

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
December 9, 2021**

DATE: Thursday, December 9, 2021

TIME: 6:00 p.m.

PLACE: Windmill Library
7060 W Windmill Ln.
Las Vegas, NV 89113 and

Online via YouTube

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.

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.

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

- III. Board Action to accept Proposed Agenda (For possible action)
- IV. Approval of Proposed Minutes (For possible action)
 - A. Regular Board Meeting, November 10, 2021
 - B. Finance and Audit Committee, November 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

A. Consent Agenda

The Consent Agenda may be approved in its entirety by a motion or individual items may be considered separately.

B. Regular Agenda

1. Discussion and possible Board action regarding a contract award to KME Architects to provide architectural services and design for a new West Las Vegas Library.
2. Discussion and possible Board action regarding contract award for the HVAC system chiller replacement at the West Charleston Library.
3. Report of the Bylaws Committee to discuss any recommended changes.

C. Announcements

The next Board meeting will be held on Thursday, January 20, 2022 at 6pm. Location: Clark County Library, 1401 E Flamingo Rd, Las Vegas, NV 89119.

The February Board meeting will be held on Thursday, February 10, 2022 at 6pm. Location: Rainbow Library, 3150 N Buffalo Drive, Las Vegas, NV 89128.

The March Board meeting will be held on Wednesday, March 10, 2022, at 6:00pm. Location: Whitney Library, 5175 E Tropicana Ave, Las Vegas, NV 89122.

D. 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

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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.

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

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

- A. By delivering a copy of the notice to each Library Trustee;

- B. By posting a copy of the notice at the principal office of the Library Trustees, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:
1. Clark County Library
1401 E. Flamingo Road
Las Vegas, NV 89119
 2. East Las Vegas Library
2851 E Bonanza Road
Las Vegas, NV 89101
 3. Sunrise Library
5400 Harris Avenue
Las Vegas, NV 89110
 4. West Charleston Library
6301 W. Charleston Boulevard
Las Vegas, NV 89146
 5. West Las Vegas Library
951 W. Lake Mead Boulevard
Las Vegas, NV 89106
 6. Windmill Library
7060 W. Windmill Lane
Las Vegas, NV 89113
 7. 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. Live Stream Connection information:
<https://youtu.be/zVvmQA1wJRA> or
- Visit the Library District’s YouTube channel:
[Youtube.com/TheLibraryDistrict](https://www.youtube.com/TheLibraryDistrict)

**Library Reports
(Item VI.)**

**Executive Director's Report
(Item VI.A.)** Floresto Cabias reported there were no highlights from the Executive Director's Report.

Library Operations, Security Reports and Monthly Statistics (Item VI.A.1.a) Trustee Ortiz expressed his concerns about the continued increase in incidents at the Clark County Library. He explained that the area has become ground zero for most complaints and increase in violent incidents. Trustee Ortiz wanted to know if the District has had any meetings with any of the stakeholders, university people, and social services who are there. Leo Segura, Library Operations Director reported that the Branch Manager, Robbin Gaebler has been in contact with the ClickIt and FixIt Clark County routinely to address some of the issues. He also reported that there is security in the parking lot and close relations with the Robot Lab University that is across the street. Leo Segura says that Metro and Clark County are also involved with the Library District. He reported that the numbers last month were lower than the previous month. Trustee Ortiz suggest that John Vino, General Services Director, the police department, and neighborhood services from the County meet to see how to increase involvement. Leo Segura agrees that a meeting can be set up again as done in the past. Counsel Gerald Welt suggested getting a homeless advocacy group involved in the conversation.

Trustee Ortiz asked if there was a typo on the statistics report on page 24 with the percentage increase at Meadows Library. Leo Segura responded that the percentage is correct and that reasoning is because the branch was mostly closed last year. Trustee Ortiz had concerns about the huge drop in services- gate count and circulation. He suggested that Leo Segura have a conversation with Branch managers to see what can be done to increase the numbers. Leo Segura explained that after his statistics meeting with the Urban Libraries Council, other libraries are down at least 50 percent or more in circulation and gate count. He explained that the Library District is seeing a steady increase with the increase of programs and outreach events. As a part of the Playbook plan, the managers are analyzing different ways to increase traffic.

Branding and Marketing Report and Electronic Resources Statistics (Item VI.A.2.a.) Trustee Whiteley reported that the Access 360 platform is a great opportunity to open the door to the digital collections from the library to students.

Community Engagement Report and Monthly Statistics (Item VI.A.2.b.) Trustee Whiteley wanted to point out that she thought the writing and programming this past month at the branches was incredible and impactful. She also reported that the CE staff are full of talented professionals, that she is grateful to have a part of the Library District.

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

No questions.

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

No questions.

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

No questions.

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

Trustee Ortiz asked John Vino, General Services Director to go over the rendition of the terms and conditions with the City of Las Vegas from the synopsis that he gave in his report. John Vino went over the details in his report regarding his in-person meeting with the City of Las Vegas.

Chair Wilson asked Trustee Ortiz if there was anything in the Redline that stood out. Trustee Ortiz responded that nothing stands out timing is important. Chair Wilson also asked what the next big concern is. Trustee Ortiz responded that architectural drawings are needed to go for funding for New Market Tax Credits to determine how much steel is needed to purchase because the price of steel is escalating. Trustee Ortiz also agrees that the community workshops on page 91 of the General Services Report, scheduled for November 29th and December 15 are good timeframes. Trustee Rogers added that he has had several conversations with Councilman Crear's office of Ward 5, and he has agreed to help the Library District by promoting the event to the community. John Vino explained that the Library District wanted to be sure there was an agreement between the District and the City before announcing to the community.

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

Trustee Waugh questioned the year-to-date voluntary separations that is already at a third of employees leaving and wanted to know if the exit reports explained the reasoning of why the employees are choosing to leave the District? Trustee Waugh also asked if there was an employee climate survey to survey the staff.

Jeff Serpico, Human Resources Director explained that there is a plan to do an engagement survey after changes are made. Jeff Serpico will have exit information pulled and forwarded to Director Watson.

Chair Wilson accepted the Library Reports.

**Unfinished Business
(Item VII.)**

None.

**New Business
(Item VIII.)**

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

None.

**Regular Agenda
(Item VIII.B.)**

**Discussion and possible Board action regarding the Finance and Audit Committee's recommendation to approve the audit performed by BDO USA, LLP for the Fiscal Year 2020-2021.
(Item VIII.B.1)**

Floresto Cabias, Chief Financial Officer, reported that on November 9, 2021 he updated the Finance and Audit Committee with the results of the audit for 2021. He reported that the audit went very smoothly and there were no findings, any deficiencies, or material weaknesses.

Trustee Rogers made a motion to approve the 2020-2021 Audit Report as presented by BDO, USA LLP and to incorporate the opinion letter into the official minutes of the Board of Trustees November 10, 2021 meeting. Trustee Waugh second the motion.

There was no opposition and the motion carried. (Opinion letter attached)

**Discussion and possible Board action authorizing the Executive Director to execute a three-year renewal with BiblioCommons, with the option of two one-year renewals, subject to final review by Counsel, for the purpose of extending the Library District's current website software, which provides online public access to the materials catalog and events calendar.
(Item VIII.B.2.)**

Betsy Ward, Branding and Marketing Director reported that for the new contract, the increase year-over-year from the current contract will be roughly 2.5 percent for the first year, 3 percent for years two and three and 3.25 percent for the optional, additional four and five years if the District decided to go with that.

Trustee Ortiz asked Counsel Gerald Welt if he had the opportunity to review the contract. Counsel Welt responded yes, that the contract is basically the original contract, and this is a follow up because this contract is continuing the base contract that was already approved. Trustee Ortiz asked for clarity on the number of years for the contract. Counsel Welt explained that this contract is for a three-year renewal with two one- year options after, which will be a five-year contract. Betsy Ward explained that the contract will start in December.

Trustee Ortiz begin to explain that he did not feel comfortable in the total value of the contract and was not clear on what the Board was voting on. He question if the amount was half a million, \$200 million, or \$1,000. Chair Wilson explained that it is \$270,000 a year that averages out for three- years, which doesn't include the fourth and fifth year extensions if the District opts for them. Floresto Cabias calculated that it would be around \$800,000. Counsel Welt explained that the Board would only be voting on the three-year contract now plus the ability to go forward for the additional two year if desired. The option to extend will come back to the Board for approval.

Trustee Ortiz made a motion to authorize the Executive Director to execute a three-year renewal, with the option of two one-year renewals, subject to final review by Counsel, to continue the BiblioCommons Software subscription, training, support, and upgrades with an estimated

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value of \$810,000 for three years subject to renewals. Trustee Waugh second the motion.

There was no opposition and the motion carried.

**Announcements
(Item IX.)**

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.

Trustee Waugh congratulated the Whitney Library on a successful event in the beginning of November for Dia de los Muertos.

Trustee Ortiz announced that the Governor appointed him as a representative of the DETR, Department of Employment, Training on the State Council on Libraries and Literacy Board.

**Public Comment
(Item X.)**

None.

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

None.

**Adjournment
(Item XII.)**

Chair Wilson adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

Report to Finance and Audit Committee and Board of Trustees

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

Audit Wrap Up:
Year Ended June 30, 2021

IBDO[®]

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 Client and is not intended and should not be used by anyone other than these specified parties.

Welcome

November 10, 2021

Finance and Audit Committee and Board of Trustees
Las Vegas-Clark County Library District

Professional standards require us to communicate with you regarding matters related to the audit, that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. On September 20, 2021, we presented an overview of our plan for the audit of the financial statements of Las Vegas-Clark County Library District (the “District”) as of and for the year ended June 30, 2021, including a summary of our overall objectives for the audit, and the nature, scope, and timing of the planned audit work.

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

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

Respectfully,

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

Executive Summary

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Status of Our Audit

We have substantially completed our audit of the financial statements as of and for the year ended June 30, 2021. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. This audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

- ▶ The objective of our audit was to obtain reasonable - not absolute - assurance about whether the financial statements are free from material misstatements.
- ▶ The scope of the work performed was substantially the same as that described to you in our earlier Audit Planning communications.
- ▶ We expect to issue an unmodified opinion on the financial statements and release our report on **November 10, 2021**.
- ▶ We expect to issue our report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- ▶ Our responsibility for other information in documents containing the District's audited financial statements (management's discussion and analysis, postemployment benefits other than pensions, schedule of funding progress, proportionate share of the collective net pension liability information, proportionate share of statutorily required pension contribution information and budgetary comparison information) does not extend beyond the financial information identified in the audit report, and we are not required to perform procedures to corroborate such other information. However, in accordance with professional standards, we have read the information included by the District and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the financial statements. Our responsibility also includes calling to management's attention any information that we believe is a material misstatement of fact. We have not identified any material inconsistencies or concluded there are any material misstatements of facts in the other information that management has chosen not to correct.
- ▶ All records and information requested by BDO were freely available for our inspection.
- ▶ Management's cooperation was excellent. We received full access to all information that we requested while performing our audit, and we acknowledge the full cooperation extended to us by all levels of District personnel throughout the course of our work.



Results of the Audit

ACCOUNTING PRACTICES, POLICIES, ESTIMATES

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

The District's significant accounting practices and policies are those included in Note 1 to the financial statements. These accounting practices and policies are appropriate, comply with generally accepted accounting principles and industry practice, were consistently applied, and are adequately described within Note 1 to the financial statements.

- ▶ A summary of recently issued accounting pronouncements is included in Note 2 to the District's financial statements.
- ▶ There were no changes in significant accounting policies and practices during fiscal year 2021.

Significant estimates are those that require management's most difficult, subjective, or complex judgments, often as a result of the need to make estimates about the effects of matters that are inherently uncertain. The District's significant accounting estimates, including a description of management's processes and significant assumptions used in development of the estimates, are disclosed in notes of the financial statements.

Significant Accounting Estimates

Fair value measurement of investments

Net pension liabilities

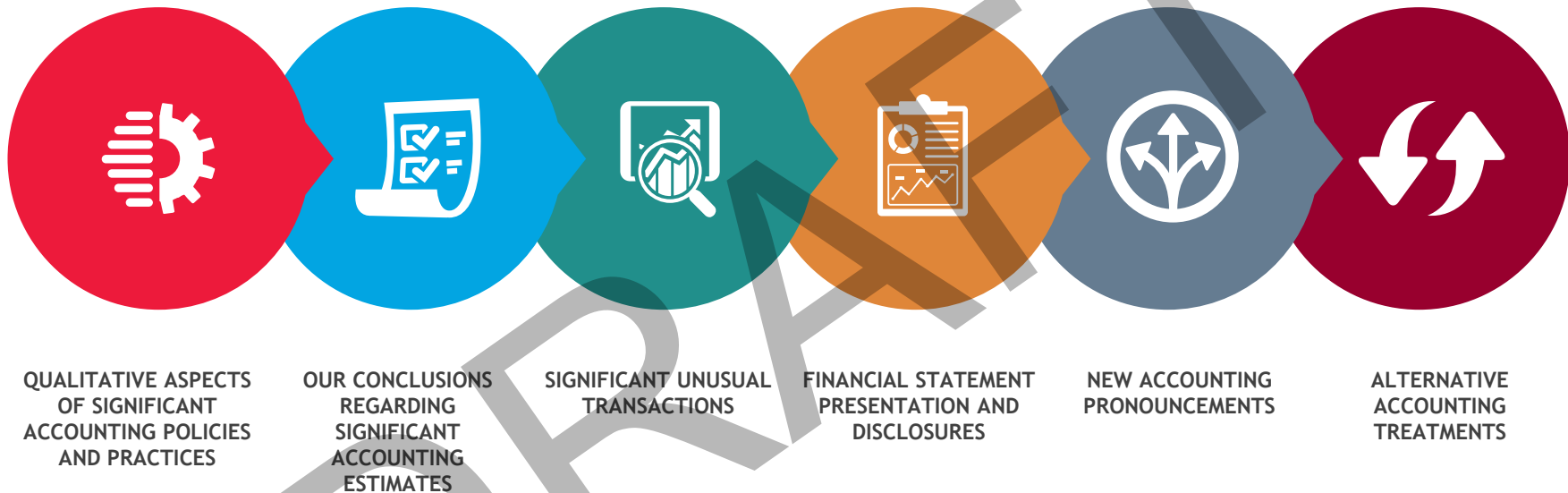
Other post-employment benefits obligations (OPEB)

- ▶ Management did not make any significant changes to the processes or significant assumptions used to develop the significant accounting estimates in 2021.

Results of the Audit

QUALITY OF THE DISTRICT'S FINANCIAL REPORTING

A discussion was held regarding the quality of the District's financial reporting, which included:



Results of the Audit

CORRECTED AND UNCORRECTED MISSTATEMENTS

There were no corrected misstatements, other than those that were clearly trivial, related to accounts and/or disclosures that we brought to the attention of management, except for an adjustment to record a cumulative catch-up of rental expense, and due to related party, in the amount of \$293,182, in order to recognize rental expense on a straight-line basis over the expected term of the lease agreement between the District and East Las Vegas QALICB, Inc.

There were no uncorrected misstatements, other than those that were clearly trivial, related to accounts and/or disclosures that we presented to management.



Internal Control Over Financial Reporting

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Internal Control Over Financial Reporting

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

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

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

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

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

Additional Required Communications

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Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the District:

Requirement	Discussion Point
Significant changes to planned audit strategy or significant risks initially identified	There were no significant changes to the planned audit strategy or significant risks initially identified and previously communicated to those charged with governance as part of our Audit Planning communications.
Obtain information from those charged with governance relevant to the audit	There were no matters noted relevant to the audit, including, but not limited to: violations or possible violations of laws or regulations; risks of material misstatement, including fraud risks; or tips or complaints regarding the District's financial reporting that we were made aware of as a result of our inquiry of those charged with governance.
If applicable, nature and extent of specialized skills or knowledge needed related to significant risks	<p>The nature and extent of specialized skills or knowledge needed to perform the planned audit procedures or evaluate audit results related to significant risks are outlined below:</p> <ul style="list-style-type: none"> ➤ We used BDO Financial Services Group, specializing in investment valuations, to assist in evaluating management's determination of investment fair values. ➤ We used BDO actuarial specialists, specializing in pension and OPEB valuations, to assist in evaluating management's determination of the net pension and OPEB liabilities.

Other Required Communications

Following is a summary of other required items, along with specific discussion points as they pertain to the District:

Requirement	Discussion Point
Consultations with other accountants	We are not aware of any consultations about accounting or auditing matters between management and other independent public accountants. Nor are we aware of opinions obtained by management from other independent public accountants on the application of generally accepted accounting principles.
If applicable, significant matters identified by component auditors	During the component auditor's procedures, there were no significant matters identified that were deemed necessary to bring to group management's attention.
Significant findings and issues arising during the audit in connection with the District's related parties	We have evaluated whether the identified related party relationships and transactions have been appropriately identified, accounted for, and disclosed and whether the effects of the related party relationships and transactions, based on the audit evidence obtained, prevent the financial statements from achieving fair presentation.
Significant findings or issues arising during the audit that were discussed, or were the subject of correspondence, with management	There were no significant findings or issues arising during the audit that were discussed, or were the subject of correspondence, with management.

Other Required Communications

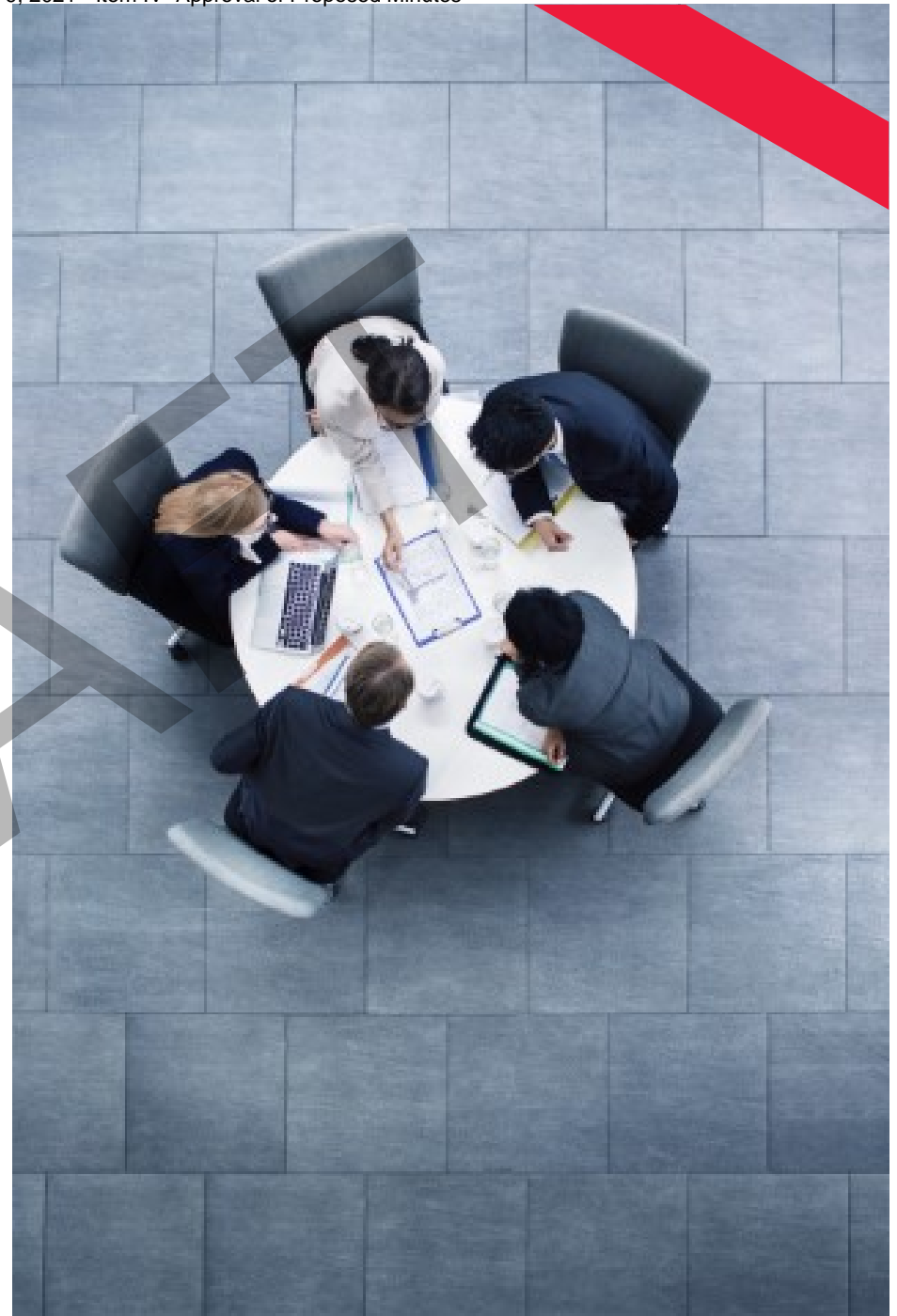
Following is a summary of other required items, along with specific discussion points as they pertain to the District:

Requirement	Discussion Point
Disagreements with management	There were no disagreements with management about matters, whether or not satisfactorily resolved, that individually or in aggregate could be significant to the District's financial statements or to our auditor's report.
Significant difficulties encountered during the audit	There were no significant difficulties encountered during the audit.
Matters that are difficult or contentious for which the auditor consulted outside the engagement team	There were no difficult or contentious matters that we consulted with others outside the engagement team that we reasonably determined to be relevant to those charged with governance regarding their oversight of the financial reporting process.
If applicable, other matters significant to the oversight of the District's financial reporting process, including complaints or concerns regarding accounting or auditing matters	There are no other matters that we consider significant to the oversight of the District's financial reporting process that have not been previously communicated.
Representations requested from management	Please refer to the management representation letter.



Independence

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





Appendix

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Implementation of New GASB Standards

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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. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*
- ▶ Statement No. 91, *Conduit Debt Obligations*
- ▶ 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. 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. 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. 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. 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.

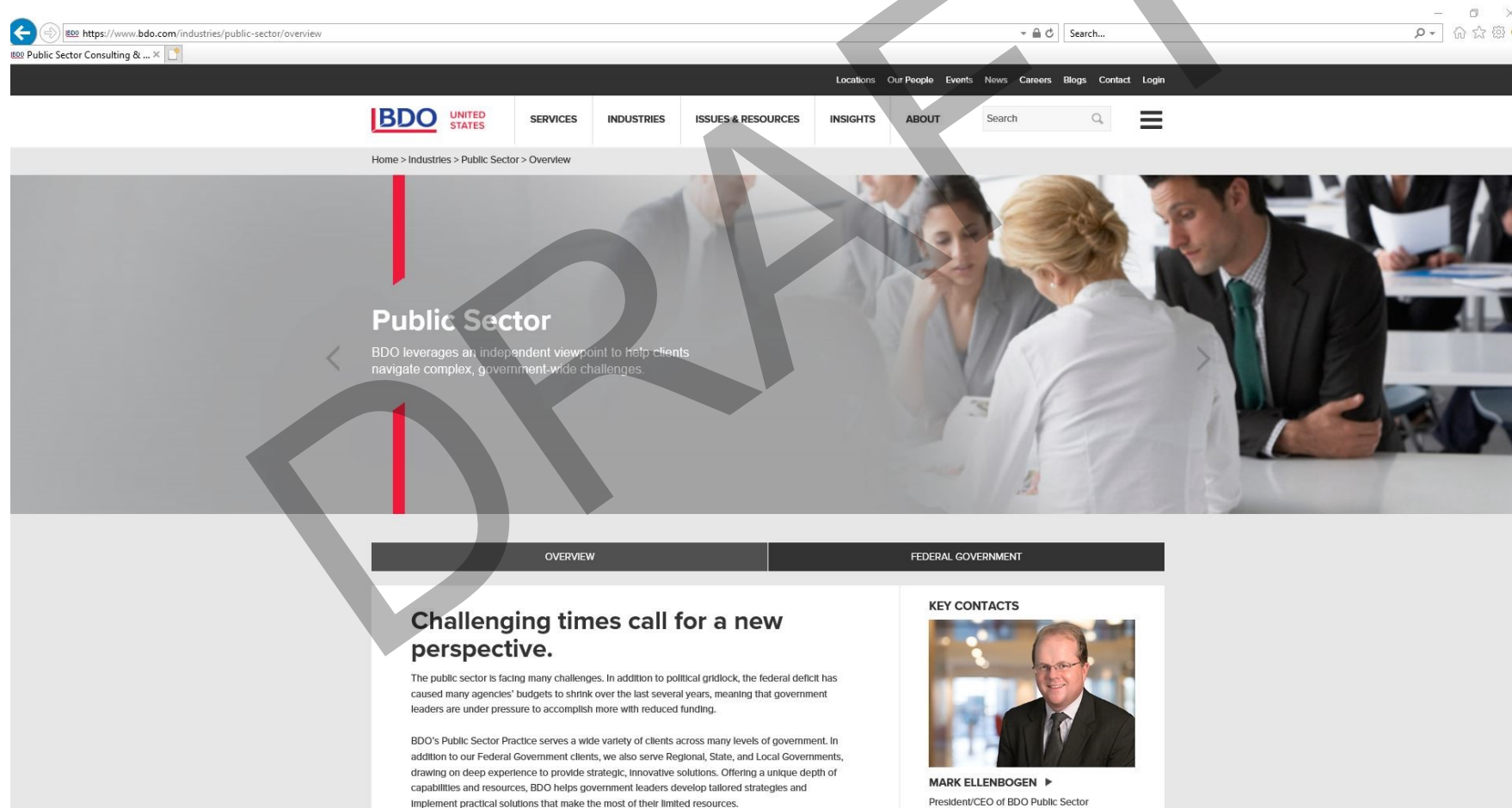


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Accounting, Audit and Other Compliance Considerations for Public Sector Entities Related to COVID-19

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 IV.B.

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' FINANCE AND AUDIT COMMITTEE MEETING
LAS VEGAS, NEVADA
NOVEMBER 9, 2021**

The Board of Trustees' Finance and Audit Committee of the Las Vegas-Clark County Library District met in regular session via Zoom at 1:00 p.m., Wednesday, November 9, 2021.

Present: Committee: K. Rogers, Chair
S. Ramaker
N. Waugh
B. Wilson, ex-officio

Board: F. Ortiz

Counsel: G. Welt

Absent: K. Benavidez

Staff: Floresto Cabias, CFO

Guests: Chris Farthing, BDO USA, LLP
Yinkie Qin, BDO USA, LLP

K. Rogers, Chair, called the meeting to order at 1:00 p.m.

Roll Call All members listed above represent a quorum. Appendix A.

**Public Comment
(Item II.)** None.

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

Discussion and possible Committee action regarding a recommendation to accept the Fiscal Year 2020-2021 Audit Report and recommend approval of the Fiscal Year 2020-2021 Audit at the Board of Trustees' meeting on November 10, 2021. (For possible action). (Item IV.A.)

CFO Floresto Cabias stated that at the March 11, 2021 meeting, the Board of Trustees authorized staff to appoint BDO USA to perform the audit for the fiscal year ending June 30, 2021. Chris Farthing, a partner with BDO, would present the results of the audit. He thanked Mr. Farthing and his team for their hard work.

Mr. Cabias mentioned a corrected adjustment of \$293,000.00 that was noted in the Audit Wrap Up report. He explained it was the cumulative effect of lease payments for the East Las Vegas QALICB, going back to fiscal year 2018. It is not a material amount because it represents a fraction of one percent of the District's finances.

Mr. Farthing said the audit manager, Yinkie, was also on the phone. He explained the Audit Wrap Up report: the objective of an audit is to obtain reasonable, but not absolute assurance over the financial statements. The scope of the audit was substantially the same as the audit planning presentation, which had been presented to the Committee. The unmodified opinion would be finalized the next day, after the Board meeting in which the Board would approve the report. At that time, the report on internal control over financial reports in accordance with government auditing standards would also be issued. Mr. Farthing stated there were no significant changes to accounting policies. He then referenced a small, immaterial error going back to 2018 regarding the

**Minutes - Board of Trustees' Finance and Audit Committee Meeting
November 9, 2021
Page 2**

rent payments, which did not require any restatement or corrections, as it was a minor item with no material impact. The audit did not identify any deficiencies or material weaknesses in internal controls, though that is not the main focus of the audit. Mr. Farthing stated that BDO used specialists for certain aspects of the audit. There were no significant delays, difficulties, or contentious matters. BDO would obtain a management representation letter the next day. He affirmed that BDO is independent from the Library District.

Concluding his presentation, Mr. Farthing asked the Committee members if there were any questions.

As there were no questions, Trustee Waugh moved to accept the Fiscal Year 2020-2021 Audit Report and to recommend approval of the Fiscal Year 2020-2021 Audit, as presented by the auditors, at the Board of Trustees' Meeting on November 10, 2021.

There was no opposition and the motion carried.

**Update on the
District's financials
and update of
projections. (For
discussion only)
(Item IV.B.)**

CFO Floresto Cabis displayed a Financial Services Update presentation detailing the District's financial status and an update of projections. He stated that he had had high expectations for the revenues heading into the end of Fiscal Year 2021, but some of the numbers, especially consolidated sales tax (CTX), were even higher than expected, at 24 million instead of between 23 and 23.5 million dollars. This was actually 6.4 million higher than budgeted. He recognized that the budgeted amount was conservative.

Property taxes also came in \$753,000 higher than budgeted.

Due to the District's due diligence and conservative approach to spending, there were significant savings in expenditures, especially in total personnel costs. This was due primarily as a result of the Voluntary Employee Separation Program (VESP), which cost 4.5 million – but savings in the personnel category came in at 2.7 million. He acknowledged the Teamsters Local 14 concessions as well as freezing open positions in contributing to the savings in this category.

The District also proactively scrutinized all contracts and other controllable expenditures, resulting in an additional 3 million in savings.

The District had allowed for the entire capital outlay budget to be spent in library materials, but 1.3 million dollars of that was unspent because the approach is not to exhaust the entire budget if it's not necessary.

This all combined for a total of 7 million in total savings. The additional revenues led to an Ending Fund Balance of 31 million at the end of Fiscal Year 2021, which was 16 million more than budgeted, and was, in fact, higher than adjusted expectations.

Mr. Cabis went on to expected revenues and expenditures for the current Fiscal Year, 2022. Only one month of CTX revenues were available for review at the time this financial update was prepared, but another CTX collection had since been received. Not only were the revenues higher than the same period in 2020, but they were higher than the same period in 2019, which was pre-pandemic. It is clear that CTX revenues have recovered, and are expected to continue through the

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current Fiscal Year. Although the first two months' average increase of 30 percent higher than the same period a year ago is not expected to continue at the same rate, it does appear that projected CTX will be much higher than budgeted, and higher than more recent, adjusted expectations.

CTX revenues had dropped in 2020, due to pandemic-related economic closures. The federal stimulus, pent up demand, and the lifting of restrictions drove the increase in revenues. CTX is now projected to reach 26 million by the end of the Fiscal Year, instead of 25 million.

Trustee Wilson joined the meeting at 1:18 pm.

A graph showed property tax revenues continuing on a positive trend upward. Based on the way property taxes are levied and the current real estate market, property tax collections are expected to come in as budgeted, or higher.

CFO Cabias mentioned he and many of the Trustees had attended the VISTA Economic Outlook that morning, and the information presented by many experts, based on a wide range of analytics, supports the positive outlook the District is foreseeing.

CFO Cabias stated that while the District can't control revenues, it can control expenditures. Expenditures for July through September 2022 are lower than the prior two Fiscal Years. Fiscal Year 2020 expenditures were higher due to the VESP and expenses related to the pandemic, including personal protective equipment (PPE). Fiscal Year 2021 expenditures were lower due to the savings in personnel costs and controlled supplies and services expenditures. The VESP continues to pay dividends in the current Fiscal Year, and likely in future fiscal years.

The current estimate for the rest of Fiscal Year 2022 projects another 2.8 million in revenues compared to the original budget. Another 6 million is expected in savings in expenditures. There was 31 million in ending fund balance in the General Fund at the end of Fiscal Year 2021, and there will be 27 million at the end of Fiscal Year 2022.

Because there will be a surplus in excess of our minimum balance of 20 percent of expenditures to maintain a reserve in case of further economic downturns, more funds will be available to transfer to the Capital Projects Fund. The Capital Projects Fund balance dropped in Fiscal Year 2021, because transfers from the General Fund weren't made, as would have traditionally been done had there not been economic downturns and challenges. Expenditures were scaled down and limited to critical programs, as the District does not exhaust the budget whenever possible. The District strives to maintain consistent savings, so 2.7 million was saved during the full pandemic year, leaving a 7.9 million ending fund balance. In Fiscal Year 2022, the District plans to transfer 19 million to the Capital Projects Fund to replenish the reserves in critical programs, and also contribute to future projects. Almost 21 million Ending Fund Balance is expected by the end of Fiscal Year 2022. This is just in time for the implementation of the Playbook 2026 and other projects the District and Board have prioritized. CFO Cabias stated we are expected to add onto that balance in Fiscal Year 2023. He expects to be able to match or exceed the 19 million transfer to the Capital Projects

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Page 4**

Fund, depending on the momentum of the economy, continued savings, and conservative spending practices, along with continued surplus of revenues – assuming that we don't face additional challenges. He acknowledged, as many of the experts at the VISTA Outlook did, that some challenges are likely in the longer term. He emphasized the importance of the budget approach, which has always allowed the District to stay resilient during financial challenges, while at the same time giving the District the opportunity to have the resources in place to fund critical projects and other priorities.

Mr. Cabias said he would be glad to answer any questions. Hearing none, Chair Rogers stated he felt it was a thorough, measured approach to the budget. It said it's great that the District is in a financially healthy condition, even through the pandemic, and that the Board is comfortable with the District, fiscally. Chair Rogers thanked Mr. Cabias and commended him on an outstanding job.

It was stated for the record that Trustee Ortiz had been in attendance during the entire meeting. He did not have any questions.

**Public Comment
(Item V.)**

None.

**Adjournment
(Item VI.)**

Chair Rogers adjourned the meeting at 1:28 p.m.

Respectfully submitted,

Dr. Keith Rogers, Committee Chair



ITEM VI.A.

MEMORANDUM

DATE: November 30, 2021
TO: Board of Trustees
FROM: Kelvin A. Watson, Executive Director
SUBJECT: Executive Director's Monthly Report, December 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' December 9, 2021 meeting. I have supplemented this with information in the board packet, (numbered VI.A.1-3) and distributed to Trustees on December 2, 2021.

Staff attended the fifth annual Southern Nevada Youth Homelessness Summit on Thursday, November 4, 2021 at the UNLV Greenspun Hall Auditorium. Agencies and community leaders came together to explore ways to better meet the evolving needs of our most vulnerable youth and advance the Movement to End Youth Homelessness in Southern Nevada.

I met with Councilman Stavros Anthony, Mayor Pro Tem to build a better relationship with Ward 4 of City of Las Vegas. Councilman Anthony will be the keynote speaker at our next Career Online High School graduation scheduled in May 2022.

Staff and I met with KME Architects to continue to progress of the proposed West Las Vegas Library plans.

Led a follow up meeting for the Pop Up Library at Black Fire Innovation with UNLV staff and Baker & Taylor staff to discuss moving forward with the UNLV/LVCCLD partnership. We are looking to bring the power eBook & eAudio content from the Las Vegas-Clark County Library District to hotel guests. If accepted, UNLV team will aid and execute on a unique project that brings Las Vegas-Clark County Library District hosted digital content to a local hotel property delivered via both the Wi-Fi network and the in-room smart TV Digital delivery system. The UNLV team will organize and arrange discovery sessions, liaison with the local hotel partner to develop a QR code with digital content API and STK with integration into hotel Wi-Fi and/or hotel content delivery system.

Met with Napoleon McCallum, Director of Community Development for Government Relations at Las Vegas Sands. This will be a great partnership for the Library District to reach a larger audience. Napoleon has helped connect the company and community together to facilitate effective collaborations for its properties throughout the United States. Also in attendance was Sonia Anderson, Founder and CEO of Andson Inc.

Had a very successful meeting with FE Technologies to discuss ideas and planning for utilizing the Anytime Library 24/7, in support of Playbook 2026. Pilot planned for Windmill Library.

Met with Jaime Cruz and Irene Bustamante of Workforce Connections, along with Punam Mathur, Executive Director of Wynn Foundation to discuss future projects and collaboration between LVCCLD, Workforce Connections, and Wynn Foundation.

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

- DPLA Board of Directors Call
- ALA Business Advisory Group Meeting and Standards for Library Services to Incarcerated and Detained Individuals
- Met with Laura Perkins, Board of Regents of Nevada System of Higher Education District and Mayoral candidate for North Las Vegas.
- Meeting with Ms. Ruby Duncan, an Honoree of the Historic Westside Legacy Park and other recognitions, Assemblywoman Shondra Summers-Armstrong, and other members of the West Las Vegas Community to discuss proposal plans for relocating the West Las Vegas Library.
- Participated and attended the Career Online High School graduation held at Clark County Library where Jon Ponder was the keynote speaker.
- Attended the NCCU alumni meeting
- Participated in BAM interviews for Senior Public Communications Specialist and Marketing Specialist
- Attended Open Content Advisory Board Meeting
- Meeting with Mark Fine to discuss Library partnership with future Las Vegas Lacrosse team ideas similar support to other Las Vegas sports team.
- Meeting with Griffin Company Group- G3Wire, to discuss previous contract. A new proposal is being prepared for our review for services during non-session timeframe to leverage State ARPA funds for LVCCLD.

ITEM VI.A.1.a.



MEMORANDUM

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

FROM: Leo Segura, Library Operations Director

DATE: November 29, 2021

SUBJECT: Library Operations Report, December 2021

This report provides an overview of the Library Operations initiatives including 25 Branch Libraries and the Misdemeanant Jail Library. This report covers **November 01 – November 29, 2021**.

At the November 10 meeting, the Board asked me if Gate Count was still a relevant metric to share and to discuss our plan to improve gate count. Door count continues to be a small part of the standard performance measures that we collect and report to the Director, Board, Nevada State Library and Public Libraries Data Reporting Services.

Gate count alone does not give a full accounting of building use and we typically collect break the beam statistics to count how many people enter and exit a space. As IT transitions us to smart counters with improve accuracy in reporting, our counts will only become more relevant. In addition to gate count, we provide additional metrics to the Board so that when taken together they can review qualitative and comprehensive monthly and yearly breakdown of library services and activities. Additionally, the Department Directors typically highlight qualitative information throughout their Department Reports.

The November report called out shows Whitney Library's September gate is down -51% from the previous year. This is in part because last year we improved the accuracy of our count at Whitney Library. We no longer compile the number of folks visiting the restroom, gallery, or theater into the overall entry counts. I asked IT to relocate the library entry counter to the actual entry door last year. Now I can separate entry/exit counts from theater, restroom, staff, gallery visits. December reports for Whitney are similar at -51% and this trend will continue for a year until we are counting similar data.

The other question I received was for Meadows; why it is showing a 10.6K% improvement? If you change from 12 customers entering the branch to 1,288 customers entering the branch, then the percentage change is accurate $((Y2-Y1)/Y1) \times 100$. Contextually, for much of 2020 Meadows Library was only serving the Vegas Strong Academy at the Stupak Community Center. They closed several times due to COVID and did their gym resurfacing which include a closure at a different time of year than typically done, effecting the percent change. October percent

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change for Meadows is still high but does bring us back to normalized numbers and they were still supporting only Vegas Strong Academy in October 2020.

The November report also shows that nearly all urban branches had an improvement in gate count from 2020 to 2021. For half the Outlying Branches, the large percentage change can occur from a small number change in visitors because they are typically smaller locations and any change to gate can be dramatic. Overall, we had an increase in gate of 4% for the month and 13% for the year. We are continuing to improve on attracting customers back to our libraries even during a pandemic. We are still under masking and distancing orders and many of our customers choose to obtain services remotely.

December's report shows similar change with Centennial Hills, West Charleston, and Centennial Hills having additional challenges attracting patrons back into their branch. Not having guaranteed draw of customers like through the Vegas Strong Academy last year will negatively impact this year's total and most of the branches with large negative changes were supporting Vegas Strong Academy or had large numbers of college students regularly using library Wi-Fi and space in 2020.

Branches Libraries are leading the way in our efforts to improve overall metrics by building and implementing their individual **Branch Playbooks** as part of our **District-wide initiative, Playbook 2026**, thereby addressing our community's library and service needs. This includes **bringing the library out to where our customers are** as well as **enticing them to come back into the library** during an active pandemic. Whitney Library is planning an Advantage Marketing program that invites past customers and new customers to discover their community and their library. Other plays include adding new technology like circulating iPad Kiosks, improving Teen Zones, implementing minimum storytime standards which bring in families. We invite our Collection Development teams into the branches to tweak collections making them more relevant and attractive and we are working with Community Engagement and the Library Foundation to bring in additional programming and STEAM classes. Many customers follow pre-pandemic habits and are comfortable with regularly visiting branches in-person while others remain more cautious and avoid areas where others congregate, including libraries. Branches are designed their Playbooks for services and programming to attract customers but this is never a guarantee. Our playbook allows us to be flexible enough to shift and change what and how we do in order to meet those service needs.

POWERFUL PEOPLE

- Library Operations currently has 461 employees and 12 active recruitments for a total of 473 positions out of the 606 we have budgeted for FY 2022. This is currently a 22% vacancy. We held open positions to accommodate the Voluntary Employee Separation Program (VESP), additional voluntary separations post VESP, and positions like part-time pages and others that we have not yet rehired while physical circulation remains reduced.

Library Operations is responsible for providing library Customer Services (Circulation), Adult Services, Computer Lab Operations, Youth, and Teen Services to 25 branch libraries and the city of Las Vegas Misdemeanant

Facility; and oversees Call Center operations, which provides outsourced service for customers by phone.

Library Operation services includes and is not limited to device advice, reference and readers advisory, computer classes, computer assistance, storytime, school visits, outreach, book clubs, STEAM, Maker Space, Robotics, Coding and other programming.

Community Engagement reports that we are at levels of programming that we have not seen since 2019 and that the numbers in attendance are beginning to rise. Adult Services staff from Reference and Reader Services are participating and leading programs like book club and Senior Center Outreach visits to keep our customers actively involved. Programs offered by Youth and Adult Library Operation staff are included and compiled as part of the Urban and Outlying Branch sections of the Community Engagement Statistical reports. Many of our programs garner fiscal support through Community Engagement and/or the Foundation and are proof that it really does take a village!

- **Marisa Eytalis**, was promoted from Youth Services Department Head at Summerlin Library to **Assistant Branch Manager** at **Sahara West Library**.
- **Billy Allen** Whitney Branch Manager began November 8th.



Billy is originally from Charlotte, North Carolina, coming to LVCCLD by way of South Florida. He is a proud graduate of two HBCUs (Historically Black Colleges and Universities), Lincoln University and North Carolina Central University. Billy obtained his Master's in Library Science from North Carolina Central University in 2016 and has been a Librarian for over five years. His first Librarian position was as a Youth Services Librarian with the Jacksonville Public Library system at the Brentwood

Library. In 2017, Billy became a Librarian with the Broward County Library system (BCL) at the Pembroke Pines Library. After one year with the Pembroke Pines Library, he was promoted to Assistant Branch Manager and most recently serviced as the Youth Services Supervisor at the BCL North Regional Library. Billy is passionate about giving back to the community through outreach, programming, and excellent customer service.

- **Apprentice Person-in-Charge (APIC)** met at training to develop leadership, skills, and abilities in staff with an interest in promoting or just knowing more.

POWERFUL PLACES

- Windmill Library held their annual Passport Fair on November 2nd. One hundred seventy eight people attended the fair and staff collected 89 passport applications along with \$3,836 in fees.
- Windmill Library Staff in October processed 43 passport applications and collected \$1,804 in fees.
- October Library Gate Count was down month-by-month at -19% but continues to be higher by 3% year-by-year over 2020.
- October new library cards issued improved 8% over 2020 indicating we are attracting new customers while PC internet sessions lost 11% over 2020 totals.
- Library Circulation dipped slightly by -7% for October 2021 compared to October 2020 totals.
- I Heart Whitney Library proposal for advantage marketing to help promote circulation of library materials, create engagement in the community, and help introduce new/returning customers to the Whitney Library community and to the resources that the LVCCLD provides.
- East Las Vegas Library working with General Services to redevelop the café area and activate Teen Spaces.

POWERFUL PARTNERSHIPS

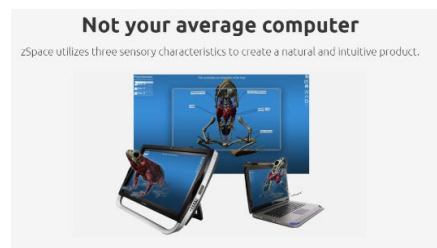
- **Harmony** is providing three group discussions regarding stressful incidents that occurred over the last several months at one of our branches. Administration and HR are not part of the conversation as designed and we do not collect any information nor do we ask about anything that they discussed. Staff have provided positive feedback saying that it is helpful and made suggestions on how to improve further.
- **Labor (Teamster 14)** met to discuss our plans for additional PIC and leadership training and other ways we can work better together.
- **Mesquite STEAM Center** is offering a unique partnership that has the potential to expand STEAM programming to a premier strip mall owned by **Mesquite Works**.
- Library Operations staff participated in the **NPHY Youth Homelessness Summit** on November 4, 2021 to help work on ways to mitigate, where possible, youth homelessness and its effects on youth.
- **Room to Read** draft proposal for LVCCLD to collaborate with this leading nonprofit for children's literacy and girls' education across Asia and Africa.

POWERFUL PLATFORMS

Biblioboard set train the trainer sessions for December to get staff activated and curating community bulletin boards.

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- **ZSpace demo and presentation** on new opportunities to add AR/VR training and resources to libraries.



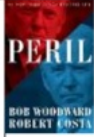

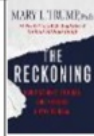

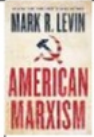



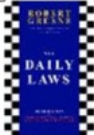
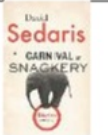
- October Top 10 Fiction:

Number	Author	Title	Cover
1	Patterson, James	The Shadow	
2	Patterson, James	2 Sisters Detective Agency	
3	Patterson, James	The noise	
4	Woods, Stuart	Class act	
5	Baldacci, David	A gambling man	

Number	Author	Title	Cover
6	Patterson, James	21st birthday	
7	Archer, Jeffrey	Over my dead body	
8	Le Carré, John	Silverview	
9	Patterson, James	The jailhouse lawyer	
10	Preston, Douglas J.	Bloodless : a Pendergast novel	

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- October Top 10 Nonfiction

Number	Author	Title	Cover	Number	Author	Title	Cover
1	Woodward, Bob	Peril		6	Stewart, Martha	Martha Stewart's fruit desserts : 100+ delicious ways to savor the best of every season	
2	Trump, Mary L.	The reckoning : our nation's trauma and finding a way to heal		7	Flay, Bobby	Beat Bobby Flay : conquer the kitchen with 100+ battle-tested recipes	
3	Levin, Mark R.	American Marxism		8	Drummond, Ree	The pioneer woman cooks super easy! : 120 shortcut recipes for dinners, desserts, and	
4	Leonnig, Carol	I alone can fix it : Donald J. Trump's catastrophic final year		9	Obama, Barack	A promised land	
5	Greene, Robert	The daily laws : 366 meditations on power, seduction, mastery, strategy, and human nature		10	Sedaris, David	A carnival of snackery : diaries (2003-2020)	

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MEMORANDUM

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

FROM: Leo Segura, Acting Library Operations Director

DATE: November 29, 2021

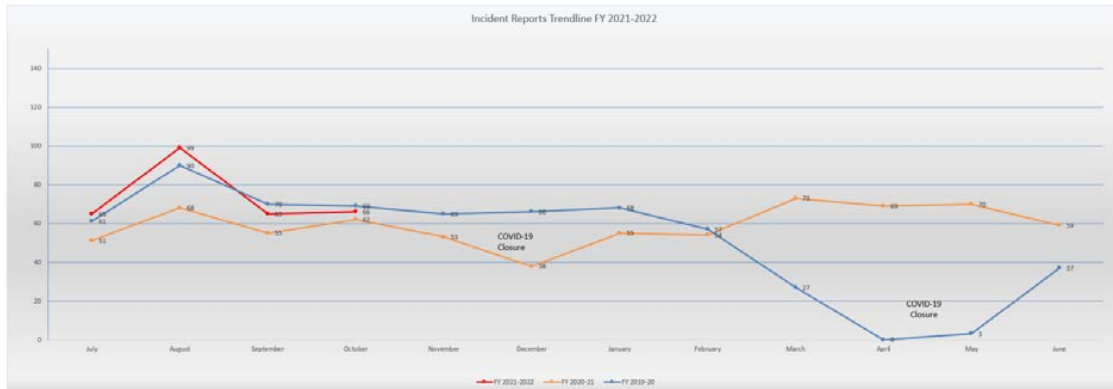
SUBJECT: Security Report, December 2021

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

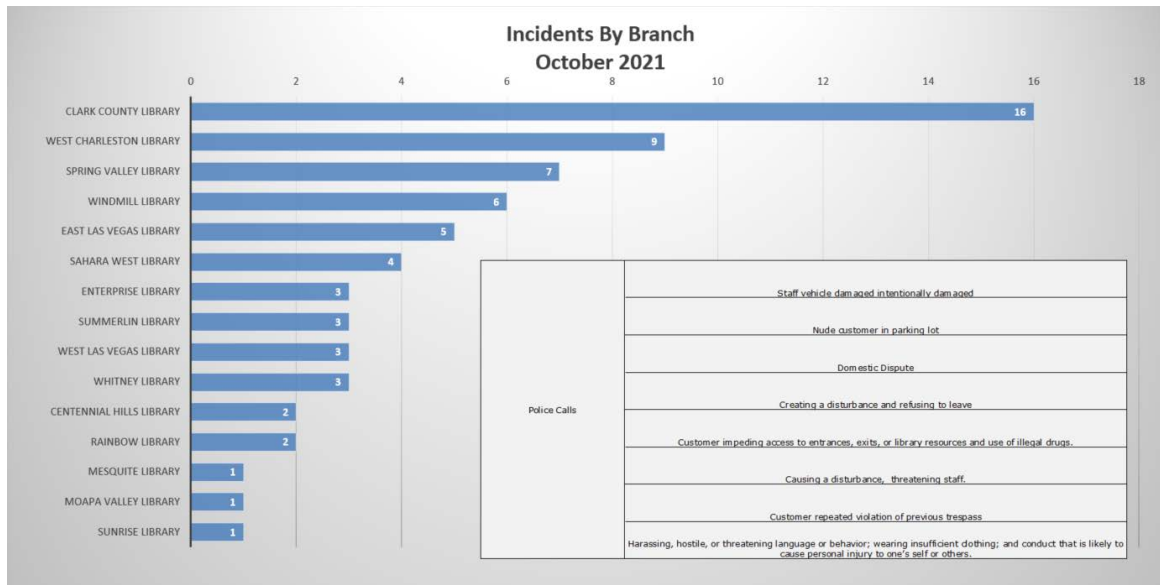
	Branch	Incident Reports				Nov-19		Nov-20			
		Oct-20	Oct-21	Difference	% Change	to Oct-20	to Oct-21	Difference	% Change		
Urban Branches	CENTENNIAL HILLS LIBRARY	1	2	1	100.0%	12	20	8	66.7%		
	CLARK COUNTY LIBRARY	23	16	-7	-30.4%	175	228	53	30.3%		
	EAST LAS VEGAS LIBRARY	5	5	0	0.0%	37	66	29	78.4%		
	ENTERPRISE LIBRARY	12	3	-9	-75.0%	39	41	2	5.1%		
	MEADOWS	0	0	0	0.0%	0	1	1	0.0%		
	RAINBOW LIBRARY	0	2	2	0.0%	19	26	7	36.8%		
	SAHARA WEST LIBRARY	2	4	2	100.0%	17	52	35	205.9%		
	SPRING VALLEY LIBRARY	2	7	5	250.0%	31	47	16	51.6%		
	SUMMERLIN	1	3	2	200.0%	7	11	4	57.1%		
	SUNRISE LIBRARY	0	1	1	0.0%	10	13	3	30.0%		
	WEST CHARLESTON LIBRARY	7	9	2	28.6%	47	56	9	19.1%		
	WEST LAS VEGAS LIBRARY	2	3	1	50.0%	51	56	5	9.8%		
	WHITNEY LIBRARY	3	3	0	0.0%	54	75	21	38.9%		
	WINDMILL LIBRARY	2	6	4	200.0%	31	34	3	9.7%		
Urban Total		60	64	4	6.7%	530	726	196	37.0%		
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	1	1	0	0.0%	16	18	2	12.5%		
	MOAPA TOWN	0	0	0	0.0%	2	0	-2	-100.0%		
	MOAPA VALLEY	0	1	1	0.0%	1	2	1	100.0%		
	MT CHARLESTON	0	0	0	0.0%	0	0	0	0.0%		
	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	2	2	0	0.0%	31	27	-4	-12.9%		
Grand Total		62	66	4	6.5%	561	753	192	34.2%		

In October 2021, there were **66** incidents, an **increase of 6.5%** from the total experienced during the height of the pandemic in October 2020 but a **decrease of -4.3%** from October 2019. During this period, the District recorded **260,318** in-person visits. **This ratio is one incident for every 3,959 visits.**

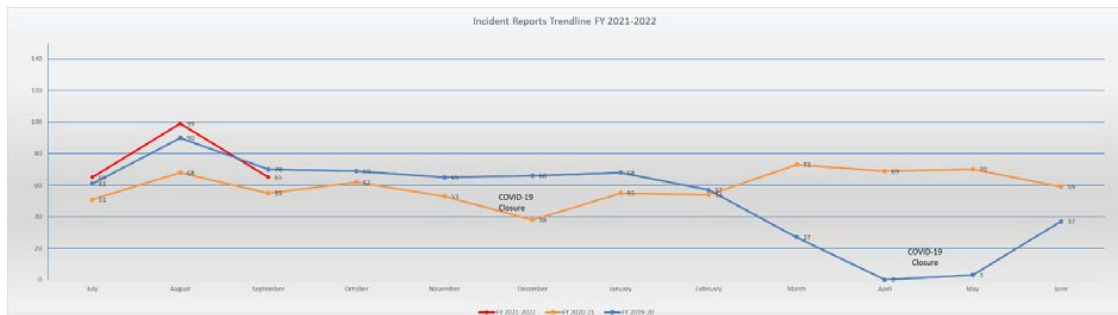
Security Report, November 2021 October 27, 2021 – Page 2



October incidents fall within normal monthly averages. Incidents include all types of activity not just disturbances with customers. Masking issues were cited in thirteen (13) incidents or 19.7% of October incidents.



The **Clark County Library** recorded the highest number of incidents at **16 incidents** which is **4% more** compared to October 2020. However, this is down from the **24** incidents they expertly handled in September. The remaining branches reported between **0-9 incidents** and followed standard trend lines that indicate lower incidents from peaks in August.



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Clark County Library ranks **4th** for Incidents **per 1,000 square ft.** and has the largest number of Persons-In-Charge (PICs) assigned to the building at 14. Sahara West Library typically carries 11 PICs, and the remainder average six (6) to seven (7). Clark County Library does cover three (3) floors and has a theater that operates during and after hours.

During the November 10, 2021 Board Meeting, I was asked **what we have been doing to mitigate incidents** with specific questions regarding homeless individuals around the Clark County Library.

The Las Vegas-Clark County Library District (LVCCLD) does not discriminate based on income, and we adhere to the Library Bill of Rights, which in part states in section V. that, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." Further, the Library District has a Diversity Action Plan with a history of support for diversity, equity and inclusiveness, and maintaining a respectful and positive environment for both staff and customers. We also recognize a person's fundamental right to receive information.

Clark County **Homeless Help** Reports that we have approximately **5,300** people experiencing homelessness on any given night and more than **14,000** people in So. NV experiences homelessness **at least once** during the year. So. NV spends **\$39 Million annually** to support programs and services for the homeless and those at-risk of becoming homeless plus "about **\$14 million** a year in **federal grants** through the Southern Nevada Homelessness Continuum of Care (CoC). (The County supports the activities of the CoC, including coordinating the grant application.) Organizations supported by CoC funds include the **Nevada Partnership for Homeless Youth**, St. Jude's Ranch for Children, the Salvation Army of Southern Nevada and many others. The goal of all these efforts is to prevent homelessness when we can and help those who are currently homeless get back on their feet."

- https://www.clarkcountynv.gov/residents/assistance_programs/homeless_help.php

The Shannon West Homeless Youth Center and the Nevada Partnership for Homeless have locations near the Clark County Library.

These are a few of the activities that we have been doing at Clark County Library and other locations to help mitigate incidents in and around our branches.

- Staff takes the Ryan Dowd training on customer service to people challenged by homelessness that teaches staff how to treat all customers with respect, dignity, and sensitivity.
- Staff participate in the Nevada Partners for Homeless Youth (NPHY) annual summit to help mitigate homelessness.
- Staff participate on our Homelessness Task Force to host resource fairs that connect homeless and at risk youth with community resources.
- LVCCLD Library Operations works with our Legal Counsel to ensure that we stay true to our First Amendment Obligations to the right of the citizenry to receive information regardless of their status.

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- In 2014 LVCCLD Implemented the Discipline and Security Team (DST) consisting of Branch Managers and Library Administrators. The DST develops and recommends guidelines and procedures around enforcement and safety on District properties. At the council's request, the DST also acts as one level of the appeals process to ensure that customers have a right to redress any trespass or restriction on their 1st Amendment Rights.
 - Implemented Progressive Discipline
 - Worked with Clark County Prosecutors Office and LVCCLD legal counsel to determine acceptable lengths of trespass and procedures
 - Provides training on incident reporting
- At Clark County and other branches where we experience elevated customer interactions, security cameras are deployed to monitor activities throughout the building and critical areas of the parking lot.
- Library staff have formal PIC and incident report training, do a great job paying attention to their surroundings, address ongoing issues, and complete reports when addressing issues.
- Clark County Library and other branches have hosted PIC meetings with their **Metro Area Command** to discuss how to best interact and when to call for emergency assistance. West Charleston Library is the only branch that works directly with the State or University Police since it is on the campus of the College of Southern Nevada.
- Clark County Library falls within Clark County jurisdiction, so we use **FixIt Clark County** to report issues
https://www.clarkcountynv.gov/residents/fixit_clark_county.php in and around the library that need correcting.
 - If they are on the property, persons can be trespassed for repeat offenses but we generally follow progressive discipline guidelines to comply with enforcement.
 - Behaviors that merit immediate trespass for any customer include:
 - Battery of employees and/or Library Customers
 - Stealing, destroying, intentionally damaging or vandalizing materials, facilities, or property
 - Harassing, hostile, or threatening language/behavior
 - Sexual misconduct
 - Urinating/defecating in public
 - Actively using or selling illegal drugs
 - Violence
- **LVCCLD Safety Manager** routinely performs Active Shooter, Emergency Lockdown, and MOAB (Management of Aggressive Behaviors) at Clark County Library
- Clark County Library provides **programming** with NV Legal Services and Legal Aid Center of Southern NV around what to do receiving an eviction notice.
- When we ask a person to leave for nuisance odors, we direct folks to
 - Housing assistance <https://helphopehome.org/get-help/>.

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- The **Courtyard Resource Center**
<https://www.lasvegasnevada.gov/Residents/Neighborhood-Services/Homeless-Services>, and
 - **Homeless Services-Salvation Army**
<https://www.salvationarmysouthernnevada.org/homeless-services>
 - **Nevada Homeless Alliance** <https://nevadahomelessalliance.org/>
 - **211** and <http://nvcareercenter.org/covid-19/index.html> among others.
- We refer customers needing help finding work and those underemployed to our **Workforce Connect-OneStop Liaison** inside the Clark County Library. This Liaison helps them get an appointment or directs them to additional public services.
- Computer lab assistants and Adult Services staff regularly help customers with
 - Employment Applications
 - Resume & Cover Letters
 - IdMe process
 - Connecting to government and housing resources
- We make referrals to the **Nevada Career Center**
<http://nvcareercenter.org/covid-19/index.html>.
- **Teen Zone improvements** have occurred at Whitney Library, West Las Vegas Library, and Rainbow Library. This gives teens a place to be, learn, and express themselves positively.
- **West Las Vegas**, we began an **expansion** of the computer lab from a 24-computer to a 36-computer station lab to prevent idle wait times and remove friction points.
- Several branches are **consolidating service points** from two to one at Adult and Customer Service or Adult and Youth Services. This allows staff to:
 - Help cover desks
 - Participate in programming
 - Work on the floor directly with our customers.This solution also provides additional eyes on the ground in places they were not previously.
- **Security Officers (SO)** at Clark County are scheduled on the property overnight, before hours, and after staff leave in the evening.
- SO's are available at **all** buildings to escort customers and staff in and out of the library or performance center.
 - They perform routine rounds and various intervals and their rounds include interior and exterior.
 - During rounds, they enforce Library Rules of Conduct and work with Persons In Charge (PICs) to identify any safety issues or concerns.
 - SO's routinely back up our PICs and takeover situations that become unstable or violent.
 - They routinely call for emergency services when needed and
 - Do a great job in keeping both staff and customers safe.

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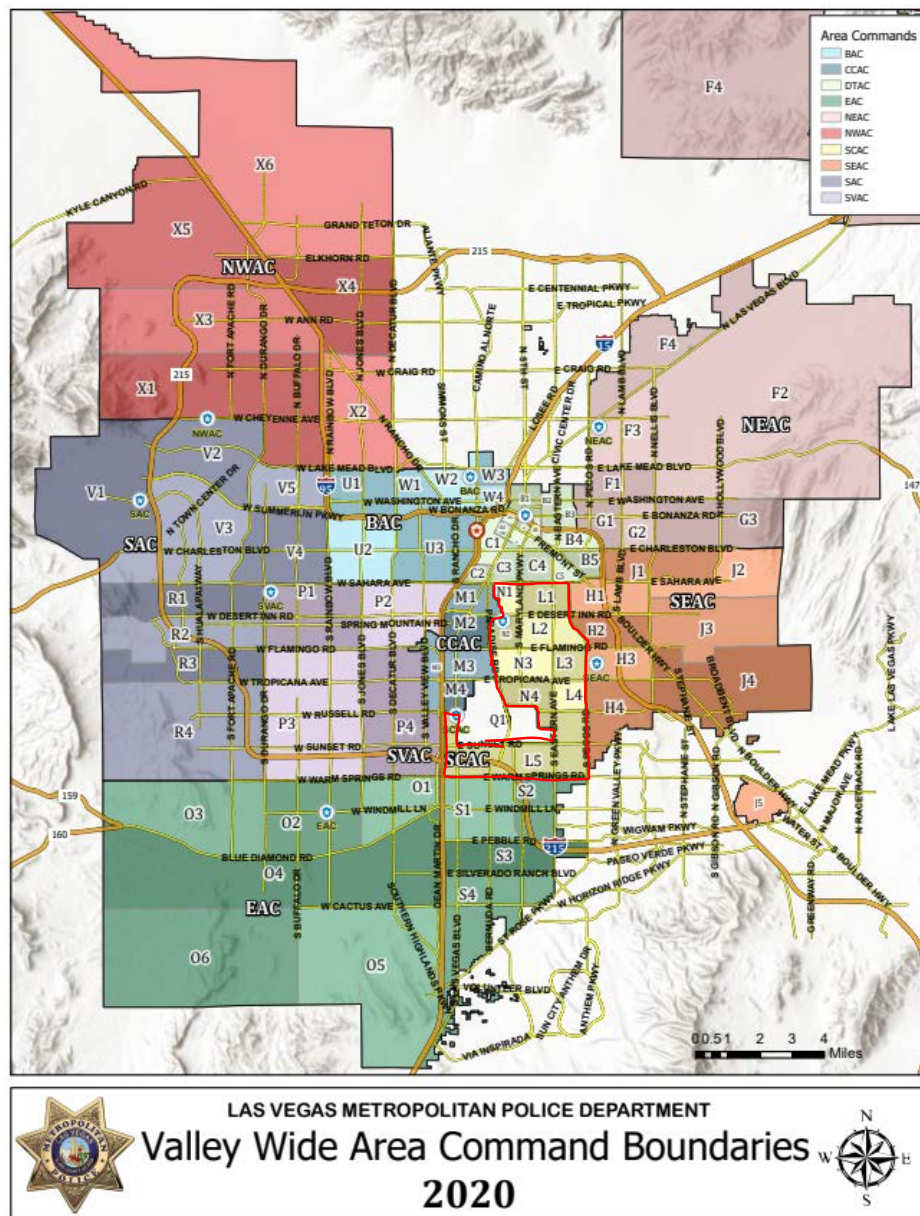
- Clark County Library Branch Manager will be setting up PIC meetings with
 - Metro SCAC Lieutenant & Officers
 - Nevada Homeless Alliance
 - PIC visits to **Courtyard Resource Center**

Las Vegas Metropolitan Police Department's South Central Area Command (SCAC) serves Clark County Library located in their "N3" area.

<https://www.lvmpd.com/en-us/AreaCommands/Documents/2020ValleyWideAreaCommandBoundaries.pdf>

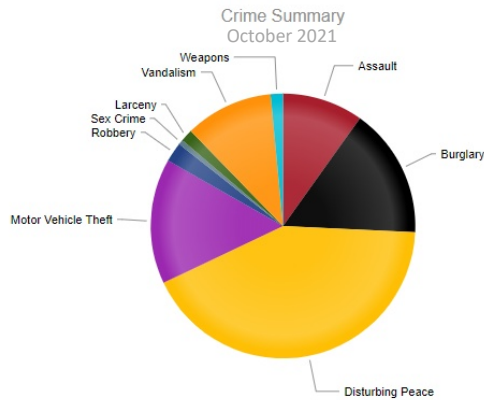
Stephen Connell
Bureau Commander
South Central Area Command 4860 S. Las Vegas Boulevard
Las Vegas, Nevada 89119
702-828-8272
SCAC@LVMPD.COM

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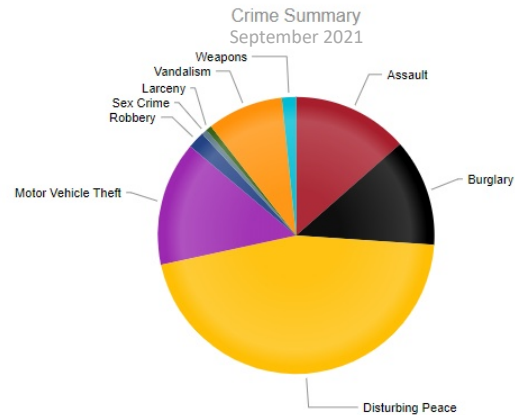
The SCAC service area includes a northern boundary of **E. Sahara** and a southern boundary of **Warm Springs**. **Pecos Rd.** is the Eastern boundary, the western boundaries are **Paradise Rd.** on the North section, and **Dean Martin** on the South Section and excludes the University of Southern Nevada, which is under the jurisdiction of the State of NV, including the Robot Lab across the street from the Clark County Library.

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Motor Vehicle Theft, Robbery, Sex Crimes, Theft / Larceny, Vandalism, Vehicle Break-In / Theft, Weapons. Disturbing the Peace was the most reported crime.

For **October**, a 2-mile radius around the Clark County Library (E. Sahara Ave to E. Russel & S. Las Vegas Blvd. to S. Pecos) Metro responded to **970 reports of crime** including but not limited to Arson, Assault, Burglary, Disturbing the Peace, Drugs / Alcohol Violations, DUI, Fraud, Homicide,



September 1-30, there were **949 crimes reported** in the same area with Disturbing the Peace again being the highest reported crime.

For the Week ending 11-12-2021, **LVMPD** reported **43,585** total crimes **YTD**. **SCAC** reported **4,479 YTD** or 10.3% of all crimes reported in areas served by Metro. Nowhere in their Statistical Crime Briefing do they detail a person's housing status.

LVMPD does have an active **Homeless Outreach Team** <https://www.lvmpd.com/en-us/PartnersWithTheCommunity/Pages/HomelessOutreachTeam.aspx> with "resources and knowledge not readily available to patrol officers and tasked with bringing these resources and training to unhoused citizens within Clark County. We work with this group by contacting our Area Command, SCAC, who works closely with the Homeless Outreach Team. When possible we also share resource cards and brochures when asking a customer to leave until they can correct situations like odor, clothing, etc. that we get from the Salvation Army and the Courtyard Homeless Resource Center within the Corridor of Hope at 314 Foremaster Lane.

<https://www.lvmpd.com/en-us/AreaCommands/SouthCentral/Pages/ServiceRequest.aspx> reminds us not to make a Service Requests to SCAC in place of calling 911 for emergency assistance or to report disturbances, nuisances, or crimes where the suspects have already left the scene. In these instances, they recommend we contact 311 for any non-emergency police assistance requests. The following areas are the responsibilities of both the Neighborhood Response Divisions, which enforce the City of Las Vegas codes, and **Clark County Public Response**, which enforce and investigate violations in the county.

- Housing violations
- Removal of trash and debris on private property
- Neighborhood clean-ups
- Illegal signs

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- Illegal dumping on private property
- Illegal structures without proper building permits
- Graffiti on residential fences/block walls
- Unsecured vacant building
- Abandoned vehicles on private property **
- Illegal residential businesses
- Yard sales
- Removal of weeds, dry vegetation or overgrowth in a public right-of-way
- Outside storage
- Removal of shopping carts
- Animal complaints about the number of animals owned
- Enforcement of zoning regulations in compliance with city and county

City Code Enforcement - (702) 229-6615 – Clark County Library is outside their jurisdiction, so we do not call this number for this branch.

County Code Enforcement - (702) 455-4191 – Clark County Library is inside of their jurisdiction so we do call this number for this branch.

** Clark County Library is outside the City of Las Vegas so we contact County Code Enforcement or use the **Click-it and Fix-it Clark County** to file the report directly online.

** For **abandoned vehicles** in our neighborhood or on a public roadway, we can call (702) 455-8697 Monday through Thursday and 7:30 a.m. to 5:15 p.m. to speak to a member of the Las Vegas Township Constable's Office or leave a message with detailed information.

Other problems and who to call:

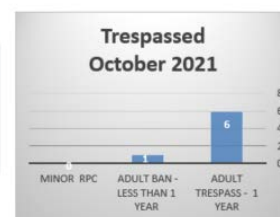
Stray animals: Animal Control - (702) 455-7710

Sight obstructions that pose a danger: Public Works Traffic Operations - (702) 455-7544

Bee/bug problems: Health District Environmental Control - (702) 383-1251

One-year trespasses fell below average at six (6). We average 8-10 1-year trespasses normally.

Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	6
ADULT BAN - LESS THAN 1 YEAR	1
Minor RPC	0



For October 2021, Six (6) one-year trespasses and one (1) shorter-term bans were issued and staff made eight (8) calls to law enforcement.

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District branch staff encountered **39** patron disturbances, accounting for most incident types at 59%. This matches the customer disturbances from the previous October and matches the previous month this year, September 2021.

This ratio is one disturbance for every 6,675 visits. The ratio for **October 2020** was **one disturbance for every 11,833** visits, an increase of 43.5%.

OCTOBER 2021 INCIDENTS



Hour	Total	%
9 AM	3	4.5%
10 AM	6	9.1%
11 AM	8	12.1%
12 Noon	10	15.2%
1 PM	5	7.6%
2 PM	3	4.5%
3 PM	11	16.7%
4 PM	6	9.1%
5 PM	13	19.7%
7 PM	1	1.5%
Grand Total	66	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.

Similarly, Monday through Thursday have the potential for more incidents because they are open more hours. For October 2021, Wednesday experienced the highest number of incidents at 15 or 23% of the total.

Day of Week	Total	%
Sunday	11	16.7%
Monday	4	6.1%
Tuesday	11	16.7%
Wednesday	15	22.7%
Thursday	5	7.6%
Friday	8	12.1%
Saturday	12	18.2%
Grand Total	66	119.7%



Monthly Statistics
Year over Year
October 2020 / October 2021

		Circulation				2020	2021			Gatecount				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	36,925	32,546	-4,379	-12%	143,244	137,270	-5,974	-4%	38,378	19,843	-18,535	-48%	96,765	81,510	-15,255	-16%
	Clark County	24,094	19,774	-4,320	-18%	92,367	79,686	-12,681	-14%	29,953	29,318	-635	-2%	98,380	123,308	24,928	25%
	Enterprise	23,579	18,135	-5,444	-23%	91,575	75,107	-16,468	-18%	18,881	17,226	-1,655	-9%	71,118	68,671	-2,447	-3%
	East Las Vegas	15,597	14,613	-984	-6%	64,742	58,788	-5,954	-9%	34,718	35,711	993	3%	114,409	161,464	47,055	41%
	Meadows	359	749	390	109%	1,175	2,176	1,001	85%	235	1,337	1,102	469%	247	4,511	4,264	1726%
	Rainbow	29,057	22,279	-6,778	-23%	111,356	94,357	-16,999	-15%	24,816	24,954	138	1%	72,287	99,798	27,511	38%
	Sahara West	39,192	37,893	-1,299	-3%	155,598	155,711	113	0%	23,116	25,905	2,789	12%	86,800	104,931	18,131	21%
	Spring Valley	22,539	15,737	-6,802	-30%	86,127	65,847	-20,280	-24%	19,357	19,924	567	3%	70,127	78,723	8,596	12%
	Summerlin	21,891	20,975	-916	-4%	88,170	87,959	-211	0%	13,649	18,446	4,797	35%	50,866	63,020	12,154	24%
	Sunrise	20,092	15,678	-4,414	-22%	80,902	65,415	-15,487	-19%	12,879	17,703	4,824	37%	48,403	63,077	14,674	30%
	West Charleston	19,147	15,570	-3,577	-19%	75,187	64,186	-11,001	-15%	23,270	14,959	-8,311	-36%	67,106	66,586	-520	-1%
	West Las Vegas	6,621	4,695	-1,926	-29%	26,348	18,713	-7,635	-29%	17,855	16,468	-1,387	-8%	59,014	58,550	-464	-1%
	Whitney	23,211	18,713	-4,498	-19%	89,388	75,994	-13,394	-15%	33,705	16,507	-17,198	-51%	125,689	66,860	-58,829	-47%
	Windmill	36,900	32,148	-4,752	-13%	150,143	135,550	-14,593	-10%	19,728	20,671	943	5%	84,072	78,276	-5,796	-7%
	Urban Totals	319,204	269,505	-49,699	-16%	1,256,322	1,116,759	-139,563	-11%	310,540	278,972	-31,568	-10%	1,045,283	1,119,285	74,002	7%
Outlying Branches	Blue Diamond	203	297	94	46%	729	1,086	357	49%	342	289	-53	-15%	1,508	1,010	-498	-33%
	Bunkerville	523	222	-301	-58%	2,405	1,131	-1,274	-53%	2,041	683	-1,358	-67%	4,176	3,227	-949	-23%
	Goodsprings	902	470	-432	-48%	3,683	2,325	-1,358	-37%	346	618	272	79%	1,919	2,109	190	10%
	Indian Springs	665	709	44	7%	3,123	2,925	-198	-6%	977	1,392	415	42%	2,832	5,657	2,825	100%
	Laughlin	5,765	5,301	-464	-8%	22,347	20,004	-2,343	-10%	7,826	3,228	-4,598	-59%	19,184	11,915	-7,269	-38%
	Mesquite	9,281	7,600	-1,681	-18%	35,519	30,940	-4,579	-13%	10,501	11,849	1,348	13%	39,506	44,755	5,249	13%
	Moapa Town	520	303	-217	-42%	1,504	1,326	-178	-12%	472	283	-189	-40%	1,732	1,339	-393	-23%
	Moapa Valley	4,261	3,690	-571	-13%	16,832	16,328	-504	-3%	8,213	5,751	-2,462	-30%	29,815	19,576	-10,239	-34%
	Mt. Charleston	443	207	-236	-53%	2,050	1,041	-1,009	-49%	596	876	280	47%	2,488	3,309	821	33%
	Sandy Valley	1,110	868	-242	-22%	4,388	3,590	-798	-18%	763	903	140	18%	2,643	3,408	765	29%
	Searchlight	499	343	-156	-31%	2,152	1,343	-809	-38%	545	455	-90	-17%	2,139	2,005	-134	-6%
	Outlying Totals	24,172	20,010	-4,162	-17%	94,732	82,039	-12,693	-13%	32,622	26,327	-6,295	-19%	107,942	98,310	-9,632	-9%
Misc.	ILL	342	308	-34	-10%	1,306	1,209	-97	-7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach	1,788	1,682	-106	-6%	9,515	6,810	-2,705	-28%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	265,635	251,024	-14,611	-6%	1,084,654	1,046,854	-37,800	-3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	156,577	173,256	16,679	11%	623,022	767,339	144,317	23%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	424,342	426,270	1,928	0%	1,718,497	1,822,212	103,715	6%	0	0	0	N/A	0	0	0	N/A
	Grand Totals	767,718	715,785	-51,933	-7%	3,069,551	3,021,010	-48,541	-2%	343,162	305,299	-37,863	-11%	1,153,225	1,217,595	64,370	6%

ITEM VI.A.2.a.



MEMORANDUM

TO: Board of Trustees Through Kelvin Watson, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: December 2, 2021

SUBJECT: Branding and Marketing Activity Report, December 2021

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

Powerful Platforms

INDIE AUTHOR DAYS PROMOTION + NEW "WRITERS' ROOM" WEBPAGE

- Indie Author Days is a writing competition sponsored by our new vendor BiblioBoard (who we partnered with for the Dan Rather promotion in July.) There will be more coming in 2022 on this "virtual community bulletin board," but November is their Indie Author Days event, when they announce the national and regional winners of the competition.
- **BAM** worked with Community Engagement Director **Matt McNally** and Programming Specialist **Julie Okabayashi** to promote Indie Author Days on November 12-13, with viewing parties held at Clark County Library and Laughlin Library. The event was a series of streaming panel discussions, giving aspiring writer tips on how to prepare for and enter the competition next April.
- Senior Digital Projects Associate **Paula Loop** worked with Branding & Marketing Director **Betsy Ward** and **Matt McNally** to create a new dedicated webpage called The Writers' Room, which provides information, resources, tools, tutorials, and a sense of community for self-published writers, authors, poets, graphic novelists, and anyone who loves filling an empty page with their original work. You can view the page, [HERE](#).
- The landing page went live on November 8 and through November 18 has compiled **370 unique Pageviews**, with an **Average Dwell Time of 2 min 51 sec**.
- **BAM** created dedicated ads to promote these events with placement in:
 - Black Image Magazine (November issue)
 - Las Vegas-Review Journal Half-page ad in the Thursday, November 11 edition
- The Indie Author Days and Writers' Room promotion was featured on the hero banner of the homepage and added to the relevant audience browse pages. Social media posts were scheduled throughout the month which linked back to the landing page.

28 NEVADA Thursday, November 11, 2021 LAS VEGAS REVIEW-JOURNAL



Briantha Tisdale/Las Vegas Review-Journal @brianthata
Arla Styron, 21, accused of second-degree murder in connection with a fatal overdose, appears Monday in court with her defense attorney T. Augustus Claus.

Judge: Woman to stand trial in death by opioid overdose

By Rio Lucandale
Las Vegas Review-Journal

A Las Vegas judge found Tuesday that prosecutors had enough evidence for a woman to stand trial on a charge of second-degree murder, stemming from an opioid overdose that left another 21-year-old dead earlier this year.

Arla Styron, 21, also faces a felony count of selling or transporting a controlled substance.

At a preliminary hearing on Tuesday, Styron's ex-boyfriend testified that he knew Styron was going to sell oxycodone pills to Adrianna Folks, who died on March 4.

"That testimony alone is very sufficient," Justice of the Peace Joseph Scieszko said before ordering Styron to appear in District Court.

Styron is accused of selling Folks counterfeit prescription pills that later tested positive for fentanyl. Las Vegas police have said that Folks' father found her dead inside her bedroom.

According to Dr. Ben Murrie, a medical examiner for the Clark County coroner's office who performed Folks' autopsy, the woman died of fentanyl toxicity. He ruled her manner of death an accident.

In his testimony Monday, the doctor said that 26 nanograms per milliliter of fentanyl had been found in Folks' blood.

In cross-examination, Styron's attorney, T. Augustus Claus, questioned why the doctor did not rule Folks' death a suicide, pointing to old scars on her body that he said appeared to be self-inflicted and an apparent prior suicide attempt when Folks was a teenager.

"Would it be safe to say that in this particular autopsy of this body, your manner of death came down to largely two choices: either suicide or accident?" Claus asked. "Is that correct?"

"That's correct," Dr. Murrie said. The judge also heard from Tasha Olson, a Las Vegas police crime scene analyst who documented the scene of Folks' overdose. According to Olson, the woman was found dead in a first-floor bedroom of her parents' home.

A lighter was found in her hand, Olson said, and next to Folks' body were charred aluminum foil, a paper clip, a toothpick and a partially smoked blue pill, which authorities say was purchased from the defendant.

Review-Journal staff writer Katelyn Newberg contributed to this report.

COVID positivity rate jumps again in county

Clark records 359 new cases, eight deaths

By Jonah Dylan
Las Vegas Review-Journal

Clark County on Wednesday added 359 new coronavirus cases and eight deaths as the test positivity rate jumped for a second straight day.

Updated figures posted by the Southern Nevada Health District pushed totals to the county to 336,228 cases and 6,044 deaths.

New cases were above the two-week moving average of 330 per day. The longer term rate declined for a second straight day, dipping from 335 on Tuesday. The two-week moving average of daily fatalities in the county was unchanged at three.

The number of people hospitalized with confirmed or suspected cases of COVID-19 in the county increased by 21, to 537, according to data from the state Department of Health and Human Services.

The county's 14-day test positivity rate, which tracks the percentage of people tested for COVID-19 who are found to be infected, increased 0.2 percentage point to 0.3 percent. That matched the increase reported on Tuesday and pushed the rate a half percentage point higher than its recent low of 5.8 percent on Nov. 1.

After falling fairly steadily since mid- to late August, new cases and the positivity rate have ticked higher since the beginning of November, a development that could indicate the county is in the early stages of another surge of the disease.

Ellis Graeden, a consultant to the Nevada Department of Health and Human Services and CEO of Talus Analytics, said at a news briefing Wednesday that the recent increase in new cases isn't unique to Southern Nevada.

"We are seeing those sorts of upticks across the U.S. as well and globally," she said. "The big deal here is that as we move indoors for the winter, we often do see an uptick of influenza-like illnesses or these types of coronaviruses that spread

between people indoors, and this is part of the reason that we still encourage masks inside and the other mitigation measures that have been so effective in the past."

Speaking earlier at a different briefing, Dr. Fernin Leguen, health officer of the Southern Nevada Health District, said local health officials are monitoring the situation.

The state, meanwhile, reported 582 new COVID-19 cases and 19 deaths during the preceding day. That brought totals posted for the Silver State to 446,461 cases and 7,797 deaths.

Nevada's 14-day moving average of new cases decreased to 502 per day from 509 on Tuesday. The two-week average for fatalities rose to six per day, up from five on Tuesday.

State and county health agencies often redistribute daily data after it is reported to better reflect the date of death or onset of symptoms, which is why the moving-average trend lines frequently differ from daily reports and are considered better indicators of the direction of the outbreak.

Of the state's other closely watched metrics, the state's two-week test positivity rate increased 0.1 percentage point to 7.1 percent, while the number of people in Nevada hospitalized with confirmed or suspected COVID-19 cases rose to 717, 14 more than on Tuesday.

As of Wednesday's report, state data show that 56.60 percent of Nevadans 12 and older had been fully vaccinated, compared with 55.87 percent in Clark County. That number fluctuates widely throughout the state.

Washoe County has the state's highest vaccination rate, at 65.63 percent, while Storey County has the lowest at 20.09 percent.

Contact Jonah Dylan at jdylan@reviewjournal.com. Follow @TheJonahDylan on Twitter. Review-Journal staff writer Mary Hynes contributed to this report.

CALLING ALL WRITERS, AUTHORS, POETS & GRAPHIC NOVELISTS!

Join Us for the
First Annual

Indie
AUTHOR DAYS

Friday, November 12 & Saturday, November 13

If you have a work of creative writing within you, or have completed one that needs marketing help, this weekend is for you!

Get tips from successful writers and learn how to enter this national competition.

The 2021 national winner received \$2,500 and an interview in Library Journal, and two winners from each region received \$500.

Viewing parties will be held simultaneously at these libraries:

CLARK COUNTY LIBRARY
1401 E. Flamingo Rd. | Las Vegas, NV 89119 | 702.507.3458

LAUGHLIN LIBRARY
2840 S. Needles Hwy. | Laughlin, NV 89029 | 702.507.4060

ADMISSION IS FREE AND OPEN TO THE PUBLIC.

Las Vegas-Clark County
LIBRARY
DISTRICT
lvcc.org

For more information,
please scan the QR code
or call the library branch.



Friday, November 12

12 p.m.
Get Indie Author Tips & Tricks for
Next Year's Contest!

Saturday, November 13

10 a.m.
Roundtable Discussion: Indie Books in
Libraries – Get Discovered!

11:15 a.m.
National Novel Writing Month

12:30 p.m.
Diversity & Inclusion in Indie Publishing

Thank You Las Vegas for Voting for Us for Best of Las Vegas!



CELEBRATING NATIVE AMERICAN HERITAGE MONTH (NOVEMBER 1-30)

- In honor of National Native American History Month in November, **BAM** updated the Native American audience browse page on LVCCLD.org to spotlight the Library District's free resources & services, curated staff lists that celebrate the history of the Native American community, plus local & national resources, scholarships, and more. The Native American audience browse page can be viewed, [HERE](#).
- **BAM** created updated artwork to promote Native American Heritage Month, incorporating creative input from Head of Collections & Bibliographic Services **Rebecca Colbert** and Electronic Resources Manager **Jocelyn Bates** regarding which books, movies and music to feature.
- The new promotional graphic was added to the website homepage spinner, which linked back to the Native American audience page. Content cards were added to the relevant audience browse pages to help increase the awareness, and social media posts were spotlighted throughout November and linked back to the Native American audience page.



Powerful Partnerships

VEGAS GOLDEN KNIGHTS 2021-2022 PLAYER BOOKMARKS NOW AVAILABLE

- In continuation of the Library District's four-year partnership with the **Vegas Golden Knights**, our popular Collectible Player Bookmarks are back to celebrate Season VI! Branding & Marketing Director **Betsy Ward** worked with Vegas Golden Knights Director of Marketing & Communications **Carley Sisolak** on the updated design and new featured players. The series kicks off with the November release of star Defenseman **Shea Theodore**, and the bookmarks are now available at all 25 Library District branches, as well as the Arsenal Pro Shop inside City National Arena.
- Betsy also worked with Carley to record the first-ever promotional video for the Vegas Born Library card which features Team Captain/Right Wing **Mark Stone** and Defenseman **Alex Pietrangelo** encouraging the public to #GetCarded with the Vegas Golden Knights at the Library District.
- In addition, **Betsy Ward** worked with **Carley Sisolak** to arrange a photo shoot with **Chance the Vegas Golden Knights Mascot** at the Clark County Library. Graphic Designer **Cierra Pedro** and **Paula Loop** attended the photoshoot and worked with branch staff and Chance to create entertaining and charming photos of him enjoying a range of library opportunities!
- The updated Vegas Golden Knights landing page went live on November 4 and was promoted on the website homepage hero banner and relevant audience browse pages. You can view the promotional video message and check out the new Chance's Chat with **Shea Theodore**, [HERE](#).
- At the November 9 home game against the Seattle Kraken, Digital Content Manager **Ryan Simoneau**, and Senior Digital Project Specialist **Paula Loop** worked with Outreach Specialist **Andrew Brannon** to do a soft launch of the bookmarks. They attended the pre-game festivities at T-Mobile Arena's Toshiba Plaza, where they did meet & greets with potential library customers, handed out the November bookmark to fans, and conducted library card sign-ups on-site. In December 8, BAM and Outreach services will be back to do another round of outreach to promote the release of that month's bookmark player Right Wing/Team Captain Mark Stone.
- The launch of the new Collectible Player Bookmarks officially kicked off with a press release, promoting the VGK #GetCarded video and Chance photos. Social media posts were scheduled throughout the month to promote the availability of the new VGK bookmark and linked back to the VGK landing page.



RESEARCH FOR EXECUTIVE DIRECTOR KELVIN WATSON'S ALA PRESIDENTIAL CAMPAIGN

- **BAM** virtually attended the initial ALA Campaign strategy team meeting with Executive Director **Kelvin Watson** and his impressive group of professional advisors on Tuesday, November 2.
- **BAM** conducted a follow-up call on Tuesday, November 9 with one of the members from Kelvin's professional advisors, Columbia University Librarian Emeritus and former ALA President **Jim Neal**. BAM learned more about Jim's insights and recommendations for potentially assisting with Kelvin's campaign.
- The **BAM** team conducted additional research and then presented Jim's ALA strategy recommendations to Kelvin for review on November 18.

PROMOTION OF DYNAMIC IN-BRANCH PROGRAMMING

- **Passport Fair** – **BAM** worked with Windmill Library Branch Manager **Theron Nissen** to promote the Passport Fair on November 2. With **BAM's** promotional help on the website, social media and inclusion in the Library Highlights eNewsletter, 178 people attended the fair, with 89 passport applications processed and \$3,936 in fees collected. This is \$1,000 more than Windmill Library typically generates during an entire month.

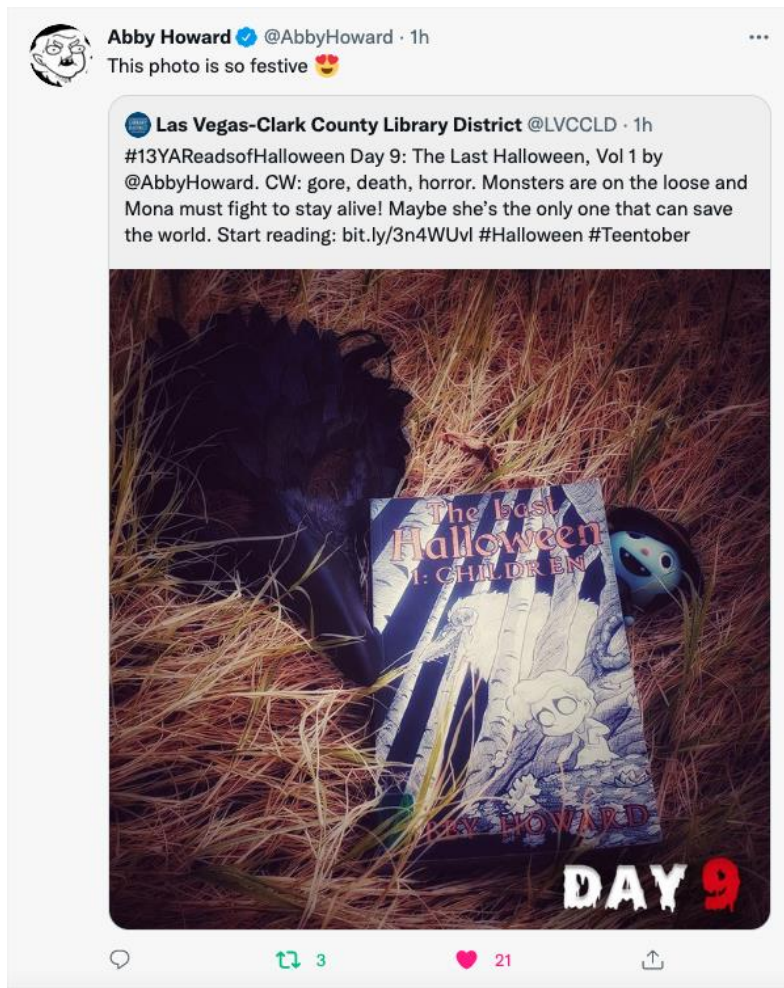


Windmill Library Passport Fair

- **YS Candyland Party – BAM** worked with the **YS** programming team at Sahara West Library to help promote their Halloween programming, which featured a Candyland Party on October 28. Staff created 10 different lands each representing a different area on the Candyland game board.
- With BAM's help to promote these on social media, there were 182 attendees for the first session and 173 for the second session.
- Social media posts generated 6,310 impressions and 384 user engagements. We also received some nice user generated content with attendees sharing the fun program to their channels.



- **YS TeenTober** – **BAM** worked with the **YS** programming team at the Best Buy Teen Tech Center at Clark County Library to help promote their TeenTober programming. This included teens sharing their favorite Halloween-themed books for a **#13YAReadsOfHalloween** countdown, which **BAM** posted on social media leading up to Halloween.
- **BAM** scheduled these posts across the Library District's Facebook, Instagram and Twitter accounts and they received strong user engagement. We also received engagement from some of the authors that **BAM** tagged in the social media posts. This significantly helped increase our total reach of the posts and user engagement.
- Social media posts for our **#13YAReadsOfHalloween** generated 47,287 impressions, 866 user engagements, with 49 shares, and 36 link clicks back to the catalog on LVCCLD.org .



YS TeenTober

Powerful Platforms

HOLIDAY PROGRAMMING PROMOTION

- Graphic Designers **Juanita Aiello** and **Cierra Pedro** worked with Branding & Marketing Director **Betsy Ward** to create new dedicated holiday graphics for advertising placement that promotes designated priority **PVS** programming in the following local media outlets:
 - Las Vegas-Review Journal's Holiday Guide Special Section (full-page ad)
 - Las Vegas-Review Journal digital advertising with estimated 700,000 impressions (November-December)
 - El Tiempo Spanish Language ad (half-page) in the Wednesday, November 24 and Wednesday, December 1 editions
 - Full-page ad in the December issue of Black Image magazine.

The Library District
is Your
HOME
for the Holidays!

Las Vegas-Clark County
LIBRARY DISTRICT
LVCLD.org

Enjoy free events, staff picks, online resources & more.

CLICK HERE FOR MORE INFORMATION

Las Vegas-Clark County
LIBRARY DISTRICT
LVCLD.org

CELEBRE los DÍAS FESTIVOS

CON ESTOS PRÓXIMOS EVENTOS EN DICIEMBRE

¡Gratis!

ACORDES NAVIDEÑOS
Un Concierto Navideño del Coro Barbershop
BIBLIOTECA CLARK COUNTY
Sábado, 4 de diciembre // 2 p.m.
BIBLIOTECA WINDMILL
Domingo, 5 de diciembre // 2 p.m.

UNLV CHAMBER ORCHESTRA
BIBLIOTECA CLARK COUNTY
Martes, 7 de diciembre // 7 p.m.

JESSICA FICHT'S
Festividad Alrededor del Mundo
BIBLIOTECA WEST CHARLESTON
Viernes, 10 de diciembre // 7:30 p.m.
BIBLIOTECA WEST LAS VEGAS
Sábado, 11 de diciembre // 2 p.m.
BIBLIOTECA WINDMILL
Domingo, 12 de diciembre // 2 p.m.

Celebre las Navidades con UNLV JAZZ
BIBLIOTECA SUMMERLIN
Viernes, 10 de diciembre // 7:30 p.m.

Un Concierto Navideño Simpatizado con NIK AT NITE
BIBLIOTECA LAUGHLIN
Jueves, 9 de diciembre // 1 p.m.
BIBLIOTECA SAHARA WEST
Sábado, 11 de diciembre // 1 p.m.
BIBLIOTECA WINDMILL
Sábado, 18 de diciembre // 1 p.m.

Las Vegas Brass Band: EN CASA PARA LAS NAVIDADES
BIBLIOTECA CLARK COUNTY
Domingo, 12 de diciembre // 2 p.m.

CONCIERTO NAVIDEÑO DEL CONJUNTO DE GUITARRA CLÁSICA DE LAS VEGAS
BIBLIOTECA SUMMERLIN
Sábado, 11 de diciembre // 3 p.m.

CELEBRACIONES KWANZAA
BIBLIOTECA WEST LAS VEGAS
EL ALMA DE KWANZAA: Domingo, 26 de diciembre // 3 p.m. y miércoles, 29 de diciembre // 6 p.m.
KWANZAA: GRADUACIÓN DE DERECHOS DE PASAJE CEREMONIA DE CRUZAR
Miércoles, 29 de diciembre // 6 p.m.

EVENTO GRATUITO Y ABIERTO AL PÚBLICO.
Para más información, visite LVCLD.org/events.

¡GRACIAS LAS VEGAS POR VOTAR POR NOSOTROS COMO LO MEJOR DE LAS VEGAS!

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 October & November included:
 - **SUBJECT TITLE: Chilling TeenTober + Comic Book Fest + Ready For K Resources + Passport Sign-Ups**

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- This edition of Highlights included a TeenTober overview with listings of LGBTQ+ History Month, new staff reading lists, history resources, the 2021 Las Vegas Book Festival details, Hispanic Heritage Month resources, the RTC Anywhere Campaign, Nevada State Treasurer's NVigate Art Contest, the Library District's must-see events, programs & entertainment at the Library District as selected by **PVS & YS**, and a call-to-action to donate to the Library District Foundation.
- This eNewsletter can be viewed [HERE](#).
- Sent out the week of October 28
- **83,119 unique opens with a 24.68% open rate**
- **4,760 unique clicks generated**
- **Sent to 337,502 unique emails**
- **358 unsubscribes**
- **337,114 subscribers after send**
- **Total subscribers declined -.11%**

- **SUBJECT TITLE: Vegas Golden Knights Are Back + Native American Celebration + Indie Author Competition + Honoring Veterans**
 - This edition of Highlights included sharing the Library District's dedicated Native American audience page on the website that contains free services & resources, curated staff lists, local & national resources, scholarship opportunities, & more; Indie Author Days with a call-to-action to enter the Indie Author Project Competition, the Library District's new Writers' Room landing page that contains information, resources, tools, tutorials for self-published writers, authors, poets, graphic novelists, and anyone looking for assistance with their original work, a one-question survey on behalf of the Library District Foundation, the availability of the new Season V Vegas Golden Knights Collectible Player bookmark series starting with Defenseman Shea Theodore in November, Honoring Veterans Day, Home Buying Workshop at West Charleston Library on November 17, along with additional must-see events & entertainment at the Library District as selected by **PVS & YS**; as well as a call-to-action to donate to the Library District Foundation.
 - This eNewsletter can be viewed [HERE](#).
 - Sent out on Wednesday, November 10, 2021
 - **93,325 unique opens with a 27.77% open rate**
 - **3,534 unique clicks generated**
 - **Sent to 336,699 unique emails**
 - **337 unsubscribes**
 - **336,362 subscribers after send**
 - **Total subscribers declined -.10%**

- **SUBJECT TITLE: Holiday Book Sales + Governor's JobFest Event + Professional Networking + Art & Live Music Galore!**
 - This edition of Highlights included sharing the latest Kelvin's Corner blog which provides the public with an update on the Library District's Playbook 2026 strategic plan initiative, along with spotlighting resources in celebration of National Novel Writing Month, Thanksgiving-themed staff lists and Take & Make Kits, Library District Foundation's Annual Holiday Book Sale at Sahara West Library December 2-3, the Windmill Library Book Sale on December 10, the new Knit Nights program at West Charleston Library, the opening of two new Employ NV Business Hubs inside local City Halls, Governor's Job Fest 2021, the Library District's Permanent Art Gallery Tour at West Charleston Library

beginning November 29, along with additional must-see events & entertainment at the Library District as selected by **PVS & YS**; plus a call-to-action to donate to the Library District Foundation.

- This eNewsletter can be viewed [HERE](#).
- Sent out Saturday, November 20.
- Analytics will be included in January 2022 Board Report.

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 (October 1-31):
 - 80 people found our art galleries landing page by clicking on ad
 - 60 people found the library District's TeenTober events through our ads
 - 44 people found the Library District Foundation page when searching for "volunteer opportunities"
 - 13 calls to branches directly from ads
 - The search term "free music" and keywords surrounding downloadable movies and ebooks continue to rank very high. This is great to see as these keywords continue to be very popular and competitive to bid on.

SOCIAL MEDIA HIGHLIGHTS

- **BAM** received strong social media support from **YouTube star Mikey Neumann** to help promote his presentation at Sahara West Library on November 13. This demonstrates a powerful partnership as this booked performer used their social media platform to share our dedicated posts with their followers which helped this event reach more relevant audiences.



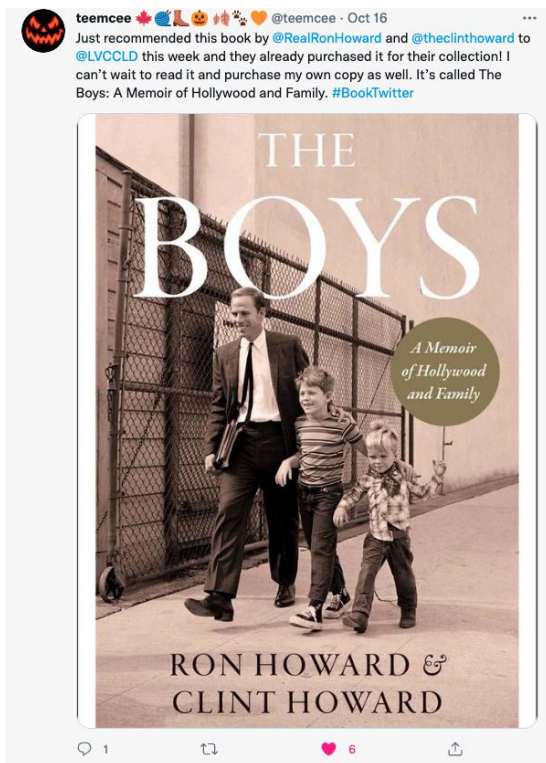
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- The **Neon Museum** mentioned the Library District in their social media posts to help promote the new gallery exhibit on display at West Las Vegas Library. This is another example of a powerful partnership that helps to increase the potential reach on social media to more targeted audiences to promote our events/programs/galleries.



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- We also received & shared some nice user-generated posts about the Library District.





LIBRARY DISTRICT'S TOP POSTS (OCTOBER 2021)

- **Facebook:**

- **BAM** shared the announcement that Library District Executive Director **Kelvin Watson** is running for ALA President and it was our top-performing Facebook post in October.
- This post received **2,782 organic impressions, 488 user engagements** (all positive) and **12 shares** which helps to increase the total reach of the post.



- **Twitter:**

- **BAM's** top Twitter post in October was our Tweet sharing one of the #13ReadsOfHalloween posts that BAM worked with the staff and teens at the Best Buy Teen Tech Center to compile. This generated **13,358 organic impressions, 167 user engagements, 6 Retweets, 38 likes, and 12 link clicks back to the catalog title on LVCCLD.org.**
- This month's top Tweet shows the power of working with our branches to create & share timely content with fun photos/video that will really connect with our followers. In this case, the author of the book Retweeted this post which significantly increased the organic reach to more people.

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- **Instagram:**

- The Library District's most popular post on Instagram was a photo to promote the Teen Drag Workshops at Windmill Library, which generated **2,350 organic impressions & 175 total user engagements.**



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

LVCCLD Facebook

	Fans	Impressions	Post Engagements	Link Clicks
October 2021 Statistics	13,299	141,789	5,240	335
% Gain from Last Month	+1%	-87%	-52%	-94%
% Gain from October 2020	+5%	-12%	+4%	+51%
% Gain from October 2019	+13%	+84%	+31%	-22%

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Notes: We continued to increase our new subscribers, but our key analytics on this platform were down month over month. This is due to the dedicated Facebook Ad campaign that BAM ran to help promote Library Card Sign-Up Month initiative. With that having concluded, our analytics returned to our normal numbers, but were encouraged to see were up year-over-year from the same time period. This can be attributed to the Library District's TeenTober program, where BAM received more submitted photos from branches of their events, programs, Take & Make Kits and displays.

LVCCLD Twitter

	Followers	User Engagements	Organic Impressions	Link Clicks
October 2021 Statistics	3,816	3,286	168,721	203
% Gain from Last Month	+1%	+21%	+13%	+2%
% Gain from October 2020	+9%	+54%	+38%	+6%
% Gain from October 2019	+29%	+430%	+455%	+145%

Notes: All of our key analytics on this platform were up over last month, which can be attributed to the Library District's TeenTober program launch, which allowed us to share more fresh & relevant content on this social media platform. We were also able to drive more links clicks, which lead back to priority landing pages on LVCCLD.org. On this social media platform, we continue to share links to those landing pages, along with sharing local and national resources, Library District powerful partnerships, as well as timely staff lists created by the Library District's website content committee.

LVCCLD Instagram

	Followers	User Engagement	Impressions	Total Likes	Total Comments
October 2021 Statistics	4,773	3,716	95,255	3,341	242
% Gain from Last Month	+2%	+32%	-35%	+36%	+32%
% Gain from October 2020	+28%	+74%	+64%	+66%	+572%
% Gain from October 2019	+87%	+170%	+123%	+92%	+476+%

Notes: Our key analytics were up from last month with the exception of total impressions. The increase in user engagement was due in part to the launch of our TeenTober promotion, which included a lot of great branch-submitted photos of their events, programs, Take & Make Kits and displays. The #13YAReadsofHalloween photos BAM worked on with the Clark County Library Best Buy Teen Tech Center staff were also well received on this platform. BAM is looking forward to utilizing our IGTV feed again for sharing longer-form video content such as online storytimes, STEAM programming, and "live" performances with programming partners, which will further help increase our monthly user engagement on this social media platform.

YouTube

	Channel Subscribers	Total Impressions	Total Channel Watch Time	Average View Duration
October 2021 Statistics	1,074	16,100	20.8 hrs	1 min 37 sec
% Gain from Last Month	+1%	+18%	+2%	-22%

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% Gain from October 2020	+18%	-39%	-38%	+13%
% Gain from October 2019	N/A	N/A	N/A	N/A

Notes: We are continuing to gain new subscribers month-over-month and we also increased our total channel watch time, but our year-over-year analytics are down. This can be attributed to the fact that we have not been able to post any new virtual programming content since July 2020. We are confident that our monthly analytics will significantly increase once virtual programming resumes and we can start sharing new content consistently as YouTube's algorithm prioritizes fresh content.

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

	Unique Visitors	Homepage Views	Total User Sessions	Average User Sessions	Average Dwell Time
October 2021 Statistics	89,479	167,801	221,428	2.47	3 min 54 sec
% Gain from Last Month	-6%	-.6%	-3%	+2%	- 4 seconds
% 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: We saw slight dips in total visitors to the website and average user dwell time, but we did increase our average number of user sessions, which means we are bringing users back to the website more often.

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: November 29, 2021

SUBJECT: Community Engagement Report, December 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 **October 1, 2021 – October 31, 2021**.

POWERFUL PEOPLE

- Attended the 2021 Southern Nevada Youth Homelessness Summit.
- Met with Mind in the Making Chief Science Officer and New York Times best-selling author Ellen Galinsky regarding her upcoming keynote speech at the Library District's Youth Services summit on December 1.
- Represented WIOA Title II at the Workforce Connections Programs Committee meeting.
- Provided professional development on using effective instructional strategies to 25 Adult Learning Program contracted instructors.
- Met with Mercedes Krause, citizen of the Oglala Lakota Nation and board member of the Indigenous Empowerment Education group, to discuss diversity programming for Native American Heritage Month as well as indigenous programming year-round.
- Commissioner William McCurdy hosted a *Hispanic Leadership Summit* at the West Las Vegas Library for 200 students on October 12.
- The East Las Vegas and West Las Vegas libraries hosted Governor Sisolak for the *Nevada Recovers: Governor Sisolak Listening Tour* on October 7 and 19.
- Attended the Asian Chamber luncheon.
- Met with staff from Columbus Public Library to explain the LVCCLD/RTC commuter campaign partnership.

POWERFUL PLACES

- Engaged with Nevada Arts Council for the Library District to participate in their creative aging grant that will improve programming for seniors.
- Staff developed a Districtwide teen initiative called Teentober. Each library created a bulletin board based on the theme *Strange & Unusual: The Movies of Tim Burton*. The Administration Team visited each library and judged entries. Clark County Library won the 2021 Teentober challenge.
- Summerlin Library hosted the annual *Fall Festival*. The festival featured music, pumpkin decorating, food trucks and many other activities for the

community. Three sidewalk-chalk artists were incorporated in to the event as a pilot for a spring chalk-art festival.

- East Las Vegas Library hosted the first annual *Dia De Los Muertos Celebration* featuring music, a car show, and a Dia de Los muertos artistic altar.
- Staff from Community Engagement and General Services strategized to advance various performing arts center capital projects and adjusted plans to accommodate for equipment supply chain issues.
- Gave a tour of the Sahara West Library galleries to 30 art students from West Career and Technical Academy.
- Joined an internal focus group to discuss the potential of a new West Las Vegas Library.
- Attended the one-year anniversary of the Employ NV Business Hub at Sahara West Library.
- Continued conversations with CSN staff to conduct classes at the East Las Vegas Library.

POWERFUL PARTNERSHIPS

- Attended a Southern Nevada Early Childhood Advisory Council (SNECAC) retreat to plan and guide strategic activities for the next three years. Activities are aimed at improving and aligning the early childhood ecosystem to support positive outcomes for children and families in Nevada.
- Strategized with Melissa Dubois from Opportunity Village to design ongoing collaborative educational programs and educational outreach services.
- Continued development with the Bezos Family Foundation and the Children's Cabinet to share executive function learning via a virtual book discussion group for *Mind in the Making: 7 Essential Skills Every Child Needs*.
- Met with CCSD counselors participating in the Workforce Connections Counselor Fellowship to share information about Title II services, tour the East Las Vegas Library, and share Library District resources.
- Participated in Nevada's Adult Basic Education director meeting.
- Engaged with Desert Research Institute (DRI) to distribute the NASA HOLA (Hispanic Outreach and Leadership Alliance) kits. One young library customer sent in a video documenting the at-home STEM experiment. DRI's Community Engagement and Professional Development Administrator shared it with NASA personnel stationed at Kennedy Space Center.
- Partnered with Signs of HOPE Nevada to offer child sexual abuse prevention classes for library customer parents and guardians.
- Met with Nevada Legal Services to resume regular programing at the West Charleston Library.
- The Asian Community Resource Center provided information to customers about the Affordable Care Act (ACA) open enrollment. Staff from ACA will continue these programs though the end of the enrollment period in January.
- Partnered with Nevada Humanities to host a panel discussion and book signing with contributors to *Las Vegas Writes | Love in the Dunes: Las Vegas Writers on Passion and Heartache*.
- Partnered with the Las Vegas Chamber of Commerce Foundation to host *Leadership Las Vegas History and the Arts Day* at the East Las Vegas Library.
- Met with Nevada State Treasurer's Office representatives to plan an upcoming art-contest exhibit and reception.
- Engaged with Southern Nevada Transit Coalition to extend the promotion of library services aboard RTC busses to rural bus routes.

POWERFUL PLATFORMS

- Collaborated with Branding and Marketing to increase print and social media materials for outreach in bilingual Spanish/English formats.
- Met with Library District staff to strategize about future initiatives such as advantage marketing, and digital literacy curriculum from Oasis.net.
- Participated in GOWINN's *Skills Match Training* that connected job-seekers with local employment and training opportunities based on their identified skills.
- Participated in Comunico vendor module demos to expand services from Reserve to include Attend, Schedule, Broadcast, Engage, and Roam.
- Launched 36 Cycle III English as Second Language classes in 7 virtual and 13 in-person locations.
- Attended the Las Vegas Book Festival to promote the Vegas Valley Comic Book Festival.
- Technical and Production Services staff completed work needed to host the Board of Trustee meetings on Zoom and broadcast meetings using YouTube Live.
- Received the Crystal Bookmark Award on behalf of the Library District from the Las Vegas Book Festival as a contributor to the written, spoken, and/or illustrated word for residents of the Las Vegas area.
- Provided new bus route maps for customers at each library courtesy of RTC.

HIGHLIGHTED EVENTS IN OCTOBER

Outreach Event

Vegas Roots Garden Step Up for Kids



Shadow Puppet Show

Sunrise



Community Engagement Report
Page 4

Kybele Dance Theatre
West Las Vegas and Clark County



Outreach Event
Virtual



Las Vegas Book Festival
Historic 5th Street School



Employ NV Business Hub Anniversary
Sahara West



Ofrenda Reception
Whitney



Teentober 2021
District-Wide



Community Engagement Report
Page 5

¡Viva el Mariachi!
Clark County



Fall Festival
Summerlin



Gloria – A Public Fit Theatre Company
Clark County



Día De Los Muertos
East Las Vegas



Woodworking craft
Whitney



Nevada Recovers: Governor Sisolak
West Las Vegas



*Fall Festival
Summerlin*



*Gallery Tour for WCTA Students
Sahara West*



COMING HIGHLIGHT EVENTS IN DECEMBER

<i>Nick at Night Jazzy Holiday Concert</i>	Laughlin, Sahara West, & Windmill	9-18
<i>Jessica Fichot's Holiday Around the World</i>	West Charleston, West Las Vegas, & Windmill	10-12
<i>Celebrate the Holidays with UNLV Jazz</i>	Summerlin	10
<i>Las Vegas Classical Guitar Holiday Concert</i>	Summerlin	11
<i>Las Vegas Brass Band "Home for the Holidays"</i>	Clark County	12
<i>New Vista Exhibit Reception</i>	Sahara West	14
<i>Obsidian and Neon Exhibit Reception</i>	Sahara West	14
<i>Mobilizing People with James Hsu</i>	Whitney	18
<i>Home for the Holidays with Rod Beltram</i>	Whitney	21
<i>The Soul of Kwanzaa/ Kwanzaa: Rites of Passage</i>	West Las Vegas	26-29

COMING HIGHLIGHT EVENTS IN JANUARY

<i>Winter Reading Challenge</i>	District-wide	1-31
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Community Engagement Report
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<i>HiSET Administration</i>	Clark County	3-5
<i>Las Vegas Stories: Howard Hughes & Las Vegas</i>	Clark County	6
<i>Joe Louis: American Hero Exhibit</i>	West Las Vegas	6
<i>Feng Shui for the New Year with Kate Wind</i>	Summerlin	9
<i>The Pentatonic Brass in Concert</i>	Clark County	9
<i>Woodworking at Whitney</i>	Whitney	10
<i>Mariachi Winter Concert</i>	Clark County	13
<i>Ken Kline Exhibit</i>	Whitney	13
<i>Acoustic Eidolon in Concert</i>	West Charleston	14
<i>Las Vegas Classica Music in Concert</i>	Whitney	20
<i>World Beat Drum Circle</i>	Summerlin	23
<i>Quitters Duo in Concert</i>	West Charleston	28
<i>Percussion Collective</i>	Whitney	28
<i>A Public Fit Theatre Company Staged Readings "Skeleton Crew"</i>	Clark County	28-29
<i>Casa Italiana presenting 'Wine Tourism in Italy'</i>	West Charleston	29
<i>Career 101 Workshop</i>	Clark County	28
<i>Bilingual Storytime</i>	West Charleston	28

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Monthly Statistics
Year over Year
October 2020/ October 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	18	41	23	128%	57	105	48	84%	1,548	1,130	-418	-27%	4,117	3,606	-511	-12%
	Clark County	7	99	92	1314%	49	311	262	535%	489	1,940	1,451	297%	1,095	5,745	4,650	425%
	Clark County BBTTC	80	107	27	34%	431	404	-27	-6%	789	1,299	510	65%	4,150	5,020	870	21%
	Enterprise	64	62	-2	-3%	189	236	47	25%	1,085	556	-529	-49%	3,992	2,682	-1,310	-33%
	East Las Vegas	16	67	51	319%	45	167	122	271%	369	874	505	137%	1,186	3,321	2,135	180%
	Meadows	2	18	16	800%	4	33	29	725%	12	144	132	1100%	24	231	207	863%
	Rainbow	25	63	38	152%	70	262	192	274%	513	1,691	1,178	230%	1,885	5,904	4,019	213%
	Sahara West	38	30	-8	-21%	123	129	6	5%	868	1,377	509	59%	2,608	4,285	1,677	64%
	Spring Valley	90	168	78	87%	308	617	309	100%	2,234	6,462	4,228	189%	7,245	16,429	9,184	127%
	Summerlin	72	76	4	6%	207	304	97	47%	1,855	3,084	1,229	66%	6,879	8,818	1,939	28%
	Sunrise	71	54	-17	-24%	214	238	24	11%	919	1,072	153	17%	2,844	3,872	1,028	36%
	West Charleston	24	59	35	146%	66	236	170	258%	379	929	550	145%	1,106	3,053	1,947	176%
	West Las Vegas	27	68	41	152%	109	252	143	131%	392	959	567	145%	1,460	2,593	1,133	78%
	Whitney	78	86	8	10%	215	338	123	57%	1,549	1,335	-214	-14%	4,284	6,139	1,855	43%
	Windmill	12	23	11	92%	37	80	43	116%	486	468	-18	-4%	1,350	2,628	1,278	95%
	Urban Totals	624	1,021	397	64%	2,124	3,712	1,588	75%	13,487	23,320	9,833	73%	44,225	74,326	30,101	68%
Outlying Branches	Blue Diamond	4	10	6	150%	4	25	21	525%	6	26	20	333%	6	89	83	1383%
	Bunkerville	2	2	0	0%	7	5	-2	-29%	7	33	26	371%	15	98	83	553%
	Goodsprings	0	7	7	N/A	0	38	38	N/A	0	41	41	N/A	0	129	129	N/A
	Indian Springs	17	30	13	76%	40	118	78	195%	85	243	158	186%	137	1,033	896	654%
	Laughlin	23	18	-5	-22%	35	61	26	74%	258	576	318	123%	559	1,209	650	116%
	Mesquite	29	98	69	238%	105	290	185	176%	369	1,012	643	174%	1,601	3,924	2,323	145%
	Moapa Town	13	11	-2	-15%	13	76	63	485%	37	77	40	108%	37	359	322	870%
	Moapa Valley	0	27	27	N/A	0	108	108	N/A	0	427	427	N/A	0	1,472	1,472	N/A
	Mt. Charleston	0	6	6	N/A	0	30	30	N/A	0	36	36	N/A	0	163	163	N/A
	Sandy Valley	0	3	3	N/A	0	13	13	N/A	0	4	4	N/A	0	91	91	N/A
	Searchlight	28	14	-14	-50%	50	57	7	14%	251	48	-203	-81%	602	291	-311	-52%
	Outlying Totals	116	226	110	95%	254	821	567	223%	1,013	2,523	1,510	149%	2,957	8,858	5,901	200%
Outreach	Outreach-Branch	0	23	23	N/A	5	81	76	1520%	0	8,169	8,169	N/A	1,015	12,242	11,227	1106%
	Outreach-Department	57	81	24	42%	77	174	97	126%	4,517	5,848	1,331	29%	5,089	11,406	6,317	124%
	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	57	104	47	82%	82	255	173	211%	4,517	14,017	9,500	210%	6,104	23,648	17,544	287%
	Grand Totals	797	1,351	554	70%	2,460	4,788	2,328	95%	19,017	39,860	20,843	110%	53,286	106,832	53,546	100%

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

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Las Vegas-Clark County Library District

Monthly Statistics
Year over Year
October 2020/ October 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	13	20	7	54%	49	91	42	86%	198	369	171	86%	758	1,689	931	123%
	Clark County	129	159	30	23%	392	576	184	47%	1,135	3,933	2,798	247%	3,272	11,003	7,731	236%
	Enterprise	16	62	46	288%	39	193	154	395%	108	1,158	1,050	972%	651	3,687	3,036	466%
	East Las Vegas	131	140	9	7%	473	525	52	11%	552	2,059	1,507	273%	1,791	4,722	2,931	164%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	22	38	16	73%	66	165	99	150%	228	628	400	175%	685	2,177	1,492	218%
	Sahara West	14	63	49	350%	82	247	165	201%	184	1,735	1,551	843%	834	6,202	5,368	644%
	Spring Valley	24	29	5	21%	92	128	36	39%	400	440	40	10%	1,165	1,878	713	61%
	Summerlin	24	32	8	33%	72	131	59	82%	381	6,014	5,633	1478%	909	9,324	8,415	926%
	Sunrise	11	36	25	227%	42	83	41	98%	194	588	394	203%	603	2,153	1,550	257%
	West Charleston	15	31	16	107%	63	105	42	67%	155	533	378	244%	431	1,828	1,397	324%
	West Las Vegas	25	25	0	0%	67	141	74	110%	562	819	257	46%	1,069	4,666	3,597	336%
Whitney	22	61	39	177%	67	189	122	182%	233	1,029	796	342%	685	3,600	2,915	426%	
Windmill	49	67	18	37%	156	204	48	31%	1,037	2,000	963	93%	2,798	6,641	3,843	137%	
Urban Totals	495	763	268	54%	1,660	2,778	1,118	67%	5,367	21,305	15,938	297%	15,651	59,570	43,919	281%	
Outlying Branches																	
	Blue Diamond	0	2	2	N/A	0	6	6	N/A	0	22	22	N/A	0	78	78	N/A
	Bunkerville	0	1	1	N/A	0	2	2	N/A	0	6	6	N/A	0	12	12	N/A
	Goodsprings	16	1	-15	-94%	22	20	-2	-9%	16	12	-4	-25%	27	46	19	70%
	Indian Springs	0	6	6	N/A	0	35	35	N/A	0	144	144	N/A	0	518	518	N/A
	Laughlin	26	17	-9	-35%	40	90	50	125%	1,331	185	-1,146	-86%	1,464	894	-570	-39%
	Mesquite	44	116	72	164%	142	319	177	125%	330	705	375	114%	1,073	1,968	895	83%
	Moapa Town	0	1	1	N/A	1	14	13	1300%	0	9	9	N/A	2	31	29	1450%
	Moapa Valley	0	10	10	N/A	0	33	33	N/A	0	46	46	N/A	0	157	157	N/A
	Mt. Charleston	1	5	4	400%	1	22	21	2100%	5	80	75	1500%	5	209	204	4080%
	Sandy Valley	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Searchlight	2	2	0	0%	2	8	6	300%	11	14	3	27%	11	54	43	391%
	Outlying Totals	89	161	72	81%	208	549	341	164%	1,693	1,223	-470	-28%	2,582	3,967	1,385	54%
	Outreach-Branch	2	15	13	650%	3	34	31	1033%	59	616	557	944%	84	1,065	981	1168%
	Outreach-Department	17	10	-7	-41%	44	22	-22	-50%	298	177	-121	-41%	929	437	-492	-53%
Outreach	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	1	1	N/A	0	0	0	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	19	25	6	32%	47	57	10	21%	357	793	436	122%	1,013	2,151	1,138	112%
	Grand Totals	603	949	346	57%	1,915	3,384	1,469	77%	7,417	23,321	15,904	214%	19,246	65,688	46,442	241%



ITEM VI.A.2.c.

MEMORANDUM

TO: LVCCLD Board of Trustees through Kelvin Watson, Executive Director
FROM: Sherry Walker, Development Officer
DATE: November 29, 2021
SUBJECT: Development and Planning Department Report, December 2021

Development and Planning Department Powerful Plays in November 2021

POWERFUL PEOPLE

- Met with **Megan Nykodym and UNLV STEM mentors** for Best Buy Teen Tech Center Tech Refresh grant and yearly planning meeting
- Worked with **Rob Santwer, Kelly May and Nina Guevara** to film storytime video for LSTA early childhood grant
- Worked with donor **Tom Lawyer** to purchase STEM play table for the West Las Vegas library
- Organized and attended **LSTA grant advisory committee** meeting with multiple community partners
- **Volunteers** donated 1,936 hours of their time assisting at 15 branches
- The **Library Foundation** received a total of \$6,759.77 in donations for the October
- **Leslie Valdes** worked with CCSD PALS program to host student intern at Sahara West Library
- Prepared documents and attended **LVCCLD Foundation Board of Directors** meeting
- Prepared documents and attended annual **East Las Vegas QALICB Board of Directors** meeting

- Prepared documents and attended annual **Mesquite QALICB Board of Directors** meeting
- Met with **Napoleon McCallum**, Las Vegas Sands Director of Community Development, and **Sonia Anderson**, CEO Andson, to discuss library tutoring program and partnership opportunities
- Worked with Branding and Marketing to send out library cardholder survey to gauge ways in which patrons would support the library. Results were as follows:

Q.1 I would support the library in the following ways:

ANSWER CHOICES	RESPONSES	
▼ Attend free library programs and events	71.88%	138
▼ Check out books and materials	93.75%	180
▼ Donate my used books, cds, dvds, puzzles, or magazines	71.88%	138
▼ Volunteer in a branch	22.40%	43
▼ Reserve a performance space or study room	11.98%	23
▼ Purchase tickets to a fundraising event	25.00%	48
▼ Donate funds to support annual library programming	16.67%	32
▼ Use your library card to access free online resources at LVCCCLD.org	76.04%	146
▼ Visit any of our 12 library branches that feature gallery exhibits	57.29%	110

POWERFUL PLACES

- Provided support for fall festival at **Summerlin Library**
- Provided support for Workforce Connections Board Retreat at **Windmill Library**
- **Foundation Bookstores** reported sales of \$122,226.36 through October 2021
- Staff planning, promoting and preparation for book sales at **Sahara West Library** (Dec. 2 & 3) and **Windmill Library** (December 10)
- Attended **City of Las Vegas** CDBG grant workshop

POWERFUL PARTNERSHIPS

- Submitted required grant report to **Bezos Family Foundation**
- Attended planning meetings and executed LSTA grant funded Family, Friend, and Neighbor (FFN) caregiver early childhood event at East Las Vegas Library. Partners included the **Las Vegas Urban League, DISCOVERY Children's Museum, Vegas PBS, YMCA, and United Way of Southern Nevada**. There were a total of 23 FFN's and 63 children in attendance. The October 21 event was a combination focus group

and training for caregivers. Attendees received literacy and STEAM activities bus passes, DISCOVERY Museum passes, gift cards and early childhood curriculum and supplies.

- Submitted application to the **Nevada DMV** for the Library District to have a specialty license plate
- Received quarterly donation from **Smith's Inspiring Donations** program. To date this program has provided \$7,573 in unrestricted funding
- Attended **LVGEA** sponsored VISTA economic forecast event
- Met with Betsy Fretwell of **SWITCH** to discuss renewal of West Las Vegas tech lab sponsorship
- Met with Mark Fine, CEO of **Las Vegas' new professional lacrosse team** to discuss future partnership opportunities

POWERFUL PLATFORMS

- Trained Summerlin Library Staff on **Better Impact** volunteer system
- Trained new Library Foundation board members on **Diligent Boards** system
- Prepared and submitted **2021 LSTA grant** report for early childhood education
- Prepared and submitted **2020 Federal LSTA Evolving Needs** final grant report for \$112,500 to purchase device vending machines
- Converted Foundation accounting from **QuickBooks** desktop to **QuickBooks online** platform, completed October bookkeeping and accounting for LVCCLD Foundation
- Maintained donor relations and updated **Donor Perfect** database to reflect current donations



ITEM VI.A.2.d.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Albert G. Prendergast, Chief Information Officer

DATE: November 24, 2021

SUBJECT: Information Technology Report, November 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 November.

POWERFUL PEOPLE

- CBS staff provided one on-site training to staff at the Whitney Library on assisting customers with selecting reading materials.
- Distribution Center (DC) staff provided one virtual collection maintenance training class for District-wide staff to help build responsive library collections for our customers.
- Electronic Resources (ER) staff attended a BiblioBoard Strategic Planning Meeting session with Branding and Marketing and Community Engagement staff and solicited input from staff for the upcoming BiblioBoard training.
- AS staff provided one virtual Sierra training class for District-wide staff to help improve staff's ability to assist customers.

POWERFUL PLACES

- IT staff continues to work with representatives from Clark County, the Governor's Office of Science, Innovation, and Technology, E-Rate Central, and our E-Rate consultant (Infinity Communications and Consulting Inc.) to investigate the possibility of expanding wireless Internet access into the surrounding communities of the outlying branches to help close the digital divide. The District will advertise the bid for the fiber construction to the outlying branches in early December.
- 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.

- IT department staff is currently working with our Facilities department on the expansion of the computer center at the West Las Vegas Library.

POWERFUL PARTNERSHIPS

- ER staff hosted CloudSource Open Access training for District-wide staff. The training was also recorded and posted on the District's website for staff to view at their convenience.
- AS staff prepared Quick Start library cards for outreach visits to local schools.
- CBS staff completed the Nevada Public Libraries FY 2022 State Collection Development Application requesting funding for lowering customer wait times for high-interest materials.
- 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. Although the District's portion of the project was effectively completed, CBS staff will continue to manage the collection and the CCSD team will continue to work with Baker & Taylor to train CCSD staff and complete the Destiny Discovery configurations for each school individually.
- ER staff supported K-12 students who needed access to Online Resources for school by creating eCards, Treehouse, and IXL accounts and responded to 652 e-mails to the ASK account in October.
- CBS staff continues to work with the Boulder City, Henderson, and North Las Vegas library districts to identify opportunities for collaboration on commonly purchased databases to determine if we can reduce the costs by working together.

POWERFUL PLATFORMS

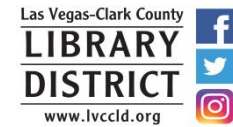
- CBS staff added 6,011 titles with 13,294 new items to the collection and withdrew 6,315 items from the library catalog in October. The withdrawn items will either be resold or discarded.
- IT department staff reviewed the designs of the replacement end-of-life sorters for the Clark County and Enterprise libraries and the equipment was ordered.
- IT department staff migrated the Laughlin Library to the new Cox wide-area-network. Nine of the eleven outlying branches are complete and the two remaining outlying branches are in progress.
- IT division staff completed the upgrade/migration of the Sierra LSP to new hardware. The upgrade of our production Sierra system from Version 5.2 to Version 5.4 is scheduled for December 6.
- IT division staff continues to work with the Branding and Marketing division to onboard the new Savannah Community Engagement platform from OrangeBoy Inc. ER staff provided the vendor with access to the District's online platforms to allow data to be ingested into the system and IT department staff configured the PC Reservation systems to export data into the system.
- IT department staff completed the rebuild and expansion for the District's enterprise backup solution.

Technology Monthly Report
Page 3

- IT staff completed the installation of Translation Services for the library document stations at all of the urban branches, including the Laughlin and Mesquite libraries.

Of the \$1,585,00 approved by the Board of Trustees in the IT department's Capital Projects Fund for FY22, \$310,979.65 was expended (\$18,808.13 – for computers/ \$12,240 – for Webex subscription/ \$148,369.41 for Sahara West sorter/ \$89,280 for West Las Vegas sorter/ \$1,552.95 for replacement LDS for Laughlin/ \$7,318 for data cable installation/\$4,785 for LDS Translation Services/\$28,626.16 for Spring Valley and Sunrise security gates).

FY 2020-2021 ELECTRONIC RESOURCES STATISTICS
October 2021



Customer Support	Oct-20	Oct-21	% Change	FY20-21	FY21-22	% Change
Number of Phone Calls to Electronic Resources	138	102	-26.09%	643	508	-21.00%
Length of Calls in Hours, Minutes, and Seconds	17:24:07	11:19:16	-34.94%	66:13:45	51:34:06	-22.14%
Number of emails to ask@lvcclld.org	967	652	-32.57%	3,100	2,680	-13.55%
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	327	6,966
Health and Wellness	Opposing Viewpoints	120	114
Homework Help	IXL	122	33,513
Online Learning	LinkedIn Learning	142	3,994
A-Z Resources (All Others)	Newsbank - LVRJ	1,983	34,981

Downloadables and Streaming Circulation	Oct-20	Oct-21	% Change	FY20-21	FY21-22	% Change
eBooks	133,385	120,936	-9.33%	549,116	517,894	-5.69%
Audiobooks	82,272	90,937	10.53%	325,570	369,642	13.54%
Magazines	11,080	8,584	-22.53%	43,743	32,209	-26.37%
Movies and TV	13,446	10,641	-20.86%	45,168	47,085	4.24%
Music	25,452	19,926	-21.71%	111,674	80,024	-28.34%
Total	265,635	251,024	-5.50%	1,075,271	1,046,854	-2.64%

Online Resources Usage by Category	Oct-20		Oct-21		% Change		FY20-21		FY21-22		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	960	24,489	548	11,377	-42.92%	-53.54%	3,631	78,342	2,235	44,832	-38.45%	-42.77%
Health and Wellness	874	2,571	349	397	-60.07%	-84.56%	2,721	8,781	984	1,141	-63.84%	-87.01%
Homework Help	792	73,511	370	39,358	-53.28%	-46.46%	3,230	200,637	2,302	200,793	-28.73%	0.08%
Online Learning	3,271	6,907	1,377	4,655	-57.90%	-32.60%	13,912	31,495	5,779	23,995	-58.46%	-23.81%
A-Z Resources (All Others)	20,343	78,191	12,054	73,310	-40.75%	-6.24%	86,490	308,006	50,735	292,304	-41.34%	-5.10%

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: December 1, 2021

SUBJECT: Financial Services Report, December 2021

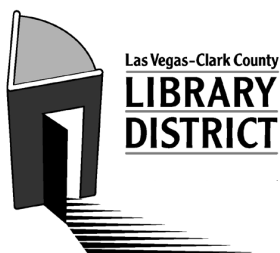
This report summarizes the Financial Services Department's activities and accomplishments in the month of November 2021.

Administration

- Updated the District's cash flow analysis
- Presented the Fiscal Year 2021 audit report to the Finance and Audit Committee and the Board of Trustees
- Presented a financial update to the Finance and Audit Committee
- Attended the Mesquite and East Las Vegas QALICB board meetings; presented the Fiscal Year 2021 audit reports
- Submitted required quarterly financial reports related to the Mesquite and East Las Vegas QALICBs
- Submitted the Quarterly Economic Survey to the State of Nevada Department of Taxation
- Advertised Facilities Bids No. 22-01, Security Officer Services, and 22-02, Chiller Replacement – West Charleston Library
- Met with representatives of Brink's, the District's proposed armored car service provider
- **Floresto Cabias** attended the Las Vegas Global Economic Alliance (LVGEA) Vista Conference
- **Floresto Cabias** attended a meeting with The Griffin Company, the District's Legislative representative
- **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 (\$2.6M for the month of November)
- 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
- 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: December 1, 2021

Subject: November 2021 Budget Status Report

Enclosed are the budget status reports for November 2021. General fund revenues indicate that 45% of budgeted revenue has been collected.

Property Tax Revenues

As compared to November 2020, the District collected 9% more in property taxes. Property taxes are assessed on a fiscal year basis beginning on July 1. Property tax revenue collections have been stable throughout the prior fiscal year and are performing well so far in the current fiscal year. Total property taxes for FY 2022 are budgeted to increase by 8%.

Consolidated Sales Tax Revenues (CTX)

The CTX shows 30% collected so far this fiscal year. The State of Nevada distributes CTX collections two months after the month of collection.

The most recent CTX received by the District on November 30, 2021, represents CTX from the month of September 2021. The \$2.5M collected is 22% higher than the amount collected for the same period last fiscal year. In September 2020, the Southern Nevada economy was still recovering from business closures just months before. The significant CTX increase in September 2021 is the result of a fuller economic reopening, improved employment, and pent-up demand, among other factors. Although the CTX percentage increases are declining, overall collections this fiscal year is significantly outperforming expectations.

Based on existing economic factors, staff expects CTX to total approximately \$26.5M-\$27.5M for FY 2022, which is a 10%-14% increase from the amount actually collected for FY 2021 (\$24.2M). 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. The impact of the most recent COVID-19 variant is unknown at this time. See charts below showing historical CTX trends.

Expenditures

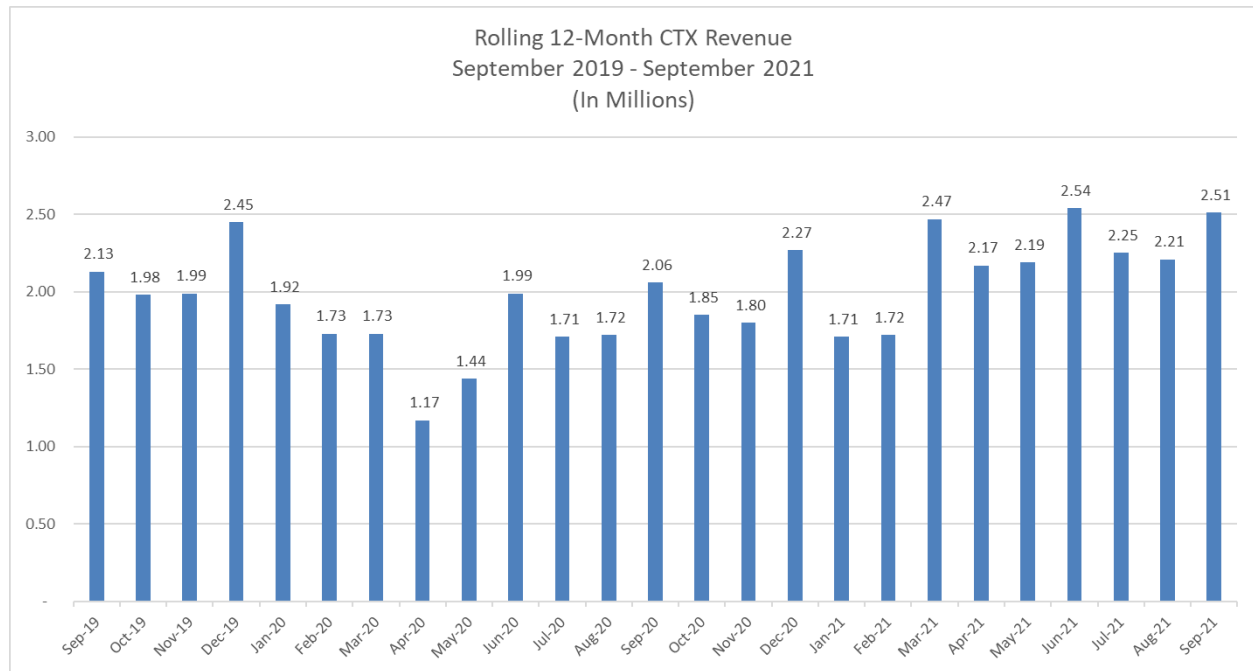
General Fund expenditures indicate that 33% of the allocated budget has been spent. Staff expects total expenditure savings of approximately \$6M for FY 2022. These savings are due to reduced personnel costs resulting from the Voluntary Employee Separation Program (VESP) and filling positions based on operational needs, which includes modifying positions to best serve the Playbook 2026. Supplies and services expenditures are also expected to provide savings compared to the budget due to conservative spending practices throughout the pandemic.

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 is approximately \$27.6M, a surplus of \$13.6M compared to the budget. Financial Services will account for the FY 2022 projected surplus when preparing the FY 2023 budget.

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



Consolidated Sales Tax FY 2022 vs. FY 2021			
	FY21	FY22	% Change Over FY21
July	1,714,346.73	2,250,871.66	31.30%
August	1,717,590.95	2,214,553.97	28.93%
September	2,057,864.55	2,511,203.79	22.03%
October	1,852,957.96	-	
November	1,796,283.18	-	
December	2,271,961.21	-	
January	1,713,321.38	-	
February	1,715,949.40	-	
March	2,471,650.63	-	
April	2,165,140.53	-	
May	2,192,682.44	-	
June	2,542,392.79	-	
TOTAL	24,212,141.75	6,976,629.42	

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

General Fund - 100

From 11/01/2021 Through 11/30/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	28,215,316.64	53,100,000.00	24,884,683.36	46.86%
Intergovernmental Revenue	7,007,215.36	23,400,000.00	16,392,784.64	70.05%
Charges for Services	17,471.29	500,000.00	482,528.71	96.51%
Fines & Forfeits	241,517.89	500,000.00	258,482.11	51.70%
Miscellaneous	88,782.38	810,000.00	721,217.62	89.04%
Total Revenues	35,570,303.56	78,310,000.00	42,739,696.44	54.58%
Expenditures				
Salaries	9,823,667.99	32,562,438.00	22,738,770.01	69.83%
Benefits	4,317,282.31	13,125,445.00	8,808,162.69	67.11%
Supplies & Services	5,475,387.37	15,356,409.00	9,881,021.63	64.34%
Capital Outlay	3,997,596.64	10,767,307.00	6,769,710.36	62.87%
Total Expenditures	23,613,934.31	71,811,599.00	48,197,664.69	67.12%
Excess (Deficit) of Revenues over (under) Expenditures	11,956,369.25	6,498,401.00	(5,457,968.25)	-12.54%

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

General Fund - 100**From 11/01/2021 Through 11/30/2021**

			Dollar Budget Amount Remaining	Percent Budget Remaining
	YTD Actual	Budget		
110	Administration - Executive	216,761.48	949,020.00	77.16%
120	Administration - Library Operations	400,450.54	1,741,177.00	77.00%
200	Financial Services	734,108.89	1,867,973.00	60.70%
215	Community Outreach	198,083.92	525,357.00	62.30%
216	Youth Services	134,602.14	386,363.00	65.16%
220	Development and Planning	159,087.14	590,056.00	73.04%
240	General Services/Facilities	3,770,585.07	10,498,423.00	64.08%
250	Human Resources	694,414.84	2,674,812.00	74.04%
251	HR-Work Insurance	144,300.38	1,501,744.00	90.39%
260	Information Technology	1,871,969.11	4,072,848.00	54.04%
270	Literacy Department	104,116.03	397,676.00	73.82%
280	Branding and Marketing	444,062.04	1,864,914.00	76.19%
290	Access Services Department	415,956.94	1,139,565.00	63.50%
310	Collection and Bibliographic Services	4,766,163.08	12,937,872.00	63.16%
320	Gallery Services	63,596.66	183,616.00	65.36%
330	Facilities	1,017,363.39	3,031,596.00	66.44%
340	Community Engagement	95,722.27	458,550.00	79.13%
400	Library Operations	8,382,590.39	26,990,037.00	68.94%
	Total	23,613,934.31	71,811,599.00	67.12%

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

General Fund - 100
Library Operations - Dept 400
From 11/01/2021 Through 11/30/2021

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	24,198.74	76,057.00	51,858.26	68.18%
110	Bunkerville	19,531.04	61,328.00	41,796.96	68.15%
120	Clark County Library	866,600.96	2,779,346.00	1,912,745.04	68.82%
130	Enterprise Library	484,198.41	1,441,669.00	957,470.59	66.41%
140	Goodsprings	31,448.25	82,779.00	51,330.75	62.01%
160	Indian Springs	40,261.85	110,509.00	70,247.15	63.57%
180	Laughlin	241,560.07	726,089.00	484,528.93	66.73%
190	Mesquite	353,940.71	1,072,843.00	718,902.29	67.01%
200	Moapa Town	16,107.40	58,868.00	42,760.60	72.64%
210	Moapa Valley	108,582.73	328,880.00	220,297.27	66.98%
220	Mount Charleston	22,968.48	65,763.00	42,794.52	65.07%
230	Rainbow Library	582,679.57	1,842,222.00	1,259,542.43	68.37%
240	Sahara West Library	795,119.29	2,584,240.00	1,789,120.71	69.23%
250	Sandy Valley	26,799.13	96,110.00	69,310.87	72.12%
260	Searchlight	14,379.43	62,466.00	48,086.57	76.98%
270	Spring Valley Library	572,793.03	1,721,165.00	1,148,371.97	66.72%
280	Summerlin Library	485,480.04	1,531,780.00	1,046,299.96	68.31%
290	Sunrise Library	448,001.60	1,547,932.00	1,099,930.40	71.06%
300	West Charleston Library	537,238.59	1,685,830.00	1,148,591.41	68.13%
310	West Las Vegas Library	433,264.81	1,663,433.00	1,230,168.19	73.95%
320	Whitney Library	498,598.39	1,559,832.00	1,061,233.61	68.04%
360	Meadows Library	33,479.72	99,539.00	66,059.28	66.37%
370	Centennial Hills	504,673.50	1,923,480.00	1,418,806.50	73.76%
380	Windmill Library	609,548.44	1,830,571.00	1,221,022.56	66.70%
390	East Las Vegas Library	615,315.08	1,989,585.00	1,374,269.92	69.07%
605	City Misdemeanant	15,821.13	47,721.00	31,899.87	66.85%
Total		8,382,590.39	26,990,037.00	18,607,446.61	68.94%

Final- Regular Board of Trustees Meeting December 9, 2021 - Item VI- Library Reports

Las Vegas-Clark County Library District
Summary Budget Comparison
By GL Account

General Fund - 100
From 11/01/2021 Through 11/30/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	7,834,134.65	24,921,202.00	17,087,067.35	68.56%
51200 Salaries - Part Time	1,755,455.56	6,199,467.00	4,444,011.44	71.68%
51300 Overtime Pay	14,187.58	55,000.00	40,812.42	74.20%
51400 Call Back Pay	3,264.96	8,595.00	5,330.04	62.01%
51500 Standby Pay	21,857.91	50,366.00	28,508.09	56.60%
51600 Longevity Pay	87,443.30	377,808.00	290,364.70	76.86%
51700 Separation Pay	107,324.03	450,000.00	342,675.97	76.15%
51800 Leave Buyout	-	500,000.00	500,000.00	100.00%
55100 Employees Retirement	2,510,609.70	7,938,096.00	5,427,486.30	68.37%
55200 Group Insurance	1,469,968.09	4,072,148.00	2,602,179.91	63.90%
55300 Workers' Comp. Payments	98,578.86	271,544.00	172,965.14	63.70%
55400 Medicare Coverage Expense	237,500.94	768,657.00	531,156.06	69.10%
55500 Unemployment Insurance	624.72	75,000.00	74,375.28	99.17%
61100 Office Supplies	130,701.20	559,357.00	428,655.80	76.63%
61110 Operating Supplies	164,909.06	597,065.00	432,155.94	72.38%
61120 Software & User Licenses	65,853.71	521,994.00	456,140.29	87.38%
61130 Software Maintenance	585,336.85	841,400.00	256,063.15	30.43%
61200 Book Materials & Supplies	16,991.20	120,409.00	103,417.80	85.89%
61205 Interlibrary Loan	192.98	4,500.00	4,307.02	95.71%
61210 Small Equipment	63,884.04	478,000.00	414,115.96	86.64%
61400 Equipment Repair & Maint.	483,530.31	690,280.00	206,749.69	29.95%
61410 Contracted Services	1,886,325.72	5,341,007.00	3,454,681.28	64.68%
61420 Building Repair & Maint.	62,285.85	218,200.00	155,914.15	71.45%
61500 Rental Expenses	24,376.39	47,316.00	22,939.61	48.48%
61600 Telephone	279,043.93	600,000.00	320,956.07	53.49%
61700 Utilities	660,415.32	1,935,071.00	1,274,655.68	65.87%
61800 Insurance & Bonds	357,303.45	455,000.00	97,696.55	21.47%
61900 Professional Services	219,117.91	932,700.00	713,582.09	76.51%
61910 Legal Services	34,349.87	394,500.00	360,150.13	91.29%
62200 Collection Agencies	19,210.50	310,000.00	290,789.50	93.80%
62300 Board Compensation	1,720.00	6,200.00	4,480.00	72.26%
62500 Postage	27,344.60	75,100.00	47,755.40	63.59%
62510 Advertising	52,081.75	88,700.00	36,618.25	41.28%
62600 Community Events	8,145.92	23,750.00	15,604.08	65.70%
62620 Recruitment	104.09	625.00	520.91	83.35%
62700 Education & Training	13,144.56	310,735.00	297,590.44	95.77%
62800 Travel & Transportation	14,780.26	285,250.00	270,469.74	94.82%
62900 Printing & Reproduction	36,568.33	99,250.00	62,681.67	63.16%
63000 Dues & Subscriptions	7,402.85	43,200.00	35,797.15	82.86%
65000 Miscellaneous Expenses	14,193.54	41,800.00	27,606.46	66.04%
65100 Bank Charges	11,336.18	20,000.00	8,663.82	43.32%
67000 Rental Expenses to QALICBs	234,737.00	315,000.00	80,263.00	25.48%
81700 Library Books	3,997,596.64	10,767,307.00	6,769,710.36	62.87%
Total	23,613,934.31	71,811,599.00	48,197,664.69	67.12%

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

Grant Fund - 220

From 11/01/2021 Through 11/30/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	309,563.26	1,800,000.00	1,490,436.74	82.80%
Miscellaneous	43,790.23	-	(43,790.23)	
Total Revenues	353,353.49	1,800,000.00	1,446,646.51	80.37%
Expenditures				
Salaries	115,037.18	480,000.00	364,962.82	76.03%
Benefits	55,128.75	210,000.00	154,871.25	73.75%
Supplies & Services	249,419.01	500,000.00	250,580.99	50.12%
Capital Outlay	119,187.50	610,000.00	490,812.50	80.46%
Total Expenditures	538,772.44	1,800,000.00	1,261,227.56	70.07%
Excess (Deficit) of Revenues over (under) Expenditures	(185,418.95)	-	185,418.95	10.30%

Las Vegas-Clark County Library District
Summary Budget Comparison
By GL Account

Grant Fund - 220**From 11/01/2021 Through 11/30/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	114,547.84	480,000.00	365,452.16	76.14%
51300 Overtime Pay	38.52	-	(38.52)	
51600 Longevity Pay	450.82	-	(450.82)	
55100 Employees Retirement	34,967.71	162,356.79	127,389.08	78.46%
55200 Group Insurance	18,435.01	43,576.29	25,141.28	57.69%
55400 Medicare Coverage Expense	1,726.03	4,066.92	2,340.89	57.56%
61100 Office Supplies	414.97	1,223.54	808.57	66.08%
61110 Operating Supplies	12,267.36	2,400.00	(9,867.36)	-411.14%
61120 Software & User Licenses	815.00	55,000.00	54,185.00	98.52%
61210 Small Equipment	148,724.47	-	(148,724.47)	
61410 Contracted Services	80,811.00	424,040.00	343,229.00	80.94%
61600 Telephone	5,062.92	-	(5,062.92)	
62800 Travel & Transportation	983.51	7,121.12	6,137.61	86.19%
65000 Miscellaneous Expenses	339.78	10,215.34	9,875.56	96.67%
81600 Capital Equipment - Major	110,266.00	460,000.00	349,734.00	76.03%
81700 Library Books	8,921.50	150,000.00	141,078.50	94.05%
Total	538,772.44	1,800,000.00	1,261,227.56	70.07%

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

**Gift Fund - 230
From 11/01/2021 Through 11/30/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	38,856.75	815,000.00	776,143.25	95.23%
Total Revenues	38,856.75	815,000.00	776,143.25	95.23%
Expenditures				
Supplies & Services	34,299.39	715,000.00	680,700.61	95.20%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	34,299.39	815,000.00	780,700.61	95.79%
Excess (Deficit) of Revenues over (under) Expenditures	4,557.36	-	(4,557.36)	-0.56%

Las Vegas-Clark County Library District
Summary Budget Comparison
By GL Account

Gift Fund - 230

From 11/01/2021 Through 11/30/2021

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100	Office Supplies	-	20,000.00	20,000.00	100.00%
61110	Operating Supplies	1,148.12	15,000.00	13,851.88	92.35%
61210	Small Equipment	6,705.82	15,000.00	8,294.18	55.29%
61410	Contracted Services	12,062.50	250,000.00	237,937.50	95.18%
61500	Rental Expenses	-	315,000.00	315,000.00	100.00%
61900	Professional Services	11,895.00	100,000.00	88,105.00	88.11%
62800	Travel & Transportation	6.72	-	(6.72)	
65000	Miscellaneous Expenses	2,481.23	-	(2,481.23)	
81600	Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total		34,299.39	815,000.00	780,700.61	95.79%

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

**Capital Projects Fund - 510
From 11/01/2021 Through 11/30/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	(3,292.29)	30,000.00	33,292.29	110.97%
Total Revenues	(3,292.29)	30,000.00	33,292.29	110.97%
Expenditures				
Supplies & Services	395,144.92	3,925,300.00	3,530,155.08	89.93%
Capital Outlay	97,376.08	2,016,200.00	1,918,823.92	95.17%
Total Expenditures	492,521.00	5,941,500.00	5,448,979.00	91.71%
Excess (Deficit) of Revenues over (under) Expenditures	(495,813.29)	(5,911,500.00)	(5,415,686.71)	19.26%

Las Vegas-Clark County Library District
Summary Budget Comparison
By GL Account

Capital Projects Fund - 510
From 11/01/2021 Through 11/30/2021

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	-	43,500.00	43,500.00	100.00%
61120 Software & User Licenses	4,785.00	250,000.00	237,760.00	95.10%
61130 Software Maintenance	12,240.00	50,000.00	7,078.41	14.16%
61210 Small Equipment	42,921.59	1,191,800.00	1,148,878.41	96.40%
61400 Equipment Repair & Maint.	266,275.57	645,000.00	378,724.43	58.72%
61410 Contracted Services	7,318.00	-	(7,318.00)	
61420 Building Repair & Maint.	40,951.95	800,000.00	759,048.05	94.88%
61900 Professional Services	12,800.00	960,000.00	947,200.00	98.67%
65100 Bank Charges	7,852.81	40,000.00	32,147.19	80.37%
81500 Capital Improvements	-	861,200.00	861,200.00	100.00%
81600 Capital Equipment - Major	97,376.08	1,100,000.00	1,002,623.92	91.15%
Total	492,521.00	5,941,500.00	5,448,979.00	91.71%

Las Vegas-Clark County Library District

**Project 2050 - Furniture Replacement
From 11/01/2021 through 11/30/2021**

**510
Capital Projects Fund**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	17,694.10	75,000.00	57,305.90	76%
Total Expenditures		17,694.10	75,000.00	57,305.90	76%

Las Vegas-Clark County Library District

Project 2200 - Financial Services Projects
From 11/01/2021 through 11/30/2021

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	6,419.36	185,000.00	178,580.64	97%
65100	Bank Charges	7,852.81	40,000.00	32,147.19	80%
81600	Capital Equipment - Major	11,293.94	80,000.00	68,706.06	86%
Total Expenditures		25,566.11	305,000.00	279,433.89	92%

Las Vegas-Clark County Library District

**Project 4010 - Tech Replacements & Upgrades
From 11/01/2021 through 11/30/2021**

**510
Capital Projects Fund**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61120	Software & User Licenses	4,785.00	250,000.00	245,215.00	98%
61130	Software Maintenance	12,240.00	50,000.00	37,760.00	76%
61210	Small Equipment	18,808.13	455,000.00	436,191.87	96%
61400	Equipment Repair & Maint.	266,275.57	545,000.00	278,724.43	51%
61410	Contracted Services	7,318.00	-	(7,318.00)	0%
81600	Capital Equipment - Major	25,687.22	285,000.00	259,312.78	91%
Total Expenditures		335,113.92	1,585,000.00	1,249,886.08	79%

Las Vegas-Clark County Library District

Project 5010 - Bldg Repair & Maintenance
From 11/01/2021 through 11/30/2021

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.	40,951.95	800,000.00	759,048.05	95%
61900	Professional Services	12,800.00	800,000.00	787,200.00	98%
81500	Capital Improvements	-	700,000.00	700,000.00	100%
Total Expenditures		53,751.95	2,543,500.00	2,489,748.05	98%

Las Vegas-Clark County Library District

Project 5015 - Construction Projects
From 11/01/2021 through 11/30/2021

510
Capital Projects Fund

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
45200 Interest Earnings	(3,292.29)	30,000.00	33,292.29	111%
Total Revenues	(3,292.29)	30,000.00	33,292.29	111%
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 11/01/2021 through 11/30/2021

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	60,394.92	346,200.00	285,805.08	83%
Total Expenditures		60,394.92	723,000.00	662,605.08	92%

Las Vegas-Clark County Library District

**Project 9010 - Vehicle Purchase and Replacement
From 11/01/2021 through 11/30/2021**

**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 11/01/2021 Through 11/30/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	37.79	-	(37.79)	
Miscellaneous	10.70	10,000.00	9,989.30	99.89%
Total Revenues	48.49	10,000.00	9,951.51	99.52%
Expenditures				
Supplies & Services	2,329.43	10,000.00	7,670.57	76.71%
Total Expenditures	2,329.43	10,000.00	7,670.57	76.71%
Excess (Deficit) of Revenues over (under) Expenditures	(2,280.94)	-	2,280.94	22.81%

Las Vegas-Clark County Library District
Summary Budget Comparison
By GL Account

Debt Service Fund - 610
From 11/01/2021 Through 11/30/2021

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
65100	Bank Charges	2,329.43	10,000.00	7,670.57	76.71%
	Total	2,329.43	10,000.00	7,670.57	76.71%

Final- Regular Board of Trustees Meeting December 9, 2021 - Item VI- Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 10/23/2021 through 11/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13520	10/25/2021	10129	Fun Express LLC	Halloween Carnival 2021 - MV	634.30
13521	10/25/2021	10442	LV.Net	Service Nov 2021	1,026.00
13522	10/25/2021	10543	Kathleen San Nicolas	ALP OCT PD	67.50
13523	10/25/2021	10640	Susan Joan Hatch	ALP OCT PD	67.50
13524	10/25/2021	10654	Educational Testing Service (ETS)	Test Fee September 2021	193.50
13525	10/25/2021	10829	Ewa Honik	ALP OCT PD	67.50
13526	10/25/2021	10834	Brittany Mangelson	Transcribing for Board Mtg on 10/14	132.50
13527	10/25/2021	10970	Laura L. Nguyen	ALP OCT PD	67.50
13528	10/25/2021	11006	Michael Shon Thrower	ALP OCT PD	67.50
13529	10/25/2021	11123	Tenera Curtina Sanders	ALP OCT PD	67.50
13530	10/25/2021	11137	Vital Records Control	Record Destruction	99.16
13531	10/25/2021	11552	Destiny Executive Search Group, Inc.	Exec Search for grant writer	7,890.33
13532	10/25/2021	11598	Joseph F. Cortese	ALP OCT PD	67.50
13533	10/25/2021	11608	3F Initiatives LLC	Spanish translation 8/1/21-9/30/21	1,036.80
13534	10/25/2021	11657	Maria A. Preston	ALP OCT PD	67.50
13536	10/25/2021	11711	Lisa Beth Grimm	ALP OCT PD	67.50
13537	10/25/2021	11712	Tatyana Balashova	ALP OCT PD	67.50
13538	10/25/2021	11713	Joseph Canaday	ALP OCT PD	67.50
13539	10/25/2021	11717	Brett Michael Russell	ALP OCT PD 10/15/21	67.50
13540	10/25/2021	11724	Greenberg Traurig, LLP	Legal services for 9/27	684.00
13541	10/25/2021	11742	Athlene Heap	ALP OCT PD 10/15/21	67.50
13542	10/25/2021	11784	Cory Allen Starkes	ALP OCT PD	67.50
13543	10/25/2021	1429	D.C. Thomas	BD Rent Nov 2021	1,468.00
13544	10/25/2021	1535	El Mundo	Oct Purchasing ad	80.00
13545	10/25/2021	1620	Full Compass Systems Ltd	HUB95MXS UltraLITE & HUB 9 person system	4,190.97
13546	10/25/2021	1627	Cengage Learning, Inc.	Library Books & Materials for FY 2021-22	2,676.63
13547	10/25/2021	1803	JanWay Company USA, Inc.	Color Change Pencils - MKT	832.22
13548	10/25/2021	1897	Lakeshore Learning Materials	Differing Abilities Puzzle Set - YS	507.76
13549	10/25/2021	2234	Overton Power District #5	Service 09/08/21-10/08/21 MV	446.10
13550	10/25/2021	2798	Brodart Co.	Library Books & Materials for FY 2021-22	13,296.26
13551	10/25/2021	2809	LVVWD	Service Aug 21 & Sept 21	32,201.55
13552	10/25/2021	2819	CenturyLink Communications, LLC	Service Oct 2021	3,521.85
13553	10/25/2021	2853	Dick Blick	"Foam Brushes 1"" Set of 25" - YS	72.27
13554	10/25/2021	3058	EBSCO Information Services	MyHeritage 11/1/2021-10/31/22	35,209.00
13555	10/25/2021	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	16,134.28
13556	10/25/2021	3500	Garda CL West, Inc	Excess Services - Sept 2021	26.98
13557	10/25/2021	4320	Kiesub Electronic Supply	PC1500 duracell AA batteries	2,352.81
13558	10/25/2021	4604	Brodart Library Supplies & Furnishings	2-Tier Acrylic Wire Display - CH	170.82
13559	10/25/2021	6664	Sky High Marketing, Inc.	Discovery #getcarded t-shirts	5,371.50
13560	10/25/2021	7655	Gill's Printing and Color Graphics	5000 education.com flyers	1,833.97
13561	10/25/2021	7975	Mary Gound	ALP OCT PD	67.50
13562	10/25/2021	8010	Allied Universal Security Services	On-Site Security 10/01/21-10/14/21 - CH	88,749.05
13564	10/25/2021	9143	Henry Marshall	ALP OCT PD	67.50
13565	10/25/2021	9172	ARIN American Registry for Internet Numbers	Annual Maint. for Internet Num. Resource(s)	150.00
13567	10/25/2021	9383	Office Plus	Crtg,clj cp5225,yw - EV	1,839.70
13568	10/25/2021	9431	B&H Photo-Video	"SAMSUNG AU8000 50"" CLS HDR 4K UHD"	1,073.22
13569	10/25/2021	9511	Manny David Ford	ALP OCT PD	67.50
13570	10/25/2021	9566	Diana Marshall	ALP OCT PD	67.50
13571	10/25/2021	9928	Stimulus Technologies	Service Nov 2021 - MC	628.95
13572	11/1/2021	1009	A. Rifkin Co.	Courier: Trans-Sac Bags	4,218.48
13573	11/1/2021	10129	Fun Express LLC	PEEL/STICK BLACK BATS - CH	530.48
13574	11/1/2021	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC: Landscape Maintenance	800.00
13575	11/1/2021	10228	Sterling Volunteers	18 Volunteer background checks	699.75
13576	11/1/2021	10290	Carrot-Top Industries, Inc.	District-Wide: Flags	1,824.81
13577	11/1/2021	10454	USI Insurance Services LLC	DMV-Specialty Lic. Plate	250.00
13578	11/1/2021	10686	NLS Grounds Management, LLC	Various: Landscape Maintenance	39,481.87
13579	11/1/2021	10927	CenturyLink	Service Oct 2021	2,006.07
13580	11/1/2021	11626	Jay Atwood	Piano tuning and maintenance - CC	270.00
13581	11/1/2021	1180	Baron Pest Solutions, Inc.	LA: Pest Control	37.00
13582	11/1/2021	1201	Best Janitorial Services of Nevada	Various: Janitorial	136,316.00
13583	11/1/2021	1240	Brady Industries of Nevada, LLC	Various	1,345.59
13585	11/1/2021	1455	Dell Marketing L.P.	(2) 3-year RedHatEnt. Subs. for Sierra	5,992.24
13586	11/1/2021	1580	Ferguson Enterprises, LLC	Stock #9047674 MB Plumbing Supplies	34.63
13587	11/1/2021	1742	Ideal Supply Company Inc.	WO-8005 #531654 SW HVAC	363.66
13588	11/1/2021	1897	Lakeshore Learning Materials	block Play People - Hispanic Family - SU	145.29
13589	11/1/2021	2152	Nedco Supply	RB Lighting	493.09
13590	11/1/2021	2307	Progressive Elevator	SM: Annual Elevator Inspection	3,439.00
13591	11/1/2021	2702	Grainger, Inc.	Various	949.86
13592	11/1/2021	2852	Chem-Aqua, Inc.	EV & RB: HVAC Water Treatment	669.75
13593	11/1/2021	2853	Dick Blick	Crayola Watercolor Pan Refill - MV	30.24
13594	11/1/2021	2860	Las Vegas Review Journal	October purchasing ad ET	43.75
13595	11/1/2021	2891	AFLAC	Premium October 2021	3,147.88
13596	11/1/2021	3023	Filtration Group IAQ	EV: HVAC Air Filters	1,057.56
13597	11/1/2021	3143	FedEx Office - Customer Admin Svcs	FY 22 Adopted Budget Books	974.93
13598	11/1/2021	3435	Ace Fire Systems, Inc.	WC: Fire Alarm Monitoring	135.00
13599	11/1/2021	3770	Cox Communications of Las Vegas	Service 10/17/21-11/16/21	26,325.70
13600	11/1/2021	3776	Got Bugs LLC	MQL & MQLC: Pest Control	200.00
13601	11/1/2021	4676	Color Reflections	SM Fall Fest signs	594.00
13602	11/1/2021	5001	UniFirst Corporation	FAC: Assorted Color Shirts	1,660.34
13603	11/1/2021	5718	Tangerine Office Machines	Printer Support Services, Expires: 6/30/2022	255.00
13604	11/1/2021	6055	WebTrends, Inc. #774504	WebTrends Maintenance-Ends: 12/1/22	2,989.06
13606	11/1/2021	6253	Karen E. Whisenhunt	Batteries for WM	78.00
13607	11/1/2021	6646	Aqua Serv Engineers, Inc.	Various: HVAC Water Treatment	4,019.82
13609	11/1/2021	7671	Rentokil	Various: Pest Control	1,413.00
13610	11/1/2021	7687	United Lock and Security, Inc.	Various	387.06
13611	11/1/2021	8010	Allied Universal Security Services	PVS Security 10/01/21-10/14/21 - WV	4,632.61
13612	11/1/2021	8122	Staples Advantage Dept LA	Staples 8.5x11 copy cs - EV	6,911.82
13614	11/1/2021	8557	Guaranteed Pest Solutions LLC	Various: Bed Bug Inspections	983.75

Final- Regular Board of Trustees Meeting December 9, 2021 - Item VI- Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 10/23/2021 through 11/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13615	11/1/2021	9101	O'Reilly Auto Parts	Various	252.46
13616	11/1/2021	9133	Ted Wiens Tire & Auto Centers	Various	671.44
13617	11/1/2021	9191	Canon Solutions America, Inc.	Monthly Maint 08/14/21-09/13/21 - SM	6,616.19
13618	11/1/2021	9383	Office Plus	Crdg,clr laserjet - SV	5,111.35
13620	11/1/2021	9730	Commercial Lighting Specialties, LLC	Various	1,428.78
13621	11/1/2021	9827	Vision Sign Inc.	SV & SM: Sign Maintenance	210.00
13622	11/1/2021	9907	PLIC-SBD Grand Island (Principal)	Premium November 2021	23,226.13
13623	11/8/2021	10017	CDA Media Relations	October FB Ad Black Image	4,350.00
13624	11/8/2021	10162	CenturyLink	Service Nov 2021	136.69
13625	11/8/2021	1017	AAA Air Filter Company, Inc.	Various: Air Filter Changes	2,722.15
13626	11/8/2021	10179	Safe and Secure Alarms and Video	WC: Alarm Monitoring - Burglar	54.00
13627	11/8/2021	10212	Virgin Valley Water District	Service 09/20/21-10/20/21	920.10
13628	11/8/2021	10809	Sandra Kay Ramaker	October pay for Board Meeting	40.00
13629	11/8/2021	10864	Brian M. Wilson	October pay for Board of Trustees Meeting	40.00
13630	11/8/2021	10877	Findaway World, LLC	1000 Findaway LaunchPads & associated Equipment	148.47
13631	11/8/2021	11055	Bryant K. Rogers	October pay for Board Meeting	40.00
13632	11/8/2021	11076	Quadiant, Inc.	Meter rental 11/25/21-02/24/22	180.00
13633	11/8/2021	11652	Nathaniel Paul Waugh	October Pay for Board Meeting	40.00
13634	11/8/2021	11681	Jennifer L. Jiron	October pay for board meeting	40.00
13635	11/8/2021	11703	Kathleen Hagen Turner Whiteley	October pay for Board Meeting	40.00
13636	11/8/2021	1180	Baron Pest Solutions, Inc.	LA: Pest Control	37.00
13638	11/8/2021	1201	Best Janitorial Services of Nevada	Various: Janitorial	143,598.10
13639	11/8/2021	1455	Dell Marketing L.P.	Renewal VMware vSphere, vCenter, End: 09/22	14,658.24
13640	11/8/2021	1457	Demco, Inc.	ArtKraft Duo-Finish Paper Roll - LA	577.63
13641	11/8/2021	1566	Fairway Chevrolet	#60: Repairs due to accident	5,780.61
13642	11/8/2021	1590	Mergent, Inc.	MPA 11/1/21-10/31/22	2,704.00
13643	11/8/2021	1627	Cengage Learning, Inc.	Library Books & Materials for FY 2021-22	363.03
13644	11/8/2021	1640	Gerald M. Welt, Chartered	Legal Services for October 2021	4,484.23
13645	11/8/2021	1757	Ingram Library Services	Library Books & Materials for FY 2021-22	8,231.98
13646	11/8/2021	1854	Kamer Zucker Abbott	October 2021 Legal Services	985.00
13647	11/8/2021	1897	Lakeshore Learning Materials	Stack & Nest Sensory Toys - YS	139.47
13649	11/8/2021	2215	OCLC Inc.	Cataloging/ILL Charges FY2021-22	5,062.41
13650	11/8/2021	2234	Overton Power District #5	Service 09/22/21-10/22/21 MT	121.28
13651	11/8/2021	2362	Refrigeration Supplies Distributor	Tools (2) Quick Coupler Fujitsu	18.30
13652	11/8/2021	2567	Teamsters Local Union #14	Union Dues - November 2021	8,403.00
13653	11/8/2021	2698	Virgin Valley Disposal	Service Oct 2021	119.57
13654	11/8/2021	2702	Grainger, Inc.	Various	483.00
13655	11/8/2021	2733	Phoenix Fire Protection, LLC	Various: Fire Sprinkler Tests/Inspections	725.00
13656	11/8/2021	2798	Brodart Co.	Library Books & Materials for FY 2021-22	53,791.59
13657	11/8/2021	2799	CDW Government Inc.	AIRWATCH RNWL, End: 11/15/22	22,495.06
13659	11/8/2021	3023	Filtration Group IAQ	EV: Pleated Carbon Filters	151.08
13660	11/8/2021	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	41,633.29
13661	11/8/2021	3324	Rio Virgin Telephone Co.	Service Nov 2021	418.99
13662	11/8/2021	3776	Got Bugs LLC	MQL & MQLC: Pest Control	200.00
13663	11/8/2021	4517	Fingerprint Pros, Inc.	tutor fingerprinting	767.00
13664	11/8/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies FY 2021-22	2,490.00
13665	11/8/2021	4649	H & E Equipment Services Inc.	SW: Boom Lift Rental	1,524.63
13666	11/8/2021	6646	Aqua Serv Engineers, Inc.	Various: HVAC Water Treatment	2,306.32
13667	11/8/2021	6704	Schneider Electric	Various: DDC Controls	8,934.99
13668	11/8/2021	7188	Innovative Interfaces, Inc.	Library Books & Materials for FY 2021-22	12,486.75
13669	11/8/2021	7419	EDS Electronics Inc.	SW: Fire Alarm Tests/Inspections	330.00
13670	11/8/2021	7592	Stanley Convergent Security Solutions	Various: Fire Alarm Tests/Inspections	275.00
13671	11/8/2021	7655	Gill's Printing and Color Graphics	Best Buy Teen Tech flyer	580.30
13672	11/8/2021	7943	Communication Electronic Systems Inc	CH & WM: Burg/Fire Alarm Monitoring	504.00
13673	11/8/2021	8557	Guaranteed Pest Solutions LLC	Various: Bed Bug Inspections	168.75
13674	11/8/2021	8607	Reel Rock, LLC	Reel Rock 15 screening	600.00
13675	11/8/2021	9074	Statewide Fire Protection - Western States	CH & WM: Fire Sprinkler Tests/Inspections	250.00
13676	11/8/2021	9082	Central Station Monitoring	MQ: Alarm Monitoring	134.85
13677	11/8/2021	9101	O'Reilly Auto Parts	#46 Grip Glove	19.99
13678	11/8/2021	9133	Ted Wiens Tire & Auto Centers	Various	1,124.02
13679	11/8/2021	9287	Otis Elevator Company	WM: Elevator	795.88
13680	11/8/2021	9383	Office Plus	Crtg,clr cp5225,ma - EV	4,643.40
13681	11/8/2021	9631	Elliott's Sewer & Drain	WC: Service Call - Plumbing	252.75
13682	11/8/2021	9758	ConvergeOne, Inc.	Cisco SMARTnet Annual RnwL, End: 08/31/22	11,138.63
13683	11/8/2021	9875	Serenic Software, Inc.	Software maintenance	28,560.00
13684	11/15/2021	10129	Fun Express LLC	Vinyl Sweet Treats Rubber Duckies - SW	192.35
13685	11/15/2021	10228	Sterling Volunteers	3 volunteer background checks	51.00
13689	11/15/2021	11552	Destiny Executive Search Group, Inc.	Director of Development Search	11,458.33
13691	11/15/2021	1580	Ferguson Enterprises, LLC	#43 Plumbing	330.34
13692	11/15/2021	1742	Ideal Supply Company Inc.	#43 Plumbing	287.18
13693	11/15/2021	1757	Ingram Library Services	Library Books & Materials for FY 2021-22	27,294.95
13694	11/15/2021	1897	Lakeshore Learning Materials	MAGIC CRAFT NOODLES-CLASS PACK	455.04
13695	11/15/2021	2234	Overton Power District #5	Service 10/01/21-11/01/21 MQ	1,940.90
13696	11/15/2021	2362	Refrigeration Supplies Distributor	Various	276.51
13698	11/15/2021	2702	Grainger, Inc.	Various	529.47
13699	11/15/2021	2798	Brodart Co.	Library Books & Materials for FY 2021-22	44,054.81
13700	11/15/2021	2914	Iron Mountain	Service October 2021	450.32
13701	11/15/2021	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	17,463.31
13702	11/15/2021	3307	Unique Management Services, Inc.	Placements - Oct 2021	3,456.00
13703	11/15/2021	3435	Ace Fire Systems, Inc.	WV: Fire Sprinkler Repair	3,169.52
13704	11/15/2021	3500	Garda CL West, Inc	Armored Transportation - Nov 2021	4,298.79
13705	11/15/2021	4676	Color Reflections	VVCBF 2021	563.00
13706	11/15/2021	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Nov 2021	7,395.27
13707	11/15/2021	5130	OverDrive Inc.	Library Books & Materials for FY 2021-22	148,339.80
13708	11/15/2021	5769	The Penworthy Company	Library Books & Materials for FY 2021-2022	7,632.53
13709	11/15/2021	8010	Allied Universal Security Services	PVS Security 10/15/21-10/28/21 - Special Events	92,710.89
13710	11/15/2021	8122	Staples Advantage Dept LA	Chenille stems asstd - WH	5,569.46
13711	11/15/2021	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Oct 2021	17,700.82

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Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 10/23/2021 through 11/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13713	11/15/2021	9101	O'Reilly Auto Parts	Various	31.03
13714	11/15/2021	9191	Canon Solutions America, Inc.	Monthly Maint 09/14/21-10/13/21 - SM	3,633.23
13715	11/15/2021	9383	Office Plus	Toner, f/P3015 mps - CC	2,116.37
13716	11/15/2021	9393	Pamela J. Sundlie	Magic Wand 2021 VVCBF Honorarium	800.00
13718	11/15/2021	9648	Bailey Kennedy, LLP	Legal Services for Audit Response Letters	853.90
13719	11/15/2021	9869	Unique Integrated Communications	Call Center Operations - Oct 2021	11,330.79
13721	11/22/2021	10129	Fun Express LLC	Dragon Rubber Duckies - 1 dozen	578.24
13722	11/22/2021	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC: Landscape Maintenance	800.00
13723	11/22/2021	10290	Carrot-Top Industries, Inc.	District-Wide: Flags	2,123.64
13724	11/22/2021	10372	Casino Party Creations LLC	VVCBF Rentals (tents, tables, chairs)	1,281.62
13726	11/22/2021	10604	Johnson Controls Security Solutions LLC	Various: Alarm Response/Repair	8,132.67
13727	11/22/2021	10654	Educational Testing Service (ETS)	October 2021	182.75
13728	11/22/2021	10729	Linda C. Pelfrey	Sub ELV Conv Virt	162.00
13729	11/22/2021	10808	Patron Point, Inc.	Patron Point Verify FY 21-22	3,113.25
13730	11/22/2021	10809	Sandra Kay Ramaker	Board Compensation 11/10 Board of Trustees Mtg	80.00
13731	11/22/2021	10834	Brittany Mangelson	Transcribing for 11/09 and 11/10 Meetings	337.50
13732	11/22/2021	10864	Brian M. Wilson	Board Compensation for 11/10 Board of Mtg	80.00
13733	11/22/2021	10970	Laura L. Nguyen	NAE Certif	81.00
13734	11/22/2021	11055	Bryant K. Rogers	Board Compensation 11/10 Board of Trustees Mtg	80.00
13735	11/22/2021	11113	BT Supplies West, Inc.	MB: Consumer Products	2,143.35
13736	11/22/2021	11143	Dude Solutions, Inc.	FAC: Asset Essentials: (4) Add'l Users	2,287.84
13737	11/22/2021	11626	Jay Atwood	Piano tuning and maintenance - SM	300.00
13738	11/22/2021	11652	Nathaniel Paul Waugh	Board Compensation for 11/10 Board of Mtg	80.00
13739	11/22/2021	11681	Jennifer L. Jiron	Board Compensation for 11/10 Board of Trustees Mtg.	40.00
13740	11/22/2021	11703	Kathleen Hagen Turner Whiteley	Board Compensation 11/10 Board of Trustees Mtg	40.00
13741	11/22/2021	11713	Joseph Canaday	NAE Teacher Orientation training	81.00
13742	11/22/2021	1429	D.C. Thomas	BD Rent Dec 2021	1,468.00
13743	11/22/2021	1566	Fairway Chevrolet	#62: Misc Services & Fluids	850.03
13744	11/22/2021	1606	Candid	Funding Information Network Annual	2,995.00
13745	11/22/2021	1627	Cengage Learning, Inc.	Library Books & Materials for FY 2021-22	5,093.90
13746	11/22/2021	1742	Ideal Supply Company Inc.	Various	3,819.58
13747	11/22/2021	1757	Ingram Library Services	Library Books & Materials for FY 2021-22	48,161.97
13748	11/22/2021	1950	Liberty Lock and Security	CC: Service Call - Interior Staff Door	595.00
13749	11/22/2021	2060	Mechanical Products Nevada Services, LLC	EV: HVAC Compressor (Part only)	2,803.00
13750	11/22/2021	2098	Moapa Valley Water District	Service 10/06/21-11/09/21 MV	359.38
13751	11/22/2021	2152	Nedco Supply	Various	327.84
13752	11/22/2021	2234	Overton Power District #5	Service 10/08/21-11/08/21 MV	318.97
13753	11/22/2021	2307	Progressive Elevator	CC Elevator	697.00
13754	11/22/2021	2350	Rebel Oil Company	SC: Diesel Fuel	19,140.57
13755	11/22/2021	2362	Refrigeration Supplies Distributor	Various	2,735.96
13756	11/22/2021	2407	S & S Worldwide Inc.	Order PUR014730	684.15
13757	11/22/2021	2486	Sonitrol Of Southern NV	Various: Alarm Response/Repair	221.84
13758	11/22/2021	2798	Brodart Co.	Library Books & Materials for FY 2021-22	21,246.49
13759	11/22/2021	2809	LVVWD	Service Sep 21 & Oct 21	26,215.27
13760	11/22/2021	2819	CenturyLink Communications, LLC	Service Nov 2021	8,115.63
13761	11/22/2021	2852	Chem-Aqua, Inc.	EV & RB: HVAC Water Treatment	669.75
13762	11/22/2021	2860	Las Vegas Review Journal	Bid 22-02	631.80
13763	11/22/2021	2887	West Payment Ctr	Library Materials for MISD FY 2021-22	774.61
13764	11/22/2021	3309	Batteries Plus	#63 Batteries	48.81
13765	11/22/2021	3355	Teamsters Security Fund S. Nevada	Premium November 2021	344,257.55
13766	11/22/2021	3500	Garda CL West, Inc.	Excess Services - Oct 2021	81.23
13767	11/22/2021	4042	Baker & Taylor, Inc.	Library Books & Materials for FY 2021-22	30,776.15
13768	11/22/2021	4179	Safelite Fulfillment, Inc	#54 - Service Call: Repair chipped windshield	85.00
13769	11/22/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies FY 2021-22	1,610.00
13770	11/22/2021	5001	UniFirst Corporation	FAC Uniform Rental	288.22
13771	11/22/2021	6777	Mailmax Mailing Solutions, LLC	Misc Mail Room Supplies	344.15
13773	11/22/2021	7472	3E Company Environmental, Ecological, and Engineer	FAC: Ann'l On-Line Subscription(s)	3,262.42
13774	11/22/2021	7671	Rentokil	Various: Pest Control	1,413.00
13775	11/22/2021	7943	Communication Electronic Systems Inc	CH & WM: Burg/Fire Alarm Monitoring	130.00
13776	11/22/2021	8010	Allied Universal Security Services	On-Site Security 10/29/21-11/11/21 - CH	81,045.51
13777	11/22/2021	8122	Staples Advantage Dept LA	12 ft lightbulb garland - CC	5,351.83
13779	11/22/2021	8438	Carrier Corporation	SM: Chiller PM	1,184.00
13780	11/22/2021	8557	Guaranteed Pest Solutions LLC	Various: Bed Bug Inspections	477.50
13781	11/22/2021	9082	Central Station Monitoring	MQ: Alarm Monitoring	134.85
13782	11/22/2021	9133	Ted Wiens Tire & Auto Centers	#52 Oil filter & Rotated Tires	46.90
13783	11/22/2021	9137	Ideco-NV, Inc.	SC: Fuel Depot Ann'l Hydo Test & Repairs	6,206.50
13784	11/22/2021	9159	Mesquite Lumber /Ace Hardware	MQLC Plumbing	13.98
13785	11/22/2021	9191	Canon Solutions America, Inc.	Copier for HR	2,040.85
13786	11/22/2021	9234	Data Processing Air Corporation	CC,SW,SC: Chiller Service PM	2,837.50
13787	11/22/2021	9287	Otis Elevator Company	WM: Elevator	795.88
13788	11/22/2021	9332	Felipe A. Ortiz	Board Compensation 11/10 Board of Trustees Mtg	40.00
13789	11/22/2021	9383	Office Plus	Crtgd, Lsr, BK 27k Contract - CC	2,309.21
13790	11/22/2021	9631	Elliott's Sewer & Drain	WH - Service Call: Plumbing	258.50
13791	11/22/2021	9730	Commercial Lighting Specialties, LLC	WH TH Lighting	112.00
13793	11/22/2021	9827	Vision Sign Inc.	RB: "Ref" Neon Sign Repair	349.12
90100	10/26/2021	7369	SYNCHRONY BANK/AMAZON	Amazon 101521	14,976.17
90101	10/28/2021	10568	Katherine Wind	2 lectures by Kate Wind sept n Oct 2021 WC	250.00
90102	10/28/2021	10930	Business Enterprises of Nevada	MQL: Cafe Management	2,033.00
90103	10/28/2021	10977	Epic Worldwide LLC	#62: Graphics Wrap	944.00
90104	10/28/2021	1157	AZ Partsmaster	WO-7796 #5457671 WV Plumbing	192.42
90105	10/28/2021	11644	Advent Cleaners	Service #21266-015 (1) Tablecloth cleaned	19.28
90107	10/28/2021	11686	Reliable Pump & Motor	SW: Sump Pump Replacement	1,422.90
90108	10/28/2021	11886	Miles To Go, LLC	G. Eric Miles poetry SM 10-24-21	250.00
90109	10/28/2021	2159	AT&T SBC	Service 10/11/21-11/10/21	562.45
90110	10/28/2021	2494	Southwest Gas Corp.	Service 09/16/21-10/14/21 WV	1,452.12
90111	10/28/2021	2861	Jay D. Whipple	MV: Pest Control	40.00
90112	10/28/2021	3755	Las Vegas Brass Band	LVBB 2021 Concert Season (Oct)	600.00
90113	10/28/2021	6301	Cobalt Truck Equipment	#60 & #62: Lift Gate Parts	25.18

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Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 10/23/2021 through 11/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
90114	10/28/2021	8286	Interactive Sciences, Inc	Wowbrary annual subscription	2,201.74
90115	10/28/2021	8731	UNUM Life Insurance Co. of America	Premium November 2021	355.40
90116	10/28/2021	9497	Samuel Kiyoshi Mihara	Imprisonment Lecture at WM	1,500.00
90117	10/28/2021	9945	Texas Life Insurance Company	Premium October 2021	230.05
90180	11/4/2021	10253	Elizabeth Ann Foyt	October pay for Board Meeting	40.00
90181	11/4/2021	10405	Exclaimer Ltd.	Renewal E-mail Signatures, End: 10/17/22	1,538.00
90182	11/4/2021	10499	School Specialty, Inc.	Crayola Watercolor Refill Oval Pan, Black - MV	50.24
90183	11/4/2021	10609	Niche Academy	Niche Academy Annual Subscription Renewal	15,000.00
90184	11/4/2021	10872	Radioactive Productions	RTC shoot and edit	3,250.00
90185	11/4/2021	10944	Ballet Folklórico Sol Huasteco	Dia De Los Muertos Performer 10/30/21	1,000.00
90186	11/4/2021	10979	Backpages Limited Ltd.	Sub 11/1/21-10/31/22	4,681.00
90187	11/4/2021	10998	Sprint	Service 09/27/21-10/26/21	20,738.05
90188	11/4/2021	11005	Matthew Durski	Teen Drag Workshops	800.00
90189	11/4/2021	11693	Richard James Cisneros	LV Classica Music Concert -10-19-21	400.00
90190	11/4/2021	11813	Capitol Door Service	Various: Misc Door Repairs	180.00
90191	11/4/2021	11858	Interworld Highway LLC	Ergotron - Styleview Laptop Cart	19,943.75
90192	11/4/2021	11864	Florencia Hernandez Sangerman	Dia De Los Muertos Performer 10/30/21	1,500.00
90193	11/4/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,294.83
90194	11/4/2021	1577	FedEx	Express Services - Oct 2021	46.00
90195	11/4/2021	2111	Morningstar, Inc.	Morningstar Investment 1/1/22-1/1/23	11,365.00
90196	11/4/2021	2159	AT&T SBC	Service 10/25/21-11/24/21	538.00
90197	11/4/2021	2175	NV Energy	Service 09/17/21-10/18/21 CH	9,063.05
90198	11/4/2021	2494	Southwest Gas Corp.	Service 09/22/21-10/20/21 RB	2,831.38
90199	11/4/2021	2772	Xerox Corporation	Meter Usage Sept 2021	740.24
90200	11/4/2021	2838	Verizon Wireless	Service 09/21/21-10/20/21	2,359.36
90201	11/4/2021	2854	FastSigns	#57 Man Reading Book Sign	107.24
90202	11/4/2021	2861	Jay D. Whipple	MV: Pest Control	40.00
90203	11/4/2021	3893	Computype, Inc.	20 Zebra label rolls TS905/Tr612HZN	1,759.80
90204	11/4/2021	4117	Television Monitoring Services, Inc.	9-24 KTVN clip	50.00
90205	11/4/2021	4588	The Banff Centre	Banff screening - Oct 12, 2021	1,000.00
90206	11/4/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
90207	11/4/2021	5246	Kelly D. Benavidez	October Board meeting compensation	40.00
90208	11/4/2021	6817	Reliance Connects	Service Nov 2021	637.92
90209	11/4/2021	7902	MTS IntegraTRAK, Inc.	Telephone System Maintenance/Call Tracking	4,252.50
90210	11/10/2021	10063	Kyle Khembunjong	Classic Guitar Concert	750.00
90212	11/10/2021	10565	Erin E. Baltzar	Swing It! Girls SM 10-2-21	2,500.00
90213	11/10/2021	10872	Radioactive Productions	RTC Award Entry video	900.00
90215	11/10/2021	1157	AZ Partsmaster	SU Repair Ice Maker	66.67
90216	11/10/2021	11682	EDforTech Corp.	MakeBlock Laserbox Supplies	840.48
90217	11/10/2021	11869	Two Cat Coffee, LLC	VVCBF food truck service	243.00
90218	11/10/2021	11874	Brushwood Creations	Woodworking at Whitney on 10-11-21	450.00
90219	11/10/2021	11889	Alan Evans	Alan Evans 2021 VVCBF Honorarium	2,000.00
90220	11/10/2021	11890	Bonnie Gordon	Bonnie Gordon 2021 VVCBF Honorarium	1,500.00
90221	11/10/2021	11891	Douglas D. Wolk	Douglas Wolk 2021 VVCBF Honorarium	1,500.00
90222	11/10/2021	11892	Mark Russell	Mark Russell 2021 VVCBF Honorarium	1,500.00
90223	11/10/2021	11893	Floating Ophelia Productions, LLC	LOOKING FOR LEIA 2021 VVCBF (11/06/21)	500.00
90224	11/10/2021	11908	Toby Davison	Toby Davison 2021 VVCBF Honorarium	1,500.00
90225	11/10/2021	11909	Studios B3	Studios B3 2021 VVCBF Honorarium	1,500.00
90226	11/10/2021	1462	Department of Employment Training & Rehabilitation	Unemployment Insurance	624.72
90227	11/10/2021	1577	FedEx	Express Services - Oct 25 2021	79.83
90232	11/10/2021	1991	Lowe's Improvement	August - October 2021 Various	2,847.60
90233	11/10/2021	2097	Moapa Valley Telephone Co. Inc.	Service 10/26/21-11/25/21	1,336.48
90234	11/10/2021	2175	NV Energy	Service 09/23/21-10/25/21 EV	52,895.45
90235	11/10/2021	2494	Southwest Gas Corp.	Service 10/02/21-11/01/21 LA	441.30
90237	11/10/2021	2837	Republic Services 620	Recycling svc 11/01-11/30 WM	5,526.75
90238	11/10/2021	2854	FastSigns	Various	193.84
90240	11/10/2021	3383	Home Depot Credit Services	Sept - Oct 2021 Various	900.23
90241	11/10/2021	3559	Diane Dewar	Replenish Petty Cash	131.39
90242	11/10/2021	3755	Las Vegas Brass Band	LVBB 2021 Concert Season (Nov)	600.00
90243	11/10/2021	7740	Gaudin Ford	Various	1,798.60
90244	11/10/2021	8192	AT&T	Service Nov 2021	48.39
90245	11/10/2021	9541	Russell Lissau	Russell Lissau 2021 VVCBF Honorarium	2,000.00
90246	11/10/2021	9754	Amy W. Chu	Amy Chu VVCBF Honorarium	2,000.00
90247	11/18/2021	10223	Boulevard Supply	PVS Traffic Cones	840.00
90248	11/18/2021	10366	Segal Select Insurance Services	MFL0016128 Tricia Pavone	25.00
90249	11/18/2021	10525	Matthew Hennager	Guitar Capos for Band Camp Event 11.07.21	151.45
90250	11/18/2021	10735	JoAnn Stores, LLC	CreativeBug 12/21-11/22	45,887.00
90251	11/18/2021	10981	WCF National Insurance Company	2020 Workers Comp Audit	18,512.00
90252	11/18/2021	11553	Joyus Media LLC	Mikey Neumann Performance SW	2,500.00
90253	11/18/2021	11744	369 Payroll Service LLC	Pentagonical Brass Concerts - Nov 21 & Jan 22	467.83
90254	11/18/2021	11813	Capitol Door Service	EN - Service Call: ADA Exterior Door Repair	597.40
90255	11/18/2021	11868	Spoon-a-Bowl	VVCBF food service	263.00
90257	11/18/2021	11899	District Artz	District Artz 2021 VVCBF Honorarium	1,000.00
90258	11/18/2021	11900	Pizza Stoned LLC	VVCBF Food Service	290.00
90259	11/18/2021	11904	Nikeshia Elise Williams	Author Visit-Nikeshia Williams Deposit	2,500.00
90261	11/18/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,294.83
90262	11/18/2021	2159	AT&T SBC	Service 11/11/21-12/10/21	569.36
90263	11/18/2021	2175	NV Energy	Service 09/30/21-11/01/21 WM	10,308.06
90264	11/18/2021	2494	Southwest Gas Corp.	Service 10/07/21-11/04/21 - EV	990.79
90265	11/18/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
90266	11/18/2021	9394	Katherine Alicia Keller	Honorarium pymt for VVCBF monitor	75.00
90267	11/18/2021	9517	JoAnn Nabhan Bronson	Provide food service @ 2021 VVCBF	337.00
90268	11/18/2021	9711	Jose L. Melendrez	Board Compensation 11/10 Board of Trustees Mtg	40.00
90270	11/19/2021	11918	Theodore C. Tso	Books for NAHM Programming	400.00
90271	11/24/2021	10084	A Public Fit	APF 2021-2022 Staged Reading Season	1,000.00
90272	11/24/2021	10525	Matthew Hennager	Band Camp Open Jam Class SW	700.00
90273	11/24/2021	10861	Blue 13 Dance Company, Inc.	Dance performances on 11/19 & 11/20	12,000.00
90274	11/24/2021	10890	Vanessa Portillo	Garden Market speaker 11-20-21	250.00

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Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 10/23/2021 through 11/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
90275	11/24/2021	10930	Business Enterprises of Nevada	MQL: Cafe Management	1,804.00
90276	11/24/2021	10954	Derrick R. Davis	6 - 45 min dance perf in spprt of NAHM	6,000.00
90277	11/24/2021	10977	Epic Worldwide LLC	#62: Banner Removal	137.50
90278	11/24/2021	11728	Kevin Ernest Portillo	COHS graduation	150.00
90279	11/24/2021	11813	Capitol Door Service	Various: Misc Door Repairs	372.95
90280	11/24/2021	11912	Mark Edward Ruben	SM Garden Market 11-20-21	125.00
90281	11/24/2021	11923	Shavaye Tucker	Customer refund - Passport exec fee	110.00
90282	11/24/2021	2861	Jay D. Whipple	MV: Pest Control	40.00
90284	11/24/2021	3383	Home Depot Credit Services	October - November 2021 Various	1,733.09
90285	11/24/2021	4117	Television Monitoring Services, Inc.	SW OneStop 1 yr anniv clip	150.00
90286	11/24/2021	7369	SYNCHRONY BANK/AMAZON	Amazon 111521	10,639.79
90287	11/24/2021	8473	RealVNC Ltd.	VNC Renewal 12/1/2021 -11/30/2022	5,750.00
90288	11/24/2021	9696	Truly Superb Painting, LLC	RB: Teen Zone - Repairs & Painting	775.00
90289	11/24/2021	5463	Displays2Go	Brochure Stand	122.94
Total 100 - General Fund					2,339,007.41

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

**Grant Fund - 220
From 10/23/2021 through 11/24/2021**

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13535	10/25/2021	11672	Vickie Michelle Ford	ABE Virtual Transition Adv 141-1	1,944.00
13548	10/25/2021	1897	Lakeshore Learning Materials	Differing Abilities Puzzle Set - YS	467.36
13584	11/1/2021	1297	CASAS	Annual renewal fee June 2022	815.00
13588	11/1/2021	1897	Lakeshore Learning Materials	block Play People - Hispanic Family - SU	1,595.76
13612	11/1/2021	8122	Staples Advantage Dept LA	Staples 8.5x11 copy cs - EV	210.84
13613	11/1/2021	8155	Las Vegas Clark County Librar Dist Foundation	VROOM keychains	3,943.19
13630	11/8/2021	10877	Findaway World, LLC	1000 Findaway LaunchPads & associated Equipment	136,798.68
13637	11/8/2021	11872	Dione Thompson	OSCC HS Inst Lab 242	1,944.00
13658	11/8/2021	3020	Discount School Supply	children's yoga mats - OR	1,375.13
13688	11/15/2021	10729	Linda C. Pelfrey	Sub CC PM ADV Virt 228	67.50
13690	11/15/2021	11784	Cory Allen Starkes	ELV PM BEG 105 7/28-9/15	1,890.00
13712	11/15/2021	8797	Natalia Hiscock	Sub SW AM INT 211	81.00
13720	11/22/2021	10114	Vickie Thompson	ABE Virtual Acad Adv 240	1,944.00
13728	11/22/2021	10729	Linda C. Pelfrey	Sub ELV Conv Virt	67.50
13778	11/22/2021	8397	Cengage Learning, Inc.	SO 1 Books	3,377.50
90187	11/4/2021	10998	Sprint	Service 09/27/21-10/26/21	569.76
90260	11/18/2021	11920	Mary Elizabeth O'Brien	Sub RB AM	81.00
Total 220 - Grant Fund					157,172.22

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Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230

From 10/23/2021 through 11/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13612	11/1/2021	8122	Staples Advantage Dept LA	Staples 8.5x11 copy cs - EV	301.84
13663	11/8/2021	4517	Fingerprint Pros, Inc.	tutor fingerprinting	104.00
13687	11/15/2021	10536	Ivan Aguirre	EN DJ Instruction Oct 2021	412.50
13725	11/22/2021	10523	Blake Hament	BBTTC instruction	800.00
90106	10/28/2021	11680	AFTER-MOUSE.COM New York, Inc.	Interactive Play Table	6,475.00
90211	11/10/2021	10539	Jonathan Watson	EN DJ Instruction Oct 2021	150.00
90214	11/10/2021	10889	Kenneth C. Harmon	BBTTC instruction	1,600.00
90256	11/18/2021	11896	Joe M. Moreno	EV Event	500.00
Total 230 - Gift Fund					10,343.34

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Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 10/23/2021 through 11/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13566	10/25/2021	9191	Canon Solutions America, Inc.	Coin op - LA	2,172.00
13605	11/1/2021	6147	DG Koch Associates, LLC	WC: HVAC Engineering Services	2,560.00
13608	11/1/2021	7371	EnvisionWare, Inc.	Translation Services for LDS, End: 09/22	4,785.00
13619	11/1/2021	9431	B&H Photo-Video	Panasonic projector PATRZ120LWU7	16,441.12
13648	11/8/2021	2015	Machabee Office Environments	Furniture GS/MV	1,376.03
13717	11/15/2021	9489	Teledata Technologies	Cabling for EN Printer/Copier & YS Room Drops	5,155.00
13772	11/22/2021	7285	Henriksen Butler Nevada	SC: Mis Furniture Replacement	1,488.60
13785	11/22/2021	9191	Canon Solutions America, Inc.	Copier for HR	11,293.94
13792	11/22/2021	9758	ConvergeOne, Inc.	Replc S8 Core Net Switch, 85% E-Rate disc	21,827.00
Total 510 - Capital Projects Fund					67,098.69

Las Vegas - Clark County Library District
Check/Voucher Register

Debt Service Fund - 610
From 10/23/2021 through 11/24/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13563	10/25/2021	8531	FHN Financial Main Street Advisors, LLC	Jul-Sep 2021	79.43
Total 610 - Debt Service Fund					79.43
Total - All Funds					<u>2,573,701.09</u>



ITEM VI.A.3.b.

MEMORANDUM

TO: Board of Trustees through Mr. Kelvin Watson, Executive Director
FROM: John Vino, General Services Director
DATE: November 29, 2021
SUBJECT: General Services Report, December 2021

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

POWERFUL PLACES

West Las Vegas Relocation

WLV Building Programming – The programming for a new West Las Vegas Library is ongoing and on schedule. An informational meeting was held with WLV Staff on November 18th. Topics discussed at the meeting included:

1. Schedule overview – Previous meeting: Recap
2. Project parameters: Recap
3. Program
 - a. Review of “baseline program” for new WLV Library
 - b. In- depth discussion of specific Departmental needs and adjacencies.
 - c. Exterior: Program site requirements / needs
 - d. Space area diagrams / naming conventions
4. Next Steps
 - a. Refinement of “baseline program” – KME
 - b. LVCCLD to send KME inspirational images
 - c. New Opportunities: Partnerships and Sponsorships

Additional internal staff meetings as well as Community Workshops are scheduled for the month of December.

WLV – New Site Location - Negotiations with the City of Las Vegas - On going, the District has request the City draft an Interlocal Agreement based on the Term Sheet previously presented to the board.

Whitney Library

- The District is reviewing drawings and plans for the creation of a family restroom to service the Youth Services Library.

West Charleston library

- Chiller Replacement – Out to Bid

POWERFUL PARTNERSHIPS

Architect Services – KME Architects

Agenda Item - Discussion and possible Board action regarding a contract award to KME Architects to provide architectural services and design for a new West Las Vegas Library.

The contract scope of work includes providing basic architectural services including schematic design, design development, construction documents, bidding, construction contract administration, and project closeout for a 35,000 square foot library on an approximate 5-acre site. Additional services include interior design, selection of and specifications for bidding of furniture and shelving, LEED Design as well as site signage.

The scope is modeled after and consistent with the East Las Vegas Library Architectural Services contract. The agenda as well as the full scope of services are attached.

Architect Services – Lucchesi Galati Architects (LGA)

Director Watson and I meet with Craig Galati and Jason Jorjorian from LGA for an introductory meeting as well as an update on the Northwest Regional Park project. Craig Galati is the Principal Architect for this project. The District is hoping to secure a development site for a future Library as part of this project. Negotiations are ongoing with the hopes of securing a five-acre site.

POWERFUL PLATFORMS

- **Anytime Library platform** - Attended various start-up meetings for our new platform. Our new Anytime Library should arrive in approx. 12 weeks, where it will undergo further District testing at the Windmill Library.

Covid Update

In response to the OSHA Mandate – Nicole Baker, District Safety Manager provided a draft of an OSHA Vaccine/Testing Policy for the District, to the Human Resources Department. The mandate is currently on hold pending further court action.

General Services Report
Page 3

General Services continues to purchase additional disposable masks for patron usage and other Covid supplies in support of our staff. We 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: November 29, 2021

SUBJECT: Human Resources (HR) Report, December 2021

Section (1) of this report, *Fiscal Year HR Goals and Objectives (Plays)*, covers activity from November 1 to November 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 October 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. 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, and Current Pay & Benefits Structures/Programs) sent to *Koff & Associates*. Market survey in-process
 - Staff Employee Wellness survey launched on October 22 and closed on November 5 (Complete)
 - Rank of Interests (Wellness)
 - Stress Management
 - Mental Health
 - Work/Life Balance
 - Financial Wellness
 - Nutrition

- **Develop, enhance and maintain intra-organizational communication methods and frequency to enhance employee engagement:**
 - 4th Quarter Labor Management meeting (Complete)
 - Town Hall meeting #2 (Half-time - Scheduled December 7th)
- **Develop and enhance organizational and individual development opportunities:**
 - *Customer Service* training feedback session with A-Team (Complete)
 - *Customer Service* training plan for 2nd half of Fiscal Year 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)
 - Outreach sub-group established
- **Exit Interviews (Update November Inquiry)**
 - Current State - UKG system does not have field defined for "*Separation Reason*" and live interviews conducted only if requested
 - Action Items
 - Define and implement "*Separation Reason*" field in UKG
 - Engage 3rd party (Work Institute) as Exit Interview service (interviews and reporting) for all voluntary separations

2. Transactional Activity and Key Metrics:

- (a) Human Resources Dashboard 2021 - 2022 (attached)
- (b) Diversity Dashboard (Q1 attached, Q2 revision due to implementation of UKG System)

11/29/2021

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	
		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	604	602									NA	609.00	642.36	A
B	Full-Time Employees 60 hours or more (Headcount)	313	314	317	316									NA	315.00	309.64	B
C	Part-Time Employees 59 hours or less (Headcount)	307	296	287	286									NA	294.00	332.73	C
D	Full-Time-Equivalent (FTE-District)	NA	NA	NA	NA									NA	NA	NA	D
E	Average Years of Service (District)	9.9	10.0	10.1	10.5									NA	10.13	9.59	E
		Talent Acquisition & Management															
F	Open Positions (Budget) = 778	158	168	174	176									NA	169	136.00	F
G	Positions Posted (Approved to Fill)	11	16	17	12									NA	14	7.00	G
H	Applications Received	414	829	540	586									2369	592	507.00	H
I	Interviews Conducted	7	16	13	14									50	13	5.55	I
J	New Hires	5	3	8	7									23	6	2.45	J
K	Promotions	4	4	5	6									19	5	3.73	K
L	Lateral Transfers	0	0	1	6									7	2	1.10	L
M	Demotions	0	0	1	1									2	1	0.55	M
N	Employees Successfully Completing Probationary Period	5	1	2	0									8	2	1.55	N
O	(1) Average Cost Per New Hire	\$19,886.00	\$2,698.00	\$25,019.00	\$26,076.59									\$73,680	\$18,420	\$10,366	O
		Separations & Turnover															
P	Total Separations from Employment	8	12	13	10									43	11	10.00	P
Q	Voluntary Separations	8	10	12	10									40	10	9.45	Q
R	Involuntary Separations	0	2	1	0									3	1	0.55	R
S	Turnover (Entire District)	1.29%	1.97%	2.15%	1.65%									0	0	1.6% / *17.61%	S
T	Turnover (Without Page Positions)	0.81%	0.65%	1.49%	1.32%									0	0	2.19% / NA	T
U	Annualized Twelve Month Turnover (Entire District)	15.48%	19.55%	21.64%	21.80%									NA	19.62%	26.05%	U
V	Vacancy Rate (Open Positions) / (Total Employees + Open Positions)	20.31%	21.59%	22.37%	22.62%									NA	21.72%	17.49%	V
W	Average Years of Service (Voluntary Separations)	1.5	2.5	5.6	7.9									NA	4.4	10.1	W
X	Average Years of Service (Involuntary Separations)	5.7	4.3	12.9	0.0									NA	5.7	3.4	X
		Training & Talent Development															
Y	Employee Attending New Hire Orientation	5	3	8	7									23	5.75	2.45	Y
Z	Total Employee Training Encounters	173	27	178	77									455	113.75	92.73	Z
AA	Virtual	76	9	139	31									255	63.75	81.82	AA
BB	Live On-Site	88	14	34	43									179	44.75	7.09	BB
CC	External Conferences	9	4	5	3									21	5.25	3.82	CC
DD	Total Training Cost	\$6,049	\$3,584	\$6,296	\$1,055									\$16,984	\$4,246	\$5,031	DD
EE	Total Tuition Reimbursements	\$0.00	\$0.00	\$2,000	\$0.00									2000	500.00	\$3,193	EE
FF	Undergraduate	\$0.00	\$0.00	\$0.00	\$0.00									0	0.00	\$652	FF
GG	Graduate	\$0.00	\$0.00	\$2,000	\$0.00									2000	500.00	\$2,541	GG
HH	(2) Annual Required Compliance Training Completion	98.5%	97.20%	97.80%	97.70%									NA	97.80%	NA	HH
		Benefits & Wellness															
II	Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	2	1	1	1									5	1.25	5.00	II
JJ	Total Leave Hours Utilized	104.00	80.00	80.00	80.00									344.00	86.00	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)

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

* Annual

Restate = Yellow

NOTES: EEO-4 Invention Roster - Race and Eth transition match EEO1 Data Full 01/31/21 ** No 634 *** No without Page Job Title - 484 *** July 2019 US Census Bureau - Clark County Quarter 1 2021 (Initial)									
LVCLD Diversity Dashboard 2021 (Quarter 1)									
**Race and Ethnicity Identification									
	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC		
1	Hispanic or Latino (b)	31.60%	143	22.5552%	-0.04%	94	19.42%	-12.18%	
2	White (Not Hispanic or Latino) (41.7%) white alone (a)	41.70%	318	50.1577%	8.46%	253	52.27%	10.57%	
3	Black or African American (Not Hispanic or Latino) (a)	13.10%	65	10.2524%	-2.85%	57	11.78%	-1.32%	
4	Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)	0.90%	11	1.7350%	0.84%	9	1.86%	0.96%	
5	Asian (Not Hispanic or Latino) (a)	10.40%	74	11.6719%	1.27%	52	10.74%	0.34%	
6	Native American or Alaska Native (Not Hispanic or Latino) (a)	1.20%	3	0.4732%	-0.73%	3	0.62%	-0.58%	
7	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	4.90%	20	3.1546%	-1.75%	16	3.31%	-1.59%	
	(2-6) Develop 2 or more	103.80%	634	100.00%		484	100.00%		
**Sex / Gender Identification									
	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC		
1	Female	50.10%	437	68.93%	18.83%	313	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)									
	1	2	3	4	5	6	7	Total	
	Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)		
1	Officials and Administrators	8	47	17	0	8	2	82	
2	Professionals	16	34	6	1	11	4	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	0	16	
	Total	143	318	65	11	74	3	634	
Job Categories (EEO-4)									
	1	2	3	4	5	6	7	Job Class Count	Job Class % of all Positions
	Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)		
1.0	Officials and Administrators	8	47	17	0	8	2	82	12.93%
1.1	District Job Class %	9.76%	57.32%	20.73%	0.00%	9.76%	2.44%	100.00%	
1.2	Variance from CC	-21.84%	15.62%	7.63%	-0.90%	-0.64%	-2.46%		
2.0	Professionals	16	34	6	1	11	4	72	11.36%
2.1	District Job Class %	22.22%	47.22%	8.33%	1.39%	15.28%	5.56%	100.00%	
2.2	Variance from CC	-9.38%	5.52%	-4.77%	0.49%	4.88%	-1.20%		
3.0	Technicians	10	26	6	2	5	1	50	7.89%
3.1	District Job Class %	20.00%	52.00%	12.00%	4.00%	10.00%	2.00%	100.00%	
3.2	Variance from CC	-11.60%	10.30%	-1.10%	3.10%	-0.40%	0.80%		
4.0	Protective Service Workers - Outsourced	0	0	0	0	0	0	0	0.00%
5.0	Paraprofessionals	18	63	9	2	18	1	111	17.51%
5.1	District Job Class %	16.22%	56.76%	8.11%	1.80%	16.22%	0.90%	100.00%	
5.2	Variance from CC	-15.38%	15.06%	-4.99%	0.90%	5.82%	-1.20%		
5.3									
6.0	Administrative Support Workers (Including Clerical and Sales)	91	139	22	5	32	2	301	47.48%
6.1	District Job Class %	30.23%	46.18%	7.31%	1.66%	10.63%	3.32%	100.00%	
6.2	Variance from CC	-1.37%	4.48%	-5.79%	0.76%	0.23%	-0.54%		
7.0	Skilled Craft Workers	0	2	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%	
7.2	Variance from CC	-31.60%	58.30%	-13.10%	-0.90%	-10.40%	-4.90%		
8.0	Service/Maintenance Workers	0	7	5	1	0	0	16	2.52%
8.1	District Job Class %	0.00%	43.75%	31.25%	6.25%	0.00%	0.00%	100.00%	
8.2	Variance from CC	-31.60%	2.05%	18.15%	9.35%	-10.40%	-13.85%		
	Total	143	318	65	11	74	3	634	100.00%
Gender									
	Gender	Count	%						
1.0	Female	49	59.76%						
1.1	Male	33	40.24%						
1.2	Non	0	0.00%						
2.0	Female	51	70.83%						
2.1	Male	21	29.17%						
2.2	Non	0	0.00%						
3.0	Female	19	38.00%						
3.1	Male	31	62.00%						
3.2	Non	0	0.00%						
5.0	Female	85	76.58%						
5.1	Male	26	23.42%						
5.2	Non	0	0.00%						
5.3									
6.0	Female	233	77.41%						
6.1	Male	68	22.59%						
6.2	Non	0	0.00%						
7.0	Female	0	0.00%						
7.1	Male	2	100.00%						
7.2	Non	0	0.00%						
8.0	Female	0	0.00%						
8.1	Male	16	100.00%						
8.2	Non	0	0.00%						



ITEM VIII.B.1.

AGENDA ITEM

DECEMBER 9, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item# VIII.B.1.:

Discussion and possible Board action regarding a contract award to KME Architects to provide architectural services and design for a new West Las Vegas Library.

Background:

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 Emerging Small Business (ESB), Disadvantaged Business Enterprise (DBE) and Minority Business Enterprise (MBE).

KME has extensive knowledge and experience in the West Las Vegas Community. They provided design and architectural services for the renovation of the Historic Westside School and was awarded the Mayor's Urban Design Award for the Historic Preservation & Adaptive Reuse. Additional West Las Vegas architectural projects include the Rainbow Dreams Academy, Kermit R. Booker Elementary School and Wendell P. Williams Elementary School.

KME Architects is a diversified firm with extensive experience in a wide scope of project types that vary in size, budget and complexity. Their portfolio includes projects in private and public sectors, which consists of educational, hospitality, government, historic, and commercial. Services include Architecture, Interior Design, Landscape Design, Sustainable Design, Tenant Improvements, and Master Planning. KME Architect's mission is to respond to the needs of their clients by providing Eco-friendly and aesthetically pleasing designs that are tailored to fit the requirements of the project.

The contract scope of work includes providing basic architectural services including schematic design, design development, construction documents, bidding, construction contract administration, and project closeout for a 35,000 square foot library on an approximate 5-acre site. Additional services include interior design, selection of and specifications for bidding of furniture and shelving, LEED Design as well as site signage. The scope is modeled after and consistent with the East Las Vegas Library Architectural Services. The full scope of services is attached to this agenda item.

Recommended Action:

Motion to authorize staff to award a contract to provide architectural services for design of a new West Las Vegas Library to KME Architects in the amount of \$2,153,250.00 plus authorized reimbursable expenses, subject to final review by Counsel.



ITEM VIII.B.2.

AGENDA ITEM

DECEMBER 9, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item # VIII.B.2.:

Discussion and possible Board action regarding contract award for the HVAC system chiller replacement at the West Charleston Library.

Background:

Funds are allocated in the capital projects fund to replace the HVAC system chiller at the West Charleston Library. The existing chiller unit is approximately 28 years old and needs replacing due to age and recurring maintenance issues. The most cost effective approach is to replace it versus investing in a progression of costly repairs.

An Invitation to Bid was advertised in the *Review-Journal*, posted on the District's website, emailed to minority Chambers of Commerce as well as listed on NGEM (Nevada Government E-Market Place). The bid opening was held on December 1, 2021. A total of four bids were received. The bid results are as follows:

Bidder	Bid Amount
Mesa Energy Systems, INC.	\$295,765
Force Industrial Mechanical LLC	\$359,500
Ryan Mechanical	\$367,000
Monument Construction	\$548,354

The lowest responsive and responsible bidder is Mesa Energy Systems

The Disclosure of Ownership/Principals Form for Mesa Energy Systems is attached.

Recommended Action:

Motion to authorize staff to award a contract for the HVAC system chiller replacement at the West Charleston Library in accordance with Bid No. 22-02 to Mesa Energy Systems, for the amount of \$295,765; and to authorize staff to award the contract to the next lowest responsive and responsible bidder if Mesa Energy Systems, fails to comply with the contract documents and construction specifications or fails to execute the contract.

**ATTACHMENT 11 - DISCLOSURE OF OWNERSHIP/PRINCIPALS RFP NO.
22-02 CHILLER REPLACEMENT – WEST CHARLESTON LIBRARY**

**THREE (3) APPARENT LOW BIDDERS MUST SUBMIT BOTH DISCLOSURE FORMS TO OWNER BY
12:00 NOON ON THE NEXT BUSINESS DAY FOLLOWING THE BID OPENING.**

Business Entity Type (Please CIRCLE one)						
Sole Proprietorship	Partnership	Limited Liability Company	<u>Corporation</u>	Trust	Non-Profit Organization	Other
Business Designation Group (Please CIRCLE ALL that apply)						
MBE	WBE	PBE	ESB	SBE	<u>LBE</u>	NBE
Minority Business Enterprise	Women-Owned Business Enterprise	Physically Challenged Business Enterprise	Emerging Small Business*	Small Business Enterprise	Large Business Enterprise	Nevada Business Enterprise
<i>*ESB must be certified by the Governor's Office of Economic Development</i>						
Number of Clark County Nevada Residents Employed:			38			
Corporate/Business Entity Name:		Mesa Energy Systems, Inc.				
(Include d.b.a., if applicable)		EMCOR Services Nevada				
Street Address:		2 Cromwell				
City, State, and Zip Code:		Irvine, CA 92618	Contact Name:		Jeff Budzinski	
Telephone No:		949-460-0460	Title:		VP Sales	
Fax No:		949-460-8833	Email:		jbudzinski@emcor.net	
Nevada Local Street Address: (If different from above)		6295 S. Pearl St. Suite 1400	Website:		www.emcomevada.com	
City, State and Zip Code:		Las Vegas, NV 89148	Local Contact Name:		Jeff Budzinski	
Local Telephone No:		702-597-0314	Title:		Vice President	
Local Fax No:		702-597-0303	Email:		jbudzinski@emcor.net	

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

FULL NAME	TITLE	% OWNED (Not required for Publicly Traded Corporations/Non-profit organizations)
Robert A. Lake	President	(Publicly Traded)
Charles G. Fletcher, Jr.	Executive Vice President	(Publicly Traded)

This section is not required for publicly-traded corporations. Are you a publicly-traded corporation? Yes ☐ No ☒

1. Are any individual members, partners, owners or principals, involved in the business entity, Las Vegas-Clark County Library District?

☐ Yes ☒ No (If yes, please note LVCCLD employees and appointed/elected officials may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)

2. Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Las Vegas-Clark County Library District employee or appointed/elected official?

☐ Yes ☒ No (If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.

Jeffrey A. Budzinski
Signature

Vice President

Title

Jeff Budzinski
Print Name

11/26/2021

Date

ATTACHMENT 11 - DISCLOSURE OF RELATIONSHIPS
RFP NO. 22-02 CHILLER REPLACEMENT – WEST CHARLESTON LIBRARY

THREE (3) APPARENT LOW BIDDERS MUST SUBMIT BOTH DISCLOSURE FORMS TO OWNER
BY 12:00 NOON ON THE NEXT BUSINESS DAY FOLLOWING THE BID OPENING.

Contractor member, partner, owner or principal consanguinity or affinity relation to any employee or appointed/elected official of the Las Vegas-Clark County Library District, this form **MUST** be completed in its entirety.

In regard to this form, Contractor must consider first and second degree as follows: Spouse – Registered Domestic Partner – Children – Parents – Sibling – Half-Sibling – Grandchildren – Grandparents – In-laws (first/second degree)

Not Applicable – Initial Here: JAB **and complete Contractor's Signature Block.**

CONTRACTOR		LIBRARY DISTRICT	
NAME (MEMBER, PARTNER, OWNER, PRINCIPAL)	NAME OF OWNER'S EMPLOYEE OR /OFFICIAL	RELATIONSHIP TO EMPLOYEE OR OFFICIAL	IF DISTRICT EMPLOYEE, WHICH DEPARTMENT

CONTRACTOR SIGNATURE BLOCK

Legal Name of Bidder (Prime Contractor) As It Should Appear on Contract	Mesa Energy Systems, Inc. dba EMCOR Services Nevada
Name of Bidder's Authorized Representative	Jeff Budzinski
Title of Bidder's Authorized Representative	Vice President
Signature of Bidder's Authorized Representative	<i>Jeffrey A. Budzinski</i>
Today's Date	11/29/2021

Below for LVCCLD Use Only:

If any Disclosure of Relationship is noted above, complete the following:

Is any LVCCLD employee noted above involved in the selection process for this contract? **CIRCLE ONE** Yes No

Is any LVCCLD employee noted above involved in performance of the contract? **CIRCLE ONE** Yes No

Notes/Comments: _____

Name: _____ Date: _____

Title: _____



ITEM VIII.B.3.

AGENDA ITEM

DECEMBER 9, 2021 MEETING OF THE BOARD OF TRUSTEES

Agenda Item # VIII.B.3.:

Report of the Bylaws Committee to discuss any recommended changes.

Background:

Report of the Bylaws Committee to discuss any recommended changes from the Bylaws Committee meeting held on December 9 at 5pm.

Recommended Action:

None.