PROPOSED AGENDA

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT FOUNDATION

Board of Directors Meeting

June 16, 2021

DATE: Wednesday, June 16, 2021

TIME: 12:00 p.m. to 1:30 p.m.

PLACE: Zoom Meeting

https://zoom.us/i/93727616301?pwd=ZWpOcU1nWWFTbzFIZ1Y0V0NDSEo0Zz

<u>09</u>

Meeting ID: 937 2761 6301

Passcode: 504010

I. Roll Call

II. Public Comment

Topics raised under this item must be limited to matters on today's Agenda. If you wish to comment on an item appearing on this agenda, you may send an email to walkers@lvccld.org. Please identify on which agenda item you are commenting. Any comments not so identified will be read at the end of this meeting.

The public comment period at Library Foundation 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
- IV. Board action to accept minutes from March 17, 2021
- V. Discussion and action to elect officers
- VI. Briefing and discussion on Foundation work for year ahead, Elaine Sanchez
- VII. Review financial statements, Jane Mac
- VIII. Discussion and action to approve the transfer of restricted funds to the Library District, Jane Mac

Agenda – Board of Directors Meeting June 16, 2021 Page 2

- IX. Discussion and action to adopt annual budget
- X. Discussion and action to approve contract for financial statement audit and tax preparation with Hilburn and Lein, CPA's.
- XI. Update on Library District, Kelvin Watson
- XII. Announcements
 - a. Conflict of Interest Statement, please sign and return
 - b. Next meeting dates: 9/23/21, 11/10/21, 3/24/22, 6/23/22

XIII. Public Comment

Topics raised under this item cannot be acted upon until the notice provisions of the open meeting law have been met. If you wish to comment on an item appearing on this agenda, you may send an email to walkers@lvccld.org. Please identify on which agenda item you are commenting. Any comments not so identified will be read at the end of this meeting.

XIV. 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 SHERRY WALKER AT (702) 507-6183 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE.

NOTE: PLEASE CONTACT SHERRY WALKER AT (702) 507-6183 OR walkers@lvccld.org TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL WILL BE MADE AVAILABLE AT THE MEETING LOCATION ON THE DAY OF THE MEETING AFTER 3:00 P.M.

Pursuant to NRS 241.020, written notice of the meeting of the Las Vegas-Clark County Library District Foundation Board of Directors was given on Thursday, June 10, 2021, i.e., given at least three (3) working days before the meeting, including in the notice the time, place, location and agenda of the meeting:

- A. By delivering a copy of the notice to each Foundation Board Member;
- B. By posting a copy of the notice at the principal office of the Foundation, 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 Foundation, to wit:

Agenda – Board of Directors Meeting June 16, 2021 Page 3

- Clark County Library
 1401 E. Flamingo Road
 Las Vegas, NV 89119
- Enterprise Library
 E. Shelbourne Ave.
 Las Vegas, NV 89123
- West Charleston Library
 6301 W. Charleston Boulevard
 Las Vegas, NV 89146
- 4. Windmill Library 7060 W. Windmill Lane Las Vegas, NV 89113
- 5. Las Vegas-Clark County Library District Foundation website www.lvccldfoundation.org
- 6. Nevada Public Notice Website: https://notice.nv.gov/
- 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 District Foundation Board of Directors in the same manner in which notice is requested to be mailed to a member of the Library Foundation Board of Directors.

Minutes

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT FOUNDATION

Board of Directors Meeting

March 17, 2021

The Board of Directors of the Las Vegas Clark County Library District Foundation met on March 17, 2021, via Zoom at 12:00 p.m.

Board Members in

Attendance: Jane Mac, Secretary-Treasurer

> Kelly Benavidez, Director Tamar Hoapili, Director Tom Lawyer, Director John Pourciau, Director Nicole Rogers, Director Elaine Sanchez, Director

Kelvin Watson, Ex-Officio Director

Board Members Absent: Keiba Crear, President

Chaka Crome, Director Edward Koijane, Director Dan Sarazin, Director Chris Way, Director

Guests: Darren Whitehurst, Windsor Capital Management, LLC

Felipe A. Ortiz

Staff in attendance: Danielle Milam

Sherry Walker

Roll Call Ms. Milam called the meeting to order at 12:05 p.m. All members

listed above represent a quorum. (Item I)

Public Comment

(Item II)

None

Board Action to accept proposed

agenda

(Item III)

Director Rogers moved to approve the proposed agenda. Director

Pourciau seconded the motion. All voted in favor, motion carried.

Board Action to accept minutes from January 20, 2021

(Item IV)

Director Pourciau moved to approve the Minutes from January 20, 2021. Director Hoapili seconded the motion. All voted in favor,

motion carried.

Presentation of
Foundation
Investment Portfolio.
Darren Whitehurst,
Windsor Capital
Management
(Item V)

Ms. Milam introduced Darren Whitehurst from Windsor Capital and thanked Treasurer Mac for arranging for Mr. Whitehurst to make a presentation to the board today.

Treasurer Mac informed the board that the Foundation's Investment Policy needs to be reviewed on an annual basis. She has discussed with Mr. Whitehurst the investment's performance over the past year and possible changes to the current investment strategy. Ms. Mac invited Mr. Whitehurst to begin his presentation of the portfolio performance and provide an overview of the proposed changes.

Mr. Whitehurst reviewed the investment performance, explaining how the purchased CD's were chosen, noting that interest rates were extremely low and the overall rate of return for the portfolio was 1.6%. Mr. Whitehurst suggested that the board add investment grade corporate bonds into 20% of the portfolio. He explained that these corporate bonds are very, very conservative and are yielding a rate of return of about 2% right now. He asked if there were any questions from the board.

Director Pourciau thanked Mr. Whitehurst for his presentation and stated that he agrees that adding corporate bonds into the investment portfolio is a logic next step. He asked if those bonds would be foreign or domestic. Mr. Whitehurst replied that the bonds would be domestic only at this point and they would have an Arating or higher.

Treasurer Mac stated that she agreed that adding the corporate bonds is an acceptable risk for the portfolio and she confirmed that the Windsor Capital management fees would remain the same. She explained that with the endowment fund at \$3,055,000, the maximum amount to be invested in corporate bonds is \$611,000. Ms. Mac said that this addition of corporate bonds would be a permanent addition to the investment portfolio.

Ms. Milam asked if there were any other questions for Mr. Whitehurst. Hearing none, Ms. Milam thanked Mr. Whitehurst for attending the meeting and noted that the Endowment Management Agreement requires that the Library District Chief Financial Officer and Executive Director approve proposed changes in Endowment Fund investments.

Board Discussion and possible action to review the Foundation Investment Policy. (Item VI)

Treasurer Mac stated that she supports the addition of corporate bonds into the investment portfolio and explained that these changes do not require a revision to the Foundation's Investment Policy, just approval from the Library District. Ms. Mac asked if there were any questions from the board. Hearing none, Ms. Mac made a motion to add an additional eligible investment for the Endowment Fund to include the category of direct obligations of U.S. and foreign corporations that are at least rated A- by Standard & Poor's, Fitch, or equivalently by Moody's , contingent of approval by the Las Vegas-Clark County Library District, and approve signatures on an updated Investment Policy Statement for Windsor Capital Management, LLC.

Director Pourciau seconded the motion; all voted in favor, motion carried.

Introduction of Kelvin Watson, LVCCLD Executive Director (Item VII)

Ms. Milam welcomed Kelvin Watson, the new Executive Director of the Las Vegas-Clark County Library District, to the meeting. Director Watson thanked Ms. Milam and said he was happy to be part of the Foundation Board of Directors. Director Watson explained that this is his fifth week on the job and he is spending his time learning about the organization and getting to know the community. He asked if the board had any questions for him. Board members welcomed Mr. Watson and stated that they are looking forward to working with him.

Director Benavidez asked Director Watson to share a little bit about his previous experience working with Foundations. Director Watson gave an overview of his work with the Library Foundation in Broward County, the Queens Library Foundation, and other Foundation boards that he sits on.

Financial Report (Item VIII)

Treasurer Mac gave an overview of the year-to-date revenues and expenses of the Foundation, highlighting total revenues of \$596,982.23 and expenditures of \$539,073.25. Ms. Milam asked if there were any questions, all replied no.

Discussion and action to approve the transfer of restricted funds to the Library District (Item IX) Treasurer Mac explained that the Foundation had received \$2,212 in restricted donations and made a motion to approve the transfer of the restricted funds to the Library District. Director Rogers seconded the motion. All voted in favor, motion carried.

Discussion and possible action to elect Felipe Ortiz as LVCCLD Foundation Board Director (Item X)

Ms. Milam stated that the Foundation By Laws require that two members of the Library District Board of Trustees sit on the Foundation Board. With the resignation of Shannon-Bilbray Axelrod, there is one position open and Felipe Ortiz, current Chairman of the LVCCLD Board of Trustees, was invited to fill it. Ms. Milam asked Mr. Ortiz to introduce himself to the board.

Mr. Ortiz gave an overview of his community involvement and employment history over the last 33 years, noting that he has been involved with over 40 nonprofits in Southern Nevada. He is eager to help the Foundation raise funds and is looking forward to being a member of the Foundation Board of Directors.

Ms. Milam added that Mr. Ortiz was instrumental in the New Markets Tax Credit deal that raised \$4 million for construction of the East Las Vegas Library. Director Benavidez made a motion to elect Felipe Ortiz as LVCCLD Foundation Director for a term of three years. Director Hoapili seconded the motion; all voted in favor, motion passed.

Foundation Update (Item XI)

Ms. Milam thanked Ms. Walker for getting Diligent Boards activated for the board members and to let her know if anyone still needs training on the platform. Ms. Milam would like to have Diligent Boards be the sole form of communication starting July 1, 2021.

Ms. Milam thanked Leslie Valdes for keeping up the book sales throughout the branch closure. She noted that in-branch sales are down a bit, but online sales are doing very well and revenues are at \$166,939 year-to-date.

Ms. Milam explained that the \$10,000 Google Grant awarded to the Foundation has helped both the Library District and the Library Foundation increase online traffic to the website and social media posts, with an average click-through rate of 17.8%.

Ms. Milam informed the board that Best Buy has renewed its \$50,000 grant commitment to the Best Buy Teen Tech Center at the Clark County Library, bringing their total giving to \$410,000. She continued that Best Buy has been a wonderful corporate partner and provided a great deal of extra student support during the closure of CCSD.

Ms. Milam reported that grants have been submitted to the Raiders Foundation and the MGM Resorts Foundation to support the Teachers in Libraries program. She continued that conversations are ongoing with Chris Way for a STEAM oriented grant from the SCRIPPS Foundation, and requests will go out shortly to CRA officers at local banks to support afterschool tutoring.

Ms. Milam reviewed the information sheet that was sent to all of the Nevada legislators, which is a recap of all of the library's current initiatives, programs, and services, highlighting the Vegas Strong Academies in partnership with the City of Las Vegas.

Ms. Milam said the final Foundation update is a revised brochure that highlights the work of the Foundation. This will remain largely a digital piece to allow for frequent updates, with a few copies to be in print. Ms. Milam asked if there were any comments on the brochure, Director Pourciau stated that he thought it looked great.

Announcements (Item X)

Ms. Milam announced that the Finance and Audit committee would be presenting the 2021-22 budget at the June meeting.

President Crear was unable to attend the meeting today but has asked if any Directors would like to join the Nominating Committee to please let Ms. Milam know.

Public Comment (Item XIII) Adjournment (Item XIV)

None

The meeting was adjourned at 12:47 p.m.

Respectfully submitted,

Jane Mac, Secretary

Item V: Election of Officers 6-16-2021

ITEM V: Election of Officers

Per the By-Laws of the Las Vegas-Clark County Library District Foundation, all officers shall serve until the next annual meeting of the Board and until their respective successors are elected and qualified.

The proposed slate of Officers, for a term of one year (2021-2022), is as follows:

- Elaine Sanchez, President
- Jane Mac, Secretary-Treasurer

Motion: Elect the slate of Officers

Item VI: Foundation Year Ahead 6-16-21

ITEM VI: Briefing and Discussion on Foundation Work for Year Ahead

Background: Pre-pandemic, the Library Foundation was poised to launch a capital campaign to assist the Library District with building renovations to bring the new service model to thirteen library branch facilities. That effort included planning for an event at the East Las Vegas library that would kick off the capital campaign. Because of the pandemic, that event will be delayed until the Library District is able to provide new branch construction documents needed to successfully pursue capital gifts from individuals, corporations, and foundations – FY 2022-23 at the earliest.

In the interim, the Foundation board will spend the next year working with Library District Executive Director Kelvin Watson and Development and Planning Department staff to build Foundation capacity for a long-term capital campaign; shorter-term efforts of board and donor cultivation; and raising funds for Foundation priority programs, small Library District branch and service enhancements, and continued growth of the Foundation Endowment.

To get everyone on the same page, we have provided this "starter" list of activities that board members will engage in over the next year, starting with the September meeting:

- 1. Foundation Strategic Direction. Past Foundation fundraising efforts have been increasingly successful (more donors, larger gifts) because we have developed strong priority projects that attract donor attention and dollars:
 - a. Teachers in Libraries
 - b. Teen Tech Labs
 - c. Raising Las Vegas (strengthening child care sector in the region)
 - d. Employment and Small Business Support
 - e. Opportunistic Branch Enhancements
 - f. Endowment

We would now like to take Foundation fundraising efforts to the next level by identifying ways to cultivate multi-year gifts that get us ahead of the just-in-time funding accomplished to date. We will put a more detailed discussion of strategic direction on the September board meeting.

The link to our recently revised Annual Report is here: https://d4804za1f1gw.cloudfront.net/wp-content/uploads/sites/54/2021/03/17140454/2021-Foundation-Brochure digitalversion.pdf

2. Board Cultivation. We have attached documents developed by past boards, including "Board Expectations" and "Board Competencies." We have also attached the current list of Board Members and their terms of service. In September, we will agendize a more detailed conversation to review these documents, the board recruitment efforts underway already, and the board activities that will be helpful in continuing to build a strong board positioned for successful and impactful fund- and friend-raising.

Item VI: Foundation Year Ahead 6-16-21

- 3. Donor Cultivation. With a vision of where we want to go with both short- and long-term fundraising, we will be working in the next year to cultivate a strong list of prospective donors. Our strategies include:
 - a. Research existing library users to find potential new donors
 - b. Board members build relationships with existing donors through thank you phone calls
 - c. Purchase tickets for board members who want to attend other local galas to see what works and what doesn't

All other strategies are open for exploration. Again, this topic will be part of the September board meeting discussions.

4. Foundation campaigns and events. Building on the work above, the Foundation board will develop a plan for the work ahead based on a long-term capital campaign objectives driven by Library District Board of Trustee and Executive Director decisions, as well as continued fundraising objectives related to Foundation priority projects. There is also a possibility that as Library District budgets recover, Foundation priority projects that have become "core" services, such as tutors, may also migrate to the Library District's General Fund.

We are looking forward to a very busy and productive year that

- a. puts key organizational assets essential for future Foundation success in place;
- b. raises awareness about the Foundation's role in supporting a strong, effective, and responsive Library District in times of tremendous community challenges and opportunities; and
- c. grows a learning circle of Foundation board members that work together collaboratively and creatively to improve educational, economic, and social wellbeing of individuals and communities in southern Nevada.

2021-2022 Board of Directors

Officers

President

Elaine Sanchez

Civic Leader 8312 Fulton Ranch Street Las Vegas, NV 89131 Elaine@LV6S.com

702.283.2208

Secretary-Treasurer

Jane Mac

Assistant VP Corporate Tax, Wynn Resorts 3131 Las Vegas Blvd. S. Las Vegas, NV 89109

jane.mac@wynnresorts.com

702.770.7531

Directors

Kelly Benavidez

Community Liaison, Clark County 3240 Red Scott Circle Las Vegas, NV 89117 KDB@clarkcountynv.gov 702-236-2021

Chaka Crome

Attorney at Law, Crome Law Firm 520 Fourth Street
Las Vegas, NV 89101
Chaka@cromelawfirm.com
702.384.5563

Tamar Hoapili

Community Relations Manager Cox Communications 397 Silverado Pines Avenue Las Vegas, NV 89123 Tamar.Hoapili@cox.com 702.210.1340

Keiba Crear

Manager, Environmental Monitoring Southern Nevada Water Authority 100 N. City Parkway Las Vegas, NV 89106 Keiba.Crear@snwa.com K.Crear@yahoo.com 702.822.3388

Edward Koijane

Partner, Ernst & Young 3800 Howard Hughes Pkwy, Suite 1450 Las Vegas, NV 89169 Edward.koijane@ey.com 619.913.2280

Thomas C. Lawyer

President Lawyer Trane 3036 S. Valley View Las Vegas, NV 89102 tlawyer@lmses.com 702.768.0981

Felipe A. Ortiz

Discrimination Compliance Investigator
Nevada Equal Rights Commission
6117 Ridgecarn Avenue
Las Vegas, NV 89103
felipeaortiz@yahoo.com
faortiz@detr.nv.gov
702-355-8704

John Pourciau

Vice President, Financial Planning Analysis MP Materials 6720 Via Austi Parkway, Suite 450 Las Vegas, NV 89119 702.278.6644 Pourciau.j@gmail.com

Nicole Rogers

Manager, HGR Restaurants 10845 Griffith Peak Drive, suite #520 Las Vegas, NV 89135 nicolepaskvan@icloud.com 702-468-9203

Dan Sarazin

Benefits Counselor, AFLAC 11017 Summer Quail Avenue Las Vegas, NV 89144 dan sarazin@us.aflac.com 702.241.5919

Chris Way

VP/General Manager KTNV-TV Channel 13 Action News 3355 S Valley View Blvd Las Vegas, NV 89102 Chris.Way@ktnv.com 234-567-9295

Ex-Officio Director

Kelvin Watson

Executive Director
Las Vegas-Clark County Library District
7060 W. Windmill Lane
Las Vegas, NV 89113
watsonk@lvccld.org
702.507.6184

MISSION STATEMENT

The mission of the Las Vegas-Clark County Library District Foundation is to expand and amplify the library's community impact by attracting new resources that support library programs and service innovations.

BOARD MEMBER EXPECTATIONS

- 1. Annually contributes, or causes to be contributed, at least \$1,000 in unrestricted funds for the Foundation.
- 2. Attends quarterly meetings of the Board of Directors.
- 3. Actively participates in the Foundation's fundraising activities, including committing funds to either the capital campaign and/or endowment at a level perceived to be at or near the top of the member's capability to give.
- 4. Supports the fund raising programs and initiatives with as much one-on-one solicitation activity as possible.
- 5. Identifies and recruits additional individuals for involvement in support of the Foundation.
- 6. Promotes a positive endorsement and attitude to the community-at-large regarding the Library District and the Library District Foundation.
- 7. Reviews and accepts the bylaws of the Foundation.

Core Competencies for LVCCLD Foundation Board Recruitment

- 1. Library Champion
- 2. Program Expertise
- 3. Financial/Legal/Business Expertise
- 4. Marketing Expertise
- 5. Influential and Inclusive Community Leader
- 6. Seasoned Fundraiser
- 7. Reflect Diverse Community Perspectives

LVCCLD Foundation Directors	Term Expiration					
	2021	2	2022	202	23	2024
Chaka Crome		JUNE				
Chris Way				JUNE		
Dan Sarazin		JUNE				
Edward Koijane	JUNE					
Elaine Sanchez				JUNE		
Felipe Ortiz					MARCH	
Jane Mac				JAN		
John Pourciau		JUNE				
Keiba Crear				JUNE		
Kelly Benavidez				JUNE		
Nicole Rogers				JUNE		
Tamar Hoapili		JUNE				
Thomas Lawyer						



Item VII. Financial Statement Review 6.16.21

Item VII. LVCCLD Foundation Financial Statement Review

Status of Foundation Revenues and Expenditures between July 1, 2020 and May 31, 2021

July 1, 2020 - May 31, 2021

As of May 31, 2021, the financial statements report net income of \$21,335.36. The Foundation received total revenues of \$791,718.39, with \$22,104.80 in unrestricted gifts, \$4,236 in restricted gifts, \$286,446.55 in Foundation grant revenue, \$230,258 in interest income, other income of \$10,425.54 and \$238,247.50 in bookstore sales revenues. Adjustments for interest income distribution have not yet been made.

Total expenditures for the same period were \$ 770,383.03 of which \$257,010.53 were expenses allotted to restricted book sales revenues, \$186,848.70 represents NMTC interest income due to District from the Foundation and the balance of \$326,523.80 is in support of the Foundation programs (Homework Help, Vegas Strong Academy, Early Childhood, Teen Tech Labs).

11:20 AM 06/03/21 Accrual Basis

Las Vegas-Clark County Library District Foundation Balance Sheet

As of May 31, 2021

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 · Petty cash	100.00
1020 · Wells Fargo Commercial Checking	170,213.64
1050 · Nevada State Bank	153,638.67
1081 · Ameritrade - Opr Cash & MM	115,921.56
1091 · Ameritrade - Cash & MM	38,002.62
1096 · Ameritrade CD - Short-Term	1,260,281.06
Total Checking/Savings	1,738,157.55
Accounts Receivable	
1200 · Interest Receivables	69,040.00
Total Accounts Receivable	69,040.00
Total Current Assets	1,807,197.55
Other Assets	
1250 · Other Receivables	38,576.67
1300 · Inventory	312,090.00
1501 · Ameritrade CD - Long-Term	1,044,635.15
1502 · Ameritrade - US Treasuries	910,356.31
1600 · Long-Term Note Receivable - ELV	11,335,600.00
1700 · Long-Term Note Receivable - MQ	6,646,000.00
Total Other Assets	20,287,258.13
TOTAL ASSETS	22,094,455.68
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2060 · Credit Card #2256 NV State Bank	2,757.90
Total Credit Cards	2,757.90
Other Current Liabilities	
2700 · Due to Related Party - QALICB	63,605.31
2800 · Unearned Revenue	20,414.63
Total Other Current Liabilities	84,019.94
Total Current Liabilities	86,777.84
Total Liabilities	86,777.84
Equity	

Las Vegas-Clark County Library District Foundation Board of Directors Meeting - Item VII Financial Statement Review

11:20 AM 06/03/21 Accrual Basis

Las Vegas-Clark County Library District Foundation Balance Sheet

As of May 31, 2021

	May 31, 21
3010 · Fund Balance	21,986,342.48
Net Income	21,335.36
Total Equity	22,007,677.84
TOTAL LIABILITIES & EQUITY	22,094,455.68

3:35 PM 06/09/21 Accrual Basis

Las Vegas-Clark County Library District Foundation Profit & Loss

July 2020 through May 2021

	Jul '20 - May 21
Ordinary Income/Expense Income	
4000 · Contributed support 4010 · Contribution Ind/Bus w/o Donor 4015 · Contribution Ind/Bus w/ Donor 4230 · Foundation/trust grants	22,104.80 4,336.00 286,446.55
Total 4000 · Contributed support	312,887.35
5000 · Earned revenues 5125 · Bookstore Sales 5340 · Other investment income	238,247.50 9,925.54
Total 5000 · Earned revenues	248,173.04
5325 · Interest Income 5900 · Other Income	230,258.00 500.00
Total Income	791,818.39
Expense 7000 · Grant & contract expense 7010 · Contracts - program-related 7020 · Grants to other organizations 7040 · Awards & grants - individuals 7050 · Specific assistance - ind	262,901.00 100.00 100.00 16,202.95
Total 7000 · Grant & contract expense	279,303.95
7500 · Other personnel expenses 7530 · Legal fees 7540 · Professional fees - other	1,169.45 12,250.00
Total 7500 · Other personnel expenses	13,419.45
8100 · Printing, Copies and Supplies 8110 · Supplies 8140 · Postage, shipping, delivery 8180 · Books, subscriptions, reference	36,751.73 110.13 188.00
Total 8100 · Printing, Copies and Supplies	37,049.86
8300 · Travel & meetings expenses 8320 · Conference,convention,meeting 8330 · Board Meeting Hospitality	3,061.02 979.97
Total 8300 · Travel & meetings expenses	4,040.99
8500 · Misc expenses 8540 · Insurance - Employee 8550 · Insurance - non-employee 8560 · Outside computer services 8580 · Bank Fees 8581 · Bank Charges 8582 · Wells Fargo Bank Card Charges 8580 · Bank Fees - Other	1,008.00 1,545.00 4,611.20 4,014.17 385.79 16.08
Total 8580 · Bank Fees	4,416.04
8500 · Misc expenses - Other	0.00
Total 8500 · Misc expenses	11,580.24
8600 · Business expenses 8670 · License and Fees 8680 · Reimb - Restricted Gifts 8681 · Volunteer Program 8682 · Library District Programs 8683 · Foundation Initiatives 8680 · Reimb - Restricted Gifts - Other	988.00 129,773.38 132,347.74 -57,815.71
Total 8680 · Reimb - Restricted Gifts	205,293.41
Total 8600 · Business expenses 8700 · Special Event Expenses	205,443.41

3:35 PM 06/09/21 Accrual Basis

Las Vegas-Clark County Library District Foundation Profit & Loss

July 2020 through May 2021

	Jul '20 - May 21
8710 · Catering 8700 · Special Event Expenses - Other	637.50 1,637.52
Total 8700 · Special Event Expenses	2,275.02
8800 · Payroll Expense 8810 · Gross Wages 8820 · Payroll Fees 8830 · Payroll Taxes- Employer	26,565.00 1,504.13 2,452.28
Total 8800 · Payroll Expense	30,521.41
9000 · New Markets Tax Credits 9020 · Contribution to LVCCLD	186,848.70
Total 9000 · New Markets Tax Credits	186,848.70
Total Expense	770,483.03
Net Ordinary Income	21,335.36
Net Income	21,335.36

Item VIII. Transfer of Restricted Funds 6.16.21

Item VIII: Transfer of Restricted Funds Foundation Transfers to the District

Board Action to Transfer Restricted Gifts: Other restricted gifts for library branches and programs total \$1,000 detailed below, and require board approval to transfer to the Library District.

Other Restricted Gifts	
Clark County	\$400.00
Enterprise	\$200.00
Mesquite	\$100.00
Spring Valley	\$200.00
Summerlin	\$100.00
Total Restricted Gifts	\$1,000.00

Motion: Approve the transfer of \$1,000.00 in Library Foundation restricted gifts to the Library District.

ITEM IX. Annual Budget 6-16-21

ITEM IX. Board Discussion and Action on Foundation FY 22 Budget

Staff recommends adoption of the 2021-2022 Budget presented below. The proposed Budget is based on:

- 1. historical operations
- 2. the present agreement between the Library District and Library Foundation which absorbs some expenses that would otherwise come out of the Foundation's Operating Budget
- 3. an increase in book sales due to lifted COVID restrictions
- 4. an increase in grants due to economic recovery

	FY 2021 Actual		Variance	
	as of May 31, 2021	FY 2021 Budget	Budget vs. Actual	FY 2022 Budget
Revenue		Ţ.	<u> </u>	
Foundations/ Trust Grants	286,447	200,000	86,447	300,000
Individual/ Business Contributions	26,340	60,000	(33,660)	50,000
Bookstore Sales	238,248	250,000	(11,752)	300,000
Interest Income	230,258	173,243	57,015	230,258
Unrealized gain (loss) on Endowme	9,926	-, -	9,926	-
Other income	500		500	
Total Revenue	791,718	683,243	108,475	880,258
Expenses				
Administrative Costs				
Payroll	30,521	35,000	4,479	37,000
Financial and Legal Fees	13,419	26,000	12,581	17,000
Outside Computer Services	4,611	4,000	(611)	6,000
Insurance	1,545	3,000	1,455	3,000
Travel & Transportation	-	-	-,	3,000
Conference, Convention &				3,000
,Meeting	4,297	2,000	(2,297)	4,000
Supplies	119	1,000	881	1,000
Printing, Copying and Postage	110	2,000	1,890	2,000
Program Supplies- Bags,	110	2,000	2,000	
Headphones, Flash Drives	4,930	10,000	5,070	10,000
Bank Fees	4,416	2,000	(2,416)	5,000
Media and Marketing	4,595	2,000	(2,595)	19,000
Miscellaneous	-	2,000	-	
Total Administrative Costs	68,564	97.000	10.426	107.000
Total Administrative Costs	00,304	87,000	18,436	107,000
Program Costs				
Volunteer Program- Recruiting,				
Training, Appreciation	3,276	20,000	16,724	20,000
Library District Programs and				
Foundation Initiatives	511,694	400,000	(111,694)	520,000
Interest Expenses- NMTC	186,849	123,243	(63,606)	186,849
Total Program Costs	701,819	543,243	(158,576)	726,849
Total Expenses	770,383	630,243	(140,140)	833,849
Beginning Balances	21,986,342	21,986,342		
Revenue over Expenses	21,335	53,000	(31,665)	46,409
We verifie over Exhelises	21,333	33,000	(31,003)	40,409
Ending Balances	22,007,678	22,039,342		

ITEM X. FY 20 Audit Engagement 6-16-21

ITEM X. Board Discussion and Action to approve an engagement letter with Hilburn & Lein for the years ended June 30, 2020 and 2021.

Review and action on Hilburn & Lein contract: From 2007 through 2017, and again in 2019 and 2020m, Hilburn & Lein, CPAs have prepared the Financial Statements and federal income tax returns for the Library Foundation. In 2018, the Foundation utilized the firm of Piercy, Bowler, Taylor & Kern, because the Foundation became a component unit of the Library District due to the New Markets Tax Credit transactions for the East Las Vegas and Mesquite libraries.

This year, staff recommend that the Foundation contracts with Hilburn & Lein, CPAs, and works with Gary Lein, principal and Mary Qurioz, CPA. The engagement letter is attached to this document for your information. The fees are estimated at a range between \$10,000 and \$12,000.

Proposed Motion:

Approve the engagement of Hilburn & Lein, CPAs for the preparation of the Financial Statements for the years ended June 30, 2020 and 2021, and preparation of the 2020 federal income tax return for the Foundation.



Gary W. Lein, CPA
Shareholder
Greg M. Sinacori, CPA
Shareholder
Philip C. Bateman, CPA, CFE
Shareholder
Cory Puga, CPA
Shareholder

June 1, 2021

To the Board of Directors of
Las Vegas-Clark County Library District Foundation, Inc.
7060 W. Windmill Lane
Las Vegas, NV 89113

We are pleased to confirm our understanding of the services we are to provide for Las Vegas-Clark County Library District Foundation, Inc. for the years ended June 30, 2020 and 2021.

Audit Scope and Objective

We will audit the financial statements of Las Vegas-Clark County Library District Foundation, Inc., which comprise the statements of financial position at June 30, 2020 and 2021, and the related statements of activities, changes in net assets, statements of functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether the financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or government regulations that are attributable to the Foundation or to acts by management or employees acting on behalf of the Foundation.

Because of the inherent limitations of any audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by out audit and does not extend to any later periods for which we are not engages as auditors.

Las Vegas-Clark County Library District Foundation, Inc. June 1, 2021
Page 2

We will obtain an understanding of the Foundation and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you internal control related matters that are required to be communicated under professional standards.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial about the Foundation's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to that inquiry. You are responsible for such cost. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Other Services

As part of our engagement, we will prepare the Foundation's federal income tax return for the year ended June 30, 2021, based on information provided by you. If we must file for an extension, you will furnish us such information to reasonably estimate the tax payable with the extension request. Whenever we are aware that applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will discuss with you our knowledge and understanding of the possible positions which may be taken on your return. If the Internal Revenue Service should later contest the position(s) taken and included in your tax returns, there may be an assessment of additional tax liability plus interest and possible penalties. We assume no liability for any such additional assessments.

You agree to advise us if you wish such disclosure to be made in your return or if you desire us to identify or perform further research with respect to any material tax issues for the purpose of ascertaining whether, in our opinion, there is "substantial authority" for the position proposed to be taken on such issue in your returns.

At any time, if requested, we will consult with you regarding the income tax aspects of proposed or completed transactions, compile income tax projections and research such matters. Similarly, since the annual returns we prepare for you will be predicated upon the current tax law as we understand it to be, we do not consider ourselves responsible for future changes in the law which affects the returns we have already prepared. Such changes may require the amendment of prior filed tax returns. We will render additional invoices for all such services at our customary billing rates.

We will perform the service in accordance with applicable professional standards, including the *Statements on Standards for Tax Services* issued by the American Institute of Certified Public Accountants. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers).

Las Vegas-Clark County Library District Foundation, Inc. June 1, 2021
Page 3

You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the company from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Foundation involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Foundation received in communication from employees, former employees, regulators, or others. In addition, you are also responsible for identifying and ensuring that the Foundation complies with applicable laws and regulations.

You agree to assume all management responsibilities for the tax services and any other non-attest services we provide, such as drafting the financial statements and preparation of adjusting journal entries; oversee the services by designating an individual with suitable skill, knowledge, or experience; evaluate the adequacy and the results of the services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your internet website, you understand that electronic sites are a means of distributing information, and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration

Philip C. Bateman, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Reporting

We will issue a written report upon completion of our audit of Las Vegas-Clark County Library District Foundation, Inc.'s financial statements. Our report will be addressed to the Board of Las Vegas-Clark County Library District Foundation, Inc. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express and opinion or withdraw form this engagement.

Fees

We estimate that our fees for the audit and preparation of the tax return will range from \$10,000 to \$12,000. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

as Vegas-Clark County Library District Foundation, Inc. nne 1, 2021 age 4	
ery truly yours,	
Lill & Pei, CAs	
ilburn & Lein, CPAs	
ESPONSE:	
his letter correctly sets forth the understanding of Las Vegas-Clark County Library District Foundation, Inc.	c.
gnature:	
itle:	
ate:	