

## **ITEM III.**

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Meeting  
February 9, 2023**

DATE: Thursday, February 9, 2023

TIME: 5:00 p.m.

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

Online via YouTube

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

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

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

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

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

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

The public comment period at library district board meetings shall be limited

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

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

IV. Approval of Proposed Minutes (For possible action)

A. Regular Board Meeting, January 19, 2023

V. Chair’s Report

A. Board discussion and possible appointment of a Foundation Committee working group

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- KME Presentation  
c. Human Resources Report

VII. Unfinished Business- None

VIII. New Business

A. Consent Agenda

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

1. Discussion and possible Board action regarding contract award for the purchase of theater lighting equipment for various District locations.

B. Regular Agenda

1. Discussion and possible Board action to cease transferring bookstore funds to the Las Vegas Clark County Library District Foundation.

IX. Announcements

Finance and Audit Committee meeting will be held on Thursday, February 23, 2023 at 3:30pm via Zoom.

The March Board meeting will be held on Thursday, March 9, 2023, at 5:00pm. Location: West Las Vegas Library, 951 W Lake Mead Blvd, Las Vegas, NV 89106.

The April Board meeting will be held on Thursday, April 20, 2023, at 5:00pm. Location: Clark County Library, 1401 E Flamingo Rd, Las Vegas, NV 89119.

The May Board meeting will be held on Thursday, May 18, 2023, at 5:00pm. Location: West Las Vegas Library, 951 W Lake Mead Blvd, Las Vegas, NV 89106.

X. Public Comment

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

Anyone wishing to comment via email during the meeting must send an

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email to [boardcomments@lvccld.org](mailto:boardcomments@lvccld.org). The email must include the commenter's name, legal address, and this agenda item. Email comments are limited to 500 in words in length and must also identify whether the commenter wants their remarks to be included in the minutes of the meeting. Any comments which do not state the commenter's name, legal address, or exceed 500 words in length shall not be considered.

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

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

- XII. Adjournment

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

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

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

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, [www.lvccld.org](http://www.lvccld.org) and at Nevada Public Notice at <https://notice.nv.gov>. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Friday, February 3, 2023, 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. Las Vegas-Clark County Library District website  
[www.lvcclld.org](http://www.lvcclld.org)

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

- D. Live Stream Connection information:  
<https://youtu.be/PknzO7k6ub0> 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 19, 2023**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the Whitney Library, Las Vegas, Nevada, at 5:00 p.m., Thursday, January 19, 2023.

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

Counsel: G. Welt

Absent: K. Benavidez (Excused)

Staff: Kelvin Watson, Executive Director  
Numerous Staff

Guests: None.

The meeting began at 5:02 p.m.

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

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

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

**Approval of Proposed Minutes of the Regular Board of Trustees Meetings on December 8, 2022. (Item IV.)** Vice Chair Waugh moved to approve the Minutes of the Regular Board of Trustees Meeting on December 8, 2022.  
There was no opposition and the motion carried.

**Chair's Report (Item V.)** During the Chair's Report Counsel Welt read a letter that he and Lauri S. Thompson, Esq. of Greenberg Traurig, submitted to the Board of Trustees in regards to questions asked by Trustee Whiteley from a prior meeting, regarding the compliance with the Foundation Agreement. During a meeting with Chair Wilson, Executive Director Watson, Trustee Benavidez, Trustee Ortiz, and President Sanchez of the

Foundation concerns the Foundation had with the Agreement and asked for clarity.

**[Counsel Welt read attached letter into the record]**

Trustee Ortiz asked that this be added to next month's agenda because the presentation is not open for discussion. Counsel Welt responded that the reading of the letter is informational only.

Counsel Welt explained he wanted an independent lawyer to review the agreement and issue a report of her findings. Counsel Welt also explained that law changed during COVID that now allows the Library District to sell its used books in any manner it deems advisable and does not have to go through a nonprofit. The funds can be kept and used to meet the needs of the library.

Vice Chair Waugh asked Chair Wilson what his intent with the letter will be in regards to the next steps. Chair Wilson responded that he wanted to report the findings to the Foundation but was not able to get on the Foundation agenda. A copy of the letter will be forwarded to the Library District's Board, as well as the Foundation Board and will wait for a meeting invitation. An agenda item will come in the near future to discuss the partnership moving forward.

Trustee Rogers wanted to know why the letter was not presented to the Board for review before being presented at the meeting because of the distinct actionable items within the letter. Counsel Welt responded that any actions that should be taken would need to be requested for a future meeting.

**Library Reports  
(Item VI.)**

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

Director Watson reported that an email was sent to the Trustees regarding the Whitney public restroom safety concern that was submitted by a staff member. Director Watson stated that there has been no changes in the Library District's position from his office regarding branch refreshes. He also stated that the West Las Vegas Library Project has not put a hold on any refresh or remodeling plans. An update was given on the Whitney refresh project during the December Town Hall Meeting for the Strategic Playbook. The update was not just about the restroom refresh, but included the refresh for the entire youth area at Whitney, which is scheduled for the third quarter of the year.

John Vino, General Services Director took some responsibility for the miscommunication of the project to the Whitney staff. Architects were hired and the new design was created. It has been budgeted in for this fiscal year and additional funds were added for a full refresh for Whitney Library.

The staff person was not present to speak on the matter.

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

Vice Chair Waugh acknowledged appreciation to Director Watson and Leo Segura, Library Operations Director for facilitating his visits to Moapa Town Library, Moapa Valley Library, and Mesquite Library. He was able to meet and speak with staff to discuss their concerns.

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

Trustee Whiteley acknowledge the BAM team for the terrific job of engagement of social media, such as Twitter and TikTok. The engagement is bringing in young people to the Library District.

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

No questions.

**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.)**

**[Insert from December 8, 2022 Minutes]**

*Trustee Ortiz directed everyone to page 207 of the November Budget Report, to question the increase in the General Fund Administration Library Operations of \$992,376. Trustee Ortiz stated that he remembers the amount being under \$500,000 and wanted to know where the extra expense came from. Floresto Cabias, Chief Financial Officer was given time to review the report in order to give a response.*

*It was decided by Chair Wilson and Trustee Ortiz to give Mr. Cabias time to thoroughly research to provide in the financial report to the Executive Director for the upcoming month.*

Follow up: Trustee Ortiz stated that he received the answer to the question asked and is satisfied with the response given.

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

No questions.

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

No questions.

Chair Wilson accepted the Library Reports.

**Executive Session  
(Item VII.)**

**[Closed Executive session off record from 5:30pm to 6:04pm]**

Regular session resumed at 6:05pm

**Unfinished Business  
(Item VIII.)**

None.

**New Business  
(Item IX.)**

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

Vice Chair Waugh moved to approve the consent agenda. Trustee Whiteley second the motion.

There was no opposition and the motion carried.

**Discussion and  
possible Board  
action regarding  
contract award for  
Branding  
Implementation  
Signage.  
(Item IX.A.1.)**

No question.

**Discussion and  
possible Board  
action regarding  
contract award for  
the HVAC system  
chiller replacement  
at the Enterprise  
Library.  
(Item IX.A.2.)**

No question.

**Discussion and  
possible Board  
action regarding  
approval of the  
schematic design  
phase for the West  
Las Vegas Library.  
(Item IX.A.3.)**

No question.

**Discussion and possible Board action regarding a retainer agreement for the District's General Counsel. (Item IX.A.4.)**

No question.

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

**Discussion and possible Board action regarding approval of Settlement Agreement and Release to resolve litigation filed by former employee, upon recommendation by counsel. (Item IX.B.1.)**

**[Chair Wilson read Agenda Item # IX.B.1. into the record]**

Vice Chair Waugh stated that he discussed the agenda item with Director Watson prior to the meeting and disagreed with the strategy, however he respects the Executive Director's judgment and analysis on the situation.

Chair Wilson also addressed his concerns stating that the decision is allowing at-will employees that are separated from the District, to find a contingency lawyer and sue the Library District for a check to be given. He stated he did not like the decision and does not support it.

Vice Chair Waugh made a motion to approve the Settlement Agreement and Release and direct the Executive Director to execute the Agreement on behalf of the District.

Chair Wilson was not in favor of the motion. The motion carried.

**Discussion and possible Board action to nominate and appoint a new Las Vegas-Clark County Library District Board Trustee, as a Director for the Las Vegas-Clark County Library District Foundation Board of Directors. (Item IX.B.2.)**

Counsel Welt reported as part of his analysis, the bylaws require that the Board of Trustees appoint two of its Trustees to represent the District while serving on the Foundation Board. Trustee Ortiz was directly appointed by the Foundation which leaves one remaining slot to be filled along with Trustee Benavidez.

Vice Chair Waugh made a motion to nominate and appoint Trustee Kate Turner Whiteley as the additional Las Vegas-Clark County Foundation Board Director. Chair Wilson second the motion.

There was no opposition and the motion carried.

**Announcements (Item X.)**

The February Board meeting will be held on Thursday, February 9, 2023, at 5:00pm. Location: Windmill Library, 7060 W Windmill Lane, Las Vegas, NV 89113.

The March Board meeting will be held on Thursday, March 9, 2023, at

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5:00pm. Location: West Las Vegas Library, 951 W Lake Mead Blvd, Las Vegas, NV 89106.

Trustee Foyt thanked the trustees and Counsel Welt for participating in the Socks for the Unhoused in the Community project.

**Public Comment  
(Item XI.)**

Richard Manhattan, 5757 Wayne Newton Boulevard 11211, Las Vegas Nevada 89111

Mr. Manhattan commented that he was confused with the vote of the consent agenda. He thought there would be a discussion about the items in that section. He suggested that the Board state the Consent Agenda will be voted on as a block with no discussion.

**Adjournment  
(Item XII.)**

Chair Wilson adjourned the meeting at 6:15p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

# WELT LAW

ATTORNEYS AT LAW

SOCIAL SECURITY DISABILITY & GUARDIANSHIP  
REPRESENTING NEVADA'S INJURED, SICK AND DISABLED

January 4, 2023

Mr. Brian Wilson  
Chairman  
Las Vegas-Clark County Library District Board of Trustees  
7060 West Windmill Lane  
Las Vegas, NV 89113

RE: MEMO: Compliance with Agreement with Las Vegas-Clark County Library District  
and Bylaws for Las Vegas-Clark County Library Foundation

Dear Mr. Wilson,

In response to The Foundation's request for the District to summarize the responsibilities and duties of the respective parties, we have prepared this short summary at your direction.

In reviewing the documents between the Las Vegas Clark County Library District and The Foundation, we believe that the Las Vegas-Clark County Library Foundation is not in compliance with the 2009 Agreement between The District and The Foundation and extended in 2019 to 2024 (the "Bookstore Agreement"). This Agreement was entered into for the sale of books no longer needed by The District, to raise funds exclusively for The District. The Agreement's intent was to maximize the dollars to be raised for The District. To meet this purpose, Article V of the Agreement required The Foundation to use Foundation volunteers. We have been advised that the Foundation has in fact hired an employee, which goes against the terms of the Bookstore Agreement, as well as the bylaws for The Foundation (the "Bylaws").

The Bylaws, in Article 8, state that The Foundation shall have no employees. The District has relied on this additional assurance that employee expenses are not taken out of the money obtained from book sales. However, this is going to be a moot point going forward. The District can and should sell the books without using a non-profit to hold the funds pursuant to NRS 332.185. The District can keep the book sale funds and use them directly for its purposes. It also makes the Bookstore Agreement terminate as moot.

We recognize that this eliminates one of the primary fundraising activities of The Foundation. The Foundation going forward shall have to fundraise in other ways to cover its own expenses. Furthermore, The District must keep its employees from providing direct services to The Foundation. While a joint effort can be made to share information, we cannot have any District employees taking directives for "work tasks" from The Foundation. The District must make sure it operates separately from The Foundation. We have previously advised you delineate the duties of each party.

GERALD M. WELT, ESQ.  
TIFFANY WELT DOCTORS, ESQ.  
411 E. BONNEVILLE AVE. #410 LAS VEGAS, NV 89101  
P 702.382.2030 | F 702.684.5157 | WWW.WELTLAW.COM



January 5, 2023

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As you know there is an ongoing legal claim against The Foundation and its board. The District needs to make sure that The Foundation and The District are not commingling any activities that could subject one entity to be held responsible for the others activities. The Foundation is a fundraising organization, and its fundraising must be carried out separately from The District.

Such funds gained by The Foundation are then to be provided solely to The District. This is set forth in the mission statement that allows The Foundation to operate:

*The Las Vegas-Clark County Library District Foundation was formed to enable individuals and organizations to invest in the exceptional work of the Las Vegas-Clark County Library District and enhance the quality and range of library services available to District residents beyond the level possible with public funds alone.*

The District can cooperate with The Foundation to maximize the fundraising opportunities. The District Development Director can continue to provide any information to The Foundation that is needed to secure a donation. If The District does find a lead for a fundraising opportunity, that it is prohibited from pursuing directly, The District can share that lead with The Foundation.

We would also like to address another issue relating to appointment of Trustees for The Foundation. The Foundation bylaws require that District board approval is needed for two of the Trustee positions. We believe this has not been followed and Trustees have been appointed without District approval. You will need to discuss with The Foundation how to rectify this now and for the future.

The intent of this memo is to clarify The District's and The Foundation's legal and contractual obligations. We now no longer have express contractual obligations due to the Bookstore Agreement becoming void but we still have our legal obligations. We, through the Board should continue our mutual goal to *enhance the quality and range of library services available to District residents*. We trust that this answers your request.

Sincerely,

GERALD M. WELT, ESQ., General Counsel

LAURI S. THOMPSON, ESQ., Outside Counsel with Greenberg Traurig, LLP

cc: Kelvin Watson

## ITEM VI.A.



### MEMORANDUM

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**TO:** Board of Trustees  
**FROM:** Kelvin A. Watson, Executive Director  
**DATE:** January 31, 2023  
**SUBJECT:** Executive Director's Monthly Report, February 2023

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 9, 2023 meeting. I have supplemented this with information in the board packet and distributed to Trustees.

Attended the EPG 2023 Workforce Development Convening with leaders from DC, MD, and VA. Toured several of their America Job Center sites with Jaime Cruz, Executive Director of Workforce Connections.

Attended the BiblioApps Demonstration with staff for a new potential Library District app.

Attended the Las Vegas City Council and Planning Commission Meeting with John Vino, for approval of the new West Las Vegas Library plan. The plan was approved and will go before Las Vegas City Council on February 15.

Met with Michelle Jackson, President & CEO of Junior Achievement, to discuss future partnership and programming with the Library District.

Met with Regional Medical Library Principal Investigator & Director and administration team, to discuss opportunities for funding, programs, and training for health needs in the Clark County community.

Met with Anthony Chow, Director of San Jose University & School of Information to discuss partnerships and EDI within the Library profession.

Met with Roseman University College of Medicine along with JoAnn Prevetti to discuss potential partnership. (Tour of Library District location will be given next month)

Attended the 1st Annual Veteran's Festival honoring those who served and active members at Whitney Library.

Attended the Preview Las Vegas 2023- premiere economic forecasting event with Workforce Connections, JoAnn Prevetti and John Vino.

Participated on interview panel for the new Development Coordinator for Development & Planning.

Visited Southern GCC Branches with Regional Manager, Kevin Maas.

Attended the ALA LibLearn Conference in New Orleans. Participated in meetings and sessions.

**I attended the following meetings/events during the month of December:**

- Attended the LVEA Weekly Meetings
- Attended the Southern Nevada Library Director's Meeting
- Attended the DPLA Open Board and Community Meeting
- Met with Harper Collins Publishing- Re: Author visits
- Attended meeting with Lyrasis for the Palace Project
- Attended the Safety Advisory Board Meeting
- Walkthrough of Windmill Library with Workforce Connections Executive Director, Jaime Cruz and John Vino
- Attended the IMLS Hip Hop 50<sup>th</sup> Celebration Monthly Meeting with Gates Preserve
- Participated in the 7th annual My Brother's Keeper Conference- Level Up
- Participated in the January Global Council Connect Meeting
- Attended the Foundation Board of Directors Special Meeting

OFFICE OF THE ATTORNEY GENERAL  
STATE OF NEVADA

In the matter of:

LAS VEGAS CLARK COUNTY  
LIBRARY DISTRICT BOARD OF  
TRUSTEES

OAG FILE NO.: 13897-427

**FINDINGS OF FACT AND  
CONCLUSIONS OF LAW**

**BACKGROUND**

Dr. Graeme Williams filed a complaint with the Office of the Attorney General ("OAG") alleging violations of the Nevada Open Meeting Law ("OML") by the Las Vegas Clark County Library District Board of Trustees ("Board"). Specifically, it was alleged that the Board refused to provide a copy of the minutes for its June 2021 meetings upon request.<sup>1</sup>

The OAG has statutory enforcement powers under the OML and the authority to investigate and prosecute violations of the OML. NRS 241.037; NRS 241.039; NRS 241.040. The OAG's investigation of the Complaint included a review of the Complaint and attachments thereto; the response filed on behalf of the Board and all attachments thereto; and the agendas and minutes of the Board's June 5, June 10 and June 25, 2021 meetings.

After investigating the Complaint, the OAG determines that the Board violated the OML by refusing to provide draft minutes of the Board's June 5 and June 10, 2021, meetings to the Complainant upon request. The Board did not violate the OML for failing to provide draft minutes of the Board's June 25, 2021, meeting.

**FINDINGS OF FACT**

1. The Board held open meetings on June 5, June 10, and June 25, 2021.

<sup>1</sup> The OAG notes that the basis for the instant Complaint was the Board's response to Complainant's public records request. The OAG's jurisdiction on the Complaint is limited to the OML, NRS Chapter 241. As such, this opinion does not address the Board's response from a public records perspective under NRS Chapter 239.

1           2.       Complainant submitted a public records request to the Board on August 3,  
2 2021. In the request, Complainant asked for “the minutes of the meetings of the Board of  
3 Trustees of June 5, June 10 and June 25, 2021, not including committee meetings.”

4           3.       On August 10, 2021, Board staff sent an email to Complainant stating  
5 “Although these minutes are completed, they required [sic] approval by the Board of  
6 Trustees before we can post or share them. . . . I will send you the meeting minutes you  
7 have requested as soon as they are approved and posted.” Board staff did not send, or offer  
8 to send, copies of the unapproved draft minutes for any of the meetings at issue.

### 9                   LEGAL STANDARDS AND CONCLUSIONS OF LAW

10           As the governing body of a public library district created under the provisions of NRS  
11 Chapter 379, the Board is a “public body” as defined in NRS 241.015(4) and is subject to  
12 the OML.

13           The OML requires public bodies to keep written minutes of their meetings. NRS  
14 241.035(1). Minutes of public meetings are public records and “must be made available for  
15 inspection by the public within 30 working days after adjournment of the meeting.” NRS  
16 241.035(2). Unless good cause is shown, a public body shall approve the minutes of a  
17 meeting within 45 calendar days after the meeting or at the next meeting of the public  
18 body, whichever occurs later. NRS 241.035(1). Where a public body has not approved its  
19 minutes within 30 working days from adjournment of the meeting, as permitted by NRS  
20 241.035(1), the unapproved draft minutes must be made available within the time specified  
21 in NRS 241.035(2) to any person who requests them. NEVADA OPEN MEETING LAW MANUAL  
22 at 82 (12th Ed. 2016). The public body may include a written statement that such minutes  
23 have not yet been approved and are subject to revision at the next meeting. *Id.*

24           Here, the Board held three meetings in June 2021 and prepared minutes of those  
25 meetings. As of the date of Complainant’s public records request, the Board had not yet  
26 approved the minutes of any of the meetings. As to the June 5 and June 10 meetings,  
27 Complainant’s request was greater than 30 working days after adjournment of the  
28 meetings, greater than 45 calendar days after the meeting and after the next respective

1 meeting of the Board. Thus, at a minimum, the Board should have offered draft minutes  
 2 to Complainant or inquired as to whether Complainant would prefer to wait until the  
 3 minutes had been approved.<sup>2</sup> Thus, the Board violated the OML by denying Complainant's  
 4 request for minutes of the June 5 and June 10 meetings.

5 As to the June 25 meeting minutes, Complainant's request was less than 30 working  
 6 days after adjournment of the meeting and less than 45 calendar days after the meeting.  
 7 Thus, the Board was not required by the OML to provide these minutes to Complainant  
 8 and did not violate the OML in this respect.

### 9 SUMMARY

10 Upon investigating the present Complaint, the OAG makes findings of fact and  
 11 conclusions of law that the Las Vegas Clark County Library District Board of Trustees  
 12 violated the OML as described above.

13 If the Attorney General investigates a potential OML violation and makes findings  
 14 of fact and conclusions of law that a public body has taken action in violation of the OML,  
 15 "the public body must include an item on the next agenda posted for a meeting of the public  
 16 body which acknowledges the findings of fact and conclusions of law." NRS 241.0395. The  
 17 public body must treat the opinion of the Attorney General as supporting material for the  
 18 agenda item(s) in question for the purpose of NRS 241.020. *Id.* Accordingly, the Board  
 19 must place an item on its next meeting agenda in which it acknowledges the present  
 20 Findings of Fact and Conclusions of Law ("Opinion") resulting from the OAG investigating  
 21 in this matter and include the Opinion in the supporting material for the meeting.

22 Dated: January 16, 2023.

23 AARON FORD  
 24 Attorney General

25 By: /s/ Rosalie Bordelove  
 26 ROSALIE BORDELOVE  
 Chief Deputy Attorney General

27 <sup>2</sup> Complaint did not allege that minutes had not been approved in a timely fashion. Thus, the OAG does not  
 28 opine at this time whether there was good cause for the delay in approving minutes as the minutes have since  
 been approved and at the time of drafting this opinion, are available on the Board's website.

**CERTIFICATE OF SERVICE**

I hereby certify that on the 16<sup>th</sup> day of January, 2023, I served the foregoing  
**FINDINGS OF FACT AND CONCLUSIONS OF LAW** by depositing a copy of the same  
in the United States mail, properly addressed, postage prepaid, **CERTIFIED MAIL**  
addressed as follows:

Dr. Graeme Williams  
8705 Orvieto Drive  
Las Vegas, Nevada 89117

**Certified Mail No.:** 7020 0640 0000 7651 9227

Las Vegas Clark County Library District Board of Trustees  
7060 West Windmill Lane  
Las Vegas, Nevada 89113

**Certified Mail No.:** 7020 0640 0000 7651 9210

Gerald M. Welt, Esq.  
411 East Bonneville Avenue #505  
Las Vegas, Nevada 89101  
*Counsel for Las Vegas Clark County Library District Board of Trustees*

**Certified Mail No.:** 7020 0640 0000 7651 9203

/s/ Debra Turman  
An employee of the Office of the  
Nevada Attorney General

## ITEM VI.A.1.a.



### MEMORANDUM

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

FROM: Leo Segura, Library Operations Director

DATE: January 31, 2023

SUBJECT: Library Operations Report, February 2023

This report provides an overview of the Library Operations initiatives, including 25 Branch Libraries, Clark County Detention Services Libraries, and the Misdemeanant Jail Library. This report covers **December 1 – December 31, 2022**.

#### POWERFUL PEOPLE

- Officer F. Mir Southern Nevada Counter Terrorism Center, Fusion Liaison Officer Program Management Team, LVMPD

Southern Nevada Counter Terrorism Center (SNCTC) introduced Department Heads to their ***See Something Say Something*** training. Working through our Safety Coordinator, Nicole Baker, we have implemented full training by SNCTC for staff and required for all Persons-in-Charge.

Southern Nevada Counter Terrorism Center (SNCTC) is the LVMPD-hosted multi-agency fusion center serving southern Nevada, with 17 agencies having full-time or part-time personnel working in the center and several others with an information-sharing liaison partnership. SNCTC is a 24/7, operational fusion center that provides situational awareness and technical support to local, regional, and national partners; assesses threats and suspicious activity reporting in order to prevent acts of terrorism and targeted violence; and works to build a resilient, vigilant population through education and sustained partnership with the community.

SNCTC encourages the timely reporting of suspicious activities through the SNCTC website at [www.SNCTC.ORG](http://www.SNCTC.ORG) or telephonically at 702) 828-7777.

- Participated in an IT meeting with **Chris Martin, King County Library Systems** regarding Envisionware cash handling solutions.
- December 2022, LVCCLD signed up **6,017 new library card** users, a 76% increase over the same period in 2021 and 18% increase over pre-pandemic numbers.
- **Gate count** in December was **296,381** and continued to improve with a 21% increase from December 2021 and 72% of pre-pandemic numbers.



- During December, staff answered **32,007 reference questions** and conducted **163 curbside deliveries**.
- **Volunteer hours** saw a minor decrease of 2% as our volunteers logged **1,565 hours** of service to the Library District.
- **150 Homeschool sessions** were logged.
- **42,964 Wi-Fi** sessions were logged for December.

### POWERFUL PLACES

- Library Branches improved overall **circulation** to **845,618 items**, a 13% increase over December 2021.
- **57 passports** were issued with **\$2,571 in fees** collected.
- **PC internet sessions** logged **77,562** sessions and remained nearly the same with only a -1% loss over December 2021 totals.
- **Blue Diamond** reported that their community is excited about the library being open on Fridays!
- **Spring Valley** Library staff **Rochelle** and **Jennifer** did an intricate and amazing job on the animals and their burrowing techniques.



- Centennial Hills Library was **Gnome for the Holidays** on December 27, 2022



**POWERFUL PARTNERSHIPS**

- SANDI Grant – **Dr. Roslyn Dean** Met with Project SANDI to get staff prepped and ready for the soft launch in beginning of February
- **Linda Shapiro from Warm Springs Natural Area was contacted and she is looking forward to visiting Bunkerville Library in the future to talk about local wildlife.**
- **Enterprise Library** reports that Andson has continued their partnership to provide us with tutoring and families are very appreciative that they have additional tutors. Likewise, UNLV has continued their partnership with to provide tutors for our growing need of tutors and homework help
- Community Engagement Adult Services Manager **Carlito Sanchez** hosted our first ever Adult Services Summit to help train Adult Services staff on programming and event planning
- **Indian Springs** Bread pick-up: has continued on Tuesday mornings, but the last pick-up of 2022 was December 20. **Food**

**Pick-up: Trader Joe's** pick-up provided by **Celestial Manna and Three Square.** This food pick-up included

different proteins (chicken, fish, and prepared items such as cooked chicken breast), prepared salads, fresh produce, sweets, and sometimes bouquets of flowers. Customers have enjoyed the shopping experience provided by our staff and volunteers. **Attendance:** 309 people for the month of December with 5 events.

- Parks & Rec, Fire Dept., 4-H and Santas Sleigh seniors for the Annual Sandy Valley Christmas Party at the **Sandy Valley Library and Community Center.** Partners served cool drinks, pop-corn, barbequed sausages (cooked by Metro and the Fire Dept.), various salads, potato, pasta, and buns, etc. After the parade down our main street, the community had competitions on our volley-ball court for kids and the folks from the local magazine, "Happenings" and Senior Center donated prizes. Then **Carol Parrott** rounded up all the kids to come inside the library...





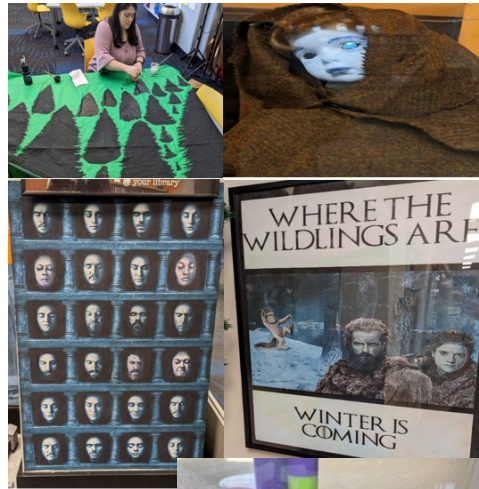
**POWERFUL PLATFORMS**

- **Clark County Teen:** The Winter Art Lab throughout December featured staff working with teens to make various "winter is coming" projects.

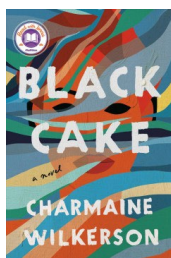
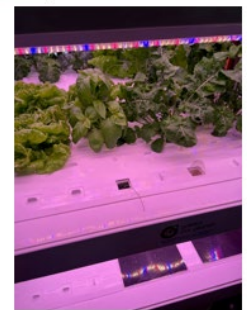
"We learned how to Photoshop our faces to look like they belong in the Hall of Faces and teens created our wildling poster at the end of the hallway."

Some of our artistic teens worked to change one of our porcelain baby dolls into a white walker baby and they worked with **Chantalle** to create trees for our wildling forest backdrop.

**Russ** sat down with a few teens interested in 3D modeling and they made a replica of castle black.



- **Moapa Valley** reported their training with their hydroponics system concluded with a harvest successful harvest
- 356 customers attended **Rainbow Library's** 6-day Winter Wonderland Experience
- Library Operations participated in several vendor presentations hosted by IT Department to investigate and consider Library App
- **East Las Vegas** reported completing 22 podcast sessions for 60 podcasters, and 21 audio recordings for 42 customers
- Tales & Cocktails Book Club

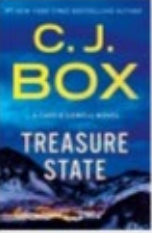

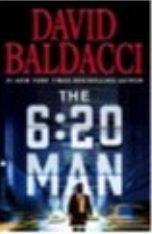
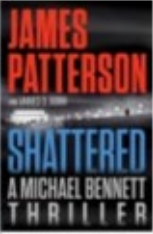

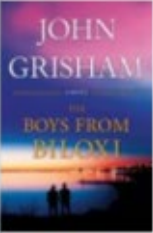
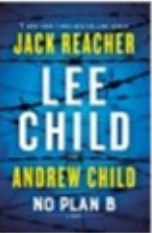

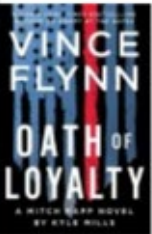



**February's** event is on **Friday, February 17 at 6:30 p.m.** at **Windmill Library**. Our book is **Black Cake** by Charmaine Wilkerson in celebration of Black History Month. Our cocktail is yet to be determined.



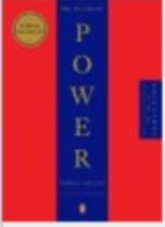


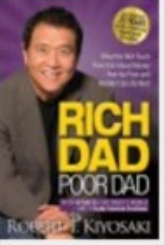
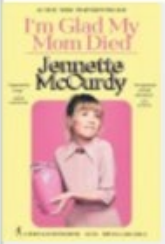


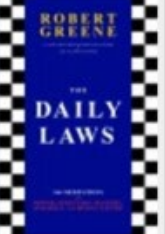
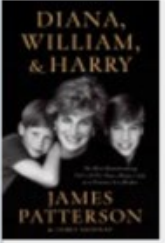
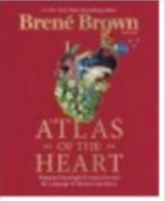
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## Popular Fiction December 2022

	Number	Title	Author		Number	Title	Author
	1	<a href="#">Treasure state : a Cassie Dewell novel (catalog.)</a>	<a href="#">Box, C. J.</a>		6	<a href="#">Fairy tale : a novel (catalog.)</a>	<a href="#">King, Stephen, 1947-</a>
	2	<a href="#">The 6:20 man (catalog.)</a>	<a href="#">Baldacci, David.</a>		7	<a href="#">Shattered (catalog.)</a>	<a href="#">Patterson, James, 1947-</a>
	3	<a href="#">Blowback (catalog.)</a>	<a href="#">Patterson, James, 1947-</a>		8	<a href="#">The boys from Biloxi (catalog.)</a>	<a href="#">Grisham, John.</a>
	4	<a href="#">No plan B (catalog.)</a>	<a href="#">Child, Lee.</a>		9	<a href="#">Dreamland : a novel (catalog.)</a>	<a href="#">Sparks, Nicholas.</a>
	5	<a href="#">Oath of loyalty (catalog.)</a>	<a href="#">Mills, Kyle, 1966-</a>		10	<a href="#">The high notes : a novel (catalog.)</a>	<a href="#">Steel, Danielle.</a>

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## Popular Nonfiction December 2022

	Number	Title	Author		Number	Title	Author
	1	<a href="#">The 48 laws of power (catalog.)</a>	<a href="#">Greene, Robert.</a>		6	<a href="#">Healing through words (catalog.)</a>	<a href="#">Kaur, Rupi.</a>
	2	<a href="#">The cookie bible (catalog.)</a>	<a href="#">Beranbaum, Rose Levy.</a>		7	<a href="#">Rich dad poor dad (catalog.)</a>	<a href="#">Kiyosaki, Robert T., 1947-</a>
	3	<a href="#">I'm glad my mom died (catalog.)</a>	<a href="#">McCurdy, Jennette, 1992-</a>		8	<a href="#">Surrender : 40 songs, one story (catalog.)</a>	<a href="#">Bono, 1960-</a>
	4	<a href="#">Scott 2022 standard postage stamp catalogue (catalog.)</a>			9	<a href="#">The daily laws : 366 meditations on power, seduction, mastery, strategy, and human nature (catalog.)</a>	<a href="#">Greene, Robert.</a>
	5	<a href="#">Diana, William, and Harry (catalog.)</a>	<a href="#">Patterson, James, 1947-</a>		10	<a href="#">Atlas of the heart : mapping meaningful connection and the language of human experience (catalog.)</a>	<a href="#">Brown, Brené.</a>

...

**MEMORANDUM**

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

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

**DATE:** January 23, 2022

**SUBJECT:** Security Report, February 2023

This report provides security information and safety-related incidents in District branches from **December 1, 2022 – to December 31, 2022.**

Branch	Incident Reports				Jan-21		Jan-22		
	Dec-21	Dec-22	Difference	% Change	Dec-21	to Dec-22	Difference	% Change	
BLUE DIAMOND LIBRARY	0	0	0	0.0%	0	1	1	100.0%	
BUNKERVILLE LIBRARY	0	0	0	0.0%	0	2	2	0.0%	
CENTENNIAL HILLS LIBRARY	0	2	2	0.0%	18	19	1	5.6%	
CLARK COUNTY LIBRARY	17	7	-10	-58.8%	222	220	-2	-0.9%	
EAST LAS VEGAS LIBRARY	4	4	0	0.0%	62	77	15	24.2%	
ENTERPRISE LIBRARY	2	0	-2	100.0%	37	36	-1	-2.7%	
GOODSPRINGS LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
INDIAN SPRINGS LIBRARY	1	2	1	100.0%	1	4	3	300.0%	
LAUGHLIN LIBRARY	0	1	1	100.0%	7	15	8	114.3%	
MEADOWS LIBRARY	0	0	0	0.0%	3	2	-1	-33.3%	
MESQUITE LIBRARY	0	1	1	0.0%	14	13	-1	-7.1%	
MOAPA TOWN LIBRARY	1	0	-1	-100.0%	0	0	0	100.0%	
MOAPA VALLEY LIBRARY	0	0	0	0.0%	3	4	1	100.0%	
MT CHARLESTON LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
RAINBOW LIBRARY	4	1	-3	-75.0%	24	25	1	4.2%	
SAHARA WEST LIBRARY	3	6	3	100.0%	38	61	23	60.5%	
SANDY VALLEY LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
SEARCHLIGHT LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
SPRING VALLEY LIBRARY	3	10	7	233.3%	47	79	32	68.1%	
SUMMERLIN LIBRARY	0	3	3	0.0%	10	33	23	230.0%	
SUNRISE LIBRARY	2	2	0	0.0%	17	19	2	11.8%	
WEST CHARLESTON LIBRARY	0	5	5	0.0%	58	77	19	32.8%	
WEST LAS VEGAS LIBRARY	4	4	0	0.0%	48	63	15	31.3%	
WHITNEY LIBRARY	4	8	4	100.0%	60	100	40	66.7%	
WINDMILL LIBRARY	2	2	0	0.0%	32	30	-2	-6.3%	
<b>Total</b>	<b>47</b>	<b>58</b>	<b>11</b>	<b>23.4%</b>	<b>701</b>	<b>880</b>	<b>179</b>	<b>25.5%</b>	

\* Due to the Pandemic District Branches were closed January 2nd & 3rd, 2021

In December 2022, there were **58** incidents, exceeding by 23.4% the number experienced in December 2021 but an improvement of 12.1% less than December

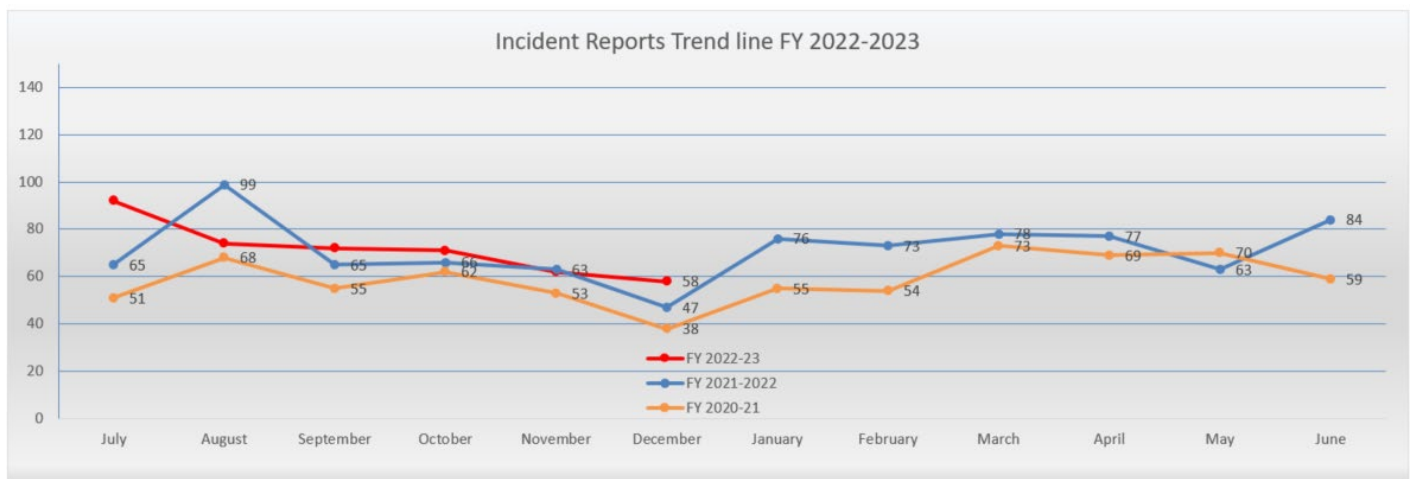


Library Operations Report  
Page 8

2019 or prepandemic. During this period, the District recorded **296,381** in-person visits. **This ratio is one incident for every 5,110 visits.**

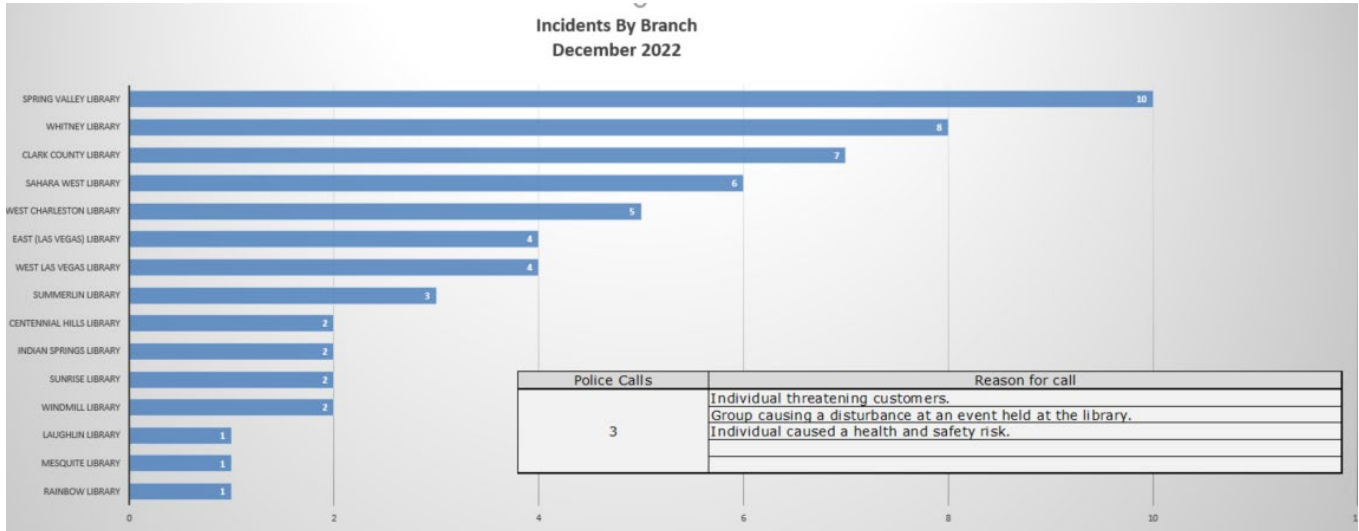
Branch	Incident Reports				Jan-19 Jan-22			
	Dec-19	Dec-22	Difference	% Change to Dec -19	Dec-19	Dec-22	Difference	% Change
BLUE DIAMOND LIBRARY	0	0	0	0.0%	0	1	1	100.0%
BUNKERVILLE LIBRARY	0	0	0	0.0%	0	2	2	0.0%
CENTENNIAL HILLS LIBRARY	1	2	1	100.0%	11	19	8	72.7%
CLARK COUNTY LIBRARY	17	7	-10	-58.8%	179	220	41	22.9%
EAST (LAS VEGAS) LIBRARY	7	4	-3	-42.9%	59	77	18	30.5%
ENTERPRISE LIBRARY	3	0	-3	-100.0%	47	36	-11	-23.4%
GOODSPRINGS LIBRARY	0	0	0	0.0%	0	0	0	0.0%
INDIAN SPRINGS LIBRARY	0	2	2	0.0%	1	4	3	300.0%
LAUGHLIN LIBRARY	1	1	0	100.0%	12	15	3	25.0%
MEADOWS LIBRARY	0	0	0	0.0%	3	2	-1	100.0%
MESQUITE LIBRARY	3	1	-2	-66.7%	31	13	-18	-58.1%
MOAPA TOWN LIBRARY	0	0	0	0.0%	0	0	0	100.0%
MOAPA VALLEY LIBRARY	0	0	0	0.0%	0	4	4	100.0%
MT CHARLESTON LIBRARY	0	0	0	0.0%	2	0	-2	-100.0%
RAINBOW LIBRARY	1	1	0	0.0%	24	25	1	4.2%
SAHARA WEST LIBRARY	1	6	5	500.0%	44	61	17	38.6%
SANDY VALLEY LIBRARY	0	0	0	0.0%	1	0	-1	-100.0%
SEARCHLIGHT LIBRARY	0	0	0	0.0%	0	0	0	0.0%
SPRING VALLEY LIBRARY	6	10	4	66.7%	44	79	35	79.5%
SUMMERLIN LIBRARY	0	3	3	0.0%	18	33	15	83.3%
SUNRISE LIBRARY	1	2	1	100.0%	23	19	-4	-17.4%
WEST CHARLESTON LIBRARY	9	5	-4	-44.4%	53	77	24	45.3%
WEST LAS VEGAS LIBRARY	7	4	-3	-42.9%	71	63	-8	-11.3%
WHITNEY LIBRARY	4	8	4	100.0%	122	100	-22	-18.0%
WINDMILL LIBRARY	5	2	-3	-60.0%	32	30	-2	-6.3%
Total	66	58	-8	-12.1%	777	880	103	13.3%

December 2022 saw a slight uptick of incidents which is offset by increased gate counts 21% over 2022 and 16% over 2021. Incidents include all types of activity, not just disturbances with customers.



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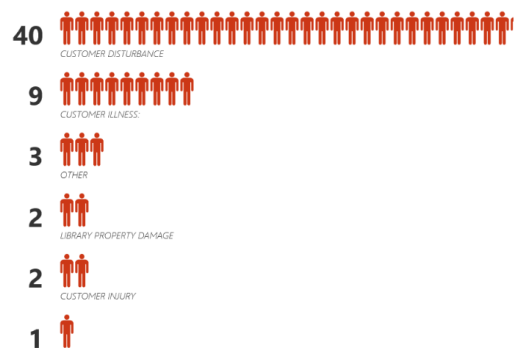
The **Spring Valley Library** recorded the highest number of incidents at **ten (10) incidents**. The remaining branches reported between **zero (0) and eight (8) incidents**.



<b>ADULT TRESPASS [ 1 YEAR ]</b>	<b>15</b>
CLARK COUNTY LIBRARY	3
INDIAN SPRINGS LIBRARY	1
LAUGHLIN LIBRARY	1
SAHARA WEST LIBRARY	1
SPRING VALLEY LIBRARY	4
WEST CHARLESTON LIBRARY	3
WEST LAS VEGAS LIBRARY	1
WINDMILL LIBRARY	1
<b>ADULT BAN [ LESS THAN 1 YEAR ]</b>	<b>11</b>
CLARK COUNTY LIBRARY	4
EAST LAS VEGAS LIBRARY	2
SPRING VALLEY LIBRARY	1
SUNRISE LIBRARY	1
WEST CHARLESTON LIBRARY	1
WEST LAS VEGAS LIBRARY	1
WHITNEY LIBRARY	1
<b>MINOR BAN OR RPC [ LESS THAN 1 YEAR ]</b>	<b>3</b>
WHITNEY LIBRARY	3

For December 2022, the staff made three (3) calls to law enforcement and banned twenty-nine (29) customers. Fifteen (15) adults received a one-year trespass while eleven (11) adults received a shorter partial-year ban. Three (3) teen was banned or issued a Request for Parental Conference (RPC'd) during December 2022.

District branch staff encountered **forty (40)** customer disturbances, accounting for most incident types at **68.9%**. This is a **53.8% increase** in customer disturbances from December 2021. This **ratio** is **one disturbance for every 7,409 visits**.

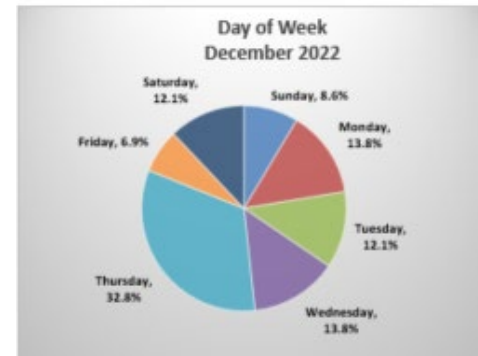
**DECEMBER 2022 INCIDENT TYPE**



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Wednesday and Monday experienced the highest frequency of incidents with most occurring at 11:00 AM. However, over the entire month, most disturbances tended to occur between 1 – 2:00 PM (9 disturbances).

Hour Incident Occurred	Total	%
7 AM	0	0.0%
8 AM	1	1.7%
9 AM	2	3.4%
10 AM	7	12.1%
11 AM	4	6.9%
12 PM	8	13.8%
1 PM	9	15.5%
2 PM	6	10.3%
3 PM	5	8.6%
4 PM	6	10.3%
5 PM	4	6.9%
6 PM	2	3.4%
7 PM	4	6.9%
8 PM	0	0.0%
Grand Total	58	100.0%



Library Name	Square Footage	Occupancy	December	Total incidents 2022-2023	INCIDENTS PER 10K SQ. FT.	Incidents per PIC
Blue Diamond	1,000	20	0	0	0.00	0.00
Bunkerville	1,200	24	0	0	0.00	0.00
Centennial Hills	45,555	689	2	16	3.51	2.00
Clark County	120,000	905	7	104	8.67	7.43
East Las Vegas	41,015	1200	4	43	10.48	7.17
Enterprise	26,300	526	0	9	3.42	1.80
Goodsprings	900	9	0	0	0.00	0.00
Indian Springs	1,200	24	2	3	25.00	2.00
Laughlin	15,562	323	1	8	5.14	1.00
Meadows Library	813	16	0	1	12.30	0.67
Mesquite Learning Center	5,464	133	1	2	3.66	0.67
Mesquite Library	13,313	370	0	6	4.51	0.75
Moapa Town	2,000	40	0	0	0.00	0.00
Moapa Valley	4,700	94	0	0	0.00	0.00
Mt. Charleston	2,800	56	0	0	0.00	0.00
Rainbow	26,800	808	1	14	5.22	1.75
Sahara West	122,000	920	6	30	2.46	2.73
Sandy Valley	1,200	24	0	0	0.00	0.00
Searchlight	1,200	24	0	0	0.00	0.00
Spring Valley	25,000	511	10	41	16.40	4.56
Summerlin	40,165	1014	3	18	4.48	3.00
Sunrise	23,000	345	2	6	2.61	1.00
West Charleston	38,900	1054	5	34	8.74	4.25
West Las Vegas(excluding Theater)	30,693	370	4	25	8.15	2.78
Whitney	24,500	563	8	49	20.00	7.00
Windmill Library and Service Center	142,149	994	2	20	1.41	2.22
<b>Total Square Ft. Occupancy Rate</b>				<b>Total Incidents</b>	<b>Average</b>	<b>Average</b>
757,429 11,056			58	429	5.66	2.97

**Las Vegas - Clark County Library District**  
**Library Operations and Community Engagement**  
**Monthly Statistics**  
**December 2022**

LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS									
	Total	Rank				Adult		Youth		General Interest		Rental		Total	
			Total	Total	Total	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	321	21	212	1	13	5	10	4	11	4	50	0	0	13	71
BUNKERVILLE	240	24	2,529	0	39	1	1	72	225	72	46	0	0	145	272
CENTENNIAL HILLS	26,237	2	32,957	285	1,455	15	124	18	1,037	3	124	0	0	36	1,285
CLARK COUNTY	14,743	7	33,625	313	4,748	42	2,208	202	1,902	66	951	40	3,977	350	9,038
EAST LAS VEGAS	10,996	12	20,938	307	3,337	79	516	31	183	19	191	8	356	137	1,246
ENTERPRISE	15,082	6	15,934	173	1,836	23	63	17	150	33	323	14	257	87	793
GOODSPRINGS	343	20	534	2	23	0	0	17	62	0	0	0	0	17	62
INDIAN SPRINGS	800	17	3,163	3	105	3	30	4	25	83	387	0	0	90	442
LAUGHLIN	4,533	14	3,857	36	786	23	216	15	113	4	173	2	21	44	523
MEADOWS	344	19	988	16	101	2	36	0	0	11	342	0	0	13	378
MESQUITE	6,635	13	12,104	92	1,293	54	574	54	1,802	10	296	1	12	119	2,684
MOAPA TOWN	292	22	412	3	31	0	0	2	8	0	0	0	0	2	8
MOAPA VALLEY	2,611	16	1,831	13	204	6	25	18	435	3	21	0	0	27	481
MOUNT CHARLESTON	241	23	882	3	11	2	51	4	49	2	46	0	0	8	146
RAINBOW	18,457	4	15,844	218	1,931	16	159	0	0	45	1,192	14	937	75	2,288
SAHARA WEST	29,138	1	28,394	290	2,609	70	167	10	514	14	777	18	471	112	1,929
SANDY VALLEY	509	18	1,116	2	50	0	0	0	0	4	84	0	0	4	84
SEARCHLIGHT	178	25	722	2	40	3	15	0	0	20	51	0	0	23	66
SPRING VALLEY	13,190	9	19,319	212	3,070	5	49	70	518	45	1,659	6	130	126	2,356
SUMMERLIN	15,946	5	17,089	167	925	6	48	1	78	10	273	15	7,462	32	7,861
SUNRISE	12,652	10	14,368	199	1,905	5	32	19	504	44	723	0	0	68	1,259
WEST CHARLESTON	11,129	11	17,881	132	2,213	37	406	9	76	30	644	14	688	90	1,814
WEST LAS VEGAS	3,067	15	12,378	152	2,880	90	334	16	408	45	1,477	16	1,666	167	3,885
WHITNEY	14,297	8	19,922	207	2,727	22	317	59	1,997	33	706	5	273	119	3,293
WINDMILL	24,486	3	19,382	372	2,266	40	279	6	556	5	491	21	1,745	72	3,071
WINDMILL SERVICE CENTER	619,151		0	2,817	42,964	240	1,857	21	407	8	1,165	0	0	269	3,429
<b>2022 MONTHLY TOTAL</b>	<b>845,618</b>		<b>296,381</b>	<b>6,017</b>	<b>77,562</b>	<b>789</b>	<b>7,517</b>	<b>669</b>	<b>11,060</b>	<b>613</b>	<b>12,192</b>	<b>174</b>	<b>17,995</b>	<b>2,245</b>	<b>48,764</b>
<b>2022 YTD TOTAL</b>	<b>5,284,341</b>		<b>2,002,536</b>	<b>42,950</b>	<b>531,115</b>	<b>6,057</b>	<b>83,468</b>	<b>4,857</b>	<b>91,790</b>	<b>4,088</b>	<b>138,086</b>	<b>1,376</b>	<b>54,300</b>	<b>16,378</b>	<b>367,644</b>

<b>ANNUAL MONTHLY COMPARISON</b>															
<b>2021 MONTHLY TOTAL</b>	<b>750,639</b>		<b>245,426</b>	<b>3,419</b>	<b>78,015</b>									<b>1,839</b>	<b>44,693</b>
<b>% CHANGE</b>	<b>13%</b>		<b>21%</b>	<b>76%</b>	<b>-1%</b>									<b>22%</b>	<b>9%</b>

<b>ANNUAL YTD COMPARISON</b>															
<b>FY 21-22 YTD TOTAL</b>	<b>4,509,884</b>		<b>1,721,319</b>	<b>32,295</b>	<b>510,519</b>									<b>12,164</b>	<b>266,711</b>
<b>% CHANGE</b>	<b>17%</b>		<b>16%</b>	<b>33%</b>	<b>4%</b>									<b>35%</b>	<b>38%</b>

<b>ANNUAL MONTHLY COMPARISON</b>															
<b>2020 MONTHLY TOTAL</b>	<b>554,474</b>		<b>145,439</b>	<b>2,089</b>	<b>54,655</b>									<b>716</b>	<b>12,731</b>
<b>% CHANGE</b>	<b>53%</b>		<b>104%</b>	<b>188%</b>	<b>42%</b>									<b>214%</b>	<b>283%</b>
<b>2019 MONTHLY TOTAL</b>	<b>902,336</b>		<b>409,164</b>	<b>5,112</b>	<b>132,592</b>									<b>1,710</b>	<b>48,679</b>
<b>% CHANGE</b>	<b>-6%</b>		<b>-28%</b>	<b>18%</b>	<b>-42%</b>									<b>31%</b>	<b>0%</b>
<b>2018 MONTHLY TOTAL</b>	<b>893,305</b>		<b>429,552</b>	<b>4,607</b>	<b>153,836</b>									<b>1,393</b>	<b>41,224</b>
<b>% CHANGE</b>	<b>-5%</b>		<b>-31%</b>	<b>31%</b>	<b>-50%</b>									<b>61%</b>	<b>18%</b>

<b>ANNUAL YTD COMPARISON</b>															
<b>FY 20-21 YTD TOTAL</b>	<b>4,355,913</b>		<b>1,563,120</b>	<b>28,860</b>	<b>500,482</b>									<b>6,348</b>	<b>111,244</b>
<b>% CHANGE</b>	<b>21%</b>		<b>28%</b>	<b>49%</b>	<b>6%</b>									<b>158%</b>	<b>230%</b>
<b>FY 19-20 YTD TOTAL</b>	<b>5,905,673</b>		<b>2,923,693</b>	<b>46,009</b>	<b>907,422</b>									<b>12,624</b>	<b>350,781</b>
<b>% CHANGE</b>	<b>-11%</b>		<b>-32%</b>	<b>-7%</b>	<b>-41%</b>									<b>30%</b>	<b>5%</b>
<b>FY 18-19 YTD TOTAL</b>	<b>5,805,317</b>		<b>2,888,004</b>	<b>64,504</b>	<b>992,525</b>									<b>10,959</b>	<b>334,921</b>
<b>% CHANGE</b>	<b>-9%</b>		<b>-31%</b>	<b>-33%</b>	<b>-46%</b>									<b>49%</b>	<b>10%</b>



## ITEM VI.A.2.a.

### MEMORANDUM

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

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

**DATE:** January 31, 2023

**SUBJECT:** Branding and Marketing Activity Report, February 2023

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for the month of January 2023 and analytics compiled from the period of December 1-31, 2022.

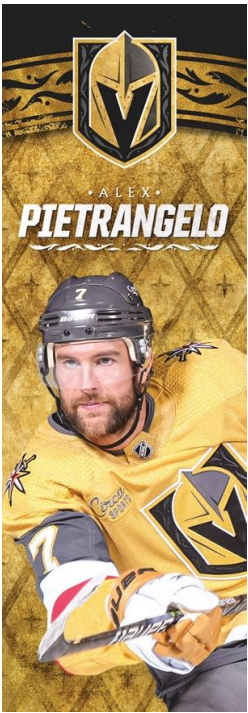
### Powerful Partnerships

#### **Vegas Golden Knights 2022-2023 Season Partnership Updates**

##### **Creative, PR & Partnership Development**

BAM continues to expand our long-term partnership with the Vegas Golden Knights:

- The unique, new "Vegas Born" library card officially hit the presses, and will debut in February during Library Lovers' Month.
- The launch will include interior and exterior branch signage, advertising, social media, and public relations activities.
- A [Launch Kit](#) with downloadable graphics and sample copy was provided to the VGK Marketing Team, and is updated each month with the new bookmark and promotions.
- All existing and new cardholders will have the opportunity for a chance to win one of the new co-branded VGK T-shirts during Library Lovers Month via a landing page where they enter their library card number and select the size and style T-shirt they would like (women's or men's).
- Social media posts have been scheduled throughout each month to promote the new featured bookmark as well as the VGK library card.
- Digital Content Manager **Ryan Simoneau**, Regional Manager **Kevin Maas**, and Windmill Library Assistant Branch Manager **Joanna Goddard** staffed the Library District tent at the January 12 pre-game event at Toshiba Plaza, to hand out bookmarks and sign up customers for library cards. A total of 26 new library cards were issued.



**Springs Preserve Partnership**

BAM continued discussions with Springs Preserve team **Lisa Windom** and **Jena Antonchuck**, and the Library District's Head of Collections **Rebecca Colbert** about the popularity of the passes after two months in circulation.

- The 100 passes have been very popular with around 700 average holds. The Springs Preserve reported the gate count to date at 266 entries with the passes split evenly between adults and kids. Because of their popularity, BAM and the Springs Preserve agreed to refrain from promoting the passes other than with in-branch flyers.
- It was decided that the Library District would release another 100 passes into circulation and shorten the check-out window to 7 days to allow more people to use them.
- We will continue to monitor the use of the passes, and promote them as appropriate.
- We will continue to move forward with the Library District posters in the Scholastic Art & Writing Award exhibition, which opened at the Springs Preserve January 28. BAM created 7 posters that highlight previous notable winners of the prestigious awards – such as Andy Warhol, Joyce Carol Oates, Stephen King, John Lithgow, Truman Capote, Amanda Gorman and many more – and encourage attendees to learn more about them at the library. A QR code links back to a curated list of works by or about the author or artist.
- A new landing page was added to the website to promote all of our [Museum and Park Passes](#) that are available to our customers for checkout.



Reserve an Adventure Pass

**DISCOVERY Children's Museum Family Adventure Pass**

Library District cardholders can check out a FREE Family Adventure Pass to DISCOVERY Children's Museum, the top interactive museum in Southern Nevada. These passes enable children and families to explore three complete floors, filled with heart-pumping, brain-boosting, curiosity-satisfying fun, adventure, and DISCOVERY. The three-story, 26,000 square foot museum offers children the opportunity to explore their curiosities, while addressing the core educational areas of science and nature, art and culture, and early childhood development.

- Each Family Adventure Pass admits up to four people during one visit to the museum.
- Passes may be checked out with your library card at the Information Desk at your local branch, and are subject to availability.
- Each pass may be used one time during the three-week check-out period.

The DISCOVERY Children's Museum is located 360 Promenade Place in Las Vegas, and is open Tuesdays through Saturdays from 10 a.m. to 5 p.m. and Sundays from Noon to 5 p.m. Visit the [DISCOVERY Children's Museum](#) website for details on upcoming events and activities or follow them on [Facebook](#), [Twitter](#), [Instagram](#), [TikTok](#) and [YouTube](#).



Reserve a State Park Pass

**Nevada State Parks Pass**

Check out a Nevada State Parks Pass from the library and gain FREE entry into all of Nevada's 27 state parks.

- Each pass covers the day-use entrance fee for one passenger vehicle with a capacity of up to 8 people.
- Park fees may be assessed for boating, camping, or other specific fees including special programs or tours.
- Library cardholders can check out the pass for a one-week period from the Information desk at your local branch, subject to availability.

The Nevada State Parks Pass is valid at all 27 Nevada State Parks. The pass does not include federal, regional, or other public lands in Nevada that are not part of the Nevada State Park system.

Visit the [Nevada State Parks Pass website](#) (En Español) for a list of eligible parks, and more information.

**Springs Preserve Family Pass**

Family Passes for FREE admission to the Springs Preserve are now available for checkout at all Las Vegas-Clark County Library



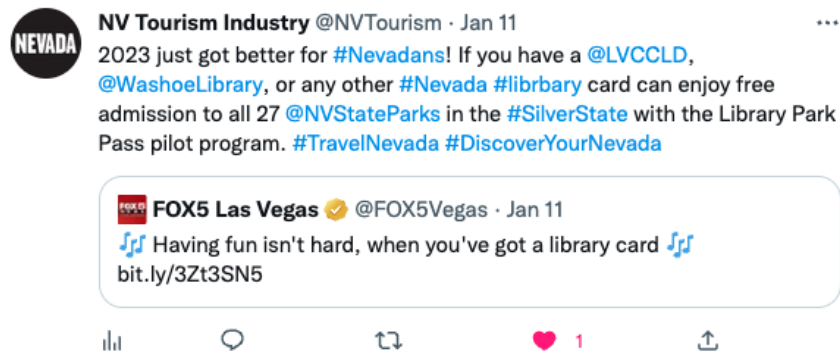


**Nevada State Parks Library Pass**

The Nevada State Parks Library Pass became available January 3. BAM assisted the State of Nevada with media and social outreach to help clarify to the public that the passes must be checked out at a library branch, and that you cannot show your library card to gain entry to the parks.

- Social Media posts were scheduled to feature the new passes in coordination with the State of Nevada with clarifying language that the actual passes were needed for entry into the parks.
- The new passes were also featured in the [January 13 Library Highlights](#) email, which went out to our 397,000 active cardholders.
- The pass was added to the [Museums & Park Passes](#) page on the website.

Media coverage included [8 News Now](#), the [Las Vegas Review-Journal](#), and [Fox 5 Las Vegas](#).



**The Library at Sunrise Hospital**

BAM is creating a branded wrap for the book vending machine, which will include user instructions, and logos for the Library District and Sunrise Hospital, as well as logos for our funding organizations IMLS and Nevada State Library. We are also programming the digital welcome message, and the photo screen with custom images. Once the installation date is confirmed, promotion of the Library at Sunrise Hospital will include media relations, social media, and a launch event at the hospital for community stakeholders.

**Powerful Programs****Winter Reading Challenge 2023**

BAM continued to support the Winter Reading Challenge with promotional activities, including social media, inclusion in Library Highlights, and providing assets to community partners.

- Social media posts featuring [photos of staff](#) and their [reading recommendations](#) were scheduled to run throughout the month of January starting in late December.
- BAM worked with Youth Services Manager **Shana Harrington** and Youth Services Specialist **Melissa Ramos** to keep the [Winter Reading Challenge](#) landing page up to date.
- Most recently, the Winter Challenge was promoted by the City of Las Vegas Family eNewsletter, and Communities in Schools on LinkedIn using the [Launch Kit](#), which included sample copy and downloadable graphics.

**Green Our Planet Hydroponics**

BAM is creating marketing materials to support the hydroponics program, which has been gearing up at 17 branches. Materials include social media assets, flyers, and signage for the hydroponics crops to showcase this new learning tool. The signage will include a space for each branch to indicate the types of plants being grown. BAM is working with Kirvin Doak Communications on the promotional launch, which will include a joint news release and social media.

**Library District Employee ID Card Update**

As part of ongoing enhancements to the Library District's safety and security measures, all employees will have new photos taken, and will receive new identification badges this spring. BAM is working with General Services, HR, Library Operations and IT on the card technology, as well as creating a photography schedule to accommodate all staff across the District.

**Tax Assistance with AARP**

BAM worked with Adult Program Supervisor **Kristen Kennedy-Larsen** to compile and publish a [blog post](#) featuring the free tax assistance provided by AARP volunteers. It was published on January 3 and features contact information to make an appointment as well as the location and days of the week this service is offered. This will be kept up to date as information changes.



## The Library District Offers Free 2023 Tax Assistance With AARP







by Paula January 3, 2023 (Edit)



In partnership with [AARP](#), the Library District is proud to provide free tax assistance to Southern Nevada residents over the age of 18 this tax season.

- Tax assistance sessions will be available from February through April 2023 and by appointment only.
- Please call 702.381.6081 starting in mid-January to set up your appointment at any of the libraries listed below.

### Appointments Can Be Made at the Following Library District Locations:

 <p><b>Clark County Library</b> 1401 E. Flamingo Rd. Thursdays &amp; Saturdays 10 a.m. - 3 p.m. Please call 702.381.6081 for an appointment</p>	 <p><b>East Las Vegas Library</b> 2851 East Bonanza Rd. Saturdays 10 a.m. - 3 p.m. Please call 702.381.6081 for an appointment</p>
 <p><b>Rainbow Library</b> 3150 N. Buffalo Dr. Fridays &amp; Saturdays 10 a.m. - 3 p.m. Please call 702.381.6081 for an appointment</p>	 <p><b>Sahara West Library</b> 9600 W. Sahara Ave. Thursdays, Fridays &amp; Saturdays 10 a.m. - 3 p.m. Please call 702.381.6081 for an appointment</p>
 <p><b>West Charleston Library</b></p>	 <p><b>Windmill Library</b></p>

## Powerful People

### Media Relations & Coverage Highlights

Select media coverage of Library District programs and initiatives includes:

- Las Vegas Weekly, [Chef's Choice: Las Vegas George Fielder Presents a Lifetime of Art in His First-Ever Show](#) at West Las Vegas Library.
- 8 News Now, [8 Great Free Programs Offered by the Las Vegas-Clark County Library District](#)

## Powerful Platforms

### Free To Be Rebranding Campaign

The BAM Department is busy designing and producing branding materials requested by all Library District departments. Besides print items such as new folders, business cards, brochure updates, employee ID badges and lanyards, we are ordering copies of our pop-up tent (shown previously, which we use at all Vegas Golden Knights pre-game events) and branded tablecloths, which our Community Engagement team will utilize. We continue to design and produce new swag items as thank you gifts to the board and staff for their help in promoting the upcoming brand launch. Items distributed so far include a portfolio notebook in December and a beautiful new tote bag in January.

**BAM Advertising Campaigns**

Program	Publications	Date	Sizes	Rates
<b>Winter Reading Challenge</b>	Black Image	January	Full Page	\$2000
	Las Vegas Weekly	1/12	Half Page	\$1500
	Las Vegas Review-Journal	1/8	Half Page	\$1750
	RJ en Español	1/11	Half page	\$770
	Asian Journal	1/5	Half Page	\$950
<b>Foundation Gala Save the Date</b>	Latin Chamber of Commerce	12/15 – 1/15	Full page	Complimentary

**Library Highlights eNewsletter – Orange Boy Software Results**

BAM continues to see very strong open rates on our bi-monthly eNewsletters, allowing the Library District to reach more active cardholders and re-engage with cardholders who have not visited the library or used our services for some time. Below are details from our November-December eNewsletter campaigns:

**January 3 Issue: Peace Week + Find Your Family’s History + Career & Business Resources**

Topics: The West Las Vegas Library Peace Week 2023 Celebration of Dr. Martin Luther King Jr.’s legacy, the availability of the January Vegas Golden Knights Collectible Player Bookmark featuring Defenseman Alex Pietrangolo, the Library District’s Family History Workshop Series, Winter Reading Challenge 2023 details, closure details for Martin Luther King Jr. Day on January 16, upcoming must-see events selected by PVS & YS, and our monthly call-to-action to donate to the Library District Foundation.

- 114,091 unique opens with a 28.8% open rate
- 2,412 unique clicks generated
- Sent to 396,369 unique emails
- 465 unsubscribes

Following the January 3 email, 18,761 cardholders used OverDrive within 7 days of opening the message; 7,446 circulated a physical item; and 3,013 utilized Hoopla.

As this email was sent to Lapsed users (cardholders who had not used their cards in more than 3 months), we also saw a reengagement of 2,387 Occasionals (users more than 3+ months without use), and 984 Inactives, which also included the reengagement of 302 Bright Future users (e.g. Teen cardholders).

**January 13 Issue: MLK Celebration + Free State Park Passes + The Writer’s Room + Learn & Earn**

Topics: Details about the availability of the new Nevada State Parks Passes that are available for checkout from the Library District, information about The Writer’s Room landing page on the Library District website that provides free tools to create, format & submit original work as an eBook to the Library District’s online self-publishing collection, Indie Nevada, details about the Adult Learning Program, Peace Week Celebration at West Las Vegas Library through January 19, upcoming must-see events selected by PVS & YS, community programs from our local partners, and our monthly call-to-action to donate to the Library

District Foundation. Analytics from this eNewsletter are still being compiled by Orange Boy and will be available in next month's Board Report.

### Google AdWords Grant Update

- Google AdWords is Google's online advertising platform, in which advertisers bid on popular keywords & search phrases in order for their clickable text-based ads to appear in Google's search results. The Foundation and the Library District have received a grant from Google for up to \$10,000 per month in Google AdWords credits.
- Nonprofit Megaphone is the Library District's agency of record that works with Google to manage our monthly grant and helps us to optimize designated keywords that are selected from Library District and Foundation priorities promoted on TheLibraryDistrict.org.
- These monthly Google Grant campaigns help to increase our overall Google SEO and drive 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.
- [View the Google Studio Data Report updates](#) in real-time for all our current Google Grant Google AdWords campaigns.
- Conversation tracking for priority Google AdWords campaigns (December):
  - CTR for our ads hit 25.90%, which continues to be one of NPM's top performing accounts as the network average is only 3%.
  - Our top percent impression increased as our ads appeared above the organic search results 94% of the time.
  - The Library District Foundation's End of Year Giving/Round-Up campaign ads were shown 157 times, converting 26 people to click on them.
  - The Library District is Your Home for the Holidays ads were shown 145 times, converting 21 people to click on them.
  - Our top keywords for the reporting period were: Downloadable eBooks, Library resources online, & Sahara West Library
  - January Google Grant ads have already received the same number of Total Clicks as we received during the entire month of December.

### Social Media Highlights

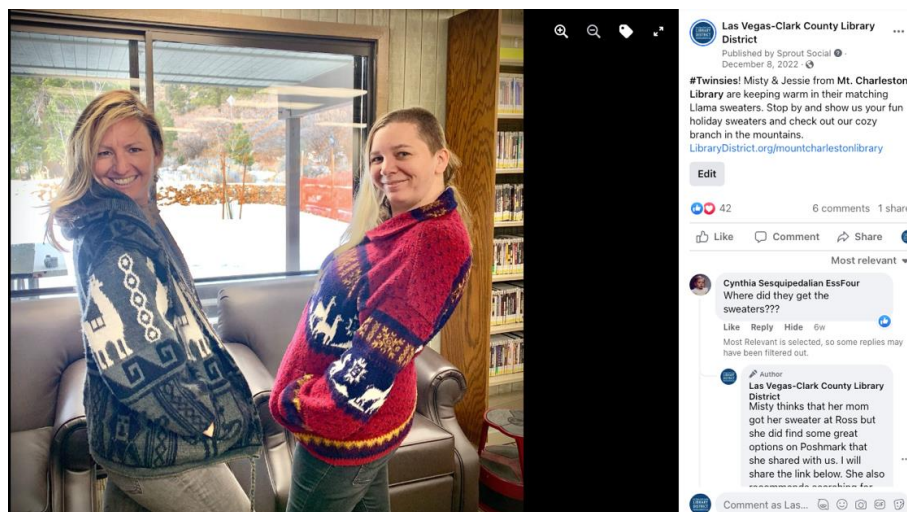




## Top Social Media Posts December 2022

### Facebook:

The top Facebook post for the month was submitted to BAM by Mt. Charleston Library Associate **Misty Hayes** and helped showcase the Library District's holiday spirit! We encouraged our followers to show off their favorite holiday sweaters and visit the branch. This post generated **2,056 organic impressions**, **130 user engagements**, including **6 comments & 1 share**, which helps to increase the total reach of the post.





**Twitter:**

Our top Tweet for December featured Executive Director **Kelvin Watson** & Library District Foundation Development Director **JoAnn Prevetti** accepting the Boyd Gaming donation for the Library District's participation in the company's Wreaths of Hope fundraising competition. This post generated **766 organic impressions, 35 user engagements & 4 Retweets.**

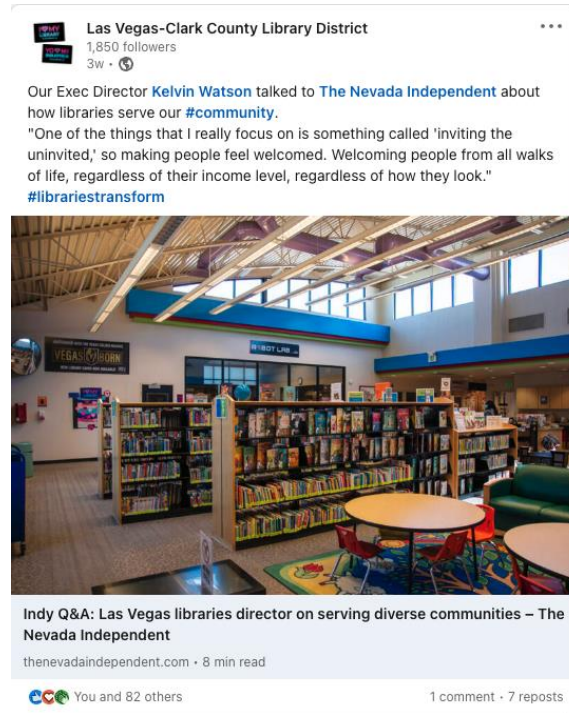
**Instagram:**

Our most popular post on Instagram was a photo that showcased Windmill Library's diversity book display, featuring Branch Manager **Theron Nissen**. This generated **1,710 organic impressions & 162 total user engagements, with 5 comments & 3 post saves by users.**



**LinkedIn:**

The Library District's top post on LinkedIn for the month was sharing The Nevada Independent's Q&A with Executive Director **Kelvin Watson** about the future of our libraries. This generated **2,293 organic impressions, 144 total user engagements, plus 53 link clicks.**



### Analytics for Web and Social Media – December 2022 + 30-Day Comparison + Year-Over-Year

**LVCCLD Facebook**

	Fans	Impressions	Post Engagements	Link Clicks
<b>December 2022 Statistics</b>	14,779	86,462	3,427	381
<b>% Gain from November</b>	+1%	-12%	+27%	+29%
<b>% Gain from December 2021</b>	+11%	+31%	+68%	+101%
<b>% Gain from December 2020</b>	+16%	+74%	+63%	+137%

**Notes:** With the exception of Total Impressions, all of our key Facebook analytics were up month-over-month, as well as year-over-year. BAM worked to promote the Library District's annual holiday programming, plus shared curated staff lists from our collection, recent media coverage and the Library District Foundation's Round-up Donation campaign.

**LVCCLD Twitter**

	<b>Followers</b>	<b>User Engagements</b>	<b>Organic Impressions</b>	<b>Link Clicks</b>
<b>December 2022 Statistics</b>	4,216	1,071	69,030	99
<b>% Gain from November</b>	+1%	+1%	-9%	-2%
<b>% Gain from December 2021</b>	+9%	-4%	-23%	-23%
<b>% Gain from December 2020</b>	+20%	-57%	-57%	-39%

**Notes:** We had steady gains on New Followers and User Engagement, but dropped in Total Organic Impressions and Link Clicks back to the Library District website from the previous month. BAM is working with branches through the monthly social media training classes to create more organic content (photos/videos) to promote weekly/monthly programming that will drive more user engagement. Each month on Twitter, we share links to priority CE/LO events & landing pages on TheLibraryDistrict.org, along with local and national resources, spotlighting the Library District's powerful partnerships, as well as timely and diverse staff lists created by the website content committee.

**LVCCLD Instagram**

	<b>Followers</b>	<b>User Engagement</b>	<b>Impressions</b>	<b>Total Likes</b>	<b>Total Comments</b>
<b>December 2022 Statistics</b>	5,936	2,007	77,944	1,792	164
<b>% Gain from November</b>	+1%	-3%	-10%	-1%	-8%
<b>% Gain from December 2021</b>	+23%	+49%	+64%	+47%	+75%
<b>% Gain from December 2020</b>	+55%	-12%	+35%	-9%	+60%

**Notes:** Our Instagram analytics were up from the same time period of the previous year, but they did dip month-over-month. BAM provided real-time social media coverage during the December 19 VGK Outreach event and continues to utilize the IG Stories feature to promote the weekly priority events & programs happening across the Library District. BAM is continuing to provide month social media training classes for branch staff and working with them to create more organic photos and videos to help promote their upcoming events/programs, as this content performs better on this social media platform over sharing promotional flyers.

**LVCCLD LinkedIn**

	<b>Followers</b>	<b>Impressions</b>	<b>User Engagement</b>	<b>Post Shares</b>	<b>Link Clicks</b>
<b>December 2022 Statistics</b>	1,784	7,558	616	35	234
<b>% Gain from November</b>	+22%	+113%	+83%	+218%	+19%
<b>% Gain from December 2021</b>	N/A	N/A	N/A	N/A	N/A
<b>% Gain from December 2020</b>	N/A	N/A	N/A	N/A	N/A

**Notes:** All of our analytics on LinkedIn increased month-over-month, as BAM continues to post Library District news and partnership updates on the LinkedIn account, plus job openings provided by HR on this important professional networking channel. As LinkedIn is primarily used for employment & career networking, our monthly analytics on this platform will fluctuate based on the monthly content and may not be as robust as our primary social media channels. However, the content and updates we share on this platform connect with a more targeted audience, including community partners, library industry professionals, Library District employees, and job-seekers.

**YouTube**

	<b>Channel Subscribers</b>	<b>Total Impressions</b>	<b>Total Channel Watch Time</b>	<b>Average View Duration</b>
<b>December 2022 Statistics</b>	1,288	24,200	226.1 hrs	1 min 20 sec
<b>% Gain from November</b>	+1%	+64%	+410%	+36%
<b>% Gain from December 2021</b>	+17%	+48%	+373%	-63%
<b>% Gain from December 2020</b>	N/A	N/A	N/A	N/A

**Notes:** With the addition of more virtual content in December, we were able to increase all of our YouTube analytics month-over-month. Creating compelling content and uploading it consistently will be critical to our continued growth on this social media platform in 2023 as consistent video content is prioritized by YouTube's algorithm.



**Website Analytics — External Users (Outside of Library District Branches)**

	Unique Visitors	Unique Homepage Views	Total User Sessions	Average User Sessions	Average Session Duration
<b>December 2022 Statistics</b>	83,782	118,827	288,075	2.93	2 min 40 sec
<b>% Gain from November</b>	+3%	+1%	+1%	No change	+1%
<b>% Gain from December 2021</b>	+10%	-20%	+48%	+15%	-30%
<b>% Gain from December 2020</b>	N/A	N/A	N/A	N/A	N/A

**Notes:** Our key website analytics were up from the previous month, & it was great to see year-over-year gains in Total User Sessions Average User Sessions, which means more people are taking action on the website. BAM will be working to increase the Average Session Duration time for users with the in-progress homepage redesign that reflects the past year of analytics, which will provide customers easier access to what they search for most based on our analytics. The redesigned homepage will coincide with the new brand launch during National Library Week April 23-29, 2023.

## ITEM VI.A.2.b.



### MEMORANDUM

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**TO:** Board of Trustees through Mr. Kelvin Watson, Executive Director  
**FROM:** Matt McNally, Community Engagement Director  
**DATE:** January 31, 2023  
**SUBJECT:** Community Engagement Report, February 2023

This report provides an overview of District-wide Community Engagement initiatives including adult literacy services, art gallery services, outreach services, project management, programming and venues services, adult services administration, and youth services administration. This report covers a one-month period of staff activity from **December 1, 2022 – December 31, 2022.**

#### POWERFUL PEOPLE

- Met with Outreach Facilitator Richard Egan from the Nevada Department of Health and Human Services Suicide Prevention Training. Provided Youth Services staff training on mental health and mental first aid.
- Engaged with the statewide Nevada Reading Week Committee to coordinate local author visits at library branches during Nevada Reading Week scheduled from February 27 through March 3.
- Attended Janna Ireland's photo exhibit of Paul Revere William's architecture on view at Nevada State Museum.
- Collaborated with General Service's staff to advance venue capital project improvements in spring 2023.
- Met with Branding & Marketing staff to discuss January and February priority programs and services.
- Met with Nancy Olsen from the Nevada Department of Education to discuss Library District grant matching funds.

#### POWERFUL PLACES

- Participated in Mesquite Library's interagency meeting to foster collaboration between nearby libraries, businesses, and organizations.
- Hosted the first arts program at Searchlight Library in a larger series designed for smaller communities. The arts series will continue through 2023.
- Installed new projectors in the Clark County Library main theater, Summerlin Library Theater, and the Windmill Library meeting room.
- Installed a new sound console in the West Charleston Lecture Hall.
- Hosted a public reception at Sahara West Library for Chad Scott's exhibit *Seven Years in the Desert*, Clay Arts Vegas' exhibit *Finding Inspiration*, and *The African American Experience: Early 1900s Photos of the American South*.
- Registration for Cycle III ESL classes opened. Within two days, 498 students registered for January orientation and ESL class testing.

**POWERFUL PARTNERSHIPS**

- Launched the Project Marilyn pilot program at Rainbow Library to provide customers free feminine hygiene products. Staff will evaluate the program and consider scaling it to other libraries.
- Recognized National Human Rights Day on December 10 at Clark County Library by providing a program in partnership with Youth for Human Rights International.
- In partnership with Visual AIDS, the library presented a collection of short films titled *Being & Belonging* in honor of World AIDS day.
- Expanded senior meal program services with Three Square Food Bank. A second program day was added at the East Las Vegas Library. Additional locations are being considered for further expansion in the summer.
- Coordinated with the Nevada Office for Suicide Prevention and the American Foundation for Suicide Prevention to provide future mental health programming in 2023.
- Collaborated with the city of Las Vegas Anti-Truancy Office to develop a series of outreach education sessions.
- Coordinated with Nevada Hand property coordinators to implement a series of professional development early childhood education workshops in March, July, and August 2023.
- Provided a math-pong program to residents of Opportunity Village.
- Coordinated with the Department of Education and the Nevada Association for the Education of Young Children to provide the second annual *Work Hard, Play Hard, Career and Family Fun Fair* in April at the East Las Vegas Library.

**POWERFUL PLATFORMS**

- Provided annual Kwanzaa celebrations to over 500 customers.
- Provided numerous holiday music programs featuring artists from across the country at all Performing Arts Centers.
- Held the Youth Services and Adult Services summits as staff professional development opportunities. The summits focused on employee wellness, programming, diversity in literature, and collaboration between libraries.
- The Library District continued working in partnership with Nevada State Library and Archives to utilize Beanstack, an online logging and tracking system for reading programs.
- Fifty students in two adult education programs at the Mexican Consulate received free library Chromebooks. Recipients were from Plazas Comunitarias and the Women Entrepreneurship Program.
- The Adult Learning Program and the Mexican Consulate hosted a Facebook live webinar promoting library literacy services and programs.
- Held an After Action Review for the Summerlin Fall Festival.
- Provided a Community Engagement verbal report at the Playbook 2026 halftime town hall.
- Participated in a mobile app presentation from the library vendor Communico.
- Led a Library Operations and Community Engagement programming meeting to discuss fiscal year 23-24 budgeting expectations.
- Participated in a Library District Diversity, Equity, Inclusion, and Accessibility committee meeting.
- Finalized program calendar goals for Summer Challenge.

**HIGHLIGHTED EVENTS**

*Youth Services Summit*  
Windmill Service Center



*Chad Scott's Exhibit*  
Sahara West Library



*Watercolor with Ms. Kim*  
Sahara West



*From Paris with Love*  
West Charleston





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*Polish Violin Duo in Concert*  
West Charleston



*Mariachi Winter Festival*  
Clark County



*Paris Chansons*  
Clark County



*UNLV Chamber Orchestra*  
Clark County



*Kwanzaa*  
West Las Vegas



*Chromebook Distribution*  
Plazas Comunitarias Program



**COMING HIGHLIGHT EVENTS IN FEBRUARY**

<i>Three Square Senior Meals on Thursdays</i>	East Las Vegas	2
<i>Opera Legends in Black</i>	Windmill	5
<i>Inspirations from Hayes</i>	Summerlin	5
<i>Equipo Academy: Spirit of the Land</i>	East Las Vegas	7
<i>Poetry Out Loud</i>	West Charleston	7
<i>ASL Storytime</i>	West Charleston	11
<i>Love is in the Air with Las Vegas Silver Statesmen</i>	Summerlin	11
<i>Bilingual Storytime</i>	West Las Vegas	13
<i>Left of Center: Blanket of Protection</i>	West Charleston	14
<i>Black Swan Radio Hour</i>	Summerlin, West Charleston	17, 18
<i>Kemet in the Desert 2023</i>	West Las Vegas	17, 18
<i>2023 Authors &amp; Artists Fair</i>	Clark County	18
<i>Outreach Event – Black History Month Festival</i>	Springs Preserve	18
<i>Alyssa Harris – Reigning Ladies, A Tribute to the Leading Ladies of Blues, Soul, and Rock n Roll</i>	Summerlin	19
<i>Ron Harris III: A Room Full of Mirrors</i>	Enterprise	23
<i>Contemporary West Dance Theater</i>	West Las Vegas	24
<i>A Collection of Dances</i>	Summerlin	26
<i>Fiddlin’ with Stories</i>	West Las Vegas	26
<i>I Heart Whitney Community Talent Show</i>	Whitney	28

**COMING HIGHLIGHT EVENTS IN MARCH**

<i>Maker March</i>	District-Wide	1-31
<i>A Corporate Spy: Supervivencia</i>	Sahara West	3

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<i>Mystic Fair</i>	Windmill	4
<i>Banff Film Festival</i>	Clark County	4
<i>The Queen's Cartoonists</i>	Clark County, Windmill	6, 7
<i>Raphael Bacry: The Only Game in Town</i>	Sahara West	7
<i>Kathleen Nathan: Upstate New York</i>	Sahara West	9
<i>Faith Lutheran School</i>	Sahara West	9
<i>Acoustic Eidolon</i>	Windmill, West Charleston, Summerlin	9, 10, 11
<i>Cox Hip-Hop concert</i>	West Las Vegas	10
<i>ASL Storytime</i>	West Charleston	11
<i>Vegas City Opera: The Women of the Black Panthers</i>	West Charleston, Summerlin	11, 12
<i>Nevada Arts Council: Transformers</i>	Summerlin	14
<i>Chalk It Up Festival!</i>	Summerlin	25
<i>Outreach Event – Pirate Fest</i>	Craig Ranch	24, 25

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**Las Vegas - Clark County Library District**  
**Library Operations and Community Engagement**  
**Monthly Statistics**  
**December 2022**

LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS									
	Total	Rank				Adult		Youth		General Interest		Rental		Total	
			Total	Total	Total	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	321	21	212	1	13	5	10	4	11	4	50	0	0	13	71
BUNKERVILLE	240	24	2,529	0	39	1	1	72	225	72	46	0	0	145	272
CENTENNIAL HILLS	26,237	2	32,957	285	1,455	15	124	18	1,037	3	124	0	0	36	1,285
CLARK COUNTY	14,743	7	33,625	313	4,748	42	2,208	202	1,902	66	951	40	3,977	350	9,038
EAST LAS VEGAS	10,996	12	20,938	307	3,337	79	516	31	183	19	191	8	356	137	1,246
ENTERPRISE	15,082	6	15,934	173	1,836	23	63	17	150	33	323	14	257	87	793
GOODSPRINGS	343	20	534	2	23	0	0	17	62	0	0	0	0	17	62
INDIAN SPRINGS	800	17	3,163	3	105	3	30	4	25	83	387	0	0	90	442
LAUGHLIN	4,533	14	3,857	36	786	23	216	15	113	4	173	2	21	44	523
MEADOWS	344	19	988	16	101	2	36	0	0	11	342	0	0	13	378
MESQUITE	6,635	13	12,104	92	1,293	54	574	54	1,802	10	296	1	12	119	2,684
MOAPA TOWN	292	22	412	3	31	0	0	2	8	0	0	0	0	2	8
MOAPA VALLEY	2,611	16	1,831	13	204	6	25	18	435	3	21	0	0	27	481
MOUNT CHARLESTON	241	23	882	3	11	2	51	4	49	2	46	0	0	8	146
RAINBOW	18,457	4	15,844	218	1,931	16	159	0	0	45	1,192	14	937	75	2,288
SAHARA WEST	29,138	1	28,394	290	2,609	70	167	10	514	14	777	18	471	112	1,929
SANDY VALLEY	509	18	1,116	2	50	0	0	0	0	4	84	0	0	4	84
SEARCHLIGHT	178	25	722	2	40	3	15	0	0	20	51	0	0	23	66
SPRING VALLEY	13,190	9	19,319	212	3,070	5	49	70	518	45	1,659	6	130	126	2,356
SUMMERLIN	15,946	5	17,089	167	925	6	48	1	78	10	273	15	7,462	32	7,861
SUNRISE	12,652	10	14,368	199	1,905	5	32	19	504	44	723	0	0	68	1,259
WEST CHARLESTON	11,129	11	17,881	132	2,213	37	406	9	76	30	644	14	688	90	1,814
WEST LAS VEGAS	3,067	15	12,378	152	2,880	90	334	16	408	45	1,477	16	1,666	167	3,885
WHITNEY	14,297	8	19,922	207	2,727	22	317	59	1,997	33	706	5	273	119	3,293
WINDMILL	24,486	3	19,382	372	2,266	40	279	6	556	5	491	21	1,745	72	3,071
WINDMILL SERVICE CENTER	619,151		0	2,817	42,964	240	1,857	21	407	8	1,165	0	0	269	3,429
<b>2022 MONTHLY TOTAL</b>	<b>845,618</b>		<b>296,381</b>	<b>6,017</b>	<b>77,562</b>	<b>789</b>	<b>7,517</b>	<b>669</b>	<b>11,060</b>	<b>613</b>	<b>12,192</b>	<b>174</b>	<b>17,995</b>	<b>2,245</b>	<b>48,764</b>
<b>2022 YTD TOTAL</b>	<b>5,284,341</b>		<b>2,002,536</b>	<b>42,950</b>	<b>531,115</b>	<b>6,057</b>	<b>83,468</b>	<b>4,857</b>	<b>91,790</b>	<b>4,088</b>	<b>138,086</b>	<b>1,376</b>	<b>54,300</b>	<b>16,378</b>	<b>367,644</b>

<b>ANNUAL MONTHLY COMPARISON</b>															
<b>2021 MONTHLY TOTAL</b>	<b>750,639</b>		<b>245,426</b>	<b>3,419</b>	<b>78,015</b>									<b>1,839</b>	<b>44,693</b>
<b>% CHANGE</b>	<b>13%</b>		<b>21%</b>	<b>76%</b>	<b>-1%</b>									<b>22%</b>	<b>9%</b>

<b>ANNUAL YTD COMPARISON</b>															
<b>FY 21-22 YTD TOTAL</b>	<b>4,509,884</b>		<b>1,721,319</b>	<b>32,295</b>	<b>510,519</b>									<b>12,164</b>	<b>266,711</b>
<b>% CHANGE</b>	<b>17%</b>		<b>16%</b>	<b>33%</b>	<b>4%</b>									<b>35%</b>	<b>38%</b>

<b>ANNUAL MONTHLY COMPARISON</b>															
<b>2020 MONTHLY TOTAL</b>	<b>554,474</b>		<b>145,439</b>	<b>2,089</b>	<b>54,655</b>									<b>716</b>	<b>12,731</b>
<b>% CHANGE</b>	<b>53%</b>		<b>104%</b>	<b>188%</b>	<b>42%</b>									<b>214%</b>	<b>283%</b>
<b>2019 MONTHLY TOTAL</b>	<b>902,336</b>		<b>409,164</b>	<b>5,112</b>	<b>132,592</b>									<b>1,710</b>	<b>48,679</b>
<b>% CHANGE</b>	<b>-6%</b>		<b>-28%</b>	<b>18%</b>	<b>-42%</b>									<b>31%</b>	<b>0%</b>
<b>2018 MONTHLY TOTAL</b>	<b>893,305</b>		<b>429,552</b>	<b>4,607</b>	<b>153,836</b>									<b>1,393</b>	<b>41,224</b>
<b>% CHANGE</b>	<b>-5%</b>		<b>-31%</b>	<b>31%</b>	<b>-50%</b>									<b>61%</b>	<b>18%</b>

<b>ANNUAL YTD COMPARISON</b>															
<b>FY 20-21 YTD TOTAL</b>	<b>4,355,913</b>		<b>1,563,120</b>	<b>28,860</b>	<b>500,482</b>									<b>6,348</b>	<b>111,244</b>
<b>% CHANGE</b>	<b>21%</b>		<b>28%</b>	<b>49%</b>	<b>6%</b>									<b>158%</b>	<b>230%</b>
<b>FY 19-20 YTD TOTAL</b>	<b>5,905,673</b>		<b>2,923,693</b>	<b>46,009</b>	<b>907,422</b>									<b>12,624</b>	<b>350,781</b>
<b>% CHANGE</b>	<b>-11%</b>		<b>-32%</b>	<b>-7%</b>	<b>-41%</b>									<b>30%</b>	<b>5%</b>
<b>FY 18-19 YTD TOTAL</b>	<b>5,805,317</b>		<b>2,888,004</b>	<b>64,504</b>	<b>992,525</b>									<b>10,959</b>	<b>334,921</b>
<b>% CHANGE</b>	<b>-9%</b>		<b>-31%</b>	<b>-33%</b>	<b>-46%</b>									<b>49%</b>	<b>10%</b>





## ITEM VI.A.2.c.

### MEMORANDUM

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

FROM: JoAnn Prevetti, Director of Development

DATE: January 31, 2023

SUBJECT: Development Department Report, February 2023

#### **Development Department Powerful Plays in January 2023**

- Attended Governor's Ball with Executive Director Watson. Trustee Ortiz also joined us.
  - The table was filled with current and prospective donors
    - MGM Resorts
    - Palm Resorts
    - Las Vegas Review Journal
    - Ballard Spahr Law Firm
    - Boyd Gaming
- Met with the Palms Casino. March 2<sup>nd</sup> and 3<sup>rd</sup> will be Library Day for Palms Employees.
  - The Library will be submitting for grant funding from the Palms in February.
- Met with Circa Casino re: Library programs and funding. They are interested in partnering with the Library.
  - More to come.
- Met with University of Washington, National Network of the Library of Medicine, NNLM, to discuss funding for Social Deter
- Met with the Desert Research Institute (DRI)
  - The Library is partnering on a grant with the DRI for STEM Education resources in the form of STEM Green Boxes that are designed for intergenerational audiences.
- Attended Asian Chamber of Commerce Luncheon
- Attended Bank of America Grant Funding RFP meeting
- Attended MGM Resorts Foundation Grant Funding RFP meeting

- Attended the Las Vegas Chamber of Commerce's Executive Women's Council breakfast with LV Raiders President, Sandra Douglass Morgan and UNLV Professor of Psychology Dr. Marta Meana.
- Attended Luna New Year Gala Year of the Rabbit Community Achievement Awards with Executive Director Watson and Trustee Foyt.
- Met with Sunrise Hospital Leadership to discuss Books for Babies Program with Executive Director Watson and Matt McNally.
- Met with Roseman Medical School Leadership and Executive Director Watson to discuss joint-grant funding for Social Determinants of Health projects.
- Attended Preview Las Vegas with Executive Director Watson.
- Met with Neon Museum re: Museum Passes.
  - More to come.
- Development is hiring for a Development Coordinator and Development Project Manager.

**Pending Donations \$15,500**

- \$15,000 – SW Gas
- \$500 – Legacy INT 2.0

**February/March Grants to be written - \$525,000**

- \$5,000+ - Palms Hotel and Casino
- Up to \$20,000 – Lyrasis Public Library – Books for Babies
- \$500,000 (estimated submission amount) Engelstad Family Foundation

**January Donation Update – \$23,954.82 (as of 1/15/23)**

- \$17,976.82 – December Bookstore Sales
- \$5,000.00 – Enterprise Bank and Trust
- \$400.00 in Website Click Donations
- \$378.00 Kendra Scott – Round Up Collaboration
- \$200.00 in Round Up Donations

**Upcoming Meetings/Events**

1/27/23 – Sports Athlete Management

1/31/23 – Vegas Chamber – Executive Women's Council meeting with Sandra Douglass-Morgan –

Raiders President

2/10/23 – Roxanne Arnold – Palms

2/11/23 – Bequest Donors (anonymous)

3/22/22 – Women’s Summit Las Vegas – JoAnn Prevetti is a guest panelist to discuss grants and Philanthropy.

**Pending Meetings –February/March**

Sandra Douglass Morgan – Raiders

- Confirmed to meet after the season ends.

Bill Paredes – VP – Bank of Nevada

Matt DeFalco - Olympia Companies

Michelle Marsh – President of First Class Vending – Ms. Marsh is closely tied to the Hope for Prisoners and hires individuals from the program to work for her company.

Lunch with Peter Guzman – Latin Chamber president

Mr. Paul Tran, Summerlin resident and founder and CEO of Manscaped (a billion-dollar company)

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## ITEM VI.A.2.d.

### MEMORANDUM

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**TO:** Board of Trustees through Kelvin Watson, Executive Director  
**FROM:** Albert G. Prendergast, Chief Information Officer  
**DATE:** January 31, 2023  
**SUBJECT:** Information Technology Report, February 2023

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

- IT division staff created the monthly edition of the *Primary Sources* eNewsletter to keep staff informed about what's happening in AS, CBS, the Distribution Center (DC), and Electronic Resources (ER).
- AS staff provided one in-person iPad support training for branch staff to improve staff's ability to assist customers with the service.
- AS staff revised several staff documents, including the Circulating Laptop Procedures, Borrowing Guidelines, and the No Address Library Card Procedures.
- ER staff provided one-on-one assistance to customers with setting up their devices to access the District's online resources and with creating accounts for our various online platforms.
- AS staff facilitated the quarterly Circulation Department Heads meeting virtually to discuss and investigate District-wide circulation issues and procedural changes.
- AS staff coordinated a virtual training with branch staff on the Udemy online learning platform to enhance staff's abilities to help customers who want to improve work-related skills or further develop a personal interest.
- DC staff provided two in-person collection maintenance training classes for branch staff to help build responsive library collections for our customers.
- District-wide staff from several departments participated in vendor demonstrations of mobile apps and ILS solutions. Staff attended demonstrations from four mobile app vendors and will meet in the coming weeks to review and select a solution.
- DC staff provided a job shadowing opportunity to one Library Operations staff.

- Several members of the IT department attended the Consumer Electronics Show to learn about emerging technologies that may be useful to the District in the future.
- IT department staff continues to work with the HR department on the development of a new leader onboard training program to help prepare new District leaders for their supervisory responsibilities on topics related to the IT department.

### **POWERFUL PLACES**

- CBS staff added 2,385 titles with 10,992 new items to the collection and withdrew 4,201 items from the library catalog in December. The withdrawn items will either be resold or discarded. CBS staff also added 4,517 e-books and e-audiobooks and 5,997 new Hoopla music records in multiple different languages to the collection in December.
- AS, CBS, and DC staff visited the Goodsprings Library to complete a reverse inventory of their collections to keep the collection relevant for our customers and DC staff visited the Blue Diamond Library to assist staff with the assessment of their collections.
- DC staff continues to weed low-circulating items from the DC's collection to keep the collection relevant and make room for incoming materials.
- DC staff provided fresh content to the Greater Clark County Branches to keep the collections relevant for customers.
- CBS and AS staff added new online resources from ProQuest, historical newspapers LA Sentinel, Chicago Times, Wall Street Journal, and NY Times to our collection.

### **POWERFUL PARTNERSHIPS**

- ER staff supported K-12 students and adults who needed access to Online Resources for school by creating eCards, Treehouse, and IXL accounts and responded to 883 e-mails to the ASK account in December.
- AS staff prepared QuickStart library cards for outreach visits to local schools and other community partners.
- In December, Henderson District Public Library (HDPL) residents checked out 1,717 items from our OverDrive collection, while our customers checked out 641 items from the HDPL through the Reciprocal Lending Agreement.
- Boulder City and North Las Vegas residents accounted for 9.7% of the District's OverDrive e-media circulation, with the North Las Vegas Library District accounting for approximately 8.1% and the Boulder City Library District accounting for 1.6% in December.
- Instant Digital Cards (IDC), promoted for our partnership with the RTC, generated 6% of our OverDrive circulation with 15,092 checkouts and 734 new IDC user accounts were created in December.
- CBS staff continues to order materials to support Axis 360 as more Clark County School District schools opt-in to the Community Share Program.
- CBS staff added 60 titles with 113 items to the collection for the North Las Vegas Library District and 324 unique items to the collection for the Boulder City Library District in December.
- ILL staff received 440 requests from our customers to borrow materials from other library systems and received 513 requests from other libraries to borrow our items and there were 35 new ILL users in December.

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- CBS staff worked with the Branding and Marketing, Community Engagement, and Development divisions and the Spring Preserve to provide admission tickets for checkout to customers. A gradual roll-out of the program began last year with 100 passes. CBS and Branding and Marketing staff met virtually with staff from the Springs Preserve to discuss the program. The Springs Preserve authorized the addition of another 100 passes to the collection and the District has agreed to change the loan period from 21 days to 7 days.
- IT division staff worked with other divisions and our vendor to complete the implementation and testing of the pilot Anytime Library kiosk at the Windmill Library. The team, led by the Development and Planning division, is continuing conversations with Hospital staff on the possible deployment of the system to Sunrise Hospital.
- IT department staff continues to work with the Clark County Regional Broadband Action Team on the Request For Proposal for fiber construction to our rural branches. IT staff met virtually with Clark County to discuss the County's digital equity efforts. Clark County is applying to the Affordable Connectivity Outreach Grant Program and is identifying the Las Vegas-Clark County Library District as an important and key partner in increasing affordable connectivity throughout Clark County.
- The IT department is redesigning access to the District's classic catalog to increase network security. This change will require the Boulder City and North Las Vegas library districts to change the way that their customers access the catalog. IT department staff is working with both districts to implement the changes.

**POWERFUL PLATFORMS**

- IT department staff continues to work on the Microsoft 365 migration project with our consulting vendor. The IT department and several other staff were migrated from the District's on-premise e-mail system to the new cloud solution.
- IT department and ER staff continue to work on the implementation of the All Hands On Tech Project (formerly known as the technology petting zoo). A prototype with a mobile cart and several devices was assembled and is currently being evaluated.
- IT department staff continues to work on the implementation of the Digital Memories Preservation Lab Project (formerly known as the Memory Lab). The prototype was deployed to the West Charleston Library. Staff is developing the procedures and web pages for this new service.
- IT department staff continues to work on the New 3D Printing Model Project. IT staff developed the prototypes, incorporated feedback from Library Operations staff, and placed an order for all of the equipment and furniture.
- The IT department completed the installation of the first phase of the Fusion/Jaws Project. This first phase included the installation of the software on all branch ADA-designated computers that are not being replaced this year. The final phase of the project will be to install the software on the new ADA computers as they are deployed to the remaining branches. The Jaws/Fusion software will allow customers with vision loss to use our public access computers.

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- Several members of the IT division joined members from other divisions to visit the HDPL's Paseo Verde Library for an overview and tour of their new bookmobile which could be a template for our pending project.
- IT department staff continues to work on the Annual Computer Replacement Project. This year's replacements will include the new Microsoft Office 2021 productivity suite with the new Windows 11 operating system. The IT department completed the replacements at one branch as we prepare to increase the rollout of the project.
- IT department staff started the project to replace all of the end-of-life file servers at the branches. Servers were replaced at five branches and we continue the replacements at the remaining branches.

Of the \$3,102,000 approved by the Board of Trustees in the IT department's Capital Projects Fund for FY23, \$1,642,200.86 was expended:

- ILS Cloud Backup Implementation- \$24,375.05
- Replacement end-of-life wireless controller – \$14,769.46
- Miscellaneous replacement laptops - \$37,792.03
- Equipment for Memory Lab - \$5,740
- Annual PC Replacement Project - \$526,730
- Replacement end-of-life sorters - \$324,632.94
- zSpace Systems - \$99,285.36
- Microsoft Office Licenses - \$36,996
- Equipment for 3D Printing Project - \$134,955.64
- Replacement for end-of-life branch servers - \$153,118.56
- Equipment for Memory Lab Project - \$8,366.91
- Replacement end-of-life security gates - \$79,122.72
- Replacement end-of-life VxRail Datacenter System- \$196,316.19

## ITEM VI.A.3.a.



### MEMORANDUM

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

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

**DATE:** January 31, 2023

**SUBJECT:** Financial Services Report, February 2023

This report summarizes the Financial Services Department's activities and accomplishments in the month of January 1 – January 31, 2023.

#### **Administration**

- Updated the District's cash flow analysis
- 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
- Held Fiscal Year 2024 budget meetings with members of the A-Team
- **Floresto Cabias** held a meeting with the Bank of New York (BNY) Mellon, the District's investment advisors
- **Floresto Cabias** attended the Local Government Finance Fiscal Year 2024 Budget training
- **Floresto Cabias** attended a meeting with the *Network of the National Library of Medicine* (NNLM)
- **Floresto Cabias** and **Anita Lai** attended the PERS Training Conference
- **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 performances scheduled for District-wide events
- **Lynn Wing** prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

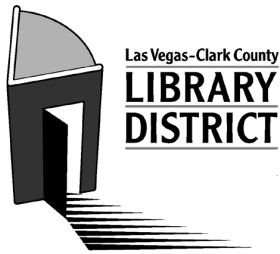
#### **Accounting**

- Coded and verified all transactions (\$2.6M for the month of January)
- Prepared Forms W-2, Forms 1099, and PERS report
- Performed cash flow analysis
- Performed all payroll related duties, including PERS report
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts



Financial Services Report  
Page 2

- 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 detailed budget status for staff as requested
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed PVS and 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
- Managed/tracked all grant activity and prepared related reports
- Managed all investment activity
- Performed all accounting functions related to the Mesquite and East Las Vegas QALICBs.
- Administered the District's credit card and Amazon accounts
- Staff cross-trained in payroll, fixed assets, cash receipts, and other Financial Services procedures



## MEMORANDUM

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

From: Floresto Cabias, Chief Financial Officer

Date: January 23, 2023

Subject: January 2023 Budget Status Report

Enclosed are the budget status reports for January 2023. General fund revenues show 48% of budgeted revenues collected.

### **Property Tax Revenues**

As of January 13, 2023, the District collected \$32.6M in property taxes, which is still on pace to meet budget expectations. Property taxes are assessed on a fiscal year basis beginning on July 1.

### **Consolidated Sales Tax Revenues (CTX)**

The CTX shows 33% collected so far this fiscal year. The State of Nevada distributes CTX collections two months after the month of collection.

As of the date of this report, the most recent CTX received by the District on December 30, 2022, represents CTX from the month of October 2022. This is the same amount reported in the December 2022 Budget Status Report, and the analysis has not changed. Staff is awaiting CTX amounts for November and December 2022, which represents consumer spending during the holiday buying season. These revenues should show signs of where the CTX is trending.

The District continues to face economic headwinds that may adversely affect revenue collections going forward (e.g., inflation, housing interest rates, and the depth of a recession). See the charts below showing historical CTX trends.

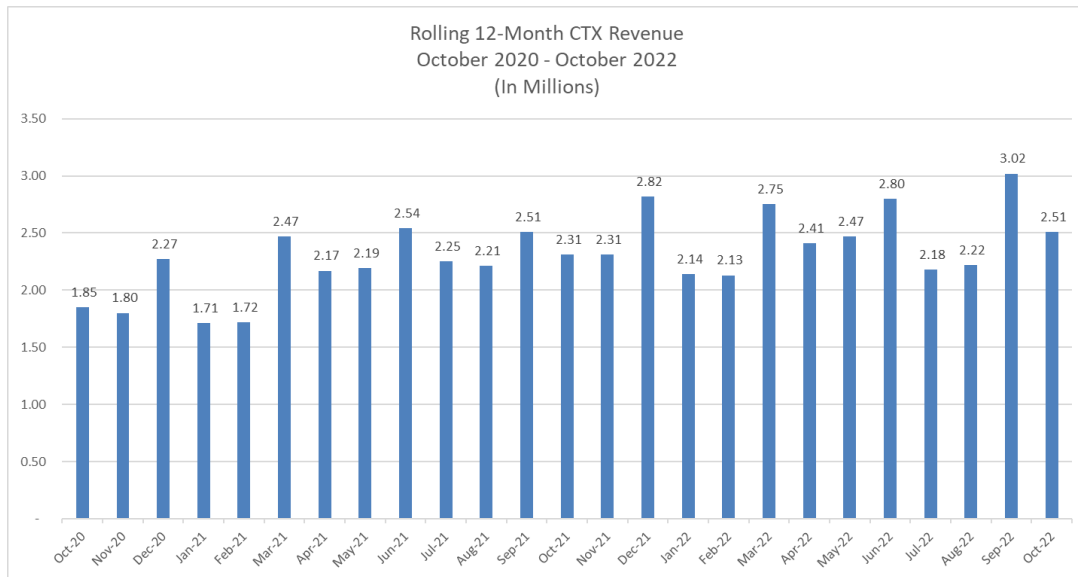
### **Expenditures**

The General Fund has spent 48% of the allocated budget for FY 2023. The percentage spent so far is consistent with prior years. See the summary of expenditures by department in the reports below.

**Ending Fund Balance**

Based on revenue and expenditure activity so far in FY 2023, staff expects to maintain an ending fund balance for FY 2023 that is 20% of budgeted expenditures, while also transferring \$34M from the General Fund to the Capital Projects Fund.

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



Consolidated Sales Tax FY 2023 vs. FY 2022			
	FY22	FY23	% Change Over FY22
July	2,250,871.66	2,179,847.95	-3.16%
August	2,214,553.97	2,215,102.72	0.02%
September	2,511,203.79	3,019,768.40	20.25%
October	2,309,983.57	2,505,890.22	8.48%
November	2,309,864.50		
December	2,823,734.48		
January	2,140,260.80		
February	2,133,460.55		
March	2,752,024.85		
April	2,413,904.93		
May	2,465,382.42		
June	2,784,189.02		
<b>TOTAL</b>	<b>29,109,434.54</b>	<b>9,920,609.29</b>	

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

**General Fund - 100****From 07/01/2022 Through 01/13/2023**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	32,599,258.40	59,198,000.00	26,598,741.60	44.93%
Intergovernmental Revenue	10,092,448.51	30,247,000.00	20,154,551.49	66.63%
Charges for Services	30,757.35	32,500.00	1,742.65	5.36%
Fines & Forfeits	483,375.56	500,000.00	16,624.44	3.32%
Miscellaneous	309,309.76	1,080,500.00	771,190.24	71.37%
<b>Total Revenues</b>	<b>43,515,149.58</b>	<b>91,058,000.00</b>	<b>47,542,850.42</b>	<b>52.21%</b>
<b>Expenditures</b>				
Salaries	15,392,164.41	33,581,019.00	18,188,854.59	54.16%
Benefits	6,561,208.81	14,062,191.00	7,500,982.19	53.34%
Supplies & Services	8,512,197.42	17,199,234.00	8,687,036.58	50.51%
Capital Outlay	5,930,320.53	11,353,000.00	5,422,679.47	47.76%
<b>Total Expenditures</b>	<b>36,395,891.17</b>	<b>76,195,444.00</b>	<b>39,799,552.83</b>	<b>52.23%</b>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>7,119,258.41</b>	<b>14,862,556.00</b>	<b>7,743,297.59</b>	<b>-0.02%</b>

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

**General Fund - 100****From 07/01/2022 Through 01/13/2023**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	305,908.33	980,298.00	674,389.67	68.79%
120	Administration - Library Operations	765,512.09	1,682,263.00	916,750.91	54.50%
200	Financial Services	928,016.14	2,037,364.00	1,109,347.86	54.45%
215	Community Outreach	233,432.92	721,577.00	488,144.08	67.65%
216	Youth Services	222,537.94	414,524.00	191,986.06	46.31%
217	Adult Services	97,767.47	288,233.00	190,465.53	66.08%
220	Development Office	330,916.44	711,964.00	381,047.56	53.52%
240	General Services/Facilities	5,782,955.72	11,209,262.00	5,426,306.28	48.41%
250	Human Resources	1,127,632.07	2,724,857.00	1,597,224.93	58.62%
251	HR-Work Insurance	575,495.73	1,501,744.00	926,248.27	61.68%
260	Information Technology	2,629,229.45	4,460,681.00	1,831,451.55	41.06%
270	Literacy Services	178,966.81	354,409.00	175,442.19	49.50%
280	Branding and Marketing	1,164,283.86	2,368,611.00	1,204,327.14	50.85%
290	Access Services	579,718.98	1,148,489.00	568,770.02	49.52%
310	Collection and Bibliographic Services	7,105,336.60	13,651,294.00	6,545,957.40	47.95%
320	Gallery Services	95,218.63	198,071.00	102,852.37	51.93%
330	Programming and Venues Services	1,569,902.91	3,177,283.00	1,607,380.09	50.59%
340	Community Engagement	171,590.50	528,153.00	356,562.50	67.51%
400	Library Operations	12,531,468.58	28,036,367.00	15,504,898.42	55.30%
Total		36,395,891.17	76,195,444.00	39,799,552.83	52.23%

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

**General Fund - 100**  
**Library Operations - Dept 400**  
**From 07/01/2022 Through 01/13/2023**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	41,663.86	126,566.00	84,902.14	67.08%
110	Bunkerville	44,124.91	117,771.00	73,646.09	62.53%
120	Clark County Library	1,287,204.14	2,894,468.00	1,607,263.86	55.53%
130	Enterprise Library	646,421.01	1,478,025.00	831,603.99	56.26%
140	Goodsprings	30,798.77	110,543.00	79,744.23	72.14%
160	Indian Springs	66,100.42	140,406.00	74,305.58	52.92%
180	Laughlin	347,109.91	719,156.00	372,046.09	51.73%
190	Mesquite	471,526.17	1,114,029.00	642,502.83	57.67%
200	Moapa Town	44,677.14	115,375.00	70,697.86	61.28%
210	Moapa Valley	152,645.82	341,565.00	188,919.18	55.31%
220	Mount Charleston	42,256.82	115,869.00	73,612.18	63.53%
230	Rainbow Library	844,960.41	1,937,089.00	1,092,128.59	56.38%
240	Sahara West Library	1,222,059.80	2,640,170.00	1,418,110.20	53.71%
250	Sandy Valley	58,925.77	143,724.00	84,798.23	59.00%
260	Searchlight	28,968.01	112,958.00	83,989.99	74.36%
270	Spring Valley Library	782,518.41	1,775,215.00	992,696.59	55.92%
280	Summerlin Library	689,435.22	1,442,136.00	752,700.78	52.19%
290	Sunrise Library	701,710.72	1,572,937.00	871,226.28	55.39%
300	West Charleston Library	808,289.70	1,745,209.00	936,919.30	53.69%
310	West Las Vegas Library	676,915.20	1,745,390.00	1,068,474.80	61.22%
320	Whitney Library	788,959.26	1,616,672.00	827,712.74	51.20%
360	Meadows Library	24,711.15	118,975.00	94,263.85	79.23%
370	Centennial Hills	813,673.38	1,918,481.00	1,104,807.62	57.59%
380	Windmill Library	892,298.20	1,882,684.00	990,385.80	52.60%
390	East Las Vegas Library	981,239.18	2,061,025.00	1,079,785.82	52.39%
605	City Misdemeanant	42,123.22	49,929.00	7,805.78	15.63%
Total		12,531,468.58	28,036,367.00	15,504,898.42	55.30%

Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

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

**General Fund - 100**  
**From 07/01/2022 Through 01/13/2023**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	12,409,633.42	26,217,551.00	13,807,917.58	52.67%
51200 Salaries - Part Time	2,408,189.05	5,998,376.00	3,590,186.95	59.85%
51300 Overtime Pay	15,056.24	55,000.00	39,943.76	72.63%
51400 Call Back Pay	5,429.73	6,543.00	1,113.27	17.01%
51500 Standby Pay	29,960.65	76,464.00	46,503.35	60.82%
51600 Longevity Pay	123,597.83	277,085.00	153,487.17	55.39%
51700 Separation Pay	275,747.14	450,000.00	174,252.86	38.72%
51800 Leave Buyout	124,550.35	500,000.00	375,449.65	75.09%
55100 Employees Retirement	3,877,762.41	7,930,547.00	4,052,784.59	51.10%
55200 Group Insurance	2,204,261.80	4,970,920.00	2,766,658.20	55.66%
55300 Workers' Comp. Payments	123,510.80	271,544.00	148,033.20	54.52%
55400 Medicare Coverage Expense	355,673.80	814,180.00	458,506.20	56.32%
55500 Unemployment Insurance	-	75,000.00	75,000.00	100.00%
61100 Office Supplies	184,460.62	531,180.00	346,719.38	65.27%
61110 Operating Supplies	234,080.12	603,265.00	369,184.88	61.20%
61120 Software & User Licenses	429,569.48	429,384.00	(185.48)	-0.04%
61130 Software Maintenance	856,465.57	1,095,900.00	239,434.43	21.85%
61200 Book Materials & Supplies	66,559.75	120,409.00	53,849.25	44.72%
61205 Interlibrary Loan	346.31	4,500.00	4,153.69	92.30%
61210 Small Equipment	118,916.63	384,250.00	265,333.37	69.05%
61400 Equipment Repair & Maint.	601,045.53	742,856.00	141,810.47	19.09%
61410 Contracted Services	2,887,477.28	6,686,841.00	3,799,363.72	56.82%
61420 Building Repair & Maint.	108,644.20	238,200.00	129,555.80	54.39%
61500 Rental Expenses	28,522.43	54,604.00	26,081.57	47.76%
61600 Telephone	370,128.08	690,000.00	319,871.92	46.36%
61700 Utilities	1,154,221.37	1,935,910.00	781,688.63	40.38%
61800 Insurance & Bonds	384,902.98	399,678.00	14,775.02	3.70%
61900 Professional Services	399,458.56	829,250.00	429,791.44	51.83%
61910 Legal Services	101,987.32	364,500.00	262,512.68	72.02%
62200 Collection Agencies	10,590.75	130,000.00	119,409.25	91.85%
62300 Board Compensation	1,880.00	9,600.00	7,720.00	80.42%
62500 Postage	28,129.18	271,500.00	243,370.82	89.64%
62510 Advertising	75,728.39	216,700.00	140,971.61	65.05%
62600 Community Events	3,806.82	37,250.00	33,443.18	89.78%
62620 Recruitment	4,151.00	625.00	(3,526.00)	-564.16%
62700 Education & Training	46,021.75	306,285.00	260,263.25	84.97%
62800 Travel & Transportation	61,772.91	293,250.00	231,477.09	78.94%
62900 Printing & Reproduction	71,501.90	233,250.00	161,748.10	69.35%
63000 Dues & Subscriptions	25,660.98	41,210.00	15,549.02	37.73%
65000 Miscellaneous Expenses	19,001.80	36,600.00	17,598.20	48.08%
65100 Bank Charges	25,688.71	50,000.00	24,311.29	48.62%
67000 Rental Expenses to QALICBs	211,477.00	432,237.00	220,760.00	51.07%
81700 Library Books	5,930,320.53	11,353,000.00	5,422,679.47	47.76%
<b>Total</b>	<b>36,395,891.17</b>	<b>76,195,444.00</b>	<b>39,799,552.83</b>	<b>52.23%</b>



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

**Grant Fund - 220****From 07/01/2022 Through 01/13/2023**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Intergovernmental Revenue	525,310.87	6,000,000.00	5,474,689.13	91.24%
Miscellaneous	30,452.08	-	(30,452.08)	
<b>Total Revenues</b>	<b>555,762.95</b>	<b>6,000,000.00</b>	<b>5,444,237.05</b>	<b>90.74%</b>
<b>Expenditures</b>				
Salaries	317,657.02	693,139.10	375,482.08	54.17%
Benefits	92,068.64	210,000.00	117,931.36	56.16%
Supplies & Services	44,983.61	2,046,860.90	2,001,877.29	97.80%
Capital Outlay	294,378.00	3,050,000.00	2,755,622.00	90.35%
<b>Total Expenditures</b>	<b>749,087.27</b>	<b>6,000,000.00</b>	<b>5,250,912.73</b>	<b>87.52%</b>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>(193,324.32)</b>	<b>-</b>	<b>193,324.32</b>	<b>3.22%</b>

Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

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

**Grant Fund - 220**

**From 07/01/2022 Through 01/13/2023**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	165,610.37	412,123.10	246,512.73	59.82%
51200 Salaries - Part Time	151,279.92	281,016.00	129,736.08	46.17%
51300 Overtime Pay	23.77	-	(23.77)	
51600 Longevity Pay	742.96	-	(742.96)	
55100 Employees Retirement	48,345.36	146,367.54	98,022.18	66.97%
55200 Group Insurance	29,727.69	54,032.91	24,305.22	44.98%
55400 Medicare Coverage Expense	13,995.59	9,599.55	(4,396.04)	-45.79%
61100 Office Supplies	3,144.94	4,511.83	1,366.89	30.30%
61110 Operating Supplies	610.83	120,000.00	119,389.17	99.49%
61120 Software & User Licenses	1,349.10	159,582.00	158,232.90	99.15%
61210 Small Equipment	19,999.62	600,000.00	580,000.38	96.67%
61410 Contracted Services	2,770.52	760,000.00	757,229.48	99.64%
61900 Professional Services	4,500.00	200,000.00	195,500.00	97.75%
62700 Education & Training	2,404.55	-	(2,404.55)	
62800 Travel & Transportation	7,689.23	51,000.00	43,310.77	84.92%
63000 Dues & Subscriptions	-	75,000.00	75,000.00	100.00%
65000 Miscellaneous Expenses	2,514.82	76,767.07	74,252.25	96.72%
81600 Capital Equipment - Major	60,378.00	2,600,000.00	2,539,622.00	97.68%
81700 Library Books	234,000.00	450,000.00	216,000.00	48.00%
<b>Total</b>	<b>749,087.27</b>	<b>6,000,000.00</b>	<b>5,250,912.73</b>	<b>87.52%</b>

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

**Gift Fund - 230****From 07/01/2022 Through 01/13/2023**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	141,581.45	2,000,000.00	1,858,418.55	92.92%
<b>Total Revenues</b>	141,581.45	2,000,000.00	1,858,418.55	92.92%
<b>Expenditures</b>				
Salaries	-	100,000.00	100,000.00	100.00%
Supplies & Services	62,637.07	900,000.00	837,362.93	93.04%
Capital Outlay	-	1,000,000.00	1,000,000.00	100.00%
<b>Total Expenditures</b>	62,637.07	2,000,000.00	1,937,362.93	96.87%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	78,944.38	-	(78,944.38)	-3.95%

Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

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

**Gift Fund - 230**

**From 07/01/2022 Through 01/13/2023**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	-	100,000.00	100,000.00	100.00%
61100 Office Supplies	-	20,000.00	20,000.00	100.00%
61110 Operating Supplies	13,755.62	20,000.00	6,244.38	31.22%
61210 Small Equipment	23,445.00	20,000.00	(3,445.00)	-17.23%
61410 Contracted Services	3,801.73	290,000.00	286,198.27	98.69%
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61900 Professional Services	7,250.00	200,000.00	192,750.00	96.38%
62600 Community Events	4,839.42	10,000.00	5,160.58	51.61%
62900 Printing & Reproduction	-	10,000.00	10,000.00	100.00%
63000 Dues & Subscriptions	498.00	-	(498.00)	
65000 Miscellaneous Expenses	9,047.30	15,000.00	5,952.70	39.68%
81600 Capital Equipment - Major	-	1,000,000.00	1,000,000.00	100.00%
<b>Total</b>	<b>62,637.07</b>	<b>2,000,000.00</b>	<b>1,937,362.93</b>	<b>96.87%</b>

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

**Capital Projects Fund - 510**  
**From 07/01/2022 Through 01/13/2023**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	3,038,964.40	150,000.00	(2,888,964.40)	-1925.98%
<b>Total Revenues</b>	<u>3,038,964.40</u>	<u>150,000.00</u>	<u>(2,888,964.40)</u>	<u>-1925.98%</u>
<b>Expenditures</b>				
Supplies & Services	1,242,406.83	6,481,674.00	5,239,267.17	80.83%
Capital Outlay	683,057.60	5,210,547.00	4,527,489.40	86.89%
<b>Total Expenditures</b>	<u>1,925,464.43</u>	<u>11,692,221.00</u>	<u>9,766,756.57</u>	<u>83.53%</u>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<u>1,113,499.97</u>	<u>(11,542,221.00)</u>	<u>(12,655,720.97)</u>	<u>-2009.51%</u>

Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

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

**Capital Projects Fund - 510**  
**From 07/01/2022 Through 01/13/2023**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100 Office Supplies	1,186.48	-	(1,186.48)	
61110 Operating Supplies	36,772.88	800,000.00	763,227.12	95.40%
61120 Software & User Licenses	97,385.56	300,000.00	202,614.44	67.54%
61130 Software Maintenance	136,879.25	240,000.00	103,120.75	42.97%
61210 Small Equipment	629,434.24	1,200,000.00	570,565.76	47.55%
61400 Equipment Repair & Maint.	19,650.00	700,000.00	680,350.00	97.19%
61410 Contracted Services	21,210.00	200,000.00	178,790.00	89.40%
61420 Building Repair & Maint.	86,518.46	1,100,000.00	1,013,481.54	92.13%
61800 Insurance & Bonds	1,211.00	141,674.00	140,463.00	99.15%
61900 Professional Services	146,852.96	1,500,000.00	1,353,147.04	90.21%
61910 Legal Services	43,701.00	60,000.00	16,299.00	27.17%
65000 Miscellaneous Expenses	3,650.00	200,000.00	196,350.00	98.18%
65100 Bank Charges	17,955.00	40,000.00	22,045.00	55.11%
81500 Capital Improvements	23,775.25	1,210,547.00	1,186,771.75	98.04%
81600 Capital Equipment - Major	659,282.35	4,000,000.00	3,340,717.65	83.52%
<b>Total</b>	<b>1,925,464.43</b>	<b>11,692,221.00</b>	<b>9,766,756.57</b>	<b>83.53%</b>

Las Vegas-Clark County Library District

**Project 2050 - Furniture Replacement**  
**From 07/01/2022 through 01/13/2023**

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

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61210	Small Equipment	5,260.88	75,000.00	69,739.12	93%
<b>Total Expenditures</b>		<b>5,260.88</b>	<b>75,000.00</b>	<b>69,739.12</b>	<b>93%</b>



## Las Vegas-Clark County Library District

**Project 2200 - Financial Services Projects**  
**From 07/01/2022 through 01/13/2023**

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

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61210	Small Equipment	9,221.21	185,000.00	175,778.79	95%
61800	Insurance & Bonds	1,211.00	-	(1,211.00)	0%
61900	Professional Services	1,900.00	-	(1,900.00)	0%
65100	Bank Charges	17,955.00	40,000.00	22,045.00	55%
81600	Capital Equipment - Major	12,516.93	80,000.00	67,483.07	84%
<b>Total Expenditures</b>		<b>42,804.14</b>	<b>305,000.00</b>	<b>262,195.86</b>	<b>86%</b>

## Las Vegas-Clark County Library District

**Project 4010 - Tech Replacements & Upgrades**  
**From 07/01/2022 through 01/13/2023**

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

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61110	Operating Supplies	22,238.00	162,000.00	139,762.00	86%
61120	Software & User Licenses	97,384.90	300,000.00	202,615.10	68%
61130	Software Maintenance	5,906.25	300,000.00	294,093.75	98%
61210	Small Equipment	598,426.87	900,000.00	301,573.13	34%
61400	Equipment Repair & Maint.	-	600,000.00	600,000.00	100%
61410	Contracted Services	13,500.00	500,000.00	486,500.00	97%
81600	Capital Equipment - Major	465,564.75	340,000.00	(125,564.75)	-37%
<b>Total Expenditures</b>		<b>1,203,020.77</b>	<b>3,102,000.00</b>	<b>1,898,979.23</b>	<b>61%</b>

## Las Vegas-Clark County Library District

**Project 5010 - Bldg Repair & Maintenance**  
**From 07/01/2022 through 01/13/2023**

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

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61110	Operating Supplies	15,721.36	100,000.00	84,278.64	84.3%
61120	Software & User Licenses	0.66	34,674.00	34,673.34	100%
61130	Software Maintenance	130,973.00	100,000.00	(30,973.00)	-31%
61210	Small Equipment	16,525.28	300,000.00	283,474.72	94%
61400	Equipment Repair & Maint.	19,650.00	200,000.00	180,350.00	90%
61410	Contracted Services	7,710.00	100,000.00	92,290.00	92%
61420	Building Repair & Maint.	77,459.46	800,000.00	722,540.54	90%
61900	Professional Services	17,155.30	900,000.00	882,844.70	98%
81500	Capital Improvements	-	540,547.00	540,547.00	100%
81600	Capital Equipment - Major	20,368.00	100,000.00	79,632.00	80%
<b>Total Expenditures</b>		<b>305,563.06</b>	<b>3,175,221.00</b>	<b>2,869,657.94</b>	<b>90%</b>

## Las Vegas-Clark County Library District

**Project 5015 - Construction Projects**  
**From 07/01/2022 through 01/13/2023**

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

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Revenues</b>					
45200	Interest Earnings	(177,413.60)	150,000.00	327,413.60	218%
45750	Sale of Fixed Assets	3,216,378.00	-	(3,216,378.00)	0%
<b>Total Revenues</b>		<b>3,038,964.40</b>	<b>-</b>	<b>(3,216,378.00)</b>	<b>0%</b>
<b>Expenditures</b>					
61420	Building Repair & Maint.	9,059.00	-	(9,059.00)	0%
61900	Professional Services	127,797.66	-	(127,797.66)	0%
61910	Legal Services	43,701.00	-	(43,701.00)	0%
65000	Miscellaneous Expenses	3,650.00	-	(3,650.00)	0%
81500	Capital Improvements	-	4,000,000.00	4,000,000.00	100%
<b>Total Expenditures</b>		<b>184,207.66</b>	<b>4,000,000.00</b>	<b>3,815,792.34</b>	<b>95%</b>

Las Vegas-Clark County Library District

**Project 5020 - PVS Projects**  
**From 07/01/2022 through 01/13/2023**

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

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61210	Small Equipment	-	385,000.00	385,000.00	100%
81500	Capital Improvements	23,775.25	100,000.00	76,224.75	76%
81600	Capital Equipment - Major	143,837.67	400,000.00	256,162.33	64%
<b>Total Expenditures</b>		<b>167,612.92</b>	<b>885,000.00</b>	<b>717,387.08</b>	<b>81%</b>

Las Vegas-Clark County Library District

**Project 9010 - Vehicle Purchase and Replacement**  
**From 07/01/2022 through 01/13/2023**

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

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
81600	Capital Equipment - Major	16,995.00	150,000.00	133,005.00	89%
<b>Total Expenditures</b>		<b>16,995.00</b>	<b>150,000.00</b>	<b>133,005.00</b>	<b>89%</b>

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

**Debt Service Fund - 610  
From 07/01/2022 Through 01/13/2023**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	8.04	-	(8.04)	
Miscellaneous	10.49	10,000.00	9,989.51	99.90%
<b>Total Revenues</b>	18.53	10,000.00	9,981.47	99.81%
<b>Expenditures</b>				
Supplies & Services	-	10,000.00	10,000.00	100.00%
<b>Total Expenditures</b>	-	10,000.00	10,000.00	100.00%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	18.53	-	(18.53)	-0.19%



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

Debt Service Fund - 610  
From 07/01/2022 Through 01/13/2023

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
65100	Bank Charges	-	10,000.00	10,000.00	100.00%
	Total	-	10,000.00	10,000.00	100.00%

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Administration - Executive - 110****From 07/01/2022 through 01/13/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	158,822.69	501,310.00	342,487.31
<b>Total Salaries</b>		<b>158,822.69</b>	<b>501,310.00</b>	<b>342,487.31</b>
<b>Benefits</b>				
55100	Employees Retirement	46,389.31	135,306.00	88,916.69
55200	Group Insurance	13,240.36	40,643.00	27,402.64
55400	Medicare Coverage Expense	2,286.53	6,689.00	4,402.47
<b>Total Benefits</b>		<b>61,916.20</b>	<b>182,638.00</b>	<b>120,721.80</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	1,157.61	3,500.00	2,342.39
61110	Operating Supplies	-	2,000.00	2,000.00
61120	Software & User Licenses	-	45,000.00	45,000.00
61210	Small Equipment	-	10,000.00	10,000.00
61900	Professional Services	875.00	75,000.00	74,125.00
61910	Legal Services	48,083.48	75,000.00	26,916.52
62300	Board Compensation	1,880.00	9,600.00	7,720.00
62600	Community Events	491.43	14,000.00	13,508.57
62700	Education & Training	2,136.00	5,000.00	2,864.00
62800	Travel & Transportation***	12,803.15	25,000.00	12,196.85
62900	Printing & Reproduction	-	250.00	250.00
63000	Dues & Subscriptions	16,100.00	26,000.00	9,900.00
65000	Miscellaneous Expenses	1,642.77	6,000.00	4,357.23
<b>Total Supplies &amp; Services</b>		<b>85,169.44</b>	<b>296,350.00</b>	<b>211,180.56</b>
<b>Total Administration - Executive-110</b>		<b>305,908.33</b>	<b>980,298.00</b>	<b>674,389.67</b>

\*\*\*The Travel & Transportation budget also accounts for costs incurred by the Board of Trustees.

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Administration - Library Operations - 120**

From 07/01/2022 through 01/13/2023

		YTD Actual	FY2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	452,368.33	897,822.00	445,453.67
51200	Salaries - Part Time	44,553.39	87,677.00	43,123.61
51600	Longevity Pay	3,488.30	6,877.00	3,388.70
<b>Total Salaries</b>		<b>500,410.02</b>	<b>992,376.00</b>	<b>491,965.98</b>
<b>Benefits</b>				
55100	Employees Retirement	147,030.21	293,186.00	146,155.79
55200	Group Insurance	54,604.12	96,412.00	41,807.88
55400	Medicare Coverage Expense	8,270.14	14,389.00	6,118.86
<b>Total Benefits</b>		<b>209,904.47</b>	<b>403,987.00</b>	<b>194,082.53</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	253.44	-	(253.44)
61110	Operating Supplies	4,943.72	25,000.00	20,056.28
61120	Software & User Licenses	276.00	15,000.00	14,724.00
61130	Software Maintenance	-	5,000.00	5,000.00
61210	Small Equipment	34,981.77	154,000.00	119,018.23
61410	Contracted Services	3,550.00	47,900.00	44,350.00
61500	Rental Expenses	12.00	2,500.00	2,488.00
62700	Education & Training	826.97	5,000.00	4,173.03
62800	Travel & Transportation	10,353.70	30,000.00	19,646.30
63000	Dues & Subscriptions	-	1,500.00	1,500.00
<b>Total Supplies &amp; Services</b>		<b>55,197.60</b>	<b>285,900.00</b>	<b>230,702.40</b>
<b>Total Administration - Library Operations-120</b>		<b>765,512.09</b>	<b>1,682,263.00</b>	<b>916,750.91</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Financial Services - 200****From 07/01/2022 through 01/13/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	261,191.20	619,816.00	358,624.80
51300	Overtime Pay	536.35	-	(536.35)
51600	Longevity Pay	966.70	1,900.00	933.30
<b>Total Salaries</b>		<b>262,694.25</b>	<b>621,716.00</b>	<b>359,021.75</b>
<b>Benefits</b>				
55100	Employees Retirement	78,060.13	184,395.00	106,334.87
55200	Group Insurance	30,797.76	62,771.00	31,973.24
55400	Medicare Coverage Expense	4,330.73	9,015.00	4,684.27
<b>Total Benefits</b>		<b>113,188.62</b>	<b>256,181.00</b>	<b>142,992.38</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	1,642.04	6,000.00	4,357.96
61120	Software & User Licenses	1,907.40	-	(1,907.40)
61130	Software Maintenance	30,779.00	50,000.00	19,221.00
61400	Equipment Repair & Maint.	42,209.17	76,030.00	33,820.83
61410	Contracted Services	72,493.21	225,000.00	152,506.79
61500	Rental Expenses	(30.00)	-	30.00
61900	Professional Services***	112,719.68	80,000.00	(32,719.68)
61910	Legal Services	-	2,500.00	2,500.00
62200	Collection Agencies	10,590.75	130,000.00	119,409.25
62500	Postage	28,077.59	70,000.00	41,922.41
62510	Advertising	4,714.52	16,700.00	11,985.48
62700	Education & Training	239.73	3,000.00	2,760.27
62800	Travel & Transportation	44.39	2,000.00	1,955.61
63000	Dues & Subscriptions	1,595.00	6,000.00	4,405.00
65000	Miscellaneous Expenses	7,985.08	10,000.00	2,014.92
65100	Bank Charges	25,688.71	50,000.00	24,311.29
67000	Rental Expenses to QALICBs	211,477.00	432,237.00	220,760.00
<b>Total Supplies &amp; Services</b>		<b>552,133.27</b>	<b>1,159,467.00</b>	<b>607,333.73</b>
<b>Total Financial Services-200</b>		<b>928,016.14</b>	<b>2,037,364.00</b>	<b>1,109,347.86</b>

\*\*\*Variance from budget is due to temporary employee costs because of prolonged position vacancies.

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Community Outreach - 215****From 07/01/2022 through 01/13/2023**

		<b>YTD Actual</b>	<b>FY2023 Budget</b>	<b>Balance Remaining</b>
<b>Salaries</b>				
51100	Salaries - Full Time	144,263.94	424,733.00	280,469.06
51200	Salaries - Part Time	-	22,995.00	22,995.00
51300	Overtime Pay	25.00	-	(25.00)
51600	Longevity Pay	2,603.32	5,107.00	2,503.68
<b>Total Salaries</b>		<b>146,892.26</b>	<b>452,835.00</b>	<b>305,942.74</b>
<b>Benefits</b>				
55100	Employees Retirement	46,789.90	126,358.00	79,568.10
55200	Group Insurance	33,847.17	97,392.00	63,544.83
55400	Medicare Coverage Expense	2,296.74	7,992.00	5,695.26
<b>Total Benefits</b>		<b>82,933.81</b>	<b>231,742.00</b>	<b>148,808.19</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	70.44	-	(70.44)
61110	Operating Supplies	2,201.22	17,000.00	14,798.78
61120	Software & User Licenses	-	1,500.00	1,500.00
62600	Community Events	(161.00)	1,000.00	1,161.00
62700	Education & Training	50.00	2,000.00	1,950.00
62800	Travel & Transportation	1,322.59	5,000.00	3,677.41
62900	Printing & Reproduction	-	10,000.00	10,000.00
63000	Dues & Subscriptions	-	500.00	500.00
65000	Miscellaneous Expenses	123.60	-	(123.60)
<b>Total Supplies &amp; Services</b>		<b>3,606.85</b>	<b>37,000.00</b>	<b>33,393.15</b>
<b>Total Community Outreach-215</b>		<b>233,432.92</b>	<b>721,577.00</b>	<b>488,144.08</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Youth Services - 216****From 07/01/2022 through 01/13/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	81,596.21	153,480.00	71,883.79
51600	Longevity Pay	986.32	1,939.00	952.68
<b>Total Salaries</b>		<b>82,582.53</b>	<b>155,419.00</b>	<b>72,836.47</b>
<b>Benefits</b>				
55100	Employees Retirement	25,145.55	45,660.00	20,514.45
55200	Group Insurance	7,450.66	14,791.00	7,340.34
55400	Medicare Coverage Expense	1,196.53	2,254.00	1,057.47
<b>Total Benefits</b>		<b>33,792.74</b>	<b>62,705.00</b>	<b>28,912.26</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	89.06	-	(89.06)
61110	Operating Supplies	24,129.27	57,450.00	33,320.73
61120	Software & User Licenses	4,119.88	6,000.00	1,880.12
61210	Small Equipment	7,171.54	15,750.00	8,578.46
61410	Contracted Services	69,899.00	113,700.00	43,801.00
62700	Education & Training	50.00	1,000.00	950.00
62800	Travel & Transportation	703.92	2,500.00	1,796.08
<b>Total Supplies &amp; Services</b>		<b>106,162.67</b>	<b>196,400.00</b>	<b>90,237.33</b>
<b>Total Youth Services-216</b>		<b>222,537.94</b>	<b>414,524.00</b>	<b>191,986.06</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Adult Services - 217****From 07/01/2022 through 01/13/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	40,504.80	93,445.00	52,940.20
51600	Longevity Pay	2,559.71	-	(2,559.71)
<b>Total Salaries</b>		<b>43,064.51</b>	<b>93,445.00</b>	<b>50,380.49</b>
<b>Benefits</b>				
55100	Employees Retirement	12,811.68	27,800.00	14,988.32
55200	Group Insurance	3,408.36	7,133.00	3,724.64
55400	Medicare Coverage Expense	619.46	1,355.00	735.54
<b>Total Benefits</b>		<b>16,839.50</b>	<b>36,288.00</b>	<b>19,448.50</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	397.27	-	(397.27)
61110	Operating Supplies	815.81	40,000.00	39,184.19
61210	Small Equipment	-	15,000.00	15,000.00
61410	Contracted Services	36,301.00	100,000.00	63,699.00
62700	Education & Training	100.00	1,000.00	900.00
62800	Travel & Transportation	249.38	2,500.00	2,250.62
<b>Total Supplies &amp; Services</b>		<b>37,863.46</b>	<b>158,500.00</b>	<b>120,636.54</b>
<b>Total Adult Services-217</b>		<b>97,767.47</b>	<b>288,233.00</b>	<b>190,465.53</b>



**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Development Office - 220****From 07/01/2022 through 01/13/2023**

		<b>YTD Actual</b>	<b>FY2023 Budget</b>	<b>Balance Remaining</b>
<b>Salaries</b>				
51100	Salaries - Full Time	199,012.00	391,029.00	192,017.00
51600	Longevity Pay	1,340.98	2,649.00	1,308.02
<b>Total Salaries</b>		<b>200,352.98</b>	<b>393,678.00</b>	<b>193,325.02</b>
<b>Benefits</b>				
55100	Employees Retirement	60,243.97	116,331.00	56,087.03
55200	Group Insurance	31,997.72	63,747.00	31,749.28
55400	Medicare Coverage Expense	2,930.05	5,708.00	2,777.95
<b>Total Benefits</b>		<b>95,171.74</b>	<b>185,786.00</b>	<b>90,614.26</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	623.36	-	(623.36)
61110	Operating Supplies	897.87	2,500.00	1,602.13
61410	Contracted Services	-	37,500.00	37,500.00
61900	Professional Services	21,255.00	50,000.00	28,745.00
61910	Legal Services	-	2,000.00	2,000.00
62500	Postage	-	1,500.00	1,500.00
62600	Community Events	3,294.16	5,000.00	1,705.84
62800	Travel & Transportation	5,400.00	30,000.00	24,600.00
63000	Dues & Subscriptions	3,131.33	4,000.00	868.67
65000	Miscellaneous Expenses	790.00	-	(790.00)
<b>Total Supplies &amp; Services</b>		<b>35,391.72</b>	<b>132,500.00</b>	<b>97,108.28</b>
<b>Total Development and Planning-220</b>		<b>330,916.44</b>	<b>711,964.00</b>	<b>381,047.56</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****General Services/Facilities - 240****From 07/01/2022 through 01/13/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	891,089.82	1,756,120.00	865,030.18
51200	Salaries - Part Time	32,551.33	76,660.00	44,108.67
51300	Overtime Pay	2,681.12	5,000.00	2,318.88
51400	Call Back Pay	5,429.73	6,543.00	1,113.27
51500	Standby Pay	29,960.65	76,464.00	46,503.35
51600	Longevity Pay	2,016.84	6,371.00	4,354.16
<b>Total Salaries</b>		<b>963,729.49</b>	<b>1,927,158.00</b>	<b>963,428.51</b>
<b>Benefits</b>				
55100	Employees Retirement	276,592.08	525,168.00	248,575.92
55200	Group Insurance	199,419.30	417,450.00	218,030.70
55400	Medicare Coverage Expense	16,229.72	32,624.00	16,394.28
<b>Total Benefits</b>		<b>492,241.10</b>	<b>975,242.00</b>	<b>483,000.90</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	5,594.21	12,000.00	6,405.79
61110	Operating Supplies	164,938.39	300,000.00	135,061.61
61130	Software Maintenance	27,073.82	75,000.00	47,926.18
61210	Small Equipment	20,540.84	36,000.00	15,459.16
61400	Equipment Repair & Maint.	37,797.06	58,000.00	20,202.94
61410	Contracted Services	2,401,013.42	5,196,574.00	2,795,560.58
61420	Building Repair & Maint.	108,644.20	238,200.00	129,555.80
61500	Rental Expenses	10,237.91	14,000.00	3,762.09
61700	Utilities	1,154,221.37	1,935,910.00	781,688.63
61800	Insurance & Bonds	384,902.98	399,678.00	14,775.02
61900	Professional Services	3,667.50	10,000.00	6,332.50
61910	Legal Services	-	10,000.00	10,000.00
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	107.50	1,000.00	892.50
62900	Printing & Reproduction	-	500.00	500.00
63000	Dues & Subscriptions	89.85	1,000.00	910.15
65000	Miscellaneous Expenses	8,156.08	14,000.00	5,843.92
<b>Total Supplies &amp; Services</b>		<b>4,326,985.13</b>	<b>8,306,862.00</b>	<b>3,979,876.87</b>
<b>Total General Services/Facilities-240</b>		<b>5,782,955.72</b>	<b>11,209,262.00</b>	<b>5,426,306.28</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Human Resources - 250****From 07/01/2022 through 01/13/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	447,221.83	948,415.00	501,193.17
51300	Overtime Pay	64.30	-	(64.30)
51600	Longevity Pay	(661.37)	-	661.37
<b>Total Salaries</b>		<b>446,624.76</b>	<b>948,415.00</b>	<b>501,790.24</b>
<b>Benefits</b>				
55100	Employees Retirement	132,677.16	282,153.00	149,475.84
55200	Group Insurance	78,283.41	168,820.00	90,536.59
55400	Medicare Coverage Expense	6,401.78	13,752.00	7,350.22
<b>Total Benefits</b>		<b>217,362.35</b>	<b>464,725.00</b>	<b>247,362.65</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	11.00	-	(11.00)
61110	Operating Supplies	1,187.79	15,015.00	13,827.21
61130	Software Maintenance	166,720.71	208,900.00	42,179.29
61400	Equipment Repair & Maint.	-	250.00	250.00
61410	Contracted Services	47,795.64	77,192.00	29,396.36
61900	Professional Services	138,841.65	370,000.00	231,158.35
61910	Legal Services	53,903.84	265,000.00	211,096.16
62510	Advertising	-	20,000.00	20,000.00
62600	Community Events	182.23	2,250.00	2,067.77
62610	Staff Day	-	30,000.00	30,000.00
62620	Recruitment	4,151.00	625.00	(3,526.00)
62700	Education & Training	35,104.65	240,785.00	205,680.35
62800	Travel & Transportation	12,653.56	80,600.00	67,946.44
63000	Dues & Subscriptions	2,904.91	1,100.00	(1,804.91)
65000	Miscellaneous Expenses	187.98	-	(187.98)
<b>Total Supplies &amp; Services</b>		<b>463,644.96</b>	<b>1,311,717.00</b>	<b>848,072.04</b>
<b>Total Human Resources-250</b>		<b>1,127,632.07</b>	<b>2,724,857.00</b>	<b>1,597,224.93</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****HR-Work Insurance - 251**

From 07/01/2022 through 01/13/2023

		YTD Actual	FY2023 Budget	Balance Remaining
<b>Salaries</b>				
51700	Separation Pay	275,747.14	450,000.00	174,252.86
51800	Leave Buyout	124,550.35	450,000.00	325,449.65
<b>Total Salaries</b>		<b>400,297.49</b>	<b>900,000.00</b>	<b>499,702.51</b>
<b>Benefits</b>				
55200	Group Insurance	51,687.44	205,200.00	153,512.56
55300	Workers' Comp. Payments	123,510.80	271,544.00	148,033.20
55500	Unemployment Insurance	-	75,000.00	75,000.00
<b>Total Benefits</b>		<b>175,198.24</b>	<b>551,744.00</b>	<b>376,545.76</b>
<b>Supplies &amp; Services</b>				
<b>Total Supplies &amp; Services</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total HR-Work Insurance-251</b>		<b>575,495.73</b>	<b>1,451,744.00</b>	<b>876,248.27</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Information Technology - 260****From 07/01/2022 through 01/13/2023**

		<b>YTD Actual</b>	<b>FY2023 Budget</b>	<b>Balance Remaining</b>
<b>Salaries</b>				
51100	Salaries - Full Time	786,263.80	1,553,577.00	767,313.20
51300	Overtime Pay	4,121.43	25,000.00	20,878.57
51600	Longevity Pay	5,306.07	10,445.00	5,138.93
<b>Total Salaries</b>		<b>795,691.30</b>	<b>1,589,022.00</b>	<b>793,330.70</b>
<b>Benefits</b>				
55100	Employees Retirement	234,959.27	462,189.00	227,229.73
55200	Group Insurance	113,112.27	259,692.00	146,579.73
55400	Medicare Coverage Expense	11,502.54	22,678.00	11,175.46
<b>Total Benefits</b>		<b>359,574.08</b>	<b>744,559.00</b>	<b>384,984.92</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	9,960.25	25,000.00	15,039.75
61120	Software & User Licenses	17,760.43	20,000.00	2,239.57
61130	Software Maintenance	531,208.49	707,000.00	175,791.51
61210	Small Equipment	17,752.30	35,000.00	17,247.70
61400	Equipment Repair & Maint.	512,655.36	585,000.00	72,344.64
61410	Contracted Services	10,943.76	30,000.00	19,056.24
61600	Telephone	370,128.08	690,000.00	319,871.92
62700	Education & Training	3,499.00	25,000.00	21,501.00
62800	Travel & Transportation	-	10,000.00	10,000.00
65000	Miscellaneous Expenses	56.40	100.00	43.60
<b>Total Supplies &amp; Services</b>		<b>1,473,964.07</b>	<b>2,127,100.00</b>	<b>653,135.93</b>
<b>Total Information Technology-260</b>		<b>2,629,229.45</b>	<b>4,460,681.00</b>	<b>1,831,451.55</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Literacy Services - 270****From 07/01/2022 through 01/13/2023**

		<b>YTD Actual</b>	<b>FY2023 Budget</b>	<b>Balance Remaining</b>
<b>Salaries</b>				
51100	Salaries - Full Time	73,536.99	157,052.00	83,515.01
51200	Salaries - Part Time	41,450.44	63,901.00	22,450.56
51300	Overtime Pay	6.23	-	(6.23)
<b>Total Salaries</b>		<b>114,993.66</b>	<b>220,953.00</b>	<b>105,959.34</b>
<b>Benefits</b>				
55100	Employees Retirement	24,475.89	52,585.00	28,109.11
55200	Group Insurance	7,087.43	14,752.00	7,664.57
55400	Medicare Coverage Expense	3,652.77	5,944.00	2,291.23
<b>Total Benefits</b>		<b>35,216.09</b>	<b>73,281.00</b>	<b>38,064.91</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	113.70	2,000.00	1,886.30
61110	Operating Supplies	746.42	10,000.00	9,253.58
61410	Contracted Services	27,675.00	37,175.00	9,500.00
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	221.94	6,000.00	5,778.06
<b>Total Supplies &amp; Services</b>		<b>28,757.06</b>	<b>60,175.00</b>	<b>31,417.94</b>
<b>Total Literacy Department-270</b>		<b>178,966.81</b>	<b>354,409.00</b>	<b>175,442.19</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Branding and Marketing - 280****From 07/01/2022 through 01/13/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	408,971.87	775,496.00	366,524.13
51300	Overtime Pay	250.08	-	(250.08)
51600	Longevity Pay	916.66	1,800.00	883.34
<b>Total Salaries</b>		<b>410,138.61</b>	<b>777,296.00</b>	<b>367,157.39</b>
<b>Benefits</b>				
55100	Employees Retirement	120,987.14	230,710.00	109,722.86
55200	Group Insurance	53,053.41	93,474.00	40,420.59
55400	Medicare Coverage Expense	5,907.89	11,271.00	5,363.11
<b>Total Benefits</b>		<b>179,948.44</b>	<b>335,455.00</b>	<b>155,506.56</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	1,108.94	26,800.00	25,691.06
61120	Software & User Licenses***	396,778.70	270,884.00	(125,894.70)
61210	Small Equipment	-	7,000.00	7,000.00
61400	Equipment Repair & Maint.	6,632.60	15,576.00	8,943.40
61410	Contracted Services	27,157.07	309,700.00	282,542.93
61500	Rental Expenses	-	700.00	700.00
61910	Legal Services	-	10,000.00	10,000.00
62500	Postage	51.59	200,000.00	199,948.41
62510	Advertising	70,973.87	180,000.00	109,026.13
62600	Community Events	-	10,000.00	10,000.00
62800	Travel & Transportation	90.00	5,700.00	5,610.00
62900	Printing & Reproduction	71,372.90	218,000.00	146,627.10
65000	Miscellaneous Expenses	31.14	1,500.00	1,468.86
<b>Total Supplies &amp; Services</b>		<b>574,196.81</b>	<b>1,255,860.00</b>	<b>681,663.19</b>
<b>Total Branding and Marketing-280</b>		<b>1,164,283.86</b>	<b>2,368,611.00</b>	<b>1,204,327.14</b>

\*\*\*Overage is due to prepaid costs resulting from an adjusted software agreement.



**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Access Services - 290****From 07/01/2022 through 01/13/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	270,741.84	536,605.00	265,863.16
51200	Salaries - Part Time	57,296.82	104,212.00	46,915.18
51300	Overtime Pay	-	5,000.00	5,000.00
51600	Longevity Pay	4,223.08	9,048.00	4,824.92
<b>Total Salaries</b>		<b>332,261.74</b>	<b>654,865.00</b>	<b>322,603.26</b>
<b>Benefits</b>				
55100	Employees Retirement	92,956.65	181,498.00	88,541.35
55200	Group Insurance	37,329.24	97,805.00	60,475.76
55400	Medicare Coverage Expense	5,963.50	11,711.00	5,747.50
<b>Total Benefits</b>		<b>136,249.39</b>	<b>291,014.00</b>	<b>154,764.61</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	50.27	1,000.00	949.73
61110	Operating Supplies	7,746.47	35,000.00	27,253.53
61130	Software Maintenance	100,683.55	150,000.00	49,316.45
61205	Interlibrary Loan	346.31	1,500.00	1,153.69
61210	Small Equipment	1,845.00	7,500.00	5,655.00
62700	Education & Training	-	2,500.00	2,500.00
62800	Travel & Transportation	426.25	5,000.00	4,573.75
63000	Dues & Subscriptions	110.00	110.00	-
<b>Total Supplies &amp; Services</b>		<b>111,207.85</b>	<b>202,610.00</b>	<b>91,402.15</b>
<b>Total Access Services Department-290</b>		<b>579,718.98</b>	<b>1,148,489.00</b>	<b>568,770.02</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Collection and Bibliographic Services - 310**

From 07/01/2022 through 01/13/2023

		<b>YTD Actual</b>	<b>FY2023 Budget</b>	<b>Balance Remaining</b>
<b>Salaries</b>				
51100	Salaries - Full Time	627,976.57	1,263,278.00	635,301.43
51200	Salaries - Part Time	12,228.81	47,528.00	35,299.19
51600	Longevity Pay	14,654.89	28,910.00	14,255.11
<b>Total Salaries</b>		<b>654,860.27</b>	<b>1,339,716.00</b>	<b>684,855.73</b>
<b>Benefits</b>				
55100	Employees Retirement	199,746.63	375,825.00	176,078.37
55200	Group Insurance	122,063.23	252,189.00	130,125.77
55400	Medicare Coverage Expense	10,264.59	20,905.00	10,640.41
<b>Total Benefits</b>		<b>332,074.45</b>	<b>648,919.00</b>	<b>316,844.55</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	341.12	-	(341.12)
61110	Operating Supplies	-	1,000.00	1,000.00
61120	Software & User Licenses	-	34,000.00	34,000.00
61200	Book Materials & Supplies	65,310.61	120,409.00	55,098.39
61210	Small Equipment	-	5,000.00	5,000.00
61900	Professional Services	122,099.73	144,250.00	22,150.27
62800	Travel & Transportation	-	5,000.00	5,000.00
63000	Dues & Subscriptions	329.89	-	(329.89)
81700	Library Books	5,930,320.53	11,353,000.00	5,422,679.47
<b>Total Supplies &amp; Services</b>		<b>6,118,401.88</b>	<b>11,662,659.00</b>	<b>5,544,257.12</b>
<b>Total Collection and Bibliographic Services-310</b>		<b>7,105,336.60</b>	<b>13,651,294.00</b>	<b>6,545,957.40</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Gallery Services - 320****From 07/01/2022 through 01/13/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	60,949.03	119,175.00	58,225.97
	<b>Total Salaries</b>	<b>60,949.03</b>	<b>119,175.00</b>	<b>58,225.97</b>
<b>Benefits</b>				
55100	Employees Retirement	18,132.43	35,454.00	17,321.57
55200	Group Insurance	13,150.20	26,214.00	13,063.80
55400	Medicare Coverage Expense	886.17	1,728.00	841.83
	<b>Total Benefits</b>	<b>32,168.80</b>	<b>63,396.00</b>	<b>31,227.20</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	1,916.59	8,500.00	6,583.41
61120	Software & User Licenses	-	2,000.00	2,000.00
62510	Advertising	40.00	-	(40.00)
62800	Travel & Transportation	15.21	3,500.00	3,484.79
62900	Printing & Reproduction	129.00	1,500.00	1,371.00
	<b>Total Supplies &amp; Services</b>	<b>2,100.80</b>	<b>15,500.00</b>	<b>13,399.20</b>
	<b>Total Gallery Services-320</b>	<b>95,218.63</b>	<b>198,071.00</b>	<b>102,852.37</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Programming and Venues Services - 330**

From 07/01/2022 through 01/13/2023

		YTD Actual	FY2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	776,311.51	1,493,304.00	716,992.49
51200	Salaries - Part Time	138,543.88	317,743.00	179,199.12
51300	Overtime Pay	6,031.79	20,000.00	13,968.21
51600	Longevity Pay	3,964.01	15,562.00	11,597.99
<b>Total Salaries</b>		<b>924,851.19</b>	<b>1,846,609.00</b>	<b>921,757.81</b>
<b>Benefits</b>				
55100	Employees Retirement	252,195.41	474,315.00	222,119.59
55200	Group Insurance	130,467.02	258,337.00	127,869.98
55400	Medicare Coverage Expense	19,060.56	39,922.00	20,861.44
<b>Total Benefits</b>		<b>401,722.99</b>	<b>772,574.00</b>	<b>370,851.01</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	10,436.91	22,000.00	11,563.09
61120	Software & User Licenses	1,295.62	12,000.00	10,704.38
61210	Small Equipment	22,068.98	64,000.00	41,931.02
61400	Equipment Repair & Maint.	1,751.34	8,000.00	6,248.66
61410	Contracted Services	190,109.18	409,100.00	218,990.82
61500	Rental Expenses	8,600.40	18,000.00	9,399.60
62700	Education & Training	3,320.40	7,000.00	3,679.60
62800	Travel & Transportation	5,295.90	16,000.00	10,704.10
63000	Dues & Subscriptions	450.00	2,000.00	1,550.00
<b>Total Supplies &amp; Services</b>		<b>243,328.73</b>	<b>558,100.00</b>	<b>314,771.27</b>
<b>Total Programming and Venues Department-330</b>		<b>1,569,902.91</b>	<b>3,177,283.00</b>	<b>1,607,380.09</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Community Engagement - 340****From 07/01/2022 through 01/13/2023**

		<b>YTD Actual</b>	<b>FY2023 Budget</b>	<b>Balance Remaining</b>
<b>Salaries</b>				
51100	Salaries - Full Time	99,402.36	234,679.00	135,276.64
51600	Longevity Pay	1,347.21	1,769.00	421.79
<b>Total Salaries</b>		<b>100,749.57</b>	<b>236,448.00</b>	<b>135,698.43</b>
<b>Benefits</b>				
55100	Employees Retirement	29,219.69	69,817.00	40,597.31
55200	Group Insurance	11,108.38	26,459.00	15,350.62
55400	Medicare Coverage Expense	1,840.03	3,429.00	1,588.97
<b>Total Benefits</b>		<b>42,168.10</b>	<b>99,705.00</b>	<b>57,536.90</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	1,408.43	10,000.00	8,591.57
61120	Software & User Licenses	7,431.45	23,000.00	15,568.55
61210	Small Equipment	14,556.20	35,000.00	20,443.80
61410	Contracted Services	540.00	100,000.00	99,460.00
62600	Community Events	-	5,000.00	5,000.00
62700	Education & Training	695.00	4,000.00	3,305.00
62800	Travel & Transportation	3,091.75	10,000.00	6,908.25
62900	Printing & Reproduction	-	3,000.00	3,000.00
63000	Dues & Subscriptions	950.00	2,000.00	1,050.00
<b>Total Supplies &amp; Services</b>		<b>28,672.83</b>	<b>192,000.00</b>	<b>163,327.17</b>
<b>Total Community Engagement-340</b>		<b>171,590.50</b>	<b>528,153.00</b>	<b>356,562.50</b>

**Las Vegas-Clark County Library District  
Department Expenditures**

**General Fund - 100****Library Operations - 400****From 07/01/2022 through 01/13/2023**

		<b>YTD Actual</b>	<b>FY2023 Budget</b>	<b>Balance Remaining</b>
<b>Salaries</b>				
51100	Salaries - Full Time	6,629,408.63	14,298,215.00	7,668,806.37
51200	Salaries - Part Time	2,081,564.38	5,277,660.00	3,196,095.62
51300	Overtime Pay	1,339.94	-	(1,339.94)
51600	Longevity Pay	79,885.11	184,708.00	104,822.89
<b>Total Salaries</b>		<b>8,792,198.06</b>	<b>19,760,583.00</b>	<b>10,968,384.94</b>
<b>Benefits</b>				
55100	Employees Retirement	2,079,349.31	4,311,797.00	2,232,447.69
55200	Group Insurance	1,212,154.32	2,767,639.00	1,555,484.68
55400	Medicare Coverage Expense	252,034.07	602,814.00	350,779.93
<b>Total Benefits</b>		<b>3,543,537.70</b>	<b>7,682,250.00</b>	<b>4,138,712.30</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	175,759.14	512,680.00	336,920.86
61200	Book Materials & Supplies	1,249.14	-	(1,249.14)
61205	Interlibrary Loan	-	3,000.00	3,000.00
61500	Rental Expenses	9,702.12	19,404.00	9,701.88
62800	Travel & Transportation	8,993.67	53,450.00	44,456.33
65000	Miscellaneous Expenses	28.75	5,000.00	4,971.25
<b>Total Supplies &amp; Services</b>		<b>195,732.82</b>	<b>593,534.00</b>	<b>397,801.18</b>
<b>Total Library Operations-400</b>		<b>12,531,468.58</b>	<b>28,036,367.00</b>	<b>15,504,898.42</b>

# Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

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

General Fund - 100  
From 12/17/2022 through 01/13/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
16861	12/19/2022	10228	Sterling Volunteers	Order PUR019863	255.00
16863	12/19/2022	10834	Brittany Mangelson	Transcribing invoice for 12/8 mtg.	166.75
16864	12/19/2022	10864	Brian Wilson	Board comp for 12/8 Meeting	40.00
16865	12/19/2022	10877	Findaway World, LLC	Library A/V Materials for FY 2022-2023	584.87
16866	12/19/2022	11055	Bryant Rogers	Board comp for 12/8 Meeting	40.00
16867	12/19/2022	11652	Nathaniel Paul Vaughn	Board comp for 12/8 Meeting	40.00
16868	12/19/2022	11681	Jennifer L. Jiron	Board comp for 12/8 Meeting	40.00
16869	12/19/2022	11703	Kathleen Hagen Turner Whiteley	Board comp for 12/8 Meeting	40.00
16870	12/19/2022	11941	Brink's, Incorporated	Excess Services - November	3,513.26
16871	12/19/2022	1455	Dell Marketing L.P.	Annual Ren. VX Rail VMWare lic.	13,036.42
16872	12/19/2022	1580	Ferguson Enterprises, LLC	#63 & SV - Plumbing	980.17
16873	12/19/2022	1740	Ideal Office Equipment	WV - Plumbing	192.24
16874	12/19/2022	1742	Ideal Supply Company Inc.	RB - Plumbing Leak	45.64
16875	12/19/2022	1757	Ingram Library Services	Library Books & Materials for FY 2022-23	35,765.54
16876	12/19/2022	2098	Moapa Valley Water District	SVC 11/9/22 - 12/6/22 MV	184.83
16877	12/19/2022	2669	Urban Libraries Council	Membership Renewal 2023-2024	13,500.00
16878	12/19/2022	2702	Grainger, Inc.	CH - Lighting - Fixed Story Rm	107.52
16879	12/19/2022	2798	Brodart Co.	Library Books & Materials for FY 2022-23	125.00
16880	12/19/2022	2860	Las Vegas Review Journal	RFP 23-07	272.10
16881	12/19/2022	2891	AFLAC	November 2022	777.82
16882	12/19/2022	3143	FedEx Office - Customer Admin Svcs	FY23 budget books	711.67
16883	12/19/2022	3309	Batteries Plus # 327	CH - Lighting - EXIT Sign changed Batteries	513.89
16884	12/19/2022	3355	Teamsters Security Fund S. Nevada	December 2022	392,427.34
16885	12/19/2022	3772	NewsBank, Inc.	Annual subscription - LVRJ 11/29/22-12/29/22	95,053.00
16886	12/19/2022	4293	MTM/Iostens Recognition	Recognition Pins	1,186.71
16887	12/19/2022	4604	Brodart Library Supplies & Furnishings	Black wire easel - RB	2,525.71
16888	12/19/2022	4676	Color Reflections	WC Teen zone signage	283.00
16889	12/19/2022	4721	Sweetwater Sound LLC	Mixer and Three Headphones	996.00
16890	12/19/2022	4723	Purvis Industries - Las Vegas NV	RB - HVAC	159.07
16892	12/19/2022	7687	United Lock and Security, Inc.	GS - Duplicate Keys	10.00
16893	12/19/2022	8010	Allied Universal Security Services	Special Events 11/25/22-12/08/22	1,958.40
16894	12/19/2022	8437	Super Cleaners	Super Cleaners - Table Cloths	10.00
16895	12/19/2022	8718	Library Ideas, LLC	Order PUR019844	8,698.56
16896	12/19/2022	9191	Canon Solutions America, Inc.	Monthly Maint. 08/28/22-09/27/22 WM	4,209.20
16897	12/19/2022	9332	Felipe A. Ortiz	Board comp for 12/8 Meeting	40.00
16898	12/19/2022	9383	Office Plus	OEM Toner 25X Black	1,499.95
16899	12/19/2022	9907	Principal Life Insurance Company	Principal 2022	25,156.35
16900	12/19/2022	9956	Cherry Lake Publishing	juvi books	121.43
16901	12/26/2022	10129	Fun Express LLC	Winter programing and outreach	385.29
16902	12/26/2022	10144	CFRA	Outlook & Stock Reports	1,765.00
16903	12/26/2022	10161	MLAM, Inc.	Caro Concert	4,000.00
16904	12/26/2022	10184	City of Mesquite Athletics & Leisure Services Dept	MLCL Landscape Maintenance	800.00
16905	12/26/2022	10686	NLS Grounds Management, LLC	Various: Landscape Maintenance	21,796.18
16907	12/26/2022	11626	Jay Atwood	Piano tuning and maint - LA	465.00
16908	12/26/2022	1180	Baron Pest Solutions, Inc.	LA Pest Control	47.00
16909	12/26/2022	1201	Best Janitorial Services of Nevada	Various: Janitorial	150,547.20
16910	12/26/2022	1240	Brady Industries of Nevada, LLC	Towel Fold-Up's & Hand Sani	1,015.92
16912	12/26/2022	1580	Ferguson Enterprises, LLC	WH - Plumbing	329.04
16913	12/26/2022	1742	Ideal Supply Company Inc.	Tool RB, Plumbing & EV Faucet	696.07
16914	12/26/2022	1757	Ingram Library Services	Books & Materials for FY22-23	50,922.02
16915	12/26/2022	1897	Lakeshore Learning Materials	Furniture for Windmill Library	1,461.10
16916	12/26/2022	2152	Nedco Supply	CH - ADA Ramp Lighting	937.95
16917	12/26/2022	2169	Nevada Illumination	RB: Service Call - Parking Lot Lighting	387.90
16918	12/26/2022	2307	Progressive Elevator	CC Elevator	4,073.00
16919	12/26/2022	2362	Refrigeration Supplies Distributor	EV - HVAC	363.74
16920	12/26/2022	2486	Sonitrol Of Southern NV	Alarm Monitoring	3,693.00
16921	12/26/2022	2702	Grainger, Inc.	Stock & CH	352.11
16922	12/26/2022	2798	Brodart Co.	Books & Materials for FY 22-23	19,581.30
16924	12/26/2022	2852	Chem-Aqua, Inc.	HVAC Water Treatment	752.15
16925	12/26/2022	2853	Dick Blick	Order PUR018330	1,319.05
16926	12/26/2022	2860	Las Vegas Review Journal	Bid 23-04	646.00
16927	12/26/2022	3143	FedEx Office - Customer Admin Svcs	FY22 ACRF books	342.37
16928	12/26/2022	3149	Midwest Tape	A/V Materials for FY2022-2023	28,213.97
16929	12/26/2022	3300	ProQuest LLC	Heritage Quest & NY Times Historical	78,867.92
16930	12/26/2022	3435	Ace Fire Systems, Inc.	EN: Fire Sprinkler -(2) gauges	2,139.89
16931	12/26/2022	3776	Got Bugs LLC	MQL & MQLC Pest Control	200.00
16932	12/26/2022	4042	Baker & Taylor, Inc.	Library Books & Matris for FY22-23	8,702.80
16933	12/26/2022	4540	Robert Half	M. Campbell w/e 12/02/22	12,536.14
16934	12/26/2022	5001	UniFirst Corporation	FAC Uniform Rental	381.72
16935	12/26/2022	5463	Displays2Go	Displays,Sandwich board,Dry Erase	1,565.41
16936	12/26/2022	6224	Cambridge University Press	HSUS - 2 JAN 2023 - 1 JAN 2024	153.00
16937	12/26/2022	6646	Aqua Serv Engineers, Inc.	HVAC Water Treatment	1,791.48
16938	12/26/2022	6777	Mailmax Mailing Solutions, LLC	Mail Rm: Ink Cartridges & Labels	364.69
16939	12/26/2022	7671	Rentokil	Pest Control	1,413.00
16940	12/26/2022	7687	United Lock and Security, Inc.	Lock/Key Services /DVR Repairs	212.00
16941	12/26/2022	7943	Communication Electronic Systems Inc	Burglar/Fire Alarm Monitoring	130.00
16942	12/26/2022	8010	Allied Universal Security Services	Account Manager	18,474.50
16943	12/26/2022	8122	Staples Advantage Dept LA	Plastic paint trays 10wls	1,386.71
16944	12/26/2022	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections - CC	646.25
16945	12/26/2022	8575	Intermountain Lock and Security Supply	SW & Tool	667.56
16946	12/26/2022	8593	American Sign Language Communication	ASL Services for WC Storytime 111222	180.00
16947	12/26/2022	8718	Library Ideas, LLC	Order PUR019852	1,605.60
16948	12/26/2022	9101	O'Reilly Auto Parts	All Vehicles - Cleaning Supplies	101.89
16949	12/26/2022	9383	Office Plus	CRTDG,HP 14X, BK	499.98
16950	12/26/2022	9631	Elliott's Sewer & Drain	Plumbing Repairs - SU	297.75
16951	12/26/2022	9649	Freeman's Carpet Service, Inc.	WC: Gallery Flooring Repairs	1,857.96
16953	12/26/2022	9827	Vision Sign Inc.	Sign Maintenance	210.00
16954	12/26/2022	11693	Richard James Cisneros	LV Classica Music-Concert WH	700.00

# Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

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

General Fund - 100  
From 12/17/2022 through 01/13/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
16956	12/26/2022	2234	Overton Power District #5	SVC 11/8/22 - 12/8/22 MV	188.40
16957	12/26/2022	2799	CDW Government Inc,	UPS Monitoring NIC	1,391.08
16958	12/26/2022	2891	AFLAC	December 2022	777.82
16959	12/26/2022	5130	OverDrive Inc.	Online materials for FY 22-23	65,899.69
16960	12/26/2022	8122	Staples Advantage Dept LA	STAPLES 5ML POUCH 300PK	457.20
16962	12/26/2022	9907	Principal Life Insurance Company	January 2023	26,057.30
16963	12/26/2022	1244	Bron Tapes, Inc.	26 rolls carton sealing tape	201.50
16964	1/2/2023	10179	Safe and Secure Alarms and Video	WC Alarm Monitoring Burg	54.00
16966	1/2/2023	1535	El Mundo	Dec purchasing ad	80.00
16967	1/2/2023	1757	Ingram Library Services	Books & Materials for FY22-23	78,801.36
16968	1/2/2023	1837	Johnstone Supply	CH - Exhaust Fan by YPL changed	179.76
16969	1/2/2023	2533	Suburban Propane - 1487	Propane - NOV 2022	2,918.80
16970	1/2/2023	2798	Brodart Co.	Books & Materials for FY 22-23	3,871.43
16971	1/2/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	4,648.00
16972	1/2/2023	3770	Cox Communications of Las Vegas	SERVICE 12/17/22 - 01/16/23	30,844.03
16973	1/2/2023	4540	Robert Half	A Crimin w/e 12/23/22	1,840.00
16974	1/2/2023	5769	The Penworthy Company	Materials for FY 22-23	8,736.24
16975	1/2/2023	8122	Staples Advantage Dept LA	SC7CH PKGTP W/DIS	2,758.22
16976	1/2/2023	9191	Canon Solutions America, Inc.	Monthly Maint 08/26/22-09/25/22 -LA	728.62
16977	1/2/2023	9383	Office Plus	CRTDG, LSR, S PRT - SW	369.37
17014	1/11/2023	10129	Fun Express LLC	Candy-Halloween Outreach Events	1,444.74
17015	1/11/2023	10144	CFRA	STOCK REPORTS BOUND 1/29/23-7/28/23	1,372.50
17016	1/11/2023	10162	CenturyLink	Local service 12/24/22-01/23/23	136.70
17017	1/11/2023	10298	Sprout Social, Inc.	Additional Users on Sprout Social	297.00
17018	1/11/2023	10877	Findaway World, LLC	Order PUR020086	26,237.68
17019	1/11/2023	1157	AZP	WC - Fridge Replaced n Staff Lounge	797.33
17021	1/11/2023	11984	Victig Background Screening	16 Pre-employment background chks	1,590.95
17022	1/11/2023	12054	Amazon Capital Services, Inc.	Amazon 121522	23,601.88
17023	1/11/2023	1240	Brady Industries of Nevada, LLC	MB - "6" Cases of Sanitizers	418.50
17024	1/11/2023	1429	D.C. Thomas	BD rent Jan 2023	1,617.02
17025	1/11/2023	1580	Ferguson Enterprises, LLC	SU - Unclogged P Women's RR	333.03
17026	1/11/2023	2234	Overton Power District #5	SVC 11/22/22 - 12/22/22 MT	355.33
17027	1/11/2023	2362	Refrigeration Supplies Distributor	#57 - Tool Compact Clamp Meter	144.05
17028	1/11/2023	2702	Grainger, Inc.	CH - HVAC	196.25
17029	1/11/2023	2733	Phoenix Fire Protection, LLC	Fire Sprinkler Tests/Insp	600.00
17030	1/11/2023	2809	Water District	SVC 10/12/22 - 11/9/22	27,590.55
17031	1/11/2023	2819	CenturyLink Communications, LLC	Local service 12/07/22-01/06/23	3,522.20
17032	1/11/2023	2853	Dick Blick	8-Roll Vertical Rack 46"	941.52
17033	1/11/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	32,117.81
17034	1/11/2023	3355	Teamsters Security Fund S. Nevada	January 2023	402,392.72
17035	1/11/2023	3435	Ace Fire Systems, Inc.	Fire Sprinkler Tests/Insp & Fire Alarm Monitoring	125.00
17036	1/11/2023	4540	Robert Half	Week Ended 12/23/2022	2,045.38
17037	1/11/2023	4676	Color Reflections	Kwanzaa Sign	5,350.75
17038	1/11/2023	5001	UniFirst Corporation	FAC Uniform Rental	127.44
17039	1/11/2023	5130	OverDrive Inc.	Online materials for FY 22-23	20,718.42
17040	1/11/2023	5463	Displays2Go	Order PUR019966	1,071.22
17041	1/11/2023	5769	The Penworthy Company	Materials for FY 22-23	291.26
17042	1/11/2023	8122	Staples Advantage Dept LA	WWVB DIGITAL CLK W TEMP	1,601.66
17043	1/11/2023	8438	Carrier Corporation	SM Chiller PM	2,604.80
17044	1/11/2023	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections - SW	337.50
17045	1/11/2023	8777	Windowwear	Mini Blinds for CC	1,477.00
17046	1/11/2023	9074	Statewide Fire Protection - Western States	Fire Sprinkler Tests/Insp	425.00
17047	1/11/2023	9101	O'Reilly Auto Parts	#31 - Battery & Core	124.38
17048	1/11/2023	9191	Canon Solutions America, Inc.	monthly maint. 9/30/22-10/30/22 CC	346.93
17049	1/11/2023	9631	Elliott's Sewer & Drain	Plumbing Repairs - SU	197.75
17051	1/13/2023	11065	Pyro Combustion and Controls, Inc.	SW & SM: Boiler Repair	1,022.00
17053	1/13/2023	12068	FPS	MQL: FACP Electrical Component	1,900.00
17054	1/13/2023	1742	Ideal Supply Company Inc.	WV - Plumbing &Tools	192.24
17056	1/13/2023	2215	OCLC Inc.	Cataloging sub IFM dbts FY23	330.98
17057	1/13/2023	2307	Progressive Elevator	CC: 2-Stop Elevator Repair	375.00
17058	1/13/2023	2533	Suburban Propane - 1487	Propane Dec 2022 MC	3,829.69
17059	1/13/2023	2798	Brodart Co.	Books & Materials for FY 22-23	14,606.70
17060	1/13/2023	3023	Filtration Group IAQ	CC & EV: HVAC - Pleated Carbon Filters	1,662.00
17061	1/13/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	11,643.96
17062	1/13/2023	4042	Baker & Taylor, Inc.	Books & Matrials for FY22-23	10,215.82
17063	1/13/2023	4522	Quest Diagnostics	Order PUR020175	622.40
17064	1/13/2023	4649	H & E Equipment Services Inc.	FAC	255.00
17066	1/13/2023	7188	Innovative Interfaces, Inc.	Innovative/Skyriver records FY2023	1,056.00
17067	1/13/2023	7371	EnvisionWare, Inc.	Grant: 24-Hour Library	16,219.00
17068	1/13/2023	7687	United Lock and Security, Inc.	Lock/Key Services /DVR Repairs	134.00
17069	1/13/2023	8010	Allied Universal Security Services	Special Events 12/09/22-12/22/22	3,540.00
17070	1/13/2023	9383	Office Plus	CRTDG HP 14X, BK	6,145.85
17071	1/13/2023	9827	Vision Sign Inc.	RB: Repair defective neon "Young" in YPL	503.26
17072	1/13/2023	10212	Virgin Valley Water District	SVC 11/20/22 - 12/20/22 MQLC	587.03
17073	1/13/2023	10228	Sterling Volunteers	Order PUR020182	51.00
17076	1/13/2023	11724	Greenberg Traurig, LLP	Legal services for December 2022	1,924.00
17078	1/13/2023	1854	Kamer Zucker Abbott	December Invoices 2022	15,555.00
17079	1/13/2023	2234	Overton Power District #5	SVC 12/1/22 - 1/1/23 MV	2,491.60
17080	1/13/2023	2567	Teamsters Local Union #14	Union Dues - January 2023	9,322.00
17081	1/13/2023	2887	Thomson Reuters West Payment Ctr	Bankruptcy Code and Rules 2023	499.00
17082	1/13/2023	4517	Fingerprint Pros, Inc.	9 Pre-employment finger prints	531.00
17083	1/13/2023	4540	Robert Half	Week Ended 12/30/2022	6,821.10
17084	1/13/2023	5769	The Penworthy Company	Materials for FY 22-23	8,450.00
17085	1/13/2023	8122	Staples Advantage Dept LA	AMERICA 2023 SQ	13.11
17086	1/13/2023	8235	ZOHO Corporation	Ann. Maintenance & Supp. for ADAudit Plus, End: 02/19/24	1,916.00
17087	1/13/2023	8575	Intermountain Lock and Security Supply	CH - Door	460.60
17088	1/13/2023	9383	Office Plus	CRTDG, LSR 414XC	2,870.85
91919	12/22/2022	10441	University of Fashion, Inc.	1 yr sub	6,900.00



# Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

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

General Fund - 100  
From 12/17/2022 through 01/13/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
91920	12/22/2022	10565	Erin E. Baltzar	WC Holiday Program 12.17.22	800.00
91921	12/22/2022	10748	Better Impact USA Inc.	Order PUR019986	4,560.00
91922	12/22/2022	10930	Business Enterprises of Nevada	MQL Cafe Management	1,842.00
91924	12/22/2022	11813	Capitol Door Service	SU: Replace ADA operator on main exterior door	3,069.74
91925	12/22/2022	11873	Nicole Kim	Art Class for Teens at SW	230.00
91926	12/22/2022	11938	Mervin Alexander Jr	Acting Dec 2022	500.00
91927	12/22/2022	11944	Sharon Phoenix	Soy Based Scented Candle	200.00
91929	12/22/2022	12017	Ants in the Pants Productions	Classes & Performance at WC	950.00
91930	12/22/2022	12040	Margie Minnales	Smartphone Photography Classes	450.00
91932	12/22/2022	12176	Columbia Artists Music, LLC	Dep for 2 performances 2023	1,000.00
91933	12/22/2022	2159	AT&T SBC	service 12/11/22-01/10/23	314.60
91934	12/22/2022	2494	Southwest Gas Corp.	SVC 11/11/22 - 12/15/22 EN	1,284.57
91935	12/22/2022	3755	Las Vegas Brass Band	2022 Concerts - Oct, Nov, Dec	700.00
91936	12/22/2022	9788	Matias Rodriguez	SM: Door Tint - Bronze	70.00
91937	12/22/2022	9966	The Sherwin-Williams Co.	Refresh Paint on Book Drop	69.44
91938	12/22/2022	11886	Miles To Go, LLC	#VALUE!	800.00
91939	12/23/2022	10101	REP Industries	Navy Book Strap with Pocket	227.75
91940	12/23/2022	10493	CMRS-POC	Postage for WM Meter - Acct# 8050091 12/22	25,000.00
91941	12/23/2022	3755	Las Vegas Brass Band	2022 Concerts - Oct, Nov	1,400.00
91942	12/23/2022	8731	UNUM Life Insurance Co. of America	Unum January 2023 LTC Inv	299.40
91943	12/23/2022	9937	AFLAC Premium Holding	AFLAC Dec 2022 Group Inv	2,475.74
91944	12/29/2022	10217	T-Mobile	SVC 11/21/22-12/20/22	448.00
91945	12/29/2022	11642	Partsbuilt 3D	Order PUR019325	113.66
91946	12/29/2022	12177	Smart Horizons Career Online Education	COHS Tuition Scholarship	27,375.00
91947	12/29/2022	12195	Michael Stephens	contract 12/26/22	500.00
91948	12/29/2022	12196	Ethel Calloway	RM res refund	270.00
91949	12/29/2022	1458	State Collections & Disbursement Unit	Mandated Court Payment	679.60
91950	12/29/2022	2053	Matthew Bender & Co., Inc.	NV REV STATS 22 SPECIAL SUPP	477.90
91951	12/29/2022	2494	Southwest Gas Corp.	SVC 11/16/22-12/15/22 WV	9,609.94
91952	12/29/2022	2838	Verizon Wireless	MONTHLY SERVICE 1222	21,074.01
91953	12/29/2022	12197	Virginia Marie Weidenfeller	Short pay correction	40.00
91954	1/10/2023	10881	Cosco Fire Protection, Inc.	EV: Replace Fire Sprinkler Cover	525.69
91955	1/10/2023	11139	TSFSN 14	Policy# MFL0016128 11/01/22-11/01/23	25.00
91956	1/10/2023	11589	Greenspun Media Group, LLC	LVW Ads - December 2022	1,500.00
91957	1/10/2023	11801	Jeffrey Scott Trower	Community Heartbeat Drum Circle - WH	900.00
91958	1/10/2023	11916	GB Auto Service, Inc.	#63 LOF	209.32
91959	1/10/2023	12123	Ina Buckner-Barnette	Kwanzaa 12.26.22 Balance	750.00
91960	1/10/2023	12158	Alethea Shelton	AS Summit workplace wellness	441.00
91961	1/10/2023	12170	Richard Hudson	Christmas Carol, WM, WH Dec. 19	1,000.00
91962	1/10/2023	12192	43rd Street Group LLC	Kwanzaa Program 2022	300.00
91963	1/10/2023	12194	Steven I. Bornfeld	Cell Phone Lending Program Article	675.00
91964	1/10/2023	1474	Di Bella Flowers & Gifts	Order PUR020156	99.98
91966	1/10/2023	1991	Lowe's Improvement	Operating Supplies	954.64
91967	1/10/2023	1994	Lowry Solutions, Inc.	1.9 X 1.0 TWO-PART labels,	8,880.00
91968	1/10/2023	2097	Moapa Valley Telephone Co. Inc.	Service 12/26/22-01/25/23	296.24
91969	1/10/2023	2124	J.D. Power	3 Title & Registration books	855.00
91970	1/10/2023	2175	NV Energy	SVC 11/17/22 - 12/19/22 CH	9,025.42
91971	1/10/2023	2494	Southwest Gas Corp.	SVC 11/19/22 - 12/20/22 CH	7,375.44
91972	1/10/2023	2772	Xerox Corporation	Order PUR020160	1,436.50
91973	1/10/2023	2854	FastSigns	WM - Refresh Book Drop	127.26
91976	1/10/2023	3383	Home Depot Credit Services	Operating & Small Equipment	2,052.03
91977	1/10/2023	4117	Television Monitoring Services, Inc.	Ch. 13 News VGC Bookmarks	50.00
91978	1/10/2023	6817	Reliance Connects	Basic service Jan - BU	515.63
91979	1/10/2023	7677	Uline, Inc.	Laguna Bench 6' gray	821.88
91980	1/10/2023	7940	American Pumping Services LLC	EN & MC: Annual Septic Tank Inspections	2,345.00
91981	1/10/2023	9426	Rapid Color, Inc.	Winter Reading Challenge Bookmarks	290.00
91982	1/10/2023	9895	National Benefit Services, LLC	December 2022	423.50
91983	1/12/2023	10158	Poetry Promise, Inc.	WC Open Mic Classes - Oct/Nov/Dec	300.00
91984	1/12/2023	11935	Work Institute, LLC	Monthly Maintenance Fee December 2022	50.00
91985	1/12/2023	11956	Fat Brain Toys	BTP Prizes for WRC 2023	2,493.49
91986	1/12/2023	12152	Nevada Entertainment Svcs LLC	Shows SW/WC/WH/WM December 2022	2,388.72
91987	1/12/2023	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service 2.01.23-4.30.23 EV	9,042.22
91988	1/12/2023	1577	FedEx	Express Shipments Dec 2022	30.41
91989	1/12/2023	2159	AT&T SBC	Monthly service 01/01/23-01/31/23	46.43
91990	1/12/2023	2175	NV Energy	SVC 11/23/22 - 12/27/22 EV	4,826.35
91991	1/12/2023	2494	Southwest Gas Corp.	SVC 11/24/22 - 12/27/22 SW	6,960.17
91992	1/12/2023	2772	Xerox Corporation	June late fee 6/2022	25.00
91996	1/12/2023	2837	Republic Services # 620	Waste OCS 12/31 RB	32,001.97
91997	1/12/2023	7740	Gaudin Ford	#58: Particulate Sensor Replacement	754.18
91998	1/12/2023	10872	Radioactive Productions	Comic Book Fest Video	750.00
91999	1/12/2023	12189	Instit. of Divine Metaphysical Research	PVS Refund for ELV	720.00
92000	1/12/2023	12198	Christine Marie Winteler	Refund 12.19.22 payment - C. Winteler	14.95
92001	1/12/2023	1458	State Collections & Disbursement Unit	Mandated Court Payment	679.60
92002	1/12/2023	2159	AT&T SBC	Monthly service 12/25/22-01/24/23	302.31
92003	1/12/2023	2175	NV Energy	SVC 11/30/22 - 12/30/22	61,827.88
92004	1/12/2023	2494	Southwest Gas Corp.	SVC 11/29/22 - 12/28/22 WC	10,640.53
92005	1/12/2023	2837	Republic Services # 620	Recycle SVC 01/01/23 - 1/31/23 MV	28.04
92006	1/12/2023	4117	Television Monitoring Services, Inc.	KTNV Channel 13	250.00
92007	1/12/2023	5026	Nevada State Treasurer	Mandated Court Payment	4.00
92008	1/12/2023	9966	The Sherwin-Williams Co.	#51 Paint & Supplies	37.40
Total 100 - General Fund					2,244,126.84

Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Grant Fund - 220  
From 12/17/2022 through 01/13/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
17067	1/13/2023	7371	EnvisionWare, Inc.	Grant: 24-Hour Library	60,378.00
Total 220 - Grant Fund					60,378.00

Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Gift Fund - 230

From 12/17/2022 through 01/13/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
16906	12/26/2022	10746	Santiago Ricoy	EV robotics instruction	800.00
16943	12/26/2022	8122	Staples Advantage Dept LA	Plastic paint trays 10wls	246.53
16952	12/26/2022	9821	Liquid Courage	Tales and Cocktails Dec	2,503.46
17020	1/11/2023	11919	Jazz's Office, LLC	Foundation accounting	90.00
17074	1/13/2023	10523	Blake Hament	BBTTC instruction	400.00
17075	1/13/2023	10746	Santiago Ricoy	EV tech instruction	800.00
17077	1/13/2023	11919	Jazz's Office, LLC	Foundation accounting	90.00
Total 230 - Gift Fund					4,929.99

Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Capital Projects Fund - 510  
From 12/17/2022 through 01/13/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
16862	12/19/2022	10305	A Affordable Striping & Sealing LLC	CC: Pavement Marking,	2,570.00
16891	12/19/2022	6704	Schneider Electric	EV,RB,MQL,WC,WH: DDC Upgrades	50,604.50
16896	12/19/2022	9191	Canon Solutions America, Inc.	Monthly Maint. 08/28/22-09/27/22 WM	12,516.93
16911	12/26/2022	1455	Dell Marketing L.P.	EOLReplacement, Exp: 12/2025	196,316.19
16923	12/26/2022	2799	CDW Government Inc,	laptop, Warranty End: 12/2024	1,225.32
16955	12/26/2022	1457	Demco, Inc.	Prototype furniture for 3D Project	1,186.48
16961	12/26/2022	9431	B&H Photo-Video	Memory Lab Project	192.78
16965	1/2/2023	1455	Dell Marketing L.P.	3D Printing Project	18,815.47
16976	1/2/2023	9191	Canon Solutions America, Inc.	Monthly Maint 08/26/22-09/25/22 -LA	400.00
17022	1/11/2023	12054	Amazon Capital Services, Inc.	Amazon 121522	976.48
17050	1/13/2023	10305	A Affordable Striping & Sealing LLC	SM: Pavement Marking, Elec. Vehicle Stencil	2,570.00
17052	1/13/2023	11995	JS Pest Control	Pigeon Control - CC	5,970.00
17055	1/13/2023	2152	Nedco Supply	SW: Variable Frequency Drives (2)	11,904.14
17064	1/13/2023	4649	H & E Equipment Services Inc.	FAC	16,995.00
17065	1/13/2023	6147	DG Koch Associates, LLC	EN: Replacing existing chiller /cooling tower	2,080.00
91918	12/22/2022	10358	Las Vegas Valley Water District	Water Plan Review - 2' Meter	1,120.00
91923	12/22/2022	11009	KME Architects	Concept Arch'I Hollywood Libry	6,750.00
91928	12/22/2022	11963	zSpace, Inc.	Spare system for IT	3,628.00
91931	12/22/2022	12168	Formax, LLC	Formax Shredder-1st flr copier rm	2,142.00
Total 510 - Capital Projects Fund					337,963.29
Total - All Funds					2,647,398.12

# Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

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

General Fund - 100  
From 12/17/2022 through 01/13/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
16861	12/19/2022	10228	Sterling Volunteers	Order PUR019863	255.00
16863	12/19/2022	10834	Brittany Mangelson	Transcribing invoice for 12/8 mtg.	166.75
16864	12/19/2022	10864	Brian Wilson	Board comp for 12/8 Meeting	40.00
16865	12/19/2022	10877	Findaway World, LLC	Library A/V Materials for FY 2022-2023	584.87
16866	12/19/2022	11055	Bryant Rogers	Board comp for 12/8 Meeting	40.00
16867	12/19/2022	11652	Nathaniel Paul Vaughn	Board comp for 12/8 Meeting	40.00
16868	12/19/2022	11681	Jennifer L. Jiron	Board comp for 12/8 Meeting	40.00
16869	12/19/2022	11703	Kathleen Hagen Turner Whiteley	Board comp for 12/8 Meeting	40.00
16870	12/19/2022	11941	Brink's, Incorporated	Excess Services - November	3,513.26
16871	12/19/2022	1455	Dell Marketing L.P.	Annual Ren. VX Rail VMWare lic.	13,036.42
16872	12/19/2022	1580	Ferguson Enterprises, LLC	#63 & SV - Plumbing	980.17
16873	12/19/2022	1740	Ideal Office Equipment	WV - Plumbing	192.24
16874	12/19/2022	1742	Ideal Supply Company Inc.	RB - Plumbing Leak	45.64
16875	12/19/2022	1757	Ingram Library Services	Library Books & Materials for FY 2022-23	35,765.54
16876	12/19/2022	2098	Moapa Valley Water District	SVC 11/9/22 - 12/6/22 MV	184.83
16877	12/19/2022	2669	Urban Libraries Council	Membership Renewal 2023-2024	13,500.00
16878	12/19/2022	2702	Grainger, Inc.	CH - Lighting - Fixed Story Rm	107.52
16879	12/19/2022	2798	Brodart Co.	Library Books & Materials for FY 2022-23	125.00
16880	12/19/2022	2860	Las Vegas Review Journal	RFP 23-07	272.10
16881	12/19/2022	2891	AFLAC	November 2022	777.82
16882	12/19/2022	3143	FedEx Office - Customer Admin Svcs	FY23 budget books	711.67
16883	12/19/2022	3309	Batteries Plus # 327	CH - Lighting - EXIT Sign changed Batteries	513.89
16884	12/19/2022	3355	Teamsters Security Fund S. Nevada	December 2022	392,427.34
16885	12/19/2022	3772	NewsBank, Inc.	Annual subscription - LVRJ 11/29/22-12/29/22	95,053.00
16886	12/19/2022	4293	MTM/Iostens Recognition	Recognition Pins	1,186.71
16887	12/19/2022	4604	Brodart Library Supplies & Furnishings	Black wire easel - RB	2,525.71
16888	12/19/2022	4676	Color Reflections	WC Teen zone signage	283.00
16889	12/19/2022	4721	Sweetwater Sound LLC	Mixer and Three Headphones	996.00
16890	12/19/2022	4723	Purvis Industries - Las Vegas NV	RB - HVAC	159.07
16892	12/19/2022	7687	United Lock and Security, Inc.	GS - Duplicate Keys	10.00
16893	12/19/2022	8010	Allied Universal Security Services	Special Events 11/25/22-12/08/22	1,958.40
16894	12/19/2022	8437	Super Cleaners	Super Cleaners - Table Cloths	10.00
16895	12/19/2022	8718	Library Ideas, LLC	Order PUR019844	8,698.56
16896	12/19/2022	9191	Canon Solutions America, Inc.	Monthly Maint. 08/28/22-09/27/22 WM	4,209.20
16897	12/19/2022	9332	Felipe A. Ortiz	Board comp for 12/8 Meeting	40.00
16898	12/19/2022	9383	Office Plus	OEM Toner 25X Black	1,499.95
16899	12/19/2022	9907	Principal Life Insurance Company	Principal 2022	25,156.35
16900	12/19/2022	9956	Cherry Lake Publishing	juvi books	121.43
16901	12/26/2022	10129	Fun Express LLC	Winter programing and outreach	385.29
16902	12/26/2022	10144	CFRA	Outlook & Stock Reports	1,765.00
16903	12/26/2022	10161	MLAM, Inc.	Caro Concert	4,000.00
16904	12/26/2022	10184	City of Mesquite Athletics & Leisure Services Dept	MLCL Landscape Maintenance	800.00
16905	12/26/2022	10686	NLS Grounds Management, LLC	Various: Landscape Maintenance	21,796.18
16907	12/26/2022	11626	Jay Atwood	Piano tuning and maint - LA	465.00
16908	12/26/2022	1180	Baron Pest Solutions, Inc.	LA Pest Control	47.00
16909	12/26/2022	1201	Best Janitorial Services of Nevada	Various: Janitorial	150,547.20
16910	12/26/2022	1240	Brady Industries of Nevada, LLC	Towel Fold-Up's & Hand Sani	1,015.92
16912	12/26/2022	1580	Ferguson Enterprises, LLC	WH - Plumbing	329.04
16913	12/26/2022	1742	Ideal Supply Company Inc.	Tool RB, Plumbing & EV Faucet	696.07
16914	12/26/2022	1757	Ingram Library Services	Books & Materials for FY22-23	50,922.02
16915	12/26/2022	1897	Lakeshore Learning Materials	Furniture for Windmill Library	1,461.10
16916	12/26/2022	2152	Nedco Supply	CH - ADA Ramp Lighting	937.95
16917	12/26/2022	2169	Nevada Illumination	RB: Service Call - Parking Lot Lighting	387.90
16918	12/26/2022	2307	Progressive Elevator	CC Elevator	4,073.00
16919	12/26/2022	2362	Refrigeration Supplies Distributor	EV - HVAC	363.74
16920	12/26/2022	2486	Sonitrol Of Southern NV	Alarm Monitoring	3,693.00
16921	12/26/2022	2702	Grainger, Inc.	Stock & CH	352.11
16922	12/26/2022	2798	Brodart Co.	Books & Materials for FY 22-23	19,581.30
16924	12/26/2022	2852	Chem-Aqua, Inc.	HVAC Water Treatment	752.15
16925	12/26/2022	2853	Dick Blick	Order PUR018330	1,319.05
16926	12/26/2022	2860	Las Vegas Review Journal	Bid 23-04	646.00
16927	12/26/2022	3143	FedEx Office - Customer Admin Svcs	FY22 ACRF books	342.37
16928	12/26/2022	3149	Midwest Tape	A/V Materials for FY2022-2023	28,213.97
16929	12/26/2022	3300	ProQuest LLC	Heritage Quest & NY Times Historical	78,867.92
16930	12/26/2022	3435	Ace Fire Systems, Inc.	EN: Fire Sprinkler -(2) gauges	2,139.89
16931	12/26/2022	3776	Got Bugs LLC	MQL & MQLC Pest Control	200.00
16932	12/26/2022	4042	Baker & Taylor, Inc.	Library Books & Matrls for FY22-23	8,702.80
16933	12/26/2022	4540	Robert Half	M. Campbell w/e 12/02/22	12,536.14
16934	12/26/2022	5001	UniFirst Corporation	FAC Uniform Rental	381.72
16935	12/26/2022	5463	Displays2Go	Displays,Sandwich board,Dry Erase	1,565.41
16936	12/26/2022	6224	Cambridge University Press	HSUS - 2 JAN 2023 - 1 JAN 2024	153.00
16937	12/26/2022	6646	Aqua Serv Engineers, Inc.	HVAC Water Treatment	1,791.48
16938	12/26/2022	6777	Mailmax Mailing Solutions, LLC	Mail Rm: Ink Cartridges & Labels	364.69
16939	12/26/2022	7671	Rentokil	Pest Control	1,413.00
16940	12/26/2022	7687	United Lock and Security, Inc.	Lock/Key Services /DVR Repairs	212.00
16941	12/26/2022	7943	Communication Electronic Systems Inc	Burglar/Fire Alarm Monitoring	130.00
16942	12/26/2022	8010	Allied Universal Security Services	Account Manager	18,474.50
16943	12/26/2022	8122	Staples Advantage Dept LA	Plastic paint trays 10wls	1,386.71
16944	12/26/2022	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections - CC	646.25
16945	12/26/2022	8575	Intermountain Lock and Security Supply	SW & Tool	667.56
16946	12/26/2022	8593	American Sign Language Communication	ASL Services for WC Storytime 111222	180.00
16947	12/26/2022	8718	Library Ideas, LLC	Order PUR019852	1,605.60
16948	12/26/2022	9101	O'Reilly Auto Parts	All Vehicles - Cleaning Supplies	101.89
16949	12/26/2022	9383	Office Plus	CRTDG,HP 14X, BK	499.98
16950	12/26/2022	9631	Elliott's Sewer & Drain	Plumbing Repairs - SU	297.75
16951	12/26/2022	9649	Freeman's Carpet Service, Inc.	WC: Gallery Flooring Repairs	1,857.96
16953	12/26/2022	9827	Vision Sign Inc.	Sign Maintenance	210.00
16954	12/26/2022	11693	Richard James Cisneros	LV Classica Music-Concert WH	700.00

# Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

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

General Fund - 100  
From 12/17/2022 through 01/13/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
16956	12/26/2022	2234	Overton Power District #5	SVC 11/8/22 - 12/8/22 MV	188.40
16957	12/26/2022	2799	CDW Government Inc,	UPS Monitoring NIC	1,391.08
16958	12/26/2022	2891	AFLAC	December 2022	777.82
16959	12/26/2022	5130	OverDrive Inc.	Online materials for FY 22-23	65,899.69
16960	12/26/2022	8122	Staples Advantage Dept LA	STAPLES 5ML POUCH 300PK	457.20
16962	12/26/2022	9907	Principal Life Insurance Company	January 2023	26,057.30
16963	12/26/2022	1244	Bron Tapes, Inc.	26 rolls carton sealing tape	201.50
16964	1/2/2023	10179	Safe and Secure Alarms and Video	WC Alarm Monitoring Burg	54.00
16966	1/2/2023	1535	El Mundo	Dec purchasing ad	80.00
16967	1/2/2023	1757	Ingram Library Services	Books & Materials for FY22-23	78,801.36
16968	1/2/2023	1837	Johnstone Supply	CH - Exhaust Fan by YPL changed	179.76
16969	1/2/2023	2533	Suburban Propane - 1487	Propane - NOV 2022	2,918.80
16970	1/2/2023	2798	Brodart Co.	Books & Materials for FY 22-23	3,871.43
16971	1/2/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	4,648.00
16972	1/2/2023	3770	Cox Communications of Las Vegas	SERVICE 12/17/22 - 01/16/23	30,844.03
16973	1/2/2023	4540	Robert Half	A Crimin w/e 12/23/22	1,840.00
16974	1/2/2023	5769	The Penworthy Company	Materials for FY 22-23	8,736.24
16975	1/2/2023	8122	Staples Advantage Dept LA	SC7CH PKGTP W/DIS	2,758.22
16976	1/2/2023	9191	Canon Solutions America, Inc.	Monthly Maint 08/26/22-09/25/22 -LA	728.62
16977	1/2/2023	9383	Office Plus	CRTDG, LSR, S PRT - SW	369.37
17014	1/11/2023	10129	Fun Express LLC	Candy-Halloween Outreach Events	1,444.74
17015	1/11/2023	10144	CFRA	STOCK REPORTS BOUND 1/29/23-7/28/23	1,372.50
17016	1/11/2023	10162	CenturyLink	Local service 12/24/22-01/23/23	136.70
17017	1/11/2023	10298	Sprout Social, Inc.	Additional Users on Sprout Social	297.00
17018	1/11/2023	10877	Findaway World, LLC	Order PUR020086	26,237.68
17019	1/11/2023	1157	AZP	WC - Fridge Replaced n Staff Lounge	797.33
17021	1/11/2023	11984	Victig Background Screening	16 Pre-employment background chks	1,590.95
17022	1/11/2023	12054	Amazon Capital Services, Inc.	Amazon 121522	23,601.88
17023	1/11/2023	1240	Brady Industries of Nevada, LLC	MB - "6" Cases of Sanitizers	418.50
17024	1/11/2023	1429	D.C. Thomas	BD rent Jan 2023	1,617.02
17025	1/11/2023	1580	Ferguson Enterprises, LLC	SU - Unclogged P Women's RR	333.03
17026	1/11/2023	2234	Overton Power District #5	SVC 11/22/22 - 12/22/22 MT	355.33
17027	1/11/2023	2362	Refrigeration Supplies Distributor	#57 - Tool Compact Clamp Meter	144.05
17028	1/11/2023	2702	Grainger, Inc.	CH - HVAC	196.25
17029	1/11/2023	2733	Phoenix Fire Protection, LLC	Fire Sprinkler Tests/Insp	600.00
17030	1/11/2023	2809	Water District	SVC 10/12/22 - 11/9/22	27,590.55
17031	1/11/2023	2819	CenturyLink Communications, LLC	Local service 12/07/22-01/06/23	3,522.20
17032	1/11/2023	2853	Dick Blick	8-Roll Vertical Rack 46"	941.52
17033	1/11/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	32,117.81
17034	1/11/2023	3355	Teamsters Security Fund S. Nevada	January 2023	402,392.72
17035	1/11/2023	3435	Ace Fire Systems, Inc.	Fire Sprinkler Tests/Insp & Fire Alarm Monitoring	125.00
17036	1/11/2023	4540	Robert Half	Week Ended 12/23/2022	2,045.38
17037	1/11/2023	4676	Color Reflections	Kwanzaa Sign	5,350.75
17038	1/11/2023	5001	UniFirst Corporation	FAC Uniform Rental	127.44
17039	1/11/2023	5130	OverDrive Inc.	Online materials for FY 22-23	20,718.42
17040	1/11/2023	5463	Displays2Go	Order PUR019966	1,071.22
17041	1/11/2023	5769	The Penworthy Company	Materials for FY 22-23	291.26
17042	1/11/2023	8122	Staples Advantage Dept LA	WWVB DIGITAL CLK W TEMP	1,601.66
17043	1/11/2023	8438	Carrier Corporation	SM Chiller PM	2,604.80
17044	1/11/2023	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections - SW	337.50
17045	1/11/2023	8777	Windowwear	Mini Blinds for CC	1,477.00
17046	1/11/2023	9074	Statewide Fire Protection - Western States	Fire Sprinkler Tests/Insp	425.00
17047	1/11/2023	9101	O'Reilly Auto Parts	#31 - Battery & Core	124.38
17048	1/11/2023	9191	Canon Solutions America, Inc.	monthly maint. 9/30/22-10/30/22 CC	346.93
17049	1/11/2023	9631	Elliott's Sewer & Drain	Plumbing Repairs - SU	197.75
17051	1/13/2023	11065	Pyro Combustion and Controls, Inc.	SW & SM: Boiler Repair	1,022.00
17053	1/13/2023	12068	FPS	MQL: FACP Electrical Component	1,900.00
17054	1/13/2023	1742	Ideal Supply Company Inc.	WV - Plumbing &Tools	192.24
17056	1/13/2023	2215	OCLC Inc.	Cataloging sub IFM dbts FY23	330.98
17057	1/13/2023	2307	Progressive Elevator	CC: 2-Stop Elevator Repair	375.00
17058	1/13/2023	2533	Suburban Propane - 1487	Propane Dec 2022 MC	3,829.69
17059	1/13/2023	2798	Brodart Co.	Books & Materials for FY 22-23	14,606.70
17060	1/13/2023	3023	Filtration Group IAQ	CC & EV: HVAC - Pleated Carbon Filters	1,662.00
17061	1/13/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	11,643.96
17062	1/13/2023	4042	Baker & Taylor, Inc.	Books & Matrials for FY22-23	10,215.82
17063	1/13/2023	4522	Quest Diagnostics	Order PUR020175	622.40
17064	1/13/2023	4649	H & E Equipment Services Inc.	FAC	255.00
17066	1/13/2023	7188	Innovative Interfaces, Inc.	Innovative/Skyriver records FY2023	1,056.00
17067	1/13/2023	7371	EnvisionWare, Inc.	Grant: 24-Hour Library	16,219.00
17068	1/13/2023	7687	United Lock and Security, Inc.	Lock/Key Services /DVR Repairs	134.00
17069	1/13/2023	8010	Allied Universal Security Services	Special Events 12/09/22-12/22/22	3,540.00
17070	1/13/2023	9383	Office Plus	CRTDG HP 14X, BK	6,145.85
17071	1/13/2023	9827	Vision Sign Inc.	RB: Repair defective neon "Young" in YPL	503.26
17072	1/13/2023	10212	Virgin Valley Water District	SVC 11/20/22 - 12/20/22 MQLC	587.03
17073	1/13/2023	10228	Sterling Volunteers	Order PUR020182	51.00
17076	1/13/2023	11724	Greenberg Traurig, LLP	Legal services for December 2022	1,924.00
17078	1/13/2023	1854	Kamer Zucker Abbott	December Invoices 2022	15,555.00
17079	1/13/2023	2234	Overton Power District #5	SVC 12/1/22 - 1/1/23 MV	2,491.60
17080	1/13/2023	2567	Teamsters Local Union #14	Union Dues - January 2023	9,322.00
17081	1/13/2023	2887	Thomson Reuters West Payment Ctr	Bankruptcy Code and Rules 2023	499.00
17082	1/13/2023	4517	Fingerprint Pros, Inc.	9 Pre-employment finger prints	531.00
17083	1/13/2023	4540	Robert Half	Week Ended 12/30/2022	6,821.10
17084	1/13/2023	5769	The Penworthy Company	Materials for FY 22-23	8,450.00
17085	1/13/2023	8122	Staples Advantage Dept LA	AMERICA 2023 SQ	13.11
17086	1/13/2023	8235	ZOHO Corporation	Ann. Maintenance & Supp. for ADAudit Plus, End: 02/19/24	1,916.00
17087	1/13/2023	8575	Intermountain Lock and Security Supply	CH - Door	460.60
17088	1/13/2023	9383	Office Plus	CRTDG, LSR 414XC	2,870.85
91919	12/22/2022	10441	University of Fashion, Inc.	1 yr sub	6,900.00

# Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

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

General Fund - 100  
From 12/17/2022 through 01/13/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
91920	12/22/2022	10565	Erin E. Baltzar	WC Holiday Program 12.17.22	800.00
91921	12/22/2022	10748	Better Impact USA Inc.	Order PUR019986	4,560.00
91922	12/22/2022	10930	Business Enterprises of Nevada	MQL Cafe Management	1,842.00
91924	12/22/2022	11813	Capitol Door Service	SU: Replace ADA operator on main exterior door	3,069.74
91925	12/22/2022	11873	Nicole Kim	Art Class for Teens at SW	230.00
91926	12/22/2022	11938	Mervin Alexander Jr	Acting Dec 2022	500.00
91927	12/22/2022	11944	Sharon Phoenix	Soy Based Scented Candle	200.00
91929	12/22/2022	12017	Ants in the Pants Productions	Classes & Performance at WC	950.00
91930	12/22/2022	12040	Margie Minnales	Smartphone Photography Classes	450.00
91932	12/22/2022	12176	Columbia Artists Music, LLC	Dep for 2 performances 2023	1,000.00
91933	12/22/2022	2159	AT&T SBC	service 12/11/22-01/10/23	314.60
91934	12/22/2022	2494	Southwest Gas Corp.	SVC 11/11/22 - 12/15/22 EN	1,284.57
91935	12/22/2022	3755	Las Vegas Brass Band	2022 Concerts - Oct, Nov, Dec	700.00
91936	12/22/2022	9788	Matias Rodriguez	SM: Door Tint - Bronze	70.00
91937	12/22/2022	9966	The Sherwin-Williams Co.	Refresh Paint on Book Drop	69.44
91938	12/22/2022	11886	Miles To Go, LLC	#VALUE!	800.00
91939	12/23/2022	10101	REP Industries	Navy Book Strap with Pocket	227.75
91940	12/23/2022	10493	CMRS-POC	Postage for WM Meter - Acct# 8050091 12/22	25,000.00
91941	12/23/2022	3755	Las Vegas Brass Band	2022 Concerts - Oct, Nov	1,400.00
91942	12/23/2022	8731	UNUM Life Insurance Co. of America	Unum January 2023 LTC Inv	299.40
91943	12/23/2022	9937	AFLAC Premium Holding	AFLAC Dec 2022 Group Inv	2,475.74
91944	12/29/2022	10217	T-Mobile	SVC 11/21/22-12/20/22	448.00
91945	12/29/2022	11642	Partsbuilt 3D	Order PUR019325	113.66
91946	12/29/2022	12177	Smart Horizons Career Online Education	COHS Tuition Scholarship	27,375.00
91947	12/29/2022	12195	Michael Stephens	contract 12/26/22	500.00
91948	12/29/2022	12196	Ethel Calloway	RM res refund	270.00
91949	12/29/2022	1458	State Collections & Disbursement Unit	Mandated Court Payment	679.60
91950	12/29/2022	2053	Matthew Bender & Co., Inc.	NV REV STATS 22 SPECIAL SUPP	477.90
91951	12/29/2022	2494	Southwest Gas Corp.	SVC 11/16/22-12/15/22 WV	9,609.94
91952	12/29/2022	2838	Verizon Wireless	MONTHLY SERVICE 1222	21,074.01
91953	12/29/2022	12197	Virginia Marie Weidenfeller	Short pay correction	40.00
91954	1/10/2023	10881	Cosco Fire Protection, Inc.	EV: Replace Fire Sprinkler Cover	525.69
91955	1/10/2023	11139	TSFSN 14	Policy# MFL0016128 11/01/22-11/01/23	25.00
91956	1/10/2023	11589	Greenspun Media Group, LLC	LVW Ads - December 2022	1,500.00
91957	1/10/2023	11801	Jeffrey Scott Trower	Community Heartbeat Drum Circle - WH	900.00
91958	1/10/2023	11916	GB Auto Service, Inc.	#63 LOF	209.32
91959	1/10/2023	12123	Ina Buckner-Barnette	Kwanzaa 12.26.22 Balance	750.00
91960	1/10/2023	12158	Alethea Shelton	AS Summit workplace wellness	441.00
91961	1/10/2023	12170	Richard Hudson	Christmas Carol, WM, WH Dec. 19	1,000.00
91962	1/10/2023	12192	43rd Street Group LLC	Kwanzaa Program 2022	300.00
91963	1/10/2023	12194	Steven I. Bornfeld	Cell Phone Lending Program Article	675.00
91964	1/10/2023	1474	Di Bella Flowers & Gifts	Order PUR020156	99.98
91966	1/10/2023	1991	Lowe's Improvement	Operating Supplies	954.64
91967	1/10/2023	1994	Lowry Solutions, Inc.	1.9 X 1.0 TWO-PART labels,	8,880.00
91968	1/10/2023	2097	Moapa Valley Telephone Co. Inc.	Service 12/26/22-01/25/23	296.24
91969	1/10/2023	2124	J.D. Power	3 Title & Registration books	855.00
91970	1/10/2023	2175	NV Energy	SVC 11/17/22 - 12/19/22 CH	9,025.42
91971	1/10/2023	2494	Southwest Gas Corp.	SVC 11/19/22 - 12/20/22 CH	7,375.44
91972	1/10/2023	2772	Xerox Corporation	Order PUR020160	1,436.50
91973	1/10/2023	2854	FastSigns	WM - Refresh Book Drop	127.26
91976	1/10/2023	3383	Home Depot Credit Services	Operating & Small Equipment	2,052.03
91977	1/10/2023	4117	Television Monitoring Services, Inc.	Ch. 13 News VGC Bookmarks	50.00
91978	1/10/2023	6817	Reliance Connects	Basic service Jan - BU	515.63
91979	1/10/2023	7677	Uline, Inc.	Laguna Bench 6' gray	821.88
91980	1/10/2023	7940	American Pumping Services LLC	EN & MC: Annual Septic Tank Inspections	2,345.00
91981	1/10/2023	9426	Rapid Color, Inc.	Winter Reading Challenge Bookmarks	290.00
91982	1/10/2023	9895	National Benefit Services, LLC	December 2022	423.50
91983	1/12/2023	10158	Poetry Promise, Inc.	WC Open Mic Classes - Oct/Nov/Dec	300.00
91984	1/12/2023	11935	Work Institute, LLC	Monthly Maintenance Fee December 2022	50.00
91985	1/12/2023	11956	Fat Brain Toys	BTP Prizes for WRC 2023	2,493.49
91986	1/12/2023	12152	Nevada Entertainment Svcs LLC	Shows SW/WC/WH/WM December 2022	2,388.72
91987	1/12/2023	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service 2.01.23-4.30.23 EV	9,042.22
91988	1/12/2023	1577	FedEx	Express Shipments Dec 2022	30.41
91989	1/12/2023	2159	AT&T SBC	Monthly service 01/01/23-01/31/23	46.43
91990	1/12/2023	2175	NV Energy	SVC 11/23/22 - 12/27/22 EV	4,826.35
91991	1/12/2023	2494	Southwest Gas Corp.	SVC 11/24/22 - 12/27/22 SW	6,960.17
91992	1/12/2023	2772	Xerox Corporation	June late fee 6/2022	25.00
91996	1/12/2023	2837	Republic Services # 620	Waste OCS 12/31 RB	32,001.97
91997	1/12/2023	7740	Gaudin Ford	#58: Particulate Sensor Replacement	754.18
91998	1/12/2023	10872	Radioactive Productions	Comic Book Fest Video	750.00
91999	1/12/2023	12189	Instit. of Divine Metaphysical Research	PVS Refund for ELV	720.00
92000	1/12/2023	12198	Christine Marie Winteler	Refund 12.19.22 payment - C. Winteler	14.95
92001	1/12/2023	1458	State Collections & Disbursement Unit	Mandated Court Payment	679.60
92002	1/12/2023	2159	AT&T SBC	Monthly service 12/25/22-01/24/23	302.31
92003	1/12/2023	2175	NV Energy	SVC 11/30/22 - 12/30/22	61,827.88
92004	1/12/2023	2494	Southwest Gas Corp.	SVC 11/29/22 - 12/28/22 WC	10,640.53
92005	1/12/2023	2837	Republic Services # 620	Recycle SVC 01/01/23 - 1/31/23 MV	28.04
92006	1/12/2023	4117	Television Monitoring Services, Inc.	KTNV Channel 13	250.00
92007	1/12/2023	5026	Nevada State Treasurer	Mandated Court Payment	4.00
92008	1/12/2023	9966	The Sherwin-Williams Co.	#51 Paint & Supplies	37.40
Total 100 - General Fund					2,244,126.84

Las Vegas - Clark County Library District  
Check/Voucher Register

Grant Fund - 220  
From 12/17/2022 through 01/13/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
17067	1/13/2023	7371	EnvisionWare, Inc.	Grant: 24-Hour Library	60,378.00
Total 220 - Grant Fund					60,378.00



Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Gift Fund - 230

From 12/17/2022 through 01/13/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
16906	12/26/2022	10746	Santiago Ricoy	EV robotics instruction	800.00
16943	12/26/2022	8122	Staples Advantage Dept LA	Plastic paint trays 10wls	246.53
16952	12/26/2022	9821	Liquid Courage	Tales and Cocktails Dec	2,503.46
17020	1/11/2023	11919	Jazz's Office, LLC	Foundation accounting	90.00
17074	1/13/2023	10523	Blake Hament	BBTTC instruction	400.00
17075	1/13/2023	10746	Santiago Ricoy	EV tech instruction	800.00
17077	1/13/2023	11919	Jazz's Office, LLC	Foundation accounting	90.00
Total 230 - Gift Fund					4,929.99

Regular Board of Trustees Meeting- February 9, 2023 - Item VI.- Library Reports

Las Vegas - Clark County Library District  
Check/Voucher Register

Capital Projects Fund - 510  
From 12/17/2022 through 01/13/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
16862	12/19/2022	10305	A Affordable Striping & Sealing LLC	CC: Pavement Marking,	2,570.00
16891	12/19/2022	6704	Schneider Electric	EV,RB,MQL,WC,WH: DDC Upgrades	50,604.50
16896	12/19/2022	9191	Canon Solutions America, Inc.	Monthly Maint. 08/28/22-09/27/22 WM	12,516.93
16911	12/26/2022	1455	Dell Marketing L.P.	EOLReplacement, Exp: 12/2025	196,316.19
16923	12/26/2022	2799	CDW Government Inc,	laptop, Warranty End: 12/2024	1,225.32
16955	12/26/2022	1457	Demco, Inc.	Prototype furniture for 3D Project	1,186.48
16961	12/26/2022	9431	B&H Photo-Video	Memory Lab Project	192.78
16965	1/2/2023	1455	Dell Marketing L.P.	3D Printing Project	18,815.47
16976	1/2/2023	9191	Canon Solutions America, Inc.	Monthly Maint 08/26/22-09/25/22 -LA	400.00
17022	1/11/2023	12054	Amazon Capital Services, Inc.	Amazon 121522	976.48
17050	1/13/2023	10305	A Affordable Striping & Sealing LLC	SM: Pavement Marking, Elec. Vehicle Stencil	2,570.00
17052	1/13/2023	11995	JS Pest Control	Pigeon Control - CC	5,970.00
17055	1/13/2023	2152	Nedco Supply	SW: Variable Frequency Drives (2)	11,904.14
17064	1/13/2023	4649	H & E Equipment Services Inc.	FAC	16,995.00
17065	1/13/2023	6147	DG Koch Associates, LLC	EN: Replacing existing chiller /cooling tower	2,080.00
91918	12/22/2022	10358	Las Vegas Valley Water District	Water Plan Review - 2' Meter	1,120.00
91923	12/22/2022	11009	KME Architects	Concept Arch'I Hollywood Libry	6,750.00
91928	12/22/2022	11963	zSpace, Inc.	Spare system for IT	3,628.00
91931	12/22/2022	12168	Formax, LLC	Formax Shredder-1st flr copier rm	2,142.00
Total 510 - Capital Projects Fund					337,963.29
Total - All Funds					2,647,398.12



## ITEM VI.A.3.b.

### MEMORANDUM

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**TO:** Board of Trustees through Mr. Kelvin Watson, Executive Director  
**FROM:** John Vino, General Services Director  
**DATE:** January 31, 2023  
**SUBJECT: General Services Report, February 2023**

This report provides an overview of the primary accomplishments, initiatives, and District-Wide activities for the General Services Division for the one-month period of January 2023.

#### **POWERFUL PLACES and POWERFUL PARTNERSHIPS**

##### **New West Las Vegas Library:**

**Architectural Services:** Design work continues. At the January 19<sup>th</sup> Board Meeting, the Board approved the new West Las Vegas Library to move into the Design Development phase.

KME, Director Watson and I, attended a Las Vegas Planning Commission meeting on January 11<sup>th</sup>, where the project was presented for review and consideration. The project was approved unanimously by the Commission – we will next present the project to the full City Council on February 15<sup>th</sup>.

##### **Construction Manager at Risk (CMAR)**

CORE Construction has begun preconstruction services, and is preparing a schematic design cost estimate as well as a constructability evaluation of the overall project.

##### **Other Capital Improvement Projects**

**Chiller Replacement Enterprise Library** – Contract award was approved at the January Board Meeting and Staff is moving forward with executing required contract documents.

**Spring Valley Refresh** – Construction documents have been finalized, the project will be bid the beginning of February with construction anticipated in March 2023.

**Enterprise Library Refresh** – Design meetings with staff and the architect are underway. The Library refresh will include new carpet and paint throughout the library. Modification to the YPL including a new activities zone. A new Teen Zone, Maker Spaces as well as upgraded study rooms.

**Theatrical Lighting Upgrades – Agenda Item** - Funds are allocated in the Capital Projects Fund to purchase replacement theater lighting equipment for the various theaters. The equipment is in need of replacing due to age and functionality deficiencies.

An Invitation to Bid was advertised in the *Review-Journal*, posted on the District's website, emailed to minority Chambers of Commerce, and posted on the Nevada Government eMarketplace (NGEM). The bid opening was held on January 12, 2023. A total of five bids were received.

Staff intends to request a motion to authorize staff to award a contract for the purchase of theater lighting equipment for various District locations in accordance with Bid No. 23-08 to Blue Planet Lighting for the amount of \$116,732.50.

## **POWERFUL PARTNERSHIPS**

### **Anytime Library:**

Working with District staff, we have started the planning for the relocation of the Anytime Library Kiosk to the Sunrise Hospital. We are currently working with Sunrise Hospital to develop a logistic plan for the move, as well as working with BAM to develop a template that would allow the kiosk to receive a promotional wrap.

## **POWERFUL PLATFORMS**

### **Branding Implementation Signage Bid Package:**

Contract award was approved at the January Board Meeting, and Staff is moving forward with executing required contract documents – Installation is anticipated to begin in March 2023.

### **Safety and Security Update:**

General Services provided support to Programming and Venue Services to provide additional Security Guards for special events that occurred through the month of January.

General Services Safety Manager continues to conduct Management of Aggressive Behavior (MOAB) training to all District PIC's and has arranged for the Southern Nevada Counter Terrorism Task Center (SNCTC) to present multiple "If See Something Say Something" classes for any interested staff.

General Services continues to supply COVID at-home test kits to all of our branches, for staff as well as patron use. Tests will be distributed as needed until our supply has been depleted. The FDA currently extended the expiration dates of the at-home test kits to August 2023. General Services also has continued the application of enhanced cleaning procedures throughout the District.

## ITEM VI.A.3.c.



### MEMORANDUM

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

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

**DATE:** January 31, 2023

**SUBJECT:** Human Resources (HR) Report, February 2023

Section (1) of this report, *Fiscal Year HR Goals and Objectives (Plays)*, covers activity December January 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, 2022 to December 31, 2022 (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 2022-2023**
  - b. Diversity Dashboard - Calendar Year 2021 (Updating)**

#### **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 - Complete
      - February 18, Special Board of Trustees Meeting - Complete

- Recommendation New A-Team Pay Ranges - Complete
  - Indirect Compensation (Benefits) Survey Results
    - Presentation Board of Trustees Meeting - Complete
  - Indirect Compensation (Benefits) Agenda Item - Increase Tuition Reimbursement rates for 22/23 - June Board of Trustees Meeting - Complete
  - Staff Base Compensation (Direct) Survey Results Summary - September Board of Trustees Meeting - Complete
  - A-Team July 2022 Review (Merit, COLA) - September Board of Trustees Meeting - Complete
  - Koff Staff Pay Grade Assignments Evaluation/New Structure - Complete
  - Final Cost Analysis for Budget - Complete
- 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 - Complete (Monitor/Assess)
  - Staff Employee Wellness feedback survey - September 2022 - Complete
  - Financial Wellness - August 2022 (Empower Retirement Ongoing)
  - Work/Life Balance - Included
  - Updated Wellness Program (Mental Health, Financial Health, Work Life Balance) - Program Design Complete to Launch in March
- **Develop, enhance and maintain intra-organizational communication methods and frequency to enhance employee engagement:**
  - 2022 CY Quarterly Labor Management meetings (scheduled):
    - February 15 - Complete
    - May 26 - Rescheduled June - Complete
    - August 18 - Complete
    - November 3 - Complete
  - Town Hall meeting #3 (Post-Game - Date July 19) - Complete
  - Town Hall meeting # 4 (Half-Time - Date December 6) - Complete
  - New Employee Executive Director Roundtable (Quarterly - September 21) - Ongoing
  - Collective Bargaining Agreements (July) 2023 - Scheduling Meetings
- **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 (WebEx) - Complete (July 22)
  - Apprentice Person-In-Charge (APIC) Training program - Complete (to be offered every 24-months)
  - New Leader Onboarding (NLO) program - In development (NLO - Finance scheduled for March 1,2)
- **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
      - Survey Providers First Screening
        - Pulsely - Complete
        - McBassi - Complete
        - WorkTango - Complete
        - Culture Amp - Complete
      - Survey Providers Second Screening (DEIA Committee)
        - WorkTango - Complete
        - Culture Amp - Complete
      - Survey Provider final review (A-Team) - Complete (Work Tango selected) - Complete
      - Survey Contract & Work/Communication Plan - Contract Signed - (Targeting Spring Survey)
    - Outreach sub-group established
      - Action Plan (Hispanic outreach) - In-process
        - Cristo Rey
          - Cristo Rey Site Visit - Complete
          - Cristo Rey Contract - In Review
        - Employ NV Youth (WEX)
          - Program Reviewed - Complete
          - Positions Identified - Complete
          - Actively accepting candidates - In process
      - Survey sub-group (established)
        - Planning meetings being scheduled
          - Kickoff Meeting - Complete
        - HRIS Review - In process
  - **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 (Complete)

- Target Go-Live March - Complete
  - Initial Results to Board - Complete (May 22)
  - Monthly Results - Monitor/Assess - Ongoing
- **New Administrative Team Performance Appraisal**
  - Draft Tool - Complete
  - HRIS Review - In process

**2. Transactional Activity and Key Metrics:**

- (a) Human Resources Dashboard 2022 - 2023
- (b) Diversity Dashboard (Q1 attached, Q2 revision due to implementation of UKG System)



1/12/2023

## LVCCCLD HR DASHBOARD

FY2022-2023

LVCCLD		FY 2022-2023 HUMAN RESOURCES DASHBOARD																
		Quarter 1 of FY 2022-2023			Quarter 2 of FY 2022-2023			Quarter 3 of FY 2022-2023			Quarter 4 of FY 2022-2023			FY Running Total (RT) TOTAL FY 2022-2023				
Metric		Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23					
A	Total Employees (Headcount)	651	645	638	644	647	650							NA	645.83	618.25	642.36	A
B	Full-Time Employees 60 hours or more (Headcount)	333	335	338	341	341	346							NA	339.00	323.75	309.64	B
C	Part-Time Employees 59 hours or less (Headcount)	318	310	300	303	306	304							NA	306.83	294.50	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)	10.1	10.0	10.0	10.0	10.0	10.0							NA	10.02	10.8	9.59	E
Talent Acquisition & Management																		
F	Open Positions (Budget) = 778	127	133	140	134	131	128							NA	132.17	159.75	136.00	F
G	Positions Posted (Approved to Fill)	14	14	12	15	19	12							NA	14.33	12.67	7.00	G
H	Applications Received	492	900	558	965	741	585							4341	706.83	525.08	507.00	H
I	Interviews Conducted	11	13	17	10	18	5							74	12.33	12.83	5.55	I
J	New Hires	17	11	7	16	15	11							77	12.83	11.42	2.45	J
K	Promotions	7	2	4	6	2	3							24	4.00	5.67	3.73	K
L	Lateral Transfers	1	1	1	1	2	2							8	1.33	1.00	1.10	L
M	Demotions	1	1	0	0	0	1							3	0.50	0.42	0.55	M
N	Employees Successfully Completing Probationary Period	5	6	3	25	14	4							57	9.50	3.67	1.55	N
O	(1) Average Cost Per New Hire	\$36,603.42	\$36,157.23	\$32,749.80	\$51,408.47	\$32,129.26	\$27,369.59							\$216,418	\$36,070	\$38,671	\$10,336	O
Separations & Turnover																		
P	Total Separations from Employment	15	14	13	10	14	10							76	12.67	9.50	10.00	P
Q	Voluntary Separations	15	13	13	7	11	9							68	11.33	8.67	9.45	Q
R	Involuntary Separations	0	1	0	3	3	1							8	1.33	0.83	0.55	R
S	Turnover (Entire District)	2.30%	2.17%	2.04%	1.71%	2.18%	1.56%							11.96%	1.99%	1.54%	1.60%	S
T	Turnover (Without Page Positions)	1.53%	0.62%	1.40%	0.78%	1.60%	1.25%							7.18%	1.20%	0.94%	2.19%	T
U	Annualized Twelve Month Turnover (Entire District)	27.60%	26.85%	26.05%	24.67%	24.97%	23.92%							NA	25.68%	18.72%	26.05%	U
V	Vacancy Rate (Open Positions) / (Total Employees + Open Positions)	16.32%	17.10%	17.99%	17.22%	16.84%	16.45%							NA	16.99%	20.53%	17.49%	V
W	Average Years of Service (Voluntary Separations)	3.1	3.0	6.9	3.6	4.2	5.5							NA	4.4	5.5	10.1	W
X	Average Years of Service (Involuntary Separations)	0	5.4	0.0	0.3	2.5	0.0							NA	1.4	3.5	3.4	X
Training & Talent Development																		
Y	Employee Attending New Hire Orientation	17	9	8	16	15	11							76	12.67	11.50	2.45	Y
Z	Total Employee Training Encounters	214	36	32	40	117	87							526	87.67	97.33	92.73	Z
AA	Virtual	4	4	19	9	12	20							68	11.33	49.75	81.82	AA
BB	Live On-Site	199	18	10	25	92	60							404	67.33	42.83	7.09	BB
CC	External Conferences	11	14	3	6	13	7							54	9.00	6.00	3.82	CC
DD	Total Training Cost	\$12,659	\$6,118	\$3,988	\$6,010.78	\$3,621	\$17,280							\$49,677	\$8,280	\$5,337	\$5,031	DD
EE	Total Tuition Reimbursements	\$0.00	\$952.00	\$0	\$0	\$0.00	\$16,178							\$17,130	\$2,855	\$1,417	\$3,193	EE
FF	Undergraduate	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$1,436							\$1,436	\$239	\$284	\$652	FF
GG	Graduate	\$0.00	\$952.00	\$0	\$0	\$0.00	\$13,569							\$14,521	\$2,420	\$1,132	\$2,541	GG
GG2	Certification	-	-	-	-	-	\$1,173							\$1,173	\$1,173			GG2
HH	(2) Annual Required Compliance Training Completion (New January)	90.8%	89.00%	93.50%	92.33%	92.62%	45.00%							NA	83.88%	95.28%	NA	HH
Benefits & Wellness																		
II	Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	0	0	1	3	4	2							NA	1.67	1.58	5.00	II
JJ	Total Leave Hours Utilized	0.00	0.00	80.00	240.00	320.00	160.00							800.00	133.33	115.00	269.09	JJ

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

Restate = Yellow

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

\* Annual

NOTES:  
 LVCCLD Diversity Dashboard: Race and Ethnicity (Non-Hispanic/Latino)  
 Data Period: 01/01/21  
 W: 634  
 \*\* If without Page Job Title: 484  
 \*\*\* July 2019 US Census Bureau - Clark County  
 Quarter 2 2021 (Interim)

**LVCCLD Diversity Dashboard 2021  
(Quarter 2)**

**Race and Ethnicity Identification		***Clark County (CC)	**All District	%	Variance CC	**Without Page	%	Variance CC
A	Hispanic or Latino (a)	31.60%	143	22.93%	-8.61%	97	19.96%	-11.64%
1	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%	-1.73%
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	0.61%	-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%
(D-6) Overlap 2 or more		100.80%	622	100.00%		486	100.00%	

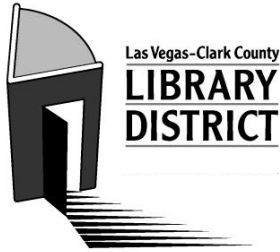
**Sex / Gender Identification		***Clark County (CC)	**All District	%	Variance CC	**Without Page	%	Variance CC
1	Female	50.10%	423	68.01%	17.91%	318	65.43%	-15.13%
2	Male	49.90%	199	31.99%	-17.91%	168	34.57%	-13.33%
3	Non-identifying	0.00%	0	0.00%	0.00%	0	0.00%	0.00%
		100.00%	622	100.00%		486	100.00%	

Job Categories (EO-4)		1	2	3	4	5	6	7	Total
		Hispanic or Latino	White (Not Hispanic or Latino) (41-7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	
1	Officials and Administrators	8	47	17	0	8	0	2	82
2	Professionals	16	36	6	1	11	0	4	72
3	Technicians	10	26	6	2	5	1	0	50
4	Protective Service Workers	0	0	0	0	0	0	0	0
5	Paraprofessionals	18	63	9	2	18	0	1	111
6	Administrative Support Workers (Including Clerical and Sales)	101	137	26	4	36	3	10	317
7	Skilled Craft Workers	0	2	0	0	0	0	0	2
8	Service/Maintenance Workers	0	7	5	1	0	0	3	16
Total		153	318	69	10	78	4	20	650

Job Categories (EO-4)		1	2	3	4	5	6	Job Class Count	Job Class % of all Positions	Gender	Count	%
		Hispanic or Latino	White (Not Hispanic or Latino) (41-7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)				
1.0	Officials and Administrators	8	47	17	0	8	0	2	82	12.62%	Gender	Count
1.1	District Job Class %	9.76%	57.32%	20.73%	0.00%	9.76%	0.00%	2.44%		Female	49	59.76%
1.2	Variance from CC	-21.64%	15.62%	7.63%	-0.70%	-0.44%	-1.20%	-2.48%		Male	33	40.24%
2.0	Professionals	16	36	6	1	11	0	4	72	11.08%	Gender	Count
2.1	District Job Class %	22.22%	47.22%	8.33%	1.39%	25.28%	0.00%	5.56%		Female	31	70.83%
2.2	Variance from CC	-9.38%	5.53%	-4.77%	0.49%	4.88%	1.20%	0.60%		Male	21	29.17%
3.0	Technicians	10	26	6	2	5	1	0	50	7.69%	Gender	Count
3.1	District Job Class %	20.00%	52.00%	12.00%	4.00%	10.00%	2.00%	0.00%		Female	19	38.00%
3.2	Variance from CC	-11.60%	10.30%	-1.10%	3.10%	-5.67%	0.80%	-4.90%		Male	31	62.00%
4.0	Protective Service Workers - Outboarded	0	0	0	0	0	0	0	0	0.00%	Gender	Count
5.0	Paraprofessionals	18	63	9	2	18	0	1	111	17.08%	Gender	Count
5.1	District Job Class %	16.22%	56.76%	8.11%	1.80%	16.22%	0.00%	0.80%		Female	85	76.58%
5.2	Variance from CC	-15.38%	15.06%	-4.99%	0.10%	5.82%	-1.20%	-4.00%		Male	26	23.42%
6.0	Administrative Support Workers (Including Clerical and Sales)	91	139	22	5	32	3	10	301	46.31%	Gender	Count
6.1	District Job Class %	30.73%	46.38%	7.31%	1.65%	10.63%	0.60%	3.31%		Female	233	77.41%
6.2	Variance from CC	-1.37%	4.48%	-5.78%	0.76%	0.73%	0.54%	-1.58%		Male	68	22.59%
7.0	Skilled Craft Workers	0	2	0	0	0	0	0	2	0.31%	Gender	Count
7.1	District Job Class %	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%		Female	0	0.00%
7.2	Variance from CC	-31.60%	98.30%	-13.32%	-0.30%	-10.40%	-1.20%	-4.90%		Male	2	100.00%
8.0	Service/Maintenance Workers	0	7	5	1	0	0	3	16	2.46%	Gender	Count
8.1	District Job Class %	0.00%	43.75%	31.25%	0.25%	0.00%	0.00%	18.75%		Female	0	0.00%
8.2	Variance from CC	-31.60%	2.05%	18.15%	5.39%	-18.40%	-1.20%	13.89%		Male	16	100.00%
Total		143	318	65	11	74	3	20	634	97.54%	Gender	Count
										Female	0	0.00%
										Male	16	100.00%
										Non	0	0.00%



## ITEM VIII.A.1.

### AGENDA ITEM

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#### FEBRUARY 9, 2023 MEETING OF THE BOARD OF TRUSTEES

##### Agenda Item# VIII.A.1.:

Discussion and possible Board action regarding contract award for the purchase of theater lighting equipment for various District locations.

##### Background:

Funds are allocated in the Capital Projects Fund to purchase replacement theater lighting equipment for the various theaters. The equipment is in need of replacing due to age and functionality deficiencies.

An Invitation to Bid was advertised in the *Review-Journal*, posted on the District's website, emailed to minority Chambers of Commerce, and posted on the Nevada Government eMarketplace (NGEM). The bid opening was held on January 12, 2023. A total of five bids were received. The bid results follow:

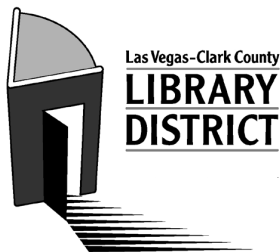
<b>Bidder</b>	<b>Total Bid Amount</b>
Blue Planet Lighting	\$ 116,732.50
Solotech US Corporation	\$ 120,629.68
Agility AVL (Triamp Group)	\$ 124,605.30
Sound Productions	\$ 145,153.00
CPS Tech Inc	\$ 171,735.11

The lowest responsive and responsible bidder is Blue Planet Lighting.

The Disclosure of Ownership/Principals Form for Blue Planet Lighting, is attached.

##### Recommended Action:

Motion to authorize staff to award a contract for the purchase of theater lighting equipment for various District locations in accordance with Bid No. 23-08 to Blue Planet Lighting for the amount of \$116,732.50.



## ITEM VIII.B.1.

### AGENDA ITEM

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#### FEBRUARY 9, 2023 MEETING OF THE BOARD OF TRUSTEES

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

Discussion and possible Board action to cease transferring bookstore funds to the Las Vegas Clark County Library District Foundation.

##### **Background:**

On January 4, 2023, Counsel Welt submitted a letter to the Chairman of Las Vegas- Clark County Library District Board of Trustees in response to the Las Vegas-Clark County Library District Foundation's request for the Library District to summarize the responsibilities and duties of the respective parties. (*Letter attached*)

On January 19, 2023 at the Board of Trustees Meeting, Counsel Welt read the letter that stated; the Library District can and should sell the books without using a non-profit to hold the funds pursuant to NRS 332.185. The District Can keep the book sale funds and use them directly for its purpose.

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

Motion to authorize the Executive Director of the Las Vegas-Clark County Library District to cease transferring bookstore funds to the Las Vegas Clark County Library District Foundation.

# WELT LAW

ATTORNEYS AT LAW

SOCIAL SECURITY DISABILITY & GUARDIANSHIP  
REPRESENTING NEVADA'S INJURED, SICK AND DISABLED

January 4, 2023

Mr. Brian Wilson  
Chairman  
Las Vegas-Clark County Library District Board of Trustees  
7060 West Windmill Lane  
Las Vegas, NV 89113

RE: MEMO: Compliance with Agreement with Las Vegas-Clark County Library District  
and Bylaws for Las Vegas-Clark County Library Foundation

Dear Mr. Wilson,

In response to The Foundation's request for the District to summarize the responsibilities and duties of the respective parties, we have prepared this short summary at your direction.

In reviewing the documents between the Las Vegas Clark County Library District and The Foundation, we believe that the Las Vegas-Clark County Library Foundation is not in compliance with the 2009 Agreement between The District and The Foundation and extended in 2019 to 2024 (the "Bookstore Agreement"). This Agreement was entered into for the sale of books no longer needed by The District, to raise funds exclusively for The District. The Agreement's intent was to maximize the dollars to be raised for The District. To meet this purpose, Article V of the Agreement required The Foundation to use Foundation volunteers. We have been advised that the Foundation has in fact hired an employee, which goes against the terms of the Bookstore Agreement, as well as the bylaws for The Foundation (the "Bylaws").

The Bylaws, in Article 8, state that The Foundation shall have no employees. The District has relied on this additional assurance that employee expenses are not taken out of the money obtained from book sales. However, this is going to be a moot point going forward. The District can and should sell the books without using a non-profit to hold the funds pursuant to NRS 332.185. The District can keep the book sale funds and use them directly for its purposes. It also makes the Bookstore Agreement terminate as moot.

We recognize that this eliminates one of the primary fundraising activities of The Foundation. The Foundation going forward shall have to fundraise in other ways to cover its own expenses. Furthermore, The District must keep its employees from providing direct services to The Foundation. While a joint effort can be made to share information, we cannot have any District employees taking directives for "work tasks" from The Foundation. The District must make sure it operates separately from The Foundation. We have previously advised you delineate the duties of each party.

GERALD M. WELT, ESQ.  
TIFFANY WELT DOCTORS, ESQ.  
411 E. BONNEVILLE AVE. #410 LAS VEGAS, NV 89101  
P 702.382.2030 | F 702.684.5157 | WWW.WELTLAW.COM

January 5, 2023

Page 2

As you know there is an ongoing legal claim against The Foundation and its board. The District needs to make sure that The Foundation and The District are not commingling any activities that could subject one entity to be held responsible for the others activities. The Foundation is a fundraising organization, and its fundraising must be carried out separately from The District.

Such funds gained by The Foundation are then to be provided solely to The District. This is set forth in the mission statement that allows The Foundation to operate:

*The Las Vegas-Clark County Library District Foundation was formed to enable individuals and organizations to invest in the exceptional work of the Las Vegas-Clark County Library District and enhance the quality and range of library services available to District residents beyond the level possible with public funds alone.*

The District can cooperate with The Foundation to maximize the fundraising opportunities. The District Development Director can continue to provide any information to The Foundation that is needed to secure a donation. If The District does find a lead for a fundraising opportunity, that it is prohibited from pursuing directly, The District can share that lead with The Foundation.

We would also like to address another issue relating to appointment of Trustees for The Foundation. The Foundation bylaws require that District board approval is needed for two of the Trustee positions. We believe this has not been followed and Trustees have been appointed without District approval. You will need to discuss with The Foundation how to rectify this now and for the future.

The intent of this memo is to clarify The District's and The Foundation's legal and contractual obligations. We now no longer have express contractual obligations due to the Bookstore Agreement becoming void but we still have our legal obligations. We, through the Board should continue our mutual goal to *enhance the quality and range of library services available to District residents*. We trust that this answers your request.

Sincerely,

GERALD M. WELT, ESQ., General Counsel

LAURI S. THOMPSON, ESQ., Outside Counsel with Greenberg Traurig, LLP

cc: Kelvin Watson