

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
February 10, 2022**

DATE: Thursday, February 10, 2022

TIME: 6:00 p.m.

PLACE: Rainbow Library
3150 N Buffalo Drive
Las Vegas, NV 89128 and

Online via YouTube

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

I. Roll Call and Pledge of Allegiance

II. Public Comment

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

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

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

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

The public comment period at library district board meetings shall be limited to a maximum of forty-five (45) minutes for both periods of public comment.

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

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

IV. Approval of Proposed Minutes (For possible action)

A. Regular Board Meeting, January 20, 2022

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

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A. Consent Agenda

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

1. Discussion and possible Board action to appoint a Board of Directors for the Mesquite QALICB, Inc.

B. Regular Agenda

1. Discussion and possible Board action regarding the selection of an auditing firm for the fiscal year ending June 30, 2022.
2. Discussion and Possible Board Action to implement the Wage Analysis compensation recommendations for the Administrative Team.
3. Discussion and possible Board action to change the start time of the monthly Las Vegas-Clark County Board of Trustees’ meeting to 5:00pm

C. Announcements

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.

The April Board meeting will be held on Thursday, April 21, 2022, at 6:00pm. Location: Centennial Hills Library, 6711 N Buffalo Dr., Las Vegas, NV 89131.

The May Board meeting will be held on Thursday, May 19, 2022, at 6:00pm. Location: Windmill Library, 7060 W Windmill Ln, Las Vegas, NV 89113.

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. The email must include the

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commenter's name, legal address, and this agenda item. Email comments are limited to 500 in words in length and must also identify whether the commenter wants their remarks to be included in the minutes of the meeting. Any comments which do not state the commenter's name, legal address, or exceed 500 words in length shall not be considered.

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

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

XIII. Adjournment

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

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

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

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, www.lvccld.org and at Nevada Public Notice at <https://notice.nv.gov>. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Friday, February 4, 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;

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- B. By posting a copy of the notice at the principal office of the Library Trustees, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:

1. Clark County Library
1401 Flamingo Road
Las Vegas, NV 89119
2. East Las Vegas Library
2851 Bonanza Road
Las Vegas, NV 89101
3. Sunrise Library
5400 E. Harris Avenue
Las Vegas, NV 89110
4. West Charleston Library
6301 Charleston Boulevard
Las Vegas, NV 89146
5. West Las Vegas Library
951 Lake Mead Boulevard
Las Vegas, NV 89106
6. Windmill Library
7060 Windmill Lane
Las Vegas, NV 89113
7. Rainbow Library
3150 Buffalo Drive
Las Vegas, NV 89128
8. Las Vegas-Clark County Library District website
www.lvcclld.org

- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.

- D. Live Stream Connection information:
<https://youtu.be/16l9FeIaR20> 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
January 20, 2022**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the Windmill Library, Las Vegas, Nevada, at 5:00 p.m., Thursday, January 20, 2022.

Present:

Board:	B. Wilson, Chair E. Foyt S. Ramaker K. Rogers F. Ortiz	K. Benavidez N. Waugh K. Whiteley J. Jiron J. Melendrez
Counsel:	G. Welt S. Abbott	
Absent:		
Staff:	Kelvin Watson, Executive Director Numerous Staff	
Guests:	Allied Security Universal Corporate Staff	

The meeting began at 5:01p.m.

Roll Call and Pledge of Allegiance (Item I.)	All members listed above represent a quorum. Appendix A. Chair Wilson led attendees in the Pledge of Allegiance.
Public Comment (Item II.)	None.
Agenda (Item III.)	Trustee Waugh moved to approve the Agenda as proposed. Trustee Turner-Whiteley second the motion. There was no opposition and the motion carried.
Approval of Proposed Minutes of Regular Board Meeting on December 9, 2021	Trustee Waugh moved to approve the Minutes of the Board of Trustees Meeting held on December 9, 2021. Chair Wilson moved to approve motion. There was no opposition and the motion carried.
Chair's Report (Item V.)	None.
Library Reports (Item VI.)	
Executive Director's Report (Item VI.A.)	Executive Director Watson wanted to highlight some things that were not in the submitted report: This past Fall our Best Buy Teen Tech Center of Clark County Library, participated in a coding music competition called Beats Unlocked by Facebook. The Library District had 18 teens

participated, Eight of the teens submitted in the competition and five won the MVP awards.

The art galleries of the Library District won a gold award for the Best of Las Vegas by the readers of the Las Vegas Review Journal, as Best Art Galleries. The Summerlin Library Fall Festival and Craft Fair won a silver award for Best Arts and Culture Events. Director Watson thanked the staff at the Summerlin Library for being creative and servicing the public.

The Urban Libraries Council will recognize the Library District for an Honorable Mention award on January 21, 2022, in Customer Experience for the submission, Bringing the Library to Transit.

Trustee Whiteley thanked Director Watson for his continued innovation. She also expressed her excitement to see the programming from the Library District getting recognition. Trustee Waugh also thanked Director Watson and the entire team. He receives great feedback on Omicron, that has filled an important testing role in the community.

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

Chair Wilson asked what was the difference in the gate count from 2019 because it was not mentioned in the security report. Leo Segura, Library Operations Manager, responded that the gate count for 2020 was fairly close to 2021 therefore, he did not include a 2019 comparison.

Trustee Foyt complimented Mr. Segura on his professionalism in handling the issue about the survey that is being done.

**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.)**

None.

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

No questions.

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

No questions.

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

No questions.

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

Vice Chair Benavidez wanted to hear more details on the Northwest Regional Park and future development. She expressed her excitement about the parking situation being addressed. John Vино, General Services Director, reported that the City originally gave the Library District 2.17 acres and shared parking on the remaining 6.49 acres. At the request of the Library District, the City reconsidered and allocated five acres for future library site as part of the Northwest Regional Park. Which was part of the interlocal agreement from Centennial Hills. Vice Chair Benavidez asked if there was an estimated timeline and Mr. Vино replied that the City hasn't started that phase. Trustee Foyt asked about the community input that will be serviced by this location. Director Watson explained that this was a plan the City anticipated before meeting with the Library District. Trustee Ortiz congratulated Director Watson and Mr. Vино on the location of the property.

Trustee Ortiz asked if there was a meeting for the community stakeholders for West Las Vegas. Mr. Vино explained that a meeting was held with community leaders and Councilman Crear. A meeting with Commissioner McCurdy was also scheduled. There will not be a community outreach meeting until the City gives the interlocals and gives an update. A meeting with the City was scheduled prior to the board meeting but was rescheduled for the following week. The focus groups will be after the community leaders meeting and then the visioning with the community will probably be within the next 30 days. Mr. Vино explained that they are a little ahead of their plan. Trustee Ortiz questioned if the City Manager was aware that not having the signed interlocal agreement is the reason community meetings are held up. Mr. Vино replied that the City Manager is aware. Trustee Ortiz asked that it be made clear to the City Manager that the Board is asking for something in writing- *"We're going to give you these three parcels in exchange for a library"*, before proceeding to community meetings. Mr. Vино says that if the City is asking for different terms from what was submitted to the Board for approval, it will be brought to the Board immediately. Vice Chair Benavidez agrees.

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

Trustee Ortiz questioned if there is a plan for the one year evaluation of Director Watson as he reaches his one year anniversary with the Library District. Jeff Serpico, Human Resources Director, responded that a plan is in place and the evaluation will be forwarded to Chair Wilson, through Director Watson.

Chair Wilson discussed about having a small report group led by Dr. Rogers, which will keep in touch with the staff throughout the month. To stay updated on the plans, progress, and needs for the new West Las Vegas Library. Trustee Ortiz also agreed to be a part of the group.

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
contract award for
security officer
services (Item
VIII.B.1.)**

**[John Vино, General Services Director read Agenda Item
VIII.B.1. from January 20th meeting into the record.]**

Mr. Vино pointed out, that 2.9 million dollars for the contract is the maximum expected. He stated that COVID has affected the contract in numerous ways and the Vegas Strong Academy. When compared to last year- 2.6 million dollars, that included almost 300,000 in extra charges, which is abnormal. The 2021 hours were shown and what the contract would be which is, 2.6 versus 2.9. Mr. Vино furthered explained that a flat billable rate, up to \$270,000 would increase the contract. 180,000 of that is an increased wage for the guards. The library District was paying \$17 an hour and had trouble keeping the guards. A comp study of security was done- City of LV paying \$21, Sunrise Hospital paying \$19, the State of Nevada paying \$18. \$19 was on the lower end however, it is a Two-dollar raise for the guards of the Library District. In addition, the armed guards are requested to have past military or police experience. The billable rates will go \$24.70 an hour to roughly \$27 an hour and \$2.26 is strictly to the guards. The contract increase is about 1.4 percent over what is currently being paid. Across the contract, the escalation, or the cost-of-living increase is about 1.5 per year.

Chair Wilson asked how the morale of the guards at this pay scale. Tammy Nixon, Regional Vice President for Allied Universal Security, replied that the morale is good. The increase of two-dollars is a large increase for the guards. The guards of the Library District are in a nice environment.

Trustee Waugh made a 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. Trustee Whiteley second the motion.

There was no opposition and the motion carried.

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.(Item VIII.B.2.)

Trustee Waugh explained that the Bylaws Committee met in December to bring two recommended amendments to the Board.

The first recommendation is to create a new article that states, "Current and former members of the Board of Trustees shall not be eligible to be employed by 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 recommendation is to amend Article V to state, "Any member of the Board of Trustees may cast a proxy vote in officer elections in the event of their excused absences. Members shall submit in writing their intended proxy vote to any other member of the Board to be entered into the record." Trustee Ortiz discussed being in favor of the first recommendation, to create a cooling off period of a year and a day but, is not in favor of the second recommendation. **[Trustee Ortiz read page 423 of the 11th Edition of Robert's Rules of Order into the record.]** Counsel Welt explained that the proxy voting is allowed because the vote is on the election of officers and does not directly affect library business. However, he does not recommend it because the Board members are appointed to represent a subgroup, and are obligated to give an opinion and to vote. The Robert Rules of Order language prefers it to not be done but does not state it cannot be done. Trustee Melendrez stated that he suggested this recommendation because of other Boards he was a part of, would allow those who were unable to come in-person, to submit a proxy vote through someone else on the Board as long as the person was cognizant of the issues. Counsel Welt explained a way to get around someone missing out on voting is by having a virtual meeting. He also mentioned that he is not aware of any public entities that are of requirement of the open meeting law, to have proxy voting, except in a very limited capacity. Trustee Whiteley mentioned she does not support proxy voting and that decision is the right choice for the constituents. Vice Chair Benavidez agrees with Counsel Welt that if someone is unable to come in-person, they could call in or appear virtually. Trustee Jiron agreed as well and doesn't think the change is necessary. Trustee Foyt also agree and is not in favor of proxy voting. Trustee Rogers concurred with the conversation as long as other options to participate are available during that time. Trustee Ramaker agrees to leave the bylaw Article as it is.

Trustee Whiteley is not in support of the first recommendation. She believes it will put additional bureaucratic handcuffs on the chosen leadership and the more Bylaws out in will make harder to navigate or create the best possible situation for the District.

Trustee Waugh made a motion to amend the Bylaws of the Board of Trustees by adding a new article that 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 a contractor for a period of one year and one day following the end of their service on the Board." Trustee Rogers second the motion.

Trustee Ortiz, Trustee Whiteley, and Trustee Ramaker opposed the

motion and the motion carried.

Trustee Waugh made a motion to amend Article V of the Bylaws to state, "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 Melendrez second the motion.

No board members were in favor. The motion did not carry.

**Announcements
(Item IX.)**

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.

**Public Comment
(Item X.)**

None.

**Executive Session
(Item XI.)**

None.

**Adjournment
(Item XII.)**

Chair Wilson adjourned the meeting at 6:01 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary



ITEM VI.A.

MEMORANDUM

DATE: January 31, 2022
TO: Board of Trustees
FROM: Kelvin A. Watson, Executive Director
SUBJECT: Executive Director's Monthly Report, February 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' February 10, 2022 meeting. I have supplemented this with information in the board packet, (numbered VI.A.1-3) and distributed to Trustees.

Participated as a panelist for the Director or Development interviews. The final interviews will be scheduled for February.

Met with David Bezzant of T-Mobile to discuss new initiative with the Library District. The plan for this initiative is to distribute cell phones through the partnership with Nevada Homeless Alliance and potentially others, to lend to those experiencing homelessness.

Met with Councilman Crear and KME Architects to discuss the programming phase of the new West Las Vegas Library.

Met with Lisa Morris-Hibbler, City of Las Vegas Chief Community Services Officer, to discuss LVCLD participating in the Las Vegas Book Festival. The first staff/team meeting is scheduled for March.

Attended the Joint Board & LEO Consortium Strategic Planning Retreat with the Workforce Connections Board Meeting at Windmill Library.

Participated in the COSLA/DPLA/Reader's First Webinar as a panelist. This event was to spotlight the efforts to develop more friendly eBook licensing for libraries.

Presented during ALA LibLearnX 2022: Foundation & Formation: Literacy Outreach to Black Boys & Young Black Men.

Met with Commissioner Kirkpatrick to discuss past issues and future collaboration and support between the Library District and District B.

Planned ALA Campaign committee meetings for upcoming ALA Presidential Campaign.

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

- ULC Innovations Celebration
- Attended "Who Killed Malcom-X" Presentation with by Abdur-Rahman Muhammad, one of the most respected authorities on the life and legacy of the civil rights-era leader, Malcolm X
- Attended discussion with Association of Jewish Libraries
- Attended the REALM Steering Committee Meeting
- Attended the Urban Library Council Business Value Calculator Launch
- Attended PLA Strategic Planning for Public Libraries webinar
- Participated in the Library Directors Monthly Call with Henderson, North Las Vegas, and Boulder City Directors
- Attended the National Association of African American Librarians Meeting
- Attended the OCLC Global Council Connect session
- Attended the BCALA Membership Meeting
- Attended the Las Vegas Asian Chamber of Commerce Monthly Luncheon
- Attended ALA Office for Diversity, Literacy, and Outreach Services Spectrum Scholar Virtual Mixer. (I am a 2006 Spectrum scholar)
- Attended ALA Standards of Library Services for Incarcerated and Detained individuals working groups
- Attended Workforce Connections Board Meeting
- Attended Consumer Electronics Show
- Attended My Leadership Journey with BCALA President, Shauntee Burns-Simpson
- Attended United for Libraries Board Meeting
- Presented at January EDI Assembly Meeting
- Attended International Relations Round Table Meeting
- Attended BCALA Meet & Greet
- Met with Koff & Associates to discuss compensation study and upcoming Board agenda item
- Met with Ryan Rainbolt of Education Through Imagination to discuss potential Youth Services Makerspaces

ITEM VI.A.1.a.



MEMORANDUM

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

FROM: Leo Segura, Library Operations Director

DATE: January 26, 2022

SUBJECT: Library Operations Report, February 2022

This report provides an overview of the Library Operations initiatives including 25 Branch Libraries and the Misdemeanant Jail Library. This report covers **January 02 – January 26, 2022**.

POWERFUL PEOPLE

- Library Operations recently promoted **Jude Gomez** from Youth Services Librarian for Summerlin Library to **Youth Services Department Head** for Summerlin Library.
- LVCCLD signed up 3,419 new library card users which was an increase of 64% over December 2020 and 74% of pre-pandemic numbers. We signed up 12% more card users in December 2021 when compared to December 2020.
- Gate count is continuing to trend upward for all braches. East Las Vegas is showing an -11% drop due to corrections in reporting practices. Last month we had 245,426 folks come into the library for services and programming.
- For the month of December staff answered 28,996 reference questions, conducted 99 computer classes for 138 customers.
- Wi-Fi usage was recorded at 44,262

POWERFUL PLACES

- Library Branches overall improved circulation by 4% for the Calendar year. December changes were high due to a two-week closure in December 2020.
- WLW 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.
- December 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.

- PC internet sessions saw an increase of 43% over 2020 totals primarily due to the two-week closure in 2020.
- Best Buy Teen Tech Center staff offered 93 programs with a total attendance of 1,120 teens.
- Las Vegas Misdemeanor Jail circulated 2,098 items and answered 58 reference questions.

POWERFUL PARTNERSHIPS

- LVCCLD will be partnering with the City of Las Vegas Office of Cultural Affairs to host NEA BIG READ for the 2nd year in a row. "The NEA Big Read annually provides support to selected nonprofit organizations around the country to host dynamic community-wide reading programs, each designed around a single NEA Big Read title."
- LVCCLD is moving forward with a partnership with the Mesquite Steam Center to bring a library lounge concept to the center which will also provide a programming venue for the Mesquite Library.
- Rona Johnson at Rainbow Library is working to bring [Veteransfestival.org](https://veteransfestival.org) to select libraries.
- Clark County Library Branch Manager Robbin Gaebler and her team met with the new Director, Catrina Grigsby-Thedford, of the Nevada Homeless Alliance to establish opportunities like pop-up events for people in need at or near libraries. Programs are "barrier busters" that help folks get I.D.'s, phones, birth certificates (all are barriers to housing). They also offer mobile mental health and substance abuse assistance to the community.
- Clark County met with Officer Moreno from Community Oriented Policing, South Central Area Command. As was expected there were no "silver bullets" for solving the issues we are dealing with and all the other local area businesses are dealing with the same issues. Metro Police do not have immediate ways of solving all our problems and struggle with some of the same individuals we do on an ongoing basis. But at least they are aware of the issues we encounter at the library.
- Whitney Recreation and Senior Center (Jan. 6th)
 - Zion Park Field Trip with Whitney Rec Center [outreach for WH Library - April 2022]
 - Get Carded outreach event on Jan. 19
- Working with Tammy Westergard and CSN on the SANDI grant partnership to bring VR training to LVCCLD.

POWERFUL PLATFORMS

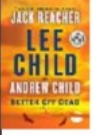

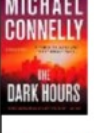

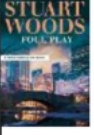
- Participate in HR's **Policy Review Committee**, which is currently working on refining the attendance policy to make it more clear and consistent.
- **STS Cashless Pilot** working with Access Services, Financial Services, and IT to implement our new cashless system trial at **East Las Vegas Library**. Coordinating with **Sufa Anderson** and Financial Services to create peer-to-

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peer training for the cashless system currently being piloted at the East Las Vegas Library for possible roll-out to other branches.

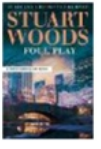
- Several staff attended the virtual LibLearnX Conference. Staff reported that there were so many great topics on DEIA, showing us how important a topic this is in librarianship across the country. A session on the importance of library internships especially paid ones for Black, Indigenous, and People of Color (BIPOC) caught the attention of staff since this is something we have been talking about since the inception of our DEIA committee.
- Amnesty Day Project - Information gathering for LVCCLD Amnesty Day [targeted for April 2022]
- January 2022 Top 10 Fiction:

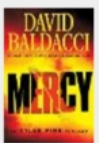
Position	Author	Title		Cover
6	Baldacci, David	Mercy	105	
7	Mills, Kyle	Enemy at the gates	101	
8	Robb, J. D.	Forgotten in death	101	
9	Deaver, Jeffery	The midnight lock	100	
10	Patterson, James	Fear no evil	99	

Position	Author	Title		Cover
1	Child, Lee	Better off dead	129	
2	Kinney, Jeff	Diary of a wimpy kid : big shot	118	
3	Connelly, Michael	The dark hours	115	
4	Cameron, Marc	Chain of command	113	
5	Woods, Stuart	Foul play	111	

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- December 2021 Top 10 Nonfiction

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1	Child, Lee	Better off dead	129	
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8	Robb, J. D.	Forgotten in death	101	
9	Deaver, Jeffery	The midnight lock	100	
10	Patterson, James	Fear no evil	99	

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Library Operations Report
Page 5**MEMORANDUM**

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

FROM: Leo Segura, Acting Library Operations Director

DATE: January 26, 2022

SUBJECT: Security Report, February 2022

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

	Branch	Incident Reports				*Jan-20 to DEC-20	Jan-21 to DEC-21	Difference	% Change
		*Dec-20	Dec-21	Difference	% Change				
Urban Branches	CENTENNIAL HILLS LIBRARY	2	0	-2	-100.0%	10	18	8	80.0%
	CLARK COUNTY LIBRARY	13	17	4	30.8%	160	222	62	38.8%
	EAST LAS VEGAS LIBRARY	2	4	2	100.0%	27	62	35	129.6%
	ENTERPRISE LIBRARY	0	2	2	0.0%	36	37	1	2.8%
	MEADOWS	0	0	0	0.0%	0	3	3	0.0%
	RAINBOW LIBRARY	0	4	4	0.0%	15	24	9	60.0%
	SAHARA WEST LIBRARY	4	3	-1	-25.0%	23	38	15	65.2%
	SPRING VALLEY LIBRARY	1	3	2	200.0%	23	47	24	104.3%
	SUMMERLIN	1	0	-1	-100.0%	6	10	4	66.7%
	SUNRISE LIBRARY	1	2	1	100.0%	6	17	11	183.3%
	WEST CHARLESTON LIBRARY	2	0	-2	-100.0%	36	58	22	61.1%
	WEST LAS VEGAS LIBRARY	3	4	1	33.3%	37	48	11	29.7%
	WHITNEY LIBRARY	7	4	-3	-42.9%	53	60	7	13.2%
	WINDMILL LIBRARY	2	2	0	0.0%	24	32	8	33.3%
Urban Total		38	45	7	18.4%	456	676	220	48.2%

	Branch	Incident Reports				Jan-20 to DEC-20	Jan-21 to DEC-21	Difference	% Change
		*Dec-20	Dec-21	Difference	% Change				
Outlying Branches	BLUE DIAMOND	0	0	0	0.0%	0	0	0	0.0%
	BUNKERVILLE	0	0	0	0.0%	2	0	-2	-100.0%
	GOODSPRINGS	0	0	0	0.0%	0	0	0	0.0%
	INDIAN SPRINGS	0	1	1	100.0%	1	1	0	0.0%
	LAUGHLIN LIBRARY	0	0	0	0.0%	3	7	4	133.3%
	MESQUITE LIBRARY	0	0	0	0.0%	11	14	3	27.3%
	MOAPA TOWN	0	1	1	100.0%	2	0	-2	-100.0%
	MOAPA VALLEY	0	0	0	0.0%	1	3	2	200.0%
	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	2	2	0	20	25	5	25.0%
Grand Total		38	47	9	23.7%	476	701	225	47.3%

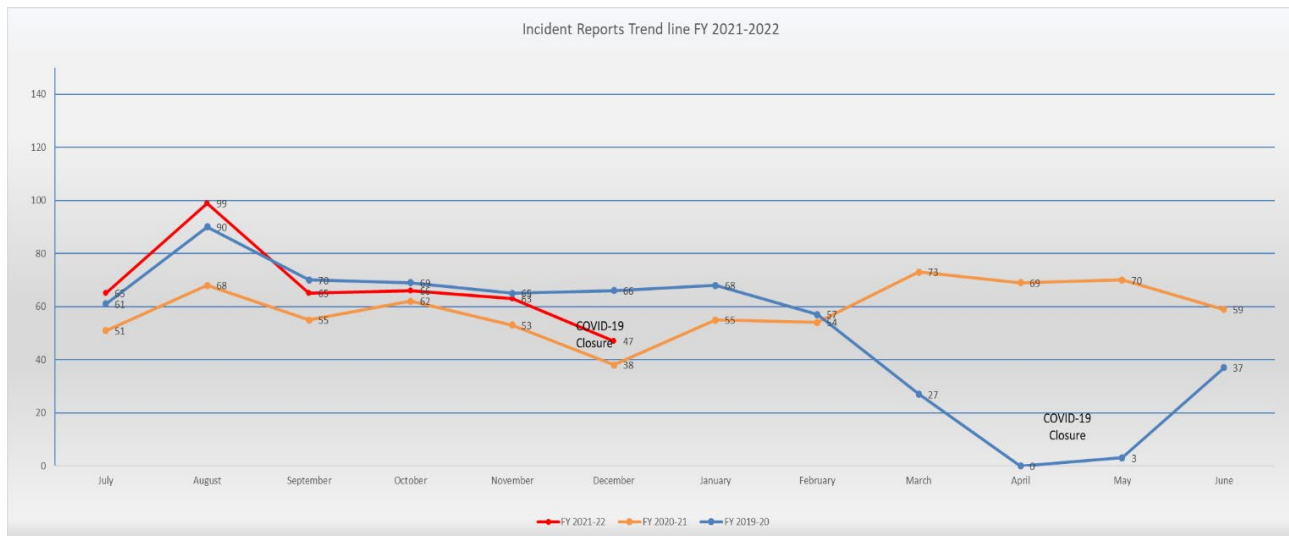
* Due to the Pandemic District Branches were closed March 16, 2020 thru June 3, 2020 & December 16, 2020 thru January 3rd

Library Operations Report
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In December 2021, there were **47** incidents, an **increase of 23%** from the total experienced in December 2020. However, LVCCLD was closed the latter half of December 2020. Even so, the Clark County Library experienced only four (4) additional incidents during that two-week end of month period. Comparing a like year, 2019, we were down 29% overall and our library experiencing most incidents had the same number of incidents both years at seventeen (17). During this period, the District recorded **245,426** in-person visits. **This ratio is one incident for every 5,454 visits.**

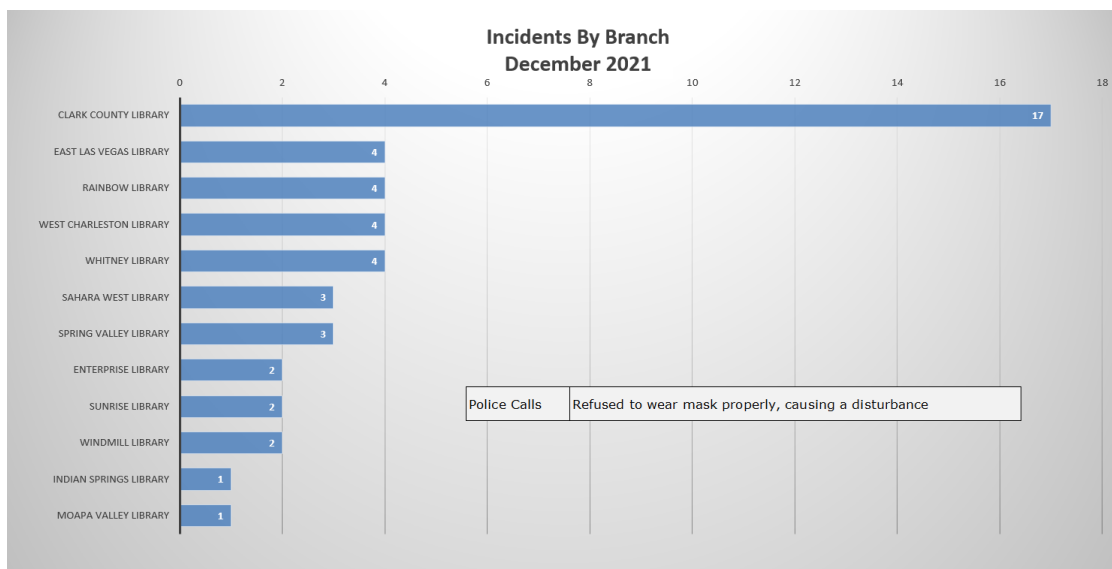
Urban Branches	Branch	Dec-19	Incident Reports			Jan-19	Jan-21		
			Dec-21	Difference	% Change	to DEC-19	to DEC-21	Difference	% Change
	CENTENNIAL HILLS LIBRARY	1	0	-1	-100.0%	11	18	7	63.6%
	CLARK COUNTY LIBRARY	17	17	0	0.0%	179	222	43	24.0%
	EAST LAS VEGAS LIBRARY	7	4	-3	-42.9%	59	62	3	5.1%
	ENTERPRISE LIBRARY	3	2	-1	-33.3%	47	37	-10	-21.3%
	MEADOWS	0	0	0	0.0%	3	3	0	0.0%
	RAINBOW LIBRARY	1	4	3	300.0%	24	24	0	0.0%
	SAHARA WEST LIBRARY	1	3	2	200.0%	44	38	-6	-13.6%
	SPRING VALLEY LIBRARY	6	3	-3	-50.0%	44	47	3	6.8%
	SUMMERLIN	0	0	0	0.0%	18	10	-8	-44.4%
	SUNRISE LIBRARY	1	2	1	100.0%	23	17	-6	-26.1%
	WEST CHARLESTON LIBRARY	9	0	-9	-100.0%	53	58	5	9.4%
	WEST LAS VEGAS LIBRARY	7	4	-3	-42.9%	71	48	-23	-32.4%
	WHITNEY LIBRARY	4	4	0	0.0%	122	60	-62	-50.8%
	WINDMILL LIBRARY	5	2	-3	-60.0%	32	32	0	0.0%
Urban Total		62	45	-17	-27.4%	730	676	-54	-7.4%

Outlying Branches	Branch	Dec-19	Incident Reports		Jan-19	Jan-21			
			Dec-21	Difference	% Change	to DEC-19	to DEC-21	Difference	% Change
	BLUE DIAMOND	0	0	0	0.0%	0	0	0	0.0%
	BUNKERVILLE	0	0	0	0.0%	0	0	0	0.0%
	GOODSPRINGS	0	0	0	0.0%	0	0	0	0.0%
	INDIAN SPRINGS	0	1	1	0.0%	1	1	0	0.0%
	LAUGHLIN LIBRARY	1	0	-1	-100.0%	12	7	-5	-41.7%
	MESQUITE LIBRARY	3	0	-3	-100.0%	31	14	-17	-54.8%
	MOAPA TOWN	0	1	1	0.0%	0	0	0	0.0%
	MOAPA VALLEY	0	0	0	0.0%	0	3	3	0.0%
	MT CHARLESTON	0	0	0	0.0%	2	0	-2	-100.0%
SANDY VALLEY LIBRARY	0	0	0	0.0%	1	0	-1	-100.0%	
SEARCHLIGHT	0	0	0	0.0%	0	0	0	0.0%	
Outlying Total		4	2	-2	-50.0%	47	25	-22	-46.8%
Grand Total		66	47	-19	-28.8%	777	701	-76	-9.8%



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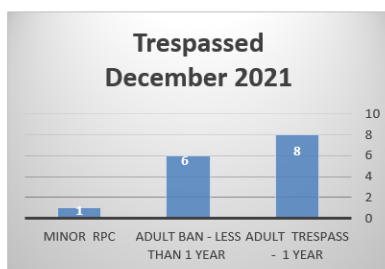
December 2021 incidents fall below 2019-20 totals for the fourth month in a row remaining within normal monthly averages. Totals are running slightly higher than the previous year due to increased patron traffic coupled with COVID fatigue. Incidents include all types of activity not just disturbances with customers. Masking issues were cited in four (4) incidents or 16% of December incidents.



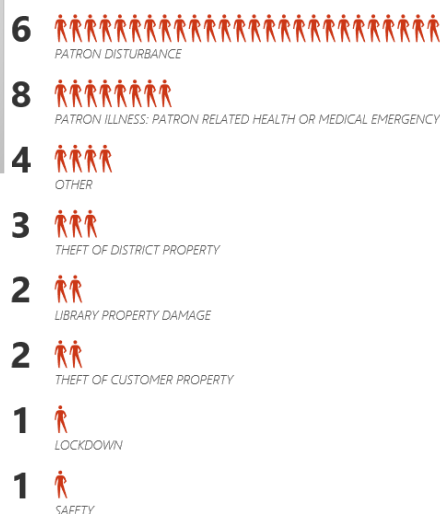
The **Clark County Library** recorded the highest number of incidents at **17 incidents** matching their December 2019 total and only four (4) more incidents than last year even with two additional weeks open during the month. The remaining branches reported between **0-4 incidents** and followed standard trend lines that indicate lower incidents from peaks in August.

INCIDENT TYPE DECEMBER 2021

Trespass or Banned	Total
ADULT TRESPASS - 1	8
ADULT BAN - LESS THAN 1 YEAR	6
Minor RPC	1



For December 2021, the staff made one (1) call to law enforcement, and eight (8) customers trespassed, six (6) received a shorter partial year ban and one student received a Request for Parent Conference.



Library Operations Report
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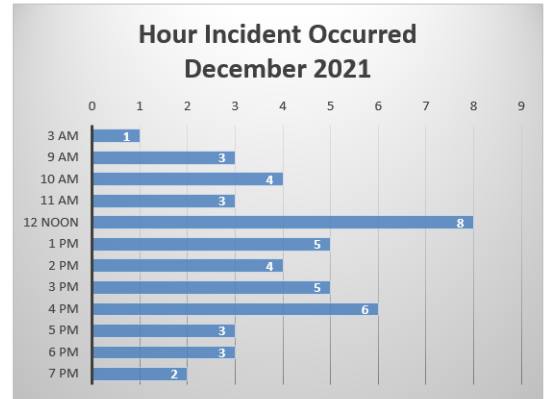
District branch staff encountered **16** patron disturbances, accounting for most incident types at **34%**. This is a **-43% reduction** in the number of patron disturbances from December 2020 and a 53% reduction in disturbances from 2019.

This ratio is one disturbance for every 15,339 visits. The ratio for **December 2019** was **one disturbance for every 11,932 visits**, a decrease of **-29%**.

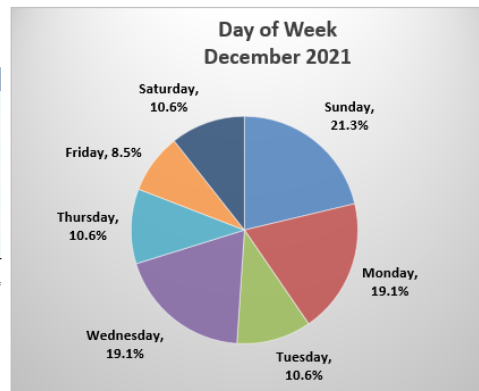
Two FixIt Clark County tickets were submitted for December regarding encampments blocking public right-of-ways adjacent to the Clark County Library.

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 Incident Occurred	Total	%
3 AM	1	2.1%
9 AM	3	6.4%
10 AM	4	8.5%
11 AM	3	6.4%
12 Noon	8	17.0%
1 PM	5	10.6%
2 PM	4	8.5%
3 PM	5	10.6%
4 PM	6	12.8%
5 PM	3	6.4%
6 PM	3	6.4%
7 PM	2	4.3%
Grand Total	47	100.0%



Day of	Total	%
Sunday	10	21.3%
Monday	9	19.1%
Tuesday	5	10.6%
Wednesday	9	19.1%
Thursday	5	10.6%
Friday	4	8.5%
Saturday	5	10.6%
Grand Total	47	100.0%



Similarly, Monday through Thursday have the potential for more incidents because they are open more hours. However, for December 2021, Sundays experienced the highest number of incidents at 10 or 21% of the total.

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Final Regular Board of Trustees Meeting February 10, 2022 - Item VI- Library Reports

Monthly Statistics
Year over Year
December 2020 / December 2021*

	Library	Circulation				2020				2021				Gatecount				2020				2021			
		2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	22,532	24,564	2,032	9%	199,251	188,728	-10,523	-5%	10,399	16,823	6,424	62%	124,949	115,659	-9,290	-7%								
	Clark County	13,502	16,074	2,572	19%	127,267	112,875	-14,392	-11%	12,842	30,377	17,535	137%	136,354	183,921	47,567	35%								
	Enterprise	14,845	14,502	-343	-2%	127,967	104,881	-23,086	-18%	7,213	14,690	7,477	104%	93,775	98,805	5,030	5%								
	East Las Vegas	9,453	11,836	2,383	25%	89,412	82,370	-7,042	-8%	17,188	15,263	-1,925	-11%	162,673	193,149	30,476	19%								
	Meadows	251	388	137	55%	1,767	3,056	1,289	73%	403	1,051	648	161%	1,330	6,496	5,166	388%								
	Rainbow	17,960	18,703	743	4%	156,414	133,519	-22,895	-15%	13,412	21,595	8,183	61%	108,170	143,645	35,475	33%								
	Sahara West	26,263	30,117	3,854	15%	217,886	217,983	97	0%	12,372	24,932	12,560	102%	121,554	154,697	33,143	27%								
	Spring Valley	13,416	14,795	1,379	10%	119,788	94,670	-25,118	-21%	8,955	19,703	10,748	120%	95,435	116,165	20,730	22%								
	Summerlin	14,601	16,682	2,081	14%	122,513	122,807	294	0%	7,111	2,292	-4,819	-68%	69,107	79,474	10,367	15%								
	Sunrise	11,698	12,670	972	8%	112,474	90,810	-21,664	-19%	6,665	18,966	12,301	185%	66,657	98,216	31,559	47%								
	West Charleston	11,578	12,898	1,320	11%	104,138	91,443	-12,695	-12%	7,984	11,746	3,762	47%	88,426	92,436	4,010	5%								
	West Las Vegas	3,278	3,864	586	18%	35,202	27,038	-8,164	-23%	7,351	10,504	3,153	43%	82,864	82,270	-594	-1%								
	Whitney	14,649	14,681	32	0%	126,626	106,280	-20,346	-16%	9,168	16,759	7,591	83%	150,155	99,030	-51,125	-34%								
	Windmill	23,364	25,398	2,034	9%	206,248	188,139	-18,109	-9%	10,041	16,720	6,679	67%	109,330	113,096	3,766	3%								
	Urban Totals	197,390	217,172	19,782	10%	1,746,953	1,564,599	-182,354	-10%	131,104	221,421	90,317	69%	1,410,779	1,577,059	166,280	12%								
Outlying Branches	Blue Diamond	260	330	70	27%	1,227	1,709	482	39%	216	407	191	88%	1,948	1,643	-305	-16%								
	Bunkerville	187	95	-92	-49%	3,056	1,410	-1,646	-54%	600	935	335	56%	5,876	4,805	-1,071	-18%								
	Goodsprings	395	401	6	2%	5,181	2,987	-2,194	-42%	45	401	356	791%	2,303	3,016	713	31%								
	Indian Springs	562	589	27	5%	4,508	4,086	-422	-9%	517	1,440	923	179%	4,084	8,296	4,212	103%								
	Laughlin	3,881	5,595	1,714	44%	31,708	31,021	-687	-2%	2,335	3,939	1,604	69%	28,069	19,265	-8,804	-31%								
	Mesquite	5,659	7,273	1,614	29%	49,642	45,319	-4,323	-9%	5,759	10,095	4,336	75%	55,026	64,478	9,452	17%								
	Moapa Town	295	330	35	12%	2,248	1,895	-353	-16%	248	271	23	9%	2,278	1,947	-331	-15%								
	Moapa Valley	3,084	2,905	-179	-6%	24,277	22,549	-1,728	-7%	3,556	4,044	488	14%	42,702	27,837	-14,865	-35%								
	Mt. Charleston	312	146	-166	-53%	2,729	1,383	-1,346	-49%	271	649	378	139%	3,160	4,483	1,323	42%								
	Sandy Valley	772	546	-226	-29%	6,220	4,680	-1,540	-25%	392	722	330	84%	3,884	4,905	1,021	26%								
	Searchlight	509	192	-317	-62%	3,200	1,854	-1,346	-42%	396	1,102	706	178%	3,011	3,585	574	19%								
	Outlying Totals	15,916	18,402	2,486	16%	133,996	118,893	-15,103	-11%	14,335	24,005	9,670	67%	152,341	144,260	-8,081	-5%								
Misc.	ILL	377	277	-100	-27%	2,060	1,848	-212	-10%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	Metro	0	2,098	2,098	N/A	0	4,009	4,009	N/A	0	0	0	N/A	0	0	0	N/A								
	Outreach	1,453	1,646	193	13%	12,784	10,167	-2,617	-20%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	eMedia	268,820	246,669	-22,151	-8%	1,611,564	1,537,591	-73,973	-5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	Online Renewals	70,518	264,375	193,857	275%	848,556	1,272,777	424,221	50%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	Misc. Totals	341,168	515,065	173,897	51%	2,474,964	2,826,392	351,428	14%	0	0	0	N/A	0	0	0	N/A								
Grand Totals		554,474	750,639	196,165	35%	4,355,913	4,509,884	153,971	4%	145,439	245,426	99,987	69%	1,563,120	1,721,319	158,199	10%								

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

Monthly Statistics
Year over Year
December 2020 / December 2021*

		New Library Card				2020	2021			PC Internet Sessions				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	82	230	148	180%	1,541	1,951	410	27%	1,006	1,743	737	73%	10,540	10,450	-90	-1%
	Clark County	162	359	197	122%	1,878	2,748	870	46%	2,010	5,486	3,476	173%	28,206	32,634	4,428	16%
	Enterprise	53	162	109	206%	1,180	1,377	197	17%	958	1,546	588	61%	10,556	10,106	-450	-4%
	East Las Vegas	140	257	117	84%	2,226	2,753	527	24%	1,738	3,866	2,128	122%	19,231	24,730	5,499	29%
	Meadows	1	20	19	N/A	27	169	142	526%	0	117	117	N/A	0	795	795	N/A
	Rainbow	106	224	118	111%	1,481	1,667	186	13%	1,297	2,293	996	77%	14,069	14,967	898	6%
	Sahara West	104	265	161	155%	2,641	3,181	540	20%	1,506	2,461	955	63%	15,869	16,703	834	5%
	Spring Valley	62	152	90	145%	1,363	1,372	9	1%	1,989	2,897	908	46%	20,901	20,367	-534	-3%
	Summerlin	54	157	103	191%	775	1,241	466	60%	406	797	391	96%	4,532	5,606	1,074	24%
	Sunrise	86	223	137	159%	1,657	1,621	-36	-2%	1,192	1,799	607	51%	11,299	13,296	1,997	18%
	West Charleston	75	160	85	113%	875	1,115	240	27%	1,224	1,971	747	61%	12,207	13,248	1,041	9%
	West Las Vegas	69	121	52	75%	884	961	77	9%	1,238	1,935	697	56%	12,741	13,666	925	7%
	Whitney	76	187	111	146%	1,883	2,138	255	14%	1,713	2,306	593	35%	16,203	15,225	-978	-6%
	Windmill	95	272	177	186%	1,594	2,498	904	57%	1,054	2,125	1,071	102%	12,324	14,663	2,339	19%
	Urban Totals	1,165	2,789	1,624	139%	20,005	24,792	4,787	24%	17,331	31,342	14,011	81%	188,678	206,456	17,778	9%
Outlying Branches	Blue Diamond	2	1	-1	-50%	12	13	1	8%	2	6	4	200%	67	69	2	3%
	Bunkerville	0	0	0	N/A	21	12	-9	-43%	9	38	29	322%	120	153	33	28%
	Goodsprings	0	0	0	N/A	25	8	-17	-68%	1	22	21	N/A	64	234	170	266%
	Indian Springs	0	1	1	N/A	14	40	26	186%	16	66	50	313%	199	412	213	107%
	Laughlin	17	51	34	200%	287	263	-24	-8%	414	837	423	102%	4,707	4,211	-496	-11%
	Mesquite	32	78	46	144%	505	1,283	778	154%	555	1,103	548	99%	5,269	6,195	926	18%
	Moapa Town	0	1	1	N/A	11	9	-2	-18%	30	38	8	27%	202	232	30	15%
	Moapa Valley	10	21	11	110%	93	109	16	17%	66	212	146	221%	750	1,368	618	82%
	Mt. Charleston	1	0	-1	100%	19	6	-13	-68%	10	11	1	10%	79	87	8	10%
	Sandy Valley	0	2	2	N/A	15	17	2	13%	22	40	18	82%	220	304	84	38%
	Searchlight	0	2	2	N/A	9	8	-1	-11%	11	38	27	245%	55	166	111	202%
	Outlying Totals	62	157	95	153%	1,011	1,768	757	75%	1,136	2,411	1,275	112%	11,732	13,431	1,699	14%
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	48	57	9	19%	315	308	-7	-2%
	Outreach	3	0	-3	-100%	2,271	667	-1,604	-71%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	859	473	-386	-45%	5,573	5,068	-505	-9%	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	36,140	44,205	8,065	22%	299,757	290,324	-9,433	-3%
	Misc. Totals	862	473	-389	-45%	7,844	5,735	-2,109	-27%	36,188	44,262	8,074	22%	300,072	290,632	-9,440	-3%
Grand Totals		2,089	3,419	1,330	64%	28,860	32,295	3,435	12%	54,655	78,015	23,360	43%	500,482	510,519	10,037	2%

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

Final Regular Board of Trustees Meeting February 10, 2022 - Item VI- Library Reports

Monthly Statistics
Year over Year
December 2019/ December 2021*

	Library	Circulation				2019				2021				Gatecount				2019				2021			
		2019	2021	Difference	%	Year to Date	Year to Date	Difference	%	2019	2021	Difference	%	2019	2021	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	39,422	24,564	-14,858	-38%	298,000	188,728	-109,272	-37%	25,900	16,823	-9,077	-35%	193,165	115,659	-77,506	-40%								
	Clark County	37,421	16,074	-21,347	-57%	239,725	112,875	-126,850	-53%	42,874	30,377	-12,497	-29%	278,596	183,921	-94,675	-34%								
	Enterprise	29,443	14,502	-14,941	-51%	197,323	104,881	-92,442	-47%	22,350	14,690	-7,660	-34%	159,252	98,805	-60,447	-38%								
	East Las Vegas	29,456	11,836	-17,620	-60%	193,707	82,370	-111,337	-57%	26,838	15,263	-11,575	-43%	210,637	193,149	-17,488	-8%								
	Meadows	2,458	388	-2,070	-84%	38,848	3,056	-35,792	-92%	2,070	1,051	-1,019	-49%	17,332	6,496	-10,836	-63%								
	Rainbow	36,293	18,703	-17,590	-48%	246,333	133,519	-112,814	-46%	28,343	21,595	-6,748	-24%	207,515	143,645	-63,870	-31%								
	Sahara West	49,619	30,117	-19,502	-39%	343,365	217,983	-125,382	-37%	37,290	24,932	-12,358	-33%	277,540	154,697	-122,843	-44%								
	Spring Valley	31,575	14,795	-16,780	-53%	201,686	94,670	-107,016	-53%	25,908	19,703	-6,205	-24%	193,022	116,165	-76,857	-40%								
	Summerlin	24,853	16,682	-8,171	-33%	183,686	122,807	-60,879	-33%	20,542	2,292	-18,250	-89%	171,756	79,474	-92,282	-54%								
	Sunrise	32,243	12,670	-19,573	-61%	213,970	90,810	-123,160	-58%	23,310	18,966	-4,344	-19%	164,771	98,216	-66,555	-40%								
	West Charleston	28,545	12,898	-15,647	-55%	187,473	91,443	-96,030	-51%	22,924	11,746	-11,178	-49%	161,314	92,436	-68,878	-43%								
	West Las Vegas	12,231	3,864	-8,367	-68%	81,402	27,038	-54,364	-67%	24,845	10,504	-14,341	-58%	150,473	82,270	-68,203	-45%								
	Whitney	29,030	14,681	-14,349	-49%	202,218	106,280	-95,938	-47%	40,127	16,759	-23,368	-58%	294,715	99,030	-195,685	-66%								
	Windmill	40,903	25,398	-15,505	-38%	313,517	188,139	-125,378	-40%	24,727	16,720	-8,007	-32%	192,301	113,096	-79,205	-41%								
	Urban Totals	423,492	217,172	-206,320	-49%	2,941,253	1,564,599	-1,376,654	-47%	368,048	221,421	-146,627	-40%	2,672,389	1,577,059	-1,095,330	-41%								
Outlying Branches	Blue Diamond	319	330	11	3%	1,835	1,709	-126	-7%	760	407	-353	-46%	3,699	1,643	-2,056	-56%								
	Bunkerville	460	95	-365	-79%	3,114	1,410	-1,704	-55%	3,261	935	-2,326	-71%	10,482	4,805	-5,677	-54%								
	Goodsprings	1,039	401	-638	-61%	6,717	2,987	-3,730	-56%	411	401	-10	-2%	2,807	3,016	209	7%								
	Indian Springs	1,549	589	-960	-62%	8,767	4,086	-4,681	-53%	1,708	1,440	-268	-16%	14,836	8,296	-6,540	-44%								
	Laughlin	11,320	5,595	-5,725	-51%	68,656	31,021	-37,635	-55%	7,642	3,939	-3,703	-48%	47,286	19,265	-28,021	-59%								
	Mesquite	10,872	7,273	-3,599	-33%	69,266	45,319	-23,947	-35%	13,092	10,095	-2,997	-23%	95,396	64,478	-30,918	-32%								
	Moapa Town	444	330	-114	-26%	3,607	1,895	-1,712	-47%	535	271	-264	-49%	3,666	1,947	-1,719	-47%								
	Moapa Valley	5,446	2,905	-2,541	-47%	37,495	22,549	-14,946	-40%	10,728	4,044	-6,684	-62%	51,960	27,837	-24,123	-46%								
	Mt. Charleston	492	146	-346	-70%	3,253	1,383	-1,870	-57%	921	649	-272	-30%	5,595	4,483	-1,112	-20%								
	Sandy Valley	1,540	546	-994	-65%	11,497	4,680	-6,817	-59%	903	722	-181	-20%	7,572	4,905	-2,667	-35%								
	Searchlight	546	192	-354	-65%	3,823	1,854	-1,969	-52%	1,132	1,102	-30	-3%	7,647	3,585	-4,062	-53%								
	Outlying Totals	34,027	18,402	-15,625	-46%	218,030	118,893	-99,137	-45%	41,093	24,005	-17,088	-42%	250,946	144,260	-106,686	-43%								
Misc.	ILL	408	277	-131	-32%	2,177	1,848	-329	-15%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	Metro	1,471	2,098	627	43%	12,759	4,009	-8,750	-69%	23	0	-23	-100%	358	0	-358	-100%								
	Outreach	3,280	1,646	-1,634	-50%	29,982	10,167	-19,815	-66%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	eMedia	226,219	246,669	20,450	9%	1,408,042	1,537,591	129,549	9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	Online Renewals	213,439	264,375	50,936	24%	1,293,430	1,272,777	-20,653	-2%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	Misc. Totals	444,817	515,065	70,248	16%	2,746,390	2,826,392	80,002	3%	23	0	-23	-100%	358	0	-358	-100%								
Grand Totals		902,336	750,639	-151,697	-17%	5,905,673	4,509,884	-1,395,789	-24%	409,164	245,426	-163,738	-40%	2,923,693	1,721,319	-1,202,374	-41%								

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

Monthly Statistics
Year over Year
December 2019 / December 2021*

	Library	New Library Card				2019				2021				PC Internet Sessions				2019				2021			
		2019	2021	Difference	%	Year to Date	Year to Date	Difference	%	2019	2021	Difference	%	2019	2021	Difference	%	Year to Date	Year to Date	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	261	230	-31	-12%	2,767	1,951	-816	-29%	4,123	1,743	-2,380	-58%	28,720	10,450	-18,270	-64%								
	Clark County	602	359	-243	-40%	4,320	2,748	-1,572	-36%	7,305	5,486	-1,819	-25%	48,491	32,634	-15,857	-33%								
	Enterprise	276	162	-114	-41%	2,263	1,377	-886	-39%	3,011	1,546	-1,465	-49%	18,501	10,106	-8,395	-45%								
	East Las Vegas	503	257	-246	-49%	4,316	2,753	-1,563	-36%	6,434	3,866	-2,568	-40%	46,497	24,730	-21,767	-47%								
	Meadows	34	20	-14	-41%	282	169	-113	-40%	285	117	-168	-59%	2,246	795	-1,451	-65%								
	Rainbow	326	224	-102	-31%	2,878	1,667	-1,211	-42%	3,364	2,293	-1,071	-32%	24,443	14,967	-9,476	-39%								
	Sahara West	414	265	-149	-36%	3,739	3,181	-558	-15%	4,012	2,461	-1,551	-39%	27,582	16,703	-10,879	-39%								
	Spring Valley	236	152	-84	-36%	2,230	1,372	-858	-38%	5,182	2,897	-2,285	-44%	36,301	20,367	-15,934	-44%								
	Summerlin	154	157	3	2%	1,668	1,241	-427	-26%	1,598	797	-801	-50%	11,701	5,606	-6,095	-52%								
	Sunrise	277	223	-54	-19%	2,821	1,621	-1,200	-43%	4,120	1,799	-2,321	-56%	29,199	13,296	-15,903	-54%								
	West Charleston	242	160	-82	-34%	2,237	1,115	-1,122	-50%	3,297	1,971	-1,326	-40%	22,056	13,248	-8,808	-40%								
	West Las Vegas	201	121	-80	-40%	2,149	961	-1,188	-55%	4,354	1,935	-2,419	-56%	29,362	13,666	-15,696	-53%								
	Whitney	308	187	-121	-39%	2,625	2,138	-487	-19%	3,867	2,306	-1,561	-40%	26,040	15,225	-10,815	-42%								
	Windmill	374	272	-102	-27%	3,853	2,498	-1,355	-35%	4,246	2,125	-2,121	-50%	30,079	14,663	-15,416	-51%								
	Urban Totals	4,208	2,789	-1,419	-34%	38,148	24,792	-13,356	-35%	55,198	31,342	-23,856	-43%	381,218	206,456	-174,762	-46%								
Outlying Branches	Blue Diamond	1	1	0	0%	6	13	7	117%	35	6	-29	-83%	142	69	-73	-51%								
	Bunkerville	1	0	-1	-100%	5	12	7	140%	46	38	-8	-17%	151	153	2	1%								
	Goodsprings	2	0	-2	-100%	12	8	-4	-33%	13	22	9	69%	111	234	123	111%								
	Indian Springs	1	1	0	0%	27	40	13	48%	131	66	-65	-50%	1,090	412	-678	-62%								
	Laughlin	49	51	2	4%	445	263	-182	-41%	1,023	837	-186	-18%	9,545	4,211	-5,334	-56%								
	Mesquite	110	78	-32	-29%	1,258	1,283	25	2%	1,993	1,103	-890	-45%	12,480	6,195	-6,285	-50%								
	Moapa Town	1	1	0	0%	8	9	1	13%	40	38	-2	-5%	517	232	-285	-55%								
	Moapa Valley	23	21	-2	-9%	137	109	-28	-20%	345	212	-133	-39%	2,466	1,368	-1,098	-45%								
	Mt. Charleston	0	0	0	N/A	14	6	-8	-57%	8	11	3	38%	113	87	-26	-23%								
	Sandy Valley	3	2	-1	-33%	23	17	-6	-26%	58	40	-18	-31%	480	304	-176	-37%								
	Searchlight	1	2	1	100%	10	8	-2	-20%	72	38	-34	-47%	510	166	-344	-67%								
	Outlying Totals	192	157	-35	-18%	1,945	1,768	-177	-9%	3,764	2,411	-1,353	-36%	27,585	13,431	-14,154	-51%								
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	206	57	-149	-72%	1,429	308	-1,121	-78%								
	Outreach	277	0	-277	-100%	2,433	667	-1,766	-73%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A								
	Online Registration	435	473	38	9%	3,483	5,068	1,585	46%	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	73,424	44,205	-29,219	-40%	497,190	290,324	-206,866	-42%								
	Misc. Totals	712	473	-239	-34%	5,916	5,735	-181	-3%	73,630	44,262	-29,368	-40%	498,619	290,632	-207,987	-42%								
Grand Totals		5,112	3,419	-1,693	-33%	46,009	32,295	-13,714	-30%	132,592	78,015	-54,577	-41%	907,422	510,519	-396,903	-44%								

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

ITEM VI.A.2.a.



MEMORANDUM

TO: Board of Trustees Through Kelvin Watson, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: February 10, 2022

SUBJECT: Branding and Marketing Activity Report, February 2022

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for the month of January 2022 and analytics compiled from the period of December 1-31, 2021.

Powerful Platforms

WINTER READING CHALLENGE PROMOTION

- To help promote this priority annual program, Senior Digital Projects Associate **Paula Loop** worked with Branding & Marketing Director **Betsy Ward**, Community Engagement Director **Matt McNally**, and Youth Services Manager **Shana Harrington**, to create a dedicated Winter Reading Challenge landing page on the website.
- Graphic Designer **Cierra Pedro** worked with **Betsy Ward**, **Shana Harrington**, and Youth Services Specialist **Melissa Ramos** to create promotional materials, which included web & social media graphics, a 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](#) and a Spanish PDF is available of the flyer [HERE](#).
 - The program was promoted in an eBlast that was sent out on Monday, January 3, and also included in the Library Highlights eNewsletter that was sent out on Wednesday, January 12.
 - It was added to the website homepage spinner, and our audience browse pages for Birth to 5, Kids, and Teens, beginning on Monday, December 27, and prominently featured there throughout the month of January, helping to drive more clicks to the landing page.
 - Social media promotional posts were scheduled throughout January that linked back to the Winter Reading Challenge landing page.
 - Through January 20, the page has compiled **3,890 Unique Pageviews** with an **Average Dwell Time of 2 min and 11 sec.**

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

It's easy!

Read for a Better World

Kids & Teens Winter Reading Challenge

January 1 – 31, 2022

Track online at LVCCLD.Beanstack.org
OR
Pick up a bookmark at any Youth Services Desk

#WinterRead2022

Click Here

Read for a Better World is this year's theme, challenging youth of all ages to select thought-provoking stories that help us to better understand the world we live in.

Winter Reading Challenge takes place throughout the month of January. To participate, kids & teens (including babies) up to grade 12 must read (or be read to) for 5 hours (or 300 minutes). Keep track of their reading online through **Beanstack** or download their easy-to-use app. They may also participate by filling out a bookmark available at any Youth Services Desk.

Hey Kids & Teens, complete your bookmark by drawing a picture of what you read, or write a brief summary. Be creative! Turn in your bookmark by Monday, January 31, for a chance to win a great prize. Don't miss the fun! **(En Español)**

Read for a Better World
January 1 – 31, 2022
Track online at LVCCLD.Beanstack.org
OR
Pick up a bookmark at any Youth Services Desk

Read for a Better World
Winter Reading Challenge 2022
January 1 – 31, 2022
Click Here

FREE COVID-19 TESTING WITH CURATIVE AT THE LIBRARY DISTRICT

- **Paula Loop** worked with **Betsy Ward, Cierra Pedro** and Programming & Venues Manager **Ryan Neely** to create a dedicated blog post that lists all of the current Library District branches where free COVID-19 testing is available, in partnership with Southern Nevada Health District and Curative. This allows BAM to provide up-to-date information to our customers as new locations and hours of operation are added.
 - The blog post went live on Monday, January 10, and can be viewed [HERE](#). A Spanish version of the blog can be viewed, [HERE](#).
 - The COVID-19 testing service was promoted in the Library Highlights eNewsletter that was sent out on Wednesday, January 12.
 - The dedicated COVID-19 blog post was also added to the website homepage spinner and audience browse pages, which helped drive more clicks to the post.
 - Social media promotional posts will run throughout January, linking back to the blog.
 - Through January 20, the blog has compiled **981 Unique Pageviews** with an **Average Dwell Time of 3 min and 26 sec.**

Free COVID-19 Testing With Curativeby Paula January 10, 2022 ([Edit](#))

The Library District has partnered with the Southern Nevada Health District to provide free COVID-19 testing at select library branches. You can find locations and book an appointment at [Curative.com](#) or by calling 888.702.9042. When you arrive for your test, please park your car and then head over to the testing site, which is located in the library parking lots.

The CDC recommends that people with COVID-19 symptoms do not enter public buildings, including libraries, but we encourage those with symptoms to access our online resources 24/7 by visiting [LVCCLD.org/OnlineResources](#)

Tests will be conducted with shallow nasal swabs (swabs are inserted approximately half an inch into the nostril). See how shallow nasal swab samples are collected [here](#).

For additional information about COVID-19 please visit the [Southern Nevada Health District website](#).

Library Testing Locations:[Centennial Hills Library](#)

Tuesday & Thursday: 2 p.m. – 4:30 p.m.
[Book online](#) or call 888.702.9042

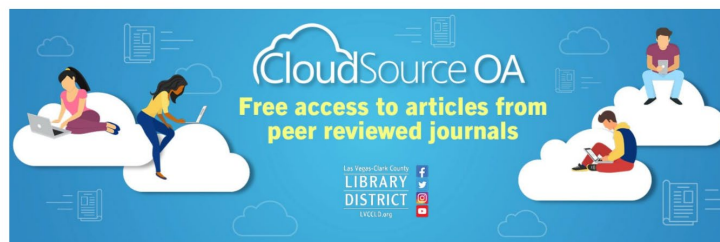
CLOUDSOURCE OA NOW AVAILABLE FROM THE LIBRARY DISTRICT

- **Paula Loop** worked with **Betsy Ward**, Web Designer **Gene Kilchenko** and Electronic Resources Manager **Jocelyn Bates** to create a blog post that details the CloudSource OA open access articles, which allow our customers to browse from over 40 million journal articles, as well as 80,000 journal titles.
 - The blog post went live on Monday, January 10, and can be viewed [HERE](#). The Spanish version can be viewed [HERE](#).
 - It was included Library Highlights eNewsletter that was sent out on Wednesday, January 12.
 - The Cloudsource OA blog post was also added to the website homepage and relevant audience browse pages, which helped drive more traffic to the blog post.

- Social media promotional posts were scheduled throughout January that link back to the blog.
- Through January 20, the blog has compiled **161 Unique Pageviews** with an **Average Dwell Time of 4 min and 17 sec.**

Research Made Easy with CloudSource OA

by [Paula](#) January 10, 2022 ([Edit](#))



One-Click Access:

Enjoy Millions of Scholarly Articles from the World's Top Peer-Reviewed Journals

The Library District now offers FREE access to this collection of [Open Access articles](#) compiled from thousands of vetted scientific journals. Using this new online resource, you can instantly read up on all the latest health research, find relevant articles to help with school assignments, or have fun exploring your favorite topics! Click the link below to start browsing over 40 million journal articles as well as 80,000 journal titles, with new Open Access articles regularly added to ensure your research is always up-to-date.

[Click Here To Get Started!](#)

What are Open Access articles and how do I access them?

Open Access is a publishing model for academic articles that are made available to readers for free. Full-text articles can be accessed through the Library District website without the need of a library card.

What type of articles will I find in CloudSource OA?

FREE 2022 TAX ASSISTANCE AT THE LIBRARY DISTRICT

- **Paula Loop** worked with **Betsy Ward**, **Gene Kilchenko**, and Project Manager **Jennifer Weitz** to create a blog post that details the Library District's free 2022 tax filing assistance program in partnership with AARP.
 - The blog post went live on Wednesday, January 12, and can be viewed [HERE](#). The Spanish version can be viewed [HERE](#).
 - The 2022 Tax Assistance blog was added to the website homepage and audience browse pages, which helped drive more traffic to the blog post.
 - Social media promotional posts were scheduled throughout the upcoming tax season, which link back to the blog.
 - Through January 20, the blog has compiled **73 Unique Pageviews** with an **Average Dwell Time of 2 min and 25 sec.**

The Library District Offers Free Tax Assistance With AARP

by Paula January 12, 2022 ([Edit](#))



Need some help filing your taxes? In partnership with AARP, the Library District is happy to provide FREE tax assistance to Southern Nevada residents over the age of 18 during the filing season (February - April). Due to increased safety measures and COVID-19 restrictions, **tax assistance sessions are limited and by appointment only.**

AARP has set up dedicated appointment phone numbers for each library location offering free tax assistance. Please listen carefully to the pre-recorded message as each appointment phone number has site-specific instructions and timelines. Please leave a message and calls will be returned in the order they were received.

Appointments Can Be Made at the Following Library District Locations:



Clark County Library
1401 E. Flamingo Rd.
Please call **702.721.8815** for an appointment

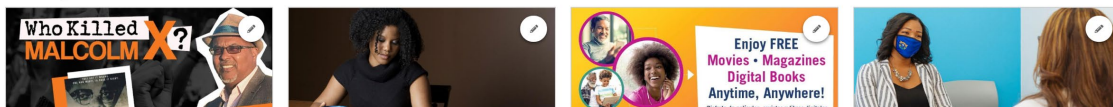
PREPARING FOR BLACK HISTORY MONTH 2022

- Ahead of the February 1 launch of Black History Month, **Cierra Pedro** worked with **Betsy Ward** and Head of Collections & Bibliographic Services **Rebecca Colbert** to create updated promotional graphics to help spotlight the Library District's free events, programs, services & online resources.
- The updated collage image, featuring movies, music and books created by Black artists, was added to the Black audience page on Thursday, January 20 and can be viewed [HERE](#).
- Digital Content Manager **Ryan Simoneau** and **Paula Loop** updated the Black audience page with new curated staff lists that link back to the Library District's physical and digital collection.
- The new Black History Month graphic will be added to the website homepage, as well as the audience and format pages, beginning February 1.

Branding and Marketing Report
Page 6

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

Library District Resources



UPDATING BRANCH LOCATION PAGES

- **Paula Loop** and **Ryan Simoneau** have been working with Library Operations Director Leo Segura and Library Operations Manager **Roslyn Dean**, as well as all 25 Branch Managers, to update the branch locations pages on the website. This work takes advantage of new features that were created by the Library District's website provider, BiblioCommons.
- Starting December 2, **Paula Loop** began incorporating the new information provided from each branch manager onto their respective branch location page.
- New features that have been added to the branch locations pages include:
 - Event listings – available by branch – are prominently featured, as well as new buttons to limit the event listings by audience (Babies/Toddlers, Kids, Teens, and Adults)
 - A "Discover the Power of a Free Library Card" clickable banner to encourage those who do not have a library card to sign up for the Instant Digital eCard.
 - Recent blog posts now appear on the branch locations pages, including those that feature upcoming and current art exhibits, which are unique to that location.
 - Catalog carousels on each branch's page, which show new books, DVDs, and music that are available at that branch location.
 - Spotighting new features and services, parking options, and accessibility at each location.
 - A listing of upcoming holiday and closure dates.
 - New staff lists appear at the bottom of each location page to feature the fun and fascinating content that is put together each month by the Website Content Committee.

- The new Locations pages can be viewed [HERE](#).

Branding and Marketing Report
Page 7

Clark County Library



Open today until 8:00pm

Monday	10:00AM - 8:00PM
Tuesday	10:00AM - 8:00PM
Wednesday	10:00AM - 8:00PM
Thursday	10:00AM - 8:00PM
Friday	10:00AM - 6:00PM
Saturday	10:00AM - 6:00PM
Sunday	10:00AM - 6:00PM

1401 E. Flamingo Rd.
Las Vegas, NV 89119[Get Directions](#) > [Transit Directions](#) >

Phone: (702) 507-3400

Branch Manager: Robbin Gaebler

[Rental Facilities and Other Spaces](#)[Branch Information](#)

Upcoming Events

JAN 20	1,000 Origami Cranes For Peace Jan 20 All day Clark County Library
JAN 21	1,000 Origami Cranes For Peace Jan 21 All day Clark County Library
JAN 21	Stay n' Play: Dramatic Play Jan 21st 10:30am - 11:00am Clark County Library

JAN 21	Affordable Care Act info table in lobby Jan 21st 10:30am - 5:30pm Clark County Library
JAN 21	Crafting 101 Jan 21st 3:00pm - 4:00pm Clark County Library
JAN 21	Build it Challenge! Jan 21st 4:00pm - 5:00pm Clark County Library

Holidays and Closures

Presidents' Day
Monday, February 21, 2022
Closed All Day**Easter Sunday**
Sunday, April 17, 2022
Closed All Day**Memorial Day**
Monday, May 30, 2022
Closed All Day[View more holidays and closures](#) v

Powerful Partnerships

ON BOARD TRANSPORTION SURVEY WITH RTC

- **BAM** worked with the **RTC of Southern Nevada** to include their digital transportation survey in the Library Highlights eNewsletter, which was sent out on December 21, 2021.
- Participants were entered for a chance to win a \$100 Visa gift card.
- 68 completed surveys were received from library cardholders directly from the eNewsletter.

**Answer this Transportation Survey
for a Chance to Win a \$100 Visa Gift Card!**

Would you like to see transit expanded to new areas, with more services like the VGK Game Day Express, and more frequent, more convenient services to grocery stores, doctor appointments, jobs, and entertainment areas?

The RTC needs your input and Library District participants will be entered for a chance to win a \$100 Visa gift card!

JANUARY 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 January Collectible Player Bookmark featuring fan-favorite Right Wing **Reilly Smith**.
- The free monthly Collectible Player Bookmarks are available at all 25 Library District branches, as well as the Arsenal Pro Shop located inside City National Arena.
- January's production schedule was delayed within the VGK marketing department due to COVID. **BAM** sent 19,000 bookmarks to the 25 Library District branches on Friday, January 14 & delivered 1,500 bookmarks to City National Arena on Friday, January 21.
- The updated VGK landing page went live on January 17, and was promoted on the website homepage spinner and relevant audience browse pages. You can also view the promotional video message featuring **Mark Stone** and Defenseman **Alex Pietrangelo**, and check out the newest Chance's Chat with **Reilly Smith**, all [HERE](#).
- Social media posts were scheduled beginning January 17 to promote the availability of the Reilly Smith Collectible Player Bookmark and the continued availability of **Mark Stone** and **Shea Theodore**.
- **BAM** is currently working with **Carley Sisolak** to finalize the remaining 2022 Collectible Player Bookmarks and monthly outreach dates.

**Powerful People****INTRODUCING OUR NEW BAM HIRES**

- On Tuesday, January 11, **Betsy Ward** sent an email to all Library District staff to introduce two new **BAM** employees, who replaced existing vacancies on the team:

- **Lisa Jacob, Senior Public Communications Specialist** – Lisa is **BAM's** primary writer, handling scripts, speeches, advertising and promotional copy, award entries, brochures, and press releases, and she will work with Betsy on media coverage for the Library District. Lisa brings a unique creative perspective to **BAM**, with over 25 years of experience in marketing, event planning, media relations and internal & external communications, having served this role most recently at UNLV, and previously at: Las Vegas Convention & Visitors Authority; marketing & PR agency R&R Partners; and Howard Hughes Corporation.
- **Ayelen Milan, Marketing Specialist** – Ayelen (pronounced "Ash-lin Mi-lon" like the Italian city) is **BAM's** new traffic manager. Ayelen will take over keeping our department's hundreds of projects running like clockwork (such as posters & flyers, social media & website assets, branch signage, writing assignments, promotional event & contest coordination, photo & video asset management, and other marketing needs). She is also a native Spanish speaker, hailing from Argentina. Ayelen will be the main point of contact for **BAM** requests from Library District staff. She will also be overseeing our Marketing Support Request (MSR) system, which is the software that we use for intake, tracking, approvals, and completion of Library District projects. Ayelen comes to the Library District with nearly 10 years of experience in this same role at TransAct Technologies, law firm Snell & Wilmer, and H&R Block.

CONTINUED PREP FOR THE RETURN OF VIRTUAL PROGRAMMING

- **Paula Loop** worked with **Matt McNally** to prepare for the return of the Library District's virtual programming during February/March 2022. There was no formal meeting in December, but work continued and included the following:
 - The proposed equipment list, which was compiled by Production Technician **Nyla Walker** and approved by **Matt McNally**, to provide every branch with access to a professional filming kit.
 - **Nyla Walker** worked with **Shana Harrington**, YPL Children's Services Assistant **Alejandra Castellanos-Mata**, and YPL Children's Services Librarian **Sabrina Millard** to film test Storytime and STEAM programs. Nyla will update the Filming Guide/Manual with new information.
 - **Paula Loop** worked with **Matt McNally** to put together a one-page content release for our contracted performers to fill out, which gives the Library District clearance to share their content online. Paula and Matt are working with Greenberg Traurig law firm to finalize this document.
 - **Paula Loop** is maintaining a list of approved publishers to obtain long-term approval to continue featuring their books in the Library District's virtual storytimes.
 - **Paula Loop** is working with **Nyla Walker** to review completed videos that were unable to premier when virtual programming was paused in July 2020.
 - **Shana Harrington** will work with YPL staff to create STEAM programming videos for school-age kids to showcase during Maker March.

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 January included:
 - **SUBJECT TITLE: Winter Reading Challenge 2022**
 - This eNewsletter was dedicated to promoting the Library District's 2022 Winter Reading Challenge and included details on how kids & teens can participate, as well as new Winter Reading Challenge themed staff lists for Birth-5, grades K-5 and 6-12, as well as the prizes for each age group and a call-to-action to donate to the Library District Foundation.
 - This eNewsletter can be viewed [HERE](#).
 - Sent out Monday, January 3.
 - **114,444 unique opens with a 33.94% open rate.**
 - **3,362 unique clicks generated.**
 - **Sent to 337,982 unique emails.**
 - **477 unsubscribes.**
 - **Total subscribers declined -.14%**
 - **SUBJECT TITLE: Kids & Teens Winter Reading Challenge & PRIZES + Free COVID Testing + Share the Power of a Library Card + Browse Peer-Reviewed Journals**
 - This edition of Highlights included another promotional push for Winter Reading Challenge 2022, a call-to-action to have cardholders invite their friends and family to take the #GetCarded Challenge, access peer-reviewed journals through CloudSource OA, Library District closure notification for Dr. Martin Luther King Jr. Day, Free COVID-19 Testing locations at select library branches, two appearances by historian, author and Malcom X expert Abdur-Rahman Muhammad, plus must-see events, programs & entertainment 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 Wednesday, January 12.
 - **113297 unique opens with a 33.65% open rate.**
 - **3,043 unique clicks generated.**
 - **Sent to 337,293 unique emails.**
 - **685 unsubscribes.**
 - **Total subscribers declined -.27%.**

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 (December 2021-January 20, 2022):
 - We received an increase of **328 qualified clicks** back to LVCCLD.org landing pages compared to year-over-year numbers for December 2021.
 - Ads for Christmas & Holiday events at the Library District received **62 clicks** and the average CTR for these ads was right above 8%, which was encouraging to see.
 - **96 successful digital eCard applications** in December/January from clicking on an ad.
 - Our "Free COVID Testing" ads have done well so far with **20 clicks** and a CTR of 9.22%.
 - 31 calls to branches directly from ads.
 - Winter Challenge 2022 ads have an overall **CTR of 9.52%**, with keyword searches that have been the most popular based around "free educational activities" vs. using terms like "reading challenge".

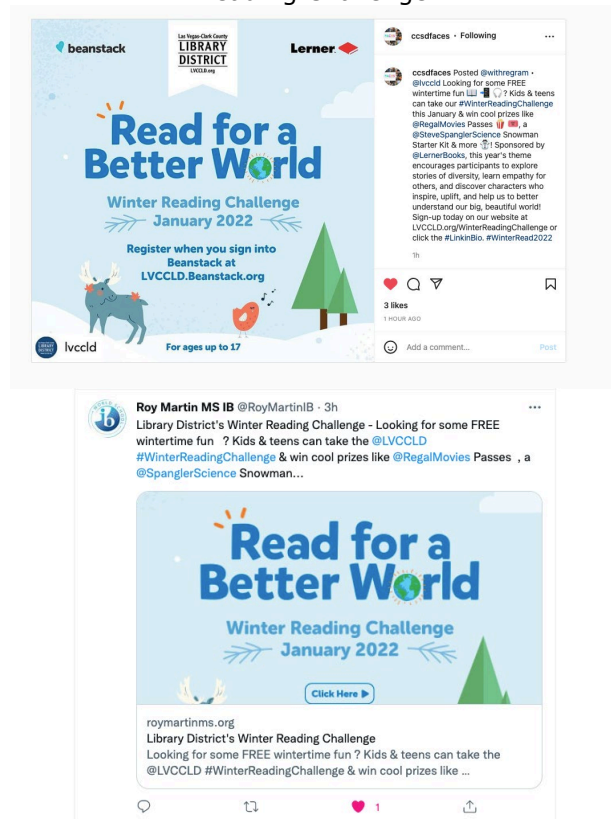
SOCIAL MEDIA HIGHLIGHTS

- **BAM** received social media support for the free COVID-19 library testing locations that we shared in partnership with Southern Nevada Health District & Curative.

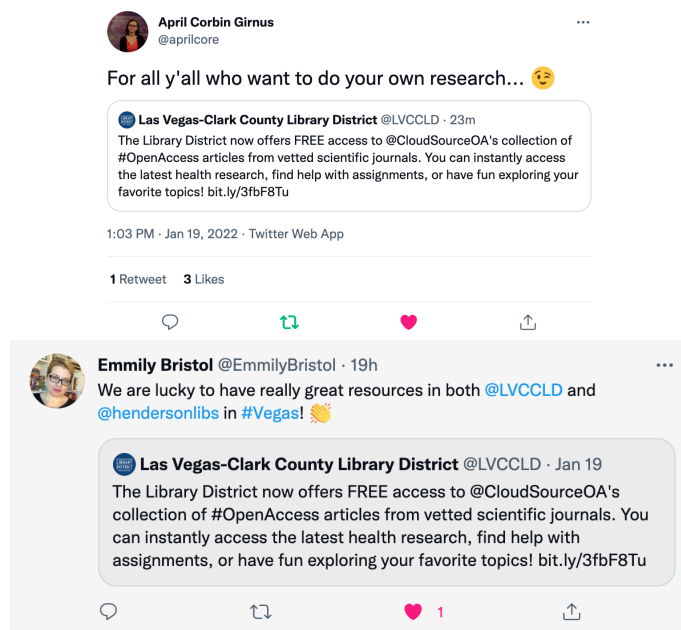


Branding and Marketing Report
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- **BAM** also received social media support to help promote the Library District's annual Winter Reading Challenge.

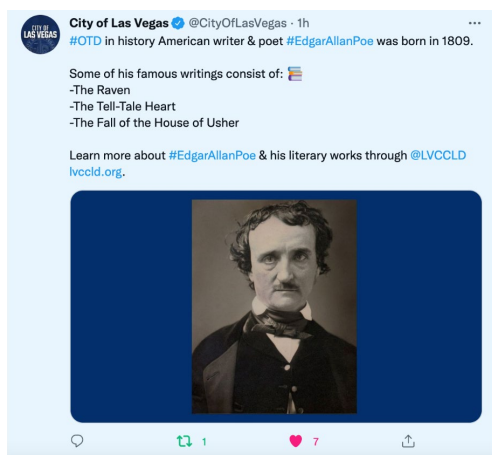


- **BAM** also received social media support regarding the Library District's announcement of free access to CloudSource OA open access articles.



Branding and Marketing Report
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- We received & shared positive posts from the City of Las Vegas about our catalog, as well as user-generated posts about the Library District's recent programming.



LIBRARY DISTRICT'S TOP POSTS (DECEMBER 2021)

- **Facebook:**
 - **BAM** shared the return of Enterprise Library's Teen Sewing Class, which was our top-performing Facebook post in December.
 - This post received **3,489 organic impressions, 222 user engagements** (all positive), and **12 shares** which helps to increase the total reach of the post.

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- **Twitter:**

- **BAM's** top Twitter post for December was a #GetCarded photo that was taken during last month's "An Afternoon with Mikey." This follow-up tweet was shared by both **FilmJoy Media** and the event presenter **Mikey Neumann**. This generated **1,651 organic impressions, 87 user engagements, 4 Retweets, 17 likes, and 7 link clicks** back to [LVCCLD.org/GetCarded](https://lvcclld.org/GetCarded).
- This month's top Tweet shows the power of working with programming partners who have active social media channels, passionate followers, and who will share our content.



- **Instagram:**

- The Library District's most popular post on Instagram in December was our organic photo to promote the return of Teen Sewing Machine Classes at Enterprise Library, which generated **1,196 organic impressions & 82 total user engagements**.



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

LVCCLD Facebook

	Fans	Impressions	Post Engagements	Link Clicks
December 2021 Statistics	13,362	66,171	2,037	190
% Gain from Last Month	+1%	-28%	-24%	-34%
% Gain from December 2020	+5%	+32%	-4%	+17%
% Gain from December 2019	+13%	+9%	-39%	-18%

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Notes: Our new followers on this platform are steadily increasing month-over-month, but our other key analytics on this social media platform dipped. It is encouraging to see that we are up year-over-year in new followers, user engagement, and link back clicks to LVCCLD.org. Facebook continues to be the most challenging social media platform to grow organically, but the return of virtual programming in February/March 2022 should increase our analytics by incorporating 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
December 2021 Statistics	3,866	1,149	92,899	134
% Gain from Last Month	+1%	-54%	-55%	-44%
% Gain from December 2020	+10%	-53%	-42%	-15%
% Gain from December 2019	+28%	+3%	-13%	+35%

Notes: With the exception of new followers gained, all of our key analytics on this platform were down from the previous month, when we had increases across the board. On this social media platform, we are continuing to share links to priority landing pages on the website, along with sharing local and national resources, spotlighting the Library District's 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
December 2021 Statistics	4,841	1,316	47,416	1,219	94
% Gain from Last Month	+1%	-28%	-25%	-24%	-22%
% Gain from December 2020	+27%	-40%	-18%	-37%	-7%
% Gain from December 2019	+82%	-29%	+17%	-29%	+147%

Notes: Our new followers continued to hold steady, but our other key analytics were down from last month. This can be partially attributed to competing with more holiday content and receiving less organic content from our branches. With the scheduled return of virtual programming in February/March 2022, BAM will be able to utilize our IGTV feed again, which should help increase user engagement. This will be ideal for sharing longer-form video content such as online storytimes, STEAM programming, along with "live" performances with programming partners. BAM continues to use the IG Stories feature to promote the weekly priority programs happening across the Library District, along with timely information such as the Library District's free COVID-19 testing locations.

YouTube

	Channel Subscribers	Total Impressions	Total Channel Watch Time	Average View Duration
December 2021 Statistics	1,100	16,400	47.8 hrs	3 min 35 sec
% Gain from Last Month	+1%	+18%	-2%	-11%
% Gain from December 2020	+19%	-9%	+170%	+190%
% Gain from December 2019	N/A	N/A	N/A	N/A

Notes: We increased our total channel subscribers and impressions, but our total channel watch time and average view duration were slightly down. Our year-over-year numbers were all up, with the exception of total user impressions. With the planned return of virtual programming in February/March 2022, we remain confident that our monthly analytics will significantly increase as YouTube's algorithm prioritizes regular content being added.

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

	Unique Visitors	Homepage Views	Total User Sessions	Average User Sessions	Average Dwell Time
December 2021 Statistics	75,990	146,868	194,074	2.55	3 min 49 sec
% Gain from Last Month	-6%	-3%	-4%	+3%	- 1 second
% Gain from FY 20-21	N/A	N/A	N/A	N/A	N/A
% Gain from FY 19-20	N/A	N/A	N/A	N/A	N/A

Notes: Due to the December holiday season, we experienced expected small dips across our key website analytics, as library customers were traveling and out of school for two weeks. 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

TO: Board of Trustees through Kelvin Watson, Executive Director
FROM: Matt McNally, Community Engagement Director
DATE: January 24, 2022
SUBJECT: Community Engagement Report, February 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 **December 1, 2021 – December 31, 2021.**

POWERFUL PEOPLE

- Brandon Lewis, Vice President of Commercial Property & Casualty with USI Insurance Services, provided staff detailed training on rental insurance requirements.
- Malcom X scholar Abdur-Rahman Muhammad was contracted to speak at the Library District in January.
- University of Nebraska art professor Doug Waterfield donated his watercolor painting *Mid-Towne Hotel* to the Library District's permanent art collection.
- Over 80 youth services staff attended professional development workshops at the annual *Youth Services Summit*. Event speakers included health and success coach Kelly Travis, Director Watson, and New York Times Best Selling Author, Mind in the Making Chief Science Officer, and leading expert on brain research Ellen Galinsky.
- The Adult Learning Program hosted the Nevada WIOA Title II State Director Nancy Olsen and other staff for a day of program review.
- Contracted instructors of the Adult Learning Program attended a 2-hour virtual professional development seminar presented by experts from American Institutes of Research on the topic of effectively organizing and utilizing instructional resources.

POWERFUL PLACES

- Technical and Production Services staff began planning the next phase of the theatrical lighting capital improvement project.
- Staff completed an inventory of all furniture and equipment in the public meeting rooms and updated the Communico website pages to reflect any changes.
- Outreach Services and Youth Services staff began planning a three-day, Mind in the Making and executive function professional development training series for Youth Services staff in March 2022.

Community Engagement Report
Page 2

- Attended College of Southern Nevada receptions for the art exhibits *Bouquet of Pheasants* by Sean Russell and *Art 298: Portfolio Emphasis*.
- The Library District art galleries were voted as Best Gallery in the Las Vegas Review-Journal's 2021 Best of Las Vegas readers' poll and received gold. The Summerlin Library Fall Festival and Craft Fair won silver in the same poll for best arts and culture event.
- The Adult Learning Program opened Cycle III ESL class registration on December 6, 2021 and received 175 unique registrations on the first day. The program registered 513 total registrations in the weeks that followed.

POWERFUL PARTNERSHIPS

- Partnered with CASA (Court Appointed Special Advocates) to promote services at all library locations to assist with volunteer recruitment.
- Worked with Southern Nevada Health District to expand Covid-19 testing to the Centennial Hills, Laughlin, Rainbow, and Sandy Valley libraries. The most up to date library locations, hours, and information for testing can be found here: <https://lvccld.org/blogs/post/free-covid19-testing/>
- Met with representatives of Three Square to implement a senior meal program at the Clark County Library.
- In partnership with the city of Las Vegas, the West Las Vegas Library hosted a two-day Kwanzaa celebration.
- Collaborated with Las Vegas Urban League, NevAEYC, and UNR Extension to deliver: *Mind in the Making Foundations*.
- Worked with the Department of Education's Office of Early Learning, College of Southern Nevada, and NevAEYC, to plan: *Work Hard/Play Hard: An Early Childhood Career and Family Fun Fair* which will be hosted at the East Las Vegas Library in April 2022.
- Organized an in-home childcare business development workshop by partnering with Las Vegas Urban League, and in fulfillment of an IMLS-Family Friends and Neighbors (FFN) grant.
- Installed *Have a Seat in My Chair* art show by first-time exhibitor New Vista. The installation features chairs decorated by individuals with intellectual and developmental disabilities, their support staff, family members, and board members.
- Participated in *It's a Wrap Party* at Nevada Partnership for Homeless Youth to help wrap staff gift donations for youth in need.
- Volunteered at Get Outdoors Nevada to prepare take and make *Pollinator Kits* in preparation for spring distribution at library branches.
- Participated in the Nevada Adult Basic Education quarterly Director meeting.
- Met with participants of the Department of Juvenile Justice Service in the Workforce Development Fellows program. Participants toured the East Las Vegas Library, learned about Title II adult education services, and experienced Library District resources available.
- Engaged with CSN to discuss launching college classes at the East Las Vegas Library.

POWERFUL PLATFORMS

- Created and posted three Spanish language VROOM/early childhood education videos to the Library District's *Ready for K* webpage.
- Collaborated with the Digital Content Team to film three youth programs for future use.

Community Engagement Report
Page 3

- Biblioboard training was provided to 45 staff members to lead new initiatives on the virtual platform.
- Participated in a town hall *Halftime* to update Library District staff with Community Engagement initiatives over the past six months.

HIGHLIGHTED EVENTS

Silver Statesmen Holiday Harmonies
Clark County



UNLV Chamber Orchestra
Clark County



Cranes Community Art project
Clark County



UNLV Jazz
Summerlin



Kwanzaa
West Las Vegas

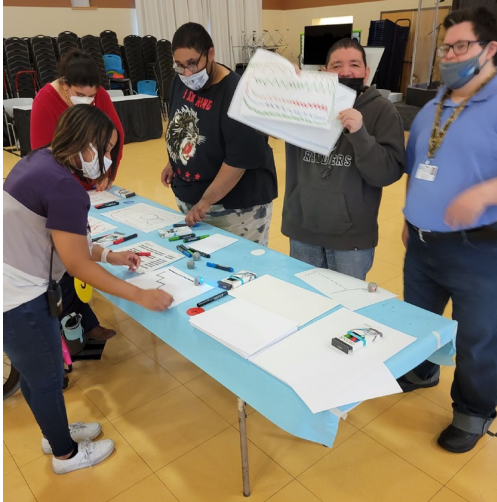


Covid-19 Testing
Windmill



Community Engagement Report
Page 4

*Outreach Event
Opportunity Village*



*Mid-Town Hotel by Doug Waterfield
LVCCLD Permanent Art Collection*



*It's a Wrap Party
Nevada Partnership for Homeless Youth*



*Outreach Event
CCSD-Pahrump*



*New Vista: Have a Seat in My Chair
Sahara West Library*



*Take and Make Volunteer Opportunity
Get Outdoors Nevada*



COMING HIGHLIGHT EVENTS IN FEBRUARY

<i>Winter Reading Challenge</i>	District – Wide	1-31
<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>A Very Jazzy Valentine</i>	Windmill	14
<i>Las Vegas Classica Music</i>	Whitney	16
<i>Obsidian and Neon Exhibit Reception</i>	Sahara West	17
<i>KEMIT in the Desert</i>	West Las Vegas	17-19
<i>Career 101 Workshop</i>	Clark County	18
<i>Outreach Event Black History Month Celebration</i>	Springs Preserve	19
<i>Jeff Corwin Photography Exhibit</i>	Summerlin	24
<i>An Extra-Sensory Performance with Keith Zalinger</i>	Sahara West, Rainbow, Laughlin	24-26
<i>Contemporary West Dance Theatre</i>	West Las Vegas	25-26
<i>Voices of Women; Maya Angelou: Caged Bird</i>	Summerlin, West Charleston	26-27
<i>Bilingual Family Storytime</i>	West Charleston	28

COMING HIGHLIGHT EVENTS IN MARCH

<i>HiRISE+AI Exhibit</i>	Clark County	1
<i>Charlotte Blake Alston: Stories and Songs in the Oral Tradition</i>	West Charleston, Clark County, Whitney	4-5
<i>Las Vegas Percussion Collective: In Concert</i>	West Charleston, Windmill	4-5
<i>Bilingual Storytime</i>	Summerlin	5
<i>Voices of Women: Maya Angelou: Caged Bird</i>	West Las Vegas	5
<i>We Can Do It! - A Swingin' Celebration of</i>	Summerlin	6

Community Engagement Report
Page 6*Female Artists*

<i>Storytime Explorers with Mr. Billy</i>	Whitney	6, 13, 20, 27
<i>Voices of Women: Ruth Bader Ginsberg and the Supreme 5</i>	Summerlin	12
<i>Banff Centre Mountain Film Festival World Tour</i>	Clark County	12
<i>ASL Storytime</i>	West Charleston	12
<i>African American Heritage Month: Interesting Inventors!</i>	Sunrise	17
<i>AssemblageSTUDIO Exhibit Reception</i>	Sahara West	17
<i>Korea Art Calligraphy Association Reception</i>	Sahara West	17
<i>Junior Farmers Outdoor Spring Garden Market</i>	Summerlin	19
<i>Roxy Gunn Project in Concert</i>	Whitney	22
<i>A Public Fit Theatre Company Staged Readings ▪ "Stop Kiss"</i>	Clark County	26
<i>Chalk it Up! Summerlin Library Chalk Art & Music Festival</i>	Summerlin	26
<i>Las Vegas Orchid Society Exhibition</i>	West Charleston	26

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Final Regular Board of Trustees Meeting February 10, 2022 - Item VI- Library Reports

Monthly Statistics
Year over Year
December 2020/ December 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	7	21	14	200%	73	151	78	107%	629	679	50	8%	5,676	4,915	-761	-13%
	Clark County	8	70	62	775%	66	473	407	617%	185	1,316	1,131	611%	1,602	9,081	7,479	467%
	Clark County BBTTC	55	135	80	145%	611	637	26	4%	820	1,926	1,106	135%	7,143	8,215	1,072	15%
	Enterprise	13	33	20	154%	246	323	77	31%	243	282	39	16%	4,874	3,501	-1,373	-28%
	East Las Vegas	6	55	49	817%	62	288	226	365%	151	579	428	283%	1,612	4,822	3,210	199%
	Meadows	8	6	-2	-25%	30	53	23	77%	78	71	-7	-9%	222	387	165	74%
	Rainbow	22	41	19	86%	120	358	238	198%	396	562	166	42%	2,846	7,500	4,654	164%
	Sahara West	21	22	1	5%	175	174	-1	-1%	267	890	623	233%	3,178	5,904	2,726	86%
	Spring Valley	42	110	68	162%	426	864	438	103%	1,421	3,820	2,399	169%	10,804	25,391	14,587	135%
	Summerlin	44	32	-12	-27%	298	389	91	31%	1,284	716	-568	-44%	9,259	10,947	1,688	18%
	Sunrise	25	41	16	64%	283	320	37	13%	295	399	104	35%	3,704	4,772	1,068	29%
	West Charleston	9	41	32	356%	89	322	233	262%	134	504	370	276%	1,420	4,217	2,797	197%
	West Las Vegas	12	55	43	358%	151	356	205	136%	138	743	605	438%	1,961	3,926	1,965	100%
	Whitney	12	63	51	425%	265	466	201	76%	450	1,214	764	170%	5,691	8,767	3,076	54%
	Windmill	10	14	4	40%	53	109	56	106%	589	334	-255	-43%	2,219	3,280	1,061	48%
	Urban Totals	294	739	445	151%	2,948	5,283	2,335	79%	7,080	14,035	6,955	98%	62,211	105,625	43,414	70%
Outlying Branches	Blue Diamond	1	5	4	400%	5	37	32	640%	5	158	153	3060%	11	264	253	2300%
	Bunkerville	1	2	1	100%	10	8	-2	-20%	5	73	68	1360%	27	187	160	593%
	Goodsprings	0	4	4	N/A	0	47	47	N/A	0	10	10	N/A	0	167	167	N/A
	Indian Springs	9	28	19	211%	64	170	106	166%	13	177	164	1262%	182	1,451	1,269	697%
	Laughlin	10	14	4	40%	64	88	24	38%	138	106	-32	-23%	997	1,449	452	45%
	Mesquite	48	82	34	71%	174	451	277	159%	719	636	-83	-12%	2,583	5,414	2,831	110%
	Moapa Town	11	11	0	0%	36	98	62	172%	18	28	10	56%	74	465	391	528%
	Moapa Valley	0	25	25	N/A	0	159	159	N/A	0	316	316	N/A	0	2,243	2,243	N/A
	Mt. Charleston	0	3	3	N/A	0	39	39	N/A	0	24	24	N/A	0	223	223	N/A
	Sandy Valley	0	1	1	N/A	0	15	15	N/A	0	4	4	N/A	0	114	114	N/A
	Searchlight	16	12	-4	-25%	82	82	0	0%	212	61	-151	-71%	998	401	-597	-60%
	Outlying Totals	96	187	91	95%	435	1,194	759	174%	1,110	1,593	483	44%	4,872	12,378	7,506	154%
Outreach	Outreach-Branch	1	10	9	900%	6	103	97	1617%	14	572	558	3986%	1,029	13,564	12,535	1218%
	Outreach-Department	48	26	-22	-46%	176	257	81	46%	1,026	632	-394	-38%	7,261	16,713	9,452	130%
	Outreach-PVS	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach-YS Admin.	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach-Literacy	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	49	36	-13	-27%	182	360	178	98%	1,040	1,204	164	16%	8,290	30,277	21,987	265%
	Grand Totals	439	962	523	119%	3,565	6,837	3,272	92%	9,230	16,832	7,602	82%	75,373	148,280	72,907	97%

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

1

Las Vegas-Clark County Library District

Final Regular Board of Trustees Meeting February 10, 2022 - Item VI- Library Reports

Monthly Statistics
Year over Year
December 2020/ December 2021

	Library	Adult Programs				2020		2021		Adult Attendance				2020		2021		
		2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	2020	2021	Difference	%	Year to Date	Year to Date	Difference	%	
Urban Branches	Centennial Hills	6	23	17	283%	69	131	62	90%	57	465	408	716%	1,007	2,360	1,353	134%	
	Clark County	47	115	68	145%	561	879	318	57%	275	5,359	5,084	1849%	4,346	24,129	19,783	455%	
	Enterprise	8	52	44	550%	59	299	240	407%	71	3,791	3,720	5239%	818	9,024	8,206	1003%	
	East Las Vegas	53	107	54	102%	672	796	124	18%	415	667	252	61%	3,000	7,092	4,092	136%	
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
	Rainbow	8	37	29	363%	84	254	170	202%	91	714	623	685%	1,540	3,807	2,267	147%	
	Sahara West	10	58	48	480%	115	386	271	236%	131	2,696	2,565	1958%	3,931	10,736	6,805	173%	
	Spring Valley	15	36	21	140%	142	218	76	54%	192	367	175	91%	1,832	2,880	1,048	57%	
	Summerlin	14	30	16	114%	104	192	88	85%	684	2,688	2,004	293%	1,863	13,643	11,780	632%	
	Sunrise	6	41	35	583%	59	166	107	181%	74	1,011	937	1266%	820	3,867	3,047	372%	
	West Charleston	9	34	25	278%	90	180	90	100%	94	1,108	1,014	1079%	674	3,469	2,795	415%	
	West Las Vegas	15	52	37	247%	103	243	140	136%	420	2,115	1,695	404%	2,072	7,330	5,258	254%	
	Whitney	12	57	45	375%	110	311	201	183%	36	1,123	1,087	3019%	903	5,630	4,727	523%	
	Windmill	18	56	38	211%	229	339	110	48%	370	4,120	3,750	1014%	4,202	13,459	9,257	220%	
	Urban Totals	221	698	477	216%	2,397	4,394	1,997	83%	2,910	26,224	23,314	801%	27,008	107,426	80,418	298%	
Outlying Branches	Blue Diamond	0	1	1	N/A	0	8	8	N/A	0	5	5	N/A	0	85	85	N/A	
	Bunkerville	0	0	0	N/A	0	2	2	N/A	0	0	0	N/A	0	12	12	N/A	
	Goodsprings	0	1	1	N/A	23	22	-1	-4%	0	9	9	N/A	41	58	17	41%	
	Indian Springs	0	11	11	N/A	0	56	56	N/A	0	210	210	N/A	0	922	922	N/A	
	Laughlin	13	22	9	69%	76	140	64	84%	154	225	71	46%	4,334	1,330	-3,004	-69%	
	Mesquite	28	104	76	271%	206	486	280	136%	213	794	581	273%	1,618	3,548	1,930	119%	
	Moapa Town	0	1	1	N/A	2	16	14	700%	0	10	10	N/A	6	53	47	783%	
	Moapa Valley	0	9	9	N/A	0	50	50	N/A	0	58	58	N/A	0	243	243	N/A	
	Mt. Charleston	1	3	2	200%	2	30	28	1400%	3	15	12	400%	8	246	238	2975%	
	Sandy Valley	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	
	Searchlight	1	2	1	100%	5	12	7	140%	6	12	6	100%	29	80	51	176%	
	Outlying Totals	43	154	111	258%	314	822	508	162%	376	1,338	962	256%	6,036	6,577	541	9%	
Outreach	Outreach-Branch	0	20	20	N/A	4	72	68	1700%	0	234	234	N/A	102	2,566	2,464	2416%	
	Outreach-Department	13	4	-9	-69%	68	36	-32	-47%	215	65	-150	-70%	2,725	662	-2,063	-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	3	3	N/A	0	0	0	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	13	25	12	92%	72	111	39	54%	215	299	84	39%	2,827	4,428	1,601	57%	
Grand Totals		277	877	600	217%	2,783	5,327	2,544	91%	3,501	27,861	24,360	696%	35,871	118,431	82,560	230%	



ITEM VI.A.2.c.

MEMORANDUM

TO: LVCCLD Board of Trustees through Kelvin Watson, Executive Director
FROM: Sherry Walker, Development Officer
DATE: January 26, 2022
SUBJECT: Development and Planning Department Report, February 2022

Development and Planning Department Powerful Plays in January 2022

POWERFUL PEOPLE

- Met with **Elaine Sanchez**, Foundation Board President to discuss possible capital campaign options
- Met with **Bezos Family Foundation** to revise and update MOU for year three grant agreement
- **Volunteers donated** 1,603 of their time at library branches
- Attended training hosted by **Libby Gill**, former head of communications for Sony, Universal and Turner Broadcasting, Aspiring Women II Session 1 By Libby Gill - The Hope-Driven Leader: Leading Through Change & Challenge
- Met with **Leslie Valdes, Leo Segura, Roslyn Dean and Chantal Clark** to discuss changes to the volunteer program and guidelines for volunteer coordinators
- Met with **Felton Thomas, Executive Director of Cleveland Public Library** to share best practices of book store sales

POWERFUL PLACES

- Met with Leslie Valdes at the **Sahara West Warehouse** for mid-year bookstore and sales planning
- **Foundation Bookstores** reported sales of \$165,214.69 through December 2021

- Attended Zspace demonstration (a combined augmented and virtual reality (AR/VR) solution for immersive, interactive, multi-sensory learning experiences) at **Windmill Library**

POWERFUL PARTNERSHIPS

- Held planning meeting with the **Las Vegas Urban League** and LVCCLD Outreach Department to revise planned FFN Event from in-person to virtual
- Hosted planning meetings and executed LSTA grant funded Family, Friend, and Neighbor (FFN) caregiver early childhood event via Zoom- FFM Business Development Workshop. The event provided an opportunity for FFN's to learn about Wonderschool - a grant funded program to offer support, training, and a road to licensure for FFN's who are interested in growing their in-home child care business. If you would like to watch the event or share the information with others, please use the link below to view a recording of the meeting:
- https://us02web.zoom.us/rec/share/_nXO5hdACtSEKFqwlUUPrcQVp-mSx953qPBxJvAbgGiq4AkIGU3x77jUD44EWF3t.KaqwWYwXL7NKj7ew?startTime=1642613526000

BUILD YOUR BUSINESS. LEVEL UP!

A Workshop for ACTIVE FFNS
Developing Their Child Care Businesses.

Hear from and work with community leaders like **Wonderschool, Child Care Licensing, LVUL Entrepreneurship Center and more**, who are ready to support you on your next steps to child care licensure.

Includes:

- Informative panels and Q&A
- Onsite activities for children
- A \$25 Gift Card
- Free Lunch



Space is limited! Register today!
<https://ffnbusinessworkshop.eventbrite.com>

Wednesday, March, 16th
10:30am - 1:00pm
East Las Vegas Library
2851 East Bonanza Rd.
Las Vegas, NV 89101

Las Vegas-Clark County
LIBRARY DISTRICT
LVCCLD.org



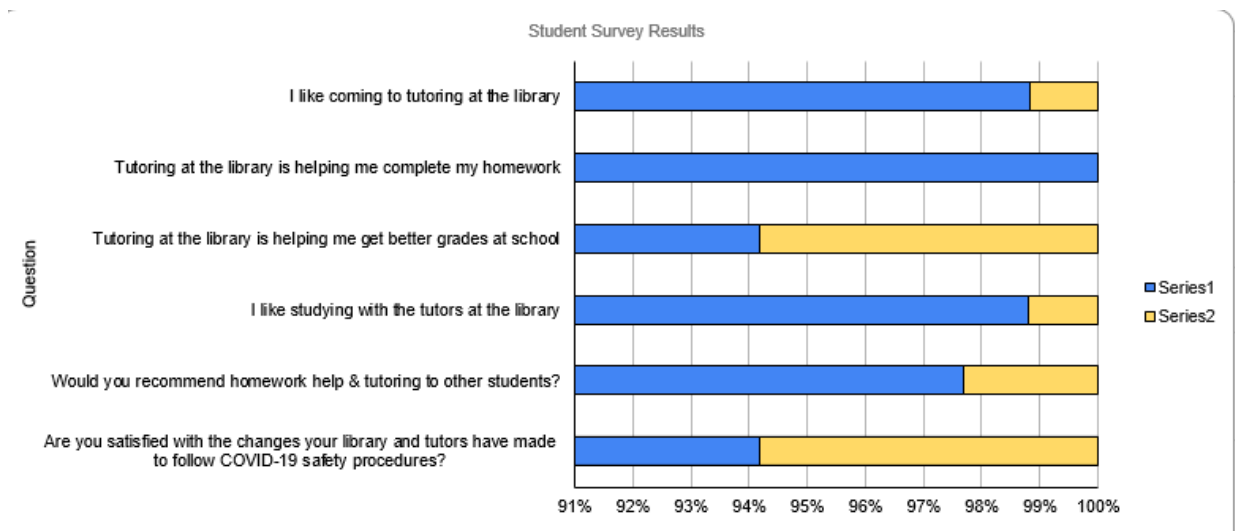
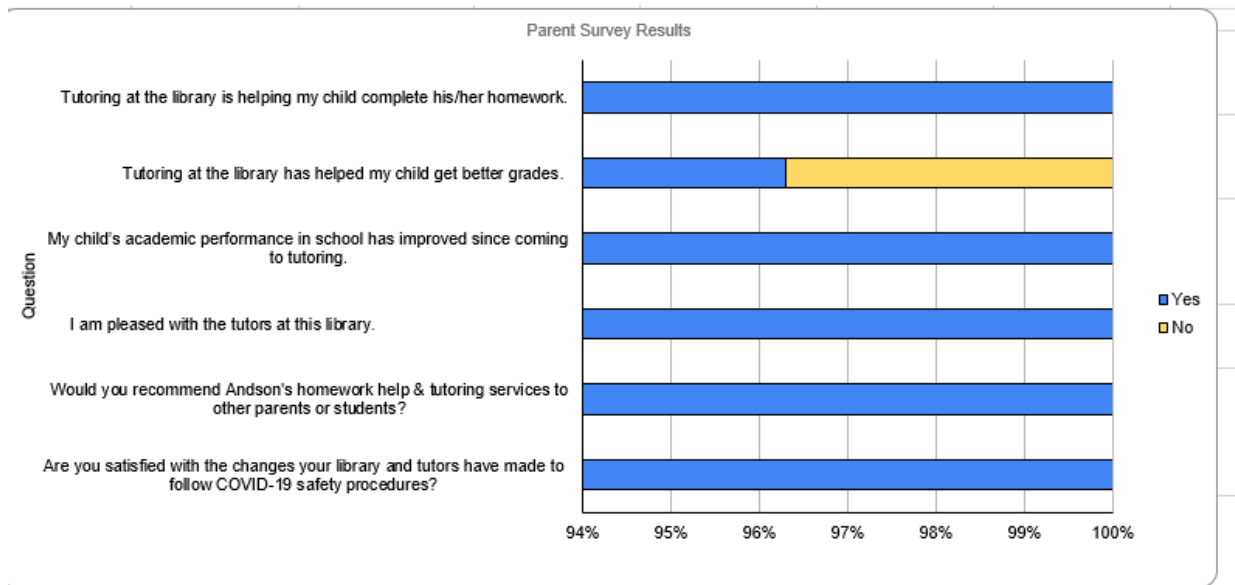


- Met with **UNLV staff from America Reads Counts** to plan tutor schedule for Spring 2022

- Attended **SNECAC** meeting to review Early Childhood Obesity Plan for Nevada
- Attended **United Way of Southern Nevada** NPO sector call
- Attended Stronger Together Webinar hosted by **Wynn Resorts**
- Met with **NPHY** to discuss use of LSTA CARES act funds to purchase pre-paid cell phones for homeless youth
- Worked with **Andson** to prepare mid-year report on Teachers in Libraries. The program is running at pre-pandemic capacity so far this school year.

LIBRARY REPORT TOTALS: CENTENNIAL HILLS, EAST LV, RAINBOW, SPRING VALLEY, SUNRISE, WEST LV, WHITNEY, WINDMILL (9/07/21 - 12/16/22)		
NUMBER OF TUTORING SESSIONS		
TOTAL	52	
WEEKS OF TUTORING		
TOTAL	14	
NUMBER OF STAFF HOURS		
CENTENNIAL HILLS LIBRARY	378.315	
Tutors/Aides	196.875	
Site Lead	181.44	
EAST LAS VEGAS LIBRARY	507.6275	
Tutors/Aides	364.5	
Site Lead	143.1275	
RAINBOW LIBRARY	619.88	
Tutors/Aides	516.4425	
Site Lead	103.4375	
SPRING VALLEY LIBRARY	843.01	
Tutors/Aides	706.13	
Site Lead	136.88	
SUNRISE LIBRARY	383.6925	
Tutors/Aides	243	
Site Lead	134.6925	
WEST LAS VEGAS LIBRARY	251.25	
Tutors/Aides	134.5	
Site Lead	116.75	
WHITNEY LIBRARY	396.815	
Tutors/Aides	253.6875	
Site Lead	143.1275	
WINDMILL LIBRARY	485.125	
Tutors/Aides	374.875	
Site Lead	110.25	
TOTAL	3865.715	
TOTAL SITE VISITS		
CENTENNIAL LIBRARY	410	
EAST LAS VEGAS LIBRARY	490	
RAINBOW LIBRARY	616	
SPRING VALLEY LIBRARY	2422	
SUNRISE LIBRARY	206	
WEST LV LIBRARY	255	
WHITNEY LIBRARY	286	
WINDMILL LIBRARY	838	
TOTAL	5583	
UNDUPLICATED STUDENTS SERVED		
CENTENNIAL LIBRARY	139	
EAST LAS VEGAS LIBRARY	94	
RAINBOW LIBRARY	120	
SPRING VALLEY LIBRARY	243	
SUNRISE LIBRARY	65	
WEST LV LIBRARY	49	
WHITNEY LIBRARY	84	
WINDMILL LIBRARY	184	
TOTAL	878	
DID YOU COMPLETE YOUR		
CENTENNIAL HILLS LIBRARY		
YES	399	97%
NO	11	3%
EAST LAS VEGAS LIBRARY		
YES	490	100%
NO	0	0%
RAINBOW LIBRARY		
YES	615	100%
NO	1	0%
SPRING VALLEY LIBRARY		
YES	2422	100%
NO	0	0%
SUNRISE LIBRARY		
YES	206	100%
NO	0	0%
WEST LAS VEGAS LIBRARY		
YES	255	100%
NO	0	0%
WHITNEY LIBRARY		
YES	286	100%
NO	0	0%
WINDMILL LIBRARY		
YES	831	93%
NO	67	7%
SUBJECTS PROVIDED		
Civics/History	292	4%
English	782	10%
Foreign Language	2	0%
Math	3930	49%
Reading	2015	25%
Writing	497	6%
Science	453	6%
Health	5	0%
Elective	11	0%

Parent and Student survey results are as follows:



POWERFUL PLATFORMS

- Participated in **Public Assistance COVID-19 Bi-Weekly Recovery Meeting** in regards to FEMA grant awards to LVCCLD
- Prepared and submitted final activities report for **LSTA 2020 grant** with DISCOVERY Children's Museum
- Prepared and submitted **MGM Resorts** end of year report for Teachers in Libraries
- Prepared and submitted **2021 Federal LSTA ARP Act** mid-year grant report and reimbursement request for \$139,999 to purchase Playaway Launchpads
- Completed November bookkeeping and accounting for LVCCLD Foundation through **QuickBooks Online**
- Maintained donor relations and updated **Donor Perfect** database to reflect current donations
- Prepared and submitted **2022 LSTA grant proposal** to purchase two Anytime Libraries. These library kiosks will be placed at Black Fire Innovation and the DISCOVERY Children's Museum to increase access to library materials outside of traditional library branch locations
- Attended GoToWebinar - **The 6 Pillars of Your Fundraising Success** - Growing Community in Tough Times
- Attended UNLV **Early Childhood Research Symposium** Mid-Year Check-in and Planning call
- Prepared and submitted **LOI to Impact Las Vegas** for grant funding in support of Teachers in Libraries.



ITEM VI.A.2.d.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Albert G. Prendergast, Chief Information Officer

DATE: January 26, 2022

SUBJECT: Information Technology Report, February 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 January.

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.
- Electronic Resources (ER) staff provided iPad Lending Program training to District-wide staff on preparing the iPads for customer use.
- AS staff provided Sierra training for District-wide staff on Sierra database cleanup tasks and recorded a training session on how to use macros to standardize customer information in the Sierra database.
- IT division staff created the monthly edition of the *Primary Sources* eNewsletter to keep staff informed about what's happening in AS, CBS, DC, and ER.
- IT department staff worked with the HR department to prepare for the implementation of a new exit interview solution/vendor.

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 were due on

Technology Monthly Report
Page 2

February 2. However, one potential vendor requested additional time to respond so the deadline was extended to February 13.

- DC staff provided fresh content to the outlying branches to keep the collections relevant for customers and met with Centennial Hills Library branch staff to assess and discuss improvements to their adult collection.
- IT department staff continues to work with our Facilities department on expanding the West Las Vegas Library Computer Center. This expansion will increase the number of public access computers from 24 to 38 and the equipment is expected to arrive in mid-February.

POWERFUL PARTNERSHIPS

- ER staff supported K-12 students who needed access to Online Resources for school by creating eCards, Treehouse, and IXL accounts and responded to 541 e-mails to the ASK account in December.
- AS staff prepared Quick Start library cards for outreach visits to local schools.
- Electronic Resources (ER) staff presented information on educational resources and gave a demonstration on how to find those and many other resources at the Southwest Career and Technical Academy's teacher training. ER staff also presented information at the Clark County School District School Librarians meeting on educational resources and the Community Share Project using Axis 360.
- 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 our costs by working together.

POWERFUL PLATFORMS

- CBS staff added 2,093 titles with 10,463 new items to the collection and withdrew 8,067 items from the library catalog in December. The withdrawn items will either be resold or discarded.
- IT department staff continues to work with our Facilities department, branch staff, and vendor on the replacement end-of-life sorters at the Clark County and Enterprise libraries. Additionally, the equipment for the first phase of the Self-Check Replacement Project was ordered. This first phase of the project will replace one older self-check system at each of the urban branches, including the Laughlin and Mesquite libraries.
- IT department staff built and deployed eight mobile customer service carts to the branches. This project is identified as the Mobile Staff Service Model goal in the District's Technology Plan.
- ER staff worked with the Branding and Marketing department to create a social media promotion and a blog post about CloudSource Open Access. This platform provides free access to scholarly journals and articles without requiring a library card.

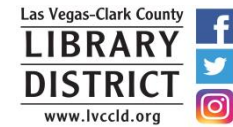
Of the \$1,585,00 approved by the Board of Trustees in the IT department's Capital Projects Fund for FY22, \$490,610.65 was expended:

- Miscellaneous computers - \$21,050.13
- Webex subscription - \$12,240
- Sahara West Library sorter - \$148,369.41

Technology Monthly Report
Page 3

- West Las Vegas Library sorter - \$89,280
- Replacement LDS for Laughlin Library - \$1,552.95
- Miscellaneous data cable installation - \$7,318
- LDS Translation Services subscription - \$4,785
- Spring Valley and Sunrise libraries security gates - \$28,626.16
- Network threat defense solution -\$25,711
- Computer end-point protection subscription - \$27,620
- Self-check Replacement Project - \$124,058.

FY 2020-2021 ELECTRONIC RESOURCES STATISTICS
December 2021



Customer Support	Dec-20	Dec-21	% Change	FY20-21	FY21-22	% Change
Number of Phone Calls to Electronic Resources	107	107	0.00%	890	705	-20.79%
Length of Calls in Hours, Minutes, and Seconds	12:11:36	12:03:31	-1.10%	97:15:41	74:02:16	-23.88%
Number of emails to ask@lvccld.org	1,225	541	-55.84%	6,262	3,735	-40.35%
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	417	8,009
Health and Wellness	Health Source: Nursing	7	151
Homework Help	IXL	122	28,102
Online Learning	LinkedIn Learning	140	4,768
A-Z Resources (All Others)	Newsbank - LVRJ	2,130	36,513

Downloadables and Streaming Circulation	Dec-20	Dec-21	% Change	FY20-21	FY21-22	% Change
eBooks	134,370	116,600	-13.22%	812,499	748,594	-7.87%
Audiobooks	84,964	88,948	4.69%	489,646	549,115	12.15%
Magazines	11,457	9,027	-21.21%	65,372	49,566	-24.18%
Movies and TV	12,942	11,145	-13.89%	83,988	68,908	-17.95%
Music	25,087	20,949	-16.49%	164,122	121,408	-26.03%
Total	268,820	246,669	-8.24%	1,615,627	1,537,591	-4.83%

Online Resources Usage by Category	Dec-20		Dec-21		% Change		FY20-21		FY21-22		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	646	17,478	605	11,605	-6.35%	-33.60%	5,089	114,874	3,543	67,659	-30.38%	-41.10%
Health and Wellness	213	519	239	457	12.21%	-11.95%	3,685	11,073	1,465	1,927	-60.24%	-82.60%
Homework Help	500	58,674	271	31,467	-45.80%	-46.37%	4,353	320,456	2,955	273,985	-32.12%	-14.50%
Online Learning	2,590	5,886	1,013	5,524	-60.89%	-6.15%	19,335	42,975	7,881	34,613	-59.24%	-19.46%
A-Z Resources (All Others)	15,733	68,791	42,035	69,479	167.18%	1.00%	122,720	458,403	104,100	433,554	-15.17%	-5.42%

Retrievals: the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to customers from electronic collections

Sessions: the number of times an electronic resource is accessed

ITEM VI.A.3.a.



MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Floresto Cabias, Chief Financial Officer

DATE: January 26, 2022

SUBJECT: Financial Services Report, February 2022

This report summarizes the Financial Services Department's activities and accomplishments in the month of January 2022.

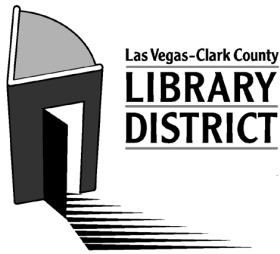
Administration

- Updated the District's cash flow analysis
- Submitted the Annual Comprehensive Financial Report for Fiscal Year 2020-2021 to the Government Finance Officers Association for consideration for the Certificate of Achievement in Financial Reporting award
- Submitted the annual report of capital improvements owned, leased, or operated to the State Department of Taxation and the Legislative Counsel Bureau, per NRS requirements
- Submitted required quarterly reports for the Mesquite and East Las Vegas QALICBs
- Evaluated results of Financial Services RFP No. 22-04, Auditing Services
- Prepared February Finance and Audit Committee agenda, and Committee and Board meeting agenda items
- Attended a meeting with Brink's, the District's new armored car service provider
- Completed the Fiscal Year 2021 Annual Comprehensive Financial Reports; submitted to BDO, the District's auditing firm, for final review
- **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 (\$1.4M for the month of January)
- Performed all payroll related duties, to include year-end tasks:
Prepared Forms W-2 and Forms 1099, PERS report

- Closed the District's books for 2021
- Grant reporting
- Investments
- Working on procedures to expand cash procedures & controls oversight and audits
- Participated in PIC training for branches in regard to cash handling procedures
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits
- Provided detail budget status for staff as required
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed Financial Services invoices
- Processed refunds for cancelled Room Reservations
- Reviewed e-fines and patron inquiries regarding online payments
- Reconciled copier meter reading reports from branches/departments to invoices
- Staff cross-trained in payroll, fixed assets, cash receipts, and other Financial Services procedures



MEMORANDUM

To: Board of Trustees through Kelvin Watson, Executive Director

From: Floresto Cabias, Chief Financial Officer

Date: January 26, 2022

Subject: January 2022 Budget Status Report

Enclosed are the budget status reports for January 2022. General fund revenues indicate that 57% of budgeted revenue has been collected.

Property Tax Revenues

As compared to January 2021, the District collected 11% 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 on pace to reach the budgeted amount. 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 which does not include the CTX the District will receive on January 31, 2022. This amount represents collections for the month of November 2021. 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. Based on the current trend, the November 2021 CTX may increase by 20% or more compared to November 2020. However, the recent surge in COVID-19 cases may have an adverse impact on subsequent months.

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. The most recent COVID-19 variants, among other factors (e.g., inflation, stimulus, employment rates), appears to be affecting consumer spending in the short term. However, the impact is unknown at this time. See the charts below showing historical CTX trends.

Expenditures

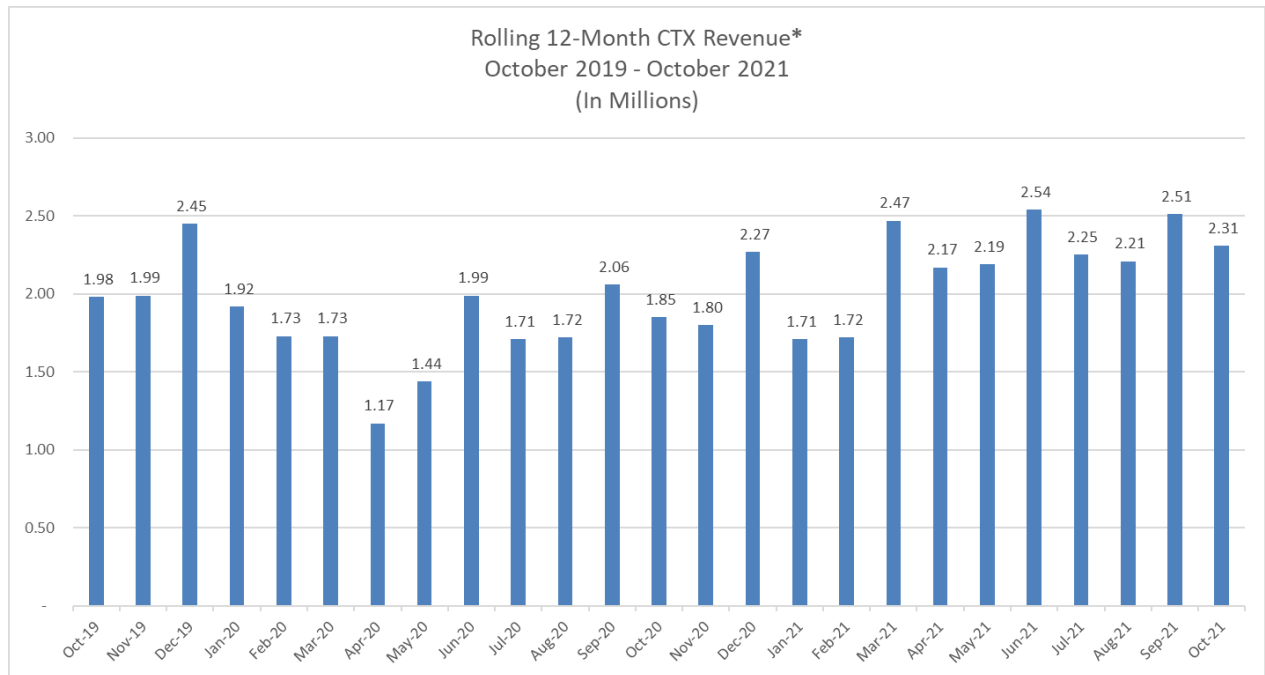
General Fund expenditures indicate that 46% of the allocated budget has been spent. Staff expects total expenditure savings of approximately \$7M for FY 2022, compared to the budget. These savings are due to reduced personnel costs resulting from the Voluntary Employee Separation Program (VESP) and filling 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 \$30M, a surplus of \$16M compared to the budget.

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



Consolidated Sales Tax FY2022 vs. FY2021*			
	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	-	
TOTAL	24,212,141.75	9,286,612.99	

*As of the date of this report, the November 2021 CTX has not been received. Staff will report this amount subsequent to receipt of the CTX on January 31, 2022.

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

General Fund - 100

From 01/01/2022 Through 01/21/2022

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	34,560,746.85	53,100,000.00	18,539,253.15	34.91%
Intergovernmental Revenue	9,357,566.87	23,400,000.00	14,042,433.13	60.01%
Charges for Services	24,280.93	500,000.00	475,719.07	95.14%
Fines & Forfeits	315,868.41	500,000.00	184,131.59	36.83%
Miscellaneous	176,430.98	810,000.00	633,569.02	78.22%
Total Revenues	44,434,894.04	78,310,000.00	33,875,105.96	43.26%
Expenditures				
Salaries	14,080,138.35	32,562,438.00	18,482,299.65	56.76%
Benefits	5,949,752.47	13,125,445.00	7,175,692.53	54.67%
Supplies & Services	7,346,337.80	15,356,409.00	8,010,071.20	52.16%
Capital Outlay	5,300,382.39	10,767,307.00	5,466,924.61	50.77%
Total Expenditures	32,676,611.01	71,811,599.00	39,134,987.99	54.50%
Excess (Deficit) of Revenues over (under) Expenditures	11,758,283.03	6,498,401.00	(5,259,882.03)	-11.24%

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

General Fund - 100**From 01/01/2022 Through 01/21/2022**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	306,734.81	949,020.00	642,285.19	67.68%
120	Administration - Library Operations	561,139.44	1,741,177.00	1,180,037.56	67.77%
200	Financial Services	895,387.77	1,867,973.00	972,585.23	52.07%
215	Community Outreach	283,439.78	525,357.00	241,917.22	46.05%
216	Youth Services	172,477.10	386,363.00	213,885.90	55.36%
220	Development and Planning	197,264.19	590,056.00	392,791.81	66.57%
240	General Services/Facilities	5,242,186.84	10,498,423.00	5,256,236.16	50.07%
250	Human Resources	1,074,131.85	2,674,812.00	1,600,680.15	59.84%
251	HR-Work Insurance	344,621.25	1,501,744.00	1,157,122.75	77.05%
260	Information Technology	2,365,702.12	4,072,848.00	1,707,145.88	41.92%
270	Literacy Department	148,572.27	397,676.00	249,103.73	62.64%
280	Branding and Marketing	729,588.20	1,864,914.00	1,135,325.80	60.88%
290	Access Services Department	548,263.73	1,139,565.00	591,301.27	51.89%
310	Collection and Bibliographic Services	6,342,636.82	12,937,872.00	6,595,235.18	50.98%
320	Gallery Services	89,194.96	183,616.00	94,421.04	51.42%
330	Facilities	1,409,798.37	3,031,596.00	1,621,797.63	53.50%
340	Community Engagement	163,458.45	458,550.00	295,091.55	64.35%
400	Library Operations	11,802,013.06	26,990,037.00	15,188,023.94	56.27%
Total		32,676,611.01	71,811,599.00	39,134,987.99	54.50%

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

General Fund - 100
Library Operations - Dept 400
From 01/01/2022 Through 01/21/2022

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	35,635.91	76,057.00	40,421.09	53.15%
110	Bunkerville	28,517.60	61,328.00	32,810.40	53.50%
120	Clark County Library	1,214,515.24	2,779,346.00	1,564,830.76	56.30%
130	Enterprise Library	676,512.36	1,441,669.00	765,156.64	53.07%
140	Goodsprings	43,902.16	82,779.00	38,876.84	46.96%
160	Indian Springs	56,168.94	110,509.00	54,340.06	49.17%
180	Laughlin	340,001.41	726,089.00	386,087.59	53.17%
190	Mesquite	501,294.75	1,072,843.00	571,548.25	53.27%
200	Moapa Town	22,578.73	58,868.00	36,289.27	61.65%
210	Moapa Valley	152,552.95	328,880.00	176,327.05	53.61%
220	Mount Charleston	31,668.30	65,763.00	34,094.70	51.84%
230	Rainbow Library	818,214.98	1,842,222.00	1,024,007.02	55.59%
240	Sahara West Library	1,119,055.12	2,584,240.00	1,465,184.88	56.70%
250	Sandy Valley	34,550.07	96,110.00	61,559.93	64.05%
260	Searchlight	20,488.15	62,466.00	41,977.85	67.20%
270	Spring Valley Library	788,401.57	1,721,165.00	932,763.43	54.19%
280	Summerlin Library	651,425.73	1,531,780.00	880,354.27	57.47%
290	Sunrise Library	638,906.72	1,547,932.00	909,025.28	58.73%
300	West Charleston Library	762,697.07	1,685,830.00	923,132.93	54.76%
310	West Las Vegas Library	642,217.20	1,663,433.00	1,021,215.80	61.39%
320	Whitney Library	713,062.42	1,559,832.00	846,769.58	54.29%
360	Meadows Library	47,134.38	99,539.00	52,404.62	52.65%
370	Centennial Hills	700,696.44	1,923,480.00	1,222,783.56	63.57%
380	Windmill Library	860,386.79	1,830,571.00	970,184.21	53.00%
390	East Las Vegas Library	879,125.30	1,989,585.00	1,110,459.70	55.81%
605	City Misdemeanant	22,302.77	47,721.00	25,418.23	53.26%
Total		11,802,013.06	26,990,037.00	15,188,023.94	56.27%

Final Regular Board of Trustees Meeting February 10, 2022 - Item VI- Library Reports

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

General Fund - 100
From 01/01/2022 Through 01/21/2022

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	11,131,297.69	24,921,202.00	13,789,904.31	55.33%
51200 Salaries - Part Time	2,458,108.94	6,199,467.00	3,741,358.06	60.35%
51300 Overtime Pay	19,148.71	55,000.00	35,851.29	65.18%
51400 Call Back Pay	5,458.59	8,595.00	3,136.41	36.49%
51500 Standby Pay	30,973.15	50,366.00	19,392.85	38.50%
51600 Longevity Pay	142,296.91	377,808.00	235,511.09	62.34%
51700 Separation Pay	162,721.95	450,000.00	287,278.05	63.84%
51800 Leave Buyout	130,132.41	500,000.00	369,867.59	73.97%
55100 Employees Retirement	3,537,667.05	7,938,096.00	4,400,428.95	55.43%
55200 Group Insurance	1,971,014.04	4,072,148.00	2,101,133.96	51.60%
55300 Workers' Comp. Payments	105,365.56	271,544.00	166,178.44	61.20%
55400 Medicare Coverage Expense	335,081.10	768,657.00	433,575.90	56.41%
55500 Unemployment Insurance	624.72	75,000.00	74,375.28	99.17%
61100 Office Supplies	173,484.65	559,357.00	385,872.35	68.98%
61110 Operating Supplies	205,073.47	597,065.00	391,991.53	65.65%
61120 Software & User Licenses	222,719.01	521,994.00	299,274.99	57.33%
61130 Software Maintenance	752,678.15	841,400.00	88,721.85	10.54%
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	77,486.27	478,000.00	400,513.73	83.79%
61400 Equipment Repair & Maint.	491,721.53	690,280.00	198,558.47	28.76%
61410 Contracted Services	2,682,031.09	5,341,007.00	2,658,975.91	49.78%
61420 Building Repair & Maint.	116,051.22	218,200.00	102,148.78	46.81%
61500 Rental Expenses	28,895.12	47,316.00	18,420.88	38.93%
61600 Telephone	421,807.10	600,000.00	178,192.90	29.70%
61700 Utilities	922,952.89	1,935,071.00	1,012,118.11	52.30%
61800 Insurance & Bonds	357,303.45	455,000.00	97,696.55	21.47%
61900 Professional Services	268,182.86	932,700.00	664,517.14	71.25%
61910 Legal Services	49,504.52	394,500.00	344,995.48	87.45%
62200 Collection Agencies	35,856.00	310,000.00	274,144.00	88.43%
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	62,701.99	88,700.00	25,998.01	29.31%
62600 Community Events	8,973.92	23,750.00	14,776.08	62.22%
62620 Recruitment	254.09	625.00	370.91	59.35%
62700 Education & Training	38,412.13	310,735.00	272,322.87	87.64%
62800 Travel & Transportation	20,477.25	285,250.00	264,772.75	92.82%
62900 Printing & Reproduction	50,187.80	99,250.00	49,062.20	49.43%
63000 Dues & Subscriptions	24,114.74	43,200.00	19,085.26	44.18%
65000 Miscellaneous Expenses	8,734.83	41,800.00	33,065.17	79.10%
65100 Bank Charges	18,930.38	20,000.00	1,069.62	5.35%
67000 Rental Expenses to QALICBs	234,737.00	315,000.00	80,263.00	25.48%
81700 Library Books	5,300,382.39	10,767,307.00	5,466,924.61	50.77%
Total	32,676,611.01	71,811,599.00	39,134,987.99	54.50%

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

Grant Fund - 220
From 01/01/2022 Through 01/21/2022

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	388,296.62	1,800,000.00	1,411,703.38	78.43%
Miscellaneous	43,790.23	-	(43,790.23)	
Total Revenues	432,086.85	1,800,000.00	1,367,913.15	76.00%
Expenditures				
Salaries	155,254.76	480,000.00	324,745.24	67.66%
Benefits	73,529.34	210,000.00	136,470.66	64.99%
Supplies & Services	380,751.34	500,000.00	119,248.66	23.85%
Capital Outlay	119,187.50	610,000.00	490,812.50	80.46%
Total Expenditures	728,722.94	1,800,000.00	1,071,277.06	59.52%
Excess (Deficit) of Revenues over (under) Expenditures	(296,636.09)	-	296,636.09	16.48%

Final Regular Board of Trustees Meeting February 10, 2022 - Item VI- Library Reports

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

Grant Fund - 220
From 01/01/2022 Through 01/21/2022

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	154,523.34	480,000.00	325,476.66	67.81%
51300 Overtime Pay	38.52	-	(38.52)	
51600 Longevity Pay	692.90	-	(692.90)	
55100 Employees Retirement	46,931.14	162,356.79	115,425.65	71.09%
55200 Group Insurance	24,268.25	43,576.29	19,308.04	44.31%
55400 Medicare Coverage Expense	2,329.95	4,066.92	1,736.97	42.71%
61100 Office Supplies	587.53	1,223.54	636.01	51.98%
61110 Operating Supplies	15,931.44	2,400.00	(13,531.44)	-563.81%
61120 Software & User Licenses	2,164.10	55,000.00	52,835.90	96.07%
61210 Small Equipment	148,724.47	-	(148,724.47)	
61410 Contracted Services	155,587.50	424,040.00	268,452.50	63.31%
61600 Telephone	6,202.44	-	(6,202.44)	
61900 Professional Services	11,294.21	-	(11,294.21)	
62800 Travel & Transportation	1,091.93	7,121.12	6,029.19	84.67%
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%
Total	728,722.94	1,800,000.00	1,071,277.06	59.52%

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

Gift Fund - 230

From 01/01/2022 Through 01/21/2022

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	50,821.05	815,000.00	764,178.95	93.76%
Total Revenues	50,821.05	815,000.00	764,178.95	93.76%
Expenditures				
Supplies & Services	47,333.50	715,000.00	667,666.50	93.38%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	47,333.50	815,000.00	767,666.50	94.19%
Excess (Deficit) of Revenues over (under) Expenditures	3,487.55	-	(3,487.55)	-0.43%

Final Regular Board of Trustees Meeting February 10, 2022 - Item VI- Library Reports

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

Gift Fund - 230

From 01/01/2022 Through 01/21/2022

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100 Office Supplies	839.69	20,000.00	19,160.31	95.80%
61110 Operating Supplies	4,404.95	15,000.00	10,595.05	70.63%
61210 Small Equipment	10,832.79	15,000.00	4,167.21	27.78%
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	16,061.00	100,000.00	83,939.00	83.94%
62800 Travel & Transportation	6.72	-	(6.72)	
65000 Miscellaneous Expenses	3,125.85	-	(3,125.85)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	47,333.50	815,000.00	767,666.50	94.19%

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

Capital Projects Fund - 510
From 01/01/2022 Through 01/21/2022

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	(9,909.68)	30,000.00	39,909.68	133.03%
Total Revenues	(9,909.68)	30,000.00	39,909.68	133.03%
Expenditures				
Supplies & Services	516,944.52	3,925,300.00	3,408,355.48	86.83%
Capital Outlay	133,297.18	2,016,200.00	1,882,902.82	93.39%
Total Expenditures	650,241.70	5,941,500.00	5,291,258.30	89.06%
Excess (Deficit) of Revenues over (under) Expenditures	(660,151.38)	(5,911,500.00)	(5,251,348.62)	43.98%

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

Capital Projects Fund - 510
From 01/01/2022 Through 01/21/2022

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	-	43,500.00	43,500.00	100.00%
61120 Software & User Licenses	34,580.90	250,000.00	201,507.00	80.60%
61130 Software Maintenance	48,493.00	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.	67,471.65	800,000.00	732,528.35	91.57%
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	31,625.25	861,200.00	829,574.75	96.33%
81600 Capital Equipment - Major	101,671.93	1,100,000.00	998,328.07	90.76%
Total	650,241.70	5,941,500.00	5,291,258.30	89.06%

Las Vegas-Clark County Library District

Project 2050 - Furniture Replacement
From 1/01/2022 through 1/21/2022

510
Capital Projects Fund

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

Las Vegas-Clark County Library District

Project 2200 - Financial Services Projects
From 1/01/2022 through 1/21/2022

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	6,419.36	185,000.00	178,580.64	97%
65100	Bank Charges	7,852.81	40,000.00	32,147.19	80%
81600	Capital Equipment - Major	11,371.00	80,000.00	68,629.00	86%
Total Expenditures		25,643.17	305,000.00	279,356.83	92%

Las Vegas-Clark County Library District

Project 4010 - Tech Replacements & Upgrades
From 1/01/2022 through 1/21/2022

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61120	Software & User Licenses	34,580.90	250,000.00	215,419.10	86%
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%
Total Expenditures		397,171.82	1,585,000.00	1,187,828.18	75%

Las Vegas-Clark County Library District

Project 5010 - Bldg Repair & Maintenance
From 1/01/2022 through 1/21/2022

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61130	Software Maintenance	8,633.00	-	(8,633.00)	0%
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.	67,471.65	800,000.00	732,528.35	92%
61900	Professional Services	16,200.00	800,000.00	783,800.00	98%
81500	Capital Improvements	-	700,000.00	700,000.00	100%
Total Expenditures		92,304.65	2,543,500.00	2,451,195.35	96%

Las Vegas-Clark County Library District

Project 5015 - Construction Projects
From 1/01/2022 through 1/21/2022

510
Capital Projects Fund

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
45200 Interest Earnings	(9,909.68)	30,000.00	39,909.68	133%
 Total Revenues	(9,909.68)	30,000.00	39,909.68	133%
Expenditures				
61900 Professional Services	28,850.00	160,000.00	131,150.00	82%
81500 Capital Improvements	-	400,000.00	400,000.00	100%
 Total Expenditures	28,850.00	560,000.00	531,150.00	95%

Las Vegas-Clark County Library District

Project 5020 - PVS Projects
From 1/01/2022 through 1/21/2022

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	-	376,800.00	376,800.00	100%
81500	Capital Improvements	23,775.25	-	(23,775.25)	0%
81600	Capital Equipment - Major	64,613.71	346,200.00	281,586.29	81%
Total Expenditures		88,388.96	723,000.00	634,611.04	88%

Las Vegas-Clark County Library District

Project 9010 - Vehicle Purchase and Replacement
From 1/01/2022 through 1/21/2022

510
Capital Projects Fund

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

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

**Debt Service Fund - 610
From 01/01/2022 Through 01/21/2022**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	38.26	-	(38.26)	
Miscellaneous	21.67	10,000.00	9,978.33	99.78%
Total Revenues	59.93	10,000.00	9,940.07	99.40%
Expenditures				
Supplies & Services	2,408.58	10,000.00	7,591.42	75.91%
Total Expenditures	2,408.58	10,000.00	7,591.42	75.91%
Excess (Deficit) of Revenues over (under) Expenditures	(2,348.65)	-	2,348.65	23.49%

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

Debt Service Fund - 610
From 01/01/2022 Through 01/21/2022

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
65100	Bank Charges	2,408.58	10,000.00	7,591.42	75.91%
	Total	2,408.58	10,000.00	7,591.42	75.91%

Final Regular Board of Trustees Meeting February 10, 2022 - Item VI- Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 1/01/2022 through 1/21/2022

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
14048	1/3/2022	10927	CenturyLink	Service Dec 2021	2,006.07
14049	1/3/2022	11647	Morgan, Lewis and Bockius, LLP	Audit response letter	259.00
14050	1/3/2022	2853	Dick Blick	Art Supplies for Programs	213.76
14051	1/3/2022	2891	AFLAC	Premium December 2021	777.82
14052	1/3/2022	3770	Cox Communications of Las Vegas	Service 12/17/21-01/16/22	31,098.65
14053	1/3/2022	9224	Laminex, Inc.	id badges (500)	193.54
14054	1/3/2022	9907	PLIC-SBD Grand Island (Principal)	Premium January 2022	23,312.20
14055	1/10/2022	10017	CDA Media Relations	Jan 2022 ad	2,000.00
14057	1/10/2022	10144	CFRA	Stock Reports for RB 1/29/22-7/28/22	1,372.50
14058	1/10/2022	10162	CenturyLink	Service Jan 2022	136.69
14059	1/10/2022	10212	Virgin Valley Water District	Service 11/20/21-12/20/21	460.08
14060	1/10/2022	1064	Allied Refrigeration Inc.	CH HVAC	200.98
14061	1/10/2022	10686	NLS Grounds Management, LLC	Various: Landscape Maintenance	22,098.60
14064	1/10/2022	11626	Jay Atwood	Piano tuning and maintenance - WV	110.00
14065	1/10/2022	11685	Main-G, Inc.	RB/FAC: Replace leaking backflow device	1,509.00
14068	1/10/2022	1180	Baron Pest Solutions, Inc.	LA: Pest Control	37.00
14070	1/10/2022	1201	Best Janitorial Services of Nevada	Various: Janitorial	143,898.10
14071	1/10/2022	1580	Ferguson Enterprises, LLC	Various	1,433.67
14072	1/10/2022	1640	Gerald M. Welt, Chartered	Legal Services -Dec 2021	7,364.23
14073	1/10/2022	1742	Ideal Supply Company Inc.	Various	711.79
14074	1/10/2022	1757	Ingram Library Services	Library Books & Materials for FY 2021-22	12,933.56
14075	1/10/2022	1837	Johnstone Supply	CH HVAC	253.51
14076	1/10/2022	1897	Lakeshore Learning Materials	Bread Basket -YS	729.01
14077	1/10/2022	2060	Mechanical Products Nevada Services, LLC	RB: Boiler Repair Parts	1,781.00
14078	1/10/2022	2152	Nedco Supply	CH Lighting	108.68
14079	1/10/2022	2169	Nevada Illumination	CH - Service Call: Parking Lot Lighting	188.50
14080	1/10/2022	2234	Overton Power District #5	Service 11/22/21-12/22/21 MT	247.84
14081	1/10/2022	2307	Progressive Elevator	CC Elevator	697.00
14082	1/10/2022	2407	S & S Worldwide Inc.	Wiggly Eyes Assortment Pack - SV	183.64
14083	1/10/2022	2465	Russell Sigler Inc.	SV: HVAC Switch	38.30
14084	1/10/2022	2471	Silver State Glass & Mirror	CH: Door for Wiring Access	2,290.00
14085	1/10/2022	2486	Sonitrol Of Southern NV	Various: Alarm Response/Repair	180.76
14086	1/10/2022	2698	Virgin Valley Disposal	Service - Dec 2021	134.36
14087	1/10/2022	2733	Phoenix Fire Protection, LLC	WV: Fire Sprinkler Repair - Signage	475.00
14088	1/10/2022	2798	Brodart Co.	Library Books & Materials for FY 2021-22	10,537.93
14089	1/10/2022	2799	CDW Government Inc,	For WV CL Printer Replacement	2,023.08
14090	1/10/2022	2809	LVVWD	Service Oct 21 & Nov 21	24,002.41
14091	1/10/2022	2819	CenturyLink Communications, LLC	Service Jan 2022	8,128.82
14092	1/10/2022	2852	Chem-Aqua, Inc.	EV & RB: HVAC Water Treatment	669.75
14093	1/10/2022	2860	Las Vegas Review Journal	Dec 1 2021 Ad El Tiempo	770.00
14094	1/10/2022	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	14,881.09
14095	1/10/2022	3307	Unique Management Services, Inc.	Placements - Dec 2021	12,129.75
14096	1/10/2022	3324	Rio Virgin Telephone Co.	Service Jan 2022	406.34
14097	1/10/2022	3435	Ace Fire Systems, Inc.	Various: Fire Sprinkler & Alarm Tests/Insp's	643.00
14098	1/10/2022	3500	Garda CL West, Inc	Armored Transportation - Jan 2022	4,298.79
14099	1/10/2022	3776	Got Bugs LLC	MQL & MQLC: Pest Control	200.00
14100	1/10/2022	4042	Baker & Taylor, Inc.	Library Books & Materials for FY 2021-22	10,301.04
14101	1/10/2022	4224	DataPLUS Communications	Various: Prox Repairs	570.00
14102	1/10/2022	4517	Fingerprint Pros, Inc.	Order PUR015886	590.00
14103	1/10/2022	4676	Color Reflections	Winter Challenge signage	617.15
14104	1/10/2022	4723	Purvis Industries - Las Vegas NV	LA HVAC	57.55
14105	1/10/2022	5001	UniFirst Corporation	FAC Uniform Rental	425.74
14106	1/10/2022	5130	OverDrive Inc.	Library Books & Materials for FY 2021-22	104,497.42
14107	1/10/2022	5718	Tangerine Office Machines	Printer Support Svcs, Expires: 6/30/22	29.99
14108	1/10/2022	6646	Aqua Serv Engineers, Inc.	Various: HVAC Water Treatment	1,793.92
14109	1/10/2022	7655	Gill's Printing and Color Graphics	3,000 Winter Challenge Bookmarks	590.30
14110	1/10/2022	7687	United Lock and Security, Inc.	SW New Prox Lock	1,791.00
14111	1/10/2022	7800	The Printer Place	Maint. for Notices Printer, End: 12/22	805.00
14112	1/10/2022	7943	Communication Electronic Systems Inc	CH & WM: Burg/Fire Alarm Monitoring	376.00
14113	1/10/2022	8010	Allied Universal Security Services	PVS Security 12/10/21-12/23/21 - WV/WC/WM	90,520.86
14114	1/10/2022	8122	Staples Advantage Dept LA	Pink party 2022 planner - CC	1,990.34
14115	1/10/2022	8354	Gruber Technical Inc.	CC,CH,SM,WM: UPS Batteries Replacement	7,237.60
14116	1/10/2022	8557	Guaranteed Pest Solutions LLC	Various: Bed Bug Inspections	337.50
14117	1/10/2022	8575	Intermountain Lock and Security Supply	EV Detex Door Battery	262.20
14118	1/10/2022	9074	Statewide Fire Protection - Western States	CH & WM: Fire Sprinkler Tests/Inspections	250.00
14119	1/10/2022	9101	O'Reilly Auto Parts	Various	66.96
14120	1/10/2022	9287	Otis Elevator Company	WM: Elevator	849.70
14121	1/10/2022	9383	Office Plus	Crtgdg,Isr,bk - EN	7,711.41
14122	1/10/2022	9489	Teledata Technologies	MQL: Fire Alarm Tests/Inspections	1,028.00
14123	1/10/2022	9588	Vocera Communications, Inc.	B3000n, Black Badge, inc. 1yr wrty	6,287.99
14124	1/10/2022	9631	Elliott's Sewer & Drain	EN: Service Call - Plumbing	182.75
14125	1/10/2022	9827	Vision Sign Inc.	SV & SM: Sign Maintenance	210.00
14126	1/18/2022	10017	CDA Media Relations	Jan. purchasing ad	350.00
14127	1/18/2022	10129	Fun Express LLC	Super Huge Googly Eyes Black - SW	158.38
14128	1/18/2022	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC: Landscape Maintenance	800.00
14129	1/18/2022	10228	Sterling Volunteers	5 volunteer back ground checks	94.00
14131	1/18/2022	10535	Johnson Controls Fire Protection LP	EN: Fire Alarm Tests/Inspections	159.50
14132	1/18/2022	10641	Quench USA, Inc.	Various: Filtered Drinking Water	1,700.00
14133	1/18/2022	10686	NLS Grounds Management, LLC	MV: Remove and stump grind (2) trees	2,735.34
14134	1/18/2022	10877	Findaway World, LLC	Library Books & Materials for FY 2021-2022	3,923.19
14136	1/18/2022	1240	Brady Industries of Nevada, LLC	Various	511.87
14137	1/18/2022	1429	D.C. Thomas	BD Rent Feb 2022	1,468.00
14138	1/18/2022	1580	Ferguson Enterprises, LLC	Various	801.76
14139	1/18/2022	1742	Ideal Supply Company Inc.	EN HVAC	123.29
14140	1/18/2022	1757	Ingram Library Services	Library Books & Materials for FY 2021-22	22,093.55
14141	1/18/2022	1954	The Library Store Inc.	ColorPam Book/Magazine File Case Gr	82.15
14142	1/18/2022	2098	Moapa Valley Water District	Service 12/08/21-01/04/22	75.32
14143	1/18/2022	2152	Nedco Supply	Various	157.64

Final Regular Board of Trustees Meeting February 10, 2022 - Item VI- Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 1/01/2022 through 1/21/2022

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
14144	1/18/2022	2215	OCLC Inc.	Cataloging/ILL Charges FY2021-22	10,290.82
14145	1/18/2022	2234	Overton Power District #5	Service 12/01/21-01/01/22 MQ	2,588.38
14146	1/18/2022	2362	Refrigeration Supplies Distributor	LA HVAC	322.90
14147	1/18/2022	2533	Suburban Propane - 1487	Propane - Dec 2021	5,317.38
14148	1/18/2022	2567	Teamsters Local Union #14	Union Dues - Jan 2022	8,596.00
14149	1/18/2022	2702	Grainger, Inc.	Various	161.00
14150	1/18/2022	2733	Phoenix Fire Protection, LLC	Various: Fire Sprinkler Tests/Inspections	75.00
14151	1/18/2022	2798	Brodart Co.	Library Books & Materials for FY 2021-22	4,058.11
14152	1/18/2022	2799	CDW Government Inc,	CommVault Maint/Sup, End: 03/18/23	19,025.54
14153	1/18/2022	2809	LVVWD	Service Nov 21 & Dec 21	22,641.30
14154	1/18/2022	2819	CenturyLink Communications, LLC	Service Jan 2022	3,532.00
14155	1/18/2022	2822	City of Mesquite Sanitation	Service Jan, Feb, Mar 2022	570.97
14156	1/18/2022	2853	Dick Blick	Kwik-Cover Tablecloth - - WM	139.29
14157	1/18/2022	2860	Las Vegas Review Journal	Audit RFP	249.20
14158	1/18/2022	2887	West Payment Ctr	Library Materials for MISD FY 2021-22	828.83
14159	1/18/2022	3048	Desert Boilers & Controls Inc.	Service Technician RT - SW	676.62
14160	1/18/2022	3149	Midwest Tape	Library Books & Materials for FY 2021-2022	7,792.48
14161	1/18/2022	3300	ProQuest LLC	Proquest databases 1/1/22-12/31/22	122,727.55
14162	1/18/2022	3309	Batteries Plus	Various	246.55
14163	1/18/2022	3355	Teamsters Security Fund S. Nevada	Premium January 2022	350,516.66
14164	1/18/2022	4224	DataPLUS Communications	WH: Fire Alarm Tests/Inspections	911.40
14166	1/18/2022	4604	Brodart Library Supplies & Furnishings	Easy bind repair - LA	290.70
14167	1/18/2022	4676	Color Reflections	HR Tablecloth & Winter Reading clings	959.25
14168	1/18/2022	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Jan 2022	7,395.27
14169	1/18/2022	5130	OverDrive Inc.	Library Books & Materials for FY 2021-22	15,383.08
14171	1/18/2022	7188	Innovative Interfaces, Inc.	Library Books & Materials for FY 2021-22	117.00
14172	1/18/2022	7419	EDS Electronics Inc.	SW: Fire Alarm Tests/Inspections	330.00
14173	1/18/2022	7592	Stanley Convergent Security Solutions	WV: Replace (2) FACP Batteries	603.56
14174	1/18/2022	7671	Rentokil	Various: Pest Control	1,413.00
14175	1/18/2022	7943	Communication Electronic Systems Inc	Various: Fire Alarm Tests/Inspections	1,410.00
14176	1/18/2022	8010	Allied Universal Security Services	PVS Security 12/24/21-01/06/22 - WV	299.28
14177	1/18/2022	8122	Staples Advantage Dept LA	6Ftx9ft canvas drop cloth - WM	1,809.23
14178	1/18/2022	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Dec 2021	21,765.67
14179	1/18/2022	8235	ZOHO Corporation	Annual Maint. & Supp. End: 02/19/23	1,916.00
14180	1/18/2022	8354	Gruber Technical Inc.	CC,CH,SM,WM: UPS Batteries Replacement	6,991.08
14181	1/18/2022	8557	Guaranteed Pest Solutions LLC	Various: Bed Bug Inspections	308.75
14182	1/18/2022	8565	WT Cox Information Services	Library Books & Materials for FY 2021-22	38.56
14183	1/18/2022	9101	O'Reilly Auto Parts	Consumable #3990-243377 (1) Pr. Grip Glove	24.99
14184	1/18/2022	9191	Canon Solutions America, Inc.	Monthly Maint 10/18/21-11/17/21 - HR	89.77
14186	1/18/2022	9383	Office Plus	Crtddg.clr laserjet - SV	4,308.55
14187	1/18/2022	9758	ConvergeOne, Inc.	Unlimt. Instructor Lead Infoblox 2022	6,160.00
14188	1/18/2022	9869	Unique Integrated Communications	Call Center Operations - Dec. 2021	8,711.22
90409	1/4/2022	11947	Nicole Carroll	voided	2,505.46
90410	1/6/2022	10233	Elizabeth Schwartz	Shea Theodore Chance's Chat	300.00
90411	1/6/2022	10641	Quench USA, Inc.	Various: Filtered Drinking Water	850.00
90412	1/6/2022	10881	Cosco Fire Protection, Inc.	EV: Fire Sprinkler Tests/Inspections	116.00
90413	1/6/2022	10998	Sprint	Service 11/27/21-12/26/21	20,738.05
90414	1/6/2022	11642	Partsbuilt 3D	MK10 Micro Swiss Plated Nozzle	160.15
90415	1/6/2022	11813	Capitol Door Service	Various: Misc Door Repairs	1,345.38
90416	1/6/2022	11925	Ellen Galinsky	Public Speaking Engagement	7,000.00
90417	1/6/2022	11928	All Hose South LLC	CC: HVAC Hose	69.59
90418	1/6/2022	11937	David W. Huseby	Overpayment on library acct	34.99
90419	1/6/2022	11945	Raju Baskaran	Refund for returned item	29.95
90420	1/6/2022	1474	Di Bella Flowers & Gifts	Bereavement flowers	181.98
90422	1/6/2022	1991	Lowe's Improvement	December only 2021 Various	776.73
90423	1/6/2022	2053	Matthew Bender & Co., Inc.	9 copies of NV Court Rules 2022 anno v1	1,592.07
90424	1/6/2022	2124	J.D. Power	NADA guides 2022	750.00
90425	1/6/2022	2159	AT&T SBC	Service 12/25/21-01/24/22	612.65
90426	1/6/2022	2494	Southwest Gas Corp.	Service 11/20/21-12/21/21 RB	1,360.59
90427	1/6/2022	2861	Jay D. Whipple	MV: Pest Control	40.00
90429	1/6/2022	3383	Home Depot Credit Services	November - December 2021 Various	1,455.13
90430	1/6/2022	6817	Reliance Connects	Service Jan 2022	768.97
90431	1/6/2022	7740	Gaudin Ford	Various	227.16
90432	1/6/2022	9325	Squeaky Clean CC LLC	RB/FAC - Service Call: Graffiti Removal	700.00
90433	1/6/2022	9677	Elm USA, Inc.	Eco Pro 2Disc/Blu-ray Repair - GS	1,305.95
90434	1/10/2022	11948	London Porter	Miscellaneous Payment	9,000.00
90457	1/20/2022	10469	Homeless Training Institute, LLC	Annual Renewal for Homeless Training	2,500.00
90459	1/20/2022	10930	Business Enterprises of Nevada	MQL: Cafe Management	2,040.00
90460	1/20/2022	11062	Blue Planet Lighting, Inc.	Return shipping on demoed lighting	92.73
90461	1/20/2022	11905	Brandon Summers	The Soul of Kwanzaa Performance	300.00
90462	1/20/2022	11915	Brian Phillip Webb	Love Jack Concert on 12-2-21	1,050.00
90463	1/20/2022	2175	NV Energy	Service 12/2/21-01/04/22 WM	9,496.58
90464	1/20/2022	2494	Southwest Gas Corp.	Service 11/20/21-12/21/21 SM	7,004.34
90466	1/20/2022	2837	Republic Services 620	Current Svc/Rent 01/01-03/31 CH	19,239.50
90467	1/20/2022	4117	Television Monitoring Services, Inc.	11-30-21 KVCW VGC clip	200.00
90468	1/20/2022	9966	The Sherwin-Williams Co.	EV Graffiti	71.76
90469	1/20/2022	11907	Chimini-Yoka Sherny Branch	Kwanzaa Programming	1,200.00
Total 100 - General Fund					1,349,448.86

Final Regular Board of Trustees Meeting February 10, 2022 - Item VI- Library Reports

Las Vegas - Clark County Library District
Check/Voucher Register

Grant Fund - 220
From 1/01/2022 through 1/21/2022

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
14056	1/10/2022	10114	Vickie Thompson	VIRT ACAD ADV CC240-1 11/4-12/23	1,944.00
14067	1/10/2022	11796	Cheri Ann Licha	HSE Prep 239 10/2-11/20/21	324.00
14177	1/18/2022	8122	Staples Advantage Dept LA	6Ftx9ft canvas drop cloth - WM	172.56
90413	1/6/2022	10998	Sprint	Service 11/27/21-12/26/21	569.76
90458	1/20/2022	10818	James Co. Design, LLC	Banner design	650.00
Total 220 - Grant Fund					3,660.32

Final Regular Board of Trustees Meeting February 10, 2022 - Item VI- Library Reports

Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230
From 1/01/2022 through 1/21/2022

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
14062	1/10/2022	10746	Santiago Ricoy	EV Tech Instruction	800.00
14069	1/10/2022	11919	Jazz's Office, LLC	Foundation Accounting	60.00
14130	1/18/2022	10523	Blake Hament	BBTTC instruction	600.00
14135	1/18/2022	11919	Jazz's Office, LLC	Foundation monthly accounting	60.00
14165	1/18/2022	4517	Fingerprint Pros, Inc.	tutor fingerprinting	52.00
Total 230 - Gift Fund					1,572.00

Final Regular Board of Trustees Meeting February 10, 2022 - Item VI- Library Reports

Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 1/01/2022 through 1/21/2022

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
14063	1/10/2022	11601	Vintage King Audio	Yamaha CL3 Digital Mixer	23,775.25
14152	1/18/2022	2799	CDW Government Inc,	CommVault Maint/Sup, End: 03/18/23	4,084.90
14170	1/18/2022	6704	Schneider Electric	EV, RB, MQL, WC, WH: DDC Upgrades	8,633.00
14185	1/18/2022	9234	Data Processing Air Corporation	LA: Replacement of (3) Compressors	20,794.70
Total 510 - Capital Projects Fund					57,287.85
Total - All Funds					<u>1,411,969.03</u>



ITEM VI.A.3.b.

MEMORANDUM

TO: Board of Trustees through Mr. Kelvin Watson, Executive Director
FROM: John Vino, General Services Director
DATE: January 27, 2022
SUBJECT: General Services Report, February 2022

This report provides an overview of the primary accomplishments, initiatives and District-Wide activities for the General Services Division for the month of January 2022.

POWERFUL PLACES

West Las Vegas Relocation

WLV Building Programming

The data-gathering phase of the programming process was completed the last week in January. The enumerated programming square footage for the new library is currently 38,983. One on one meetings with Community Leaders is on-going. A meeting with Councilman Creer was held on January 10th and meeting with Commissioner McCurdy is scheduled for February 9th. Three community stakeholder focus group sessions are scheduled for February 22nd at the West Las Vegas Library, with open Community Meetings scheduled for March. The programming work is scheduled to be completed by March 31st.

WLV – New Site Location - Negotiations with the City of Las Vegas New Site:

- The City has been working on the ground lease and is awaiting a draft from their Attorneys so it can be circulated for comments.
- The City has completed the Phase 1 geotechnical testing, and will be forwarding the results to the District.
- The City has agreed to include a clause that would allow the cancellation of the ground lease, should the sale of the existing Library is not be executed.

Sale of Existing Site

The City has agreed to draft an MOU outlining the terms and conditions for the purchase of our current West Las Vegas Library.

Northwest Regional Park – Future Development Site

The District is awaiting terms and conditions for an Interlocal agreement.

Whitney Library Project - The creation of a family restroom for the Youth Services Department – Plans have been submitted for review and permitting.

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

Security Officer Services: The current contract for security officer services expires on February 28, 2022. At the January 20th meeting, the Board of Trustees approved a new contract award to Allied Universal Security Services effective March 1, 2022. The contract will have an initial term of one year with four optional one-year extensions.

POWERFUL PEOPLE

A meeting was held on January 10th with Councilman Crear and KME Principals, Melvin Green and Emanuele Arguelles, to discuss the programming for a new West Las Vegas Library. As part of the programming phase, we presented to Councilman Crear a presentation of our concepts for a new library, including:

- The History of the Branch
- Project Parameters
- Role and Purpose Of The Library: Education / Services
- Core spaces and services of the new library
- Cultural Connection – Forms and Patterns
- Concepts -Tech Lab / Maker Spaces/ Big Ideas

Councilman Crear provided input on proceeding with the community meetings and was overall very supportive of our project and the goals for a new library.

COVID Update

Nicole Baker, District Safety Manager has been working 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.

The District is working with the Private Business Sector Coordinator with NV Health Response to set up LVCCLD as a distribution site for the State's ACON FlowFlex at-home COVID test kits. NV Health Response is still awaiting their shipment of the COVID tests. The tests will hopefully be distributed to businesses within the next 2-3 weeks.

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.

OSHA Update 2021

2021 OSHA Summary of Work-Related Injuries-Illnesses

Total Cases Reported- 6

Total Number of Days Away from Work- 123

Total Number of Days Restricted Duty- 217

2021 Average Number of Employees- 622

2021 Total Hours Worked by All Employees- 932,958.93

- **2021 OSHA form's 300 and 300A attached**

ITEM VI.A.3.c.



MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Jeff Serpico, Human Resources Director

DATE: January 31, 2022

SUBJECT: Human Resources (HR) Report, February 2022

Section (1) of this report, *Fiscal Year HR Goals and Objectives (Plays)*, covers activity January 1 to January 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 December 31, 2021 (HR Dashboard). The one-month lag for reporting of HR transactional data allows for a full month of data presentation and the ability to meet the report submission deadline.

HR Report Contents:

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

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

- **Develop and Maintain Competitive Total Rewards Program:**
 - Data (Benchmark Jobs, Comparable Organizations, and Current Pay & Benefits Structures/Programs) sent to *Koff & Associates*. Market survey in-process
 - Review of A-Team Analysis/Recommendation(s)
 - February 10, Board of Trustees 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-groups 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)
 - Target Go-Live March

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)

2/4/2022

LVCCCLD HR DASHBOARD

FY2021-2022

LVCCCLD FY 2021-2022 HUMAN RESOURCES DASHBOARD																
Metric	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				
A Total Employees (Headcount)	620	610	604	602	612	607	612						NA	609.57	642.36	A
B Full-Time Employees 60 hours or more (Headcount)	313	314	317	316	319	320	324						NA	317.57	309.64	B
C Part-Time Employees 59 hours or less (Headcount)	307	296	287	286	293	287	288						NA	292.00	332.73	C
D Full-Time-Equivalent (FTE-District)	NA	NA	NA	NA	NA	NA	NA						NA	NA	NA	D
E Average Years of Service (District)	9.9	10.0	10.1		10.0	10.1	10.0						NA	10.09	9.59	E
Talent Acquisition & Management																
F Open Positions (Budget) = 778	158	168	174	176	166	171	166						NA	168	136.00	F
G Positions Posted (Approved to Fill)	11	16	17	12	10	17	10						NA	13	7.00	G
H Applications Received	414	829	540	586	205	554	455						3583	512	507.00	H
I Interviews Conducted	7	16	13	14	14	13	7						84	12	5.55	I
J New Hires	5	3	8	7	15	4	10						52	7	2.45	J
K Promotions	4	4	5	6	4	7	8						38	5	3.73	K
L Lateral Transfers	0	0	1	6	0	0	0						7	1	1.10	L
M Demotions	0	0	1	1	0	0	0						2	0	0.55	M
N Employees Successfully Completing Probationary Period	5	1	2	0	5	5	0						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	\$48,301.69						\$171,624	\$24,518	\$10,366	O
Separations & Turnover																
P Total Separations from Employment	8	12	13	10	5	10	7						65	9	10.00	P
Q Voluntary Separations	8	10	12	10	5	9	6						60	9	9.45	Q
R Involuntary Separations	0	2	1	0	0	1	1						5	1	0.55	R
S Turnover (Entire District)	1.29%	1.97%	2.15%	1.66%	0.82%	1.65%	1.14%						10.68%	1.53%	1.6% / *17.61%	S
T Turnover (Without Page Positions)	0.81%	0.65%	1.49%	1.32%	0.65%	1.31%	0.81%						7.04%	1.01%	2.19% / NA	T
U Annualized Twelve Month Turnover (Entire District)	15.48%	19.55%	21.64%	21.21%	18.93%	19.07%	18.31%						NA	19.17%	26.05%	U
V Vacancy Rate (Open Positions) / (Total Employees + Open Positions)	20.31%	21.59%	22.37%	22.62%	21.34%	21.98%	21.34%						NA	21.65%	17.49%	V
W Average Years of Service (Voluntary Separations)	1.5	2.5	5.6	7.9	2.1	8.9	6.3						NA	5.0	10.1	W
X Average Years of Service (Involuntary Separations)	5.7	4.3	12.9	0.0	0.0	15.8	2.7						NA	5.9	3.4	X
Training & Talent Development																
Y Employee Attending New Hire Orientation	5	3	8	7	15	4	7						49	7.00	2.45	Y
Z Total Employee Training Encounters	173	27	178	77	108	144	22						729	104.14	92.73	Z
AA Virtual	76	9	139	31	15	2	9						281	40.14	81.82	AA
BB Live On-Site	88	14	34	43	90	139	7						415	59.29	7.09	BB
CC External Conferences	9	4	5	3	3	3	6						33	4.71	3.82	CC
DD Total Training Cost	\$6,049	\$3,584	\$6,296	\$1,055	\$4,078	\$3,002	\$6,244						\$30,308	\$4,329.74	\$5,031	DD
EE Total Tuition Reimbursements	\$0.00	\$0.00	\$2,000	\$0.00	\$0.00	\$1,973	\$5,000						\$8,972.50	\$1,281.79	\$3,193	EE
FF Undergraduate	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,973	\$1,000						\$2,972.50	\$424.64	\$652	FF
GG Graduate	\$0.00	\$0.00	\$2,000	\$0.00	\$0.00	\$0.00	\$4,000						\$6,000.00	\$857.14	\$2,541	GG
HH (2) Annual Required Compliance Training Completion	98.5%	97.20%	97.80%	97.70%		97.20%	97.20%						NA	97.54%	NA	HH
Benefits & Wellness																
II Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	2	1	1	1	0	1	1						7	1.00	5.00	II
JJ Total Leave Hours Utilized	104.00	80.00	80.00	80.00	0.00	80.00	80.00						504.00	72.00	269.09	JJ

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

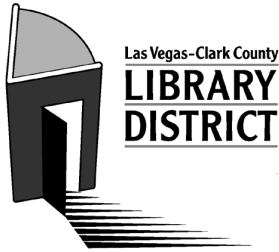
(2) January 21 - Begin new compliance training cycle.

* Annual

Restate = Yellow

Final Regular Board of Trustees Meeting February 10, 2022 - Item VI- Library Reports

<div> NOTES: EEO-4 Instruction Booklet - Race and Eth transition match EEO1 Data Full 03/31/21 ** No 634 ** Without Page Job Title - 684 *** July 2019 US Census Bureau - Clark County Quarter 1 2021 (Initial) </div> <div> LVCCLD Diversity Dashboard 2021 (Quarter 2) </div>									
<div> ***Race and Ethnicity Identification </div>									
A	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC		
1	Hispanic or Latino (b)	31.60%	142	22.99%	-8.61%	97	19.36%	-11.64%	
2	White (Not Hispanic or Latino) (41.7%) white alone (a)	41.70%	305	49.04%	7.34%	250	51.44%	9.74%	
3	Black or African American (Not Hispanic or Latino) (a)	13.10%	66	10.61%	-2.49%	58	11.93%	-1.17%	
4	Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)	0.90%	11	1.77%	0.87%	9	1.85%	0.95%	
5	Asian (Not Hispanic or Latino) (a)	10.40%	74	11.90%	1.50%	53	10.91%	0.51%	
6	Native American or Alaska Native (Not Hispanic or Latino) (a)	1.20%	3	0.48%	-0.72%	3	0.62%	-0.58%	
7	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	4.90%	20	3.22%	-1.68%	16	3.29%	-1.61%	
	(b) (4) Overlap 2 or more	103.80%	622	100.00%		486	100.00%		
<div> **Sex / Gender Identification </div>									
B	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC		
1	Female	50.10%	423	68.01%	17.91%	318	65.43%	15.33%	
2	Male	49.90%	199	31.99%	-17.91%	168	34.57%	-15.33%	
3	Non Identifying	0.00%	0	0.00%	0.00%	0	0.00%	0.00%	
		100.00%	622	100.00%		486	100.00%		
<div> Job Categories (EEO-4) </div>									
C	Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	Total	
1	Officials and Administrators	8	47	17	0	8	0	72	
2	Professionals	16	34	6	1	11	0	72	
3	Technicians	10	26	6	2	5	1	50	
4	Protective Service Workers	0	0	0	0	0	0	0	
5	Paraprofessionals	18	63	9	2	18	0	111	
6	Administrative Support Workers (Including Clerical and Sales)	101	137	26	4	36	10	317	
7	Skilled Craft Workers	0	2	0	0	0	0	2	
8	Service/Maintenance Workers	0	7	5	1	0	0	16	
	Total	153	316	69	10	78	4	630	
<div> Job Categories (EEO-4) </div>									
D	Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	Job Class Count	Job Class % of all Positions
1.0	Officials and Administrators	8	47	17	0	8	0	82	12.62%
1.1	District Job Class %	9.76%	57.32%	20.73%	0.00%	9.76%	0.00%	100.00%	
1.2	Variance from CC	-21.84%	15.62%	7.63%	-0.90%	-0.64%	-1.20%		
2.0	Professionals	16	34	6	1	11	0	72	11.08%
2.1	District Job Class %	22.22%	47.22%	8.33%	1.39%	15.28%	0.00%	100.00%	
2.2	Variance from CC	-8.38%	5.52%	-4.77%	0.49%	4.88%	-1.20%		
3.0	Technicians	10	26	6	2	5	1	50	7.69%
3.1	District Job Class %	20.00%	52.00%	12.00%	4.00%	10.00%	2.00%	100.00%	
3.2	Variance from CC	-11.60%	10.30%	-1.10%	3.10%	-0.40%	0.80%		
4.0	Protective Service Workers - Outsourced	0	0	0	0	0	0	0	0.00%
5.0	Paraprofessionals	18	63	9	2	18	0	111	17.08%
5.1	District Job Class %	16.22%	56.76%	8.11%	1.80%	16.22%	0.00%	100.00%	
5.2	Variance from CC	-15.38%	15.08%	-4.99%	0.90%	5.82%	-1.20%		
6.0	Administrative Support Workers (Including Clerical and Sales)	91	139	22	5	32	2	301	46.31%
6.1	District Job Class %	30.23%	46.18%	7.31%	1.66%	10.63%	0.66%	100.00%	
6.2	Variance from CC	-1.37%	4.48%	-5.79%	0.76%	0.23%	-0.54%		
7.0	Skilled Craft Workers	0	2	0	0	0	0	2	0.31%
7.1	District Job Class %	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	
7.2	Variance from CC	-31.60%	58.30%	-13.10%	-0.90%	-10.40%	-1.20%		
8.0	Service/Maintenance Workers	0	7	5	1	0	0	16	2.46%
8.1	District Job Class %	0.00%	43.75%	31.25%	6.25%	0.00%	0.00%	100.00%	
8.2	Variance from CC	-31.60%	2.05%	18.15%	5.35%	-10.40%	-1.20%		
	Total	143	318	65	11	74	3	634	97.54%



ITEM VIII.A.1.

AGENDA ITEM

FEBRUARY 10, 2022 MEETING OF THE BOARD OF TRUSTEES

Agenda Item# VIII.A.1.:

Discussion and possible Board action to appoint a Board of Directors for the Mesquite QALICB, Inc.

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

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

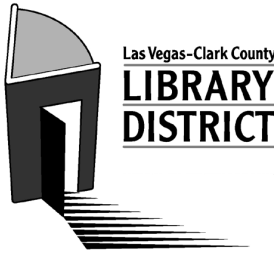
1. Two Board Directors shall be independent directors who are not officers, directors, trustees, or employees of the Library District, Las Vegas-Clark County Library District Foundation, Inc., or any other affiliate of the QALICB Corporation, the Library District, or the Library Foundation.
2. Three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

This item calls for appointment of the Board of Directors for the Mesquite QALICB, Inc. as follows:

Floresto Cabias, President; Keiba Crear, Secretary-Treasurer; and Directors Tim Wong, Michael Saunders, and Sandra Ramaker.

Recommended Action: Motion to authorize staff to appoint the slate of Directors detailed above to the Mesquite QALICB, Inc. through January 2023.

ITEM VIII.B.1.



AGENDA ITEM

FEBRUARY 10, 2022 MEETING OF THE BOARD OF TRUSTEES

Agenda Item# VIII.B.1.: Discussion and possible Board action regarding the selection of an auditing firm for the fiscal year ending June 30, 2022.

Background: Nevada Revised Statutes (NRS 354.624) requires the Board of Trustees to designate its auditor or firm no later than three months before the close of the fiscal year for which the audit is to be made.

In December 2021, Financial Services requested proposals from qualified firms of certified public accountants to audit the District's financial statements for the fiscal year ending June 30, 2022, with four one-year extensions. The Request for Proposals (RFP) for Auditing Services was advertised in the *Review-Journal*, the RFP notice was posted on the District's website, faxed to all minority Chambers of Commerce, and was posted on the Nevada Government eMarketplace (NGEM). The proposal opening was held on January 7, 2022. Respondents were asked to submit technical proposals with sealed dollar costs.

One firm responded to the District's Request for Proposals: HintonBurdick, CPAs & Advisors.

A thorough review of the Proposal was conducted to determine capacity and capability to perform the audit of the District's financial statements. From this review, the following pertinent points were noted:

HintonBurdick:

- Provides audit services for more than 100 local governments in Nevada, Arizona, Utah, and Colorado
- Many of their clients have library operations, including the Henderson District Public Libraries, which the firm has served for the last eight years
- Other Nevada clients include Carson City, Churchill County, Boulder City, and Mesquite City
- The firm serves Nevada from their Mesquite and St. George offices with 11 partners, 7 managers, 5 senior accountants, 11 staff accountants, and various paraprofessional and support staff
- The offices serving the District audit will have 20 professionals with experience in governmental auditing
- The District's assigned audit team will include four full-time certified public accountants and professional staff, which is comparable to team sizes in prior audits
- The firm anticipates 328 hours to complete the District's audits, including any required Federal Financial Assistance audit reports and procedures, which is also comparable to audit hours in previous years

ITEM VIII.B.1

Page 2

- The assigned team members collectively have over 35 years of audit experience
- Assigned staff also have nonprofit auditing experience, which will be relevant because the District financial statements include three nonprofit companies, presented as blended component units

Overall Assessment:

- HintonBurdick is capable of performing the audit
- BDO USA, the District's auditor for the fiscal year ending June 30, 2021, declined to submit a bid due to staffing capacity, audit timing schedules, and proposed fees (significant increases from prior year audit fees)
- Other potentially qualified audit firms cited similar reasons for not submitting bids
- BDO's fees for the fiscal year ending June 30, 2021 were \$50,000 for audits and GFOA assistance for the District, and \$4,000 for any required Federal Financial Assistance audit reports and procedures
- For the fiscal year ending June 30, 2022, HintonBurdick is proposing \$51,775 for audits and GFOA assistance for the District, and \$4,920 for any required Federal Financial Assistance audit reports and procedures
- The HintonBurdick total cost for these audits, including out of pocket expenses, is \$57,200, approximately a 6% increase from the prior year

Recommended Action: Motion to authorize the Executive Director to execute a contract with HintonBurdick for auditing services in accordance with RFP No. 22-04 for the fiscal year ending June 30, 2022 for an amount not to exceed \$57,200, with options to extend the contract for four additional consecutive fiscal years, subject to final review of contract by Counsel.

DISCLOSURE OF OWNERSHIP/PRINCIPALS AND RELATIONSHIPS

Purpose of the Form

The purpose of the Disclosure of Ownership/Principals Form is to gather ownership information pertaining to the business entity for use by the Board of Trustees ("BOT") and District Staff in determining whether they should exclude themselves from Bid Award decision making where they have, or may be perceived as having a conflict of interest, and to determine compliance with Nevada Revised Statute 281A.430, contracts in which a public officer or employee has interest is prohibited.

General Instructions

Completion and submission of this Form is a condition of approval or renewal of a contract or lease and/or release of monetary funding between the disclosing entity and the Las Vegas-Clark County Library District. Failure to submit the requested information may result in a refusal by the BOT to enter into an agreement/contract and/or release monetary funding to such disclosing entity.

Detailed Instructions

All sections of the Disclosure of Ownership form must be completed. If not applicable, write in N/A.

Business Entity Type – Indicate if the entity is an Individual, Partnership, Limited Liability Company, Corporation, Trust, Non-profit Organization, or Other. When selecting 'Other', provide a description of the legal entity.

Non-Profit Organization (NPO) - Any non-profit corporation, group, association, or corporation duly filed and registered as required by state law.

Business Designation Group – Indicate if entity is one of the following. This is needed in order to provide utilization statistics to the Legislative Council Bureau, and will be used only for such purpose. Select all that apply.

- **Minority Owned Business Enterprise (MBE):** An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.
- **Women Owned Business Enterprise (WBE):** An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.
- **Physically-Challenged Business Enterprise (PBE):** An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.
- **Emerging Small Business (ESB):** Certified by the Nevada Governor's Office of Economic Development effective January, 2014. Approved into Nevada law during the 77th Legislative session as a result of AB294.
- **Small Business Enterprise (SBE):** An independent and continuing business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.
- **Large Business Enterprise (LBE):** An independent and continuing business for profit which performs a commercially useful function and is NOT located in the State of Nevada.
- **Nevada Business Enterprise (NBE):** Any Nevada business which has the resources necessary to sufficiently perform identified County projects, and is owned or controlled by individuals that are not designated as socially or economically disadvantaged.

Business Name (include d.b.a., if applicable) – Enter the legal name of the business entity and enter the "Doing Business As" (d.b.a.) name, if applicable.

Corporate/Business Address, Business Telephone, Business Fax, and Email – Enter all contact information requested.

Nevada Local Business Address, Local Business Telephone, Local Business Fax, and Email – If business entity is out-of-state, but operates the business from a location in Nevada, enter all Nevada contact information. Please note: the local address must be an address from which the business is operating. Please do not include a P.O. Box number, unless required by the U.S. Postal Service, or a business license hanging address.

Number of Clark County Nevada Residents employed by this firm. Do not leave blank. If none or zero, put the number 0 in the space provided.

List of Owners/Officers – Include the full name, title and percentage of ownership of each person who has ownership or financial interest in the business entity. If the business is a publicly-traded corporation or non-profit organization, list all Corporate Officers and Directors only.

For All Contracts – (Not required for publicly-traded corporations)

- 1) Indicate if any member, partner, owner or principal involved in the business entity is an employee or appointed official of the Las Vegas-Clark County Library District. If yes, the following paragraph applies.

In accordance with NRS 281A.430.1, a public officer or employee shall not bid on or enter into a contract between a government agency and any private business in which he has a significant financial interest, except as provided for in subsections 2, 3, and 4.

- 2) Indicate if any member, partner, owner or principal involved in the business entity has a second degree of consanguinity or affinity relation to any employee or appointed/elected official of the Las Vegas-Clark County Library District – see (reference form on Page 2 for definition).

If YES, complete the Disclosure of Relationship Form.

A professional service is defined as a personal service which may legally be performed only pursuant to a license, certificate of registration, or other legal authorization (NRS 89.020.10) such as legal services, architectural and engineering services, insurance broker, investment management, auditing, etc.

Signature and Print Name – Requires signature of an authorized representative and the date signed.

Disclosure of Relationship Form – If any member, partner, owner or principal involved in the business entity has a second degree of consanguinity or affinity relation to any employee or appointed/elected official of the Las Vegas-Clark County Library District, this form MUST be completed in its entirety.

DISCLOSURE OF OWNERSHIP/PRINCIPALS

Business Entity Type (Please CIRCLE one)						
Sole Proprietorship	Partnership	Limited Liability Company	Corporation	Trust	Non-Profit Organization	Other
Business Designation Group (Please CIRCLE ALL that apply)						
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:			6			
Corporate/Business Entity Name:		HintonBurdick Nevada, LLC				
(Include d.b.a., if applicable)		HintonBurdick CPAs & Advisors				
Street Address:		590 West Mesquite Blvd., Suite 201				
City, State, and Zip Code:		Mesquite, Nevada 89027		Contact Name:		R. McKay Hall, CPA, CISA, CITP, CFE
Telephone No:		888-566-1277		Title:		Audit Partner
Fax No:		702-346-3464		Email:		mhall@hintonburdick.com
Nevada Local Street Address: (If different from above)				Website:		https://www.hintonburdick.com/
City, State and Zip Code:				Local Contact Name:		
Local Telephone No:				Title:		
Local Fax No:				Email:		

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

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

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

FULL NAME	TITLE	% OWNED (Not required for Publicly Traded Corporations/Non-profit organizations)
See Attached List	See Attached List	See Attached List

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

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

☐ Yes ☒ No

(If yes, please note LVCCLD employees and appointed/elected officials may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)

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

☐ Yes ☒ No

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

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

Signature

Audit Partner

Title

R. McKay Hall

Print Name

January 19, 2022

Date

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

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

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

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

CONTRACTOR SIGNATURE BLOCK

Legal Name of Bidder (Prime Contractor) As It Should Appear on Contract	HintonBurdick CPAs & Advisors
Name of Bidder's Authorized Representative	R. McKay Hall
Title of Bidder's Authorized Representative	Audit Partner
Signature of Bidder's Authorized Representative	
Today's Date	January 19, 2022

Below for LVCCLD Use Only:

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

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

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

Notes/Comments: _____

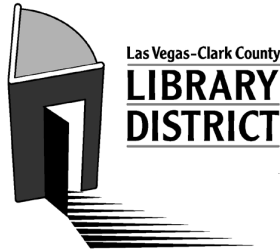
Name: _____ Date: _____

Title: _____

Attachment 1:

Licensed CPA Members:

<u>Name</u>	<u>Title</u>	<u>Ownership %</u>
Steve Palmer	Partner	9.30%
Todd Feltner	Partner	9.30%
Chad Atkinson	Partner	9.30%
Phillip Peine	Partner	9.30%
Michael Torgerson	Partner	6.98%
Mark Tichenor	Partner	9.30%
Kris Braunberger	Partner	9.30%
Michael Spilker	Partner	9.30%
Robert Cox	Partner	9.30%
Morris Peacock	Partner	9.30%
Tad Tuttle	Partner	4.65%
Michael P Bruner	Partner	4.65%



ITEM VIII.B.2.

AGENDA ITEM

FEBRUARY 10, 2022 MEETING OF THE BOARD OF TRUSTEES

Agenda Item# VIII.B.2.:

Discussion and Possible Board Action to implement the Wage Analysis compensation recommendations for the Administrative Team.

Background:

At the February 2021 Board of Trustees meeting, a motion was made, and approved, to freeze the annual base pay rates, and associated pay ranges, of the Administrative Team (formerly Executive Council) pending a formal compensation wage survey and evaluation performed by a 3rd party consulting firm. One of the primary goals of the evaluation would be to evaluate whether, or not, the District salaries and pay ranges (direct compensation) are externally competitive and reasonable within the defined market (library systems and local government).

At the June 2021 Board of Trustees meeting, Koff & Associates was selected to perform a comprehensive wage analysis (survey) and evaluation of the District's, direct (Base Salary) and indirect (Benefits), compensation plans. The RFP's scope of work outlined two phases. Phase 1 would evaluate the base pay and salary ranges of the Administrative Team and Phase 2 would evaluate the base pay for all other positions. Phase 2 would also include a market survey and evaluation of all indirect compensation (Benefits) plans offered by the District.

Koff & Associates contacted and surveyed the following organizations to obtain compensation data on comparable (benchmark) positions and benefits plans: Clark County Nevada, City of Las Vegas, Los Angeles County Library, Orange County Library, Maricopa County Library, City of Phoenix, Denver Public Library, Cuyahoga County Public Library, King County Library, Seattle Public Library and San Francisco Public Library. In addition, the Economic Research Institute's (ERI) database was utilized for additional data and all data was adjusted for geographical differences in employment cost.

Summary of Phase 1 results:

Koff and Associates was able to obtain wage data on all nine (9) of the Administrative Team positions. The key data point for comparing wage market position(s) consisted of the salary range top pay rates (Range Maximums) from all of the participating organizations. From the range of top pay rates (Range Maximum), across all organizations surveyed, a Median (50th) percentile and a 90th percentile was determined for each position's top rate (Range Maximum). The current LVCCLD top pay rates (Range Maximums) and each incumbent's actual base salary were then compared to the 90th percentile and the 50th percentile of the survey data.

Although none of the position incumbents base salary exceeded the 90th percentile, all of the current top pay rates (Range Maximums) exceeded the 50th percentile, and seven (7) of the nine (9) positions top pay rates (Range Maximums) exceed the 90th percentile. In summary, the Administrative Team's current base pay rates were within market; however, seven (7) of the positions current top pay rate (Range Maximums) exceeded the 90th percentile.

Koff and Associates proposed a new pay structure for the Administrative Team (attached) and recommended the District consider using the Median (surveyed top rate) plus 10% as a guideline when assigning positions to a specific pay grade based on external equity. Internal equity was also considered when assigning positions to the new pay grades.

Using the Median plus 10% guideline (not to exceed range maximums) will allow the Administrative Team's base pay rates to increase based on performance merit and COLA increases but reduce the top pay rate for seven (7) of the nine (9) positions by (7.75%) ensuring incumbent pay remained below the 90th percentile. These newly implemented pay ranges, including the associated top pay rates (Range Maximum) should be frozen for the next 24-months in order to allow the external wage market to "catch-up" with the top rates. In the current economic environment, the wage market is projected to increase five (5) to ten (10) percent in the next 24-months.


Recommended Action:

Motion to authorize staff to implement the following compensation actions, related specifically to the Administrative Team, and reviewed and recommended by Koff and Associates:

1. Implement the pay grades and associated pay ranges recommended by Koff and Associates;
2. Freeze the pay ranges recommended by Koff and Associates for a period of 24-months;
3. Release the Administrative Team's performance merit and COLA increases effective July 1, 2021 and July 1, 2022 (not-to-exceed new range maximums);
4. Allow for Non-PERS lump sum payment(s) for performance merits and general increases that would move incumbent base rates in excess of the new range maximums; and
5. After July 1, 2022, on an annual basis, charge the Executive Director to provide a performance merit increase and general increase (COLA, Market etc.) recommendation to the Board of Trustees, independent of all Collective Bargaining Agreements, for approval

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Compensation: Key Concepts and Terms



Jeffrey P. Serpico
Director of Human
Resources

Financial Compensation

Direct Compensation Components

- Base salary (Annual Salary, Hourly Rate).
- Premium payments (overtime, shift differentials, longevity pay.).
- Contingent programs (incentive plans, bonuses or achievement award, merit pay).

Indirect Compensation Components

- Protection programs (Social Security, Worker's Compensation, Unemployment Compensation, pension plans, health, dental, vision, life, accidental death and long term disability insurance.)
- Paid Leave (vacations, holidays, jury duty, sick leave, military leave.)

Ideal Direct Compensation Program Objectives

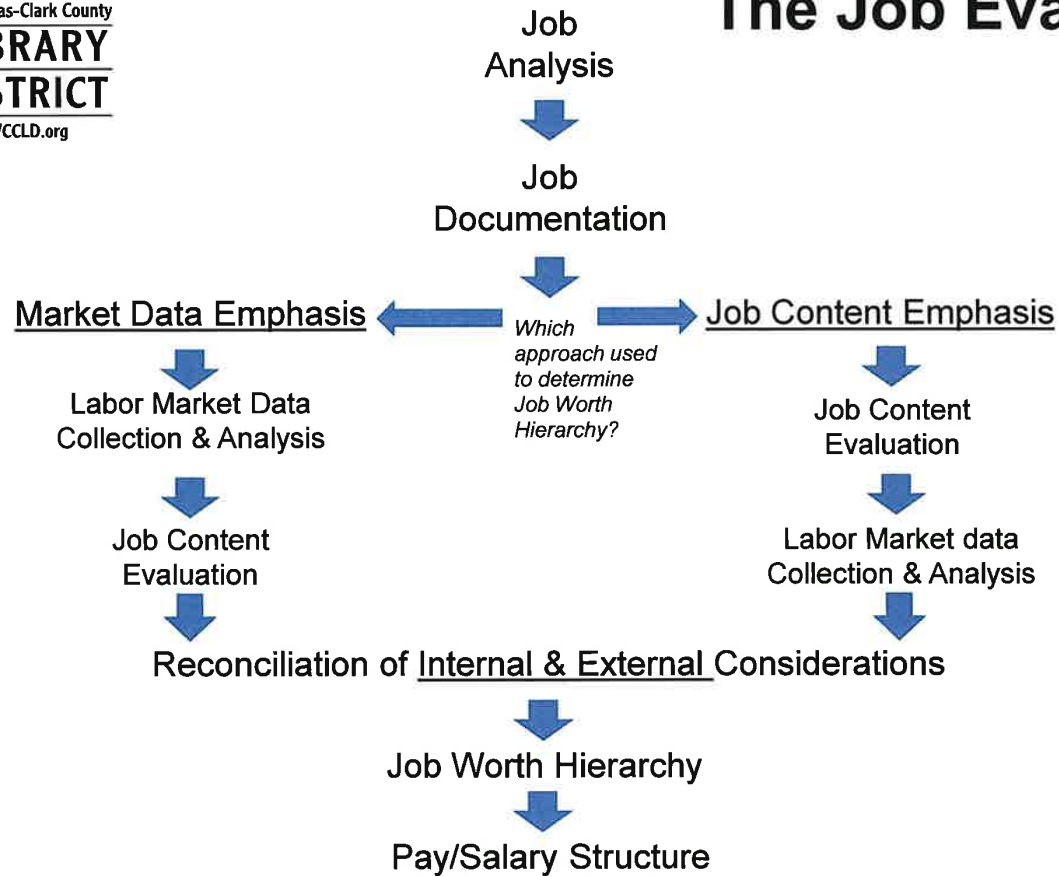
Externally Competitive (Outside Organizations)

- Identify competitive market rates (published or custom survey).
 - Benchmark Jobs (similar job across industry/sectors).
 - Comparable Organizations (Geographic Area, FTEs, Industry/Sector, Budget/Revenue).
 - Adjust for geographic employment costs.
 - Survey key data points (Base Pay) Mean, Weighted Mean, Range Minimum, Range Maximum (top rate, top step).
 - Summary statistics for key data points for all participating organizations (Minimum, Maximum, Median, Mean, Weighted Mean, Percentiles 25th , 90th).

Internally Equitable (Inside Organization)

- Comparisons made among people in same job (Experience, Skills, Tenure).
- Comparisons made among people in different jobs (Knowledge, Skills, Abilities, Industry Practice, Labor Market, Responsibility).

The Job Evaluation Process



Pay Structure, Pay Range, Pay Grade

A pay structure consists of a series of pay ranges or “grades” each with a minimum and maximum pay rate.

The purpose of grades is to be able to refer to a compensation range within which multiple job may be grouped that have similar value based on internal comparisons and external market data.

Pay Grade	Proposed Salary Range		
	Minimum	Mid Point	Maximum
1	76,008	87,989	101,858
2	79,809	92,389	106,951
3	83,799	97,008	112,299
4	87,989	101,858	117,914
5	92,389	106,951	123,810

Minimum, Midpoint & Maximum

Pay ranges typically have three (3) reference points:

1. The minimum of the pay range represents the lowest rate you are willing to pay for the job. This rate is typically set 10%, 15% or 22.5% lower than the pay range midpoint or 30%, 45% or 60% below the maximum. Typically, the minimum pay rate is offered to candidates who just meet the minimum qualifications of a job.
2. The midpoint of the pay range represents the middle rate you are willing to pay for the job. This rate is typically set 10%, 15% or 22.5% higher than the pay range minimum or 10%, 15% or 22.5% lower than the pay range maximum. The midpoint in many compensation plans is set equal to the market average (mean).
3. The maximum of the pay range represents the highest rate you are willing to pay for the job. This rate is typically set 10%, 15% or 22.5% higher than the pay range midpoint. This rate is typically set 10%, 15% or 20% higher than the pay range midpoint or 30%, 45% or 60% above the minimum. Key reference point in minimum/maximum pay structures common in many government entities.

Range Spread

The difference between the maximum and minimum is the “range spread” or the “width” of the range.

Range spread, or width, is usually expressed as a percentage of the difference between the minimum and maximum divided by the minimum (30%, 45%, 60% etc.).

Pay Grade	Proposed Salary Range		
	Minimum	Mid Point	Maximum
1	76,008	87,989	101,858
2	79,809	92,389	106,951
3	83,799	97,008	112,299
4	87,989	101,858	117,914
5	92,389	106,951	123,810

Range Spread Grade 1 =

$$(\$101,858 - \$76,008) / \$76,008 = 0.34 \text{ or } 34\%$$

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Point Progression

The difference between key pay range reference points (Minimum, Midpoint, Maximum), as pay grades increase, usually expressed as a percentage (3%, 5%, or Variable 5% to 10%).

A consistent point progression in your salary structure means there is **equal and consistent pay increases between salary grades** as employees move up, or down, from one range or position to the next. Consistent point progression also helps when you determine promotional increases or reclassification increases for employees.

Pay Grade	Proposed Salary Range		
	Minimum	Mid Point	Maximum
1	76,008	87,989	101,858
2	79,809	92,389	106,951
3	83,799	97,008	112,299
4	87,989	101,858	117,914
5	92,389	106,951	123,810

Point Progression Grades 1 to 2 = 5%

(Midpoint Grade 2 minus Midpoint Grade 1) / Midpoint Grade 1)
 (\$92,389 - \$87,989) / \$87,989 = .05 or 5%

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Compa-ratio

Compa-ratio is a measure that expresses current pay rates as a percentage of range midpoints or other key reference points such as range maximums. Where the midpoint of a pay range represents full market pay, the ratio of the employee's actual salary to that midpoint indicates whether the employee is paid below, at or above market rates.

*Where the range maximum is utilized as the key market reference point, the ratio of the employee's actual salary to that maximum indicates whether the employee is paid below, at or above maximum "top" market rates. The ratio of an employee's actual salary to the range maximum can also assist in determining whether base compensation rates are reasonable and not excessive.

50th90th

Pay Grade	Proposed Salary Range		
	Minimum	Mid Point	Maximum
1	76,008	87,989	101,858
2	79,809	92,389	106,951
3	83,799	97,008	112,299
4	87,989	101,858	117,914
5	92,389	106,951	123,810

*Calculating the Compa-ratio (CR):

- Employee's base rate = \$104,820
- Employee is assigned to Grade 1
- $CR = \$104,820 / \$101,858 = 1.029$ or 102%.

Types Salary of Increases

- General Increases:
 - Designed to make sure employees' pay keeps pace with peers in the labor market.
 - COLA (cost-of-living) designed to protect employees' purchasing power against erosion caused by inflation.
 - Market (across-the-board) may also be job specific based on Labor Market (skill shortages etc.).
- Within-Range Increases:
 - Designed to move employees forward in their assigned pay range
 - Merit Increases designed to relate differences in pay for the same job to differences in work performance (usually based on matrix of pay increase percentages varying by performance level).
 - Step increases based primarily based on length of service (pay range divided into a number of pay rates, or steps, increases automatic if performance satisfactory).
- Promotion Increase:
 - Increases granted to employees who are prompted from one job to another job with higher value to the organization (higher pay grade)
 - The size of a promotional increase is influenced by a number of factors:
 - Magnitude of promotion, as measured by difference between pay ranges assigned to the old and new jobs (Point Progression)
 - Existing pay relationships among the employee's peers, superiors and subordinates.

Las Vegas - Clark County Library District Proposed Salary Range Structure
February 2022

FACTORS
Range 6, Step 6, Annual
\$130,000.00
Range Increase
5.00%

Salary Range	Proposed Salary Range			
	Minimum	Mid Point	Maximum	
1	76,008	87,989	101,858	
2	79,809	92,389	106,951	
3	83,799	97,008	112,299	
4	87,989	101,858	117,914	
5	92,389	106,951	123,810	
6	97,008	112,299	130,000	
7	101,858	117,914	136,500	
8	106,951	123,810	143,325	
9	112,299	130,000	150,491	
10	117,914	136,500	158,016	
11	123,810	143,325	165,917	
12	130,000	150,491	174,212	Director(s): Branding & Marketing, Operations, Development, Community Engagement, General Services, Human Resources
13	136,500	158,016	182,923	Chief Financial Officer
14	143,325	165,917	192,069	Chief Information Officer
15	150,491	174,212	201,673	
16	158,016	182,923	211,756	
17	165,917	192,069	222,344	
18	174,212	201,673	233,461	
19	182,923	211,756	245,134	
20	192,069	222,344	257,391	Executive Director
21	201,673	233,461	270,261	
22	211,756	245,134	283,774	

Final Regular Board of Trustees Meeting February 10, 2022 - Item VIII- New Business

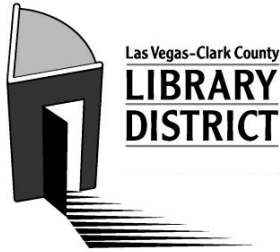
2/4/2022

LVCCLD: Administrative Team Job Evaluation February 2022

Job Information		LVCCLD Current State			Market Survey Data		Recommendation (Future State)							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
LVCCLD Position Title	Survey Benchmark	LVCCLD Incumbent Annual Salary	LVCCLD Range Maximum Annual Salary	LVCCLD Range Maximum (top rate) to Surveyed 90th Percentile	Surveyed Median Top Annual Median Rate (Market) *50th Percentile	Surveyed Top Annual Maximum Rate (Market) *90th Percentile	Maximum (top rate) Annual Salary Market Placement (Median + 10.0%)	(Ratio of Median + 10%) Range Maximum (top rate) to Surveyed 90th Percentile	Proposed Salary Range	Proposed Maximum (top rate) Annual Salary (per new Salary Schedule)	(Ratio) Proposed Maximum (top rate) Annual Salary (per new Salary Schedule) to Surveyed 90th Percentile	(Ratio) Incumbent Rate to Proposed Maximum (top rate) Salary Rate	Proposed Maximum Salary vs. Current LVCCLD Maximum (top rate) Salary	Rationale
Executive Director	Yes	\$220,000	\$ 248,523	95.2%	\$215,045	\$261,069	\$236,550	90.6%	20	\$257,391	98.59%	85.5%	3.57%	External market equity.
Chief Information Officer	Yes	\$184,101	\$ 188,846	95.5%	\$179,303	\$197,845	\$197,233	99.7%	14	\$192,069	97.08%	95.9%	1.71%	External market equity.
Chief Financial Officer	Yes	\$146,956	\$ 188,846	100.0%	\$169,803	\$188,802	\$186,783	98.9%	13	\$182,923	96.89%	80.3%	-3.14%	External market equity.
Community Engagement Director	Yes	\$134,502	\$ 188,846	112.3%	\$143,854	\$168,097	\$158,239	94.1%	12	\$174,212	103.64%	77.2%	-7.75%	External market equity and internal equity.
Development and Planning Director	Yes	\$130,000	\$ 188,846	106.3%	\$140,189	\$177,678	\$154,208	86.8%	12	\$174,212	98.05%	74.6%	-7.75%	External market equity and internal equity.
General Services Director	Yes	\$139,961	\$ 188,846	101.9%	\$140,836	\$185,355	\$154,920	83.6%	12	\$174,212	93.99%	80.3%	-7.75%	External market equity and internal equity.
Human Resources Director	Yes	\$136,000	\$ 188,846	99.9%	\$163,858	\$189,053	\$180,244	95.3%	12	\$174,212	92.15%	78.1%	-7.75%	External market equity and internal equity.
Library Operations Director	Yes	\$145,560	\$ 188,846	108.1%	\$143,300	\$174,751	\$157,630	90.2%	12	\$174,212	99.69%	83.6%	-7.75%	External market equity and internal equity.
Branding and Marketing Director	Yes	\$157,381	\$ 188,846	105.1%	\$162,382	\$179,713	\$178,620	99.4%	12	\$174,212	96.94%	90.3%	-7.75%	External market equity and internal equity.

Legend for columns:

Column 1 - Las Vegas-Clark County Library District's Classification Title.
Column 2 - Indicates if this classification was a benchmark for the compensation survey.
Column 3 - Indicates the incumbents current annual salary.
Column 4 - Indicates the current LVCCLD maximum salary (top rate) for this position.
Column 5 - Compares the LVCCLD maximum salary to the surveyed maximum rate (90th percentile) [Compa-ratio: column 4 / column 7].
Column 6 - Indicates the Median maximum salary (top rate) derived from the salary survey results.
Column 7 - Indicates the 90th percentile maximum salary (top rate) derived from the salary survey results.
Column 8 - Indicates market placement (Median + 10%) - Not to exceed the 90th percentile.
Column 9 - Compares the (Median + 10%) to the surveyed maximum rate (90th percentile) [Comp-ratio: column 8 / column 7].
Column 10 - Indicates salary range number of consultant's newly recommended salary range schedule.
Column 11 - Indicates the annual salary maximum (top rate) of the consultant's newly recommended salary ranges.
Column 12 - Compares the annual salary maximum (top rate) of the consultants newly recommended salary range to the surveyed maximum rate (90th percentile) [Compa-ratio: column 11 / column 7].
Column 13 - Compares the incumbents current annual salary to the annual salary maximum (top rate) of the consultant's newly recommended ranges [Compa-ratio: column 3 / column 11].
Column 14 - Compares the annual salary maximum (top rate) of the consultant's newly recommended salary ranges to the current LVCCLD maximum salary (top rate) for this position [Compa-ratio: column 11 / column 4].
Column 15 - The rationale expresses how the consultant arrived at each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).



ITEM VIII.B.3.

AGENDA ITEM

FEBRUARY 10, 2022 MEETING OF THE BOARD OF TRUSTEES

Agenda Item # VIII.B.3.:

Discussion and possible Board action to change the start time of the monthly Las Vegas-Clark County Board of Trustees' meeting to 5:00pm

Background:

Several members of the Board of Trustees and District staff recently expressed interest in holding regular board meetings at an earlier time. Based on the availability of staff and Board members, it was determined a 5:00pm meeting start time would best accommodate the schedules of all Board members and required district staff.

Recommended Action:

Motion to change the monthly Las Vegas-Clark County Board of Trustees' meeting start time from 6:00pm to 5:00pm, beginning in March of 2022.