Jiron is a schoolteacher and a certified library media specialist, so she hopes that will be of some use to her work as a Trustee. As a teacher, she has 29 years' experience teaching all grades from kindergarten to eighth grade in five different states.

**Library Reports  
(Item VII.)**

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

Executive Director Watson listed highlights from his written report:

- Added 11 District branches to the total branches he has visited. The last two branches he needs to visit for the first time are Indian Springs and Mount Charleston branches, which are scheduled for June.
- That being said, he has visited the Mesquite branch three times, the most recent was to meet with Congressman Steven Horsford.
- Discussed several new partnerships he is attempting to put together while he is also meeting with current partners.
- Interview with Dan Rather regarding Mr. Rather's new graphic novel entitled "What Unites Us". Mr. Watson stated that he was able to establish exclusive rights for 60 days for Nevada

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residents to read the eBook no cost.

- Visited the District's Distribution Center at the Centennial Hills Library with its Manager Raychel Lendis and was very impressed by the setup. Encouraged the Board to tour it.
- Met with the Commander of the 99<sup>th</sup> ABW at Nellis AFB to discuss awareness of the Library and Library District as well as potential partnerships with Nellis and the airmen and airwomen.
- Invited the Board to visit the libraries during Summer Challenge, which runs until July 31.
- Attended the District's Career Online High School graduation at the Clark County Library Theater and served as the keynote speaker.
- Participated in interviews to promote the Library District
- Attended the Second Chance Luncheon, hosted by Hope for Prisoners, as a guest of Workforce Connections.

Trustees appreciated hearing about Mr. Watson's many activities.

As part of the report, Mr. Watson introduced a video that shows the extent of the Vegas Strong Academy activities at the District over the last year.

**Library Operations,  
Security Reports  
and Monthly  
Statistics  
(Item VII.A.1.a)**

Trustee Waugh commented on his branch visits and thanked Library Operations Director Leo Segura for his assistance and for the redeployment of Chromebooks. He stated that his goal was to visit all 25 branches.

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

Ms. Ward commented that it would be of enormous help if the Summer Challenge was shared via social media channels, either through work or personal channels. Trustee Whiteley asked if there was a toolkit available that can be used; Ms. Ward answered yes and would provide information to Allison Boyer, Executive Assistant to distribute to all Trustees.

Trustee Wilson noted that the District has been able to obtain Google Ad grants and explained that the grant is \$10,000 a month in online advertising at no cost. He was very complimentary on how staff has been able to use it. Wilson noted that the web analytics are going up; he had been worried that the online number would go down as the branches have reopened. He added that he thought it would be a good idea if the District could get bookmarks signed by the VGK players to distribute as a sign-up promotion for getting a library card.

Trustee Ramaker requested a presentation on the Summer Reading Program for the Mesquite City Council on May 25<sup>th</sup>. Ms. Ward will provide that to her.

**Community  
Engagement Report  
and Monthly  
Statistics**

Trustee Waugh gave kudos to Community Engagement Director Matt McNally and Branding and Marketing Director Betsy Ward for the Summer Challenge materials. Trustee Waugh stated that he has been

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- (Item VII.A.2.b.)** sharing the materials with his community and workplace and mentioned that they were well received.
- Mr. McNally reported that the Summer Challenge Program has launched as of May 15<sup>th</sup>. Already staff have signed up 2,000 registrants with six different kickoff events occurring over five days. He also mentioned that he looks forward to finishing strong as the program continues through July 31<sup>st</sup>.
- Trustee Whiteley asked what was the best way the Board could support the Program to inform the community. Mr. McNally stated that promoting the program to other community partners would be the biggest support. He also stated that a goal is to build a consortium across the Las Vegas Valley to keep kids engaged throughout the summer through different learning and reading experiences such as different STEAM activities.
- Trustee Foyt asked if Three Square would be working through the libraries in the summer with the lunch program as they have in the past. Mr. McNally replied that they are working with Three Square and that there are currently 12 applications for different library sites to provide meal services. Mr. McNally stated that staff are waiting for a response back regarding what support Three Square would be to provide in terms of fresh meals and shelf-stable meals, logistics that will be worked out in the next few weeks. He also mentioned that the expectation is have meal services at the Library District as of June 1<sup>st</sup>.
- Trustee Foyt asked Mr. McNally to forward the list of the 12 Libraries to receive meal services to the Board.
- Development and Planning Report (Item VII.A.2.c.)** No questions.
- Information Technology Report (Item VII.A.2.d.)** Chair Ortiz shared March 2021 statistics regarding the use of eBooks and Audio Books, as well as Health and Wellness, Homeward Health and Online Learning programs. Chair Ortiz then addressed the public stating that the District is a very good asset for the community and a good resource to individuals that need it. He asked those listening to ensure this information is shared with everyone they know.
- Financial Services Report (Item VII.A.3.a.)** No questions.
- General Services Report (Item VII.A.3.b.)** Chair Ortiz recognized General Services Director John Vino for the work he has done with installing more electric vehicle charging stations at District locations. Chair Ortiz stated that he thinks there is a capacity for libraries to have at least two or three charging stations.
- Human Resources Report (Item VII.A.3.c.)** No questions.

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

**Unfinished Business**  
**Report on 2021**  
**Nevada Legislature**  
**issues by The Griffin**  
**Company and staff.**  
**(Item VIII.A.)**

Development and Planning Director Danielle Milam apologized that Chelsea Capurro of the Griffin Company had to leave the meeting by 7:00 p.m. Milam reported that the AB258 passed out of the Senate Education Committee thanks to its Chair and longtime District champion, Senator Mo Denis. There was nothing else to report.

Chair Ortiz asked if the Bill will now go to a full Senate vote and if that would be the final stop before the Governor's signature. Ms. Milam clarified that Chair Ortiz was correct. AB258 was on the list of Bills to be considered by the full Senate, but, at this moment, all of the Assembly-originated bills are being held until Senate-originated bills move through the Senate.

Chair Ortiz explained for new Board members that AB258 amended the rules for consolidated library districts to add a second employee, an internal auditor. It also contained language to allow the Board to change the educational requirements for the Executive Director position. Chair Ortiz explained that AB258 was submitted on the District's behalf and has made it through the Assembly Education Committee, the full Assembly, and now the Senate Education Committee.

**New Business**  
**(Item IX)**

**Public Hearing on**  
**the Las Vegas-Clark**  
**County Library**  
**District Tentative**  
**Budget for Fiscal**  
**Year 2021-2022.**  
**(Item IX.A.)**

Trustee Benavidez moved to open Public Hearing on the Las Vegas-Clark County Library District Tentative Budget for Year 2021-2022. There was no opposition and the motion carried.

Executive Assistant Allison Boyer informed the Chair that no one signed up to speak during the public hearing.

Acting CFO, Floresto Cabias presented the Las Vegas-Clark County Library District's Final Budget for Fiscal Year 2021-2022. His presentation is attached as Appendix B.

Chair Ortiz asked Trustees for questions or comments. Trustee Rogers asked what was the anticipated Accounts Receivable from the PPE equipment reimbursement from the state. Mr. Cabias stated that the District has applied for and are waiting to receive \$300,000.

Trustee Wilson asked what was the Ending Fund Balance before the pandemic and shutdown. Mr. Cabias stated that the percentage was comparable to the current Ending Fund. Trustee Wilson then asked Mr. Cabias' perspective on how the budget was handled prior to him becoming Acting CFO. Mr. Cabias stated that he believed the projections were right knowing how the impact would affect the District. Trustee Wilson went on to compliment the Financial Team on the work they have done.

Trustee Whiteley asked for a definition of electronic databases and services, a budget line under Materials Budget. Mr. Cabias stated they would be E-books and other streaming services. Trustee Whiteley also



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asked if the reason the percentage for Services and Supplies went up less than a percentage point was due to the slim backs during the pandemic year. Mr. Cabias answered yes. The Trustees had no questions but thanked Mr. Cabias for his work.

Trustee Rogers moved to close the Public Hearing on the Las Vegas-Clark County Library District Tentative Budget for Year 2021-2022. There was no opposition and the motion carried.

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

Chair Ortiz called the Regular meeting back to order.

Trustee Waugh moved to adopt the Final Las Vegas-Clark County Library District's Fiscal Year 2021-2022 Budget. There was no opposition from Committee members and the motion carried.

Mr. Cabias added that Trustees' signatures will be needed on the transmittal letter submitted to the state and Ms. Boyer would forwarding an email for signatures via DocuSign.

**Discussion and possible Board action on Search for an Internal Auditor. (Item IX.C.)**

Chair Ortiz reported that he asked for the auditor item to be brought up. He noted that staff were already conducting a search for a contract employee to do performance audits. With the movement of AB258 in the Nevada Senate, he felt that staff could look forward to an employee search. Ortiz asked Trustees if they believed the auditor should be housed at the Windmill Library and Service Center or one of the other District locations. Trustees Ramaker, Meléndrez, Jiron, and Rogers had no opinion. Trustee Waugh favored a location closer to Clark County and East Las Vegas; Trustee Whiteley suggested a location close to the candidate's home. Trustees Foyt and Wilson wanted the auditor located away from Windmill.

Trustee Waugh had questions about the auditor position and the relationship between the auditor and the Executive Director. Chair Ortiz explained the auditor would be conducting performance audits in each District division/department, not financial audits. Waugh was concerned that the position would undercut the position of the Executive Director. Ortiz replied that the position could provide unbiased reviews of each department processes and procedures and provide recommendations for improvements on a regular schedule. Counsel Welt clarified that the position would report to the Board. The auditor and executive Director would be co-equal positions.

Trustee Benavidez thought it was premature to discuss locating the auditor anywhere at this time, as AB258 had not been passed by both houses of the Legislature and signed by the Governor. In addition, she would like to request a discussion of whether to hire the auditor position come up before the Trustees again as Trustees Waugh, Jiron, and Turner Whiteley had not been on the Board when it was last discussed. This will allow them an opportunity to learn about why the position was added.

Trustee Foyt requested an explanation of why a search had begun when the position has not been approved yet by the Legislature. Chair Ortiz clarified that the Board had approved moving forward with a

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contract or employee if the Legislature approved the change and he authorized a search for a contract position. Trustees then discussed what was approved and who could move to reconsider the decision, based upon Roberts Rules of Order. Counsel Welt agreed that someone who had voted in favor of the motion at the last time it was discussed could request to reconsider it. Upon questioning, Human Resources Director Jeff Serpico reported that staff had begun a search for a contractor to serve as the auditor, which had resulted in one candidate.

There was additional discussion of what was actually approved as Trustee Benavidez asked how the search was authorized. Counsel Welt said at the time that there could be a contract employee and Mr. Serpico confirmed that was the only search open at the moment and, as no decision had been made, the search could be cancelled/closed.

Chair Ortiz started polling the Trustees about what they wanted to do. Counsel Welt reminded Trustees that they would need to vote on reconsidering the item, not just placing it on a future agenda. Trustee Foyt moved to reconsider the matter concerning the hiring of either an independent or a contracted independent auditor as an employee of the Board. Trustees Foyt, Turner Whitely, Waugh, Meléndrez, Benavidez, Rogers, Jiron voted yes. Chair Ortiz, and Trustees Ramaker and Wilson voted no. The motion carried, 7-3.

Trustee Wilson, while voting made a point that there was no discussion before calling for the vote. He also talked about why he voted for the motion in the first place. He feels that information is hidden from the Board on purpose so Trustees do not actually have a vote on things. He continued by saying that the Board is spoon-fed limited sets of data and are being refused when he asks to audit it. He came to other Trustees for a solution and Chair Ortiz came up with the idea of a second employee, the auditor.

Trustee Rogers also commented while voting that hearing Trustee Wilson's remarks and Chair Ortiz' explanation of the limited focus of the auditor, he does not think it addresses the concern of Trustees Wilson.

Chair Ortiz acknowledged the motion passed and said the auditor discussion will be placed on a future agenda.

**Announcements**  
**(Item X.)**

After a brief discussion, Trustees agreed that the Risk Management Committee Meeting would be held Thursday, June 10, 2021 at the East Las Vegas Library at 4:00 p.m.

After a brief discussion, Trustees agreed that the Nominating Committee Meeting will be held Thursday, June 10, 2021 at the East Las Vegas Library at 5:00 p.m.

After a brief discussion, Trustees agreed that the next Regular Board Meeting will be held Thursday, June 10, 2021 at the East Las Vegas Library at 6:00 p.m.

Trustees Benavidez and Meléndrez announced they would not be able to attend the June 10, 2021 meetings. Chair Ortiz then appointed Trustee Waugh to serve on the Risk Management Committee, since

**Minutes - Board of Trustees' Meeting**  
**May 20, 2021**  
**Page 8**

Trustee Meléndrez, a member of the Risk Management Committee, would not be attending the June meeting.

With the above announcement in mind, Ms. Boyer asked if the Internal Auditor item should be placed on the July Meeting agenda, since Trustees Benavidez and Meléndrez would not be present for the June meeting. Chair Ortiz agreed.

Trustee Ramaker asked if Trustees Benavidez and Meléndrez could express an opinion on the Committee's slate, even though they would not be present at the meeting. Chair Ortiz responded that Trustees would need to be able to attend the meeting in some way to do that, which may not be possible.

Chair Ortiz announced that the Board Retreat will be held on Friday, June 25, 2021 from 8:00am to 5:00pm at the East Las Vegas Library. All Trustees confirmed they could attend.

Trustee Ramaker announced that Mesquite is looking for a New Finance Director or City Manager and requested everyone to keep an eye out for possible qualified candidates.

**Discussion and possible Board action to update the District's *Public Comment Policy*. (Item IX.D)**

Counsel Welt explained that a public citizen requested the Board to review the District's *Public Comments Policy* in light of the virtual meetings and expansion of the ability to make public comments through email. At the request of the Board, Welt reviewed the current policy and his proposed changes, which clarified that the comments, whether spoken or written, needed to include the submitter's name and address. There was a proposed limit of 500 words, which equaled 3 minutes, the current amount of time allowed for each speaker. There was discussion on the amount of written words to be allowed in email submissions.

Trustee Waugh moved to approve the changes to the District's *Public Comment Policy*. There was no opposition and the motion carried.

The approved *Public Comment Policy* is attached as Appendix C.

**Public Comment (Item XI.)**

Chair Ortiz asked if there were any public comments. Ms. Boyer stated that the comment received via email referenced wayfinding. She summarized the comment and stated that it will be included in the meeting Minutes. Appendix D.

Trustee Waugh requested a report in the future on re-examining the District's employee reimbursement policy.

Trustee Rogers understands that there have been conversations with different groups regarding library services on the West Side so he would like to request an item on a future agenda about a potential new library in that area.

**Adjournment (Item XII.)**

Chair Ortiz adjourned the meeting at 8:31 p.m.

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**May 20, 2021**  
**Page 9**

Respectfully submitted,

Kelly Benavidez, Secretary

## 2021 ATTENDANCE

May 20, 2021 Regular Board Meeting

Appendix A

2021		January 8 Special Board Mtg	January 21 Regular Board Mtg	February 18 Regular Board Mtg	March 11 Regular Board Mtg	March 23 Emergency Brd Mtg	April 8 Finance and Audit	April 8 Regular Board Mtg	May 20 Regular Board Mtg																
Benavidez	Kelly	P	P	P	P	P	P	P	P																
Bilbray-Axelrod*	Shannon	P	P	P	X	X	X	X	X																
Francis Drake**	Marilyn	P	P	P	P	P	P	P	X																
Foyt	Elizabeth	P	P	P	P	P	P	P	P																
Meléndrez	José	P	P	P	P	A-E	A-E	A-E	P																
Ortiz	Felipe	P	P	P	P	P	P	P	P																
Wadley-Munier*	Robin	P	P	P	P	P	P	P	X																
Ramaker	Sandra	P	P	P	P	P	P	P	P																
Wilson	Brian	P	P	P	P	A-E	A-E	A-E	P																
Rogers	Keith	A-E	P	P	P	P	P	P	P																
Wagh**	Nathaniel	X	X	X	P	P	P	P	P																
Jiron***	Jennifer	X	X	X	X	X	X	X	P																
Turner Whiteley	Kate	X	X	X	X	X	X	X	P																

attended Committee meeting but not a member

A-E Excused Absence

A-U Unexcused Absence

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

\*\*Nathaniel Wagh was appointed March 2, 2021

\*\*\* Term expired April 18, 2021

\*\*\*\* Appointed to term beginning April 19, 2021

as of May 21, 2021

# TENTATIVE/ PROPOSED BUDGET

**Fiscal Year 2021–2022**

Las Vegas–Clark County  
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## FY 2022 Total Revenues

### All Funds

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

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

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# FY 2022 Total Expenditures

## All Funds

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

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



May 20, 2021 - Regular Board Meeting  
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Las Vegas-Clark County  
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# General Fund

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

## Budget Overview

### General Fund Fiscal Year 2022

#### Revenues

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

#### Expenditures

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

#### Transfers to Capital Projects Fund

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

#### Ending Fund Balance

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

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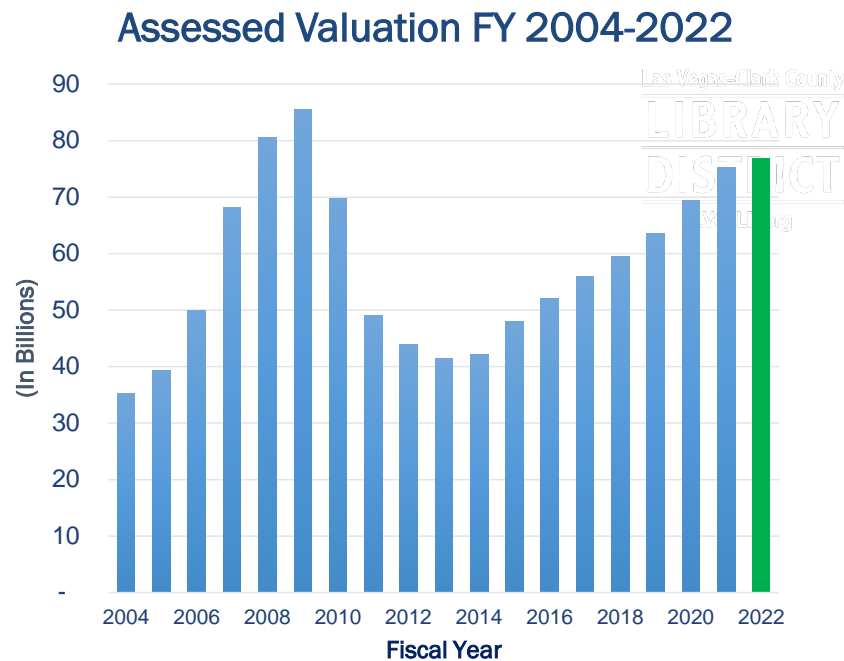
# Overview of Revenues

May 20, 2021 - Regular Board Meeting  
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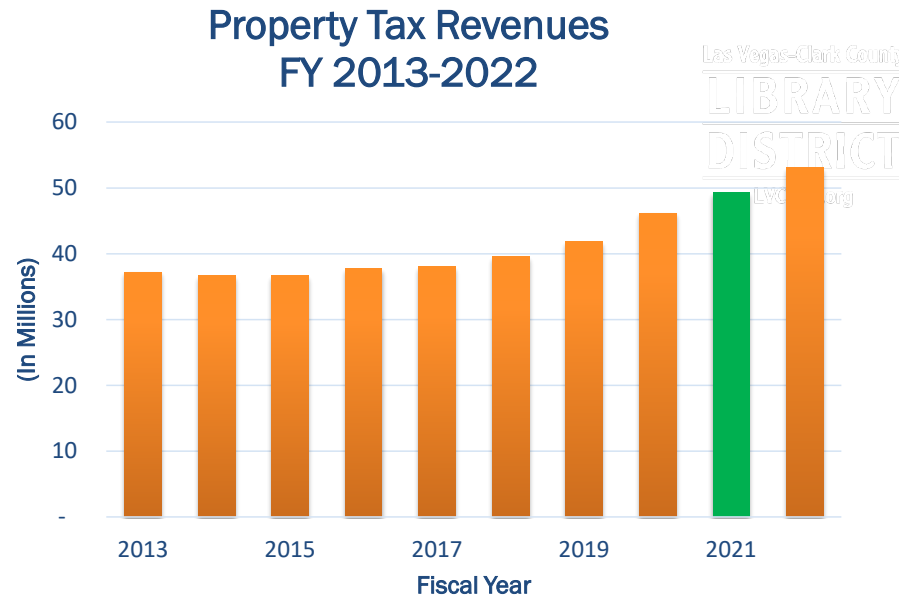
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## Assessed Value



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

## Property Tax Revenues

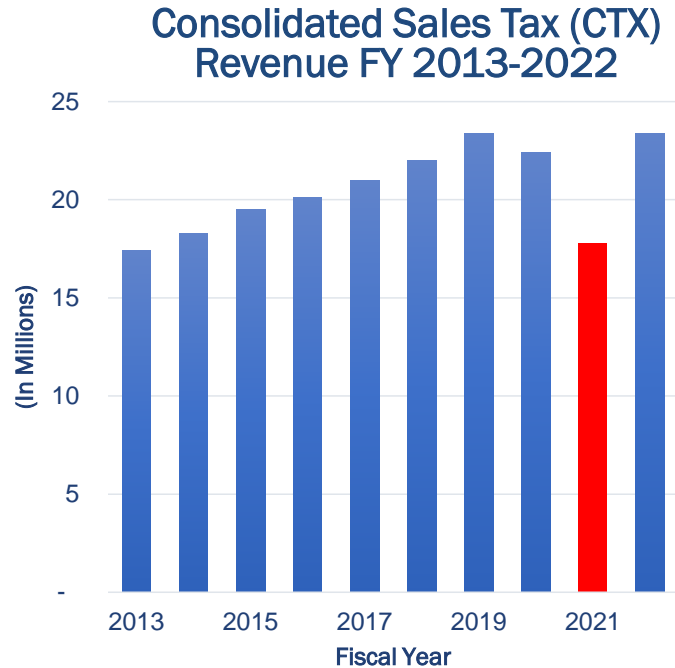


### Property Taxes

FY 2022 – \$53.1M Budgeted  
**FY 2021 – \$49.3M Budgeted**  
 FY 2020 – \$46.2M Actual  
 FY 2019 – \$43.0M Actual  
 FY 2018 – \$40.6M Actual  
 FY 2017 – \$38.6M Actual  
 FY 2016 – \$37.9M Actual  
 FY 2015 – \$36.7M Actual  
 FY 2014 – \$36.7M Actual  
 FY 2013 – \$36.2M Actual

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

## FY 2022 Consolidated Sales Tax Revenue



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FY 2022 – \$23.4M Budgeted

FY 2021 – \$17.8M Budgeted

FY 2020 – \$22.4M Actual

FY 2019 – \$23.4M Actual

FY 2018 – \$22.0M Actual

FY 2017 – \$21.0M Actual

FY 2016 – \$20.1M Actual

FY 2015 – \$19.5M Actual

FY 2014 – \$18.3M Actual

FY 2013 – \$17.4M Actual

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

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## FY 2022 Total Revenues

### General Fund

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

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

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# FY 2022 Total Expenditures

## General Fund

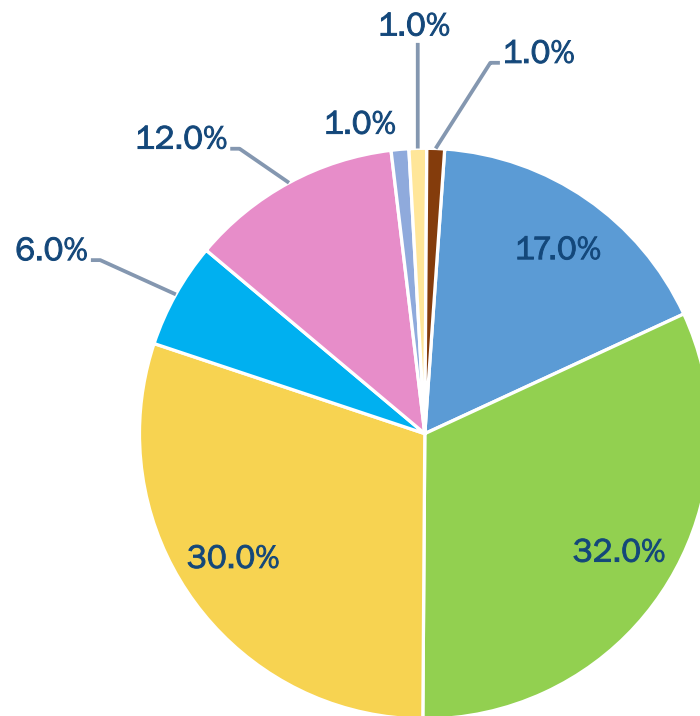
Las Vegas-Clark County Library District FY 2022 Expenditures				
	FY 2021 Budget	Preliminary FY 2022 Budget	Variance FY 2022 vs. FY 2021	Percent Increase (Decrease)
<b>General Fund Expenditures:</b>				
Salaries	31,770,975	32,562,438	791,463	2.49%
Benefits	12,499,827	13,125,445	625,618	5.01%
Services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

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



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## Materials Budget



### Materials Allocation \$10.8M:

- Adult Print – \$1.83M or 17.0%
- Downloadable eBooks & Media – \$3.45M or 32.0%
- Electronic Databases & Services – \$3.23M or 30.0%
- Adult Audio Visual – \$0.65M or 6.0%
- Juvenile Print – \$1.29M or 12.0%
- Juvenile Audio Visual – \$0.11M or 1.0%
- Languages – \$0.11M or 1.0%
- Nontraditional Items – \$0.11M or 1.0%

## Ending Fund Balance

### General Fund Budget

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

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# Capital Projects Fund

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

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

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

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

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# Special Revenue Funds

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

## Special Revenue Funds

### Special Revenue – \$2.6M:

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

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# Debt Service Fund

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



## Debt Service Fund

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



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*Questions?*



## Public Comment Policy

"Public Comment" will be placed on the Agenda in two locations: 1) after Roll Call for public comment on items listed for discussion on the Agenda and 2) after Announcements and before Adjournment for each Library District's Board of Trustees' Meeting. The public comment period at Library District Board Meetings shall be limited to a maximum of forty-five (45) minutes for both periods of public comment.

Anyone wishing to speak during the meeting must sign-up on the roster provided prior to the public comment period. The sign-up must include the commenter's name, legal address, and the agenda item that is being commented on. Commenters should state if they want their remarks included in the minutes of the meeting. If there is no agenda item listed, the person will be called on at the end of the meeting.

Remarks by speakers during the public comment period shall be limited to three (3) minutes, each. A speaker may not transfer time to another speaker; although, the Chair has the authority to grant additional time to a speaker.

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

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

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

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

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

**From:** [Graeme Williams](#)  
**To:** [boardcomments](#)  
**Subject:** Board Meeting 5/20/21: A note on wayfinding  
**Date:** Thursday, May 20, 2021 9:20:43 AM

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LVCCLD Board of Trustees Meeting 5/20/21

Public Comment on Agenda Item XI

Graeme Williams  
8705 Orvieto Dr  
Las Vegas, NV 89117

We want visiting the library to be easy and fun, but people visiting the library can be stressed and short of time. Navigating the library shouldn't be a barrier to services. Clear signs can help patrons, but poor signs can be confusing. People won't continue to use the library if it's hard or time-consuming.

Over the past year, I've visited LVCCLD branches to look at signs and other aspects of "wayfinding". I've summarized my observations, including photos of what I saw, in this note:

<https://github.com/lagbolt/library/blob/main/LVCCLD-signage.md>

My conclusion is that some simple improvements are easy to do.

I request that the board refer my note to the Executive Director for immediate action.



## ITEM VI.A. BOARD REPORT

### MEMORANDUM

---

**DATE:** June 19, 2021  
**TO:** Board of Trustees  
**FROM:** Kelvin A. Watson, Executive Director  
**SUBJECT:** Executive Director's Monthly Report – May, 2021

This report provides a review of some of my activities, accomplishments, and those of the Library District Staff, for your review and discussion at the District Board of Trustees' June 25, 2021 Regular meeting. I have supplemented this with information in the board packet, (numbered VI.A.1-3) and distributed to Trustees today.

As of June 1, Leo Segura, Floresto Cabias and John Vino have moved into permanent positions and are no longer "Acting." They have earned the opportunity to move forward as the Library Operations Director, Financial Services Director, and General Services Director, respectively.

Most of my time in May was spent on meetings with District staff and public officials, visiting District branches, and speaking in person with current and potential District vendors (since some business travel has resumed). I have been working on understanding the District's current practices, as well as current relationships and partnerships. This has all been in aid of working to improve, add, and increase access to District services. In my meetings with District staff and in my emails to staff, I have been encouraging staff to contact me if they have issues they want to discuss. I've had several of these meetings.

The District went to 80% capacity in May, with 100% capacity allowed for June 1. Branding and Marketing staff worked with General Services staff, branch staff members and Community Engagement staff to update materials, clear the branches of covid barriers, and notify user groups of the new, higher, limits. With increased capacity, some District volunteers are back in operation as of May.

You will be seeing the results of some of these meetings I mention above in the Administration Team reports. I have asked staff to work on enhancing current branch services, and the General Services Report details what is occurring at West Las Vegas. Library Operations is working on a revision to the District's Circulation Policy, last updated in 2015. Staff are also taking a look at the Collection Development Policy, last updated in 2002. Library Operations and Human Resources are working on reviewing branch staffing levels as part of the class and comp study you approved at the June 10 Special Meeting.

Executive Director's Report

June 19, 2021

Page 2

As part of the Community Engagement Report, you will see that Matt McNally reported on the Summer Meals distributed at different branches by Three Square. This had been requested by Trustee Foyt at the May 20 meeting.

During May, I was able to visit six more branches and on June 2, completed my visits to ALL 25 branches at least once. These visits continue to provide me with the opportunity to meet and talk with staff.

Other meetings I attended or led included:

- Held weekly Administration Team meetings and individual one on ones with my direct reports.
- Briefed Trustees prior to Board meetings along with Acting Financial Services Director
- Participated in discussion hosted by the Book Industry Study Group (BISG). In June 2020, BISG is hosting a virtual session, with a deeper dive into the perspectives of publishers across various segments
- Attended a meeting with Councilman Crear to discuss a potential library location in Enterprise Park, which was discussed at the Special Meeting on June 10
- I met with Congressman Stephen Horsford during his visit to Mesquite
- Met with UNLV Dean of Libraries, Maggie Farrell
- Spoke to Michele Kristakis, OCLC Public Library Outreach
- Met with NLV Library Director, Forrest Lewis
- Attended meeting at Workforce Connections regarding the District's partnership
- Attended Summer Challenge Kickoffs at the Sunrise, Windmill, Enterprise, Clark County, and Sahara West libraries
- Met with Henderson Public Library Executive Director, Marcie Smedley
- Conducted interview with Dan Rather
- Met with UNLV President, Dr. Keith Whitfield
- Attended meetings to discuss Instant Digital Card, BiblioBoard and Pop Up Library
- Met with Regional Transportation Commission's Chief Executive Officer MJ Maynard
- Attended meeting with OCLC for presentation entitled New Directors/New Directions



## MEMORANDUM

## ITEM VI.A.1.a.

TO: Kelvin Watson, Executive Director

FROM: Leo Segura, Library Operations Director

DATE: May 27, 2021

SUBJECT: Library Operations Activity Report, June 2021

This report provides an overview of the Library Operations Department and includes project updates, branch activity, and staff highlights from **May 1, 2021 – May 27, 2021**.

### LIBRARY OPERATIONS ADMINISTRATION

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

- Continue to analyze current operations and branch staffing needs with Human Resources Director **Jeff Serpico**.
- Participated in Job Description review and updates with Human Resources Director **Jeff Serpico**.
- Participated in Person-in-Charge (PIC) training needs committee led by Training and Development Manager **Keely Walker**.
- Participated in Circulation Policy Revision Committee led by Access Services Manager **Sufa Anderson**.
- Attended and participated on BiblioBoard product meetings.
- Working with Branch Managers to update Budget Book information on branches.
- Participated in Strategic Planning meeting hosted by Development and Planning Director **Danielle Milam**.
- Conducted branch visits to Clark County Library, Windmill Library, Summerlin Library, Sahara West Library, Spring Valley Library, West Charleston Library, Centennial Hills Library, and Rainbow Library.
- Participated in Bid Evaluation for the compensation study let by General Services Director **John Vino**.
- Conducted interviews for Moapa Valley Library Branch Associate and Summerlin Library Customer Service Department Head.

Library Operations Activity Report, June 2021  
May 27, 2021 – Page 2

- Toured Rainbow Library and Centennial Hills Library with Trustee **Nathanial Waugh**.
- Conducted monthly Branch Managers meeting via WebEx.
- Fielded customer issues and complaints via Administration email, Administrative Response Telephone voice mail, and in-person.
- Worked closely with Acting General Services Director **John Vino** and Safety Manager **Nicole Baker** to monitor branch safety and security incidents.
- Worked closely with Acting General Services Director **John Vino**, and West Las Vegas Library Branch Manager **Chantel Clark** and Rainbow Library Branch Manager **Claire Davies** on getting Teen Zones added to their libraries.
- Coordinated interview dates/information between branches, Library Operations Administration, and Human Resources.
- Compiled and reported required monthly statistical reports.

### Regional Manager Update

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

- Completed April 2021 Stats
- Tracked FTE and Position updates
- Reviewed 21-22 budget
- Distributed PPE Supplies
- Prepared and submitted purchase orders
- Reply to staff e-mails/phone calls
- Monitored the Admin e-mail and phone line
- Worked w/Foundation on staff requests
- Assisted with purchase of furniture/supplies for Teen Zones – West Las Vegas Library, and Rainbow Library
- Branch Visits: Enterprise Library, Mesquite Library, Moapa Valley Library, Searchlight Library, and Bunkerville Library
- Interviews:
  - Summerlin Library – Circ Department Head
  - Moapa Valley Library – Senior Library Associate
- Meeting:
  - Branch Managers
  - Apprentice PIC
  - Parks and Recs for Searchlight

Library Operations Activity Report, June 2021  
May 27, 2021 – Page 3

## BRANCH OPERATIONS

### Apprentice Person-in-Charge (APIC)

This past year, many in our leadership teams took advantage of the Voluntary Employee Separation Package (VESP) while others chose a different path. We recognized an opportunity to support and train our existing staff while creating a path to promotion. Human Resources Training and Development Manager, **Keeley Walker**, together with Safety Manager, **Nicole Baker**, Library Operations Director, **Leo Segura**, and Regional Library Operations Manager, **Cherrie DeLaney** implemented this new program to help staff learn about the primary functions of a Person-In-Charge while assisting in their professional development, and goals. In-person and WebEx class will be augmented with mentoring, shadowing and onsite training throughout the year to complete their certification. Kudos to our new Apprentice PIC's who recently attended the program launch and started with their ADA training.

Melissa Sanchez	Centennial	Youth Services Assistant
Carla Montoya	East Las Vegas	Youth Services Assistant
Aimee Potts	Moapa Valley	Library Assistant
Amber Dennis	Rainbow	Youth Service Assistant
Steven Severino	Sahara West	Circulation Assistant
Joseph Hines	Spring Valley	Children's Services Assistant
Samira Rachih	Spring Valley	Circulation Assistant
Monica Anchondo	Summerlin	Adult Services Assistant
Hector R De La Cruz	Summerlin	Circulation Assistant
Allesha Gerard	West Charleston	Circulation Assistant
Sarah Calvillo	West Las Vegas	Adult Services Assistant
Kristine Lowe-Martin	Whitney	Adult Service Assistant
Abe Ryusuke (TK)	Windmill	Circulation Assistant
Laura Rose	Whitney	Circulation Assistant
Aram Kalikian	Sahara West	Multiservice Assistant

### SANDI

Supporting and Advancing Nevada's Dislocated Individuals ([Project SANDI](#)) is working with the U.S. Department of Education's Education Stabilization Fund - Reimagine Workforce Preparation (ESF-RWP) with Discretionary Grant Programs providing Nevada with the opportunity to assist thousands of adult and dislocated



Library Operations Activity Report, June 2021  
May 27, 2021 – Page 4

workers who have been adversely affected by the pandemic. As part of this grant **CSN** will be loaning **LVCCCLD 340 neo 2 all-in-One VR headsets** to assist library patrons in finding a career. Specifically, this platform will provide immersion into leading in-demand occupations within high-growth industries such as health care, advanced manufacturing, and software technology.

CSN's library director, **Emily King** and CSN's **Dana Phillips** (the tech services expert) have their system set up for the Pico Neo2 kits to be distributed/checked out to public libraries for one calendar year with 2-one year automatic renewals. That will give the public libraries 3-years of use without having to worry about getting them back to CSN.

### High Winds

Thursday May 20<sup>th</sup> the winds in Goodsprings were so violent that the whole library (trailer) was shaking with each gust. So much so that **Jacques Alimusa** reported that he could "see the window visibly breathing in and out due to the wind." No surprise to him or anyone else who may have witnessed, the window broke. There was no evidence of flying debris or vandalism and no reported injuries.

**Kudos to Claudia Melton**, Sahara West Library Assistant Branch Manager who recently accepted an advisory board position with the American Library Association (ALA), Public Programs Office. Over the next seven months Claudia will be working with ALA, and the Financial Industry Regulatory Authority's (FINRA) educational arm to create booklists that promote diversity and financial literacy in children's libraries.

### STAFF UPDATES

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

- **Sharie M. Heier** as the Part Time Multiservice Assistant at Centennial Hills Library.
- **Toni Taylor**, Circulation Department Head transferred from Centennial Hills Library to Summerlin Library.
- **Jill O'Neil** as a Circulation Department Head for Enterprise.
- **Sierra Tuter** as a Library Assistant at Laughlin Library.
- **Gilda Haro-Mejia** as the Page position at Whitney Library.
- **Matthew T Ratchford** as the Page position at Whitney Library.
- **Kristin Milk** as Branch Associate at Moapa Valley Library.

### MONTHLY STATISTICS

The **total circulation** for the month of April 2021 was **695,468** which is a 100% increase from March 2020. Of this total, **eMedia** circulation was **252,754**. In 2020 Libraries, including LVCCCLD, closed to "flatten the curve," COVID-19.

In April 2021, **254,506** patrons entered our libraries, which is a 100% increase from March 2020 gate count. Staff issued **3,855 new library cards**; conducted 24

Library Operations Activity Report, June 2021  
May 27, 2021 – Page 5

computer classes for 48 participants; and answered **29,189 reference questions**. Internet sessions in the library during the month totaled 82,889. Wi-Fi usage recorded at 49,339.

The Best Buy Teen Tech Center staff offered 71 programs with a total attendance of 590 teens.

Additionally, Windmill Library staff issued 69 passports for a total of \$3,199.00 in execution and photo fees.

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## MEMORANDUM

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**TO:** Kelvin Watson, Executive Director  
**FROM:** Leo Segura, Acting Library Operations Director  
**DATE:** May 27, 2021  
**SUBJECT:** Security Report, June 2021

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

In April 2021, there were **69** incidents, which is an **increase of 100%** from the prior year of 0 incidents and 2 less than the previous month. During this period, the District recorded **254,506** in-person visits. **This ratio is one incident for every 3,688 visits.**

The **Clark County Library** experienced the **highest number of incidents**, in which the branch recorded **14** incidents which is a -30% decrease over the previous month. The remaining branches reported between 0-10 incidents.

District branches encountered the following types of incidents this month:

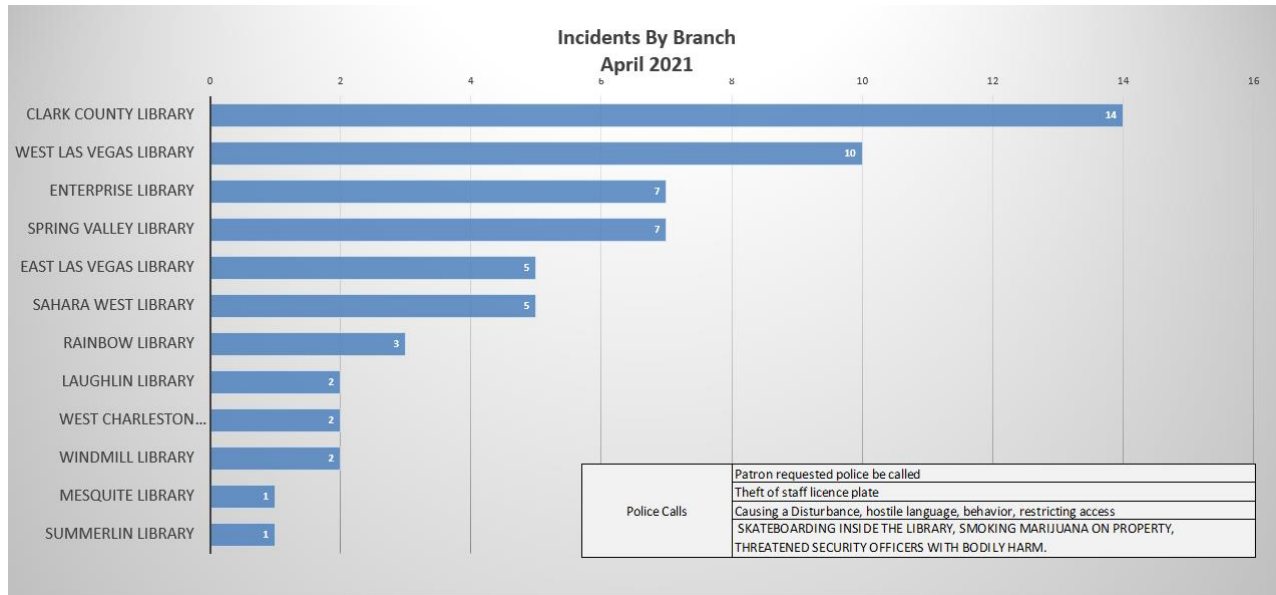
- Patron Disturbance
- Patron Illness (health or medical emergency)
- Other
- Safe Place
- Library Property Damage
- Patron Injury
- Theft of Patron Property

Of the above incident types, staff handled **48** patron disturbances, which accounts for the majority of incident types at 70%. **This ratio is one disturbance for every 5,302 visits.**

Twelve (12) one-year trespasses and two (2) shorter term bans were issued in February and staff made four (4) calls to law enforcement.

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## Library Incident Reports April 2021



	Branch	Incident Reports				May-19 to Apr-20	May-20 to Apr-21	Difference	% Change
		Apr-20	Apr-21	Difference	% Change				
Urban Branches	CENTENNIAL HILLS LIBRARY	0	0	0	0.0%	11	19	8	72.7%
	CLARK COUNTY LIBRARY	0	14	14	100.0%	156	195	39	25.0%
	EAST LAS VEGAS LIBRARY	0	5	5	100.0%	32	41	9	28.1%
	ENTERPRISE LIBRARY	0	7	7	100.0%	42	43	1	2.4%
	MEADOWS	0	0	0	0.0%	1	0	-1	-100.0%
	RAINBOW LIBRARY	0	3	3	100.0%	24	27	3	12.5%
	SAHARA WEST LIBRARY	0	5	5	100.0%	31	38	7	22.6%
	SPRING VALLEY LIBRARY	0	7	7	100.0%	42	32	-10	-23.8%
	SUMMERLIN	0	1	1	100.0%	13	6	-7	-53.8%
	SUNRISE LIBRARY	0	0	0	0.0%	19	8	-11	-57.9%
	WEST CHARLESTON LIBRARY	0	2	2	100.0%	46	44	-2	-4.3%
	WEST LAS VEGAS LIBRARY	0	10	10	100.0%	69	53	-16	-23.2%
	WHITNEY LIBRARY	0	10	10	100.0%	104	60	-44	-42.3%
	WINDMILL LIBRARY	0	2	2	100.0%	34	19	-15	-44.1%
	Urban Total	0	66	66	100%*	624	585	-39	-6.3%

\*2020 COVID-19 Closure - no incidents reported

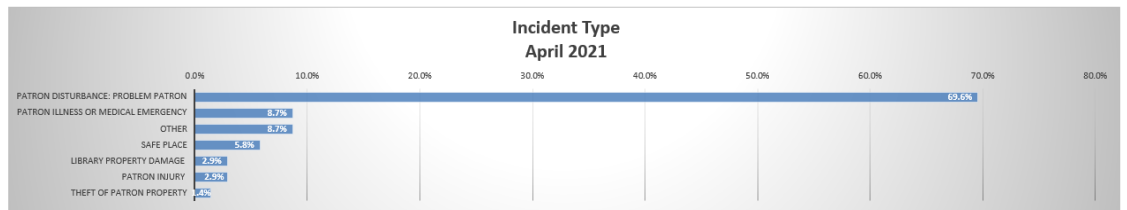
	Branch	Incident Reports				May-19 to Apr-20	May-20 to Apr-21	Difference	% Change
		Apr-20	Apr-21	Difference	% Change				
Outlying Branches	BLUE DIAMOND	0	0	0	0.0%	0	0	0	0.0%
	BUNKERVILLE	0	0	0	0.0%	0	4	4	100.0%
	GOODSPRINGS	0	0	0	0.0%	0	0	0	0.0%
	INDIAN SPRINGS	0	0	0	0.0%	0	0	0	0.0%
	LAUGHLIN LIBRARY	0	2	2	100.0%	11	6	-5	-45.5%
	MESQUITE LIBRARY	0	1	1	100.0%	28	19	-9	-32.1%
	MOAPA TOWN	0	0	0	0.0%	0	2	2	100.0%
	MOAPA VALLEY	0	0	0	0.0%	0	1	1	100.0%
	MT CHARLESTON	0	0	0	0.0%	1	0	-1	-100.0%
	SANDY VALLEY LIBRARY	0	0	0	0.0%	0	0	0	0.0%
	SEARCHLIGHT	0	0	0	0.0%	0	0	0	0.0%
	Outlying Total	0	3	3	0.0%	40	32	-8	-20.0%
Grand Total		0	69	69	100%*	664	617	-47	-7.1%

# Regular Board of Trustees Meeting - Item VI. Library Reports

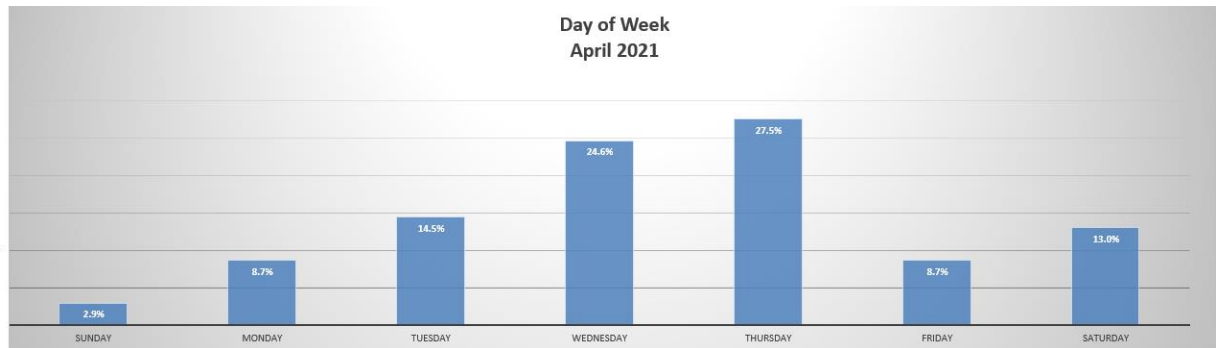
Hour Incident	Total	%
Overnight	2	2.9%
8 AM	1	1.4%
9 AM	4	5.8%
11 AM	8	11.6%
12 PM	5	7.2%
1 PM	13	18.8%
2 PM	7	10.1%
3 PM	7	10.1%
4 PM	7	10.1%
5 PM	5	7.2%
6 PM	7	10.1%
7 PM	2	2.9%
8 PM	1	1.4%
Grand Total	69	100.0%



Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM	48	69.6%
PATRON ILLNESS OR MEDICAL	6	8.7%
OTHER	6	8.7%
Safe Place	4	5.8%
LIBRARY PROPERTY DAMAGE	2	2.9%
PATRON INJURY	2	2.9%
THEFT OF PATRON PROPERTY	1	1.4%
Grand Total	69	100.0%
Police Called	4	



Day of Week	Total	%
Sunday	2	2.9%
Monday	6	8.7%
Tuesday	10	14.5%
Wednesday	17	24.6%
Thursday	19	27.5%
Friday	6	8.7%
Saturday	9	13.0%
Grand Total	69	100.0%



Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	12
ADULT BAN - LESS THAN 1	2
Minor RPC	0



Regular Board of Trustees Meeting - Item VI. Library Reports

Monthly Statistics  
Year over Year  
April 2020 / April 2021\*

	Library	Circulation				2020				2021				Gatecount				2020				2021			
		2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	0	33,397	33,397	NA	412,458	333,028	-79,430	-19%	0	18,000	18,000	NA	266,444	193,501	-72,943	-27%								
	Clark County	0	19,385	19,385	NA	338,245	208,752	-129,493	-38%	0	22,242	22,242	NA	404,078	224,877	-179,201	-44%								
	Enterprise	0	20,160	20,160	NA	273,905	210,810	-63,095	-23%	0	15,564	15,564	NA	224,158	152,910	-71,248	-32%								
	East Las Vegas	0	12,824	12,824	NA	269,735	143,856	-125,879	-47%	0	31,117	31,117	NA	294,617	286,108	-8,509	-3%								
	Meadows	0	303	303	NA	45,557	2,761	-42,796	-94%	0	783	783	NA	24,253	3,161	-21,092	-87%								
	Rainbow	0	24,305	24,305	NA	343,501	259,835	-83,666	-24%	0	22,163	22,163	NA	294,736	200,359	-94,377	-32%								
	Sahara West	0	36,891	36,891	NA	480,997	368,224	-112,773	-23%	0	22,379	22,379	NA	387,871	206,172	-181,699	-47%								
	Spring Valley	0	17,802	17,802	NA	282,286	198,148	-84,138	-30%	0	18,480	18,480	NA	274,000	166,900	-107,100	-39%								
	Summerlin	0	20,136	20,136	NA	259,112	202,705	-56,407	-22%	0	12,400	12,400	NA	215,428	116,800	-98,628	-46%								
	Sunrise	0	16,430	16,430	NA	297,734	185,431	-112,303	-38%	0	11,000	11,000	NA	226,781	113,203	-113,578	-50%								
	West Charleston	0	16,799	16,799	NA	262,409	173,214	-89,195	-34%	0	13,302	13,302	NA	230,785	140,394	-90,391	-39%								
	West Las Vegas	0	2,193	2,193	NA	112,279	53,639	-58,640	-52%	0	12,065	12,065	NA	212,858	150,037	-62,821	-30%								
	Whitney	0	20,397	20,397	NA	280,700	211,570	-69,130	-25%	0	15,757	15,757	NA	417,042	213,074	-203,968	-49%								
	Windmill	0	31,846	31,846	NA	439,332	342,200	-97,132	-22%	0	17,319	17,319	NA	269,375	182,287	-87,088	-32%								
	Urban Totals	0	272,868	272,868	NA	4,098,250	2,894,173	-1,204,077	-29%	0	232,571	232,571	NA	3,742,426	2,349,783	-1,392,643	-37%								
Outlying Branches	Blue Diamond	0	230	230	NA	2,546	2,269	-277	-11%	0	344	344	NA	5,138	3,353	-1,785	-35%								
	Bunkerville	0	287	287	NA	3,971	5,947	1,976	50%	0	592	592	NA	13,249	10,197	-3,052	-23%								
	Goodsprings	0	615	615	NA	9,767	7,045	-2,722	-28%	0	350	350	NA	4,111	3,110	-1,001	-24%								
	Indian Springs	0	650	650	NA	12,004	7,424	-4,580	-38%	0	1,809	1,809	NA	20,171	8,642	-11,529	-57%								
	Laughlin	0	8,339	8,339	NA	96,170	57,780	-38,390	-40%	0	3,366	3,366	NA	72,944	43,771	-29,173	-40%								
	Mesquite	0	8,097	8,097	NA	100,995	83,448	-17,547	-17%	0	11,302	11,302	NA	134,858	97,496	-37,362	-28%								
	Moapa Town	0	322	322	NA	4,932	3,602	-1,330	-27%	0	357	357	NA	5,319	3,752	-1,567	-29%								
	Moapa Valley	0	3,486	3,486	NA	53,496	44,029	-9,467	-18%	0	2,090	2,090	NA	69,990	69,080	-910	-1%								
	Mt. Charleston	0	232	232	NA	4,886	3,942	-944	-19%	0	425	425	NA	7,347	4,498	-2,849	-39%								
	Sandy Valley	0	1,046	1,046	NA	16,253	10,278	-5,975	-37%	0	744	744	NA	10,081	7,424	-2,657	-26%								
	Searchlight	0	407	407	NA	5,437	5,082	-355	-7%	0	556	556	NA	10,630	5,133	-5,497	-52%								
	Outlying Totals	0	23,711	23,711	NA	310,457	230,846	-79,611	-26%	0	21,935	21,935	NA	353,838	256,456	-97,382	-28%								
Misc.	ILL	0	339	339	NA	3,190	3,421	231	7%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA								
	Metro	0	0	0	NA	18,144	3,690	-14,454	-80%	0	0	0	NA	423	0	-423	-100%								
	Outreach	0	2,041	2,041	NA	42,408	21,440	-20,968	-49%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA								
	eMedia	0	252,754	252,754	NA	2,252,044	2,676,936	424,892	19%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA								
	Online Renewals	0	143,755	143,755	NA	1,819,055	1,430,491	-388,564	-21%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA								
	Misc. Totals	0	398,889	398,889	NA	4,134,841	4,135,978	1,137	0%	0	0	0	NA	423	0	-423	-100%								
Grand Totals		0	695,468	695,468	NA	8,543,548	7,260,997	-1,282,551	-15%	0	254,506	254,506	NA	4,096,687	2,606,239	-1,490,448	-36%								

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

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



Regular Board of Trustees Meeting - Item VI. Library Reports

Monthly Statistics  
Year over Year  
April 2020 / April 2021\*

	Library	New Library Card				2020				2021				PC Internet Sessions				2020				2021			
		2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	0	246	246	NA	4,118	2,632	-1,486	-36%	0	1,715	1,715	NA	39,886	17,794	-22,092	-55%								
	Clark County	0	320	320	NA	6,051	3,228	-2,823	-47%	0	4,003	4,003	NA	68,193	43,766	-24,427	-36%								
	Enterprise	0	176	176	NA	3,229	1,958	-1,271	-39%	0	1,767	1,767	NA	26,582	17,402	-9,180	-35%								
	East Las Vegas	0	276	276	NA	5,880	3,374	-2,506	-43%	0	3,244	3,244	NA	65,236	31,646	-33,590	-51%								
	Meadows	0	13	13	NA	425	43	-382	-90%	0	54	54	NA	3,204	54	-3,150	-98%								
	Rainbow	0	226	226	NA	4,088	2,476	-1,612	-39%	0	2,437	2,437	NA	35,147	23,443	-11,704	-33%								
	Sahara West	0	262	262	NA	6,254	3,734	-2,520	-40%	0	2,754	2,754	NA	38,694	26,638	-12,056	-31%								
	Spring Valley	0	196	196	NA	3,150	2,083	-1,067	-34%	0	3,838	3,838	NA	51,340	35,604	-15,736	-31%								
	Summerlin	0	136	136	NA	2,299	1,279	-1,020	-44%	0	877	877	NA	16,520	7,753	-8,767	-53%								
	Sunrise	0	151	151	NA	3,991	2,421	-1,570	-39%	0	2,028	2,028	NA	40,770	18,998	-21,772	-53%								
	West Charleston	0	146	146	NA	3,061	1,409	-1,652	-54%	0	1,054	1,054	NA	30,629	19,961	-10,668	-35%								
	West Las Vegas	0	168	168	NA	2,759	1,486	-1,273	-46%	0	2,319	2,319	NA	40,949	21,752	-19,197	-47%								
	Whitney	0	196	196	NA	4,119	2,728	-1,391	-34%	0	2,824	2,824	NA	36,940	27,922	-9,018	-24%								
	Windmill	0	257	257	NA	5,340	2,742	-2,598	-49%	0	2,272	2,272	NA	43,058	21,037	-22,021	-51%								
	Urban Totals	0	2,769	2,769	NA	54,764	31,593	-23,171	-42%	0	31,186	31,186	NA	537,148	313,770	-223,378	-42%								
Outlying Branches	Blue Diamond	0	1	1	NA	14	18	4	29%	0	2	2	NA	256	99	-157	-61%								
	Bunkerville	0	1	1	NA	12	25	13	108%	0	9	9	NA	239	204	-35	-15%								
	Goodsprings	0	0	0	NA	12	28	16	133%	0	7	7	NA	162	81	-81	-50%								
	Indian Springs	0	3	3	NA	37	30	-7	-19%	0	67	67	NA	1,470	369	-1,101	-75%								
	Laughlin	0	31	31	NA	726	472	-254	-35%	0	857	857	NA	13,498	7,975	-5,523	-41%								
	Mesquite	0	103	103	NA	1,589	822	-767	-48%	0	1,118	1,118	NA	18,331	10,031	-8,300	-45%								
	Moapa Town	0	0	0	NA	17	20	3	18%	0	56	56	NA	690	396	-294	-43%								
	Moapa Valley	0	17	17	NA	206	159	-47	-23%	0	102	102	NA	3,515	1,214	-2,301	-65%								
	Mt. Charleston	0	1	1	NA	18	21	3	17%	0	10	10	NA	163	104	-59	-36%								
	Sandy Valley	0	2	2	NA	32	25	-7	-22%	0	38	38	NA	660	395	-265	-40%								
	Searchlight	0	1	1	NA	14	12	-2	-14%	0	12	12	NA	680	104	-576	-85%								
	Outlying Totals	0	160	160	NA	2,677	1,632	-1,045	-39%	0	2,278	2,278	NA	39,664	20,972	-18,692	-47%								
Misc.	ALP	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA	68	86	18	26%	1,978	673	-1,305	-66%								
	Outreach	156	52	-104	-67%	3,919	2,384	-1,535	-39%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA								
	Online Registration	6,529	904	-5,625	-86%	11,308	9,060	-2,248	-20%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA								
	WiFi	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA	51,356	49,339	-2,017	-4%	711,661	497,272	-214,389	-30%								
	Misc. Totals	6,685	956	-5,729	-86%	15,227	11,444	-3,783	-25%	51,424	49,425	-1,999	-4%	713,639	497,945	-215,694	-30%								
Grand Totals		6,685	3,885	-2,800	-42%	72,668	44,669	-27,999	-39%	51,424	82,889	31,465	61%	1,290,451	832,687	-457,764	-35%								

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

## ITEM VI.A.2.a.



### MEMORANDUM

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**TO:** Mr. Kelvin Watson, Executive Director

**FROM:** Betsy Ward, Branding and Marketing Director

**DATE:** June 10, 2021

**SUBJECT:** Branding and Marketing Activity Report, June 2021

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for the month of May 2021 and analytics for the period from April 1-30, 2021.

#### **SUMMER CHALLENGE 2021 LAUNCH**

- Branding & Marketing Director **Betsy Ward** worked with Graphic Designer **Juanita Aiello**, Community Engagement Director **Matt McNally**, Youth Services Manager **Shana Harrington**, and Youth Services Specialist **Melissa Ramos** to finalize all of the 2021 promotional graphics for Library District branches.
- Graphic Designer **Cierra Pedro**, **Juanita Aiello** and Digital Content Manager **Ryan Simoneau** brought the approved promotional assets to Windmill Library to take staged photos that show how each promotional item should be displayed in branches. These photos were included in the BAM Summer Challenge promotional guidelines announcement to staff that **Betsy Ward** sent out to all District staff on Tuesday, May 11.
- **Betsy Ward** wrote the Summer Challenge press release, and sent out the English & Spanish versions to the local media on Thursday, May 6.
- **Betsy Ward** worked with Senior Digital Projects Associate **Paula Loop** to compile the 2021 Summer Challenge Launch Kit to help our partners quickly and easily promote the program through July 31. The Launch Kit contains specifically sized promotional graphics for web + social media, sample social media copy, website copy & eNewsletter copy, and the official press release in English & Spanish. Paula Loop sent an email to **Matt McNally** and **Shana Harrington** on May 11 which contained the link to share with the year's program partners. The Launch Kit can be viewed [HERE](#).
- **Juanita Aiello** created exterior signage for the entrance at Sahara West, which was installed by General Services on Friday, May 14.
- **Betsy Ward** worked with Web Designer **Gene Kilchenko** to update the Summer Challenge landing page with a new animation feature showing this year's Power Up Your Robot theme.
- **Paula Loop** made updates to each of the audience portal pages for Parents (Birth-Age 5), Kids, Teens, and Español which included new staff lists, DIY activities, and priority upcoming Summer Challenge events.
- **Betsy Ward** worked with **Paula Loop** to compile a new blog post detailing this year's social media photo contest, where parents' can share their kids' and teens' progress by posting



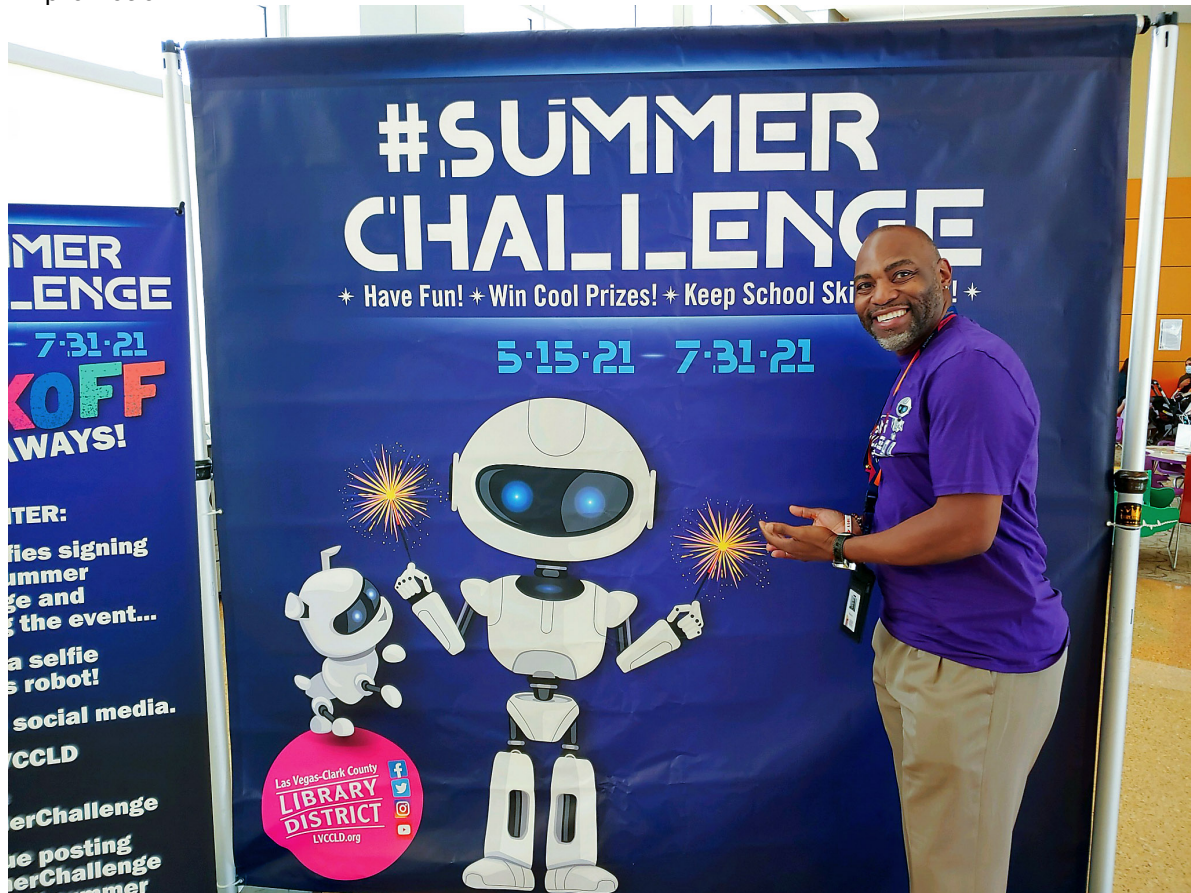
## Branding and Marketing Report

May 28, 2021

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photos using #SummerChallenge and tagging @LVCCLD on Facebook/Instagram/Twitter to earn entries for great prizes from the Vegas Golden Knights and the Las Vegas Lights. You can view the blog post [HERE](#).

- **Betsy Ward, Cierra Pedro, Paula Loop and Ryan Simoneau** attended the Summer Challenge Kickoff Event at East Las Vegas Library on May 15, where Cierra took photos and Paula and Ryan posted photos on social media in real-time and conducted a social media photo contest which featured BONUS prizes from the Las Vegas Golden Knights and Las Vegas Lights FC. Cierra and Paula also attended Kickoff Events at Windmill Library and Enterprise Library on Wednesday, May 19. Cierra took photos and Paula posted real-time social media updates from each of the events and encouraged people to enter the social media giveaway which runs through May 31, with randomly selected winners announced on June 1.
- Summer Challenge promotional efforts will continue through July 31 with traditional and digital advertising, along with priority placement on LVCCLD.org and weekly social media promotion.



## Branding and Marketing Report

May 28, 2021

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### BIBLIOBOARD & INDIE AUTHOR PROJECT LAUNCH + DAN RATHER INTERVIEW WITH KELVIN WATSON

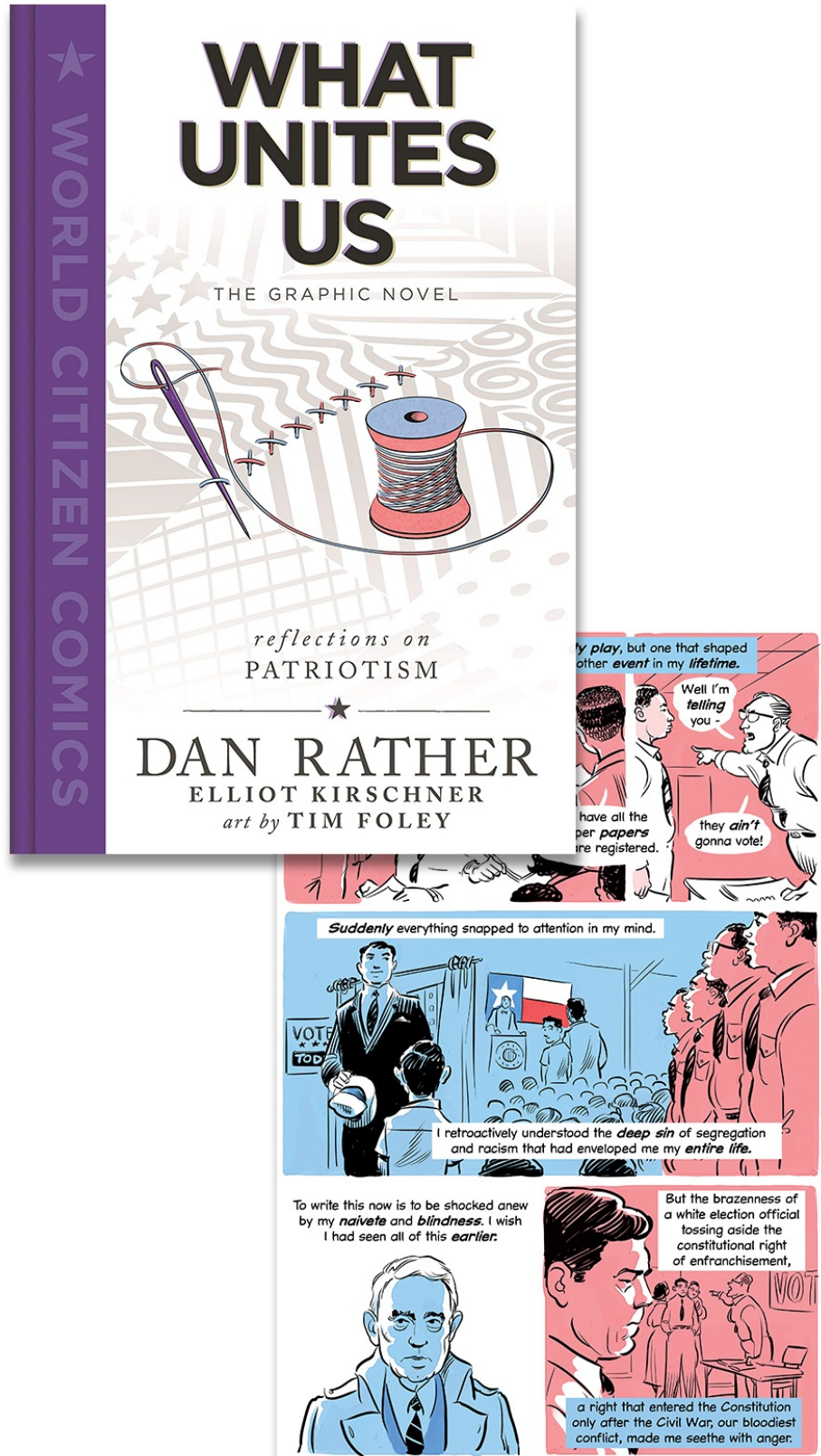
- **Betsy Ward, Paula Loop and Ryan Simoneau**, Executive Director **Kelvin Watson**, Information & Technology Director **Albert Prendergast**, and Access Services Manager **Sufa Anderson**, and Electronic Resources Manager **Jocelyn Bates** held a virtual meeting with the BiblioBoard team on Thursday, May 6 to discuss launching the service. We also discussed Kelvin's upcoming interview with award-winning journalist and author Dan Rather regarding the new graphic novel version of his most recent book, "What Unites Us – Reflections on Patriotism." BiblioBoard is granting the Library District unlimited checkouts of this featured title, which can also be shared across the state of Nevada during a two-month time period, TBD.
- On Thursday, May 13, **Albert Prendergast** added BiblioBoard access to the A-Z Online Resources page of the website ahead of the official launch of the online resource service, at a date TBD, after the conclusion of Summer Challenge. To support that launch, BAM will work to create a dedicated landing page for cardholders that includes links to BiblioBoard and the Indie Author Project, step-by-step instructions on how to get started using these new online resources, along with featured videos and tutorials.
- **Betsy Ward** and **Ryan Simoneau** researched and compiled questions for **Kelvin Watson** to ask Dan Rather during this virtual interview, which will be recorded on Friday, May 21.
- **Paula Loop** and **Ryan Simoneau** are conducting online research of sample landing pages used by other library districts to promote access to their BiblioBoard and Indie Author Project pages. These will be reviewed internally by BAM before the design process begins.



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### REVISED CDC & GOVERNOR MASK PROTOCOL UPDATES

- **Betsy Ward** worked **Juanita Aiello** and Acting General Services Director **John Vino** to update all branch signage to reflect the revised COVID-19 Mask Protocols from the CDC, which was immediately implemented on Friday, May 14.
- **Gene Kilchenko** added the approved artwork to all Library District branch monitors.
- **Betsy Ward** worked with **Paula Loop** and **Ryan Simoneau** to update the website and system notification banner to inform the public about the implementation of this new protocol at the Library District, which went into effect immediately.



### MONTHLY HIGHLIGHTS eNEWSLETTER TO LIBRARY CARDHOLDERS

- **BAM** is producing twice monthly digital Library Highlights eNewsletters to help promote priority District-wide programs, upcoming PVS & YS events, classes, and online resources.
- **Betsy Ward** worked with **Paula Loop** and **Ryan Simoneau** to compile the content for both of the monthly eNewsletters, which are designed and sent out by **Cierra Pedro**.
- Topics in May included:
  - **SUBJECT TITLE: Summer Challenge, Salute AAPI + Military, VGK Bookmarks!**
    - This edition of Highlights included an overview of the 2021 Summer Challenge starting May 15, along with the Kickoff Event at East Las Vegas Library; the Library District's free resources to commemorate Asian American & Pacific Islander Heritage Month; Military Appreciation Month, spotlighting the Why You Should Hire a Military Spouse virtual event with Nevada Workforce Connections on May 7; May's featured Vegas Golden Knights Collectible Player

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Bookmark featuring Brayden McNabb; Taking the RTC Transit Survey; Conversations for English Speakers Class; upcoming priority PVS programming; and a call-to-action to donate to the Library District Foundation.

- Sent out Tuesday, May 4, 2021
- **63,800 unique opens with a 20.04% open rate**
- **3,554 unique clicks generated**

**LIBRARY DISTRICT Highlights**  
May 4, 2021

**SUMMER CHALLENGE**  
5-15-21 - 7-31-21  
Hey Kids & Teens!  
Have fun and earn cool prizes this summer while keeping your school skills sharp!

Summer Challenge is back! It's the Library District's fun, free activities and reading program, filled with prizes for kids of all ages. Be sure to join us for our big **Summer Challenge Kickoff** on Saturday, May 15 from 11 a.m. - 1:30 p.m. at the East Las Vegas Library, located [HERE](#).

This activity-filled kickoff event is designed for families with children from babies through grade 12. You will find something for everyone in this festival atmosphere, including: exciting prize giveaways from the Vegas Golden Knights and the Las Vegas Lights; DJ Naavi spinning tunes from the stage; balloon artists, fashions and crafts; a Kona Ice Truck; plus hands-on STEAM activities galore!

**Summer Challenge: Here's How It Works**  
The Summer Challenge program runs from May 15 - July 31, 2021, and helps kids stay on track for school with reading whatever they like (even comic books!) and doing activities that foster learning.

**Don't Miss Our KICKOFF**  
for Kids of All Ages  
**Saturday May 15**  
11 a.m. - 1:30 p.m.  
East Las Vegas Library

- + Live DJ & Kona Ice Truck
- + Awesome prizes every half hour
- + STEAM activities & crafts
- + Live tech demos

**Did we mention prizes? Here's how kids can participate:**

- o **Book Prizes** - Win a book each time they complete a Summer Challenge level.
- o **Branch Grand Prizes** - Enter for a chance to win grand prizes at their branch when they complete all three Summer Challenge levels.
- o **Super Reader 300-Volt Challenge** - Complete extra reading time and enter to win a #GoCarded library tote bag filled with an iPad mini, prizes from the Vegas Golden Knights, the Las Vegas Lights, and more.
- o **Social Media Prizes** - Take a photo in your branch with our Robot banner, or take a photo of their progress, and then share on social media for a chance to win even more prizes, including a Vegas Golden Knights Fanatics Jersey, a Las Vegas Lights Jersey, and more. Just tag @LVCCLD on Facebook, Instagram, and Twitter and include #SummerChallenge.

Register now in library branches or at [LVCCLD.org/SummerChallenge](http://LVCCLD.org/SummerChallenge). Children will also receive Summer Challenge information through the Clark County School District this month.

[SUMMER CHALLENGE DETAILS & EARLY REGISTRATION HERE](#)

**Celebrate Asian American & Pacific Islander Heritage Month**  
Read. Watch. Listen. Learn.  
MAY 2021

**Military Appreciation Month**  
Read. Watch. Listen. Learn.  
MAY 2021

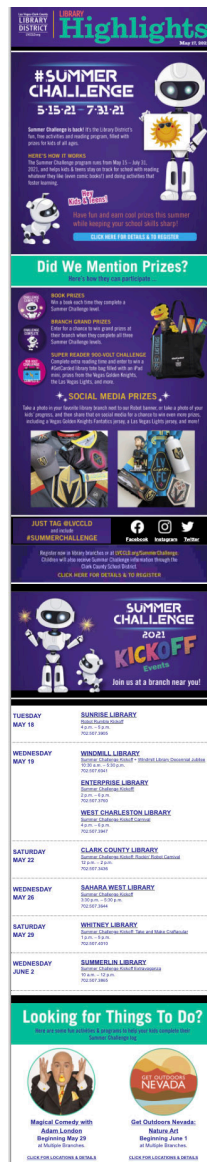
The Library District is proud to provide our local veterans with FREE services and online resources that are available 24/7 on our website [HERE](#)! Local veterans and their families will find information about free employment support, assistance filing for benefits, curated staff picks from our collection, plus a listing of local and national services.

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- SUBJECT TITLE: Cool Prizes + Learning = Summer Challenge! Plus Summer Entertainment For All**
  - This edition of Highlights promoted the start of Summer Challenge on May 15 and included a call-to-action to register on Beanstack, spotlighted all of the priority upcoming YS programming for kids and teens, along with a listing of upcoming live entertainment from PVS, and a call-to-action to donate to the Library District Foundation.
  - Sent out to Library District cardholders on Monday, May 17, 2021
  - 59,975 unique opens with an 18.86% open rate**
  - 3,988 unique clicks generated**





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### LAS VEGAS LIGHTS FC LIBRARY CARD TO LAUNCH JUNE 1

- **Betsy Ward** worked with **Juanita Aiello** and **Sufa Anderson** to finalize the launch of the official Las Vegas Lights library card starting the first week of June, to coincide with Summer Challenge. The Las Vegas Lights are one of this year's official sponsors and play their initial 2021 home games during the month of June. This will be a hybrid marketing campaign to combine the launch of the Las Vegas Lights library card along with Summer Challenge.
- **Betsy Ward, Ryan Simoneau, and Juanita Aiello** worked with **Las Vegas Lights Owner Brett Lashbrook**, to provide the Library District with multiple prizes which include Las Vegas Lights jerseys, souvenir scarves, and their Anytime Pass booklets, which contain 10 game tickets and discounts on food and parking at games. **Ryan Simoneau** traveled to Cashman Field on Thursday, May 13 to pick-up the prize items ahead of the start of Summer Challenge.
- **Betsy Ward** worked with **Juanita Aiello** and **Cierra Pedro** to create a direct mail campaign that will target the Latinx demographic in the East Las Vegas, West Las Vegas, Sunrise, and Clark County zip codes. There will be approximately 30,000 oversized postcards sent out the first week of June.
- In addition to the oversized postcard, signage will be created for all branches in advance of the card launch including:
  - Desk signage
  - Exterior banners
  - Window Clings
- **Betsy Ward** will work with **Paula Loop, Ryan Simoneau** and **Gene Kilchenko** to create a landing page for the contest, which will tentatively run June 14-28.
- The Las Vegas Lights card will also receive priority placement on the website homepage and different audience browse pages.
- **Paula Loop** and **Ryan Simoneau** will schedule social media promotion to encourage library card sign-ups for the chance to win the Las Vegas Lights prize pack.
- The new Las Vegas Lights FC library card promotional graphic is featured below:



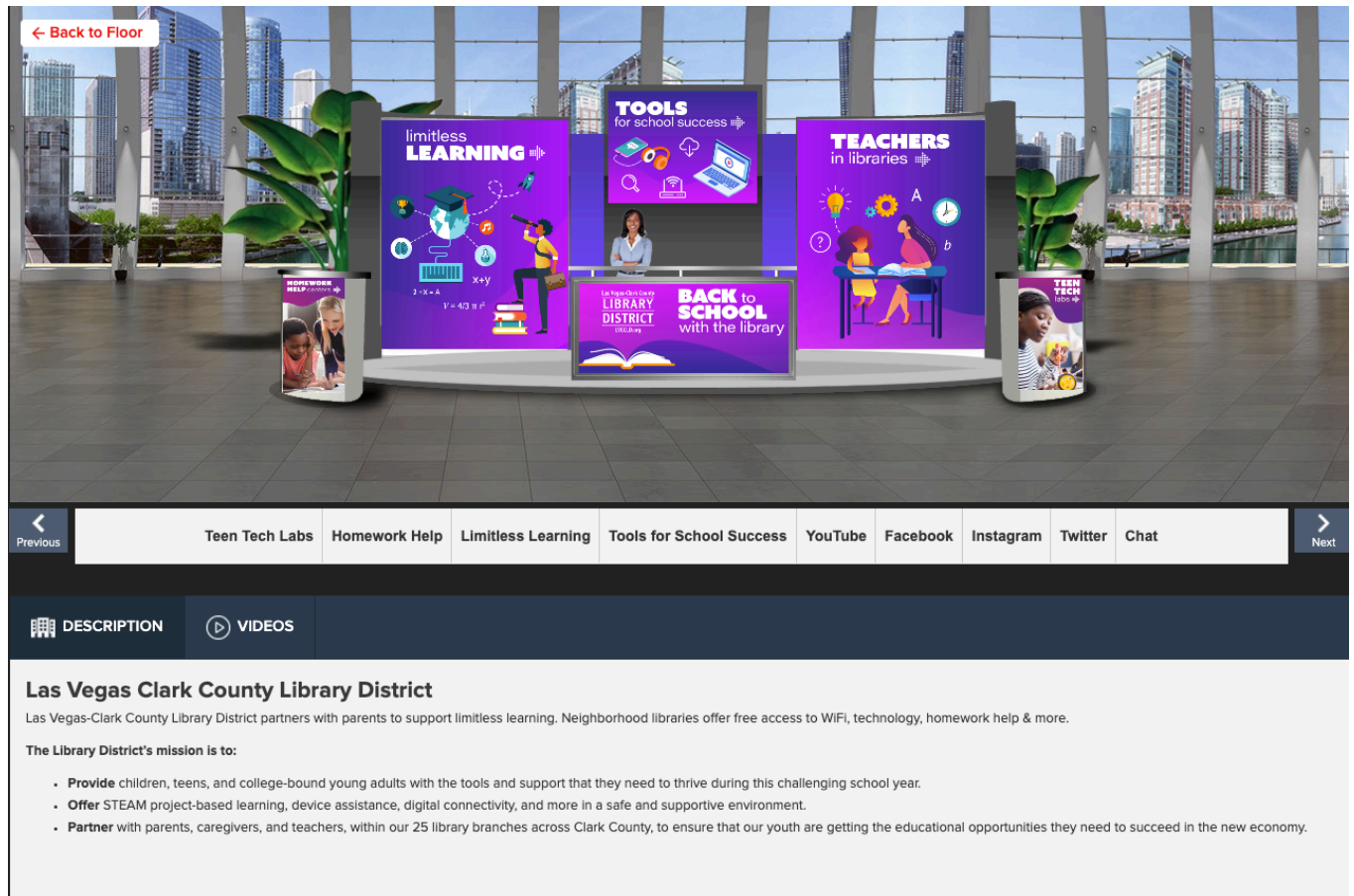
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### 2021 COX BACK TO SCHOOL VIRTUAL FAIR BOOTH

- **Paula Loop** worked with Outreach Services Manager **Glenda Billingsley** on creating a new branded design for the Library District's participation in this year's COX Back To School Virtual Fair which takes place in August 2021.
- **Paula Loop** worked with **Gene Kilchenko** to create updated graphics that were approved by Glenda on May 17:





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### VEGAS GOLDEN KNIGHTS 2021 COLLECTIBLE PLAYER BOOKMARKS — MAY RELEASE

- **Betsy Ward** and **Cierra Pedro** worked with Vegas Golden Knights (VGK) Director of Marketing & Brand **Carley Sisolak**, to finalize the design for the monthly collectible player bookmark, which featured **Defenseman Brayden McNabb** in May. The latest bookmark features McNabb's favorite titles from the Library District collection, which the public can check out using their free library card.
- A brand-new limited-edition collectible player bookmark is released at the start of each month throughout the 2021 NHL season and are available at all 25 Library District branches as well as City National Arena and The Arsenal Pro Shop. Each release has been so popular that BAM continues to restock all of the released players to date. This additional exposure helps the Library District reach more local residents who might not normally visit our branches.
- Below is the final confirmed 2021 featured player (pending trades or injuries):
  - Zach Whitecloud (June)
- BAM created promotional materials that are sent to branches and include:
  - Monthly player bookmarks
  - Acrylic bookmark displays featuring desktop signage
  - Updated Chance banner for all branches
- **Gene Kilchenko** updated the Library District's VGK landing page and "Chance's Chat" blog to spotlight Brayden McNabb, where the public can find out more about him, along with each previously featured player and what they enjoy checking out from the Library District. The English version can be viewed [HERE](#) and the translated Spanish version can be viewed [HERE](#).

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**VEGAS BORN**

\*\*\*\*\*

**VEGAS GOLDEN KNIGHTS 2021 COLLECTIBLE  
PLAYER BOOKMARKS AVAILABLE NOW!**

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

\*\*\*\*\*

This Month's Spotlights Vegas Golden Knights Player is:

**3 BRAYDEN  
MCNABB  
DEFENSEMAN**

\*\*\*\*\*

EN ESPAÑOL BACK TO PLAYERS

**Chance's Chat**

Hey friends! It's your favorite mascot, Chance, again! (Can you believe they pay *me* to hang out at the games?! Not a bad gig.) I'm honored to announce this month's featured Vegas Golden Knights Collectible Player Bookmark star, the one and only Brayden McNabb!

An NHL veteran from Saskatchewan, Canada, Brayden is one of our top defenders. He's been a mainstay in the lineup since joining the Golden Knights in 2017, playing in more than 280 games with us! As you can imagine, #3 is the type of guy that leaves it all on the ice. He's pulled some long shifts, helping us snag some big wins. It's no coincidence that when Nabber's in the game, we're usually in control of the puck.

Brayden started the 2021 season off with a bang, but unfortunately, he suffered an injury in late January and was put on the injured list. Thankfully, he's built as tough as the Ford truck he drives and was back in action by March, ready to hip check any opponent in his path! (Glad to have you back in the game, buddy!)

All of his bullish hard work doesn't mean the guy doesn't know how to cut loose. When Brayden's not on the ice, he's usually golfing, playing with his dog, and hanging out with family and friends. He also puts together some sweet Halloween costumes!

Find out what else Brayden enjoys in his off-time by checking out his favorite books, movies, and more using your free library card!

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

I know it's not a movie, but I love the TV series "Yellowstone".

**What was your favorite book, movie, or music as a child or teen?**

Anchorman (movie).

- **Ryan Simoneau** and **Paula Loop** updated the website homepage and audience browse pages, along with scheduling new social media posts to promote the latest featured player bookmark, along with the availability of the entire 2021 set.

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### COVID-19 ACTIVITIES

- **Ongoing Communications**
  - **Staff Communications:**
    - **BAM** has continued to maintain the Staff Updates page on the website at the instruction of the Administrative Team. This dedicated landing page for all Library District staff serves as both an effective and efficient way for them to access time-sensitive information and announcements, either from their home or while at work.
    - **Betsy Ward** worked with **Ryan Simoneau** to add all of the latest District Department Heads updates as they were received. This page can be viewed at: <https://lvccld.org/staffupdates>
    - The Staff Updates page went live on Thursday, March 19, 2020 and through May 18, 2021 the page has received **41,289 Total Unique Page Views, with 554 Unique Page Views from April 1-30, a decrease of 30% over the previous month.** The continued decrease in monthly visits can be attributed to District staff working at their respective branches and can regularly access their emails and Voyager to receive the latest Library District updates. Staff have continued to stay on this page for an average **Dwell Time of over four minutes.**
  - **Public Communications:**
    - **Paula Loop** has continued to add requested updates to the dedicated "COVID-19 Response" blog post on the website, which features a current listing of free local and national resources. The blog launched on March 6, 2020 and through May 18, 2021 has compiled **22,668 Total Unique Page Views** and an **average Dwell Time of over two minutes.** This community resource blog will be updated throughout the ongoing COVID-19 pandemic: [lvccld.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/](https://lvccld.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/)

### GOOGLE ADWORDS GRANT UPDATE

- **Google AdWords** is **Google's** dedicated advertising platform in which advertisers bid on popular keywords and search phrases in order for their clickable text-based ads to appear in **Google's** search results. The Foundation and the Library District received a shared grant from Google in the amount of \$10,000 per month in Google ad credits.
- Nonprofit Megaphone is the agency of record that works with Google to manage our monthly grant and helps us to optimize designated "keywords" that are selected from Library District and Foundation priorities included on LVCCLD.org. This helps to increase our Google SEO and entices people to click on the District's Google AdWords campaigns when making relevant searches on Google that would incorporate the designated "keywords".
- The Google Studio Data Report updates in real-time on our Google Grant Google AdWords campaigns, and can be viewed [HERE](#).
- Conversation tracking for priority Google AdWords campaigns (April – May 18):
  - Google Grant total spend for April 1-30 was \$6,371 making it our highest Grant spend to date, which means our Google Ad campaigns are performing extremely well (the average Google Grant monthly spend hovers around \$800 for most grantees).
  - In April, we had our highest click-through-rate (CTR) since January 2021 at 16.16%.
  - 68 people signed up for an eCard from clicking on one of our ads.
  - 66 people were directed to the One Stop Career Center page.

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- 48 people found our ads relating to “test prep” (this is a great way to continue to engage with students & parents over summer break)
- 34 people found LVCCLD.org by looking for VGK or one of the spotlight players from our monthly bookmarks.
- 27 people found LVCCLD.org when looking for help with their taxes.
- 27 people called a branch directly from seeing one of our ads.
- 12 people visited the “Hey Kids” portal on our Summer Challenge landing page.
- 7 people visited the “Hey Parents” portal on our Summer Challenge landing page.
- 3 people visited the “Hey Teens” page on our Summer Challenge landing page.
- 1 person visited the Summer Challenge Español portal on our Summer Challenge landing page.

### PRINT COLLATERAL MATERIALS & SOCIAL MEDIA/WEBSITE ASSETS

**Juanita Aiello, Cierra Pedro, and Gene Kilchenko** managed, edited, designed, proofread, obtained approval, printed, and prepared for delivery of print collateral materials and/or digital graphics for the following: Duwayne Steele: Longevity Talk - The Science, 10th Annual Juneteenth, Las Vegas Brass Band in Concert, Sundae + Mr. Goessl, A Public Fit Theatre Company’s Staged Reading of Lucy Kirkwood’s The Children, Yogapalooza with Bari Koral, Magical Comedy with Adam London, and Summer Challenge promotional materials.

### PHOTOGRAPHY & VIDEOGRAPHY

- **Betsy Ward** worked with **Cierra Pedro** and **Ryan Simoneau** to set up a photoshoot for headshots of the trustees before the board meeting on Thursday, May 20.
- **Cierra Pedro** attended the East Las Vegas Library Summer Challenge Kickoff on Saturday, May 15 to take photos.
- **Cierra Pedro** went to the Windmill Summer Challenge Kickoff/10<sup>th</sup> Anniversary on Wednesday, May 19 to take photos and film b-roll.
- **Cierra Pedro** also attended the Enterprise Library Summer Challenge Kickoff on Wednesday, May 19 to take photos and shoot b-roll.

### WEBSITE, BACKEND UPDATES & ONGOING INITIATIVES

- **Priority topics that were promoted on the website homepage and browse pages included:**
  - The start of the 2021 Summer Challenge + Kickoff Event at East Las Vegas Library on May 15
  - Sharing the new blog post that **Paula Loop** created that spotlights the Summer Challenge Social Media Giveaway Prizes, which can be viewed [HERE](#).
  - Spotlighting the Library District’s services and resources for National Asian American & Pacific Islander Heritage Month, along with Military Appreciation Month.
  - The launch and availability of the monthly Vegas Golden Knights Limited Edition Collectible Player Bookmark which featured Defenseman Brayden McNabb in May.
  - Promoting the Library District is Here for Students with early open hours, free learning resources and tutoring through May 26.
  - Sharing that LinkedIn Learning (formerly Lynda.com) is available to all cardholders with a new tutorial blog post that **Ryan Simoneau** created, which can be viewed [HERE](#).
  - Spotlighting our One-Stop Career Centers and Business & Career Success landing pages.
  - Digital eCard availability.
  - Priority online resources and learning tools.

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- New Take & Make Kits availability across the Library District.
- **Ready for K landing page:** **Paula Loop** continues to work with Outreach and Youth Services to create a new Ready for K landing page as a learning resource for parents to get their children ready to enter school. Paula Loop worked on adding the new artwork that was created by **Cierra Pedro**.
- **Teens Work! Landing page:** **Paula Loop** continues to work with Sunrise Library Youth Service Department Head **Natalia Tabusaura** and **Shana Harrington** to develop this new landing page that will serve as an employment guidance resource specifically for teens and is based on the popular in-branch program held at Sunrise Library. New graphics are being designed to add to the draft page as well as branding the downloadable materials that were supplied by Natalia.
- Media Coverage and press release pages were updated by **Gene Kilchenko** and **Ryan Simoneau**.
- **Gene Kilchenko** and **Ryan Simoneau** made requested updates to the backend of Voyager and the Staff Updates page to share the newest District-wide updates, such as the revised COVID-19 Mask Protocol on May 14.
- **Ryan Simoneau** and **Paula Loop** answered questions and comments submitted from the public, and have received 20 feedback emails through May 18.
- **Ryan Simoneau** and **Paula Loop** worked with Head of Collection & Bibliographic **Rebecca Colbert** and the **Website Content Committee** to add 30 new staff lists to the website. These monthly submitted staff lists are rotated on the homepage, along with the different audience and format browse pages, as well as promoted on social media, to ensure that fresh and timely content is consistently shared with cardholders.
- The website has recorded **152,219 total library card registrations** as of May 18, an **increase of 1%** over the previous month. Card registration is not required for a customer to check out items, but registration does afford customers additional website benefits, such as managing their account, placing holds, and accessing online resources.

## **SOCIAL MEDIA**

- BAM's top priority for May was to promote the start of the Library District's annual Summer Challenge on May 15, along with each of the designated YS Kickoff Events that took place at select branches.
- **BAM** helped support RTC's Transit Survey initiative by promoting that weekly across our designated social media channels leading up the submission deadline of May 31. RTC has engaged with and shared some of these posts.
- Additional priorities included promoting the monthly release of the 2021 Vegas Golden Knights Limited Edition Collectible Player Bookmarks which featured Defenseman Brayden McNabb, staff lists and online resources in celebration of National Asian American & Pacific Islander Heritage Month, as well as Military Appreciation Month, promoting that the online resource Lynda.com is now available to cardholders at LinkedIn Learning, all the newest content that **Paula Loop** and **Ryan Simoneau** added to the different audience and format browse pages across the website; along with the continued availability of the weekly Take & Make Kits that are available across the Library District, timely staff lists from the Website Content Committee; the Library District's digital eCard availability; along with continuing to spotlight the Library District's free online resources and learning tools.



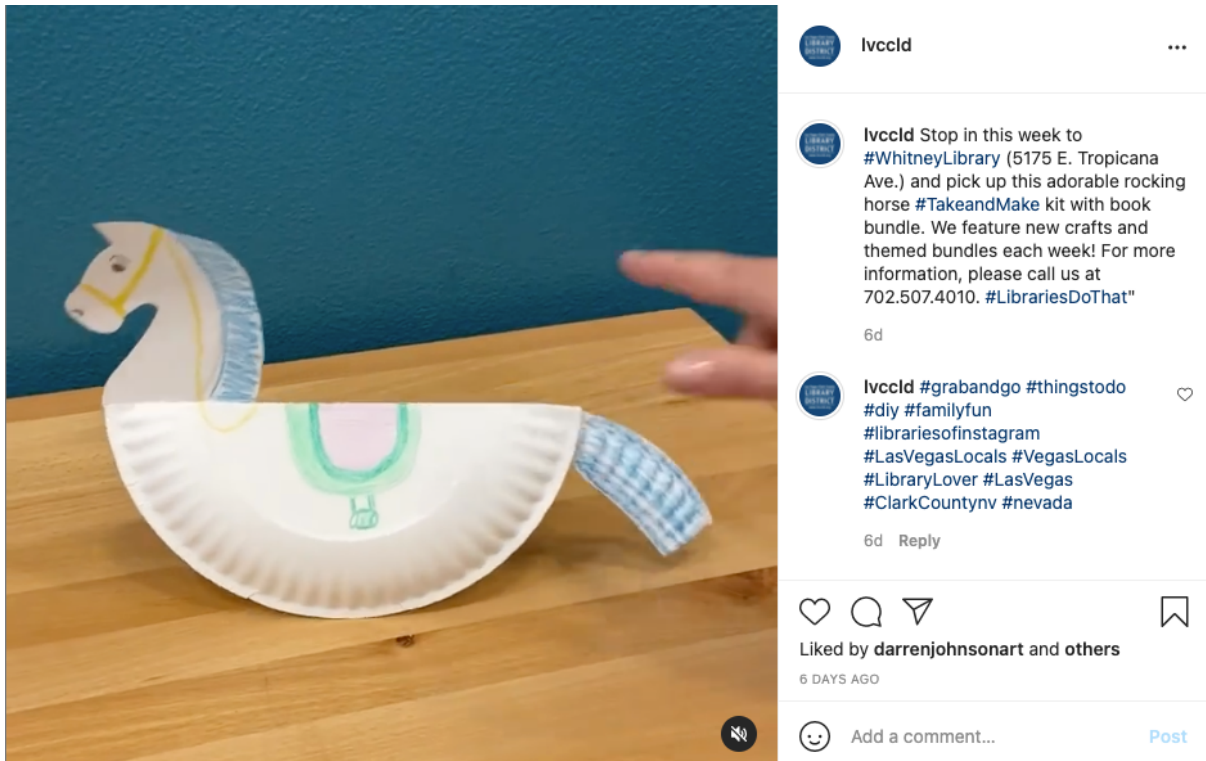
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### CONTINUED TAKE & MAKE KITS PROMOTION

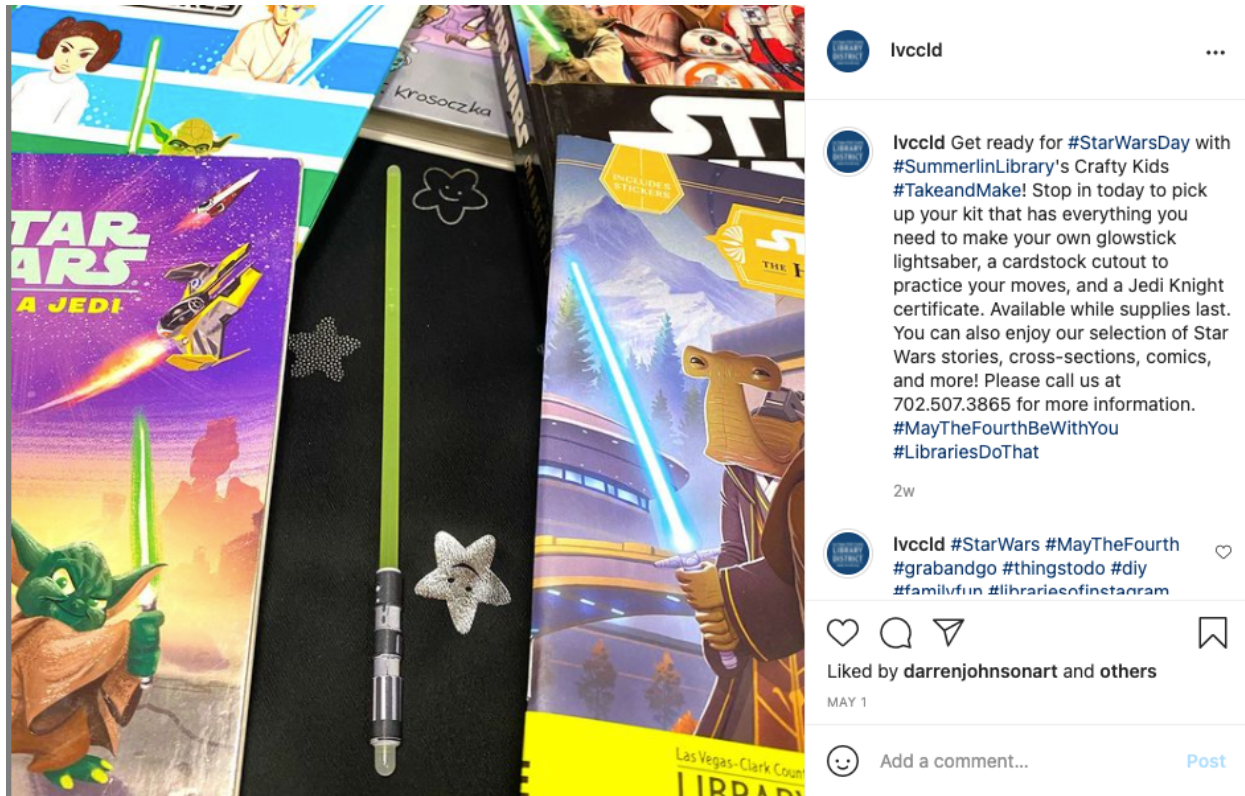
- **Paula Loop** and **Ryan Simoneau** updated the website and scheduled weekly social media posts to help promote the different free Take & Make Kits that are continuing to be offered at select branches across the Library District. We have seen consistent positive user engagement from our followers with these weekly posts.
- Library District branch staff submitted their latest Take & Make photos to **BAM** for sharing on social media, which helps drive more people into our branches to pick up the provided Take & Make Kits.
- Whitney Library shared a short video to promote their rocking horse Take & Make Kit.
- **Paula Loop** scheduled social media posts that tied into National Star Wars Day (May 4) and promoted the availability of Summerlin Library's Make Your Own Glowstick Lightsaber.



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### SOCIAL MEDIA HIGHLIGHTS

- KLAS-Channel 8 posted about the start of Summer Challenge and our Kickoff Event at East Las Vegas Library.

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- Summer Challenge partners CCSD Faces and the Las Vegas Lights FC also helped to promote the start of Summer Challenge and the Kickoff Event.



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- There has already been some nice user generated content sharing kids & teens taking the Summer Challenge.



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**Evelyn Garcia Morales**

@evelyngmorales

...

It's my favorite time of the year, @LVCCLD  
#SummerChallenge! 🤖

In addition to reading books, kids & teens can earn points for participating in learning activities & attending library events!

To register & view the list of events visit, [LVCCLD.org/SummerChallenge](https://LVCCLD.org/SummerChallenge)



7:10 PM · May 15, 2021 from North Las Vegas, NV · Twitter for iPhone

2 Retweets 8 Likes

## Branding and Marketing Report

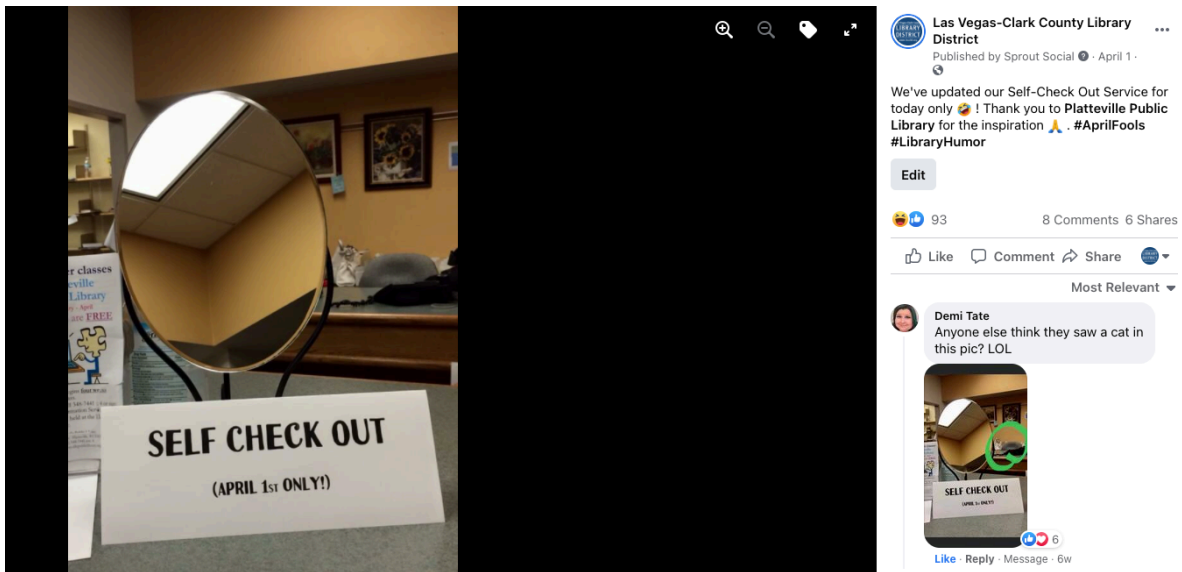
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### LIBRARY DISTRICT'S TOP POSTS (APRIL 2021)

- **Facebook:**

We shared Platteville Public Library's photo for April Fool's Day and it was a hit with our followers too!



- **Twitter:**

As part of National Library Week, we tweeted about Executive Director Kelvin Watson & Board of Trustee Nathaniel Waugh's visit to the Clark County Board of Commissioner's Meeting, where Kelvin spoke about the importance of public libraries.



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- **Instagram:**

Our April Fool's Day post was also our top performing post on Instagram for the month.



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

- **Facebook:**

- LVCCLD Facebook Page Fans: 12,856 (+1%)
- Total Facebook Page Fans (across all LVCCLD branches): 41,220 (-.05%)
- Total LVCCLD Facebook Impressions: 59,293 (-16%)
- Total LVCCLD Facebook Post Engagements: 1,910 (-3%)
- Total LVCCLD Facebook Link Clicks: 205 (+19%)

Notes: We continue to hold steady in new fan growth and saw an uptick in CTR back to LVCCLD.org, but we did see a dip in user engagement and total reach. This can be attributed to numerous factors including the monthly priority programs and live entertainment we promoted, District priorities, new staff lists, etc. We anticipate the start of Summer Challenge boosting our user engagement across all social media platforms.

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- **LVCCLD Twitter:**

- Followers: 3,637 (+1%)
- Total user engagements: 1,814 (-35%)
- Organic Impressions: 133,017 (-21%)
- Link clicks: 163 (-36%)

Notes: New followers increased slightly, but user engagement and total reach were both down. We continue to use this social media platform to share links to priority landing pages on LVCCLD.org, and will also be spotlighting new staff lists created for Summer Challenge.

- **LVCCLD Instagram:**

- Followers: 4,168 (+2%)
- Total user engagement: 1,745 (-21%)
- Total impressions: 59,045 (-23%)
- Top post engagement: 124 (+32%)
- Total likes received to posts: 1,581 (-21%)
- Total comments received to posts: 96 (-20%)
- Instagram Stories Impressions: 11,198 (-4%)

Notes: Total new followers were up, but we did drop in user engagement and total reach. We anticipate that the forthcoming return of virtual programming will help to increase our monthly analytics on this social media platform, as we can utilize our IGTV feed and IG Stories for sharing regular video content that will create more user engagement.

- **YouTube:**

- Channel Subscribers: 1,000 (+1%)
- Total Impressions: 14,300 (-6%)
- Total Channel Watch Time: 28.8 (-11%)
- Average View Duration: 2min 37sec (+12%)

Notes: We are holding steady on this social media platform, but our monthly analytics moving forward will be much higher once virtual programming resumes and we can start sharing consistent content again as YouTube's algorithm prioritizes new content.

- **Website Analytics (April 2021)**

- Page Views: 1,511,039 (-6%)
- Homepage Views: 293,097 (-8%)
- Total Visitors: 152,366 (-3%)
- Unique Visitors: 132,257 (-2%)
- Average Dwell Time: :56 (-1 second across website) 1:07 (-3 seconds on homepage)

Notes: Total website visitors and pageviews decreased slightly from last month, which did factor in one additional day of usage which is a contributing factor for the decrease.



## ITEM VI.A.2.b.



### MEMORANDUM

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**TO:** Mr. Kelvin Watson, Executive Director

**FROM:** Matt McNally, Community Engagement Director

**DATE:** May 27<sup>th</sup>, 2021

**SUBJECT:** Community Engagement Report, June 2021

This report provides an overview of District-wide Community Engagement initiatives including adult literacy services, art gallery services, outreach services, adult programming and venues services, and youth programming services. This report covers a one-month period from **April 1<sup>st</sup>, 2021 – April 30<sup>th</sup>, 2021**.

**Matt McNally**, Youth Services Manager **Shana Harrington**, and Branding and Marketing Director **Betsy Ward**, participated in multiple virtual meetings with representatives from the Las Vegas Raiders throughout the month. Future partnership opportunities such as STEAM (Science, Technology, Engineering, Arts, and Mathematics) and literacy initiatives were discussed.

**Matt McNally** and **Shana Harrington** led various meetings throughout the month with Library District staff and partners in preparation for the launch of Summer Challenge on May 15<sup>th</sup>.

Community Engagement administrative staff reviewed and edited staff procedures for contracting agreements of service and issuing payments for work completed.

**Matt McNally** met with Acting General Services Director **John Vino**, Programming and Venues Manager **Ryan Neely**, and Technical Equipment Coordinator **Jerry Eadeh** on April 8<sup>th</sup>. The group reviewed progress on current and upcoming capital projects including theatrical lighting, meeting room projectors, and the Summerlin Library theater front-of-house public address system.

**Matt McNally** met with West Las Vegas Library Branch Manager **Chantel Clark** and West Las Vegas Library Computer Department Head **Lisa Gibson** on April 15<sup>th</sup>. The team is constructing a new onboarding document to assist One-Stop Career Center providers. The document will educate providers about Library District services and detail expectations for working in the library. The completed document will then be implemented at all One-Stop Career Center locations throughout the Library District.

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In partnership with Regional Transportation Commission of Southern Nevada (RTCSN), **Matt McNally** led Library District efforts to help promote a new community survey being conducted about upcoming transit service changes. RTCSN is proposing an expansion of service in the following areas:

- Southwest into Mountain's Edge.
- West Henderson by the M Resort.
- Northeast reaching the Las Vegas Motor Speedway and the Fanatics and Amazon distribution centers.

Staff and customers were encouraged to participate. Youth Services staff at Clark County Library led by department head **Kristy Gibson**, created a great display to promote the survey and library materials. **Matt McNally** and **Kelvin Watson** are continuing to engage in ongoing conversations with RTCSN about implementing Library District services on busses, at bus stops, and in station buildings.



Planning and Development Director **Danielle Milam** introduced representatives from KTNV Channel 13 to **Matt McNally**. **Shana Harrington** and **Matt** coordinated the filming of three STEAM videos with evening meteorologist Dani Beckstrom at the East Las Vegas Library on April 27<sup>th</sup>. The video footage, based on weather related content, is being edited and will air on Channel 13 during upcoming meteorology segments. Each video will promote the library as a place for learning and science discovery.

Outreach Services Manager **Glenda Billingsley**, **Shana Harrington**, and **Matt McNally** met with Digital Content Manager **Ryan Simoneau** and Senior Digital Projects Associate **Paula Loop** on April 23<sup>rd</sup> to discuss the development of a Ready for Kindergarten website carousel and landing page. Resources for early childhood education and development will be made more accessible for customers, partners, and staff through this initiative.

**Matt McNally** led Community Engagement staff and implemented adjustments for group gatherings in accordance to new guidelines issued by Governor Sisolak. Beginning on May 1<sup>st</sup>, occupancy was increased to either 80% of normal capacity or 250 persons, whichever is less. Additionally, a new standard of three-feet of social distancing was implemented and customer questionnaire screenings were eliminated from staff operations. As of June 1<sup>st</sup>, the Library District will return all operations to pre-pandemic conditions in alignment with direction from federal and state government, local authority jurisdiction, and guidance from the Centers for Disease Control and Southern Nevada Health District.

## LITERACY SERVICES

The HiSET was administered in April to students seeking a High School Equivalency (HSE) certificate. The HiSET consists of five subject tests in the areas of Reading, Writing, Math, Science, and Social Studies. In order to earn a High School

## Community Engagement Report May 27, 2021 – Page 3

Equivalency certificate, a student must pass all five subject areas. During the month, three test-takers were assessed. Test administrations are offered monthly.

<b>High School Equivalency</b>	<b>April 2021</b>	<b>FY '20-'21 YTD</b>
Test Takers	3	45
Tests Administered	8	119
Tests Passed	6	96
HSE Certificates Earned	0	16



The Career Online High School (COHS) program hosted its 6<sup>th</sup> graduation ceremony on April 21<sup>st</sup>, recognizing seven graduates who were able to participate. Over the past year and throughout pandemic, 34 students earned their diploma, almost half of the total graduates to date. There have been 69 graduates since the program started in December 2016. Graduates shared remarks about how earning their diploma has impacted their own, and

their families' lives. Executive Director **Kelvin Watson**, provided an inspirational keynote address. Literacy Services Manager **Jill Hersha** and **Matt McNally** also participated in the event. **Danielle Milam** and LVCCLD Trustee **Nathanial Waugh** also attended the graduation to show their support. The next COHS graduation is being planned for October 2021.

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

<b>Career Online High School</b>	<b>April 2021</b>	<b>FY '20-'21 YTD</b>	<b>Since Inception Dec '17</b>
Completed Self-Assessment	17	424	1,423
Completed Prerequisite Course	7	65	400
Approved Scholarship	4	44	167
Graduates	1	28	69

Literacy Services engages in partnership with The International School of Hospitality (TISOH) to provide an Integrated Education and Training (IET) option for eligible Adult Learning Program students. The IET provides an opportunity for participants to earn a career certificate while receiving additional needed educational support. The

## Community Engagement Report May 27, 2021 – Page 4

Adult Learning Program had one student complete coursework and earn a Hotel Operations Certificate, an industry-recognized credential. TISOH will return to in-person classes for the summer session which began in May.

<b>NV-ACE Pilot</b>	April 2021	FY '20-'21 YTD
TISOH Enrollment (HOC)	1	9
Certificate Completers	1	5

In April, Literacy Services began all Cycle IV classes. A total of twelve virtual classes and twenty in-person classes were launched, along with two in-person and two virtual conversation workshops. An in-person writing workshop later launched on May 7<sup>th</sup> to assist students transitioning from English as a Second Language classes to Adult Secondary Education classes.

<b>Literacy Services; In-Person</b>	Classes April 2021	Enrollment/ Attendance April 2021	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	19	163	1,113
Adult Basic Education*	1	6	37
Conversation Workshop	2	69	486
One-Stop Tutoring	---	---	---
Literacy Open Labs	---	86	416
*Includes HSE Students with 12 hours instruction			

<b>Literacy Services; Virtual</b>	Classes April 2021	Enrollment/ Attendance April 2021	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	9	69	768
Adult Basic Education	2	22	53
Citizenship Class	1	4	19
Conversation Workshop	2	43	43
ESL/ABE Tutoring		5	5

**GALLERY SERVICES**New Exhibit Installations

*YABO: One More River to Cross*  
YABO, West Las Vegas Library, 4/1/21 – 6/1/21

*Art & Form: A Cubist Journey*  
Dayo Adelaja, Centennial Hills Library, 4/8/21 – 6/20/21

*How Did You Survive?*  
Esther Finder and Heidi Sarno Straus, Laughlin Library, 4/11/21 – 6/27/21

*Spring Has Sprung*

## Community Engagement Report May 27, 2021 – Page 5

Lisa Fields Clark, Whitney Library, 4/15/21 – 6/22/21

*Bouquet of Folly*

Sean Russell, East Las Vegas Library, 4/20/21 – 6/29/21

*Pinewood Vortex*

Kristin Hough and Faith Sponsler, Windmill Library, 4/22/21 – 7/6/21

*SERENDIPITY*

Vija Hamilton, Spring Valley Library, 4/27/21 – 7/11/21

### Events

<b>Programs; Virtual</b>	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Gallery Tours	0	0	10	1114
Live Stream	0	0	3	248

### Highlights

Gallery Services Manager **Darren Johnson** presented an overview of the Library District's gallery services program, discussed best art-proposal-writing practices, and reviewed proposal drafts with University of Nevada, Las Vegas (UNLV) undergraduate and graduate art students on Friday, April 2<sup>nd</sup>. UNLV Graduate Coordinator Wendy Kveck and Fine Arts Department Chair David Rowe invited **Darren** to visit and help students learn how to write and organize strong artist proposals and applications for grants, artist residencies, public art, and exhibitions in preparation for a career in the visual fine arts.

On April 16<sup>th</sup>, **Darren Johnson** met with Nima Abkenar at the Las Vegas City Hall Gallery and Cida De Aragon at UNLV's Grant Hall Gallery. Mr. Abkenar presented his installation of *211*, a recreation of the artist's residency space on view for potential future display with the Library District. At UNLV, De Aragon toured **Darren** through her photography and video installation, *In Plain Sight*, as another possible exhibit for the Library District art galleries.

The Las Vegas Artists Guild, currently displaying their annual spring exhibit at Sahara West Library, hosted an off-site reception at their permanent gallery located in the Galleria at Sunset shopping mall on April 17. **Darren Johnson** attended the celebration in support of the artists and the guild.

Nevada Humanities generously shared a visit of the Flo Mobile digital billboard truck to multiple library locations in April. Organized by Bobbie Ann Howell from Nevada Humanities, the truck tour displayed the video *Cheering in the Library* in the parking lots of East Las Vegas and Clark County libraries on April 21<sup>st</sup>, and West



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Charleston, Sahara West, and Rainbow libraries on April 28<sup>th</sup>. The animated short video portrays librarian Joan Dalusung's account of first-time voters at a polling station located in the Downtown Reno Library.

On April 28<sup>th</sup>, the daughters and son-in-law of former world heavyweight champion Joe Louis installed a display at the Sahara West Library featuring the boxer's memorabilia. Items on display include the Brown Bomber's championship belt, U.S. Congressional Gold Medal, World War II army exhibition gloves, Veterans of Foreign Wars award, and more. Co-curator Carmen Beals of the Nevada Museum of Art referred the family to the Library District. Sahara West Library Programming Specialist **Gene Smith** and Scheduling Specialist **Tony Wilson** assisted with extensive effort to showcase the memorabilia.



## OUTREACH SERVICES

Outreach Services Manager **Glenda Billingsley**, and Outreach Education Coordinator **Kelly May**, facilitated 18 early childhood education professional development workshops for 380 educators from Clark County School District Family and Community Engagement Services (CCSD FACES), the Department of Education's Office of Early Learning and Care, Las Vegas Urban League, and the city of Las Vegas Communities in Schools.

**Kelly May** delivered 15 language rich, developmentally appropriate, interactive virtual storytimes with 545 preschool aged children.

In partnership with the city of Las Vegas Communities in Schools, Outreach Specialists **Andrew Brannon** and **Nina Guevara** led 13 STEAM after school programs in CCSD elementary schools across the valley, serving 132 elementary school students.

In partnership with The Durango Hills YMCA, Outreach Specialist **Jeremy Klewicki** conducted four Adobe Photoshop classes for 19 school age students.

**Nina Guevara** conducted five language rich storytimes incorporating Vroom and brain building strategies for 115 preschool aged children.



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In celebration of *Week of the Young Child*, the Library District partnered with Southern Nevada Association for the Education of the Young Children (SNAEYC). **Glenda Billingsley**,

West Charleston Library Youth Services Department Head **Joanna Goddard**,

Youth Services Specialist **Melissa Ramos**, **Shana Harrington**, **Nina Guevara**, and **Kelly May**, coordinated and facilitated *STEAM Carnival 2021*. Staff and community partners shared engaging, science related activities, community resources, and giveaways with 175 families at the East Las Vegas Library on April 17<sup>th</sup>.



<b>Limitless Learning; In-Person</b>	Programs	Attendance
Pre-school Storytimes	5	116
Elementary School Programs	13	132
Middle School Programs	4	19

<b>Limitless Learning; Virtual Live</b>	Programs	Attendance
Pre-school Storytimes	15	545
Elementary School Programs	1	94
Middle School Programs	2	50
High School Programs	3	0
Family Programs	3	60
Adult Programs	18	380

<b>Limitless Learning; Virtual Recorded</b>	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Pre-school Storytimes	0	0	8	220
Elementary School Programs	0	0	19	110

<b>Community &amp; Culture</b>	Events	Attendance
Promotional Booth Events	1	175

<b>Circulation</b>	Visits	Circulation	Attendance
Senior Facility Lobby Visits	0	0	0
Homebound Services	---	1909	---

## Community Engagement Report May 27, 2021 – Page 8

**PROGRAMMING AND VENUES SERVICES (PVS)**

Programming and Venues Services conducted 529 programs for 6,129 library customers during the month of April. Of these programs, nine were diversity events impacting 621 library customers. Additionally, staff connected customers to 53 virtual programs conducted by Library District partners. PVS offered adult and family programs that specifically impacted customers in regards to the Vision 2020 strategic initiatives:

<b>Programs; In-Person</b>	Programs	Attendance
Limitless Learning	117	1,779
Business and Career Success	70	213
Government and Social Services	88	1,55
Community and Culture	42	1,118
Other	212	1,461

<b>Programs; Virtual</b>	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	29	878
Business and Career Success	0	0	4	139
Government and Social Services	0	0	0	0
Community and Culture	0	0	103	3,176

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

<b>Venue Usage</b>	Events	Hours
In-Person Programs	529	1,517
Rentals	71	229
Staff	53	221

PVS provided technical support for 50 Library District programs events and three rental events totaling 395.5 event hours. Additionally, PVS provided technical support for nine occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 30-day period with one holiday was 1,513 hours and included 73 technician assignments. The ability to request technicians was closed to scheduling staff for 21 days since peak technician availability was reached.

**Major Programming Highlights**

*More Sax in Your in Life, Featuring Sid "The Kid, the Man" Smith*

On April 11<sup>th</sup> the Summerlin Library presented its second outdoor concert, *More Sax in Your Life, featuring Sid "The Kid, the Man" Smith* to an enthusiastic crowd of 240 socially distanced jazz lovers. The concert featured guest performers including 11 year old Markus Brown who made his professional drumming debut. By the last song everyone was on their





Community Engagement Report May 27, 2021 – Page 9

feet having a great time, dancing, and waving as they left the outdoor patio.

*Song and Dance: a Piano Concert with Gabriela Fahrenstiel*

On April 23<sup>rd</sup> and 24<sup>th</sup>, German pianist Gabriela Fahrenstiel entertained audiences at the Clark County Library and the Windmill Library with a classical mix of dance rhythms and jazz. Over 185 people enjoyed the opportunity to visit and experience live music again. Several customers expressed their appreciation for the Library District bringing back such awesome and rich programming, much quicker than others in the entertainment industry. One customer at the Clark County Library performance commented to staff, "A gorgeous player!... her fingers fly... and we're so thankful that the library is presenting music of such quality."



*Immunize Nevada*

The Library District engaged in partnership with Immunize Nevada to educate customers about immunizations and provide resources to live longer and healthier lives. In April, Immunize Nevada held two tabled events at Centennial Hills Library and Rainbow Library regarding the Covid-19 vaccine. Trusted professionals answered 16 customers' questions and provided information on vaccination sites. They intend to return to the Windmill Library in May and additional events are being planned by staff for later this summer.

Major Department Highlights

*Clark County Library, Large Meeting Room Audio Visual (AV) System*



The Technical and Production Services (TPS) department completed the install of an AV system in the Clark County Library's large conference room. Prior to completing this project, customers and staff would need to set-up a temporary projection screen and a small in-focus projector to show PowerPoint presentations or videos to the public. Now users can connect to an input and use different playback systems which show on two, large 4K wall-mounted televisions and are supported with audio from installed

speakers. This makes the room more user-friendly and allows customers to easily see presentations.

*Theatrical Lighting Upgrades*

The TPS department also completed a major LED lighting upgrade to the Clark County, Summerlin, and West Las Vegas Performing Arts Centers. Purchases for this project were approved by the Board of Trustees at the January 2021 meeting. Staff replaced older lighting instruments at their end-of-life, with energy efficient color changing fixtures that will improve programming and rental events for many years.

## Community Engagement Report May 27, 2021 – Page 10

The TPS department also upgraded the West Charleston Performing Arts Center's lighting console allowing for more dynamic control of the venue lighting system. These changes are part of the PVS department's commitment to improve and modernize the performing arts centers through the capital projects fund and provide the best programming and rental experience for our customers.



#### Major Department Upcoming Projects

##### *Fall Dance Programming*

The PVS department is attempting to bring two world class dance companies to our customers this fall. Kybele dance theatre will return to the Library District for two dance performances and two master class offerings in mid-October. Library District staff are also working to host the modern Indian dance company Blue 13 in mid-November. Blue 13 was scheduled to previously perform at the Library District in 2020, but performances were canceled due to Covid-19.

### **YOUTH SERVICES**

Youth Services conducted 697 programs for 12,653 library customers during the month of April. Of these programs, four were diversity events impacting 117 library customers. Additionally, staff connected customers to one virtual program conducted by Library District partners. Youth Services offered youth and family programs that specifically impacted customers in regards to the Vision 2020 strategic initiatives:

<b>Programs; In-Person</b>	Programs	Attendance
Limitless Learning	612	11,644
Business and Career Success	1	3
Government and Social Services	71	903
Community and Culture	13	103

<b>Programs; Virtual</b>	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	317	29,788
Business and Career Success	0	0	0	0
Government and Social Services	0	0	0	0
Community and Culture	0	0	0	0

#### District-Wide Programming Highlights

##### *STEAM Carnival*

On April 17<sup>th</sup>, Youth Services engaged in partnership with Southern Nevada Association for the Education of the Young Children (SNAEYC) to host a *STEAM Carnival* event on the outdoor plaza of the East Las Vegas Library. There were 162 library customers who attended. Additionally, ten other partners participated in the event by providing take-and-make STEAM related crafts. Many families sat at outdoor tables to complete projects while others took the projects home or inside the

Community Engagement Report May 27, 2021 – Page 11

library to finish. Partners, families, and staff commented that it was great seeing the community return to face to face experiences.



**Shana Harrington, Melissa Ramos**, and the Summer Challenge Committee Chairs: Centennial Hills Youth Services Librarian **Nikki Imber** and Spring Valley Youth Services Librarian **Erica Henriquez**, conducted nine district-wide education events with Library District staff and various partners to prepare everyone for the *Summer Challenge 2021* program. The reading/learning initiative began on May 15<sup>th</sup> and runs through July 31<sup>st</sup>. A new component this year is the Super Reader 900-Volt Challenge which encourages youth in grades kindergarten to twelfth grade to read even more (30-minutes every day throughout the duration of the entire program) for a chance to win a special grand prize. Participation logs/brochures are available online, at all library branches, through participating partners, and were distributed to students through Clark County School District.

Three Square's *Summer Meal Distribution* program is returning to libraries from June 1<sup>st</sup> through August 6<sup>th</sup>. The Library District will host the program at 12 branches and serve meals to youth in our community in partnership with Three Square Food Bank. Library branches selected by Three Square Food Bank via the application process include: Clark County, East Las Vegas, Enterprise, Indian Springs, Rainbow, Sahara West, Searchlight, Spring Valley, Sunrise, West Charleston, West Las Vegas, and Whitney. Library branches will serve a variety of fresh meals, shelf stable meals, weekend meals, and even breakfast depending on individual community needs.

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**ITEM VI.A.2.b.****MEMORANDUM**

**TO:** Mr. Kelvin Watson, Executive Director

**FROM:** Matt McNally, Community Engagement Director

**DATE:** May 27, 2021

**SUBJECT:** Summer Meal Distribution

In response to a request for further information regarding the Library District's partnership with Three Square Food Bank to provide summer meal distribution programs, a summary is provided below:

During the second week of April 2021, Las Vegas-Clark County Library District staff submitted partnership applications to Three Square Food Bank to host summer meal distribution services. This would ensure continuity of service at some locations and create new service at other locations. All libraries meeting the qualifications to serve as a host site applied.

Qualifications are outlined by the United States Department of Agriculture (USDA). The USDA uses census data of children in schools partaking in free-and-reduced lunch. That data helps identify areas where summer meals can be distributed. Locations closest to these schools-in-need qualified for the program.

In previous years, seven library locations operated Summer Meal Service. This year, of the 16 libraries that applied, 12 locations were selected. Some libraries were not selected as meal distribution services are provided at other nearby locations. The Library District expects Summer Meal Service to occur at the following libraries from June 1<sup>st</sup> through August 6<sup>th</sup>:

Clark County Library	Monday – Saturday	12:30p – 2:30p
East Las Vegas Library	Tuesday, Wednesday, Weekends	12:00p – 1:00p
Enterprise Library	Monday – Friday	3:00p – 6:00p
	Saturday	12:00p – 2:00p
Indian Springs Library	Tuesday, Wednesday, Thursday	3:30p – 5:30p
	Saturday	1:30p – 3:30p
Rainbow Library	Monday – Friday	12:00p – 2:00p
Sahara West Library	Tuesday, Wednesday, Thursday	12:00p – 1:00p
Searchlight Library	Tuesday, Wednesday, Thursday	2:00p – 4:00p
Spring Valley Library	Monday – Sunday	2:00p – 4:00p
Sunrise Library	Monday – Thursday	8:30a – 10:00a
	Monday – Thursday	12:00p – 2:00p
West Charleston Library	Monday – Saturday	1:00p – 2:00p
West Las Vegas Library	Friday	11:00a – 1:00p
Whitney Library	Monday – Saturday	11:30a – 1:00p

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Following the conclusion of the Summer Meal Service, the Library District intends to partner with Three Square Food Bank to provide After-School Meal Service at qualifying libraries.

Currently, Youth Services staff who serve as a library branch liaison with Three Square Food Bank are undergoing training to support Summer Meal Service. This training includes oversight and development of the program, conducting temperature checks of refrigerators, data submission of participants, monitoring of volunteers, and verification of volunteer timesheets.

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Regular Board of Trustees Meeting - Item VI. Library Reports

Monthly Statistics  
Year over Year  
April 2020/ April 2021\*

		Youth Services Programs				2020	2021			Youth Services Attendance				2020	2021		
	Library	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	0	14	14	N/A	364	129	-235	-65%	0	1,306	1,306	N/A	10,712	11,095	383	4%
	Clark County	0	56	56	N/A	534	178	-356	-67%	0	531	531	N/A	23,004	3,826	-19,178	-83%
	Clark County BBTC	0	83	83	N/A	1,291	936	-355	-27%	0	732	732	N/A	19,367	9,798	-9,569	-49%
	Enterprise	0	30	30	N/A	416	391	-25	-6%	0	754	754	N/A	6,888	7,733	845	12%
	East Las Vegas	0	13	13	N/A	355	112	-243	-68%	0	483	483	N/A	5,708	3,046	-2,662	-47%
	Meadows	0	13	13	N/A	4	80	76	1900%	0	63	63	N/A	110	606	496	451%
	Rainbow	0	35	35	N/A	535	228	-307	-57%	0	728	728	N/A	19,158	5,123	-14,035	-73%
	Sahara West	0	40	40	N/A	532	328	-204	-38%	0	454	454	N/A	15,082	4,933	-10,149	-67%
	Spring Valley	0	60	60	N/A	649	710	61	9%	0	1,848	1,848	N/A	18,879	17,926	-953	-5%
	Summerlin	0	70	70	N/A	374	543	169	45%	0	1,794	1,794	N/A	17,410	15,366	-2,044	-12%
	Sunrise	0	40	40	N/A	431	474	43	10%	0	624	624	N/A	8,264	6,557	-1,707	-21%
	West Charleston	0	35	35	N/A	243	185	-58	-24%	0	438	438	N/A	3,670	2,638	-1,032	-28%
	West Las Vegas	0	33	33	N/A	355	314	-41	-12%	0	294	294	N/A	3,702	3,491	-211	-6%
	Whitney	0	27	27	N/A	697	342	-355	-51%	0	631	631	N/A	25,321	8,085	-17,236	-68%
	Windmill	0	12	12	N/A	331	91	-240	-73%	0	550	550	N/A	12,799	4,675	-8,124	-63%
	Urban Totals	0	561	561	N/A	7,111	5,041	-2,070	-29%	0	11,230	11,230	N/A	190,074	104,898	-85,176	-45%
Outlying Branches	Blue Diamond	0	2	2	N/A	33	12	-21	-64%	0	5	5	N/A	153	36	-117	-76%
	Bunkerville	0	3	3	N/A	9	19	10	111%	0	22	22	N/A	111	80	-31	-28%
	Goodsprings	0	0	0	N/A	2	0	-2	-100%	0	0	0	N/A	19	0	-19	-100%
	Indian Springs	0	22	22	N/A	288	144	-144	-50%	0	254	254	N/A	1,677	829	-848	-51%
	Laughlin	0	22	22	N/A	162	142	-20	-12%	0	329	329	N/A	2,856	2,256	-600	-21%
	Mesquite	0	39	39	N/A	469	345	-124	-26%	0	379	379	N/A	8,676	4,099	-4,577	-53%
	Moapa Town	0	13	13	N/A	154	75	-79	-51%	0	24	24	N/A	1,776	189	-1,587	-89%
	Moapa Valley	0	11	11	N/A	197	11	-186	-94%	0	154	154	N/A	3,195	154	-3,041	-95%
	Mt. Charleston	0	3	3	N/A	0	13	13	N/A	0	8	8	N/A	0	57	57	N/A
	Sandy Valley	0	0	0	N/A	26	0	-26	-100%	0	0	0	N/A	149	0	-149	-100%
	Searchlight	0	21	21	N/A	222	160	-62	-28%	0	248	248	N/A	2,115	1,931	-184	-9%
	Outlying Totals	0	136	136	N/A	1,562	921	-641	-41%	0	1,423	1,423	N/A	20,727	9,631	-11,096	-54%
Outreach	Outreach-Branch	0	1	1	N/A	239	17	-222	-93%	0	10	10	N/A	20,626	2,362	-18,264	-89%
	Outreach-Department	0	162	162	N/A	705	513	-192	-27%	0	1,232	1,232	N/A	27,918	11,138	-16,780	-60%
	Outreach-PVS	0	0	0	N/A	30	0	-30	-100%	0	0	0	N/A	1,550	0	-1,550	-100%
	Outreach-YS Admin.	0	0	0	N/A	20	0	-20	-100%	0	0	0	N/A	1,663	0	-1,663	-100%
	Outreach-Literacy	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	0	163	163	N/A	994	530	-464	-47%	0	1,242	1,242	N/A	51,757	13,500	-38,257	-74%
	Grand Totals	0	860	860	N/A	9,667	6,492	-3,175	-33%	0	13,895	13,895	N/A	262,558	128,029	-134,529	-51%

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

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Las Vegas-Clark County Library District

Regular Board of Trustees Meeting - Item VI. Library Reports

Monthly Statistics  
Year over Year  
April 2020/ April 2021

	Library	Adult Programs				2020				2021				Adult Attendance				2020				2021			
		2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	0	18	18	N/A	234	112	-122	-52%	0	201	201	N/A	4,008	1,548	-2,460	-61%								
	Clark County	0	133	133	N/A	1,724	1,100	-624	-36%	0	1,235	1,235	N/A	53,104	8,831	-44,273	-83%								
	Enterprise	0	17	17	N/A	440	129	-311	-71%	0	215	215	N/A	10,235	2,022	-8,213	-80%								
	East Las Vegas	0	130	130	N/A	771	1,188	417	54%	0	718	718	N/A	17,746	5,920	-11,826	-67%								
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A								
	Rainbow	0	41	41	N/A	393	199	-194	-49%	0	657	657	N/A	6,836	3,403	-3,433	-50%								
	Sahara West	0	44	44	N/A	876	225	-651	-74%	0	836	836	N/A	20,908	5,602	-15,306	-73%								
	Spring Valley	0	32	32	N/A	335	254	-81	-24%	0	480	480	N/A	4,205	3,198	-1,007	-24%								
	Summerlin	0	26	26	N/A	397	191	-206	-52%	0	600	600	N/A	30,779	3,836	-26,943	-88%								
	Sunrise	0	12	12	N/A	336	106	-230	-68%	0	141	141	N/A	10,094	1,399	-8,695	-86%								
	West Charleston	0	30	30	N/A	434	182	-252	-58%	0	624	624	N/A	9,368	2,133	-7,235	-77%								
	West Las Vegas	0	10	10	N/A	477	190	-287	-60%	0	411	411	N/A	17,099	3,839	-13,260	-78%								
	Whitney	0	34	34	N/A	481	210	-271	-56%	0	211	211	N/A	12,133	1,573	-10,560	-87%								
	Windmill	0	38	38	N/A	502	417	-85	-17%	0	791	791	N/A	26,609	8,843	-17,766	-67%								
	Urban Totals	0	565	565	N/A	7,400	4,503	-2,897	-39%	0	7,120	7,120	N/A	223,124	52,147	-170,977	-77%								
Outlying Branches	Blue Diamond	0	0	0	N/A	19	0	-19	-100%	0	0	0	N/A	247	0	-247	-100%								
	Bunkerville	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	29	0	-29	-100%								
	Goodsprings	0	1	1	N/A	81	25	-56	-69%	0	11	11	N/A	160	63	-97	-61%								
	Indian Springs	0	6	6	N/A	15	7	-8	-53%	0	168	168	N/A	77	222	145	188%								
	Laughlin	0	22	22	N/A	231	162	-69	-30%	0	313	313	N/A	3,671	5,506	1,835	50%								
	Mesquite	0	56	56	N/A	357	390	33	9%	0	417	417	N/A	3,239	3,000	-239	-7%								
	Moapa Town	0	1	1	N/A	3	5	2	67%	0	5	5	N/A	20	48	28	140%								
	Moapa Valley	0	0	0	N/A	187	0	-187	-100%	0	0	0	N/A	770	0	-770	-100%								
	Mt. Charleston	0	2	2	N/A	24	5	-19	-79%	0	13	13	N/A	440	22	-418	-95%								
	Sandy Valley	0	0	0	N/A	10	0	-10	-100%	0	0	0	N/A	47	0	-47	-100%								
	Searchlight	0	0	0	N/A	21	9	-12	-57%	0	0	0	N/A	159	54	-105	-66%								
	Outlying Totals	0	88	88	N/A	949	603	-346	-36%	0	927	927	N/A	8,859	8,915	56	1%								
Outreach	Outreach-Branch	0	3	3	N/A	66	11	-55	-83%	0	39	39	N/A	2,157	195	-1,962	-91%								
	Outreach-Department	0	18	18	N/A	252	123	-129	-51%	0	380	380	N/A	3,986	3,971	-15	0%								
	Outreach-PVS	0	0	0	N/A	14	0	-14	-100%	0	0	0	N/A	873	0	-873	-100%								
	Outreach-YS Admin.	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A								
	Outreach-Literacy	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	300	0	-300	-100%								
	Outreach-Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A								
	Outreach Totals	0	21	21	N/A	333	134	-199	-60%	0	419	419	N/A	7,316	4,166	-3,150	-43%								
Grand Totals		0	674	674	N/A	8,682	5,240	-3,442	-40%	0	8,466	8,466	N/A	239,299	65,228	-174,071	-73%								



## ITEM VI.A.2.c.

### MEMORANDUM

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**TO:** Kelvin Watson, Executive Director  
**FROM:** Danielle Patrick Milam, Director of Planning and Development  
**DATE:** May 28, 2021  
**SUBJECT:** Development and Planning Department Report, June 2021

#### **Development and Planning Department Activities in May 2021**

##### Grant Activities:

- Department staff met with partners that will be part of the 2021 LSTA grant awarded from the State Library, Archives, and Public Records, "Libraries as Partners in Child Care Sector Development." This grant funding originates from the Institute of Museum and Library Services. Grant partner representatives from the Las Vegas Urban League, United Way of Southern Nevada, the San Francisco Federal Reserve Bank, Workforce Connections of Southern Nevada and the Nevada Office of Child Care Licensure of the Nevada Department of Health and Human Services – Division of Welfare and Supportive Services (DWSS) will meet monthly as the grant advisory team. For these first meetings, grant partners focused on the selection of a pilot project cohort group of 24 home-based care providers that will receive monthly early learning story times and collection materials from the Library District's Outreach Services team, led by Outreach Services Manager **Glenda Billingsley**. This pilot group of child care providers will also participate in three events over the course of the grant year to build a learning network among home-based child care providers and to receive technical assistance on the Mind in the Making early childhood development curriculum and on small business financial and marketing issues. The Department is also working on a project Letter of Agreement between LVCCLD and the Las Vegas Urban League, in consultation with LVCCLD General Counsel Gerald Welt. The Library District's grant project will also inform and integrate other child care sector efforts being promoted by DWSS state-wide.
- The Library District submitted the final proposal for the award of \$112,000 from the State Library unspent FY 2020-2021 LSTA grant funds to address "Evolving Needs" of the Library District in the wake of the COVID-19 pandemic. IT Director **Al Prendergast** and his team provided the department with a plan to expand the device lending collection with four lending stations and 80 additional lending devices, including iPads and androids.
- The department submitted a grant to COX Charities for the purchase of an Interactive Play Table for early learning and family engagement which will be located in the children's services area of the Enterprise Library.



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- Other development activities included:
  - Department staff met with DISCOVERY Children's Museum CEO Melissa Kaiser and Education Director Jodi Gutstein to debrief on the outcomes of the 2020 LSTA grant program, Museums for All. With the help of United Way of Southern Nevada, the department was able to generate maps of museum visitors that confirm that the project reached new audiences for the museum and significantly increased local families' use of early childhood development resources at the library and museum.
  - Development Officer **Sherry Walker** continued to work with Financial Services to provide backup materials to FEMA to process \$275,000 in expenses related to pandemic health and safety activities during 2020.
  - The department invoiced the Bezos Family Foundation for \$62,500 in grant funding that supports the Library District's Outreach Team training and video development activities related to the early childhood development curriculum, Mind in the Making. Organizations that benefited from the training include CCSD's Family and Community Engagement Services team, Family to Family Connection, and Las Vegas Urban League. Organizations that benefited from model Mind in the Making Story times and family engagement events included 21 local preschool centers. The Outreach Services team also produced 9 videos featuring the concepts of Mind in the Making and VROOM parenting tips being promoted by the Bezos Family Foundation.
  - Department Director **Danielle Milam** met with Isla Young, Director of the Governor's Office of Workforce Innovation (OWINN) and Library District Adult Learning Program Manager **Jill Hersha** to discuss the launch of an \$11.3 million state grant for the Supporting and Advancing Nevada's Dislocated Individuals project (Project SANDI), a program designed to help dislocated and underemployed workers by modernizing Nevada's workforce system and expanding remote access to accelerated trainings for in-demand occupations using digital platforms. Ms. Milam also attended a briefing on new mobile VR equipment that will be circulated through the College of Southern Nevada to local libraries with Library District Executive Director **Kelvin Watson**, OWINN Employer Relations Manager Amy Fleming, and SANDI Project Director Tammy Westergard. Library Operations Director **Leo Segura** will be coordinating that aspect of the grant over the next three years. The Library District will also play a pivotal role in promoting the use of the Nevada Career Explorer online tool for job seekers.
  - A final report was submitted to Union Pacific Foundation for the grant project that supported coding, robotics, and music production interns for the Best Buy Teen Tech Center over the past year. Coding and robotics mentors come from UNLV's Drones and Autonomous Systems Lab in the School of Engineering. The music production mentor is from the Studio at The Palms.
  - A final report was submitted to Union Pacific Foundation for the grant project that supported coding, robotics, and music production interns for the Best Buy Teen Tech Center over the past year. Coding and robotics mentors come from UNLV's Drones and Autonomous Systems Lab in the School of Engineering. The music production mentor is from the Studio at The Palms. Ms. Milam and Ms. Walker met with Best Buy Teen Tech Center manager **Megan Nykodym** to plan for additional mentors and expanded teen learning opportunities in FY 2021-2022.

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- Department staff attended a webinar provided by the Governor's Office of Science, Innovation and Technology on the U.S. Treasury's new Emergency Connectivity Grant program which seeks to close the digital divide by providing more devices and internet connections to households across the country. Guidelines for eligible activities were released in May. Grant applications will open in June 2021.

Strategic Planning Activities:

Department Director **Danielle Milam** reviewed and workshopped the draft PlayBook 2026 strategic plan with the Administration Team and the cross-organizational Strategic Planning Team.

Volunteer Program Activities:

Due to the pandemic, volunteer hours for FY 2020-2021 declined sharply, from 38,269 hours in FY 2019-2020 to a total of 2,383 hours as of the end of April. The Volunteer Program was fully activated in May 2021, in anticipation of expanded capacity guidelines and the mobilization of the Summer Learning Challenge program that kicked off in all branches mid-May.

Appointment of Library District Board of Trustee Representatives to the Foundation Board:

At the April 2021 meeting of the Library District Board of Trustees, the LVCCLD Foundation was asked to provide information on how Library District Board of Trustees are appointed to the Library Foundation Board of Directors.

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

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

More specifically, LVCCLD Trustees were interested in how LVCCLD Chair Felipe Ortiz was appointed as a Director of the Foundation board in March, 2021. When the second term of LVCCLD Foundation Director Shannon-Bilbray Axelrod was complete in December 2020, President Crear made the decision to appoint Chair Ortiz. Chair Ortiz had been volunteering his time as a member of an event team working with the Foundation to prepare for a Capital Campaign event launch in September 2020. Foundation Board Directors were also familiar with Mr. Ortiz's supportive work on the new East Las Vegas Library and New Markets Tax Credits projects for East Las Vegas and Mesquite libraries.

An agenda item was placed on the March 17, 2021 agenda of the Foundation Board of Directors. At the March meeting, all Foundation Directors present unanimously agreed to elect Chair Ortiz to a new term as the second member appointed from the current membership of the Las Vegas-Clark County Library District Board of Trustees. Kelly Benavidez currently serves as the other Library District Trustee member of the Library Foundation Board of Directors.

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Legislative Update:

- AB 258, which gives Library District Board of Trustees new powers related to 1) setting educational qualifications for the Executive Director and 2) hiring an additional employee, an Internal Auditor, that reports to the Board of Trustees, passed out of the Senate Education Committee, Chaired by former Library District Trustee Senator Mo Denis on May 12, 2021, and was unanimously voted out of the Senate on May 21, 2021. The bill now goes to the Governor.

Other Department Staff Activities:

- Attended a Workforce Connections update on One-Stop Career Center activities with Executive Director Watson, Community Engagement Director **Matt McNally**, and Workforce Connections Executive Director Jaime Cruz and his service provider team and staff. Improvements to the partnership anticipated in the next year include more intensified marketing, a return to in-person customer services, and a better alignment with the Library District's Adult Learning Program which receives federal and state funding through the Department of Education, but which is required to also show student workforce achievements under the Department of Labor's Workforce Innovation and Opportunity Act.
- Attended a meeting with UNLV President Dr. Keith Whitfield, Library District Executive Director Watson and Community Engagement Director McNally for the purposes of introductions and sharing information on existing partnerships between the two organizations and discussing potential future partnerships. President Whitfield was pleased to hear of the existing partnerships with the Schools of Education, Engineering, Fine Arts, Music, Digital Media, Public Policy, and Social Work.
- Attended webinars: Brainfuse: Addressing COVID's Educational Impacts on Communities; Donor Insights on Social Giving; Census Data for Librarians; The Road Ahead: How Events of 2020 Are Shaping Philanthropy; and Strategic Planning: What Now?
- Ms. Milam attended a luncheon hosted by Carol Farkas to welcome Raiders General Manager Mike Mayock's wife, Mandy, and daughter, Mackensie, to town.



## ITEM VI.A.2.d.

### MEMORANDUM

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**TO:** Kelvin Watson, Executive Director

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

**DATE:** May 27, 2021

**SUBJECT:** Information Technology Report, June 2021

The Information Technology Division, comprised of the following departments-- Access Services (**AS**) Collection and Bibliographic Services (**CBS**) and the Information Technology (**IT**) Department, is pleased to share the following updates for May.

#### **Community Engagement Support**

Assistant IT Director **Ron Melnar** assisted Literary Services Manager **Jill Hersha** with developing the specifications and procurement of several laptop computers for the Adult Learning Program using the department's grant funds.

At the request of Nevada Workforce Connections, from the Governor's Office, the IT department added easy-access icons to all public access computers for the unemployment insurance claim sites as well as the YouTube site for the Nevada Unemployment Insurance Channel.

#### **Development and Planning Support**

AS Manager **Sufa Anderson**, Electronic Resources Manager **Jocelyn Bates**, and I worked with Development and Planning Director **Danielle Milam** to complete the District's proposal for the LSTA 2020 Evolving Needs Statewide grant. Ms. Bates arranged product demonstrations from several vendors and the team submitted a proposal for iPad and Android vending systems for customers.

Head of CBS **Rebecca Colbert** worked with Ms. Milam to complete the application for the FCC Emergency Connectivity Fund for one year's subscription to the LinkedIn Learning solution.

#### **Human Resources (HR) Support**

Assistant IT Director **Ron Melnar** continues to work with HRIS Manager **Glodia Thomas** on a few outstanding issues related to the *Workforce Ready* HR/Payroll

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system migration. Mr. Melnar assisted Ms. Thomas with the transfer of leave accrual balances into the new system.

I served on the Bid Evaluation Committee, with several members of the Administration Team, for the responses to the District's Direct and indirect Compensation Analysis RFP.

Distribution Center (DC) Librarian **Raychel Lendis** hosted Mt. Charleston Library's Outlying Associate **Misty Hayes** for job shadowing at the DC.

### **Library Operations Support**

The District's total circulation for April was 694,189, of which 36% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Physical library material circulation was 441,435 and e-media circulation was 252,754. A breakdown of the e-media circulation by format follows:

- E-Books - 126,966
- E-Audiobooks - 85,886
- Magazines - 6,634
- Music - 23,646
- Video - 11,385

Boulder City and North Las Vegas customers have access to the District's OverDrive e-media collection, and the North Las Vegas Library District's customers accounted for approximately 6.5% of our OverDrive circulation while the Boulder City Library District's customers accounted for approximately 1.7%.

CBS staff added 6,863 titles with 11,819 new items to the District's collection, while 6,870 items were withdrawn from the library catalog in April. Senior Cataloger **Monica Song** added 442 unique titles for the Boulder City Library District and 225 titles with 472 items for the North Las Vegas Library District to the catalog in April. Ms. Song also added 1,516 new Hoopla music records in 34 different languages, including 39 albums in Afrikaans, 167 in Spanish, and 109 in Asian languages, and 5,717 ISBN (the unique identification number used to identify a publication) updates were sent to EBSCO for our Novelist subscription. Novelist is a database that integrates with our BiblioCommons catalog and provides reading recommendations to our customers based on what they searched for in the catalog. Collection Development staff added 5,932 e-books and e-audiobooks to the collection and Ms. Song and Cataloger **Kevin Bowman** also added 248 Government Document records to the catalog.

CBS introduced video game titles to our collection in 2020. YPL Collection Development Librarian **Kathy DiGeorge** evaluated circulation statistics between September 2020 and April 2021 and discovered that these items were circulating well:

- Adult – 3,829 total circulations (average of 478 per month)
- Juvenile – 2,026 total circulations (average of 253 per month)
- Teen – 2,632 total circulations (average of 329 per month)

Library Operations staff have been requesting updated video game titles and CBS will expand the video game collection in the coming months.

Head of CBS **Rebecca Colbert** held a conference call with several members of Ingram's sales and cataloging team to help identify barriers to the creation of a

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shelf-ready account for the District and location codes, fund codes, and item types information were sent to Ingram. Ms. Colbert invited Sales Manager Amy Sackett and Sales and Service Manager Tricia Bengel to Las Vegas for training. Ms. Sackett and Ms. Bengel visited the Service Center for a four-hour training session and discussion, with all Collection Development Librarians, including Acquisitions Librarian **Heather Brooks** and Cataloger **Kevin Bowman** in attendance. The training focused on the use of iPage for ordering and the discussion focused on the technical specifications for configuring the shelf-ready accounts. YPL Collection Development Librarian **Kathy DiGeorge** has submitted 17 orders to Ingram for Youth Services books.

Head of CBS **Rebecca Colbert** held a conference call with Brodart Sales Director Lori Gray to discuss the District's plans for changes to future purchases. The McNaughton plan for pre-purchasing credits to spend on bestsellers was reduced by 75%. For FY22, the McNaughton plan was renewed to use rollover credits from FY21. Ms. Gray will be visiting Las Vegas in June to discuss the Company's proposed processing changes to improve delivery performance.

CBS staff introduced *Book Club Kits* to branch staff last month. Thirty-five kits were processed and delivered to the Distribution Center in May. The kits, pictured below, can be requested by staff and will be managed by Distribution Center Librarian **Raychel Lendis**.



The Distribution Center's (DC) collection consists of 65,943 unique titles and 109,153 items, with 13,114 items circulating and 6,000 items filling customers' Holds requests in April.

In May, the outlying branches returned 225 of their less popular items of various formats to the DC and the DC sent the branches an equivalent quantity of items to refresh their collections. Another role of the DC is to redistribute materials back to the branches to assist with filling gaps in their collections that are created when materials float out to other locations. Many branches also request materials from the DC for their collection, and there are materials at the DC that generate a large number of circulations and should be available for browsing in a branch. In April, the branches requested 1,372 items to supplement their collections and the DC

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redistributed an additional 805 popular items to the branches where they are likely to circulate.

DC Librarian **Raychel Lendis** developed the Collection Enhancement Team for performing the *collectionHQ* tasks of rebalancing and refreshing the collections between the urban branches. In May, 795 items were transferred, generating 2,272 circulations with an estimated monetary value of \$10,999. Ms. Lendis oversees collection maintenance activities District-wide and assigned the biannual *Missing List* report in May. This report identifies items that have been missing for over six months. Staff is instructed to locate the missing items and check them in if they are found or remove them from the catalog if they cannot be found.

Ms. Lendis provides training for staff on the use of District software tools to assist with maintaining a healthy collection and taught workshops on the evaluation and deselection of materials. In May, Ms. Lendis provided one *Collection Maintenance 2: Decision Center and collectionHQ* and one *Collection Maintenance 3: Assess Your Collection* training class for staff at the West Las Vegas Library, as well as one *Sierra Rapid Update* training class for staff at the West Charleston Library.

Ms. Lendis continues to perform reverse inventories of the branches to identify missing uncatalogued items (comics, paperbacks, etc.) and remove the obsolete records from our catalog. This month, reverse inventories were performed on the adult paperback collections at the Windmill and Laughlin libraries. To date, 108,239 missing items have been identified and removed from Sierra since the start of this project in June 2020. This task had never been done on a District-wide level until now because it is an arduous task! Ms. Lendis continues to think critically about ways to improve the maintenance of the District's collection. DC staff also continues to weed low-circulating items from the DC's collection to make room for incoming materials.

In April, the Interlibrary Loan (ILL) department received 357 requests from District customers to borrow materials from other libraries, and we were able to fill 84% of our customers' requests. Of the requests that were filled, 89% of the items were checked out by our customers. The District received 567 requests from other libraries to borrow our materials. The average turnaround time (the time between when we receive a request, obtain the item, and prepare it to be shipped) was less than two days and there were 30 new ILL users in April.

ILL Associate **Stacie Schwartz** held two one-on-one training sessions, *ILL Overview* and *How to Place an Interlibrary Loan* for staff at the Sunrise Library, and one virtual *How to Place an Interlibrary Loan* training class for District-wide staff in May.

The Electronic Resources (ER) department provides customer service via e-mail and telephone. The department continues to support students who need access to Online Resources for school by assisting them with applying for eCards and responded to 676 e-mails via the District's "Ask" account in April. ER staff also continues to conduct quality assurance reviews of customer service calls for assistance with Online Resources that are answered by the Unique Call Center. Lynda.com was purchased by LinkedIn earlier this year and is now available to customers as LinkedIn Learning. The platform offers the same content from Lynda.com with an additional 16,000 instructional videos on subjects like programming, marketing, and web development.

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The District's *Fresh Picks* eNewsletter reading recommendation solution has over 20 categories of content that are delivered weekly, bi-weekly, monthly, and bi-monthly and offer recommendations for a variety of genres and ages. In April, 8,275 *Fresh Picks* eNewsletters were sent to customers. The department completed a targeted promotion of the *Thrillers and Suspense* eNewsletter in May which resulted in an overall increase in the number of new subscriptions. *Thrillers and Suspense* was the most popular eNewsletters (with an open rate of 54%), followed by *Fiction A-Z* and *Mystery* (both with an open rate of 53%). There were 435 new *Fresh Picks* subscriptions in April, with 967 unique subscribers accounting for 6,928 monthly subscriptions. To subscribe to Fresh Picks, visit <http://www.lvcclld.org/freshpicks> and choose your favorite topics.

*Niche Academy* is an online learning platform made for libraries. The platform gives individual libraries their own online video tutorials that can be used as a teaching tool for both customers and staff and offer video instructional tutorials on many of our Online Resources. The tutorials are accessed by clicking on the blue carat on the right side of targeted eResources pages on our website or by visiting <https://lvcclld.org/tutorials/>. The most popular tutorials in April were *Hoopla* (with 39 unique views), *OverDrive-Libby* (with 20 unique views), and *Transparent Language Online* (with 15 unique views).

iPad circulation for April was 296 and Hotspot circulation was 798.

ER staff hosted one virtual *Gale Resources* training session for District-wide staff in May and ER Librarians **Ria Eufemio** and **Kristine Segura** staffed an Online Resources table at the Windmill Library's 10-year celebration. Over 90 visitors visited the table to get information about the District's various Online Resources, such as e-books, audiobooks, and streaming services.

AS Manager **Sufa Anderson**, Adult Collection Development Librarian **Teresa Handleman**, YPL Collection Development Librarian **Kathy DiGeorge**, DC Librarian **Raychel Lendis**, and ER Manager **Jocelyn Bates** contributed content for the May edition (the 25th volume) of our *Primary Source* staff eNewsletter. This eNewsletter provides staff with current updates and contact information for each department.

AS Manager **Sufa Anderson** conducted the quarterly Technology Advisory Committee (TAC) Meeting virtually in May. The TAC discusses technology challenges in the branches and Ms. Anderson led the discussion on several District projects, including changes to Online Resources, the implementation of BiblioBoard, new door counters, and duplex printing for customers. Assistant IT Director **Ron Melnar** attended the meeting and provided an update on several IT projects, including vendor changes to the District's mobile printing solution (PrinterOn), the Cashless Pilot Project at the East Las Vegas Library, the IT department's new help desk system, and answered questions about technical challenges facing the branches.

AS Manager **Sufa Anderson** and Assistant IT Director **Ron Melnar** attended the quarterly Branch Manager meeting. Ms. Anderson shared information on the new Book Club Kits, the new BiblioBoard implementation, and upcoming revisions to the District's Circulation Policy. Mr. Melnar discussed the IT department's plans for rolling back technology changes in the branches to their pre-pandemic configurations.



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as we prepare for a full reopening on June 1<sup>st</sup>. These steps include reinstalling systems that were previously removed and reconfiguring existing systems.

### IT Projects

ER Manager **Jocelyn Bates** completed the migration to our new web-access management solution, *EZproxy Analytics*, last month. This month, Ms. Bates completed the configuration of the analytics functionality. The analytics will provide usage trends that we were previously unable to get, such as usage of Online Resources by patron type and home library.

Systems and Network Security Analyst **Al Cruz**, Systems Analyst **Chet Buasri**, Systems and Network Supervisor **Gunnar Kim**, Assistant IT Director **Ron Melnar**, and I continue to meet bi-weekly to review the District's technology security posture. Mr. Cruz leads the Team, performs system scans to identify and prioritize risks, identifies and assigns remediation actions, and confirms that the remediation actions were successful. Mr. Cruz also continues to work with Acting Chief Financial Officer **Floresto Cabias** and our auditor to complete the IT audit portion of the District's FY21 financial audit.

The IT department resumed work on the project to make duplex printing available at all public print release stations. The configuration was tested and implemented at the Windmill Library before the pandemic. We will be implementing this new configuration in other branches over the coming weeks.

Microcomputer Technician **Jodi Hafen**, Network and ILS Analyst **Sloan Sakamoto**, and Network Supervisor **Gunnar Kim** attended Jira Administrator Training for the IT department's new help desk solution. This project began before the pandemic and we are now prepared to resume the implementation.

### Miscellaneous

AS Manager **Sufa Anderson** completed several end-of-month reports for the Library Operations division, including statistics for fines, new library cards, and computer use. Ms. Anderson prepared a data file for the Branding and Marketing department's bi-monthly *Check Out What's New @ LVCCLD* eNewsletter. She continues to work with the Sierra Cleanup Committee to perform database cleanup activities on the Sierra LSP and prepared and distributed *Quick Start* library cards for one outreach visit to schools and other local organizations.

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

The IT division coordinated the BiblioBoard Launch Call to completed the implementation. BiblioBoard is a platform geared towards helping libraries succeed at engaging their local creative community. BiblioBoard allows customers to create, share, and discover multimedia content made by and for the community with no checkouts or use limits. The Branding and Marketing division will develop promotions and the Community Engagement and Library Operations division will develop programs for this new service. AS Manager **Sufa Anderson** coordinated a meeting with all of the stakeholders regarding the various digital initiatives, including the OverDrive Instant Digital Card, BiblioBoard, and Pop-up Library, to discuss the

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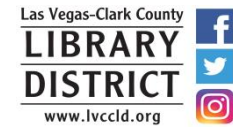
plan for advancing these solutions. Ms. Anderson also met with you to get input for the revision of the District's Circulation Policy. Additionally, Head of CBS **Rebecca Colbert** continues to have conversations with the Henderson District Public Libraries regarding OverDrive's Reciprocal Lending Arrangements.

The IT department continues to work on Trustee Nathaniel Waugh's request to have the District's Board of Trustees meeting broadcast on Clark County's Channel 4. We provided Clark County Director of Public Communications Erik Pappa with a recording of one of our Webex meetings and after viewing the recording Mr. Pappa informed us that the quality of the recording was too poor for broadcasting. The IT department is working with Community Engagement Director **Matt McNally** and Programming & Venues Manager **Ryan Neely** to research and test some options, however, we will need to purchase two high-definition cameras at minimum.

DC Page **Sharie Heier** was promoted to Multi-Services Assistant at the Centennial Hills Library. Sharie will be completing her Masters of Library Science shortly and we are proud to see her furthering her career interests within the District.

The IT department completed the draft FY 2022-2026 Technology Plan. The Plan will be presented to the Board of Trustees at the June meeting for their consideration and approval.

**FY 2020-2021 ELECTRONIC RESOURCES STATISTICS**  
**April 2021**



Customer Support	Apr-20	Apr-21	% Change	FY19-20	FY20-21	% Change
Number of Phone Calls to Electronic Resources	0	198		1211	1,611	33.03%
Length of Calls in Hours, Minutes, and Seconds	0:00:00	45:09:55		130:40:24	200:54:55	53.75%
Number of emails to ask@lvccld.org	985	676	-31.37%	5,438	9,401	72.88%
Number of Classes	0	0		5	0	
Number of Attendees	0	0		14	0	

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

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	Reference Solutions	385	9,658
Health and Wellness	Health Source - Nursing	7	644
Homework Help	IXL	101	45,338
Limitless Learning	Lynda.com	842	3,505
A-Z Resources (All Others)	Newsbank - LVRJ	2,173	32,962

Downloadables and Streaming Circulation	Apr-20	Apr-21	% Change	FY19-20	FY20-21	% Change
eBooks	142,037	126,966	-10.61%	1,168,420	1,339,072	14.61%
Audiobooks	76,512	85,866	12.23%	850,986	836,523	-1.70%
Magazines	12,927	6,634	-48.68%	105,194	110,175	4.74%
Movies and TV	20,329	11,385	-44.00%	131,757	133,386	1.24%
Music	35,143	21,903	-37.67%	282,635	261,843	-7.36%
<b>Total</b>	<b>286,948</b>	<b>252,754</b>	<b>-11.92%</b>	<b>2,538,992</b>	<b>2,680,999</b>	<b>5.59%</b>

Online Resources Usage by Category	Apr-20		Apr-21		% Change		FY19-20		FY20-21		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	1,036	27,350	602	14,594	-41.89%	-46.64%	7,790	232,721	7,913	187,182	1.58%	-19.57%
Health and Wellness	145	257	442	1,078	204.83%	319.46%	2,845	5,530	5,242	14,676	84.25%	165.39%
Homework Help	373	49,295	700	55,981	87.67%	13.56%	6,105	320,322	7,674	621,143	25.70%	93.91%
Online Learning	3,964	12,091	2,117	4,305	-46.59%	-64.40%	27,873	72,010	29,412	65,063	5.52%	-9.65%
A-Z Resources (All Others)	16,704	47,483	16,880	67,524	1.05%	42.21%	122,012	366,878	194,857	741,523	59.70%	102.12%

**Retrievals:** the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to customers from electronic collections

**Sessions:** the number of times an electronic resource is accessed



## ITEM VI.A.3.a.

June 2021

### MEMORANDUM

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**TO:** Kelvin Watson, Executive Director

**FROM:** Floresto Cabias, Acting Financial Services Director, CFO

**DATE:** May 28, 2021

**SUBJECT:** Financial Services Report, June 2021

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

#### Administration

- Updated the District's cash flow analysis
- Compiled information, projections, and forecasts for Fiscal Year 2021-2022 Final Budget
- Prepared the Budget Public Hearing and Budget Adoption agenda items
- Presented the Public Hearing on the Tentative Budget
- Filed the Fiscal Year 2021-2022 Final Budget with the State of Nevada Department of Taxation per NRS requirements; sent copies to Clark County and the city of Las Vegas
- Submitted the Fiscal Year 2021-2022 tax rate to Clark County
- Submitted the 3<sup>rd</sup> Quarter Economic Survey to the State of Nevada Department of Taxation
- Prepared the Check Signing Resolution
- Attended Facilities Bid No. 21-05 – HR Compensation Study bid opening
- Advertised Facilities Bid No. 21-06 – Projector Upgrades; attended bid opening
- **Floresto Cabias** and **Lynn Lucuara** worked with District staff regarding purchasing training and procedures
- **Lynn Lucuara** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Lucuara** created and updated staff user accounts for online ordering of supplies from Staples, Office Plus, and Brodart (contract vendors); worked with District staff and vendors to update information and resolve issues
- **Lynn Lucuara** prepared and followed up on Agreements for Services for Literacy instructors and for performances scheduled for District-wide events
- **Lynn Lucuara** prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

Financial Services Report

May 28, 2021

Page 2 of 2

**Accounting**

- Coded and verified all transactions (\$1.9M for the month of May)
- **Anita Lai** and **Mayumi Kramer** attended Kronos Workforce Ready meetings and training sessions
- Performed all payroll related duties
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits
- Provided detail budget status for staff as required
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed Financial Services invoices
- Processed refunds for cancelled Room Reservations
- Reviewed e-fines and patron inquiries regarding online payments
- Reconciled copier meter reading reports from branches/departments to invoices
- Staff cross-trained in payroll, fixed assets, cash receipts, and other Financial Services procedures



## MEMORANDUM

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To: Kelvin Watson, Executive Director

From: Floresto Cabias, Acting Financial Services Director, CFO

Date: May 28, 2021

Subject: May 2021 Budget Status Report

Enclosed are the budget status reports for May 2021. General fund revenues indicate that 95% of budgeted revenue has been collected.

### **Property Tax Revenues**

As compared to May 2020, the District collected 8% more in property taxes. Property taxes are assessed on a fiscal year basis beginning on July 1. Property tax revenue collections have been stable throughout the fiscal year and the District collected all budgeted property tax revenues for FY 2021.

### **Consolidated Sales Tax Revenues (CTX)**

The CTX shows 98% of the budgeted \$17.8M collected so far this fiscal year. The State of Nevada distributes CTX collections two months after the month of collection. For example, CTX revenues collected in the month of July is distributed in the month of September.

The March 2021 CTX was received by the District on May 28, 2021, and is 43% higher than the amount collected in the same month last fiscal year. All non-essential businesses closed in mid-March 2020 due to the COVID-19 pandemic. This increase in revenues is reflective of the continued improvement in consumer spending as the economy more fully reopens with business restrictions lifting.

Based on existing economic factors and the current trend, CTX revenues are on track to total between \$22.0M to \$23.0M. This represents \$4.2M to \$5.2M in additional CTX compared to the projected budget of \$17.8M. Financial Services staff is closely monitoring revenues.

### **Expenditures**

General Fund expenditures indicate that 79% of the allocated budget has been spent. For FY 2021, savings of \$3.0M are expected in the services and supplies expenditure category.

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

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

### **Ending Fund Balance**

FY 2021 General Fund ending fund balance is currently projected to reach approximately \$26.6M, which is \$11.6M higher than budgeted. This expected rise in ending fund balance is due to the increased CTX revenue collections and expected expenditure savings discussed above. The FY 2021 budgeted ending fund balance is \$15.0M, which represents 21% of total General Fund budgeted expenditures.

Any amount of fund balance exceeding 20% of total General Fund expenditures will be transferred to the Capital Projects Fund in subsequent years.

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

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

**General Fund - 100**

From 05/01/2021 Through 05/28/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	49,418,906.80	49,300,000.00	(118,906.80)	-0.24%
Intergovernmental Revenue	17,416,367.42	17,800,000.00	383,632.58	2.16%
Charges for Services	37,831.48	570,000.00	532,168.52	93.36%
Fines & Forfeits	378,204.69	450,000.00	71,795.31	15.95%
Miscellaneous	571,603.03	780,000.00	208,396.97	26.72%
<b>Total Revenues</b>	<b>67,822,913.42</b>	<b>68,900,000.00</b>	<b>1,077,086.58</b>	<b>1.56%</b>
<b>Expenditures</b>				
Salaries	26,971,390.61	31,770,975.00	4,799,584.39	15.11%
Benefits	10,081,641.15	12,499,827.00	2,418,185.85	19.35%
Supplies & Services	10,508,085.36	15,304,682.00	4,796,596.64	31.34%
Capital Outlay	7,991,081.12	10,509,384.00	2,518,302.88	23.96%
<b>Total Expenditures</b>	<b>55,552,198.24</b>	<b>70,084,868.00</b>	<b>14,532,669.76</b>	<b>20.74%</b>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>12,270,715.18</b>	<b>(1,184,868.00)</b>	<b>(13,455,583.18)</b>	<b>-19.17%</b>



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

**General Fund - 100****From 05/01/2021 Through 05/28/2021**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	633,802.27	648,204.00	14,401.73	2.22%
120	Administration - Library Operations	1,199,762.95	2,068,271.00	868,508.05	41.99%
200	Financial Services	1,448,501.31	1,935,379.00	486,877.69	25.16%
215	Community Outreach	418,499.03	501,089.00	82,589.97	16.48%
216	Youth Services	205,201.33	362,030.00	156,828.67	43.32%
220	Development and Planning	305,598.84	559,337.00	253,738.16	45.36%
240	General Services/Facilities	8,864,133.73	10,600,300.00	1,736,166.27	16.38%
250	Human Resources	1,607,710.62	2,688,944.00	1,081,233.38	40.21%
251	HR-Work Insurance	1,057,662.70	1,501,744.00	444,081.30	29.57%
260	Information Technology	3,322,555.72	3,895,391.00	572,835.28	14.71%
270	Literacy Department	258,028.10	378,862.00	120,833.90	31.89%
280	Branding and Marketing	1,462,592.37	1,706,062.00	243,469.63	14.27%
290	Access Services Department	873,753.67	1,100,024.00	226,270.33	20.57%
310	Collection and Bibliographic Services	9,694,022.08	12,657,023.00	2,963,000.92	23.41%
320	Gallery Services	144,259.41	174,592.00	30,332.59	17.37%
330	Facilities	2,213,124.03	2,820,225.00	607,100.97	21.53%
340	Community Engagement	289,403.64	405,669.00	116,265.36	28.66%
400	Library Operations	21,553,586.44	26,081,722.00	4,528,135.56	17.36%
Total		55,552,198.24	70,084,868.00	14,532,669.76	20.74%

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

**General Fund - 100**  
**Library Operations - Dept 400**  
**From 05/01/2021 Through 05/28/2021**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	85,301.94	97,266.00	11,964.06	12.30%
110	Bunkerville	45,120.49	58,431.00	13,310.51	22.78%
120	Clark County Library	2,012,456.23	2,671,070.00	658,613.77	24.66%
130	Enterprise Library	1,110,098.98	1,362,949.00	252,850.02	18.55%
140	Goodsprings	68,514.85	77,267.00	8,752.15	11.33%
160	Indian Springs	88,597.62	103,992.00	15,394.38	14.80%
180	Laughlin	644,418.90	697,636.00	53,217.10	7.63%
190	Mesquite	837,641.92	1,063,703.00	226,061.08	21.25%
200	Moapa Town	45,742.82	77,435.00	31,692.18	40.93%
210	Moapa Valley	249,969.24	309,770.00	59,800.76	19.30%
220	Mount Charleston	57,831.85	69,259.00	11,427.15	16.50%
230	Rainbow Library	1,928,799.82	1,882,486.00	(46,313.82)	-2.46%
240	Sahara West Library	2,024,452.30	2,395,281.00	370,828.70	15.48%
250	Sandy Valley	59,414.93	89,137.00	29,722.07	33.34%
260	Searchlight	50,838.69	59,658.00	8,819.31	14.78%
270	Spring Valley Library	1,349,827.91	1,648,450.00	298,622.09	18.12%
280	Summerlin Library	1,220,881.33	1,444,143.00	223,261.67	15.46%
290	Sunrise Library	1,098,896.11	1,534,648.00	435,751.89	28.39%
300	West Charleston Library	1,402,915.78	1,669,459.00	266,543.22	15.97%
310	West Las Vegas Library	1,196,780.16	1,565,622.00	368,841.84	23.56%
320	Whitney Library	1,149,286.67	1,492,399.00	343,112.33	22.99%
360	Meadows Library	96,880.37	160,089.00	63,208.63	39.48%
370	Centennial Hills	1,572,352.22	1,911,837.00	339,484.78	17.76%
380	Windmill Library	1,389,217.45	1,747,034.00	357,816.55	20.48%
390	East Las Vegas Library	1,731,955.85	1,847,091.00	115,135.15	6.23%
605	City Misdemeanant	35,392.01	45,610.00	10,217.99	22.40%
Total		21,553,586.44	26,081,722.00	4,528,135.56	17.36%

Regular Board of Trustees Meeting - Item VI. Library Reports

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

**General Fund - 100**  
**From 05/01/2021 Through 05/28/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	21,688,175.41	24,129,739.00	2,441,563.59	10.12%
51200 Salaries - Part Time	4,413,433.57	6,199,467.00	1,786,033.43	28.81%
51300 Overtime Pay	16,282.72	55,000.00	38,717.28	70.40%
51400 Call Back Pay	6,820.35	8,595.00	1,774.65	20.65%
51500 Standby Pay	52,254.29	50,366.00	(1,888.29)	-3.75%
51600 Longevity Pay	270,111.32	377,808.00	107,696.68	28.51%
51700 Separation Pay	385,637.38	450,000.00	64,362.62	14.30%
51800 Leave Buyout	138,675.57	500,000.00	361,324.43	72.26%
55100 Employees Retirement	6,047,897.60	7,312,478.00	1,264,580.40	17.29%
55200 Group Insurance	3,335,026.04	4,072,148.00	737,121.96	18.10%
55300 Workers' Comp. Payments	80,301.57	271,544.00	191,242.43	70.43%
55400 Medicare Coverage Expense	618,274.06	768,657.00	150,382.94	19.56%
55500 Unemployment Insurance	141.88	75,000.00	74,858.12	99.81%
61100 Office Supplies	268,285.77	507,630.00	239,344.23	47.15%
61110 Operating Supplies	322,054.51	597,065.00	275,010.49	46.06%
61120 Software & User Licenses	581,121.18	521,994.00	(59,127.18)	-11.33%
61130 Software Maintenance	830,550.44	841,400.00	10,849.56	1.29%
61200 Book Materials & Supplies	55,955.32	120,409.00	64,453.68	53.53%
61205 Interlibrary Loan	227.17	4,500.00	4,272.83	94.95%
61210 Small Equipment	141,756.78	478,000.00	336,243.22	70.34%
61400 Equipment Repair & Maint.	565,207.36	690,280.00	125,072.64	18.12%
61410 Contracted Services	4,266,539.79	5,441,007.00	1,174,467.21	21.59%
61420 Building Repair & Maint.	172,342.48	218,200.00	45,857.52	21.02%
61500 Rental Expenses	28,600.42	47,316.00	18,715.58	39.55%
61600 Telephone	553,107.67	600,000.00	46,892.33	7.82%
61700 Utilities	1,294,308.23	1,935,071.00	640,762.77	33.11%
61800 Insurance & Bonds	320,065.67	355,000.00	34,934.33	9.84%
61900 Professional Services	311,059.77	932,700.00	621,640.23	66.65%
61910 Legal Services	142,691.37	394,500.00	251,808.63	63.83%
62200 Collection Agencies	82,053.00	310,000.00	227,947.00	73.53%
62300 Board Compensation	5,240.00	6,200.00	960.00	15.48%
62500 Postage	53,989.71	75,100.00	21,110.29	28.11%
62510 Advertising	74,460.24	88,700.00	14,239.76	16.05%
62600 Community Events	1,506.28	23,750.00	22,243.72	93.66%
62620 Recruitment	71.92	625.00	553.08	88.49%
62700 Education & Training	108,833.56	310,735.00	201,901.44	64.98%
62800 Travel & Transportation	14,208.45	285,250.00	271,041.55	95.02%
62900 Printing & Reproduction	47,694.27	99,250.00	51,555.73	51.95%
63000 Dues & Subscriptions	36,883.11	43,200.00	6,316.89	14.62%
65000 Miscellaneous Expenses	34,273.19	41,800.00	7,526.81	18.01%
65100 Bank Charges	8,747.70	20,000.00	11,252.30	56.26%
67000 Rental Expenses to QALICBs	186,250.00	315,000.00	128,750.00	40.87%
81700 Library Books	7,991,081.12	10,509,384.00	2,518,302.88	23.96%
<b>Total</b>	<b>55,552,198.24</b>	<b>70,084,868.00</b>	<b>14,532,669.76</b>	<b>20.74%</b>

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

**Grant Fund - 220**

From 05/01/2021 Through 05/28/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Intergovernmental Revenue	730,199.82	1,800,000.00	1,069,800.18	59.43%
<b>Total Revenues</b>	730,199.82	1,800,000.00	1,069,800.18	59.43%
<b>Expenditures</b>				
Salaries	258,738.03	480,000.00	221,261.97	46.10%
Benefits	120,194.92	210,000.00	89,805.08	42.76%
Supplies & Services	299,620.21	500,000.00	200,379.79	40.08%
Capital Outlay	239,748.25	610,000.00	370,251.75	60.70%
<b>Total Expenditures</b>	918,301.41	1,800,000.00	881,698.59	48.98%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(188,101.59)	-	188,101.59	10.45%

Regular Board of Trustees Meeting - Item VI. Library Reports

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

**Grant Fund - 220**  
**From 05/01/2021 Through 05/28/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	255,606.99	478,747.50	223,140.51	46.61%
51200 Salaries - Part Time	2,037.32	-	(2,037.32)	
51600 Longevity Pay	1,093.72	1,252.50	158.78	12.68%
55100 Employees Retirement	75,681.11	161,071.66	85,390.55	53.01%
55200 Group Insurance	40,773.93	44,547.88	3,773.95	8.47%
55400 Medicare Coverage Expense	3,739.88	4,380.46	640.58	14.62%
61100 Office Supplies	6,399.90	-	(6,399.90)	
61110 Operating Supplies	200.00	5,277.14	5,077.14	96.21%
61120 Software & User Licenses	10,964.10	53,200.00	42,235.90	79.39%
61210 Small Equipment	2,143.53	-	(2,143.53)	
61410 Contracted Services	206,064.00	412,700.00	206,636.00	50.07%
61600 Telephone	42,826.96	-	(42,826.96)	
62700 Education & Training	27,395.58	12,000.00	(15,395.58)	-128.30%
62800 Travel & Transportation	3,626.14	5,800.00	2,173.86	37.48%
65000 Miscellaneous Expenses	-	11,022.86	11,022.86	100.00%
81600 Capital Equipment - Major	-	460,000.00	460,000.00	100.00%
81700 Library Books	239,748.25	150,000.00	(89,748.25)	-59.83%
<b>Total</b>	<b>918,301.41</b>	<b>1,800,000.00</b>	<b>881,698.59</b>	<b>48.98%</b>

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

**Gift Fund - 230****From 05/01/2021 Through 05/28/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	208,476.96	815,000.00	606,523.04	74.42%
<b>Total Revenues</b>	208,476.96	815,000.00	606,523.04	74.42%
<b>Expenditures</b>				
Salaries	20,000.00	-	(20,000.00)	
Supplies & Services	160,754.04	715,000.00	554,245.96	77.52%
Capital Outlay	-	100,000.00	100,000.00	100.00%
<b>Total Expenditures</b>	180,754.04	815,000.00	634,245.96	77.82%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	27,722.92	-	(27,722.92)	-3.40%

Regular Board of Trustees Meeting - Item VI. Library Reports

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

**Gift Fund - 230**

**From 05/01/2021 Through 05/28/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	20,000.00	-	(20,000.00)	
61100 Office Supplies	302.77	20,000.00	19,697.23	98.49%
61110 Operating Supplies	19,628.50	15,000.00	(4,628.50)	-30.86%
61120 Software & User Licenses	260.85	-	(260.85)	
61130 Software Maintenance	299.99	-	(299.99)	
61210 Small Equipment	86,273.91	15,000.00	(71,273.91)	-475.16%
61410 Contracted Services	-	250,000.00	250,000.00	100.00%
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61600 Telephone	23,740.00	-	(23,740.00)	
61900 Professional Services	25,159.75	100,000.00	74,840.25	74.84%
62510 Advertising	4,250.00	-	(4,250.00)	
62900 Printing & Reproduction	599.83	-	(599.83)	
65000 Miscellaneous Expenses	238.44	-	(238.44)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
<b>Total</b>	<b>180,754.04</b>	<b>815,000.00</b>	<b>634,245.96</b>	<b>77.82%</b>

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

**Capital Projects Fund - 510**  
**From 05/01/2021 Through 05/28/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	12,760.30	50,000.00	37,239.70	74.48%
<b>Total Revenues</b>	12,760.30	50,000.00	37,239.70	74.48%
<b>Expenditures</b>				
Supplies & Services	825,136.18	2,574,700.00	1,749,563.82	67.95%
Capital Outlay	189,424.75	1,484,000.00	1,294,575.25	87.24%
<b>Total Expenditures</b>	1,014,560.93	4,058,700.00	3,044,139.07	75.00%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(1,001,800.63)	(4,008,700.00)	(3,006,899.37)	-0.52%



Regular Board of Trustees Meeting - Item VI. Library Reports

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

**Capital Projects Fund - 510**  
**From 05/01/2021 Through 05/28/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	11,411.48	7,500.00	(3,911.48)	-52.15%
61120 Software & User Licenses	89,013.82	203,000.00	113,986.18	56.15%
61210 Small Equipment	175,213.16	1,176,700.00	1,001,486.84	85.11%
61400 Equipment Repair & Maint.	73,830.90	345,000.00	271,169.10	78.60%
61410 Contracted Services	15,920.41	43,000.00	27,079.59	62.98%
61420 Building Repair & Maint.	425,188.25	759,500.00	334,311.75	44.02%
61900 Professional Services	18,187.90	-	(18,187.90)	
65100 Bank Charges	16,370.26	40,000.00	23,629.74	59.07%
81500 Capital Improvements	-	650,000.00	650,000.00	100.00%
81600 Capital Equipment - Major	189,424.75	834,000.00	644,575.25	77.29%
<b>Total</b>	<b>1,014,560.93</b>	<b>4,058,700.00</b>	<b>3,044,139.07</b>	<b>75.00%</b>

Las Vegas-Clark County Library District

Project 2050 - Furniture Replacement  
From 05/01/2021 through 05/28/2021

510  
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	1,734.77	50,000.00	48,265.23	97%
Total Expenditures		1,734.77	50,000.00	48,265.23	97%

Las Vegas-Clark County Library District

**Project 2200 - Financial Services Projects**  
**From 05/01/2021 through 05/28/2021**

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61210	Small Equipment	-	185,000.00	185,000.00	100%
65100	Bank Charges	17,517.76	40,000.00	22,482.24	56%
81600	Capital Equipment - Major	-	80,000.00	80,000.00	100%
<b>Total Expenditures</b>		<b>17,517.76</b>	<b>305,000.00</b>	<b>287,482.24</b>	<b>94%</b>

## Las Vegas-Clark County Library District

**Project 4010 - Tech Replacements & Upgrades**  
**From 05/01/2021 through 05/28/2021**

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61120	Software & User Licenses	89,013.82	203,000.00	113,986.18	56%
61210	Small Equipment	88,170.37	452,000.00	363,829.63	80%
61400	Equipment Repair & Maint.	73,130.90	345,000.00	271,869.10	79%
61410	Contracted Services	15,920.41	43,000.00	27,079.59	63%
81600	Capital Equipment - Major	53,896.76	704,000.00	650,103.24	92%
<b>Total Expenditures</b>		<b>320,132.26</b>	<b>1,747,000.00</b>	<b>1,426,867.74</b>	<b>82%</b>

## Las Vegas-Clark County Library District

**Project 5010 - Bldg Repair & Maintenance**  
**From 05/01/2021 through 05/28/2021**

**510**  
**Capital Projects Fund**

	<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Revenues</b>				
45200 Interest Earnings	12,760.30	50,000.00	37,239.70	74%
<b>Total Revenues</b>	<b>12,760.30</b>	<b>50,000.00</b>	<b>37,239.70</b>	<b>74%</b>
<b>Expenditures</b>				
61110 Operating Supplies	11,411.48	7,500.00	(3,911.48)	-52%
61210 Small Equipment	73,300.83	10,000.00	(63,300.83)	-633%
61400 Equipment Repair & Maint.	700.00	-	(700.00)	0%
61420 Building Repair & Maint.	425,188.25	759,500.00	334,311.75	44%
61900 Professional Services	17,040.40	-	(17,040.40)	0%
81500 Capital Improvements	-	650,000.00	650,000.00	100%
<b>Total Expenditures</b>	<b>527,640.96</b>	<b>1,427,000.00</b>	<b>899,359.04</b>	<b>63%</b>

Las Vegas-Clark County Library District

Project 5020 - PVS Projects  
From 05/01/2021 through 05/28/2021

510  
Capital Projects Fund

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

Las Vegas-Clark County Library District

Project 9010 - Vehicle Purchase and Replacement  
From 05/01/2021 through 05/28/2021

510  
Capital Projects Fund

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

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

**Debt Service Fund - 610**  
**From 05/01/2021 Through 05/28/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	2,516.52	-	(2,516.52)	
Miscellaneous	40.17	10,000.00	9,959.83	99.60%
<b>Total Revenues</b>	2,556.69	10,000.00	7,443.31	74.43%
<b>Expenditures</b>				
Supplies & Services	4,740.81	10,000.00	5,259.19	52.59%
<b>Total Expenditures</b>	4,740.81	10,000.00	5,259.19	52.59%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(2,184.12)	-	2,184.12	21.84%



Regular Board of Trustees Meeting - Item VI. Library Reports

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

**Debt Service Fund - 610**  
**From 05/01/2021 Through 05/28/2021**

	<b>YTD Actual</b>	<b>Budget</b>	<b>YTD Variance</b>	<b>Percent Budget Remaining</b>
65100 Bank Charges	4,740.81	10,000.00	5,259.19	52.59%
<b>Total</b>	<b>4,740.81</b>	<b>10,000.00</b>	<b>5,259.19</b>	<b>52.59%</b>

# Regular Board of Trustees Meeting - Item VI. Library Reports

## Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100  
From 05/01/2021 Through 05/27/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12288	5/3/2021	10017	CDA Media Relations	May 2021 SC print and digital ad	2,500.00
12290	5/3/2021	10129	Fun Express LLC	Paper Summer Reading Stickers - CC	386.49
12292	5/3/2021	10927	CenturyLink	Service Apr 2021	2,064.72
12293	5/3/2021	11626	Jay Atwood	Piano Tuning Services - WC	600.00
12294	5/3/2021	11647	Morgan, Lewis and Bockius, LLP	Legal Services Mar 2021	2,266.50
12295	5/3/2021	1457	Demco, Inc.	Materials & Supplies for FY21	90.03
12296	5/3/2021	1620	Full Compass Systems Ltd	OSR EHD-OS Lamp 500W 120V Clear #54508	131.44
12297	5/3/2021	1627	Cengage Learning, Inc.	Library Books & Materials for FY2020-2021	120.70
12298	5/3/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	3,923.05
12299	5/3/2021	1897	Lakeshore Learning Materials	"Kids Colors Chair 13 1/2"" - CE	1,402.92
12300	5/3/2021	2351	Rebel Party Rentals	Rebel Rents Kyle K 4-24-21	215.00
12301	5/3/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	4,462.92
12303	5/3/2021	2891	AFLAC	Premium April 2021	815.32
12304	5/3/2021	3020	Discount School Supply	Colored Wood Craft Sticks - SW	153.44
12305	5/3/2021	3058	EBSCO Information Services	EBSCO package for Flipster & maintenance fees	1,162.00
12306	5/3/2021	3770	Cox Communications of Las Vegas	Service 04/17/21-05/16/21	13,695.45
12307	5/3/2021	4742	Deseret Book Co.	My Enemy, My love-title from Deseret	41.56
12308	5/3/2021	5718	Tangerine Office Machines	Printer Support Services, End: 6/30/21	310.00
12309	5/3/2021	6664	Sky High Marketing, Inc.	summer challenge t-shirts-Y5	766.50
12310	5/3/2021	7371	EnvisionWare, Inc.	RFID TAGS	7,454.00
12311	5/3/2021	7655	Gill's Printing and Color Graphics	Jan Business Card order 23 names	331.72
12312	5/3/2021	8010	Allied Universal Security Services	On-Site Security 04/02/21-04/15/21 - CH	88,190.12
12313	5/3/2021	8122	Staples Advantage Dept LA	Small modular supply - CC	2,891.11
12315	5/3/2021	9191	Canon Solutions America, Inc.	Copier Staples - SU	290.00
12316	5/3/2021	9383	Office Plus	Crtgd,lsr,prt - WH	893.54
12317	5/3/2021	9907	PLIC-SBD Grand Island (Principal)	Premium May 2021	22,602.85
12318	5/10/2021	10017	CDA Media Relations	May 2021 Purchasing Ad	350.00
12319	5/10/2021	10129	Fun Express LLC	Patriotic Wine Charms - CC	683.26
12320	5/10/2021	10179	Safe and Secure Alarms and Video	WC: Alarm Monitoring Burg	54.00
12321	5/10/2021	10212	Virgin Valley Water District	Service 03/20/21-04/20/21	970.32
12322	5/10/2021	10228	Sterling Volunteers	6 Volunteer background checks	102.00
12324	5/10/2021	1064	Allied Refrigeration Inc.	Various	340.35
12325	5/10/2021	10686	NLS Grounds Management, LLC	EV: Undeveloped Land	19,438.72
12327	5/10/2021	10802	Verdek LLC	EV-Charging Stations	1,778.00
12328	5/10/2021	11072	DEKRA Certification, Inc.	Annual Smog Checks: Diesel Vehicles	39.00
12329	5/10/2021	11075	Cadient Talent, LLC	ATS Subscription	26,000.00
12330	5/10/2021	11076	Quadient, Inc.	Meter Rental 5/25/21-8/24/21	180.00
12331	5/10/2021	11113	BT Supplies West, Inc.	Vinyl Gloves	1,450.00
12332	5/10/2021	11609	Alexandria Marshall	sub ELV CONV VIRT FR & SAT 4/30 & 5/1	108.00
12333	5/10/2021	1180	Baron Pest Solutions, Inc.	LA: Pest Control	37.00
12334	5/10/2021	1201	Best Janitorial Services of Nevada	Various: Janitorial - FY 2021	136,316.00
12336	5/10/2021	1580	Ferguson Enterprises, LLC	Various	1,530.69
12337	5/10/2021	1620	Full Compass Systems Ltd	OSR EHD-OS Lamp 500W 120V Clear #54508	65.72
12338	5/10/2021	1627	Cengage Learning, Inc.	Library Books & Materials for FY2020-2021	11.99
12339	5/10/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	7,834.96
12340	5/10/2021	1837	Johnstone Supply	WO-4075 #84-S4888226.001 CH HVAC	234.99
12341	5/10/2021	1950	Liberty Lock and Security	WO-4182 #23092 WC Lock	8.85
12342	5/10/2021	2152	Nedco Supply	Various	1,034.45
12343	5/10/2021	2215	OCLC Inc.	Library Books & Materials for FY2020-2021	4,779.33
12344	5/10/2021	2234	Overton Power District #5	Service 03/22/21-04/22/21 MT	111.78
12345	5/10/2021	2307	Progressive Elevator	CC: Elevator	697.00
12346	5/10/2021	2350	Rebel Oil Company	WV: Diesel fuel for Fire Pump	142.31
12347	5/10/2021	2567	Teamsters Local Union #14	Union Dues - May 2021	8,279.00
12349	5/10/2021	2698	Virgin Valley Disposal	Rental Fee/Toter Svc Apr 2021	117.03
12350	5/10/2021	2702	Grainger, Inc.	Various	960.05
12351	5/10/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	27,739.99
12352	5/10/2021	2860	Las Vegas Review Journal	April purchasing ad El Tiempo	43.75
12353	5/10/2021	3023	Filtration Group IAQ	MB: HVAC Air Filters - MERV 13	1,994.40
12354	5/10/2021	3309	Batteries Plus	SV Light Battery Replacement	20.95
12355	5/10/2021	3324	Rio Virgin Telephone Co.	Service May 2021	346.36
12356	5/10/2021	3435	Ace Fire Systems, Inc.	LA: Fire Sprinkler Tests / Inspections	150.00
12357	5/10/2021	3500	Garda CL West, Inc	Armored Transportation - May 2021	3,015.91
12358	5/10/2021	3776	Got Bugs LLC	MQ: Pest Control	200.00
12359	5/10/2021	4224	DataPLUS Communications	RB: Service Call - Staff entry prox reader	1,147.50
12360	5/10/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	71.04
12361	5/10/2021	4676	Color Reflections	SC21 Banners & 18x24 signs	2,168.75
12362	5/10/2021	4723	Purvis Industries - Las Vegas NV	WO-4199 #30459547 SC HVAC	24.84
12363	5/10/2021	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - May 2021	7,068.49
12364	5/10/2021	5001	UniFirst Corporation	Uniform Rental	305.38
12365	5/10/2021	6646	Aqua Serv Engineers, Inc.	HVAC Water Treatment	3,987.34
12366	5/10/2021	6704	Schneider Electric	DDC Controls	2,891.58
12369	5/10/2021	7592	Stanley Convergent Security Solutions	RB,SM,SV,WV,LA: Fire Alarm Tests / Inspections	275.00
12370	5/10/2021	7655	Gill's Printing and Color Graphics	VGK Bookmarks 18k McNabb	1,139.78
12371	5/10/2021	7671	Rentokil	SV: Removal of Bee Hive in Pine Tree	1,763.00
12372	5/10/2021	7677	Uline, Inc.	pop-up canopies for YSA events	721.15
12373	5/10/2021	7687	United Lock and Security, Inc.	Various: Misc repair service 61420	264.44
12374	5/10/2021	7943	Communication Electronic Systems Inc	EV: Service Call - FACP Repair	369.00
12375	5/10/2021	8010	Allied Universal Security Services	On-Site Security 04/16/21-04/29/21 - CH	94,385.16
12376	5/10/2021	8122	Staples Advantage Dept LA	32 oz spray bottle - LIT	5,714.38
12378	5/10/2021	8437	Super Cleaners	5 Table Cloths	100.00
12379	5/10/2021	8557	Guaranteed Pest Solutions LLC	EV: Service Call - Bed Bug Treatment	628.14
12380	5/10/2021	8565	WT Cox Information Services	Library Books & Materials for FY2020-2021	800.21
12381	5/10/2021	8575	Intermountain Lock and Security Supply	Various	39.66
12383	5/10/2021	9133	Ted Wiens Tire & Auto Centers	#58 Balance 4 Tires	447.76
12384	5/10/2021	9234	Data Processing Air Corporation	CC,SW, SC: Annual Chiller Service	1,380.00
12385	5/10/2021	9354	WestRock Longview, LLC	Courier: Weeding Boxes	2,779.17
12386	5/10/2021	9383	Office Plus	Crtgd,clr laserjet bk - LA	5,024.19
12387	5/10/2021	9431	B&H Photo-Video	SHURE WL93 PROF MICRO-LAV OMNI MIC	2,245.05

# Regular Board of Trustees Meeting - Item VI. Library Reports

## Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100  
From 05/01/2021 Through 05/27/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12388	5/10/2021	9483	Tecre Co., Inc.	"1-1/4" Round Button Complete Set - RB	432.49
12389	5/10/2021	9489	Teledata Technologies	MQL: Replace FACP Batteries	1,203.32
12390	5/10/2021	9553	Ashworth and Belcastro Systems (ABS)	SU: Fire Alarm Monitoring	135.00
12391	5/10/2021	9631	Elliott's Sewer & Drain	EV: Service Call - Main Line Blockage	134.25
12392	5/10/2021	9730	Commercial Lighting Specialties	WO-4192 #86105 SV Lighting	211.70
12393	5/10/2021	9827	Vision Sign Inc.	SM: Sign Maintenance	210.00
12394	5/10/2021	9869	Unique Integrated Communications	Call Center Operations	11,784.76
12395	5/17/2021	10129	Fun Express LLC	Mega Rubber ducky, bouncing balls, toys - RB	200.37
12396	5/17/2021	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape Maintenance	800.00
12397	5/17/2021	10228	Sterling Volunteers	3 Volunteer background checks	51.00
12398	5/17/2021	10502	Fisk Electric Company	CC: Install of lights in stairwell	769.28
12400	5/17/2021	10809	Sandra Kay Ramaker	April pay/expense reimb	38.42
12401	5/17/2021	11026	BiCoastal Productions LLC	Splash Splash	9,000.00
12402	5/17/2021	11132	The Griffin Company	Legislative Services - April 2021	6,250.00
12403	5/17/2021	11137	Vital Records Control	Records Destruction April 2021	106.39
12404	5/17/2021	11609	Alexandria Marshall	Sub ELV Conv 437 5/7 & 5/8	108.00
12405	5/17/2021	11626	Jay Atwood	Piano Tuning Services - WM	385.00
12406	5/17/2021	1429	D.C. Thomas	BD Rent June 2021	1,468.00
12407	5/17/2021	1455	Dell Marketing L.P.	Hard Drive Replacement for Commvault Server	297.80
12408	5/17/2021	1623	HRdirect/G Neil Companies	Poster Guard State/Federal	1,449.75
12409	5/17/2021	1640	Gerald M. Welt, Chartered	Services for April 2021	5,406.73
12410	5/17/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	6,814.00
12411	5/17/2021	1854	Kamer Zucker Abbott	Legal Services - April 2021	5,280.00
12412	5/17/2021	2098	Moapa Valley Water District	Service 04/07/21-05/04/21	408.75
12413	5/17/2021	2234	Overton Power District #5	Service 04/01/21-05/01/21 - MQ	1,860.49
12414	5/17/2021	2307	Progressive Elevator	CC: Repairs to YPL 3-Stop Elevator	2,231.00
12415	5/17/2021	2351	Rebel Party Rentals	SM Rebel Rents Belly 5-8-21	436.40
12416	5/17/2021	2471	Silver State Glass & Mirror	EN: Replace window in Staff Lounge	1,080.00
12417	5/17/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	72,863.94
12418	5/17/2021	2799	CDW Government Inc.	Router for new CenturyLink DSL	308.21
12419	5/17/2021	2809	LVVWD	Service Mar 21 & Apr 21	18,987.27
12420	5/17/2021	2819	CenturyLink Communications, LLC	Service May 2021	10,770.73
12421	5/17/2021	2887	West Payment Ctr	Library Materials for MISD during FY21	1,848.61
12422	5/17/2021	2914	Iron Mountain	Services Apr 2021	443.07
12423	5/17/2021	3307	Unique Management Services, Inc.	Placements - Apr 2021	5,042.25
12424	5/17/2021	4320	Kiesub Electronic Supply	CAT 6 7' patch cables black	204.16
12425	5/17/2021	4517	Fingerprint Pros, Inc.	3 Pre-employment fingerprints	177.00
12426	5/17/2021	4522	Quest Diagnostics	1 Pre-employment drug test	85.62
12427	5/17/2021	4649	H & E Equipment Services Inc.	2021 Annual Lift Inspections	320.63
12428	5/17/2021	5001	UniFirst Corporation	Uniform Rental	203.62
12429	5/17/2021	7188	Innovative Interfaces, Inc.	Library Books & Materials for FY2020-2021	982.50
12430	5/17/2021	8010	Allied Universal Security Services	PVS Event Guards 04/16/21-04/29/21 - CC/WC	299.28
12431	5/17/2021	8122	Staples Advantage Dept LA	Med PP wrapped soup spoon - EXEC	41.26
12432	5/17/2021	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Apr 2021	15,040.56
12433	5/17/2021	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	477.50
12435	5/17/2021	9032	Creel Printing and Publishing Co. Inc.	Summer Challenge 2021 brochure	15,093.81
12436	5/17/2021	9104	AV Vegas	"22"" Kick - Pearl Drum 2 days"	946.00
12437	5/17/2021	9133	Ted Wiens Tire & Auto Centers	Annual Smog Checks: Unleaded/Flex Vehicles	926.37
12438	5/17/2021	9191	Canon Solutions America, Inc.	Monthly Maint 03/14/21-04/13/21 - SM	5,096.65
12439	5/17/2021	9287	Otis Elevator Company	WM: Elevator	795.88
12440	5/17/2021	9383	Office Plus	Ribbon,P7000 UltraCap6/pk- IT	2,568.27
12441	5/17/2021	9483	Tecre Co., Inc.	MQ Button Maker Kit	535.05
12442	5/17/2021	9648	Bailey Kennedy, LLP	Legal Services - April 2021	2,714.00
12443	5/17/2021	9956	Cherry Lake Publishing	juvi books	63.12
12445	5/18/2021	3355	Teamsters Security Fund S. Nevada	Premium May 2021	318,322.96
12446	5/24/2021	10129	Fun Express LLC	SM YPL Take & Make Supplies	1,024.03
12447	5/24/2021	10298	Sprout Social, Inc.	Inv 8723-May 10 21-Aug 9 21	1,592.07
12448	5/24/2021	10442	LV.Net	Service June 2021	1,026.00
12449	5/24/2021	10604	Johnson Controls Security Solutions LLC	Various: Alarm Monitoring	10,158.30
12450	5/24/2021	1064	Allied Refrigeration Inc.	Various	379.17
12451	5/24/2021	10654	Educational Testing Service (ETS)	Testing April 2021	86.00
12452	5/24/2021	10686	NLS Grounds Management, LLC	CC: Backfill hole near west side sidewalk	447.00
12455	5/24/2021	11076	Quadtent, Inc.	Rental 06	80.85
12456	5/24/2021	11609	Alexandria Marshall	Sub ELV Virt Conv 437 5.14-15	108.00
12458	5/24/2021	1300	Cashman Equipment Company	SW: Generator	922.50
12459	5/24/2021	1580	Ferguson Enterprises, LLC	Various	643.71
12460	5/24/2021	1742	Ideal Supply Company Inc.	Various	2,417.46
12461	5/24/2021	1950	Liberty Lock and Security	WO-4628 #23306 CC Labor for Broken Key	120.00
12463	5/24/2021	2152	Nedco Supply	Various	184.50
12464	5/24/2021	2234	Overton Power District #5	Service 04/08/21-05/08/21 MV	270.86
12465	5/24/2021	2290	Precision Pump, Inc.	CC: Sump Pump	490.00
12466	5/24/2021	2307	Progressive Elevator	CC: Service Call	1,147.00
12467	5/24/2021	2362	Refrigeration Supplies Distributor	Stock #5551292-00 SM HVAC	100.20
12468	5/24/2021	2465	Russell Sigler Inc.	SC: HVAC Part	761.86
12469	5/24/2021	2702	Grainger, Inc.	Various	221.24
12470	5/24/2021	2799	CDW Government Inc.	RAM Upgrades for EV iMacs	1,031.81
12471	5/24/2021	2819	CenturyLink Communications, LLC	Service May 2021	3,238.13
12472	5/24/2021	2852	Chem-Aqua, Inc.	EV: Monthly HVAC Chemical Service	569.75
12473	5/24/2021	2853	Dick Blick	Paint for Terra art class WM, SM	193.80
12474	5/24/2021	2860	Las Vegas Review Journal	Bid 21-06	380.30
12475	5/24/2021	3073	Hammond Sheet Metal, Inc.	SW: Metal Fencing Panel	642.00
12476	5/24/2021	3500	Garda CL West, Inc	Excess Services - Apr 2021	91.64
12477	5/24/2021	4224	DataPLUS Communications	WH: Service Call - Exterior Cameras	190.00
12478	5/24/2021	4604	Brodart Library Supplies & Furnishings	Plywood bookstand - SU	259.20
12479	5/24/2021	4782	KNPR/Nevada Public Radio	Desert Comp inside front ad & bag	8,200.00
12480	5/24/2021	5001	UniFirst Corporation	Uniform Rental	101.81
12481	5/24/2021	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	140,238.35

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## Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100  
From 05/01/2021 Through 05/27/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12482	5/24/2021	5769	The Penworthy Company	Library Books & Materials for FY2020-2021	7,691.95
12483	5/24/2021	7655	Gill's Printing and Color Graphics	SC21_0-5 5,000 Spanish/Eng Flyer	1,649.82
12484	5/24/2021	7687	United Lock and Security, Inc.	Various	66.50
12485	5/24/2021	7943	Communication Electronic Systems Inc	CH & WM: Burglar / Fire Alarm Monitoring	130.00
12486	5/24/2021	8010	Allied Universal Security Services	On-Site Security 04/30/21-05/13/21 - CH	94,039.83
12487	5/24/2021	8122	Staples Advantage Dept LA	Zip 6x10x002 1m/cs - EV	8,046.09
12488	5/24/2021	8438	Carrier Corporation	SM: Chiller Repair	1,623.00
12489	5/24/2021	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	168.75
12491	5/24/2021	9101	O'Reilly Auto Parts	Various	299.08
12492	5/24/2021	9133	Ted Wiens Tire & Auto Centers	Various	4,215.52
12494	5/24/2021	9383	Office Plus	Crttdg, clr laserjet - WM	3,446.75
12495	5/24/2021	9729	Windstream	Service 5/15/21-5/23/21	221.55
12496	5/24/2021	9730	Commercial Lighting Specialties	Various	184.44
12497	5/24/2021	9827	Vision Sign Inc.	SM: Sign Maintenance	210.00
12498	5/24/2021	9928	Stimulus Technologies	Service June 2021	1,047.90
89409	5/6/2021	10161	MLAM, Inc.	Flamenco Journey 3 perf April 2021	5,500.00
89410	5/6/2021	10626	Arts Northwest	Membership renewal for ANW	280.00
89411	5/6/2021	10881	Cosco Fire Protection, Inc.	EV: Fire Sprinkler Tests / Inspections	455.00
89412	5/6/2021	10998	Sprint	Service 03/27/21-04/26/21	13,808.99
89413	5/6/2021	11062	Blue Planet Lighting, Inc.	Gobo pattern ME-1018, ME-3563	387.50
89414	5/6/2021	11653	Bombard Mechanical, LLC	CC: Service Call - Water leak in wall	250.00
89415	5/6/2021	11676	Mark R. Roque	Photography services	150.00
89418	5/6/2021	11851	MS360 LLC	MB: Apply repellent to all surfaces	47,983.00
89420	5/6/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,411.44
89423	5/6/2021	1991	Lowe's Improvement	Mar - Apr 2021 Various	814.03
89424	5/6/2021	2097	Moapa Valley Telephone Co. Inc.	Service 04/26/21-05/25/21	1,371.54
89425	5/6/2021	2117	Multi-Cultural Books & Videos, Inc.	Library Books & Materials for FY2020-2021	1,172.38
89426	5/6/2021	2159	AT&T SBC	Service 04/25/21-05/24/21	546.66
89427	5/6/2021	2175	NV Energy	Service 03/19/21-04/20/21 CH	12,015.77
89428	5/6/2021	2494	Southwest Gas Corp.	Service 03/23/21-04/21/21 CH	2,182.40
89430	5/6/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	5,760.18
89432	5/6/2021	3383	Home Depot Credit Services	Mar - Apr 2021 Various	686.84
89433	5/6/2021	4254	Lawyer Mechanical Services, Inc.	MV Compressor	871.51
89434	5/6/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
89435	5/6/2021	6307	Horticulture Consultants, Inc.	EV: Trees Assessment	375.00
89437	5/6/2021	9137	Ideco-NV, Inc.	SC: Ann'l Fuel System Compliance Testing	1,636.00
89438	5/6/2021	9467	Bombard Electric, LLC	SC: Ann'l SATCON PV System Insp	1,500.00
89439	5/6/2021	9881	Ion Wave Technologies, Inc.	BID License Software	22,750.00
89440	5/6/2021	9919	State of Nevada Mechanical Compliance Section	EV: Permit for Hot Water Supply Boiler	110.00
89441	5/13/2021	10036	Vegas City Opera	Vegas City Opera March 2021	1,200.00
89442	5/13/2021	10634	Leadership Foundation of Greater Las Vegas	Advertising - Half-Page	600.00
89444	5/13/2021	11683	John Wallace	Kona Ice 5/15 at EV	1,000.00
89445	5/13/2021	11813	Capitol Door Service	EV: Service Call - ADA Push Plate Issue	235.00
89446	5/13/2021	1474	Di Bella Flowers & Gifts	Plant for Chair Ortiz	87.98
89447	5/13/2021	2175	NV Energy	Summary Billing Mar 21 & Apr 21	47,019.09
89449	5/13/2021	2837	Republic Services 620	Recycling svc 05/01/21-05/31/21 - WM	5,545.75
89452	5/13/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	18,632.71
89453	5/13/2021	4297	Priority Business Checks	Payroll checks	146.98
89454	5/13/2021	4540	Office Team	Temporary Employee - April 2021	2,517.38
89455	5/13/2021	6181	Allison Boyer	Replenish Petty Cash	362.73
89456	5/13/2021	8192	AT&T	Service May 2021	47.16
89457	5/13/2021	8343	The National Enquirer	14 subs	1,812.86
89458	5/13/2021	9578	Dulais Rhys	Rat Pack Lectures	1,050.00
89459	5/14/2021	11121	Julie R. Hecksel	Art Gallery Exhibit - SML	6,000.00
89460	5/20/2021	10161	MLAM, Inc.	Three performances by Mariachi Garibaldi	3,000.00
89461	5/20/2021	10204	Ariel Artists LLC	2 performances by Tesla Quartet	12,000.00
89462	5/20/2021	10265	Rowton Entertainment, LLC	2 magic shows at SM	4,800.00
89463	5/20/2021	10579	Breakout, Inc.	Breakout Escape Room Renewal	99.00
89464	5/20/2021	10641	Quench USA, Inc.	Filtered Drinking Water	874.85
89466	5/20/2021	10975	The Pin Center	Kelvin's Challenge Coins	1,650.00
89467	5/20/2021	10977	Epic Worldwide LLC	#'s 60, 62: "Summer Challenge" Truck Adv	1,888.00
89468	5/20/2021	11103	Wireless Innovations LLC	MIFI8000 Hotspots	9,000.00
89469	5/20/2021	11674	Las Vegas Tile Importers, LLC	WV: Ceramic Wall Tiles	425.20
89470	5/20/2021	11813	Capitol Door Service	WC: Service Call - West Exterio Auto Door	299.61
89471	5/20/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,411.44
89472	5/20/2021	1577	FedEx	Express Services May 2021	43.28
89473	5/20/2021	2002	Japanese American Citizens League	Taiko Drumming 5-15-2021	500.00
89474	5/20/2021	2095	MITY Inc.	MityLite Tables to replace VSA use	1,938.90
89475	5/20/2021	2111	Morningstar, Inc.	Subscription ID 35932926	667.00
89476	5/20/2021	2159	AT&T SBC	Service 05/11/21-06/10/21	568.00
89477	5/20/2021	2175	NV Energy	Service 04/01/21-05/03/21 WM	9,025.62
89478	5/20/2021	2494	Southwest Gas Corp.	Service 04/01/21-05/03/21 SV	484.81
89479	5/20/2021	2772	Xerox Corporation	May Invoice #13293924	574.59
89480	5/20/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
89481	5/20/2021	6301	Cobalt Truck Equipment	#24: New Toggle Switch	118.28
89482	5/20/2021	7740	Gaudin Ford	#56: LOF	1,046.58
89483	5/20/2021	9966	The Sherwin-Williams Co.	WO-4281 #2558-7 SV Interior Wall Repair	109.77
89484	5/20/2021	7369	SYNCHRONY BANK/AMAZON	May 2021 payment	21,185.40
89485	5/27/2021	10930	Business Enterprises of Nevada	MQL: Cafe Management	3,901.00
89486	5/27/2021	10997	Jennifer Singer	Two Concerts May 22-23 2021	7,000.00
89489	5/27/2021	11670	Angela Angelica Donaglia	Angela in Concert - May Event	500.00
89490	5/27/2021	11679	Sunhorse Stables LLC	Overpayment on Library Acct.	44.99
89491	5/27/2021	11857	Fumiki Sakuwa	Overpayment on Library Account	91.39
89492	5/27/2021	1535	El Mundo	May purchasing ad	80.00
89493	5/27/2021	2494	Southwest Gas Corp.	Service 04/15/21-05/17/21 EN	129.28
89497	5/27/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	31,581.16
89498	5/27/2021	4540	Office Team	Temp Services - 5/14/21	2,110.55

# Regular Board of Trustees Meeting - Item VI. Library Reports

## Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100  
From 05/01/2021 Through 05/27/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
89499	5/27/2021	7465	Bell Trans	transportation - Gabriela Fahnstiel	470.66
89500	5/27/2021	7740	Gaudin Ford	#49: AC Repair	952.10
Total 100 - General Fund					1,701,601.83

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Las Vegas - Clark County Library District  
Check/Voucher Register

Grant Fund - 220  
From 05/01/2021 Through 05/27/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12289	5/3/2021	10114	Vickie Thompson	ABE Virtual Acad Advisor CC 334-2	1,944.00
12291	5/3/2021	10729	Linda C. Pelfrey	Sub ELV Virt 434 4/26/21	67.50
12326	5/10/2021	10729	Linda C. Pelfrey	Sub ELV VIRT ADV PM 436 4/29/21	67.50
12376	5/10/2021	8122	Staples Advantage Dept LA	32 oz spray bottle - LIT	1,324.73
12377	5/10/2021	8397	Cengage Learning, Inc.	SO Books April 2021	20,439.75
12386	5/10/2021	9383	Office Plus	Crtgd,clr laserjet bk - LA	484.96
12399	5/17/2021	10729	Linda C. Pelfrey	Sub ELV S&L 5/10	67.50
12434	5/17/2021	8798	Alberto Angulo Hurtado	Sub ELV VIRT PM ADV 436	135.00
12453	5/24/2021	10729	Linda C. Pelfrey	Sub ELV INT AM VIRT 406 5.1-13	202.50
12454	5/24/2021	10880	Michelle Holstein	2.5 SUB 436 5.13.21	67.50
12457	5/24/2021	1297	CASAS	Testing Fee	8,800.00
12487	5/24/2021	8122	Staples Advantage Dept LA	Zip 6x10x002 1m/cs - EV	293.60
12490	5/24/2021	8798	Alberto Angulo Hurtado	sub EL VIRT PM ADV 436	243.00
12494	5/24/2021	9383	Office Plus	Crtgd, clr laserjet - WM	484.96
89412	5/6/2021	10998	Sprint	Service 03/27/21-04/26/21	4,558.08
89443	5/13/2021	11640	Adrian M. Gee	HiSet Prep 335-1	864.00
89465	5/20/2021	10767	The International School of Hospitality	Hotel Ops May 2021	14,654.04
89487	5/27/2021	11042	Valeria Cristina Aguaiza Guerrero	CC AM ADV VIRT 414 4/13-5/24	3,888.00
Total 220 - Grant Fund					58,586.62

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Las Vegas - Clark County Library District  
Check/Voucher Register

Gift Fund - 230

From 05/01/2021 Through 05/27/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12309	5/3/2021	6664	Sky High Marketing, Inc.	summer challenge t-shirts-YS	1,925.00
12323	5/10/2021	10523	Blake Hament	BBTTC instruction	800.00
12382	5/10/2021	8671	Eurie Creative, Inc.	Career Online HS Grad invite	600.00
12385	5/10/2021	9354	WestRock Longview, LLC	Courier: Weeding Boxes	2,779.17
12487	5/24/2021	8122	Staples Advantage Dept LA	Zip 6x10x002 1m/cs - EV	102.25
12493	5/24/2021	9297	Emily Wilson	Library branch photos	600.00
89412	5/6/2021	10998	Sprint	Service 03/27/21-04/26/21	2,374.00
89417	5/6/2021	11680	AFTER-MOUSE.COM New York, Inc.	Interactive Table	6,041.00
Total 230 - Gift Fund					15,221.42

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## Las Vegas - Clark County Library District Check/Voucher Register

Capital Projects Fund - 510  
From 05/01/2021 Through 05/27/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12302	5/3/2021	2799	CDW Government Inc,	Professional Svc for Commvault Backup Sys.	8,920.41
12335	5/10/2021	1455	Dell Marketing L.P.	DC1 Server Replacement, End: 05/2026	3,237.17
12348	5/10/2021	2686	Simply Covered, Inc.	WV-Reupholster Green RM Furniture	2,820.00
12356	5/10/2021	3435	Ace Fire Systems, Inc.	LA: Fire Sprinkler Tests / Inspections	2,816.03
12367	5/10/2021	7285	Henriksen Butler Nevada	New Chair	313.45
12368	5/10/2021	7371	EnvisionWare, Inc.	WC EOL Security Gates	23,556.94
12462	5/24/2021	2015	Machabee Office Environments	WH-Strive Chairs	1,272.00
12488	5/24/2021	8438	Carrier Corporation	SM: Chiller Repair	9,987.23
89416	5/6/2021	11677	Kronos SaaShr, Inc.	UKG Kronos Intouch Clock, Support End: 03/22	11,707.00
89419	5/6/2021	11856	BiblioLabs, LLC	Community Content Sharing, End: 06/30/23	52,650.00
89436	5/6/2021	9075	AR Iron, LLC	RB: Chiller - Equipment Enclosure	15,900.00
89488	5/27/2021	11651	Arcon Global LLC	WM: Lobby Terrazzo Repairs	19,500.00
Total 510 - Capital Projects Fund					152,680.23



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Las Vegas - Clark County Library District  
Check/Voucher Register

Debt Service Fund - 610  
From 05/01/2021 Through 05/27/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12314	5/3/2021	8531	FHN Financial Main Street Advisors, LLC	Jan-Mar 2021	79.99
Total 610 - Debt Service Fund					79.99
Total - All Funds					<u>1,928,170.09</u>



## ITEM VI.A.3.b.

### MEMORANDUM

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**TO:** Kelvin Watson, Executive Director  
**FROM:** John E. Vino, Acting General Services Director  
**DATE:** May 25, 2021  
**SUBJECT:** General Services Report, June 2021

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

#### **FACILITIES MAINTENANCE DEPARTMENT**

##### **Improvement Projects**

At the direction of Executive Director Watson, General Services was tasked with working with Library Operations and the West Las Vegas staff, to determine if we could enhance current Branch Services with minor modification to the building.

After meeting with Branch staff, and discussing their needs as outlined in the Facilities Master Plan, the following were identified as branch priorities.

##### **Branch Immediate Needs:**

- **Computer Use:** Increase technology access. Currently, computers are in high demand with a max capacity of 24 computers. There is an immediate need to expand to 36 computers.
- **Teen Lounge:** Increased teen usage after school brings approximately 60 teens to the facility with limited areas to support them. Expanding teen services is a critical need for this community.
- **Classrooms/Flex space:** Space is needed for:
  - A. Literacy Services: There is a high community need for a dedicated learning center and study rooms for individual learning and discovery.
  - B. Social Services: There is an increased community demand for a variety of social services.
  - C. Maker Space: There is a high interest in the community for project-based programming for all ages, which would thrive with a dedicated space.
- **Additional Outlets/ Charging Stations:** Branch does not have adequate outlets for use of personal electronic devices.

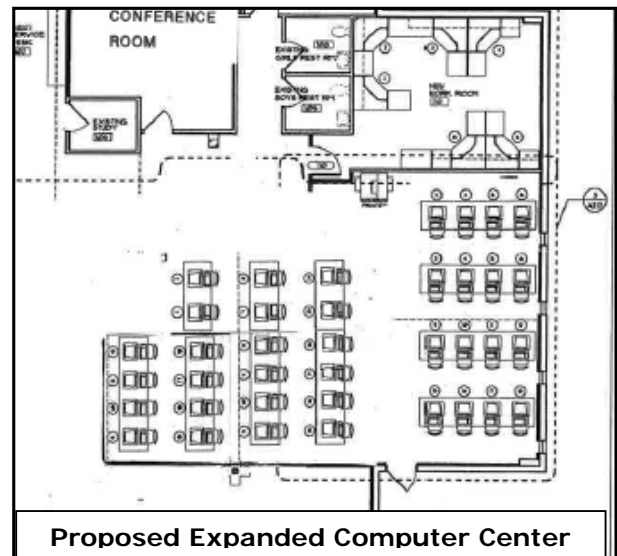
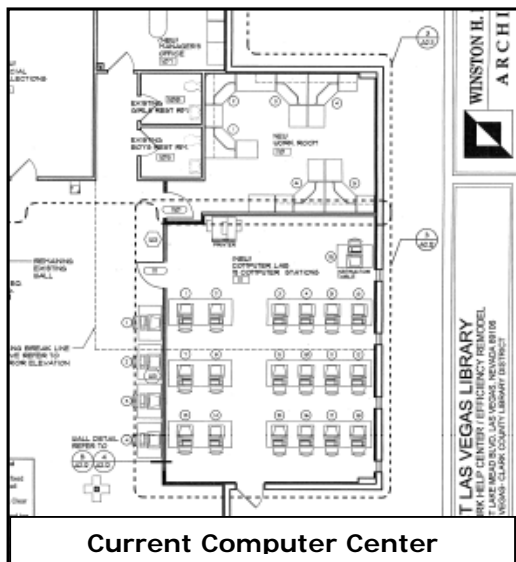
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### **Approved Modifications:**

General Services is in the progress of finalizing the following modifications to meet the Branch's immediate service needs. These modifications will be completed in a timely and cost effective manner, without affecting the full Facilities Master Plan Program, should the District chose to pursue the entire renovation later.

### **Additional Computers**

We intend to take down the West Computer Center wall, creating an open floor plan. This will allow the District to expand available computers to 36. The current Reference desk will be eliminated and a combined Service desk will be created.



**Status** - Architectural drawing have been completed and are under review. Once drawings are finalized, the project will go out to bid. Expected completion date in July 31<sup>st</sup>.

### **Teen Lounge:**

We intend to relocate the current Toddler Area located in the YS Library, to create a dedicated Teen Lounge. We plan to install a door and wall, using a storefront system to create a dedicated space for teens.



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The project will also include new flooring, paint, furniture and a gaming area as need for programming.

Flex space – The area can also be used as flex space when not being used by the teens, for Story Times and as a Maker Space for STEM programs.

**Status** – New Storefront windows and doors have been installed and painting and carpet will be installed the week of June 1<sup>st</sup>. We hope to open the new Teen Zone June 15<sup>th</sup>.

### **Classrooms/Flex Space:**

With minor modifications to the existing multipurpose room, the room will be better suited for use as a classroom and Maker Space and can be utilized for Literacy Services, STEM programing as well as Social Services training and classes.

We plan to repair the modular dividing wall. This wall has been out of service for many years. This will allow the room to be used as one large room or two smaller classrooms as needed.

We plan on removing the stage as well as replacing the existing carpet with a high-performance flooring designed for classrooms and maker spaces.



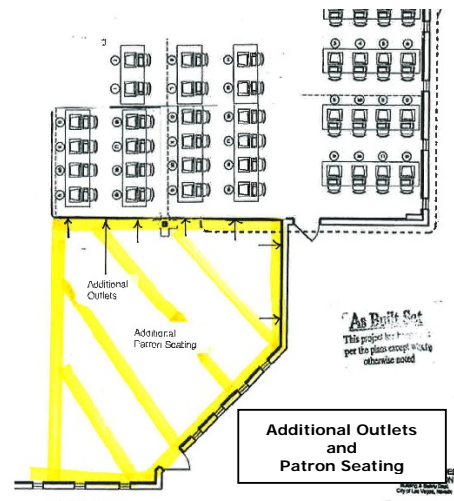
**Status:** The repair to the wall is under way and the new carpet should be installed the week of June 1<sup>st</sup>. These modifications should be completed by June 15<sup>th</sup>.

### **Additional outlets/ Charging Stations**

We will be able to add additional service outlets to the back of the pony wall framing the expanded computer lab.

In addition, the branch believes they can relocate the existing two shelving units in the highlighted area. This will allow us to add additional patron seating and an opportunity to re-imagine this space.

**Status:** to be completed as part of the computer lab expansion.



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### **COVID – 19 Related Activities:**

Enhanced cleaning and sanitizing of public areas, public and staff restrooms, staff work areas, and all high touch surfaces at all branches and Service Center will continue and not be effected by the June 1<sup>st</sup> - 100% opening .

The Facilities Department is working with Branch Managers to remove Plexiglas, stickers and signage to have branches at their pre-pandemic conditions.

### **Maintenance Work Order Activity – April 2021:**

Corrective work requests received and converted to work orders - 332  
Corrective work orders completed – 371

Preventive maintenance work orders generated – 297  
Preventive maintenance work orders completed – 176

### **Minor Projects and Major Repairs Completed:**

- District Wide: Annual Fire curtain/rollup door and smoke damper test  
CC/SM/SW/WV/WH - \$2,970
- Clark County Library: Install Led lighting in stairwell - \$769
- East Las Vegas Library: Reseal playground surfaces - \$2,065
- Enterprise Library: Remove fallen tree - \$700
- Mesquite Library: Replace leaking backflow - \$600
- West Las Vegas Library: Repair to 30 computer Strive chairs - \$1,271
- Whitney Library: Replace Media Center door - \$1,660
- Windmill Library: Repair to terrazzo lobby floor - \$19,500  
Repair/replace leaking HVAC refrigerant - \$2,292

### **COURIER DEPARTMENT**

#### **Library Materials Moved Between Branches – April 2021:**

<b>Deliveries</b>	<b>Apr-21</b>	<b>Apr-20</b>	<b>Mar-21</b>
Urban Branches	229,260	Closed	236,220
Outlying Branches	30,180	0	31,440
Contract/Other Libraries	38,700	0	38,700
To Storage for Future Sale	40,320	0	40,280
<b>Total</b>	<b>338,460</b>	<b>0</b>	<b>346,640</b>

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### **RISK MANAGEMENT**

**Insurance Policy Renewals:** The District's property and casualty insurance and public officials and employment practices liability insurance policies are scheduled for renewal on July 15, 2021. USI Insurance Services, the District's Broker of Record for property and casualty insurance, will present a proposed insurance package and recommendation for contract award to the Board of Trustees Risk Management Committee on June 10<sup>th</sup>. The Risk Management Committee will bring forward a recommendation for contract award to the Board of Trustees at the June 10<sup>th</sup> meeting.

### **SAFETY AND SECURITY**

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

#### **COVID – 19 Related Activities:**

##### **Clark County Local Mitigation Plan**

Conducted branch visits to discuss the June 1<sup>st</sup> changes in occupancy and removal of social distancing requirements per Clark County with staff.

##### **Safety Committee**

The Safety Committee conducted an in-person quarterly safety inspection of Enterprise Library on Thursday, May 27<sup>th</sup>.

##### **CPR/AED Training**

Nicole Baker, Safety Manager conducted CPR/AED classes in May, with 42 staff members completing their certifications. CPR/AED classes are scheduled throughout June and will be ongoing throughout the summer months.

##### **Lockdown/Active Shooter Training**

Nicole Baker and John Vino conducted a lockdown/active shooter training with the West Charleston Library PICs. This training will be ongoing for all staff at all branches.

**Nicole Baker**, Safety Manager, conducted branch inspections for occupational safety compliance. Additionally, conducted branch visits to Clark County, Enterprise, Sahara West, West Charleston, West Las Vegas, and Windmill libraries to check with staff on how they are coping with COVID-19 at work.

### **PURCHASING AND ADMINISTRATION DEPARTMENT**

#### **Public Bids**

Human Resources Department - Direct & Indirect Compensation Analysis project.

Technical & Production Services Department - Projector Upgrades.

General Services Report, May 2021

Page 6

**Covid Purchases:**

Continued procuring and distributing personal protective equipment (PPE) for staff and supplies needed to clean/sanitize. Total cost of COVID-19 related procurements to date is \$276,345.49. The monthly expense breakdown is:

February 2020 - \$800

March 2020 - \$8,727

April 2020 - \$95,695 (includes \$40,940 for MicroShield 360 application)

May 2020 - \$46,630

June 2020 - \$17,697

July 2020 - \$10,981

August 2020 - \$10,453

September 2020 - \$2,403 (includes \$578 for MicroShield 360 application for 220 new Chromebooks)

October 2020 - \$2,995

November 2020 - \$3,075

December 2020 - \$3,975

January 2021 - \$11,794

February 2021 - \$4,358.07

March 2021 - \$50,160.50 (includes \$47,983 for MicroShield 360 application)

April 2021 - \$1,836.83

May 2021 - \$ 4,764.66



## ITEM VI.A.3.c.

### MEMORANDUM

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**TO:** Kelvin Watson, Executive Director

**FROM:** Jeff Serpico, Human Resources Director

**DATE:** May 28, 2021

**SUBJECT:** Human Resources (HR) Report, June 2021

- Section (1) of this report, *Key Initiatives*, covers activity from May 1 to May 31. Updates to HR strategic and operational activities are presented in this section.
- Section(s) (2) *Transactional Activity & Metrics*, (3) *Staff Diversity*, and (4) *Fiscal Year 2020-2021, HR Dashboard*, covers the activity from July 1 to April 30. The one-month lag for reporting of HR transactional data allows for a full month of data presentation and the ability to meet the report submission deadline. Administrative transactions (volumes) and key HR measures are presented in these sections.
- Section (5) *Diversity Dashboard (2021)*, is updated each quarter of the Calendar Year. Data will be utilized to assist in the revision of Diversity Action Plan to establish goals, objectives and measure outcomes.

#### **HR Report Contents:**

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

#### **1. Key Initiatives:**

- **Interviews and Selections Conducted:**
  - Administrative Team (Acting to Regular effective June 1)
    - Chief Financial Officer (CFO) - Floresto Cabias
    - Library Operations Director - Leo Segura
    - General Services Director - John Vino



- April 2021 Interviews
  - Programming & Venue      Production Technician
  - Adult Learning              Literacy Accountability Specialist
  - Sunrise                        Page
  - General Services            Maintenance Technician III
  
- **Labor/Management Meeting (CY 2021):**
  - Quarter 1 – February 4<sup>th</sup> - Complete
  - Quarter 2 – May 13<sup>th</sup> - Complete
  - Quarter 3 – August 5<sup>th</sup>
  - Quarter 4 – November 4<sup>th</sup>
  
- **Diversity Reporting & Action Plan:**
  - Diversity Dashboard - Q1.CY21 (Attached)
  - Diversity Action Plan Draft - Complete (Target Board Review July)
  
- **District Job Analysis & Evaluation (Compensation Analysis):**
  - Direct and Indirect Wage Analysis RFP - Complete
    - RFP Advertising - Complete
    - RFP Response Evaluation - Complete
    - Board Agenda June - In-process
  
- **District Ethics Training:**
  - Training Course (Virtual) - Developed
  - Staff Education - In-process (Completion 6/11)
  
- **Policy & Practice Review (Educational Assistance/Tuition Reimbursement)**
  - **Program Goal & Description:** Enable staff to reach their personal goals while also creating a pool of qualified staff to contribute to the District by allowing staff to pursue job related certifications, academic degrees, and receive reimbursement upon satisfactory completion.
  - 5-Year Utilization:

Fiscal Year	Participants - Postgraduate	MLIS/MLS	Tenure			Participants - Undergraduate	Tenure			Total Participants	Annual Cost
			Minimum	Maximum	Mean		Minimum	Maximum	Mean		
2020 - 2021	15	14	1	17	6	11	1	17	8	26	\$43,637.00
2019 - 2020	15	15	1	16	6	9	2	13	6	24	\$34,820.00
2018 - 2019	9	9	2	10	5	7	2	11	5	16	\$20,126.00
2017 - 2018	10	9	2	12	6	5	4	10	7	15	\$17,700.00
2016 - 2017	15	15	2	13	6	11	2	15	7	26	\$27,800.00
											<b>\$144,083.00</b>

**2. Transactional Activity & Metrics:**

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

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

Yellow – restated

<b>Dashboard</b>	<b>District Snapshot</b>	<b>Quarter 2 of FY 2020-2021</b>		
<b>Item</b>	<b>Metric</b>	<b>Oct-20</b>	<b>Nov-20</b>	<b>Dec-20</b>
<b>A</b>	Total Employees (Headcount)	644	641	639
<b>B</b>	Full-Time Employees >= 60 HRS PP	306	307	308
<b>C</b>	Part-Time Employees <= 59 HRS PP	338	334	331
<b>D</b>	Full-Time Equivalent (FTEs)	NA	NA	NA
<b>E</b>	Average Years of Service (District)	9.3	9.3	9.4

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

Yellow - restated

<b>Dashboard</b>	<b>District Snapshot</b>	<b>Quarter 4 of FY 2020-2021</b>		
<b>Item</b>	<b>Metric</b>	<b>Apr -21</b>	<b>May-21</b>	<b>Jun-21</b>
<b>A</b>	Total Employees (Headcount)	628	NA	NA
<b>B</b>	Full-Time Employees >= 60 HRS PP	307	NA	NA
<b>C</b>	Part-Time Employees <= 59 HRS PP	321	NA	NA
<b>D</b>	Full-Time Equivalent (FTEs)	NA	NA	NA
<b>E</b>	Average Years of Service (District)	9.7	NA	NA

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

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

“O” Omitted for September.

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

Dashboard	Talent Acquisition & Management	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
<b>F</b>	Open Positions (FY20-21 Budget)	143	140	140
<b>G</b>	Positions Posted (Approved to Fill)	4	2	7
<b>H</b>	Applications Received	281	354	424
<b>I</b>	Interviews Conducted	4	7	8
<b>J</b>	New Hires	5	2	3
<b>K</b>	Promotions	1	5	7
<b>L</b>	Lateral Transfer	0	1	0
<b>M</b>	Demotions	0	2	1
<b>N</b>	Employees Completing Probation	0	0	0

Dashboard	Talent Acquisition & Management	Quarter 4 of FY 2020-2021		
Item	Metric	Apr-21	May-21	Jun-21
<b>F</b>	Open Positions (FY20-21 Budget)	628	NA	NA
<b>G</b>	Positions Posted (Approved to Fill)	9	NA	NA
<b>H</b>	Applications Received	518	NA	NA
<b>I</b>	Interviews Conducted	4	NA	NA
<b>J</b>	New Hires	3	NA	NA
<b>K</b>	Promotions	1	NA	NA
<b>L</b>	Lateral Transfer	0	NA	NA
<b>M</b>	Demotions	0	NA	NA
<b>N</b>	Employees Completing Probation	0	NA	NA

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

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

Yellow – restated

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

Dashboard	Separations & Turnover (TO)	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
<b>P</b>	Total Separations from employment	4	4	3
<b>Q</b>	Voluntary Separations	4	4	3
<b>R</b>	Involuntary Separations	0	0	0
<b>S</b>	Turnover (Entire District)	0.63%	0.63%	0.47%
<b>T</b>	Turnover (Without Page)	0.16%	NA	NA
<b>U</b>	Annualized 12-month TO (Entire District)	22.13%	20.03%	18.23%
<b>V</b>	Vacancy Rate	18.38%	17.99%	17.99%
<b>W</b>	Average Years of Service (Voluntary)	6.3	9.6	5.3
<b>X</b>	Average Years of Service (Involuntary)	0.0	0.0	0.0

Dashboard	Separations & Turnover (TO)	Quarter 4 of FY 2020-2021		
Item	Metric	Apr-21	May-21	Jun-21
<b>P</b>	Total Separations from employment	13	NA	NA
<b>Q</b>	Voluntary Separations	13	NA	NA
<b>R</b>	Involuntary Separations	0	NA	NA
<b>S</b>	Turnover (Entire District)	2.00%	NA	NA
<b>T</b>	Turnover (Without Page)	1.4%	NA	NA
<b>U</b>	Annualized 12-month TO (Entire District)	19.83%	NA	NA
<b>V</b>	Vacancy Rate	19.28%	NA	NA
<b>W</b>	Average Years of Service (Voluntary)	5.9	NA	NA
<b>X</b>	Average Years of Service (Involuntary)	0	NA	NA

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

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

Yellow – restated

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

Dashboard	Training & Talent Development	Quarter 3 of FY 2020-2021		
Item	Metric	Jan -21	Feb-21	Mar-21
<b>Y</b>	Employees Attending New Hire Orientation	5	2	1
<b>Z</b>	Total Employee Training Encounters	45	55	197
<b>AA</b>	Virtual	41	55	191
<b>BB</b>	Live On-site	0	0	0
<b>CC</b>	External Conferences	4	0	6
<b>DD</b>	Total Training Cost	\$24,118	\$4,349	\$2,779
<b>EE</b>	Total Tuition Reimbursements	\$23,403	\$548	\$2,000
<b>FF</b>	Undergraduate	\$4,403	\$548	\$0.00
<b>GG</b>	Graduate	\$19,000	\$0.00	\$2,000
<b>HH</b>	Annual Compliance Training Completion	7.50%	93.00%	98.70%

Compliance Training new cycle for CY.

Dashboard	Training & Talent Development	Quarter 4 of FY 2020-2021		
Item	Metric	Apr -21	May-21	Jun-21
<b>Y</b>	Employees Attending New Hire Orientation	5	NA	NA
<b>Z</b>	Total Employee Training Encounters	129	NA	NA
<b>AA</b>	Virtual	112	NA	NA
<b>BB</b>	Live On-site	12	NA	NA
<b>CC</b>	External Conferences	5	NA	NA
<b>DD</b>	Total Training Cost	\$4,189	NA	NA
<b>EE</b>	Total Tuition Reimbursements	\$2,000	NA	NA
<b>FF</b>	Undergraduate	\$0	NA	NA
<b>GG</b>	Graduate	\$2,000	NA	NA
<b>HH</b>	Annual Compliance Training Completion	98.70%	NA	NA

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

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

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

Dashboard	Benefits & Wellness	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
II	Staff Utilizing FMLA or Unpaid Leave > 4-weeks	7	4	3
JJ	Total Leave Hours Utilized	376.00	236.00	156.00

Dashboard	Benefits & Wellness	Quarter 4 of FY 2020-2021		
Item	Metric	Apr-21	May-21	Jun-21
II	Staff Utilizing FMLA or Unpaid Leave > 4-weeks	2	NA	NA
JJ	Total Leave Hours Utilized	118	NA	NA

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

**3. District Diversity Snapshot:**

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

**4. Fiscal Year 2020-2021, HR Dashboard:**

- Attached

**5. Diversity Dashboard:**

- Attached
- District Diversity Dashboard as of April 1, 2021.
  - District Overview - Chart A
  - Sex/Gender Identification - Chart B
  - Job Category Count - Chart C
  - Job Category Analysis - Chart D



6/4/2021

## LVCCLD HR DASHBOARD

FY2020-2021

LVCCLD FY 2020-2021 HUMAN RESOURCES DASHBOARD																
Metric	Quarter 1 of FY 2020-2021			Quarter 2 of FY 2020-2021			Quarter 3 of FY 2020-2021			Quarter 4 of FY 2020-2021			FY Running Total (RT)	FY Average	Prior FY Average	
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	TOTAL FY	FY 2020-2021	2019-2020	FY
<b>A</b> Total Employees (Headcount)	NA	689	658	644	641	639	640	638	638	628			NA	646		A
<b>B</b> Full-Time Employees 60 hours or more (Headcount)	NA	329	306	306	307	308	309	309	310	307			NA	310		B
<b>C</b> Part -Time Employees 59 hours or less (Headcount)	NA	360	352	338	334	331	331	329	328	321			NA	336		C
<b>D</b> Full-Time-Equivalent (FTE-District)	NA	N/A	N/A	N/A	NA	NA	NA	NA	NA	NA			NA	NA		D
<b>E</b> Average Years of Service (District)	NA	9.9	9.9	9.3	9.3	9.4	9.4	9.5	9.6	9.7			NA	9.6		E
Talent Acquisition & Management																
<b>F</b> Open Positions (FY 20-21 Budget) = 778	NA	89	120	134	137	139	143	140	140	150			NA	132		F
<b>G</b> Positions Posted (Approved to Fill)	NA	1	11	6	10	6	4	2	7	9			NA	6		G
<b>H</b> Applications Received	NA	107	476	673	831	321	281	354	424	518			3985	443		H
<b>I</b> Interviews Conducted	NA	0	5	7	2	7	4	7	8	4			44	5		I
<b>J</b> New Hires	NA	0	0	1	0	0	5	2	3	3			14	2		J
<b>K</b> Promotions	NA	4	2	9	3	3	1	5	7	1			35	4		K
<b>L</b> Lateral Transfers	NA	0	1	4	2	2	0	1	0	0			10	1		L
<b>M</b> Demotions	NA	0	0	1	2	0	0	2	1	0			6	1		M
<b>N</b> Employees Successfully Completing Probationary Period	NA	7	1	6	1	1	0	0	0	0			16	2		N
<b>O</b> (1) Average Cost Per New Hire	NA	TBD	TBD	\$4,835.04	\$0.00	\$0.00	\$21,384.96	\$19,880.85	\$12,793.43	\$9,354.35			\$68,248.63	\$9,749.80		O
Separations & Turnover																
<b>P</b> Total Separations from Employment	NA	18	31	15	3	2	4	4	3	13			93	10		P
<b>Q</b> Voluntary Separations	NA	17	30	14	3	2	4	4	3	13			90	10		Q
<b>R</b> Involuntary Separations	NA	1	1	1	0	0	0	0	0	0			3	0.33		R
<b>S</b> Turnover (Entire District)	NA	2.61%	4.71%	2.33%	0.47%	0.31%	0.63%	0.63%	1.19%	2.00%			14.88%	1.65%		S
<b>T</b> Turnover (Without Page Positions)	NA	5.56%	4.25%	1.24%	TBD	TBD	0.16%	NA	3.78%	1.40%			16.39%	2.73%		T
<b>U</b> Annualized Twelve Month Turnover (Entire District)	NA	31.35%	43.94%	38.61%	30.36%	25.04%	22.12%	20.03%	19.31%	19.83%			NA	27.85%		U
<b>V</b> Vacancy Rate (Open Positions) / (Total Employees + Open Positions)	NA	11.44%	15.42%	17.22%	17.61%	17.87%	18.38%	17.99%	17.99%	19.28%			NA	17.02%		V
<b>W</b> Average Years of Service (Voluntary Separations)	NA	15.9	30.1	11.2	12.5	2.1	6.3	9.6	5.3	5.9			NA	11.0		W
<b>X</b> Average Years of Service (Involuntary Separations)	NA	3.9	0.7	22.3	0.0	0.0	0.0	0.0	0.0	0.0			NA	3.0		X
Training & Talent Development																
<b>Y</b> Employee Attending New Hire Orientation	NA	0	0	0	1	0	5	2	1	5			14	1.56		Y
<b>Z</b> Total Employee Training Encounters	NA	246	9	23	38	23	45	55	197	129			765	85		Z
<b>AA</b> Virtual	NA	245	9	10	30	19	41	55	191	112			712	79		AA
<b>BB</b> Live On-Site	NA	1	0	11	1	0	0	0	0	12			25	3		BB
<b>CC</b> External Conferences	NA	0	0	2	7	4	4	0	6	5			28	3		CC
<b>DD</b> Total Training Cost	NA	\$219.00	\$176.00	\$2,646.00	\$ 1,243.00	\$ 3,917.00	\$24,118.66	\$4,349.64	\$2,779.44	\$4,189.00			\$43,637.74	\$4,848.64		DD
<b>EE</b> Total Tuition Reimbursements	NA	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$23,403.66	\$548.64	\$2,000.00	\$2,000.00			\$28,952.30	\$3,216.92		EE
<b>FF</b> Undergraduate	NA	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$4,403.66	\$548.64	\$0.00	\$0.00			\$5,952.30	\$661.37		FF
<b>GG</b> Graduate	NA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,000.00	\$0.00	\$2,000.00	\$2,000.00			\$23,000.00	\$2,555.56		GG
<b>HH</b> (2) Annual Required Compliance Training Completion	NA	97.00%	97.00%	97.00%	98.00%	99.00%	7.50%	93.00%	98.70%	98.70%			NA	87.32%		HH
Benefits & Wellness																
<b>II</b> Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	NA	9	9	6	6	6	7	4	3	2			NA	6		II
<b>JJ</b> Total Leave Hours Utilized	NA	332.00	468.00	382.00	326.00	326.00	376.00	236.00	156.00	118.00			2720.00	302.22		JJ

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

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

# Regular Board of Trustees Meeting - Item VI. Library Reports

NOTES:

EO-4 Instruction Booklet - Race and Eth transition match EEO1

Data Pub 03/31/21

\*N= 634

\*\* N=without Page Job Title - 484

\*\*\* July 2019 US Census Bureau - Clark County

Quarter 3 2021 (initial)

LVCCLD Diversity Dashboard 2021  
(Quarter 1)

A	**Race and Ethnicity Identification	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC									
1	Hispanic or Latino (b)	31.60%	143	22.5552%	-9.04%	94	19.42%	-12.18%									
2	White (Not Hispanic or Latino) (41.7%) white alone (a)	41.70%	318	50.1577%	8.46%	253	52.27%	10.57%									
3	Black or African American (Not Hispanic or Latino) (a)	13.10%	65	10.2524%	-2.85%	57	11.78%	-1.32%									
4	Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)	0.90%	11	1.7350%	0.84%	9	1.86%	0.96%									
5	Asian (Not Hispanic or Latino) (a)	10.40%	74	11.6719%	1.27%	52	10.74%	0.34%									
6	Native American or Alaska Native (Not Hispanic or Latino) (a)	1.20%	3	0.4712%	-0.73%	3	0.62%	-0.58%									
7	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	4.90%	20	3.1546%	-1.75%	16	3.31%	-1.59%									
(1-6) Overlap 2 or more		103.80%	634	100.00%		484	100.00%										
B	**Sex / Gender Identification	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC									
1	Female	50.10%	437	68.93%	18.83%	319	65.91%	15.81%									
2	Male	49.90%	197	31.07%	-18.83%	165	34.09%	-15.81%									
3	Non Identifying	0.00%	0	0.00%	0.00%	0	0.00%	0.00%									
		100.00%	634	100.00%		484	100.00%										
C	Job Categories (EO-4)	1	2	3	4	5	6	7	Total								
		Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)									
1	Officials and Administrators	8	47	17	0	8	0	2	82								
2	Professionals	16	34	6	1	11	0	4	72								
3	Technicians	10	26	6	2	5	1	0	50								
4	Protective Service Workers	0	0	0	0	0	0	0	0								
5	Paraprofessionals	18	63	9	2	18	0	1	111								
6	Administrative Support Workers (Including Clerical and Sales)	91	139	22	5	32	2	10	301								
7	Skilled Craft Workers	0	2	0	0	0	0	0	2								
8	Service/Maintenance Workers	0	7	5	1	0	0	3	16								
Total		143	318	65	11	74	3	20	634								
D	Job Categories (EO-4)	1	2	3	4	5	6	Job Class Count	Job Class % of all Positions	Gender	Count	%					
		Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)									
1.0	Officials and Administrators	8	47	17	0	8	0	2	82	12.93%	Gender	Count	%				
1.1	District Job Class %	9.76%	57.32%	20.73%	0.00%	9.76%	0.00%	2.44%	100.00%		Female	49	59.76%				
1.2	Variance from CC	-21.84%	15.62%	7.63%	-0.90%	-0.64%	-1.20%	-2.46%			Male	33	40.24%				
											Non	0	0.00%				
2.0	Professionals	16	34	6	1	11	0	4	72	11.36%	Gender	Count	%				
2.1	District Job Class %	47.22%	47.22%	8.33%	1.39%	15.28%	0.00%	5.56%	100.00%		Female	51	70.83%				
2.2	Variance from CC	-9.38%	5.52%	-4.77%	0.49%	4.88%	-1.20%	0.66%			Male	21	29.17%				
											Non	0	0.00%				
3.0	Technicians	10	26	6	2	5	1	0	50	7.89%	Gender	Count	%				
3.1	District Job Class %	20.00%	52.00%	12.00%	4.00%	10.00%	2.00%	0.00%	100.00%		Female	19	38.00%				
3.2	Variance from CC	-11.60%	10.30%	-1.10%	3.10%	-0.40%	0.80%	-4.90%			Male	31	62.00%				
											Non	0	0.00%				
4.0	Protective Service Workers - Outsourced	0	0	0	0	0	0	0	0	0.00%	Gender	Count	%				
5.0	Paraprofessionals	18	63	9	2	18	0	1	111	17.51%	Gender	Count	%				
5.1	District Job Class %	16.22%	56.76%	8.11%	1.80%	16.22%	0.00%	0.90%	100.00%		Female	85	76.58%				
5.2	Variance from CC	-15.38%	15.06%	-4.99%	0.90%	5.82%	-1.20%	-4.00%			Male	26	23.42%				
5.3											Non	0	0.00%				
6.0	Administrative Support Workers (Including Clerical and Sales)	91	139	22	5	32	2	10	301	47.48%	Gender	Count	%				
6.1	District Job Class %	30.23%	46.18%	7.31%	1.66%	10.63%	0.66%	3.32%	100.00%		Female	233	77.41%				
6.2	Variance from CC	-1.37%	4.48%	-5.79%	0.76%	0.23%	-0.54%	-1.58%			Male	68	22.59%				
											Non	0	0.00%				
7.0	Skilled Craft Workers	0	2	0	0	0	0	0	2	0.32%	Gender	Count	%				
7.1	District Job Class %	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%		Female	0	0.00%				
7.2	Variance from CC	-31.60%	98.30%	-13.10%	-0.90%	-10.40%	-1.20%	-4.90%			Male	2	100.00%				
											Non	0	0.00%				
8.0	Service/Maintenance Workers	0	7	5	1	0	0	3	16	2.52%	Gender	Count	%				
8.1	District Job Class %	0.00%	43.75%	31.25%	6.25%	0.00%	0.00%	18.75%	100.00%		Female	0	0.00%				
8.2	Variance from CC	-31.60%	2.05%	18.15%	5.35%	-10.40%	-1.20%	13.85%			Male	16	100.00%				
											Non	0	0.00%				
Total		143	318	65	11	74	3	20	634	100.00%							



## ITEM VIII.A.

### AGENDA ITEM

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#### JUNE 25, 2021 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #VIII.A.:** 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 25, 2021

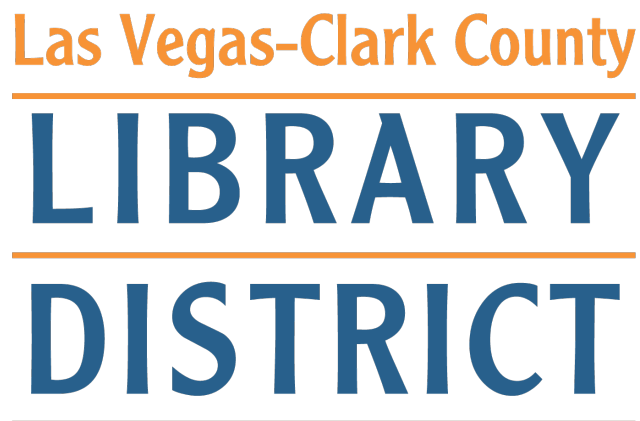
Page 2

	Goals	Estimated Completion	Estimated Cost
1	Financial Management System	Dec-25	\$1,000,000
2	Annual Computer Refresh Project (annually)	Jun-26	\$300,000
3	Automated Materials Handling Systems/Sorters and Security Gates (annually)	Jun-26	\$350,000
4	New Self-Check Solution (annually)	Dec-23	\$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-26	\$1,000
15	Big Data Reporting	Dec-23	\$100,000
16	Cashless System	Dec-23	\$300,000
17	Digital Self-Publishing	Dec-21	\$50,000
18	In-Library Customer Flow Analysis/Beacon Technology	Dec-22	\$100,000
19	Mobile App	Jun-22	\$50,000
20	Mobile Staff Service Model	Dec-22	\$150,000
21	Electronic Signatures	Dec-22	\$50,000
22	Expand Digital Access	Jun-22	\$50,000
23	Technology Bus	Dec-24	\$250,000
24	Community Share (annually)	Ongoing	\$25,000
25	Digital Repository	Dec-24	\$50,000
26	Customer Satisfaction Survey (annually)	Ongoing	\$25,000
27	Cybersecurity (annually)	Ongoing	\$50,000
28	Training (annually)	Ongoing	\$50,000
	<b>Total</b>		<b>\$3,076,000</b>

**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

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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 WiFi. 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 households 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 replenishes funding for the department's Capital Projects Fund Technology Replacements and Upgrades Program. Once this essential budget restoration is made, the Library District will resume plans for renovating older branches, funding the ILS Replacement Program in the Capital Project Fund, and continuing to build new facilities to meet regional urban growth.

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

<b>FUND</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>
General Fund	\$3,704,782	\$3,895,391	\$4,072,848
CPF: ILS Replacement Program	\$0	\$0*	\$0*
CPF: Tech Replacement and Upgrades Program	\$1,167,499	\$1,747,000	\$1,585,000



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 available resources were reallocated in FY 20-21 to offset funding shortfalls in other capital programs.

## 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 11<sup>th</sup> in circulation of materials, 14<sup>th</sup> in number of visits per year, and 14<sup>th</sup> 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)

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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.

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**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.

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### **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.

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## **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

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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

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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

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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:

<b>Branch</b>	<b>Sorter Size</b>	<b>Installed Date</b>	<b>Replacement Date</b>	<b>Vendor</b>
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.

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## 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.

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## **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

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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

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## **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.

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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.

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## Timeline and Estimated Costs

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

	<b>Goals</b>	<b>Completion</b>	<b>Estimated Cost</b>
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
	<b>Total</b>		<b>\$3,076,000</b>

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## **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.

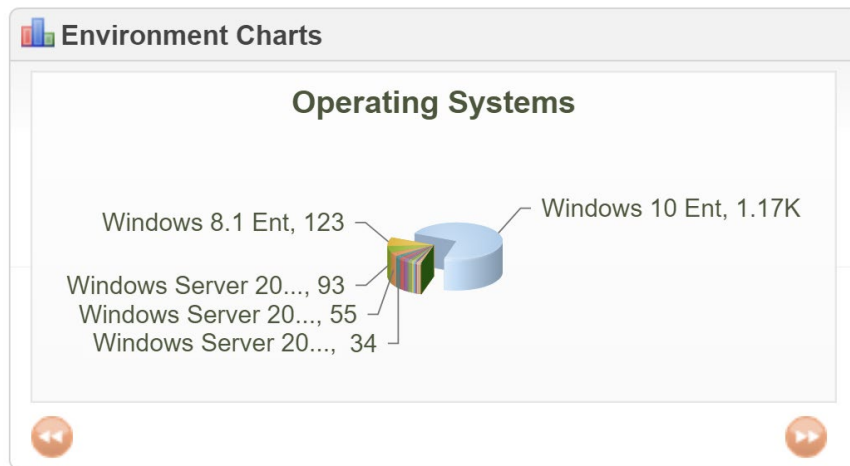
## Attachment 1: Technology Inventory

The following is a snapshot of the District technology inventory:

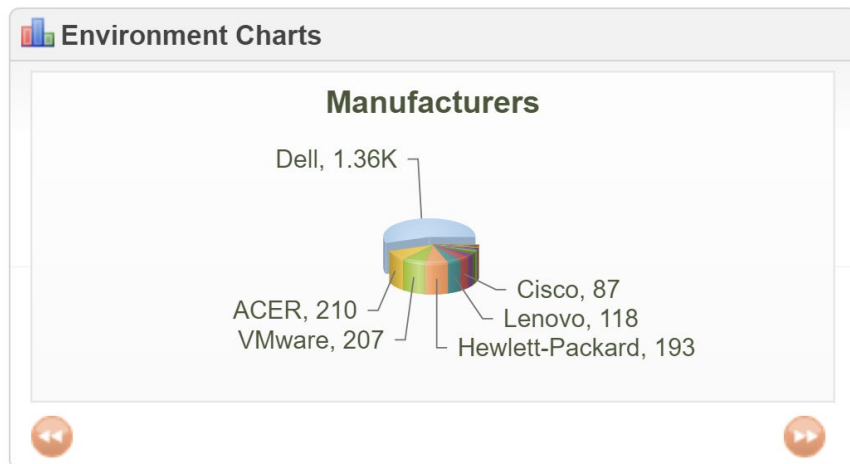


The above image provides a summary of the total number of District network nodes, including the number of workstations, laptops, servers, etc.

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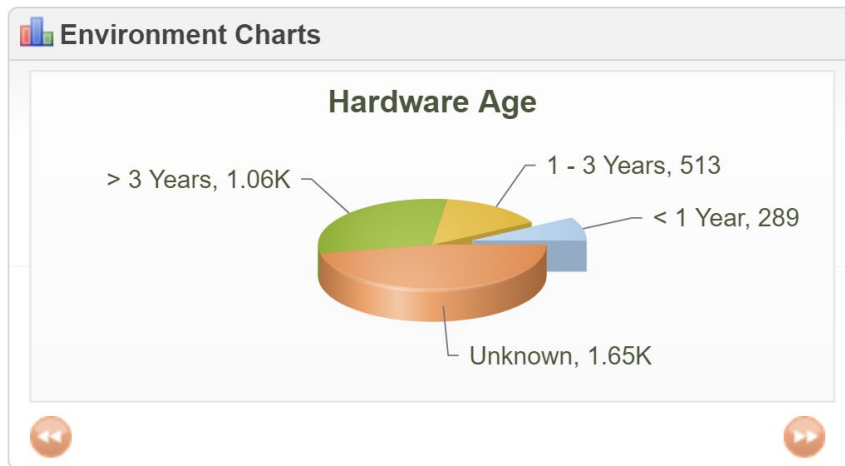


The above image provides a summary of the current number of Microsoft Windows Operating Systems in use by the District.

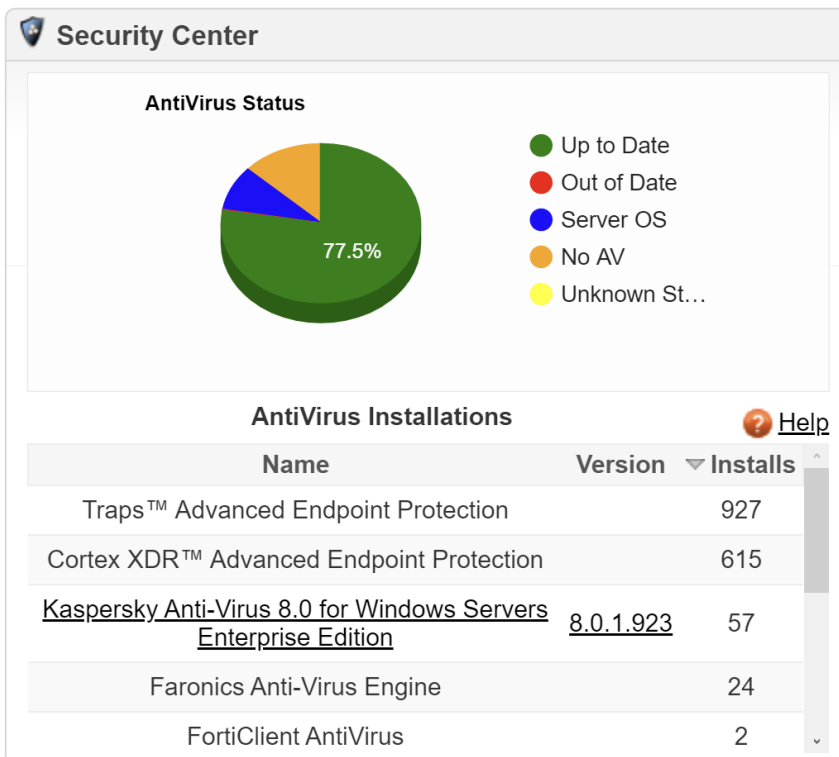


The above image shows provides a summary of the current primary hardware vendors used by the District.





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

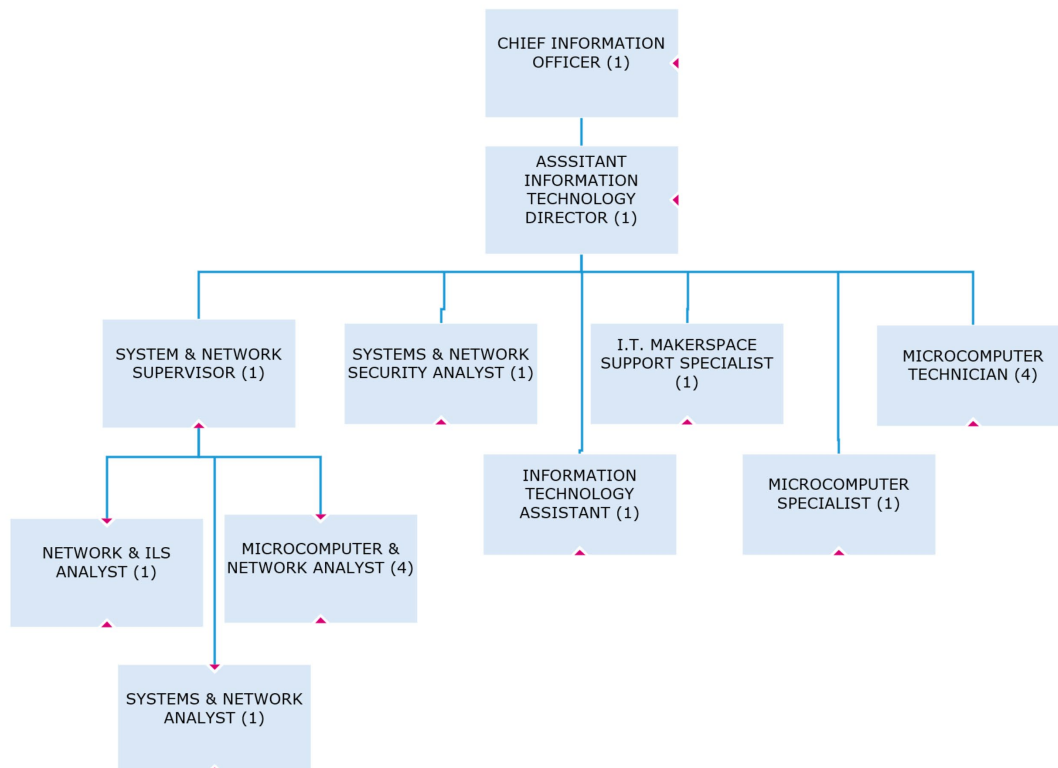


The above image provides a summary of the current endpoint security solutions used by the District.

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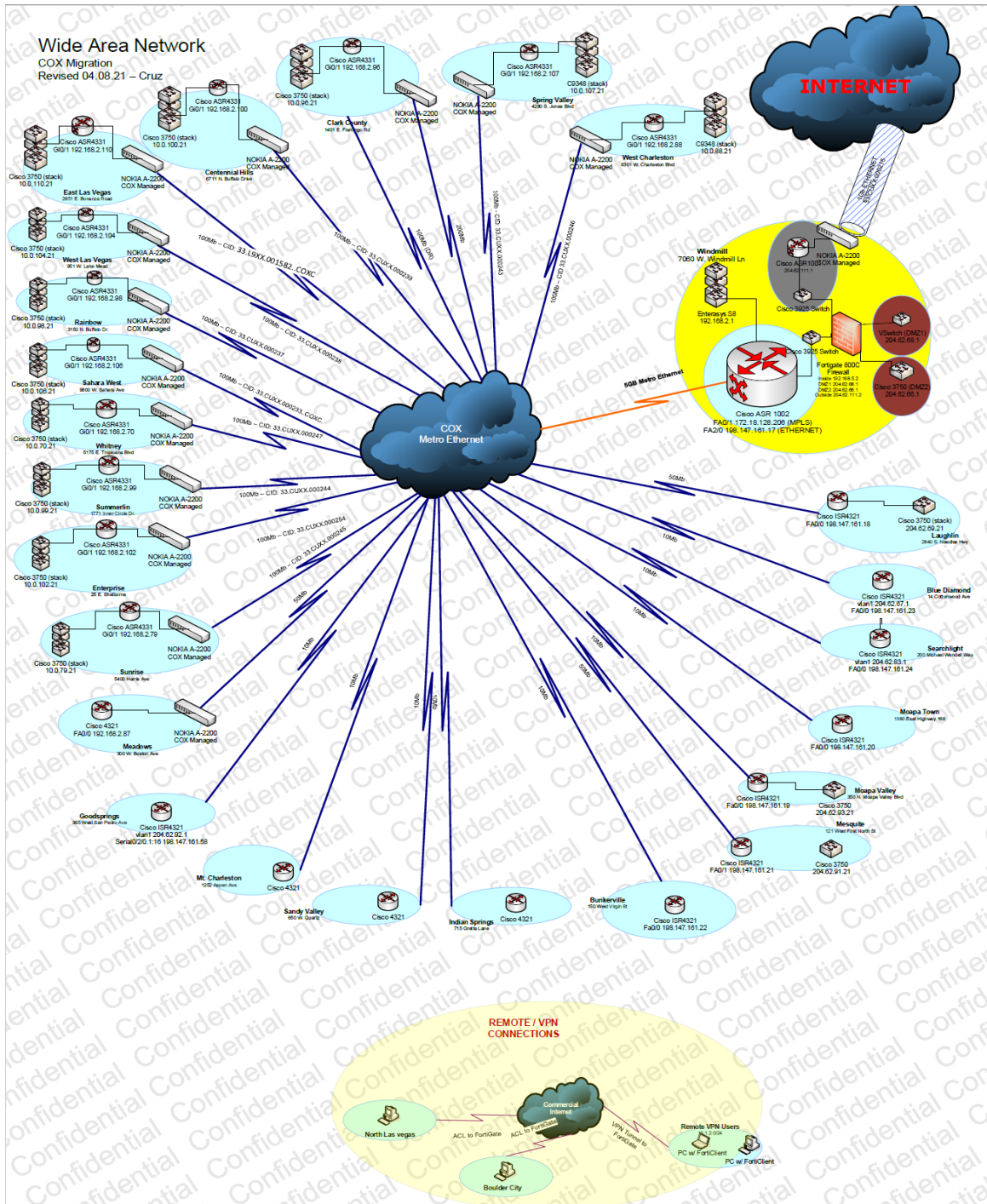
An inventory of the Information Technology department staff is included in the table below.

<b>Staff Assets</b>	
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



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## Attachment 2: Network Diagram



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## 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

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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.



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](http://ConnectSafely.org) and [iKeepSafe.org](http://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%

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*Technology Plan for Las Vegas-Clark County Library District*

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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

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## ITEM VIII.B.



### AGENDA ITEM

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#### JUNE 25, 2021 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item #VIII.B.:**

Discussion and possible Board action regarding the election of Board officers for Fiscal Year 2021-2022 and accompanying Resolution 2021-01.

##### **Background:**

The Nominating Committee will provide a report presenting a proposed slate of officers to serve in Fiscal Year 2021-2022.

As outlined in the Bylaws, Trustees may make additional nominations from the floor. Such nominations may be made by individual Board members in their own name or by nominating another Board member; however, a Board member may be nominated to run for only one office at a time. No officer can be elected to office for more than two consecutive terms.

Elections for the officers of the Board shall be held immediately subsequent to the close of nominations at the June meeting. Elections shall be in the following order:

Chair, Vice Chair, Secretary, Treasurer

##### **Recommended Action:**

1. Motions calling for additional nominations for Chair, Vice Chair, Secretary, and Treasurer from the floor. Calls for officers must be made separately.

Motion to close the nominations.

In the event there are additional nominations from the floor, separate motions to elect officers are required for each affected office. If no additional nominations are made from the floor, the slate of officers proposed by the Nominating Committee may be considered in one motion.

2. Motion to pass Resolution 2021-01 authorizing Floresto Cabias, CFO, and newly elected Treasurer \_\_\_\_\_ to execute checks on behalf of the Library District. In the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, the Secretary of the Library Board of Trustees \_\_\_\_\_ is authorized to execute checks on behalf of the Library District until June 30, 2021 or until a new Treasurer is elected.

## **Resolution 2021-01 Authorizing Checking Account Signatures**

WHEREAS, the Las Vegas-Clark County Library District (LVCCLD) adopted a Resolution on the 11<sup>th</sup> of June, 2020 providing that Acting Chief Financial Officer Floresto Cabias and LVCCLD Board of Trustees Treasurer Robin Wadley-Munier were designated with the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District; and

THEREFORE RESOLVED that, in the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, Secretary Kelly Benavidez of the LVCCLD Board of Trustees shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2021, or until a new Treasurer is elected.

WHEREAS, Robin Wadley-Munier, Treasurer of the LVCCLD Board of Trustees completed her term on April 9, 2021; and

THEREFORE Secretary Kelly Benavidez of the LVCCLD Board of Trustees shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2021

NOW, BE IT RESOLVED that the following individuals shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District as of July 1, 2021:

Floresto Cabias, Chief Financial Officer and \_\_\_\_\_, Treasurer of the LVCCLD Board of Trustees

AND, THEREFORE RESOLVED that Floresto Cabias, Chief Financial Officer, as the acting representative of the LVCCLD and \_\_\_\_\_, Treasurer of the LVCCLD Board of Trustees shall be authorized to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2022.

AND, THEREFORE RESOLVED that, in the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, Secretary \_\_\_\_\_ of the LVCCLD Board of Trustees shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2022, or until a new Treasurer is elected.

This Resolution shall be spread at large, upon or attached in full to the minutes of the Las Vegas-Clark County Library District Board of Trustees.

PASSED, ADOPTED and APPROVED, this 25<sup>th</sup> of June 2021, LVCCLD Trustees.

\_\_\_\_\_  
Felipe A. Ortiz, Chair

\_\_\_\_\_  
Attest: Member, Board of Trustees