

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
October 14, 2021**

DATE: Thursday, October 14, 2021

TIME: 6:00 p.m.

PLACE: Enterprise Library
8310 South Las Vegas Boulevard
Las Vegas, NV 89123

AND

Online via WEBEX

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

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

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

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

Anyone wishing to comment via email under this item must send an email to boardcomments@lvccld.org. The email must include the commenter's name, legal address, and the agenda item that is being commented on. Email comments are limited to 500 in words in length and must also identify whether the commenter wants their remarks to be included in the minutes of the meeting. Any comments which do not state the commenter's name, legal address, or exceed 500 words in length shall not be considered.

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

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

III. Board Action to accept Proposed Agenda (For possible action)

IV. Approval of Proposed Minutes (For possible action)

A. Regular Board Meeting, September 9, 2021

V. Chair’s Report

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

VI. Library Reports

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

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

A. Executive Director’s Report - Kelvin Watson

1. Program and Delivery Services

a. Library Operations and Security Reports and Monthly Statistics

2. Program Support Services

- a. Branding and Marketing Report and Monthly Statistics
- b. Community Engagement Report and Monthly Statistics
- c. Development and Planning Report
- d. Information Technology Report

3. Administrative Support Services

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

VII. Unfinished Business- None

VIII. New Business- None

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IX. Announcements

KME Focus Group Discussion is on October 18, 2021 at East Las Vegas Library, 2851 E Bonanza Road, Las Vegas, NV 89101, at 1:00pm to 4:30pm.

Workforce Connections and the Las Vegas-Clark County Library District will host a one-year anniversary open house event at the Sahara West Library; 9600 W. Sahara Ave., Las Vegas, NV 89117 on Thursday, October 21, 2021 from 4:00pm to 6:00pm.

Finance and Audit Committee will be meeting on Tuesday, November 9, 2021 via Zoom, at 1:00pm.

The next Board meeting will be held on Wednesday, November 10, 2021, at 6:00pm. Location: Whitney Library, 5175 E Tropicana Ave, Las Vegas, NV 89122.

The December Board meeting will be held on Thursday, December 9, 2021 at 6pm. Location: Windmill Library, 7060 W Windmill Ln, Las Vegas, NV 89113.

X. Public Comment

Topics raised under this item cannot be acted upon until the notice provisions of the open meeting law have been met. If you wish to make public comment on this item, you must sign-up on the roster provided prior to the public comment period. The sign-up must include the commenter’s name and legal address, and this agenda item. Commenters should state if they want their remarks included in the minutes of the meeting.

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

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.

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

A. Executive Session for Briefing by Counsel

XIII. Adjournment

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

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

NOTE: PLEASE CONTACT EBONI NANCE AT (702) 507-6186 OR nanceea@lvccld.org TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL CAN BE FOUND AT <https://lvccld.org/board/board-of-trustees-meetings/>.

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, www.lvccld.org and at Nevada Public Notice at <https://notice.nv.gov>. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Thursday, October 1, 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

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3. Enterprise Library
8310 South Las Vegas Boulevard
Las Vegas, NV 89123
 4. Sunrise Library
5400 Harris Avenue
Las Vegas, NV 89110
 5. West Charleston Library
6301 W. Charleston Boulevard
Las Vegas, NV 89146
 6. West Las Vegas Library
951 W. Lake Mead Boulevard
Las Vegas, NV 89106
 7. Windmill Library
7060 W. Windmill Lane
Las Vegas, NV 89113
 8. Las Vegas-Clark County Library District website
www.lvcclld.org
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.
- D. Webex Connection information:
<https://lvcclld.webex.com>
Event number (access code): 2486 646 8691
Password: RBM101421
Join by phone: +1 (408) 418-9388
Use same meeting number
Join from a video system or application:
Dial 24866468691@lvcclld.webex.com
You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.

ITEM IV.A.

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
September 9, 2021**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the East Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, September 9, 2021.

Present:

Board:	B. Wilson, Chair	K. Benavidez
	E. Foyt	N. Waugh
	S. Ramaker	J. Meléndrez
	K. Rogers	J. Jiron
	K. Turner Whiteley	

Counsel: G. Welt

Absent: Felipe Ortiz (Excused)

Staff: Kelvin Watson, Executive Director
Numerous Staff

Guests:

Chair, B. Wilson called the meeting to order at 6:01 p.m.

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

Public Comment (Item II.) None.

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

Approval of Proposed Minutes Regular Board Meeting June 25, 2021; Board Retreat, June 25, 2021; Emergency Board Meeting, July 6, 2021; Regular Board Meeting, July 8, 2021 (Item IV A-D)

Trustee Waugh moved to approve the Minutes of the Board of Trustees Meeting held:

- Regular Board Meeting, June 25, 2021
- Board Retreat, June 25, 2021
- Emergency Board Meeting, July 6, 2021
- Regular Board Meeting, July 8, 2021

There was no opposition and the motion carried.

Chair's Report (Item V.) The proposed dates and locations for the upcoming calendar year were given to the Board of Trustees. There were no comments or questions on the proposed meeting dates:

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January 20	Clark County Library
February 10	Rainbow Library
March 10	Whitney Library
April 21	Centennial Hills
May 19	Windmill Library
June 9	West Charleston Library
July 14	East Las Vegas Library
August 11	Clark County Library
September 8	West Las Vegas Library
October 13	Sahara West Library
November 10	East Las Vegas Library
December 8	Summerlin Library

Chair Wilson explained the change he made to add a consent agenda for the majority of the items. It was explained that everyone would be given the opportunity to pull out specific items to be discussed and voted on separately. No board members had any questions or concerns about adding a consent agenda.

Library Reports
(Item VI.)

Executive Director's Report
(Item VI.A.)

Executive Director Watson highlighted a few areas in the Executive Director's Report: From the July 30th Report, Director Watson mentioned he was selected for the REALM Steering Committee. The committee is a part of a project conducted by OCLC and the Institute of Museum and Library Services and Battelle to produce and distribute science-based COVID-19 information that can aid local decision-making regarding our operations. From this project, Executive Director will gain information to bring back and share with the District and our employees around some of the science that is being done around COVID-19 and in regards to libraries.

Director Watson also discussed participating in the Regional Manager interviews and we were able to hire two candidates, one internal and one external. Director Watson also mentioned he will be participating in the ongoing Branch Manager interviews and explained participating the interviews is helping him learn more about our processes, as well as having candidates interact with the Executive Director.

Director Watson expressed his happiness in potentially working with the

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College of Southern Nevada to start offering classes out of the East Las Vegas Library Branch. Possible classes could begin as early as the Fall.

From the August Report, Director Watson shared that he met with Thee Square Food Bank. He was able to tour their facility and looking to potentially partnership opportunities to offer senior meals to seniors throughout the year and possible program collaborations.

Director Watson also encouraged everyone to read the interview he did with Las Vegas Review Journal on August 9th where he discuss the Library District and programs that we're looking to offer in the future.

On August 25, the Playbook 2026 was presented to the entire district. Some staff came in person and others watched as it was streamed online. It gave staff the opportunity to learn more opportunity to learn more about the Strategic Playbook from all of the administrative team members. A lot of the staff have already begun implementing the Strategic Playbook 2026 in their respective areas.

Director Watson also shared that the collaboration with Clark County School District is moving forward after he met with the Superintendent in August. A letter was provided to the Board of Trustees, which describes the partnership between the Library District and the Clark County School District to provide e-books directly to the school students from their Destiny Discovery platform.

Chair Wilson wanted to discuss the first item on the Executive Director's report- District Response to the COVID-19 Pandemic through fiscal year 2021. He highlighted that he asked for this item to be carried over, because the Library District came out the financial hardship that every government agency faced, rock solid. He gave credit to the CFO, Floresto Cabias and wanted to thank him publicly. Because of his efforts and the amount of work he's done last year, the Library District is already looking at building in the future instead of digging out of a hole.

Trustee Waugh asked Director Watson to discuss the decision to move forward with two regional managers instead of three, as mentioned in the approved Strategic Playbook. Director Watson explained that after the first round of interviews, there were five(5) finalist. Out the five(5), three(3) were selected initially. One of the three(3) candidates decided they would stay with their current employer. The decision was then made to look at another finalist for the position but they decided they were no longer interested in the position.

**Library Operations,
Security Reports
and Monthly
Statistics (Item
VI.A.2)**

Vice-Chair, Benavidez asked to discuss the Library Operations Report. She wanted to showcase Academia Espana, which is a new program created by an employee. Vice-Chair wanted to know more about the program and how the students or community could apply for it.

Leo Segura Library Operations Director, explained that Alex Acosta DeLeon created the program and worked with the Acting Branch Manager, Tom Olsen to implement Academia Espana at the East Las Vegas Library. The program teaches broadcast media to the community members and offers several classes. The classes have been full with 18 to 25 students enrolled. There will be a graduation at the end of the program and those students who have not missed more than two(2)

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classes will be eligible to graduate.

Trustee Whiteley thanked Leo Segura for adding the 2019 statistics.

**Branding and
Marketing Report
and Electronic
Resources Statistics
(Item VI.A.3.a.)**

Trustee Whiteley had a question for Betsy Ward and Matt McNally in regards to Summer Challenge. Trustee Whiteley commented that she sees all of the great social posts and content but wanted to know what were the results and how did they compare.

Betsy Ward, Branding and Marketing director reported that Benchmarks of success for Branding & Marketing include touchpoints with consumers and the engagement that we can measure on our website and social media channels:

The very first touch point was the Summer Challenge brochure. 158,000 printed brochures this year. 110,000 were distributed by CCSD to their students and the remaining brochures were distributed through the library branches and by community Outreach. The Library District invested more deeply in advertising and direct mail this year. The print advertising campaign ran in RJ, Las Vegas Weekly, Black Image Magazine, El Tiempo, and the Summer Challenge brochures were polybagged with the May/June issue of Desert Companion, which has a circulation of 18,000. The direct mail campaign- On June 15, a bilingual postcard mailer promoting Summer Challenge and the new Las Vegas Lights library card went out to 116,600 business and residential zip codes in the neighborhoods surrounding four libraries, including West Las Vegas, East Las Vegas, Clark County, and Sunrise.

The digital advertising campaign included Facebook & Instagram, which was promoted further through the Google Grant, and a series of digital ads in the RJ.

Summer Challenge was a major feature in the Library District's twice-monthly Highlights eNewsletter, beginning in May, for six inclusions that went out to 316,000 library cardholders each time, generating an average open rate of 21%.

The Summer Challenge landing page on LVCCLD.org included a short animated video featuring the Library District's popular characters – the little Robot and his Robot Dog, which drew repeat views.

Updated audience portals for four audience groups, including Parents, Kids, Teens and an Espanol Portal, which spotlighted new events, online resources, and curated staff lists. 17,354 unique visits to this landing page from May 1st – July 31st.

The Library District received strong social media support from our 2021 partners, including CCSD, CCSD Faces and the Las Vegas Lights FC. This helped to increase the total reach of the dedicated social media posts. These posts pushed our messaging further and to newer audiences. This demonstrates the power of partnering with true influencers who are active on their own social media channels and it is something that we intend to expand for Summer Challenge 2022.

**Community
Engagement Report**

Trustee Whiteley asked if the efforts mentioned were working and how could the Library District do more of it for next year?

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**and Monthly
Statistics
(Item VI.A.3.b.)**

Matt McNally, Community Engagement Director, responded that the program was extremely successful. It was the best Summer Challenge staff has ever run.

On August 27, staff engaged in an After Action Review and are now generating a written report for the Executive Director. Various outputs and outcomes were discussed.

By the Numbers: Children in K-12 read for over 3.4 million minutes. Parents and children ages 0-5 read over 36,000 books. In total, there were almost 7,000 participants; an increase of 15% from 2020.

Program has evolved over the past two years: reading/learning initiative.

Trustee Waugh thanked Matt McNally for including upcoming events in the report.

Chair Wilson accepted the Library Reports.

**Development and
Planning Report
(Item VI.A.3.c.)**

No questions.

**Information
Technology Report
(Item VI.A.3.d.)**

No questions.

**Financial Services
Report
(Item VI.A.4.a.)**

No questions.

**General Services
Report
(Item VI.A.4.b.)**

No questions.

**Human Resources
Report
(Item VI.A.4.c.)**

No questions.

**Unfinished Business
(Item VII.)**

None.

**New Business
(Item VIII)**

**Consent Agenda
(Item VIII.A)**

Trustee Whiteley pulled Item VIII.A.1
Trustee Waugh pulled Item VIII.A.2
Vice-Chair Benavidez pulled Item VIII.A.4

Vice-Chair Benavidez moved to accept remaining Items 3 and 5 on Consent Agenda. Trustee Waugh second the motion. There was no opposition and the motion carried.

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Discussion and possible Board action to retract approval for the Library District's Closure on October 11, 2021 for Staff Development Day (Item VIII.A.1)

Trustee Whiteley mentioned to Director Watson regarding the wording in the Item. It states Town Hall are going to be occurring bi-annually and believes it should read semi-annually. Director Watson agreed semi-annually was correct. Trustee Waugh move to retract approval of October 11, 2021, as a closed day for the Library District. Vice-Chair Benavidez second the motion. There was no opposition and the motion carried.

Discussion and possible Board action to approve the days of closing for calendar year 2022 (Item VIII.A.2.)

Trustee Waugh wanted to pull this Item to highlight the Library District in accordance with the recent actions of Congress will be celebrating Juneteenth as an opportunity to highlight important history in our country. Trustee Waugh move to approve the proposed days of closing for Calendar Year 2022 and approve Juneteenth as a replacement holiday for Staff Day. Trustee Ramaker second the motion. There was no opposition and the motion carried.

Discussion and possible Board action regarding a contract award with KME Architects for architectural consulting services for the development of a building program for a possible relocation of West Las Vegas Library. (Item VIII.A.4.)

Vice-Chair Benavidez asked to pull this Item because there was a price attached to it and felt it was necessary to have on the record.

John Vино, General Services Director explained the building program is required for the possible construction of a new West Las Vegas Library. This program will build on the success of the East Las Vegas Library program and the District's strategy to design 21st century Libraries. The program will guide the District in its implementation of updated/new library services, and will help to ensure that these services and programs are relevant to the West Las Vegas Community.

The Consultant will lead the District thorough an in-depth programming and community engagement process that involves a series of informative stakeholder focus-group sessions that will include active community members and organizations, political representatives, and District Trustees and staff.

The consultant's services include conducting a needs assessment, encompassing input and data gathering, an analysis of branch collections, staffing, seating, technology, and community meeting space requirements.

The building program will break down all assignable space within the proposed branch and include a matrix of common and optional physical elements, facilities requirements, and adaptability criteria for future needs. The full scope of work and deliverables are outlined.

KME Architecture is a full service architectural firm and was selected by the Board as the Architect of Record for the West Las Vegas Library as part of the Master Plan selection process. KME is a certified Minority Business Enterprise, (MBE) as well as a Disadvantaged Business Enterprise, (DBE). KME has extensive knowledge of the West Las Vegas Community having successfully led the community engagement process

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when they were selected by the City of Las Vegas to lead the Master Planning and Building Commissioning of the oldest remaining elementary school in Las Vegas, the Historic Westside School.

The staff is requesting authorization to award a contract to KME Architects not to exceed \$76,250, plus authorized reimbursable expenses, for library building consultant services to develop the building programs for a new West Las Vegas Library, subject to final review by Counsel. The timeline expected is 4 months but the contract gives six (6) months.

Chair Wilson asked to have the ownership principles of the company for the record. John Vino responded Melvin Green is the principle of KME. Trustee Waugh move to authorize staff to award a contract to KME Architects, not to exceed \$76,250 plus authorized reimbursement expenses, for library building consultant services to develop the building programs for a new West Las Vegas Library, subject to final review by Counsel. Vice-Chair Benavidez second the motion. There was no opposition and the motion carried.

Regular Agenda
(Item VIII.B)

Discussion and possible Board action to have periodic performance reviews of the Executive Director.
(Item VIII.B.1)

Chair Wilson explained that after discussing with Director Watson and Counsel Welt, they all agreed on this system. The idea is that the Executive Committee would meet as a subcommittee and have informal discussions with Director Watson instead of waiting for the annual review and report back to the Board as a whole with the details from those discussions, to be used in the annual review that is a formal review process. The goal is to start next month with meeting with Director Watson for a check-in.

Trustee Waugh questioned if there would be a mechanism in place for Trustees who are not on the Executive Committee to offer thoughts? Chair Wilson explained that because it is only a check-in, if those members who are not on the Executive Committee wanted to discuss specific things could email or call him with the information to be discussed in the check-ins.

Trustee Whitely questioned why would the Board as whole not receive information from the check-ins until the annual review, which would appear as if the rest of the Board doesn't have visibility into the direction or the goals that may be resetting or setting throughout the year. Chair Wilson explained that the wording could be changed to have it sent to the Board or provided to the Board in the Chair's Report following the meeting.

Trustee Foyt commented that the check-ins should not only be about critiques but also as an opportunity to applaud progress and offer assistance in new ventures.

Counsel Welt explained that written summaries of the check-in meetings will still need to be provided to the annual review. Chair Wilson agreed and rephrased the Item: The Executive Committee will regularly review

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the Director's performance through periodically scheduled meetings and report summaries at the next meeting, as well to the General Board at the Director's Annual review. Trustee Whiteley agreed and made the motion to accept the modification. Trustee Waugh second the motion. There was no opposition and the motion carried.

**Announcements
(Item IX.)**

The Las Vegas-Clark County Library District and Regional Transportation Commission of Southern Nevada will jointly launch a commuter campaign promoting access to e-books, audiobooks, and magazines. The event will occur at the East Las Vegas Library, 2851 E. Bonanza Rd, Las Vegas, NV 89101 on Thursday, September 16, 2021 at 9:30a.m.

Director Watson thanked Trustee Foyt for making the introduction that started the conversation for the partnership.

The next Board Meeting will be held Thursday, October 14, 2021 at 6pm. Location: Enterprise Library, 8310 South Las Vegas Blvd., Las Vegas, NV 89123.

The November Board meeting will be held on Wednesday, November 10, 2021 at 6pm. Location: Whitney Library, 5175 E Tropicana Ave, Las Vegas, NV 89122.

The November Board meeting will be held on Thursday, December 9, 2021 at 6pm. Location: Windmill Library, 7060 W Windmill Ln, Las Vegas, NV 89113.

**Public Comment
(Item X.)**

None.

**Executive Session
(Item XI.)**

None.

**Adjournment
(Item XII.)**

Chair Wilson adjourned the meeting at 6:46 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary



ITEM VI.A.

MEMORANDUM

DATE: September 30, 2021
TO: Board of Trustees
FROM: Kelvin A. Watson, Executive Director
SUBJECT: Executive Director's Report, October 2021

This report gives you a review of my activities and the accomplishments of Library District Staff for your review and discussion at the District Board of Trustees' October 14, 2021 meeting. I have supplemented this with information in the board packet, (numbered VI.A.1-3) and distributed to Trustees on October 6, 2021.

I met with Commissioner Cedric Crear to discuss the West Las Vegas Branch Library and potential park Pop Up Library.

Attended Community Conversation for Westside Museum at Doolittle Community Center with John Vino, Chantel Clark, and Leo Segura. This proposed museum will be an anchor cultural facility celebrating the contributions of African Americans to the Historic Westside, Las Vegas and beyond, which can be a potential partnership with the Library District in the near future. I was also selected as a Community Ambassador for the project. In addition, I attended a second meeting in September to discuss the findings for the Westside Museum project, which was held at the Historic West Side School.

Participated as special guest in a podcast recording for Workforce Connections, Southern Nevada's Local Workforce Development Board. Workforce Connections is currently having all of their board members participate in recording podcasts. This was an opportunity for me to showcase what the Library District, in partnership with Workforce Connections, was able to achieve in a "first-of-its-kind" with One-Stop Career Centers for jobseekers in the libraries and the Employ NV Business Hub for small businesses.

I was introduced, as a newly nominated board member, to the Digital Public Library of America (DPLA), a registered 501(c)3 nonprofit organization that aims to empower people to learn, grow, and contribute to a diverse and better-functioning society by maximizing access to our shared history, culture, and knowledge. My participation on the DPLA board will open doors for LVCCLD to collaborate with new and different partners and expand our future digitization efforts.

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Attended the Youth Criminal Justice Roundtable hosted by Congressman Steven Horsford and Congressman Hakeem Jeffries held at West Las Vegas Branch. This discussion involved Southern Nevada Youth between the ages of 18-24 to gauge the reality for those who have been directly impacted by the system.

Attended the *Fiestas Patrias Reception* hosted by Councilwoman Olivia Diaz and Consul of Mexico, Julian Escutia-Rodriguez, to commemorate Hispanic Heritage Month and to kick off the celebration with the City of Las Vegas.

Hosted the kickoff event celebrating the new partnership between the Library District and the Regional Transportation Commission of Southern Nevada (RTC). The result of the collaboration is to offer transit riders free access to eBooks, audiobooks, magazines, movies and more. During the ceremony, a branded RTC bus was unveiled with the help of Congresswoman Dina Titus, Clark County Commissioner Tick Segerblom, Las Vegas Ward 3 Councilwoman Olivia Diaz, RTC Director Mj Maynard, and Las Vegas-Clark County Library District Chair Brian Wilson.

Participated in several Branch Manager Interviews over three days, from which we were able to hire four candidates, of which there were three internal and one external. The Branch Managers will provide leadership to frontline staff and enhance operations as we implement the Strategic Playbook 2026.

Moderated for the Keynote session at the Association for Library and Information Science Education (ALISE) 2021 Virtual Annual Conference – Crafting a Resilient Future: Leadership, Education, & Inspiration. My participation accentuated LVCCLD and its support for education and scholarship in the library and information science disciplines.

I had a "Meet and Greet" with Dr. DeReionne Pollard, New President of Nevada State College. While on her bus tour of the valley, she made a point to stop at the East Las Vegas Library, and while there, I give her a tour of the branch.

Participated in IMPACT LIVE, a Public Library virtual event hosted by Gale and held virtually from Wednesday, 29 September through Thursday, 30 September 2021. I had the pleasure to represent the Library District by presenting a session titled, "Discover the Power of Partnerships: Why Partnerships are the Key to Advancing Your Equity, Diversity, and Inclusion (EDI) Goals."

Participated in Libraries & Veterans National Forum and presented the "Veterans Connect Hotspot Program" and the other "Veterans Connect" programs I led at Broward County Libraries, Florida.

I attended the following meetings/events during the month of September:

- Meeting with Assemblywoman Shondra Summers-Armstrong to discuss the West Las Vegas Library Branch and it's programs, services, and new location
- Attended Commissioner Michael Naft "Office Hours" Event in Laughlin at Spirit Mountain Community Center
- Texas A&M University (TAMU) practice for the Libraries & Veterans National Forum

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- Attended the *Today for Tomorrow: Together* event hosted by Communities In Schools of Nevada (CIS) honoring Elaine Wynn
- LVCCLD Foundation Board of Directors Meeting
- Toured the Mob Museum and had a follow up discussion with Jonathan Ullman their President & CEO for collaboration planning
- Interviewed with Channel 13 News to highlight partnership with the Las Vegas Golden Knights just prior to their first preseason game
- Meeting with Simon Mettler of HR&A Advisors, Inc., broadband access consultant for Clark County, along with Al Prendergast, to discuss Clark County's research into expanding fiber to government facilities
- Meeting with Community Liaison Jennifer Damico, Meggan Holzer of Commissioner Miller's Office, and Matt McNally to discuss opportunities to partner on Commissioner's initiatives and promote LVCCLD initiatives
- Discussion with Legal Aid Center of Southern Nevada with Executive Director, Ms. Barbara Buckley on future conversations planned to enhance partnership
- Meeting with Patrick Losinski, CEO of Columbus Metropolitan Library and Charlie Hansen, Chief Customer Experience Officer to discuss the LVCCLD RTC partnership

ITEM VI.A.1.a.



MEMORANDUM

TO: Board of Trustees through Mr. Kelvin Watson, Executive Director

FROM: Leo Segura, Library Operations Director

DATE: September 30, 2021

SUBJECT: Library Operations Report, October 2021

This report provides an overview of the Library Operations initiatives including 25 Branch Libraries and the Misdemeanant Jail Library. This report covers a two-month period from **August 24 – September 30, 2021.**

POWERFUL PEOPLE

- Regional Manager, Roslyn Dean, on-boarded, and began her training and branch visits.
- Library Operations promoted three (3) District employees to fill acting branch manager positions: Jack Meyer at Centennial Hills Library, Gloria Jertberg at East Las Vegas Library, and Claudia Melton at West Charleston Library. One (1) new branch manager was selected, Billy Allen, to fill the Whitney Library position.
- Staff met with City of Las Vegas Senior Buyer regarding extending Jail Library Contract for Fiscal Year 2022.

POWERFUL PLACES

- Library Operations is working with Community Engagement to transition Senior Center Partnerships from WOW to Adult Services Staff.
- East Las Vegas Multimedia Supervisor Alex Acosta implemented *La Academia Hispana de Comunicacion*, an 8-week program that introduced Spanish-speaking members of the community to the career opportunities that are available in the world of Spanish radio, TV, and internet broadcasting. Graduation event on October 2nd.

Library Operations Activity Report, October 2021

– Page 2

- In August, Windmill Library Staff processed 51 passport applications and collected \$2,133 in fees.
- Library Gate Count improved by 8% over 2020, but continued to be down 40% from pre-pandemic 2019 totals.
- August new library cards issued and PC internet sessions remained below 2020 totals.
- Library Circulation increased 1% for August 2021 compared to August 2020, but continued to be down 23% from pre-pandemic 2019 totals.

POWERFUL PARTNERSHIPS

- The Foundation added SD cards to the branch bookstores supplying a needed storage device used by our customers in our makerspaces and DJ studios.
- Mesquite STEAM Center is moving forward on creating a Library sponsored Lounge or collaboration room promoting LV-CCLD *Tools for Student Success*.
- Staff attended Historic Westside Community Meeting at Doolittle Community Center.
- Staff participated in the Historic Westside Think Tank at the Pearson Center.

POWERFUL PLATFORMS





- Staff participated in District-wide training for the new digital content platform, Axis 360.
- Branches continued to host staff meetings, further developing their Branch Power Plays to align with and support Playbook 2026.
 - Meeting with staff members in small sessions where they generate plays supporting strategic directions and strategies (Powerful Places/Platforms/Partnerships/People).
 - Overview of Playbook 2026
 - Time to place ideas on post-it notes and attach them to Strategic Directions
 - Compiled the information on a white board and fleshed out some of the branch power plays.
- Library Operations met with Collection and Bibliographic Services, and Playaway to discuss the development of a new stand-alone eReader with possibilities of deployment at the jail library.

Library Operations Activity Report, October 2021
– Page 3

- September Top 10 Fiction:

Position	Author	Title	Book Cover
<u>1</u>	Sandford, John	Ocean prey	
2	Patterson, James	21st birthday	
3	Grisham, John	A time for mercy	
4	Patterson, James	The red book	
5	Patterson, James	The Palm Beach murders : thrillers	
6	Woods, Stuart	Class act	

Library Operations Activity Report, October 2021
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7	Coben, Harlan	Win	
8	Baldacci, David	A gambling man	
9	Patterson, James	The Shadow	
10	Woods, Stuart	Jackpot	

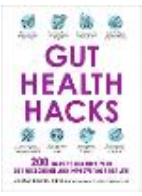
- September 2021 Top 10 NonFiction

Position	Author	Title	Book Cover
1	Obama, Barack	A promised land	
2	Leonnig, Carol	I alone can fix it : Donald J. Trump's catastrophic final year	

Library Operations Activity Report, October 2021
– Page 5

3	Trump, Mary L.	The reckoning : our nation's trauma and finding a way to heal	
4	McConaughey, Matthew	Greenlights	
5	Levin, Mark R.	American Marxism	
6	Greene, Robert	The art of seduction	
7	Isaacson, Walter	The code breaker : Jennifer Doudna, gene editing, and the future of the human race	
8	Doyle, Glennon	Untamed	
9	UNKNOWNAUTHOR	ACT total prep, 2020-2021	

Library Operations Activity Report, October 2021
– Page 6

10	Boyers, Lindsay	Gut health hacks : 200 ways to balance your gut microbiome and improve your health!	
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MEMORANDUM

TO: Board of Trustees through Mr. Kelvin Watson, Executive Director

FROM: Leo Segura, Acting Library Operations Director

DATE: September 30, 2021

SUBJECT: Security Report, October 2021

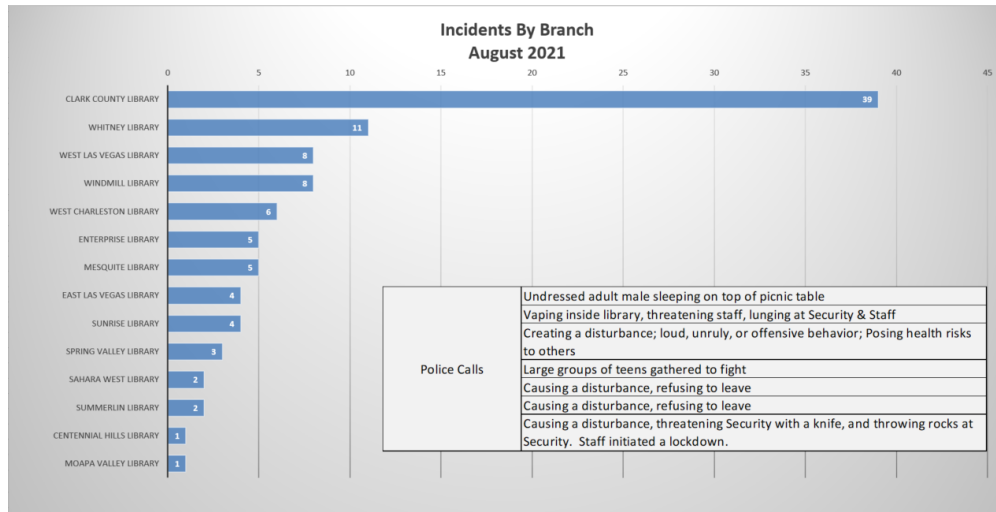
This report provides information regarding security and/or safety-related incidents that occurred in District branches from **August 1, 2021 – August 31, 2021**.

	Branch	Incident Reports				Sep-19		Sep-20	
		Aug-20	Aug-21	Difference	% Change	to Aug-20	to Aug-21	Difference	% Change
Urban Branches	CENTENNIAL HILLS LIBRARY	0	1	1	-100.0%	12	19	7	58.3%
	CLARK COUNTY LIBRARY	20	39	19	95.0%	159	234	75	47.2%
	EAST LAS VEGAS LIBRARY	8	4	-4	-50.0%	36	62	26	72.2%
	ENTERPRISE LIBRARY	3	5	2	66.7%	39	50	11	28.2%
	MEADOWS	0	5	0	-100.0%	0	1	1	100.0%
	RAINBOW LIBRARY	3	0	-3	-100.0%	18	26	8	44.4%
	SAHARA WEST LIBRARY	3	2	-1	-33.3%	22	49	27	122.7%
	SPRING VALLEY LIBRARY	4	3	-1	-25.0%	35	42	7	20.0%
	SUMMERLIN	1	2	1	100.0%	9	10	1	11.1%
	SUNRISE LIBRARY	1	4	3	300.0%	15	11	-4	-26.7%
	WEST CHARLESTON LIBRARY	7	6	-1	-14.3%	47	54	7	14.9%
	WEST LAS VEGAS LIBRARY	6	8	2	33.3%	59	60	1	1.7%
	WHITNEY LIBRARY	2	11	9	450.0%	67	78	11	16.4%
	WINDMILL LIBRARY	4	8	4	100.0%	30	30	0	0.0%
Urban Total		62	98	36	58.1%	548	726	178	32.5%
Outlying Branches	BLUE DIAMOND	0	0	0	0.0%	0	0	0	0.0%
	BUNKERVILLE	0	0	0	0.0%	4	0	-4	100.0%
	GOODSPRINGS	0	0	0	0.0%	0	0	0	0.0%
	INDIAN SPRINGS	0	0	0	0.0%	1	0	-1	-100.0%
	LAUGHLIN LIBRARY	1	0	-1	-100.0%	7	7	0	0.0%
	MESQUITE LIBRARY	2	0	-2	-100.0%	22	20	-2	-9.1%
	MOAPA TOWN	2	0	-2	-100.0%	2	0	-2	100.0%
	MOAPA VALLEY	1	1	0	0.0%	1	1	0	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	6	1	-5	-83.3%	38	28	-10	-26.3%
Grand Total		68	99	31	45.6%	586	754	168	28.7%

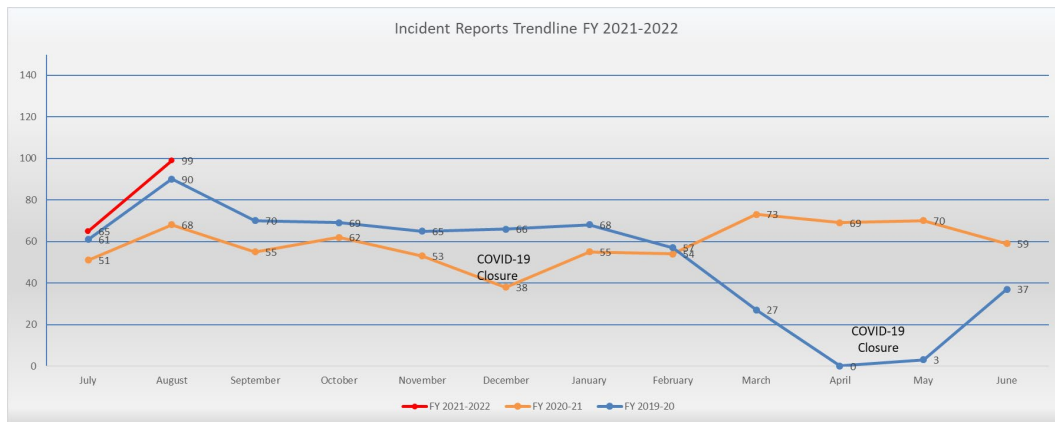
In August 2021, there were **99** incidents, which is an **increase of 46%** from the total in August 2020. During this period, the District recorded **311,409** in-person visits. **This**

Security Report, February 2021 January 28, 2021 – Page 2

ratio is one incident for every 3,146 visits or a 26% increase in frequency from the August 2020 ratio of one incident for every 4,234 visits.



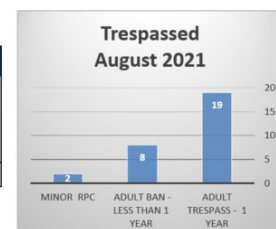
The **Clark County Library** experienced the **highest number of incidents**, in which the branch recorded **39 incidents**. **95% increase** over the same month the previous year. The remaining branches reported between 0-11 incidents.



Incidents are trending upward. Although many start as masking issues they quickly escalate to disturbances including threats of bodily injury directed against staff and security officers who are tasked with enforcing our masking guidelines. Our guidelines follow all Clark County and Governor mandates. When not escalated we do offer customers a mask if they forgot one and we allow alternatives like a loose cloth covering or face shield. If they cannot comply we continue to offer curbside service, homebound services, as well as lend hotspots and iPads as an accommodation.

One year trespasses were up substantially from the previous month and running double a typical month for the previous years. We average 8-10 normally but with the escalated masking issues we are at 19 for August.

Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	19
ADULT BAN - LESS THAN 1 YEAR	8
Minor RPC	2



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AUGUST 2021 INCIDENTS

69		CUSTOMER DISTURBANCE: PROBLEM PATRON
7		CUSTOMER ILLNESS: CUSTOMER RELATED HEALTH OR MEDICAL EMERGENCY
6		OTHER
4		CUSTOMER INJURY: NOT STAFF
4		SAFETY (ALARMS, THREATS)
3		LIBRARY PROPERTY DAMAGE
2		THEFT OF DISTRICT PROPERTY
2		THEFT OF PATRON PROPERTY
1		LOCKDOWN: EMERGENCY LOCKDOWN
1		SafePlace

District branch staff encountered **69** patron disturbances, which accounts for the majority of incident types at 70%. This is an increase of **92%** in customer disturbances from August 2020 and **61%** increase from August 2019.

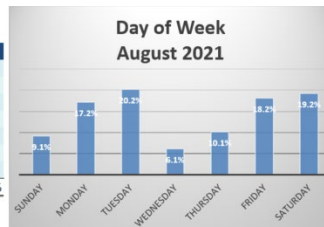
This ratio is one disturbance for every 4,513 visits. The ratio for **August 2020** was **one for every 7,997** visits or an increase of 77%.

Nineteen (19) one-year trespasses and eight (8) shorter term bans were issued in August 2021 and staff made seven (7) calls to law enforcement.

Hour Incident Occurred	Total	%
9 AM	2	2.0%
10 AM	7	7.1%
11 AM	10	10.1%
12 N	11	11.1%
1 PM	7	7.1%
2 PM	14	14.1%
3 PM	13	13.1%
4 PM	13	13.1%
5 PM	13	13.1%
6 PM	2	2.0%
7 PM	4	4.0%
8 PM	1	1.0%
7 PM	2	2.0%
Grand Total	99	100.0%



Day of	Total	%
Sunday	9	9.1%
Monday	17	17.2%
Tuesday	20	20.2%
Wednesday	6	6.1%
Thursday	10	10.1%
Friday	18	18.2%
Saturday	19	19.2%
Grand Total	99	100.0%



It is important to note, the hour an incident occurs is higher before 6PM because most of our facilities close at 6PM Friday – Sunday with open hours until 8PM Monday – Thursday.

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Monthly Statistics
Year over Year
August 2020 / August 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	35,840	33,472	-2,368	-7%	70,088	72,786	2,698	4%	22,478	20,002	-2,476	-11%	39,647	41,831	2,184	6%								
	Clark County	22,861	19,965	-2,896	-13%	44,695	41,081	-3,614	-8%	23,726	36,310	12,584	53%	44,012	62,882	18,870	43%								
	Enterprise	23,115	19,090	-4,025	-17%	45,096	38,290	-6,806	-15%	18,229	17,241	-988	-5%	34,920	34,338	-582	-2%								
	East Las Vegas	17,638	14,628	-3,010	-17%	32,467	29,502	-2,965	-9%	33,247	46,188	12,941	39%	46,997	84,981	37,984	81%								
	Meadows	312	358	46	15%	546	815	269	49%	0	1,060	1,060	N/A	0	1,886	1,886	N/A								
	Rainbow	28,524	23,369	-5,155	-18%	54,888	49,697	-5,191	-9%	22,378	25,083	2,705	12%	23,618	50,515	26,897	114%								
	Sahara West	40,320	38,867	-1,453	-4%	77,682	81,598	3,916	5%	21,420	25,836	4,416	21%	41,773	54,029	12,256	29%								
	Spring Valley	21,294	16,481	-4,813	-23%	42,080	34,658	-7,422	-18%	17,541	19,101	1,560	9%	32,957	38,606	5,649	17%								
	Summerlin	23,145	21,957	-1,188	-5%	44,895	45,567	672	1%	12,793	15,993	3,200	25%	24,318	30,671	6,353	26%								
	Sunrise	21,761	16,473	-5,288	-24%	41,025	34,593	-6,432	-16%	11,883	15,946	4,063	34%	22,705	28,946	6,241	27%								
	West Charleston	19,288	15,751	-3,537	-18%	38,126	32,778	-5,348	-14%	13,900	17,824	3,924	28%	29,900	35,038	5,138	17%								
	West Las Vegas	7,217	5,005	-2,212	-31%	13,620	9,725	-3,895	-29%	16,593	13,112	-3,481	-21%	26,710	26,271	-439	-2%								
	Whitney	22,784	19,102	-3,682	-16%	43,398	40,120	-3,278	-8%	31,780	17,624	-14,156	-45%	59,212	34,406	-24,806	-42%								
	Windmill	38,154	33,445	-4,709	-12%	75,614	70,741	-4,873	-6%	16,751	20,001	3,250	19%	45,799	39,897	-5,902	-13%								
	Urban Totals	322,253	277,963	-44,290	-14%	624,220	581,951	-42,269	-7%	262,719	291,321	28,602	11%	472,568	564,297	91,729	19%								
Outlying Branches	Blue Diamond	204	230	26	13%	412	461	49	12%	407	169	-238	-58%	799	408	-391	-49%								
	Bunkerville	807	270	-537	-67%	1,397	648	-749	-54%	553	709	156	28%	1,007	1,756	749	74%								
	Goodsprings	1,008	502	-506	-50%	1,676	1,368	-308	-18%	412	456	44	11%	1,280	889	-391	-31%								
	Indian Springs	956	746	-210	-22%	1,725	1,559	-166	-10%	817	1,369	552	68%	1,655	2,958	1,303	79%								
	Laughlin	5,612	4,509	-1,103	-20%	10,464	10,076	-388	-4%	3,866	3,011	-855	-22%	7,482	5,837	-1,645	-22%								
	Mesquite	8,581	7,784	-797	-9%	16,886	16,378	-508	-3%	10,322	8,002	-2,320	-22%	19,994	21,827	1,833	9%								
	Moapa Town	243	338	95	39%	512	734	222	43%	377	356	-21	-6%	863	745	-118	-14%								
	Moapa Valley	4,080	3,812	-268	-7%	8,086	8,713	627	8%	6,785	4,170	-2,615	-39%	14,024	9,868	-4,156	-30%								
	Mt. Charleston	457	292	-165	-36%	1,016	618	-398	-39%	674	670	-4	-1%	1,259	1,648	389	31%								
	Sandy Valley	1,238	723	-515	-42%	2,197	1,996	-201	-9%	540	744	204	38%	1,101	1,659	558	51%								
	Searchlight	484	337	-147	-30%	1,074	686	-388	-36%	431	432	1	0%	886	1,028	142	16%								
	Outlying Totals	23,670	19,543	-4,127	-17%	45,445	43,237	-2,208	-5%	25,184	20,088	-5,096	-20%	50,350	48,623	-1,727	-3%								
Misc.	Distribution Center	0	0	0	N/A	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	ILL	301	287	-14	-5%	661	630	-31	-5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	Metro	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%								
	Outreach	1,570	2,059	489	31%	5,379	3,803	-1,576	-29%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	eMedia	277,939	270,556	-7,383	-3%	552,505	535,292	-17,213	-3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	Online Renewals	157,399	223,570	66,171	42%	314,287	393,430	79,143	25%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	Misc. Totals	437,209	496,472	59,263	14%	872,832	933,155	60,323	7%	0	0	0	0%	0	0	0	0%								
Grand Totals		783,132	793,978	10,846	1%	1,542,497	1,558,343	15,846	1%	287,903	311,409	23,506	8%	522,918	612,920	90,002	17%								

*Meadows Library was closed for the month of August 2020.

Monthly Statistics
Year over Year
August 2020 / August 2021*

	Library	New Library Card				2020				2021				PC Internet Sessions				2020				2021			
		2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	407	374	-33	-8%	675	801	126	19%	2,060	1,738	-322	-16%	3,849	3,567	-282	-7%								
	Clark County	421	553	132	31%	687	991	304	44%	5,511	5,480	-31	-1%	10,943	10,706	-237	-2%								
	Enterprise	307	278	-29	-9%	489	518	29	6%	2,116	1,890	-226	-11%	3,832	3,655	-177	-5%								
	East Las Vegas	371	759	388	105%	632	1,116	484	77%	4,047	4,293	246	6%	7,546	8,557	1,011	13%								
	Meadows	5	31	26	520%	5	53	48	960%	0	168	168	N/A	0	272	272	N/A								
	Rainbow	327	342	15	5%	509	647	138	27%	2,731	2,695	-36	-1%	5,088	5,193	105	2%								
	Sahara West	715	465	-250	-35%	959	865	-94	-10%	3,139	2,929	-210	-7%	5,898	5,896	-2	0%								
	Spring Valley	599	260	-339	-57%	738	511	-227	-31%	3,973	3,504	-469	-12%	7,102	7,407	305	4%								
	Summerlin	248	254	6	2%	392	525	133	34%	897	985	88	10%	1,653	1,971	318	19%								
	Sunrise	290	367	77	27%	431	593	162	38%	2,009	2,607	598	30%	3,749	4,765	1,016	27%								
	West Charleston	252	229	-23	-9%	361	418	57	16%	2,308	2,444	136	6%	4,316	4,811	495	11%								
	West Las Vegas	249	194	-55	-22%	381	364	-17	-4%	2,478	2,502	24	1%	4,635	4,935	300	6%								
	Whitney	934	311	-623	-67%	1,122	593	-529	-47%	2,978	2,739	-239	-8%	5,559	5,442	-117	-2%								
	Windmill	434	506	72	17%	669	985	316	47%	2,422	2,789	367	15%	4,349	5,213	864	20%								
	Urban Totals	5,559	4,923	-636	-11%	8,050	8,980	930	12%	36,669	36,763	94	0%	68,519	72,390	3,871	6%								
Outlying Branches	Blue Diamond	6	1	-5	-83%	6	5	-1	-17%	17	10	-7	-41%	26	38	12	46%								
	Bunkerville	11	3	-8	-73%	13	7	-6	-46%	24	22	-2	-8%	49	51	2	4%								
	Goodsprings	21	0	-21	-100%	24	2	-22	-92%	23	52	29	126%	40	80	40	100%								
	Indian Springs	8	15	7	88%	9	27	18	200%	52	76	24	46%	72	178	106	147%								
	Laughlin	132	38	-94	-71%	151	88	-63	-42%	801	640	-161	-20%	1,579	1,311	-268	-17%								
	Mesquite	163	844	681	418%	225	963	738	328%	829	974	145	17%	1,748	2,109	361	21%								
	Moapa Town	6	2	-4	-67%	6	3	-3	-50%	34	49	15	44%	52	94	42	81%								
	Moapa Valley	26	14	-12	-46%	35	40	5	14%	193	185	-8	-4%	274	470	196	72%								
	Mt. Charleston	8	0	-8	-100%	9	1	-8	-89%	13	18	5	38%	19	38	19	100%								
	Sandy Valley	5	3	-2	-40%	6	8	2	33%	30	67	37	123%	64	115	51	80%								
	Searchlight	5	1	-4	-80%	6	4	-2	-33%	5	10	5	100%	8	57	49	613%								
	Outlying Totals	391	921	530	136%	490	1,148	658	134%	2,021	2,103	82	4%	3,931	4,541	610	16%								
Misc.	ALP	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	27	48	21	78%	32	75	43	134%								
	Outreach	1,010	144	-866	-86%	1,012	145	-867	-86%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	Online Registration	1,185	1,057	-128	-11%	2,202	1,940	-262	-12%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	WiFi	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50,469	48,695	-1,774	-4%	93,033	93,776	743	1%								
	Misc. Totals	2,195	1,201	-994	-45%	3,214	2,085	-1,129	-35%	50,496	48,743	-1,753	-3%	93,065	93,851	786	1%								
Grand Totals		8,145	7,045	-1,100	-14%	11,754	12,213	459	4%	89,186	87,609	-1,577	-2%	165,515	170,782	5,267	3%								

*Meadows Library was closed for the monthly of August 2020.

ITEM VI.A.2.a.



MEMORANDUM

TO: Board of Trustees Through Kelvin Watson, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: October 14, 2021

SUBJECT: Branding and Marketing Activity Report, October 2021

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

Powerful Partnerships & Platforms

RTC PARTNERSHIP CAMPAIGN KICK-OFF

- **BAM** worked hand-in-hand with the **RTC PR & Marketing Department** to design, plan, and implement this new partnership and event launch. The program uses the **OverDrive Libby app**, which brings library materials onto busses or anywhere on the go, requiring no library card to access these materials. This cardless system verifies and satisfies the residence requirement by requesting that people enter their phone numbers. The end result will be thousands of potential, new library customers becoming aware of the Library District's services and hopefully, signing up for a library card!
- Graphic Designer **Juanita Aiello** designed the creative campaign and worked with Branding & Marketing Director **Betsy Ward** to obtain feedback on the campaign from all stakeholders, including Executive Director **Kelvin Watson**, Community Engagement Director **Matt McNally**, RTC Marketing & Creative Coordinator **Jesse Diaz** and OverDrive Account Manager **Abbey Patton**. The resulting design and messaging was incorporated into all aspects of the public-facing touch points, including the Libby app landing page, inside the RTC's 400 busses, on 50 bus stops surrounding the District's urban branches, and on one RTC bus, which provided a great photo opp unveiling at the launch event. The campaign will remain in place for approximately one year.
- The event launch took place at the East Las Vegas Library on Thursday, September 16. The BAM team provided real-time social media coverage, photography stills, and video interviews in English and Spanish.
- On-site interviews and photos included: Library District **Executive Director Kelvin Watson**, **Congresswoman Dina Titus**, **County Commissioner Tick Segerblom**, **City Councilwoman Olivia Diaz**, **RTC CEO M.J. Maynard**, Library District **Board of Trustees Chair Brian Wilson**, along with fellow Board of Trustees **Vice-Chair Kelly Benavidez**, **Treasurer Nathaniel Waugh**, **Kate Turner Whitely**, and **Sandra Ramaker**.

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- Branding & Marketing Director **Betsy Ward** wrote a press release, which was designed to recap the event and partnership for all media. She had it translated into Spanish, and worked closely with RTC Public Affairs Analyst **Mackenzie Coombs-Emery**, who managed all on-site media. After the event, **Betsy** then worked with **Mackenzie** to push out the recap release to all local media along with the English/Spanish Broll and photography package.
- **Betsy Ward** also sent the recap press release and Broll package to a national media list as well as library trade media, such as Library Journal and Publisher's Weekly. Please view the English press release, [HERE](#), and the Spanish press release [HERE](#).
- **BAM** placed an ad in **Black Image Magazine** and will receive an article in the publication's October 2021 issue.
- Since the soft-launch of the OverDrive Libby cardless service on August 4, there have been the following analytics:
 - **2,170** Instant Digital Card sign-ups
 - **704 unique visitors** to the landing page generating **1,090 unique pageviews**
 - **135 clicks** to the "Download the Free App" button on the landing page
 - Average session duration has been 1 min and :02 sec
 - **222** people have continued to the "I Live Here!" page and **42** have continued on to the "I'm Visiting" page (which provides limited access to visitors to Las Vegas).
- Media Coverage was received by the following outlets and can be viewed, [HERE](#).
 - KVVU FOX 5
 - KTNV ABC Channel 13
 - Metro Magazine
 - Yahoo! Finance
- To continue to promote this initiative, BAM is executing the following action items:
 - Priority placement on LVCCLD.org homepage and audience browse pages that link back to the landing page LVCCLD.org/Anywhere, which can be viewed [HERE](#).
 - Schedule weekly social media posts that tag RTC and use the designated hashtag #MyLibraryOnRTC
 - This promotional campaign will extend for 12 months minimum.



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LIBRARY CARD SIGN-UP MONTH PROMOTION (SEPTEMBER 1-30, 2021)

- In celebration of National Library Card Sign-Up Month in September, **BAM** launched a new promotion called "Take the #GetCarded Challenge!" on Thursday, September 2. The goal of this campaign is to encourage both the public and our library partners to sign up for a free library card, in order to continue building our cardholder numbers.
 - **Public Campaign:**
 - Materials were developed to spotlight the challenge, encourage people to sign up, and prompt them to enter their library card number for a chance to win a coveted #GetCarded T-shirt.
 - **BAM** created a dedicated landing page, LVCCCLD.org/GetCardedGiveaway, in both English and Spanish, which includes a link for website visitors to sign-up for a free library card, a listing of all the benefits of having a library card, as well as a link to enter their card number for a chance to win. The English version of the landing page can be viewed, [HERE](#). The Spanish page can be viewed, [HERE](#).
 - All library cardholders with a valid barcode number are eligible to win.
 - BAM also updated the Library District's official giveaway rules & regulations and received review and approval from **Counsel Gerry Welt** and **Greenberg Taurig** on Monday, August 16.
 - Through September 21, we have **received 501 entries to the #GetCarded Challenge Giveaway**
 - Library District branches received the following promotional materials:
 - Exterior Building Banners
 - Interior X-Banners & Small Desktop Library Card Displays (featuring evergreen library card info, which will stay up year round.)
 - Large Desktop Display Boards (18"x24") and Posters (11"x17"), which feature the T-shirt giveaway. The Display Board and Posters will be discarded after September 30.
 - Through September 21, we have **received 501 entries to the #GetCarded Challenge Giveaway**
 - **Business Leaders Campaign:**
 - To capture the attention of business leaders, BAM worked with DISCOVERY Children's Museum CEO **Melissa Kaiser** to get all of her employees signed up for a library card, as an example to other business leaders on how quick, easy, and beneficial it is to Take the #GetCarded Challenge!
 - Graphic Designer **Cierra Pedro** took a photo of the DISCOVERY Children's Museum staff wearing their new #GetCarded T-shirts on Saturday, September 11, and this was pushed out with the #GetCarded press release and shared on both organization's social media channels (please see below).
 - In addition, Executive Director **Kelvin Watson** asked that all AT members, Trustees, and Foundation Board members reach out to their vendors and contacts about taking the #GetCarded Challenge.
 - **Matt McNally** suggested developing an outreach kit for all partners to use in the effort. BAM worked with **Matt** and **Director Watson** to create this promotional tool.

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- **Employee Outreach:**

- #GetCarded T-shirts were first distributed to all Library District employees when the slogan was first created in 2017.
- BAM has received many requests for the shirt over the years, and Executive Director **Kelvin Watson** decided that it was time to reorder shirts for all employees, to ensure that new employees and board members all have one as well.
- Designer **Juanita Aiello** placed the order to accommodate all of the District's employees plus an additional quantity to use as giveaways for National Library Card Sign-Up Month and other promotional items. She worked with a team of volunteers that were recruited by Library District Foundation **Development Officer Sherry Walker**, to package and distribute over 500 #GetCarded T-shirts to Library District staff.
- Media coverage for Library Card Sign-Up Month was received from the following outlets and can be viewed, [HERE](#).
 - KTNV ABC Channel 13
 - KVVU FOX 5
 - Nonprofit News.Vegas
 - Mohave Valley Daily News

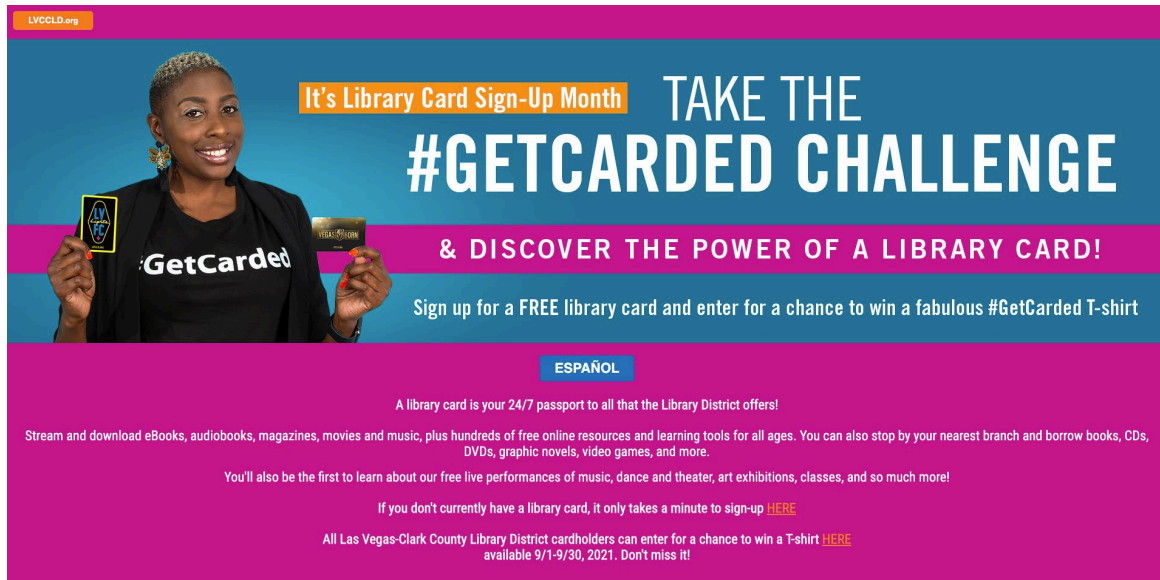


DISCOVERY Children's Museum Staff

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#Get Carded Challenge Web Page

NATIONAL TEACHER OF THE YEAR BLOG POST FOR LIBRARY CARD SIGN-UP MONTH

- Senior Digital Projects Associate **Paula Loop** compiled a new blog post for Library Card Sign-Up Month that features **2021 National Teacher of the Year Juliana Urtubey**, who encourages students to sign up for their free library card and enjoy access to online resources and tools for school success.
- BAM requested that Juliana Urtubey record a short video for the Library District, and she graciously accommodated us, encouraging students to #GetCarded; please view it [HERE](#).
- A listing of Juliana Urtubey's reading recommendations for kids and teens in both English and Spanish is also featured in the blog post.
- The National Teacher of the Year blog post was published on September 7 and can be viewed, [HERE](#).
- Through September 21, the blog post has generated **140 unique Pageviews**, with an average **user Dwell Time of 3 min and 43 sec**.
- The blog post was also added to the website homepage, as well as the Kids and Teens audience browse pages.
- Social media posts have been scheduled to promote this blog throughout the month of September.

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#GetCarded with the 2021 National Teacher of the Year

by Paula September 7, 2021 (Edit)



National Teacher of the Year for 2021 Shares the Power of Your Free Library Card

In celebration of Library Card Sign Up Month, the 2021 National Teacher of the Year Juliana Urtubey, encourages all students to sign up for their library card to enjoy access to [hundreds of online resources](#) and [tools for school success](#) to help them throughout the school year! Take the [#GetCarded Challenge](#) during Library Card Sign Up Month through September 30 and enter our giveaway for a chance to win your own #GetCarded T-shirt!



POWERFUL PLATFORMS

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.
- Topics in August included:
 - **SUBJECT TITLE: Enter to Win a #GetCarded T-shirt + Best of Las Vegas + Teen animeFEST + Win a Scholarship with Art!**
 - This edition of Highlights included Library Card Sign-Up Month and the #GetCarded Challenge, Things to do with your library card, National Teacher of the Year blog on LVCCLD.org, new Kelvin's Corner blog to celebrate Library Card Sign-Up Month and his feature in the Las Vegas Review-Journal, Best of Las Vegas 2021 voting, NVIGATE Art Contest for kids & teens, Free COVID-19 testing at the Library District, Learn Libby with Experts webinar on September 15, Must-See Events & Entertainment as designated by BAM/PVS/YS, plus free tutoring & homework help from the Library District Foundation.
 - This eNewsletter can be viewed [HERE](#).
 - Sent out on Friday, September 10, 2021
 - **69,164 unique opens with a 22% open rate**
 - **5,352 unique clicks generated**
 - **294 unsubscribes**
 - **Total subscribers declined from 316,258 to 315,964 (-.09%)**

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- **SUBJECT TITLE: Celebrate Hispanic Heritage Month**

- This edition of Highlights shared Hispanic Heritage Month books, movies, and music; Hispanic and Latinx Staff Lists; RTC Campaign; Axis 360; NVigate Childrens' Art Contest for which Executive Director **Kelvin Watson** will serve as a judge; University of Nevada, Reno Extension's Healthy Kids Festival; performances by the bi-lingual musical duo 123 Andrés; Summerlin Library's Outdoor Fall Festival; Caro Pierotto Live in Concert performance; Teen animeFEST; A Celebration of Female Composers; ¡Viva el Mariachi!, Banff Mountain Film Festival World Tour; Sahba Motabelli Persian Duo Concert; and The Ultimate Measure of a Man Speaker Series.
- Sent out on Tuesday, September 28
- This eNewsletter can be viewed [HERE](#).
- Analytics to be included in November Board Report

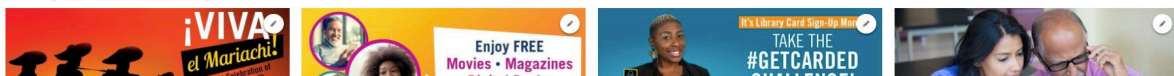
HISPANIC HERITAGE MONTH 2021

- To celebrate this rich cultural holiday, which runs annually from September 15 – October 15, **BAM** worked with Head of Collections & Development **Rebecca Colbert** to update our promotional graphic with new Latinx catalog titles.
- Digital Content Manager **Ryan Simoneau** worked with **Rebecca Colbert** to request new themed staff lists from the Website Content Committee, which were added to the homepage, as well as the Adults, Kids, Teens, Latinx and Spanish audience browse pages.
- **BAM** promoted priority Latinx-themed PVS/YS programs in the September Library Highlights eNewsletters
- Weekly social media posts were scheduled to run through the conclusion of Hispanic Heritage Month on October 15.
- You can view the Latinx page, [HERE](#), and the Español page, [HERE](#).



We offer this page as a starting point for our entire community, to discover new voices and perspectives, and to begin a dialogue through understanding that leads to real, measurable racial and economic equality. And for our Latinx community, you will find on this page a range of free Library District services, as well as local and national resources, scholarship opportunities, and much more. We also invite you to take advantage of our free computer and WiFi access at our [library locations](#) throughout Southern Nevada. All you need is a library card! (In case you don't currently have one, sign up for one [here](#).)

Serving The Latinx Community



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GOOGLE ADWORDS GRANT UPDATE

- **Google AdWords** is **Google's** online advertising platform in which advertisers bid on popular keywords & search phrases, in order for their clickable text-based ads to appear in **Google's** search results. The Foundation and the Library District have received a grant from Google for up to \$10,000 per month in Google Adwords credits.
- Nonprofit Megaphone is the Library District's 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 monthly Google Grant campaigns help to increase our overall Google SEO and drives more qualified traffic to our website. When people conduct relevant searches on Google that incorporate our designated "keywords," the Google AdWords campaign entices them to click on Library District search results, thereby increasing the opportunity for discovery of our programs and services.
- The Google Studio Data Report updates in real-time for all our current Google Grant Google AdWords campaigns and can be viewed [HERE](#).
- Conversation tracking for priority Google AdWords campaigns (August 1-31):
 - Set a new record for monthly Google Grant spend totaling \$7,624, which means that Google is prioritizing our keyword bids and serving up the Google Ads
 - Generated a record number of Google Ads clicks in a single month with 4,002
 - 76 successful Instant eCard applications submitted from clicking on an ad
 - 40 people found our website for keyword searches surrounding "Hispanic Heritage Month"
 - 38 found our website when searching for "free WiFi/Hotspots". While this is typically a popular keyword search for our Google Grant campaigns, it has steadily increased since students have been back in school).
 - 16 calls to branches from clicking on an ad
 - Top keywords outside of library-specific searches include: downloadable ebooks, free music and movie downloads all of which are going to set landing pages at LVCCLD.org that talk about the benefits of getting/using a free library card

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SOCIAL MEDIA HIGHLIGHTS

- **BAM** received social media support for the RTC Campaign Kickoff event at East Las Vegas Library on September 16 from **RTC**, **Senator Dina Titus**, **Library Journal** & **Metro Magazine**.



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City Councilwoman Olivia Diaz attended the event and wore her #GetCarded T-shirt, which was noticed on our Twitter post:



- **CCSD Faces** helped promote the Library District Foundation's Teachers In Libraries program and shared the 2021-2022 tutoring schedule.

CCSD Family and Community Engagement Services @CCSD... · 4m

Live @ClarkCountySch tutors are back at the @LVCCLD libraries starting September 7, 2021! Stop in Monday to Thursday from 4 pm to 6 pm for homework help.

Thank you to all the support from the @Raiders , @MGMResortsIntl and Windsong Trust that makes this program possible!

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT FOUNDATION

TEACHERS IN LIBRARIES

FREE DROP-IN TUTORING

CENTENNIAL HILLS LIBRARY 6711 N. Buffalo Dr. Monday –Thursday 4 pm to 6 pm	SUNRISE LIBRARY 5400 Harris Ave. Monday –Thursday 4 pm to 6 pm
EAST LAS VEGAS LIBRARY 2851 E. Bonanza Rd. Monday –Thursday 4 pm to 6 pm	WEST LAS VEGAS LIBRARY 951 W. Lake Mead Blvd. Monday –Thursday 4 pm to 6 pm
RAINBOW LIBRARY 3150 N. Buffalo Dr. Monday –Thursday 4 pm to 6 pm	WHITNEY LIBRARY 5175 E. Tropicana Ave. Monday –Thursday 4 pm to 6 pm
SPRING VALLEY LIBRARY 4280 S. Jones Blvd. Monday –Thursday 4 pm to 6 pm	WINDMILL LIBRARY 7060 W. Windmill Lane Monday – Thursday 4 pm to 6 pm

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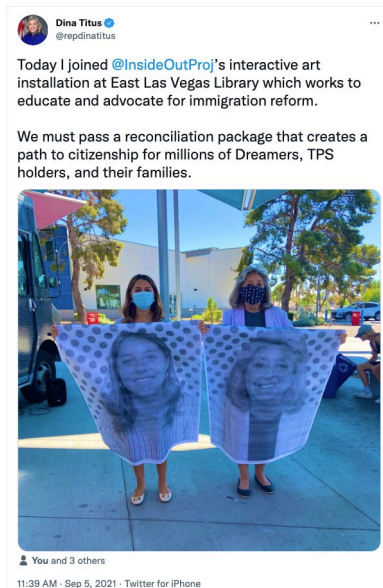
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- **DISCOVERY Children's Museum** shared that their staff took the #GetCarded Challenge in celebration of National Library Card Sign-Up Month.



- The Inside Out Art Project that took place at East Las Vegas Library on Sept 4-5 was supported by **Senator Dina Titus** and fellow attendees on Twitter.



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LIBRARY DISTRICT'S TOP POSTS (AUGUST 2021)

• Facebook:

- BAM's Facebook post to promote the online availability of the Library District's new Strategic Playbook 2026 was our top-performing post of the month.
- This post received 3,166 organic impressions, 16 user engagements (all positive) and 7 shares which helps to increase the total reach.



• Twitter:

- **BAM's** tweet to promote the availability of Library District's newest free online resource, BiblioBoard, and the exclusive availability of Dan Rather's graphic novel "What Unites Us: Reflections of Patriotism" was retweeted by the legendary news anchor and author, which helped our tweet generate **109,439 organic impressions, 15 Retweets, 83 likes, and 60 link clicks back to LVCCLD.org/BiblioBoard.**
- This shows the power of working with influential programming partners, who are active on their own social media channels and can tag the Library District to help promote their upcoming events and programs and increase the reach to people who do not currently follow the Library District.



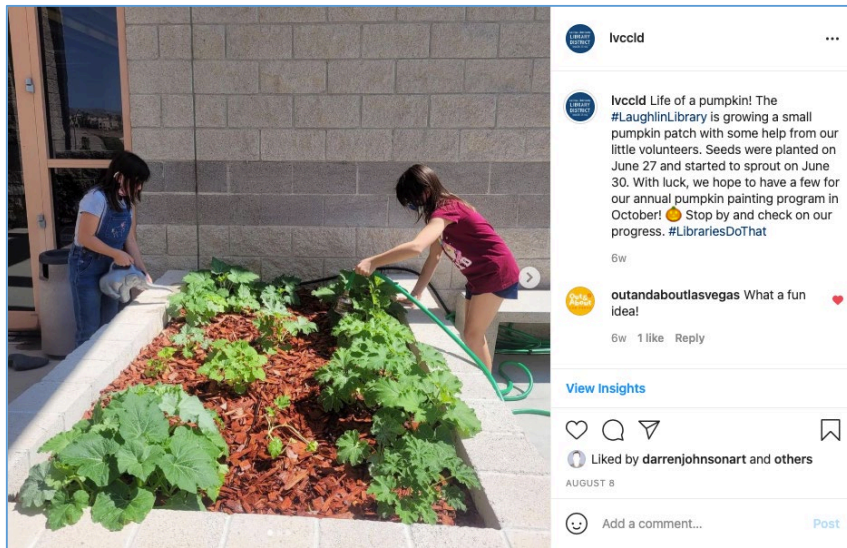
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- **Instagram:**

- The Library District's most popular post on Instagram during the month of August was a photo carousel featuring the new pumpkin patch at Laughlin Library, which generated **1,195 organic impressions & 102 total user engagements (all positive)**.
- We are continuing to see higher user engagement on this social media platform when branch submitted photos are shared.



ANALYTICS FOR WEB & SOCIAL MEDIA -- AUGUST 2021 + 30 DAY COMPARISON + YEAR-OVER-YEAR

LVCCLD Facebook

	Fans	Impressions	Post Engagements	Link Clicks
August 2021 Statistics	13,190	232,296	7,265	1,195
% Gain from Last Month	+2%	-20%	+27%	-14%
% Gain from July 2020	+4%	-6%	-2%	+73%
% Gain from July 2019	+12%	-69%	-36%	+66%

Notes: With the conclusion of our Summer Challenge digital advertising campaign, our key analytics on this social media platform decreased from the previous month, with the exception of user engagement, which was great to see. We are also up year-over-year in total new fans and link clicks which drive traffic back to LVCCLD.org.

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LVCCLD Twitter

	Followers	User Engagements	Organic Impressions	Link Clicks
August 2021 Statistics	3,751	1,962	244,977	172
% Gain from Last Month	+1%	-46%	-67%	-48%
% Gain from July 2020	+10%	-40%	+56%	-47%
% Gain from July 2019	+31%	+59%	+285%	+28%

Notes: Our analytics dipped back to our monthly averages after we received a big boost in our total organic impression last month from the support of our BiblioBoard promotion which received social media posts from Dan Rather on his Twitter account which tagged the Library District. That direct support reflects how a "Powerful Partnership" can really increase our monthly analytics.

LVCCLD Instagram

	Followers	User Engagement	Impressions	Total Likes	Total Comments
August 2021 Statistics	4,580	1,452	125,697	1,277	113
% Gain from Last Month	+3%	-26%	-23%	-26%	-12%
% Gain from July 2020	+28%	-19%	+135%	-21%	+98%
% Gain from July 2019	+99%	-44%	+144%	-47%	+26%

Notes: Instagram continues to be our fastest-growing social media platform month-over-month. We did see a dip in user engagement from last month due in part to the conclusion of our Summer Challenge digital advertising campaign on Facebook & Instagram. During that time period, we also had support from some of our Summer Challenge partners who tagged the Library District in their native social media posts to promote their events/programs.

YouTube

	Channel Subscribers	Total Impressions	Total Channel Watch Time	Average View Duration
August 2021 Statistics	1,058	17,400	21.2 hrs	1min 22 sec
% Gain from Last Month	+2%	+43%	+7%	-8%
% Gain from June 2020	+22%	-74%	-81%	+35%
% Gain from June 2019	N/A	N/A	N/A	N/A

Notes: We are up month-over-month in new subscribers, total impressions and channel watch time, but our year-over-year analytics are significantly down because we have not been able to post any new virtual programming content since July 2020. We remain confident that our monthly analytics will increase once virtual programming resumes and we can start sharing new content consistently as YouTube's algorithm prioritizes fresh content.

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Website Analytics — External Users (Outside of the Library District)

	Unique Visitors	Homepage Views	Total User Sessions	Average User Sessions	Average Dwell Time
August 2021 Statistics	93,788	176,872	233,367	2.49	3 min 58 sec
% Gain from Last Month	+3%	+3%	-.5%	-3%	No Change
% Gain from FY 20-21	N/A	N/A	N/A	N/A	N/A
% Gain from FY 19-20	N/A	N/A	N/A	N/A	N/A

Notes: Both total visitors and views to the homepage were up over the last month, but we did see small dips in the total number of user sessions and the average number of user sessions on the website. Our average Dwell Time is holding steady at nearly four minutes, which is great to see.

Per Chair Wilson's instruction, BAM will be reporting on external analytics to better reflect BAM's marketing efforts to reach people outside of our 25 branches. We will continue to report external + internal analytics for priority Library District programming & priority landing pages, which can be used by branch staff to spotlight our offerings to customers who visit our branches. These special landing pages include Limitless Learning, Business & Career Success, Summer Challenge, Tools For School Success, Teens Work!, Vegas Golden Knights library card landing page, Las Vegas Lights FC library card landing page, All Things British, and more.

Please note that BAM is unable to provide previous FY analytics as they reflect a systemwide security change to Google's provided analytics. This period also contains skewed data during the COVID-19 pandemic when the Library District was closed for extended periods of time and more residents were at home. BAM will be using the current FY reporting as the new website analytics baseline moving forward.

ITEM VI.A.2.b.



MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director
FROM: Matt McNally, Community Engagement Director
DATE: September 27, 2021
SUBJECT: Community Engagement Report, October 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 **August 1, 2021 – August 31, 2021**.

POWERFUL PEOPLE

- Attended the Las Vegas Global Economic Alliance 41st Annual Perspective. Presentations were given from UNLV VP of Economic Development Dr. Bo Bernhard, The Future Hunters VP & COO Erica Orange, and Applied Analysis Principal Analyst Jeremy Aguero.
- Met with Director of Community Partnerships Victor Rodriguez from Nellis Air Force Base to discuss collaborative opportunities and bring Library District resources to enlisted and retired air men, women, and their families.
- Met with Superintendent Jara and Dr. Brenda Larsen-Mitchell to discuss a partnership opportunity called Community Share. The Axis 360 service will allow the Library District to share over 50,000 youth e-resources through CCSD's Destiny Discover platform to students and teachers.
- Met with Three Square Director of Strategic Initiatives Lisa Segler to discuss a pilot partnership opportunity to provide senior meals with structured programming at the Clark County Library.
- Met with Neon Museum Executive Director Aaron Berger and Deputy Director Bruce Spotleson to discuss future partnership opportunities.
- Presented the Community Engagement Power Plays to Library District staff regarding Playbook 2026.
- Met with GOWINN (Governor's Office of Workforce Innovation) Program Development and Engagement Specialist Amy Fleming to discuss opportunities for Adult Learning Program students to access workforce development initiatives of career training and apprenticeships.
- Met with KTNV-TV Digital Content Producer Amy Abdelsayed to supply information for a video produced about the Library District's art collection.
- Accepted a donation from Bunny and Jay Wasserman of new artwork by Jonathan Borofsky to the Library District's permanent art collection.
- Met with Opportunity Village Fine Arts Supervisor Daryll Borges to strategize and increase access to existing Library programs for Opportunity Village

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clients. Staff also discussed developing new arts programs that would feature Opportunity Village clients in the presentation.

POWERFUL PLACES

- Continued discussions with College of Southern Nevada staff to provide Integrated Education and Training classes at the East Las Vegas library.
- Trustee Turner-Whitely will Chair the Leadership Las Vegas History & the Arts Day at East Las Vegas Library on October 15. Staff arranged venue, tech, and personnel to support the event.
- Installed 17 pieces of artwork from the Library District's permanent art collection on the walls of Spring Valley Library for long-term display.
- Received replacement laser projectors for the Windmill Service Center meeting rooms. Staff intend to install them over the coming weeks and repurpose current projectors to other venues throughout the Library District.
- West Las Vegas Library hosted a Maker Fair to celebrate the brand new teen space.

POWERFUL PARTNERSHIPS

- The Library District was awarded a 1-year *Reset, Rise, Shine* grant in the amount of \$143,500 from the Institute of Museum and Library Services (IMLS). Staff will deliver 16-hours per week of educational, digital, and economic/business support to Family, Friends, and Neighbor (FFN) providers in collaboration with Las Vegas Urban League and Discovery Children's Museum.
- Discovery Children's Museum and University of Reno Extension helped promote Library District services and card sign-ups at events throughout the month.
- Continued numerous partnership meetings with Regional Transportation Commission of Southern Nevada (RTC) to launch a Libby app commuter campaign providing access to eBooks, audiobooks, and magazines, and a media event promoting the service on September 16.
- Attended the Asian Chamber of Commerce luncheon.
- Attended TISOH (The International School of Hospitality) graduation recognizing three Adult Learning Program students who earned a Certificate of Hotel Operations.
- Negotiated a MOU and made preparations to host the Inside Out Project at East Las Vegas Library. The project is a community art installation that is currently touring the nation. It was referred to the Library District by Councilwoman Olivia Diaz's office.
- Engaged Southern Nevada Health District to provide free public Covid-19 tests at Enterprise, Sahara West, Sunrise, West Las Vegas, Whitney, and Windmill libraries. An addendum was executed to an existing MOU to advance the offering.
- Worked with Poetry Promise to develop a monthly literary open mic night program expected to launch this fall.
- Established a partnership with Hope for Prisoners to provide customers with information for workforce re-entry. The organization will staff a table at the Clark County Library every other week.
- Three Square's Kids Café training was provided to 13 Youth Services staff. Indian Springs Library was selected as this year's site for inspection by the Nevada Department of Agriculture. The site and our staff passed all inspection points. The Three Square Kids Café After School Snack program launched at 11 library branch locations at the beginning of the school year.

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- Engaged in an agreement with AARP to provide volunteer assistance to support the Adult Learning Program.
- The 6th annual Kickoff to Kindergarten program, in partnership with University of Reno Extension, engaged children ages 3-5 and their families with hands-on learning activities and resources for families. Kindergarten readiness school supplies were also given to participants. Senator Dennis and Commissioner McCurdy each visited the event.

POWERFUL PLATFORMS

- Developed a new method for collecting program statistics. The current staff process is manual and outdated. A new format will more easily track outputs including number of programs, types of programs, attendance, alignment with the strategic plan, DEIA (diversity, equity, inclusion, and accessibility), and information for state and national surveys. Staff is hopeful that after planning, development, and training, the new system could be implemented by the end of the calendar year.
- Developed digital content for inclusion on a new *Ready for Kindergarten* website page. Staff are developing a go-to webpage to support early childhood education for customers and partners that provides resources such as videos, book lists, links to expert organizations, and professional development sessions.
- Conducted an After Action Review of Summer Challenge 2021.
- Provided financial support to Library Operations to contract services and secure instructors of La Academia Hispana de Comunicacion. The academy was taught by Library Operations staff and occurred over seven weeks. Contracted guest experts in the field of multimedia including television, radio, newspaper, social media, writing, and blogging helped educate participants about the respective fields.
- Updated the Library District's Alcohol Exemption procedures and American Sign Language Interpreter Request procedures with support/review from legal counsel and local governing entities.
- Updated the Community Engagement partnership matrix with contacts and heads of organizations that the Library District engaged in fiscal year 20-21.
- Updated strategic plan key performance indicators relating to programs in fiscal year 20-21.
- Promoted English as a Second Language and HiSET testing services during Opportunity 180's live broadcast on AM 1460, Radio La Voz De Nevada.
- Hosted a local author event at the Clark County Library, during which customers were introduced to the Biblioboard platform.
- Formed a virtual programming committee focused on the goal of resuming virtual programming this fall. The committee is addressing areas of need such as copyright/trademark, staff training, equipment, workflow processes, and Library District standards.
- Coordinated a Library District interview with a local family that highlighted services and impact for a film segment of a new Vegas PBS show called *Vegas PBS Student Spotlight*. The interview aired on August 23.
- Collaborated with Collection and Bibliographic Resources to purchase accessibly to Education.com, an electronic resource that can be utilized by staff and parents in all library branches.

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HIGHLIGHTED EVENTS IN AUGUST

Outreach Event
Discovery Children's Museum



Las Vegas Polymer Clay Guild
Centennial Hills Library



Jonathan Borofsky
LVCCLD Permanent Art Collection



Kickoff to Kindergarten
East Las Vegas Library



Killian's Summer Concert
Clark County Library



Jackson Rayne Memory Tricks
Summerlin Library



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Diane Mandle
West Charleston Library



Darkness to Light
West Las Vegas Library



Maker Fair
West Las Vegas Library



Local Author Fair
Clark County Library



Stop the Bleed
Whitney Library



Maker Fair
West Las Vegas Library



COMING HIGHLIGHT EVENTS IN OCTOBER

EVENT	LOCATION	OCT.
<i>Teentober Strange and Unusual</i>	Various libraries	1-31
<i>iViva el Mariachi!</i>	Clark County Library	1

Community Engagement Report September 27, 2021 – Page 6

<i>BANFF Film Festival</i>	Clark County Library	2
<i>Summerlin Fall Festival</i>	Summerlin Library	2
<i>Academia Hispana de Comunicacion Graduation</i>	East Las Vegas Library	2
<i>Outreach Event</i>	Fremont Street LVMPD National Night Out	5
<i>Town Hall Meeting with Governor Sisolak</i>	East Las Vegas Library	7
<i>Outreach Event</i>	United Way Day of Caring; Town Square	8
<i>Outreach Event</i>	Juvenile Justice Event; The Harbor	9
<i>Outreach Event</i>	Step Up for Kids; Vegas Roots Garden	9
<i>Outreach Event</i>	Suncoast Hotel Senior Pro Expo Fair	14
<i>The Neon Museum Presents</i>	West Las Vegas Library	14
<i>Kybele Dance Theatre</i>	West Las Vegas, Clark County libraries	15-16
<i>Outreach Event</i>	Las Vegas Lights FC Tailgate Party	16
<i>Las Vegas Woodturners</i>	Centennial Hills Library	19
<i>Town Hall Meeting with Governor Sisolak</i>	West Las Vegas Library	19
<i>Adult Learning Program Cycle II Classes Begin</i>	Various libraries and locations	18
<i>HiSET Administration</i>	Clark County Library	18-20
<i>Career 101 Workshop</i>	Clark County Library; Adult Learning Program Students	22
<i>Outreach Event</i>	Las Vegas Book Festival; Historic 5 th Street School	23
<i>Outreach Event</i>	Halloween Harvest Festival; Bob Price Community Center	28
<i>Outreach Event</i>	The Crossings Church Trunk-or-Treat	28
<i>Dia de Los Muertos</i>	East Las Vegas Library	30
<i>Outreach Event</i>	Pearson Community Center Safe Night Out Trunk-or-Treat	31

COMING HIGHLIGHT EVENTS IN NOVEMBER

EVENT	LOCATION	NOV.
<i>Mini Ofrenda Contest</i>	Whitney Library	2
<i>Vegas Valley Comic Book Festival</i>	Clark County Library	6
<i>Swing It! Girls; Salute Our Veterans</i>	Summerlin Library	6
<i>NV State Treasurer Art Contest</i>	Windmill Library	9

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<i>Outreach Event</i>	Sunset Food Truck Festival; Sunset Park	13
<i>HiSET Administration</i>	Clark County Library	15-17
<i>Brian Martinez: INTERLUDE</i>	East Las Vegas Library	16
<i>Derrick Suwaima Davis</i>	Whitney, Windmill, West Charleston Clark County, Sahara West, and Rainbow libraries	16-19
<i>Career 101 Workshop</i>	Clark County Library; Adult Learning Program HSE/COHS Students	19
<i>Blue 13 Dance Company</i>	Clark County and West Las Vegas libraries	19-20
<i>Fall Garden Fair</i>	Summerlin Library	20
<i>Tellabration</i>	West Charleston Library	20

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

Monthly Statistics
Year over Year
August 2020/ August 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	12	10	-2	-17%	24	25	1	4%	903	381	-522	-58%	1,459	1,331	-128	-9%
	Clark County	26	85	59	227%	34	135	101	297%	34	1,478	1,444	4247%	149	2,349	2,200	1477%
	Clark County BBTTC	147	78	-69	-47%	210	199	-11	-5%	955	591	-364	-38%	1,439	2,560	1,121	78%
	Enterprise	44	43	-1	-2%	66	100	34	52%	1,205	715	-490	-41%	1,767	1,322	-445	-25%
	East Las Vegas	7	15	8	114%	19	48	29	153%	175	525	350	200%	242	1,005	763	315%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	9	69	60	667%	21	125	104	495%	517	1,361	844	163%	804	2,878	2,074	258%
	Sahara West	38	23	-15	-39%	48	69	21	44%	1,013	779	-234	-23%	1,182	1,866	684	58%
	Spring Valley	104	91	-13	-13%	132	332	200	152%	1,970	1,882	-88	-4%	3,181	6,174	2,993	94%
	Summerlin	62	69	7	11%	80	146	66	83%	1,839	1,729	-110	-6%	3,617	3,884	267	7%
	Sunrise	52	50	-2	-4%	86	125	39	45%	789	829	40	5%	1,348	2,118	770	57%
	West Charleston	16	47	31	194%	25	113	88	352%	330	536	206	62%	447	1,308	861	193%
	West Las Vegas	32	46	14	44%	41	107	66	161%	331	599	268	81%	499	1,041	542	109%
	Whitney	56	78	22	39%	72	152	80	111%	932	1,762	830	89%	1,532	3,153	1,621	106%
	Windmill	8	13	5	63%	14	34	20	143%	223	327	104	47%	434	1,599	1,165	268%
	Urban Totals	613	717	104	17%	872	1,710	838	96%	11,216	13,494	2,278	20%	18,100	32,588	14,488	80%
Outlying Branches	Blue Diamond	0	3	3	N/A	0	8	8	N/A	0	11	11	N/A	0	41	41	N/A
	Bunkerville	4	0	-4	-100%	4	2	-2	-50%	4	0	-4	-100%	4	38	34	850%
	Goodsprings	0	15	15	N/A	0	21	21	N/A	0	33	33	N/A	0	51	51	N/A
	Indian Springs	4	25	21	525%	4	58	54	1350%	15	212	197	1313%	15	552	537	3580%
	Laughlin	0	9	9	N/A	7	25	18	257%	0	145	145	N/A	158	404	246	156%
	Mesquite	26	62	36	138%	47	113	66	140%	360	768	408	113%	785	1,585	800	102%
	Moapa Town	0	12	12	N/A	0	50	50	N/A	0	93	93	N/A	0	198	198	N/A
	Moapa Valley	0	14	14	N/A	0	52	52	N/A	0	155	155	N/A	0	848	848	N/A
	Mt. Charleston	0	8	8	N/A	0	16	16	N/A	0	30	30	N/A	0	78	78	N/A
	Sandy Valley	0	3	3	N/A	0	7	7	N/A	0	26	26	N/A	0	71	71	N/A
	Searchlight	6	12	6	100%	6	35	29	483%	60	58	-2	-3%	60	176	116	193%
	Outlying Totals	40	163	123	308%	68	387	319	469%	439	1,531	1,092	249%	1,022	4,042	3,020	295%
Outreach	Outreach-Branch	1	16	15	1500%	1	37	36	3600%	255	1,450	1,195	469%	255	2,283	2,028	795%
	Outreach-Department	1	21	20	2000%	14	51	37	264%	31	825	794	2561%	385	2,711	2,326	604%
	Outreach-PVS	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach-YS Admin.	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach-Literacy	0	0	0	N/A	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	2	37	35	1750%	15	88	73	487%	286	2,275	1,989	695%	640	4,994	4,354	680%
Grand Totals		655	917	262	40%	955	2,185	1,230	129%	11,941	17,300	5,359	45%	19,762	41,624	21,862	111%

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

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Las Vegas-Clark County Library District

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

Monthly Statistics
Year over Year
August 2020/ August 2021

		Adult Programs				2020	2021		Adult Attendance				2020	2021			
	Library	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches																	
	Centennial Hills	11	27	16	145%	18	50	32	178%	175	454	279	159%	294	849	555	189%
	Clark County	119	240	121	102%	168	281	113	67%	961	3,248	2,287	238%	1,301	4,362	3,061	235%
	Enterprise	8	42	34	425%	15	78	63	420%	84	812	728	867%	391	1,141	750	192%
	East Las Vegas	145	162	17	12%	159	256	97	61%	471	1,140	669	142%	558	2,003	1,445	259%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	26	56	30	115%	28	84	56	200%	194	611	417	215%	237	989	752	317%
	Sahara West	41	85	44	107%	47	122	75	160%	366	1,565	1,199	328%	462	2,334	1,872	405%
	Spring Valley	38	47	9	24%	48	67	19	40%	359	645	286	80%	469	1,002	533	114%
	Summerlin	16	27	11	69%	35	62	27	77%	256	983	727	284%	334	2,316	1,982	593%
	Sunrise	12	17	5	42%	16	29	13	81%	117	426	309	264%	200	585	385	193%
	West Charleston	24	30	6	25%	40	46	6	15%	133	456	323	243%	195	847	652	334%
	West Las Vegas	9	39	30	333%	17	68	51	300%	94	533	439	467%	111	1,776	1,665	1500%
	Whitney	20	53	33	165%	24	73	49	204%	174	1,171	997	573%	213	1,466	1,253	588%
Windmill	44	55	11	25%	61	76	15	25%	511	1,223	712	139%	804	2,384	1,580	197%	
Urban Totals	513	880	367	72%	676	1,292	616	91%	3,895	13,267	9,372	241%	5,569	22,054	16,485	296%	
Outlying Branches																	
	Blue Diamond	0	1	1	N/A	0	1	1	N/A	0	3	3	N/A	0	3	3	N/A
	Bunkerville	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Goodsprings	4	17	13	325%	5	18	13	260%	4	17	13	325%	10	32	22	220%
	Indian Springs	0	12	12	N/A	0	19	19	N/A	0	151	151	N/A	0	225	225	N/A
	Laughlin	1	22	21	2100%	3	44	41	1367%	20	192	172	860%	45	447	402	893%
	Mesquite	40	53	13	33%	53	101	48	91%	331	374	43	13%	432	773	341	79%
	Moapa Town	0	1	1	N/A	0	11	11	N/A	0	8	8	N/A	0	14	14	N/A
	Moapa Valley	0	6	6	N/A	0	14	14	N/A	0	26	26	N/A	0	69	69	N/A
	Mt. Charleston	0	5	5	N/A	0	11	11	N/A	0	32	32	N/A	0	90	90	N/A
	Sandy Valley	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Searchlight	0	2	2	N/A	0	4	4	N/A	0	13	13	N/A	0	29	29	N/A
	Outlying Totals	45	119	74	164%	61	223	162	266%	355	816	461	130%	487	1,682	1,195	245%
	Outreach																
Outreach-Branch		0	6	6	N/A	0	10	10	N/A	0	34	34	N/A	0	40	40	N/A
Outreach-Department		5	1	-4	-80%	9	3	-6	-67%	80	30	-50	-63%	175	70	-105	-60%
Outreach-PVS		0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
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	0	1	1	N/A	0	649	649	N/A	0	649	649	N/A
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	5	8	3	60%	9	14	5	56%	80	713	633	791%	175	759	584	334%	
Grand Totals		563	1,007	444	79%	746	1,529	783	105%	4,330	14,796	10,466	242%	6,231	24,495	18,264	293%



ITEM VI.A.2.c.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Sherry Walker, Development Officer

DATE: September 30, 2021

SUBJECT: Development and Planning Department Report, October 2021

Development and Planning Department Powerful Plays in August 2021

POWERFUL PEOPLE

- Awarded \$1,500 grant funded single-use bus passes from the **RTC** to provide transportation to students in the Adult Learning Program attending English Language Acquisition and Adult Basic Education classes.
- Awarded \$139,999 from **Nevada State Library** Federal LSTA American Rescue Plan funds for accelerated early learning. This project adds 1,050 early learning tablets to the Library District collection. The tablets are pre-loaded with a wide variety of Pre-K to 3rd Grade content in books, videos, games, and apps. The curated content is designed for young children and are available for three-week checkout to parents, care givers, and child care providers from any of the 25 rural, suburban, and urban library branch facilities. They do not require internet connections, and, with the variety of learning modalities, provide different paths for learning and exploration, based on the child's learning preferences and interests.
- Awarded \$143,450 from **Institute of Museum and Library Services (IMLS)** American Rescue Plan for Early Childhood Education programs. The project, "Reset, Rise & Shine: Building Inclusive Child Learning Support Systems in Southern Nevada" engages three organizations to work together to build inclusive local systems of support for home child care providers. The **Las Vegas-Clark County Library District**, **DISCOVERY Children's Museum**, and the **Las Vegas Urban League** will pool and align resources in new ways to build robust and inclusive outreach services that raise the quality child development services, expand family access to literacy and technology resources, and build a systemic network of strong and symbiotic relationships that can be sustained over time.
- Department staff closed the FY 2020-2021 Library Foundation books and began the annual audit with **Hilburn & Lein CPA's**.
- **Volunteers** donated 2,005 hours of their time assisting at 15 branches.

Development and Planning Office Report
September 30, 2021
Page 2

- Trained **Eboni Nance** on Diligent Boards software system.
- **Leslie Valdes** donated books to the Summit View Youth Correctional Center and the Ward I book drive for seniors.

POWERFUL PLACES

- **Best Buy Teen Tech Center** will offer regular STEM education classes for the **Girls Athletic Leadership School**, taught by Foundation funded **UNLV** mentors. Girls Athletic Leadership School is an all-girls middle school serving grades 6th through 8th. They provide a safe environment for adolescent girls to receive a college preparatory education that is tailored to their needs, empowering girls to succeed academically, lead confidently, live boldly and thrive physically.
- Met with the **Clubhouse Network** to review **Best Buy Teen Tech Center** past year activities. Due to their outstanding past performance, **Megan Nykodym** and her team were invited to be part of the fall 2021 pilot cycle of Facebook's Beats Unlocked initiative. Beats Unlocked is a program that brings beatmaking and coding to life through a workshop experience that unlocks STEAM opportunities for youth in underrepresented communities. Members create musical beats using block-based coding in javascript and ultimately participate in a beat battle where they showcase their work.
- **Sahara West Book Store** concluded the Teacher's Book Sale on August 31. Hundreds of teachers were able to purchase books for 25 cents each to stock their classrooms for the new school year. The store is now preparing for the return of the Holiday Book Sale on Dec. 2 and Dec. 3. Staff have been saving donations throughout the year to stock the sale and corporate partners are being recruited to volunteer for event set up and operations. This year, Shana Harrington and Melissa Ramos from **Youth Services** are assisting the Foundation by inviting partner organizations to set up booths for children's crafts and activities in the multipurpose room on the first day of the sale, in order to attract a wider audience to the event.
- **LVCCLD Bookstores** reported revenues of \$44,739 as of August 31, 2021

POWERFUL PARTNERSHIPS

- **Andson** tutors are participating in the Get Carded challenge. All tutors have agreed to sign up for library cards and the Foundation will purchase Get Carded T-shirts to be distributed at the Holiday Party in January.
- Trained **UNLV** America Reads staff on Better Impact volunteer software to eliminate paper time sheets and integrate the UNLV student tutors into the Library District volunteer system. This will allow for better tracking of volunteer hours and more accurate historical data.
- Planned and hosted tutor orientation for LVCCLD youth services staff, **Andson** and **UNLV** tutors at Sahara West Library. These tutors will provide after school homework help for students in grades K-12 in twelve library branches. Special thanks to Gene Smith for his assistance with set up.
- Prepared and submitted the East Las Vegas Community Benefits Report to the **City of Las Vegas** outlining the community impact of the library and fulfilling annual compliance requirements of **New Markets Tax Credits**.

Development and Planning Office Report
September 30, 2021
Page 3

- Management and oversight of East Las Vegas QALICB and Mesquite QALICB including updating D&O insurance policies and filing NV Secretary of State required forms.
- Convened a meeting of the FFN Advisory committee that provides guidance and oversight for the 2021 LSTA grant, Libraries as Partners in the Childcare Sector. Members of the committee include the following:
 - **Las Vegas-Clark County Library District-** Glenda Billingsley, Kelly May
 - **Las Vegas Urban League-**Emily Buckles, Mary Regan
 - **Nevada Department of Health and Human Services, Division of Welfare and Supportive Services-** Christell Askew, Chrystal Johnson
 - **San Francisco Federal Reserve-** Joselyn Cousins
 - **United Way of Southern Nevada-** Dolores Hauck, Julie Houchins, Aaron Krolkowski
 - **Workforce Connections-** Irene Bustamante Adams
- Support for a variety of branch programs for adults and children including Sahara West gallery opening, mentors and instruction at the Best But Teen Tech Center, mentors for East Las Vegas, Engineering for Kids at West Las Vegas and multiple Halloween events.

POWERFUL PLATFORMS

The Library District Foundation submitted **End of Year Final Grant Reports** with the following outcomes:

NV Energy- The original proposed project was to offer Engineering for Kids (EFK) classes at the East Las Vegas Library. Due to COVID 19 restrictions, we modified the project to include multiple branches through our partnership with the City of Las Vegas and the **Vegas Strong Academies**, offering valuable exposure to STEM learning to even more youth throughout the Vegas Valley. Project goals:

Goal: 500 youth participants in EFK classes
Actual: 560 youth participants in EFK classes

Goal: 90% of participants will indicate they have learned to use STEAM-related tools.
Actual: 91% of participants stated they learned something new from the EFK classes

Union Pacific -Masters and PhD level students from UNLV mentored individual students on robotics and Raspberry Pi (RP) projects. Students were given Littlebits Inventor kits that allowed open-ended exploration of robot design and programming using motors, wheeled chassis, light sensors, speakers, LEDs, microcontroller, and quick prototyping plastic components. Other students received disassembled model 4 RP's with cameras and touchscreens. Students were instructed on how to assemble the components, load an operating system (OS), and begin programming the RP's. Students then began self-directed projects. Example projects included setting up the RP as a security camera, remote web server, or portable personal computer.

In addition to technology and engineering mentoring, students also received tutoring at the library tech centers. Students received homework help for Algebra, Geometry, Chemistry, and Physics classes. Each tutoring session included general tips and best practices for the material at hand, as well as instruction tailored to specific concepts requested by students.

Goal: 500 students served
Actual: 590 students served

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United Way of Southern Nevada- three year grant for Teachers in Libraries

TOTAL THREE-YEAR PERFORMANCE MEASURES were as follows:

- **Total number unduplicated students to receive after school tutoring: 4,776**
- **Total number of tutoring sessions provided to students: 31,325**
- **Total number of tutor hours provided to students: 20,089**

In addition to metrics on attendance and homework completion, we conduct an end of the year survey with parents and students to measure their academic progress. Below is a summary of the end of year survey results.

Student		
Question	Yes	No
I like coming to tutoring	98.08%	1.92%
Tutoring is helping me complete my homework	100.00%	0.00%
Tutoring is helping me get better grades at school	100.00%	0.00%
I like studying with the tutors at the library	96.15%	4.85%

Parent		
Question	Yes	No
Tutoring is helping my child complete his or her homework	100.00%	0.00%
Tutoring at the library has helped my child get better grades.	81.82%	18.18%
My child's academic performance in school has improved since coming to tutoring.	81.82%	18.18%
I am pleased with the tutors at the library.	100.00%	0.00%

IMLS –Through the 2020 IMLS grant 7,485 DISCOVERY Children’s Museum passes were distributed in a packet that included information on library Limitless Learning tools, along with a library card application. The passes were targeted to low-income working families who may have not otherwise had the opportunity to visit the museum. The tickets were distributed by the Library District outreach team, Winter Reading program, and partner organizations including Las Vegas Urban League, Southern Nevada Health District, Nevada PEP, Ronald McDonald House, Girls on the Run, NV 211, Spread the Word Nevada, Cure 4 the Kids, CASA, and Volunteers in

Development and Planning Office Report
September 30, 2021
Page 5

Medicine. By working with a wide variety of partners, the Library District was able to expand the museum's customer base to a large amount of families residing in low-income zip codes.

- Submitted NV Energy grant request for \$5,000 to fund Teachers in Libraries.
- Submitted pre-application for \$420,000 to support Teachers in Libraries from the City of Las Vegas ARP funds.
- Met with Chris Way of Channel 13 to discuss ways in increase exposure for the Foundation programs to Spanish media.
- Attended NPO Sector call hosted by UWSN.
- Attended Nevada State Library mandatory webinar for new grant reporting procedures and new system.
- Attended Youth Services Department Head meeting to review tutor procedures and new time sheet sign in for UNLV tutors.



ITEM VI.A.2.d.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Albert G. Prendergast, Chief Information Officer

DATE: September 30, 2021

SUBJECT: Information Technology Report, October 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 September.

POWERFUL PEOPLE

- Interlibrary Loan (ILL) staff provided two ILL training classes for District-wide staff to help improve staff's ability to assist customers.
- CBS staff provided collection development training for District-wide staff on using vendor tools for procuring library materials to help build a robust materials collection. Distribution Center (DC) staff provided two collection maintenance classes and one Sierra class for District-wide staff to help maintain a current and responsive collection for our customers.

POWERFUL PLACES

- IT continues to investigate the possibility of expanding wireless Internet access into the surrounding communities at the outlying branches to help close the digital divide. Staff determined that the Emergency Connectivity Funds could not be used to fund this project and participated in a conference call with a Clark County planner to discuss a potential partnership.
- CBS staff visited multiple branches to offer collection development assistance to help maintain a healthy and responsive collection. DC staff provided fresh content to the outlying branches to keep the collections relevant for customers.

POWERFUL PARTNERSHIPS

- Electronic Resources (ER) staff hosted a two-part virtual training provided by OverDrive to introduce customers to the basics of the Libby App, plus tips and tricks.

Technology Monthly Report
September 30, 2021 Page 2

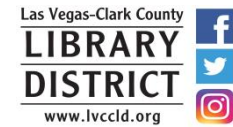
- District staff continues to work with the Clark County School District (CCSD) and Baker & Taylor on the implementation of Axis 360 for the Community Share Project to remove barriers to library access for all CCSD students. ER staff attended vendor-provided training, provided training of Library Operations staff, and sent an eNewsletter to OverDrive users advertising the changes and CBS staff created lists for the website to promote the new platform. Migration of e-book records from OverDrive to Axis 360 will begin on October 1st, and the migration of e-audiobooks will start in mid-October.
- ER staff supported K-12 students who needed access to Online Resources for school by creating eCards, Treehouse, and IXL accounts and responded to 615 e-mails to the ASK account in August.
- AS staff assisted the North Las Vegas Library District with the implementation of their new eCard with verification for the online application process.
- AS staff completed the contract renewal for collectionHQ and the accompanying agreements for the Boulder City, Henderson, and North Las Vegas library districts.
- CBS staff initiated a conversation with the Boulder City, Henderson, and North Las Vegas library districts to discuss opportunities for collaboration on commonly purchased databases to determine if we can reduce the costs by working together.

POWERFUL PLATFORMS

- CBS staff ordered 1,050 Pre-K to Second grade Playaway tablets using ARP funds to support early learning.
- CBS staff added 2,747 titles with 14,181 new items to the collection and withdrew 7,842 items from the library catalog in August. The withdrawn items will either be resold or discarded.
- AS staff implemented a new auto-renew feature to automatically renew qualifying library cards that will expire on January 1, 2022, and send an e-mail notification. Only library cards with activity within the past 18 months will be renewed.
- IT staff ordered replacements for the end-of-life security gates at the Spring Valley and Sunrise libraries and is working with our vendor on the designs of the replacement end-of-life sorters for the Clark County and Enterprise libraries.
- IT staff migrated the Moapa Town and Moapa Valley libraries to the new Cox network. Four of the eleven outlying branches are complete and the remaining outlying branches are in progress.
- IT Division staff completed the CloudSource OA agreement for electronic content and the project kickoff is scheduled for early October.
- AS staff completed the configuration of the self-service Cashless pilot kiosk at the East Las Vegas Library and provided cash reconciliation documents to Financial Services to begin testing.
- IT staff continues to work with HR, Financial Services, and UKG to create interfaces for the Kronos UKG human resources information system.

Of the \$1,585,00 approved by the Board of Trustees in the IT department's Capital Projects Fund for FY22, \$253,463.60 was expended (\$3,574.18 – for computers/ \$12,240 – for Webex subscription/ \$148,369.41 for Sahara West sorter/ \$89,280 for West Las Vegas sorter).

FY 2020-2021 ELECTRONIC RESOURCES STATISTICS
August 2021



Customer Support	Aug-20	Aug-21	% Change	FY20-21	FY21-22	% Change
Number of Phone Calls to Electronic Resources	164	121	-26.22%	321	263	-18.07%
Length of Calls in Hours, Minutes, and Seconds	15:08:10	12:39:09	-16.41%	30:42:50	26:37:14	-13.33%
Number of emails to ask@lvccld.org	952	615	-35.40%	2,136	1,201	-43.77%
Number of Classes	0	0		0	0	
Number of Attendees	0	0		0	0	

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

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	Reference Solutions	415	8,573
Health and Wellness	Mainfile	17	49
Homework Help	IXL	108	58,443
Online Learning	LinkedIn Learning	188	6,413
A-Z Resources (All Others)	Newsbank - LVRJ	2,219	37,090

Downloadables and Streaming Circulation	Aug-20	Aug-21	% Change	FY20-21	FY21-22	% Change
eBooks	141,031	134,618	-4.55%	282,200	268,234	-4.95%
Audiobooks	82,099	94,248	14.80%	162,905	185,587	13.92%
Magazines	11,407	7,667	-32.79%	22,208	15,350	-30.88%
Movies and TV	15,095	12,773	-15.38%	31,005	24,931	-19.59%
Music	28,307	21,250	-24.93%	58,250	41,190	-29.29%
Total	277,939	270,556	-2.66%	556,568	535,292	-3.82%

Online Resources Usage by Category	Aug-20		Aug-21		% Change		FY20-21		FY21-22		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	783	16,617	642	12,311	-18.01%	-25.91%	1,764	32,998	1,197	23,325	-32.14%	-29.31%
Health and Wellness	457	700	155	165	-66.08%	-76.43%	841	1,177	367	376	-56.36%	-68.05%
Homework Help	600	52,300	685	62,982	14.17%	20.42%	1,229	78,711	1,507	119,732	22.62%	52.12%
Online Learning	3,780	8,705	1,597	7,150	-57.75%	-17.86%	7,254	16,321	2,745	12,941	-62.16%	-20.71%
A-Z Resources (All Others)	18,123	80,373	13,475	75,065	-25.65%	-6.60%	45,559	150,724	25,951	149,824	-43.04%	-0.60%

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.



MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Floresto Cabias, Chief Financial Officer

DATE: September 30, 2021

SUBJECT: Financial Services Report, October 2021

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

Administration

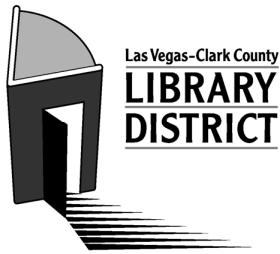
- Updated the District's cash flow analysis
- Provided various documentation and assistance to the independent auditing firm (BDO) for the Fiscal Year 2020-2021 annual audit
 - See Report to Management & Members of Board of Trustees document for BDO's audit planning presentation
 - At the Finance & Committee meeting on November 10, 2021, BDO will present an Audit Wrap Up showing the results of their audit
- Met with representatives of Garda, the District's armored car service provider
- **Floresto Cabias** and **Lynn Wing** worked with District staff regarding purchasing training and procedures; held purchase order training sessions for new staff
- **Lynn Wing** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Wing** 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 Wing** prepared and followed up on Agreements for Services for Literacy instructors and for performances scheduled for District-wide events
- **Lynn Wing** prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

Accounting

- Coded and verified all transactions (\$2.5M for the month of September)
- Attended UKG Ready (HRIS) meetings and training sessions
- Performed all payroll related duties
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits

Financial Services Report
September 30, 2021
Page 2 of 2

- Provided detail budget status for staff as required
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed Financial Services invoices
- Processed refunds for cancelled Room Reservations
- Reviewed e-fines and patron inquiries regarding online payments
- Reconciled copier meter reading reports from branches/departments to invoices
- Staff cross-trained in payroll, fixed assets, cash receipts, and other Financial Services procedures



MEMORANDUM

To: Board of Trustees through Kelvin Watson, Executive Director

From: Floresto Cabias, Chief Financial Officer

Date: September 30, 2021

Subject: September 2021 Budget Status Report

Enclosed are the budget status reports for September 2021. General fund revenues indicate that 23% of budgeted revenue has been collected.

Property Tax Revenues

As compared to September 2020, the District collected 12% 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 prior fiscal year and are performing well so far in the current fiscal year. Property taxes for FY 2022 are budgeted to increase by 8% compared to the 12% actually collected through September 30, 2021.

Consolidated Sales Tax Revenues (CTX)

The CTX shows 10% collected, which includes the first CTX revenues for FY 2022 in the amount of \$2.3M. The State of Nevada distributes CTX collections two months after the month of collection. For example, CTX revenues collected in the month of July are distributed in the month of September. Thus, the most recent CTX received by the District on September 30, 2021, represents CTX from the month of July 2021. The \$2.3M collected is 31% higher than the amount collected for the same period last fiscal year. In July 2020, the Southern Nevada economy was still recovering from business closures just months before. The significant CTX increase in July 2021 is the result of a fuller economic reopening, improved employment, and pent-up demand, among other factors.

Based on existing economic factors and the current trend, staff expects CTX to total approximately \$25.5M-\$26.5M for FY 2022, which is a 5%-9% increase from the amount actually collected for FY 2021 (\$24.2M). This projection is comparable to the pre-pandemic amount estimated by the State of Nevada for FY 2021, before economic restrictions stifled consumer spending. With restrictions lifting towards the end of FY 2021 through the beginning of FY 2022, this projection appears reasonable, barring any significant changes affecting consumer spending in the

future. Thus, Financial Services staff is closely monitoring revenues and relevant economic conditions.

Expenditures

General Fund expenditures indicate that 21% of the allocated budget has been spent. Because the Voluntary Employee Separation Program (VESP) successfully produced the desired personnel cost savings, the District can securely fill vacant positions throughout FY 2022. As planned, subsequent to the COVID-19 pandemic, positions are filled based on operational needs, which includes modifying positions to best serve the Playbook 2026. As such, positions are filled in a staggered fashion steadily throughout the fiscal year. This approach will generate additional cost savings in this expenditure category. Therefore, Financial Services staff is also closely monitoring all expenditure categories to determine total projected expenditure savings.

Savings in expenditures will contribute to a higher ending fund balance.

Ending Fund Balance

FY 2022 General Fund ending fund balance is budgeted at \$14M, after a transfer of \$19M to the Capital Projects Fund. With the additional CTX expected and expenditure savings discussed above, the projected ending fund balance will be higher than budgeted. Moreover, an additional surplus in ending fund balance from FY 2021 in the amount of approximately \$4.8M will further add to ending fund balance in FY 2022. Financial Services will account for this prior year surplus and the projected surplus for FY 2022 when preparing the FY 2023 budget. The factors discussed will have a positive impact on both future ending fund balance and transfers to the Capital Projects Fund.

Due to the economic uncertainty caused by the COVID-19 pandemic, the FY 2022 budget sought to maintain an ending fund balance that is 20% of budgeted expenditures. This minimum percentage is meant to mitigate any adverse impact on the District's financial health. With the economic recovery seen in FY 2021 continuing into FY 2022, staff will consider lowering this percentage when preparing future budgets, for the purpose of increasing transfers to the Capital Projects Fund. Staff will also present methods of offsetting any risks associated with this adjusted budget approach along with the results of the FY 2021 financial statement audit at the Finance and Audit committee meeting on November 10, 2021.

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 09/01/2021 Through 09/30/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	15,745,892.15	53,100,000.00	37,354,107.85	70.35%
Intergovernmental Revenue	2,250,871.66	23,400,000.00	21,149,128.34	90.38%
Charges for Services	30,203.74	500,000.00	469,796.26	93.96%
Fines & Forfeits	144,074.01	500,000.00	355,925.99	71.19%
Miscellaneous	50,780.13	810,000.00	759,219.87	93.73%
Total Revenues	18,221,821.69	78,310,000.00	60,088,178.31	76.73%
Expenditures				
Salaries	6,633,237.64	32,562,438.00	25,929,200.36	79.63%
Benefits	2,781,301.95	13,125,445.00	10,344,143.05	78.81%
Supplies & Services	3,304,286.12	15,356,409.00	12,052,122.88	78.48%
Capital Outlay	2,656,592.11	10,767,307.00	8,110,714.89	75.33%
Total Expenditures	15,375,417.82	71,811,599.00	56,436,181.18	78.59%
Excess (Deficit) of Revenues over (under) Expenditures	2,846,403.87	6,498,401.00	3,651,997.13	-1.86%

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

General Fund - 100**From 09/01/2021 Through 09/30/2021**

			Dollar Budget Amount Remaining	Percent Budget Remaining
	YTD Actual	Budget		
110	Administration - Executive	143,678.93	949,020.00	805,341.07 84.86%
120	Administration - Library Operations	247,858.04	1,741,177.00	1,493,318.96 85.76%
200	Financial Services	346,346.72	1,867,973.00	1,521,626.28 81.46%
215	Community Outreach	129,469.52	525,357.00	395,887.48 75.36%
216	Youth Services	95,254.14	386,363.00	291,108.86 75.35%
220	Development and Planning	130,900.66	590,056.00	459,155.34 77.82%
240	General Services/Facilities	2,348,981.87	10,498,423.00	8,149,441.13 77.63%
250	Human Resources	401,796.77	2,674,812.00	2,273,015.23 84.98%
251	HR-Work Insurance	32,524.04	1,501,744.00	1,469,219.96 97.83%
260	Information Technology	1,371,604.69	4,072,848.00	2,701,243.31 66.32%
270	Literacy Department	76,928.21	397,676.00	320,747.79 80.66%
280	Branding and Marketing	258,949.38	1,864,914.00	1,605,964.62 86.11%
290	Access Services Department	233,508.98	1,139,565.00	906,056.02 79.51%
310	Collection and Bibliographic Services	3,197,966.04	12,937,872.00	9,739,905.96 75.28%
320	Gallery Services	42,556.46	183,616.00	141,059.54 76.82%
330	Facilities	631,478.11	3,031,596.00	2,400,117.89 79.17%
340	Community Engagement	51,720.27	458,550.00	406,829.73 88.72%
400	Library Operations	5,633,894.99	26,990,037.00	21,356,142.01 79.13%
Total		15,375,417.82	71,811,599.00	56,436,181.18 78.59%

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

General Fund - 100
Library Operations - Dept 400
From 09/01/2021 Through 09/30/2021

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	15,625.75	76,057.00	60,431.25	79.46%
110	Bunkerville	12,643.54	61,328.00	48,684.46	79.38%
120	Clark County Library	576,815.71	2,779,346.00	2,202,530.29	79.25%
130	Enterprise Library	327,566.74	1,441,669.00	1,114,102.26	77.28%
140	Goodsprings	21,287.53	82,779.00	61,491.47	74.28%
160	Indian Springs	26,629.85	110,509.00	83,879.15	75.90%
180	Laughlin	160,363.23	726,089.00	565,725.77	77.91%
190	Mesquite	238,800.58	1,072,843.00	834,042.42	77.74%
200	Moapa Town	12,371.04	58,868.00	46,496.96	78.99%
210	Moapa Valley	71,683.78	328,880.00	257,196.22	78.20%
220	Mount Charleston	15,260.27	65,763.00	50,502.73	76.80%
230	Rainbow Library	392,089.08	1,842,222.00	1,450,132.92	78.72%
240	Sahara West Library	539,077.41	2,584,240.00	2,045,162.59	79.14%
250	Sandy Valley	17,747.81	96,110.00	78,362.19	81.53%
260	Searchlight	15,213.44	62,466.00	47,252.56	75.65%
270	Spring Valley Library	391,627.97	1,721,165.00	1,329,537.03	77.25%
280	Summerlin Library	338,839.37	1,531,780.00	1,192,940.63	77.88%
290	Sunrise Library	296,749.48	1,547,932.00	1,251,182.52	80.83%
300	West Charleston Library	353,010.55	1,685,830.00	1,332,819.45	79.06%
310	West Las Vegas Library	302,367.80	1,663,433.00	1,361,065.20	81.82%
320	Whitney Library	330,601.83	1,559,832.00	1,229,230.17	78.81%
360	Meadows Library	23,429.88	99,539.00	76,109.12	76.46%
370	Centennial Hills	343,777.20	1,923,480.00	1,579,702.80	82.13%
380	Windmill Library	401,137.43	1,830,571.00	1,429,433.57	78.09%
390	East Las Vegas Library	398,699.74	1,989,585.00	1,590,885.26	79.96%
605	City Misdemeanant	10,477.98	47,721.00	37,243.02	78.04%
Total		5,633,894.99	26,990,037.00	21,356,142.01	79.13%

Final- 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 09/01/2021 Through 09/30/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	5,331,884.38	24,921,202.00	19,589,317.62	78.61%
51200 Salaries - Part Time	1,218,539.04	6,199,467.00	4,980,927.96	80.34%
51300 Overtime Pay	9,118.23	55,000.00	45,881.77	83.42%
51400 Call Back Pay	1,992.86	8,595.00	6,602.14	76.81%
51500 Standby Pay	15,216.54	50,366.00	35,149.46	69.79%
51600 Longevity Pay	46,148.36	377,808.00	331,659.64	87.79%
51700 Separation Pay	10,338.23	450,000.00	439,661.77	97.70%
51800 Leave Buyout	-	500,000.00	500,000.00	100.00%
55100 Employees Retirement	1,652,741.86	7,938,096.00	6,285,354.14	79.18%
55200 Group Insurance	969,839.70	4,072,148.00	3,102,308.30	76.18%
55300 Workers' Comp. Payments	-	271,544.00	271,544.00	100.00%
55400 Medicare Coverage Expense	158,720.39	768,657.00	609,936.61	79.35%
55500 Unemployment Insurance	-	75,000.00	75,000.00	100.00%
61100 Office Supplies	63,639.24	559,357.00	495,717.76	88.62%
61110 Operating Supplies	78,850.51	597,065.00	518,214.49	86.79%
61120 Software & User Licenses	9,940.83	521,994.00	512,053.17	98.10%
61130 Software Maintenance	402,245.18	841,400.00	439,154.82	52.19%
61200 Book Materials & Supplies	9,134.63	120,409.00	111,274.37	92.41%
61205 Interlibrary Loan	192.98	4,500.00	4,307.02	95.71%
61210 Small Equipment	27,975.08	478,000.00	450,024.92	94.15%
61400 Equipment Repair & Maint.	411,361.60	690,280.00	278,918.40	40.41%
61410 Contracted Services	1,026,200.05	5,341,007.00	4,314,806.95	80.79%
61420 Building Repair & Maint.	36,834.87	218,200.00	181,365.13	83.12%
61500 Rental Expenses	8,615.73	47,316.00	38,700.27	81.79%
61600 Telephone	139,804.68	600,000.00	460,195.32	76.70%
61700 Utilities	377,975.58	1,935,071.00	1,557,095.42	80.47%
61800 Insurance & Bonds	357,053.45	455,000.00	97,946.55	21.53%
61900 Professional Services	185,691.18	932,700.00	747,008.82	80.09%
61910 Legal Services	15,680.36	394,500.00	378,819.64	96.03%
62200 Collection Agencies	10,489.50	310,000.00	299,510.50	96.62%
62300 Board Compensation	920.00	6,200.00	5,280.00	85.16%
62500 Postage	25,685.05	75,100.00	49,414.95	65.80%
62510 Advertising	23,530.14	88,700.00	65,169.86	73.47%
62600 Community Events	7,340.92	23,750.00	16,409.08	69.09%
62620 Recruitment	104.09	625.00	520.91	83.35%
62700 Education & Training	9,175.87	310,735.00	301,559.13	97.05%
62800 Travel & Transportation	10,950.77	285,250.00	274,299.23	96.16%
62900 Printing & Reproduction	21,902.50	99,250.00	77,347.50	77.93%
63000 Dues & Subscriptions	6,383.87	43,200.00	36,816.13	85.22%
65000 Miscellaneous Expenses	2,188.95	41,800.00	39,611.05	94.76%
65100 Bank Charges	5,668.51	20,000.00	14,331.49	71.66%
67000 Rental Expenses to QALICBs	28,750.00	315,000.00	286,250.00	90.87%
81700 Library Books	2,656,592.11	10,767,307.00	8,110,714.89	75.33%
Total	15,375,417.82	71,811,599.00	56,436,181.18	78.59%

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

Grant Fund - 220**From 09/01/2021 Through 09/30/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	122,500.00	1,800,000.00	1,677,500.00	93.19%
Total Revenues	122,500.00	1,800,000.00	1,677,500.00	93.19%
Expenditures				
Salaries	66,812.34	480,000.00	413,187.66	86.08%
Benefits	30,849.00	210,000.00	179,151.00	85.31%
Supplies & Services	82,692.08	500,000.00	417,307.92	83.46%
Capital Outlay	115,810.00	610,000.00	494,190.00	81.01%
Total Expenditures	296,163.42	1,800,000.00	1,503,836.58	83.55%
Excess (Deficit) of Revenues over (under) Expenditures	(173,663.42)	-	173,663.42	9.65%

Final- 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 09/01/2021 Through 09/30/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	66,567.66	480,000.00	413,432.34	86.13%
51300 Overtime Pay	19.26	-	(19.26)	
51600 Longevity Pay	225.42	-	(225.42)	
55100 Employees Retirement	20,227.15	162,356.79	142,129.64	87.54%
55200 Group Insurance	9,646.45	43,576.29	33,929.84	77.86%
55400 Medicare Coverage Expense	975.40	4,066.92	3,091.52	76.02%
61100 Office Supplies	237.45	1,223.54	986.09	80.59%
61110 Operating Supplies	3,813.75	2,400.00	(1,413.75)	-58.91%
61120 Software & User Licenses	-	55,000.00	55,000.00	100.00%
61210 Small Equipment	9,840.00	-	(9,840.00)	
61410 Contracted Services	64,719.00	424,040.00	359,321.00	84.74%
61600 Telephone	3,923.40	-	(3,923.40)	
62800 Travel & Transportation	158.48	7,121.12	6,962.64	97.77%
65000 Miscellaneous Expenses	-	10,215.34	10,215.34	100.00%
81600 Capital Equipment - Major	110,266.00	460,000.00	349,734.00	76.03%
81700 Library Books	5,544.00	150,000.00	144,456.00	96.30%
Total	296,163.42	1,800,000.00	1,503,836.58	83.55%

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

Gift Fund - 230

From 09/01/2021 Through 09/30/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	14,410.39	815,000.00	800,589.61	98.23%
Total Revenues	14,410.39	815,000.00	800,589.61	98.23%
Expenditures				
Supplies & Services	17,086.39	715,000.00	697,913.61	97.61%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	17,086.39	815,000.00	797,913.61	97.90%
Excess (Deficit) of Revenues over (under) Expenditures	(2,676.00)	-	2,676.00	0.33%

Final- 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 09/01/2021 Through 09/30/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100 Office Supplies	-	20,000.00	20,000.00	100.00%
61110 Operating Supplies	566.86	15,000.00	14,433.14	96.22%
61210 Small Equipment	230.82	15,000.00	14,769.18	98.46%
61410 Contracted Services	10,762.50	250,000.00	239,237.50	95.70%
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61900 Professional Services	4,824.50	100,000.00	95,175.50	95.18%
62800 Travel & Transportation	111.86	-	(111.86)	
65000 Miscellaneous Expenses	589.85	-	(589.85)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	17,086.39	815,000.00	797,913.61	97.90%

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

Capital Projects Fund - 510
From 09/01/2021 Through 09/30/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	5,931.96	30,000.00	24,068.04	80.23%
Total Revenues	5,931.96	30,000.00	24,068.04	80.23%
Expenditures				
Supplies & Services	297,734.86	3,925,300.00	3,627,565.14	92.41%
Capital Outlay	47,814.02	2,016,200.00	1,968,385.98	97.63%
Total Expenditures	345,548.88	5,941,500.00	5,595,951.12	94.18%
Excess (Deficit) of Revenues over (under) Expenditures	(339,616.92)	(5,911,500.00)	(5,571,883.08)	-13.96%

Final- 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 09/01/2021 Through 09/30/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	-	43,500.00	43,500.00	100.00%
61120 Software & User Licenses	-	250,000.00	237,760.00	95.10%
61130 Software Maintenance	12,240.00	50,000.00	31,596.35	63.19%
61210 Small Equipment	18,403.65	1,191,800.00	1,173,396.35	98.46%
61400 Equipment Repair & Maint.	237,649.41	645,000.00	407,350.59	63.16%
61420 Building Repair & Maint.	15,275.37	800,000.00	784,724.63	98.09%
61900 Professional Services	10,240.00	960,000.00	949,760.00	98.93%
65100 Bank Charges	3,926.43	40,000.00	36,073.57	90.18%
81500 Capital Improvements	-	861,200.00	861,200.00	100.00%
81600 Capital Equipment - Major	47,814.02	1,100,000.00	1,052,185.98	95.65%
Total	345,548.88	5,941,500.00	5,595,951.12	94.18%

Las Vegas-Clark County Library District

**Project 2050 - Furniture Replacement
From 09/01/2021 through 09/30/2021**

**510
Capital Projects Fund**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	14,829.47	75,000.00	60,170.53	80%
Total Expenditures		14,829.47	75,000.00	60,170.53	80%

Las Vegas-Clark County Library District

Project 2200 - Financial Services Projects
From 09/01/2021 through 09/30/2021

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	-	185,000.00	185,000.00	100%
65100	Bank Charges	3,926.43	40,000.00	36,073.57	90%
81600	Capital Equipment - Major	-	80,000.00	80,000.00	100%
Total Expenditures		3,926.43	305,000.00	301,073.57	99%

Las Vegas-Clark County Library District

Project 4010 - Tech Replacements & Upgrades
From 09/01/2021 through 09/30/2021

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61120	Software & User Licenses	-	250,000.00	250,000.00	100%
61130	Software Maintenance	12,240.00	50,000.00	37,760.00	76%
61210	Small Equipment	3,574.18	455,000.00	451,425.82	99%
61400	Equipment Repair & Maint.	237,649.41	545,000.00	307,350.59	56%
81600	Capital Equipment - Major	3,860.22	285,000.00	281,139.78	99%
Total Expenditures		257,323.81	1,585,000.00	1,327,676.19	84%

Las Vegas-Clark County Library District

Project 5010 - Bldg Repair & Maintenance
From 09/01/2021 through 09/30/2021

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61110	Operating Supplies	-	43,500.00	43,500.00	100%
61210	Small Equipment	-	100,000.00	100,000.00	100%
61400	Equipment Repair & Maint.	-	100,000.00	100,000.00	100%
61420	Building Repair & Maint.	15,275.37	800,000.00	784,724.63	98%
61900	Professional Services	10,240.00	800,000.00	789,760.00	99%
81500	Capital Improvements	-	700,000.00	700,000.00	100%
Total Expenditures		25,515.37	2,543,500.00	2,517,984.63	99%

Las Vegas-Clark County Library District

Project 5015 - Construction Projects
From 09/01/2021 through 09/30/2021

510
Capital Projects Fund

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
45200 Interest Earnings	5,931.96	30,000.00	24,068.04	80%
 Total Revenues	5,931.96	30,000.00	24,068.04	80%
Expenditures				
61900 Professional Services	-	160,000.00	160,000.00	100%
81500 Capital Improvements	-	400,000.00	400,000.00	100%
 Total Expenditures	-	560,000.00	560,000.00	100%

Las Vegas-Clark County Library District

Project 5020 - PVS Projects
From 09/01/2021 through 09/30/2021

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	-	376,800.00	376,800.00	100%
81600	Capital Equipment - Major	43,953.80	346,200.00	302,246.20	87%
Total Expenditures		43,953.80	723,000.00	679,046.20	94%

Las Vegas-Clark County Library District

Project 9010 - Vehicle Purchase and Replacement
From 09/01/2021 through 09/30/2021

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
81600	Capital Equipment - Major	-	150,000.00	150,000.00	100%
Total Expenditures		-	150,000.00	150,000.00	100%

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

Debt Service Fund - 610

From 09/01/2021 Through 09/30/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	25.22	-	(25.22)	
Miscellaneous	5.40	10,000.00	9,994.60	99.95%
Total Revenues	30.62	10,000.00	9,969.38	99.69%
Expenditures				
Supplies & Services	1,125.00	10,000.00	8,875.00	88.75%
Total Expenditures	1,125.00	10,000.00	8,875.00	88.75%
Excess (Deficit) of Revenues over (under) Expenditures	(1,094.38)	-	1,094.38	10.94%

Final- 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 09/01/2021 Through 09/30/2021

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
65100	Bank Charges	1,125.00	10,000.00	8,875.00	88.75%
	Total	1,125.00	10,000.00	8,875.00	88.75%

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

Las Vegas Clark Count Library District Check/ Voucher Register

General Fund - 100
From 08/28/2021 through 09/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13141	8/30/2021	10129	Fun Express LLC	Carnival Multi-Color Tablecloth Roll - EN	1,397.67
13142	8/30/2021	10179	Safe and Secure Alarms and Video	WC: Alarm Monitoring - Burglar	54.00
13143	8/30/2021	10298	Sprout Social, Inc.	Service Aug-Nov 2021	1,592.07
13144	8/30/2021	10442	LV.Net	Service 9/1/21-10/1/2021	1,026.00
13145	8/30/2021	10809	Sandra Kay Ramaker	July Board meetings	80.00
13146	8/30/2021	10864	Brian M. Wilson	July Board Meetings	80.00
13147	8/30/2021	11055	Bryant K. Rogers	July Board meeting	40.00
13148	8/30/2021	11137	Vital Records Control	Destruction of paper records/files	322.51
13149	8/30/2021	11608	3F Initiatives LLC	July 2021 Translations	556.00
13150	8/30/2021	11652	Nathaniel Paul Waugh	July Board meetings	80.00
13151	8/30/2021	11653	Bombard Mechanical, LLC	Service Call: 2nd Floor restroom leaking	187.50
13152	8/30/2021	11681	Jennifer L. Jiron	July Board Meetings	80.00
13156	8/30/2021	1535	El Mundo	August Purchasing Ad	80.00
13157	8/30/2021	1580	Ferguson Enterprises, LLC	RB: Replace Comm'l Water Heater	4,779.69
13158	8/30/2021	2307	Progressive Elevator	CC Elevator	697.00
13159	8/30/2021	2486	Sonitol Of Southern NV	Various: Alarm Response/Repair	212.22
13160	8/30/2021	2853	Dick Blick	Acrylic Paint Titanium White 250 ml (8 oz) - SV	87.89
13161	8/30/2021	2860	Las Vegas Review Journal	July purchasing ad - El Tiempo	87.50
13162	8/30/2021	2891	AFLAC	Premium August 2021	815.32
13163	8/30/2021	3020	Discount School Supply	Acrylic Paint Titanium White 250 - SW	93.64
13164	8/30/2021	3770	Cox Communications of Las Vegas	Service 08/08/21-09/07/21	21,384.61
13165	8/30/2021	4108	American Library Association	Membership 2246191 - Ramaker	597.00
13166	8/30/2021	4604	Brodart Library Supplies & Furnishings	Econ acry shlf adapter - RB	3,624.51
13167	8/30/2021	4649	H & E Equipment Services Inc.	SM: Boom Lift Rental for QI	492.75
13168	8/30/2021	4676	Color Reflections	2 tablecloths for Outreach	428.40
13169	8/30/2021	5001	UniFirst Corporation	FAC Uniform Rental	109.11
13170	8/30/2021	7371	EnvisionWare, Inc.	Annual Ren. Branch PrinterOn, End: 9/30/22	368,934.81
13171	8/30/2021	7655	Gill's Printing and Color Graphics	Parking Stickers	634.37
13172	8/30/2021	8010	Allied Universal Security Services	PVS Security 08/06/21-08/19/21 - CC/SM	199.52
13173	8/30/2021	8354	Gruber Technical Inc.	Various: UPS PM Service	4,880.00
13174	8/30/2021	8557	Guaranteed Pest Solutions LLC	Various: Bed Bug Inspections	337.50
13175	8/30/2021	9191	Canon Solutions America, Inc.	Monthly Maint 06/14/21-07/13/21 - SM	1,390.29
13176	8/30/2021	9332	Felipe A. Ortiz	July Board Meeting	40.00
13177	8/30/2021	9383	Office Plus	Crtgd,lsr,bk,27k, contract - SM	4,114.83
13178	8/30/2021	9489	Teledata Technologies	For WM Power Poles for Central Sorter	975.00
13179	8/30/2021	9588	Vocera Communications, Inc.	Annual Software Maint. & Supp. End: 9/22/2022	41,742.00
13180	8/30/2021	9631	Elliott's Sewer & Drain	SW - Service Call: Unclog Sinks	281.75
13181	8/30/2021	9907	PLUC-SBD Grand Island (Principal)	Premium September 2021	22,819.11
13182	8/30/2021	9928	Stimulus Technologies	Service Sept 2021 MC	1,047.90
13183	9/7/2021	10129	Fun Express LLC	Crayola Washable White Tempera - SV	936.02
13184	9/7/2021	10162	CenturyLink	Service Sept 2021	136.83
13185	9/7/2021	10536	Ivan Aguirre	DJ at Maker Faire 8/25/21	400.00
13186	9/7/2021	10654	Educational Testing Service (ETS)	Testing July 2021	90.25
13188	9/7/2021	10927	CenturyLink	Service Aug 2021	2,042.89
13189	9/7/2021	11103	Wireless Innovations LLC	100 hotspots @ \$80 ea MIFI8000	8,000.00
13192	9/7/2021	1556	Ewing Bros. Inc.	#60 Tow Fairway	570.80
13193	9/7/2021	1580	Ferguson Enterprises, LLC	WO-6699 #9089516 CC Plumbing	152.49
13194	9/7/2021	1620	Full Compass Systems Ltd	"Dance Floor Tape black 2"	369.12
13195	9/7/2021	1757	Ingram Library Services	Library Books & Materials for FY 2021-22	19,022.96
13196	9/7/2021	1837	Johnstone Supply	Consumable #388-S5030075.001 #57 HVAC	16.34
13197	9/7/2021	2152	Nedco Supply	Various	488.45
13198	9/7/2021	2234	Overton Power District #5	Service 07/01/21-08/01/21 MV	31.16
13199	9/7/2021	2362	Refrigeration Supplies Distributor	#5565427-00 SU HVAC Supplies	412.77
13200	9/7/2021	2698	Virgin Valley Disposal	Rental fee/totter svc Aug 2021	117.88
13201	9/7/2021	2702	Grainger, Inc.	WO-5432 #9022195631 WV Electrical	253.90
13202	9/7/2021	2798	Brodart Co.	Library Books & Materials for FY 2021-22	37,610.99
13203	9/7/2021	2860	Las Vegas Review Journal	July RJ ads - SC21	2,810.00
13204	9/7/2021	3058	EBSCO Information Services	LibraryAware	13,627.00
13205	9/7/2021	3435	Ace Fire Systems, Inc.	SU: Fire Sprinkler Repairs	4,622.82
13206	9/7/2021	3770	Cox Communications of Las Vegas	Service 08/20/21-09/19/21	227.56
13207	9/7/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies FY 2021-22	2,350.10
13208	9/7/2021	5130	OverDrive Inc.	Library Books & Materials for FY 2021-22	124,480.86
13209	9/7/2021	5897	Gibson Construction of Nevada, Inc.	SM: Electrical Work on Theater's Stage	550.00
13210	9/7/2021	7655	Gill's Printing and Color Graphics	Power of Library Card brochure	1,237.59
13211	9/7/2021	8010	Allied Universal Security Services	On-Site Security 08/06/21-08/19/21 - CH	89,092.84
13213	9/7/2021	8438	Carrier Corporation	SM: Chiller PM	1,184.00
13214	9/7/2021	8585	Button Boy NV LLC	2,000 Comic Book fest '21 Buttons	460.00
13215	9/7/2021	9133	Ted Wiens Tire & Auto Centers	Rotated Tires & MPI	52.85

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

Las Vegas Clark Count Library District Check/ Voucher Register

General Fund - 100
From 08/28/2021 through 09/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13216	9/7/2021	9383	Office Plus	Cartridge,lj,hp 80a bk - DO	1,476.89
13217	9/7/2021	9554	The DiFederico Group	WV: Property Appraisal	3,500.00
13219	9/7/2021	9827	Vision Sign Inc.	SV & SM: Sign Maintenance	210.00
13220	9/13/2021	10017	CDA Media Relations	Black Image - Sept 2021	350.00
13221	9/13/2021	10212	Virgin Valley Water District	Service 07/20/21-08/20/21	1,185.83
13222	9/13/2021	10604	Johnson Controls Security Solutions LLC	Various: Alarm Monitoring	5,079.15
13223	9/13/2021	1064	Allied Refrigeration Inc.	WO-6895 #473662 MV HVAC	38.04
13224	9/13/2021	10686	NLS Grounds Management, LLC	LA Removal/Disposal of Fallen Trees	20,146.46
13225	9/13/2021	10877	Findaway World, LLC	Library Books & Materials for FY 2021-2022	247.45
13226	9/13/2021	11143	Dude Solutions, Inc.	Essential Cap. Forecast	3,232.68
13227	9/13/2021	1157	AZ Partsmaster	Various	391.02
13228	9/13/2021	1457	Demco, Inc.	Praise Phrase Bookmarks - SV	149.61
13229	9/13/2021	1580	Ferguson Enterprises, LLC	Various	1,091.49
13230	9/13/2021	1647	Global Equipment Company Inc.	WO-6699 #118075616 CC Plumbing	1,190.00
13231	9/13/2021	1742	Ideal Supply Company Inc.	Stock #528253 #32 (3) Urinal Kits	340.92
13232	9/13/2021	1757	Ingram Library Services	Library Books & Materials for FY 2021-22	20,647.08
13233	9/13/2021	1837	Johnstone Supply	Various	947.02
13234	9/13/2021	1854	Kamer Zucker Abbott	Legal Services July 2021	5,000.90
13235	9/13/2021	2234	Overton Power District #5	Service 08/01/21-09/01/21 MQ	2,907.71
13236	9/13/2021	2307	Progressive Elevator	SM: Chair Lift Repairs & Ann'l Testing	1,953.00
13237	9/13/2021	2350	Rebel Oil Company	SC: Unleaded Fuel	17,111.55
13238	9/13/2021	2362	Refrigeration Supplies Distributor	Various	456.22
13239	9/13/2021	2567	Teamsters Local Union #14	Union Dues - Sept 2021	8,448.00
13240	9/13/2021	2702	Grainger, Inc.	Tool #9035568055 #59 Internal Pipe Wrench	97.81
13241	9/13/2021	2733	Phoenix Fire Protection, LLC	Various: Fire Sprinkler Tests/Inspections	75.00
13242	9/13/2021	2798	Brodart Co.	Library Books & Materials for FY 2021-22	5,907.89
13243	9/13/2021	2819	CenturyLink Communications, LLC	Service Sept 2021	8,663.45
13244	9/13/2021	2914	Iron Mountain	Service Aug 2021	446.42
13245	9/13/2021	3307	Unique Management Services, Inc.	Placements - Aug 2021	6,102.00
13246	9/13/2021	3324	Rio Virgin Telephone Co.	Service Sept 2021	427.76
13247	9/13/2021	3435	Ace Fire Systems, Inc.	Various: Fire Sprinkler & Alarm Tests/Insp's	355.00
13248	9/13/2021	3500	Garda CL West, Inc	Armored Transportation - Sept 2021	3,925.48
13249	9/13/2021	3770	Cox Communications of Las Vegas	Service 08/27/21-09/26/21	227.56
13250	9/13/2021	3776	Got Bugs LLC	MQL & MQLC: Pest Control	200.00
13251	9/13/2021	4517	Fingerprint Pros, Inc.	4 pre-employment fingerprints	236.00
13252	9/13/2021	4522	Quest Diagnostics	4 pre-employment drug tests	37.78
13253	9/13/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies FY 2021-22	841.04
13254	9/13/2021	4649	H & E Equipment Services Inc.	FAC: Scissor Lift Training	600.00
13255	9/13/2021	4723	Purvis Industries - Las Vegas NV	WO-4123 #30601093 SM HVAC	596.87
13256	9/13/2021	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Sept 2021	7,395.27
13257	9/13/2021	5001	UniFirst Corporation	FAC Uniform Rental	104.81
13258	9/13/2021	6777	Mailmax Mailing Solutions, LLC	Misc Mail Room Supplies	343.53
13259	9/13/2021	7592	Stanley Convergent Security Solutions	SM: Replace pull station in Staff Lounge	326.28
13260	9/13/2021	7655	Gill's Printing and Color Graphics	PVS Rack Card	1,154.04
13261	9/13/2021	8122	Staples Advantage Dept LA	Scotch adhesive remover - EV	455.62
13262	9/13/2021	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - July 2021	36,343.95
13263	9/13/2021	8565	WT Cox Information Services	Library Books & Materials for FY 2021-22	138,232.92
13264	9/13/2021	8575	Intermountain Lock and Security Supply	WO-6894 #2959006 WV Camlock	27.96
13265	9/13/2021	8718	Library Ideas, LLC	Library Books & Materials for FY 2021-2022	9,756.60
13266	9/13/2021	9101	O'Reilly Auto Parts	#49 Grip Glove	22.99
13267	9/13/2021	9159	Mesquite Lumber /Ace Hardware	Various	45.98
13268	9/13/2021	9191	Canon Solutions America, Inc.	Newspaper Direct Maint. 07/31/21-08/30/21	177.91
13269	9/13/2021	9383	Office Plus	Crtgd,lj,hp 90a bk - WV	3,597.32
13270	9/13/2021	9869	Unique Integrated Communications	Call Center Operations - Aug 2021	11,029.63
13271	9/13/2021	9890	High Sierra Elevator Inspections	SM: Annual Cat I Elevator Test	660.00
13276	9/20/2021	10129	Fun Express LLC	Teentober Order for MT	66.97
13277	9/20/2021	10179	Safe and Secure Alarms and Video	Change sunseting and cell comm.	280.00
13278	9/20/2021	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC: Landscape Maintenance	800.00
13279	9/20/2021	10442	LV.Net	Service Oct 2021	1,026.00
13280	9/20/2021	10809	Sandra Kay Ramaker	Board Comp September 2021	40.00
13282	9/20/2021	10864	Brian M. Wilson	Board Comp September 2021	40.00
13285	9/20/2021	11055	Bryant K. Rogers	Board Comp September 2021	40.00
13286	9/20/2021	11131	Infinity Communications & Consulting, Inc.	E-Rate Consulting	18,000.00
13288	9/20/2021	11652	Nathaniel Paul Vaughn	Board Comp September 2021	40.00
13290	9/20/2021	11681	Jennifer L. Jiron	Board Comp September 2021	40.00
13291	9/20/2021	11703	Kathleen Hagen Turner Whiteley	Board Comp September 2021	40.00
13295	9/20/2021	11724	Greenberg Traurig, LLP	Digital content advice	1,016.00
13298	9/20/2021	1180	Baron Pest Solutions, Inc.	LA: Pest Control	37.00
13299	9/20/2021	1201	Best Janitorial Services of Nevada	Various: Janitorial	136,316.00
13300	9/20/2021	1244	Bron Tapes, Inc.	48mm x 60yd BT-435 Clear Tape	734.40
13301	9/20/2021	1535	El Mundo	Sept purchasing ad	80.00

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

Las Vegas Clark Count Library District Check/ Voucher Register

General Fund - 100
From 08/28/2021 through 09/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13302	9/20/2021	1640	Gerald M. Welt, Chartered	Services August 2021	5,789.23
13303	9/20/2021	1803	JanWay Company USA, Inc.	animeFEST 2021 ribbons	392.25
13304	9/20/2021	1897	Lakeshore Learning Materials	Let's Talk African American Puppet - YS	111.89
13306	9/20/2021	2098	Moapa Valley Water District	Service 08/11/21-09/07/21	327.35
13307	9/20/2021	2215	OCLC Inc.	Cataloging/ILL Charges FY2021-22	317.50
13308	9/20/2021	2234	Overton Power District #5	Service 07/22/21-8/22/21 MT	806.13
13309	9/20/2021	2798	Brodart Co.	Library Books & Materials for FY 2021-22	45,806.83
13310	9/20/2021	2799	CDW Government Inc,	Replacement EOL UPS Battery Cartridges	2,018.88
13311	9/20/2021	2809	LVVWD	Service Jul 21 & Aug 21	28,840.73
13312	9/20/2021	2887	West Payment Ctr	Library Materials for MISD FY 2021-22	774.61
13313	9/20/2021	3058	EBSCO Information Services	Computer Skills Add-on 7/1/21-6/30/22	9,250.00
13314	9/20/2021	3355	Teamsters Security Fund S. Nevada	Premium September 2021	354,238.82
13315	9/20/2021	3435	Ace Fire Systems, Inc.	Replacement will include new couplings	1,352.51
13316	9/20/2021	3500	Garda CL West, Inc	Excess Svc Aug 2021	32.54
13318	9/20/2021	3823	Lucas Holdings, LLC	LVCL Catelyn with barcode	2,393.68
13319	9/20/2021	4042	Baker & Taylor, Inc.	Library Books & Materials for FY 2021-22	50,066.88
13320	9/20/2021	4083	The Council for Comm. and Econ. Research	COST OF LIVING PRINT 2021	350.00
13322	9/20/2021	4604	Brodart Library Supplies & Furnishings	Clr shlf clip - SU	219.13
13323	9/20/2021	4676	Color Reflections	#getcarded challenge 2021	3,845.25
13324	9/20/2021	4721	Sweetwater	DJ / Podcast Supplemental Items	229.95
13325	9/20/2021	5001	UniFirst Corporation	FAC Uniform Rental	250.80
13326	9/20/2021	5130	OverDrive Inc.	Library Books & Materials for FY 2021-22	91,630.79
13327	9/20/2021	5718	Tangerine Office Machines	Open PO for Printer Support Services, Expires: 6/30/2022	529.00
13329	9/20/2021	6254	Board of Regents	Sewer Svcs - 10/01/21-12/31/21 WC	1,543.70
13330	9/20/2021	6256	Read the Books LLC	AR Books online database	4,000.00
13331	9/20/2021	6396	4Wall Entertainment, Inc.	PANASONIC ET-LAD120W lamp 2 pack kit	1,385.00
13332	9/20/2021	6646	Aqua Serv Engineers, Inc.	Various: HVAC Water Treatment	4,421.02
13333	9/20/2021	6664	Sky High Marketing, Inc.	On the go earbuds	1,925.00
13335	9/20/2021	7671	Rentokil	EV Flies inspection	1,523.00
13336	9/20/2021	8010	Allied Universal Security Services	On-Site Security 08/20/21-09/02/21 - CH	91,108.75
13337	9/20/2021	8122	Staples Advantage Dept LA	Roll thermal EV	7,533.70
13338	9/20/2021	9082	Central Station Monitoring	MQ: Alarm Monitoring	134.85
13340	9/20/2021	9191	Canon Solutions America, Inc.	Monthly Maint 07/15/21-08/14/21 - LA	4,589.82
13341	9/20/2021	9383	Office Plus	Toner,F/P3015 MPS - CC	3,945.80
13342	9/20/2021	9483	Tecre Co., Inc.	pinback kit for WH	52.63
13345	9/20/2021	9648	Bailey Kennedy, LLP	Update petitioner zones	200.00
13346	9/20/2021	9649	Freeman's Carpet Service, Inc.	Furnish primer & Furnish seam sealer	663.00
13347	9/20/2021	9928	Stimulus Technologies	Service Oct 2021	1,047.90
13348	9/20/2021	11724	Greenberg Traurig, LLP	Digital Content Advice from Feb- May	2,850.00
89872	9/2/2021	10230	Adam London	Eight magical comedy shows	2,075.00
89873	9/2/2021	10231	Janet A. Mikealson-Lenox	Balloon Art EV and WV	1,600.00
89874	9/2/2021	10582	Nevada Community Foundation	Las Vegas Book Festival Spnshp	5,000.00
89875	9/2/2021	10998	Sprint	Service 07/27/21-08/26/21	20,849.82
89878	9/2/2021	11729	Rosario Grajales	Hispanic Communications Academy 8/21/21	150.00
89879	9/2/2021	11730	Evelyn Carrillo	Hispanic Communication Academy 8/21/21	150.00
89880	9/2/2021	11731	Francisco Silva	Hispanic Communications Academy 8/28/21	150.00
89882	9/2/2021	11861	Luis Herrera	Board Retreat 6/25/21	2,431.44
89883	9/2/2021	1577	FedEx	Express Services Aug 2021	39.84
89884	9/2/2021	2175	NV Energy	Service 07/20/21-08/18/21 CH	9,337.00
89885	9/2/2021	2494	Southwest Gas Corp.	Service 07/23/21-08/20/21 RB	545.62
89886	9/2/2021	2838	Verizon Wireless	Service 07/21/21-08/20/21	4,058.03
89889	9/2/2021	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	19,552.67
89894	9/2/2021	3383	Home Depot Credit Services	July - August 2021 Various	3,003.86
89895	9/2/2021	3616	Beth Mullaney	Summer Concert @ CC 8/28/21	750.00
89896	9/2/2021	3893	Computype, Inc.	20 printer label kits-TS905/TR612HZN	673.92
89897	9/2/2021	6817	Reliance Connects	Service Sept 2021	640.52
89898	9/2/2021	9160	Baker Distributing Co.	WO-6897 #CI95117 CC HVAC	112.50
89899	9/2/2021	9966	The Sherwin-Williams Co.	WO-6224 #4702-3	46.63
89900	9/9/2021	10579	Breakout, Inc.	Breakout Edu Kits-Teacher Subscription	358.00
89901	9/9/2021	10930	Business Enterprises of Nevada	MLQ: Cafe Management	1,866.00
89902	9/9/2021	11115	Carahsoft Technology Corporation	DocuSign Annual Renewal, End: 7/28/22	6,779.70
89903	9/9/2021	11661	David Engel	Three 45min Childrens Performances	7,500.00
89905	9/9/2021	11696	As We Knew It, LLC	Zook LV Stories Honorarium	300.00
89907	9/9/2021	11732	Gladys Carpo	Hispanic Communications Academy	150.00
89908	9/9/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,317.90
89909	9/9/2021	1588	Financial Information, Inc.	Library Reference Service	1,095.00
89910	9/9/2021	2097	Moapa Valley Telephone Co. Inc.	Service Sept 2021	1,747.49
89911	9/9/2021	2159	AT&T SBC	Service 08/25/21-09/24/21	551.08
89912	9/9/2021	2175	NV Energy	Service 07/26/21-08/24/21 EV	72,743.24
89913	9/9/2021	2494	Southwest Gas Corp.	Service 07/29/21-08/26/21 WM	245.07
89915	9/9/2021	2837	Republic Services 620	Recycling Svc 09/01-09/30 WC	5,957.77

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

Las Vegas Clark Count Library District Check/ Voucher Register

General Fund - 100
From 08/28/2021 through 09/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
89916	9/9/2021	2854	FastSigns	Comm Engagement Banner	182.85
89917	9/9/2021	2861	Jay D. Whipple	MV: Pest Control	80.00
89918	9/9/2021	3034	State of Nevada Legislative Counsel Bureau	NAC supplement 7/1/21-6/30/22	125.00
89921	9/9/2021	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	18,892.39
89922	9/9/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
89923	9/9/2021	7740	Gaudin Ford	WO-7209 #1294557 #49 Mud Flap	34.54
89924	9/9/2021	8896	Nevada Division of Environmental Protection	State of NV Petroleum Fund - renewal	200.00
89925	9/9/2021	9325	Squeaky Clean CC LLC	WO-6889 #2617 CC Power Wash	205.00
89926	9/9/2021	9730	Commercial Lighting Specialties, LLC	WO-6910 #87742 SV Lighting	300.00
89927	9/9/2021	9904	Diane Mandle	Concert: Tibetan instruments WC Aug 2021	500.00
89928	9/9/2021	11871	Andrew Killion	PR Replacement 7/26/2021	1,169.79
89930	9/16/2021	10081	American Button Machines	Order PUR014530	71.54
89931	9/16/2021	10253	Elizabeth Ann Foyt	Board Comp September 2021	40.00
89932	9/16/2021	10742	The Dr Shirley Linzy Young Artists Orchestra of LV	Refund - Room Cncl. 2/27, 3/20, 4/18, 5/22	600.00
89933	9/16/2021	10922	Eric Penrod	Venue Photos WV	100.00
89934	9/16/2021	10945	UNLV Board of Regents	SM UNLV Jazz concerts 9/10/21	500.00
89935	9/16/2021	11693	Richard James Cisneros	LV Classica Music Concert -8-24-21	400.00
89937	9/16/2021	11733	Anthony Avellaneda	Hispanic communications Academy 9-11-21	150.00
89939	9/16/2021	11813	Capitol Door Service	SW: Install Safety Sensors on Ext Auto Door	1,561.50
89940	9/16/2021	11863	Cision US Inc.	Annual Fee + 1 PR photo	7,300.02
89941	9/16/2021	11866	Chicago Distribution Center	Harry Potter Bookmark	136.98
89942	9/16/2021	11867	Darlyn Dela Cruz	Refund Overcharges - Feb 3 2021	24.00
89943	9/16/2021	11876	Loretta Judie Clophus	Payroll Check 09/13/21 - B. Bouie	953.91
89944	9/16/2021	11877	Christopher Conrad Howlett	Payroll replacement 06/18/2021	186.12
89945	9/16/2021	11878	City of Banks Attn: Interlibrary Loan	"ILL ""File M for murder"" lost book"	27.00
89946	9/16/2021	11880	Merrill-Cazier Library ILL	"ILL""Pastives,future loves""stillcheckedout "	40.00
89947	9/16/2021	11881	Muskogee Public Library ILL	"ILL ""Sometimes Brilliant..."" lost book "	16.99
89948	9/16/2021	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service 10/01/21-12/31/21 SM	2,018.68
89949	9/16/2021	1577	FedEx	Express Services Sept 2021	33.88
89950	9/16/2021	2117	Multi-Cultural Books & Videos, Inc.	Library Books & Materials for FY 2021-22	1,744.30
89951	9/16/2021	2175	NV Energy	Service 08/02/21-09/01/21 WM	17,734.56
89952	9/16/2021	2494	Southwest Gas Corp.	Service 08/04/21-09/01/21 LA	373.69
89953	9/16/2021	2883	Schindler Elevator Corp	ADA Complaint Hands Free - 1 Unit	2,252.00
89956	9/16/2021	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	12,744.04
89957	9/16/2021	4117	Television Monitoring Services, Inc.	2 clips - Sept 2021	100.00
89958	9/16/2021	4540	Office Team	Pay for Cynthia Amaro wk ended 7/23	2,465.93
89959	9/16/2021	5246	Kelly D. Benavidez	Board Comp September 2021	40.00
89960	9/16/2021	6388	Jefferson County Public Library	"ILL ""Legacy of Heorot"" lost item"	31.99
89962	9/16/2021	8192	AT&T	Service Sept 2021	50.08
89963	9/16/2021	9711	Jose L. Melendrez	Board Comp September 2021	40.00
89964	9/23/2021	10466	Saba Software (Canada), Inc.	Support Renewal Svcs 09/21/21-09/20/22	17,740.72
89966	9/23/2021	10641	Quench USA, Inc.	Various: Filtered Drinking Water	850.00
89967	9/23/2021	11016	Live Music in Vegas Inc.	Threetles Concerts Sept 2021	2,000.00
89969	9/23/2021	11718	Felipe Rendon	Video Streaming classes SM	250.00
89971	9/23/2021	11885	Wilsonville Public Library	"ILL book ""Classified as murder""	27.00
89972	9/23/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,294.83
89973	9/23/2021	1474	Di Bella Flowers & Gifts	Floral Arrangement	104.99
89974	9/23/2021	1577	FedEx	Express Services Sept 13 2021	84.44
89975	9/23/2021	2159	AT&T SBC	Service 09/11/21-10/10/21	564.94
89976	9/23/2021	2494	Southwest Gas Corp.	Service 08/12/21-09/10/21 CC	223.01
89977	9/23/2021	2772	Xerox Corporation	Services August 2021	483.64
89978	9/23/2021	2854	FastSigns	#57 Man Reading Book Sign	82.93
89985	9/23/2021	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	28,921.04
89986	9/23/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
89989	9/23/2021	5769	The Penworthy Company	Library Books & Materials for FY 2021-2022	15,632.17
89999	9/23/2021	7369	SYNCHRONY BANK/AMAZON	Kids Beige, Tan Safari Hat - RB	12,555.09
90000	9/23/2021	7740	Gaudin Ford	Various	623.39
90001	9/23/2021	8731	UNUM Life Insurance Co. of America	Premium October 2021	355.40
90002	9/23/2021	9325	Squeaky Clean CC LLC	Clean concrete in front entry, front pavilion	1,852.00
90003	9/23/2021	9730	Commercial Lighting Specialties, LLC	Various	245.00
90004	9/23/2021	9895	National Benefit Services, LLC	Debit Card Fee	424.00
90005	9/23/2021	9937	AFLAC Premium Holding	Premium September 2021	2,390.96
90006	9/23/2021	9945	Texas Life Insurance Company	Premium September 2021	230.05
90007	9/23/2021	9966	The Sherwin-Williams Co.	WM Painting	67.64
Total 100 - General Fund					2,349,566.24

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

**Las Vegas Clark Count Library District
Check/Voucher Register**

Grant Fund - 220
From 08/28/2021 through 09/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13153	8/30/2021	11737	Shirley Elizabeth Gifford	Sub ELV S&L 131 7/28-7/29	135.00
13154	8/30/2021	11742	Athlene Heap	Sub CC AM ADV 116 8/18	67.50
13187	9/7/2021	10683	Raul Eduardo Cannon-Perez	CC AM BEG 113 7/27-8/19	1,053.00
13190	9/7/2021	11713	Joseph Canaday	Sub Virt CC PM ADV 120 8/25	67.50
13212	9/7/2021	8397	Cengage Learning, Inc.	21st Century Comm Student Book	5,544.00
13281	9/20/2021	10829	Ewa Honik	CC S&L 132 7/26-9/13	1,822.50
13283	9/20/2021	10970	Laura L. Nguyen	ELV CC AM BEG 106 7/29-9/9	1,944.00
13284	9/20/2021	11006	Michael Shon Thrower	WH AM 109 8/2-9/13	1,863.00
13287	9/20/2021	11598	Joseph F. Cortese	WC AM BEG 125 8/3-9/10	1,944.00
13289	9/20/2021	11672	Vickie Michelle Ford	Virtual Trainings 7/2/ & 8/20	432.00
13292	9/20/2021	11713	Joseph Canaday	CC AM ADV 115 7/27-9/14	1,890.00
13293	9/20/2021	11714	Kurtis G. Williams	CC PM VIRT ADV 120 7/27-9/14	1,822.50
13294	9/20/2021	11723	Tania Ordinola	CC PM BEG 118 7/27-9/1	1,890.00
13296	9/20/2021	11742	Athlene Heap	Sub CC AM BEG 113 8/23-9/7	729.00
13297	9/20/2021	11784	Cory Allen Starkes	CC AM INT 114 7/26-9/2	1,944.00
13317	9/20/2021	3677	Maria Cecilia P. Ordinario	WM AM 124 8/3-9/14	1,944.00
13334	9/20/2021	7289	Allison Socha	SW AM INT 111 8/2-9/13	1,944.00
13337	9/20/2021	8122	Staples Advantage Dept LA	Roll thermal EV	228.79
13339	9/20/2021	9143	Henry Marshall	RB AM 122 7/29-9/13	3,834.00
13343	9/20/2021	9511	Manny David Ford	ELV AM INT 100 7/26-9/2	1,944.00
13344	9/20/2021	9566	Diana Marshall	ELV AM BEG 104 7/28-9/8	3,834.00
89875	9/2/2021	10998	Sprint	Service 07/27/21-08/26/21	569.76
89881	9/2/2021	11796	Cheri Ann Licha	Sub HiSet prep course 139, 8/21/21	27.00
89904	9/9/2021	11672	Vickie Michelle Ford	ABE Transition Adv 141 7/21-8/31	1,944.00
89929	9/10/2021	11701	StayConnected	NetSpot Controller with 6 Samsung Tab S6 Lite	82,300.00
89936	9/16/2021	11717	Brett Michael Russell	ELV S&L 131 7/26-9/13	1,890.00
89961	9/16/2021	7553	Jonathan Lynn Tharp	SV AM 126 7/28-9/8	1,944.00
89968	9/23/2021	11671	Marc B. Leeds	WV 138 8/4-9/15 M-TH no 9/6	1,944.00
89970	9/23/2021	11796	Cheri Ann Licha	HSE Prep 139 8/28-9/18 no 9/11	243.00
89999	9/23/2021	7369	SYNCHRONY BANK/AMAZON	Kids Beige, Tan Safari Hat - RB	64.95
Total 220 - Grant Fund					127,803.50

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

Las Vegas Clark Count Library District
Check/Voucher Register

Gift Fund - 230

From 08/28/2021 through 09/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13191	9/7/2021	11791	Cristian Echeverria	Spanish Academy EV Aug 2021	2,000.00
13218	9/7/2021	9821	Liquid Courage	SW Gallery Opening - Sept 9, 2021	1,275.00
13321	9/20/2021	4517	Fingerprint Pros, Inc.	Tutor background check	312.00
89876	9/2/2021	11012	Bradford Smith Jr.	BBTTC instruction	3,800.00
89877	9/2/2021	11728	Kevin Ernest Portillo	Branch photos	1,425.00
89965	9/23/2021	10539	Jonathan Watson	EN Tech Instruction Aug 2021	75.00
Total 230 - Gift Fund					8,887.00

Las Vegas Clark Count Library District
Check/Voucher Register

Capital Projects Fund - 510
From 08/28/2021 through 09/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13155	8/30/2021	1455	Dell Marketing L.P.	Repl. PC's for FS and Dev; Laptops for Comty.	3,574.18
13305	9/20/2021	2015	Machabee Office Environments	RB - Teen Zone: New Furniture	4,377.78
13328	9/20/2021	6147	DG Koch Associates, LLC	WC: HVAC Engineering Services	10,240.00
89906	9/9/2021	11702	Solotech U.S. Corporation	PVS: Projectors for Capital Project	42,026.00
Total 510 - Capital Fund					60,217.96
Total - All Funds					<u>2,546,474.70</u>

Report to Management & Members of Board of Trustees

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Audit Planning:
Year Ending June 30, 2021

Contents

QUICK ACCESS TO THE FULL REPORT

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

Welcome

September 20, 2021

Management and Members of the Board of Trustees
Las Vegas-Clark County Library District

Professional standards require us to communicate with you regarding matters related to the financial statement audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. This document provides an overview of our plan for the audit of the financial statements of Las Vegas-Clark County Library District (the District) (LVCCLD) as of and for the year ended June 30, 2021, including a summary of the nature, scope, and timing of the planned audit work.

We are pleased to be of service to the District and look forward to discussing our audit plan, as well as other matters that may be of interest to you.

Respectfully,

BDO USA, LLP

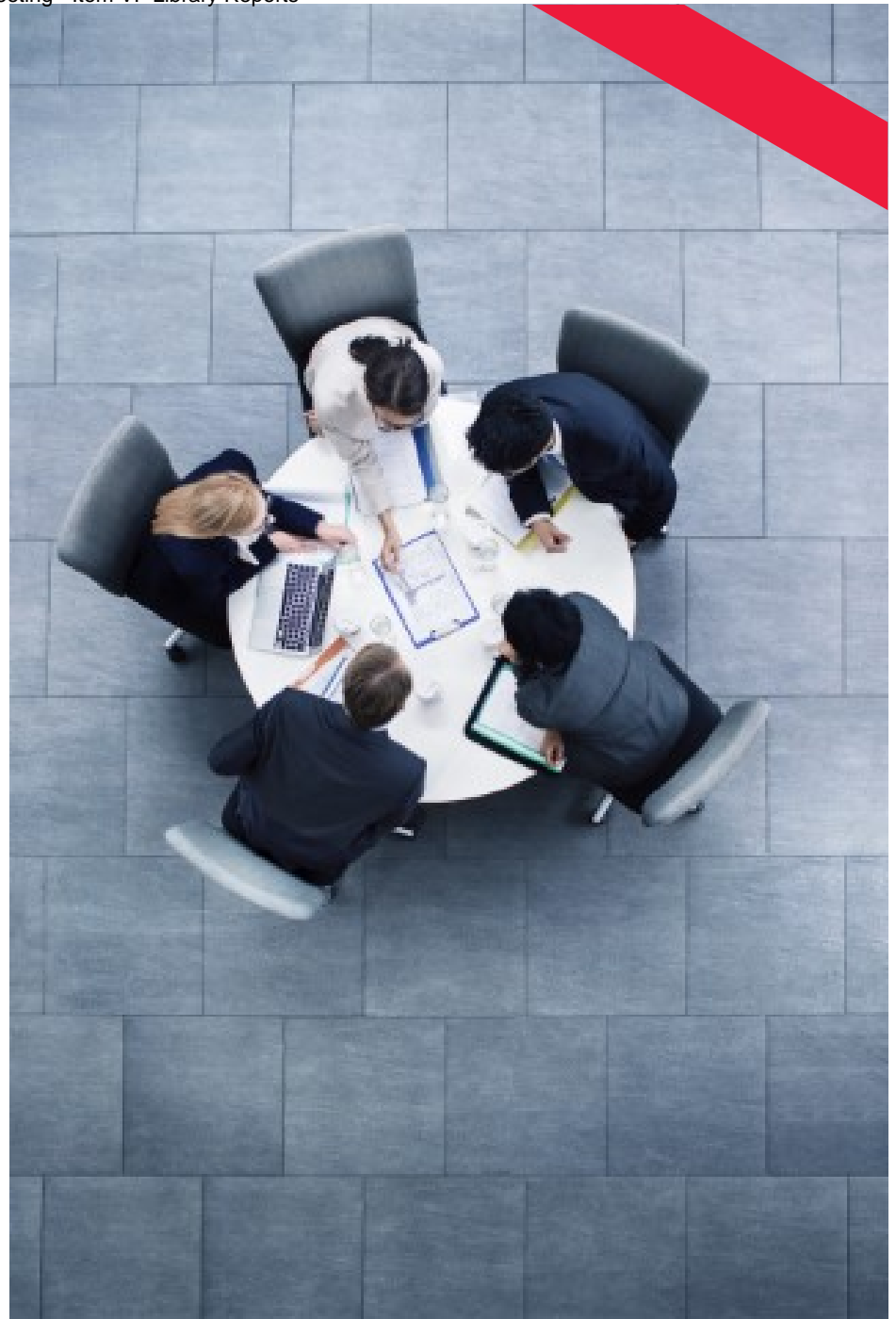
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Executive Summary

Responsibilities

BDO USA, LLP, as your auditor, is responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in conformity with accounting principles generally accepted in the United States of America. The audit of the financial statements does not relieve you of your responsibilities and does not relieve management of their responsibilities. The engagement letter, a copy of which has been provided to you, includes specific details regarding the auditor's and management's responsibilities.



Audit Strategy

Overall, our audit strategy is to assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design further audit procedures responsive to assessed risks. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. In connection with our audit, we will obtain a sufficient understanding of the District's internal control to plan the audit of the financial statements. However, such understanding is required for the purposes of determining our audit procedures and not to provide any assurance concerning such internal control.

We focus on areas with higher risk of material misstatement (whether due to error or fraud). Our audit strategy includes consideration of:

- ▶ prior year audit results together with current year preliminary analytical review, including discussions with management and those charged with governance regarding the District's operations,
- ▶ inherent risk within the District,
- ▶ recent developments within the industry, regulatory environment and general economic conditions,
- ▶ recently issued and effective accounting and financial reporting guidance,
- ▶ The District's significant accounting policies and procedures, including those requiring significant management judgments and estimates and those related to significant unusual transactions,
- ▶ the control environment and the possibility that the control system and procedures may fail to prevent or detect a material error or fraud,
- ▶ Information about systems and the computer environment in which the related systems operate, and
- ▶ a continual assessment of materiality thresholds based upon qualitative and quantitative factors affecting the District.

Planned Scope

Based upon our initial assessment, our audit will entail a combination of reviewing controls and substantive testing. The primary areas of focus in our overall audit strategy include the following:

- Risk Assessment
- Internal Control Over Financial Reporting
- Cash & Cash Equivalents
- Investments
- Property, Plant, and Equipment
- Accounts Payable
- Payroll & Related Payables/Expenditures
- Pension & OPEB Obligations
- Unearned/Unavailable Revenue
- Accurate & Timely Capture of Expenditures
- Revenue Recognition and Related Receivables
- Compliance with Federal Grant Requirements
- Fund Balance & Net Position
- Related Party Relationships & Transactions
- Going Concern



Overall Audit Timeline

The following represents our anticipated schedule with regard to our audit of the financial statements of Las Vegas - Clark County Library District:

	Jun	Jul	Aug	Sep	Oct
Planning			✓	✓	
Year-End Fieldwork				✓	✓
Release Reports on Financial Statements					✓

Independence

Our engagement letter to you dated March 19, 2021 describes our responsibilities in accordance with professional standards and certain regulatory authorities with regard to independence and the performance of our services. This letter also stipulates the responsibilities of the District with respect to independence as agreed to by the District. Please refer to that letter for further information.



Client Service Team

As a matter of policy, we attempt to provide continuity of service to our clients to the greatest extent possible. Where engagement team rotation is necessary, we will discuss this matter with you and determine the appropriate individual to be assigned to the engagement based on particular experience, expertise, and engagement needs.

We are pleased to be of service to the District and look forward to answering questions you may have regarding our audit plan as well as other matters that may be of interest to you.

Chris Farthing

Engagement Signing Director
cfarthing@bdo.com / (503)919-1427

Yin Jie Qin

Audit Manager
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Madison Shirey

Audit Senior
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Implementation of New GASB Standards



New GASB Standards

In light of the COVID-19 Pandemic, the GASB issued Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, to provide relief to governments. This Statement, which was effective upon the issuance date of May 8, 2020, postponed the effective dates of certain provisions in Statements that were first effective for reporting periods beginning after June 15, 2018. The effective dates of certain provisions contained in the following pronouncements were postponed by one year:

- ▶ Statement No. 83, *Certain Asset Retirement Obligations*
- ▶ Statement No. 84, *Fiduciary Activities*
- ▶ Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*
- ▶ Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*
- ▶ Statement No. 90, *Majority Equity Interests*
- ▶ Statement No. 91, *Conduit Debt Obligations*
- ▶ Statement No. 92, *Omnibus 2020*
- ▶ Statement No. 93, *Replacement of Interbank Offered Rates*

The effective date of Statement No. 87, *Leases*, has been postponed by 18 months.

Earlier application of the standards is encouraged and is permitted to the extent specified in each pronouncement as originally issued.

GASB Statement No. 83, *Certain Asset Retirement Obligations*

Effective Dates	Date per Pronouncement	Date as amended per GASB Statement No. 95
	Reporting Periods Beginning After 6/15/2018	Reporting Periods Beginning After 6/15/2019

- ▶ Establishes measurement criteria for recording a liability for the retirement or removal of certain assets such as nuclear power plants, sewage treatment facilities, coal-fired power plants, wind turbines, and x-ray machines.
- ▶ Governments with legal obligations to perform future asset retirement activities related to its tangible capital assets would be required to recognize a liability.
- ▶ Must be both an external obligating event, such as a court judgment or federal, state or local law; and an internal obligating event, such as contamination or retirement.
- ▶ A liability and corresponding deferred outflow are recorded when the liability is both incurred and reasonably estimable.
- ▶ The liability is based on the best estimate of the current value of outlays expected to be incurred.
- ▶ Deferred outflows should be amortized over the estimated useful life of the tangible capital asset.
- ▶ Annual remeasurement required, adjusting for effects of inflation or deflation.
- ▶ Exception for minority owner (<50%).

GASB Statement No. 84, *Fiduciary Activities*

Effective Dates	Date per Pronouncement	Date as amended per GASB Statement No. 95
	Reporting Periods Beginning After 12/15/2018	Reporting Periods Beginning After 12/15/2019

- ▶ Establishes criteria for reporting fiduciary activities that focuses on whether the government controls the assets and the fiduciary relationship with the beneficiaries.
- ▶ Four fiduciary funds will be used: Pension and OPEB trust funds; Investment trust funds; Private-purpose trust funds; and Custodial funds.
- ▶ Custodial funds replace agency funds for activities that are not held in trust.
- ▶ For activities other than a Pension or OPEB plan for which a trust agreement exists, an investment trust fund or private purpose trust fund will be used.
- ▶ For stand-alone business-type activities, fiduciary activities should be reported in separate fiduciary fund financial statements, unless resources are expected to be held three months or less.

GASB Statement No. 87, *Leases*

Effective Dates	Date per Pronouncement (as amended)	Date as amended per GASB Statement No. 95
	Fiscal Years Beginning After 12/15/2019	Fiscal Years Beginning After 6/15/2021

- ▶ Requires recognition of certain lease assets and liabilities for leases that are currently classified as operating leases.
- ▶ New definition of a lease - a contract that conveys the right to use another entity's nonfinancial asset for a period in an exchange or exchange-like transaction.
- ▶ Eliminates the distinction between operating and capital leases.
- ▶ Excludes short-term leases, leases that transfer ownership and service concession arrangements that are covered by GASB Statement No. 60.
- ▶ Lessees would recognize a lease liability and an intangible right-to-use lease asset which would be amortized in a systematic and reasonable manner over the shorter of the lease term or the useful life of the underlying asset.
- ▶ Lessors would recognize a lease receivable and deferred inflow of resources which would be recognized as revenue in a systematic and rational manner over the term of the lease.

GASB Statement No. 88, Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements

Effective Dates	Date per Pronouncement	Date as amended per GASB Statement No. 95
	Reporting Periods Beginning After 6/15/2018	Reporting Periods Beginning After 6/15/2019

- ▶ Defines debt for purposes of disclosure as a liability that arises from a contractual obligation to pay cash or other assets in one or more payments to settle an amount that is fixed as of the date the obligation is established.
- ▶ Excludes pension and OPEB liabilities, leases (except for contracts reported as a financed purchase of the underlying assets) and accounts payable as those should be disclosed in separate notes.
- ▶ Includes capital appreciation bonds and variable rate debt.
- ▶ Additional note disclosures required for unused lines of credit, assets pledged as collateral, specific debt agreement terms.
- ▶ Debt disclosures should separate information for direct borrowings and direct placements of debt from other debt.

GASB Statement No. 89, Accounting for Interest Cost Incurred Before the End of a Construction Period

Effective Dates	Date per Pronouncement	Date as amended per GASB Statement No. 95
	Reporting Periods Beginning After 12/15/2019	Reporting Periods Beginning After 12/15/2020

- ▶ Upon implementation, in financial statements using the economic resources measurement focus (business-type activities and enterprise funds) interest incurred during construction should be recognized as an expense of the period.
- ▶ Interest costs on construction-in-progress will be capitalized only to the implementation date of this Statement. The provisions of this Statement are to be applied prospectively and will therefore not require a restatement of any balances.
- ▶ In financial statements using the current financial resources measurement focus (governmental funds), interest incurred during construction should be recognized as an expenditure (no change).
- ▶ If a government has regulated operations as defined by paragraph 476 of GASB Statement No. 62, this Statement does not eliminate or remove the requirement to capitalize qualifying interest costs as a regulatory asset.

GASB Statement No. 90, *Majority Equity Interests*, an Amendment of GASB Statements No. 14 and No. 61

Effective Dates	Date per Pronouncement	Date as amended per GASB Statement No. 95
	Reporting Periods Beginning After 12/15/2018	Reporting Periods Beginning After 12/15/2019

- ▶ A majority equity interest in a legally separate organization will be reported as an investment if it meets the definition of an investment.
- ▶ Measured using the equity method, unless held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund or an endowment/permanent fund. These funds would utilize fair value to measure the majority equity interest.
- ▶ For all other majority equity interests in a legally separate organization, report the legally separate organization as component unit and the fund that holds the equity interest should report an asset using the equity method.
- ▶ Acquisition of a component unit in which the government holds 100% interest would be measured using acquisition value.

GASB Statement No. 91, *Conduit Debt Obligations*

Effective Dates	Date per Pronouncement	Date as amended per GASB Statement No. 95
	Reporting Periods Beginning After 12/15/2020	Reporting Periods Beginning After 12/15/2021

- ▶ Clearly defines the characteristics of a conduit debt obligation and establishes that a conduit debt obligation is not a liability of the issuer.
- ▶ An issuer should recognize a liability associated with an additional commitment or voluntary commitment to support debt service if certain recognition criteria are met.
- ▶ As long as a conduit debt obligation is outstanding, an issuer that has made an additional commitment should evaluate at least annually whether the recognition criteria are met. An issuer that has only made a limited commitment should evaluate whether those recognition criteria are met when an event occurs that cause the issuer to evaluate its willingness or ability to support the obligor's debt service through a voluntary commitment.
- ▶ Standard addresses accounting for arrangements where capital assets are constructed or acquired with the proceeds of a conduit debt obligation and used by third-party obligors in the course of their activities.
- ▶ Standard enhances note disclosures related to conduit debt.

GASB Statement No. 92, *Omnibus 2020*

Effective Dates	Date per Pronouncement	Date as amended per GASB Statement No. 95
	Key Provisions Effective as Noted Below	Except for Provisions Effective upon Statement Issuance, all other Provisions are Delayed One Year

Key Provisions of the Statement are as follows:

- ▶ Effective Upon Statement Issuance- February 5, 2020:
 - The effective date for interim financial reporting of Statement No. 87, Leases, and Implementation Guide No. 2019-3, Leases, is for fiscal years beginning after December 15, 2019.
 - Clarifies that for public entity risk pools, amounts recoverable from reinsurers or excess insurers related to paid claims and claims adjustment expenses may be reported as a reduction of expenses.
 - The terms derivative and derivatives should be replaced with derivative instrument and derivative instruments, respectively.
- ▶ Effective for Fiscal Years Beginning After June 15, 2020:
 - Clarification of the reporting of intra-entity transfers of assets between a government employer or noncontributing entity to a defined benefit pension or other postemployment (OPEB) plan that are within the same reporting entity.
- ▶ Effective for Reporting Periods Beginning After June 15, 2020:
 - Clarification that a government that reports a fiduciary activity for assets that are accumulated for purposes of providing pension or OPEB through certain defined benefit plans should recognize liabilities in accordance with Statement No. 84.
- ▶ Effective for Government Acquisitions Occurring in Reporting Periods Beginning After June 15, 2020:
 - In a government acquisition, liabilities and assets related to the acquired entity's asset retirement obligations (AROs) should be measured using the accounting and financial reporting requirements of Statement No. 83, when the AROs fall within the scope of that standard.

GASB Statement No. 93, *Replacement of Interbank Offered Rates*

Effective Dates	Date per Pronouncement	Date as amended per GASB Statement No. 95
	Effective as Noted Below	Paragraphs 13 and 14 are Effective for Fiscal Years Beginning After June 15, 2021

- ▶ Effective for Reporting Periods Beginning After June 15, 2020:
 - Provides exceptions for certain hedging derivative instruments to the hedge accounting termination provisions when an IBOR is replaced as the reference rate of the hedging derivative instrument's variable payment.
 - Clarifies the hedge accounting termination provisions when a hedged item is amended to replace the reference rate.
 - Clarifies that the uncertainty related to the continued availability of IBORs does not, by itself, affect the assessment of whether the occurrence of a hedged expected transaction is probable.
 - Identifies a Secured Overnight Financing Rate and the Effective Federal Funds Rate as appropriate benchmark interest rates for the qualitative evaluation of the effectiveness of an interest rate swap.
 - Clarifies the definition of reference rate, as it is used in Statement 53, as amended.
 - Provides an exception to the lease modifications guidance in Statement 87, as amended, for certain lease contracts that are amended solely to replace an IBOR as the rate upon which variable payments depend. (paragraphs 13 and 14)
- ▶ Effective for Reporting Periods Ending After December 31, 2021:
 - Removes LIBOR as an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap (paragraph 11b).

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After June 15, 2022

- ▶ For the Public-Private and Public-Public Partnerships (P3s) that meet the definition of a service concession arrangement (SCA), this Statement carries forward the financial reporting requirements for SCAs that were included in Statement 60, with modifications to apply the more extensive requirements related to recognition and measurement of leases to SCAs.
- ▶ For P3s that meet the definition of a lease, the guidance in Statement No. 87 should be applied, if existing assets of the transferor that are not required to be improved by the operator as part of the P3 arrangement are the only underlying P3 assets and the P3s do not meet the definition of an SCA.
- ▶ This Statement provides specific guidance for all other P3s from the perspective of both a government that transfers rights to another party and governmental operators that receive those rights.
- ▶ The Statement requires governments to account for Availability Payment Arrangement (APAs) in which ownership of the asset transfers by the end of the contract as a financed purchase of the underlying infrastructure or other nonfinancial asset. It also requires a government to report an APA that is related to operating or maintaining a nonfinancial asset as an outflow of resources (for example, expense) in the period to which payments relate

GASB Statement No. 96, *Subscription Based Information Technology Arrangements*

Effective Dates	Date per Pronouncement
	Fiscal Years Beginning After June 15, 2022

- ▶ Addresses accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users. Standard is based on the standards established in Statement No. 87, Leases.
- ▶ Defines a SBITA as a contract that conveys control of the right to use a SBITA vendor's IT software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.
- ▶ Requires governments with SBITAs to recognize a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability (with an exception for short-term SBITAs—those with a maximum possible term of 12 months).
- ▶ Provides guidance related to outlays other than subscription payments, including implementation costs, and requirements for note disclosures related to a SBITA.

GASB Statement No. 97, Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Plans Deferred Compensation Plans

Effective Dates	Date per Pronouncement
	Effective as Noted Below

- ▶ Effective Upon Statement Issuance - June 23, 2020:
 - Requires that for purposes of determining whether a primary government is financially accountable for a potential component unit, except for a potential component unit that is a defined contribution pension plan, a defined contribution OPEB plan, or an other employee benefit plan (for example, certain Section 457 plans), the absence of a governing board should be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically performs.
 - Requires that the financial benefit burden criteria in Statement No. 84, Fiduciary Activities, be applicable to only defined benefit pension and OPEB plans administered through a trust.
- ▶ Effective for Fiscal Years Beginning After June 15, 2021
 - Requires that a Section 457 plan be classified as either a pension plan or an other employee benefit plan depending on whether the plan meets the definition of a pension plan.
 - Requires that a Section 457 plan that meets the definition of a pension apply all accounting and financial reporting requirements relevant to pensions.
 - Clarifies that Statement 84, as amended, should be applied to all Section 457 plans to determine whether those arrangements should be reported as fiduciary activities.



Industry Resources

Industry Risk and Resources

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Home > Industries > Public Sector > Overview

Public Sector

BDO leverages an independent viewpoint to help clients navigate complex, government-wide challenges.

Challenging times call for a new perspective.

The public sector is facing many challenges. In addition to political gridlock, the federal deficit has caused many agencies' budgets to shrink over the last several years, meaning that government leaders are under pressure to accomplish more with reduced funding.

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KEY CONTACTS

MARK ELLENBOGEN ▶
President/CEO of BDO Public Sector

Accounting, Audit and Other Compliance Considerations for Public Sector Entities Related to COVID-19

The global pandemic is having unprecedented impacts on federal, state, local, tribal and territory governments. Our [COVID-19 resource center](#) helps organizations stay abreast of the latest developments and mitigate risk during this time of uncertainty. For government organizations, the stakes are high as agencies and elected officials work overtime to flatten the curve, save lives and ensure the safety of the American people.

While circumstances are changing daily, our FAQs for the Public Sector answer the most frequently asked questions by government organizations, along with resources to help them respond and plan around each on.

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ITEM VI.A.3.b.



MEMORANDUM

TO: Board of Trustees through Mr. Kelvin Watson, Executive Director
FROM: John Vino, General Services Director
DATE: September 25, 2021
SUBJECT: General Services Report, October 2021

This report provides an overview of the primary accomplishments, initiatives and District-wide activities for the General Services Division for the month of September 2021.

POWERFUL PLACES

West Las Vegas Relocation

WLV Building Programming – The Board approved KME Architects to provide and develop the building program for the possible relocation of the West Las Vegas Library. A contract for the services has been fully executed.

An initial kick-off meeting is scheduled with Board Members and District Staff for October 18th from 1-4:30pm, at the East Las Vegas Library – The Agenda will cover the following:

- Overall Project Schedule and Goals
 - Trends in Libraries
 - Discussion: Engage in an interactive session to define who the Users are, what are their challenges and how can the West Las Vegas Library be positioned to provide access to opportunity. We will also discuss the Role of the Library in the Community, and what the possibilities are for this community.
- A. **About our Community:**
What are the goals of the West Las Vegas branch to serve its Community? What are the Community's needs?
- B. **About our Library:**
What are the goals of the West Las Vegas branch to serve its Community? What are the potential benefits to the community? Understanding the culture of the library in the community.

General Services - September 25, 2021 – Page 2

C. **About our Project:**

Vision, Design Objectives, Functional Objectives, Identification of future library services and library space priorities

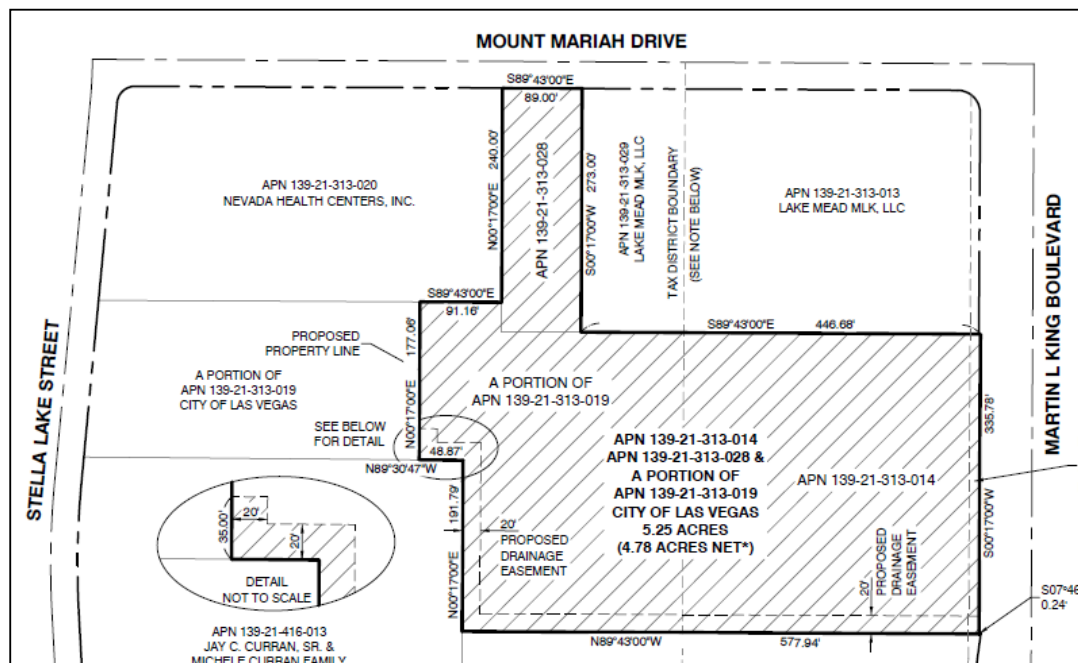
- Identification of key external and internal stakeholders.

Additional focus groups with invited stakeholders and Community Leaders as well as community meetings will follow in late October and into November.

WLV -Negotiations with the City of Las Vegas - On September 21st, the District met with the City of Las Vegas to begin discussions on “Next Steps” for both the Interlocal Agreement to secure 5 acres of land located on Martin Luther Boulevard and Mt. Mariah Dr., as well as the City potentially purchasing our exiting Library and Theater. The following is a summary of discussions:

- It was agreed that the sale of our current location and the leasing of the new site would have to be negotiated together, as one project. The District’s position is that without reaching agreement with the City on the sale of our current location, as well as a satisfactory agreement on the continuing operation and management of the Theater, the District could not proceed with the relocation to the new location.
- The new library site will be eligible for New Market tax Credits. The District requested that if an agreement is reached, that the City pursue and make a good faith effort to secure, at the City's sole cost and expense, Federal or State New Markets Tax Credits or other federal, state or local subsidies, on the District's behalf, for the new West Las Vegas Library project.
- Because the two agreements now have to be linked, this will involve multiple City departments, the City has requested the District provide a detailed offer letter detailing our terms, conditions and expectations. A memo with the requested detailed information is being drafted.

The City provided us an exhibit of the property being offered – attached below.



General Services - September 25, 2021 – Page 3

WLV - Expand Computer Services - On-going – We have received approved plans and a permit to proceed with the expansion of the existing computer center from 24 computers to 36. We are working with the Contractor and branch staff to schedule the start of the project.

West Charleston Library - we are reviewing plans to replace the existing chiller at the West Charleston Library. We plan to replace the current chiller and water tower with an energy efficient and eco-friendly air-cooled package unit. We are pursuing rebates with both Nevada Energy and the Water District

District-Wide - we have completed the installation of new signage in accordance AB280, which requires that all public single stall restrooms be identified with signage saying, "All-Gender Bathroom".

POWERFUL PARTNERSHIPS

- Provided logistical and manpower assistance in support of the ***Inside Out Project*** , a live photo collage exhibition honoring this diverse neighborhood of the East Las Vegas Library, viewable from East Bonanza Rd.
- Provided logistical and manpower assistance in support of the District's new partnership between the Regional Transportation Commission of Southern Nevada (RTC) and the Las Vegas-Clark County Library District.
- Attended a meeting of the Nevada Professional Facilities Managers, where guest speaker Mayor John Lee, City of North Las Vegas presented a community update and upcoming projects and developments.

POWERFUL PLATFORMS

- **Anytime Library platform** – Staff has completed the feasibility study of this new system and with Director Watson's approval, has placed an order for this new District platform. Our new Anytime Library should arrive in approx. 12 weeks, where it will undergo further District testing, as the District determines the best location for permanent placement.

POWERFUL PEOPLE

New Hires: General Services is pleased to announce the hiring of two new staff members who will play a critical role in our support of the District's Playbook.

- **Fernando T. Rosete** – New District Facilities Manager - Fernando joins the district with over 15 year of senior Facilities Management experience. An Air Force veteran, he bring vast experience in project management, strategic planning and remodels and renovations. He is joining the District from his current position as the Facilities Manager of the new Resorts World here in Las Vegas.
- **Cherrie DeLaney** - New Purchasing and Administration Specialist. Cherrie joins General Services from her current position as Acting Regional Manager for Library Operations. She has worked for the District for 14 years. She brings extensive experience in leadership, operations and budget management as well as managing special projects

General Services - September 25, 2021 – Page 4

Purchasing Policy Review and Update:

The District's purchasing policy shall be brought before the Board of Trustees for review at least every two years to coincide with the biennial sessions of the Nevada Legislature (when statutory changes are typically made) or when administrative changes are recommended.

At this time, the current District Purchasing policy meets all NRS statutory and administrative requirements.

Covid Update

In response to the Governors reinstatement of the mask mandate, staff continues worked with the HR department to monitor and respond related incidents.

In September, General Services purchased an additional 3,000 disposable masks for patron usage. Staff continues to monitor and address Covid-19 guidelines based on revised CDC and SNHD recommendations.



ITEM VI.A.3.c.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Jeff Serpico, Human Resources Director

DATE: September 30, 2021

SUBJECT: Human Resources (HR) Report, October 2021

Section (1) of this report, *Fiscal Year HR Goals and Objectives (Plays)*, covers activity from September 1 to September 30. This section provides updates on HR strategic and operational activities (Playbook).

Section (2) of this report, *Transactional Activity & Key Metrics*, covers administrative transactions (volumes) and key HR measures such as Turnover, Vacancy Rate, Training and Diversity. The section is presented as two separate dashboard reports (attached). Please note section (2) covers the activity from July 1, 2021 to August 31, 2021 (HR Dashboard). 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.

HR Report Contents:

- 1. Fiscal Year HR Goals and Objectives (Plays)**
- 2. Transactional Activity & Key Metrics (HR Administrative)**
 - a. HR Dashboard - Fiscal Year 2021-2022**
 - b. HR Dashboard - Fiscal Year End 2020 - 2021**
 - c. Diversity Dashboard - Calendar Year 2021**

1. Fiscal Year HR Goals and Objectives (Plays):

- **Develop and Maintain Competitive Total Rewards Program:**
 - Data (Benchmark Jobs, Comparable Organizations, Current Pay & Benefits Structures/Programs) sent to *Koff & Associates* to begin market survey process
 - Staff Employee Wellness survey to launch October 22
- **Develop, enhance and maintain intra-organizational communication methods and frequency to enhance employee engagement:**
 - 3rd Quarter Labor Management Meeting (Completed August 12)
 - Town Hall meeting #2 (Half-time - Planning for December)

- **Develop and enhance organizational and individual development opportunities:**
 - Draft - *Customer Service* training feedback session with A-Team (Completed)
 - Customer service training plan (being developed)
- **Evolve and champion a culture of Diversity, Equity, Inclusion, and Accessibility (DEIA):**
 - Districts DEIA Action Plan (Approved by Board of Trustees on July 8)
 - DEIA Plan, Goals and Board presentation added to Voyager page
 - DEIA Staff Survey (being researched)

2. Transactional Activity and Key Metrics:

- (a) Human Resources Dashboard 2021 - 2022 (attached)
- (b) Fiscal Year 2020 - 2021 HR Dashboard Final (attached)
- (c) Diversity Dashboard (Q1 attached, Q2 revision due to implementation of UKG System)

10/1/2021

LVCCLD HR DASHBOARD

FY2021-2022

LVCCLD		FY 2021-2022 HUMAN RESOURCES DASHBOARD															
		Quarter 1 of FY 2021-2022			Quarter 2 of FY 2021-2022			Quarter 3 of FY 2021-2022			Quarter 4 of FY 2021-2022			FY Running Total (RT)	FY Monthly Average	Prior FY Monthly Average	FY 2020-2021
		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL FY	FY 2021-2022	FY 2020-2021	
Metric																	
A	Total Employees (Headcount)	620	610											NA	615.00	642.36	A
B	Full-Time Employees 60 hours or more (Headcount)	313	314											NA	313.50	309.64	B
C	Part-Time Employees 59 hours or less (Headcount)	307	296											NA	301.50	332.73	C
D	Full-Time-Equivalent (FTE-District)	NA	NA											NA	NA	NA	D
E	Average Years of Service (District)	9.9	10.0											NA	9.95	9.59	E
		Talent Acquisition & Management															
F	Open Positions (Budget) = 778	158	168											NA	163	136.00	F
G	Positions Posted (Approved to Fill)	11	16											NA	14	7.00	G
H	Applications Received	414	829											1243	622	507.00	H
I	Interviews Conducted	7	16											23	12	5.55	I
J	New Hires	5	3											8	4	2.45	J
K	Promotions	4	4											8	4	3.73	K
L	Lateral Transfers	0	0											0	0	1.10	L
M	Demotions	0	0											0	0	0.55	M
N	Employees Successfully Completing Probationary Period	5	1											6	3	1.55	N
O	(1) Average Cost Per New Hire	\$19,886	\$2,698											\$22,584	11292	\$10,366	O
		Separations & Turnover															
P	Total Separations from Employment	8	12											20	10	10.00	P
Q	Voluntary Separations	8	10											18	9	9.45	Q
R	Involuntary Separations	0	2											2	1	0.55	R
S	Turnover (Entire District)	1.29%	1.94%											0	0	1.6% / *17.61%	S
T	Turnover (Without Page Positions)	0.81%	0.65%											0	0	2.19% / NA	T
U	Annualized Twelve Month Turnover (Entire District)	15.48%	19.35%											NA	17.42%	26.05%	U
V	Vacancy Rate (Open Positions) / (Total Employees + Open Positions)	20.31%	21.59%											NA	20.95%	17.49%	V
W	Average Years of Service (Voluntary Separations)	1.5	2.5											NA	2	10.1	W
X	Average Years of Service (Involuntary Separations)	5.7	4.3											NA	5	3.4	X
		Training & Talent Development															
Y	Employee Attending New Hire Orientation	5	3											8	4.00	2.45	Y
Z	Total Employee Training Encounters	173	27											200	100.00	92.73	Z
AA	Virtual	76	9											85	42.50	81.82	AA
BB	Live On-Site	88	14											102	51.00	7.09	BB
CC	External Conferences	9	4											13	6.50	3.82	CC
DD	Total Training Cost	\$6,049	\$3,584											\$9,633	\$4,816	\$5,031	DD
EE	Total Tuition Reimbursements	\$0.00	\$0.00											0	0.00	\$3,193	EE
FF	Undergraduate	\$0.00	\$0.00											0	0.00	\$652	FF
GG	Graduate	\$0.00	\$0.00											0	0.00	\$2,541	GG
HH	(2) Annual Required Compliance Training Completion	98.5%	97.20%											NA	97.85%	NA	HH
		Benefits & Wellness															
II	Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	2	1											3	1.50	5.00	II
JJ	Total Leave Hours Utilized	104.00	80.00											184.00	92.00	269.09	JJ

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

Restate = Yellow

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

* Annual

Fiscal Year End 2021 - 2022

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 2020-2021	Fiscal Year Average	Prior Fiscal Year Average (2019-2020)	
	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21				
A Total Employees (Headcount)	NA	689	658	644	641	639	640	638	638	628	626	625	NA	642.36	NA	A
B Full-Time Employees 60 hours or more (Headcount)	NA	329	306	306	307	308	309	309	310	307	306	309	NA	309.64	NA	B
C Part-Time Employees 59 hours or less (Headcount)	NA	360	352	338	334	331	331	329	328	321	320	316	NA	332.73	NA	C
D Full-Time-Equivalent (FTE-District)	NA	N/A	N/A	N/A	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	D
E Average Years of Service (District)	NA	9.9	9.9	9.3	9.3	9.4	9.4	9.5	9.6	9.7	9.7	9.8	NA	9.59	NA	E
Talent Acquisition & Management																
F Open Positions (FY 20-21 Budget) = 778	NA	89	120	134	137	139	143	140	140	150	152	153	NA	136	NA	F
G Positions Posted (Approved to Fill)	NA	1	11	6	10	6	4	2	7	9	11	8	NA	7	NA	G
H Applications Received	NA	107	476	673	831	321	281	354	424	518	1118	474	5577.00	507.00	NA	H
I Interviews Conducted	NA	0	5	7	2	7	4	7	8	4	7	10	61.00	5.55	NA	I
J New Hires	NA	0	0	1	0	0	5	2	3	3	6	7	27.00	2.45	NA	J
K Promotions	NA	4	2	9	3	3	1	5	7	1	4	2	41.00	3.73	NA	K
L Lateral Transfers	NA	0	1	4	2	2	0	1	0	0	1	0	11.00	1.10	NA	L
M Demotions	NA	0	0	1	2	0	0	2	1	0	0	0	6.00	0.55	NA	M
N Employees Successfully Completing Probationary Period	NA	7	1	6	1	1	0	0	0	0	1	0	17.00	1.55	NA	N
O (1) Average Cost Per New Hire	NA	TBD	TBD	\$4,835	\$0	\$0	\$21,385	\$19,881	\$12,793	\$9,354	\$9,375	\$15,401	\$93,024	\$10,336	NA	O
Separations & Turnover																
P Total Separations from Employment	NA	18	31	15	3	2	4	4	3	13	9	8	110.00	10.00	NA	P
Q Voluntary Separations	NA	17	30	14	3	2	4	4	3	13	8	6	104.00	9.45	NA	Q
R Involuntary Separations	NA	1	1	1	0	0	0	0	0	0	1	2	6.00	0.55	NA	R
S Turnover (Entire District)	NA	2.61%	4.71%	2.33%	0.47%	0.31%	0.63%	0.63%	1.19%	2.00%	1.45%	1.28%	17.61%	1.60%	NA	S
T Turnover (Without Page Positions)	NA	5.56%	4.25%	1.24%	NA	NA	0.16%	NA	3.78%	1.40%	0.16%	0.96%	17.51%	2.19%	NA	T
U 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%	16.36%	26.05%	26.05%	NA	U
V Vacancy Rate (Open Positions) / (Total Employees + Open Positions)	NA	11.44%	15.42%	17.22%	17.61%	17.87%	18.38%	17.99%	17.99%	19.28%	19.54%	19.67%	NA	17.49%	NA	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	5.7	6.2	NA	10.1	NA	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	4.2	6.7	NA	3.4	NA	X
Training & Talent Development																
Y Employee Attending New Hire Orientation	NA	0	0	0	1	0	5	2	1	5	5	8	27	2.45	NA	Y
Z Total Employee Training Encounters	NA	246	9	23	38	23	45	55	197	129	80	175	1020	92.73	NA	Z
AA Virtual	NA	245	9	10	30	19	41	55	191	112	60	128	900	81.82	NA	AA
BB Live On-Site	NA	1	0	11	1	0	0	0	0	12	20	33	78	7.09	NA	BB
CC External Conferences	NA	0	0	2	7	4	4	0	6	5	0	14	42	3.82	NA	CC
DD Total Training Cost	NA	\$219	\$176	\$2,646	\$1,243	\$3,917	\$24,119	\$4,350	\$2,779	\$4,189	\$3,723	\$7,979	\$55,340	\$5,031	NA	DD
EE Total Tuition Reimbursements	NA	\$0	\$0	\$0	\$1,000	\$0	\$23,404	\$549	\$2,000	\$2,000	\$2,220	\$3,946	\$35,119	\$3,193	NA	EE
FF Undergraduate	NA	\$0	\$0	\$0	\$1,000	\$0	\$4,404	\$549	\$0	\$0	\$1,220	\$0	\$7,172	\$652	NA	FF
GG Graduate	NA	\$0	\$0	\$0	\$0	\$0	\$19,000	\$0	\$2,000	\$2,000	\$1,000	\$3,946	\$27,946	\$2,541	NA	GG
HH (2) Annual Required Compliance Training Completion	NA	97.00%	97.00%	97.00%	98.00%	99.00%	7.50%	93.00%	98.70%	98.70%	98.89%	92.00%	NA	NA	NA	HH
Benefits & Wellness																
II Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	NA	9	9	6	6	6	7	4	3	2	2	1	NA	5	NA	II
JJ 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	80.00	2960.00	269.09	NA	JJ

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

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

Yellow = restate

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

<div> <div>NOTES:</div> <div> <div>EO 4 Instruction Booklet - Race and Ethnicity match EEO1</div> <div>Data Pub 01/31/21</div> <div>% - EEO</div> <div>** No without Page Job Title - 484</div> <div>*** July 2019 US Census Bureau - Clark County</div> <div>Quarter 1 2021 (Initial)</div> </div> <div>LVCCLD Diversity Dashboard 2021 (Quarter 1)</div> </div>									
**Race and Ethnicity Identification									
A	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC		
1	Hispanic or Latino (a)	31.60%	143	22.552%	-9.04%	94	19.42%	-12.18%	
2	White (Not Hispanic or Latino) (41.7%) white alone (a)	41.70%	318	50.157%	8.46%	253	52.27%	10.57%	
3	Black or African American (Not Hispanic or Latino) (a)	19.10%	65	10.2524%	-2.85%	57	11.78%	-1.52%	
4	Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)	0.90%	11	1.7350%	0.84%	9	1.86%	0.96%	
5	Asian (Not Hispanic or Latino) (a)	10.40%	74	11.6719%	1.27%	52	10.74%	0.34%	
6	Native American or Alaska Native (Not Hispanic or Latino) (a)	1.20%	3	0.4732%	-0.73%	3	0.62%	0.56%	
7	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	4.90%	20	3.1546%	-1.75%	16	3.31%	-1.59%	
(D 4) Overlap 2 or more		103.90%	634	100.00%		484	100.00%		
**Sex / Gender Identification									
B	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC		
1	Female	50.10%	437	68.93%	18.83%	319	65.91%	15.81%	
2	Male	49.90%	197	31.07%	-18.83%	165	34.09%	-15.81%	
3	Non identifying	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	
		100.00%	634	100.00%		484	100.00%		
Job Categories (EEO-4)									
C	Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	Total	
1	Officials and Administrators	8	47	17	0	8	2	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	1	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	3	16	
Total		143	318	65	11	74	20	634	
Job Categories (EEO-4)									
D	Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	Job Class Count	Job Class % of all Positions
1.0	8	47	17	0	8	0	2	82	12.93%
1.1	District Job Class %	9.76%	57.32%	20.73%	0.00%	9.76%	2.44%	100.00%	Gender Count %
1.2	Variance from CC	-21.84%	15.62%	7.63%	-0.90%	-0.64%	-2.46%		Female 49 59.76%
2.0	16	34	6	1	11	0	4	72	11.36%
2.1	District Job Class %	22.22%	47.22%	8.33%	1.39%	15.28%	5.56%	100.00%	Female 51 70.83%
2.2	Variance from CC	-9.38%	5.52%	-4.77%	0.49%	4.88%	-1.20%		Male 21 29.17%
3.0	10	26	6	2	5	1	0	50	7.89%
3.1	District Job Class %	20.00%	52.00%	12.00%	4.00%	10.00%	2.00%	100.00%	Gender Count %
3.2	Variance from CC	-11.60%	10.30%	-1.10%	3.10%	-0.40%	-4.90%		Female 19 38.00%
4.0	0	0	0	0	0	0	0	0	0.00%
5.0	18	63	9	2	18	0	1	111	17.51%
5.1	District Job Class %	16.22%	56.76%	8.11%	1.80%	15.22%	0.90%	100.00%	Gender Count %
5.2	Variance from CC	-15.38%	15.06%	-4.99%	0.90%	5.82%	-1.20%		Female 85 76.56%
5.3									Male 26 23.44%
6.0	91	139	22	5	32	2	10	301	47.48%
6.1	District Job Class %	30.23%	46.18%	7.31%	1.66%	10.63%	3.32%	100.00%	Gender Count %
6.2	Variance from CC	-1.37%	4.48%	-5.79%	0.76%	0.23%	-0.54%		Female 233 77.41%
7.0	0	2	0	0	0	0	0	2	0.32%
7.1	District Job Class %	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	Gender Count %
7.2	Variance from CC	-31.60%	58.30%	-13.10%	-0.90%	-10.40%	-4.90%		Female 0 0.00%
8.0	0	7	5	1	0	0	3	16	2.52%
8.1	District Job Class %	0.00%	43.75%	31.25%	6.25%	0.00%	18.75%	100.00%	Gender Count %
8.2	Variance from CC	-31.60%	2.05%	18.15%	5.35%	-10.40%	-1.20%		Male 16 100.00%
Total		143	318	65	11	74	20	634	100.00%