

## ITEM III.

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Meeting  
January 20, 2022**

DATE: Thursday, January 20, 2022

TIME: 5:00 p.m.

PLACE: Clark County Library  
1401 E Flamingo Rd  
Las Vegas, NV 89119 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](mailto:boardcomments@lvccld.org). The email must include the commenter's name, legal address, and the agenda item that is being commented on. Email comments are limited to 500 in words in length and must also identify whether the commenter wants their remarks to be included in the minutes of the meeting. Any comments which do not state the commenter's name, legal address, or exceed 500 words in length shall not be considered.

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

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, December 9, 2021
- B. Bylaws Committee Meeting, December 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 contract award for security officer services.
2. Discussion and possible Board action to ratify amendments to the Bylaws of the Las Vegas-Clark County Library District Board of Trustees recommended by the Bylaws Committee.

C. Announcements

Finance and Audit Committee meeting will be held on Wednesday, February 2 at 4pm, via Zoom.

Bylaws Committee meeting will be held on Thursday, February 10, 2022 at 5pm. Location: Rainbow Library, 3150 N Buffalo Drive, Las Vegas, NV 89128.

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 Thursday, 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 email to [boardcomments@lvccld.org](mailto:boardcomments@lvccld.org). The email must include the commenter's name, legal address, and this agenda item. Email

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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](mailto: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](http://www.lvccld.org) and at Nevada Public Notice at <https://notice.nv.gov>. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Tuesday, January 11, 2022, 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



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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](http://www.lvcclld.org)
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.
- D. Live Stream Connection information:  
<https://youtu.be/WCuxS9iqfjY> or
- Visit the Library District's YouTube channel:  
[Youtube.com/TheLibraryDistrict](https://www.youtube.com/TheLibraryDistrict)

## ITEM IV.A.

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

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

**Present:**

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

Counsel: G. Welt

Absent: J. Melendrez (Excused)

Staff: Kelvin Watson, Executive Director  
Numerous Staff

Guests: Melvin Green, KME Architects  
Emanuele Arguelles, KME Architects

Chair, B. Wilson called the meeting to order at 6:17 p.m.

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

**Public Comment (Item II.)** Shana Harrington, 10083 Sunset Palisades Way, Las Vegas, Nevada 89183. Ms. Harrington wanted to say a few things about the Executive Director. She has organized the Youth Services Summit for Youth Services staff. Every year an invite is extended to the Director to attend and speak to the staff, but Director Watson was the first to attend. The staff appreciated having him present and willing to speak with them.

**Agenda (Item III.)** Trustee Waugh moved to approve the Agenda as proposed. Trustee Turner-Whiteley second the motion.

There was no opposition and the motion carried.

**Approval of Proposed Minutes of Regular Board Meeting on September 9, 2021** Trustee Waugh moved to approve the Minutes of the Board of Trustees Meeting held on November 10, 2021. Trustee Rogers second the motion.  
There was no opposition and the motion carried.

**Chair's Report (Item V.)** Chair Wilson reported that if any board member would like to be a part of the Subcommittees, they should email him to advise him of their interest. Chair Wilson also reported that everything that goes on in the Subcommittee meeting is a discussion and recommendation that will be brought to the Board. The full Board will sit to discuss and then vote on

the item.

**Library Reports  
(Item VI.)**

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

Executive Director Watson wanted to report things that aren't on the submitted report but, will be shared further in the next Director's Report. The Library District held the halftime for the Strategic Playbook 2026. It was to update the staff on where things are. Staff participated in person and online. Trustee Rogers also participated from a prospective of a Board member. Trustee Rogers reported he enjoyed hearing the updates during the Playbook 2026 halftime because everything is aligning with the plans presented in June. Trustee Rogers also reported that there is significant progress being made and on target to meet and exceed the ambitions presented to the Board in June.

Director Watson also acknowledged Matt McNally, Community Engagement Director who was selected to received the 2021 Western arts Alliance Award. He will receive the award on January 6, 2022. This recognition is for his leadership in navigation the pandemic.

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

Trustee Ortiz reviewed the homeless services in the Security Report and suggested to Leo Segura, Library Operations Director that a class from UNLV do a survey on homelessness and homelessness needs around the Clark County Library and provide a report to the Library District. This survey will help the Library District address the issues and how to address them. Leo Segura reported that the branch manager of Clark County Library has meetings set up with Homeless Alliance and Metro.

Trustee Whiteley thanked Leo Segura for the abundance of information that is included in the report. She also thank the staff for the for handling an incident that occurred last month.

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

None.

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

Trustee Whiteley thanked the Community Engagement team for creating programming, especially the music programming that is being offered to the community. She also mentioned that the "Take-and-Make" Craft Kits are drivers for children to visit the library.

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

No questions.

**Information  
Technology Report**

No questions.

**(Item VI.A.2.d.)**

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

No questions.

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

Trustee Ortiz asked for a defined timeline for the architects, property, and design regarding the West Las Vegas Library. John Vino, General Services Director reported that programming is on schedule, if not a head of schedule and meetings are being held about every two weeks. The next phase will be community engagement meetings which is being planned for January. The contract from the City for the ground lease has been received and moving forward. Mr. Vino also reported that there will probably be additional presentations early in 2022 for the Board on a regular basis. The most of 2022 will be identifying and finalizing what the new Westside Library will look like and in 2023 the date of ground breaking will be established.

Trustee Ortiz reported that the City is asking for money from the American Recovery Act for the West Las Vegas Library. The money will be given to the Library District. Trustee Ortiz asked Mr. Vino if there was any conversation had with the City regarding it and if there was a date for the shovel in the ground. Mr. Vino and Director Watson explained that no conversation was had or notification of a meeting regarding money from the American Recovery Act for West Las Vegas Library. Director Watson also reported that an inter-local agreement hasn't been received. Therefore, the discussion about shovel in the ground has not been discussed.

Trustee Ortiz also asked about the size of the building being 35, 000 sq. ft. instead of 40, 000 sq. ft. Mr. Vino explained that the 35, 000 is a place holder and the programming will determine the correct number.

Trustee Foyt commended John Vino on the great job he has been doing with the West Las Vegas Library planning.

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

No questions.

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 a contract award to KME Architects to provide architectural services and design for a new West Las Vegas Library  
(Item VIII.B.1.)**

Trustee Waugh disclosed that he is a part of the Nevada State Board of Architecture, Interior Design and Residential Design, which involves licensing and discipline of architects interior designers, and residential designers. Serving on that Board will not prevent him from making an independent, objective opinion and does him unduly influenced on this item.

**[John Vino, General Services Director read Agenda Item VIII.B.1. from December 9<sup>th</sup> meeting into the record.]**

Melvin Green, one of the principals of KME Architects, 8367 West Flamingo Road, Suite 100 introduced himself and partner, Emanuele Arguelles, principal of KME Architects.

Mr. Arguelles reported that KME Architects are integrated into the community and worked on a few projects on the west side. KME Architects have worked with a lot of community members and residents of the community. Mr. Green explained that their goal is to serve the underserved, the underrepresented, and to be a role model for the people in the community but provide an iconic building that everyone will want to come see.

Chair Wilson asked how long will it take to determine the actual needs of the community before the Library District commits to money and how much does the money fluctuate based on how far the actual needs fluctuate from the 35,000 placeholder? Mr. Vino responded that once they begin the services portion it will be sent out to all the department heads that affected by the square footage for their input on what is allocated. A discussion will be held with Library Operations, Community Engagement, and everyone associated with their portion of the library. By Mid-January a better ideas as to what is needed will be determined. Mr. Green Reported that they have already started the process of coming up with interpretive images of what the building would look like and a site analysis is also in the works. Mr. Arguelles hopes that they're able to convey the information and program very thoroughly in the beginning through programming.

Trustee Rogers asked when does the input from the community and political stakeholders come into the planning process? Mr. Vino responded that it is a part of the programming. Mr. Green responded that Summu Marketing would help to formulate a plan for the stakeholders' meetings once the program is finalized. Mr. Arguelles responded that once a concept design is developed, they will engage the community again to what's being translated to the design.

Counsel Welt asked Mr. Vino if the Library District receive documentation for the land. Mr. Vino answered that the City has asked for documentation about the ground lease and will discuss more with Counsel Welt in the near future. Counsel Welt advises that something be

put in the contract assuming approval and contract is subject to acquisition of current land.

Vice Chair Benavidez questioned how could there be community meetings without anything to show in the meeting. Mr. Vino responded that the meeting will be about library services. KME architects responded that they will be presenting the enumerated program to the library for comments. Once the comments are received, a conversation will be held with library staff, and that information will be presented to the first community meeting. Vice Chair Benavidez commented that there are a lot of moving parts that has her concerned.

Trustee Ramaker stated that she doesn't like that there isn't an actual contract in place because she's seen too many things go by way with a handshake and a promise. She wanted to know why this agenda item couldn't wait until the January meeting and report the community input. Chair Wilson responded that the contract may not be finalized by the January meeting.

Trustee Waugh made a 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, plus authorized reimbursable expenses, subject to final review by Counsel. Trustee Ortiz second the motion.

Trustee Ramaker opposed the motion and the motion carried.

**Discussion and possible Board action regarding contract award for the HVAC system chiller replacement at the West Charleston Library (Item VIII.B.2.)**

**[John Vino, General Services Director read Agenda Item VIII.B.2 from December 9<sup>th</sup> meeting into the record.]**

Trustee Waugh made a 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. Trustee Ramaker second the motion.

There was no opposition and the motion carried.

**Report of the Bylaws Committee to discuss any recommended changes (Item VIII.B.3.)**

Trustee Waugh reported that the Bylaws Committee met on December 9<sup>th</sup> at 5pm and will be bringing two recommended changes to the Board. Another Bylaws Committee meeting will be in February, time is to be determined.

The two items that will be coming to the board in January will be:  
(1) Putting a cooling off period for Trustees for employment or contract services.  
(2) To do a proxy voting for officer elections only. Only officer elections for proxy voting.

**Announcements**

The next Board meeting will be held on Thursday, January 20, 2022 at

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- (Item IX.)** 5pm. 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.
- Public Comment (Item X.)** None.
- Executive Session (Item XI.)** None.
- Adjournment (Item XII.)** Chair Wilson adjourned the meeting at 7:27 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

## ITEM IV.B.

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

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

**Present:** Committee: N. Waugh, Chair K. Rogers

Board: S. Ramaker K. Whiteley  
B. Wilson J. Jiron  
F. Ortiz E. Foyt

Counsel: G. Welt

Absent: J. Melendrez (Excused)

Staff: Kelvin Watson, Executive Director  
Numerous Staff

Chair, N. Waugh called the meeting to order at 5:06 p.m.

**Roll Call (Item I.)** All members listed above represent a quorum. Appendix A.

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

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

**Discussion and possible Committee action to recommend adding a new Article to the Library Board of Trustees Bylaws and Policies-**  
**"Current and former members of the Board of Trustees may not apply or be employed by the Las Vegas-Clark County Library District as either a direct employee or contractor for a**

Chair Waugh reported that he suggested this item be added to the Agenda. After reviewing with counsel, the amended wording should be "Current and former member of the Board of trustees shall not be eligible to be employed by the Las Vegas-Clark County Library District as either a direct employee or contractor for a period of 12 months following the end of their service on the Board." Chair Waugh opened the floor for questions and thoughts to the other Trustees.

Trustee Rogers questioned the process of bringing items for change to the bylaws because he is a member of the Bylaws Committee and was not aware of the review of the bylaws. He also mentioned that if there will be updates, an opportunity should be given to all Board members to review and bring forth changes, amendments, or recommendations. Chair Waugh responded that he took an approach similar to the Board as a whole, which was allowing the Board to bring up the bylaws for review and asked if any Trustee wishes to look at other items, to email him.



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**period of 12 months following the end of their service on the Board.”  
(Item IV.A.)**

Trustee Ortiz mentioned that it is common to have a cooling off period. Trustee Ortiz requested the wording be amended to have a year and a day to prevent them from being lobbyists. This will help with transparency in public records and add clarity. Trustee Ortiz asked Counsel Welt if adding a year and a day mattered. Counsel Welt responded that it does not matter.

Trustee Whiteley asked for the impetus behind this because she works in the private sector and the organization wants people who have the most experience. Chair Waugh responded it is for the comfort of the taxpaying public that as a Board, items and contracts that could potentially benefit personally or individually as a trustee, will not be voted on. Chair Waugh further explained that the cooling off period will allow the public to see the daylight between service on the Board and then that employment/contract with the District. Counsel Welt explained that it has a great deal to do with precedent impression of influence. He also mentioned that in his 45 years of working with the Library District, there hasn't been a Trustee hired.

Trustee Ramaker commented that she was surprised to have this come up and she was not notified of it. She suggested to have the meeting dates ahead of time in order to allow those that would like to attend the opportunity to do so. Chair Wilson (ex officio) responded that he was responsible for the non-committee members of not being notified of the meeting in order to keep the group small to flush out the little things ahead of time before taking it to the whole body. Counsel Welt reported that this is a working Committee meeting, and the working committee will only make its' recommendations to the Board. The Board will not have a discussion or make a decision on it until the next meeting. This allows a month to digest and figure out what should be done. **[Trustee Ortiz read Article 11 of the Library Board of Trustees Bylaws and Policies into the record]** Counsel Welt recognized that the proper protocol was followed according to the bylaws.

Trustee Rogers made a motion to recommend adding a new Article to the Library Board of Trustees Bylaws and Policies- "Current and former members of the Board of Trustees shall not be eligible to be employed by the Las Vegas-Clark County Library District as either a direct employee or contractor for a period of one year and one day following the end of their service on the Board."

There was no opposition and the motion carried.

**Discussion and possible Committee action to recommend amending Article 5 of the Library Board of Trustees Bylaws and Policies.  
(Item IV.B)**

Chair Waugh explained that Trustee Melendrez brought this suggestion to Chair Wilson to amend Article 5 by adding, "Any member of the Board of Trustees may cast a proxy vote in officer elections in the event of their excused absence. Members shall submit, in writing, their intended proxy vote to any other member of the Board to be entered into the record."

Trustee Rogers questioned if there was a reason why it is only restricting proxy voting to the election and not other important business. Counsel Welt responded that he doesn't think it can be done. The obligation is to represent a constituency and make decisions regarding the District, not

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allowing to have a proxy. The proxy vote process should be restricted to the elections and not other business.

**[Trustee Ortiz read Article 2 of the Library Board of Trustees Bylaws and Policies into the record]**

Trustee Ortiz commented that he likes proxy voting but thinks the second portion deprives the public of knowing how you voted and it obfuscates the intent of the law.

Trustee Rogers made a motion to recommend amending Article 5 of the Library Board of Trustees Bylaws and Policies by adding "Any member of the Board of Trustees may cast a proxy vote in officer elections in the event of their excused absence. Members shall submit, in writing, their intended proxy vote to any other member of the Board to be entered into the record."

There was no opposition and the motion carried.

**Public Comment  
(Item X.)**

None.

**Adjournment  
(Item XII.)**

Chair Waugh adjourned the meeting at 5:40 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary



## ITEM VI.A.

### MEMORANDUM

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**DATE:** December 31, 2021  
**TO:** Board of Trustees  
**FROM:** Kelvin A. Watson, Executive Director  
**SUBJECT:** Executive Director's Monthly Report, January 2022

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' January 20, 2022 meeting. I have supplemented this with information in the board packet, (numbered VI.A.1-3) and distributed to Trustees on January 11, 2022.

I attended the Youth Services Summit for the Youth Services staff of the Library District. This was an opportunity to speak and listen to the staff about the expectations and needs of the department. I was able to share some of my experiences. The Youth Services Department held trainings and breakout sessions for all of the department staff to prepare them for 2022.

I had an interview with Wendy Rush of KKLZ Radio about the change of libraries throughout the years, the Library District's role in Southern Nevada, resources the Library District offers, adult programming, student services offered, and partnerships within the community.

Held the Halftime Town Hall meeting for the Strategic Playbook 2026 Updates. Staff participated in person and online. Each Director gave an updated report on their department's progress toward the goals set for the Strategic Playbook 2026. Trustee Rogers also participated from a perspective of a Board member and shared comments.

Planned ALA Campaign committee meetings for upcoming ALA Presidential Campaign.

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

- Met with Dwain Teague of North Carolina Central University, School of Library and Information Sciences
- Attended the grand opening for the Historic Westside Legacy Park
- Attended the Latin Chamber of Commerce Gala
- Met with Superintendent Jara of Clark County School District to discuss partnership and future opportunities

- Attended BISG Board Meeting
- Participated in the Library Directors Monthly Call with Henderson, North Las Vegas, and Boulder City Directors
- Participated in a Walk-through at West Charleston Library with Workforce Connections staff. Workforce Connections is proposing a youth onestop location in collaboration with LVCCLD, CSN, CCSD, and Workforce Connections
- Participated in the ALA Executive Board Conference call
- Participated in Critical Conversations in LIS Fall 2021
- Attended ALA Budget meeting
- Sirsi Dynix Open Access Webcast panelist- discussing Cloudsource OA and other open access content issues
- Speaker for two UT Library Schools' and Public Libraries class
- Attended annual SLIS Holiday gathering
- Visited Spring Valley Branch to give Director Coins to staff for recognition
- Meeting with GALE to discuss LVCCLD vision
- Attended webinar- Teachers of Color in the Classroom: The State of Racial Diversity in K-12 Education
- Attended 20/20 Visionaries Awards Program
- Meeting with Tony Zandeus to discuss follow-up on Skilltype product for LVCCLD

## ITEM VI.A.1.a.



### MEMORANDUM

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

FROM: Leo Segura, Library Operations Director

DATE: January 05, 2022

SUBJECT: Library Operations Report, January 2022

This report provides an overview of the Library Operations initiatives including 25 Branch Libraries and the Misdemeanant Jail Library. This report covers **December 01 – December 31, 2021**.

At the December 09 meeting, the Board requested that I contact community partners like those found in the University Of Las Vegas College Of Urban Affairs to look at programs and initiatives that could better serve homeless individuals who they believe to congregate at the Clark County Library. We reached out to **Dr. Robert R. Ulmer, Dean, Greenspun College of Urban Affairs, University of Nevada, Las Vegas** to schedule a meeting. We indicated that we would appreciate the University's assistance to create an anonymous survey of customers in need who congregate at and around the Clark County Library to address if there might be service alternatives for them. I also shared the survey created by Mr. Melendrez's students that took place around the Spring Valley Library. We expect to see similar results including how we can best refer customers to assistance outside of libraries.

I would like to take the opportunity to clarify that not all patrons using the Clark County Library are currently experiencing homelessness. Additionally, we do not collect data on a person's housing status so to imply that all incidents that occur at the Clark County Library building are due to homeless individuals is speculative.

In December we saw a 2% decline in gate count even with a COVID infection rate for Southern NV that was typically between 10% -11% positive. The East Las Vegas report has a large variance because they are now following reporting standards with their new branch manager. Even with their correction in count we were only down 2% compared to December 2020. West Las Vegas showed a decline of 20% but the customers they have tend to remain in the building longer. December counts show a 1% overall increase for urban branches. Laughlin and Moapa Valley had gate counter issues. We are continuing to improve our accuracy and efforts in 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.

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.

## POWERFUL PEOPLE

- Library Operations recently promoted **Sasha Ferrell** from Assistant Branch Manager at Windmill **to Branch Manager at SM**. Sasha brings a wealth of experience to the position and has had extensive experience in various branches across the District. Most recently, she was the Assistant Branch Manager at the Windmill Library where she helped lead several pilot projects including passports and the merger of the youth services and adult services desks. She is committed to engaging with staff, customers, and the local community to ensure that the Summerlin Library continues to offer high levels of customer service and high-quality programming.
- Library Operations recently promoted **Joseph Tracey** from Adult Librarian at Whitney Library to **Adult Services Department Head at Enterprise**.
- Library Operations recently rehired **Ermal Reinhart** as the **Library Operations Support Manager**.
- Library Operations recently promoted **Chandra Jackson** from Outlying Branch Department Head at Laughlin to **Assistant Branch Manager at Centennial Hills**.
- Library Operations recently promoted **Ashley Gordon** from Adult Services Librarian for Spring Valley to **Adult Services Department Head for Spring Valley**.
- Library Operations recently promoted **Noel Jones** from Youth Services Librarian for Sunrise to **Adult Services Department Head for Sunrise**.

## POWERFUL PLACES

- WLV Renovations and New Building Site: Working with facilities and branch leadership on coordinating the renovations at the West Las Vegas Library and planning for the potential new building.
- Windmill Library Staff in December processed 54 routine and 16 expedited passport applications and collected \$3,039 in fees.
- November Library Gate Count was down month-by-month at -2% due to improved accuracy but continues to be higher by 4% year-by-year over 2020.
- November we reached many 24% more new customers than in 2020 with our new library cards, and 8% increase annually. PC internet sessions saw an increase of 7% at our Urban Libraries while overall we saw a -3% reduction over 2020 totals. The reduction is primarily due to the loss of the Vegas

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Page 3

Strong Academy and students that frequented early hours offered in 2020 to help students learn remotely.

- Library Circulation rose slightly by +1% for November 2021 compared to November 2020 totals.
- Whitney Branch Library launched their 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.
- Highlights of a few Branch Plays to attract customers include:
  - Device and Computer Instruction, both one-on-one and programs like "Device Advice." Market classes that are available at other branches.
  - Utilize on-site equipment and provide space for making with equipment like Cricut, knitting machines, sewing machines. Provide space for clubs and programming.
  - Developing dynamic, engaging, interest-driven programming.
  - Continue grant proposal and relationship with Best Buy and the Clubhouse Network in order to receive funding and support for new tech/software.
  - Continue to provide and expand computer-use classes (one-on-one tutorials and classroom setting style options) "Device Advice"
  - Outreach to neighborhood events and schools.
  - Cross-train staff in multiple departments. Increase staff skills in various departments to ensure coverage is provided for patrons.
  - Offer tutoring at least 3 days a week for all ages. Focus on trying to get tutors with strong abilities in math & science for middle & high school students.

## POWERFUL PARTNERSHIPS

- Following Board advice, Library Operations has reached out to **Dr. Robert R. Ulmer, Dean, Greenspun College of Urban Affairs, University of Nevada, Las Vegas** regarding creating a survey of our homeless population at and around the Clark County Library to see what needs might be and how we can best refer customers.
- Coordinated a collaborative meeting between LVCCLD Regional Manager Chantel Clark, North Las Vegas Library District Leadership, West Las Vegas Library, and Centennial Hills Library leadership staff to work on ways to serve customers who use both districts.

## POWERFUL PLATFORMS

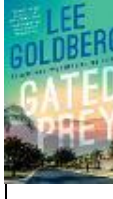
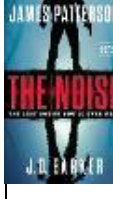

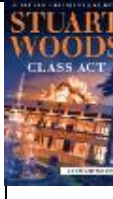

- **Discipline and Security Team:** the Adult Services Taskforce sent their final draft of the updated PIC Manual for the DST to review and edit. Edits are nearly complete.

Library Operations Report  
Page 4

- Participate in HR's **Policy Review Committee**, which is currently working on refining the attendance policy to make it more clear and consistent.
- **STS Cashless Pilot** working with Access Services, Financial Services, and IT to implement our new cashless system trial at **East Las Vegas Library**. Coordinating with **Sufa Anderson** and Financial Services to create peer-to-peer training for the cashless system currently being piloted at the East Las Vegas Library for possible roll-out to other branches.
- All branches will participate in a **Customer Appreciation Day**. The planning committee will begin meeting in January.

- December 2021 Top 10 Fiction:


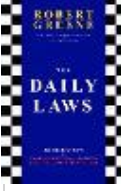


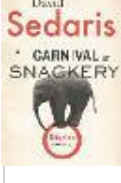
Number	Author	Title	Cover
1	Woods, Stuart	Foul play	
2	Connelly, Michael	The dark hours	
3	Child, Lee	Better off dead	
4	Patterson, James	The Shadow	
5	Baldacci, David	Mercy	





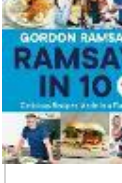
Number	Author	Title	Cover
6	Goldberg, Lee	Gated prey	
7	Patterson, James	The noise	
8	Robb, J. D.	Forgotten in death	
9	Woods, Stuart	Class act	
10	Archer, Jeffrey	Over my dead body	



Library Operations Report  
Page 5

- December 2021 Top 10 Nonfiction

Number	Author	Title	Cover
1	Woodward, Bob	Peril	
2	Greene, Robert	The daily laws : 366 meditations on power, seduction, mastery, strategy, and human nature	
3	Leonnig, Carol	I alone can fix it : Donald J. Trump's catastrophic final year	
4	Byrn, Anne	A new take on cake : 175 beautiful, doable cake mix recipes for bundts, layers, slabs, loaves, cookies	
5	Sedaris, David	A carnival of snackery : diaries (2003-2020)	

Number	Author	Title	Cover
6	Levin, Mark R.	American Marxism	
7	Ray, Rachael	This must be the place : dispatches & food from the home front	
8	Kieffer, Sarah	Baking for the holidays : 50+ treats for a festive season	
9	Trump, Mary L.	The reckoning : our nation's trauma and finding a way to heal	
10	Ramsay, Gordon	Ramsay in 10 : delicious recipes made in a flash	

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## MEMORANDUM

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

**FROM:** Leo Segura, Acting Library Operations Director

**DATE:** January 5, 2022

**SUBJECT:** Security Report, January 2022

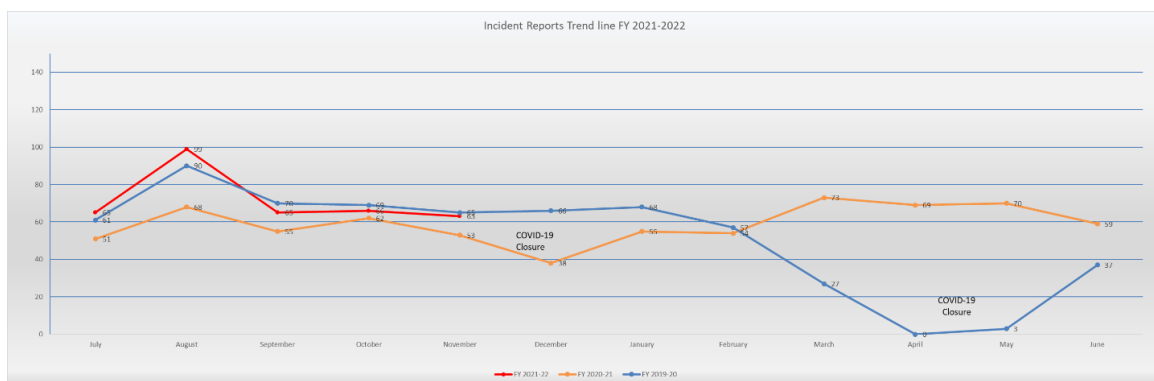
This report provides security information and/or safety-related incidents in District branches from **November 1, 2021 – to November 30, 2021**.

	Branch	Incident Reports				Dec-19		Dec-20			
		Nov-20	Nov-21	Difference	% Change	to Nov-20		to Nov-21		Difference	% Change
Urban Branches	CENTENNIAL HILLS LIBRARY	1	5	4	400.0%	10		23		13	130.0%
	CLARK COUNTY LIBRARY	17	16	-1	-5.9%	178		226		48	27.0%
	EAST LAS VEGAS LIBRARY	2	6	4	200.0%	35		70		35	100.0%
	ENTERPRISE LIBRARY	6	2	-4	-66.7%	43		38		-5	-11.6%
	MEADOWS	0	3	0	0.0%	0		4		4	0.0%
	RAINBOW LIBRARY	2	1	-1	-50.0%	20		25		5	25.0%
	SAHARA WEST LIBRARY	5	5	0	0.0%	21		53		32	152.4%
	SPRING VALLEY LIBRARY	2	4	2	100.0%	29		48		19	65.5%
	SUMMERLIN	0	1	1	0.0%	5		12		7	140.0%
	SUNRISE LIBRARY	1	3	2	200.0%	7		16		9	128.6%
	WEST CHARLESTON LIBRARY	3	3	0	0.0%	45		56		11	24.4%
	WEST LAS VEGAS LIBRARY	3	2	-1	-33.3%	40		55		15	37.5%
	WHITNEY LIBRARY	8	7	-1	-12.5%	57		73		16	28.1%
	WINDMILL LIBRARY	3	4	1	33.3%	33		35		2	6.1%
Urban Total		53	62	9	17.0%	523		734		211	40.3%

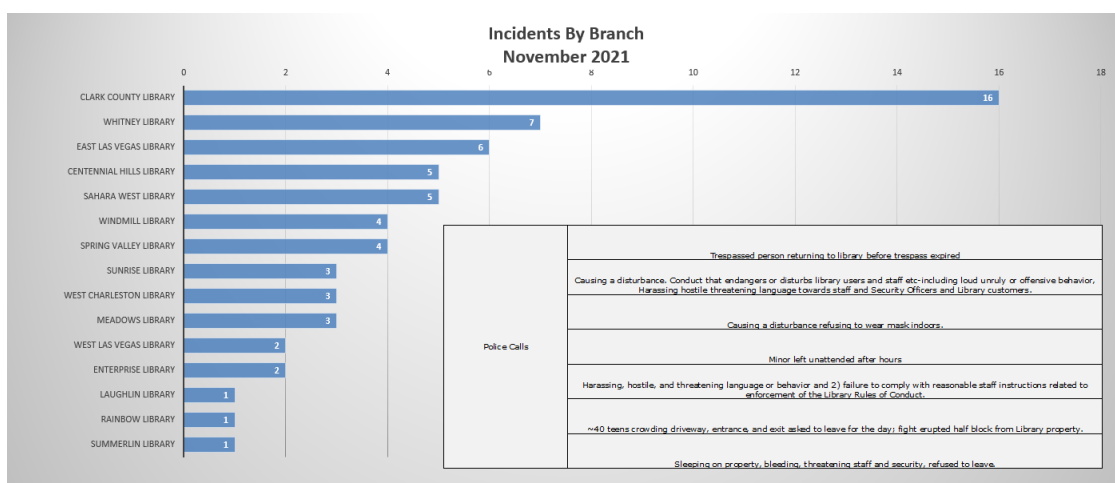
	Branch	Incident Reports				Dec-19		Dec-20			
		Nov-20	Nov-21	Difference	% Change	to Nov-20		to Nov-21		Difference	% Change
Outlying Branches	BLUE DIAMOND	0	0	0	0.0%	0		0		0	0.0%
	BUNKERVILLE	0	0	0	0.0%	4		0		-4	-100.0%
	GOODSPRINGS	0	0	0	0.0%	0		0		0	0.0%
	INDIAN SPRINGS	0	0	0	0.0%	1		0		-1	-100.0%
	LAUGHLIN LIBRARY	0	1	1	0.0%	4		7		3	75.0%
	MESQUITE LIBRARY	0	0	0	0.0%	15		18		3	20.0%
	MOAPA TOWN	0	0	0	0.0%	2		0		-2	-100.0%
	MOAPA VALLEY	0	0	0	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		0	1	1	0	27		27		0	0.0%
Grand Total		53	63	10	18.9%	550		761		211	38.4%

In November 2021, there were **63** incidents, an **increase of 17%** from the total experienced in November 2020. The percentage increase is **3%** compared to November 2019 and three (3) less incidents than October 2021. During this period, the District recorded **258,298** in-person visits. **This ratio is one incident for every 4,099 visits.**

## Security Report Page 2



November incidents fall below 2019-20 totals for the third month in a row remaining within normal monthly averages. Incidents include all types of activity not just disturbances with customers. Masking issues were cited in sixteen (16) incidents or 25% of November incidents.



The **Clark County Library** recorded the highest number of incidents at **16 incidents** which is a **decrease of 6%** compared to November 2020, and matches the reduced number experienced last month. The remaining branches reported between **0-7 incidents** and followed standard trend lines that indicate lower incidents from peaks in August.

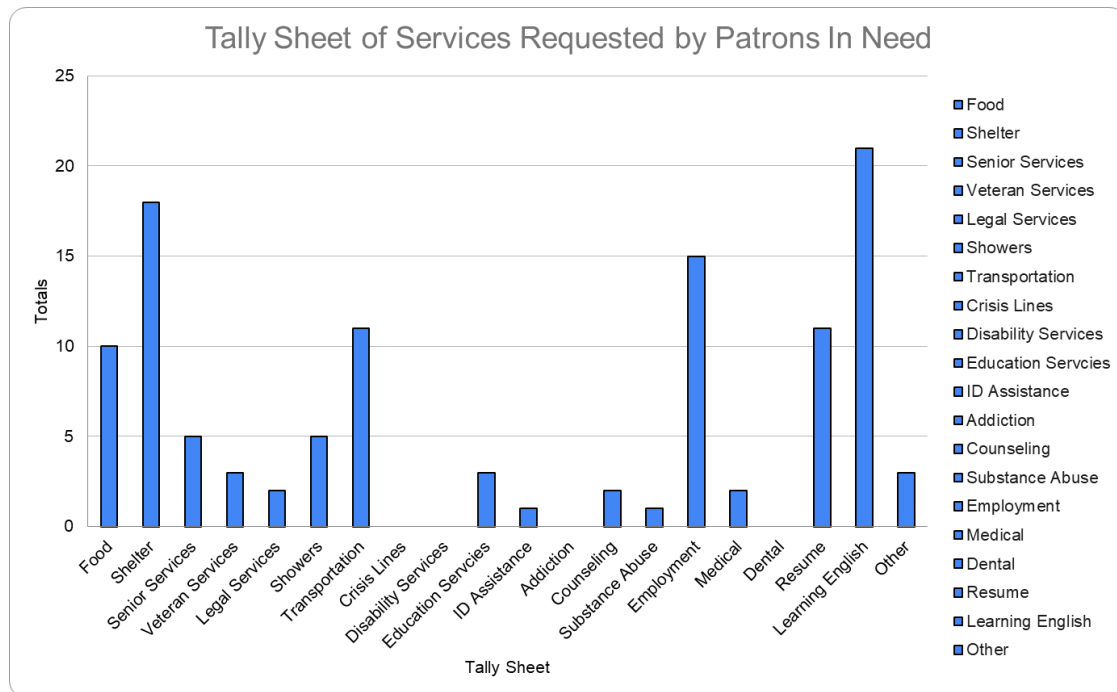
We do not profile customers nor do we check into one's housing status when a person uses the library. Clark County staff would like the Board to know that although we do have some folks that are experiencing challenges and periods where they may be unhoused they are not a majority of our customers.

Clark County Library serves 8.2% of our District's customers or around 140,000 people and continues to grow. Of these 16.5% are seniors and 17% are children with the bulk (54%) are in the 20-64 age range.

32% of the population makes between \$0-\$24,999 while 32% make between \$25,000-\$49,999 and 27% make between \$40,000-\$99,999 the remaining 3+% make between \$100,000 – Over \$200,000.

## Security Report Page 3

Spring Valley Library has shared the **Survey of Patrons in Need** conducted over two-days at the **Spring Valley Library** by **Branch Manager Leah Ciminelli, Adult Service Department Head Ashley Gordon**, and **students** from the **UNLV School of Social Work** under **Trustee Melendrez**. I believe that when we have our January meetings with **Dr. Robert R. Ulmer, Dean, Greenspun College of Urban Affairs, University of Nevada, Las Vegas UNLV**, we may find similarities as our patrons tend to travel between branches.

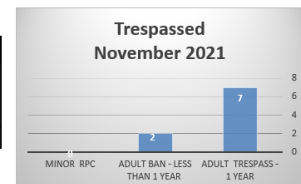


Clark County also has the advantage of housing our **Adult Learning Program (ALP)** which does assist customers with Learning English and some other identified services like resume help through the computer lab and Workforce, Legal service through Ask-a-Lawyer programming, and food assistance through Three Square. **Nevada Homeless Alliance** <https://nevadahomelessalliance.org/> is meeting with Clark County Library Staff and Library Operations in January as well.

When we know who an offending customer is we do add their information to the incident report. Thirteen percent (**13%**) of November incidents were known customers **with a physical address** in Clark County. Since we typically do not require identifying information to use the library many of our customers who cause incidents are only known as unknown and we never know their housing status as they tend to leave in haste.

For November 2021, the staff made eight (8) calls to law enforcement, and seven (7) customers trespassed and 2 received a shorter partial year ban.

Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	7
ADULT BAN - LESS THAN 1 YEAR	2
Minor RPC	0

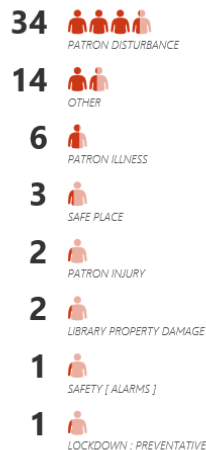


## Security Report Page 4

### INCIDENT TYPES: NOVEMBER 2021

District branch staff encountered **34** patron disturbances, accounting for most incident types at **54%**. This is a **-6% reduction** in the number of patron disturbances from November 2020.

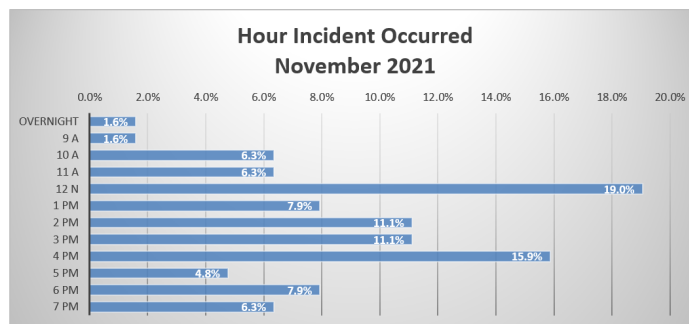
**This ratio is one disturbance for every 7,597 visits.** The ratio for **November 2020** was **one disturbance for every 7,346** visits, an decrease of 3.4%.



No FixIt Clark County tickets were submitted for November.

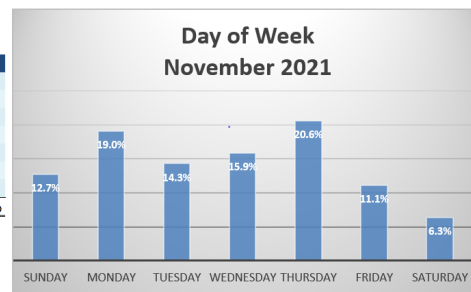
It is important to note, the hour an incident occurs is higher before 6PM because most of our facilities close at 6PM Friday – Sunday with open hours until 8PM Monday-Thursday.

Hour	Total	%
Overnight	1	1.6%
9 A	1	1.6%
10 A	4	6.3%
11 A	4	6.3%
12 N	12	19.0%
1 PM	5	7.9%
2 PM	7	11.1%
3 PM	7	11.1%
4 PM	10	15.9%
5 PM	3	4.8%
6 PM	5	7.9%
7 PM	4	6.3%
Grand Total	63	100.0%



Similarly, Monday through Thursday have the potential for more incidents because they are open more hours. For November 2021, Thursdays experienced the highest number of incidents at 13 or 21% of the total.

Day of	Total	%
Sunday	8	12.7%
Monday	12	19.0%
Tuesday	9	14.3%
Wednesday	10	15.9%
Thursday	13	20.6%
Friday	7	11.1%
Saturday	4	6.3%
Grand Total	63	125.4%



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Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

Monthly Statistics  
Year over Year  
November 2020 / November 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	33,475	26,894	-6,581	-20%	176,719	164,164	-12,555	-7%	17,785	17,326	-459	-3%	114,550	98,836	-15,714	-14%
	Clark County	21,398	17,115	-4,283	-20%	113,765	96,801	-16,964	-15%	25,132	30,236	5,104	20%	123,512	153,544	30,032	24%
	Enterprise	21,547	15,272	-6,275	-29%	113,122	90,379	-22,743	-20%	15,444	15,444	0	0%	86,562	84,115	-2,447	-3%
	East Las Vegas	15,217	11,746	-3,471	-23%	79,959	70,534	-9,425	-12%	31,076	16,422	-14,654	-47%	145,485	177,886	32,401	22%
	Meadows	341	492	151	44%	1,516	2,668	1,152	76%	680	934	254	37%	927	5,445	4,518	487%
	Rainbow	27,098	20,459	-6,639	-24%	138,454	114,816	-23,638	-17%	22,471	22,252	-219	-1%	94,758	122,050	27,292	29%
	Sahara West	36,025	32,155	-3,870	-11%	191,623	187,866	-3,757	-2%	22,382	24,834	2,452	11%	109,182	129,765	20,583	19%
	Spring Valley	20,245	14,028	-6,217	-31%	106,372	79,875	-26,497	-25%	16,353	17,739	1,386	8%	86,480	96,462	9,982	12%
	Summerlin	19,742	18,166	-1,576	-8%	107,912	106,125	-1,787	-2%	11,130	14,162	3,032	27%	61,996	77,182	15,186	24%
	Sunrise	19,874	12,725	-7,149	-36%	100,776	78,140	-22,636	-22%	11,589	16,173	4,584	40%	59,992	79,250	19,258	32%
	West Charleston	17,373	14,359	-3,014	-17%	92,560	78,545	-14,015	-15%	13,336	14,104	768	6%	80,442	80,690	248	0%
	West Las Vegas	5,576	4,461	-1,115	-20%	31,924	23,174	-8,750	-27%	16,499	13,216	-3,283	-20%	75,513	71,766	-3,747	-5%
	Whitney	22,589	15,605	-6,984	-31%	111,977	91,599	-20,378	-18%	15,298	15,411	113	1%	140,987	82,271	-58,716	-42%
	Windmill	32,741	27,191	-5,550	-17%	182,884	162,741	-20,143	-11%	15,217	18,100	2,883	19%	99,289	96,376	-2,913	-3%
	<b>Urban Totals</b>	<b>293,241</b>	<b>230,668</b>	<b>-62,573</b>	<b>-21%</b>	<b>1,549,563</b>	<b>1,347,427</b>	<b>-202,136</b>	<b>-13%</b>	<b>234,392</b>	<b>236,353</b>	<b>1,961</b>	<b>1%</b>	<b>1,279,675</b>	<b>1,355,638</b>	<b>75,963</b>	<b>6%</b>
Outlying Branches	Blue Diamond	238	293	55	23%	967	1,379	412	43%	224	226	2	1%	1,732	1,236	-496	-29%
	Bunkerville	464	184	-280	-60%	2,869	1,315	-1,554	-54%	1,100	643	-457	-42%	5,276	3,870	-1,406	-27%
	Goodsprings	1,103	261	-842	-76%	4,786	2,586	-2,200	-46%	339	506	167	49%	2,258	2,615	357	16%
	Indian Springs	823	572	-251	-30%	3,946	3,497	-449	-11%	735	1,199	464	63%	3,567	6,856	3,289	92%
	Laughlin	5,480	5,422	-58	-1%	27,827	25,426	-2,401	-9%	6,550	3,411	-3,139	-48%	25,734	15,326	-10,408	-40%
	Mesquite	8,464	7,106	-1,358	-16%	43,983	38,046	-5,937	-13%	9,761	9,628	-133	-1%	49,267	54,383	5,116	10%
	Moapa Town	449	239	-210	-47%	1,953	1,565	-388	-20%	298	337	39	13%	2,030	1,676	-354	-17%
	Moapa Valley	4,361	3,316	-1,045	-24%	21,193	19,644	-1,549	-7%	9,331	4,217	-5,114	-55%	39,146	23,793	-15,353	-39%
	Mt. Charleston	367	196	-171	-47%	2,417	1,237	-1,180	-49%	401	525	124	31%	2,889	3,834	945	33%
	Sandy Valley	1,060	544	-516	-49%	5,448	4,134	-1,314	-24%	849	775	-74	-9%	3,492	4,183	691	20%
	Searchlight	539	319	-220	-41%	2,691	1,662	-1,029	-38%	476	478	2	0%	2,615	2,483	-132	-5%
	<b>Outlying Totals</b>	<b>23,348</b>	<b>18,452</b>	<b>-4,896</b>	<b>-21%</b>	<b>118,080</b>	<b>100,491</b>	<b>-17,589</b>	<b>-15%</b>	<b>30,064</b>	<b>21,945</b>	<b>-8,119</b>	<b>-27%</b>	<b>138,006</b>	<b>120,255</b>	<b>-17,751</b>	<b>-13%</b>
Misc.	ILL	377	362	-15	-4%	1,683	1,571	-112	-7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	0	1,911	1,911	N/A	0	1,911	1,911	N/A	0	0	0	0	0	0	0	N/A
	Outreach	1,816	1,711	-105	-6%	11,331	8,521	-2,810	-25%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	258,090	244,068	-14,022	-5%	1,342,744	1,290,922	-51,822	-4%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	155,016	241,063	86,047	56%	778,038	1,008,402	230,364	30%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<b>Misc. Totals</b>	<b>415,299</b>	<b>489,115</b>	<b>73,816</b>	<b>18%</b>	<b>2,133,796</b>	<b>2,311,327</b>	<b>177,531</b>	<b>8%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
	<b>Grand Totals</b>	<b>731,888</b>	<b>738,235</b>	<b>6,347</b>	<b>1%</b>	<b>3,801,439</b>	<b>3,759,245</b>	<b>-42,194</b>	<b>-1%</b>	<b>264,456</b>	<b>258,298</b>	<b>-6,158</b>	<b>-2%</b>	<b>1,417,681</b>	<b>1,475,893</b>	<b>58,212</b>	<b>4%</b>

Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

Monthly Statistics  
Year over Year  
November 2020 / November 2021

	Library	New Library Card				2020	2021	Difference	%	PC Internet Sessions				2020	2021	Difference	%
		2020	2021	Difference	%	Year to Date	Year to Date			2020	2021	Difference	%	Year to Date	Year to Date		
Urban Branches	Centennial Hills	212	255	43	20%	1,459	1,721	262	18%	1,710	1,647	-63	-4%	9,534	8,707	-827	-9%
	Clark County	275	409	134	49%	1,716	2,389	673	39%	4,312	5,206	894	21%	26,196	27,148	952	4%
	Enterprise	158	222	64	41%	1,127	1,215	88	8%	1,716	1,524	-192	-11%	9,598	8,560	-1,038	-11%
	East Las Vegas	220	284	64	29%	2,086	2,496	410	20%	2,134	4,067	1,933	91%	17,493	20,864	3,371	19%
	Meadows	1	23	22	N/A	26	149	123	473%	0	116	116	N/A	0	678	678	N/A
	Rainbow	180	246	66	37%	1,375	1,443	68	5%	2,286	2,283	-3	0%	12,772	12,674	-98	-1%
	Sahara West	239	286	47	20%	2,537	2,916	379	15%	2,562	2,725	163	6%	14,363	14,242	-121	-1%
	Spring Valley	154	198	44	29%	1,301	1,220	-81	-6%	3,597	3,183	-414	-12%	18,912	17,470	-1,442	-8%
	Summerlin	95	153	58	61%	721	1,084	363	50%	721	889	168	23%	4,126	4,809	683	17%
	Sunrise	174	249	75	43%	1,571	1,398	-173	-11%	2,122	2,005	-117	-6%	10,107	11,497	1,390	14%
	West Charleston	118	170	52	44%	800	955	155	19%	2,037	2,020	-17	-1%	10,983	11,277	294	3%
	West Las Vegas	109	139	30	28%	815	840	25	3%	2,125	1,936	-189	-9%	11,503	11,731	228	2%
	Whitney	205	645	440	215%	1,807	1,951	144	8%	2,837	2,419	-418	-15%	14,490	12,919	-1,571	-11%
	Windmill	180	341	161	89%	1,499	2,226	727	48%	1,950	2,278	328	17%	11,270	12,538	1,268	11%
	Urban Totals	2,320	3,620	1,300	56%	18,840	22,003	3,163	17%	30,109	32,298	2,189	7%	171,347	175,114	3,767	2%
Outlying Branches	Blue Diamond	0	4	4	N/A	10	12	2	20%	6	4	-2	-33%	65	63	-2	-3%
	Bunkerville	6	1	-5	-83%	21	12	-9	-43%	15	28	13	87%	111	115	4	4%
	Goodsprings	0	1	1	0%	25	8	-17	-68%	9	37	28	311%	63	212	149	237%
	Indian Springs	1	3	2	200%	14	39	25	179%	22	44	22	100%	183	346	163	89%
	Laughlin	50	36	-14	-28%	270	212	-58	-21%	935	743	-192	-21%	4,293	3,374	-919	-21%
	Mesquite	71	84	13	18%	473	1,205	732	155%	959	961	2	0%	4,714	5,092	378	8%
	Moapa Town	4	0	-4	400%	11	8	-3	-27%	34	41	7	21%	172	194	22	13%
	Moapa Valley	14	8	-6	-43%	83	88	5	6%	125	227	102	82%	684	1,156	472	69%
	Mt. Charleston	1	1	0	0%	18	6	-12	-67%	6	15	9	150%	69	76	7	10%
	Sandy Valley	3	4	1	33%	15	15	0	0%	50	33	-17	-34%	198	264	66	33%
	Searchlight	2	0	-2	-100%	9	6	-3	-33%	14	24	10	71%	44	128	84	191%
	Outlying Totals	152	142	-10	-7%	949	1,611	662	70%	2,175	2,157	-18	-1%	10,596	11,020	424	4%
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	91	58	-33	-36%	267	251	-16	-6%
	Outreach	901	501	-400	-44%	2,268	667	-1,601	-71%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	595	649	54	9%	4,714	4,595	-119	-3%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WiFi	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	52,387	47,895	-4,492	-9%	263,617	246,119	-17,498	-7%
	Misc. Totals	1,496	1,150	-346	-23%	6,982	5,262	-1,720	-25%	52,478	47,953	-4,525	-9%	263,884	246,370	-17,514	-7%
	Grand Totals	3,968	4,912	944	24%	26,771	28,876	2,105	8%	84,762	82,408	-2,354	-3%	445,827	432,504	-13,323	-3%

## ITEM VI.A.2.a.



### MEMORANDUM

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**TO:** Board of Trustees Through Kelvin Watson, Executive Director

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

**DATE:** January 5, 2022

**SUBJECT:** Branding and Marketing Activity Report, January 2022

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

### Powerful Platforms

#### **CELEBRATE THE HOLIDAYS WITH THE LIBRARY DISTRICT**

- Senior Digital Projects Associate **Paula Loop** worked with Branding & Marketing Director **Betsy Ward**, Head of Collections & Bibliographic Services **Rebecca Colbert**, and Electronic Resources Manager **Jocelyn Bates** to compile a new blog for the Library District website that spotlights the Library District's free services, events & programs, seasonal staff lists and online resources for the holiday season.
- The blog post went live on November 29 and can be viewed, [HERE](#).
  - The blog was added to the website hero banner starting Wednesday, December 1.
  - And included in both December eNewsletters.
  - Social media posts were scheduled throughout December that linked back to the blog post on LVCCLD.org.
  - To date, the 2021 holiday blog post has compiled **2,413 Unique Pageviews**, and an **Average Dwell Time of 1 min 06 sec**.
- Graphic Designers **Juanita Aiello** and **Cierra Pedro** worked with **Betsy Ward** to create new dedicated holiday promotional materials for advertising placement, spotlighting priority **PVS** programming, in the following 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.



## Celebrate The Holidays With The Library District

by [Paula](#) November 29, 2021



No matter what winter holiday you may celebrate, the Library District has something for everyone to get in the holiday spirit! Browse our FREE online resources and seasonal staff picks, or attend our upcoming free events. Get started by exploring our special holiday collections with your library card ... and did we mention that everything at the library is always FREE?

If you don't have your library card yet, it only takes a minute to sign up for our digital eCard by clicking [HERE](#).

From our family to yours, we wish you a safe and happy holiday season!

### History of the Holidays:



[Click Here To View the Full History of the Holidays List](#)

[Click Here To View the Full Yule List](#)

### Books & Audiobooks for the Holidays:




## WINTER READING CHALLENGE PROMOTION

- **BAM** held a planning meeting with Youth Services Manager **Shana Harrington** and Youth Services Specialist **Melissa Ramos** on Friday, December 3.
- **Paula Loop** worked with **Betsy Ward**, Community Engagement Director **Matt McNally**, and **Shana Harrington**, to create a dedicated Winter Reading Challenge landing page on the website.
- **Cierra Pedro** worked with **Betsy Ward**, **Shana Harrington**, and **Melissa Ramos** to create promotional materials for the program, which included web & social media graphics, bookmark/log, window clings, and in-branch signage.
- The Winter Reading Challenge landing page went live on Thursday, December 16, and can be viewed, [HERE](#).
  - The Winter Reading Challenge was included in the second December eNewsletter which was sent out on Tuesday, December 21.

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- It was also added to the website homepage spinner and audience browse pages on Monday, December 27.
- Social media promotional posts were scheduled for January 1-31, 2022 that link back to the landing page.
- Through December 28, the page has compiled **198 Unique Pageviews** with an **Average Dwell Time of 4 min and 37 sec.**





beanstack Las Vegas-Clark County LIBRARY DISTRICT LVCLD.org Lerner

## Read for a Better World

### Winter Reading Challenge

January 2022

For ages up to 17

January 2022 marks our Fifth Annual Winter Reading Challenge, and kids & teens who complete the challenge will win cool prizes!

This year's theme, **Read for a Better World**, is a fun and thought-provoking challenge to youth of all ages, encouraging them to explore joyful stories of diversity, learn empathy for others, and discover characters in fiction and nonfiction who inspire, uplift, and help us to better understand our big, beautiful world!

From January 1 to January 31, kids & teens can **track their reading progress** with the easy-to-use [Beanstack](#) portal. Plus, we offer unlimited access to Lerner Publishing Group's [young people's book collection](#)! You will also find some favorite books, listed by age group, from the experts in our Youth Services Department.

To complete the Winter Reading Challenge we are asking kids & teens (including babies) up to grade 12 to read (or be read to) for 5 hours (or 300 minutes) during the month of January. You can keep track of their reading online through [Beanstack](#) or download their easy-to-use app. ([En Español](#))

### Track Your Progress On Beanstack

Create or Sign In to Your Account on Beanstack

Take time in January to Read for a Better World with this year's Winter Reading Challenge! [Register now by signing in to Beanstack](#) for a chance to win prizes! Beanstack is also available as an app for either [iOS](#) or [Android](#).

You can also track your progress on our [readable bookmark](#) that is also available at any of our branch libraries.

### Start Reading!

[Search Our Online Catalog](#)

[Download Books With Axis 360](#)

[Download Books With Hoopla](#)

### Prizes!

For those that complete the challenge, we have the following prizes:

- Ages 5 and Under: Wooden Puzzle Set
- Grades K-5: [Snowman Science Set](#)
- Grades 6-12: [Regal Cinema Movie Pass](#)

Prizes will be available starting January 15. Please call your [local branch](#) for details.

## Powerful Partnerships

### DECEMBER VEGAS GOLDEN KNIGHTS COLLECTIBLE PLAYER BOOKMARK NOW AVAILABLE

- **Betsy Ward & Cierra Pedro** worked with Vegas Golden Knights Director of Marketing & Communications **Carley Sisolak** on the December Collectible Player Bookmark featuring Team Captain/Right Wing **Mark Stone**.
- The monthly Collectible Player Bookmarks are available at all 25 Library District branches, as well as the Arsenal Pro Shop located inside City National Arena.
- **BAM** sent 21,000 bookmarks to the 25 Library District branches on Monday, November 29 & delivered 1500 bookmarks to City National Arena on Wednesday, December 1.
- The updated Vegas Golden Knights landing page went live on Wednesday, December 1, and was promoted on the website homepage hero banner and relevant audience browse pages. You can view the promotional video message featuring **Mark Stone** and Defenseman **Alex Pietrangelo**, and check out the new Chance's Chat with **Mark Stone**, all [HERE](#).
- At the December 9 home game against the Dallas Stars, Digital Content Manager **Ryan Simoneau**, and **Paula Loop** worked with Outreach Specialist **Andrew Brannon** to pass out the December bookmarks, along with the November bookmark which featured Defenseman **Shea Theodore**. 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 available player bookmarks to fans, and conducted library card sign-ups on-site.
- BAM is currently working with **Carley Sisolak** to finalize the 2022 Collectible Player Bookmarks and monthly outreach dates.



### BIBLIOBOARD – PREPPING FOR APPROVED CONTENT & LAUNCH

- **BAM** met with **Matt McNally** and Outreach Specialist **Jeremy Klewicki** on Wednesday, December 8 to discuss next steps in creating approved BiblioBoard content.
- **BAM** to work with **Matt McNally** to update his BiblioBoard MSR (Marketing Support Request), which will include new requests for BiblioBoard creative assets that will help to complete approved staff boards (example below).
- **Jeremy Klewicki** will create a BiblioBoard featuring local musicians. **BAM** will then create a dedicated landing page modeled after The Writers' Room, where local musicians can learn about submitting their music through BiblioBoard.

## Powerful People

### NEW LITERALLY BLOG ON LVCCLD.ORG

- **Paula Loop** worked with **Betsy Ward** and **Rebecca Colbert** to create a new Literally blog that spotlighted Rebecca's holiday picks from the catalog. The Literally blog post went live on Thursday, December 16, and can be viewed, [HERE](#).
  - It was included in the second December eNewsletter on Tuesday, December 21.
  - The blog post was added to the website homepage and audience browse pages on December 16.
  - Social media promotional posts throughout December linked back to the blog post.
  - Through December 28, the blog post has compiled **75 Unique Pageviews** with an **Average Dwell Time of 3 min and 02 sec**.



## Literally: Celebrate the Season

by [Paula](#) December 16, 2021 ([Edit](#))



### Favorite Tales of Joy, Love, Horror & Absurdity

My favorite moments of the holiday season are those small seconds of stillness in between hustle and bustle. The twinkling of lights, the hush after everyone falls asleep, the cold windows in the morning. Those moments are best shared with a book, of course, as we can always find time to read, even in this busy season.

If you are a fan of cozy winter tales, with plenty of meet cutes and happy endings, the first half of this list is for you. If you lean more toward the Grinch before his heart grew three sizes, the second half of the list is all yours. There is hilarity to be found in those honest tales of holiday chaos. Either way, grab yourself a hot mug, find a cozy spot, and get into the holiday spirit with these great reads.

#### The Santa Suit by Mary Kay Andrews

From the New York Times bestselling author of Hello, Summer, comes a novella celebrating the magic of Christmas and second chances. This tale follows newly divorced Ivy as she buys an old farmhouse, sight unseen, and moves from Atlanta to a small town in North Carolina. Once there, she realizes the house needs way more work than she thought, plus the previous owners left so much furniture and personal belongings that sorting through it becomes a full time job. But one very special treasure, tucked away in a closet, sends her on an unexpected journey of discovery, healing and a second chance at love. If you love heartwarming Hallmark Christmas movies, this is your book!

[The Santa Suit](#)



#### The Santa Suit

Andrews, Mary Kay, 1954-

Book 2021

## GOOD NEWS SIZZLE REEL FOR PLAYBOOK 2026 HALFTIME PRESENTATION

- Web Designer **Gene Kilchenko** worked with **Betsy Ward** and **Ryan Simoneau** to create a sizzle reel of media coverage that the District received from June 2021–December 2021.
- The sizzle reel was shared by Betsy Ward during the Playbook 2026 Halftime Update held at Windmill Library, and virtually via Webex on Tuesday, December 7.
- The sizzle reel can be viewed [HERE](#), and all Library District Media coverage can be viewed, [HERE](#).

## Powerful Platforms

### MONTHLY HIGHLIGHTS eNEWSLETTER TO LIBRARY CARDHOLDERS

- **BAM** continues to produce twice-monthly Library Highlights eNewsletters to promote priority District-wide programs, upcoming **PVS** & **YS** events & classes, local partnerships, and online resources.
- Topics in November & December included:

- **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.
  - **95,732 unique opens with a 28.54% open rate**
  - **4,021 unique clicks generated**
  - **Sent to 336,122 unique emails**
  - **326 unsubscribes**
  - **Total subscribers declined -.097%**
  
- **SUBJECT TITLE: Holiday Events & Resources + VGK Bookmarks + English Classes + JobFest + More!**
  - This edition of Highlights included a new Holiday blog that spotlights the Library District's upcoming events, online resources, seasonal staff picks & more, availability of the December Vegas Golden Knights Collectible Player Bookmark featuring Team Captain/Right Wing Mark Stone, LawDepot availability to cardholders in Libby Extras, Registering for the Adult Learning Program Cycle III English Classes starting December 6, Governor Sisolak's JobFest2021 on December 7, reminder that the Library District is open and detailing the ways we are keeping the public safe in our branches, AARP Foundation Tax-Aide volunteer program, supporting the Library District while shopping at Smith's grocery stores, plus must-see events, programs & entertainment at the Library District as selected by **PVS & YS**, along with a call-to-action to donate to the Library District Foundation.
  - This eNewsletter can be viewed [HERE](#).
  - Sent out Monday, December 6
  - **103,715 unique opens with a 30.99% open rate**
  - **2,929 unique clicks generated**
  - **Sent to 335,534 unique emails**
  - **408 unsubscribes**
  - **Total subscribers declined -.12%**
  
- **SUBJECT TITLE: Best of 2021 + Kid & Teens Winter Reading & PRIZES + Cozy Holiday Reads + Special Events Galore!**
  - This edition of Highlights included sharing the Library District's "Best of 2021" staff picks from the catalog, the new Literally blog from Head of Collections & Bibliographic Services Rebecca Colbert, Winter Reading Challenge 2022 information, Best of Las Vegas Awards Winners for Sahara West Library's Art

Gallery and Summerlin Library's Fall Festival & Craft Fair, the upcoming Who Killed Malcolm X events in January 2022, RTC Transportation Survey, Library District holiday closure information, current art gallery exhibits, 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 on December 22, 2021
- **105,399 unique opens with a 31.30% open rate**
- **3,658 unique clicks generated**
- **Sent to 338,029 unique emails**
- **296 unsubscribes**
- **Total subscribers declined -.088%**

#### 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 (November 1-30):
  - 14.43% average CTR (highest within the last 3 months)
  - 90 people found the Library District's online resource from searching for the keyword "hoopla"
  - 73 successful digital eCard applications from clicking on an ad
  - 46 people found the Library District's events page from clicking on an ad
  - 38 people found our 2021 Holiday blog post with the Library District's free events, programs, online resources, staff picks, & more from clicking an ad
  - 18 calls to Library District branches from clicking on an ad
  - 14 people found the Library District looking up a variation of the keyword searches "libby" and "overdrive", which drive qualified traffic back to our online resources
- **End-of-Year Highlights:**
  - Over 41,000 total clicks from ads (+35% year-over-year)
  - 618 successful digital eCard applications (+20% year-over-year)
  - 87.64% impression (meaning our Google Grant ads are almost always ranking first when Google searchers type in a keyword related to LVCCLD or our programs)
  - Over \$74,000 spent of the Google Grant (versus \$42,000 spent last year, which means Google is prioritizing our ads as "relevant" and serving them up more, allowing the Library District to aggressively bid for relevant keyword searches)
  - 14.92% average CTR (the Google Grant requirement is 5% for compliance)
  - 163 calls to branches directly from our ads

Branding and Marketing Report  
Page 9**SOCIAL MEDIA HIGHLIGHTS**

- **BAM** received social media support for the free Kwanzaa musical celebration at West Las Vegas Library.



- **Get Outdoors Nevada** shared the Library District Foundation's Annual Holiday Book Sale at Sahara West 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.





- **Local Radio Station KKLZ** shared their audio interview with Executive Director **Kelvin Watson**, as well as nine reasons to #GetCarded.



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



**LIBRARY DISTRICT'S TOP POSTS (NOVEMBER 2021)**• **Facebook:**

- **BAM** shared that the Library District won the 2021 Crystal Bookmark Award from the City of Las Vegas and the Las Vegas Book Festival, and it was our top-performing Facebook post in November.
- This post received **2,154 organic impressions, 284 user engagements** (all positive), and **6 shares** which helps to increase the total reach of the post.

• **Twitter:**

- **BAM's** top Twitter post in November was our Tweet to promote "An Afternoon with Mikey," which was shared by both **FilmJoy Media** and presenter **Mikey Neumann**. This generated **32,828 organic impressions, 409 user engagements, 8 Retweets, 43 likes, and 25 link clicks** back to the BiblioEvent listing on LVCCCLD.org.
- This month's top Tweet shows the power of working with programming partners who have active social media channels and dedicated followers. In this case, the Retweets by FilmJoy Media and Mikey Neumann to this post significantly increased the organic reach to more targeted people who would be interested in attending this event.



- **Instagram:**

- The Library District's most popular post on Instagram was a photo to promote the return of Teen Sewing Machine Classes at Enterprise Library, which generated **925 organic impressions & 70 total user engagements.**



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

### LVCCLD Facebook

	Fans	Impressions	Post Engagements	Link Clicks
<b>November 2021 Statistics</b>	13,340	91,884	2,662	288
<b>% Gain from Last Month</b>	+1%	-35%	-49%	-14%
<b>% Gain from November 2020</b>	+5%	-34%	+61%	+180%
<b>% Gain from November 2019</b>	+13%	+23%	-22%	-39%

**Notes:** Our new followers have steadily increased month-over-month, but our other key analytics on this social media platform were down. We are encouraged to see we are up year-over-year in new followers, user engagement, and link clicks back to LVCCLD.org. Facebook is the most challenging social media platform to grow organically, but we are confident that the return of virtual programming in February 2022 will help infuse more dynamic video content into our monthly editorial calendar which is prioritized by Facebook's algorithm.

### LVCCLD Twitter

	Followers	User Engagements	Organic Impressions	Link Clicks
<b>November 2021 Statistics</b>	3,847	2,519	203,344	238
<b>% Gain from Last Month</b>	+1%	-24%	+20%	+17%
<b>% Gain from November 2020</b>	+11%	+30%	+71%	+131%
<b>% Gain from November 2019</b>	+28%	+65%	+163%	+48%

**Notes:** Almost all of our key analytics on this platform were up over last month, with the exception of user engagement, which can be partially attributed to not having anything like the Library District's TeenTober programming from last month, which allowed us to share more fresh & relevant content on this social media platform. We were able to increase our links clicks, which lead back to priority landing pages on LVCCLD.org. On this social media platform, we continue to share

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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
<b>November 2021 Statistics</b>	4,813	1,817	63,099	1,596	121
<b>% Gain from Last Month</b>	+2%	-51%	-34%	-52%	-50%
<b>% Gain from November 2020</b>	+28%	-31%	-13%	-32%	+51%
<b>% Gain from November 2019</b>	+83%	-21%	+14%	-25%	+137%

**Notes:** We continue to increase our new followers, but our other key analytics were down from last month. This shows the importance of working closely with our branches to create more organic content, as we benefited last month from our TeenTober promotion, which included branch-submitted photos of their events, programs, Take & Make Kits and displays. BAM is looking forward to utilizing our IGTV feed again with the scheduled return of virtual programming in February 2022. This will be ideal for sharing longer-form video content such as online storytimes, STEAM programming, and "live" performances with programming partners, which will help to increase our monthly user engagement on this social media platform.

**YouTube**

	Channel Subscribers	Total Impressions	Total Channel Watch Time	Average View Duration
<b>November 2021 Statistics</b>	1,085	13,900	48.9 hrs	4 min 01 sec
<b>% Gain from Last Month</b>	+1%	-13%	+19%	+147%
<b>% Gain from November 2020</b>	+17%	-21%	+104%	+132%
<b>% Gain from November 2019</b>	N/A	N/A	N/A	N/A

**Notes:** With the addition of the monthly Board of Trustees Meetings to the Library District's YouTube channel, we have increased our total channel watch time, as well as average view duration significantly due to the new content. This has significantly increased our year-over-year analytics. With the return of virtual programming planned for February 2022, we are confident that our monthly analytics will significantly increase to coincide with this 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
<b>November 2021 Statistics</b>	81,176	151,169	201,618	2.48	3 min 50 sec
<b>% Gain from Last Month</b>	-9%	-10%	-9%	+.40%	- 4 seconds
<b>% Gain from FY 20-21</b>	N/A	N/A	N/A	N/A	N/A
<b>% Gain from FY 19-20</b>	N/A	N/A	N/A	N/A	N/A

**Notes:** We experienced moderate dips across our key website analytics, but we were able to 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

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**TO:** Board of Trustees through Kelvin Watson, Executive Director  
**FROM:** Matt McNally, Community Engagement Director  
**DATE:** December 22, 2021  
**SUBJECT:** Community Engagement Report, January 2022

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 of staff activity from **November 1, 2021 – November 30, 2021.**

#### POWERFUL PEOPLE

- Hosted Nevada WIOA Title II State Director and Business Process Analyst Nancy Olsen for a day of literacy program review.
- Provided professional development to use effective instructional strategies with 25 Adult Learning contracted instructors.
- Attended the *AH'-WAH-NEE* exhibition and symposium featuring Indigenous women artists at the University of Nevada, Las Vegas.
- Staff joined Trustee Nathaniel Waugh in judging Whitney Library's *Day of the Dead Ofrenda Contest* organized by Judi Fiotti.
- Collaborated with Windmill Library Youth Services staff to plan and co-host a Spanish language learning workshop and conversation series.
- Engaged YouTuber Mikey Neumann to share his experience with customers of being a digital content creator during the pandemic.
- Recruited Jen Weitz to fill the vacancy of Project Manager. Ms. Weitz will lead the service implementation of future Community Engagement district-wide projects.
- Attended the Las Vegas Global Economic Alliance Vista 2022 Forecast. Speakers included Jeremy Aguero, Bob Potts, Cathy Jones, Nat Hodgson III, and Dr. Christopher Thornberg.
- Attended the *What Do You Want To Be When You Grow Up Art Exhibition* with Nevada State Treasurer Zach Conine.
- Participated on the Library District's Policy Review Committee to address attendance related items of interest.
- Contacted District Health Officer Dr. Fermin Leguen at SNHD to explore the feasibility of providing in-home Covid-19 test kits to customers at library branches. SNHD intends to reconnect with LVCCLD after receiving kits that are on order from Health Services and Resources Administration.



**POWERFUL PLACES**

- Promoted library resources at Keller Elementary School's Fall Literacy Night.
- Facilitated Adobe Photoshop, Adobe Illustrator, and Garage band makerspace workshops.
- Facilitated STEAM workshops at the Hollywood Recreation Center.
- The *Vegas Valley Comic Book Festival* returned after a one year hiatus to the Clark County Library. The festival activated all programming venues and several classrooms with vendors, speakers, artists, and characters.
- The Clark County and Laughlin libraries hosted viewing parties for the *Independent Author Day; Livestream* programs presented by Biblioboard.
- Attended the Career Online High School Graduation at the Clark County Library.

**POWERFUL PARTNERSHIPS**

- Participated in the first two days of the Human Centered Design Project for the One-Stop Delivery System at the Sahara West Library in partnership with Workforce Connections.
- Participated in professional development regarding successful and high achieving program design and structures of adult education programs provided by American Institutes for Research (AIR).
- Launched a partnership with Hope for Prisoners to co-enroll participants in to high school proficiency prep courses and provide student access to the Career Online High School.
- Worked with Los Angeles artist Tanya Brodsky on her gallery, smart-mapping endeavor planned for exhibit at Test Site Projects located in the Las Vegas Arts District.
- Attended the 5<sup>th</sup> Annual Southern Nevada Youth Homelessness Summit.
- Presented the professional development workshop: *Mind in the Making, Practical Applications for Classroom Circle Time* to Las Vegas Urban League's FFN in home child care providers.
- Collected staff donations to support Nevada Partnership for Homeless Youth's Holiday Donation Drive.
- Collaborated with The Children's Cabinet to present *Cribs for Kids* and *Ready for K* classes for library customers.
- The Metropolitan Police Department hosted a drive-thru *Turkey Giveaway* in the parking lot of the Windmill Library.
- Nevada Arts Council invited programming staff to participate in state-wide training to better engage senior populations. The three day virtual training will occur in late January/early February 2022.
- Engaged in partnership with the Howard-Johnson-Graham-Rush Family Reunion for inclusion of this year's Juneteenth programs at the West Las Vegas Library.
- Worked with AARP to plan the 2022 *Free Tax Assistance* program which will launch at seven library branches in February.
- Worked with SNHD to increase hours of operation of free *Covid-19 Testing* sites. Service is currently available at Centennial Hills, Enterprise, Laughlin, Rainbow, Sandy Valley, Sahara West, Sunrise, West Las Vegas, Whitney, and Windmill libraries.
- Met with Nevada Legal Services to expand programming.
- Hosted the first in a series of workshops called *Home Buying* in partnership with Biznet.



## POWERFUL PLATFORMS

- Provided a career 101 workshop for adult learning program students transitioning to employment, training, or postsecondary education. Shared resources like Nevada Career Explorer, WorkKeys curriculum platforms, LVCCLD online databases, and Gale Courses.
- Worked with Opportunity Village to further develop strategies for educational programming and implementation of a Biblioboard project.
- Compiled programming statistics for the annual Nevada Public Library Survey.
- Addressed changes/corrections with customers following a major Communico system update.
- Participated in a virtual conversation with a potential vendor called Logiscool to implement coding classes.

## HIGHLIGHTED EVENTS

*Career Online High School Graduation*  
Clark County Library



*What Do You Want To Be When You Grow Up Art Exhibition Reception*, Windmill



*StoryWalk*  
Summerlin



*StoryWalk*  
Summerlin

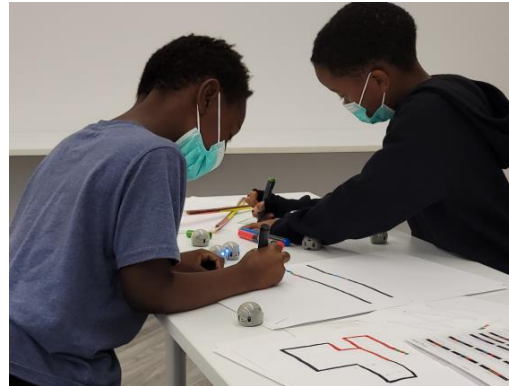


Community Engagement Report  
Page 4

*Outreach Event*  
NCA/Baby University



*Outreach Event*  
Hollywood Rec Center



*Pentagological Brass Band*  
Windmill



*Mobilizing People*  
Whiney Library



*Indie Author Day; Livestream*  
Clark County



*Turkey Giveaway*  
Windmill Library





Community Engagement Report  
Page 5

*Swing It Girls*  
Summerlin



*Band Camp*  
Sahara West



*Vegas Valley Comic Book Festival*  
Clark County



*Vegas Valley Comic Book Festival*  
Clark County



*Tanya Brodsky Gallery Smart Mapping*  
Sahara West



*Brian Martinez INTERLUDE Reception*  
East Las Vegas



**COMING HIGHLIGHT EVENTS IN JANUARY**

<i>Winter Reading Challenge</i>	District-wide	1-31
<i>World Beat Drum Circle</i>	Summerlin	23
<i>Career 101 Workshop</i>	Clark County	28
<i>Quitters Duo in Concert</i>	West Charleston	28
<i>Bilingual Family Storytime</i>	West Charleston	28
<i>A Public Fit Theatre Company Staged Readings of "Skeleton Crew"</i>	Clark County	28-29
<i>Casa Italiana Presenting "Wine Tourism in Italy"</i>	West Charleston	29

**COMING HIGHLIGHT EVENTS IN FEBRUARY**

<i>A Life's Journey: The Kiesha Wright Story</i>	Whitney	2
<i>Bilingual Family Storytime</i>	Summerlin	5
<i>Blind Contour Drawing &amp; Watercolor</i>	Sahara West	6
<i>Soul Man: Tribute to the Great Soul Men</i>	Whitney	8
<i>UNLV Jazz Concert Series: Latin Jazz Ensemble</i>	Clark County	9
<i>Spanish 101</i>	Virtual	10-24
<i>LP and the Vinyl Live in Concert</i>	West Las Vegas, West Charleston	12
<i>Celebrate Valentine's Day with the UNLV Jazz Ensemble</i>	Summerlin	13
<i>Obsidian and Neon Exhibit Reception</i>	Sahara West	17
<i>African American Heritage Month: Interesting Inventors</i>	Sunrise	17
<i>KEMIT in the Desert</i>	West Las Vegas	17-19
<i>Career 101 Workshop</i>	Clark County	18
<i>Supreme Diva: A Diana Ross Tribute</i>	Summerlin	20
<i>Jeff Corwin Photography Exhibit</i>	Summerlin	24

Community Engagement Report  
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*Voices of Women; Maya Angelou: Caged  
Bird*

Summerlin, West  
Charleston

26-27

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Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

Monthly Statistics  
Year over Year  
November 2020/ November 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	9	25	16	178%	66	130	64	97%	930	630	-300	-32%	5,047	4,236	-811	-16%
	Clark County	9	92	83	922%	58	403	345	595%	322	2,020	1,698	527%	1,417	7,765	6,348	448%
	Clark County BBTTC	125	98	-27	-22%	556	502	-54	-10%	2,173	1,269	-904	-42%	6,323	6,289	-34	-1%
	Enterprise	44	54	10	23%	233	290	57	24%	639	537	-102	-16%	4,631	3,219	-1,412	-30%
	East Las Vegas	11	66	55	500%	56	233	177	316%	275	922	647	235%	1,461	4,243	2,782	190%
	Meadows	18	14	-4	-22%	22	47	25	114%	120	85	-35	-29%	144	316	172	119%
	Rainbow	28	55	27	96%	98	317	219	223%	565	1,034	469	83%	2,450	6,938	4,488	183%
	Sahara West	31	23	-8	-26%	154	152	-2	-1%	303	729	426	141%	2,911	5,014	2,103	72%
	Spring Valley	76	137	61	80%	384	754	370	96%	2,138	5,142	3,004	141%	9,383	21,571	12,188	130%
	Summerlin	47	53	6	13%	254	357	103	41%	1,096	1,413	317	29%	7,975	10,231	2,256	28%
	Sunrise	44	41	-3	-7%	258	279	21	8%	565	501	-64	-11%	3,409	4,373	964	28%
	West Charleston	14	45	31	221%	80	281	201	251%	180	660	480	267%	1,286	3,713	2,427	189%
	West Las Vegas	30	49	19	63%	139	301	162	117%	363	590	227	63%	1,823	3,183	1,360	75%
	Whitney	38	65	27	71%	253	403	150	59%	957	1,414	457	48%	5,241	7,553	2,312	44%
	Windmill	6	15	9	150%	43	95	52	121%	280	318	38	14%	1,630	2,946	1,316	81%
	<b>Urban Totals</b>	<b>530</b>	<b>832</b>	<b>302</b>	<b>57%</b>	<b>2,654</b>	<b>4,544</b>	<b>1,890</b>	<b>71%</b>	<b>10,906</b>	<b>17,264</b>	<b>6,358</b>	<b>58%</b>	<b>55,131</b>	<b>91,590</b>	<b>36,459</b>	<b>66%</b>
Outlying Branches	Blue Diamond	0	7	7	N/A	4	32	28	700%	0	17	17	N/A	6	106	100	1667%
	Bunkerville	2	1	-1	-50%	9	6	-3	-33%	7	16	9	129%	22	114	92	418%
	Goodsprings	0	5	5	N/A	0	43	43	N/A	0	28	28	N/A	0	157	157	N/A
	Indian Springs	15	24	9	60%	55	142	87	158%	32	241	209	653%	169	1,274	1,105	654%
	Laughlin	19	13	-6	-32%	54	74	20	37%	300	134	-166	-55%	859	1,343	484	56%
	Mesquite	21	79	58	276%	126	369	243	193%	263	854	591	225%	1,864	4,778	2,914	156%
	Moapa Town	12	11	-1	-8%	25	87	62	248%	19	78	59	311%	56	437	381	680%
	Moapa Valley	0	26	26	N/A	0	134	134	N/A	0	455	455	N/A	0	1,927	1,927	N/A
	Mt. Charleston	0	6	6	N/A	0	36	36	N/A	0	36	36	N/A	0	199	199	N/A
	Sandy Valley	0	1	1	N/A	0	14	14	N/A	0	19	19	N/A	0	110	110	N/A
	Searchlight	16	13	-3	-19%	66	70	4	6%	184	49	-135	-73%	786	340	-446	-57%
	<b>Outlying Totals</b>	<b>85</b>	<b>186</b>	<b>101</b>	<b>119%</b>	<b>339</b>	<b>1,007</b>	<b>668</b>	<b>197%</b>	<b>805</b>	<b>1,927</b>	<b>1,122</b>	<b>139%</b>	<b>3,762</b>	<b>10,785</b>	<b>7,023</b>	<b>187%</b>
Outreach	Outreach-Branch	0	12	12	N/A	5	93	88	1760%	0	750	750	N/A	1,015	12,992	11,977	1180%
	Outreach-Department	51	57	6	12%	128	231	103	80%	1,146	4,675	3,529	308%	6,235	16,081	9,846	158%
	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
	<b>Outreach Totals</b>	<b>51</b>	<b>69</b>	<b>18</b>	<b>35%</b>	<b>133</b>	<b>324</b>	<b>191</b>	<b>144%</b>	<b>1,146</b>	<b>5,425</b>	<b>4,279</b>	<b>373%</b>	<b>7,250</b>	<b>29,073</b>	<b>21,823</b>	<b>301%</b>
	<b>Grand Totals</b>	<b>666</b>	<b>1,087</b>	<b>421</b>	<b>63%</b>	<b>3,126</b>	<b>5,875</b>	<b>2,749</b>	<b>88%</b>	<b>12,857</b>	<b>24,616</b>	<b>11,759</b>	<b>91%</b>	<b>66,143</b>	<b>131,448</b>	<b>65,305</b>	<b>99%</b>

\*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  
November 2020/ November 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	14	17	3	21%	63	108	45	71%	192	206	14	7%	950	1,895	945	99%				
	Clark County	122	188	66	54%	514	764	250	49%	799	7,767	6,968	872%	4,071	18,770	14,699	361%				
	Enterprise	12	54	42	350%	51	247	196	384%	96	1,546	1,450	1510%	747	5,233	4,486	601%				
	East Las Vegas	146	164	18	12%	619	689	70	11%	794	1,703	909	114%	2,585	6,425	3,840	149%				
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A				
	Rainbow	10	52	42	420%	76	217	141	186%	764	916	152	20%	1,449	3,093	1,644	113%				
	Sahara West	23	81	58	252%	105	328	223	212%	2,966	1,838	-1,128	-38%	3,800	8,040	4,240	112%				
	Spring Valley	35	54	19	54%	127	182	55	43%	475	635	160	34%	1,640	2,513	873	53%				
	Summerlin	18	31	13	72%	90	162	72	80%	270	1,631	1,361	504%	1,179	10,955	9,776	829%				
	Sunrise	11	42	31	282%	53	125	72	136%	143	703	560	392%	746	2,856	2,110	283%				
	West Charleston	18	41	23	128%	81	146	65	80%	149	533	384	258%	580	2,361	1,781	307%				
	West Las Vegas	21	50	29	138%	88	191	103	117%	583	549	-34	-6%	1,652	5,215	3,563	216%				
	Whitney	31	65	34	110%	98	254	156	159%	182	907	725	398%	867	4,507	3,640	420%				
	Windmill	55	79	24	44%	211	283	72	34%	1,034	2,698	1,664	161%	3,832	9,339	5,507	144%				
Urban Totals		516	918	402	78%	2,176	3,696	1,520	70%	8,447	21,632	13,185	156%	24,098	81,202	57,104	237%				
Outlying Branches	Blue Diamond	0	1	1	N/A	0	7	7	N/A	0	2	2	N/A	0	80	80	N/A				
	Bunkerville	0	0	0	N/A	0	2	2	N/A	0	0	0	N/A	0	12	12	N/A				
	Goodsprings	1	1	0	0%	23	21	-2	-9%	14	3	-11	-79%	41	49	8	20%				
	Indian Springs	0	10	10	N/A	0	45	45	N/A	0	194	194	N/A	0	712	712	N/A				
	Laughlin	23	28	5	22%	63	118	55	87%	2,716	211	-2,505	-92%	4,180	1,105	-3,075	-74%				
	Mesquite	36	63	27	75%	178	382	204	115%	332	786	454	137%	1,405	2,754	1,349	96%				
	Moapa Town	1	1	0	0%	2	15	13	650%	4	12	8	200%	6	43	37	617%				
	Moapa Valley	0	8	8	N/A	0	41	41	N/A	0	28	28	N/A	0	185	185	N/A				
	Mt. Charleston	0	5	5	N/A	1	27	26	2600%	0	22	22	N/A	5	231	226	4520%				
	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%	4	10	6	150%	12	14	2	17%	23	68	45	196%				
	Outlying Totals	63	119	56	89%	271	668	397	146%	3,078	1,272	-1,806	-59%	5,660	5,239	-421	-7%				
Outreach	Outreach-Branch	1	18	17	1700%	4	52	48	1200%	18	1,267	1,249	6939%	102	2,332	2,230	2186%				
	Outreach-Department	11	10	-1	-9%	55	32	-23	-42%	1,581	160	-1,421	-90%	2,510	597	-1,913	-76%				
	Outreach-PVS	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A				
	Outreach-YS Admin.	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A				
	Outreach-Literacy	0	1	1	N/A	0	2	2	N/A	0	551	551	N/A	0	1,200	1,200	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	12	29	17	142%	59	86	27	46%	1,599	1,978	379	24%	2,612	4,129	1,517	58%				
Grand Totals		591	1,066	475	80%	2,506	4,450	1,944	78%	13,124	24,882	11,758	90%	32,370	90,570	58,200	180%				



## ITEM VI.A.2.c.

### MEMORANDUM

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**TO:** LVCCLD Board of Trustees through Kelvin Watson, Executive Director  
**FROM:** Sherry Walker, Development Officer  
**DATE:** December 31, 2021  
**SUBJECT:** Development and Planning Department Report, January 2022

#### Development and Planning Department Powerful Plays in December 2021

##### POWERFUL PEOPLE

- **Volunteers** donated 1,603 hours of their time assisting at 15 branches
- The **Library Foundation** received a total of \$24,226.00 in donations and grants for the month of December
- Volunteers from **MGM** and **NV Energy** assisted with the Sahara West book sale
- Staff met with **Las Vegas Urban League of** and **Rob Santwer** to prepare and script upcoming video for FFN workshop
- Convened a meeting of the FFN Advisory committee that provides guidance and oversight for the 2021 LSTA grant, Libraries as Partners in the Childcare Sector. Members of the committee include the following:
  - **Las Vegas-Clark County Library District-** Glenda Billingsley, Kelly May
  - **Las Vegas Urban League-**Emily Buckles, Mary Regan
  - **Nevada Department of Health and Human Services, Division of Welfare and Supportive Services-** Chrystal Johnson
  - **San Francisco Federal Reserve-** Joselyn Cousins
  - **United Way of Southern Nevada-** Dolores Hauck, Julie Houchins, Aaron Krolikowski
  - **Workforce Connections-** Irene Bustamante Adams
  - **Children's Cabinet-** Denise Tanata



### POWERFUL PLACES

- Provided Better Impact volunteer software at **Summerlin Library**
- **Foundation Bookstores** reported sales of \$143,966.98 through November 2021

### POWERFUL PARTNERSHIPS

- Books left over from the Windmill book sale were donated to the Chris Giunchigliani for distribution at **Little Free Libraries** throughout Southern Nevada
- Staff completed and submitted grant proposal of \$420,000 to the **City of Las Vegas ARPA funds** to support Teachers in Libraries
- Attended **Strong Start Child Care Hub** Partner Meeting
- Met with **Engineering for Kids**, Nicole Imber and Mayra Corn to plan programming for West Las Vegas tech lab, funded by **SWITCH**
- Books from the Sahara West book sale were donated to **NV Department of Corrections**

### POWERFUL PLATFORMS

- The Sahara West Library hosted a two day book sale and reported revenue of \$4,800
- The Windmill Library hosted a book sale and reported revenue of \$1,800
- The Whitney library hosted a book sale and reported revenue of \$1,600
- **Amazon** sales reached \$7,700 for the month
- Staff attended **Public Assistance COVID-19 Bi-Weekly Recovery Meeting**
- Staff attended **NPO Sector Call with United Way of Southern Nevada**



## ITEM VI.A.2.d.

### MEMORANDUM

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**TO:** Board of Trustees through Kelvin Watson, Executive Director

**FROM:** Albert G. Prendergast, Chief Information Officer

**DATE:** January 5, 2022

**SUBJECT:** Information Technology Report, January 2022

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 December.

#### POWERFUL PEOPLE

- Distribution Center (DC) staff provided two virtual collection maintenance training classes for District-wide staff to help build responsive library collections for our customers and provided one Sierra training class to help improve staff's proficiency with using the system.
- AS staff provided Sierra training for Youth Services staff at the Clark County Library on library card creation and recorded a training session on how to resolve e-mail-delivery issues for customer accounts.
- AS staff worked with Library Operation and Financial Services staff to complete the implementation of the Cashless Pilot system at the East Las Vegas Library, including the creation of a user manual and video recordings to supplement staff training.
- The Communications Technology Team made recommendations for improving staff collaboration and communication during the COVID-19 pandemic closures. The IT department worked with our web designer to provide secure remote access to our intranet site to allow staff to access news and information from home.

#### 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 completed and advertised the Request For Proposal (RFP) for fiber construction to the outlying branches. RFP responses are due on February 2.

- DC staff provided fresh content to the outlying branches to keep the collections relevant for customers.
- IT department staff continues to work with our Facilities department on expanding the computer center at the West Las Vegas Library.

### **POWERFUL PARTNERSHIPS**

- District staff worked with the Clark County School District (CCSD) and Baker & Taylor to complete the implementation of Axis 360 for the Community Share Project to remove barriers to library access for all CCSD students.
- ER staff supported K-12 students who needed access to Online Resources for school by creating eCards, Treehouse, and IXL accounts and responded to 514 e-mails to the ASK account in November.
- 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**

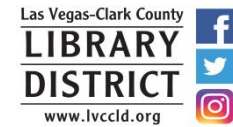
- CBS staff added 5,319 titles with 12,583 new items to the collection and withdrew 7,077 items from the library catalog in November. The withdrawn items will either be resold or discarded.
- IT department staff worked with our Facilities department, branch staff, and vendor to complete the replacement end-of-life security gates at the Spring Valley and Sunrise libraries.
- IT department staff migrated the Mesquite Library to the new Cox wide-area-network. Ten of the eleven outlying branches are completed. The remaining location is under construction and is expected to be completed by the end of February.
- IT division staff completed the onboarding requirements for the Branding and Marketing division's new Savannah Community Engagement platform from OrangeBoy Inc.
- The IT department completed remediation steps on several systems in response to the newly discovered "Log4j" zero-day vulnerability which allows an attacker to take control of an affected system.
- CBS staff completed the cataloging of over 1,050 Pre-K to Second grade Playaway tablets and expect to distribute them to the branches by the end of January.
- CBS staff ordered new knitting machines for the branches and loaned spare units to support larger programs at the branches.
- ER added two new online resources to our collection: Education.com provides early learning enrichment through games and printable worksheets and LawDepot provides a wealth of information and legal forms for common legal issues.

Technology Monthly Report  
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- ER staff deployed tablet lending kiosks to the first of two pilot locations at the Clark County Library. The library received one Android (with six devices) and one iPad (with six devices) lending kiosk. The final pilot location will be installed shortly.

Of the \$1,585,00 approved by the Board of Trustees in the IT department's Capital Projects Fund for FY22, \$366,552.65 was expended (\$21,050.13 – 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)/\$25,711 for a threat defense solution/ \$27,620 for end-point protection.

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



Customer Support	Nov-20	Nov-21	% Change	FY20-21	FY21-22	% Change
Number of Phone Calls to Electronic Resources	140	90	-35.71%	783	598	-23.63%
Length of Calls in Hours, Minutes, and Seconds	18:50:20	10:24:39	-44.74%	85:04:05	61:58:45	-27.14%
Number of emails to ask@lvccld.org	753	514	-31.74%	5,037	3,194	-36.59%
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	524	7,013
Health and Wellness	Academic Search Main	61	89
Homework Help	IXL	119	36,842
Online Learning	LinkedIn Learning	136	4,176
A-Z Resources (All Others)	Newsbank - LVRJ	2,053	36,706

Downloadables and Streaming Circulation	Nov-20	Nov-21	% Change	FY20-21	FY21-22	% Change
eBooks	129,013	114,100	-11.56%	678,129	631,994	-6.80%
Audiobooks	79,112	90,525	14.43%	404,682	460,167	13.71%
Magazines	10,172	8,330	-18.11%	53,915	40,539	-24.81%
Movies and TV	12,432	10,678	-14.11%	71,046	57,763	-18.70%
Music	27,361	20,435	-25.31%	139,035	100,459	-27.75%
<b>Total</b>	<b>258,090</b>	<b>244,068</b>	<b>-5.43%</b>	<b>1,346,807</b>	<b>1,290,922</b>	<b>-4.15%</b>

Online Resources Usage by Category	Nov-20		Nov-21		% Change		FY20-21		FY21-22		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	812	19,054	703	11,222	-13.42%	-41.10%	4,443	97,396	2,938	56,054	-33.87%	-42.45%
Health and Wellness	751	1,773	242	329	-67.78%	-81.44%	3,472	10,554	1,226	1,470	-64.69%	-86.07%
Homework Help	623	61,145	382	41,725	-38.68%	-31.76%	3,853	261,782	2,684	242,518	-30.34%	-7.36%
Online Learning	2,833	5,594	1,089	5,094	-61.56%	-8.94%	16,745	37,089	6,868	29,089	-58.98%	-21.57%
A-Z Resources (All Others)	20,497	81,606	11,330	71,771	-44.72%	-12.05%	106,987	389,612	62,065	364,075	-41.99%	-6.55%

**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

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**TO:** Board of Trustees through Kelvin Watson, Executive Director

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

**DATE:** December 31, 2021

**SUBJECT:** Financial Services Report, January 2022

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

#### **Administration**

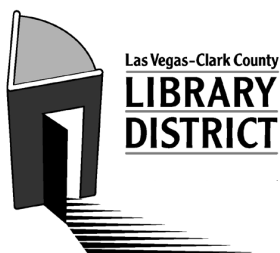
- Updated the District's cash flow analysis
- Attended Facilities Bid opening, Bid 22-02, HVAC Replacement, WC
- Advertised Financial Services RFP No. 22-04, Auditing Services
- **Floresto Cabias** and **Lynn Wing** worked with District staff regarding purchasing training and procedures; held purchase 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 (\$2.8M for the month of December)
- 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

Financial Services Report  
Page 2

- Reconciled copier meter reading reports from branches/departments to invoices
- Staff cross-trained in payroll, fixed assets, cash receipts, and other Financial Services procedures



## MEMORANDUM

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To: Board of Trustees through Kelvin Watson, Executive Director

From: Floresto Cabias, Chief Financial Officer

Date: December 31, 2021

Subject: December 2021 Budget Status Report

Enclosed are the budget status reports for December 2021. General fund revenues indicate that 50% of budgeted revenue has been collected.

### **Property Tax Revenues**

As compared to December 2020, the District collected 6% 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 40% 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 December 31, 2021, represents CTX from the month of October 2021. The \$2.3M collected is 25% higher than the amount collected for the same period last fiscal year. In October 2020, the Southern Nevada economy was still recovering from business closures just months before. The significant CTX increase in October 2021 is the result of a fuller economic reopening and pent-up demand, among other factors. The recent surge in COVID-19 cases may have an adverse impact on subsequent months, but the current trend suggests another record high year for CTX collections.

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**

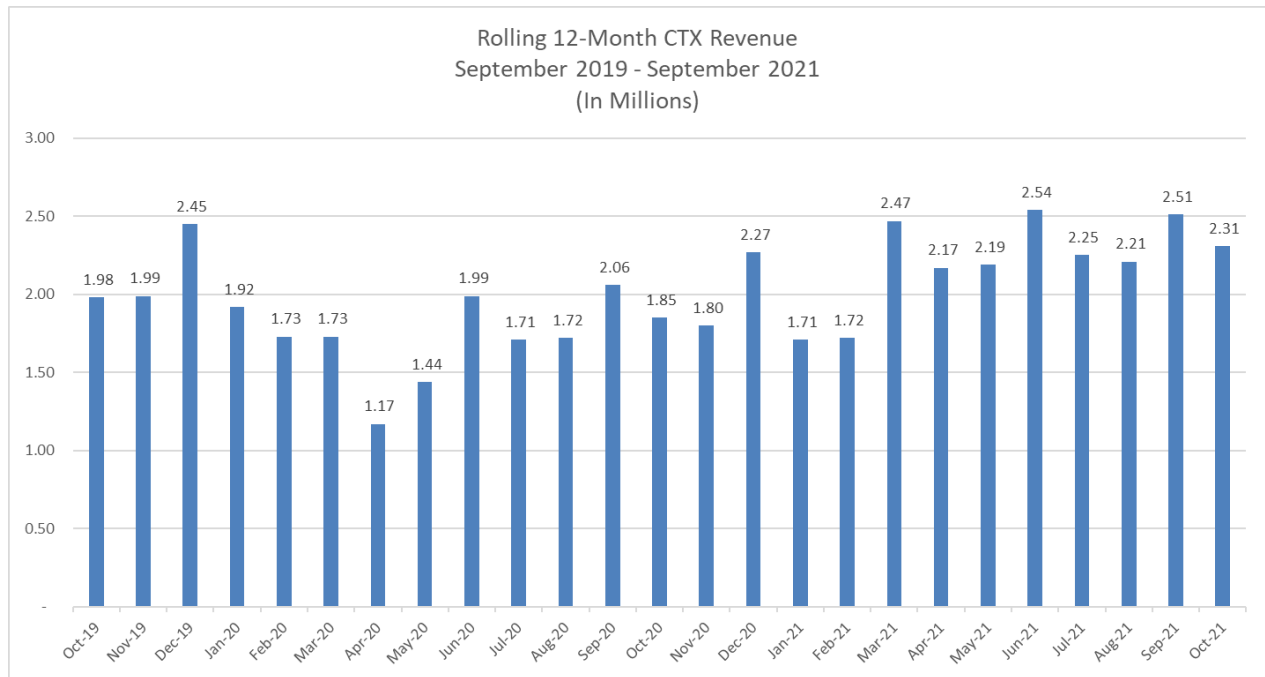
General Fund expenditures indicate that 42% of the allocated budget has been spent. Staff expects total expenditure savings of approximately \$6M for FY 2022. These savings are due to reduced personnel costs resulting from the Voluntary Employee Separation Program (VESP) and filling positions based on 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.

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	2,309,983.57	24.66%
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	-	
<b>TOTAL</b>	<b>24,212,141.75</b>	<b>9,286,612.99</b>	

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

**General Fund - 100****From 12/01/2021 Through 12/31/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	29,230,858.15	53,100,000.00	23,869,141.85	44.95%
Intergovernmental Revenue	9,354,136.87	23,400,000.00	14,045,863.13	60.03%
Charges for Services	23,336.18	500,000.00	476,663.82	95.33%
Fines & Forfeits	298,761.90	500,000.00	201,238.10	40.25%
Miscellaneous	98,192.38	810,000.00	711,807.62	87.88%
<b>Total Revenues</b>	<b>39,005,285.48</b>	<b>78,310,000.00</b>	<b>39,304,714.52</b>	<b>50.19%</b>
<b>Expenditures</b>				
Salaries	13,019,102.45	32,562,438.00	19,543,335.55	60.02%
Benefits	5,492,451.33	13,125,445.00	7,632,993.67	58.15%
Supplies & Services	6,454,427.26	15,356,409.00	8,901,981.74	57.97%
Capital Outlay	4,881,401.31	10,767,307.00	5,885,905.69	54.66%
<b>Total Expenditures</b>	<b>29,847,382.35</b>	<b>71,811,599.00</b>	<b>41,964,216.65</b>	<b>58.44%</b>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>9,157,903.13</b>	<b>6,498,401.00</b>	<b>(2,659,502.13)</b>	<b>-8.25%</b>

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

**General Fund - 100****From 12/01/2021 Through 12/31/2021**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	282,460.04	949,020.00	666,559.96	70.24%
120	Administration - Library Operations	518,441.16	1,741,177.00	1,222,735.84	70.22%
200	Financial Services	855,143.21	1,867,973.00	1,012,829.79	54.22%
215	Community Outreach	262,154.15	525,357.00	263,202.85	50.10%
216	Youth Services	161,736.31	386,363.00	224,626.69	58.14%
220	Development and Planning	187,258.75	590,056.00	402,797.25	68.26%
240	General Services/Facilities	4,569,694.13	10,498,423.00	5,928,728.87	56.47%
250	Human Resources	991,875.84	2,674,812.00	1,682,936.16	62.92%
251	HR-Work Insurance	303,112.61	1,501,744.00	1,198,631.39	79.82%
260	Information Technology	2,215,356.22	4,072,848.00	1,857,491.78	45.61%
270	Literacy Department	138,096.38	397,676.00	259,579.62	65.27%
280	Branding and Marketing	557,595.50	1,864,914.00	1,307,318.50	70.10%
290	Access Services Department	514,568.46	1,139,565.00	624,996.54	54.85%
310	Collection and Bibliographic Services	5,844,569.22	12,937,872.00	7,093,302.78	54.83%
320	Gallery Services	82,590.54	183,616.00	101,025.46	55.02%
330	Facilities	1,311,068.74	3,031,596.00	1,720,527.26	56.75%
340	Community Engagement	150,961.61	458,550.00	307,588.39	67.08%
400	Library Operations	10,900,699.48	26,990,037.00	16,089,337.52	59.61%
Total		29,847,382.35	71,811,599.00	41,964,216.65	58.44%

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

**General Fund - 100**  
**Library Operations - Dept 400**  
**From 12/01/2021 Through 12/31/2021**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	32,028.10	76,057.00	44,028.90	57.89%
110	Bunkerville	26,386.87	61,328.00	34,941.13	56.97%
120	Clark County Library	1,122,624.51	2,779,346.00	1,656,721.49	59.61%
130	Enterprise Library	622,938.96	1,441,669.00	818,730.04	56.79%
140	Goodsprings	40,470.23	82,779.00	42,308.77	51.11%
160	Indian Springs	52,429.00	110,509.00	58,080.00	52.56%
180	Laughlin	316,011.05	726,089.00	410,077.95	56.48%
190	Mesquite	464,364.86	1,072,843.00	608,478.14	56.72%
200	Moapa Town	20,908.18	58,868.00	37,959.82	64.48%
210	Moapa Valley	140,583.59	328,880.00	188,296.41	57.25%
220	Mount Charleston	29,242.02	65,763.00	36,520.98	55.53%
230	Rainbow Library	756,245.65	1,842,222.00	1,085,976.35	58.95%
240	Sahara West Library	1,031,506.28	2,584,240.00	1,552,733.72	60.08%
250	Sandy Valley	32,488.06	96,110.00	63,621.94	66.20%
260	Searchlight	18,405.83	62,466.00	44,060.17	70.53%
270	Spring Valley Library	731,815.36	1,721,165.00	989,349.64	57.48%
280	Summerlin Library	602,390.75	1,531,780.00	929,389.25	60.67%
290	Sunrise Library	591,264.03	1,547,932.00	956,667.97	61.80%
300	West Charleston Library	703,267.44	1,685,830.00	982,562.56	58.28%
310	West Las Vegas Library	587,564.48	1,663,433.00	1,075,868.52	64.68%
320	Whitney Library	662,755.74	1,559,832.00	897,076.26	57.51%
360	Meadows Library	43,515.32	99,539.00	56,023.68	56.28%
370	Centennial Hills	645,876.43	1,923,480.00	1,277,603.57	66.42%
380	Windmill Library	795,018.41	1,830,571.00	1,035,552.59	56.57%
390	East Las Vegas Library	809,969.92	1,989,585.00	1,179,615.08	59.29%
605	City Misdemeanant	20,628.41	47,721.00	27,092.59	56.77%
Total		10,900,699.48	26,990,037.00	16,089,337.52	59.61%

Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

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

**General Fund - 100**  
**From 12/01/2021 Through 12/31/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	10,304,718.68	24,921,202.00	14,616,483.32	58.65%
51200 Salaries - Part Time	2,287,890.30	6,199,467.00	3,911,576.70	63.10%
51300 Overtime Pay	19,018.63	55,000.00	35,981.37	65.42%
51400 Call Back Pay	5,304.98	8,595.00	3,290.02	38.28%
51500 Standby Pay	28,846.05	50,366.00	21,519.95	42.73%
51600 Longevity Pay	114,582.82	377,808.00	263,225.18	69.67%
51700 Separation Pay	128,608.58	450,000.00	321,391.42	71.42%
51800 Leave Buyout	130,132.41	500,000.00	369,867.59	73.97%
55100 Employees Retirement	3,276,898.22	7,938,096.00	4,661,197.78	58.72%
55200 Group Insurance	1,799,656.14	4,072,148.00	2,272,491.86	55.81%
55300 Workers' Comp. Payments	103,925.96	271,544.00	167,618.04	61.73%
55400 Medicare Coverage Expense	311,346.29	768,657.00	457,310.71	59.49%
55500 Unemployment Insurance	624.72	75,000.00	74,375.28	99.17%
61100 Office Supplies	149,712.06	559,357.00	409,644.94	73.23%
61110 Operating Supplies	181,914.12	597,065.00	415,150.88	69.53%
61120 Software & User Licenses	87,533.34	521,994.00	434,460.66	83.23%
61130 Software Maintenance	731,736.61	841,400.00	109,663.39	13.03%
61200 Book Materials & Supplies	17,975.20	120,409.00	102,433.80	85.07%
61205 Interlibrary Loan	248.98	4,500.00	4,251.02	94.47%
61210 Small Equipment	66,666.68	478,000.00	411,333.32	86.05%
61400 Equipment Repair & Maint.	490,423.92	690,280.00	199,856.08	28.95%
61410 Contracted Services	2,307,812.53	5,341,007.00	3,033,194.47	56.79%
61420 Building Repair & Maint.	83,541.49	218,200.00	134,658.51	61.71%
61500 Rental Expenses	26,616.15	47,316.00	20,699.85	43.75%
61600 Telephone	386,704.88	600,000.00	213,295.12	35.55%
61700 Utilities	758,785.40	1,935,071.00	1,176,285.60	60.79%
61800 Insurance & Bonds	357,303.45	455,000.00	97,696.55	21.47%
61900 Professional Services	235,432.76	932,700.00	697,267.24	74.76%
61910 Legal Services	39,565.29	394,500.00	354,934.71	89.97%
62200 Collection Agencies	23,726.25	310,000.00	286,273.75	92.35%
62300 Board Compensation	2,440.00	6,200.00	3,760.00	60.65%
62500 Postage	52,402.16	75,100.00	22,697.84	30.22%
62510 Advertising	59,332.79	88,700.00	29,367.21	33.11%
62600 Community Events	8,223.92	23,750.00	15,526.08	65.37%
62620 Recruitment	254.09	625.00	370.91	59.35%
62700 Education & Training	25,639.69	310,735.00	285,095.31	91.75%
62800 Travel & Transportation	19,588.75	285,250.00	265,661.25	93.13%
62900 Printing & Reproduction	48,021.10	99,250.00	51,228.90	51.62%
63000 Dues & Subscriptions	22,327.74	43,200.00	20,872.26	48.32%
65000 Miscellaneous Expenses	24,424.73	41,800.00	17,375.27	41.57%
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	4,881,401.31	10,767,307.00	5,885,905.69	54.66%
<b>Total</b>	<b>29,847,382.35</b>	<b>71,811,599.00</b>	<b>41,964,216.65</b>	<b>58.44%</b>

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

**Grant Fund - 220**

From 12/01/2021 Through 12/31/2021

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Intergovernmental Revenue	388,296.62	1,800,000.00	1,411,703.38	78.43%
Miscellaneous	43,790.23	-	(43,790.23)	
<b>Total Revenues</b>	432,086.85	1,800,000.00	1,367,913.15	76.00%
<b>Expenditures</b>				
Salaries	145,314.97	480,000.00	334,685.03	69.73%
Benefits	68,572.19	210,000.00	141,427.81	67.35%
Supplies & Services	373,556.04	500,000.00	126,443.96	25.29%
Capital Outlay	119,187.50	610,000.00	490,812.50	80.46%
<b>Total Expenditures</b>	706,630.70	1,800,000.00	1,093,369.30	60.74%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(274,543.85)	-	274,543.85	15.25%

Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

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

**Grant Fund - 220**  
**From 12/01/2021 Through 12/31/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	144,704.59	480,000.00	335,295.41	69.85%
51300 Overtime Pay	38.52	-	(38.52)	
51600 Longevity Pay	571.86	-	(571.86)	
55100 Employees Retirement	43,974.06	162,356.79	118,382.73	72.92%
55200 Group Insurance	22,408.83	43,576.29	21,167.46	48.58%
55400 Medicare Coverage Expense	2,189.30	4,066.92	1,877.62	46.17%
61100 Office Supplies	414.97	1,223.54	808.57	66.08%
61110 Operating Supplies	13,863.64	2,400.00	(11,463.64)	-477.65%
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	153,211.50	424,040.00	270,828.50	63.87%
61600 Telephone	5,632.68	-	(5,632.68)	
61900 Professional Services	10,644.21	-	(10,644.21)	
62800 Travel & Transportation	1,081.85	7,121.12	6,039.27	84.81%
65000 Miscellaneous Expenses	39,167.72	10,215.34	(28,952.38)	-283.42%
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%
<b>Total</b>	<b>706,630.70</b>	<b>1,800,000.00</b>	<b>1,093,369.30</b>	<b>60.74%</b>



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

**Gift Fund - 230**

**From 12/01/2021 Through 12/31/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	46,106.45	815,000.00	768,893.55	94.34%
<b>Total Revenues</b>	46,106.45	815,000.00	768,893.55	94.34%
<b>Expenditures</b>				
Supplies & Services	41,731.95	715,000.00	673,268.05	94.16%
Capital Outlay	-	100,000.00	100,000.00	100.00%
<b>Total Expenditures</b>	41,731.95	815,000.00	773,268.05	94.88%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	4,374.50	-	(4,374.50)	-0.54%

Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

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

**Gift Fund - 230**

**From 12/01/2021 Through 12/31/2021**

	<b>YTD Actual</b>	<b>Budget</b>	<b>YTD Variance</b>	<b>Percent Budget Remaining</b>
61100 Office Supplies	839.69	20,000.00	19,160.31	95.80%
61110 Operating Supplies	4,354.29	15,000.00	10,645.71	70.97%
61210 Small Equipment	7,036.79	15,000.00	7,963.21	53.09%
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	14,489.00	100,000.00	85,511.00	85.51%
62800 Travel & Transportation	6.72	-	(6.72)	
65000 Miscellaneous Expenses	2,942.96	-	(2,942.96)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
<b>Total</b>	<b>41,731.95</b>	<b>815,000.00</b>	<b>773,268.05</b>	<b>94.88%</b>

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

**Capital Projects Fund - 510  
From 12/01/2021 Through 12/31/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	(4,520.39)	30,000.00	34,520.39	115.07%
<b>Total Revenues</b>	(4,520.39)	30,000.00	34,520.39	115.07%
<b>Expenditures</b>				
Supplies & Services	483,431.92	3,925,300.00	3,441,868.08	87.68%
Capital Outlay	105,303.14	2,016,200.00	1,910,896.86	94.78%
<b>Total Expenditures</b>	588,735.06	5,941,500.00	5,352,764.94	90.09%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(593,255.45)	(5,911,500.00)	(5,318,244.55)	24.98%

Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

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

**Capital Projects Fund - 510**  
**From 12/01/2021 Through 12/31/2021**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	-	43,500.00	43,500.00	100.00%
61120 Software & User Licenses	30,496.00	250,000.00	210,140.00	84.06%
61130 Software Maintenance	39,860.00	50,000.00	4,647.41	9.29%
61210 Small Equipment	45,352.59	1,191,800.00	1,146,447.41	96.19%
61400 Equipment Repair & Maint.	268,675.57	645,000.00	376,324.43	58.34%
61410 Contracted Services	7,318.00	-	(7,318.00)	
61420 Building Repair & Maint.	46,676.95	800,000.00	753,323.05	94.17%
61900 Professional Services	37,200.00	960,000.00	922,800.00	96.13%
65100 Bank Charges	7,852.81	40,000.00	32,147.19	80.37%
81500 Capital Improvements	7,850.00	861,200.00	853,350.00	99.09%
81600 Capital Equipment - Major	97,453.14	1,100,000.00	1,002,546.86	91.14%
<b>Total</b>	<b>588,735.06</b>	<b>5,941,500.00</b>	<b>5,352,764.94</b>	<b>90.09%</b>

Las Vegas-Clark County Library District

**Project 2050 - Furniture Replacement  
From 12/01/2021 through 12/31/2021**

**510  
Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61210	Small Equipment	17,883.10	75,000.00	57,116.90	76%
<b>Total Expenditures</b>		<b>17,883.10</b>	<b>75,000.00</b>	<b>57,116.90</b>	<b>76%</b>

Las Vegas-Clark County Library District

**Project 2200 - Financial Services Projects**  
**From 12/01/2021 through 12/31/2021**

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61210	Small Equipment	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	11,371.00	80,000.00	68,629.00	86%
<b>Total Expenditures</b>		<b>25,643.17</b>	<b>305,000.00</b>	<b>279,356.83</b>	<b>92%</b>

## Las Vegas-Clark County Library District

**Project 4010 - Tech Replacements & Upgrades**  
**From 12/01/2021 through 12/31/2021**

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61120	Software & User Licenses	30,496.00	250,000.00	219,504.00	88%
61130	Software Maintenance	39,860.00	50,000.00	10,140.00	20%
61210	Small Equipment	21,050.13	455,000.00	433,949.87	95%
61400	Equipment Repair & Maint.	268,675.57	545,000.00	276,324.43	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%
<b>Total Expenditures</b>		<b>393,086.92</b>	<b>1,585,000.00</b>	<b>1,191,913.08</b>	<b>75%</b>

## Las Vegas-Clark County Library District

**Project 5010 - Bldg Repair & Maintenance**  
**From 12/01/2021 through 12/31/2021**

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61110	Operating Supplies	-	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.	46,676.95	800,000.00	753,323.05	94%
61900	Professional Services	16,200.00	800,000.00	783,800.00	98%
81500	Capital Improvements	-	700,000.00	700,000.00	100%
<b>Total Expenditures</b>		<b>62,876.95</b>	<b>2,543,500.00</b>	<b>2,480,623.05</b>	<b>98%</b>



Las Vegas-Clark County Library District

**Project 5015 - Construction Projects**  
**From 12/01/2021 through 12/31/2021**

**510**  
**Capital Projects Fund**

	<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Revenues</b>				
45200 Interest Earnings	(4,520.39)	30,000.00	34,520.39	115%
<b>        Total Revenues</b>	<b>(4,520.39)</b>	<b>30,000.00</b>	<b>34,520.39</b>	<b>115%</b>
<b>Expenditures</b>				
61900 Professional Services	28,850.00	160,000.00	131,150.00	82%
81500 Capital Improvements	-	400,000.00	400,000.00	100%
<b>        Total Expenditures</b>	<b>28,850.00</b>	<b>560,000.00</b>	<b>531,150.00</b>	<b>95%</b>

Las Vegas-Clark County Library District

**Project 5020 - PVS Projects**  
**From 12/01/2021 through 12/31/2021**

**510**  
**Capital Projects Fund**

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61210	Small Equipment	-	376,800.00	376,800.00	100%
81600	Capital Equipment - Major	60,394.92	346,200.00	285,805.08	83%
<b>Total Expenditures</b>		<b>60,394.92</b>	<b>723,000.00</b>	<b>662,605.08</b>	<b>92%</b>

Las Vegas-Clark County Library District

**Project 9010 - Vehicle Purchase and Replacement  
From 12/01/2021 through 12/31/2021**

**510  
Capital Projects Fund**

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

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

**Debt Service Fund - 610  
From 12/01/2021 Through 12/31/2021**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	37.79	-	(37.79)	
Miscellaneous	13.31	10,000.00	9,986.69	99.87%
<b>Total Revenues</b>	51.10	10,000.00	9,948.90	99.49%
<b>Expenditures</b>				
Supplies & Services	2,329.43	10,000.00	7,670.57	76.71%
<b>Total Expenditures</b>	2,329.43	10,000.00	7,670.57	76.71%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(2,278.33)	-	2,278.33	22.78%

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

**Debt Service Fund - 610**  
**From 12/01/2021 Through 12/31/2021**

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

# Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

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

General Fund - 100  
From 11/25/2021 through 12/31/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13794	11/29/2021	10011	ACT, Inc.	Inv 1262983 Oct	24.00
13795	11/29/2021	10129	Fun Express LLC	3 ghost/pumpkin/bat kid figures	66.39
13796	11/29/2021	10686	NLS Grounds Management, LLC	Various: Landscape Maintenance	350.00
13798	11/29/2021	11131	Infinity Communications & Consulting, Inc.	ECF application	1,000.00
13799	11/29/2021	11711	Lisa Beth Grimm	NAE cert	162.00
13800	11/29/2021	11724	Greenberg Traurig, LLP	Audit response letter	639.00
13803	11/29/2021	1535	El Mundo	November Purchasing ad - El Mundo	80.00
13804	11/29/2021	1580	Ferguson Enterprises, LLC	CC HVAC	655.19
13805	11/29/2021	1627	Cengage Learning, Inc.	Library Books & Materials for FY 2021-22	363.03
13806	11/29/2021	1742	Ideal Supply Company Inc.	Various	89.83
13807	11/29/2021	1757	Ingram Library Services	Library Books & Materials for FY 2021-22	35,083.59
13808	11/29/2021	1837	Johnstone Supply	CH HVAC	647.16
13809	11/29/2021	2152	Nedco Supply	MB: LED Bulbs	4,892.71
13810	11/29/2021	2351	Rebel Party Rentals	SM Chairs Garden Market	181.25
13811	11/29/2021	2533	Suburban Propane - 1487	Bulk Tank Rent 1yr	5.00
13812	11/29/2021	2819	CenturyLink Communications, LLC	Service Nov 2021	3,667.81
13813	11/29/2021	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	16,996.81
13814	11/29/2021	4522	Quest Diagnostics	11 pre-employment screenings	634.49
13815	11/29/2021	4676	Color Reflections	#GetCarded signage	517.50
13816	11/29/2021	5001	UniFirst Corporation	FAC Uniform Rental	224.52
13817	11/29/2021	5130	OverDrive Inc.	Library Books & Materials for FY 2021-22	173,665.54
13818	11/29/2021	5244	A&B Printing & Mailing	ILL Bookmark reprint	357.49
13820	11/29/2021	7655	Gill's Printing and Color Graphics	ENG/SPAN COMMENT CARDS	900.00
13821	11/29/2021	7943	Communication Electronic Systems Inc	CC: Fire Alarm Repair	984.00
13822	11/29/2021	8122	Staples Advantage Dept LA	Staples asst med bndr clip - PSA	1,231.01
13823	11/29/2021	8557	Guaranteed Pest Solutions LLC	Various: Bed Bug Inspections	168.75
13825	11/29/2021	9383	Office Plus	Crtgd,lsr,ma,22k - WH	986.84
13826	11/29/2021	9827	Vision Sign Inc.	SV & SM: Sign Maintenance	210.00
13827	11/29/2021	9958	Enerspect Medical Solutions LLC	FAC: AED Carry Case	75.60
13828	12/6/2021	10179	Safe and Secure Alarms and Video	WC: Alarm Monitoring - Burglar	54.00
13829	12/6/2021	10212	Virgin Valley Water District	Service 10/20/21-11/20/21	633.06
13830	12/6/2021	11137	Vital Records Control	October 2021 Record Destruction	151.77
13832	12/6/2021	11713	Joseph Canaday	NAE Virt PD Int to Ad Ed Standards	81.00
13836	12/6/2021	1240	Brady Industries of Nevada, LLC	MB Liner/Towel fold Pop-Up	338.91
13837	12/6/2021	1580	Ferguson Enterprises, LLC	Various	449.96
13838	12/6/2021	1620	Full Compass Systems Ltd	Horizontal/ Vertical Beltpack clip	115.80
13839	12/6/2021	1757	Ingram Library Services	Library Books & Materials for FY 2021-22	7,264.77
13840	12/6/2021	1897	Lakeshore Learning Materials	Super-Safe Mirrors - SU	111.11
13841	12/6/2021	1950	Liberty Lock and Security	WH Restrooms Tighten	95.00
13842	12/6/2021	2234	Overton Power District #5	Service 10/22/21-11/22/21 MT	154.68
13843	12/6/2021	2567	Teamsters Local Union #14	Union Dues - Dec 2021	8,896.00
13844	12/6/2021	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	7,851.34
13845	12/6/2021	3500	Garda CL West, Inc	Armored Transportation - Dec 2021	4,298.79
13846	12/6/2021	3770	Cox Communications of Las Vegas	Service 11/17/21-12/16/21	31,786.74
13847	12/6/2021	3776	Got Bugs LLC	MQL & MQLC: Pest Control	200.00
13848	12/6/2021	5001	UniFirst Corporation	FAC Uniform Rental	118.22
13849	12/6/2021	7677	Uline, Inc.	COURIER: Wedding Boxes	2,170.48
13850	12/6/2021	8010	Allied Universal Security Services	On-Site Security 11/12/21-11/25/21 - CH	85,296.70
13851	12/6/2021	8122	Staples Advantage Dept LA	Horizontal name badge - SW	2,191.73
13852	12/6/2021	8557	Guaranteed Pest Solutions LLC	Various: Bed Bug Inspections	168.75
13853	12/6/2021	9101	O'Reilly Auto Parts	Various	106.93
13854	12/6/2021	9383	Office Plus	Crtgd,clj cp5225 cyn - EV	5,370.31
13855	12/6/2021	9730	Commercial Lighting Specialties, LLC	Various	670.00
13857	12/13/2021	10017	CDA Media Relations	Dec purchasing ad	2,350.00
13858	12/13/2021	10129	Fun Express LLC	Mini Jack O Lantern bags - OR	2,472.57
13859	12/13/2021	10144	CFRA	Outlook Print 1/29/22-1/28/23	1,715.00
13860	12/13/2021	10162	CenturyLink	Service Dec 2021	136.69
13861	12/13/2021	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC: Landscape Maintenance	800.00
13862	12/13/2021	10686	NLS Grounds Management, LLC	Various: Landscape Maintenance	20,393.15
13864	12/13/2021	10829	Ewa Honik	Virtual NAE cert	81.00
13865	12/13/2021	10927	CenturyLink	Service Nov 2021	2,006.07
13866	12/13/2021	10970	Laura L. Nguyen	ELV CC AM BEG 206 10/19-12/2	81.00
13867	12/13/2021	11137	Vital Records Control	6 destruction bins - Dec 2021	152.68
13868	12/13/2021	11626	Jay Atwood	Piano tuning and maintenance - SM	135.00
13869	12/13/2021	11677	Kronos SaaS, Inc.	Software Maintenance	113,604.38
13871	12/13/2021	11742	Athlene Heap	CC AM BEG 213 10/19-12/2	54.00
13872	12/13/2021	1180	Baron Pest Solutions, Inc.	LA: Pest Control	37.00
13874	12/13/2021	1201	Best Janitorial Services of Nevada	Various: Janitorial	143,598.10
13875	12/13/2021	1580	Ferguson Enterprises, LLC	SV/SW Plumbing	317.99
13876	12/13/2021	1627	Cengage Learning, Inc.	Library Books & Materials for FY 2021-22	37,680.70
13877	12/13/2021	1640	Gerald M. Welt, Chartered	Legal Services - Nov 2021	2,819.23
13879	12/13/2021	1757	Ingram Library Services	Library Books & Materials for FY 2021-22	30,330.17
13880	12/13/2021	1803	JanWay Company USA, Inc.	5,000 color change pencils	1,505.00
13881	12/13/2021	2152	Nedco Supply	WV Electrical	63.08
13882	12/13/2021	2169	Nevada Illumination, Inc.	RB: Replace parking lot lights	578.00
13883	12/13/2021	2486	Sonitrol Of Southern NV	Various: Alarm Response/Repair	89.00
13884	12/13/2021	2669	Urban Libraries Council	ULC Membership Renewal 2/1/22-1/31/23	13,500.00
13885	12/13/2021	2698	Virgin Valley Disposal	Service Nov 2021	119.57
13886	12/13/2021	2798	Brodart Co.	Library Books & Materials for FY 2021-22	62,790.71
13887	12/13/2021	2853	Dick Blick	Crayola Model Magic - 2 lb Bucket, White - MV	17.31
13888	12/13/2021	2860	Las Vegas Review Journal	Nov purchasing ad El Tiempo	3,663.75
13889	12/13/2021	2891	AFLAC	Premium November 2021	815.32
13890	12/13/2021	3020	Discount School Supply	Sunprint® Kit - 4" x 6" - SU	78.39
13891	12/13/2021	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	12,260.35
13892	12/13/2021	3300	ProQuest LLC	DATABASE SUBSCRIPTION FEES 1/1/22-12/31/22	76,200.89
13893	12/13/2021	3307	Unique Management Services, Inc.	Placements - Nov 2021	4,515.75
13894	12/13/2021	3309	Batteries Plus	CH Lighting	21.96
13895	12/13/2021	3324	Rio Virgin Telephone Co.	Service Dec 2021	418.99

# Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

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

General Fund - 100  
From 11/25/2021 through 12/31/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13896	12/13/2021	4179	Safelite Fulfillment, Inc	#44: Windshield Repair	85.00
13897	12/13/2021	4517	Fingerprint Pros, Inc.	7 pre employment fingerprints	413.00
13898	12/13/2021	4522	Quest Diagnostics	pre employment drug tests	377.80
13899	12/13/2021	4676	Color Reflections	4 chance cut outs	1,021.00
13900	12/13/2021	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Dec 2021	7,395.27
13901	12/13/2021	5001	UniFirst Corporation	FAC Uniform Rental	340.17
13902	12/13/2021	6646	Aqua Serv Engineers, Inc.	Various: HVAC Water Treatment	2,542.62
13903	12/13/2021	7188	Innovative Interfaces, Inc.	Library Books & Materials for FY 2021-22	18,836.50
13904	12/13/2021	7671	Rentokil	Various: Pest Control	1,413.00
13905	12/13/2021	7943	Communication Electronic Systems Inc	CC: CAT 1 Annual Elevator Test/Insp	246.00
13906	12/13/2021	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Nov 2021	14,472.40
13907	12/13/2021	8354	Gruber Technical Inc.	CC,CH,SM,WM: UPS Batteries Replacement	16,859.64
13908	12/13/2021	8557	Guaranteed Pest Solutions LLC	Various: Bed Bug Inspections	140.00
13909	12/13/2021	8718	Library Ideas, LLC	Library Books & Materials for FY 2021-2022	8,246.40
13910	12/13/2021	9082	Central Station Monitoring	MQ: Alarm Monitoring	134.85
13911	12/13/2021	9101	O'Reilly Auto Parts	#37 Rear Light Changed	26.43
13912	12/13/2021	9191	Canon Solutions America, Inc.	Monthly Maint 07/30/21-08/29/21 - GS	2.86
13913	12/13/2021	9383	Office Plus	Crtgd,Isr,ma,22k - SM	1,003.25
13914	12/13/2021	9483	Tecre Co., Inc.	"1"" Button Making Kit" - YS	608.53
13915	12/13/2021	9730	Commercial Lighting Specialties, LLC	Various	276.25
13916	12/13/2021	9869	Unique Integrated Communications	Call Center Operations - Nov 2021	8,337.97
13917	12/13/2021	9881	Ion Wave Technologies, Inc.	NGEM Training - J. Vino, C. DeLaney & L. True	850.00
13918	12/13/2021	9890	High Sierra Elevator Inspections	CC: Annual CAT I Testing & Permit Fees	2,630.00
13919	12/13/2021	9907	PLIC-SBD Grand Island (Principal)	Premium December 2021	21,689.25
13921	12/20/2021	10161	MLAM, Inc.	3 perf Jessica Fichot WC WV WM Dec 2021	5,500.00
13922	12/20/2021	10228	Sterling Volunteers	4 volunteer back ground checks	68.00
13923	12/20/2021	10291	MPLC (Motion Picture Licensing Corp.)	MPLC Umbrella License 1-1-22 - 1-1-23	6,424.69
13925	12/20/2021	10527	Kevin Douglas Ford	AIR VIRTUAL PD 12/10/21	54.00
13926	12/20/2021	10543	Kathleen San Nicolas	AIR VIRTUAL PD 12/10/21	54.00
13927	12/20/2021	1064	Allied Refrigeration Inc.	#56 Recovery Condenser	143.10
13928	12/20/2021	10640	Susan Joan Hatch	AIR VIRTUAL PD 12/10/21	54.00
13930	12/20/2021	10809	Sandra Kay Ramaker	Board Compensation for 12/9 Board Mtg	40.00
13932	12/20/2021	10864	Brian M. Wilson	Board Compensation for 12/9 Board of Mtg	40.00
13934	12/20/2021	10970	Laura L. Nguyen	AIR VIRTUAL PD 12/10/21	54.00
13935	12/20/2021	11006	Michael Shon Thrower	CC AM CONV 229 10/22-12/10	459.00
13936	12/20/2021	11055	Bryant K. Rogers	Board Compensation for 12/9 Board Mtg	40.00
13937	12/20/2021	11123	Tenera Curtina Sanders	ELV PM ADV 203 10/20-12/13	432.00
13939	12/20/2021	11608	3F Initiatives LLC	10-1 to 11-30 translations	832.80
13940	12/20/2021	11652	Nathaniel Paul Waugh	Board Compensation for 12/9 Board Mtg	40.00
13942	12/20/2021	11681	Jennifer L. Jiron	Board Compensation for 12/9 Board Mtg	40.00
13943	12/20/2021	11703	Kathleen Hagen Turner Whiteley	Board Compensation for 12/9 Board Mtg	40.00
13944	12/20/2021	11711	Lisa Beth Grimm	AIR VIRTUAL PD 12/10/21	54.00
13945	12/20/2021	11713	Joseph Canaday	AIR VIRT PD 12/10/21	54.00
13948	12/20/2021	11784	Cory Allen Starkes	ELV AM CONV 230 10/22-12/10	688.50
13950	12/20/2021	11897	David Glenn Harrington	CC Writing class 237 10/22-12/10	540.00
13951	12/20/2021	1201	Best Janitorial Services of Nevada	Extra Janitorial Services: July - Nov 2021	1,624.00
13952	12/20/2021	1457	Demco, Inc.	Horizontal Poster Holder - WM	278.85
13953	12/20/2021	1535	El Mundo	December purchasing ad	80.00
13954	12/20/2021	1580	Ferguson Enterprises, LLC	Various	466.10
13955	12/20/2021	1757	Ingram Library Services	Library Books & Materials for FY 2021-22	42,493.47
13956	12/20/2021	1837	Johnstone Supply	#57 Angle Fitting Retrofit	101.08
13957	12/20/2021	2098	Moapa Valley Water District	Service 11/10/21-12/07/21	195.16
13958	12/20/2021	2152	Nedco Supply	EV Lighting	242.58
13959	12/20/2021	2234	Overton Power District #5	Service 11/01/21-12/01/21 MQ	1,942.91
13960	12/20/2021	2486	Sonitrol Of Southern NV	Various: Alarm Monitoring	3,693.00
13961	12/20/2021	2549	Swank Movie Licensing USA	Public Performance Site Lic 7/1/22-12/31/23	15,000.00
13962	12/20/2021	2767	World Book, Inc.	Encyclopedia sets FY 21-2022	37,692.00
13963	12/20/2021	2819	CenturyLink Communications, LLC	Service Dec 2021	8,115.63
13964	12/20/2021	2887	West Payment Ctr	Library Materials for MISD FY 2021-22	828.83
13965	12/20/2021	2914	Iron Mountain	Service Nov 2021	448.26
13966	12/20/2021	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	316,230.69
13967	12/20/2021	3355	Teamsters Security Fund S. Nevada	Premium December 2021	354,706.98
13968	12/20/2021	3677	Maria Cecilia P. Ordinario	WM INT 10/25-12/7	54.00
13969	12/20/2021	4042	Baker & Taylor, Inc.	Library Books & Materials for FY 2021-22	11,388.86
13970	12/20/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies FY 2021-22	782.32
13971	12/20/2021	5130	OverDrive Inc.	Library Books & Materials for FY 2021-22	134,927.15
13974	12/20/2021	7655	Gill's Printing and Color Graphics	25000 2021 VGK bookmarks	5,029.44
13977	12/20/2021	8010	Allied Universal Security Services	PVS Security 11/12/21-11/25/21 - WV/CC/SM/WH	87,308.95
13978	12/20/2021	8557	Guaranteed Pest Solutions LLC	Various: Bed Bug Inspections	168.75
13979	12/20/2021	8718	Library Ideas, LLC	Library Books & Materials for FY 2021-2022	982.80
13980	12/20/2021	9101	O'Reilly Auto Parts	Various	55.89
13981	12/20/2021	9143	Henry Marshall	ELVCC AM BEG 204 10/25-12/8	54.00
13982	12/20/2021	9191	Canon Solutions America, Inc.	Copier for HR	1,956.59
13983	12/20/2021	9332	Felipe A. Ortiz	Board Compensation for 12/9 Board Mtg	40.00
13984	12/20/2021	9511	Manny David Ford	ELV AM ADV 201 10/20-12/6	54.00
13985	12/20/2021	9553	Ashworth and Belcastro Systems (ABS)	SU: Fire Alarm Monitoring	135.00
13986	12/20/2021	9566	Diana Marshall	CC PM INT 219 10/18-12/8	54.00
13987	12/20/2021	9881	Ion Wave Technologies, Inc.	EN Sourcing Annual Sub (12/1/21-11/30/22)	23,000.00
13988	12/27/2021	10011	ACT, Inc.	WorkKeys Applied Tech - Nov	12.00
13989	12/27/2021	10129	Fun Express LLC	Self Adhesive Snowflakes Sheets - MQ	181.41
13990	12/27/2021	10179	Safe and Secure Alarms and Video	WC: Alarm Monitoring - Burglar	54.00
13993	12/27/2021	10654	Educational Testing Service (ETS)	Test Fee November 2021	258.00
13994	12/27/2021	10809	Sandra Kay Ramaker	Board Comp for 12/9 Bylaws Committee Mtg	40.00
13995	12/27/2021	10834	Brittany Mangelson	Transcribing Invoice for 12/09/21 Mtg	407.50
13996	12/27/2021	10864	Brian M. Wilson	Board Comp for 12/9 Bylaws Committee Mtg	40.00
13998	12/27/2021	11055	Bryant K. Rogers	Board Comp for 12/9 Bylaws Committee Mtg	40.00
13999	12/27/2021	11652	Nathaniel Paul Waugh	Board Comp for 12/9 Bylaws Committee Mtg	40.00

# Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

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

General Fund - 100  
From 11/25/2021 through 12/31/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
14000	12/27/2021	11677	Kronos SaaShr, Inc.	Nov 2021 Subscription Services	1.88
14001	12/27/2021	11681	Jennifer L. Jiron	Board Comp for 12/9 Bylaws Committee Mtg	40.00
14002	12/27/2021	11703	Kathleen Hagen Turner Whiteley	Board Comp for 12/9 Bylaws Committee Mtg	40.00
14007	12/27/2021	1429	D.C. Thomas	BD Rent Jan 2021	1,468.00
14009	12/27/2021	1742	Ideal Supply Company Inc.	Royal Flush Valve	143.59
14010	12/27/2021	1757	Ingram Library Services	Library Books & Materials for FY 2021-22	14,145.30
14011	12/27/2021	1837	Johnstone Supply	CC HVAC	358.50
14012	12/27/2021	1854	Kamer Zucker Abbott	Legal Services - Nov 2021	2,137.19
14014	12/27/2021	2152	Nedco Supply	Various	1,771.70
14015	12/27/2021	2234	Overton Power District #5	Service 11/08/21-12/08/21 MV	260.56
14016	12/27/2021	2407	S & S Worldwide Inc.	Velvet Sand Mandala Craft Kit - SV	137.97
14017	12/27/2021	2733	Phoenix Fire Protection, LLC	Various: Fire Sprinkler Tests/Inspections	600.00
14018	12/27/2021	2798	Brodart Co.	Library Books & Materials for FY 2021-22	20,680.12
14019	12/27/2021	2819	CenturyLink Communications, LLC	Service Dec 2021	3,347.81
14020	12/27/2021	2860	Las Vegas Review Journal	Dec ad El Tiempo	43.75
14021	12/27/2021	3073	Hammond Sheet Metal, Inc.	SM: Parts for Theater seat repairs	75.00
14022	12/27/2021	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	34,933.36
14023	12/27/2021	3309	Batteries Plus	CH Plumbing	88.75
14024	12/27/2021	3435	Ace Fire Systems, Inc.	Various: Fire Sprinkler & Alarm Tests/Insp's	355.00
14025	12/27/2021	3500	Garda CL West, Inc	Excess Svc - Nov 2021	213.51
14026	12/27/2021	4407	Kelly Spicers Stores	NewsPaper Direct Paper	1,705.75
14027	12/27/2021	4513	Blackstone Publishing	6 Library CD- Invisible	239.94
14028	12/27/2021	4604	Brodart Library Supplies & Furnishings	Materials & Supplies FY 2021-22	178.00
14029	12/27/2021	5718	Tangerine Office Machines	Printer Support Svcs, Expires: 6/30/22	225.00
14030	12/27/2021	5769	The Penworthy Company	Library Books & Materials for FY 2021-2022	5,912.78
14031	12/27/2021	6664	Sky High Marketing, Inc.	2000 4-color carabineer pen	1,300.00
14034	12/27/2021	7655	Gill's Printing and Color Graphics	VGK Theodore 5,000	2,557.33
14035	12/27/2021	8010	Allied Universal Security Services	PVS Security 11/26/21-12/09/21 - CC/SM	1,134.77
14036	12/27/2021	8565	WT Cox Information Services	Library Books & Materials for FY 2021-22	1,322.55
14037	12/27/2021	8718	Library Ideas, LLC	Library Books & Materials for FY 2021-2022	6,388.20
14039	12/27/2021	9074	Statewide Fire Protection - Western States	CH & WM: Fire Sprinkler Tests/Inspections	175.00
14040	12/27/2021	9101	O'Reilly Auto Parts	Synthetic Oil (2)	24.98
14041	12/27/2021	9191	Canon Solutions America, Inc.	Monthly Maint 10/14/21-11/13/21 - SV	3,847.48
14042	12/27/2021	9332	Felipe A. Ortiz	Nov Finance and Audit Cmte meeting	80.00
14043	12/27/2021	9383	Office Plus	Crtg,lsr,b, hp 37a - LA	4,042.86
14045	12/27/2021	9730	Commercial Lighting Specialties, LLC	Various	279.90
90303	12/2/2021	11875	National AIDS Memorial	Aids Quilt Display WC Nov Dec 2021	700.00
90304	12/2/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,294.83
90305	12/2/2021	1577	FedEx	Express Services - Nov 15 2021	57.56
90307	12/2/2021	1991	Lowe's Improvement	Various	842.95
90308	12/2/2021	2175	NV Energy	Service 10/18/21-11/17/21 CH	8,479.98
90309	12/2/2021	2494	Southwest Gas Corp.	Service 09/16/21-10/14/21 WV	2,484.45
90310	12/2/2021	2772	Xerox Corporation	Meter usage 10/11/21-11/09/21	1,161.79
90311	12/2/2021	2838	Verizon Wireless	Service 10/21/21-11/2021	2,332.54
90312	12/2/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
90313	12/2/2021	6817	Reliance Connects	Service Dec 2021	637.92
90314	12/2/2021	8627	Grid Connect Inc.	Temperature Sensors for SensorProbe 2	331.96
90315	12/2/2021	9966	The Sherwin-Williams Co.	GS Roof Repair	75.13
90317	12/9/2021	11583	Cindy Lee	Female Composers Concert - 9/25/21	1,000.00
90318	12/9/2021	11635	Tri-State Rentals, Inc.	LA: Boom Lift Rental for parking lot lights	313.50
90319	12/9/2021	11642	Partsbuilt 3D	All Metal Hotend Kit - 0.40mm	449.08
90320	12/9/2021	11685	Main-G, Inc.	RB/FAC: Replace leaking backflow device	220.00
90321	12/9/2021	11722	Education.com Holdings, Inc.	Education.com 1yr subscription for 500	900.00
90322	12/9/2021	11898	Biznet LLC	Homebuyer Workshop Series - 11/17 WC	333.00
90323	12/9/2021	11911	Be A Lifesaver Foundation, Inc.	CPR/First Aid Class - SW	500.00
90325	12/9/2021	11924	Carol Ann Brown	Refund of overpayment	39.98
90326	12/9/2021	1197	Rowman & Littlefield Publishing Group Inc.	CONSTITUTION OF THE US 2020 SUPPL	75.58
90327	12/9/2021	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service 01/01/22-03/31/22 SM	2,067.03
90328	12/9/2021	1710	Henri Specialties	MV (Restroom Fixture)	50.00
90329	12/9/2021	2097	Moapa Valley Telephone Co. Inc.	Service 11/26/21-12/25/21	1,336.46
90330	12/9/2021	2111	Morningstar, Inc.	INVESTMENT RESEARCH 1/1/22-1/1/23	11,365.00
90331	12/9/2021	2117	Multi-Cultural Books & Videos, Inc.	Library Books & Materials for FY 2021-22	426.20
90332	12/9/2021	2159	AT&T SBC	Service 11/25/21-12/24/21	612.65
90333	12/9/2021	2175	NV Energy	Service 10/25/21-11/23/21 EV	3,791.68
90334	12/9/2021	2494	Southwest Gas Corp.	Service 10/23/21-11/23/21 SW	4,457.02
90336	12/9/2021	2837	Republic Services 620	Recycling 12/01-12/31 WM	6,084.23
90337	12/9/2021	2854	FastSigns	CC "No Firearm" Signage	51.12
90338	12/9/2021	7940	American Pumping Services LLC	EN & MC: Ann'l Sump Pump Insp/Srv	2,065.00
90339	12/9/2021	8731	UNUM Life Insurance Co. of America	Premium December 2021	355.40
90341	12/9/2021	9895	National Benefit Services, LLC	NBS October 2021 Admin fee	422.00
90342	12/9/2021	9937	AFLAC Premium Holding	Premium November 2021	2,332.56
90343	12/9/2021	9945	Texas Life Insurance Company	Premium November 2021	230.05
90344	12/16/2021	10036	Vegas City Opera	SM Carolers 12-10-21	200.00
90345	12/16/2021	10253	Elizabeth Ann Foyt	Board Compensation for 12/9 Board of Mtg	40.00
90346	12/16/2021	10625	Kelly Travis LLC	YS Summit 1.5 hours training - 90 attendees	2,500.00
90347	12/16/2021	10945	UNLV Board of Regents	SM UNLV Jazz concerts 12/10/21	500.00
90348	12/16/2021	10998	Sprint	Service 10/27/21-11/26/21	20,738.05
90350	12/16/2021	11564	SPEBSQSA, Inc.	Silver Statesmen Chorus 12/4 & 12/5	1,000.00
90351	12/16/2021	11671	Marc B. Leeds	WV AM 238 10/27-12/13	54.00
90352	12/16/2021	11693	Richard James Cisneros	LV Classica Music Concert -11-15-21	400.00
90353	12/16/2021	11715	Michael Klein	DW LV Classical Guitars 12/11/21	300.00
90354	12/16/2021	11856	Bibliolabs, LLC	Biblioboard onsite training	4,850.00
90355	12/16/2021	11874	Brushwood Creations	Woodworking at Whitney Event	420.00
90356	12/16/2021	11929	Koff and Associates Inc.	Development Director Search	10,960.00
90357	12/16/2021	11930	Abdur-Rahman Muhammad	50% Deposit - Two -45min Macolm X	2,000.00
90358	12/16/2021	11931	Enoch Pratt Free Library	"ILL book ""David Letterman story"" lost in mail"	36.00
90359	12/16/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,294.83



# Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

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

General Fund - 100  
From 11/25/2021 through 12/31/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
90360	12/16/2021	1474	Di Bella Flowers & Gifts	flower arrangement - bereavement	97.98
90361	12/16/2021	1921	Latin Chamber of Commerce Nevada, Inc.	2022 Membership Dues	450.00
90362	12/16/2021	2175	NV Energy	Summary Billing Oct 21 & Nov 21	55,715.90
90363	12/16/2021	2494	Southwest Gas Corp.	Service 11/02/21-12/03/21 LA	585.50
90365	12/16/2021	2837	Republic Services 620	Recycling Svc 12/01-12/31 MV	23.52
90367	12/16/2021	4388	Louisiana State University	ILL 210335144 loan fee	20.00
90368	12/16/2021	5026	Nevada State Treasurer	Mandated Court Payment	8.00
90369	12/16/2021	5246	Kelly D. Benavidez	Board Compensation for 12/9 Board Mtg	40.00
90371	12/16/2021	8192	AT&T	Service Dec 2021	42.82
90372	12/17/2021	9547	PPG Architectural Coatings	voided	377.96
90373	12/23/2021	10233	Elizabeth Schwartz	Research & Blog for ULC	400.00
90374	12/23/2021	10253	Elizabeth Ann Foyt	Board Comp for 12/9 Bylaws Committee Mtg	40.00
90375	12/23/2021	10441	University of Fashion, Inc.	1 year sub	6,700.00
90376	12/23/2021	10493	CMRS-POC	Postage for WM Meter - Acct# 8050091 12/21	25,000.00
90377	12/23/2021	10881	Cosco Fire Protection, Inc.	EV: Fire Sprinkler Tests/Inspections	116.00
90378	12/23/2021	10900	Asian Journal Publications	1/2 PAGE AD 12-2	900.00
90379	12/23/2021	10930	Business Enterprises of Nevada	MQL: Cafe Management	2,040.00
90380	12/23/2021	11016	Live Music in Vegas Inc.	Nik at Nite Holiday Shows	3,700.00
90381	12/23/2021	11693	Richard James Cisneros	LV Classica Music Concert -12-20-21	400.00
90382	12/23/2021	11873	Nicole Kim	Art Classes Nov 2021	300.00
90383	12/23/2021	11874	Brushwood Creations	12-13-21 Woodworking at WH	390.00
90384	12/23/2021	11915	Brian Phillip Webb	Love Jack Concert on 12-2-21	1,050.00
90385	12/23/2021	11933	Book Industry Study Group, Inc.	BISG Membership Dues	645.00
90386	12/23/2021	11935	Work Institute, LLC	Exit Interview Contract	5,000.00
90387	12/23/2021	1930	Shirley Holdeman	Overpayment on Library Account	20.95
90388	12/23/2021	2159	AT&T SBC	Service 12/11/21-1/10/21	618.87
90389	12/23/2021	2494	Southwest Gas Corp.	Service 11/11/21-12/13/21 EN	1,222.65
90390	12/23/2021	3755	Las Vegas Brass Band	LVBB 2021 Concert Season (Dec)	600.00
90391	12/23/2021	4297	Priority Business Checks	Blank payroll checks	297.08
90392	12/23/2021	7369	SYNCHRONY BANK/AMAZON	Amazon 121521	16,233.18
90393	12/23/2021	9518	New Dance Foundation for the Arts, Inc.	SM DID 7-30-21	750.00
90394	12/23/2021	11917	Red 7 Communications LLC	Get carded - Sept Nat'l Library sign up	950.00
90395	12/23/2021	11922	Sability, LP	Consulting Sept 2021	4,301.25
90396	12/30/2021	10582	Nevada Community Foundation	Las Vegas Book Festival Spnshp	5,000.00
90397	12/30/2021	10748	Better Impact USA Inc.	Volunteer Annual Subscription	3,576.00
90398	12/30/2021	11120	Zoom Video Communications, Inc.	License Renewal , End: 11/18/2022	7,794.50
90399	12/30/2021	11943	LaDonna Horne	Payroll Check 12/31/21 G. Fuller	10,794.68
90400	12/30/2021	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,294.83
90401	12/30/2021	2175	NV Energy	Service 11/17/21-12/17/21 CH	7,429.57
90402	12/30/2021	2494	Southwest Gas Corp.	Service 11/05/21-12/07/21 EV	2,722.61
90403	12/30/2021	2772	Xerox Corporation	Nov Xerox Service/supplies	614.89
90404	12/30/2021	2838	Verizon Wireless	Service 11/21/21-12/20/21	2,424.99
90405	12/30/2021	8731	UNUM Life Insurance Co. of America	Premium January 2022	355.40
90406	12/30/2021	9895	National Benefit Services, LLC	Admin Fee November 2021	413.00
90407	12/30/2021	9937	AFLAC Premium Holding	Premium December 2021	2,332.56
90408	12/30/2021	9945	Texas Life Insurance Company	Premium Dec 2021	230.05
Total 100 - General Fund					2,501,096.64

Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Grant Fund - 220  
From 11/25/2021 through 12/31/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13797	11/29/2021	10877	Findaway World, LLC	Lightning Pack, 2nd ed.	135.99
13801	11/29/2021	11920	Mary Elizabeth O'Brien	Sub ELV CIRT ADV 233	202.50
13831	12/6/2021	11672	Vickie Michelle Ford	ABE Virtual Transition Adv 241	1,944.00
13833	12/6/2021	11784	Cory Allen Starkes	CC INT AM 214 10/18-12/1	1,944.00
13834	12/6/2021	11897	David Glenn Harrington	ELV AM INT 200 10/18-12/1	1,944.00
13835	12/6/2021	11920	Mary Elizabeth O'Brien	Sub RB PM 223 11/22-23/21	162.00
13866	12/13/2021	10970	Laura L. Nguyen	ELV CC AM BEG 206 10/19-12/2	1,944.00
13870	12/13/2021	11713	Joseph Canaday	72h CC AM ADV 10/19-12/2	1,944.00
13871	12/13/2021	11742	Athlene Heap	CC AM BEG 213 10/19-12/2	1,944.00
13873	12/13/2021	11872	Dione Thompson	HSE Prep Math 239 10/3,30, 11/6, 12/4	432.00
13926	12/20/2021	10543	Kathleen San Nicolas	AIR VIRTUAL PD 12/10/21	1,890.00
13929	12/20/2021	10729	Linda C. Pelfrey	sub CC PM VIRT 217 12/6/21	67.50
13931	12/20/2021	10829	Ewa Honik	CC S&L 232 10/18-12/8	1,890.00
13933	12/20/2021	10880	Michelle Holstein	ELV S&L 231 10/18-12/8/21	1,822.50
13935	12/20/2021	11006	Michael Shon Thrower	CC AM CONV 229 10/22-12/10	1,944.00
13937	12/20/2021	11123	Tenera Curtina Sanders	ELV PM ADV 203 10/20-12/13	1,890.00
13938	12/20/2021	11598	Joseph F. Cortese	WC AM 225 10/26-12/14	1,944.00
13941	12/20/2021	11657	Maria A. Preston	RB AM BEG 222 10/21-12/8	1,863.00
13944	12/20/2021	11711	Lisa Beth Grimm	AIR VIRTUAL PD 12/10/21	1,890.00
13946	12/20/2021	11740	Marimar Rivera Quinones	CC VIRT ADV 220 10/19-12/9	1,822.50
13947	12/20/2021	11742	Athlene Heap	CC PM BEG 218 10/19-12/9	1,890.00
13948	12/20/2021	11784	Cory Allen Starkes	ELV AM CONV 230 10/22-12/10	1,890.00
13949	12/20/2021	11872	Dione Thompson	ABE/HSE Basic Math Scie OSCC 242-2	1,944.00
13968	12/20/2021	3677	Maria Cecilia P. Ordinario	WM INT 10/25-12/7	1,863.00
13973	12/20/2021	7289	Allison Socha	SW AM 211 10/26-12/9	1,863.00
13976	12/20/2021	7975	Mary Gound	ELV CC PM 207 1/19-12/9	1,890.00
13981	12/20/2021	9143	Henry Marshall	ELVCC AM BEG 204 10/25-12/8	3,753.00
13984	12/20/2021	9511	Manny David Ford	ELV AM ADV 201 10/20-12/6	1,944.00
13986	12/20/2021	9566	Diana Marshall	CC PM INT 219 10/18-12/8	3,766.50
13991	12/27/2021	10543	Kathleen San Nicolas	CC PM INT 217 10/26-12/16	1,890.00
13992	12/27/2021	10640	Susan Joan Hatch	SW PM 212 10/25-12/15	1,890.00
13997	12/27/2021	11006	Michael Shon Thrower	WH PM 210 10/21-12/16	1,890.00
14003	12/27/2021	11712	Tatyana Balashova	ELV INT VIRT 208 10/26-12/16	3,780.00
14004	12/27/2021	11717	Brett Michael Russell	ELV ADV VIRT 233 10/25-12/15	1,687.50
14005	12/27/2021	11723	Tania Ordinola	RB PM 223 10/21-12/15	1,755.00
14006	12/27/2021	11865	Monica Shannah	ACDC 242 10/26-12/15	1,822.50
14013	12/27/2021	1897	Lakeshore Learning Materials	Arts Crafts Supply Center - OR	1,709.70
14032	12/27/2021	7289	Allison Socha	CIT/ADV PM 228 10/28-12/13	1,822.50
14038	12/27/2021	8797	Natalia Hiscock	SV PM 227 10/25-12/15	1,890.00
90316	12/9/2021	10991	Transmission, Inc.	video production LSTA grant	10,000.00
90348	12/16/2021	10998	Sprint	Service 10/27/21-11/26/21	569.76
90351	12/16/2021	11671	Marc B. Leeds	WV AM 238 10/27-12/13	1,944.00
90366	12/16/2021	4111	Discovery Children's Museum	DCM Admission Passes	35,871.21
90370	12/16/2021	7553	Jonathan Lynn Tharp	SV AM BEG 226 10/25-12/8	1,944.00
Total 220 - Grant Fund					120,889.66

Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Gift Fund - 230

From 11/25/2021 through 12/31/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13824	11/29/2021	8671	Eurie Creative, Inc.	COHS graduation	750.00
13849	12/6/2021	7677	Uline, Inc.	COURIER: Weeding Boxes	2,170.48
13863	12/13/2021	10746	Santiago Ricoy	EV STEM Instruction - Oct-Nov 2021	1,600.00
13897	12/13/2021	4517	Fingerprint Pros, Inc.	7 pre employment fingerprints	104.00
13924	12/20/2021	10523	Blake Hament	BBTTC instruction - Nov 2021	800.00
13975	12/20/2021	7777	AVID Products Inc.	earbuds	922.27
90324	12/9/2021	11919	Jazz's Office, LLC	Foundation monthly accounting	90.00
Total 230 - Gift Fund					6,436.75

Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Capital Projects Fund - 510  
From 11/25/2021 through 12/31/2021

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
13802	11/29/2021	1455	Dell Marketing L.P.	For IT, Regional Managers, and Executive Assistant	13,681.00
13819	11/29/2021	7371	EnvisionWare, Inc.	SV & SU Replacement Gates	28,626.16
13856	12/6/2021	9758	ConvergeOne, Inc.	InfoBlox Threat Defense expiring 12/23	25,711.00
13878	12/13/2021	1740	Ideal Office Equipment	SV Task Chair AS	189.00
13920	12/20/2021	10147	CompuNet, Inc.	Ext. Endpoint Sys. Prot./Sftwr, End: 01/30/23	27,620.00
13972	12/20/2021	6147	DG Koch Associates, LLC	WC: HVAC Engineering Services	1,600.00
13982	12/20/2021	9191	Canon Solutions America, Inc.	Copier for HR	77.06
14008	12/27/2021	1455	Dell Marketing L.P.	For IT, Regional Managers, and Executive	314.00
14033	12/27/2021	7371	EnvisionWare, Inc.	SV & SU Replacement Gates	2,400.00
14044	12/27/2021	9454	Apple Inc.	Mac-mini replacement	1,928.00
90340	12/9/2021	9696	Truly Superb Painting, LLC	WH: Paint Teen Zone Room	5,725.00
90349	12/16/2021	11009	KME Architects	WV: Arch'l Programming Services	28,850.00
90364	12/16/2021	2726	Welles Pugsley Architects LLP	SC: Exec Suite - Interior Design	1,800.00
Total 510 - Capital Projects Fund					138,521.22
Total - All Funds					2,766,944.27

## ITEM VI.A.3.b.



### MEMORANDUM

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**TO:** Board of Trustees through Mr. Kelvin Watson, Executive Director  
**FROM:** John Vino, General Services Director  
**DATE:** January 3, 2022  
**SUBJECT:** **General Services Report, January 2022**

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

#### **POWERFUL PLACES**

##### **West Las Vegas Relocation**

**WLV Building Programming** – Additional meetings were held with District staff and KME. Topics discussed at the meeting included:

- Review of “baseline program” for new WLV Library
- In-depth discussion of specific Departmental needs and adjacencies
- Exterior: Program site requirements / needs
- Space area diagrams / naming conventions

A draft of the enumerated program was received from KME on 12/13/21 and is being reviewed by staff for comments and revisions.

Additional internal staff meetings, meetings with Community Leaders as well as Community Workshops are scheduled for the month of January.

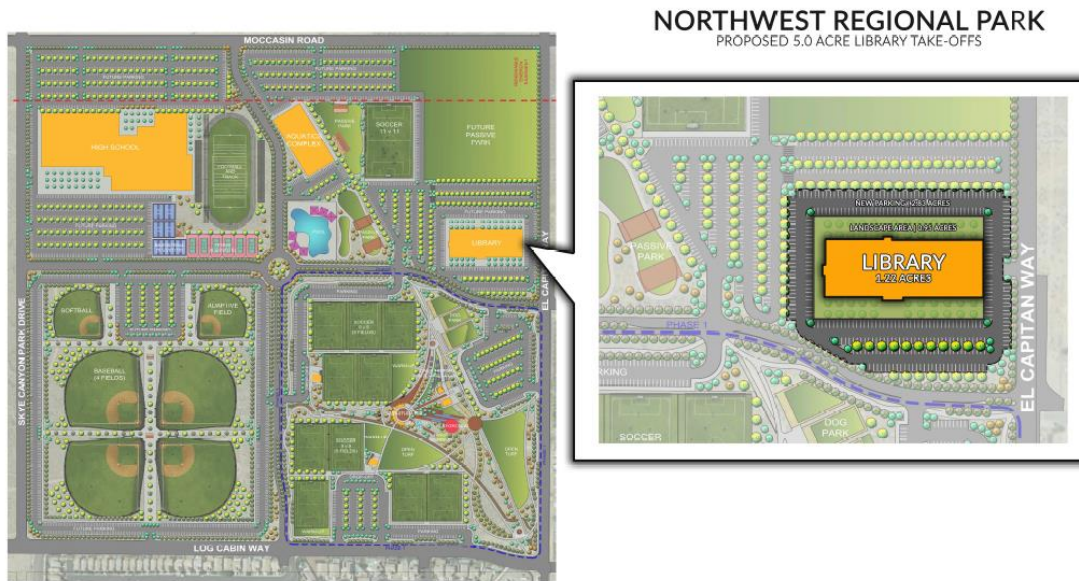
**WLV – New Site Location - Negotiations with the City of Las Vegas** - On going, the District is awaiting the Interlocal Agreement being drafted by the City, based on the Term Sheet previously presented to the board.

##### **Northwest Regional Park – Future Development Site**

The City of Las Vegas offered the District the opportunity to develop a Library as part of the Northwest Regional Park. The City original offered the District 2.17 acres and shared parking on the remaining is 6.49 acres.

However, based on the District’s programming expectations, we felt strongly that the District needed to have control of its own parking area. With the approval of Director Watson, I requested that the City reconsider our allocation and designate a full 5 acres for a future Library development.

The City received our request positively, and reallocated a full five acre for the District as part of the Park Master plan. See new architectural rendering below.



This location would help cover the Sky Canyon and Northwest service areas and is in line with the goals established by the Board, as well as the Facilities Master plan. We have requested the City draft an Interlocal Agreement to finalize this future development site.

**Whitney Library** - The District is reviewing final drawings and specifications for the creation of a family restroom to service the Youth Services Library. We anticipate soliciting contractor bids toward the end of January.

**Spring Valley** – Architectural Interior Design is underway for a branch refresh which will include new flooring throughout the branch as well as the repainting of selected areas. Director Watson has also approved the assessment of possibly expanding the Teen Zone, relocating and expanding the computer area, and adding study rooms. We anticipate an architectural impact evaluation to be completed by mid-February.

**Laughlin Library** - Architectural Interior Design is underway for a branch refresh, which will include new flooring throughout the branch.

## POWERFUL PARTNERSHIPS

### Architect Services – KME Architects

**Architectural Services:** Contract award to KME Architects was approved for design for a new West Las Vegas Library was approved by the Board of Trustees at their

December 9<sup>th</sup> meeting. The contract is being finalized and predesign work has commenced.

## **SECURITY OFFICER SERVICES**

**Security Officer Services:** The current contract for security officer services expires on February 28, 2022. A Request for Bid Proposals was advertised on November 7, 2021. A pre-bid proposal conference was held November 15, with the bid proposal opening on December 3rd. Six proposals were received and the responsive proposals were evaluated by a selected committee. It is anticipated that a recommendation for contract award will be presented to the Board of Trustees at the January 20th meeting.

## **POWERFUL PEOPLE**

It is with deep sadness that I have to share the news of the passing of Garry Fuller, Maintenance Technician II for General Services. Garry was with the District for 15 years, and an outstanding member of our team and generously gave us his knowledge, his expertise, and his skills. Garry was a great asset to our Department and he will be greatly missed.

## **COVID Update**

Nicole Baker, District Safety Manager has been working diligently to stay apprised of all COVID-19 protocol updates from the CDC and SNHD. Nicole has also been working closely with Tricia Pavone in HR to field any questions and calls from District staff regarding COVID-19 as well as giving direction to staff who have questions regarding their positive test results and District COVID protocol.

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 Supreme Court action.

General Services continues to purchase additional disposable masks for patron usage and other Covid supplies in support of our staff. We continue to monitor and address Covid-19 guidelines based on revised CDC and SNHD recommendations and have recently had all of our Urban locations deep cleaned due to the rise in cases.

## ITEM VI.A.3.c.



### MEMORANDUM

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**TO:** Board of Trustees through Kelvin Watson, Executive Director

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

**DATE:** January 5, 2022

**SUBJECT:** Human Resources (HR) Report, January 2022

Section (1) of this report, *Fiscal Year HR Goals and Objectives (Plays)*, covers activity December 1 to December 31. 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 November 30, 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
    - Review of A-Team Analysis/Recommendation(s)
      - Tentative February Board Meeting
  - 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
  - Wellness Program (On-line Monthly Modules) scheduled to launch March 2022
- **Develop, enhance and maintain intra-organizational communication methods and frequency to enhance employee engagement:**
  - 2022 CY Quarterly Labor Management meetings (scheduled):
    - February 15
    - May 26
    - August 4
    - November 3
  - Town Hall meeting #3 (Post-Game - Date June/July TBD)
- **Develop and enhance organizational and individual development opportunities:**
  - *Customer Service* training feedback session with A-Team (Complete)
  - *Customer Service* training scheduled to begin in March (WebX)
- **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 (Complete)
    - Engage 3rd party (Work Institute) as Exit Interview service (interviews and reporting) for all voluntary separations (Implementing)

## **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)

1/7/2022

## 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) TOTAL FY	FY Monthly Average FY 2021-2022	Prior FY Monthly Average FY 2020-2021																	
		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22																				
Metric																																	
A	Total Employees (Headcount)	620	610	604	602	612	607								NA	609.17	642.36	A															
B	Full-Time Employees 60 hours or more (Headcount)	313	314	317	316	319	320								NA	316.50	309.64	B															
C	Part -Time Employees 59 hours or less (Headcount)	307	296	287	286	293	287								NA	292.67	332.73	C															
D	Full-Time-Equivalent (FTE-District)	NA	NA	NA	NA	NA	NA								NA	NA	NA	D															
E	Average Years of Service (District)	9.9	10.0	10.1	10.5	10.0	10.1								NA	10.10	9.59	E															
		Talent Acquisition & Management																															
F	Open Positions (Budget) = 778	158	168	174	176	166	171								NA	169	136.00	F															
G	Positions Posted (Approved to Fill)	11	16	17	12	10	17								NA	14	7.00	G															
H	Applications Received	414	829	540	586	205	554								3128	521	507.00	H															
I	Interviews Conducted	7	16	13	14	14	13								77	13	5.55	I															
J	New Hires	5	3	8	7	15	4								42	7	2.45	J															
K	Promotions	4	4	5	6	4	7								30	5	3.73	K															
L	Lateral Transfers	0	0	1	6	0	0								7	1	1.10	L															
M	Demotions	0	0	1	1	0	0								2	0	0.55	M															
N	Employees Successfully Completing Probationary Period	5	1	2	0	5	5								18	3	1.55	N															
O	(1) Average Cost Per New Hire	\$19,886.00	\$2,698.00	\$25,019.00	\$26,076.59	\$ 39,596.61	\$ 10,045.99								\$123,322	\$20,554	\$10,366	O															
		Separations & Turnover																															
P	Total Separations from Employment	8	12	13	10	5	10								58	10	10.00	P															
Q	Voluntary Separations	8	10	12	10	5	9								54	9	9.45	Q															
R	Involuntary Separations	0	2	1	0	0	1								4	1	0.55	R															
S	Turnover (Entire District)	1.29%	1.97%	2.15%	1.66%	0.82%	1.65%								9.54%	1.59%	1.6% / *17.61%	S															
T	Turnover (Without Page Positions)	0.81%	0.65%	1.49%	1.32%	0.65%	1.31%								6.23%	1.04%	2.19% / NA	T															
U	Annualized Twelve Month Turnover (Entire District)	15.48%	19.55%	21.64%	21.21%	18.93%	19.07%								NA	19.31%	26.05%	U															
V	Vacancy Rate (Open Positions) / (Total Employees + Open Positions)	20.31%	21.59%	22.37%	22.62%	21.34%	21.98%								NA	21.70%	17.49%	V															
W	Average Years of Service (Voluntary Separations)	1.5	2.5	5.6	7.9	2.1	8.9								NA	4.8	10.1	W															
X	Average Years of Service (Involuntary Separations)	5.7	4.3	12.9	0.0	0.0	15.8								NA	6.5	3.4	X															
		Training & Talent Development																															
Y	Employee Attending New Hire Orientation	5	3	8	7	15	4								42	7.00	2.45	Y															
Z	Total Employee Training Encounters	173	27	178	77	108	144								707	117.83	92.73	Z															
AA	Virtual	76	9	139	31	15	2								272	45.33	81.82	AA															
BB	Live On-Site	88	14	34	43	90	139								408	68.00	7.09	BB															
CC	External Conferences	9	4	5	3	3	3								27	4.50	3.82	CC															
DD	Total Training Cost	\$6,049	\$3,584	\$6,296	\$1,055	\$4,078	\$3,002								\$24,064	\$4,010.70	\$5,031	DD															
EE	Total Tuition Reimbursements	\$0.00	\$0.00	\$2,000	\$0.00	\$0.00	\$1,973								\$3,972.50	\$662.08	\$3,193	EE															
FF	Undergraduate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,973								\$1,972.50	\$328.75	\$652	FF															
GG	Graduate	\$0.00	\$0.00	\$2,000	\$0.00	\$0.00	\$0.00								\$2,000.00	\$333.33	\$2,541	GG															
HH	(2) Annual Required Compliance Training Completion	98.5%	97.20%	97.80%	97.70%	97.20%	97.20%								NA	97.60%	NA	HH															
		Benefits & Wellness																															
II	Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	2	1	1	1	0	1								6	1.00	5.00	II															
JJ	Total Leave Hours Utilized	104.00	80.00	80.00	80.00	0.00	80.00								424.00	70.67	269.09	JJ															

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

Restate = Yellow

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

\* Annual

# Final Regular Board of Trustees Meeting January 20, 2022 - Item VI- Library Reports

NOTES:

EE0-4 Instruction booklet - Race and Eth transition match EE01

Data Path: 03/31/21

\*No 634

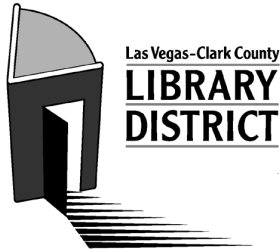
\*\* No without Page Job Title - 484

\*\*\* 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						
A																										
1	Hispanic or Latino (b)																			31.60%	143	22.5522%	-9.04%	94	19.42%	-12.18%
2	White (Not Hispanic or Latino) (41.7%) white alone (a)																			41.70%	318	50.1577%	8.46%	253	52.27%	10.57%
3	Black or African American (Not Hispanic or Latino) (a)																			13.10%	65	10.2524%	-2.85%	57	11.78%	-1.32%
4	Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)																			0.90%	11	1.7350%	0.84%	9	1.86%	0.96%
5	Asian (Not Hispanic or Latino) (a)																			10.40%	74	11.6719%	1.27%	52	10.74%	0.34%
6	Native American or Alaska Native (Not Hispanic or Latino) (a)																			1.20%	3	0.4732%	-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%
(2,4) Overlap 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%	427	68.93%	18.83%	319	65.91%	-15.81%
2	Male																			49.90%	197	31.07%	-18.83%	165	34.09%	-15.81%
3	Non Identifying																			0.00%	0	0.00%	0.00%	0	0.00%	0.00%
																			100.00%	634	100.00%		484	100.00%		
Job Categories (EE0-4)								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) (Combination - 2,3,4,5,6)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)												
1	Officials and Administrators							8	47	17	0	8	0	2	82											
2	Professionals							16	34	6	1	11	0	4	72											
3	Technicians							10	26	6	2	5	1	0	50											
4	Protective Service Workers							0	0	0	0	0	0	0	0											
5	Paraprofessionals							18	63	9	2	18	0	1	111											
6	Administrative Support Workers (Including Clerical and Sales)							91	139	22	5	32	2	10	301											
7	Skilled Craft Workers							0	0	7	5	0	0	0	2											
8	Service/Maintenance Workers							0	0	7	5	1	0	3	16											
Total								143	318	65	11	74	3	20	634											
Job Categories (EE0-4)								1	2	3	4	5	6	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	0	2	82	12.93%	Gender	Count	%							
1.1	District Job Class %							9.76%	57.32%	20.73%	0.00%	9.76%	0.00%	2.44%	100.00%		Female	49	59.76%							
1.2	Variance from CC							-21.84%	15.62%	7.63%	-0.90%	-0.64%	-1.20%	-2.46%			Male	33	40.24%							
2.0	Professionals							16	34	6	1	11	0	4	72	11.36%	Gender	Count	%							
2.1	District Job Class %							22.22%	47.22%	8.33%	1.39%	15.28%	0.00%	5.56%	100.00%		Female	51	70.83%							
2.2	Variance from CC							-9.38%	5.52%	-4.77%	0.49%	4.88%	-1.20%	0.66%			Male	21	29.17%							
3.0	Technicians							10	26	6	2	5	1	0	50	7.89%	Gender	Count	%							
3.1	District Job Class %							20.00%	52.00%	12.00%	4.00%	10.00%	2.00%	0.00%	100.00%		Female	19	38.00%							
3.2	Variance from CC							-11.60%	10.30%	-1.10%	3.10%	-0.40%	0.80%	-4.90%			Male	31	62.00%							
4.0	Protective Service Workers - Outsourced							0	0	0	0	0	0	0	0	0.00%	Gender	Count	%							
5.0	Paraprofessionals							18	63	9	2	18	0	1	111	17.51%	Gender	Count	%							
5.1	District Job Class %							16.22%	56.76%	8.11%	1.80%	16.22%	0.00%	0.90%	100.00%		Female	85	76.58%							
5.2	Variance from CC							-15.38%	15.06%	-4.99%	0.90%	5.82%	-1.20%	-4.00%			Male	26	23.42%							
5.3																	Non	0	0.00%							
6.0	Administrative Support Workers (Including Clerical and Sales)							91	139	22	5	32	2	10	301	47.48%	Gender	Count	%							
6.1	District Job Class %							30.23%	46.18%	7.31%	1.66%	10.63%	0.66%	3.32%	100.00%		Female	233	77.41%							
6.2	Variance from CC							-1.37%	4.48%	-5.79%	0.76%	0.23%	-0.54%	-1.58%			Male	68	22.59%							
7.0	Skilled Craft Workers							0	2	0	0	0	0	0	2	0.32%	Gender	Count	%							
7.1	District Job Class %							0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%		Female	0	0.00%							
7.2	Variance from CC							-31.60%	58.30%	-13.10%	-0.90%	-10.40%	-1.20%	-4.90%			Male	2	100.00%							
8.0	Service/Maintenance Workers							0	7	5	1	0	0	3	16	2.52%	Gender	Count	%							
8.1	District Job Class %							0.00%	43.75%	31.25%	6.25%	0.00%	0.00%	18.75%	100.00%		Female	0	0.00%							
8.2	Variance from CC							-31.60%	2.05%	18.15%	9.35%	-10.40%	-1.20%	13.85%			Male	16	100.00%							
Total								143	318	65	11	74	3	20	634	100.00%										



## ITEM VIII.B.1.

### AGENDA ITEM

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#### JANUARY 20, 2022 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item # VIII.B.1.:**

Discussion and possible Board action regarding contract award for security officer services.

##### **Background:**

The District contracts armed uniformed security officer services on a scheduled basis, roving patrols, and for special events for the thirteen urban branches. The District's urban branches are high volume, interactive, multi-use facilities that attract a variety of patrons. The demands require security officers that are experienced, well trained, and that project a professional image that instills a sense of confidence in patrons and staff that the officers are able to maintain a safe, secure, and orderly environment. A request for bid proposals was developed that specified the desired requirements.

The Request for Bid Proposals (RFP) for Security Officer Services was advertised in the *Review-Journal*, the RFP notice was also posted on the District's website and faxed to all minority Chambers of Commerce and to firms registered on the Nevada Government eMarketplace (NGEM). The proposal opening was held on December 3, 2021. A total of six proposals were received. One proposals were deemed non-responsive and subsequently rejected. A committee comprised of the District's Financial Director, C.F.O., General Services Director, Library Operation Director, Safety Manager, and the Windmill Branch Manager conducted a thorough evaluation of the responsive proposals. The process involved a scoring and ranking of each responsive proposal to establish a finalist. The evaluation criteria and weighted values included:

1. Demonstrated experience of contractor and its key personnel (30%)
2. Experience in performance of comparable services and engagements (25%)
3. Staffing ability, selection, training, retention, and supervision methods (25%)
4. Operating procedures, degree of incident response, reports, and documentation (10%)
5. Uniforms and equipment (5%)
6. Proposed billable rates and Security Officer minimum hourly wages (5%)

\* Maximum Score 1,000

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Following are the proposal evaluation results:

<u>Contractor</u>	<u>*Proposal Score/Rank</u>	<u>1<sup>st</sup> Year Cost</u>
Allied Universal Security	845/1	\$2,919,667
American Guard Services	572/2	\$3,154,009
Triumph Protective Group	552/3	\$3,661,880
GSG Protective Services	534/4	\$2,886,057
Crimeless Security	511/5	\$2,825,342

Allied Universal Security has been selected for recommendation for contract award. The new contract will be effective March 1, 2022. The contract will have an initial term of one year with four optional one-year extensions.

**Recommended Action:**

Motion to authorize staff to award a contract to Allied Universal Security for security officer services in accordance with RFP NO. 22-01 and to authorize staff to extend the contract in subsequent years' subject to funding being available and the contractor continuing to meet performance standards outlined in the request for bid proposal documents; subject to final review of contract by Counsel.



## 9.4 ATTACHMENT F

9.4 Disclosure of Ownership Principals Form, attached hereto and incorporated herein by reference as **Attachment F**. It must be fully completed, signed and submitted as a part of this Bid Proposal.

**Attachment F**  
**Security Officer Services**  
**RFP NO. 22-01**

### ATTACHMENT F - DISCLOSURE OF OWNERSHIP/PRINCIPALS FORM

<b>Business Entity Type (Please select one)</b>						
Sole Proprietorship	Partnership	<input checked="" type="checkbox"/> Limited Liability Company	Corporation	Trust	Non-Profit Organization	Other
<b>Business Designation Group (Please select all that apply)</b>						
MBE	WBE	PBE	ESB	SBE	LBE	NBE
Minority Business Enterprise	Women-Owned Business Enterprise	Physically Challenged Business Enterprise	Emerging Small Business*	Small Business Enterprise	Large Business Enterprise	Nevada Business Enterprise
*ESB must be certified by the Governor's Office of Economic Development						
Number of Clark County Nevada Residents Employed: 2,000						
Corporate/Business Entity Name:		Universal Protection Service, LLC				
(Include d.b.a., if applicable)		d/b/a Allied Universal Security Services				
Street Address:		4000 S. Eastern Avenue Suite 210				
City, State, and Zip Code:		Las Vegas, Nevada 89119				
Telephone No:		702.736.2240				
Fax No:		702.739.2937				
Nevada Local Street Address: (if different from above)		4000 S. Eastern Avenue Suite 210				
City, State and Zip Code:		Las Vegas, Nevada 89119				
Local Telephone No:		702.736.2240				
Local Fax No:		702.739.2937				
Contact Name:		Steve Claton				
Title:		Regional President				
Email:		steve.claton@aus.com				
Website:		www.aus.com				
Local Contact Name:		Steve McCoy				
Title:		Business Development Manager				
Email:		steve.mccoy@aus.com				

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 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
Allied Universal is a privately-owned facility services company and the largest security services provider in North America with headquarters in Santa Ana, CA and Conshohocken, PA.		(Not required for Publicly Traded Corporations/Non-profit organizations)
Universal Protection Service, LP d/b/a Allied Universal Security Services is an indirect, wholly-owned subsidiary of Allied Universal Holdco LLC. The parent company of Allied Universal Holdco, Atlas Ontario LP, is owned by, Warburg Pincus, a U.S. private investment fund, Caisse de dépôt et placement du Québec, a Canadian pension fund manager, and Partners Group, a Swiss private investment fund, as well as other institutional investors and members of management.		

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

- 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.)
- 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.

  
 Signature  
 Regional President  
 Title

Steve Claton  
 Print Name  
 12/3/2021  
 Date

**SEE PAGE 2 AND INSTRUCTIONS ATTACHED**





**Attachment F**  
**Security Officer Services**  
**RFP NO. 22-01**

**ATTACHMENT F – CONTINUED**  
**DISCLOSURE OF RELATIONSHIP**

List any disclosures below:

1.2.

**IF NOT APPLICABLE, ENTER N/A ON FIRST LINE**

NAME OF BUSINESS OWNER/PRINCIPAL	NAME OF LVCCLD EMPLOYEE/OFFICIAL	RELATIONSHIP TO EMPLOYEE/OFFICIAL	EMPLOYEE'S/OFFICIAL'S DEPARTMENT
N/A			

"Consanguinity" is a relationship by blood. "Affinity" is a relationship by marriage.

"To the second degree of consanguinity" applies to the candidate's first and second degree of blood relatives as follows:

- Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)
- Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)

Legal Name of Bidder (Prime Contractor) As It Should Appear on Contract	
Name of Bidder's Authorized Representative	
Title of Bidder's Authorized Representative	
Signature of Bidder's Authorized Representative	
Today's Date	

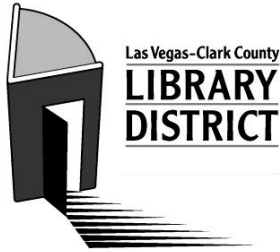
**For LVCCLD Use Only:**

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

- ☐ Yes ☐ No Is the LVCCLD employee noted above involved in the contracting/selection process for this particular contract?
- ☐ Yes ☐ No Is the LVCCLD employee noted above involved in any way with the business in performance of the contract?

**Notes/Comments:**

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## ITEM VIII.B.2.

### AGENDA ITEM

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#### JANUARY 20, 2022 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item # VIII.B.2.:**

Discussion and possible Board action to ratify amendments to the Bylaws of the Las Vegas-Clark County Library District Board of Trustees recommended by the Bylaws Committee.

##### **Background:**

At its December meeting, the Bylaws Committee of the Board of Trustees recommended two amendments to the bylaws.

The first amendment would create a new article and states: "Current and former members of the Board of Trustees shall not be eligible to be employed by the Las Vegas-Clark County Library District as either a direct employee or contractor for a period of one year and one day following the end of their service on the Board."

The second amendment, to Article 5, states: "Any member of the Board of Trustees may cast a proxy vote in officer elections in the event of their excused absence. Members shall submit, in writing, their intended proxy vote to any other member of the board to be entered into the record."

The Bylaws Committee recommends approval

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

Motion to approve amendments to the Bylaws of the Board of Trustees as submitted and recommended by the Bylaws Committee.