

## ITEM III.

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

DATE: Thursday, July 8, 2021

TIME: 6:00 p.m.

PLACE: West Charleston Library  
6301 W. Charleston Blvd.  
Las Vegas, NV 89146

AND

Online via Webex - Connection information is listed on page 6.

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. Special Board Meeting, June 5, 2021
  - B. Risk Management Committee Meeting, June 10, 2021
  - C. Nominating Committee Meeting, June 10, 2021
  - D. Special Board Meeting, June 10, 2021
- V. Chair’s Report
  - A. Presentation to former Chair Felipe A. Ortiz
  - B. Possible Board discussion regarding the makeup of Board Committees for Fiscal Year (FY) 2021-2022.
  - C. Report on the American Library Association’s Annual Meeting (Virtual) by Trustee Elizabeth Foyt.
  - D. 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

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- 3. Administrative Support Services
  - a. Financial Services Report
  - b. General Services Report
  - c. Human Resources Report

VII. Unfinished Business

Final Report on 2021 Nevada Legislature issues by Chelsea Capurro of The Griffin Company.

VIII. New Business

- A. Discussion and possible Board action to approve a revision to the District's *Circulation Policy*, last revised and adopted on March 12, 2015, and effective March 13, 2015.
- B. Discussion and possible Board action to approve a revision to the District's *Collection Development Policy*, last revised and adopted on November 14, 2002.
- C. Discussion and possible Board action to approve a joinder with Clark County for the purchase of general office supplies from Staples.
- D. Discussion and possible Board action to declare fines and fees of approximately \$1,624,345.64 that are five years old, dating from the year 2016, as uncollectible, and purge from District records.
- E. Discussion and possible Board action to appoint the East Las Vegas QALICB, Inc. Board of Directors.
- F. Discussion and possible Board action to approve the District's *Playbook 2026 Strategic Plan*.
- G. Discussion and possible Board action regarding approval of the District's 2021 - 2022 Diversity, Equity, Inclusion and Accessibility (DEIA) Action Plan.

IX. Announcements

The August 12, 2021 Regular Board Meeting will be cancelled.

The next Board Meeting will be held Thursday, September 9, 2021, at 6:00 p.m. at the East Las Vegas Library, 2851 East Bonanza Road, Las Vegas, NV 89101.

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X. 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.

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XI. Executive Session regarding litigation 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.



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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 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 Monday, July 5, 2021, i.e., given at least three (3) working days before the meeting, including in the notice the time, way to access the meeting, and agenda of the meeting:

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

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6. Windmill Library  
7060 W. Windmill Lane  
Las Vegas, NV 89113
  8. Las Vegas-Clark County Library District website  
[www.lvccld.org](http://www.lvccld.org)
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.
- D. Webex Connection information:  
<https://lvccld.webex.com>  
Event number (access code): 146 028 4941  
Password: 070821RBD  
Join by phone: +1 (408) 418-9388  
Use same meeting number  
Join from a video system or application:  
Dial [1460284941@lvccld.webex.com](mailto:1460284941@lvccld.webex.com)  
You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number



## ITEM V.B.

### CHAIR'S REPORT

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#### JULY 8, 2021 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item V.B.:** Possible Board discussion regarding the makeup of Board Committees for Fiscal Year (FY) 2021-2022.

**Background:**

"The Chair shall appoint trustees to serve on designated Standing Committees and to such Special Committees that may be required from time to time and shall designate one of their members to act as the Chair of said Committees. In the event a Committee chair is not designated, the Committee shall elect a chair from its members at its first meeting. Appointment to said Committees shall be for one (1) year or portion thereof coinciding with the fiscal year providing that the members shall continue to serve after the conclusion of the fiscal year until such time as new Committee members have been appointed or their term of appointment as trustees has expired." *from Article 6 - Library Board of Trustees Bylaws and Policies*

Board Standing and Special Committees are listed below with the **current** membership, unless otherwise noted. Trustees should contact the Chair with their interest for FY 2021-2022. The Chair is an ex-officio member of all Committees.

#### CURRENT COMMITTEE ASSIGNMENTS -

**Standing Committees:**

**Executive Committee:** Brian Wilson, Chair; Kelly Benavidez, Vice Chair; Elizabeth Foyt, Secretary; Nathaniel Waugh, Treasurer

*The Bylaws of the Board of Trustees dictate that this committee is made up of the officers of the Board and should meet periodically. The FY 2021-2022 Board officers are listed.*

**Finance and Audit Committee:** Brian Wilson, Chair; Kelly Benavidez, Keith Rogers, Nathaniel Waugh

*This Committee meets to review the Tentative Budget in April or May prior to the May Board Proposed Budget Hearing as well as to review the annual audit in October or November. Chair Wilson has suggested also meeting in late September and January or February. Other meetings are scheduled as necessary.*

**Risk Management Committee:** Elizabeth Foyt, Chair; José Meléndrez, Sandra Ramaker, and Nathaniel Waugh

*This Committee meets to review the annual property and casualty insurance as well as the public officials and employees insurance coverage in June or July, if necessary. Other meetings are scheduled as necessary.*

**Bylaws Committee:** Keith Rogers, Chair; Counsel Gerald Welt

*This is a standing committee, but usually only meets when the Bylaws are being rewritten.*

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**Nominating Committee:** Felipe Ortiz, Chair; Sandra Ramaker, and Brian Wilson  
*As per the Bylaws, a Nominating Committee of at least two Board members is appointed by the Chair at the May meeting and reports back to the Board at the June meeting. The most recent Committee members are listed.*

**Special/Ad-Hoc Committees:**

**Purchasing Policy Committee of the Whole:** Felipe Ortiz, Chair; the entire Board serves as members of the Committee.  
*Set up by Chair Saunders to review the District's **Purchasing Policy** in 2015, this is an ad-hoc Committee, not a standing Committee.*

**Naming Libraries Policy Committee of the Whole:** Kelly Benavidez, Chair; the entire Board serves as members of the Committee.  
*Set up by Chair Saunders in 2016 to update the District's policy on naming District areas. This is an ad-hoc Committee, not a standing Committee. The **Library District Naming Opportunities Policy**, adopted by the Board on March 9, 2017, requires this Committee to meet and recommend proposed naming opportunities when they arise.*

**Recommended Action:**

Trustees should contact the Chair with their interest in serving on Committees for FY 2021-2022. The Chair will determine the need for any Special/Ad Hoc Committees. The Chair will appoint Committee members.



## ITEM V.C.

### AGENDA ITEM

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#### **JULY 8, 2021 MEETING OF THE BOARD OF TRUSTEES**

**Agenda Item #V.C.:** Report on the American Library Association's Annual Meeting (Virtual) by Trustee Elizabeth Foyt

#### **Background:**

#### **ALA Conference Report from Trustee Elizabeth Foyt**

Due to the pandemic, the normal structure of the annual ALA Conference was (again) held in a virtual manner. Sadly, like many such events in this format, much of the joy and excitement as well as value was lost in translation. I listened in while authors touted their new books, dabbled in meetings about changing issues confronting libraries and came away hungry for the next "in-person" conference.

Noteworthy were the speakers beginning with poet Amanda Gorman who co-anchored the Library Marketplace opening. Gorman, who rose to prominence at Biden's inaugural was particularly captivating.

Author-actor-writer-producer Stanley Tucci was outstanding in discussion of his expansive career including references to his recent "STANLEY TUCCI: Searching for Italy" CNN television series. His new book, Taste: My Life Through Food, a biography, will be released this Fall by his publisher Gallery Books. Previous titles, The Tucci Cookbook and The Tucci Table offer wine pairings, photography and treasured family recipes.

The first female athlete to receive the Presidential Medal of Freedom, Billie Jean King has been a trailblazer in so many areas. Her stellar tennis career was only the start for a woman who pioneered change in social justice for the LBGQT community as well as sports opportunities for players of all ages, abilities and financial means. Her latest book, ALL IN – An Autobiography will be released in August by Random House.

In a fitting tribute to the late Congressman John Lewis, the ABRAMS Comic Arts Coffee Talk celebrated First you MARCH, then you RUN: Book One. Co-authored by the late Congressman with Andrew Aydin and Nate Powell, the graphic arts book will be released in August and be part of a national voting rights campaign.

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Item V.C.

Lastly, and with great pleasure, I listened to President Barack Obama at the closing general session. Done in interview style with Lonnie Bunch III, the first African American Secretary of the Smithsonian Museum, the program offered a delicious soup of subjects including voting rights, the January 6<sup>th</sup> attack and his esteem for the role libraries and museums play in our democracy. Discussion about President Obama's A PROMISED LAND, was included in this dynamic closing program.

Thank you for allowing me to attend.

Sincerely,

*Elizabeth Foyt*, trustee / board secretary

**Recommended Action:** No action is required.



## MEMORANDUM

## ITEM VI.A.1.a.

TO: Kelvin Watson, Executive Director

FROM: Leo Segura, Library Operations Director

DATE: June 24, 2021

SUBJECT: Library Operations Activity Report, July 2021

This report provides an overview of the Library Operations Department and includes project updates, branch activity, and staff highlights from **June 1, 2021 – June 24, 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**.
- Hosted staff training for **Supporting and Advancing Nevada's Dislocated Individuals – Project SANDI** using VR equipment to Help drive a skilled, diverse, and aligned workforce in the state of Nevada by promoting cooperation and collaboration among key public and private entities focused on workforce development.
- 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** and conducted WebEx training on Basic PIC functions and time management for attendees.
- Participated in Circulation Policy Revision Committee led by Access Services Manager **Sufa Anderson**.
- Attended OCLC Virtual Wise demo on WebEx.
- Worked with West Charleston Acting Branch Manager **Sam Kushner**, and Acting Regional Library Operations Manager **Cherrie DeLaney** to defend the District in a small claims court case which was decided in our favor.
- Conducted branch visits to Windmill Library, Centennial Hills, and Rainbow Library.
- Attended *Fights: How to prevent and stop them (safely!)* training.

Library Operations Activity Report, July 2021  
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- Conducted interviews for Centennial Hills Library Customer Service Department Head.
- 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 equipment added to their libraries.
- Compiled and reported required monthly statistical reports.

### **Regional Manager Update**

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

- Completed May 2021 Stats
- Represented the District in small claims court
- Represented Admin for the celebration of staff at IS - Hero & Hearts – June 9
- Tracked FTE and Position updates
- 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
- Continued working with staff for the WV Teen Zone
- Staff evaluations
- Branch Visits: IS, MC, SA, GS
- Interviews:
  - CH – Circ Department Head
- Meeting:
  - Apprentice PIC
- Training:
  - Biblioboard

### **BRANCH OPERATIONS**

As of June 1st we moved to pre-pandemic service model. We followed all County and State guidelines and posted notices that unvaccinated individuals are required to wear a mask. We reapplied the antimicrobial spray onto all hard surfaces including computer and electronic equipment, and continued our enhanced cleaning contract with high touch cleaning at midday and while closed. Capacity opened up to 100%, eliminating social distancing requirements, the removal of Plexiglas dividers and floor



Library Operations Activity Report, July 2021  
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decals, and the removal of reduced occupancy and social distancing signage. Branch Library staff are now able to support customers using all computers not just every other one, increased attendance at storytimes, and brought back toys and STEAM items to use in the library safely. Many branches are returning to pre-pandemic levels of patrons attending their storytime. **Moapa Valley** Library successfully hosted a Summer Reading Program with Magical Comedian Adam London where they brought in 200 people. **Sahara West** has had turn-away crowds and **Windmill** accommodated huge crowds by repeating puppet shows instead of turning kids away.



Branch Associate **Misty** Hayes reported that Executive Director **Kelvin Watson** stopped by Mount Charleston Library during their *Garden Party* celebrating Mount Charleston's community garden space behind the library! Our patrons had a blast with planting, coloring, and making buttons. Total Participants: 28



**ALA** was online this year June 23-29 and many of our staff attended the conference virtually and look forward to sharing new trends in libraries they learned about in their sessions. The opening speaker was Nikole Hannah-Jones is an award-winning investigative reporter who covers civil rights and racial injustice for the New York Times Magazine, and the closing speaker was **President Barack Obama**. Many staff were trying to figure out ways to sneak into an office where their colleagues were attending so they too could get a chance at hear about *A Promised Land*.

**Study Room Guidelines** were updated to ensure that patrons are finding a similar user experience and enjoying the same access in using our study rooms across the district. Changes include up to two hours use where time allows, ability to reserve the room up to two days in advance, and no ID or Library Card required for walk-up same day reservations.

During Executive Director **Kelvin Watson's** recent visit to **Sandy Valley Library** Associate **Carrol Parrott** requested that we reconsider the branch hours to improve access for the kids who live in Sandy Valley. The kids are out of school on Friday, and in school during the hours that we are open on Monday. **Carrol Parrott** and Assistant **Caroline Adams** proposed a budget neutral fix that would open the branch to kids when they needed a place to go and close on a day that we have fewer patrons coming to the library. After a brief discussion and with permission granted from Director Watson, Sandy Valley start their new hours June 26, 2021.

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### **Sandy Valley Library**

Sunday – Monday      Closed  
Tuesday - Friday      1:00pm – 7:00pm  
Saturday                10:00am – 4:00pm

**Apprentice Person-in-Charge (APIC)** training continued. To date we have covered training in ADA, CPR, PIC Basics, and Time Management. Since it is one of the most litigated topics, we chose to start with the free Americans with Disabilities Act (ADA) Online Training Certification from <https://www.adabasics.org/register.php#content>. It also supports stellar customer service principles and ideas.

Kudos to the Circulation Policy Committee led by Access Services Manager **Sufa Anderson**, and Library Operations Director **Leo Segura** and included Head of Collection & Bibliographic Services **Rebecca Colbert**, Acting Regional Library Operations Manager **Cherrie DeLaney**, Electronic Resources Manager **Jocelyn Bates**, Indian Springs Associate **Marie Elena “Jett” Reed**, Laughlin Branch Manager **Tanya Brown-Wirth**, Sunrise Library Circulation Department Head **Katie Bryan**, Clark County Library Circulation Department Head **Gabriel Castillo**, Windmill Library Circulation Department Head **Adriana Garay**, West Las Vegas Library Circulation Department Head **Lorraine Gates**, Spring Valley Library Circulation Department Head **Morgan Lin**, West Charleston Library Circulation Department Head **Linda Mirkil**, Sahara West Library Circulation Department Head **Becky Monaco**, East Las Vegas Library Circulation Department Head **Cathrina Ortiz**, Rainbow Library Circulation Department Head **Ryan Revis**, Mesquite Library Branch Manager **Judith Sargent**, Summerlin Circulation Department Head **Toni Taylor**, Circulation Department Head **William Wirth**.

Major changes include changes to types of cards available including the addition of the Instant eCard, lengthening expiration dates, removing many barriers to access in the Requirements to apply section. The revisions also include clarification of rules; on cardholder’s responsibilities, use of materials, fines and fees, notices, loss of privileges, and Interlibrary Loan. In addition we moved the fines and fees schedule to the staff *Borrowing Guidelines* to streamline the process so that when we have changes in replacement costs they would not necessarily change our policy.

Automation Contracts with North Las Vegas Library District and Boulder City Library District were extended another year. As part of this contract Las Vegas Clark County Library District delivers bibliographic services in support of the on-line public access catalog in text mode, a basic web catalog, circulation control of materials, overdue notices, cataloging, requests, and related reports. These purchases were approved by their boards and contracted through LVCCLD.

Kudos to the **Mesquite Library** who received additional donation checks of

- \$2,000 from Donald R & Edith White Trust
- \$70.00 from a group that meets at the Mesquite Library

Library Operations Activity Report, July 2021  
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## STAFF UPDATES

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

- **Genella Santa Maria**, Circulation Department Head at Centennial Hills promoted from Windmill Library.
- **Lauren Smith**, was promoted from Page at Sahara West Library Library to YPL Children's Services Assistant, PT at Sahara West Library.

## MONTHLY STATISTICS

The **total circulation** for the month of May 2021 was **710,233** which is a 100% increase from May 2020. Of this total, **eMedia** circulation was **266,885**. In 2020 Libraries, including LVCCLD, closed to "flatten the curve," COVID-19.

In May 2021, **268,178** patrons entered our libraries, which is a 100% increase from May 2020 gate count. Staff issued **4,057 new library cards**; conducted 13 computer classes for 23 participants; and answered **30,424 reference questions**. Internet sessions in the library during the month totaled 81,476. Wi-Fi usage recorded at 47,206.

The Best Buy Teen Tech Center staff offered 82 programs with a total attendance of 600 teens.

Additionally, Windmill Library staff issued 59 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:** June 24, 2021  
**SUBJECT:** Security Report, July 2021

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

In May 2021, there were **68** incidents, which is an **decrease of -24%** from the total in May 2019 and 1 less than the previous month. During this period, the District recorded **268,178** in-person visits. **This ratio is one incident for every 3,944 visits.**

The **Clark County Library** experienced the **highest number of incidents**, in which the branch recorded **19** incidents which is a 36% increase over the previous month. Comparison data used is for 2019 due to COVID-19 closure in 2020. The remaining branches reported between 0-10 incidents.

District branches encountered the following types of incidents this month:

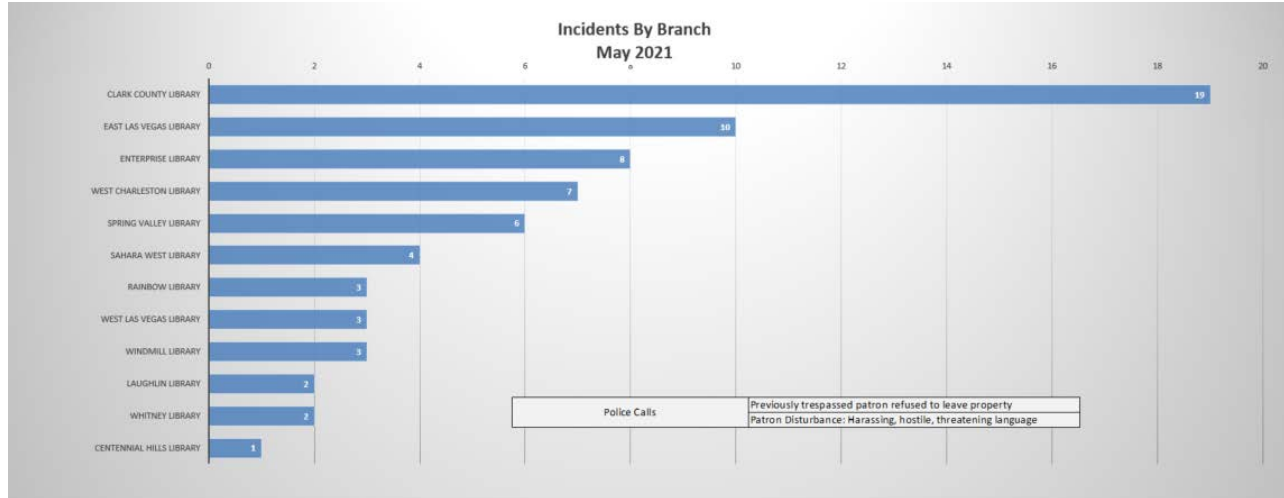
- Patron Disturbance
- Patron Illness (health or medical emergency)
- Library Property Damage
- Theft of Patron Property
- Other
- Safety
- Building Security
- Patron Injury

Of the above incident types, staff handled **38** patron disturbances, which accounts for the majority of incident types at 70%. This is a **decrease of 21%** in patron disturbances from the previous month. **This ratio is one disturbance for every 7,057 visits.**

Eight (8) one-year trespasses and three (3) shorter term bans were issued in February and staff made two (2) calls to law enforcement.

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## Library Incident Reports May 2021



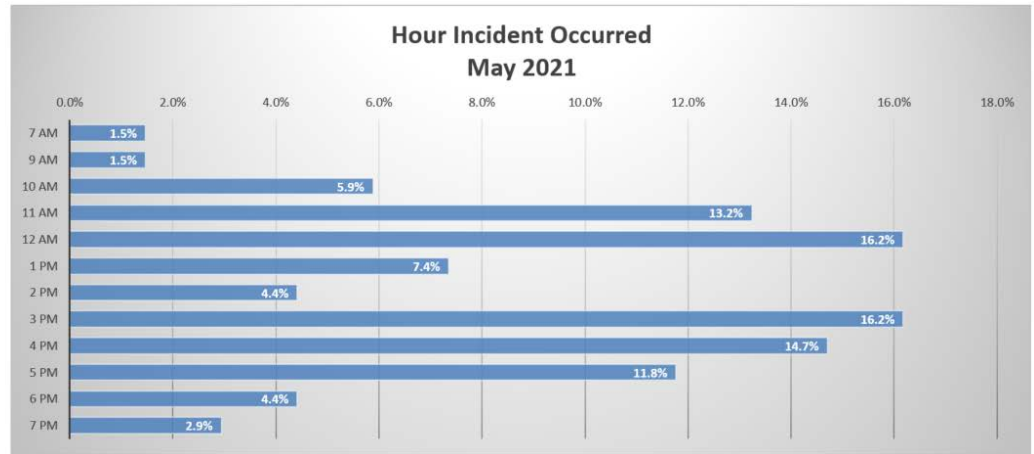
	Branch	Incident Reports				Jun-18 to May-19*	Jun-20 to May-21	Difference	% Change
		5/1/2019*	May-21	Difference	% Change				
Urban Branches	CENTENNIAL HILLS LIBRARY	5	1	-4	-80.0%	26	22	-4	-15.4%
	CLARK COUNTY LIBRARY	15	19	4	26.7%	210	212	2	1.0%
	EAST LAS VEGAS LIBRARY	10	10	0	0.0%	8	48	40	500.0%
	ENTERPRISE LIBRARY	5	8	3	60.0%	46	47	1	2.2%
	MEADOWS	2	0	0	-100.0%	2	0	-2	-100.0%
	RAINBOW LIBRARY	3	3	0	0.0%	31	24	-7	-22.6%
	SAHARA WEST LIBRARY	4	4	0	0.0%	51	36	-15	-29.4%
	SPRING VALLEY LIBRARY	2	6	4	200.0%	42	38	-4	-9.5%
	SUMMERLIN	1	0	-1	-100.0%	31	6	-25	-80.6%
	SUNRISE LIBRARY	1	0	-1	-100.0%	29	6	-23	-79.3%
	WEST CHARLESTON LIBRARY	4	7	3	75.0%	46	50	4	8.7%
	WEST LAS VEGAS LIBRARY	7	3	-4	-57.1%	45	53	8	17.8%
	WHITNEY LIBRARY	24	2	-22	-91.7%	116	59	-57	-49.1%
	WINDMILL LIBRARY	3	3	0	0.0%	55	21	-34	-61.8%
Urban Total		86	66	-20	-23.3%	738	622	-116	-15.7%

\*2020 COVID-19 Closure - no incidents reported during open hours

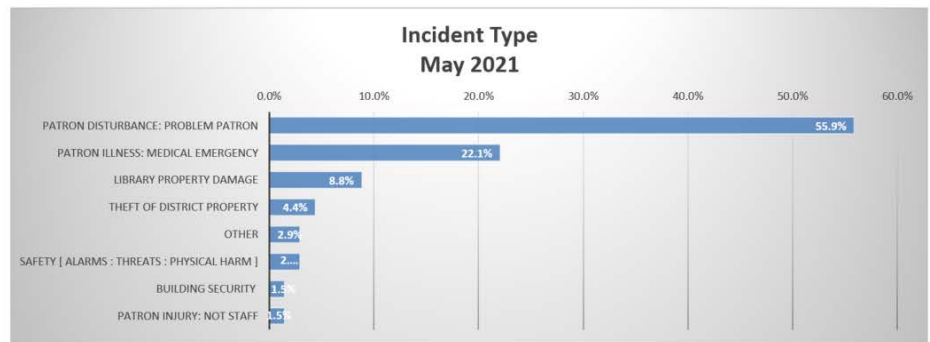
	Branch	Incident Reports				Jun-18 to May-19*	Jun-20 to May-21	Difference	% Change
		5/1/2019*	May-21	Difference	% Change				
Outlying Branches	BLUE DIAMOND	0	0	0	0.0%	0	0	0	0.0%
	BUNKERVILLE	0	0	0	0.0%	0	2	2	0.0%
	GOODSPRINGS	0	0	0	0.0%	0	0	0	0.0%
	INDIAN SPRINGS	1	0	-1	-100.0%	1	0	-1	-100.0%
	LAUGHLIN LIBRARY	1	2	1	100.0%	11	7	-4	-36.4%
	MESQUITE LIBRARY	1	0	-1	-100.0%	36	21	-15	-41.7%
	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		3	2	-1	0.0%	49	33	-16	-32.7%
Grand Total		89	68	-21	-23.6%	787	655	-132	-16.8%

\*2020 COVID-19 Closure - no incidents reported during open hours

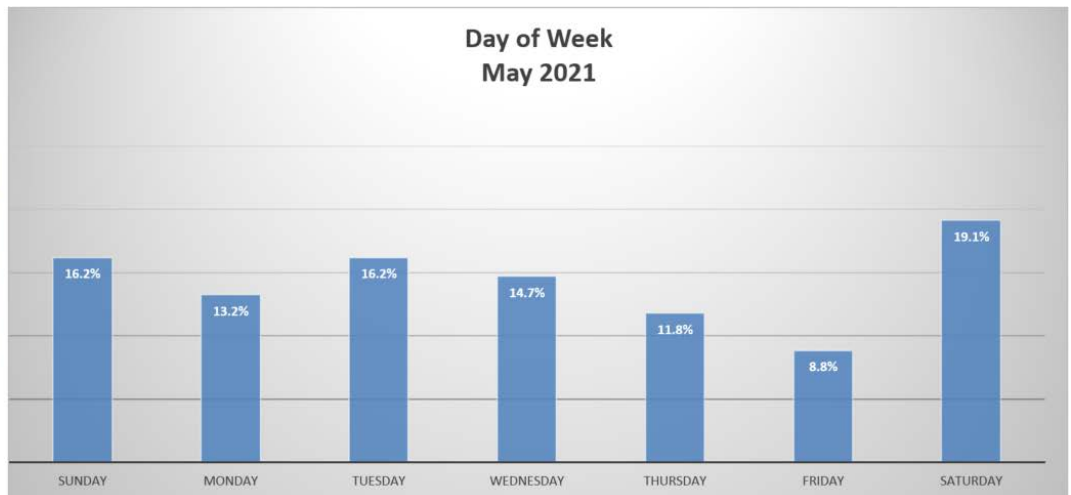
Hour Incident Occurred	Total	%
7 AM	1	1.5%
9 AM	1	1.5%
10 AM	4	5.9%
11 AM	9	13.2%
12 AM	11	16.2%
1 PM	5	7.4%
2 PM	3	4.4%
3 PM	11	16.2%
4 PM	10	14.7%
5 PM	8	11.8%
6 PM	3	4.4%
7 PM	2	2.9%
Grand Total	68	100.0%



Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	38	55.9%
PATRON ILLNESS: MEDICAL EMERGENCY	15	22.1%
LIBRARY PROPERTY DAMAGE	6	8.8%
THEFT OF DISTRICT PROPERTY	3	4.4%
OTHER	2	2.9%
SAFETY [ ALARMS : THREATS : PHYSICAL HARM ]	2	2.9%
BUILDING SECURITY	1	1.5%
PATRON INJURY: NOT STAFF	1	1.5%
Grand Total	68	44.1%
Police Called	2	



Day of Week	Total	%
Sunday	11	16.2%
Monday	9	13.2%
Tuesday	11	16.2%
Wednesday	10	14.7%
Thursday	8	11.8%
Friday	6	8.8%
Saturday	13	19.1%
Grand Total	68	100.0%



Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	8
ADULT BAN - LESS THAN 1 YEAR	3
Minor RPC	0





Regular Board of Trustees Meeting - Item VI - Library Reports

Monthly Statistics  
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May 2020 / May 2021\*

	Library	Circulation				2020				2021				Gatecount				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	34,418	34,418	NA	412,458	367,446	-45,012	-11%	0	13,960	13,960	NA	266,444	207,461	-58,983	-22%								
	Clark County	0	20,154	20,154	NA	338,245	228,906	-109,339	-32%	0	23,634	23,634	NA	404,078	248,511	-155,567	-38%								
	Enterprise	0	18,172	18,172	NA	273,905	228,982	-44,923	-16%	0	16,449	16,449	NA	224,158	169,359	-54,799	-24%								
	East Las Vegas	0	12,525	12,525	NA	269,735	156,381	-113,354	-42%	0	32,722	32,722	NA	294,617	318,830	24,213	8%								
	Meadows	0	355	355	NA	45,557	3,116	-42,441	-93%	0	828	828	NA	24,253	3,989	-20,264	-84%								
	Rainbow	0	24,622	24,622	NA	343,501	284,457	-59,044	-17%	0	21,379	21,379	NA	294,736	221,738	-72,998	-25%								
	Sahara West	0	39,033	39,033	NA	480,997	407,257	-73,740	-15%	0	25,534	25,534	NA	387,871	231,706	-156,165	-40%								
	Spring Valley	0	18,950	18,950	NA	282,286	217,098	-65,188	-23%	0	23,057	23,057	NA	274,000	189,957	-84,043	-31%								
	Summerlin	0	21,874	21,874	NA	259,112	224,579	-34,533	-13%	0	14,990	14,990	NA	215,428	131,790	-83,638	-39%								
	Sunrise	0	16,751	16,751	NA	297,734	202,182	-95,552	-32%	0	13,550	13,550	NA	226,781	126,753	-100,028	-44%								
	West Charleston	0	17,537	17,537	NA	262,409	190,751	-71,658	-27%	0	15,303	15,303	NA	230,785	155,697	-75,088	-33%								
	West Las Vegas	0	3,951	3,951	NA	112,279	57,590	-54,689	-49%	0	10,300	10,300	NA	212,858	160,337	-52,521	-25%								
	Whitney	0	20,303	20,303	NA	280,700	231,873	-48,827	-17%	0	13,545	13,545	NA	417,042	226,619	-190,423	-46%								
	Windmill	0	32,365	32,365	NA	439,332	374,565	-64,767	-15%	0	18,590	18,590	NA	269,375	200,877	-68,498	-25%								
	Urban Totals	0	281,010	281,010	NA	4,098,250	3,175,183	-923,067	-23%	0	243,841	243,841	NA	3,742,426	2,593,624	-1,148,802	-31%								
Outlying Branches	Blue Diamond	0	261	261	NA	2,546	2,530	-16	-1%	0	331	331	NA	5,138	3,684	-1,454	-28%								
	Bunkerville	0	271	271	NA	3,971	6,218	2,247	57%	0	643	643	NA	13,249	10,840	-2,409	-18%								
	Goodsprings	0	661	661	NA	9,767	7,706	-2,061	-21%	0	535	535	NA	4,111	3,645	-466	-11%								
	Indian Springs	0	567	567	NA	12,004	7,991	-4,013	-33%	0	1,081	1,081	NA	20,171	9,723	-10,448	-52%								
	Laughlin	0	6,249	6,249	NA	96,170	64,029	-32,141	-33%	0	2,947	2,947	NA	72,944	46,718	-26,226	-36%								
	Mesquite	0	7,593	7,593	NA	100,995	91,041	-9,954	-10%	0	12,664	12,664	NA	134,858	110,160	-24,698	-18%								
	Moapa Town	0	356	356	NA	4,932	3,958	-974	-20%	0	400	400	NA	5,319	4,152	-1,167	-22%								
	Moapa Valley	0	3,466	3,466	NA	53,496	47,495	-6,001	-11%	0	3,728	3,728	NA	69,990	72,808	2,818	4%								
	Mt. Charleston	0	288	288	NA	4,886	4,230	-656	-13%	0	653	653	NA	7,347	5,151	-2,196	-30%								
	Sandy Valley	0	897	897	NA	16,253	11,175	-5,078	-31%	0	661	661	NA	10,081	8,085	-1,996	-20%								
	Searchlight	0	385	385	NA	5,437	5,467	30	1%	0	694	694	NA	10,630	5,827	-4,803	-45%								
	Outlying Totals	0	20,994	20,994	NA	310,457	251,840	-58,617	-19%	0	24,337	24,337	NA	353,838	280,793	-73,045	-21%								
Misc.	ILL	0	4,476	4,476	NA	3,190	7,897	4,707	148%	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	1,842	1,842	NA	42,408	23,282	-19,126	-45%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA								
	eMedia	0	266,885	266,885	NA	2,252,044	2,943,821	691,777	31%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA								
	Online Renewals	0	135,016	135,016	NA	1,819,055	1,565,507	-253,548	-14%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA								
	Misc. Totals	0	408,219	408,219	NA	4,134,841	4,544,197	409,356	10%	0	0	0	NA	423	0	-423	-100%								
Grand Totals		0	710,223	710,223	NA	8,543,548	7,971,220	-572,328	-7%	0	268,178	268,178	NA	4,096,687	2,874,417	-1,222,270	-30%								

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Las Vegas - Clark County Library District

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	Library	New Library Card				2020				2021				PC Internet Sessions				2020				2021			
		2020	2021	Difference	%	Year to Date	Year to Date	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	%
Urban Branches	Centennial Hills	0	297	297	NA	4,118	2,929	-1,189	-29%	0	1,647	1,647	NA	39,886	19,441	-20,445	-51%								
	Clark County	0	364	364	NA	6,051	3,592	-2,459	-41%	0	3,952	3,952	NA	68,193	47,718	-20,475	-30%								
	Enterprise	0	168	168	NA	3,229	2,126	-1,103	-34%	0	1,788	1,788	NA	26,582	19,190	-7,392	-28%								
	East Las Vegas	0	285	285	NA	5,880	3,659	-2,221	-38%	0	3,586	3,586	NA	65,236	35,232	-30,004	-46%								
	Meadows	0	19	19	NA	425	62	-363	-85%	0	90	90	NA	3,204	144	-3,060	-96%								
	Rainbow	0	221	221	NA	4,088	2,697	-1,391	-34%	0	2,378	2,378	NA	35,147	25,821	-9,326	-27%								
	Sahara West	0	325	325	NA	6,254	4,059	-2,195	-35%	0	2,853	2,853	NA	38,694	29,491	-9,203	-24%								
	Spring Valley	0	186	186	NA	3,150	2,269	-881	-28%	0	3,643	3,643	NA	51,340	39,247	-12,093	-24%								
	Summerlin	0	155	155	NA	2,299	1,434	-865	-38%	0	833	833	NA	16,520	8,586	-7,934	-48%								
	Sunrise	0	163	163	NA	3,991	2,584	-1,407	-35%	0	1,951	1,951	NA	40,770	20,949	-19,821	-49%								
	West Charleston	0	158	158	NA	3,061	1,567	-1,494	-49%	0	2,354	2,354	NA	30,629	22,315	-8,314	-27%								
	West Las Vegas	0	130	130	NA	2,759	1,616	-1,143	-41%	0	2,144	2,144	NA	40,949	23,896	-17,053	-42%								
	Whitney	0	219	219	NA	4,119	2,947	-1,172	-28%	0	2,566	2,566	NA	36,940	30,488	-6,452	-17%								
	Windmill	0	326	326	NA	5,340	3,068	-2,272	-43%	0	2,218	2,218	NA	43,058	23,255	-19,803	-46%								
	Urban Totals	0	3,016	3,016	NA	54,764	34,609	-20,155	-37%	0	32,003	32,003	NA	537,148	345,773	-191,375	-36%								
Outlying Branches	Blue Diamond	0	2	2	NA	14	20	6	43%	0	10	10	NA	256	109	-147	-57%								
	Bunkerville	0	0	0	NA	12	25	13	108%	0	21	21	NA	239	225	-14	-6%								
	Goodsprings	0	3	3	NA	12	31	19	158%	0	44	44	NA	162	125	-37	-23%								
	Indian Springs	0	6	6	NA	37	36	-1	-3%	0	47	47	NA	1,470	416	-1,054	-72%								
	Laughlin	0	36	36	NA	726	508	-218	-30%	0	727	727	NA	13,498	8,702	-4,796	-36%								
	Mesquite	0	77	77	NA	1,589	899	-690	-43%	0	1,088	1,088	NA	18,331	11,119	-7,212	-39%								
	Moapa Town	0	2	2	NA	17	22	5	29%	0	54	54	NA	690	450	-240	-35%								
	Moapa Valley	0	7	7	NA	206	166	-40	-19%	0	115	115	NA	3,515	1,329	-2,186	-62%								
	Mt. Charleston	0	2	2	NA	18	23	5	28%	0	9	9	NA	163	113	-50	-31%								
	Sandy Valley	0	0	0	NA	32	25	-7	-22%	0	45	45	NA	660	440	-220	-33%								
	Searchlight	0	3	3	NA	14	15	1	7%	0	12	12	NA	680	116	-564	-83%								
	Outlying Totals	0	138	138	NA	2,677	1,770	-907	-34%	0	2,172	2,172	NA	39,664	23,144	-16,520	-42%								
Misc.	ALP	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA	68	95	27	40%	1,978	768	-1,210	-61%								
	Outreach	156	2	-154	-99%	3,919	2,386	-1,533	-39%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA								
	Online Registration	6,529	901	-5,628	-86%	11,308	9,961	-1,347	-12%	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	47,206	-4,150	-8%	711,661	544,478	-167,183	-23%								
	Misc. Totals	6,685	903	-5,782	-86%	15,227	12,347	-2,880	-19%	51,424	47,301	-4,123	-8%	713,639	545,246	-168,393	-24%								
Grand Totals		6,685	4,057	-2,628	-39%	72,668	48,726	-23,942	-33%	51,424	81,476	30,052	58%	1,290,451	914,163	-376,288	-29%								

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		Circulation				2019*	2021			Gatecount				2019*	2021		
	Library	2019*	2021	Difference	%	Year to Date	Year to Date	Difference	%	2019*	2021	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	50,019	34,418	-15,601	-31%	527,878	367,446	-160,432	-30%	33,033	13,960	-19,073	-58%	342,526	207,461	-135,065	-39%
	Clark County	43,983	20,154	-23,829	-54%	492,051	228,906	-263,145	-53%	48,609	23,634	-24,975	-51%	475,687	248,511	-227,176	-48%
	Enterprise	32,184	18,172	-14,012	-44%	352,887	228,982	-123,905	-35%	25,916	16,449	-9,467	-37%	264,658	169,359	-95,299	-36%
	East Las Vegas	6,454	12,525	6,071	94%	148,349	156,381	8,032	5%	13,040	32,722	19,682	151%	303,410	318,830	15,420	5%
	Meadows	2,668	355	-2,313	-87%	32,902	3,116	-29,786	-91%	2,731	828	-1,903	-70%	32,602	3,989	-28,613	-88%
	Rainbow	43,365	24,622	-18,743	-43%	459,607	284,457	-175,150	-38%	39,028	21,379	-17,649	-45%	400,595	221,738	-178,857	-45%
	Sahara West	56,204	39,033	-17,171	-31%	601,596	407,257	-194,339	-32%	44,914	25,534	-19,380	-43%	458,096	231,706	-226,390	-49%
	Spring Valley	35,057	18,950	-16,107	-46%	389,844	217,098	-172,746	-44%	35,171	23,057	-12,114	-34%	319,436	189,957	-129,479	-41%
	Summerlin	29,262	21,874	-7,388	-25%	313,304	224,579	-88,725	-28%	24,965	14,990	-9,975	-40%	229,155	131,790	-97,365	-42%
	Sunrise	40,437	16,751	-23,686	-59%	442,866	202,182	-240,684	-54%	28,495	13,550	-14,945	-52%	289,294	126,753	-162,541	-56%
	West Charleston	32,978	17,537	-15,441	-47%	335,471	190,751	-144,720	-43%	27,006	15,303	-11,703	-43%	292,658	155,697	-136,961	-47%
	West Las Vegas	14,618	3,951	-10,667	-73%	147,646	57,590	-90,056	-61%	23,332	10,300	-13,032	-56%	238,463	160,337	-78,126	-33%
	Whitney	34,812	20,303	-14,509	-42%	386,850	231,873	-154,977	-40%	44,915	13,545	-31,370	-70%	485,027	226,619	-258,408	-53%
	Windmill	50,554	32,365	-18,189	-36%	549,455	374,565	-174,890	-32%	29,751	18,590	-11,161	-38%	305,874	200,877	-104,997	-34%
	Urban Totals	472,595	281,010	-191,585	-41%	5,180,706	3,175,183	-2,005,523	-39%	420,906	243,841	-177,065	-42%	4,437,481	2,593,624	-1,843,857	-42%
Outlying Branches	Blue Diamond	353	261	-92	-26%	3,545	2,530	-1,015	-29%	534	331	-203	-38%	6,674	3,684	-2,990	-45%
	Bunkerville	439	271	-168	-38%	5,252	6,218	966	18%	1,772	643	-1,129	-64%	21,709	10,840	-10,869	-50%
	Goodsprings	1,393	661	-732	-53%	11,067	7,706	-3,361	-30%	543	535	-8	-1%	4,630	3,645	-985	-21%
	Indian Springs	1,991	567	-1,424	-72%	19,030	7,991	-11,039	-58%	1,932	1,081	-851	-44%	20,482	9,723	-10,759	-53%
	Laughlin	10,678	6,249	-4,429	-41%	111,649	64,029	-47,620	-43%	8,733	2,947	-5,786	-66%	83,812	46,718	-37,094	-44%
	Mesquite	12,564	7,593	-4,971	-40%	132,450	91,041	-41,409	-31%	14,309	12,664	-1,645	-11%	139,265	110,160	-29,105	-21%
	Moapa Town	608	356	-252	-41%	7,737	3,958	-3,779	-49%	650	400	-250	-38%	6,434	4,152	-2,282	-35%
	Moapa Valley	6,807	3,466	-3,341	-49%	66,709	47,495	-19,214	-29%	9,618	3,728	-5,890	-61%	100,145	72,808	-27,337	-27%
	Mt. Charleston	324	288	-36	-11%	4,297	4,230	-67	-2%	544	653	109	20%	7,287	5,151	-2,136	-29%
	Sandy Valley	2,223	897	-1,326	-60%	21,651	11,175	-10,476	-48%	1,170	661	-509	-44%	13,107	8,085	-5,022	-38%
	Searchlight	761	385	-376	-49%	8,492	5,467	-3,025	-36%	840	694	-146	-17%	10,207	5,827	-4,380	-43%
	Outlying Totals	38,141	20,994	-17,147	-45%	391,879	251,840	-140,039	-36%	40,645	24,337	-16,308	-40%	413,752	280,793	-132,959	-32%
Misc.	ILL	401	4,476	4,075	1016%	4,244	7,897	3,653	86%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA
	Metro	2,157	0	-2,157	-100%	21,714	3,690	-18,024	-83%	78	0	-78	-100%	690	0	-690	-100%
	Outreach	5,301	1,842	-3,459	-65%	61,401	23,282	-38,119	-62%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA
	eMedia	207,898	266,885	58,987	28%	1,928,912	2,943,821	1,014,909	53%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA
	Online Renewals	212,507	135,016	-77,491	-36%	2,026,423	1,565,507	-460,916	-23%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA
	Misc. Totals	428,264	408,219	-20,045	-5%	4,042,694	4,544,197	501,503	12%	78	0	-78	-100%	690	0	-690	-100%

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	<b>Grand Totals</b>	939,000	710,223	-228,777	-24%	9,615,279	7,971,220	-1,644,059	-17%	461,629	268,178	-193,451	-42%	4,851,923	2,874,417	-1,977,506	-41%
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Las Vegas - Clark County Library District

Regular Board of Trustees Meeting - Item VI - Library Reports

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	Library	New Library Card				2019*				2021				PC Internet Sessions				2019*				2021			
		2019*	2021	Difference	%	Year to Date	Year to Date	Difference	%	2019*	2021	Difference	%	2019*	2021	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	443	297	-146	-33%	5,304	2,929	-2,375	-45%	4,823	1,647	-3,176	-66%	45,858	19,441	-26,417	-58%								
	Clark County	793	364	-429	-54%	7,726	3,592	-4,134	-54%	8,276	3,952	-4,324	-52%	83,991	47,718	-36,273	-43%								
	Enterprise	327	168	-159	-49%	3,931	2,126	-1,805	-46%	2,948	1,788	-1,160	-39%	29,682	19,190	-10,492	-35%								
	East Las Vegas	1,039	285	-754	-73%	3,819	3,659	-160	-4%	1,413	3,586	2,173	154%	45,650	35,232	-10,418	-23%								
	Meadows	44	19	-25	-57%	440	62	-378	-86%	378	90	-288	-76%	3,506	144	-3,362	-96%								
	Rainbow	404	221	-183	-45%	5,092	2,697	-2,395	-47%	4,185	2,378	-1,807	-43%	43,015	25,821	-17,194	-40%								
	Sahara West	689	325	-364	-53%	6,408	4,059	-2,349	-37%	5,487	2,853	-2,634	-48%	49,948	29,491	-20,457	-41%								
	Spring Valley	362	186	-176	-49%	3,955	2,269	-1,686	-43%	6,669	3,643	-3,026	-45%	65,866	39,247	-26,619	-40%								
	Summerlin	241	155	-86	-36%	2,755	1,434	-1,321	-48%	1,905	833	-1,072	-56%	20,044	8,586	-11,458	-57%								
	Sunrise	890	163	-727	-82%	8,396	2,584	-5,812	-69%	5,666	1,951	-3,715	-66%	57,890	20,949	-36,941	-64%								
	West Charleston	339	158	-181	-53%	3,565	1,567	-1,998	-56%	3,786	2,354	-1,432	-38%	36,581	22,315	-14,266	-39%								
	West Las Vegas	294	130	-164	-56%	2,901	1,616	-1,285	-44%	5,053	2,144	-2,909	-58%	47,807	23,896	-23,911	-50%								
	Whitney	438	219	-219	-50%	4,571	2,947	-1,624	-36%	4,582	2,566	-2,016	-44%	45,090	30,488	-14,602	-32%								
	Windmill	579	326	-253	-44%	6,707	3,068	-3,639	-54%	5,199	2,218	-2,981	-57%	52,088	23,255	-28,833	-55%								
	<b>Urban Totals</b>	<b>6,882</b>	<b>3,016</b>	<b>-3,866</b>	<b>-56%</b>	<b>65,570</b>	<b>34,609</b>	<b>-30,961</b>	<b>-47%</b>	<b>60,370</b>	<b>32,003</b>	<b>-28,367</b>	<b>-47%</b>	<b>627,016</b>	<b>345,773</b>	<b>-281,243</b>	<b>-45%</b>								
Outlying Branches	Blue Diamond	0	2	2	NA	16	20	4	25%	19	10	-9	-47%	291	109	-182	-63%								
	Bunkerville	0	0	0	NA	11	25	14	127%	44	21	-23	-52%	552	225	-327	-59%								
	Goodsprings	0	3	3	NA	12	31	19	158%	22	44	22	100%	120	125	5	4%								
	Indian Springs	5	6	1	20%	41	36	-5	-12%	127	47	-80	-63%	1,614	416	-1,198	-74%								
	Laughlin	79	36	-43	-54%	782	508	-274	-35%	2,132	727	-1,405	-66%	17,179	8,702	-8,477	-49%								
	Mesquite	114	77	-37	-32%	2,581	899	-1,682	-65%	2,334	1,088	-1,246	-53%	22,180	11,119	-11,061	-50%								
	Moapa Town	1	2	1	100%	126	22	-104	-83%	103	54	-49	-48%	887	450	-437	-49%								
	Moapa Valley	9	7	-2	-22%	226	166	-60	-27%	411	115	-296	-72%	4,547	1,329	-3,218	-71%								
	Mt. Charleston	5	2	-3	-60%	29	23	-6	-21%	13	9	-4	-31%	117	113	-4	-3%								
	Sandy Valley	5	0	-5	-100%	46	25	-21	-46%	77	45	-32	-42%	927	440	-487	-53%								
	Searchlight	1	3	2	200%	29	15	-14	-48%	72	12	-60	-83%	493	116	-377	-76%								
	<b>Outlying Totals</b>	<b>219</b>	<b>138</b>	<b>-81</b>	<b>-37%</b>	<b>3,899</b>	<b>1,770</b>	<b>-2,129</b>	<b>-55%</b>	<b>5,354</b>	<b>2,172</b>	<b>-3,182</b>	<b>-59%</b>	<b>48,907</b>	<b>23,144</b>	<b>-25,763</b>	<b>-53%</b>								
Misc.	ALP	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA	203	95	-108	-53%	2,171	768	-1,403	-65%								
	Outreach	4	2	-2	-50%	45,674	2,386	-43,288	-95%	N/A	N/A	N/A	NA	N/A	N/A	N/A	NA								
	Online Registration	426	901	475	112%	6,234	9,961	3,727	60%	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	96,632	47,206	-49,426	-51%	976,148	544,478	-431,670	-44%								
	<b>Misc. Totals</b>	<b>430</b>	<b>903</b>	<b>473</b>	<b>110%</b>	<b>51,908</b>	<b>12,347</b>	<b>-39,561</b>	<b>-76%</b>	<b>96,835</b>	<b>47,301</b>	<b>-49,534</b>	<b>-51%</b>	<b>978,319</b>	<b>545,246</b>	<b>-433,073</b>	<b>-44%</b>								
	<b>Grand Totals</b>	<b>7,531</b>	<b>4,057</b>	<b>-3,474</b>	<b>-46%</b>	<b>121,377</b>	<b>48,726</b>	<b>-72,651</b>	<b>-60%</b>	<b>162,559</b>	<b>81,476</b>	<b>-81,083</b>	<b>-50%</b>	<b>1,654,242</b>	<b>914,163</b>	<b>-740,079</b>	<b>-45%</b>								

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

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

## ITEM VI.A.2.a.



### MEMORANDUM

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

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

**DATE:** June 24, 2021

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

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

#### **NEW LAS VEGAS LIGHTS FC LIBRARY CARD – AVAILABLE NOW**

- Branding & Marketing Director **Betsy Ward** and Graphic Designer **Juanita Aiello** worked with Access Services Manager **Sufa Anderson** to finalize the launch of the official Las Vegas Lights FC library card starting Wednesday, June 16, as part of the Library District's Summer Challenge. The partnership kicks off with our handsome new Las Vegas Lights library card and promotional materials, which have arrived at all branches. **The new library card is meant to compliment Summer Challenge and is targeted especially to the Latinx community, giving potential new customers another reason to stop by in person.**
- The promotion was announced to the public on **Wednesday, June 16, through local media outreach, the Library District's social media channels, and on the LVCCLD.org Hero banner.** There are also ads placed in **Las Vegas Weekly, the RJ, Black Image magazine, and El Tiempo.**
- **Betsy Ward** worked with Web Designer **Gene Kilchenko** to create a dedicated Las Vegas Lights FC landing page, which will spotlight the players' favorite books, movies, and music selections, and some of the best-loved soccer-themed materials that we have in our collection. The Las Vegas Lights FC landing page can be viewed [HERE](#).
- **Betsy Ward** worked with Graphic Designer **Cierra Pedro** and **Gene Kilchenko** to add a link to sign-up for the Las Vegas Lights FC library card on the Summer Challenge landing page, which can be viewed [HERE](#).
- Additionally, BAM sent out a special direct mail postcard, in English & Spanish, promoting both Summer Challenge and the new library card. **Juanita Aiello** worked directly with the printer and the post office on the production and mailing of **116,616 postcards** to business and residential zip codes surrounding the West Las Vegas, East Las Vegas, Clark County, and Sunrise Libraries. These were sent on June 15.

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- **Betsy Ward** sent an email announcement District-wide to staff on June 14, outlining the details of the new card and its target audience. **Juanita Aiello** and **Cierra Pedro** sent out in-branch signage to promote the availability of the new library card which included:
  - Desktop signage
  - Exterior banners
  - Window Clings
- **Betsy Ward** sent out a press release to the local media on Wednesday, June 16. The English version can be viewed [HERE](#) and the Spanish version can be viewed [HERE](#).
- The new Las Vegas Lights FC library card promotional graphic is featured on the homepage of LVCCLD.org, and on audience browse pages across the website.
- Senior Digital Projects Associate **Paula Loop** and Digital Content Manager **Ryan Simoneau** scheduled social media posts to promote the availability of the new Las Vegas Lights FC library card and encourage sign-ups. Customers can show their love for the library and their hometown soccer team by signing up on the website and then stopping by any branch to convert to a physical card OR completing their entire sign-up process at a branch.
- Any current cardholders who would like to swap their existing library card for the new Las Vegas Lights FC card **can do so for free at any branch**.
- While this new partnership is kicking off during Summer Challenge, our Las Vegas Lights FC library cards **will be available throughout the year**.





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### ONGOING SUMMER CHALLENGE 2021 PROMOTION

- **Betsy Ward** worked with **Juanita Aiello**, Community Engagement Director **Matt McNally**, and Youth Services Manager **Shana Harrington**, to finalize programming promotional graphics for Library District branches, LVCCCLD.org and share on social media.
- **Juanita Aiello** created exterior signage for the entrance at Sahara West, which was installed by General Services Director **John Vino** on Friday, May 14.
- **Betsy Ward** worked with **Gene Kilchenko** to update the Summer Challenge landing page with a new call-to-action graphic that encourages people to #GetCarded with the Las Vegas Lights FC and links to the landing page.
- **Paula Loop** updated all of the audience portal pages for Parents (Birth–Age 5), Kids, Teens, and Español with priority upcoming Summer Challenge events, new staff lists, & DIY activities.
- **Paula Loop** and **Ryan Simoneau** monitored and compiled all social media mentions of #SummerChallenge and user submitted photos that shared kids' and teens' progress as part of the dedicated social media giveaway, which helped to kick off this year's program and encourage initial sign-ups. Winners were selected using Random.org and contacted via direct message on June 1. These additional user mentions on social media helped to increase the awareness of the 2021 Summer Challenge and also helped boost our monthly analytics.
- Summer Challenge promotional efforts will continue through July 31 with traditional and digital advertising, along with priority placement on LVCCCLD.org and weekly social media promotion.
- **Betsy Ward** worked with **Paula Loop** to create a new Summer Challenge-themed Kelvin's Corner blog post, featuring photos from the kickoff events as well as reading recommendations from our Executive Director **Kelvin Watson**. View the blog [HERE](#).
- Advertising: We will be running weekly ads in El Tiempo Spanish language newspaper throughout June & July; in the monthly June & July issues of Black Image magazine; and in Asian Journal during the month of July.

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*New Summer Challenge banner outside Sahara West Library*

### **BIBLIOBOARD & INDIE AUTHOR PROJECT PUBLIC LAUNCH ON JULY 5 + DAN RATHER INTERVIEW WITH KELVIN WATSON**

- **Betsy Ward** worked with Programming Specialist **Anna Allred**, Performing Arts Coordinator **Marci Chiarandini**, and Production Technician **Brian Zawistowski** to record Executive Director **Kelvin Watson's** exclusive interview with award-winning journalist and author Dan Rather regarding the new graphic novel version of Mr. Rather's most recent book, "What Unites Us: Reflections on Patriotism." Starting July 5 when we launch the BiblioBoard service to the public, BiblioBoard and Macmillan (publishers) are granting the Library District unlimited checkouts of this featured title, which can be accessed by anyone within the state of Nevada over a two-month time period.
- **Cierra Pedro** edited the raw video from **Kelvin Watson's** interview with Dan Rather and prepared it for public viewing. It will be featured on our new BiblioBoard landing page and YouTube Channel.
- On June 4, **Betsy Ward**, **Juanita Aiello**, **Cierra Pedro**, and **Paula Loop** attended a BiblioBoard marketing planning meeting with **Mitchell Davis** and **Emily Gooding** from BiblioBoard. We clarified access requirements to the eBook and solidified our plan for the dedicated landing page, which **Paula Loop** is creating with graphics designed by **Cierra Pedro**. The page will spotlight **Kelvin Watson's** exclusive interview with Dan Rather, along with instant access to the eBook graphic novel of "What Unites Us: Reflections on Patriotism." This page will also include links to BiblioBoard and the Indie Author Project,



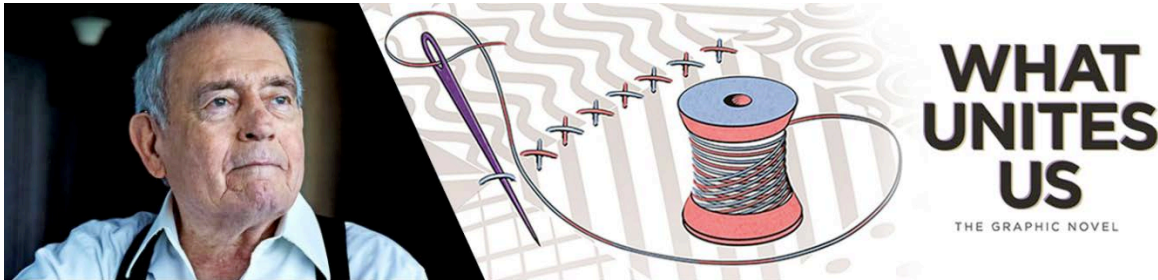
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step-by-step instructions on how to get started using these new online resources, along with featured videos and tutorials. (More details coming soon.)

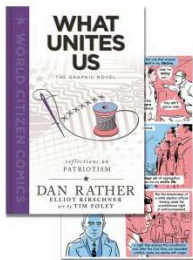
- **Betsy Ward, Paula Loop and Ryan Simoneau** had a pre-launch marketing call with Mitchell Davis on June 17 to review the landing page, press release and proposed promotional rollout ahead of the July 5 launch date.
- There was a final pre-launch call on Monday, June 21 with **BAM, Kelvin Watson, Community Engagement Director Matt McNally** and the BiblioBoard team to finalize the remaining details and promotional schedule.



#### Dan Rather's *What Unites Us: Reflections on Patriotism* is Available To All Residents of Nevada

In an innovative eBook partnership between public libraries and book publishers, Las Vegas Clark-County Library District and Macmillan Publishers are providing unlimited availability, with no wait or hold time, of the newly released Dan Rather graphic novel eBook *What Unites Us: Reflections on Patriotism* to all residents of Nevada. This eBook graphic novel is instantly available via geolocation to anyone in the state of Nevada for eight weeks from July 5 through August 27, 2021.

[Start Reading Here](#)



#### *What Unites Us: The Graphic Novel*

Brought to life in stunning color by artist Tim Foley, *What Unites Us: The Graphic Novel* examines the building blocks of this country—from the freedoms that define us, to the values that have transformed us, to the institutions that sustain us. Mr. Rather's vast experience and unique perspective as one of America's most renowned newscasters shed light on who we were and who we are today, allowing us to see a possible future, where we are one country, united. The graphic novel appeals to all age groups, making it perfect for summer reading and book clubs.

Mr. Rather also lends his legendary voice and perspective to an hour-long, wide-ranging interview with Library District Executive Director Kelvin Watson, which you can view here on this page or on our [YouTube channel](#).



### LEGAL AID OF SOUTHERN NEVADA "STAY HOUSED CLARK COUNTY" POP-UP EVENTS AT THE LIBRARY DISTRICT

- **Betsy Ward, Juanita Aiello, Ryan Simoneau, Matt McNally, and Anna Allred** worked with Legal Aid of Southern Nevada Director of Community Initiatives **Christine Miller** to bring Legal Aid's free "Stay Housed Clark County" Pop-Up events to Whitney Library, Clark County Library, and West Las Vegas Library throughout the month of June.
- This same team worked with Clark County City Commissioner **Michael Naft** (District A) to present a pop-up clinic at the Laughlin Library.
- **Betsy Ward** worked with **Juanita Aiello** to create the approved promotional materials which included:
  - **Event Flyers (multiple versions)**
  - **Website and social media graphics**
  - **In-branch directional signage**

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- **Betsy Ward** worked with **Paula Loop** and **Ryan Simoneau** to compile the “Stay Housed Clark County” content for both of the monthly Highlights eNewsletters, which are edited by **Betsy Ward** and designed and sent out by **Cierra Pedro**.
- Media Coverage of Pop-Up Events handled jointly by **Betsy Ward** and **Jennifer Lopez** of R&R Partners:
  - Total Mentions: 68
  - Total Reach: 15.5M
  - Total Publicity Value: \$46.4K
  - Outlets who have picked up coverage include:
    - KLAS 8 News Now
    - KTNV Channel 13
    - KSNV News 3
    - KVVU FOX 5
    - Las Vegas Review-Journal
    - Nevada Current
    - News Chant
    - Univision
    - El Tiempo

**Have you received an eviction notice?**  
Free help is available.

**STAY HOUSED CLARK COUNTY**

[CLICK HERE FOR DETAILS](#)

Las Vegas Clark County LIBRARY DISTRICT

LEGAL AID CENTER Since 1958 of Southern Nevada

**EVENTS SPOTLIGHT**

**Anime Your Way with Carlos Nieto**  
Jul 18th | 4:30pm - 5:30pm  
Sagehen West Library

**Get Outdoors Nevada: Geology**  
Jul 22nd | 4:30pm - 5:30pm  
West Cheyenne Library

**Caro Pierotto - Live in Concert!**  
Sep 25th | 7:00pm - 8:15pm  
East Las Vegas Library

[View all events >](#)



### MONTHLY HIGHLIGHTS eNEWSLETTER TO LIBRARY CARDHOLDERS

- **BAM** continues to produce twice monthly Library Highlights eNewsletters to promote priority District-wide programs, upcoming PVS & YS events & classes, local partnerships, and online resources.
- **Betsy Ward** worked with **Paula Loop** and **Ryan Simoneau** to compile the overall content for both of the monthly eNewsletters, which are edited by **Betsy Ward** and designed and sent out by **Cierra Pedro**.
- Topics in June included:

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- **SUBJECT TITLE: Summer Challenge Fun, Eviction Help, Live Concerts & Pride Month!**
  - This edition of Highlights included a letter from **Kelvin Watson** encouraging Summer Challenge sign-ups; a list of upcoming Summer Challenge programs and events; the Stay Housed Clark County Pop-Up events in partnership with Legal Aid of Southern Nevada; messaging re: "The Library District is fully open with 100% capacity and services as of June 1"; the Library District's free LGBTQIA+ resources to commemorate National Pride Month; the final monthly 2021 Vegas Golden Knights Collectible Player Bookmark featuring Zach Whitecloud; the Library District's permanent art collection tour, along with upcoming priority PVS programming; as well as a call-to-action to support the Library District Foundation when shopping at Smith's Grocery & Drug Stores across Southern Nevada.
  - Sent out to 318,000 Library District cardholders on Monday, June 7, 2021
  - **69,260 unique opens with a 21.83% open rate**
  - **4,857 unique clicks generated**

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**LIBRARY District**  
Las Vegas Lights FC  
LVCCLD.org  
**Highlights**  
June 7, 2021

**KELVIN'S CORNER**  
EXECUTIVE DIRECTOR'S BLOG  
[CLICK HERE TO READ](#)

**Greetings:**  
Summer is here, school is out, and parents are looking for ways to keep kids and teens active. The Library District's Summer Challenge program is just the ticket. It makes summer learning fun by giving them the freedom to explore new activities and read whatever they like. It also keeps them motivated with the chance to win great prizes.

This year's theme is **Power Up Your Robot**, and it's so easy to participate. Kids and teens take part in unique activities, designed for every age, plus reading for fun – like comic books, graphic novels, song lyrics, even listening to audiobooks, which is the format that I personally enjoy.

Parents love Summer Challenge, too, because it keeps school skills sharp while young minds learn and horizons expand.

I encourage you to share our Summer Challenge program with your children, grandchildren, nieces, nephews, and neighborhood kids. They can sign up and start participating immediately at [LVCCLD.org/SummerChallenge](http://LVCCLD.org/SummerChallenge). (where you will also find a Spanish language portal). You can track your child or teen's progress in a Summer Challenge brochure log, available at any branch.

The program runs now through Saturday, July 31, 2021. To find out how kids and teens (and even babies through age 5) can **qualify to win great prizes**, please check out my blog [HERE](#).

Let's get summer off to a great start. I hope to see you soon at the library!

**KELVIN WATSON**  
Executive Director

**Have you received an eviction notice?**  
Free help is available.

**STAY HOUSED CLARK COUNTY**

**Stay Housed Clark County**  
Tenants who have received an eviction notice can get free legal assistance from Legal Aid Center of Southern Nevada at these two Library District locations. Service will be provided on a first-come, first-served basis.

**Be sure to bring your eviction notice.**

[Click for Details](#)

**Come On In... WE'RE OPEN!**  
[CLICK HERE FOR DETAILS](#)

**The Library District is Fully Open**  
Beginning June 1, our buildings and in-person programs are back at 100 percent capacity and stronger than ever with storytimes, Teen Tech & DJ Labs, Take & Makes, art galleries, live performances, and so much more! Per the governor's directive, face-coverings are required in our buildings for individuals who are not fully vaccinated.

We are also open 24/7 on our website at [LVCCLD.org](http://LVCCLD.org). All you need to stream and download free movies, music, and books is a FREE library card. For those who do not currently have a library card, they can sign up for a free digital eCard and get instant access at [LVCCLD.org/GetCarded](http://LVCCLD.org/GetCarded).

**Learning Tools & Tutoring**  
**Live Programs**  
**Enhanced Cleaning**  
**CURBSIDE to go**  
**FREE Access to Online Resources**

**LIMITED EDITION VEGAS GOLDEN KNIGHTS PLAYER BOOKMARKS**  
AVAILABLE EXCLUSIVELY AT THE LIBRARY  
GET YOUR FREE BOOKMARK TODAY!  
A NEW PLAYER EACH MONTH  
[CHECK OUT CHANCE'S CHAT](#) [CLICK HERE](#)

- **SUBJECT TITLE: #GetCarded With The Las Vegas Lights FC, Free English Classes & Must See Events**
  - This edition of Highlights promoted the launch and availability of the new Las Vegas Lights FC library card as part of Summer Challenge; encouraged people

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to register on June 21 for free English language classes offered by the Adult Learning Program; shared the upcoming Stay Housed Clark County Pop-Up event at Laughlin Library presented in partnership with Legal Aid of Southern Nevada and Clark County Commissioner Michael Naft (District A); the Clark County Job Fair on July 9 with One Stop Career Center and Clark County Commissioners **Jim Gibson, Tick Segerblom** and **Marilyn Kirkpatrick**; encouraged people to sign up for the monthly Fresh Picks eNewsletter for Home, Garden & DIY titles from our collection; spotlighted the priority upcoming YS Summer Challenge programming for kids and teens, along with a listing of upcoming live entertainment from PVS, the availability of new Take & Make Kits across the Library District; and a call-to-action to support the Library District Foundation.

- Sent out to all active Library District cardholders on Monday, June 21
- **67,805 unique opens with an 21.41% open rate**
- **6,617 unique clicks generated**

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**Las Vegas Lights FC Supports Summer Learning with Fun & Prizes!**

The Library District is celebrating an exciting announcement as part of its annual **Summer Challenge** reading and learning program. A new partnership with the Las Vegas Lights FC organization kicks off with the launch of a special new show of soccer pride, the new **Las Vegas Lights FC library card**. Summer Challenge helps kids and teens keep school skills sharp while having fun and qualifying to win great prizes.



Clark County residents will be able to claim their very own Las Vegas Lights FC library card at any Library District branch located [HERE](#). This striking new card design shows off the team's neon blue, yellow, and pink team colors against a black background, with their official team name, "Las Vegas Lights FC," featured prominently on the front. For more on the Las Vegas Lights FC, visit [LVCLD.org/LVLightsFC](http://LVCLD.org/LVLightsFC).



**Learn & Earn with Free English Language Classes**

Sharpening your English language skills can lead to greater employment opportunities. The Library District's Adult Learning Program has seats available in our **Cycle 1 English Language Learning** classes at a variety of library locations, or you can also participate online. All classes are free for adults 18 and older and registration (which is required) opens on June 21, 2021. Orientation and testing begin on July 12. Classes start July 26, 2021. For more information, please click [HERE](#).

**Have you received an eviction notice?**

Free help is available.

A logo for Stay Housed Clark County, featuring a stylized house and the text "STAY HOUSED CLARK COUNTY".

[CLICK HERE FOR DETAILS](#)

**MICHAEL NAFT**

**LEGAL AID CENTER**

**LIBRARY DISTRICT**

**Stay Housed Clark County**

Presented by County Commissioner Michael Naft, tenants who have received an eviction notice can get free legal assistance from Legal Aid Center of Southern Nevada, Nevada Legal Services, Clark County Social Services, and U.S. Representative Susie Lee at the [Laughlin Library](#) on June 22, from 2 p.m. - 6 p.m. Service will be provided on a first-come, first-served basis.

**Be sure to bring your eviction notice.**

[Click for Details](#)

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

- **Betsy Ward** and **Cierra Pedro** worked with Vegas Golden Knights (VGK) Director of Marketing & Brand **Carley Sisolak**, on the design for the final 2021 monthly collectible player bookmark, which featured **Defenseman Zach Whitecloud** in June. The newest player bookmark includes Whitecloud's favorite titles from the Library District collection, which the public can check out using their free library card.
- The full set of limited-edition collectible player bookmarks are available at all 25 Library District branches as well as City National Arena and The Arsenal Pro Shop. These monthly releases have continued to be popular with the public and BAM has restocked all of the released bookmarks to date. This additional exposure from these promotional items helps the Library District reach more local residents who might not normally visit our branches.
- BAM created dedicated promotional materials that were sent to all branches and include:
  - Monthly player bookmarks
  - Acrylic bookmark displays featuring desktop signage
  - Updated Chance banner for all branches
- **Gene Kilchenko** made updates to the Library District's VGK landing page and "Chance's Chat" blog to spotlight **Zach Whitecloud**, where the public can learn more about him, along with every previously featured player and what they each 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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- **Ryan Simoneau** and **Paula Loop** updated the website homepage and audience browse pages, along with scheduling new social media posts to promote the June player bookmark, along with the availability of the complete 2021 set.

**COVID-19 ACTIVITIES**



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- **Ongoing Communications**
  - **Staff Communications:**
    - **BAM** maintained the Staff Updates page on the website at the instruction of the Administrative Team. This dedicated landing page for all Library District staff continues to serve as both an effective and efficient way for them to access time-sensitive information and announcements, either from home or at work.
    - **Betsy Ward** worked with **Ryan Simoneau** to add all of the newest 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 June 17, 2021 the page has received **40,855 Total Unique Page Views, with 461 Unique Page Views from May 1-31, a decrease of 17% over the previous month.** The continued decrease in monthly visits can be attributed to District staff being able to access time-sensitive District-wide updates from their respective emails while working at their branch. Staff stayed on this page for an average **Dwell Time** of **over four minutes**.
  - **Public Communications:**
    - **Paula Loop** continues to add all requested updates to the dedicated "COVID-19 Response" blog post on the website, which contains a current listing of free local and national resources. The blog launched on March 6, 2020 and through June 17, 2021 has compiled **22,762 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 until it is no longer needed: [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 online 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 promoted on LVCCLD.org. These Google Grant campaigns help to increase our overall Google SEO and drives more qualified traffic to our website by enticing 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 (May – June 17):
  - We set another record for our Google Grant total spend from May 1-31 which was \$7,139. This means our Google Ad campaigns are continuing to perform at a high level as the average Google Grant monthly spend hovers around \$800 for most grantees.
  - In May, we set another record for total number of clicks from our ads which were 3,798.

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- 108 people signed up for an eCard from clicking on one of our ads.
- 85 people engaged with our different Summer Challenge audience pages:
  - 42 - Hey Kids
  - 32 – Hey Parents (Birth-5)
  - 10 – Hey Teens
  - 1 – En Español
- 59 people were taken to our VGK landing page via an ad.
- 26 calls to our branches directly from clicking on an ad.
- 15 people found our Take & Make blog post that lists all the weekly Take & Make Kits available across the Library District.
- 9 people found our LGBTQIA+ landing page when searching for Pride Month resources.
- All individual library locations are being promoted with an average CTR of 26.94%, which is extremely high. Most popular ads:
  - Summerlin Library – 32.10%
  - Clark County Library – 29.30%
  - Sahara West Library – 25.18%

### 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: Smith's & LVCCLD Foundation Donation Program, Freegal promotion: K-pop music. Summer Concert Series, Teens Work, Fishnets & Spotlights: The 40th Anniversary of Don Arden's Jubilee!, Stay Housed Clark County with LACSN, Get Outdoors Nevada Workshops, Doktor Kaboom: Lookout, SCIENCE is Coming!, Kuniko Yamamoto: Japanese Storytelling, Little Books and Little Cooks, Yogapalooza with Bari Koral, Magical Comedy with Adam London, Streetlight Cadence, Commissioner Jones Storytime, Anime Your Way with Carlos Nieto, Moily of Denali Workshop, Let's Discover Stem, Fun to Play for Preschoolers, Tools for School Success, Koo Koo Kanga Roo, Jim Gill's Sing-a-thon, Pirate School: Follow YOUR Compass, Resolution Check-Up, Paint Your Pride, Teen Diversity & Inclusion Book Club, Tom + Lorenzo Talk, World Drum Beat Circle

### PHOTOGRAPHY & VIDEOGRAPHY

- **Betsy Ward** worked with **Cierra Pedro** and Executive Assistant **Allison Boyer** to set up a photoshoot for a headshot of Trustee Rogers before the board meeting on Thursday, June 10.
- **Cierra Pedro** edited Dan Rather and Kelvin interview from the files provided by PTS.

### WEBSITE, BACKEND UPDATES & ONGOING INITIATIVES

- **Priority topics that were promoted on the website homepage and browse pages included:**
  - The continued promotion of the 2021 Summer Challenge & upcoming priority events as designated by **Matt McNally** and **Shana Harrington**.
  - Launching the official Las Vegas Lights FC library card availability starting June 16, which also ties into the Library District's Summer Challenge.
  - Promoting the partnership with Legal Aid of Southern Nevada and their free "Stay Housed Clark County" pop-up events that took place in June at Whitney Library, Clark County Library, West Las Vegas Library and Laughlin Library, which was also presented in partnership with Clark County Commissioner Michael Naft.

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- Sharing the new blog post that **Ryan Simoneau** compiled that details how Clark County residents can support the Library District Foundation every time they shop at Smith's Grocery & Drug Stores, which can be viewed [HERE](#).
- Spotlighting the Library District's services and resources for National Pride Month.
- The launch and availability of the final 2021 Vegas Golden Knights Limited Edition Collectible Player Bookmark which featured Defenseman Zach Whitecloud in June.
- Promoting our One-Stop Career Centers, Employ NV Business Hub and Business & Career Success landing pages.
- Digital eCard availability.
- Priority online resources and learning tools.
- All the newest Take & Make Kits that are available weekly across the Library District.
- **Betsy Ward** and **Paula Loop** attended the OCLC Wise virtual demo on June 2. OCLC presented their new product, Wise, which integrates all of the products that libraries normally use multiple services for into one system; ILS, Website CMS, Email, etc.
- **Paula Loop** attended the AXIS 360 presentation by Baker & Taylor on June 3. Also attending from the Library District were **Kelvin Watson**, IT Director **Al Prendergast**, **Sufa Anderson**, Electronic Resources Manager **Jocelyn Bates**, Head of Collection and Bibliographic Services **Rebecca Colbert**, Adult Collection Development Librarian **Teresa Handleman**, YPL Collection Development Librarian **Kathy DiGeorge**, and Acquisitions Librarian **Heather Brooks**.
- **Betsy Ward**, **Cierra Pedro**, **Juanita Aiello**, **Paula Loop**, and Executive Director **Kelvin Watson** attended a BiblioCommons presentation on June 8 to review the current LVCCLD.org performance and all the benefits of being part of the BiblioCommons' network of libraries.
- **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** completed all requested updates to the backend of Voyager and the Staff Updates page to share District-wide updates, such as the latest AD Memo from **Kelvin Watson**.
- **Ryan Simoneau** and **Paula Loop** have continued to respond to questions and comments submitted by the public, and have received 16 feedback emails through June 17.
- **Ryan Simoneau** and **Paula Loop** collaborated with **Rebecca Colbert** to work with the **Website Content Committee** to add 20 new staff lists to the website. These submitted staff lists are rotated throughout the month 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 **154,164 total library card registrations** as of June 17, 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.

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### **SOCIAL MEDIA**

- BAM's top priorities for June was to continue to promote the Library District's annual Summer Challenge that runs through July 31 along with promoting the upcoming priority events designated by Community Engagement director Matt McNally and **Harrington**, along with timely new staff lists from the Youth Services team. Additionally, we promoted the availability of the new Las Vegas Lights FC library card starting on June 16.
- **BAM** helped support the partnership with Legal Aid of Southern Nevada by scheduling posts across the Library District's social media channels to help promote their free Stay Housed Clark County pop-up events that took place at Whitney Library, Clark County Library, West Las Vegas Library and Laughlin Library during the month of June. Legal Aid of Southern Nevada has engaged with and shared some of these posts, as well as Clark County Commissioner Michael Naft who presented the event at Laughlin Library on June 22.
- Additional priorities included promoting the Library District's dedicated LGBTQIA+ landing page in celebration of National Pride Month, Juneteenth programming at West Las Vegas Library and Summerlin Library, the final release of the 2021 Vegas Golden Knights Limited Edition Collectible Player Bookmarks which featured Defenseman Zach Whitecloud, sharing a new blog post that details supporting the Library District Foundation while shopping at Smith's Grocery & Drug Stores, our One-Stop Career Center locations and Employ NV Business Hub at Sahara West Library, along 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** ensured the website was updated and scheduled weekly social media posts to help promote the different free Take & Make Kits that are continuing to be offered weekly at select branches across the Library District. These weekly posts receive consistent positive user engagement from our followers.
- Library District branch staff submitted their newest Take & Make Kit photos to **BAM** for scheduling posts on social media to promote the availability, which helps drive more people into our branches to pick up the provided Take & Make Kits.
- Spring Valley Library shared a photo to help promote their galaxy jar Take & Make Kit which included a timely tie-in to popular K-Pop group BTS that was very well-received.
- Summerlin Library shared a photo to promote the availability of their Pom Pom Maze Take And Make Kit that counts as an activity towards completing the Summer Challenge.





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### SOCIAL MEDIA HIGHLIGHTS

- We received social media support from Legal Aid of Southern Nevada and Clark County Commissioner Michael Naft to promote the Stay Housed Clark County pop-up events happening at the Library District during the month of June.


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 **Michael Naft** ✓  
Just now · 🌐

We'll be in [#Laughlin](#) with [Legal Aid Center of Southern Nevada](#), [Nevada Legal Services](#), [Clark County, Nevada Social Services](#), and [Rep. Susie Lee](#) at the [Las Vegas-Clark County Library District Laughlin Branch](#) to present "Stay Housed Clark County" on Tuesday. [#... See More](#)



**STAY HOUSED  
CLARK COUNTY**

PRESENTED BY  
**MICHAEL NAFT**  
CLARK COUNTY COMMISSIONER

**06.22.21**

If you or someone you know is facing eviction or in need of information relating to housing security, attorneys and other professionals will be available to provide one-on-one information.

**TUESDAY | 2-6PM  
LAUGHLIN LIBRARY  
2840 NEEDLES HWY, LAUGHLIN, NV**

**RESOURCES WILL BE  
AVAILABLE FROM:**

CLARK COUNTY SOCIAL  
SERVICES

LEGAL AID CENTER OF  
SOUTHERN NEVADA

NEVADA LEGAL SERVICES

U.S. REP. SUSIE LEE



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**Legal Aid Center of Southern Nevada** 5h · 🌐

With the state eviction protections coming to an end, it's critical for any tenant in Nevada who's received an eviction notice to not ignore that notice. Those at risk of eviction should file a Tenant Answer and elect mediation as soon as possible.

Free help is available from Legal Aid Center of Southern Nevada staff and [UNLV Boyd School of Law](#) volunteers who can assist you in filing the paperwork required to help you stay in your home. Service will be provided on a first-come, first-served basis. Please bring your notice of eviction with you.

Clinics will be available at the following [Las Vegas-Clark County Library District](#) locations, 10am to 6pm:

- [Clark County Library](#) (1401 E Flamingo Rd, Las Vegas, NV 89119) on Saturday, June 5, and Saturday, June 12
- [Whitney Library](#) (5175 E Tropicana Ave, Las Vegas, NV 89122) on June 5
- [West Las Vegas Library](#) (951 W Lake Mead Blvd, Las Vegas, NV 89106) on June 12

See our tips and resources to [#StayHousedClarkCounty](#) at [www.lacsn.org/shcc](http://www.lacsn.org/shcc)

**LEGAL AID CENTER** Since 1958  
of Southern Nevada

**Have you received an eviction notice?**

**STAY HOUSED CLARK COUNTY**

**FREE HELP IS AVAILABLE.**  
Tenants who have received an eviction notice can get free legal assistance at four pop-up clinics at these Library District locations. Service will be provided on a first-come, first-served basis.

**Saturday, June 5**  
10 a.m. – 6 p.m.  
Whitney Library • 5175 E. Tropicana Ave.  
Clark County Library • 1401 E. Flamingo Rd.

**Saturday, June 12**  
10 a.m. – 6 p.m.

**LEGAL AID CENTER** Since 1958  
of Southern Nevada

**¿Ha recibido un aviso de desalojo?**

**HAY AYUDA GRATUITA DISPONIBLE.**  
Los inquilinos que hayan recibido un aviso de desalojo pueden obtener ayuda legal en una de las cuatro clínicas emergentes en estas ubicaciones del Distrito de Biblioteca. El servicio se proporcionará por orden de llegada.

**Sábado 5 de junio**  
10 a.m. – 6 p.m.  
Biblioteca Whitney • 5175 E. Tropicana Ave.  
Biblioteca del Condado de Clark • 1401 E. Flamingo Rd.

**Sábado 12 de junio**  
10 a.m. – 6 p.m.



**barbara buckley** @bbuckleyad8 · 15h

I want to thank our partner @LVCCLD for hosting our 5th pop up to provide free legal assistance to anyone facing eviction. Learn about rental assistance and how to answer your eviction notice. Help is available!

**Las Vegas-Clark County Library District** @LVCCLD · 15h  
Have you received an eviction notice 📄? Get FREE legal assistance at #LaughlinLibrary on Tuesday, June 22 at our pop-up clinic in partnership with @ClarkCountyNV Commissioner @MichaelNaft (District A) & @LegalAidSNV! Learn more: 📄 bit.ly/3guKOIk #LibrariesDoThat

**MICHAEL NAFT**  
CLARK COUNTY COMMISSIONER

**LEGAL AID CENTER** Since 1958  
of Southern Nevada

**NEVADA LEGAL SERVICES**  
INCORPORATED

**Have you received an eviction notice?**

**STAY HOUSED CLARK COUNTY**

💬 1

🔄 4

❤️ 3



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- Alexander Dawson School shared the Library District's Juneteenth Celebration at West Las Vegas Library, and Las Vegas Weekly shared our Juneteenth programming in their "Big This Week In Las Vegas" column.



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- We have continued to receive user generated social media posts sharing kids' & teens' progress taking the Summer Challenge, plus support from adults too!



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

- **Facebook:**

We promoted the availability of the new book "Understanding and Navigating Discrimination in America," which has a foreword written by **Kelvin Watson**. This post was well-received on Facebook and received user comments that customers have placed a hold from our collection.



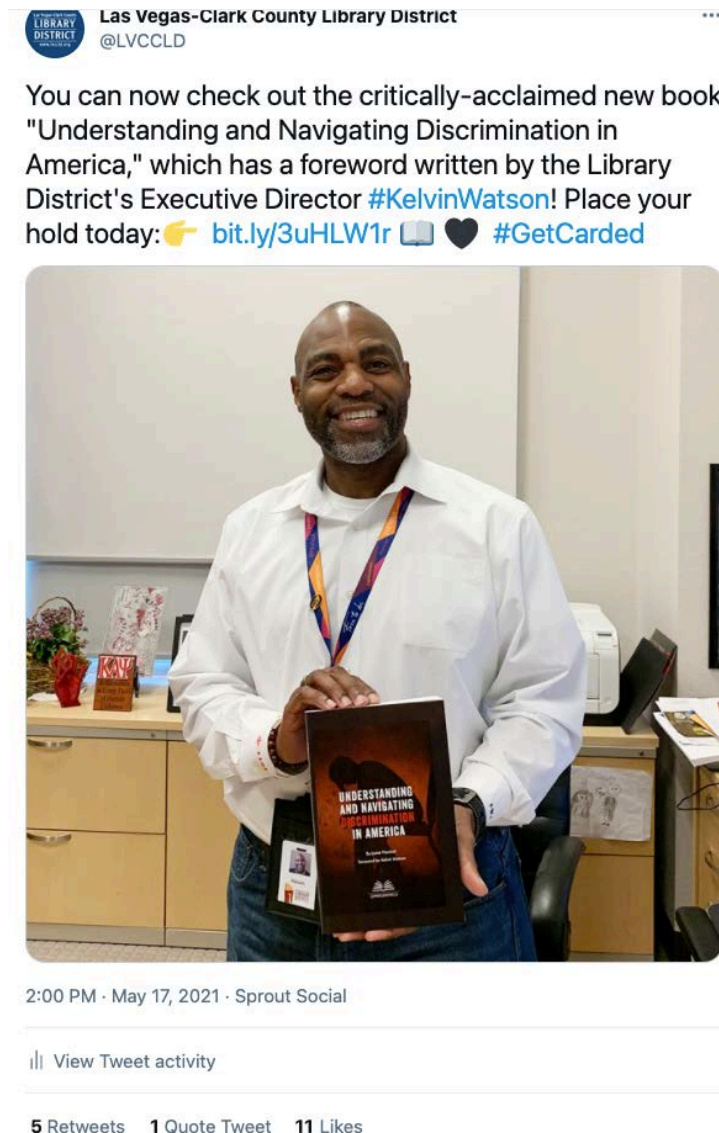
- **Twitter:**

Our tweet to promote the availability of "Understanding and Navigating Discrimination in America" in the Library District collection was also our top performing post on Twitter for the month.

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- **Instagram:**

Library memes continue to generate strong user engagement on our Instagram page and help to showcase to our followers that the Library District has a sense of humor! We strive to research, compile and schedule library memes into our monthly social media content calendar, which help break up all of the promotional posts.



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

- **Facebook:**

- LVCCLD Facebook Page Fans: 12,879 (+1%)
- Total Facebook Page Fans (across all LVCCLD branches): 41,462 (+1%)
- Total LVCCLD Facebook Impressions: 634,926 (+971%)
- Total LVCCLD Facebook Post Engagements: 14,654 (+667%)
- Total LVCCLD Facebook Link Clicks: 4,914 (+2,297%)

**Notes:** All of our key analytics on Facebook are significantly up over last month because we are running dedicated Summer Challenge advertising campaigns to help promote the program. This pay-to-play structure is permanent on Facebook & Instagram and is the only way to effectively break through the clutter.

- **LVCCLD Twitter:**

- Followers: 3,646 (+1%)
- Total user engagements: 2,276 (+24%)
- Organic Impressions: 177,814 (+33%)



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- Link clicks: 388 (+134%)

Notes: Our key analytics on this social media platform are also up from last month as we are seeing a spike from the start of the Summer Challenge, with more families sharing their progress, as well as dedicated posts from our programming partners. We are continuing to use this social media platform to share timely links to priority landing pages on LVCCLD.org, such as new staff lists to support the Summer Challenge, along with priority programming like the Stay Housed Clark County pop-up events with Legal Aid of Southern Nevada.

- **LVCCLD Instagram:**

- Followers: 4,264 (+2%)
- Total user engagement: 1,934 (+11%)
- Total impressions: 76,245 (+29%)
- Top post engagement: 232 (+87%)
- Total likes received to posts: 1,697 (+7%)
- Total comments received to posts: 132 (+38%)
- Instagram Stories Impressions: 13,542 (+21%)

Notes: Our Summer Challenge advertising campaign on Facebook is also posted to Instagram, which helped increase our analytics month-over-month. We also anticipate that the forthcoming return of virtual programming will further help to increase our monthly analytics on this social media platform, as we will be able to utilize both our IGTV feed and IG Stories for sharing consistent video content that will create more user engagement.

- **YouTube:**

- Channel Subscribers: 1,012 (+1%)
- Total Impressions: 13,400 (-6%)
- Total Channel Watch Time: 18.1 (-37%)
- Average View Duration: 1min 29sec (-43%)

Notes: Our monthly analytics dipped on this social media platform from last month, but we are still increasing new subscribers despite not having posted any new content since last July. We are confident our monthly analytics moving forward will be significantly higher once virtual programming resumes and we can start sharing new content consistently as YouTube's algorithm prioritizes new content.

- **Website Analytics (May 2021)**

- Page Views: 1,586,820 (+5%)
- Homepage Views: 294,047 (+1%)
- Total Visitors: 159,320 (+5%)
- Unique Visitors: 139,889 (+6%)
- Average Dwell Time: :55 (-1 second across website) 1:06 (-1 seconds on homepage)

Notes: All of our key website analytics were up from last month, and the start of Summer Challenge is a primary reason for the uptick as more people are visiting our website to sign-up, look for upcoming programs/events, along with reading recommendations.

## ITEM VI.A.2.b.



### MEMORANDUM

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

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

**DATE:** June 24<sup>th</sup>, 2021

**SUBJECT:** Community Engagement Report, July 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 **May 1<sup>st</sup>, 2021 – May 31<sup>st</sup>, 2021**.

**Matt McNally** represented the Library District at the annual Junior Achievement luncheon at The Cosmopolitan of Las Vegas on May 6<sup>th</sup>. Students achieving success with financial literacy were honored.

**Matt McNally** visited Library District programs *Spish Splash; The Music of Bobby Darin* at West Las Vegas Library on Saturday, May 8<sup>th</sup> (Image; Right) and the *Summer Challenge Kickoff* at East Las Vegas Library and *Tesla Quartet* at the Clark County Library on Saturday May, 15<sup>th</sup>.



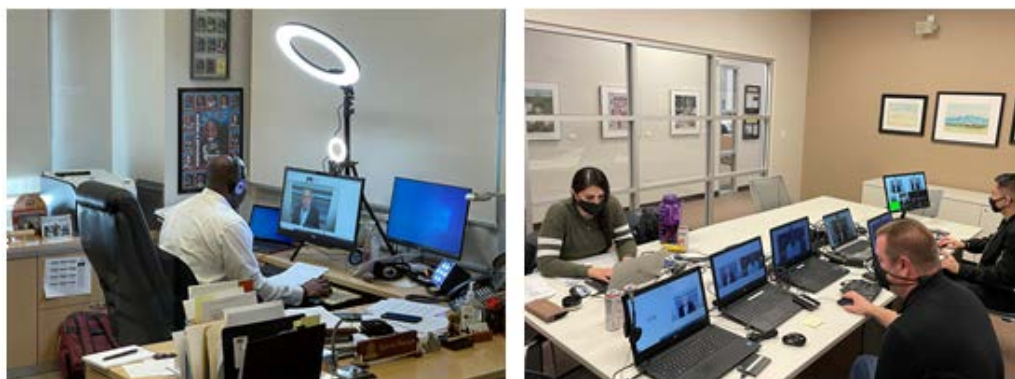
Executive Director **Kelvin Watson**, Planning and Development Director **Danielle Milam**, and **Matt McNally** joined staff from Workforce Connections on May 18<sup>th</sup> to discuss One-Stop Career Center operations.

**Matt McNally** joined a BiblioBoard launch call on May 20<sup>th</sup>. The new e-service is a highly visible discovery platform that allows anyone to custom create their own content page and share it with the community. Local creators of writers, readers, artists, musicians, historians, and others can use the service to create their own e-page of interests populated with items from the Library District's collection or content uploaded by the user. Library District staff will undergo training in June to help promote/use the new service.

**Matt McNally** worked with Branding & Marketing Director **Betsy Ward**, Executive Assistant **Allison Boyer**, Whitney Library Performing Arts Center Coordinator **Marci Chiarandini**, and Production Technicians **Brian Zawistowski** and **Taley Tran** to film a virtual interview of Mr. Dan Rather by Executive Director **Kelvin Watson**.

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(Images; Below) The interview will be used to help launch a new partnership initiative between the Library District, Macmillan, and Bibliolabs by providing eight weeks of state-wide e-access to Mr. Rather's book *What Unites Us*. The Library District expects that access to the book and interview will be available starting July 5. Following the filming, **Betsy Ward** and the Branding & Marketing department conducted post-production editing, branding, and a campaign to help promote the upcoming event.



**Matt McNally** and Programming and Venues Manager **Ryan Neely**, assisted Information and Technology Director **Al Prendergast** with research of equipment capabilities to broadcast future Board of Trustees meetings.

**Matt McNally** conducted ongoing conversations with staff from Regional Transportation Commission of Southern Nevada (RTCSN) on May 26<sup>th</sup>. Parties discussed the implementation of Baker & Taylor pop-up libraries on to busses as part of a pilot program. The organizations are also discussing the promotion of Overdrive for RTCSN riders. Overdrive provides users the opportunity to enjoy e-books and audiobooks for free via the public library by using an app. Overdrive is currently offering a commuter campaign to help market the service. The Library District and RTCSN may promote Overdrive to riders at bus terminals, bus stops, and on busses to improve the rider experience and increase the number of users of the service.

**Matt McNally** led efforts to extend a Memorandum of Understanding (MOU) with Executive Director Arash Ghafoori of Nevada Partnership for Homeless Youth (NPHY) to continue the Safe Place program. The current agreement is set to expire after June 30<sup>th</sup>, 2021. Under the terms of the MOU and extended agreement, the Library District establishes all libraries as affiliate sites of the program. NPHY agrees to deploy a Safe Place responder to assist a youth-in-crisis when notified of the need by Library District staff. NPHY has the ability, knowledge, and expertise to address social services for youth-in-crisis including issues with transportation, food insecurity, clothing, shelter, and suspected abuse. The MOU was reviewed by the Administrative Team, the Library District's insurance broker, and the Library District's legal counsel and is in process of being executed.

## LITERACY SERVICES

The HiSET was administered to students seeking a High School Equivalency Certificate (HSE). The HiSET consists of five subject tests in the areas of reading, writing, math, science, and social studies. In order to earn a High School

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

<b>High School Equivalency</b>	May 2021	FY '20-'21 YTD
Test Takers	6	51
Tests Administered	16	135
Tests Passed	11	107
HSE Certificates Earned	1	17

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. In May there was one graduate. This was a very remarkable graduate! Crystal is a 41-year-old mother of nine children. Crystal started her courses in February, 2021 with a focus on earning her high school diploma. She finished her diploma in the Home Care Professional track, in just three months and ten days.

<b>Career Online High School</b>	May 2021	FY '20-'21 YTD	Since Inception Dec '17
Completed Self-Assessment	25	449	1,448
Completed Prerequisite Course	5	70	405
Approved Scholarship	2	46	169
Graduates	1	29	70

Literacy Services engages in partnership with The International School of Hospitality (TISOH) to provide an Integrated Education and Training (IET) option for eligible Adult Learning Program students. The IET provides an opportunity for participants to earn a career certificate while receiving additional needed educational support. The Adult Learning Program (ALP) had three new students start the summer session at TISOH on May 17<sup>th</sup>. TISOH returned to in-person classes for this session.

<b>NV-ACE Pilot</b>	May 2021	FY '20-'21 YTD
TISOH Enrollment (HOC)	3	12
Certificate Completers	0	5

Literacy Services began post-testing students enrolled in Cycle IV classes. An in-person writing workshop was launched on May 7<sup>th</sup> to assist students transitioning from ESL to Adult Secondary Education. Two areas that Title II adult education programs are evaluated are in retention (students who pretest and post-test) and measureable skill gains. ALP has maintained a 76% retention rate this fiscal year, in spite of the pandemic. The State of Nevada target is a 70% retention rate. ALP's measureable skill gain of 49.1% surpassed the state's overall target of 43% and is the highest of all programs in the State of Nevada.

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<b>Literacy Services; In-Person</b>	Classes May 2021	Enrollment/ Attendance May 2021	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	21	120	1,233
Adult Basic Education*	2	14	51
Conversation Workshop	2	51	537
Writing Workshop	1	30	30
One-Stop Tutoring	---	---	---
Literacy Open Labs	---	95	511
*Includes HSE Students with 12 hours instruction			

<b>Literacy Services; Virtual</b>	Classes May 2021	Enrollment/ Attendance May 2021	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	9	67	835
Adult Basic Education	2	22	75
Citizenship Class	1	4	23
Conversation Workshop	2	46	89
ESL/ABE Tutoring (one-to-one)	---	4	9

On May 1<sup>st</sup>, Literacy Manager **Jill Hersha**, Literacy Coordinator **Julia Cordova**, and Literacy Assistant **Nancy Morales** attended a Cinco de Mayo celebration at Bob Price community center hosted by County Commissioner's Marilyn Kirkpatrick, William McCurdy II, and Tick Segerblom. Library District staff shared information about ALP services and resources available at the Library District.

**GALLERY SERVICES**New Exhibit Installations

*Pieces: From the LVCCLD Art Collection*

LVCCLD Permanent Art Collection, Mesquite Library Artspace, 5/2/21 – 6/19/21

*Viva Las Vegas*

Doug Waterfield, West Charleston Library, 5/6/21 – 7/13/21

*Artist Reflections*

Retired Art Teachers, Summerlin Library, 5/18/21 – 7/25/21

*Boundaries*

Jung Min (MJ), Enterprise Library, 5/20/21 – 7/18/21

*9<sup>th</sup> Annual Focus on Nevada Photo Showcase*

Desert Companion, Clark County Library, 5/27/21 – 8/11/21

Events

<b>Programs; Virtual</b>	New Programs	Views of New	New Views of Previous	Total Views of all Programs
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	Programs		Programs	
Gallery Tours	0	0	17	1,131
Live Stream	0	0	0	248

Highlights

Gallery Services installed *Pieces: From the LVCCLD Art Collection* in the Mesquite Library Artspace on Sunday, May 2<sup>nd</sup>. Mesquite Library begins the tour of Library District Permanent Art Collection pieces which were previously on display in the Windmill Service Center since the building opened in 2011. When the Mesquite display ends on June 20<sup>th</sup>, the exhibit tour will continue on to each of the Library District's 12 art gallery locations. (Images; Below)



The Margie Mauro Trust donated seven oil paintings to the Library District's permanent art collection on May 11<sup>th</sup>. One of the most notable pieces is by Russian artist Konstantin Kuznetsov (1895–1980) depicting a horse-drawn sleigh in a snowy landscape. (Image; Right)



On May 20<sup>th</sup>,  
Gallery

Services Manager **Darren Johnson** attended a reception for the exhibit *Rememories* by Dan Hernandez at Savidan Gallery. He also visited other nearby Las Vegas Arts District galleries including Priscilla Fowler Fine Art and the newly relocated Conrad West Gallery.

**Darren Johnson** joined Dayo Adelaja for the reception of his new exhibit *Cubism in the Desert* at Henderson City Hall on May 28<sup>th</sup>. Adelaja is concurrently exhibited more of his cubist paintings in the Centennial Hills Library art gallery through June 20. (Image; Left)

Gallery Services is preparing for the first Library District gallery reception since the pandemic began over a year ago. The reception will occur on Sunday, July 11<sup>th</sup> from 1:00p to 3:00p at Sahara West Library. The reception will celebrate three exhibits on

Community Engagement Report June 24<sup>th</sup>, 2021 – Page 6

view: *Freedom>Force Redux; Next; and Diversity in Clay: 16th Annual Nevada Clay Guild Exhibit.*

The permanent art collection is seeing an increased amount of visibility with the above mentioned exhibit tour, replacement of that art in the Windmill Service Center Gallery, and the installation of new permanent art pieces in library branches. Gallery Services is also reconditioning damaged and worn pedestals from the Windmill Service Center gallery.

## OUTREACH SERVICES

Outreach Services Manager **Glenda Billingsley**, Outreach Education Coordinator **Kelly May**, and Outreach Specialist **Sylvia Riesselmann** enriched the learning and professional development of the greater Las Vegas community with six virtual Zoom classes serving a total of 164 adults during the following sessions:

- *Mind in the Making: Focus and Self-Control*, at the Southern Nevada Association for the Education of Young Children Early Childhood Education 2021 conference.
- *Spanish Conversation 101* classes for various members of Library District staff and members the community.
- *Teaching Literacy through Music, Finger Play, and Vroom: You Already Have What it Takes!*, for the Department of Education's Office of Early Learning and Care.
- *Developmentally Appropriate Practice*, for Urban League's Family, Friends, and Neighbors (FFN) program participants.

Outreach Specialists **Andrew Brannon** and **Nina Guevara** shared library materials and programs including the *Summer Challenge* and Best Buy Teen Tech Center STEAM (Science, Technology, Engineering, Arts, and Mathematics) activities with 20 families during an event at Aya Apartments. The event was hosted in collaboration with community partner Puentes on May 1<sup>st</sup>.

**Andrew Brannon** shared information about the *Summer Challenge*, library resources, and upcoming performances and programs with 100 families at Family Equality Day hosted by the Discovery Children's Museum on May 2<sup>nd</sup>. The Library District showcased root coding robots called iRobots at an outreach information table.

**Glenda Billingsley** and Youth Services Specialist **Melissa Ramos** signed children up for the *Summer Challenge* and promoted Library District services of the Adult Learning Program including the Career Online High School and English as a Second Language classes for 150 families at the CURE event hosted by Puentes and Mater Academy on May 8<sup>th</sup>.

**Nina Guevara** incorporated executive functions enhancements derived from Mind in the Making and Vroom while creating and conducting five storytimes serving 105 pre-school aged children at Little Hearts and Noble Collegiate Academy.

**Andrew Brannon** engaged 61 families with iRobots, Ozobots, and take and make activities during five STEAM Maker programs at Rainbow Library.



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**Jeremy Klewicki** created and taught four Adobe Software application classes for 15 middle school aged students conducted at YMCA Durango Hills.

**Andrew Brannon**, **Nina Guevara**, and **Kelly May** conducted 19 after school STEAM enrichment programs and take-and-make activities for 531 elementary age students at various Clark County School District (CCSD) SafeKey and CCSD FACES (Family and Community Engagement Services) sites.



Outreach Specialist **Jeremy Klewicki**, **Andrew Brannon**, and **Glenda Billingsley** assisted Youth Services Manager **Shana Harrington** and other library staff hosting *Summer Challenge 2021 Kickoff* events. Outreach Services registered children for the annual program, shared activity information about special performances, explained program

prizes, and guided interactive activities for 300 participants at the East Las Vegas Library on May 15. (Images; Above Left)

<b>Limitless Learning; In-Person</b>	Programs	Attendance
Pre-school Storytimes	5	105
Elementary School Programs	9	84
Middle School Programs	4	15
Family Programs	4	6

<b>Limitless Learning; Virtual Live</b>	Programs	Attendance
Pre-school Storytimes	19	531
Elementary School Programs	1	94
Middle School Programs	2	50
High School Programs	3	0
Family Programs	4	50
Adult Programs	6	164

<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	17	229
Elementary School Programs	0	0	24	115

<b>Community &amp; Culture</b>	Events	Attendance
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Community Engagement Report June 24<sup>th</sup>, 2021 – Page 8

Promotional Booth Events	4	570
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<b>Circulation</b>	Visits	Circulation	Attendance
Senior Facility Lobby Visits	0	0	0
Homebound Services	---	1,748	---

**PROGRAMMING AND VENUES SERVICES (PVS)**

Programming and Venues Services conducted 611 programs for 8,359 library customers in May. Of these programs, seven were diversity events impacting 638 library customers. Additionally, staff connected customers to 45 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	97	1,946
Business and Career Success	71	188
Government and Social Services	44	1,078
Community and Culture	54	3,121
Other	345	2,025

<b>Programs; Virtual</b>	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	25	903
Business and Career Success	0	0	4	143
Government and Social Services	0	0	0	0
Community and Culture	0	0	55	3,231

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	611	1,794
Rentals	90	313
Staff	36	138

PVS provided technical support for 97 Library District programs and events and nine rental events totaling 517.25 event hours. Additionally, PVS provided technical support for eight occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 31-day period with one holiday was 1,795 hours and included 138 technician assignments. The ability to request technicians was closed to scheduling staff for 23 days since peak technician availability was reached.

Major Programming Highlights*Take and Make – DNA Origami*

To celebrate and highlight the scientific discoveries of 2020, the Sahara West Library created a *DNA Origami* take and make project. Customers were supplied a bag with

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printed diagrams and instructions on how to fold your own DNA double helix, as well as informational articles on the history and discovery of DNA. Staff also provided customers with a curated collection of scientific journals and books that customers checked out. A total of 50 take and make projects were taken by customers. (Image; Right)



### *Mariachi Giribaldi*

*Mariachi Giribaldi* performed at the East Las Vegas, Sahara West, and West Charleston libraries on May 8<sup>th</sup> and 9<sup>th</sup>. This Los Angeles based music group performed for 267 happy library customers who rose to their feet during portions of the concerts. (Images; Below, Right)



### *Terra Guitara and Landscape of Guitar*

The Library District hosted a series of cross-disciplinary programs at four library branches from May 12<sup>th</sup> through May 16<sup>th</sup>. On May 12<sup>th</sup> and 13<sup>th</sup>, the Summerlin and Windmill libraries hosted two acrylic painting classes taught by artist Bruce Heckel for 77 customers. These classes were then followed by music concerts at Summerlin, Clark County, West Charleston, and Windmill libraries for 304 audience members. These concerts featured a unique blend of visual art and music as projected original works of art came to life during the performance. These programs also tied in to the art gallery exhibit on display at the Summerlin Library which began in March and lasted through mid-May.



Community Engagement Report June 24<sup>th</sup>, 2021 – Page 10*Tesla Quartet*

Library customers enjoyed the world class music by *Tesla Quartet* at the Clark County and Windmill libraries on May 15<sup>th</sup> and 16<sup>th</sup>. This award winning string quartet thrilled 223 library customers with a mix of 19<sup>th</sup> century love songs and new quarantined inspired compositions. (Image; Right)

Upcoming Highlights*Fall Festivals Returning*

The Summerlin Fall Festival and the Vegas Valley Comic Book Festival will return in 2021 after a one-year Covid-19 hiatus. The Summerlin Fall Festival on October 2<sup>nd</sup> will feature entertainment, youth activities, many of the Vegas valley best craft vendors. On November 6<sup>th</sup> the Clark County Library will welcome back Comic Book creators and fans to one of the valley's biggest geek culture events. Programming and Venues staff are making preparations for these events.

**YOUTH SERVICES**

Youth Services conducted 692 programs for 15,777 library customers during the month of May. Of these programs, 16 were diversity events impacting 524 library customers. 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	559	12,401
Business and Career Success	11	44
Government and Social Services	74	818
Community and Culture	48	2,514

<b>Programs; Virtual</b>	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Limitless Learning	0	0	365	30,153
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

West Charleston Library Youth Services Department Head **Joanna Goddard** shared a success story regarding their monthly STEAM (Science, Technology, Engineering, Arts, and Mathematics) program:

“West Charleston Library’s monthly school-age STEAM program gave children in grades K-5 hands-on experience with automation and coding through the use of our new robots, Botley and Dash.



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First, children were given a live demonstration of our large and small BB-8 droid robots (Image; Right). Then, children learned the mechanics of Botley and Dash and were given the opportunity to operate each. Once they gained some experience, they were challenged to navigate the robots through different obstacle courses set up around the room, working independently and as part of a team to input the proper code and troubleshoot errors.



It was a great interactive experience for children to use their coding and problem solving skills and the robot theme tied in perfectly with our *Summer Challenge* program."



*Robot Rumble Kickoff*

Sunrise Library hosted a *Robot Rumble Kickoff* on Tuesday, May 18<sup>th</sup> to jumpstart their involvement with *Summer Challenge*. Participants utilized Dash robots and tablets, and learned how to use simple coding to race their robots through mazes. (Image; Left)

*Summer Challenge Kickoff – East Las Vegas*

Youth Services Administration hosted the first *Summer Challenge Kickoff* at the East Las Vegas Library on May 15<sup>th</sup> (Images; Below and Next Page). The 521 library customers that attended were able to visit 15 partner tables for resources and information, listen to music from DJ Naavi, visit two balloon artists, receive a snow cone, sign up for library cards, and enroll in the *Summer Challenge*.

Participants also engaged with button making machines, crafts, and free technology demonstrations in the Built from Scratch Lab and podcasting studio. Great giveaways from Library District partners such as backpacks and STEAM engagement items were also offered by community partners. Youth Services Administration intends to make this an annual event to kickoff of the summer reading and learning initiative.



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*Summer Challenge Kickoff – Enterprise Library*

The *Summer Challenge Kickoff* at Enterprise Library (Images; Right and Next Page) was also well-attended. Branch Manager **Marie Nicholi-Lynam** wrote, "The branch hosted 447 participants for the kickoff! Take and makes had already pretty much disappeared within the first 45 minutes, but Youth Services staff had plenty of other giveaways so everyone walked away with a little something. The line for the balloon artist was never ending. DJ Naavi was playing tunes just outside the MPR & we had a great food truck. Sierra Vista High School had their robotics team demonstrate a bunch of awesome stuff



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that everyone wanted to see & interact with! Executive Director **Kelvin Watson** was in attendance as well, and had a hands on demonstration of the robot."



*Media Promotion*

Youth Services Manager **Shana Harrington** promoted the *Summer Challenge* on the Fox 5 MORE show on Monday, May 24<sup>th</sup> at the Windmill Library. The media opportunity helped spread the word to more families about the reading and learning summer support provided by the Library District.

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Regular Board of Trustees Meeting - Item VI - Library Reports

Monthly Statistics  
Year over Year  
May 2020/ May 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	18	18	N/A	364	147	-217	-60%	0	1,481	1,481	N/A	10,712	12,576	1,864	17%
	Clark County	0	46	46	N/A	534	224	-310	-58%	0	786	786	N/A	23,004	4,612	-18,392	-80%
	Clark County BBTTC	0	96	96	N/A	1,291	1,032	-259	-20%	0	756	756	N/A	19,367	10,554	-8,813	-46%
	Enterprise	0	39	39	N/A	416	430	14	3%	0	1,546	1,546	N/A	6,888	9,279	2,391	35%
	East Las Vegas	0	13	13	N/A	355	125	-230	-65%	0	837	837	N/A	5,708	3,883	-1,825	-32%
	Meadows	0	10	10	N/A	4	90	86	2150%	0	43	43	N/A	110	649	539	490%
	Rainbow	0	30	30	N/A	535	258	-277	-52%	0	725	725	N/A	19,158	5,848	-13,310	-69%
	Sahara West	0	27	27	N/A	532	355	-177	-33%	0	801	801	N/A	15,082	5,734	-9,348	-62%
	Spring Valley	0	61	61	N/A	649	771	122	19%	0	1,707	1,707	N/A	18,879	19,633	754	4%
	Summerlin	0	59	59	N/A	374	602	228	61%	0	1,584	1,584	N/A	17,410	16,950	-460	-3%
	Sunrise	0	37	37	N/A	431	511	80	19%	0	719	719	N/A	8,264	7,276	-988	-12%
	West Charleston	0	42	42	N/A	243	227	-16	-7%	0	590	590	N/A	3,670	3,228	-442	-12%
	West Las Vegas	0	26	26	N/A	355	340	-15	-4%	0	122	122	N/A	3,702	3,613	-89	-2%
	Whitney	0	38	38	N/A	697	380	-317	-45%	0	1,247	1,247	N/A	25,321	9,332	-15,989	-63%
	Windmill	0	18	18	N/A	331	109	-222	-67%	0	1,260	1,260	N/A	12,799	5,935	-6,864	-54%
	Urban Totals	0	560	560	N/A	7,111	5,601	-1,510	-21%	0	14,204	14,204	N/A	190,074	119,102	-70,972	-37%
Outlying Branches	Blue Diamond	0	2	2	N/A	33	14	-19	-58%	0	5	5	N/A	153	41	-112	-73%
	Bunkerville	0	2	2	N/A	9	21	12	133%	0	22	22	N/A	111	102	-9	-8%
	Goodsprings	0	4	4	N/A	2	4	2	100%	0	28	28	N/A	19	28	9	47%
	Indian Springs	0	21	21	N/A	288	165	-123	-43%	0	233	233	N/A	1,677	1,062	-615	-37%
	Laughlin	0	17	17	N/A	162	159	-3	-2%	0	255	255	N/A	2,856	2,511	-345	-12%
	Mesquite	0	35	35	N/A	469	380	-89	-19%	0	569	569	N/A	8,676	4,668	-4,008	-46%
	Moapa Town	0	11	11	N/A	154	86	-68	-44%	0	73	73	N/A	1,776	262	-1,514	-85%
	Moapa Valley	0	6	6	N/A	197	17	-180	-91%	0	82	82	N/A	3,195	236	-2,959	-93%
	Mt. Charleston	0	3	3	N/A	0	16	16	N/A	0	15	15	N/A	0	72	72	N/A
	Sandy Valley	0	3	3	N/A	26	3	-23	-88%	0	32	32	N/A	149	32	-117	-79%
	Searchlight	0	28	28	N/A	222	188	-34	-15%	0	259	259	N/A	2,115	2,190	75	4%
	Outlying Totals	0	132	132	N/A	1,562	1,053	-509	-33%	0	1,573	1,573	N/A	20,727	11,204	-9,523	-46%
Outreach	Outreach-Branch	0	25	25	N/A	239	42	-197	-82%	0	562	562	N/A	20,626	2,924	-17,702	-86%
	Outreach-Department	0	43	43	N/A	705	556	-149	-21%	0	1,366	1,366	N/A	27,918	12,504	-15,414	-55%
	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	68	68	N/A	994	598	-396	-40%	0	1,928	1,928	N/A	51,757	15,428	-36,329	-70%
	Grand Totals	0	760	760	N/A	9,667	7,252	-2,415	-25%	0	17,705	17,705	N/A	262,558	145,734	-116,824	-44%

\*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  
May 2020/ May 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	13	13	N/A	234	125	-109	-47%	0	277	277	N/A	4,008	1,825	-2,183	-54%								
	Clark County	0	168	168	N/A	1,724	1,268	-456	-26%	0	2,390	2,390	N/A	53,104	11,221	-41,883	-79%								
	Enterprise	0	19	19	N/A	440	148	-292	-66%	0	280	280	N/A	10,235	2,302	-7,933	-78%								
	East Las Vegas	0	145	145	N/A	771	1,333	562	73%	0	729	729	N/A	17,746	6,649	-11,097	-63%								
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A								
	Rainbow	0	49	49	N/A	393	248	-145	-37%	0	503	503	N/A	6,836	3,906	-2,930	-43%								
	Sahara West	0	39	39	N/A	876	264	-612	-70%	0	993	993	N/A	20,908	6,595	-14,313	-68%								
	Spring Valley	0	41	41	N/A	335	295	-40	-12%	0	573	573	N/A	4,205	3,771	-434	-10%								
	Summerlin	0	46	46	N/A	397	237	-160	-40%	0	3,355	3,355	N/A	30,779	7,191	-23,588	-77%								
	Sunrise	0	9	9	N/A	336	115	-221	-66%	0	141	141	N/A	10,094	1,540	-8,554	-85%								
	West Charleston	0	26	26	N/A	434	208	-226	-52%	0	695	695	N/A	9,368	2,828	-6,540	-70%								
	West Las Vegas	0	12	12	N/A	477	202	-275	-58%	0	215	215	N/A	17,099	4,054	-13,045	-76%								
	Whitney	0	30	30	N/A	481	240	-241	-50%	0	161	161	N/A	12,133	1,734	-10,399	-86%								
	Windmill	0	39	39	N/A	502	456	-46	-9%	0	1,160	1,160	N/A	26,609	10,003	-16,606	-62%								
	Urban Totals	0	636	636	N/A	7,400	5,139	-2,261	-31%	0	11,472	11,472	N/A	223,124	63,619	-159,505	-71%								
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	26	-55	-68%	0	23	23	N/A	160	86	-74	-46%								
	Indian Springs	0	6	6	N/A	15	13	-2	-13%	0	134	134	N/A	77	356	279	362%								
	Laughlin	0	30	30	N/A	231	192	-39	-17%	0	317	317	N/A	3,671	5,823	2,152	59%								
	Mesquite	0	58	58	N/A	357	448	91	25%	0	372	372	N/A	3,239	3,372	133	4%								
	Moapa Town	0	3	3	N/A	3	8	5	167%	0	10	10	N/A	20	58	38	190%								
	Moapa Valley	0	0	0	N/A	187	0	-187	-100%	0	0	0	N/A	770	0	-770	-100%								
	Mt. Charleston	0	0	0	N/A	24	5	-19	-79%	0	0	0	N/A	440	22	-418	-95%								
	Sandy Valley	0	2	2	N/A	10	2	-8	-80%	0	10	10	N/A	47	10	-37	-79%								
	Searchlight	0	1	1	N/A	21	10	-11	-52%	0	6	6	N/A	159	60	-99	-62%								
	Outlying Totals	0	101	101	N/A	949	704	-245	-26%	0	872	872	N/A	8,859	9,787	928	10%								
Outreach	Outreach-Branch	0	5	5	N/A	66	16	-50	-76%	0	106	106	N/A	2,157	301	-1,856	-86%								
	Outreach-Department	0	10	10	N/A	252	133	-119	-47%	0	214	214	N/A	3,986	4,185	199	5%								
	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	1	1	N/A	1	1	0	0%	0	400	400	N/A	300	400	100	33%								
	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	16	16	N/A	333	150	-183	-55%	0	720	720	N/A	7,316	4,886	-2,430	-33%								
	Grand Totals	0	753	753	N/A	8,682	5,993	-2,689	-31%	0	13,064	13,064	N/A	239,299	78,292	-161,007	-67%								

Regular Board of Trustees Meeting - Item VI - Library Reports

Monthly Statistics  
Year over Year  
May 2019/ May 2021\*

	Youth Service Programs				2019*	2021			Youth Service Attendance				2019*	2021			
	Library	2019*	2021	Difference	%	Year to Date	Year to Date	Difference	%	2019*	2021	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	11	18	7	64%	439	147	-292	-67%	427	1,481	1,054	247%	12,677	12,576	-101	-1%
	Clark County	54	46	-8	-15%	614	224	-390	-64%	2,930	786	-2,144	-73%	33,556	4,612	-28,944	-86%
	Clark County BBTC	160	96	-64	-40%	1,485	1,032	-453	-31%	2,496	756	-1,740	-70%	25,138	10,554	-14,584	-58%
	Enterprise	42	39	-3	-7%	530	430	-100	-19%	605	1,546	941	156%	9,267	9,279	12	0%
	East Las Vegas	1	13	12	1200%	360	125	-235	-65%	104	837	733	705%	4,236	3,883	-353	-8%
	Meadows	0	10	10	NA	0	90	90	NA	0	43	43	NA	0	649	649	NA
	Rainbow	37	30	-7	-19%	652	258	-394	-60%	1,775	725	-1,050	-59%	23,583	5,848	-17,735	-75%
	Sahara West	38	27	-11	-29%	561	355	-206	-37%	684	801	117	17%	17,687	5,734	-11,953	-68%
	Spring Valley	38	61	23	61%	660	771	111	17%	1,149	1,707	558	49%	19,327	19,633	306	2%
	Summerlin	34	59	25	74%	468	602	134	29%	2,776	1,584	-1,192	-43%	17,080	16,950	-130	-1%
	Sunrise	32	37	5	16%	442	511	69	16%	660	719	59	9%	10,177	7,276	-2,901	-29%
	West Charleston	17	42	25	147%	287	227	-60	-21%	538	590	52	10%	5,006	3,228	-1,778	-36%
	West Las Vegas	42	26	-16	-38%	442	340	-102	-23%	461	122	-339	-74%	5,331	3,613	-1,718	-32%
	Whitney	65	38	-27	-42%	697	380	-317	-45%	4,430	1,247	-3,183	-72%	24,666	9,332	-15,334	-62%
	Windmill	8	18	10	125%	395	109	-286	-72%	526	1,260	734	140%	14,803	5,935	-8,868	-60%
	Urban Totals	579	560	-19	-3%	8,032	5,601	-2,431	-30%	19,561	14,204	-5,357	-27%	222,534	119,102	-103,432	-46%
Outlying Branches	Blue Diamond	2	2	0	0%	33	14	-19	-58%	38	5	-33	-87%	407	41	-366	-90%
	Bunkerville	10	2	-8	-80%	96	21	-75	-78%	43	22	-21	-49%	401	102	-299	-75%
	Goodsprings	0	4	4	NA	0	4	4	NA	0	28	28	NA	0	28	28	NA
	Indian Springs	45	21	-24	-53%	308	165	-143	-46%	164	233	69	42%	1,167	1,062	-105	-9%
	Laughlin	15	17	2	13%	210	159	-51	-24%	309	255	-54	-17%	3,219	2,511	-708	-22%
	Mesquite	57	35	-22	-39%	648	380	-268	-41%	1,012	569	-443	-44%	13,779	4,668	-9,111	-66%
	Moapa Town	21	11	-10	-48%	192	86	-106	-55%	226	73	-153	-68%	1,932	262	-1,670	-86%
	Moapa Valley	21	6	-15	-71%	302	17	-285	-94%	269	82	-187	-70%	4,173	236	-3,937	-94%
	Mt. Charleston	1	3	2	200%	2	16	14	700%	33	15	-18	-55%	51	72	21	41%
	Sandy Valley	10	3	-7	-70%	54	3	-51	-94%	77	32	-45	-58%	805	32	-773	-96%
	Searchlight	26	28	2	8%	233	188	-45	-19%	250	259	9	4%	2,056	2,190	134	7%
		Outlying Totals	208	132	-76	-37%	2,078	1,053	-1,025	-49%	2,421	1,573	-848	-35%	27,990	11,204	-16,786
Outreach	Outreach Branch	115	25	-90	-78%	778	42	-736	-95%	13,566	562	-13,004	-96%	55,867	2,924	-52,943	-95%
	Outreach Department	93	43	-50	-54%	835	556	-279	-33%	4,065	1,366	-2,699	-66%	36,559	12,504	-24,055	-66%
	Outreach PVS	10	0	-10	-100%	52	0	-52	-100%	77	0	-77	-100%	764	0	-764	-100%
	Outreach YS-Admin.	1	0	-1	-100%	30	0	-30	-100%	32	0	-32	-100%	2,650	0	-2,650	-100%
	Outreach-Literacy	0	0	0	NA	0	0	0	NA	0	0	0	NA	0	0	0	NA
	Gallery Services	0	0	0	NA	0	0	0	NA	0	0	0	NA	0	0	0	NA
	Misc. Totals	219	68	-151	-69%	1,695	598	-1,097	-65%	17,740	1,928	-15,812	-89%	95,840	15,428	-80,412	-84%
	Grand Totals	1,006	760	-246	-24%	11,805	7,252	-4,553	-39%	39,722	17,705	-22,017	-55%	346,364	145,734	-200,630	-58%

Regular Board of Trustees Meeting - Item VI - Library Reports

		Adult Programs				2019*	2021			Adult Attendance				2019*	2021		
	Library	2019*	2021	Difference	%	Year to Date	Year to Date	Difference	%	2019*	2021	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	29	13	-16	-55%	275	125	-150	-55%	327	277	-50	-15%	3,993	1,825	-2,168	-54%
	Clark County	177	168	-9	-5%	1,711	1,268	-443	-26%	7,589	1,390	-6,199	-82%	63,484	11,221	-52,263	-82%
	Enterprise	38	19	-19	-50%	406	148	-258	-64%	572	280	-292	-51%	9,055	2,302	-6,753	-75%
	East Las Vegas	5	145	140	2800%	192	1,333	1,141	594%	185	729	544	294%	2,211	6,649	4,438	201%
	Meadows	0	0	0	NA	0	0	0	NA	0	0	0	NA	0	0	0	NA
	Rainbow	61	49	-12	-20%	594	248	-346	-58%	766	503	-263	-34%	15,376	3,906	-11,470	-75%
	Sahara West	103	39	-64	-62%	1,076	264	-812	-75%	3,206	993	-2,213	-69%	33,651	6,595	-27,056	-80%
	Spring Valley	44	41	-3	-7%	476	295	-181	-38%	546	573	27	5%	7,013	3,771	-3,242	-46%
	Summerlin	71	46	-25	-35%	584	237	-347	-59%	7,870	3,355	-4,515	-57%	41,405	7,191	-34,214	-83%
	Sunrise	43	9	-34	-79%	305	115	-190	-62%	1,601	141	-1,460	-91%	13,564	1,540	-12,024	-89%
	West Charleston	53	26	-27	-51%	480	208	-272	-57%	1,240	695	-545	-44%	11,599	2,828	-8,771	-76%
	West Las Vegas	46	12	-34	-74%	572	202	-370	-65%	4,103	215	-3,888	-95%	23,001	4,054	-18,947	-82%
	Whitney	70	30	-40	-57%	492	240	-252	-51%	2,205	161	-2,044	-93%	14,130	1,734	-12,396	-88%
	Windmill	57	39	-18	-32%	584	456	-128	-22%	3,735	1,160	-2,575	-69%	27,254	1,003	-26,251	-96%
	Urban Totals	797	636	-161	-20%	7,747	5,139	-2,608	-34%	33,945	10,472	-23,473	-69%	265,736	54,619	-211,117	-79%
Outlying Branches	Blue Diamond	3	0	-3	-100%	28	0	-28	-100%	47	0	-47	-100%	404	0	-404	-100%
	Bunkerville	2	0	-2	-100%	2	0	-2	-100%	19	0	-19	-100%	19	0	-19	-100%
	Goodsprings	0	1	1	NA	71	26	-45	-63%	0	23	23	NA	229	86	-143	-62%
	Indian Springs	2	6	4	200%	8	13	5	63%	8	134	126	1575%	35	356	321	917%
	Laughlin	15	30	15	100%	211	192	-19	-9%	160	317	157	98%	5,748	5,823	75	1%
	Mesquite	42	58	16	38%	405	448	43	11%	315	372	57	18%	4,671	3,372	-1,299	-28%
	Moapa Town	0	3	3	NA	4	8	4	100%	0	10	10	NA	15	58	43	287%
	Moapa Valley	22	0	-22	-100%	197	0	-197	-100%	90	0	-90	-100%	963	0	-963	-100%
	Mt. Charleston	4	0	-4	-100%	30	5	-25	-83%	81	0	-81	-100%	498	22	-476	-96%
	Sandy Valley	2	2	0	0%	22	2	-20	-91%	33	10	-23	-70%	159	10	-149	-94%
	Searchlight	1	1	0	0%	20	10	-10	-50%	15	6	-9	-60%	91	60	-31	-34%
	Outlying Totals	93	101	8	9%	998	704	-294	-29%	768	872	104	14%	12,832	9,787	-3,045	-24%
Outreach	Outreach Branch	33	5	-28	-85%	154	16	-138	-90%	866	106	-760	-88%	4,638	301	-4,337	-94%
	Outreach Department	34	10	-24	-71%	370	133	-237	-64%	260	214	-46	-18%	4,254	4,185	-69	-2%
	Outreach PVS	1	0	-1	-100%	33	0	-33	-100%	1,370	0	-1,370	-100%	3,763	0	-3,763	-100%
	Outreach YS-Admin.	0	0	0	NA	0	0	0	NA	0	0	0	NA	0	0	0	NA
	Outreach-Literacy	1	1	0	0%	0	1	1	NA	0	400	400	NA	0	400	400	NA
	Gallery Services	1	0	-1	-100%	0	0	0	NA	0	0	0	NA	0	0	0	NA
	Misc. Totals	70	16	-54	-77%	557	150	-407	-73%	2,496	720	-1,776	-71%	12,655	4,886	-7,769	-61%
	Grand Totals	960	753	-207	-22%	9,302	5,993	-3,309	-36%	37,209	12,064	-25,145	-68%	291,223	69,292	-221,931	-76%



## 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:** June 25, 2021  
**SUBJECT:** Development and Planning Department Report, July 2021

#### **Development and Planning Department Activities in June 2021**

##### Development Activities:

- Grants Received
  - Nevada State Library, Archives and Public Records (to Library District): \$112,000 award for 4 device-lending vending machines (2 for iPads and 2 for androids) and 84 devices (72 iPads and 12 androids).
- Grants Submitted
  - MGM Resorts, Inc. (to Library Foundation): \$100,000 proposal for Teachers in Libraries tutor program in 8 branch locations.
  - American-Made Heroes Foundation (to Library Foundation): \$6,000 for short-term veteran housing support and for long-term partnership between the Library District and Share Village to bring library career exploration, employment, and business development resources to local veterans.
  - Institute of Museum and Library Services American Rescue Plan Grant (to Library District): \$50,000 proposal for No Barrier Student Access to Library Collections grant that will provide eContent (eBooks and eAudiobooks) for the partnership between the Library District and Clark County School District that will integrate the foundational CCSD student digital platform, Destiny, and the Library District digital platform, Axis 360.
- Other development activities included:
  - The Library District received \$62,500 as subgrantee of the Bezos Family Foundation grant to the Children's Cabinet to support additional outreach team hours to train and present programs related to Mind in the Making early childhood development curriculum and to develop virtual programs and trainings on the same content.

Development and Planning Office Report

July 1, 2021

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- The Library Foundation submitted the final grant report to Nevada Energy Foundation (award of \$5,000) which supported to STEAM programs at East Las Vegas, West Las Vegas, and Enterprise.



- Department staff attended numerous webinars and conversations with vendors related to the U.S. Treasury's new Emergency Connectivity Grant program, as well as informational programs on post-pandemic philanthropic strategies, as well as programs on national, state, and local economic, educational, and social conditions.

Strategic Planning Activities:

Department staff developed the following powerpoint decks for the June 25, 2021 Board of Trustees retreat:

- Playbook 2026
- Now to Next: Building Blocks of Strategic Plan
- Development and Planning Playbook 2026

Volunteer Program Activities:

- Because of the need to temporarily suspend the Volunteer Program between March 2020 and May 2021, the total volunteer hours for the year were 6,373 (164 volunteers), as compared to 31,795\* hours (620 volunteers) in FY 19-20. The program is quickly rebounding, with May and June 2021 total volunteer hours at 3,798 (159 volunteers), representing 59% of the year's total hours. Library District branches quickly brought on volunteers to launch the Summer Challenge activities. \*Last month's report erroneously reported FY 19-20 volunteer hours as 38,269 which was the total volunteer hours for FY18-19.
- The Library Foundation mourns the loss of two long-time dedicated Sahara West Bookstore volunteers, Ms. Irma Macaluso and Ms. Norann Gavin, known for their smiles and energetic customer service.

Development and Planning Office Report

July 1, 2021

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Legislative Update:

- AB 258 was signed by the Governor and goes into effect on July 1, 2021. The bill expands the Library District Board of Trustee powers to set educational qualifications of Executive Directors and to hire an additional employee, an Internal Auditor, which reports to the Board.

Library Foundation Activities:

- The Library Foundation met to approve the Foundation's Annual Budget; elect a new President, former Board of Trustees' member Elaine Sanchez; and begin the work of establishing the priorities for the next three year's Foundation strategic work plan.
- Amazon Bookstore Sales conducted in the Sahara West Library Warehouse surpassed last year's sales revenue levels. FY 20-21 sales totaled \$71,138 and FY 19-20 sales totaled \$67,883.
- The Foundation donated 15 boxes to the Department of Child and Family Services at Summit View Youth Center whose population is males between the ages of 14 and 21.
- The Foundation will hold its annual Teacher's Sale at both the Clark County and Sahara West Book Stores between July 1, 2021 and August 31, 2021. Teachers will be able to purchase books for their classrooms for 25 cents each (flier attached.)
- The tutoring program partnership with student tutors from the UNLV School of Education completed the school year with 4,663 hours of live homework help at 12 urban branches. Tutors are paid through the American Reads America Counts work study program, at \$10/hour for a total in-kind value of \$46,630 (or \$116,575 at the market rate of \$25/hour).



LAS VEGAS - CLARK COUNTY  
LIBRARY DISTRICT FOUNDATION

# All Children's Books are 25¢ for Teachers Now through Aug. 31, 2021



## SAHARA WEST LIBRARY BOOKSTORE

9600 W. Sahara Ave.

**OPEN:** Mon. – Sun., 11 a.m. – 3 p.m.

## Clark County Library Bookstore

1401 E. Flamingo Rd.

**OPEN:** Mon. – Thu., 10 a.m. – 6 p.m.;  
Fri. – Sat., 11 a.m. – 4 p.m.; Sun., 1 p.m. – 4 p.m.

Cash, Credit and Debit Cards will be accepted. The Las Vegas-Clark County Library District Foundation, Inc. is a 501(c)(3) Nevada nonprofit corporation. Proceeds from all Las Vegas-Clark County Library District Foundation used book sales directly benefit programming in the Las Vegas-Clark County Library District. For more information, please visit [lvccldfoundation.org](http://lvccldfoundation.org).





## ITEM VI.A.2.d.

### MEMORANDUM

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**TO:** Kelvin Watson, Executive Director

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

**DATE:** June 24, 2021

**SUBJECT:** Information Technology Report, July 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 June.

#### **Branding and Marketing Support**

AS Manager **Sufa Anderson** worked with Branding and Marketing to complete the design and procurement of the new *Las Vegas Lights Football Club* library card and coordinated the distribution of the cards to the branches. Additionally, Head of CBS **Rebecca Colbert** identified materials in our collection that could help promote the card. The new library card will complement the Summer Challenge Program and give fans and potential new customers a reason to visit the library.

I worked with Graphic Designer **Juanita Aiello** and Legal Counsel Gerald Welt to satisfy an open record request from FOIA Professional Services in Mobile, AL. The request was for records related to the District's application for E-Rate Category 1 Services (Contract Number: 210003639/ Description: WAN and Internet). The request was for a copy of the contract, copies of all submitted proposals, and the evaluator's scoring sheet. The requested documents were provided via e-mail.

#### **Community Engagement Support**

The IT department provided two printers with wireless capability for Programming and Venue Services to support a program sponsored with the Legal Aid Center of Southern Nevada. This Program (offered at the Clark County, West Las Vegas, and Whitney libraries) provided free legal assistance to tenants who have received an eviction notice.

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### Development and Planning Support

AS Manager **Sufa Anderson** and Electronic Resources Manager **Jocelyn Bates** worked with Development and Planning Director **Danielle Milam** and Development Officer **Sherry Walker** to complete the District's proposal for the LSTA 2020 Evolving Needs Statewide grant for \$112,500. The proposal was accepted and two iPad and two Samsung tablet vending stations with devices were purchased. The team is also working with Development and Planning on an LSTA Early Childhood and IMLS American Rescue Plan proposal.

### Financial Services Support

The IT Division worked with Financial Services to complete the Fiscal Year 2021 budget performance measures for the Adopted Budget document. The budget performance measures for this fiscal year covered the period from May 1, 2020, through April 30, 2021.

### General Services Support

Assistant IT Director **Ron Melnar** continues to work with General Services Director **John Vino** and their vendor, Schneider Electric, to migrate the end-of-life HVAC servers. We've decided to combine the multiple server projects into one project and restart the project after July 1.

### Human Resources (HR) Support

HRIS Manager **Glodia Thomas** continues to work on a few outstanding issues related to the *Workforce Ready* (UKG) HR/Payroll system migration. The integration with the District's Cadient Talent Acquisition solution has not worked correctly since the migration, resulting in extra work for staff. UKG has committed to having this issue resolved by mid-July.

Assistant IT Director **Ron Melnar** and Systems and Network Supervisor **Gunnar Kim** worked with HR to update the *Microcomputer Specialist* and *Microcomputer and Network Analyst* position descriptions. The IT department currently has vacancies in four of its 17 positions. Two vacant positions are currently open for recruitment and the remaining two positions will be advertised after the current vacancies are filled.

### Library Operations Support

The District's total circulation for May was 710,109, of which 38% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Physical library material circulation was 443,224 and e-media circulation was 266,885. A breakdown of the e-media circulation by format follows:

- E-Books - 134,622
- E-Audiobooks - 89,684
- Magazines - 7,115
- Music - 23,218
- Video - 12,246

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

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for approximately 6.8% of our OverDrive circulation while the Boulder City Library District's customers accounted for approximately 1.6%.

CBS staff added 4,310 titles with 10,146 new items to the District's collection, while 5,473 items were withdrawn from the library catalog in May. Senior Cataloger **Monica Song** added 617 unique titles for the Boulder City Library District and 623 titles with 1,157 items for the North Las Vegas Library District to the catalog in May. Ms. Song also added 2,325 new Hoopla music records in 36 different languages, including 17 albums in Afrikaans, 187 in Spanish, and 92 in Asian languages, and 4,099 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 5,865 e-books and e-audiobooks to the collection and Ms. Song and Cataloger **Kevin Bowman** also added 140 Government Document records to the catalog.

Acquisitions Librarian **Heather Brooks** continues to carefully monitor the District materials budget expenditures as the fiscal year ends. Ms. Brooks purchased 17 sewing machines to support programming needs in the branches and submitted a large order for STEM resources for the Summerlin and Clark County libraries.

Adult Collection Development Librarian **Teresa Handleman**, Collection Development Librarian **Debbie Tinsler**, and Digital Collection Development Librarian **Dan Wiig** visited the Moapa Town Library to identify collection needs and discuss ways to obtain materials for the branch. This was the first in-person visit to a branch since COVID restrictions were lifted! The team plans to continue branch visits in the coming weeks.

Head of CBS **Rebecca Colbert**, Senior Catalogers **Monica Song** and Cataloger **Kevin Bowman**, and Youth Services Collection Development Librarian **Jen Jost** hosted Brodart Sales Director Lori Gray and account representative Deena Reynolds for an in-depth discussion about resource records and potential changes to cataloging. The proposed changes include Brodart using their database of bibliographic records, instead of using OCLC records and moving from performing "live" cataloging to sending batched records for us to upload to Sierra. These changes will be carefully tested and implemented to ensure that cataloging standards are met under the new procedure. Ms. Song also continues to work with Ingram to set up the account for shelf-ready materials.

The Distribution Center's (DC) collection consists of 65,684 unique titles and 109,608 items, with 12,927 items circulating and 5,869 items filling customers' Holds requests in May.

In June, the outlying branches returned 1,065 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 May, the branches requested 1,660 items to supplement their collections and the DC

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redistributed an additional 976 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 June, 897 items were transferred, generating 2,652 circulations with an estimated monetary value of \$12,429. Ms. Lendis also oversees collection maintenance activities District-wide and with the start of Summer Challenge and branches opening to full capacity, there are no assigned activities for June. Instead, branches were instructed to catch up on past tasks that may have been missed.

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. To date, 108,552 missing items have been identified and removed from Sierra since the start of this project in June 2020. DC staff also continues to weed low-circulating items from the DC's collection to make room for incoming materials.

In May, the Interlibrary Loan (ILL) department received 405 requests from District customers to borrow materials from other libraries, and we were able to fill 85% of our customers' requests. Of the requests that were filled, 87% of the items were checked out by our customers. The District received 477 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 48 new ILL users in May.

ILL Associate **Stacie Schwartz** held one virtual *ILL Overview* training for District-wide staff and a single one-on-one *ILL Overview* training for staff at the Clark County Library in June.

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 413 e-mails via the District's "Ask" account in May. 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.

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 May, 8,507 *Fresh Picks* eNewsletters were sent to customers. *Mystery* was the most popular eNewsletters (with an open rate of 57%), followed by *Historical Fiction* (with an open rate of 56%), and *Thrillers and Suspense* (with an open rate of 55%). There were 150 new *Fresh Picks* subscriptions in May, with 984 unique subscribers accounting for 7,016 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

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right side of targeted Online Resource pages on our website or by visiting <https://lvccld.org/tutorials/>. The most popular tutorials in May were *Gale Courses* (with 73 unique views), *Hoopla* (with 21 unique views), and *Kanopy* (with 20 unique views).

iPad circulation for May was 268 and Hotspot circulation was 778. The Hotspot Lending Program limited checkouts to customers over 18 years old. However, in July 2020 when the Clark County School District decided on 100% remote learning, we enabled content filtering and modified our procedures to allow juveniles to check out the hotspots. We have received numerous complaints from customers that the hotspot filtering solution is filtering legitimate websites. We are currently investigating the issue to determine the best course of action for resolving the issue.

ER staff hosted one virtual *Morningstar Investment Research Center* and two *BiblioBoard* training sessions for District-wide staff in June.

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 June edition (the 26th volume) of our *Primary Source* staff eNewsletter. This eNewsletter provides staff with current updates and contact information for each department.

AS Manager **Sufa Anderson** conducted the quarterly Circulation Department Heads and Computer Center Department Heads meetings virtually. The Circulation team discussed a wide array of issues, including the full reopening of the branches, reinstatement of late fees on July 1, and proposed revisions to the District's Circulation Policy. The group also shared solutions to common problems and identified issues that required further investigation. The Computer Center team discussed the ongoing hotspot filtering issue and the upcoming Community Shares and iPad and Samsung lending machine programs. Assistant IT Director **Ron Melnar** attended the meeting and provided updates on several IT projects, including duplex printing, an ongoing computer freezing problem, and the department's trouble ticket system.

Adult Collection Development Librarian **Teresa Handleman** attended the Adult Services Task Force meeting to discuss changes to our materials vendors and the Book Club kits. The Book Club kits have been very successful and several branches have asked for assistance with particular titles. Ms. Handleman worked with East Las Vegas Library Acting Branch Manager **Tom Olson** to order bilingual copies of Sandra Cisneros' *The House on Mango Street* for one of the branch's book clubs and ordered particular management titles for the Enterprise Library's book club.

## IT Projects

The IT department continues to 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 and later implemented at several branches with duplexing-capable printers. Eleven replacement color printers were purchased and will be installed at the branches that do not currently have this capability.



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The IT Department has used our current trouble ticket system since 2012 and began the deployment of a replacement solution in 2019. However, after many months of work, delays caused by the pandemic, staff turnover, and vendor support issues, we've decided to abandon the solution. Most of the capabilities that we wanted in the new solution are now available in the upgraded version of our existing system. We will continue to communicate our needs to the vendor and plan to upgrade after all of the desired functionality becomes available.

Assistant IT Director **Ron Melnar** coordinated with the branches to return the computing equipment to their pre-pandemic configuration. The IT department also held the kick-off meetings for the Backup System Upgrade and Core Switch Replacement projects this month. Both projects are expected to be completed by the end of the month. Also, two additional time clocks were installed at the Clark County Library, on the second and third floors, as requested by Branch Manager **Robbin Gaebler**. The additional clocks will make it unnecessary for staff to traverse the entire building to clock-in and out before and after leaving their designated work locations. Finally, three new routers were purchased for the Indian Springs, Mt. Charleston, and Sandy Valley libraries as we prepare to migrate data services to Cox Communications.

### 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 and prepared Fines Purge data of fines that are over five years old and considered uncollectable for Chief Financial Officer **Floresto Cabias**. She continues to work with the Sierra Cleanup Committee to perform database cleanup activities on the Sierra LSP. Ms. Anderson resumed the monthly Statement of Charges notices to remind customers of charges that are owed to the District and enabled system settings to resume charging late fees after July 1.

Several members of the IT division met with you and representatives from Baker & Taylor to discuss several of their solutions. The decision was subsequently made to proceed with the vendor's Axis 360 digital platform as a part of the Community Shares implementation project with the Clark County School District. The team also met with the vendor to discuss the technical aspects of the project and Senior Cataloger **Monica Song** and Cataloger **Kevin Bowman** completed the MARC setup profile for Axis 360. The team will meet regularly with our Baker & Taylor team to discuss the progress of the implementation.

AS Manager **Sufa Anderson** worked with Library Operations Director **Leo Segura** and other stakeholders to complete the revisions to the District's Circulation Policy and Head of CBS **Rebecca Colbert** worked with you and the various stakeholders to complete the revisions to the District's Collection Development Policy. Both policies will be presented to the Board of Trustees in July for approval.

Adult Collection Development Librarian **Teresa Handleman** attended the online *LibraryLife Link and Learn* conference from Ingram. The conference was an educational experience for librarians by librarians and included conference sessions and librarian-led panels as well as hands-on workshops and innovative case studies

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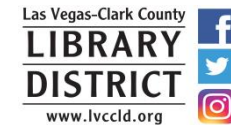
highlighting best practices in collection development. Ms. Handleman also attended the *Edelweiss Bookfest* Virtual Conference, which showcased upcoming summer and fall 2021 titles in fiction and nonfiction, author discussion panels, and publisher news and announcements.

DC Librarian **Raychel Lendis** attended the ALA Annual Virtual Conference. The conference included exhibits, speakers, and resources.

The IT department concluded work on Trustee Nathaniel Waugh's request to have the District's Board of Trustees meeting broadcast on Clark County's Channel 4. Clark County Director of Public Communications Erik Pappa informed us that the quality of our recording was too poor for broadcasting and that we'd need to provide the recording in high-definition. Community Engagement Director **Matt McNally** and Programming & Venues Manager **Ryan Neely** and his team tested and researched options for providing the recordings in high-definition. None of the options were cost-effective and the decision was made to host the recordings on the District's website, similar to what CCSD does. The Branding and Marketing department is currently working on this solution.

I followed up on your direction to investigate the TV White Space technology. Television stations often operate on the same or adjacent channels. However, to avoid interference between each other, television stations are often operated in geographically separate areas. Additionally, there are rural areas of the country where the population density is low, so not all television channels are utilized. This unused spectrum between TV stations is called "white space." The FCC sometimes allows unlicensed radio transmitters to operate in the white spaces. Using this white space could allow the District to extend the range of our Wi-Fi network into the outlying communities. I contacted a manufacturer of TV white-space equipment, Carlson Wireless, and presented a "special use" request for the District. Carlson Wireless was not able to accommodate our request and referred us to another vendor, Radwin. I've contacted Radwin and submitted our request for "special use" consideration. I'll provide updates as we proceed with this investigation.

**FY 2020-2021 ELECTRONIC RESOURCES STATISTICS**  
**May 2021**



<b>Customer Support</b>	<b>May-20</b>	<b>May-21</b>	<b>% Change</b>	<b>FY19-20</b>	<b>FY20-21</b>	<b>% Change</b>
Number of Phone Calls to Electronic Resources	0	125		1211	1,736	43.35%
Length of Calls in Hours, Minutes, and Seconds	0:00:00	16:33:08		130:40:24	217:28:03	66.42%
Number of emails to ask@lvccld.org	1,447	413	-71.46%	6,885	9,814	42.54%
Number of Classes	0	0		5	0	
Number of Attendees	0	0		14	0	

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

<b>Online Resource Category</b>	<b>Top Resource</b>	<b>Sessions</b>	<b>Retrievals</b>
Business and Careers	Reference Solutions	361	7,814
Health and Wellness	Academic Search Main	47	123
Homework Help	IXL	103	37,376
Limitless Learning	LinkedIn Learning	188	6,025
A-Z Resources (All Others)	Newsbank - LVRJ	2,312	37,500

<b>Downloadables and Streaming Circulation</b>	<b>May-20</b>	<b>May-21</b>	<b>% Change</b>	<b>FY19-20</b>	<b>FY20-21</b>	<b>% Change</b>
eBooks	146,688	134,622	-8.23%	1,315,108	1,473,694	12.06%
Audiobooks	79,474	89,684	12.85%	930,460	926,207	-0.46%
Magazines	12,377	7,115	-42.51%	117,571	117,290	-0.24%
Movies and TV	19,538	12,246	-37.32%	151,295	145,632	-3.74%
Music	28,986	23,218	-19.90%	311,621	285,061	-8.52%
<b>Total</b>	<b>287,063</b>	<b>266,885</b>	<b>-7.03%</b>	<b>2,826,055</b>	<b>2,947,884</b>	<b>4.31%</b>

<b>Online Resources Usage by Category</b>	<b>May-20</b>		<b>May-21</b>		<b>% Change</b>		<b>FY19-20</b>		<b>FY20-21</b>		<b>% Change</b>	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	1,662	39,411	587	13,493	-64.68%	-65.76%	10,403	304,356	8,500	200,675	-18.29%	-34.07%
Health and Wellness	1,033	162	276	495	-73.28%	205.56%	4,503	7,150	5,518	15,171	22.54%	112.18%
Homework Help	458	41,317	1,143	46,939	149.56%	13.61%	7,288	391,766	8,817	668,082	20.98%	70.53%
Online Learning	3,991	9,588	1,324	6,923	-66.83%	-27.80%	34,773	88,634	30,736	71,986	-11.61%	-18.78%
A-Z Resources (All Others)	21,291	49,408	15,871	74,040	-25.46%	49.85%	143,303	416,286	210,728	815,563	47.05%	95.91%

**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.

July 2021

### MEMORANDUM

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**TO:** Kelvin Watson, Executive Director

**FROM:** Floresto Cabias, Chief Financial Officer

**DATE:** June 24, 2021

**SUBJECT:** Financial Services Report, July 2021

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

#### Administration

- Updated the District's cash flow analysis
- Published the Annual Financial Report of the General Fund per Nevada Administrative Code (NAC) requirement
- Submitted the Lobbying Expense Report per Nevada Revised Statutes (NRS) requirement
- Prepared the Uncollectible Fines agenda item
- **Floresto Cabias** attended the Center for Business and Economic Research (CBER) Economic Outlook webinar
- **Floresto Cabias** and **Lynn Lucuara** worked with District staff regarding purchasing training and procedures
- **Lynn Lucuara** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Lucuara** created and updated staff user accounts for online ordering of supplies from Staples, Office Plus, and Brodart (contract vendors); worked with District staff and vendors to update information and resolve issues
- **Lynn Lucuara** prepared and followed up on Agreements for Services for Literacy instructors and for performances scheduled for District-wide events
- **Lynn Lucuara** prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

#### Accounting

- Coded and verified all transactions (\$2.3M for the month of June)
- **Anita Lai** and **Mayumi Kramer** attended UKG Ready (HRIS) meetings and training sessions
- Completed fixed assets inventories for all urban branches
- In FY 2022, staff will visit branches to review compliance with internal control procedures related to cash handling
- Performed all payroll related duties
- Performed all accounts payable duties

Financial Services Report

June 24, 2021

Page 2 of 2

- 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, Chief Financial Officer

Date: June 24, 2021

Subject: June 2021 Budget Status Report

Enclosed are the budget status reports for June 2021. General fund revenues indicate that 99% of budgeted revenue has been collected.

### **Property Tax Revenues**

As compared to June 2020, the District collected 9% 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. Thus, the most recent CTX received by the District on May 28, 2021, represents CTX from the month of March 2021. As of June 24, 2021, the District has not received the April 2021 CTX. However, staff expects the April 2021 CTX to be higher than the amount originally projected in the budget because all non-essential businesses were closed in April 2020 due to the COVID-19 pandemic and consumer spending has improved as the economy began to reopen.

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 86% 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 have offset the VESP cost throughout the year. For FY 2021, savings of \$2.5M 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 06/01/2021 Through 06/24/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	50,012,779.28	49,300,000.00	(712,779.28)	-1.45%
Intergovernmental Revenue	17,440,520.25	17,800,000.00	359,479.75	2.02%
Charges for Services	41,582.38	570,000.00	528,417.62	92.70%
Fines & Forfeits	400,828.71	450,000.00	49,171.29	10.93%
Miscellaneous	582,293.90	780,000.00	197,706.10	25.35%
<b>Total Revenues</b>	<b>68,478,004.52</b>	<b>68,900,000.00</b>	<b>421,995.48</b>	<b>0.61%</b>
<b>Expenditures</b>				
Salaries	28,945,909.56	31,770,975.00	2,825,065.44	8.89%
Benefits	10,898,835.03	12,499,827.00	1,600,991.97	12.81%
Supplies & Services	11,437,977.94	15,304,682.00	3,866,704.06	25.26%
Capital Outlay	8,963,187.88	10,509,384.00	1,546,196.12	14.71%
<b>Total Expenditures</b>	<b>60,245,910.41</b>	<b>70,084,868.00</b>	<b>9,838,957.59</b>	<b>14.04%</b>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>8,232,094.11</b>	<b>(1,184,868.00)</b>	<b>(9,416,962.11)</b>	<b>-13.43%</b>

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

**General Fund - 100****From 06/01/2021 Through 06/24/2021**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	643,449.17	648,204.00	4,754.83	0.73%
120	Administration - Library Operations	1,279,145.89	2,068,271.00	789,125.11	38.15%
200	Financial Services	1,532,801.63	1,935,379.00	402,577.37	20.80%
215	Community Outreach	455,922.40	501,089.00	45,166.60	9.01%
216	Youth Services	281,492.64	362,030.00	80,537.36	22.25%
220	Development and Planning	341,744.55	559,337.00	217,592.45	38.90%
240	General Services/Facilities	9,549,537.16	10,600,300.00	1,050,762.84	9.91%
250	Human Resources	1,772,810.51	2,688,944.00	916,133.49	34.07%
251	HR-Work Insurance	1,080,084.65	1,501,744.00	421,659.35	28.08%
260	Information Technology	3,543,013.18	3,895,391.00	352,377.82	9.05%
270	Literacy Department	284,854.61	378,862.00	94,007.39	24.81%
280	Branding and Marketing	1,576,823.64	1,706,062.00	129,238.36	7.58%
290	Access Services Department	949,964.63	1,100,024.00	150,059.37	13.64%
310	Collection and Bibliographic Services	10,808,304.15	12,657,023.00	1,848,718.85	14.61%
320	Gallery Services	156,733.31	174,592.00	17,858.69	10.23%
330	Facilities	2,417,462.72	2,820,225.00	402,762.28	14.28%
340	Community Engagement	321,407.58	405,669.00	84,261.42	20.77%
400	Library Operations	23,250,357.99	26,081,722.00	2,831,364.01	10.86%
Total		60,245,910.41	70,084,868.00	9,838,957.59	14.04%

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

**General Fund - 100**  
**Library Operations - Dept 400**  
**From 06/01/2021 Through 06/24/2021**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	90,871.65	97,266.00	6,394.35	6.57%
110	Bunkerville	49,245.75	58,431.00	9,185.25	15.72%
120	Clark County Library	2,190,311.79	2,671,070.00	480,758.21	18.00%
130	Enterprise Library	1,205,850.18	1,362,949.00	157,098.82	11.53%
140	Goodsprings	74,573.30	77,267.00	2,693.70	3.49%
160	Indian Springs	96,334.33	103,992.00	7,657.67	7.36%
180	Laughlin	696,046.59	697,636.00	1,589.41	0.23%
190	Mesquite	908,572.81	1,063,703.00	155,130.19	14.58%
200	Moapa Town	49,410.13	77,435.00	28,024.87	36.19%
210	Moapa Valley	267,593.41	309,770.00	42,176.59	13.62%
220	Mount Charleston	62,684.66	69,259.00	6,574.34	9.49%
230	Rainbow Library	2,050,604.55	1,882,486.00	(168,118.55)	-8.93%
240	Sahara West Library	2,182,984.16	2,395,281.00	212,296.84	8.86%
250	Sandy Valley	64,628.23	89,137.00	24,508.77	27.50%
260	Searchlight	55,643.41	59,658.00	4,014.59	6.73%
270	Spring Valley Library	1,467,219.26	1,648,450.00	181,230.74	10.99%
280	Summerlin Library	1,320,702.50	1,444,143.00	123,440.50	8.55%
290	Sunrise Library	1,190,019.22	1,534,648.00	344,628.78	22.46%
300	West Charleston Library	1,507,504.71	1,669,459.00	161,954.29	9.70%
310	West Las Vegas Library	1,293,927.34	1,565,622.00	271,694.66	17.35%
320	Whitney Library	1,242,145.19	1,492,399.00	250,253.81	16.77%
360	Meadows Library	103,476.55	160,089.00	56,612.45	35.36%
370	Centennial Hills	1,676,341.30	1,911,837.00	235,495.70	12.32%
380	Windmill Library	1,513,667.73	1,747,034.00	233,366.27	13.36%
390	East Las Vegas Library	1,851,476.57	1,847,091.00	(4,385.57)	-0.24%
605	City Misdemeanant	38,522.67	45,610.00	7,087.33	15.54%
Total		23,250,357.99	26,081,722.00	2,831,364.01	10.86%

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 06/01/2021 Through 06/24/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	23,242,145.42	24,129,739.00	887,593.58	3.68%
51200 Salaries - Part Time	4,785,792.05	6,199,467.00	1,413,674.95	22.80%
51300 Overtime Pay	18,570.71	55,000.00	36,429.29	66.24%
51400 Call Back Pay	7,310.98	8,595.00	1,284.02	14.94%
51500 Standby Pay	56,805.13	50,366.00	(6,439.13)	-12.78%
51600 Longevity Pay	295,618.86	377,808.00	82,189.14	21.75%
51700 Separation Pay	400,990.84	450,000.00	49,009.16	10.89%
51800 Leave Buyout	138,675.57	500,000.00	361,324.43	72.26%
55100 Employees Retirement	6,526,053.80	7,312,478.00	786,424.20	10.75%
55200 Group Insurance	3,626,339.87	4,072,148.00	445,808.13	10.95%
55300 Workers' Comp. Payments	80,301.57	271,544.00	191,242.43	70.43%
55400 Medicare Coverage Expense	665,997.91	768,657.00	102,659.09	13.36%
55500 Unemployment Insurance	141.88	75,000.00	74,858.12	99.81%
61100 Office Supplies	306,003.12	507,630.00	201,626.88	39.72%
61110 Operating Supplies	374,244.82	597,065.00	222,820.18	37.32%
61120 Software & User Licenses	591,488.45	521,994.00	(69,494.45)	-13.31%
61130 Software Maintenance	832,947.44	841,400.00	8,452.56	1.00%
61200 Book Materials & Supplies	76,370.86	120,409.00	44,038.14	36.57%
61205 Interlibrary Loan	359.12	4,500.00	4,140.88	92.02%
61210 Small Equipment	184,599.24	478,000.00	293,400.76	61.38%
61400 Equipment Repair & Maint.	571,652.66	690,280.00	118,627.34	17.19%
61410 Contracted Services	4,713,679.17	5,441,007.00	727,327.83	13.37%
61420 Building Repair & Maint.	182,509.33	218,200.00	35,690.67	16.36%
61500 Rental Expenses	39,838.46	47,316.00	7,477.54	15.80%
61600 Telephone	599,146.01	600,000.00	853.99	0.14%
61700 Utilities	1,398,821.23	1,935,071.00	536,249.77	27.71%
61800 Insurance & Bonds	320,065.67	355,000.00	34,934.33	9.84%
61900 Professional Services	320,654.88	932,700.00	612,045.12	65.62%
61910 Legal Services	149,224.60	394,500.00	245,275.40	62.17%
62200 Collection Agencies	87,837.75	310,000.00	222,162.25	71.67%
62300 Board Compensation	6,200.00	6,200.00	-	0.00%
62500 Postage	55,067.46	75,100.00	20,032.54	26.67%
62510 Advertising	85,683.99	88,700.00	3,016.01	3.40%
62600 Community Events	1,506.28	23,750.00	22,243.72	93.66%
62620 Recruitment	661.78	625.00	(36.78)	-5.88%
62700 Education & Training	142,019.64	310,735.00	168,715.36	54.30%
62800 Travel & Transportation	33,062.02	285,250.00	252,187.98	88.41%
62900 Printing & Reproduction	87,516.85	99,250.00	11,733.15	11.82%
63000 Dues & Subscriptions	38,570.00	43,200.00	4,630.00	10.72%
65000 Miscellaneous Expenses	14,499.41	41,800.00	27,300.59	65.31%
65100 Bank Charges	8,747.70	20,000.00	11,252.30	56.26%
67000 Rental Expenses to QALICBs	215,000.00	315,000.00	100,000.00	31.75%
81700 Library Books	8,963,187.88	10,509,384.00	1,546,196.12	14.71%
<b>Total</b>	<b>60,245,910.41</b>	<b>70,084,868.00</b>	<b>9,838,957.59</b>	<b>14.04%</b>

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

**Grant Fund - 220**

From 06/01/2021 Through 06/24/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Intergovernmental Revenue	783,092.06	1,800,000.00	1,016,907.94	56.49%
Miscellaneous	62,500.00	-	(62,500.00)	
<b>Total Revenues</b>	<b>845,592.06</b>	<b>1,800,000.00</b>	<b>954,407.94</b>	<b>53.02%</b>
<b>Expenditures</b>				
Salaries	277,001.60	480,000.00	202,998.40	42.29%
Benefits	128,526.52	210,000.00	81,473.48	38.80%
Supplies & Services	378,761.71	500,000.00	121,238.29	24.25%
Capital Outlay	239,748.25	610,000.00	370,251.75	60.70%
<b>Total Expenditures</b>	<b>1,024,038.08</b>	<b>1,800,000.00</b>	<b>775,961.92</b>	<b>43.11%</b>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>(178,446.02)</b>	<b>-</b>	<b>178,446.02</b>	<b>9.91%</b>



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 06/01/2021 Through 06/24/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	273,757.85	478,747.50	204,989.65	42.82%
51200 Salaries - Part Time	2,037.32	-	(2,037.32)	
51600 Longevity Pay	1,206.43	1,252.50	46.07	3.68%
55100 Employees Retirement	81,027.19	161,071.66	80,044.47	49.69%
55200 Group Insurance	43,492.17	44,547.88	1,055.71	2.37%
55400 Medicare Coverage Expense	4,007.16	4,380.46	373.30	8.52%
61100 Office Supplies	8,842.21	-	(8,842.21)	
61110 Operating Supplies	399.90	5,277.14	4,877.24	92.42%
61120 Software & User Licenses	47,954.10	53,200.00	5,245.90	9.86%
61210 Small Equipment	7,645.30	-	(7,645.30)	
61410 Contracted Services	241,488.00	412,700.00	171,212.00	41.49%
61600 Telephone	42,385.04	-	(42,385.04)	
62700 Education & Training	24,720.58	12,000.00	(12,720.58)	-106.00%
62800 Travel & Transportation	5,326.58	5,800.00	473.42	8.16%
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>1,024,038.08</b>	<b>1,800,000.00</b>	<b>775,961.92</b>	<b>43.11%</b>

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

**Gift Fund - 230**

From 06/01/2021 Through 06/24/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	218,305.55	815,000.00	596,694.45	73.21%
<b>Total Revenues</b>	218,305.55	815,000.00	596,694.45	73.21%
<b>Expenditures</b>				
Salaries	20,000.00	-	(20,000.00)	
Supplies & Services	172,328.23	715,000.00	542,671.77	75.90%
Capital Outlay	-	100,000.00	100,000.00	100.00%
<b>Total Expenditures</b>	192,328.23	815,000.00	622,671.77	76.40%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	25,977.32	-	(25,977.32)	-3.19%

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 06/01/2021 Through 06/24/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	20,000.00	-	(20,000.00)	
61100 Office Supplies	804.14	20,000.00	19,195.86	95.98%
61110 Operating Supplies	19,885.11	15,000.00	(4,885.11)	-32.57%
61120 Software & User Licenses	380.84	-	(380.84)	
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	35,780.97	100,000.00	64,219.03	64.22%
62510 Advertising	4,250.00	-	(4,250.00)	
62700 Education & Training	75.00			
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>192,328.23</b>	<b>815,000.00</b>	<b>622,671.77</b>	<b>76.40%</b>

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

**Capital Projects Fund - 510**  
**From 06/01/2021 Through 06/24/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	15,610.61	50,000.00	34,389.39	68.78%
<b>Total Revenues</b>	15,610.61	50,000.00	34,389.39	68.78%
<b>Expenditures</b>				
Supplies & Services	859,377.60	2,574,700.00	1,715,322.40	66.62%
Capital Outlay	189,424.75	1,484,000.00	1,294,575.25	87.24%
<b>Total Expenditures</b>	1,048,802.35	4,058,700.00	3,009,897.65	74.16%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(1,033,191.74)	(4,008,700.00)	(2,975,508.26)	-5.38%

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 06/01/2021 Through 06/24/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	12,157.53	7,500.00	(4,657.53)	-62.10%
61120 Software & User Licenses	89,013.82	203,000.00	113,986.18	56.15%
61210 Small Equipment	194,508.40	1,176,700.00	982,191.60	83.47%
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.	442,388.38	759,500.00	317,111.62	41.75%
61900 Professional Services	15,187.90	-	(15,187.90)	
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>1,048,802.35</b>	<b>4,058,700.00</b>	<b>3,009,897.65</b>	<b>74.16%</b>

Las Vegas-Clark County Library District

Project 2050 - Furniture Replacement  
From 06/01/2021 through 06/24/2021

510  
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	1,946.77	50,000.00	48,053.23	96%
Total Expenditures		1,946.77	50,000.00	48,053.23	96%



Las Vegas-Clark County Library District

Project 2200 - Financial Services Projects  
From 06/01/2021 through 06/24/2021

510  
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<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 06/01/2021 through 06/24/2021**

**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>					
61110	Operating Supplies	746.05	-	(746.05)	0%
61120	Software & User Licenses	89,013.82	203,000.00	113,986.18	56%
61210	Small Equipment	107,253.61	452,000.00	344,746.39	76%
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>339,961.55</b>	<b>1,747,000.00</b>	<b>1,407,038.45</b>	<b>81%</b>

## Las Vegas-Clark County Library District

**Project 5010 - Bldg Repair & Maintenance**  
**From 06/01/2021 through 06/24/2021**

**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	15,610.61	50,000.00	34,389.39	69%
<b>Total Revenues</b>	<b>15,610.61</b>	<b>50,000.00</b>	<b>34,389.39</b>	<b>69%</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.	442,388.38	759,500.00	317,111.62	42%
61900 Professional Services	14,040.40	-	(14,040.40)	0%
81500 Capital Improvements	-	650,000.00	650,000.00	100%
<b>Total Expenditures</b>	<b>541,841.09</b>	<b>1,427,000.00</b>	<b>885,158.91</b>	<b>62%</b>

Las Vegas-Clark County Library District

Project 5020 - PVS Projects  
From 06/01/2021 through 06/24/2021

510  
Capital Projects Fund

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

Las Vegas-Clark County Library District

Project 9010 - Vehicle Purchase and Replacement  
From 06/01/2021 through 06/24/2021

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 06/01/2021 Through 06/24/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	2,518.24	-	(2,518.24)	
Miscellaneous	42.88	10,000.00	9,957.12	99.57%
<b>Total Revenues</b>	<b>2,561.12</b>	<b>10,000.00</b>	<b>7,438.88</b>	<b>74.39%</b>
<b>Expenditures</b>				
Supplies & Services	4,740.81	10,000.00	5,259.19	52.59%
<b>Total Expenditures</b>	<b>4,740.81</b>	<b>10,000.00</b>	<b>5,259.19</b>	<b>52.59%</b>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>(2,179.69)</b>	<b>-</b>	<b>2,179.69</b>	<b>21.80%</b>

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 06/01/2021 Through 06/24/2021**

		<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 05/28/2021 Through 06/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12499	5/31/2021	10129	Fun Express LLC	Jumbo adhesive - SW	937.46
12500	5/31/2021	10179	Safe and Secure Alarms and Video	WC: Alarm Monitoring Burg	54.00
12502	5/31/2021	10686	NLS Grounds Management, LLC	Grounds / Landscaping: Extra Services	551.90
12505	5/31/2021	10834	Brittany Mangelson	Court Reporter - April 16, 2021	813.28
12508	5/31/2021	1157	AZ Partsmaster	3 Sloan Faucets	1,316.43
12510	5/31/2021	11597	Emlyn Zolner	ELV ADV VIRT 436 4/21-5/4	216.00
12511	5/31/2021	11609	Alexandria Marshall	CC AM INT 413 4/12-5/20	108.00
12514	5/31/2021	1620	Full Compass Systems Ltd	Shure SM57LC, Shure SM58LC	2,378.42
12515	5/31/2021	1627	Cengage Learning, Inc.	Library Books & Materials for FY2020-2021	643.30
12516	5/31/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	13,857.71
12517	5/31/2021	1897	Lakeshore Learning Materials	shapes and colors 9x12 carpet -SW	1,396.00
12518	5/31/2021	1950	Liberty Lock and Security	Various: Misc service 61420	120.00
12519	5/31/2021	2471	Silver State Glass & Mirror	GS: Replace broken window pane	195.00
12520	5/31/2021	2733	Phoenix Fire Protection, LLC	2021 Annual Fire Extinguisher Service	5,620.00
12521	5/31/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	81,475.81
12523	5/31/2021	2803	Boulevard Trophy	New Trustees signs/nametags	89.00
12524	5/31/2021	2853	Dick Blick	Peach Tempera Paint - CC	5.62
12525	5/31/2021	3020	Discount School Supply	"Jumbo 2" Pom-Poms - 50 Pieces" - SU	130.24
12527	5/31/2021	3770	Cox Communications of Las Vegas	Service 05/17/21-06/16/21	13,675.27
12528	5/31/2021	4179	Safelite Fulfillment, Inc	#59: Replace cracked windshield	706.36
12530	5/31/2021	4604	Brodart Library Supplies & Furnishings	Econ acry shlf adapter - SU	2,845.31
12531	5/31/2021	4721	Sweetwater	Solid State Logic 8-CH SuperAnal - EV	2,799.00
12532	5/31/2021	5001	UniFirst Corporation	Uniform Rental	101.81
12533	5/31/2021	5897	Gibson Construction of Nevada, Inc.	Annual Roll-Up Door Inspections	324.00
12534	5/31/2021	7687	United Lock and Security, Inc.	Various: Misc repair service 61420	104.00
12535	5/31/2021	8122	Staples Advantage Dept LA	Ladderkart ladder/hand cart - WV	8,337.51
12537	5/31/2021	8557	Guaranteed Pest Solutions LLC	CC: Bed Bug Treatment	506.25
12539	5/31/2021	9082	Central Station Monitoring	MQ: Alarm Monitoring	134.85
12540	5/31/2021	9133	Ted Wiens Tire & Auto Centers	#48: Vehicle Maintenance	2,489.95
12541	5/31/2021	9191	Canon Solutions America, Inc.	Staples - Exec	190.00
12542	5/31/2021	9383	Office Plus	Crtgd,ls,r prt - SU	2,586.21
12544	5/31/2021	9483	Tecre Co., Inc.	1" Round Button Complete Set - SW	55.72
12548	6/7/2021	10017	CDA Media Relations	June Ad Black Image magazine	2,000.00
12549	6/7/2021	10129	Fun Express LLC	Magic Color Scratch Robot - SU	199.40
12550	6/7/2021	10144	CFRA	STOCK REPORTS FOR RB: 7/29/21-1/28/22	1,477.50
12551	6/7/2021	10212	Virgin Valley Water District	Service 04/20/21-05/20/21	1,023.68
12552	6/7/2021	1064	Allied Refrigeration Inc.	Stock #470079 SU HVAC	301.46
12553	6/7/2021	10686	NLS Grounds Management, LLC	EV: Undeveloped Land	20,184.38
12554	6/7/2021	10804	The Lindi Corporation	MLQ: Service Call - Backflow Leak	89.00
12555	6/7/2021	10809	Sandra Kay Ramaker	April/May Board Meetings	120.00
12556	6/7/2021	10864	Brian M. Wilson	May Board meetings	40.00
12558	6/7/2021	10927	CenturyLink	Service May 2021	2,064.72
12561	6/7/2021	11042	Valeria Cristina Aguaiza Guerrero	CC AM CONV 428 4/16-5/28/21	573.75
12562	6/7/2021	11055	Bryant K. Rogers	April/May Board Meetings	120.00
12564	6/7/2021	1157	AZ Partsmaster	WO-4530 #5322213 CH (4) Faucet Batteries	1,755.24
12566	6/7/2021	11626	Jay Atwood	Piano Tuning Services - CC	135.00
12567	6/7/2021	11647	Morgan, Lewis and Bockius, LLP	Services Apr 2021	1,330.00
12568	6/7/2021	1580	Ferguson Enterprises, LLC	WO-4537 #8901851 CC Plumbing	243.57
12569	6/7/2021	1742	Ideal Supply Company Inc.	WO-4176 #518341 EV HVAC	11.73
12570	6/7/2021	1757	Ingram Library Services	Dup credit memo - 52624546 payment	198.36
12571	6/7/2021	1837	Johnstone Supply	Tool #388-54914980.001 Refrigerant Recovery	669.99
12572	6/7/2021	1950	Liberty Lock and Security	WO-5008 #23511 WM Keys	29.50
12573	6/7/2021	2152	Nedco Supply	Various	407.21
12574	6/7/2021	2234	Overton Power District #5	Service 04/22/21-05/22/21 MV	141.10
12575	6/7/2021	2350	Rebel Oil Company	SC: Diesel Fuel	17,188.86
12576	6/7/2021	2362	Refrigeration Supplies Distributor	WO-4945 #43394529.00 CC HVAC	135.84
12577	6/7/2021	2567	Teamsters Local Union #14	Union Dues - June 2021	8,350.00
12578	6/7/2021	2698	Virgin Valley Disposal	Rental Fee/Totter Svc May 2021	117.88
12579	6/7/2021	2702	Grainger, Inc.	Various	297.50
12580	6/7/2021	2853	Dick Blick	"Blick Mesh Zipper Bag - SV	235.55
12581	6/7/2021	2891	AFLAC	Premium May 2021	815.32
12582	6/7/2021	3020	Discount School Supply	Sleeveless smock, set of 6. - RB	385.89
12583	6/7/2021	3324	Rio Virgin Telephone Co.	Service Jun 2021	346.36
12584	6/7/2021	4224	DataPLUS Communications	MLQ: Service Call	397.50
12585	6/7/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	88.76
12586	6/7/2021	4676	Color Reflections	SC21 signage	2,528.50
12587	6/7/2021	5001	UniFirst Corporation	Uniform Rental	198.72
12589	6/7/2021	5968	Balloons With A Twist LLC	Windmill anniv balloon arch	410.13
12590	6/7/2021	6646	Aqua Serv Engineers, Inc.	HVAC Water Treatment	4,666.22
12591	6/7/2021	6777	Mailmax Mailing Solutions, LLC	SC: Mail Room Supplies	343.53
12593	6/7/2021	7371	EnvisionWare, Inc.	SUPPLIES	7,099.60
12594	6/7/2021	7655	Gill's Printing and Color Graphics	SC21 printing Adam London	2,431.13
12595	6/7/2021	8010	Allied Universal Security Services	PVS Event Guards 05/14/21-05/27/21	94,291.43
12596	6/7/2021	8122	Staples Advantage Dept LA	Colored pencils, tape, rubberband - SM	5,218.64
12597	6/7/2021	8945	Robin Wadley Munier	April Board Meetings	40.00
12598	6/7/2021	9101	O'Reilly Auto Parts	Consumable #3990-204811 #49 Grip Glove	22.99
12599	6/7/2021	9133	Ted Wiens Tire & Auto Centers	WO-4227 #1724000 #31 LOF & Rotated Tires	36.90
12601	6/7/2021	9234	Data Processing Air Corporation	WM: Compressor Refrigerant Leak	2,291.81
12602	6/7/2021	9279	Marilyn Francis Drake	April Board Meetings	80.00
12603	6/7/2021	9332	Felipe A. Ortiz	April/May Trustee meetings	120.00
12604	6/7/2021	9383	Office Plus	Crtgd,clr laserjet, bk - WH	3,536.60
12606	6/7/2021	9907	PLIC-SBD Grand Island (Principal)	Premium June 2021	22,526.11
12608	6/14/2021	10017	CDA Media Relations	Black Image Web ad June	500.00
12610	6/14/2021	10228	Sterling Volunteers	4 Volunteer background checks	68.00
12612	6/14/2021	10536	Ivan Aguirre	DJ Services - EV and EN	750.00
12616	6/14/2021	11006	Michael Shon Thrower	Sub CC AM CONV 428 6/4/21	114.75
12618	6/14/2021	11609	Alexandria Marshall	CC PM BEG 415 4/14-6/2	803.25
12620	6/14/2021	1457	Demco, Inc.	StickTogether*Sticker Puzzle Posters - RB	390.10

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

## Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100  
From 05/28/2021 Through 06/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12621	6/14/2021	1854	Kamer Zucker Abbott	Legal Services - May 2021	440.00
12622	6/14/2021	2215	OCLC Inc.	Library Books & Materials for FY2020-2021	277.75
12623	6/14/2021	2234	Overton Power District #5	Service 05/01/21-06/01/21 MV	2,211.38
12624	6/14/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	47,393.21
12625	6/14/2021	2853	Dick Blick	Flourescent Violet Pint- SE	195.38
12626	6/14/2021	2860	Las Vegas Review Journal	Summer Challenge 2021 Ads	7,450.00
12627	6/14/2021	2914	Iron Mountain	Service May 2021	443.07
12628	6/14/2021	3020	Discount School Supply	Glow Powder Kit & Blacklight - YS	325.76
12629	6/14/2021	3300	ProQuest LLC	Genealogy Bundle 6/1/21-5/31/22	58,414.10
12630	6/14/2021	3307	Unique Management Services, Inc.	Placements - May 2021	5,784.75
12631	6/14/2021	3500	Garda CL West, Inc	Armored Transportation - Jun 2021	3,015.91
12632	6/14/2021	4517	Fingerprint Pros, Inc.	9 Pre-employment finger prints	531.00
12633	6/14/2021	4522	Quest Diagnostics	pre employment drug testing	94.32
12634	6/14/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	2,179.85
12635	6/14/2021	4676	Color Reflections	SC21_ Signage order #3	859.50
12636	6/14/2021	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Jun 2021	7,068.49
12637	6/14/2021	5769	The Penworthy Company	Board Book prizes	8,040.03
12638	6/14/2021	7188	Innovative Interfaces, Inc.	Library Books & Materials for FY2020-2021	705.75
12639	6/14/2021	8122	Staples Advantage Dept LA	Lead refill - LA	6,120.72
12640	6/14/2021	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - May 2021	15,584.12
12641	6/14/2021	8565	WT Cox Information Services	Library Books & Materials for FY2020-2021	311.20
12644	6/14/2021	9104	AV Vegas	2day rent Fender Deluxe Reverb '65 Reissue Amp	1,005.40
12645	6/14/2021	9383	Office Plus	Crtddg,clr laserjet - CC	1,641.80
12646	6/14/2021	9454	Apple Inc.	Summer Challenge 2021 - Prizes	2,653.00
12647	6/14/2021	9483	Tecre Co., Inc.	1 1/2 shoelace back - CC	657.73
12649	6/14/2021	9869	Unique Integrated Communications	Call Center Operations	9,962.30
12650	6/21/2021	10011	ACT, Inc.	WorkKeys Applied Math	360.00
12651	6/21/2021	10017	CDA Media Relations	June 2021 purchasing ad	350.00
12652	6/21/2021	10129	Fun Express LLC	Glue Stick Pack - MV	131.57
12653	6/21/2021	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape Maintenance	800.00
12654	6/21/2021	10442	LV.Net	Service 07/01/21-08/01/21	1,026.00
12655	6/21/2021	10543	Kathleen San Nicolas	ELV AM VIRT Pronunciation workshop	108.00
12656	6/21/2021	10576	Guitar Center Stores, Inc.	Pro Tools Updates and Support, End: 5/22	398.00
12657	6/21/2021	10604	Johnson Controls Security Solutions LLC	Various Alarm response/repair 61420	102.85
12658	6/21/2021	10654	Educational Testing Service (ETS)	Testing Fee - May 2021	154.75
12659	6/21/2021	10686	NLS Grounds Management, LLC	Grounds / Landscaping: Extra Services	71.87
12660	6/21/2021	11030	Robco Electric Inc	SM: (PVS) Audio Installation	4,646.24
12661	6/21/2021	11137	Vital Records Control	Records Destruction May 2021	116.27
12662	6/21/2021	11626	Jay Atwood	Piano Tuning Services - CC	185.00
12663	6/21/2021	1180	Baron Pest Solutions, Inc.	LA: Pest Control	37.00
12664	6/21/2021	1201	Best Janitorial Services of Nevada	Various: Janitorial - FY 2021	136,316.00
12665	6/21/2021	1240	Brady Industries of Nevada, LLC	Various	1,961.49
12666	6/21/2021	1535	El Mundo	June Purchasing ad	80.00
12668	6/21/2021	1566	Fairway Chevrolet	Veh-#60 Service	1,449.70
12669	6/21/2021	1580	Ferguson Enterprises, LLC	RB,SV,SM,WC: Spare Sprinkler Heads	552.62
12670	6/21/2021	1640	Gerald M. Welt, Chartered	Legal Services - May 2021	4,763.23
12671	6/21/2021	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	33,485.30
12672	6/21/2021	1837	Johnstone Supply	Various	994.76
12674	6/21/2021	1950	Liberty Lock and Security	Various: Misc service 61420	145.00
12675	6/21/2021	1994	Lowry Solutions, Inc.	99 rolls of barcodes	3,874.06
12677	6/21/2021	2098	Moapa Valley Water District	Service 05/05/21-06/04/21	405.35
12678	6/21/2021	2152	Nedco Supply	Various	1,097.11
12679	6/21/2021	2215	OCLC Inc.	EZproxy Analytics	7,814.33
12680	6/21/2021	2234	Overton Power District #5	Service 05/08/21-06/08/21 MV	418.61
12681	6/21/2021	2307	Progressive Elevator	CC: Restore 3-Stop to normal service	337.00
12682	6/21/2021	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	123.32
12683	6/21/2021	2702	Grainger, Inc.	Various	891.70
12684	6/21/2021	2798	Brodart Co.	Library Books & Materials for FY2020-2021	44,645.90
12685	6/21/2021	2809	LVVWD	Service Apr 21 & May 21	17,824.40
12686	6/21/2021	2819	CenturyLink Communications, LLC	Service June 2021	14,018.74
12687	6/21/2021	2853	Dick Blick	Blick Super Value Canvas pack - SM	753.20
12688	6/21/2021	2887	West Payment Ctr	Library Materials for MISD during FY21	774.61
12689	6/21/2021	3023	Filtration Group IAQ	MB: HVAC Air Filters - MERV 13	592.32
12690	6/21/2021	3309	Batteries Plus	SC #P38796378 Faucet Batteries	38.85
12691	6/21/2021	3355	Teamsters Security Fund S. Nevada	Premium June 2021	319,805.02
12692	6/21/2021	3500	Garda CL West, Inc	Excess Svc May 2021	17.50
12693	6/21/2021	4604	Brodart Library Supplies & Furnishings	Tyrannosaurus rex puppet - RB	114.57
12694	6/21/2021	4676	Color Reflections	LVL in-branch marketing	2,326.75
12695	6/21/2021	5001	UniFirst Corporation	Uniform Rental	207.62
12696	6/21/2021	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	144,245.24
12697	6/21/2021	6091	BayScan Technologies, LLC	Bayscan Wireless Barcode Duplicator	1,940.00
12698	6/21/2021	6704	Schneider Electric	DDC Controls	5,783.20
12699	6/21/2021	7671	Rentokil	Urban: Pest Control	1,413.00
12700	6/21/2021	7943	Communication Electronic Systems Inc	CH & WM: Burglar / Fire Alarm Monitoring	130.00
12701	6/21/2021	8010	Allied Universal Security Services	On-Site Security 05/28/21-06/10/21 - CH	85,720.48
12702	6/21/2021	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	646.25
12703	6/21/2021	8575	Intermountain Lock and Security Supply	WO-5055 #2877592 RB (6) Ext Door Ha	90.00
12704	6/21/2021	8718	Library Ideas, LLC	Library Books & Materials for FY2020-2021	7,976.10
12705	6/21/2021	9082	Central Station Monitoring	MQ: Alarm Monitoring	134.85
12706	6/21/2021	9101	O'Reilly Auto Parts	Stock #3990-207670 #51 Blind Spot Mirror	21.98
12707	6/21/2021	9104	AV Vegas	2 day rent 22" kick drum yamaha, DW 5000	334.00
12708	6/21/2021	9133	Ted Wiens Tire & Auto Centers	WO-4124 #1723808 #46 LOF &, Tires Rotation	48.80
12709	6/21/2021	9191	Canon Solutions America, Inc.	Monthly Maint 04/14/21-05/13/21 - SM	3,657.45
12710	6/21/2021	9287	Otis Elevator Company	WM: Ann1 Elevator CAT 5 Safety Test	6,919.61
12711	6/21/2021	9383	Office Plus	Crtddg,lsr 414xc - EN	2,035.28
12713	6/21/2021	9890	High Sierra Elevator Inspections	SW: Annual CAT 1 Elevator Testing	1,230.00
89501	6/3/2021	10162	CenturyLink	Service May 2021	533.75

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

## Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100  
From 05/28/2021 Through 06/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
89502	6/3/2021	10253	Elizabeth Ann Foyt	April/May Board Meetings	120.00
89503	6/3/2021	11635	Tri-State Rentals, Inc.	LA: Boom Lift Rental	586.30
89504	6/3/2021	11652	Nathaniel Paul Vaughn	April/May Board Mtgs	120.00
89506	6/3/2021	11681	Jennifer L. Jiron	May Board Meeting	40.00
89507	6/3/2021	11812	With Socrates	SOCRATES 2.0	5,000.00
89508	6/3/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,411.44
89511	6/3/2021	1991	Lowe's Improvement	Apr - May 2021 Various	663.09
89512	6/3/2021	2097	Moapa Valley Telephone Co. Inc.	Service 05/26/21-06/25/21	1,371.54
89513	6/3/2021	2117	Multi-Cultural Books & Videos, Inc.	Library Books & Materials for FY2020-2021	2,619.48
89514	6/3/2021	2175	NV Energy	Service 04/20/21-05/19/21 CH	7,187.13
89515	6/3/2021	2494	Southwest Gas Corp.	Service 04/23/21-05/24/21 SM	56.18
89516	6/3/2021	2648	United Parcel Service	Increase Deposit - Shipper #864045	1,000.00
89517	6/3/2021	2838	Verizon Wireless	Service 04/21/21-05/20/21	2,424.78
89518	6/3/2021	4117	Television Monitoring Services, Inc.	May 24th Clips KVVU CH 5	100.00
89519	6/3/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
89520	6/3/2021	5246	Kelly D. Benavidez	April/May Board Mtgs	120.00
89521	6/3/2021	6817	Reliance Connects	Service Jun 2021	641.85
89523	6/3/2021	7740	Gaudin Ford	Various	209.13
89524	6/3/2021	8731	UNUM Life Insurance Co. of America	Premium June 2021	355.40
89525	6/3/2021	9597	Traf-Sys, Inc.	OmniCounter Universal 418 MHZ	1,123.00
89526	6/3/2021	9711	Jose L. Melendrez	May Board Meeting	40.00
89527	6/3/2021	9895	National Benefit Services, LLC	Debit Card Fee	566.50
89528	6/3/2021	9937	AFLAC Premium Holding	Premium May 2021	2,390.96
89529	6/3/2021	9945	Texas Life Insurance Company	Premium May 2021	230.05
89530	6/3/2021	9966	The Sherwin-Williams Co.	WO-4639 #0870-2 SC Painting	52.07
89531	6/10/2021	10231	Janet A. Mikealson-Lenox	2.5 hours of balloon art-2 artists	2,700.00
89532	6/10/2021	10998	Sprint	Service 04/27/21-05/26/21	17,450.21
89533	6/10/2021	11656	BKI Corp.	Yogapalooza concert - June 2021	6,250.00
89535	6/10/2021	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Services 07/01/21-09/30/21 SM	2,018.68
89536	6/10/2021	2159	AT&T SBC	Service 05/25/21-06/24/21	546.03
89537	6/10/2021	2175	NV Energy	Service 04/26/21-05/25/21 EV	56,793.03
89538	6/10/2021	2224	Omnigraphics, Inc.	Understanding & Navigating Discriminati	431.52
89539	6/10/2021	2494	Southwest Gas Corp.	Service 04/23/21-05/24/21 RB	601.26
89541	6/10/2021	2837	Republic Services 620	Recycling Service 06/01-06/30 CC	4,464.83
89543	6/10/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	8,021.82
89544	6/10/2021	4588	The Banff Centre	March 20 screening of BMCFFWT	1,000.00
89545	6/10/2021	5244	A&B Printing & Mailing	SC21+LV Lights card postcard & postage	27,128.50
89546	6/10/2021	8192	AT&T	Service Jun 2021	46.36
89547	6/10/2021	9714	Trinity Conservatory of Performing Arts CDC	Two perf @ WV June 2021 Trinity	1,000.00
89548	6/17/2021	10422	Weber County Library ILL	Interlibrary Loan - Damaged ILL #206529392	21.95
89550	6/17/2021	10921	Sundae and Mr. Goessl	Concerts June 2021 @ WC/MQ?CC	3,600.00
89551	6/17/2021	10922	Eric Penrod	Venue Photos	430.00
89553	6/17/2021	11688	Cecilia Bojorquez	Refund of overpayment	10.00
89554	6/17/2021	11694	YourMembership.com, Inc.	Recruitment posting RM	249.00
89555	6/17/2021	11813	Capitol Door Service	MV: Install ADA Door Operator	3,200.00
89556	6/17/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,330.70
89557	6/17/2021	1577	FedEx	Express Services June 2021	35.01
89558	6/17/2021	2002	Japanese American Citizens League	Taiko drum concert - May 30th	600.00
89559	6/17/2021	2175	NV Energy	Service 5/3/21-6/2/21 WM	9,775.84
89560	6/17/2021	2494	Southwest Gas Corp.	Service 05/07/21-06/04/21 LA	832.02
89561	6/17/2021	2861	Jay D. Whipple	MV: Pest Control	40.00
89562	6/17/2021	3106	Grey House Publishing, Inc.	Weiss Ratings guide print Fall 2021-Spring 2022	948.15
89565	6/17/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	14,933.17
89568	6/17/2021	3383	Home Depot Credit Services	Apr - May 2021 Various	7,055.34
89569	6/17/2021	3755	Las Vegas Brass Band	Concert - June 2021	600.00
89570	6/17/2021	4117	Television Monitoring Services, Inc.	6-3 clip	50.00
89571	6/17/2021	4540	Office Team	Week ending 6/4/21 - Cynthia Amaro	1,178.94
89572	6/17/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
89573	6/17/2021	5037	University of Utah	ILL 202470686 - lost in mail	110.00
89574	6/17/2021	6782	McFadden-Dale Industrial Hardware	CH: Caster wheels for table	20.50
89575	6/17/2021	7465	Bell Trans	Ground transport for T. Quartet	831.38
89576	6/17/2021	9185	AccuCut	Diecut Tray Adapter for LA	29.00
89577	6/17/2021	9601	Steve Spangler Science	Big Bucket of Science - YS	239.72
89578	6/17/2021	9895	National Benefit Services, LLC	Admin Fees - May 2021	395.50
89579	6/17/2021	9945	Texas Life Insurance Company	Premium June 2021	230.05
89580	6/17/2021	9966	The Sherwin-Williams Co.	WO-5251 #1807-3 RB Painting	41.24
89581	6/23/2021	11698	Kelly Whitten	Payroll Check 06/18/21 E. Matview	15,582.15
89582	6/24/2021	10036	Vegas City Opera	Voices fo Women Series June 2021	200.00
89583	6/24/2021	10230	Adam London	Magic Shows - May & June	2,050.00
89584	6/24/2021	10930	Business Enterprises of Nevada	MLQ: Cafe Management	1,644.00
89585	6/24/2021	11618	Contegix	Migration and Training on New Jira	11,750.00
89586	6/24/2021	11637	Streetlight Cadence	June 2021 Concerts - WM, WH, and WC	6,500.00
89587	6/24/2021	11656	BKI Corp.	Yogapalooza Concert- Final pmt	6,250.00
89588	6/24/2021	11658	Shaw Entertainment Group	Six 45-min Doktor Kaboom shows	15,000.00
89589	6/24/2021	11660	Kuniko Yamamoto	Five 45 minute Japanese storytelling	9,500.00
89590	6/24/2021	11687	Robert Beers	Refund for ipad	400.00
89591	6/24/2021	11689	Learning Resources Inc. and Educational Insights	Primary Science® Color Mixing Lenses	416.82
89592	6/24/2021	11694	YourMembership.com, Inc.	ALA job posting- Regional Manager	249.00
89593	6/24/2021	11700	Cynthia Amaro	Mileage RMB 6/10/21	9.52
89594	6/24/2021	11858	Touchboards	Ergotron Laptop Cart - EV/SV/SM	10,189.83
89595	6/24/2021	1562	Facilitiq Architectural Interiors	Replacement Vinyl	81.01
89596	6/24/2021	1577	FedEx	Express Services June 2021	42.74
89597	6/24/2021	2159	AT&T SBC	Service 06/11/21-07/10/21	568.00
89598	6/24/2021	2494	Southwest Gas Corp.	Service 04/28/21-05/28/21 WM	641.63
89604	6/24/2021	3149	Midwest Tape	Library Books & Materials for FY2020-2021	344,965.84
89605	6/24/2021	4117	Television Monitoring Services, Inc.	KSNV Ch 3 6-5 clip	200.00
89606	6/24/2021	4540	Office Team	Temp services-C. Amaro - 6/11/21	1,522.92

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

### Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100  
From 05/28/2021 Through 06/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
Total 100 - General Fund					2,036,699.10

Regular Board of Trustees Meeting - Item VI - Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Grant Fund - 220  
From 05/28/2021 Through 06/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12501	5/31/2021	10543	Kathleen San Nicolas	Sub HiSET 435 5.22	2,052.00
12503	5/31/2021	10729	Linda C. Pelfrey	Sub 406 5/17-5/20	324.00
12504	5/31/2021	10829	Ewa Honik	CC S&L 431 VIRT 4/12-5/20	1,944.00
12506	5/31/2021	10880	Michelle Holstein	ELV S&L 430 4/12-5/20	2,025.00
12507	5/31/2021	11123	Tenera Curtina Sanders	ELV PM ADV VIRT 403 4/13-5/24	1,944.00
12509	5/31/2021	11591	Daniel Mitsuo Okinaka	CC AM BEG 412 4/14-5/25	1,944.00
12510	5/31/2021	11597	Emlyn Zolner	ELV ADV VIRT 436 4/21-5/4	1,093.50
12511	5/31/2021	11609	Alexandria Marshall	CC AM INT 413 4/12-5/20	1,944.00
12512	5/31/2021	1297	CASAS	CASAS Summer Institute 2021	700.00
12526	5/31/2021	3677	Maria Cecilia P. Ordinario	WM AM INT 419 4/15-5/26	1,944.00
12535	5/31/2021	8122	Staples Advantage Dept LA	Ladderkart ladder/hand cart - WV	77.52
12536	5/31/2021	8397	Cengage Learning, Inc.	SO Books May 2021	26,125.50
12538	5/31/2021	8798	Alberto Angulo Hurtado	SUB ELV VIRT ADV 436 5.17-18	162.00
12543	5/31/2021	9454	Apple Inc.	Apple MacBook Pro	1,597.00
12545	5/31/2021	9511	Manny David Ford	ELV AM INT 400 4/12-5/20	1,944.00
12546	5/31/2021	9566	Diana Marshall	ELV AM BEG 404 4/14-5/24	1,944.00
12557	6/7/2021	10880	Michelle Holstein	sub ELV VIRT PM ADV 436 5/24-6/1/21	486.00
12559	6/7/2021	10970	Laura L. Nguyen	ELVCC AM BEG 407 4/15-5/26	1,944.00
12560	6/7/2021	11006	Michael Shon Thrower	RB AM BEG 408 4/19-5/27	1,944.00
12565	6/7/2021	11598	Joseph F. Cortese	WC AM BEG 420 4/20-5/28	1,944.00
12592	6/7/2021	7289	Allison Socha	SW AM INT 410 4/19/21 - 5/27/21	3,888.00
12596	6/7/2021	8122	Staples Advantage Dept LA	Colored pencils, tape, rubberband - SM	5,009.51
12600	6/7/2021	9143	Henry Marshall	ELV PM INT 402 4/12-5/27	1,890.00
12607	6/7/2021	9935	Burlington English Inc.	2021-2022 BE seats	24,000.00
12609	6/14/2021	10114	Vickie Thompson	ABE Virt Acad Adv CC 433 4/22-6/2	1,944.00
12613	6/14/2021	10543	Kathleen San Nicolas	CC PM INT VIRT 422 4/22-6/3	1,944.00
12614	6/14/2021	10640	Susan Joan Hatch	SW PM 411 4/19-6/7	1,890.00
12615	6/14/2021	10729	Linda C. Pelfrey	Seb ELV INT VIRT 406 5/24-6/3	567.00
12616	6/14/2021	11006	Michael Shon Thrower	Sub CC AM CONV 428 6/4/21	1,890.00
12617	6/14/2021	11133	Jesse Cabell Jr.	ELV VIRT BEG PM 434 4/20-6/1	1,863.00
12618	6/14/2021	11609	Alexandria Marshall	CC PM BEG 415 4/14-6/2	1,890.00
12619	6/14/2021	11654	Benjamin Jones	ELV PM BEG 405 4/14-6/2	1,890.00
12642	6/14/2021	8797	Natalia Hiscock	SV PM 424 4/15-6/3	1,890.00
12643	6/14/2021	8798	Alberto Angulo Hurtado	CC AM ADV 423 4/21-6/2	1,944.00
12648	6/14/2021	9566	Diana Marshall	CC AM L INT 416 4/14-6/2	1,890.00
12650	6/21/2021	10011	ACT, Inc.	WorkKeys Applied Math	3,000.00
89505	6/3/2021	11666	Mark Hensley	CC PM INT 417 4/12-5/27	1,890.00
89522	6/3/2021	7553	Jonathan Lynn Tharp	SV AM BEG 421 4/15-5/26	1,944.00
89532	6/10/2021	10998	Sprint	Service 04/27/21-05/26/21	4,558.08
89534	6/10/2021	11657	Maria A. Preston	RB PM BEG 409 4/19-6/7	1,890.00
89549	6/17/2021	10578	Aztec Software LLC.	Series & KAPLAN HiSET Prep 2021-2022	9,990.00
Total 220 - Grant Fund					131,744.11

Regular Board of Trustees Meeting - Item VI - Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Gift Fund - 230  
From 05/28/2021 Through 06/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12529	5/31/2021	4517	Fingerprint Pros, Inc.	volunteer fingerprinting	208.00
12535	5/31/2021	8122	Staples Advantage Dept LA	Ladderkart ladder/hand cart - WV	468.96
12605	6/7/2021	9456	Royal Printing Co. Inc.	Foundation brochure printing	2,671.22
12611	6/14/2021	10523	Blake Hament	BBTTC instruction	800.00
89552	6/17/2021	11012	Bradford Smith Jr.	BBTTC instruction	3,200.00
Total 230 - Gift Fund					7,348.18

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

## Las Vegas - Clark County Library District Check/Voucher Register

Capital Projects Fund - 510  
From 05/28/2021 Through 06/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
12513	5/31/2021	1455	Dell Marketing L.P.	For Monitor Replacements	51,124.76
12522	5/31/2021	2799	CDW Government Inc,	For Replacement SM AS Public Color Printer	1,640.69
12547	5/31/2021	9758	ConvergeOne, Inc.	CC Camera Project: IT switches for ne	10,846.23
12563	6/7/2021	11101	Academy Glass Company Inc.	WV: YS - new storefront windows and door	6,990.00
12676	6/21/2021	2015	Machabee Office Environments	WH-Strive Chairs	212.00
12712	6/21/2021	9649	Freeman's Carpet Service, Inc.	WV: New carpet in Teen Zone/MPR	8,297.13
Total 510 - Capital Projects Fund					79,110.81
Total - All Funds					2,254,902.20





## MEMORANDUM

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To: Kelvin Watson, Executive Director

From: Floresto Cabias, Chief Financial Officer

Date: June 30, 2021

Subject: District Response to the COVID-19 Pandemic

During the first quarter of 2020, the outbreak of the COVID-19 pandemic caused significant volatility in U.S. and international economies and led to a global health emergency. All non-essential business operations in Nevada ceased on March 17, 2020, and did not begin reopening until mid-May 2020. However, a significant portion of the District's revenues are from property and consolidated sales taxes (CTX). Property taxes in Nevada are assessed on a fiscal year basis beginning July 1 and were substantially collected for the year ended June 30, 2020, prior to the start of the pandemic. Thus, the impact on the District for the year ended June 30, 2020 was minimal.

However, the CTX is highly dependent on tourism and the closure of businesses caused by the pandemic had a significant negative impact on these revenues. To mitigate the pandemic impact, the District took immediate action to maintain financial sustainability.

### **High-Yield Action Steps Taken**

*A Voluntary Employee Separation Program (VESP) was implemented.* The District spent \$4.5M to buy out 47 employees who met established criteria and opted to leave the District voluntarily. This investment lowers personnel costs going forward as these vacated positions are filled at the lower end of their respective pay scales, or held open. The District is continuing to accumulate savings from these positions by delaying replacements and through organizational restructuring. The VESP cost was fully recovered by the end of FY 2021.

*Open positions were frozen and will only be filled on a case-by-case evaluation based on operational needs.* Vacant positions were frozen at the beginning of the pandemic and subsequent vacancies were frozen throughout FY 2021. When vacancies required filling due to operational needs, positions were filled internally without filling the position left by the promoted team member, which maintained service coverage and vacancies as a source of cost recovery. This practice expedited recovery of the VESP cost, and provided an additional \$2.5M in personnel cost savings compared to the FY 2021 budget. Going forward, the opportunity to delay replacement and reorganize

June 30, 2021 – District Response to the COVID-19 Pandemic  
Page – 2

positions provides flexibility for Playbook 2026 and significant expenditure control and savings. In FY 2022, personnel costs represents 64% of total General Fund Expenditures.

*Voluntary furloughs were given to employees concerned with returning to work during the pandemic.* Fifty-eight, mostly part-time staff, accepted voluntary furloughs between June 2020 and July 2020. Furloughs provided approximately \$80K in personnel cost savings. Despite the size of the savings, making this option available provided much needed support to staff and contributed to morale.

*All branch renovation projects were put on hold and other capital projects were reduced to the minimum necessary to maintain operations.* Transfers from the General Fund to the Capital Projects Fund were reduced from a budgeted \$6M to \$3M in FY 2020 to provide additional operating liquidity. In FY 2021, no transfers were budgeted to further build resources in the General Fund while the effects of the pandemic were analyzed. The District's practice of maintaining a multiple-year reserve in critical capital programs (IT Replacements & Upgrades, Building Maintenance & Repair) supported strategic priorities.

*The services and supplies budget was decreased by approximately \$1.2 million.* The Administrative Team reviewed discretionary spending for FY 2021 to produce cost reductions. For example, rebranding and other marketing campaigns were put on hold, which provided savings of \$150K in the General Fund and \$250K in the Capital Projects Fund. Evaluating the long-term impact on group gatherings provided another \$440K reduction to contracted services. Applying the same expenditure control approach for the FY 2022 budget, the General Fund services and supplies budget remained flat compared to the FY 2021 budget.

These responses to the pandemic allowed the District to contain expenditures and redirect focus on services to meet the demands generated by the challenging economic environment. The District was among the first libraries in Nevada and the nation to safely bring on curbside and critical community services such as access to computers and Wi-Fi. Additionally, the District found ways to connect with customers, including driving digital business and developing new virtual programs. By being proactive, the District built resources and processes to continue making progress towards strategic goals while maintaining a sustainable budget. This ongoing approach helped the District become a debt-free organization that could recover more quickly.

#### **Future Strategies Learned and Improvements Implemented**

*Budget transfers from the Capital Projects Fund to the General Fund.* During economic distress, the District can rely on reducing transfers from the General Fund to the Capital Projects to provide operating liquidity. As an additional precautionary measure, budgeting contingent Capital Projects Fund transfers to the General Fund will provide further liquidity, if needed, without requiring a budget augmentation.

*Maintain minimum cash balances in the Capital Projects Fund to minimize interest rate risk.* This is the risk that changes in market interest rates will adversely affect the fair value of an investment. To accommodate emergency transfers from the Capital Projects Fund to the General Fund, as described above, earmarking a cash reserve will minimize interest rate risk by avoiding the need to urgently liquidate investments before their scheduled maturities.

June 30, 2021 – District Response to the COVID-19 Pandemic

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*Collaboration with Teamsters Local Union No. 14.* During the pandemic, the District sought economic concessions of \$2.7M in reduced personnel costs to mitigate the adverse impact of projected revenue shortfalls. These concessions were agreed to by both parties after multiple meetings to discuss specific terms. Improved communications through preemptive discussions providing more financial and operational transparency will contribute to a more collaborative resolution to immediate needs. Working with the Union to incorporate a predetermined response to a crisis into the collective bargaining agreements will also minimize uncertainty that may adversely affect morale.

*Health and Safety Mitigation Taskforce (HSMT).* The pandemic escalated at a rapid pace and challenged the District with continuously evolving impacts (e.g., business closures, reduced availability of critical staff, safety concerns). The HSMT included representatives from Financial Services, General Services, Human Resources, Information Technology, and Library Operations. The team was formed even prior to facility closures and worked closely with the Administrative Team to prepare the District for facility closures, facility reopenings, and complying with federal and state requirements, among other areas. Despite substantial efforts, ensuring reliable communications with all District staff during facility closures proved challenging.

*Communications Technology Team (CTT).* The Administrative Team established the CTT to investigate and make recommendations for improving staff collaboration and communication to prepare for events similar to the pandemic in the future. The CTT is a cross-functional team like the HSMT. The team gathered feedback from staff about their experiences during required library closures and used the information to establish communication and reporting expectations for staff, identify essential tasks that must be completed when the District is forced to close, identify technologies that can be used to improve staff communication and collaboration, and make recommendations for technologies when working from home. As a result, equipment, technology, and guidelines have been deployed to ensure reliable communication during library closures.

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



## ITEM VI.A.3.b.

### MEMORANDUM

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**TO:** Kelvin Watson, Executive Director  
**FROM:** John E. Vino, Acting General Services Director  
**DATE:** June 25, 2021  
**SUBJECT:** General Services Report, July 2021

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

#### **FACILITIES MAINTENANCE DEPARTMENT**

##### **Improvement Projects**

Clark County Library – Upgrade to selected areas of existing landscaping underway.

West Las Vegas Library – Expansion of Computer Lab – Out to bid

##### **Maintenance Work Order Activity – May 2021:**

Corrective work requests received and converted to work orders - 369

Corrective work orders completed – 374

Preventive maintenance work orders generated – 272

Preventive maintenance work orders completed – 216

##### **Minor Projects and Major Repairs Completed:**

- Centennial Hills Library: Restripe parking lot - \$2,923
- Enterprise Library: Restripe parking lot - \$1,397
- Laughlin Library: Restripe parking lot - \$1,262
- Moapa Valley Library: New ADA door closer for main entrance - \$3,200
- Sahara West Library: Elevator - installation of new emergency phone - \$2,252
- Spring Valley Library: Repaint lobby - \$1,125
- Summerlin Library: Replace electrical plates on stage - \$550
- West Charleston Library: Restripe parking lot - \$2,146
- West Las Vegas Library: Repaint areas in MPR, Teen Zone and YS Library - \$2,295  
Restripe parking lot - \$1,449

General Services Report, May 2021  
Page 2

- Whitney Library: Restripe parking lot - \$650
- Windmill Library: Restripe parking lot - \$9,359.

### **COURIER DEPARTMENT**

**Library Materials Moved Between Branches – May 2021:**  
**(May 2020 – Partial month May 15<sup>th</sup> – May 31<sup>st</sup>)**

<b>Deliveries</b>	<b>May-21</b>	<b>May-20</b>	<b>April-21</b>
Urban Branches	221,100	94,800	229,260
Outlying Branches	25,540	12,900	30,180
Contract/Other Libraries	35,760	7,680	38,700
To Storage for Future Sale	30,640	12,160	40,320
<b>Total</b>	<b>312,040</b>	<b>127,540</b>	<b>338,460</b>

### **RISK MANAGEMENT**

**Insurance Policy Renewals:** The District's property and casualty insurance and public officials and employment practices liability insurance policies are scheduled to renew on July 15, 2021.

### **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.

#### **Safety Committee**

The Safety Committee conducted an in-person quarterly safety meeting and inspection of Spring Valley Library on Thursday, June 10th

#### **CPR/AED Training**

Nicole Baker, Safety Manager conducted CPR/AED classes in May, with 13 of the Apprentice PIC staff members completing their certifications. CPR/AED classes are scheduled throughout the summer and will be ongoing throughout the remainder of the year.

#### **Lockdown/Active Shooter Training**

Nicole Baker conducted a lockdown debriefing with the Whitney Library after their branch was put into an emergency lockdown by Metro on June 27, 2021. Lockdown/Active Shooter 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 at Mesquite, Laughlin, Spring Valley, Sunrise, West Charleston, West Las Vegas, and Windmill libraries to check with staff on how they are coping with the new COVID guidelines and to answer any safety questions/concerns they may have.

General Services Report, May 2021  
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**PURCHASING AND ADMINISTRATION DEPARTMENT**

**Public Bids**

Human Resources Department - Direct & Indirect Compensation Analysis project. - Finalizing contract.

Technical & Production Services Department - Projector Upgrades. – PO's issued – awaiting arrival of equipment.

**Agenda Item**

Discussion and possible Board action to approve a joinder with Clark County for the purchase of general office supplies from Staples.



## ITEM VI.A.3.c.

### MEMORANDUM

---

**TO:** Kelvin Watson, Executive Director

**FROM:** Jeff Serpico, Human Resources Director

**DATE:** June 29, 2021

**SUBJECT:** Human Resources (HR) Report, July 2021

- Section (1) of this report, *Key Initiatives*, covers activity from June 1 to June 30. Updates to HR strategic and operational activities are presented in this section.
- Section(s) (2) *Transactional Activity & Metrics*, (3) *Staff Diversity*, and (4) *Fiscal Year 2020-2021, HR Dashboard*, covers the activity from July 1 to May 31. The one-month lag for reporting of HR transactional data allows for a full month of data presentation and the ability to meet the report submission deadline. Administrative transactions (volumes) and key HR measures are presented in these sections.
- Section (5) *Diversity Dashboard (2021)*, is updated each quarter of the Calendar Year. Data will be utilized to assist in the revision of Diversity Action Plan to establish goals, objectives and measure outcomes.

#### **HR Report Contents:**

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

#### **1. Key Initiatives:**

- **Interviews and Selections Conducted:**
  - YPL Assistant - Sahara West
  - Performing Arts Coordinator (2) - Windmill/West Las Vegas
  - Page - Mesquite
  - Literacy Assistant (2) - Adult Learning Program
  - YPL Assistant - Sunrise



- Distribution Center Page - Centennial Hills
- HR Coordinator II - Windmill Service Center
- Circulation Department Head - Centennial Hills
- Circulation Assistant - Summerlin

- **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 - Complete
  - Contract Review - In-process

## 2. Transactional Activity & Metrics:

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

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

Yellow – restated

Dashboard	District Snapshot	Quarter 2 of FY 2020-2021		
Item	Metric	Oct-20	Nov-20	Dec-20
A	Total Employees (Headcount)	644	641	639
B	Full-Time Employees >= 60 HRS PP	306	307	308
C	Part-Time Employees <= 59 HRS PP	338	334	331
D	Full-Time Equivalent (FTEs)	NA	NA	NA
E	Average Years of Service (District)	9.3	9.3	9.4

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

Yellow - restated

Dashboard	District Snapshot	Quarter 4 of FY 2020-2021		
Item	Metric	Apr -21	May-21	Jun-21
A	Total Employees (Headcount)	628	626	NA
B	Full-Time Employees >= 60 HRS PP	307	306	NA
C	Part-Time Employees <= 59 HRS PP	321	320	NA
D	Full-Time Equivalent (FTEs)	NA	NA	NA
E	Average Years of Service (District)	9.7	9.7	NA

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

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

"O" Omitted for September.

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

Dashboard	Talent Acquisition & Management	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
F	Open Positions (FY20-21 Budget)	143	140	140
G	Positions Posted (Approved to Fill)	4	2	7
H	Applications Received	281	354	424
I	Interviews Conducted	4	7	8
J	New Hires	5	2	3
K	Promotions	1	5	7
L	Lateral Transfer	0	1	0
M	Demotions	0	2	1
N	Employees Completing Probation	0	0	0

Dashboard	Talent Acquisition & Management	Quarter 4 of FY 2020-2021		
Item	Metric	Apr-21	May-21	Jun-21
F	Open Positions (FY20-21 Budget)	150	152	NA
G	Positions Posted (Approved to Fill)	9	11	NA
H	Applications Received	518	1118	NA
I	Interviews Conducted	4	7	NA
J	New Hires	3	6	NA
K	Promotions	1	4	NA
L	Lateral Transfer	0	1	NA
M	Demotions	0	0	NA
N	Employees Completing Probation	0	1	NA

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

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

Yellow – restated

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

Dashboard	Separations & Turnover (TO)	Quarter 3 of FY 2020-2021		
Item	Metric	Jan-21	Feb-21	Mar-21
P	Total Separations from employment	4	4	3
Q	Voluntary Separations	4	4	3
R	Involuntary Separations	0	0	0
S	Turnover (Entire District)	0.63%	0.63%	0.47%
T	Turnover (Without Page)	0.16%	NA	NA
U	Annualized 12-month TO (Entire District)	22.13%	20.03%	18.23%
V	Vacancy Rate	18.38%	17.99%	17.99%
W	Average Years of Service (Voluntary)	6.3	9.6	5.3
X	Average Years of Service (Involuntary)	0.0	0.0	0.0

Dashboard	Separations & Turnover (TO)	Quarter 4 of FY 2020-2021		
Item	Metric	Apr-21	May-21	Jun-21
P	Total Separations from employment	13	9	NA

<b>Q</b>	Voluntary Separations	13	8	NA
<b>R</b>	Involuntary Separations	0	1	NA
<b>S</b>	Turnover (Entire District)	2.00%	1.45%	NA
<b>T</b>	Turnover (Without Page)	1.4%	0.16%	NA
<b>U</b>	Annualized 12-month TO (Entire District)	19.83%	19.59%	NA
<b>V</b>	Vacancy Rate	19.28%	19.54%	NA
<b>W</b>	Average Years of Service (Voluntary)	5.9	5.7	NA
<b>X</b>	Average Years of Service (Involuntary)	0	4.2	NA

- The Human Resources Department reports the following *Training and Talent Development* activities for the months of July 2020 to May 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.

<b>Dashboard</b>	<b>Training &amp; Talent Development</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>Y</b>	Employees Attending New Hire Orientation	5	5	NA
<b>Z</b>	Total Employee Training Encounters	129	80	NA
<b>AA</b>	Virtual	112	60	NA
<b>BB</b>	Live On-site	12	20	NA
<b>CC</b>	External Conferences	5	0	NA
<b>DD</b>	Total Training Cost	\$4,189	\$3,723	NA
<b>EE</b>	Total Tuition Reimbursements	\$2,000	\$2,220	NA
<b>FF</b>	Undergraduate	\$0	\$1,220	NA
<b>GG</b>	Graduate	\$2,000	\$1,000	NA
<b>HH</b>	Annual Compliance Training Completion	98.70%	98.89%	NA

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

<b>Dashboard</b>	<b>Benefits &amp; Wellness</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>II</b>	Staff Utilizing FMLA or Unpaid Leave > 4-weeks	NA	9	9
<b>JJ</b>	Total Leave Hours Utilized	NA	332.00	468.00

<b>Dashboard</b>	<b>Benefits &amp; Wellness</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>II</b>	Staff Utilizing FMLA or Unpaid Leave > 4-weeks	6	6	6
<b>JJ</b>	Total Leave Hours Utilized	382.00	326.00	326.00

<b>Dashboard</b>	<b>Benefits &amp; Wellness</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>II</b>	Staff Utilizing FMLA or Unpaid Leave > 4-weeks	7	4	3

<b>JJ</b>	Total Leave Hours Utilized	376.00	236.00	156.00
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<b>Dashboard</b>	<b>Benefits &amp; Wellness</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>II</b>	Staff Utilizing FMLA or Unpaid Leave > 4-weeks	2	2	NA
<b>JJ</b>	Total Leave Hours Utilized	118	160	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:**

<b>***Race and Ethnicity Identification</b>	<b>***Clark County (CC)</b>	<b>*All District</b>	<b>%</b>	<b>Variance CC</b>	<b>**Without Page</b>	<b>%</b>	<b>Variance CC</b>
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





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

<p><b>NOTES:</b>            EEO-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)</p>								
<div> <div>LVCCLD Diversity Dashboard 2021 (Quarter 1)</div> </div>								
<p><b>A ***Race and Ethnicity Identification</b></p>								
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	3.1540%	-1.75%	16	3.31%	-1.59%
(2-6) Overlap 2 or more		103.80%	634	100.00%		484	100.00%	
<p><b>B **Sex / Gender Identification</b></p>								
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%	
<p><b>C Job Categories (EO-4)</b></p>								
		1	2	3	4	5	6	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	82
2	Professionals	16	34	6	1	11	0	72
3	Technicians	10	26	6	2	5	1	50
4	Protective Service Workers	0	0	0	0	0	0	0
5	Paraprofessionals	18	63	9	2	18	0	111
6	Administrative Support Workers (Including Clerical and Sales)	91	139	22	5	32	2	301
7	Skilled Craft Workers	0	2	0	0	0	0	2
8	Service/Maintenance Workers	0	7	5	1	0	0	16
Total		143	318	65	11	74	3	634
<p><b>D Job Categories (EO-4)</b></p>								
		1	2	3	4	5	6	Job Class 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	82
1.1	District Job Class %	9.76%	57.12%	20.73%	0.00%	9.76%	0.00%	2.44%
1.2	Variance from CC	-21.84%	15.62%	7.63%	-0.90%	-0.64%	-1.20%	-2.46%
2.0	Professionals	16	34	6	1	11	0	72
2.1	District Job Class %	22.22%	47.22%	8.33%	1.39%	15.28%	0.00%	5.56%
2.2	Variance from CC	-9.38%	5.52%	-4.77%	0.49%	4.88%	-1.20%	0.66%
3.0	Technicians	10	26	6	2	5	1	50
3.1	District Job Class %	20.00%	52.00%	12.00%	4.00%	10.00%	2.00%	0.00%
3.2	Variance from CC	-11.60%	10.30%	-1.10%	3.10%	-0.40%	0.80%	-4.90%
4.0	Protective Service Workers - Outsourced	0	0	0	0	0	0	0
5.0	Paraprofessionals	18	63	9	2	18	0	111
5.1	District Job Class %	16.22%	56.76%	8.11%	1.80%	16.22%	0.00%	0.90%
5.2	Variance from CC	-15.38%	15.06%	-4.99%	0.90%	5.82%	-1.20%	-4.00%
6.0	Administrative Support Workers (Including Clerical and Sales)	91	139	22	5	32	2	301
6.1	District Job Class %	30.23%	46.18%	7.31%	1.66%	10.63%	0.66%	3.32%
6.2	Variance from CC	-1.37%	4.48%	-5.79%	0.76%	0.23%	-0.54%	-1.58%
7.0	Skilled Craft Workers	0	2	0	0	0	0	2
7.1	District Job Class %	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
7.2	Variance from CC	-31.60%	98.30%	-13.10%	-0.90%	-10.40%	-1.20%	-4.90%
8.0	Service/Maintenance Workers	0	7	5	1	0	0	16
8.1	District Job Class %	0.00%	43.75%	31.25%	6.25%	0.00%	0.00%	18.75%
8.2	Variance from CC	-31.60%	2.05%	18.15%	5.35%	-10.40%	-1.20%	13.85%
Total		143	318	65	11	74	3	634
								100.00%
<p><b>Gender Count %</b></p>								
		Gender	Count	%				
1.0	Officials and Administrators	Female	49	59.76%				
		Male	33	40.24%				
		Non	0	0.00%				
2.0	Professionals	Female	51	70.83%				
		Male	21	29.17%				
		Non	0	0.00%				
3.0	Technicians	Female	19	38.00%				
		Male	31	62.00%				
		Non	0	0.00%				
4.0	Protective Service Workers - Outsourced	Female	0	0.00%				
		Male	0	0.00%				
		Non	0	0.00%				
5.0	Paraprofessionals	Female	85	76.58%				
		Male	26	23.42%				
		Non	0	0.00%				
6.0	Administrative Support Workers (Including Clerical and Sales)	Female	233	77.41%				
		Male	68	22.59%				
		Non	0	0.00%				
7.0	Skilled Craft Workers	Female	0	0.00%				
		Male	2	100.00%				
		Non	0	0.00%				
8.0	Service/Maintenance Workers	Female	0	0.00%				
		Male	16	100.00%				
		Non	0	0.00%				

7/5/2021

## 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) TOTAL FY	FY Average FY 2020-2021	Prior FY Average FY 2019-2020	
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21				
<b>A</b> Total Employees (Headcount)	NA	689	658	644	641	639	640	638	638	628	626		NA	644		A
<b>B</b> Full-Time Employees 60 hours or more (Headcount)	NA	329	306	306	307	308	309	309	310	307	306		NA	310		B
<b>C</b> Part -Time Employees 59 hours or less (Headcount)	NA	360	352	338	334	331	331	329	328	321	320		NA	334		C
<b>D</b> Full-Time-Equivalent (FTE-District)	NA	N/A	N/A	N/A	NA	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	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	152		NA	134		F
<b>G</b> Positions Posted (Approved to Fill)	NA	1	11	6	10	6	4	2	7	9	11		NA	7		G
<b>H</b> Applications Received	NA	107	476	673	831	321	281	354	424	518	1118		5103	510		H
<b>I</b> Interviews Conducted	NA	0	5	7	2	7	4	7	8	4	7		51	5		I
<b>J</b> New Hires	NA	0	0	1	0	0	5	2	3	3	6		20	2		J
<b>K</b> Promotions	NA	4	2	9	3	3	1	5	7	1	4		39	4		K
<b>L</b> Lateral Transfers	NA	0	1	4	2	2	0	1	0	0	1		11	1		L
<b>M</b> Demotions	NA	0	0	1	2	0	0	2	1	0	0		6	1		M
<b>N</b> Employees Successfully Completing Probationary Period	NA	7	1	6	1	1	0	0	0	0	1		17	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	\$9,374.89		\$77,623.52	\$9,702.94		O
Separations & Turnover																
<b>P</b> Total Separations from Employment	NA	18	31	15	3	2	4	4	3	13	9		102	10		P
<b>Q</b> Voluntary Separations	NA	17	30	14	3	2	4	4	3	13	8		98	10		Q
<b>R</b> Involuntary Separations	NA	1	1	1	0	0	0	0	0	0	1		4	0.40		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%	1.45%		16.33%	1.63%		S
<b>T</b> Turnover (Without Page Positions)	NA	5.56%	4.25%	1.24%	TBD	TBD	0.16%	NA	3.78%	1.40%	0.16%		16.55%	2.36%		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%	19.59%		NA	27.02%		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%	19.54%		NA	17.28%		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	5.7		NA	10.5		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	4.2		NA	3.1		X
Training & Talent Development																
<b>Y</b> Employee Attending New Hire Orientation	NA	0	0	0	1	0	5	2	1	5	5		19	1.90		Y
<b>Z</b> Total Employee Training Encounters	NA	246	9	23	38	23	45	55	197	129	80		845	85		Z
<b>AA</b> Virtual	NA	245	9	10	30	19	41	55	191	112	60		772	77		AA
<b>BB</b> Live On-Site	NA	1	0	11	1	0	0	0	0	12	20		45	5		BB
<b>CC</b> External Conferences	NA	0	0	2	7	4	4	0	6	5	0		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	\$3,723.32		\$47,361.06	\$4,736.11		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	\$2,220.00		\$31,172.30	\$3,117.23		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	\$1,220.00		\$7,172.30	\$717.23		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	\$1,000.00		\$24,000.00	\$2,400.00		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%	98.89%		NA	88.48%		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	2		NA	5		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	160.00		2880.00	288.00		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.



# Nevada Legislative Session Report 2021

Prepared for  
LAS VEGAS-CLARK COUNTY LIBRARY  
DISTRICT

**401 SOUTH CURRY STREET  
CARSON CITY, NV 89703**

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### *Introduction*

Following a year like no other, the 81st Nevada Legislative Session began on February 1st like no other: with closed doors. For the first 90 days of session the legislative building was closed to everyone except legislators and essential staff. On May 1st the building was open to a very limited number of people and a “day pass” system was created to allow participation while still keeping strict social distancing requirements. On May 17th the building significantly increased its capacity to 500 people and the day pass from a legislator to get in the building was no longer needed.

The first half of the session was slow with deadlines being bumped and zoom meetings galore but the second half, particularly the final month, was busier than normal. Bills on major policy issues were introduced in the final two weeks including an [energy bill](#), a [public option bill](#), and a [mining tax](#).

In the 2021-2023 interim, we expect a few special sessions on the possibly on the distribution of federal funds from the American Rescue Plan and also one on redistricting. One bill that will have a big impact on the interim process is [AB443](#). This bill changes the structure of interim committees and instead of having different interim committees than what Nevada has for its regular sessions, it keeps all the regular session committees and has them meet in the interim. This will be a big shift for Nevada and will most likely increase the amount of interim activity.

### Key Pieces of Legislation

**Assembly Bill 258: Revises provisions governing consolidated library districts. (BDR 33-167)**

**Primary Sponsor:** Assemblywoman Shannon Bilbray-Axelrod

**Outcome:** Signed by Governor

**Link:** <https://www.leg.state.nv.us/App/NELIS/REL/81st2021/Bill/7722/Overview>

**Summary:** AN ACT relating to libraries; revising provisions governing the duties of the trustees of consolidated library districts; and providing other matters properly relating thereto.

**Comments:** AB258 was the LVCCLD’s BDR that the Board voted to move forward with for the 2021 legislative session that was sponsored by Assemblywoman Bilbray-Axelrod. The bill was one of the very few of the session that passed just as it was introduced with no amendments proposed on the bill. The bill also passed almost unanimously through both houses with only one “no” vote through the whole process.

**Senate Bill 61: Revises provisions governing the program for the operation of vending facilities by licensees who are blind. (BDR 38-320)**

**Primary Sponsor:** Senate Committee on Health and Human Services

**Outcome:** Signed by Governor

**Link:** <https://www.leg.state.nv.us/App/NELIS/REL/81st2021/Bill/7246/Overview>

**Summary:** AN ACT relating to persons with disabilities; providing for the training of licensees under the program for the operation of vending facilities by licensees who are blind; establishing procedures for the resolution of certain disputes related to the program; revising certain terminology related to the program; revising provisions establishing a priority of right for the operation by licensees of vending facilities in or on certain public buildings and properties; authorizing the operation of vending facilities by licensees in or on the buildings and properties of certain agencies; providing for the election of the Nevada Committee of Vendors Who Are Blind and prescribing certain duties of the Committee; authorizing contracts under which a licensee operates a vending facility on certain private property to provide for the payment of an incentive to the owner of the property; making certain other revisions relating to the operation of the program; adding exceptions to criminal provisions governing certain unauthorized sales, solicitations of orders and deliveries in or on public buildings or property; and providing other matters properly relating thereto.

## Interim 2021-2023

### Interim Study Bills

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#### **AB43**

Requests that the Nevada Supreme Court study certain issues relating to the Commission on Judicial Discipline. (BDR S-393)

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#### **AB97**

Revises provisions governing toxic chemicals. (BDR 40-141)

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#### **AB214**

Revises provisions governing sexual assault. (BDR 15-103)

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#### **AB254**

Revises provisions governing collegiate athletics. (BDR 34-879)

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#### **AB356**

Makes various changes relating to the conservation of water. (BDR S-1090)

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#### **AB413**

Requires the Department of Transportation to establish an Advisory Working Group to Study Certain Issues Related to Transportation during the 2021-2022 interim. (BDR S-458)

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**AB443**

Revises the interim committee structure of the Legislature. (BDR 17-1045)

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**AB450**

Revises provisions relating to workforce development. (BDR S-1108)

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**AB495**

Revises provisions relating to governmental financial administration. (BDR 32-1034)

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**SB128**

Directs the State Treasurer to conduct a study concerning publicly funded scholarship and grant programs in this State. (BDR S-535)

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**SB209**

Revises provisions relating to employment. (BDR 53-953)

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**SB236**

Makes various changes relating to public safety. (BDR 23-217)

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**SB267**

Authorizes the University of Nevada, Las Vegas, to conduct a study concerning diversity and equality in the workplace. (BDR S-461)

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**SB356**

Provides for a study of certain issues relating to the housing of youthful offenders. (BDR S-501)

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**SB385**

Requires the Division of Child and Family Services of the Department of Health and Human Services to conduct a study during the 2021-2022 legislative interim concerning investments in juvenile justice prevention activities in this State. (BDR S-506)]

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**SCR11**

Creates a joint special committee to conduct a study concerning innovation zones. (BDR R-1148)

## ITEM VIII.A.



### AGENDA ITEM

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#### JULY 08, 2021 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item #VIII.A.:**

Discussion and possible Board action to approve a revision to the District's *Circulation Policy*, last revised and adopted on March 12, 2015, and effective March 13, 2015.

##### **Background:**

The Board of Trustees adopted the *Circulation Policy* on March 22, 1995. Several revisions have been made over the years including 1996, 2002, 2007, 2011 and 2015.

Most public libraries in the country adopted circulation policies to register users who are permitted to borrow items; to help ensure that patrons receive consistent and equitable access to products and services; to ensure that borrowed materials would be returned; and to ensure that patrons have clear expectations of their rights as cardholders.

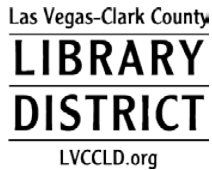
In response to COVID-19, LVCCLD adopted an eCard with an online application with patron authentication. This type of card has proven invaluable for both patrons and staff and we are proposing that we officially adopt the Instant eCard, remove additional barriers to access, clarify the Borrowing Guidelines, and extend the library card renewal period. During the process of developing the proposed version, staff evaluated circulation policies of similar-sized public libraries nationally, as well as considered the District's *Playbook 2026* strategic initiatives.

Major changes include changes to types of cards available including the addition of the Instant eCard, lengthening expiration dates, removing many barriers to access in the Requirements to apply section. The revisions also include clarification of rules; on cardholder's responsibilities, use of materials, fines and fees, notices, loss of privileges, and Interlibrary Loan. In addition we moved the fines and fees schedule to the staff *Borrowing Guidelines* to streamline the process so that when we have changes in replacement costs they would not necessarily change our policy.

The current *Circulation Policy* is attached with the proposed changes listed in red and a clean Draft Copy with the new format and layout is also included for your consideration.

##### **Recommended Action:**

Motion to approve the proposed revisions to the *Circulation Policy* to address the eCard and to remove barriers to access effective on July 15, 2021.



## CIRCULATION POLICY

Las Vegas-Clark County Library District (LVCCCLD)

### Library Cards

A library card is provided free of charge for Nevada residents. [Apply online](#) or at any library branch.

Library cards expire on a regular basis and may be renewed as long as all outstanding fines and fees are paid in full. Inactive library cards will be purged from the system on a regular basis.

The following library card options are available. Only one library card allowed per individual:

#### Instant eCard

Anyone who lives, works, attends school, or visits Clark County may [apply online](#) for an eCard and immediately enjoy access to millions of digital resources.

eCards expire annually, and the Library District reserves the right to assess a yearly fee for the library card.

#### All Access library cards

Individuals who are permanent residents of or who can provide proof of payment of property tax or business tax in the taxing district of the Las Vegas-Clark County Library District are eligible for All Access library cards.

#### Non-Resident library cards

Nevada residents living outside of the Library's taxing district are eligible for one of our non-resident library cards.

Library cards for individuals who reside outside of Nevada expire annually, and the Library District reserves the right to assess a yearly fee for the library card.

Individuals without a residential address should visit their nearest library to inquire about access to Library services.

#### Agency library card

Agencies serving Clark County residents may apply for an Agency library card. Eligible agencies include senior centers, retirement homes, preschools, day care centers, schools, and other similar community service agencies. The director of the agency must sign the application indicating the agency will accept financial responsibility for the materials checked out on the card. The agency will be held responsible for lost materials and late fees, and will be subject to the same collection agency procedures as individuals. Schools may be eligible if the principal, who has budget authority for the school, signs the application indicating the school will be financially responsible for the materials checked out on the card. Agency library cards expire annually and a new application must be submitted yearly.



## Requirements to Apply

Anyone who lives, works, attends school, or visits Clark County may [apply online](#) for an eCard and immediately enjoy access to millions of digital resources.

To apply in person at the library, a valid photo ID from Library District approved agencies that includes birthdate as well as proof of current residential address is required. A post office box is acceptable for a mailing address provided that the Library District also has the residential address on file.

An applicant who is under the age of 14 must be accompanied by their parent/legal guardian to apply in person. Alternatively, the parent/legal guardian may complete the [online library card application](#) for their minor child to obtain access to digital resources.

- By establishing a library card, the parent/legal guardian accepts financial responsibility for the materials borrowed on their minor child's library card, and acknowledges that it is their responsibility to guide the selection of materials borrowed by their minor child.
- A parent/legal guardian or authorized user whose name is listed on the minor child's library card can obtain account information by presenting the library card and/or their valid photo ID.

## Cardholder Responsibilities

It is the cardholder's responsibility to notify the Library District of changes in account information to ensure contact information is current and valid.

### Lost or Stolen Library Card

It is the cardholder's responsibility to report loss or theft of a library card immediately. The cardholder is responsible for all materials borrowed and all charges incurred until the Library District is notified. Once the Library District is notified, the library card will be blocked to prevent subsequent circulation of materials. The cardholder must show valid photo ID to request a replacement library card, for which a fee may be charged. All charges or loans attached to the lost library card will be transferred to the new library card.

## Use of Library Materials

To borrow library materials, the library card must be in good standing (no overdue items and less than \$10 in outstanding charges).

Residents of North Las Vegas and Boulder City are subject to the policies and procedures of their respective library districts.

- There is no charge for using library materials within the Library or borrowing library materials normally lent by the Library.
- No person shall remove any item from the Library until the item has been checked out to a library card.
- Cardholders are financially responsible for all library material checked out on their library card.
- Each item borrowed must be returned to the Library or renewed on or before the due date.

- Borrowing limits and loan periods are outlined in the Borrowing Guidelines.
- A parent/legal guardian is responsible for the fines or fees associated with their minor child's library card.

The Library District is not responsible for any damages, including damages to equipment, which may result from the use of library material.

### **Fines and Fees**

Overdue fines and replacement fees for items that are damaged, lost, stolen, or otherwise unreturned are assessed from the first day or hour items are overdue on a per item basis. Details are outlined in the Borrowing Guidelines.

Fines and/or fees totaling \$10 or more, or failure to return items will result in limited borrowing privileges.

Library cards owing a minimum balance of \$25 will be referred to a collection agency. A nonrefundable collection agency fee of \$10 will be assessed to the library card upon referral to a collection agency.

Fines and fees do not apply to Digital resources. These items automatically return at the end of their checkout period.

Fines and fees for items belonging to the North Las Vegas and Boulder City libraries may vary and are subject to the policies and procedures of their respective library districts.

### **Notices**

If a valid email address is on file, the Library District sends courtesy email notifications for items that are due soon, overdue, holds that are ready for pick-up, upcoming library card expiration reminders, and a monthly statement of charges owed to the library.

Account information must be current to ensure courtesy email notifications are received. If email notifications are not received, cardholders maintain responsibility for keeping track of due dates, and submitting payment for fines and fees that may accrue.

If items are not returned to the Library, a bill for the cost of the unreturned items including processing and replacement charges and possible collection agency service fees will be sent.

### **Loss of Borrowing Privileges**

Physical materials may not be borrowed if any of the following apply:

- The borrowing limit of items has been reached.
- Bills or overdue fines and/or fees are \$10 or more.
- An item is more than 10 days overdue.
- The library card has expired. Library cards may be renewed if all fines and fees are paid, and cardholder identity and account information is verified.

A trespass or ban will result in restriction of access to library services.

## Interlibrary Loan (ILL)

The Interlibrary Loan service is available to All Access cardholders. ILL attempts to acquire materials (books, articles, and microfilm) unavailable in the Library District's catalog.

- A library card in good standing (no overdue items and less than \$10 in outstanding charges) is required to place an ILL request.
- A cardholder may have up to five active ILL requests at any given time.
- Lending libraries establish loan periods for ILL materials or may require that these items be used within Library District branches. By requesting an ILL item, the cardholder agrees to abide by the loan restrictions of the lending library.

ILL requests are submitted online at [lvccld.org/ill](http://lvccld.org/ill). Library staff are available to assist with placing a request, or the Interlibrary Loan department can be contacted at [ill@lvccld.org](mailto:ill@lvccld.org) or 702-507-6306.

Cardholders are responsible for loss, damage, theft, or otherwise unreturned ILL items, which may include a processing fee. These costs are determined by the lending library. For more information about ILL, please visit the [Interlibrary Loan FAQ's](#).

Adopted by the Las Vegas-Clark County Library District Board of Trustees on March 22, 1995; revised and adopted on April 11, 1996; revised and adopted on October 10, 1996; revised and adopted on November 14, 2002; revised and adopted on June 14, 2007, effective September 4, 2007; amended and adopted on September 8, 2011, effective January 2, 2012; amended and adopted on March 12, 2015, effective March 13, 2015; revised and adopted on July 08, 2021, effective July 15, 2021.

Las Vegas-Clark County  
**LIBRARY**  
**DISTRICT**  
www.lvccld.org

## Circulation Policy

Las Vegas-Clark County Library District (LVCCLD)

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### 1. Your Free Library Card

A library card is provided free of charge to any resident of the state of Nevada for Nevada residents. who wishes to borrow library materials or to use library resources. To obtain a library card, you may apply online or in person at the any library branch. or complete the application on the Library District web site. Only one library card is allowed per individual. Your Library cards will expire on a regular basis and may be renewed as long as all outstanding fines and fees are paid in full. and you provide valid photo identification and verify your current address. Inactive library cards will be purged from the system on a regular basis.

The following library card options are available. Only one library card allowed per individual:

#### Instant eCard

Anyone who lives, works, attends school, or visits Clark County may [apply online](#) for an eCard and immediately enjoy access to millions of digital resources.

eCards expire annually, and the Library District reserves the right to assess a yearly fee for the library card.

#### All Access library cards

Individuals who are permanent residents of or who can provide proof of payment of property tax or business tax in the taxing district of the Las Vegas-Clark County Library District are eligible for All Access library cards.

### 3. Application Process for Guest Cards

#### Non-Resident library cards

If you do not have a current Nevada address, you may apply for a guest library card. You must provide photo identification with birth date and your current out-of-state address. The guest Library cards will for non-residents expire annually three months from the day the card is issued. The guest card may be renewed as long as there are no outstanding fines or fees. T and the Library District reserves the right to assess a yearly fee for a guest the library card.

### 12. Outreach Library Cards

#### Agency library card

Agencies serving Library District Clark County residents who have limited access to a library may apply for an Outreach Agency Library Card. Eligible agencies include senior centers, retirement homes, pre-schools, day care centers, schools and similar community service agencies. The director of the agency must sign the application indicating the agency will accept financial responsibility for the materials checked out on the card. Schools may be eligible if the principal, who has budget authority for the school, signs the application indicating the school will be financially responsible for the materials checked out on the card. Outreach Library Cards expire annually and a new application must be submitted each year.

The agency or school will be held responsible for lost materials and late fees and will be subject to the same collection agency procedures as individuals. Outreach Agency Library Cards may have up to 100 items checked out at one time for an extended loan period of 42 days. No short-term loan materials (such as popular DVDs or best sellers) may be borrowed on an Outreach Library Card. Schools may be eligible if the principal, who has budget authority for the school, signs the application indicating the school will be financially responsible for the materials checked out on the card. Agency library cards expire annually and a new application must be submitted yearly.

### 2. Application Process for Nevada Residents

#### Requirements to Apply

Anyone who lives, works, attends school, or visits Clark County may apply online for an eCard and immediately enjoy access to millions of digital resources. ~~You are required to show valid, official~~ To apply in person at the library, a valid photo identification from District-approved agencies ~~that includes birthdate as well as proof of current residential address is required.~~ ~~or resources and must verify your current Nevada address and birth date.~~ ~~If you apply online, you must show valid, official photo identification as described above before borrowing materials.~~ A post office box is acceptable for a mailing address provided that the Library District also has ~~your~~ the residential address on file.

~~You must be present when obtaining a new or replacement library card and when verifying/renewing your account.~~

An applicant who is under the age of 14 must ~~be accompanied by their~~ ~~have permission from a~~ parent/ legal guardian ~~to apply in person.~~ Alternatively, the parent/legal guardian may complete the online library card application for their minor child to obtain access to digital resources. [insert bullet] By establishing a library card, the parent/legal guardian accepts financial responsibility for the materials borrowed ~~by his or her~~ ~~on their~~ minor child's library card, and acknowledges that it is ~~his or her~~ their responsibility to guide the selection of materials borrowed by their minor child.

- A parent/legal guardian or authorized user whose name is listed on the minor child's library card can obtain account information by presenting the library card and/or their valid photo ID.

#### Cardholder Responsibilities

### **4. Responsibilities of Patrons**

~~When borrowing materials you must have a valid library card. You are responsible for the return of all materials borrowed on your card and will be held financially responsible for any fines or fees associated with items on your account. You must~~ It is the cardholder's responsibility to notify the Library District ~~immediately if your library card is stolen or lost. A parent/legal guardian is responsible for the fines or fees associated with his or her minor child's library card. A parent/legal guardian is responsible for guiding his or her minor child's selection of library materials.~~

~~The Library District is not responsible for damage to your personal property due to the use of library materials of changes in account information to ensure contact information is current and valid.~~

### **7. Lost or Stolen Library Cards**

#### Lost or Stolen Library Card

~~You must immediately~~ It is the cardholder's responsibility to report a lost or stolen library card ~~immediately to the Library District.~~ The cardholder ~~You will be held~~ is responsible for all materials borrowed and all charges incurred ~~on your card~~ until the Library District is notified. Once the Library District is notified, the library card will be blocked to prevent subsequent circulation of materials ~~on it.~~ ~~You~~ The cardholder must show valid photo ~~identification ID~~ to request a replacement library card, for which a fee will be charged. All charges or loans attached to the lost library card will be transferred to the new card.

### **9. Borrowing Guidelines**

#### Use of Library Materials

To borrow library materials, the library card must be in good standing (no overdue items and less than \$10 in outstanding charges).

Residents of North Las Vegas and Boulder City are subject to the policies and procedures of their respective library districts.

- There is no charge for using library materials within the Library or borrowing library materials normally lent by the Library.
- No person shall remove any item from the Library until the item has been checked out to a library card.
- Cardholders are financially responsible for all library material checked out on their library card.
- Each item borrowed must be returned to the Library or renewed on or before the due date.
- Borrowing limits and loan periods are outlined in the Borrowing Guidelines.
- A parent/legal guardian is responsible for the fines or fees associated with their minor child's library card.

The Library District is not responsible for any damages, including damages to equipment, which may result from the use of library material.

You may borrow up to 50 circulating items on a library card at any one time. Please note that residents of North Las Vegas and Boulder City are subject to the policies and procedures of their library districts.

## **6. Fines and Fees**

### **Fines and Fees**

You will be assessed Overdue fines and replacement fees for items that are damaged, or lost, stolen, or otherwise unreturned are assessed from the first day or hour items are overdue on a per item basis. Details are outlined in the Borrowing Guidelines. items according to the Fines and Fees Schedule. No overdue fines are charged for uncataloged paperbacks, magazines or children's materials. However, if the items are not returned, a bill for the items, including a processing fee and a possible collection agency fee will be issued. When an uncataloged item such as a paperback, comic book or magazine is lost, you may elect to pay the cost of the item or provide a replacement for the one that was lost. The replacement will be accepted as long as it is a new item in good condition.

Fines and fees do not apply to eMedia, as titles automatically expire on their due dates.

Fines and/or fees totaling \$10 or more, or failure to return items will result in limited borrowing privileges.

Library cards owing a minimum balance of \$25 will be referred to a collection agency. A nonrefundable collection agency fee of \$10 will be assessed to the library card upon referral to a collection agency.

Fines and fees do not apply to Digital resources. These items automatically return at the end of their checkout period.

Fines and fees for items belonging to the North Las Vegas and Boulder City libraries may vary and are subject to the policies and procedures of their respective library districts.

## **11. Notices**

### **Notices**

If a valid email address is on file, ~~As a courtesy,~~ the Library District sends courtesy email notifications for items that are due soon, overdue, holds that are ready for pick-up, upcoming library card expiration, and a monthly statement of charges owed to the library. {New Paragraph] ~~and request notices via email.~~ Account information must be current to ensure courtesy email notifications are received. If email notifications are not received, cardholders maintain responsibility for keeping track of due dates, and submitting payment for fines and fees that may accrue. [New paragraph and remove comma after returned ]If items are not returned, ~~to the Library,~~ a bill for the cost of the ~~unreturned-lost~~ items including processing and replacement charges and possible collection agency service fees will be ~~mailed~~ sent.

~~Accounts owing a minimum balance of \$25 will be referred to a collection agency. Uncollected accounts may be referred to a credit bureau. A nonrefundable collection fee of \$10 will be assessed to you when the account is referred to a collection agency.~~

~~A parent/legal guardian may request information on their child's library card, for those children under the age of 14, if: 1. Parent/legal guardian has the child's library card with him or her. 2. Parent/legal guardian has photo identification with same address as that listed on his or her child's library card.~~

## 10. Loss of Borrowing Privileges

### Loss of Borrowing Privileges

~~Items~~ Physical materials may not be borrowed if any of the following ~~circumstances~~ apply:

- The borrowing limit of items has been reached.
- Bills or overdue fines ~~and/or fees~~ are \$10 or more.
- An item is more than 10 days overdue.
- ~~Your~~ The library card has expired. Library cards may be renewed if all fines and fees are paid, and ~~your~~ cardholder identity and account information is verified.

A trespass or ban will result in restriction of access to library services.

## 13. Interlibrary Loan (ILL)

### Interlibrary Loan (ILL)

The Interlibrary loan service is ~~provided~~ available to ~~Library District residents~~ to All Access cardholders. ILL attempts to acquire materials (books, articles, and microfilm) unavailable in the Library District's catalog. ~~acquire materials not available in local libraries. To place a request, you must have~~

- A library card in good standing ~~with~~ (no overdue items and less than \$10 in ~~fines~~ outstanding charges) is required to place an ILL request.
- ~~You may~~ A cardholder may have up to five active ILL requests at any given time.
- Lending libraries establish loan periods for ILL materials or may require that these items be used within Library District branches. By requesting an ILL item, the cardholder agrees to abide by the loan restrictions of the lending library.

~~Repeated requests for titles must be made a minimum of six months apart. An ILL request must be submitted online. Lending libraries may establish loan periods that differ from the District's loan periods or that require you~~



to use materials in Library District libraries. You must agree to abide by the loan restrictions of the loaning library. ILL requests are submitted online at [lvccld.org/ill](http://lvccld.org/ill). Library staff are available to assist with placing a request, or the Interlibrary Loan department can be contacted at [ill@lvccld.org](mailto:ill@lvccld.org) or 702-507-6306.

Cardholders are responsible for loss, damage, theft, or otherwise unreturned ILL items, which may include a processing fee. These costs are determined by the lending library. For more information about ILL, please visit the [Interlibrary Loan FAQ's](#).

## 5. Loan Periods

The loan period for most library materials is three weeks. High demand items may circulate for shorter loan periods. Materials dedicated for in-library use only may be circulated on an hourly basis. Loan periods for eMedia vary. Please see the eMedia Catalog on the Library District's web site at [www.lvccld.org](http://www.lvccld.org) for details.

## 8. Renewals

Materials may be renewed up to the limit established by the Library District's automation system, provided there are no outstanding requests and you have a valid library card in good standing. eMedia titles may be borrowed an unlimited number of times, when available. Some designated high demand items may have more limited renewal privileges.

## 10. Loss of Borrowing Privileges

Items may not be borrowed if any of the following circumstances apply:

- The borrowing limit of items has been reached.
- Bills or overdue fines are \$10 or more.
- An item is more than 10 days overdue.
- Your library card has expired. Library cards may be renewed if all fines and fees are paid and your account information is verified.

### Fines and Fees Schedule (subject to change)

Overdue fines are assessed from the first day or hour items are overdue on a per item basis. No overdue fines are assessed on paperbacks, magazines or children's materials, but failure to return the items to the library will result in a bill and possible collection agency fee for the unreturned items.

Fines over \$10 or failure to return items will result in suspension of borrowing privileges.

Overdue items \_\_\_\_\_ 25 cents per day, \$4 per item maximum

Overdue fine threshold \_\_\_\_\_ \$10

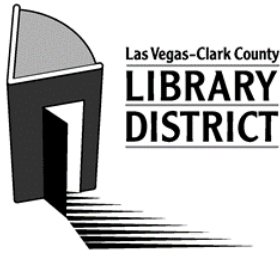
Lost, stolen or damaged items \_\_\_\_\_ Full cost of the item plus, processing fee\* and collection agency fee if applicable

Interlibrary Loan (ILL) materials \_\_\_\_\_ Fees vary and are determined by the loaning agency

Replacement of lost or stolen card \_\_\_\_\_ \$1

Insufficient funds	\$25 per returned check
Collection agency service fee	\$10
Lost or missing CC/DVD case, multimedia bag, insert or graphic	\$2
Lost audio-visual case with bookwell	\$5
Lost single disc from a Book on CD set (full replacement may be charged)	\$10
*Processing Fees: These are charges in addition to the full cost of the items if an item is returned lost or damaged.	
DVD, audio-visual instructional titles and 14-day loan books	\$10
Other cataloged items	\$5
Uncataloged items	\$0

Adopted by the Las Vegas-Clark County Library District Board of Trustees on March 22, 1995; revised and adopted on April 11, 1996; revised and adopted on October 10, 1996; ~~revised and adopted on September 9, 1991~~; revised and adopted on November 14, 2002; revised and adopted on June 14, 2007, effective September 4, 2007; amended and adopted on September 8, 2011, effective January 2, 2012; amended and adopted on March 12, 2015, effective March 13, 2015; ~~revised and adopted on July 08, 2021, effective July 09, 2021.~~



## ITEM VIII.B.

### AGENDA ITEM

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#### JULY 8, 2021 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item:** Discussion and possible Board action to approve the revised *Collection Development Policy*.

**Background:**

The existing *Collection Development Policy (Policy)* was last revised in 2002 and needs to be updated to reflect current standards regarding the selection of materials, access, and purpose of the Library District's collection.

The *Policy* is one of the fundamental policies for any public library. Just as the *Circulation Policy* determines who may check out materials and for how long, the *Collection Development Policy* defines the overall purpose of the Library's collection and what materials will be acquired.

The *Policy* reflects the core mission of the Library District: to support the pursuit of lifelong learning through responsive collections and digital resources. The *Policy* outlines how collection development fulfills the District's goals through the selection criteria. Finally, the *Policy* affirms the principles of intellectual freedom and the District's commitment to diverse and accessible content.

The scope of the District's collection has changed since 2002. Digital resources including ebooks, audiobooks, and streaming music and video are a major focus of our collection in 2021. Our commitment to resources that inform and entertain is unwavering but the formats through which that mission is fulfilled have greatly expanded in the last decade. The Collection Development Department is committed to acquiring quality materials in multiple formats and making sure the public has access to a wide variety of popular and informative titles in the greatest quantity and format available.

The adoption of a revised *Policy* is a significant step toward ensuring that the public is serving the needs of the community and demonstrating the commitment of the Library District to a robust and relevant materials collection.

The current *Policy* is attached with the proposed changes listed in red and a clean Draft Copy is also included for your consideration.

**Recommended Action:**

Motion to approve the revised *Collection Development Policy* as presented.



## Collection Development Policy

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Adopted by the Las Vegas-Clark County Library District Board of Trustees on November 9, 1995; ~~revised and adopted on October 10, 2002~~; revised and adopted on November 14, 2002; revised and adopted on July 8, 2021 ~~revised and adopted on October 10, 2002~~.

## 1. MISSION STATEMENT

~~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.~~

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~~We enable the people of our community to pursue lifelong learning through our responsive collections, digital resources and innovative services. Our inviting public libraries are the cornerstone of our diverse communities where children and adults can experience personal enrichment and connect with one another. The Las Vegas-Clark County Library District seeks to offer materials in the collection to entertain, educate and empower our community.~~

### 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.

## 2. PURPOSE

The Las Vegas-Clark County Library District's Collection Development Policy is designed to support the District's mission and service priorities. This ~~Policy~~ guides staff and informs the public of the principles upon which collection development and management decisions are based. Collection development refers to the ongoing process of assessing the materials available for purchase or licensing and in making the decision, first, on their inclusion, and second, on their retention.

The Collection Development Policy defines the scope of the collection and provides a guideline for the continuing development of resources. The Policy outlines how

collection development fulfills the District's goals through its general selection criteria.

The Policy also affirms the principles of intellectual freedom and the District's commitment to protect library materials from censorship. These principles are embodied in the Library Bill of Rights included in this ~~Policy~~ (Appendix I).  
<https://www.ala.org/advocacy/intfreedom/librarybill>

### 3. SCOPE

Collections are the foundation upon which the Library District builds its services. The Las Vegas-Clark County Library District strives to develop a diverse, strong, and balanced collection that serves the needs of our growing dynamic population. The Library District selects for its collection popular materials for varying levels of entertainment, education, differing social and religious customs and languages, and includes them on open shelves of the library and online. The collection offers a choice of format, viewpoint, and subject matter at varying levels of comprehension. "Materials" has the widest possible meaning and includes, but is not limited to, print, audiovisual and electronic formats. ~~"Selection" refers to the decision to add items to the collection, or to provide access to those materials. "Electronic" refers to content available on the Library District web site and through licensing agreements that allow access within a library branch or for use by Library District residents through remote electronic access.~~

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### 4. ACCESS

Ensuring access to information is a fundamental principle of American public librarianship. The Las Vegas-Clark County Library District endorses the principles documented in the American Library Association Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>). Librarians have a public and professional obligation to provide equal access to all library resources for all library users. The Library District does not restrict access to the reading, listening and viewing of its materials based on age. ~~To ensure equitable access to different materials, the Library District may restrict circulation of reference materials and establish different loan periods for popular materials.~~

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The Library District seeks to acquire the broadest range of materials for its growing community within responsible budgetary constraints. The Library District strives to develop a collection that is as inclusive as possible in order to provide differing viewpoints reflecting the broad cultural, religious and ethnic diversity of its community. Given the diverse nature of the collection, not all materials are suitable for all patrons.

Parents or legal guardians have the right and the responsibility to determine what is appropriate for their own children. The Library District encourages parents to be involved with their child's use of the library and to guide their child's selection of library materials in keeping with their family values. ~~Final responsibility for the materials a child checks out or uses is left to the parent or guardian. The library District does not assume the role of parents in the private relationship between parent and child. The Library District does not stand in loco parentis. The~~

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~~Library District does not stand in loco parentis and the final responsibility for materials a child uses is up to the parent or guardian. The Library District does not remove or add evaluative labels on library materials such as MPAA ratings on motion pictures or language ratings on some CDs or audio recordings. To ensure equitable access to~~

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different materials, the Library District may restrict circulation of reference materials and establish different loan periods for popular materials.

Policy—(Appendix II) (<http://www.ala.org/alaorg/oif/freeread.html>)

## 5. SELECTION OF LIBRARY MATERIALS

The Library District allocates resources to ensure that the collection meets the needs of the community and is in compliance with the Nevada Revised Statutes. Priorities are established annually to purchase materials in support of the Library District's service objectives and strategic goals. Professional librarians select materials for inclusion based on specific selection criteria developed by the Library District. The selection criteria determine whether materials should be added to the collection. The whole of the work is considered as well as how it will relate to the entire collection. Materials are evaluated for comprehensiveness and depth of treatment as well as representation of diverse points of view.

~~Using annually established priorities for the materials budget, professional librarians select materials for the collection from general and specialized review media, trade publications, publishers and booksellers catalogs and flyers, and vendor prepared lists. In addition, materials may be selected in response to patron requests, from donations or from actual evaluation of the materials. In general, the work as a whole is considered, as well as how it will relate to the collection. Materials are evaluated for comprehensiveness and depth of treatment as well as representation of diverse points of view.~~

The Library District accepts unrestricted, irrevocable gifts of books and other library materials. Gifts added to the collection must meet the same selection criteria as materials purchased for the collection. Gifts not added to the collection will be sold for the benefit of the Library District or otherwise dispersed, disposed of.

~~Staff provide potential donors with a copy of the Library District's Gift Policy~~Policy when accepting gifts.

Selection of a work by the Library District does not constitute or imply agreement with or approval of the work's content or the moral, religious, or political beliefs of the author/producer by the Library District, staff or Board of Trustees.

Selection Criteria:

- Materials are evaluated according to one or more of the following criteria:

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- Present and potential relevance to community needs
- Currency
- Sustained interest
- Suitability of subject, style and format for the intended audience
- Cost and levels of materials funding
- Importance as a document of the times, and representation of important movements, genres, social and historical trends
- Local, state or regional historical significance
- Relation to the existing collection and to other material on the subject
- Representation of diverse points of view
- Literary merit and/or reviews
- Authority, accuracy and accessibility of presentation
- Inclusion of work in bibliographies and indexes
- Reputation, skill and purpose of the author, producer, publisher, or creator

- ▲ Shelf space
- Physical quality of material
- ▲ ~~Artistic presentation and/or experimentation~~
- Availability and format
- ▲ ~~Appropriateness and effectiveness of medium to content~~
- ▲ ~~Suitability of physical format for library use~~

Textbooks are purchased when they are the best or only source of information on the subject and not solely because a textbook is assigned as school curriculum.

The Library District's collection is not archival in nature. The Library District participates in interlibrary loan networks for the purpose of borrowing materials it may not retain in its collection. All patron requests will be considered for purchase and staff will determine if the request should be referred to interlibrary loan.

- Statement on Special Collections:  
The Library District may maintain special collections. A special collection is defined as a collection of materials that focuses on one topic and may strive to provide more in-depth coverage of a certain subject than may otherwise be found in the general collection. In general, special collections will be limited to topics that meet a specific service need of the community. Priority will be given to maintaining those special collections that the Library District has a contractual or special commitment to

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maintain. Individual libraries may collect materials in subject areas of interest to their local communities and will be supported to the extent that space and budget allow.

- Statement on Youth Collections:  
The Library District is committed to supporting the reading, recreational, listening and viewing options of young people. The selection of materials for the collection is intended to nurture a desire for lifelong learning. The Library District complements the school libraries by providing materials in support of homework assignments. The youth collections are designed for infancy through 8<sup>th</sup> grade but can include materials for parents, caregivers and other professions that work with youth. Particular attention is paid to the inclusion of a wide variety of materials which appeal to different cognitive abilities and learning styles, and various age-related interests.

To ensure that the collection continues to meet the diverse and changing needs of the community, the Library District engages in continual evaluation to maintain a current and relevant collection. The Library District practices deselection as an effective and necessary tool to ensure our libraries have the most useful content available at all times. Collection materials are regularly reviewed based on age, condition, performance, currency, and relevancy.

The Library District has established a set of criteria to determine when an item should be transferred or removed from the collection. The following criteria applies to all materials including those that are gifts:

- Material is damaged and cannot be repaired to withstand public use
- Resource is out-of-date or offers inaccurate data, or the item is not historically or culturally significant
- Newer, more complete or authoritative resources are available
- Multiple copies of a work are no longer needed to meet demand
- A more desirable format for the content has been added to the collection

## 6. LABELING

~~The Library District does not remove or add evaluative labels on library materials such as MPAA ratings on some motion pictures, or language ratings on some CDs or audio recordings. In keeping with the American Library Association's Statement on Labeling Systems (Appendix III), <https://www.ala.org/advocacy/intfreedom/librarybill/interpretation/labeling-systems>, (All bad link (<http://www.ala.org/alaorg/oif/labeling.html>), ~~Labeling Systmes~~ incorporated in the Policy, library materials are not marked or identified to show~~

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Library District approval or disapproval of the contents, and no item will be sequestered except to protect it from injury or theft.

## 7. Weeding

~~To ensure that the collection continues to meet the diverse and changing needs of the community, the Library District engages in continual evaluation to maintain a current and relevant collection. To ensure that the collection continues to meet the diverse and changing needs of the community, the Library District engages in continual evaluation to maintain a current and relevant collection. The Library District has established a set of criteria to determine when an item should be transferred or removed from the collection. The following criteria applies to all materials including those that are gifts:~~

- ~~• Material is damaged and cannot be repaired to withstand public use~~
- ~~• Resource is out of date or offers inaccurate data, or the item is not historically or culturally significant~~
- ~~• Newer, more complete or authoritative resources are available~~
- ~~• Multiple copies of a work are no longer needed to meet demand~~
- ~~• Use of materials indicates that the item no longer needs to be housed locally and access may be obtained through regional or national sources~~
- ~~• A more desirable format for the content has been added to the collection~~

## 8. Request for Reconsideration of Library Materials

The Las Vegas-Clark County Library District welcomes interest in its collection. Patrons are given the opportunity to discuss selection decisions with Collection Development staff and to make specific comments in writing using the form, Request for Reconsideration of Library Material (Appendix IV). The completed form facilitates an in-depth review of the material in question and permits the District to respond to its patrons' requests and concerns in writing. Given the diverse nature and depth of the collection, not all materials are suitable for all patrons.

~~The review process will determine whether the material in question meets the selection criteria as outlined in this Policy.~~

~~If a patron expresses concern about an item or an electronic resource in the Library District's collection, the Branch Manager or delegate will listen to the patron's concerns. Staff will inform the patron that he/she may call Collection Development staff for a further explanation of selection criteria. Staff will also offer the patron a Request for Reconsideration form. If the patron wishes to have the material formally reconsidered, the patron will complete the Request for Reconsideration form. The library staff member will follow established Library District procedures to initiate the review process. All written requests will be forwarded to the Executive Director.~~

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The Executive Director will initiate a review to determine if the item has been selected in accordance with the Board-adopted Collection Development ~~Policy~~Policy. A written response will be provided to the patron within 15 working days of receiving the written request.

~~If the patron does not feel satisfied with the determination made by the Executive Director, the patron may request in writing to the Executive Director that a hearing be scheduled with the Board of Trustees. This hearing will be scheduled according to Board of Trustees posting requirements. The Board of Trustees will decide if the material was selected according to the criteria outlined in this Policy~~Policy.

#### **97. Responsibility**

Final responsibility and authority for the collection rests with the Executive Director who operates within the framework of the policies adopted by the Las Vegas-Clark County Library District Board of Trustees. Direct responsibility for selection and weeding of materials is delegated to the Collection Development Department and to individual professional librarians.

### Appendix I: Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996, by  
the ALA Council.

## Appendix II: ALA Freedom to Read Statement

### THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression. These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.



We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association and Association of American Publishers

Subsequently Endorsed by:

- American Association of University Professors
- American Booksellers Foundation for Free Expression
- American Society of Journalists and Authors
- American Society of Newspaper Editors
- Anti-Defamation League of B'nai B'rith
- Association of American University Presses
- Center for Democracy & Technology
- The Children's Book Council
- The Electronic Frontier Foundation

- Feminists for Free Expression
- Freedom to Read Foundation
- International Reading Association
- The Media Institute
- National Coalition Against Censorship
- National PTA
- Parents, Families and Friends  
of Lesbians and Gays
- People for the American Way
- Student Press Law Center
- The Thomas Jefferson Center for  
the Protection of Free Expression

### Appendix III: ALA Statement on Labeling

#### *An Interpretation of the Library Bill of Rights*

Labeling is the practice of describing or designating materials by affixing a prejudicial label and/or segregating them by a prejudicial system. The American Library Association opposes these means of predisposing people's attitudes toward library materials for the following reasons:

- 1- Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.
- 2- Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.
- 3- Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.

A variety of private organizations promulgate rating systems and/or review materials as a means of advertising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other materials. For the library to adopt or enforce any of these private systems, to attach such ratings to library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise to endorse them would violate the *Library Bill of Rights*.

While some attempts have been made to adopt these systems into law, the constitutionality of such measures is extremely questionable. If such legislation is passed which applies within a library's jurisdiction, the library should seek competent legal advice concerning its applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or obliterating such ratings—if placed there by or with permission of the copyright holder—could constitute expurgation, which is also unacceptable.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement, however, does not exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981; June 26, 1990, by the ALA Council.

### Appendix III : Diverse Collections- An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation." A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library's selection Policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

selecting content in multiple formats;

considering resources from self-published, independent, small, and local producers;

seeking content created by and representative of marginalized and underrepresented groups;

evaluating how diverse collection resources are cataloged, labeled, and displayed;

including content in all of the languages used in the community that the library serves, when possible; and

providing resources in formats that meet the needs of users with disabilities.

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection's diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.<sup>2</sup>

1 "Services to People with Disabilities: An Interpretation of the Library Bill of Rights," adopted January 28, 2009, by the ALA Council under the title "Services to Persons with Disabilities"; amended June 26, 2018.

2 ALA Code of Ethics, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 24, 2019.



## Collection Development Policy

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Adopted by the Las Vegas-Clark County Library District Board of Trustees on November 9, 1995; revised and adopted on October 10, 2002; revised and adopted on November 14, 2002; revised and adopted on July 8, 2021.



## 1. MISSION STATEMENT

We enable the people of our community to pursue lifelong learning through our responsive collections, digital resources and innovative services. Our inviting public libraries are the cornerstone of our diverse communities where children and adults can experience personal enrichment and connect with one another. The Las Vegas-Clark County Library District seeks to offer materials in the collection to entertain, educate and empower our community.

### **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.

## 2. PURPOSE

The Las Vegas-Clark County Library District's Collection Development Policy is designed to support the District's mission and service priorities. This Policy guides staff and informs the public of the principles upon which collection development and management decisions are based. Collection development refers to the ongoing process of assessing the materials available for purchase or licensing and in making the decision, first, on their inclusion, and second, on their retention.

The Collection Development Policy defines the scope of the collection and provides a guideline for the continuing development of resources. The Policy outlines how collection development fulfills the District's goals through its general selection criteria.

The Policy also affirms the principles of intellectual freedom and the District's commitment to protect library materials from censorship. These principles are embodied in the Library Bill of Rights included in this Policy (Appendix I).

### **3. SCOPE**

Collections are the foundation upon which the Library District builds its services. The Las Vegas-Clark County Library District strives to develop a diverse, strong, and balanced collection that serves the needs of our growing dynamic population. The Library District selects for its collection popular materials for varying levels of entertainment, education, differing social and religious customs and languages, and includes them on open shelves of the library and online. The collection offers a choice of format, viewpoint, and subject matter at varying levels of comprehension. "Materials" has the widest possible meaning and includes, but is not limited to, print, audiovisual and electronic formats. "Selection" refers to the decision to add items to the collection, or to provide access to those materials. "Electronic" refers to content available on the Library District web site and through licensing agreements that allow access within a library branch or for use by Library District residents through remote electronic access.

### **4. ACCESS**

Ensuring access to information is a fundamental principle of American public librarianship. The Las Vegas-Clark County Library District endorses the principles documented in the American Library Association Freedom to Read Statement (Appendix II). Librarians have a public and professional obligation to provide equal access to all library resources for all library users. The Library District does not restrict access to the reading, listening and viewing of its materials based on age. To ensure equitable access to different materials, the Library District may restrict circulation of reference materials and establish different loan periods for popular materials.

The Library District seeks to acquire the broadest range of materials for its growing community within responsible budgetary constraints. The Library District strives to develop a collection that is as inclusive as possible in order to provide differing viewpoints reflecting the broad cultural, religious and ethnic diversity of its community. Given the diverse nature of the collection, not all materials are suitable for all patrons.

Parents or legal guardians have the right and the responsibility to determine what is appropriate for their own children. The Library District encourages parents to be involved with their child's use of the library and to guide their child's selection of library materials in keeping with their family values. The Library District does not

stand in loco parentis and the final responsibility for materials a child uses is up to the parent or guardian. The Library District does not remove or add evaluative labels on library materials such as MPAA ratings on motion pictures or language ratings on some CDs or audio recordings. To ensure equitable access to different materials, the Library District may restrict circulation of reference materials and establish different loan periods for popular materials.

## **5. SELECTION OF LIBRARY MATERIALS**

The Library District allocates resources to ensure that the collection meets the needs of the community and is in compliance with the Nevada Revised Statutes and federal laws. Priorities are established annually to purchase materials in support of the Library District's service objectives and strategic goals. Professional librarians select materials for inclusion based on specific selection criteria developed by the Library District. The whole of the work is considered as well as how it will relate to the entire collection. Materials are evaluated for comprehensiveness and depth of treatment as well as representation of diverse points of view.

Using annually established priorities for the materials budget, professional librarians select materials for the collection from general and specialized review media, trade publications, publishers and booksellers catalogs and flyers, and vendor prepared lists. In addition, materials may be selected in response to patron requests, from donations or from actual evaluation of the materials. In general, the work as a whole is considered, as well as how it will relate to the collection. Materials are evaluated for comprehensiveness and depth of treatment as well as representation of diverse points of view. The Library District strives to adhere to the principles outlined in the American Libraries Association Statement on Diverse Collections: An Interpretation of the Library Bill of Rights (Appendix III).

The Library District accepts unrestricted, irrevocable gifts of books and other library materials. Gifts added to the collection must meet the same selection criteria as materials purchased for the collection. Gifts not added to the collection will be sold for the benefit of the Library District or otherwise dispersed.

Selection of a work by the Library District does not constitute or imply agreement with or approval of the work's content or the moral, religious, or political beliefs of the author/producer by the Library District, staff or Board of Trustees.

Selection Criteria:

Materials are evaluated according to one or more of the following criteria:

- Present and potential relevance to community needs
- Currency
- Suitability of subject, style and format for the intended audience
- Cost and levels of materials funding
- Importance as a document of the times, and representation of important movements, genres, social and historical trends
- Local, state or regional historical significance
- Relation to the existing collection and to other material on the subject
- Representation of diverse points of view
- Literary merit and/or reviews
- Authority, accuracy and accessibility of presentation
  - Physical quality of material
  - Availability and format
  - Appropriateness and effectiveness of medium to content
  - Suitability of physical format for library use

Textbooks are purchased when they are the best or only source of information on the subject and not solely because a textbook is assigned as school curriculum.

The Library District's collection is not archival in nature. The Library District participates in interlibrary loan networks for the purpose of borrowing materials it may not retain in its collection. All patron requests will be considered for purchase and staff will determine if the request should be referred to interlibrary loan.

- Statement on Special Collections:

The Library District may maintain special collections. A special collection is defined as a collection of materials that focuses on one topic and may strive to provide more in-depth coverage of a certain subject than may otherwise be found in the general collection. In general, special collections will be limited to topics that meet a specific service need of the community. Priority will be given to maintaining those special collections that the Library District has a contractual or special commitment to maintain. Individual libraries may collect materials in subject areas of interest to their local communities and will be supported to the extent that space and budget allow.

- Statement on Youth Collections:

The Library District is committed to supporting the reading, recreational, listening and viewing options of young people. The selection of materials for the collection is intended to nurture a desire

for lifelong learning. The Library District complements the school libraries by providing materials in support of homework assignments. The youth collections are designed for infancy through 8<sup>th</sup> grade but can include materials for parents, caregivers and other professions that work with youth. Particular attention is paid to the inclusion of a wide variety of materials which appeal to different cognitive abilities and learning styles, and various age-related interests.

#### Deselection of Materials

To ensure that the collection continues to meet the diverse and changing needs of the community, the Library District engages in continual evaluation to maintain a current and relevant collection. The Library District practices deselection as an effective and necessary tool to ensure our libraries have the most useful content available at all times. Collection materials are regularly reviewed based on age, condition, performance, currency, and relevancy.

The Library District has established a set of criteria to determine when an item should be transferred or removed from the collection. The following criteria applies to all materials including those that are gifts:

- Material is damaged and cannot be repaired to withstand public use
- Resource is out-of-date or offers inaccurate data
- Newer, more complete or authoritative resources are available
- A more desirable format for the content has been added to the collection
- Multiple copies of a work are no longer needed to meet demand

## 6. Request for Reconsideration of Library Materials

The Las Vegas-Clark County Library District welcomes interest in its collection. Patrons are given the opportunity to discuss selection decisions with Collection Development staff and to make specific comments in writing using the form, Request for Reconsideration of Library Material (Appendix IV). The completed form facilitates an in-depth review of the material in question and permits the District to respond to its patrons' requests and concerns in writing. Given the diverse nature and depth of the collection, not all materials are suitable for all patrons. The Executive Director will initiate a review to determine if the item has been selected in accordance with the Board-adopted Collection Development Policy. A written response will be provided to the patron within 15 working days of receiving the written request.

## 7. Responsibility

Final responsibility and authority for the collection rests with the Executive Director who operates within the framework of the policies adopted by the Las Vegas-Clark County Library District Board of Trustees. Direct responsibility for selection and weeding of materials is delegated to the Collection Development Department and to individual professional librarians.

## Appendix I: Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill>

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Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

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No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association and Association of American Publishers

Subsequently Endorsed by:

- American Association of University Professors
- American Booksellers Foundation for Free Expression
- American Society of Journalists and Authors
- American Society of Newspaper Editors
- Anti-Defamation League of B'nai B'rith
- Association of American University Presses
- Center for Democracy & Technology
- The Children's Book Council
- The Electronic Frontier Foundation

- Feminists for Free Expression
- Freedom to Read Foundation
- International Reading Association
- The Media Institute
- National Coalition Against Censorship
- National PTA
- Parents, Families and Friends  
of Lesbians and Gays
- People for the American Way
- Student Press Law Center
- The Thomas Jefferson Center for  
the Protection of Free Expression

### Appendix III : Diverse Collections- An Interpretation of the Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>

Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation." A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library's selection Policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- evaluating how diverse collection resources are cataloged, labeled, and displayed;
- including content in all of the languages used in the community that the library serves, when possible; and
- providing resources in formats that meet the needs of users with disabilities.<sup>1</sup>

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<sup>1</sup> "Services to People with Disabilities: An Interpretation of the *Library Bill of Rights*," adopted January 28, 2009, by the ALA Council under the title "Services to Persons with

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection's diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.<sup>2</sup>

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 24, 2019.

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Disabilities"; amended June 26, 2018.

<sup>2</sup> *ALA Code of Ethics*, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

## ITEM VIII.C.



### AGENDA ITEM

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#### JULY 8, 2021 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #VIII.C.:** Discussion and possible Board action to approve a joinder with Clark County for the purchase of general office supplies from Staples.

**Background:** Funds are allocated in the General Fund to purchase general office supplies for the District. Nevada Statutes and Board Policy require that a request for bids be advertised for purchases exceeding \$75,000 within a fiscal year. In lieu of advertising a request for bids, the District may, in accordance with NRS 332.195, use a previously bid contract of a government entity with the authorization of the contracting vendor.

Clark County has in place a contract for general office supplies with Staples. The contract offers discounts and requires no minimum purchase. The Contract is in its 3<sup>rd</sup> renewal year, effective through June 30, 2022 and has one further renewal year. Staples has authorized our use of the County contract.

The District had previously joindered onto Clark County's contract with Staples.

**Recommended Action:** Motion to authorize staff to utilize Clark County's contract with Staples for the purchase and direct delivery of general office supplies and to authorize staff to extend the contract for the remaining one-year renewal, subject to funding being available and the vendor continuing to meet specifications as outlined in the contract documents.



## ITEM VIII.D.



### AGENDA ITEM

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#### JULY 8, 2021 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item #VIII.D.:**

Discussion and possible Board action to declare fines and fees of approximately \$1,624,345.64 that are five years old, dating from the year 2016, as uncollectible, and purge from District records.

##### **Background:**

In September 2000, the Board authorized staff to contract with a collection agency, Unique Management Services, Inc. (Unique) to pursue the collection of delinquent fines and fees owed to the District. At that time, the Board approved a motion to expunge fines and fees owed prior to January 1999. The rationale for forgiving this debt was that the fines and fees preceding the implementation of the former automation system (DRA) were considered uncollectible.

For the past 21 years, since contracting with collection agencies, the District has recovered over \$12,371,254.89 in items and \$7,788,475.54 in fines and fees. The District is currently under contract with Unique.

In June 2004, the Board authorized staff to declare fines and fees totaling \$704,763.00 that were five years old, dating from 1999, as uncollectible and to purge these from District records. At that time, staff recommended that each year delinquent fines and fees that are older than five years be reported to the Board for the purpose of being declared uncollectible.

Currently, there are 25,368 outstanding accounts from the year 2016. Collection agencies advise that debts older than five years are not likely to be recoverable. Given the age of the debt and the transient nature of the District's population, it is unlikely that the District will collect a significant portion of the debt.

Staff again recommends that the Board declare fines and fees that are older than five years as uncollectible. Currently there is approximately \$1,624,345.64 in outstanding fines and fees that accrued in 2016. By clearing these fines and fees, the District will be able to purge these inactive patrons and delete these items from its database.

Item #VIII.D.  
 July 8, 2021  
 Page 2

The following table shows a comparison of calendar years between 2013-2016:

	<u><b>CY 2013</b></u>	<u><b>CY 2014</b></u>	<u><b>CY 2015</b></u>	<u><b>*CY 2016</b></u>
Amount of unrecoverable billed items	\$1,434,515.56	\$1,415,014.16	\$1,587,750.81	\$1,329,699.74
Amount of unrecoverable fines and fees	\$317,339.00	\$348,633.48	\$354,928.76	\$294,645.90
Number of patrons with unrecoverable billed items	12,370	12,318	12,026	11,582
Number of patrons with unrecoverable fines and fees	21,252	19,729	30,824	25,368
Number of Items to Be Purged	53,803	53,395	53,177	50,572
Average Cost Per Item	\$26.66	\$26.50	\$29.86	\$26.29
Average Amount Owed Per Patron	\$115.97	\$114.87	\$132.03	\$114.81

*\*Projected amounts*

**Recommended Action:**

Motion to declare fines and fees of approximately \$1,624,345.64 as uncollectible, dating from the year 2016, and authorize staff to purge from District records.



## ITEM VIII.E.

### AGENDA ITEM

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#### JULY 8, 2021 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #VIII.E.:** Discussion and possible Board action to appoint the East Las Vegas QALICB, Inc. Board of Directors.

**Background:** In July 2017, the Library District entered into a New Markets Tax Credit transaction for the East Las Vegas Library construction project. As part of that transaction, a new non-profit was formed to operate exclusively for the benefit of the Library District for the purposes of acquisition and leasing of real and/or personal property subject to restrictions and terms of the transaction documents.

The Articles of Incorporation for East Las Vegas QALICB, Inc. stipulate that a five-member Board of Directors shall be appointed annually by the Library District Board of Trustees as follows:

1. Two Board Directors shall be independent directors who are not officers, directors, trustees, or employees of the Library District, Las Vegas-Clark County Library District Foundation, Inc., or any other affiliate of the QALICB corporation, the Library District, or the Library Foundation.
2. Three Board Directors shall be appointed from nominees who are current or former employees, officers, or trustees of the Library District or employees, officers, or directors of the Library Foundation.

The slate of officers and directors for reappointment is as follows:

Kelvin Watson, President; Keiba Crear, Secretary-Treasurer; and Directors Senator Mo Denis, Felipe Ortiz, and Michael Saunders.

**MOTION:** Motion to reappoint the slate of officers and directors detailed above to the East Las Vegas QALICB, Inc.



## ITEM VIII.F.

### AGENDA ITEM

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#### MAY 20, 2021 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #VIII.F.:** Discussion and possible Board action to approve the District's *Playbook 2026 Strategic Plan*.

**Background:** At the June 25, 2021 Board of Trustee Meeting and Retreat, Executive Director Kelvin Watson presented the proposed *Playbook 2026 Strategic Plan (Playbook 2026)*, followed by individual Administration Team presentations on department plays.

The *Playbook 2026* cued up from work done by a cross-organizational team of Library District staff that began in 2019. The team reviewed and recommended revisions and additions to the previous *Vision 2020 Strategic Plan* based on pre- and post-pandemic service area demographics, community conditions, public library industry evolution, and global trends and forces both shaping and disrupting Library District business.

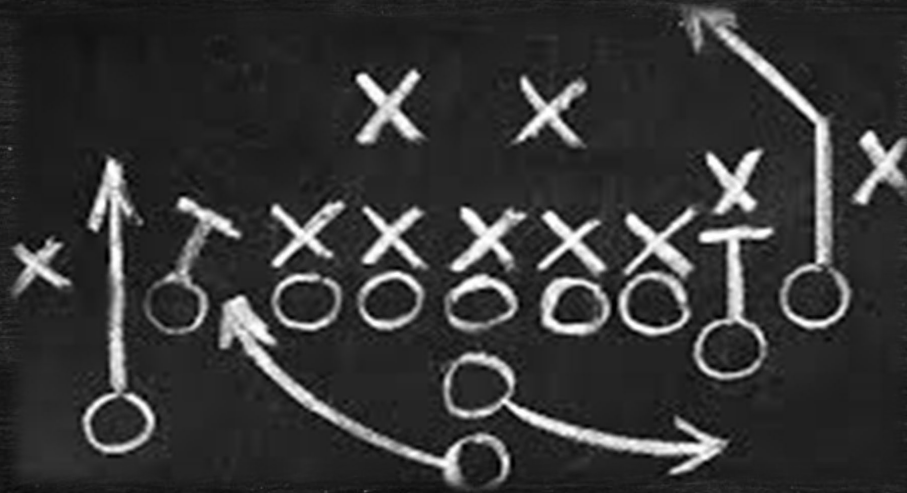
Executive Director Watson reshaped and redirected the team's work to identify critical plays to activate more inclusive, responsive, Library District service strategies, including Powerful People, Powerful Places, Powerful Partnerships, and Powerful Platforms.

These activators make the *Playbook 2026* versatile and adaptive. *Playbook 2026* is an inclusive and innovative strategic plan that invites involvement and engagement with all staff throughout the organization, as well as alignment with community partners and leaders.

Over the next year, *Playbook 2026* will be presented to a wide variety of community groups and audiences. It will be assessed, reviewed, and improved on an annual basis with the Board of Trustees to ensure maximum mobilization of Library District assets and to tell the powerful stories and powerful position the Library District plays as an agent of educational, economic, and social well-being of individuals and communities in southern Nevada.

#### **Recommended Action:**

Motion to approve the District's *Playbook 2026 Strategic Plan* as presented.



# Playbook 2026

All In To Win

Inclusion x Innovation x Involvement





# TEAM ROSTER

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Coach: Kelvin Watson

Jacques Alimusa

Jocelyn Bates

Glenda Billingsley

Tanya Brown-Wirth

Floresto Cabias

Chantel Clark

Rebecca Colbert

Julia Cordova

Claire Davies

Marisa Eytalis

Lisa Gibson

Shana Harrington

Joanna Goddard

Hannah Im

Gloria Jertberg

Darren Johnson

Raychel Lendis

Juliette Loeb

Paula Loop

Matt McNally

Jack Meyer

Danielle Milam

Penny Premstit

Al Prendergast

Marie Reed

Sylvia Riesselmann

Leo Segura

Jeff Serpico

Thomas Sommer

Natalia Tabisaura

David Tran

Lisa True

John Vino

Sherry Walker

Betsy Ward

Valerie Warren

Jennifer Weitz<sup>2</sup>



# LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT

## VISION

All people in Southern Nevada thrive and enjoy educational , economic, and social well-being.

## MISSION

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

## HOW WILL WE SUCCEED?

- Limitless Learning
- Business & Career Success
- Government & Social Services
- Community & Culture

# DATA POINTS

## 2019 Demographic Survey

- District wide and all branches
- American Community survey conducted annually so data is current
- Market Segmentation Data

## Leadership Interviews

- Fall 2019
- Questions to community thought leaders

## UNLV Student Evaluation Surveys

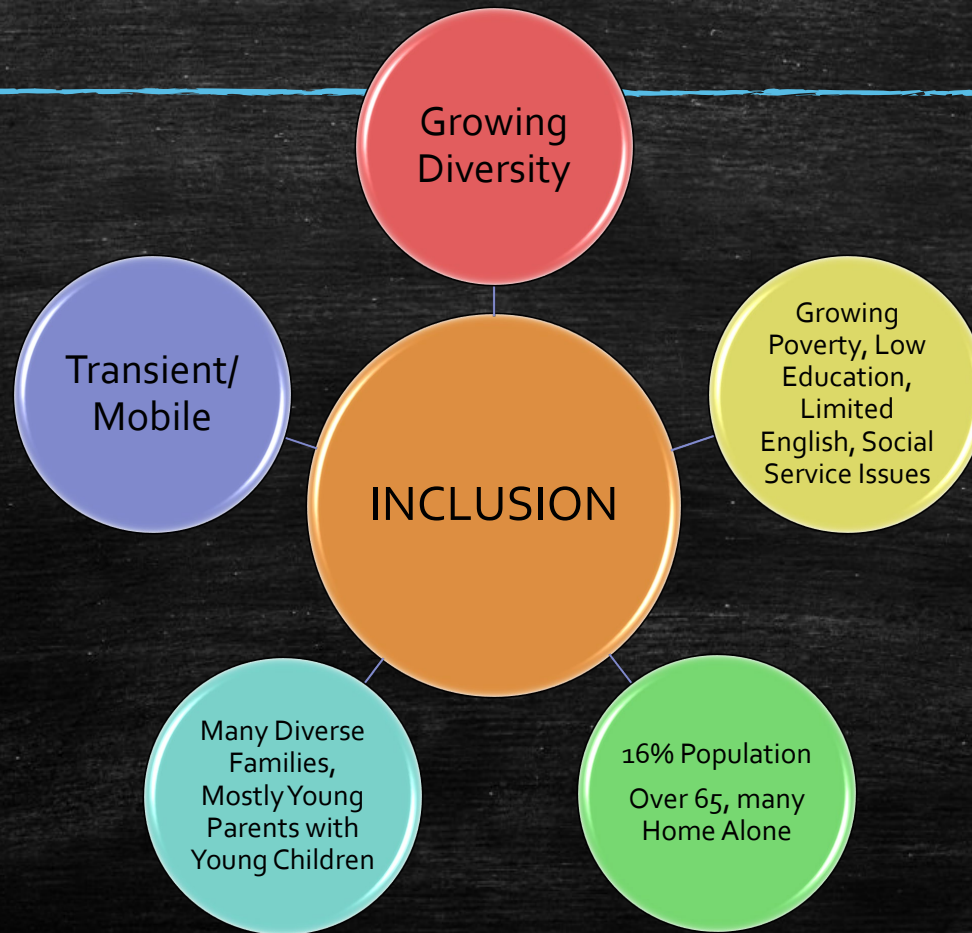
- January –February 2021
- 244 Employees
- 4 Board Trustees
- 40 Partners

## Staff Survey

- Disruptive trends
- Positive trends
- Challenges
- Strengths
- Most impactful programs
- Refining strategies
- Ways to increase library effectiveness
- 10 year headlines



# CHALLENGES OF INCLUSION



# COMMUNITY CONDITIONS

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- ✓ Leadership interviews of biggest challenges- education, unemployment, small business vitality, family sustaining wages, lack of technology skills
- ✓ Impacts of Pandemic- Unemployment still at 230,000
- ✓ Mismatch of worker skills with emerging employment opportunities
- ✓ DEIA and Systems of Bias- inequities in education, health, food and housing, security, policing, incarceration, LGBTQ+
- ✓ Mental health, substance abuse, addiction
- ✓ Growing homeless population and no solutions to scale
- ✓ Limited and low quality child care sector



# GLOBAL FORCES OF CHANGE REINVENTION OF THE PUBLIC LIBRARY

**X SOCIAL**- Young Families,  
Aging Populations, Customization,  
Responding to Customer Interests,  
Building Cultures of Inclusion, Equity,  
Diversity and Access

**O LEARNING**- Virtual and Live,  
New Learning Platforms, Project-Based  
Learning, Multi-Cultural Content, Digital  
Divide, Special Needs Learners, Focus on  
Customer Experience, Experiential and Lab  
Environments

**X ECONOMIC**- Pandemic  
Instability and Distress, Unemployment,  
Affordable Housing, Workforce Skills  
Mismatch with Available Jobs, Automation,  
Remote Work, Gig Economy, Sustainable  
Wages

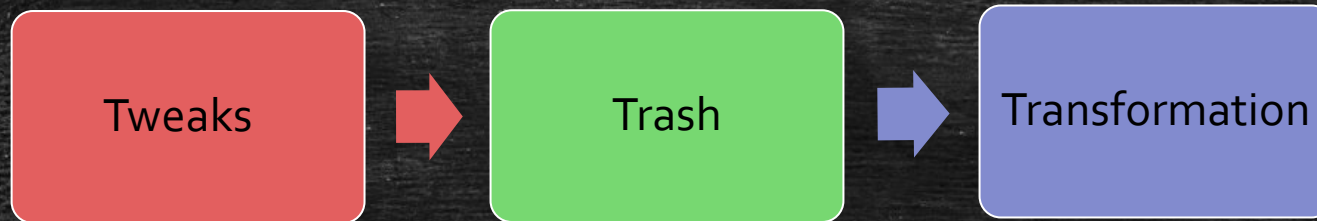
**O TECHNOLOGY**- Mobile  
Apps, Cloud, and Virtual Platforms,  
Exponential Change, Fast Adoption, Rising  
Demand for Digital Products and Virtual  
Services, Multi-Channel Customer Care

**X COMPETITION**-Online  
Search, Online Services, Home Delivery,  
Virtual and Shared Work, Google, Amazon,  
YouTube, Tik Tok, Instacart, WeWork

**O PANDEMIC**- Wild Cards that  
Turn the World Upside Down

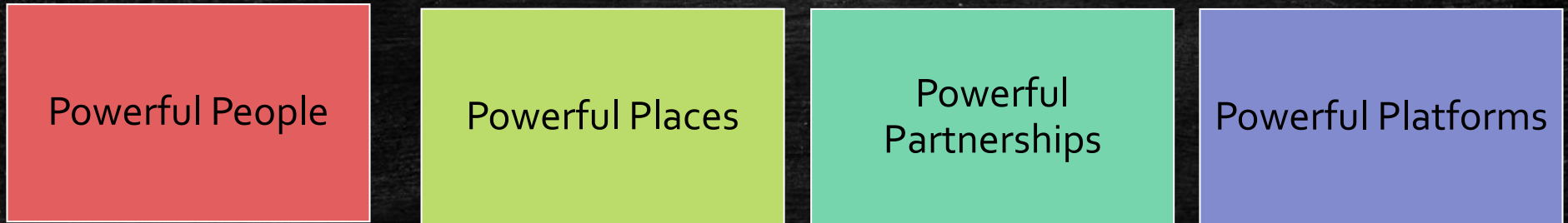
# PLAYBOOK INNOVATION

Pre- and Post-Pandemic Feedback on V.2020 Strategic Directions



## How Do We Activate the Strategies

What plays can we make to be more inclusive, responsive, relevant and adaptive?



# STRATEGIC DIRECTIONS

LIMITLESS  
LEARNING

BUSINESS AND  
CAREER SUCCESS

CONNECTING TO  
GOVERNMENT  
AND SOCIAL  
SERVICES

COMMUNITY  
AND CULTURE



# LIMITLESS LEARNING

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## Close the Education Gap

- ✓ Build the learning pipeline- early learning leads to Kindergarten readiness and K-12 school success and graduation
- ✓ STEAM learning opportunities lead to workforce opportunities and greater earning potential
- ✓ Alternative adult learning opportunities- expanded programs, trainings, technology assistance, English instruction, certifications
- ✓ Libraries are essential supports for virtual learning

## Interest-Driven Learning

- ✓ Customers drive their own learning
- ✓ We need to listen and respond
- ✓ Take & Makes with learning objectives
- ✓ Maker Spaces

## Increase Literacies in All Areas

- ✓ Reading, Digital, Health, Financial, Media

## Fun and Fresh

- ✓ Utilize multiple channels, Learning Modalities
- ✓ Do the unexpected, both in the libraries and out in the community where people already gather

# Limitless Learning

## Powerful People

- Customers, community thought leaders, influencers
- Staff, community experts, training partners, book group, DIY enthusiasts, makers
- Educators
- Volunteers, mentors, coaches
- Donors
- CCSD leadership and CCSD Partnership Office
- Local Employers

## Powerful Places

- Place for the whole family to engage in learning activities
- Learning Labs, Maker Spaces, Computer Labs, Device Advice
- Events at libraries and pop-up community places
- Place to master new technologies
- District service model is embedded in all branches
- Branch flavors are encouraged, cultivated, and celebrated
- Casinos, local employers
- Maker spaces

## Powerful Partnerships

- Early learning organizations and child care community
- CCSD, Charter Schools, K-12 educators, tutors
- Adult Education Ecosystem
- Post-secondary partners- CSN, UNLV, NSC, trade schools, certifications
- Out of school time partners- City of Las Vegas, Clark County, nonprofits
- Chambers of Commerce
- NSLAPR, IMLS
- DISCOVERY Children's Museum
- North Las Vegas, Boulder City and Henderson Library Districts
- Vegas PBS
- Cooperative Extension
- Veterans

## Powerful Platforms

- Library as learning place for families, students, adults
- Online learning – databases, courses, apps, COHS, adult education
- Social media
- We are a learning organization
- Outreach Services delivers broadly



# BUSINESS & CAREER SUCCESS

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## Employment and Career Path Support

- ✓ Resume, interview, job fairs
- ✓ Adult education, English language Instruction
- ✓ Technology training
- ✓ Online courses and certifications
- ✓ Events that support remote workers
- ✓ Services and events for re-entry populations
- ✓ Services and events for veterans
- ✓ Free printing

## Business Development, Hubs, and Incubators

- ✓ Small business development services, individual and group
- ✓ Business networking events
- ✓ Online business resources and courses
- ✓ Programs for gig economy workers
- ✓ Access to office equipment, lounges, conference rooms



# Business & Career Success

## Powerful People

- Adult Learning Program staff
- CCSD HS counselors
- Computer lab staff
- Teen media specialists
- Outreach staff
- One-Stop staff
- Recruiters
- Social service agency liaisons
- Apprenticeship liaisons
- LVCCLD HR
- LVCCLD training staff
- Volunteers
- Trainers
- Local Entrepreneurs and Employers

## Powerful Places

- One-Stop Career Center
- Employ NV
- Chambers of Commerce
- Smith Center
- CCSD high schools
- LVCCLD community spaces and study rooms
- Adult services desk
- Maker Spaces
- Computer Labs
- Casino employee break rooms and day cares
- City parks
- Community Centers
- Convention Centers
- UNLV, CSN, NSC
- RTC
- Office space, business hubs, co-working spaces, conference rooms
- Other regional libraries

## Powerful Partnerships

- Workforce Connections
- CCSD, CSN, UNLV, NSC
- Goodwill
- FIT
- Payback
- NV Small Business Development Center
- City of Las Vegas Innovation Center
- Chambers of Commerce
- Local Unions
- Greater Las Vegas Assoc Realtors
- Trade schools, re-entry programs
- The Harbor
- NPHY, Shade Tree, Project 150
- YMCA
- Goodwill
- Governor's Office of Economic Development, LVGEA, OWIN, DETR, Dept of Ed, Business and Industry
- Veteran Organizations

## Powerful Platforms

- Nevada Career Explorer
- Employ NV
- LVCCLD social media
- WebEx, Zoom
- Lifeworksnv.org
- Online career coaching and training
- LVCCLD website, e-resources
- Teen job fairs
- Job Now
- Monthly newsletters
- Career Online High School
- Biz Library
- Staff Day
- OLLI at UNLV
- One-Stop outreach
- PIC Manual
- Marketing outreach and video demo of online services
- Adult learning classes and certifications

13

# GOVERNMENT & SOCIAL SERVICES

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## Intelligent Referrals

- ✓ Knowledge and current database/web resources for government agencies and services
- ✓ Knowledge and current database/web resources on social service populations and issues
- ✓ Staff training on working with difficult and special needs customers
- ✓ Current information for homeless, mental health, substance abuse, re-entry populations, and veterans

## Public Access Devices and Wi-Fi

- ✓ Technology
- ✓ Training – staff and public

## Effective Partnerships

- ✓ CCSD Counselors, social service agencies, mental health providers, homeless and domestic abuse shelters, Three Square, 211, Nevada Partnership for Homeless Youth, Southern Nevada Housing Authority, The Center, Veterans Affairs



# Government & Social Services

## Powerful People

- Community leaders at City and County, CIS, NV Cooperative Extension, United Way, social workers, faith leaders, police, fire, health providers
- Job seekers, new residents, anyone in need of services
- HR training, staff, customers, students, parents, youth, people waiting in line
- Security and LV Metro Police
- Local medical community

## Powerful Places

- Libraries, community centers, churches, YMCA, shelters, foster care, WIC clinics, hospitals, addiction clinics, SNHD, family service providers, DMV locations, RTC buses, senior centers
- Library computer labs, One-Stop, consultation rooms
- Social service and health fairs
- Other regional libraries

## Powerful Partnerships

- Library Directory of Social Service partnerships
- CCSD counselors, CIS, NV Cooperative Extension, United Way, Urban League, Workforce Connections, NPHY, Three Square, SafeKey, DHHS, veterans organizations, DETR, SNHD, The Harbor, The Center, Hope for Prisoners
- HELP of SNV
- UNLV school of social work
- SN Housing Authority
- Veterans Organizations
- Local Health Organizations

## Powerful Platforms

- Pop-Up libraries, Government services kiosks (DMV, USPS)
- Facebook, Twitter, Snapchat, Instagram, LVCCLD website, TikTok
- Voyager, BizLibrary
- Libby, Hoopla, LVCCLD databases
- Library collections
- LVCCLD website connects to referral agencies and nonprofits
- Branding and Marketing

# COMMUNITY & CULTURE

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## Third Place

- ✓ Sanctuary away from home and work
- ✓ Open, comfortable, flexible spaces and furniture
- ✓ Good lighting, great spaces inside and out

## Welcoming Place

- ✓ Culture of respect and recognition
- ✓ Listening to all voices
- ✓ Open door, feeling of belonging
- ✓ Diverse and inclusive collections, programs, events, activities
- ✓ Access to technology for learning, entertainment, play, interaction
- ✓ Enrich community life
- ✓ Strong multi-cultural and multi-channel communications and media partners
- ✓ Collaborative and engaging experiences and events
- ✓ Meet-ups, networking events
- ✓ Make and share, create and share, production showcases
- ✓ A place where all voices are heard and celebrated
- ✓ District is a community culture catalyst
- ✓ Branches reflect the cultures of the neighborhoods and interests of residents



# Community & Culture

## Powerful People

- Staff practice and promote DEIA throughout the organization
- BIPOC, LGBTQ+, Disabled populations seen, heard, celebrated in all activities
- Environmentally conscious users
- Gig workers, makers, creatives, performers, artists
- Cultural competencies

## Powerful Places

- Attractive and accessible branch facilities
- Farmers markets and other places where people gather
- Parks
- Consuls
- First Fridays
- Galleries
- Multipurpose and Performing Arts spaces
- Living Room feel

## Powerful Partnerships

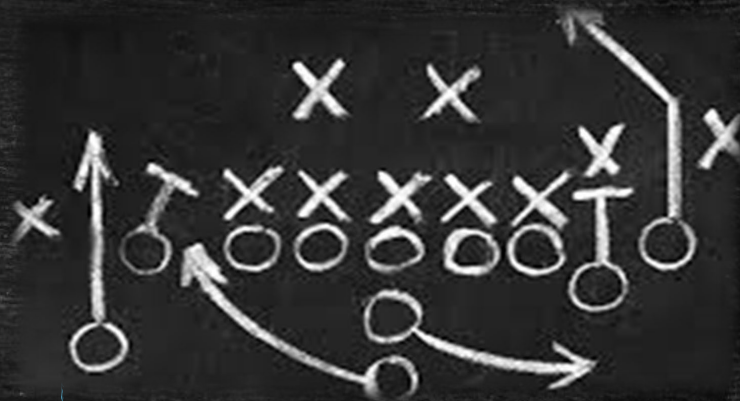
- UNLV and CSN Centers for Social Justice
- Delivery/gig companies
- Autism groups
- People First of Nevada
- Gender Justice of NV
- Parks and Recreation
- Community gardens
- Small local businesses
- Environmental organizations
- Opportunity Village
- PIMA Medical Institute
- Local sports teams
- Local performance and art groups

## Powerful Platforms

- Mission Statement
- DEIA is top of mind to build learning circles
- Virtual spaces
- Environment
- Social Justice
- Art Galleries
- BiblioBoard
- Website and Social Media
- Multicultural, Multichannel Media

# INVOLVEMENT

- ✓ When we are all in, all win
- ✓ Employer of choice
- ✓ Organizational culture is driven by equity, inclusion, diversity, and access for all
- ✓ Transform from within to transform services
- ✓ Service decisions driven by community and customer perspectives, interests, and experiences
- ✓ Staff are aware, visible, valued, engaged and empowered
- ✓ Everyone feels welcome
- ✓ All regional residents are aware of library resources and assets
- ✓ Relevance is local
- ✓ District-wide customer experience standards
- ✓ Branches have flavors
- ✓ Public trust is North Star





WE GET THERE WITH YOU, FOCUSED ON:

POWERFUL  
PEOPLE

POWERFUL  
PLACES

POWERFUL  
PARTNERS

POWERFUL  
PLATFORMS



## ITEM VIII.G.

### AGENDA ITEM

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#### JULY 8, 2021 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item #VIII.G.:**

Discussion and possible Board action regarding approval of the District's *2021 - 2022 Diversity, Equity, Inclusion and Accessibility (DEIA) Action Plan*.

##### **Background:**

On October 14, 1999, the LVCCLD Board of Trustees voted to create a Diversity Competitive Workplace Committee. The original committee, composed of four Trustees, the Executive Director, HR Director, and four team members, met to examine the issues of recruitment and retention of diverse staff in the library profession at large, and in our Library District specifically. The original committee created the *LVCCLD Diversity Action Plan* in 2001, which highlighted four initiatives for the district and their committee: 1) Advocacy 2) Recruitment 3) Retention and 4) Implementation and Data Reporting.

In January of 2019, eleven LVCCLD team members were chosen to serve on a new Diversity, Equity, Inclusion and Accessibility (DEIA) Committee, to create and implement a new (DEIA) Action Plan to replace/update the *2013 - 2014 Diversity Action Plan*. Due to the global pandemic in early 2020, diversity initiatives were paused and the new work environment offered an opportunity for the committee to further modify its goals and objectives. The (DEIA) Committee refined the mission statement, principles, goals, objectives, and strategies, all of which are detailed in the newly updated action plan. The final draft of the plan was presented to the Executive Director in May of 2021.

The plan outlines five key goals for 2021-2022 including: (1) Developing and Implement the DEIA Action Plan; (2) Conducting a DEIA survey (District-Wide); (3) Performing a policy audit; (4) Increasing diversity related recruitment and outreach initiatives; and (5) Creating a DEIA resource page on Voyager (Intranet). Each of these goals includes a set of objectives for the action plan against which the District will measure success.

##### **Recommended Action:**

Motion to adopt the Final Las Vegas-Clark County Library District's *2021- 2022 Diversity, Equity, Inclusion and Accessibility (DEIA) Action Plan* subject to any modifications as directed by the Board of Trustees.



# Library District D.E.I.A. Action Plan

Diversity, Equity, Inclusion, and Accessibility Committee

## **INTRODUCTION:**

*We are* experiencing transformative times that demand agile thinking and a higher level of collaboration. It is imperative that a shift occurs from an awareness of the reality of systemic inequality, to an understanding of what lies at the heart of these inequalities.

As Executive Director and Chief Diversity Officer, I commit to continually championing Diversity, Equity, Inclusion and Accessibility (D.E.I.A.) efforts throughout our organization.

Our plan expands beyond an initiative, but transformation that involves actively revisiting any practices that may perpetuate inequality. It takes every one of us to effectively foster and maintain a collective culture where each team member is valued.

When we adhere to the D.E.I.A Plan while listening and learning from each other, our persistent efforts will serve as a catalyst for ongoing positive change.

## **PURPOSE:**

To ensure our Las Vegas-Clark County Library District (LVCCLD) fosters a culture that allows team members and customers to be their authentic selves, receive equal opportunities and are made to feel welcomed.

## **HISTORY:**

On October 14, 1999, the LVCCLD Board of Trustees voted to create a Diversity Competitive Workplace Committee. The original committee, composed of four Trustees, the Executive Director, HR Director, and four team members, met to examine the issues of recruitment and retention of diverse staff in the library profession at large, and in the Library District specifically. They created the LVCCLD Diversity Action Plan in 2001, which highlighted four initiatives for the district and their committee: 1) Advocacy 2) Recruitment 3) Retention and 4) Implementation and Data Reporting.

In January of 2019, 11 LVCCLD team members were chosen to serve on a new DIAP (Diversity Inclusion Action Plan) Committee, to create and implement a new diversity and inclusion plan. Due to the global pandemic in early 2020, DIAP initiatives were paused and the new work environment offered an opportunity for the committee to further modify its goals and objectives. The new D.E.I.A. (Diversity, Equity, Inclusion, and Accessibility) Committee refined the mission statement, principles, goals, objectives, and strategies, all of which can be found in this updated action plan. A fifth initiative was added by the DEIA, Training and professional development.

### **COMMITMENT TO DIVERSITY:**

LVCCLD is committed to a workplace where everyone is respected as individuals and valued for their contributions in accomplishing the LVCCLD's mission. We are committed to reflect the diversity of the communities we serve, as well as fostering an inclusive, supportive, open, challenging and innovative work environment to enable employees to be their authentic selves.

### **ROLE OF THE D.E.I.A. COMMITTEE:**

- Promote Diversity, Equity, Inclusion and Accessibility awareness.
- Identify diversity barriers, opportunities, and impact on productivity, customer service, training, recruitment, retention, and District policies.
- Make DEIA recommendations to senior leadership and Board of Trustees members.
- Create content and custom D.E.I.A. communications to deliver District-Wide.
- Act as DEIA organizational champions to promote LVCCLD as Public Employer of Choice.

### **GUIDING PRINCIPLES:**

- Diversity: Recognize, value, and embrace individual and collective differences of our team members and communities.
- Equity: Understand the needs and natural differences of each individual and remove barriers to enhance positive outcomes.
- Inclusion: Creating environments for everyone to feel welcomed to be their authentic self by bringing traditionally underrepresented individuals and/or groups into processes, activities, and decision making in a way that ensures equal access to opportunities and resources.
- Accessibility: Proactively making District resources and services available to all LVCCLD community members.

### **ROADMAP to the FUTURE OF D.E.I.A.**

The Diversity Action Plan provides a road map to guide the District in achieving D.E.I.A. goals.

### **STRUCTURE:**

The plan includes a general description of each goal, followed by a series of objectives. Each goal is supported by a series of action items that will enable the District to achieve the goal, followed by performance metrics to monitor and report progress. Responsible parties are identified for each goal. Timelines for achieving goals and meeting objectives will be established.

### **METRICS:**

Qualitative metrics measure the presence of processes and actions that are intended to produce desired outcomes. They serve as leading indicators and predict a future result. For example, having an action plan is a leading indicator of the intent to make progress in diversity and inclusion.

In addition, quantitative metrics reflect actual outcomes and results. They serve as lagging indicators. Lagging describe the end result of actions in the past. For example, the total number Asian American candidates that applied for all open positions last month.

**FOUR PILLARS of D.E.I.A.**

- 1) Enhance Culture for Equity and Inclusion
- 2) Improve Recruitment and Retention Initiatives
- 3) Cultivate Community Partnerships
- 4) Data Analysis and Reporting

<b>GOAL #1: Develop and Implement a D.E.I.A Action Plan</b>			
<b>OBJECTIVES:</b>	<b>KEY MEASURES &amp; TIMING</b>	<b>RESPONSIBLE:</b>	<b>UPDATES:</b>
a. Develop an Action Plan with specific first year goals.	<ul style="list-style-type: none"> <li>By May, 2021: DEIA Committee to create, review, and finalize the DEIA Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>Action Plan: By DEIA Committee</li> </ul>	Address project timelines, wins, roadblocks, and resources
b. Present DEIA Action Plan to Board of Trustee members	<ul style="list-style-type: none"> <li>By June, 2021: Finalize DEIA Action Plan</li> <li>By June, 2021: Create Power Point Slides with highlights of the DEIA Action Plan</li> <li>By June, 2021: Schedule presentation date and time at June Board Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Action Plan: By DEIA Committee</li> <li>Presentation: By Jeff S.</li> </ul>	Address project timelines, wins, roadblocks, and resources
c. Introduce DEIA to Library District Team members via All District Email	<ul style="list-style-type: none"> <li>By July, 2021: Create, review, and finalize communication email to All District Team Members.</li> <li>Ensure the email communication specifies what DEIAC's role is and is not</li> </ul>	<ul style="list-style-type: none"> <li>Communication Email: By HR</li> </ul>	Address project timelines, wins, roadblocks, and resources

<b>GOAL #2: Conduct a D.E.I. Survey (District-Wide)</b>			
<b>OBJECTIVES:</b>	<b>KEY MEASURES &amp; TIMING</b>	<b>RESPONSIBLE:</b>	<b>UPDATES:</b>
a. Select a respected Survey Provider	<ul style="list-style-type: none"> <li>• By September, 2021: Research, review, and price match survey providers based on DEIAC's needs</li> <li>• By September, 2021: Present research data to the DEIAC and collectively select a provider</li> </ul>	<ul style="list-style-type: none"> <li>• Survey Research = HR</li> <li>• Survey provider selection = DEIAC</li> </ul>	Address project timelines, wins, roadblocks, and resources
b. Conduct a District Wide DEIA Survey	<ul style="list-style-type: none"> <li>• By January, 2022: Communicate via All District email the dates the survey will occur.</li> <li>• By January, 2022: Announce the opening and closing of the DEIA Survey</li> </ul>	<ul style="list-style-type: none"> <li>• Email Survey Open = HR</li> <li>• Email Survey Closes = HR</li> </ul>	Address project timelines, wins, roadblocks, and resources
c. Report DEIA Survey Results	<ul style="list-style-type: none"> <li>• By April, 2022: Review data sets, identify themes/trends, and prioritize action items.</li> <li>• By April, 2022: Present DEIA survey and goal updates to the Board of Trustees</li> </ul>	<ul style="list-style-type: none"> <li>• Survey Data Review = DEIAC</li> <li>• Presentation: By Jeff S.</li> </ul>	Address project timelines, wins, roadblocks, and resources

<b>GOAL #3: Perform Policy Audit</b>			
<b>OBJECTIVES:</b>	<b>KEY MEASURES &amp; TIMING</b>	<b>RESPONSIBLE:</b>	<b>UPDATES:</b>
a. Review and revise policies, procedures, practices, and contracts to support the District's DEIA initiatives.	<ul style="list-style-type: none"> <li>• By July, 2022: Review the District's policies and procedures manual to identify DEIA needs and improvements</li> <li>• By July, 2022: Review the District's Collective Bargaining Contracts to identify DEIA needs and improvements</li> <li>• By July 2022: Review the District's Customer's conduct guidelines to identify DEIA needs and improvements.</li> <li>• By July, 2022: Evaluate practices for the recruitment cycle from post to selection for DEIA improvements and considerations</li> </ul>	<ul style="list-style-type: none"> <li>• Policies and Contracts Review = DEIA Sub Committee</li> </ul>	Address project timelines, wins, roadblocks, and resources
b. Adopt best practices and standards that align with the District's DEIA initiatives, goals, and objectives.	<ul style="list-style-type: none"> <li>• By July, 2023: Record, formalize, and communicate all policy, contract, and best practices changes</li> <li>• By July, 2023: Approve all policy changes through the Board of Trustees</li> </ul>	<ul style="list-style-type: none"> <li>• Changes codified = DEIAC Sub Committee</li> <li>• Trustee Approval: By Jeff</li> </ul>	Address project timelines, wins, roadblocks, and resources

<b>GOAL #4: Increase Recruitment and Outreach Diversity Strategies</b>			
<b>OBJECTIVES:</b>	<b>KEY MEASURES &amp; TIMING</b>	<b>RESPONSIBLE:</b>	<b>UPDATES:</b>
a. Develop new partnerships with academic and professional associations for the purpose of identifying and recruiting high-performing, diverse, and <b>specifically Latino</b> candidates.	<ul style="list-style-type: none"> <li>• By December, 2021: Identify institutions and organizations to recruit and advertise open District positions for diverse candidates</li> <li>• By December, 2021: Send introduction emails to identified institutions and organizations</li> <li>• By December, 2021: Formalize a process of exchanging information, identifying underrepresented graduates, and promoting open District positions with a diversity focus</li> <li>• By December, 2021: Utilize diverse staff at outreach events, including Spanish speakers, when possible.</li> <li>• By December, 2021: Analyze data and report the progress of new professional relationships established with universities, organizations, and diverse candidates</li> </ul>	<ul style="list-style-type: none"> <li>• Outreach = HR and DEIA Sub Committee</li> <li>• Data Analysis = HR</li> </ul>	Address project timelines, wins, roadblocks, and resources
b. Assess and enhance recruitment policies and hiring practices to broaden the number of diverse and <b>specifically LatinX</b> applicants for open District positions.	<ul style="list-style-type: none"> <li>• By December, 2021: Identify institutions and organizations to recruit and advertise open District positions for diverse and <b>specifically LatinX</b> candidate</li> <li>• By December, 2021: Send introduction emails to identified institutions and organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Research and Outreach = HR and DEIA Sub Committee</li> <li>• Data Analysis = HR</li> <li>• Presentation: By Jeff</li> </ul>	Address project timelines, wins, roadblocks, and resources



<b>GOAL #5: Create a D.E.I.A. Resource Page on Voyager</b>			
<b>OBJECTIVES:</b>	<b>KEY MEASURES &amp; TIMING</b>	<b>RESPONSIBLE:</b>	<b>UPDATES:</b>
a. Select the educational resources to provide to District Team Members.	<ul style="list-style-type: none"> <li>• By September, 2021: Research, review, and prioritize information to be included in the resource page</li> <li>• By September, 2021: Determine the format, length of document, location on voyager, and visual style of the resource page</li> </ul>	<ul style="list-style-type: none"> <li>• Survey Research = HR</li> <li>• Survey provider selection = DEIA Committee</li> </ul>	Address project timelines, wins, roadblocks, and resources
b. Determine launch date and scheduled updates for the resource page.	<ul style="list-style-type: none"> <li>• By October 2021: Select a date to unveil DEIA resource page and create an All District email communication to notify all Team Members.</li> <li>• By October, 2021: Discuss and select the frequency to update the resource page to ensure its accuracy.</li> <li>• By December, 2021: Analyze data and report the progress of new professional relationships established with universities, organizations, and diverse candidates</li> </ul>	<ul style="list-style-type: none"> <li>• Launch Date and Update Schedule = DEIA Committee</li> <li>• Resource Page Updates = DEIA Committee and Jean at BAM</li> </ul>	Address project timelines, wins, roadblocks, and resources
	<ul style="list-style-type: none"> <li>• By February, 2022: Formalize a process of exchanging information, identifying</li> </ul>		

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# Diversity, Equity, Inclusion and Accessibility (DEIA) Action Plan



## 2021 - 2022

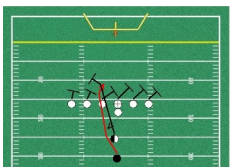
**Goal 4:** Evolve and champion a culture of Diversity, Equity, Inclusion, and Accessibility (DEIA)

2021 - 2022

Introduce new Diversity, Equity, Inclusion and Accessibility (DEIA) plan

Fiscal Year  
Plays  
(Objectives)

Implement FY 2021 – 2022 DEIA plan objectives



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## DEIA Committee Members

<b>Chantel Clark</b>	<b>Library Operations</b>
<b>Scott Clonan</b>	<b>Library Operations</b>
<b>Keeley Walker</b>	<b>Human Resources</b>
<b>London Porter</b>	<b>Human Resources</b>
<b>Anna Allred</b>	<b>Community Engagement</b>
<b>Lenika Coleman</b>	<b>Library Operations</b>
<b>Matt McNally</b>	<b>Administrative Team</b>
<b>Blanca Azucena</b>	<b>Library Operations</b>
<b>Jeff Serpico</b>	<b>Administrative Team</b>

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## Role of the DEIA Committee

- Promote DEIA awareness
- Identify diversity barriers, opportunities, and impact on productivity, customer service, training, recruitment, retention and District policies
- Make DEIA recommendations to Senior Leaders and Board of Trustees
- Create and customize DEIA communications to deliver organization-wide
- Act as DEIA organizational champions to promote the LVCCLD as Public Employer of Choice

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## Guiding Principles

- **Diversity:** Recognize, value, and embrace individual and collective differences of our team members and communities
- **Equity:** Understand the needs and natural differences of each individual and remove barriers to enhance positive outcomes
- **Inclusion:** Creating environments for everyone to feel welcomed to be their authentic self by brining traditionally underrepresented individuals and/or groups into processes, activities, and decision making in a way that ensures equal access to opportunities and resources
- **Accessibility:** Proactively making District resources and services available to all LVCCLD community members

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## Key Reporting Tools

LVCLD		FY 2020-21 HUMAN RESOURCES DASHBOARD																						
		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 (FY 2020-2021)	FY Average FY 2020-2021	Prior FY Average FY 2019-2020
		Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22		
Metric																								
A	Total Employees (Headcount)	NA	689	658	644	641	639	640	638	638	628				NA	646						A		
B	Full-Time Employees 60 hours or more (Headcount)	NA	229	306	306	307	308	309	309	310	307				NA	310						B		
C	Part-Time Employees 59 hours or less (Headcount)	NA	360	352	338	334	331	331	329	328	321				NA	336						C		
D	Full-Time Equivalent (FTE-District)	NA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A				NA	NA						D		
E	Average Years of Service (District)	NA	9.9	9.9	9.3	9.3	9.4	9.4	9.5	9.6	9.7				NA	9.6						E		
Talent Acquisition & Management																								
F	Open Positions (FY 20-21 Budget) = 778	NA	89	120	134	137	139	143	140	140	150				NA	132						F		
G	Positions Posted (Approved to Fill)	NA	1	11	6	10	6	4	2	7	9				NA	6						G		
H	Applications Received	NA	107	476	673	831	321	281	354	424	518				3985	443						H		
I	Interviews Conducted	NA	0	5	7	2	7	4	7	8	4				44	5						I		
J	New Hires	NA	0	0	1	0	0	5	2	3	3				14	2						J		
K	Promotions	NA	4	2	9	3	3	1	5	7	1				35	4						K		
L	Lateral Transfers	NA	0	1	4	2	2	0	1	0	0				10	1						L		
M	Demotions	NA	0	0	1	2	0	0	2	1	0				6	1						M		
N	Employees Successfully Completing Probationary Period	NA	7	1	6	1	1	0	0	0	0				16	2						N		
O	1) Average Cost Per New Hire	NA	TBD	TBD	\$4,835.04	\$0.00	\$0.00	\$21,384	\$19,880	\$12,793	\$9,354.3				\$68,248.63	\$9,749.80						O		
Separations & Turnover																								
P	Total Separations from Employment	NA	18	31	15	3	2	4	4	3	13				93	10						P		
Q	Voluntary Separations	NA	17	30	14	3	2	4	4	3	13				90	10						Q		
R	Involuntary Separations	NA	1	1	1	0	0	0	0	0	0				3	0						R		
S	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		
T	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		
U	Annualized Twelve Month Turnover (Entire District)	NA	11.35%	43.94%	38.61%	38.36%	25.04%	22.12%	20.03%	19.31%	19.83%				NA	27.85%						U		
V	Vacancy Rate (Open Positions) / (Total Employees + Open Positions)	NA	11.44%	15.42%	17.22%	17.61%	17.67%	18.38%	17.99%	17.99%	15.28%				NA	17.02%						V		
W	Average Years of Service (Voluntary Separations)	NA	15.9	30.1	11.2	12.5	2.1	6.3	9.6	5.3	5.9				NA	11.0						W		
X	Average Years of Service (Involuntary Separations)	NA	3.9	0.7	22.3	0.0	0.0	0.0	0.0	0.0	0.0				NA	3.0						X		
Training & Talent Development																								
Y	Employee Attending New Hire Orientation	NA	0	0	0	1	0	5	2	1	5				14	1.56						Y		
Z	Total Employee Training Encounters	NA	246	9	23	38	23	45	55	197	129				765	85						Z		
AA	Virtual	NA	245	9	10	30	19	41	55	191	112				712	79						AA		
BB	Live-On-Site	NA	1	0	11	1	0	0	0	0	12				25	3						BB		
CC	External Conferences	NA	0	0	2	7	4	4	0	6	5				28	3						CC		
DD	Total Training Cost	NA	\$219.00	\$176.00	\$2,646.00	\$	\$	\$24,118	\$4,349.6	\$2,779.4	\$4,189.0				\$43,637.76	\$4,848.64						DD		
EE	Total Tuition Reimbursements	NA	\$0.00	\$0.00	\$0.00	\$1,000.0	\$0.00	\$21,408	\$2,000.0	\$12,000.0	\$0.00				\$28,952.36	\$3,216.92						EE		
FF	Undergraduate	NA	\$0.00	\$0.00	\$0.00	\$1,000.0	\$0.00	\$4,403.6	\$66	\$4,403.6	\$0.00				\$5,952.30	\$661.37						FF		
GG	Graduate	NA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$23,000.00	\$5,555.56						GG		
HH	12) 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	97.32%						HH		
Benefits & Wellness																								
II	Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	NA	9	9	6	6	6	7	3	2					NA	6						II		
JJ	Total Leave Hours Utilized	NA	332.00	468.00	382.00	326.00	326.00	376.00	336.00	118.00					2720.00	302.22						JJ		

September 2020 - August 2021 - 10/10/2021

## HR Dashboard

NOTES										
1) All positions include: Ryan and/or Executive Director										
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***Thank you!***