

ITEM III.

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

DATE: Thursday, March 9, 2023

TIME: 5:00 p.m.

PLACE: West Las Vegas Library
951 W Lake Mead Blvd,
Las Vegas, NV 89106 and

Online via YouTube

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

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

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

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

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

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

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

to a maximum of forty-five (45) minutes for both periods of public comment. 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, February 9, 2023

V. Chair’s Report

A. Progress update and Board discussion regarding the 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
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 authorization to extend the appointment of the District's current auditor, HintonBurdick, CPAs and Advisors, for one year, for the fiscal year ending June 30, 2023.

B. Regular Agenda

IX. Announcements

First Annual Teen Empowerment Summit on March 11, 2023 at Whitney Library, 5175 E. Tropicana Avenue, Las Vegas, NV 89122 for ages 12-18.

Chalk it Up! Summerlin Library Chalk Art & Music Festival on March 25, 2023 10:00AM-2:00PM, 1771 Inner Circle Drive, Las Vegas, NV 89134.

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.

The June Board meeting will be held on Thursday, June 1, 2023, at 5:00pm. Location: Clark County Library, 1401 E Flamingo Rd, Las Vegas, NV 89119.

X. Public Comment

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

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

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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 TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL CAN BE FOUND AT <https://lvccld.org/board/board-of-trustees-meetings/>.

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

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Trustees, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:

1. Clark County Library
1401 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
- 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/pu83YrgCFN4> 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
February 9, 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, February 9, 2023.

Present:

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

Counsel: G. Welt

Absent:

Staff: Kelvin Watson, Executive Director
Numerous Staff

Guests: Melvin Green
Emanuele Arguelles

The meeting began at 5:05 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.

Executive Session (Item II.) **[Closed Executive session off record from 5:06pm to 6:07pm]**

Regular session resumed at 6:08pm

Agenda (Item III.) Vice Chair Waugh moved to approve the Agenda with moving the Chair's Report first. Trustee Benavideez second the motion.

There was no opposition and the motion carried.

Chair's Report (Item IV.) Chair Wilson reported that February is Black History Month. This year, Director Watson was selected by Cox Communications as one of four Black History Month honorees for 2023. Kelvin will be profiled on Cox's Channel 14 during their Main Street living program for the week of February 13th, through the 19th. He congratulated Director Watson for continuing to be a leader in the community.

Chair Wilson gave background on the next part of his report- The Library District's long-term planning includes projects such as the pending construction of the new West Las Vegas Library, which will

include finding ways to meet the needs of the growing community of a diverse populations, creating more hands on technology experiences and more of our libraries, and expanding our summer challenge and reading activity programs for children and adults. Most recently, we're focused on development of special diversity collections to include a collection of black writers and black history books. As part of the fiscal responsibility that Executive Director Watson and I are charged with, we've been examining ways to increase the Library District's revenue streams to meet the increasing demand for funding. These include grants, gifts, donations, book sale revenue, and any fundraising activity conducted by the Library District or the Foundation. At our November Board meeting, Trustee Turner Whiteley raised questions regarding the Foundation activities and the existing agreement between the Foundation and the District. After the November meeting, Trustee Turner Whiteley asked Trustee Benavidez to meet with her. After the December Board meeting, Foundation President Elaine Sanchez and Trustee Benavidez and Ortiz, who both serve as representatives on the Foundation Board met with Director Watson and myself. The goal was to discuss duties and responsibilities of both parties pertaining to the Library District Foundation and how we could both cooperate together for the benefit of the District. Several concerns were presented, and it was requested Director Watson and I review the agreement and also to hold joint meetings between the Foundation and the Library District Boards to clarify our mutual goal of enhancing the quality and range of services we can offer to local residents with the help of Foundation funding. Following the meeting, I met with Vice-Chair Waugh, Director Watson and Counsel Welt to discuss the issues presented by Trustee Benavidez and President Sanchez. We then asked Board Counsel Jerry Welt to summarize the duties and responsibilities of our respective organizations. Counsel Welt produced a report, which outlined a number of issues that needed clarification or action. One issue addressed by Counsel Welt was a change to -- where is that? One of the issues was a change in Nevada law that Counsel Welt had expressed concern with at the time that needed to be reviewed on the Bookstore being done in-house. While it was reviewed, it was a recommendation that we make sure we're meeting the fiduciary requirements of it. After discussion between myself and the Director, we decided to temporarily hold that to make sure we weren't violating any laws, expecting to just address it right away in a joint meeting. We mistakenly -- admittedly, the action was probably taken out of order and could have been handled better. We really did not think it was a big deal at the time since the Foundation had plenty of resources and this was just a temporary pause until we could form a committee to address these issues about further. I subsequently requested that we be added to the Foundation's January Board meeting to share the contents of this report with the Board; however, that agenda was full, and they were not able to accommodate at the January 17th meeting. After discussing the report with Vice-Chair and Counsel Welt, we were obligated to share it with the Board of Trustees in timely manner. At the January 19th Board of Trustees Meeting, Counsel Welt read the report prepared in consultation with outside counsel, Laurie Thompson. The report served as a formal response to Trustee Turner Whiteley's

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original request. No action was taken and it was scheduled to be agendaized and discussed by the entire Board at a later date. The report concluded there were several items the Board of Trustees must address; however, Trustee Benavidez contacted me requesting to hold any Foundation discussion until February since she had previously been excused absence for the January meeting. And admittedly, at the time I forgot that you were not going to be here for January, so I did not think we would be waiting until February to get to this. One item the Board did address was appointing Trustee Turner Whitley to serve on the Foundation, filling the remaining vacant spot. Due to an oversight at the time, the District failed to appoint a second Trustee to serve on the Foundation Board, as required, when a previous Board member's term ended in 2021. I'd like to clarify for the record, no official action has been taken by the Board to act on any of Board Counsel's recommendations. No action should be taken until a special committee, known going forward as a working group, meets with the Foundation and returns to this Board with a report and recommendation on next steps. As a show of good faith, I'm recommending that we remove the item to stop to withhold the Bookstore funds from the Foundation and disperse the funds to them and keep things moving as agreed in the Bookstore agreement as it stands pending the report of this committee/working group between the two things.

Trustee Benavidez asked if this was retroactive from the funds held in December and January? Chair Wilson responded yes and apologized. This was a legal recommendation that was shared and discussed between the Vice-Chair, myself, and Director Watson, and we honestly did not think there was any issue on a temporary pause on the funds while we put together this joint committee to work together. So for any miscommunication that happened there, I'll just take the blame for that and hopefully we can do a better job on this going forward. So, in accordance with Article VI of our bylaws and mutual agreement of both Boards to have joint meetings, I'm appointing this working group to partner with the Foundation to develop a cooperative plan moving forward. It's been shared with me that there is some tension from the Foundation toward me. In order to foster a cooperative working environment, I've asked Vice-Chair Waugh to step in and chair the working group. The committee members will include Vice-Chair Waugh, Trustees Turner Whitely and Benavidez, as our appointed representatives at the Foundation. And also Trustee Rogers, as he is the Chair of the Finance and Audit Committee, and this will be dealing with finances between the two organizations. As Chair, I'm automatically an ex-officio member of all subcommittees; however, I will not participate in any subcommittee forming of recommendations or actions. I will serve in an ex-officio capacity only. So the working group can independently work with the Foundation to put that together. Resolving the matter is of the highest priority to the Library District. The working group should meet with representatives selected by the Foundation as soon as possible and provide a progress report back to the full Board of Trustees at our next regular meeting. I want to say thank you and I look forward to continuing our relationship with the Foundation. I would be happy to take any questions at this time.

**Public Comment
(Item V.)**

Elaine Sanchez, 9136 Golden Eagle Dr., President of the LVCCLD Foundation. She thanked Chair Wilson for his comments and for having a working group. She will notify the Board of the Foundation appointees.

Tim Wong, 9116 Eagle Hills Dr., Former Board of Trustees of the Library District from 1993 to 2010. Treasurer from 2003 to 2010 and was a part of the formation of the Library District Foundation. He state he was very disappointed to read some of the Minutes and see some of the results of some of the meetings that have been held over the last couple of months. He was happy that Chair Wilson took a proactive step to step away because he is a part of the problem. The formation of the Foundation was by the District. It was because there was significant issues with Friends of the Library, who had had the responsibility of raising funds for the District before, with no accountability, visibility or transparency. When the Foundation was formed financials, audits, accountability, and funds used to support District initiatives and special projects were in place.

**Approval of
Proposed Minutes of
the Regular Board
of Trustees
Meetings on
January 19, 2023.
(Item VI.)**

Vice Chair Waugh moved to approve the Minutes of the Regular Board of Trustees Meeting on January 19, 2023.

There was no opposition and the motion carried.

**Library Reports
(Item VII.)**

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

Trustee Ortiz asked what was spent to attend the Governor's Ball because it was never reported. JoAnn Prevetti, Development Director responded that a \$5,000 table was purchased, which was the lowest table amount. Trustee Benavidez asked who attended the event. Mrs. Prevetti responded that herself, Executive Director Watson, Trustee Ortiz, Tony Gladney from MGM Resort, two executives (whose names she couldn't recall) from the Palms Resort, an executive from the Review Journal, Wanda Blair, and Joe Dagher from Ballard Spahr Law Firm were all in attendance. Laura De La Cruz from Boyd Gaming was invited to attend but could not attend. Trustee Benavidez asked why was a \$5,000 table purchased for this event. Mrs. Prevetti responded that the table was purchased to bring donors to engage with Library District Foundation programs and to get them more engaged with the Library District and fundraising. Trustee Benavidez then asked where did the \$5,000 come from and asked how was attending this event justified if it was not tax deductible. Floresto Cabias, Chief Financial Officer answered that the event was a community event and funded by the Library District. Mrs. Prevetti clarified that she does not solicit for the Library. She only solicits with organizations and foundations to support Library District foundation programs.

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

No questions.

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

No questions.

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

John Vино, General Services Director, Melvin Green, and Emanuele Arguelles, Principals of KME Architects presented a video of the projected new West Las Vegas Library schematic design.

Vice Chair Waugh asked if it was too late to ask for a bunch of plants similar to the Downtown Reno Library indoor jungle. Mr. Vино responded No, and the library should be very visual for everyone as they move from area to area. Trustee Foyt thanked them for the presentation of what's to come. Trustee Ramaker thanked everyone for their hard work.

Trustee Ortiz thanked everyone for their hard work and requested to see two agenda items at the next meeting- 1) a budget item, approving it formally so there can be public discussion on spending around 31 million. 2) To approve the West Las Vegas QALICB to do the New Markets Tax Credit, so it doesn't have to come back to the board. Mr. Vино responded that they've started meeting with New Market Tax

Credits and it is in progress. Mr. Cabias mentioned that for this particular project and in New Markets Tax Credit program, a new QALICB is traditionally created. Trustee Ortiz asked for that to be done quickly because if another entity is asked, the City of Las Vegas takes a million dollars right off the top to fund the program. Mr. Cabias stated that they are actively working to create the new QALICB to represent the West Las Vegas Library project and discussing with New Markets attorneys. This will be accomplished by April because of all the moving parts. Trustee Ortiz stated the details aren't needed and just would like to have the Board approve the creation of a West Las Vegas QALICB to move forward. Counsel Welt answered that the motion will just be for the approval. Trustee Ortiz is in agreement.

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

No questions.

Chair Wilson accepted the Library Reports.

**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
the purchase of
theater lighting
equipment for
various District
locations.
(Item IX.A.1.)**

No question.

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

**~~Discussion and
possible Board
action to cease
transferring
bookstore funds to~~**

Chair Wilson removed this item from the Agenda.

**~~the Las Vegas Clark
County Library
District Foundation.
(Item IX.B.1.)~~**

**Announcements
(Item X.)**

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.

Trustee Foyt mentioned that Trustee Raymaker suggested to have a meeting in Mesquite and asked if one of the meeting locations could change to Mesquite. Chair Wilson asked Director Watson and the Board members of their thoughts to accommodate a future meeting in Mesquite. Trustee Ortiz stated he isn't opposed to traveling to Mesquite but will need advance notice. Chair Wilson, Trustee Whiteley, and Trustee Benavidez agreed. Trustee Benavidez mention she may not be able to attend in person because of her work schedule. Chair Wilson asked the board to email him date and time suggestions to ensure the availability of everyone's schedule to have it added as an agenda item to be voted on.

Trustee Ortiz thanked Chair Wilson for his leadership in today's matter and mention that there will be events that JoAnn Prevetti, the Library District, and Library Foundation will be putting together and need the support of the Board.

**Public Comment
(Item XI.)**

None.

**Adjournment
(Item XII.)**

Chair Wilson adjourned the meeting at 6:47p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

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ITEM VI.A.

MEMORANDUM

TO: Board of Trustees

FROM: Kelvin A. Watson, Executive Director

DATE: February 28, 2023

SUBJECT: Executive Director's Monthly Report, March 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' March 9, 2023 meeting. I have supplemented this with information in the board packet and distributed to Trustees.

Attended the 2023 UNLV State of the University President Address online- to celebrate the accomplishments from the past year and sets the path for the year ahead.

Attended the Innovative Roadmap Discussion with staff for an update from our current integrated library services provider and to review where they are headed for potential collaborations for the work the Library District is doing.

Attended the Asian Chamber of Commerce Annual Lunar New Year Gala and Community Achievement Awards: "Year of the Rabbit", along with Development Director Jo Ann Prevetti and Trustee Foyt.

Met with Councilwoman Nancy Brune to tour Centennial Hills Library and to discuss future plans for the branch.

Met with RTC leadership team and Library staff to discuss new ideas to expand the current partnership.

Attended the Baker & Taylor, Bendable Meeting with staff and Jaime Cruz, Executive Director of Work Force Connections to review tools for potential use.

Attended the African American Teen Leadership Summit at West Las Vegas Library, led by Commissioner William McCurdy.

Visited and toured Basner Gallery at Tivoli Village with Community Engagement Director, Matt McNally and Darren Johnson of Gallery Services Manager to discuss future partnership and collaborations. Met with Mario Basner through LVEA.

Attended the Golden Knight Foundation Gala. Was able to show our new Golden Knights library card to attendees and discuss library initiatives.

Attended the Las Vegas City Council Public Meeting at City Hall to present the projected design of the new West Las Vegas Library. Plan was approved by City Council.

Selected to be a member of the Nevada Statewide Corrections and Reentry Advisory Council initiative led by Hope for Prisoners and Nevada DOC.

Attended the Vegas Chamber of Commerce Business After Hours Event with Development Director, JoAnn Prevetti.

Interviewed with "Wake Up with the CW" as a part of their Black History Month Celebration and to promote the new Golden Knight library card.

Attended the Springs Preserve Black History Month Celebration Event and received an award from Cox Communications as one of their Black History Month Honorees.

Attended the Knight Foundation Library & Media Conference in Miami, FL. Was a panelist for the "Pandemic Lessons: What changed since 2020?" session. Spoke about Libraries supporting digital equity.

Met with Nevada DMV staff to discuss next steps with the Library District license plate.

Participated in CCSD as Principal for the Day at Liberty High School. Toured the school, met staff, and spoke to an Air Force JROTC class.

Participated in Nevada Reading Week at Divich Elementary to read books to several classes. Read to two 2nd grade classes, one 4th grade class, and one kindergarten class.

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

- Attended the ReadersFirst Bi-Monthly Meeting
- Attended Spring Reserves Foundation Board Meeting
- Attended the ULC Director/CEO Meeting
- Met with some of the CE and LO staff to acknowledge their hard work with Library programming
- Met with Jon Ponder to discuss ongoing partnership with Hope for Prisoners
- Attended the Library Journal Safety Summit Advisory Board Meeting
- Participated in a Cell Phone Lending Discussion with San Mateo County Libraries
- Participated in a conference call with the LVCCLD Foundation and legal counsels
- Met with Branch Manager, Scott Clonan
- Attended the weekly LVEA Meeting and new member orientation
- Attended the Baker & Taylor/ Bendable Meeting with staff
- Attended the PLA Digital Literacy Committee Meeting
- Participated in the monthly Director's call
- Participated in the Southern Nevada Library Director's Meeting

- Participated in the 50th years of Hip- Hop Committee Meeting
- Attended the East Las Vegas Library Café Grand Opening. Café was closed in April of 2020 because of COVID.
- Attended the LVCCLD Foundation Board of Directors Meeting
- Participated in the Green Our Planet Interview to discuss hydroponics in Library locations
- Met with Melvin King, North Las Vegas Library Board of Trustee
- Participated in the LVCCLD and Nevada Community Foundation Discussion
- Attended the Annual Taste and Sounds of Soul Black Image Honors at Clark County Library
- Participated in the ULC Democracy Advisory Group Meeting
- Participated in the LVCCLD Foundation Working Group Discussion with selected District Trustees
- Participated in the SJSU L&M PAC Meeting
- Met with Maggie Farrell Dean of University Libraries for UNLV for upcoming joint UNLV and LVCCLD leadership meeting
- Radio interview with Kimberly Bailey-Tureaud

ITEM VI.A.1.a.



MEMORANDUM

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

FROM: Leo Segura, Library Operations Director

DATE: February 28, 2023

SUBJECT: Library Operations Report, March 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 **January 1 – January 31, 2023**.

POWERFUL PEOPLE

- Library Operations concluded recruitments for two (2) Correctional Institution Librarians, one (1) Adult Services Department Head, one (1) Adult Librarian, two (2) Library Assistants, two (2) computer lab assistants, and two (2) Circulation Assistants.
- **K** and **Kate** began planning **Blue Diamond** Summer Talks for seniors
- **Linda Shapiro** from **Warm Springs Natural Area** is working with **Bunkerville Library** to plan talks about local wildlife.
- **Raychel** at **Goodsprings Library** Attended and presented at the **Goodsprings Citizen Advisory Council** meeting
- **Laughlin's Miss Tracy** had a HUGE school visit of preschoolers with their parents. It was great to see them so engaged and mingling in our beautiful Youth Services space. We had a lot of kids and families come through this month!
- January 2023, the Library District signed up **12,959 new library card** users, a 142% increase over the same period in 2022. The 60% decrease over pre-pandemic numbers was due to a one-time distribution of 25,000 quick start cards to CCSD in 2019 to access Nevada Career Explorer. Removing these 25K cards from the calculation indicates that branch staff issued 76.2% more library cards than pre-pandemic.
- **Gate count** in January was **325,413** and continued to improve with a 22% increase from January 2022 and 69% of pre-pandemic numbers.
- During January, staff answered **41,441 reference questions** and conducted **141 curbside deliveries**.
- **Volunteer hours** saw an increase of 30% as our volunteers logged **1,646 hours** of service to the Library District.

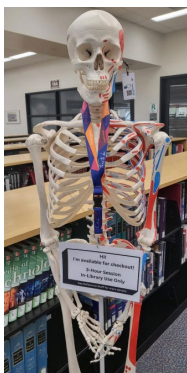


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- **337 Homeschool sessions** were logged.
- **49,219 Wi-Fi** sessions were logged for January.
- **Meadows** reported that the Stupak Community Center has 100 students attending English as a second language class and that they are working with the teacher enhance their learning at the library.
- **Sandy Valley** is coordinating with the Senior Center to host a self-published author to come out and speak to launch our Outreach Book Club at the Senior Center
- **West Charleston's** Nikki Imber initiated a meeting with CSN library staff to re-engage the campus community. The West Charleston leadership team met with their Head Librarian and Access Services Manager.
- **Venicia Considine** Assembly woman for the District No. 18th. met with **Whitney Library's** Venicia for resources for the Teen Empowerment Summit. Venicia committed to purchasing breakfast for the TES.
- **Susan Gersh** Executive Assistant to Commissioner Gibson. Susan Gersh will be publishing all Whitney programs in the community newsletter every month to help promote Whitney's programs and resources.
- Conducted training for District Wide (DW) staff. These DWs are Multiservice Librarians and Assistants who provide coverage at branches throughout the District and work in all departments. The training covered the District's online resources, updates from the Adult and Youth Summits, and conducting equipment inventory. The online resources portion of the training, led by **Ria Eufemio** from Electronic Resources, covered navigating the districts catalog, using Libby and Libby Extras, and other online resources.

POWERFUL PLACES

- Library Branches improved overall **circulation** to **906,486 items**, a 13% increase over January 2022.
- **56 passports** were issued with **\$3,283** in **fees** collected.
- **89,085 PC internet sessions** were logged improving access by 8% over January 2022 totals.
- **Centennial Hills** hosted their Biannual Book Sale on January 21, attracting over 500 customers. Books were flying off the shelves helping to raise over \$1,821.
- **Mt. Charleston** threw their 2nd annual **Snow Daze**



Festival on Jan 21st. Kids threw fake snowballs into buckets in order to earn a prize from our treasure box. Kids and parents stopped by the Snowflake Station to learn about **radial symmetry** and learned how to turn a square paper into a round snowflake. An indoor "simulated" snowstorm wowed our 42 participants, a 64% increase from last year!

Text from customer comment: We had so much fun at Snow Daze! The Mt. Charleston Library is a gem. The staff is so welcoming and sweet. They even sent us home with gift bags! The boys loved seeing real snow outside. I loved that we experienced snow



without everyone being soaking wet at the end. ☺❄

- **Sahara West** Assistant Branch Manager, Marisa Eytalis, emailed fliers to CSN Nursing Department, UNLV Nursing Department, West Tech High School Biomedical Department, Northwest High School Biomedical Department and West Charleston Library to promote the new 3D Skeleton learning tool
- **"I Heart Whitney"** gift card imitative kicked off with Spirit Week. Everyday customers and staff had to wear clothing according to a theme. For example we had superhero day, book character day, pajama day, and decades day.

POWERFUL PARTNERSHIPS

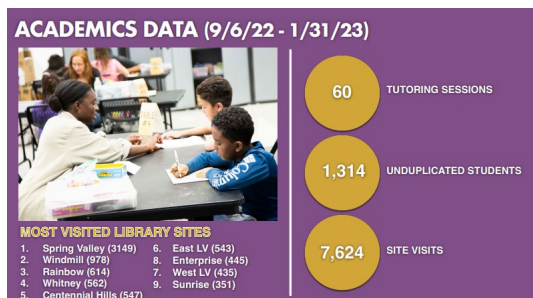
- **50th Anniversary of Hip Hop** is underway and staff are busy around the District creating programs and displays!
- **Linda Shapiro from Warm Springs Natural Area was contacted and she is looking forward to visiting Bunkerville Library in the future to talk about local wildlife.**
- Centennial Hills collaborated with **American Legion Auxiliary** in support of **Valentines for Veterans**: local children create thank you/Valentine's cards for veterans in care facilities. They put the kits together, we make the kits available and collect the finished cards, and the Legion picks the cards up from us and distribute them to the veterans. This project has received very positive response from our customers, and the kits go fast.
- **Enterprise Library** launched their Lil' Learners Activity Kits in January. Kits are donated by **Foresters Life Insurance Company**. Each preschool early literacy kit (Lil' Learners Box) includes a selection of reading material and a monthly arts/crafts project.



- **East Las Vegas** hosted filming for a promotional video with Brandon from **Green Our Planet** who helped fund our hydroponics systems.
- **Mesquite** is offering ASL Classes Every Tuesday 5:30-6:45 pm.
- **Summerlin Library** began hosting the **Student Kindness Initiative Fundraiser**, organized by students at the Adelson School. The group is gathering donations of toiletries to distribute to students experiencing homelessness.
- **Spring Valley** distributed 1,167 meals in January and helped 467 youth with their homework.
- **West Las Vegas** Youth Services partnered with Get Outdoors Nevada to host 4 school age programs in January.
- **West Las Vegas** partnered with Excel Academy to offer four ACT prep workshops with a combined attendance of 52 customers.

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- Attended Henderson Mobile Library Presentation
- **Anderson Tutoring** sponsored by Development and hosted by Branch Youth Services Staff continues to draw in families and help kids.



AVERAGE DAILY VISIT COMPARISON

Library Site	January 2022	January 2023
Centennial Hills	5.46	8.55
East LV	5.00	10.18
Enterprise	-	7.82
Rainbow	7.08	11.64
Spring Valley	41.23	46.45
Sunrise	4.92	7.36
West LV	3.46	5.64
Whitney	3.62	7.00
Windmill	13.77	21.00
Average	10.57	13.96

POWERFUL PLATFORMS

- **Clark County Library** Southern Nevada Non Profit Center (**SoNNPIC**) hosted "Starting a Nonprofit in Nevada"
- **Best Buy Teen Tech** submitted two video games and two Chat Bots to Engineer for the Week competition, sponsored by Meta (Facebook) and The Clubhouse Network.
- Moapa Town Hosted a homeschool group for a storytime/activity. The Homeschool visit is going to be a monthly reoccurring event.
- Moapa Valley visits Grant Bowler E.S. monthly. The 3rd grade will continuing to host staff for a monthly read throughout the school year. In addition, children's storytime and activities are back in full swing with good attendance in existing programs, and many of our new programs are starting to develop a regular following.



- **Rainbow Library:** Weekly storytimes continue to do well. For this month, 621 children and their caregivers attended Baby, Toddler, Preschool, 0-5, and Family storytimes. Family Storytime is our newest addition to our weekly programs. With the addition of this program, we are able to offer storytimes six times per week.
- On January 25, **Summerlin Library's** Mx. Jude conducted a **Circle Time & Stations: STEM for Littles** program that drew in 165 customers. The program uses a hybrid format of storytime and play-based learning to teach foundational STEM skills such as coding, problem solving, and more for children ages 2-5 years old.
- Staff attended CES 2023 for technology review and

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- information with an eye out for tech that could be included on the tech trucks.
- Branch Manager Billy Allen shared kudos regarding a new Whitney Library program "**Remember Always, Never Forget Our Heroes.**" Billy shared a special shout out to Marci from Community Engagement for putting together this successful program for our veterans. We received so many compliments. Billy's highlight was a little boy that screamed "This was the best time of my life;..better than Legoland"!!

Popular Fiction January 2023

	Number	Title	Author		Number	Title	Author
	1	The boys from Biloxi. (catalog.)	Grisham, John.		6	Treasure state : a Cassie Dewell novel. (catalog.)	Box, C. J.
	2	Triple Cross. (catalog.)	Patterson, James, 1947-		7	Racing the light : a novel. (catalog.)	Crais, Robert.
	3	Righteous prey. (catalog.)	Sandford, John, 1944 February 23-		8	The maze : a John Corey novel. (catalog.)	DeMille, Nelson.
	4	Fairy tale : a novel. (catalog.)	King, Stephen, 1947-		9	Blowback. (catalog.)	Patterson, James, 1947-
	5	Going rogue. Rise and shine twenty-nine : a Stephanie Plum novel. (catalog.)	Evanovich, Janet		10	The perfect assassin. (catalog.)	Patterson, James, 1947-

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Popular Nonfiction January 2023

Number	Title	Author	Number	Title	Author
1	 I'm glad my mom died. (catalog.)	McCurdy, Jennette, 1992-	6	 The art of seduction. (catalog.)	Greene, Robert.
2	 Confidence man : the making of Donald Trump and the breaking of America. (catalog.)	Haberman, Maggie.	7	 Surrender : 40 songs, one story. (catalog.)	Bono, 1960-
3	 Atomic habits : tiny changes, remarkable results : an easy & proven way to build good habits & break bad ones. (catalog.)	Clear, James.	8	 The 7 habits of highly effective people : powerful lessons in personal change. (catalog.)	Covey, Stephen R.
4	 The extraordinary life of an ordinary man : a memoir. (catalog.)	Newman, Paul, 1925-2008.	9	 Number one is walking : my life in the movies and other diversions. (catalog.)	Martin, Steve, 1945-
5	 Spare. (catalog.)	Harry, Prince, Duke of Sussex, 1984-	10	 Smitten kitchen keepers : new classics for your forever files. (catalog.)	Perelman, Deb.

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Library Operations Report
Page 7**MEMORANDUM**

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

FROM: Leo Segura, Library Operations Director

DATE: February 28, 2023

SUBJECT: Security Report, March 2023

This report provides security information and safety-related incidents in District branches from **January 1, 2023 – to January 31, 2023.**

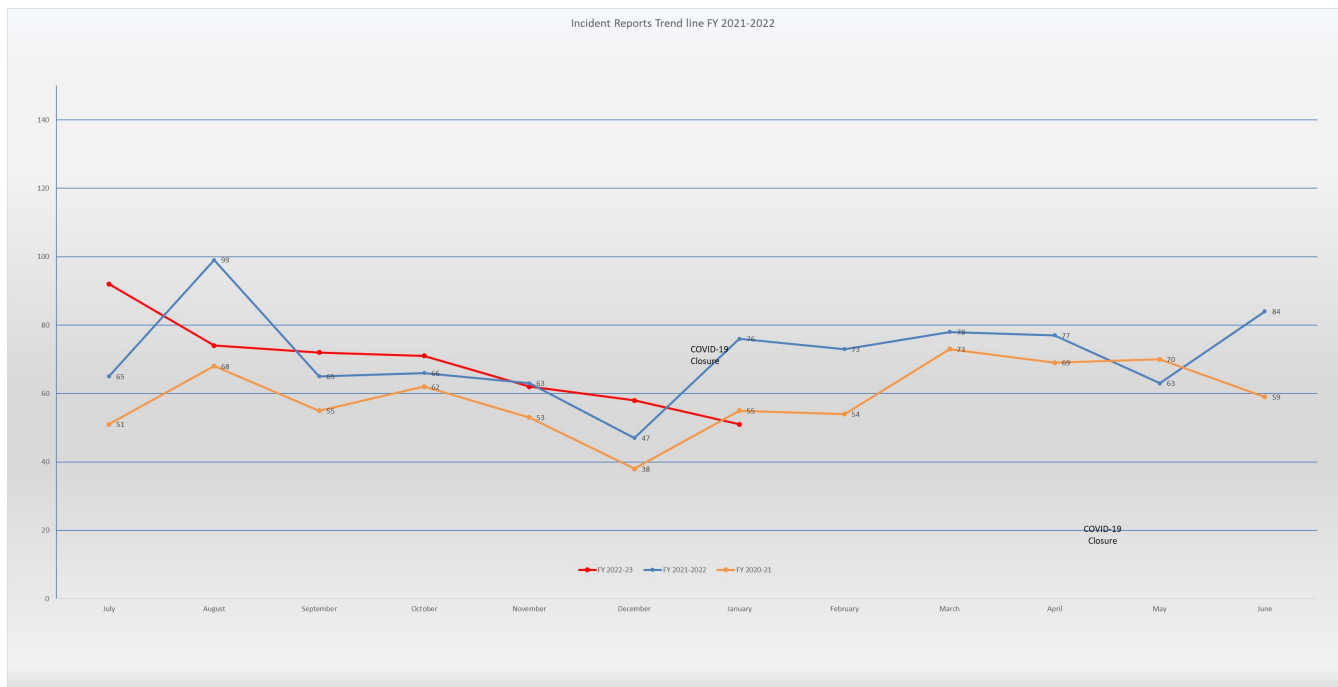
Branch	Incident Reports				Feb-21		Feb-22		
	Jan-22	Jan-23	Difference	% Change	Jan-22	to Jan-23	Difference	% Change	
BLUE DIAMOND LIBRARY	0	0	0	0.0%	0	1	1	100.0%	
BUNKERVILLE LIBRARY	0	0	0	0.0%	0	2	2	0.0%	
CENTENNIAL HILLS LIBRARY	2	1	-1	-50.0%	21	18	-3	-14.3%	
CLARK COUNTY LIBRARY	17	6	-11	-64.7%	227	209	-18	-7.9%	
EAST LAS VEGAS LIBRARY	8	6	-2	-25.0%	68	75	7	10.3%	
ENTERPRISE LIBRARY	2	3	1	100.0%	37	37	0	0.0%	
GOODSPRINGS LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
INDIAN SPRINGS LIBRARY	0	0	0	0.0%	1	4	3	300.0%	
LAUGHLIN LIBRARY	2	0	-2	100.0%	9	13	4	44.4%	
MEADOWS LIBRARY	0	1	0	0.0%	3	3	0	0.0%	
MESQUITE LIBRARY	2	1	-1	-50.0%	15	12	-3	-20.0%	
MOAPA TOWN LIBRARY	0	0	0	0.0%	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	2	3	1	50.0%	25	26	1	4.0%	
SAHARA WEST LIBRARY	8	4	-4	-50.0%	44	57	13	29.5%	
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	7	6	-1	-14.3%	51	78	27	52.9%	
SUMMERLIN LIBRARY	1	1	0	0.0%	12	33	21	175.0%	
SUNRISE LIBRARY	1	1	0	0.0%	16	19	3	18.8%	
WEST CHARLESTON LIBRARY	12	5	-7	-58.3%	65	70	5	7.7%	
WEST LAS VEGAS LIBRARY	2	7	5	250.0%	46	68	22	47.8%	
WHITNEY LIBRARY	8	5	-3	-37.5%	65	97	32	49.2%	
WINDMILL LIBRARY	2	1	-1	-50.0%	32	29	-3	-9.4%	
Total	76	51	-26	-32.9%	740	855	115	15.5%	

Incidents were significantly down in **January 2023**. Branch staff reported **51** incidents, a reduction of 32.9% when compared to the number experienced in January 2022 and a 68% improvement from January 2019 or prepandemic. During this period, the District recorded **325,413** in-person visits. **This ratio is one incident for every 6,380 visits.**

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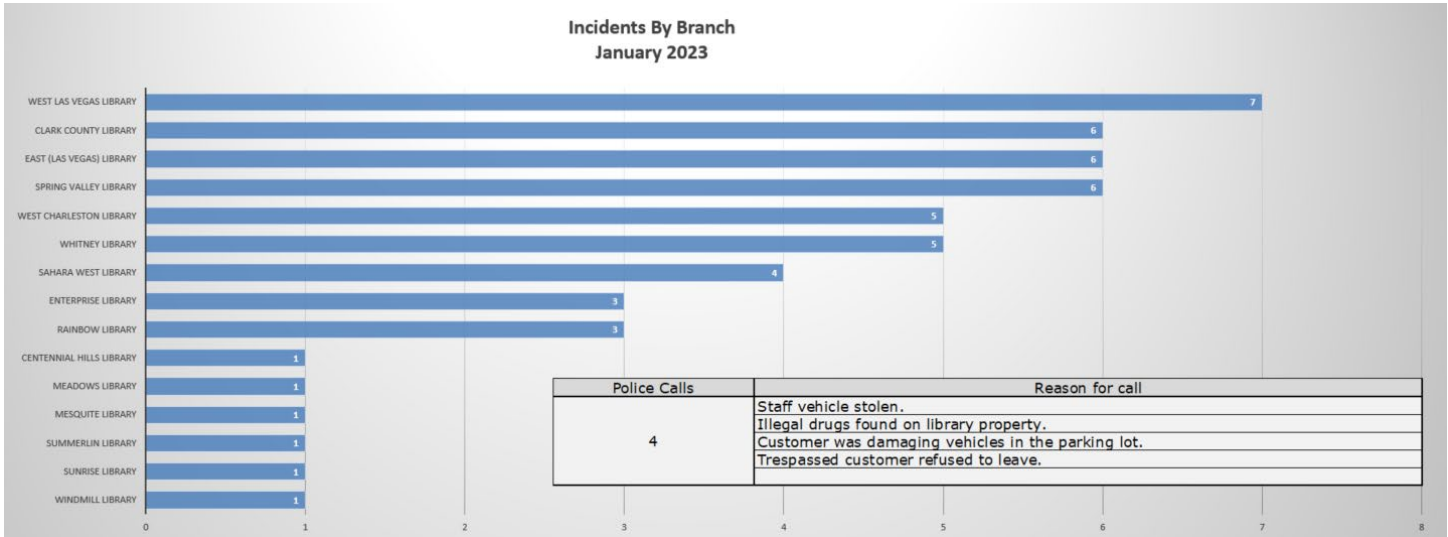
Branch	Incident Reports				Feb-19		Feb-22		
	Jan-20	Jan-23	Difference	% Change	to Jan-20	to Jan-23	Difference	% Change	
BLUE DIAMOND LIBRARY	0	0	0	0.0%	0	1	1	100.0%	
BUNKERVILLE LIBRARY	0	0	0	0.0%	0	2	2	0.0%	
CENTENNIAL HILLS LIBRARY	0	1	1	0.0%	24	18	-6	-25.0%	
CLARK COUNTY LIBRARY	13	6	-7	-53.8%	189	209	20	10.6%	
EAST (LAS VEGAS) LIBRARY	4	6	2	50.0%	61	75	14	23.0%	
ENTERPRISE LIBRARY	6	3	-3	-50.0%	56	37	-19	-33.9%	
GOODSPRINGS LIBRARY	0	0	0	0.0%	1	0	-1	-100.0%	
INDIAN SPRINGS LIBRARY	0	0	0	0.0%	1	4	3	300.0%	
LAUGHLIN LIBRARY	0	0	0	100.0%	10	13	3	30.0%	
MEADOWS LIBRARY	0	1	0	0.0%	3	3	0	100.0%	
MESQUITE LIBRARY	0	1	1	0.0%	22	12	-10	-45.5%	
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%	0	0	0	0.0%	
RAINBOW LIBRARY	2	3	1	50.0%	32	26	-6	-18.8%	
SAHARA WEST LIBRARY	6	4	-2	-33.3%	47	57	10	21.3%	
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	4	6	2	50.0%	46	78	32	69.6%	
SUMMERLIN LIBRARY	1	1	0	0.0%	23	33	10	43.5%	
SUNRISE LIBRARY	0	1	1	0.0%	24	19	-5	-20.8%	
WEST CHARLESTON LIBRARY	4	5	1	25.0%	60	70	10	16.7%	
WEST LAS VEGAS LIBRARY	4	7	3	75.0%	83	68	-15	-18.1%	
WHITNEY LIBRARY	13	5	-8	-61.5%	135	97	-38	-28.1%	
WINDMILL LIBRARY	11	1	-10	-90.9%	39	29	-10	-25.6%	
Total	68	51	-18	-25.0%	857	855	-2	-0.2%	

January 2023 really bucked the trend. We saw an 25% improvement when compared to January 2020 and was an 3.8% improvement over the reduced number of incidents during 2021 when we had significantly less customers in the buildings. Incidents include all types of activity, not just disturbances with customers.



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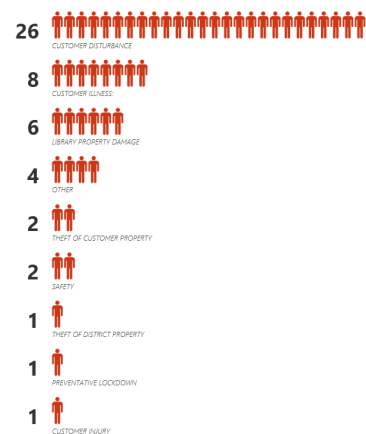
The **West Las Vegas Library** recorded the highest number of incidents at **seven (7) incidents**. The remaining branches reported between **zero (0) and six (6) incidents**.



For January 2023 , the staff made four (4) calls to law enforcement and banned fifteen (15) customers. Nearly half of December's total. Twelve (12) adults received a one-year trespass while two (2) adults received a shorter partial-year ban. One (1) teen was banned or issued a Request for Parental Conference (RPC'd) during January 2023.		
ADULT TRESPASS [1 YEAR]	12	
CLARK COUNTY LIBRARY	3	
RAINBOW LIBRARY	2	
SAHARA WEST LIBRARY	1	
SPRING VALLEY LIBRARY	3	
SUMMERLIN LIBRARY	1	
WEST CHARLESTON LIBRARY	1	
WHITNEY LIBRARY	1	
ADULT BAN [LESS THAN 1 YEAR]	2	
SPRING VALLEY LIBRARY	1	
WEST CHARLESTON LIBRARY	1	
MINOR BAN OR RPC [LESS THAN 1 YEAR]	1	
SUNRISE LIBRARY	1	

disturbances from January 2021. This **ratio** is **one disturbance for every 12,515 visits**.

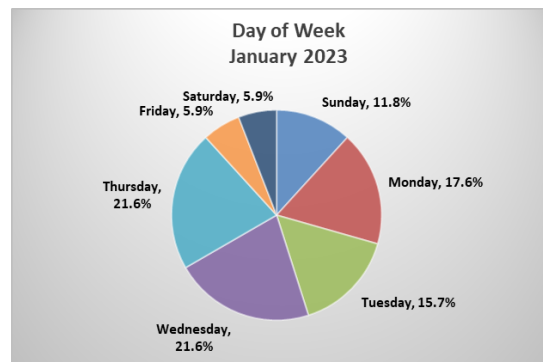
District branch staff encountered **twenty-six (26)** customer disturbances, accounting for most incident types at **51%**. This is a **49% decrease** in customer

JANUARY 2023 INCIDENT TYPE

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Wednesday and Thursday experienced the highest frequency of incidents with most occurring between Noon and 2:00 PM.

Hour Incident	Total	%
7 AM	0	0.0%
8 AM	0	0.0%
9 AM	3	5.9%
10 AM	4	7.8%
11 AM	3	5.9%
12 PM	7	13.7%
1 PM	5	9.8%
2 PM	5	9.8%
3 PM	6	11.8%
4 PM	6	11.8%
5 PM	3	5.9%
6 PM	4	7.8%
7 PM	4	7.8%
8 PM	1	2.0%
Grand Total	51	100.0%



Library Name	Square Footage	Occupancy	Total incidents 2022-2023	INCIDENTS PER 10K SQ. FT.	Incidents per PIC
Blue Diamond	1,000	20	0	0.00	0.00
Bunkerville	1,200	24	0	0.00	0.00
Centennial Hills	45,555	689	17	3.73	2.13
Clark County	120,000	905	110	9.17	7.86
East Las Vegas	41,015	1200	49	11.95	8.17
Enterprise	26,300	526	12	4.56	2.40
Goodsprings	900	9	0	0.00	0.00
Indian Springs	1,200	24	3	25.00	2.00
Laughlin	15,562	323	8	5.14	1.00
Meadows Library	813	16	2	24.60	1.33
Mesquite Learning Center	5,464	133	3	5.49	1.00
Mesquite Library	13,313	370	6	4.51	0.75
Moapa Town	2,000	40	0	0.00	0.00
Moapa Valley	4,700	94	0	0.00	0.00
Mt. Charleston	2,800	56	0	0.00	0.00
Rainbow	26,800	808	17	6.34	2.13
Sahara West	122,000	920	34	2.79	3.09
Sandy Valley	1,200	24	0	0.00	0.00
Searchlight	1,200	24	0	0.00	0.00
Spring Valley	25,000	511	47	18.80	5.22
Summerlin	40,165	1014	19	4.73	3.17
Sunrise	23,000	345	7	3.04	1.17
West Charleston	38,900	1054	39	10.03	4.88
West Las Vegas(excluding Theater)	30,693	370	32	10.43	3.56
Whitney	24,500	563	54	22.04	7.71
Windmill Library and Service Center	142,149	994	21	1.48	2.33
Total Square Ft. Occupancy Rate			Total Incidents	Average	Average
757,429			480	6.34	3.33

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Las Vegas - Clark County Library District
Library Operations and Community Engagement
Monthly Statistics
January 2023

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	542	20	180	7	22	8	25	28	102	8	141	0	0	44	268
BUNKERVILLE	299	24	1,282	1	41	0	0	84	147	64	88	0	0	148	235
CENTENNIAL HILLS	33,053	2	39,182	611	2,045	14	170	53	2,362	7	707	23	305	97	3,544
CLARK COUNTY	14,877	9	33,454	551	5,570	45	2,182	206	2,016	25	569	35	2,244	311	7,011
EAST LAS VEGAS	11,739	12	22,096	429	4,002	60	482	47	282	45	450	10	627	162	1,841
ENTERPRISE	17,271	6	18,099	310	2,018	31	105	29	587	38	647	17	192	115	1,531
GOODSPRINGS	328	22	554	1	49	2	17	8	35	16	104	0	0	26	156
INDIAN SPRINGS	651	18	2,700	4	139	2	19	4	22	28	440	0	0	34	481
LAUGHLIN	4,986	14	4,314	77	481	41	470	14	64	1	13	1	4	57	551
MEADOWS	566	19	1,514	30	159	6	7	8	47	11	199	0	0	25	253
MESQUITE	7,017	13	11,531	157	1,364	64	643	56	1,169	35	270	3	35	158	2,117
MOAPA TOWN	384	21	631	2	42	1	0	5	68	0	0	0	0	6	68
MOAPA VALLEY	3,522	16	2,875	24	243	5	31	30	423	5	12	0	0	40	466
MOUNT CHARLESTON	156	25	760	4	10	1	3	4	48	8	156	0	0	13	207
RAINBOW	22,360	4	19,506	413	2,410	21	162	44	1,283	50	1,466	21	378	136	3,289
SAHARA WEST	35,378	1	30,585	987	2,947	122	226	35	1,077	3	57	36	822	196	2,182
SANDY VALLEY	765	17	983	2	34	0	0	1	2	1	7	0	0	2	9
SEARCHLIGHT	320	23	691	2	30	2	4	4	9	14	25	0	0	20	38
SPRING VALLEY	14,401	10	21,676	1,332	3,795	8	82	90	1,377	46	1,864	14	266	158	3,589
SUMMERLIN	19,775	5	18,250	351	1,140	12	318	21	1,265	17	914	4	691	54	3,188
SUNRISE	15,147	8	20,817	333	2,502	9	77	29	702	38	952	0	0	76	1,731
WEST CHARLESTON	12,850	11	19,381	301	2,192	47	426	58	328	35	641	15	413	155	1,808
WEST LAS VEGAS	4,104	15	16,114	187	3,044	56	513	46	672	57	1,332	11	570	170	3,087
WHITNEY	15,750	7	14,673	386	2,912	16	538	71	1,315	37	1,174	2	60	126	3,087
WINDMILL	31,878	3	23,565	732	2,675	32	310	35	1,261	20	889	19	675	106	3,135
WINDMILL SERVICE CENTER	638,367		0	5,725	49,219	259	2,512	47	1,435	11	954	0	0	317	4,901
2023 MONTHLY TOTAL	906,486		325,413	12,959	89,085	864	9,322	1,057	18,098	620	14,071	211	7,282	2,752	48,773
2023 YTD TOTAL	6,190,827		2,327,949	55,909	620,200	6,921	92,790	5,914	109,888	4,708	152,157	1,587	61,582	19,130	416,417

ANNUAL MONTHLY COMPARISON															
2022 MONTHLY TOTAL	801,004		267,705	5,354	82,581									1,966	46,969
% CHANGE	13%		22%	142%	8%									40%	4%

ANNUAL YTD COMPARISON															
FY 21-22 YTD TOTAL	5,310,888		1,989,024	37,649	593,100									14,130	313,680
% CHANGE	17%		17%	49%	5%									35%	33%

ANNUAL MONTHLY COMPARISON															
2021 MONTHLY TOTAL	745,704		237,510	4,072	74,646									1,032	16,092
% CHANGE	22%		37%	218%	19%									167%	203%
2020 MONTHLY TOTAL	967,281		472,281	8,373	149,286									2,132	54,118
% CHANGE	-6%		-31%	55%	-40%									29%	-10%
2019 MONTHLY TOTAL	977,415		471,106	32,355	164,944									2,025	48,230
% CHANGE	-7%		-31%	-60%	-46%									36%	1%

ANNUAL YTD COMPARISON															
FY 20-21 YTD TOTAL	5,101,617		1,800,630	32,932	575,128									7,380	127,336
% CHANGE	21%		29%	70%	8%									159%	227%
FY 19-20 YTD TOTAL	6,872,954		3,395,974	54,382	1,056,708									14,756	404,899
% CHANGE	-10%		-31%	3%	-41%									30%	3%
FY 18-19 YTD TOTAL	6,782,732		3,359,110	96,859	1,157,469									12,984	383,151
% CHANGE	-9%		-31%	-42%	-46%									47%	9%

ITEM VI.A.2.a.



MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: February 28, 2023

SUBJECT: Branding and Marketing Activity Report, March 2023

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

Powerful Partnerships

Vegas Golden Knights 2022-2023 Season Partnership Updates

Creative, PR & Partnership Development

After months of design and production work, BAM launched the glittery new Vegas Golden Knights library card, which reflects the team's new "Golden Age" sparkly hues. The goal with all BAM-driven promotions is to encourage new library card sign-ups and new engagement with existing customers. The coveted prizes for this February's event were a co-branded VGK/Library District T-shirt and tickets to an upcoming VGK game:

- The new "Vegas Born" library card was delivered to all branches, along with interior and exterior branch signage.
- Advertising, social media, and public relations activities launched the week of February 6.
- 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.
- The Launch Kit was also shared with the Library District's community partners to encourage them to share the power of a library card with their constituents and partners.
- Digital Content Manager **Ryan Simoneau**, Senior Digital Projects Associate **Paula Loop**, Regional Manager **Kevin Maas**, Whitney Library Branch Manager **Billy Allen**, and Rainbow Library Circulation Assistant **Geovanny Medina-Arteaga** staffed the Library District tent at the February 16 pre-game event at Toshiba Plaza, to hand out bookmarks and sign up customers for library cards. A total of **75 new library cards were issued**.

The PR team distributed a [news release](#) to local media, library trades and nationally through a wire service, resulting in the following coverage:

Executive Director **Kelvin Watson** [appeared in-studio at the CW Las Vegas](#) to talk about the new Vegas Golden Knights library card and Black History Month events.

KLAS 8 News Now, [Golden Knights Add Brand to New Las Vegas-Clark County Library Card](#)

KTNV Las Vegas, [Library District Offering New Vegas Golden Knights Gold Library Card](#)

The Vegas Golden Knights posted the news release on the team page on [NHL.com](#)



Powerful Programs

Black History Month

The BAM Team created a new [blog post](#) to celebrate Black History Month 2023 that features upcoming events & programs, staff lists, and featured online resources. It was published on January 23 and featured on the homepage and audience pages on the website, and was featured in social media posts running throughout the month of February.

- The PR team wrote and distributed a [news release](#) to local media highlighting Library District programming for Black History Month. Coverage included:
- Executive Director [Kelvin Watson appeared in-studio at the CW Las Vegas](#) to talk about Black History Month events, his Cox Communications Black History Month honor, and the new Vegas Golden Knights library card.
- KTNV Las Vegas, [Library District Celebrating Black History Month](#)

- KTNV Las Vegas, [West Las Vegas Library Hosts Annual African American Youth Leadership Summit](#)
- Desert Companion previewed the February 5 Opera Legends in Black performance at Windmill Library.



FEB. 5

Opera Las Vegas helps Southern Nevadans celebrate Black History Month in a new way this year: by commemorating the oft-forgotten Black pioneers of opera. The curated songbook features African American greats, including Marian Anderson, Shirley Verrett, Martina Arroyo, and George Shirley. With a come-as-you-are dress code and no entry fee, the event aims to break down access barriers that prevent today's generations from connecting with the opera heroes of the past. (AD)
3p, free, Windmill Library Theatre, operalasvegas.com

Green Our Planet Hydroponics

BAM continues to prepare for the programming launch of the new hydroponic program with the following activities:

- Preparing talking points for Kelvin's February 17 interview with the Green Our Planet film crew. This crew has been interviewing branch staff and customers who have begun using the units.
- Creating a landing page on the website to feature programs and information about Hydroponics
- Taking photos at the East Las Vegas Library event on January 24
- Preparing to film stories of East Las Vegas families that will be taking units home with them to experience growing their own produce and herbs.

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 coordinated with department heads and created a photography schedule from February 16 to March 30, which allows staff from all branches to make photo appointments.

50th Anniversary of Hip Hop

Ryan Simoneau has been working with Youth Services Manager **Shana Harrington**, who chairs the Hip Hop Committee, to plan, launch, and promote the Library District's months-long initiative to celebrate the 50th anniversary of hip hop. BAM is currently working on a new landing page for the website to feature upcoming events and staff lists covering hip hop movies, music, and books. BAM is working with Cox Communications, Performing Arts Center Coordinator **China Hudson**, Programming & Venues Manager, **Ryan Neely**, and Grammy Award-Winning Artist **Anu Sun** to promote and livestream the upcoming hip hop concert The Shed Open Jam at West Las Vegas Library on March 10.

Powerful People

Media Relations & Coverage Highlights

Select media coverage of Library District programs and initiatives includes:

Fox 5 Las Vegas, [Las Vegas Approves Development Plan for new Library in Historic Westside](#)

As part of their promotion of Nevada Reading Week, KTNV Las Vegas promoted the Vegas Golden Knights bookmark series, [The Library District Shares New Vegas Golden Knights Collectible Player Bookmarks](#)

8 News Now, [Go on a Blind Date with Banned, Challenged Books at Sahara West Library](#)

Desert Companion previewed the February 5 lecture Miss Bluebell: Exploring the Life and Legacy of Margaret Kelly at Clark County Library Theater.

Desert Companion published an article on Sahara West Library's Viva Las Vinyl Record Club.

Desert Companion previewed the March 25 Chalk It Up! Art & Music Festival at the Summerlin Library.

The PR team prepared a guest column for Executive Director Watson about the Cell Phone Lending Program, which will appear in the March/April issue of American Libraries Magazine.

Lecture

MISS BLUEBELL: EXPLORING THE LIFE AND LEGACY OF MARGARET KELLY

MARCH 5

This is the second installment in the three-event series, *C'est Magnifique*, commemorating the 65th anniversary of the Stardust Casino's *Lido de Paris* cabaret show opening in Las Vegas. This event's theme is Miss Bluebell herself (aka Margaret Kelly), a talented dancer and performer with enough *je ne sais quois* to find fame in Sin City during



its golden days. Learn about her life, work, and enduring impact on Vegas entertainment from a panel of speakers, including Kelly's family and colleagues. UNLV's Entertainment History Collections Curator Su Kim Chung will moderate the discussion. (AD) 2-4p, free, Clark County Library Main Theater, lvccld.org

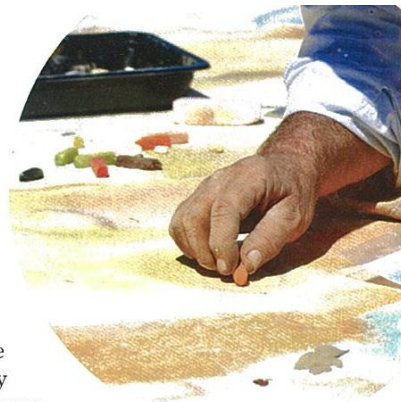
*Music***VIVA LAS VINYL**
RECORD LISTENING**FEB. 2**

Those looking to show off their killer record collection or discover some new gems in the lending library can share their love of vinyl with others at this monthly club. Visitors can bring headphones for listening on the provided turntables and get their records cleaned by the library's ultrasonic cleaner. This event is 18 and up only. (JM), 6p, free, Sahara West Library, lvccld.bibliocommons.com/events

**32** | DESERT COMPANION • FEBRUARY 2023*Festival***CHALK IT UP! ART & MUSIC FESTIVAL****MARCH 25**

At the Chalk it Up! festival, the bare cement is an open canvas, and the public, a collective Rembrandt. Over the course of the event, the sidewalk turns into one big chalk art painting. Let your little ones (or inner child) color outside the lines at the Kids Chalk Zone; unleash your creativity at the craft corner. If you're not into chalk art, there are also face painting, balloon art, and other family activities.

And all this frivolity will be accompanied by the Young Artists Orchestra of Las Vegas and the Kaminari Taiko Drummers. (Lourdes Trimidal) 10a-2p, free, Summerlin Library, 702-507-3863, lvccld.bibliocommons.com/events

FEBRUARY 2023 • DESERT COMPANION | **31**

Award Entries

The PR team prepared and submitted nominations on behalf of Executive Director Watson and the Library District in the following American Library Association award programs:

- Library of the Future
- RUSA Best Emerging Technology Application
- Beta Phi Mu Award
- ALA Medal of Excellence
- Ernest Di Mattia, Jr. Award for Innovation and Service to Community and Profession
- Sullivan Award for Public Library Administrators Supporting Services to Children

Powerful Platforms

Free To Be Rebranding Campaign

As part of the February 16 Library District appearance at the Vegas Golden Knights pre-game event on Toshiba Plaza, the BAM team gave away 50 of the new co-branded VGK T-shirts to the public. This represents the first time that the new logo has been shared publicly, and they were a huge hit! The new logo is also on the back of the new VGK library card. VGK VP, Marketing Stephanie Rogers joined us for photos with the Library District team, shown here with Regional Manager **Kevin Maas**.



We also gave Stephanie Rogers co-branded shirts to distribute to all VGK employees, including the players. She believes that she can provide with a photo or two of players wearing their shirts.

BAM continues to engage staff leading up to the Free To Be brand launch with beautiful, fun new swag items. The goal is to thank staff for their role as our brand ambassadors and to give them items to show their brand pride. The gift for February was a handsome water bottle, sporting the new logo, Free To Be tagline, and the seven accompanying brand words.

BAM Advertising Campaigns

Program	Publications	Date	Sizes	Rates
Black History Month	Black Image	February	Full Page	\$2,000
	Las Vegas Weekly	2/9, 2/16 & 2/23	Quarter Page	\$2,636.25
	Las Vegas Review-Journal	2/12 & 2/19	Half Page	\$3,500
	RJ en Español	2/8 & 2/15	Quarter Page	\$1,300
	Asian Journal	2/9 & 2/16	Half Page	\$1,900
	Latin Chamber of Commerce	1/15 – 2/15	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 to re-engage with cardholders who have not visited the library or used our services for some time. Below are details from our January-February eNewsletter campaigns:

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

Topics: Details about 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.

- 137,855 unique opens with a 34.7% open rate
- 8,624 unique clicks generated
- Sent to 397,681 unique emails
- 427 unsubscribes

Following the January 13 eBlast, 7,386 cardholders used OverDrive within 7 days of opening the message; 3,227 circulated a physical item; and 1,299 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 1,635 Occasionals (users more than 3+ months without use), and 722 Inactives, which also included the re-engagement of 175 Bright Future users (e.g. Teen cardholders).

February 8 Issue: VGK Gold Card, T-Shirt, Game Tickets! + Celebrating 50 Years of Hip Hop + Mystic Fair Coming Soon

Topics: Details about the Library District's free events, programs & services in celebration of Black History Month; 50th Anniversary of Hip Hop year-long celebration at the Library District; the new Vegas Golden Knights gold library card availability + giveaway details; Presidents' Day closure information; Mystic Fair 2023 promo video + event details at Windmill Library on March 4; 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.

- 133,951 unique opens with a 32.9% open rate
- 5,312 unique clicks generated
- Sent to 406,658 unique emails
- 461 unsubscribes

Following the February 8 eBlast, 4,357 cardholders used OverDrive within 7 days of opening the message; 1,710 circulated a physical item; and 1,376 utilized Hoopla.

This email was sent to Lapsed users (cardholders who had not used their cards in more than 3 months). The analytics are still being compiled by OrangeBoy and will be included in the April Board Report.

February 15 eBlast: **New Vegas Golden Knights Library Card + T-Shirt & Ticket Giveaway – ENTER NOW!**

Topics: This single-topic eBlast was sent out to promote the availability of the new Vegas Golden Knights gold library card + giveaway that cardholders can enter for a chance to win a pair of VGK tickets, or our exclusive #GetCarded with the Golden Knights T-shirt.

Analytics for this eBlast are still being compiled and will be available in the April Board Report.

OrangeBoy Q3 Analytics:

Overview:

Savannah Community Metrics provide us with an overview of our library's performance related to customer engagement and retention. Below are the details included in the calculation of our community metrics from the last quarter of data.

Household Market Penetration

The Household Market Penetration metric measures the percentage of active households in the library service area (an active household contains at least one active cardholder). The larger the percentage, the broader the library's reach in our community. In this metric, "active" refers to a library card being used within the past 12 months

147,306		841,238		18%
The total number of active <u>households</u> in your service area (active household = having at least one active cardholder)	÷	The number of households in your service area, according to US Census Bureau Projections for the current year	=	The percentage of households in your service area that have at least one active library card

Gain of 9,634 more active households.

New Cardholder Retention

New cardholder retention is the percentage of new cardholders who currently remain active library users. The new cardholders included in this calculation are those who signed up between 12 and 24 months prior to the end of the quarter for which the metric is being calculated. New cardholder retention measures the success rate of keeping new cardholders active. As above, the "active" refers to a library card being used within the past 12 months.

23,424		55,146		43%
The number of new cardholders who signed up between 12 and 24 months prior to the end of the quarter and are still active	÷	The number of new cardholders who signed up between 12 and 24 months prior to the end of the quarter	=	The percentage of new cardholders who signed up between 12 and 24 months prior to the end of the quarter who are still active

Gain of 3,506 more New Cardholders kept active long-term.

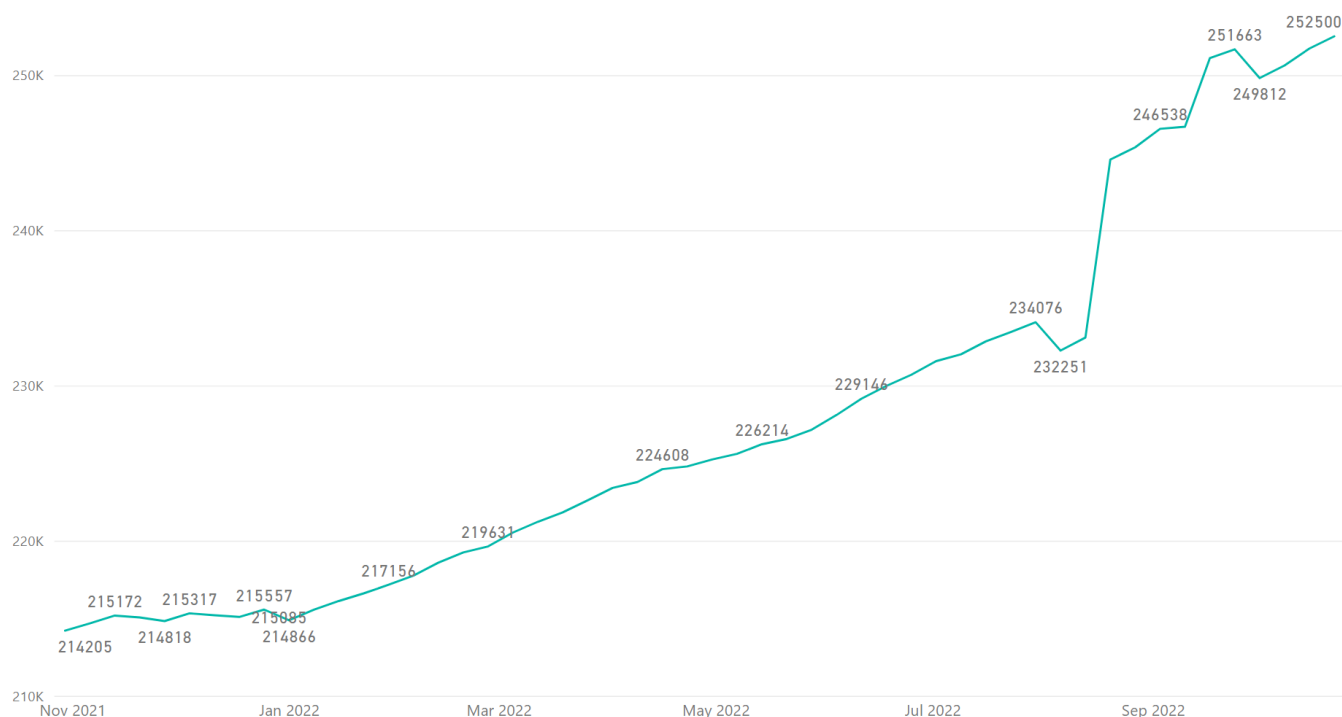
Customer Gain/Loss Index

The gain/loss index is a percentage indicating the rate at which our library is gaining or losing cardholders relative to the smaller of those two groups. It considers the number of cardholders who became active during the quarter compared to the number of cardholders who became inactive. Cardholders who became active includes both new cardholders and inactive cardholders who became active again.

(48,221)	-	26,098)	÷	26,098	=	85%
Cardholders who became active (both new cardholders and inactive cardholders who became active again)		Cardholders who became inactive		Smaller of the two groups		Positive Values indicate more cardholders became active, while Negative Values mean more became inactive. The absolute value describes how much larger the became-active or inactive group is than the other.

Gain of 22,123 more active cardholders.

Medians	Overall	Within Budget Category	Within Population Category
Number of Libraries Calculated	176	20	36
Market Penetration	27%	28%	27%
New Cardholder Retention	48%	48%	46%
Gain/Loss Index	50%	78%	67%




New library card holders over the last year

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 (January):
 - CTR for our ads increased by 4% over the previous month to 27.11%, which continues to be one of NPM's top performing accounts as the network average is only 3%, & the Google requirement is 5%.
 - January saw our Google Grant Ads hit our highest number of user clicks to date, which was 5,138 (an increase of 1,488 clicks from the previous month).

- Our Total Google Grant spend was also up to a record of \$8,285.61, which means Google is serving up more of our ads in relevant keyword searches we have Google Ad campaigns running for.
- Our top keywords for the reporting period were: Clark County Library, Library Near Me, Downloadable eBooks, and Library resources online.

Social Media Highlights




City of Las Vegas @CityOfLasVegas · 3h
Happy #LibraryShelfieDay! 📖


Did you know all of the @LVCCLD libraries offer an array of activities & resources?

From reading books, participating in STEAM projects, playing video games, recording music, or a podcast! 🎧 🎵 🎮

Find a library near you! thelibrarydistrict.org




3 5




Councilman Cedric Crear @CouncilmanCrear · 1h
Sneak Peak 📺

I voted with Las Vegas City Council to approve a site development plan for a new @LVCCLD library on the West side of Martin L. King Boulevard near Mount Mariah Drive. Stay tuned for more details...




0:03 46 views

2 2 138




Kristy Totten @kristy_tea · Feb 12
This is such a great idea. @SDPublicLibrary, please do this!


Las Vegas-Clark County Library District @LVCCLD · Feb 12
Take a chance and go on a blind date with a #bannedbook this month 📖! Stop by #SaharaWestLibrary (9600 W Sahara Ave.) to check out a book that has been banned and/or challenged. Then check out, unwrap, and enjoy! 📖! #GetCarded



5



Councilwoman Nancy E. Brune @Brune4Vegas · 10m
The library of my era is not today's library!!! Toured my @LVCCLD #CentennialHills library today. Smack in the middle was a @GreenOurPlanet2 #hydroponics station. The kids & parents were mesmerized!! Library also has 3D printing classes. Libraries are true community centers.



2 4

Top Social Media Posts January 2023

Facebook:

The top Facebook post for the month was submitted to BAM by the team at Enterprise Library to help promote their Teen Sewing Machine Class on January 7. This post was very popular and generated **6,057 organic impressions, 631 user engagements**, including **25 comments & 23 shares**, which helps to increase the total reach of the post.



Twitter:

Our top Tweet for January was a fun bit of library trivia about the former Las Vegas Library location that is now a part of the Zappos building in Downtown Las Vegas. This post generated **1,354 organic impressions** & **40 user engagements**.



Instagram:

Our most popular post on Instagram to help promote the launch of the availability of Nevada State Park Passes that are now available for check out at the Library District. This generated **2,066 organic impressions & 170 total user engagements, with 3 comments & 25 post saves by users.**

**LinkedIn:**

The Library District's top post on LinkedIn for the month was sharing Executive Director **Kelvin Watson** participating in the Las Vegas Chamber's "Preview Las Vegas" event which also included local partners from the Las Vegas Grand Prix, Applied Analysis, LVCVA, as well as the MSG Sphere. This post generated **2,258 organic impressions, 206 total user engagements, plus 3 comments & 39 link clicks.**



**Analytics for Web and Social Media –
January 2023 + 30-Day Comparison + Year-Over-Year****LVCCLD Facebook**

	Fans	Impressions	Post Engagements	Link Clicks
January 2023 Statistics	14,928	115,656	7,395	903
% Gain from December	+1%	+34%	+116%	+137%
% Gain from January 2022	+11%	+19%	+242%	+234%
% Gain from January 2021	+17%	+79%	+203%	+518%

Notes: All of our key Facebook analytics were up both month-over-month, as well as year-over-year. This can be partially attributed to BAM's promotion of the 2023 Winter Reading Challenge, along with receiving more branch submitted photos and videos to help promote their upcoming programming, which helps drive more user engagement than posting promotional flyers.

LVCCLD Twitter

	Followers	User Engagements	Organic Impressions	Link Clicks
January 2023 Statistics	4,251	1,226	82,792	163
% Gain from December	+1%	+17%	+24%	+66%
% Gain from January 2023	+9%	-37%	-30%	-11%
% Gain from January 2020	+20%	-36%	-40%	-23%

Notes: We increased all of our key Twitter analytics over the previous month, as our promotion of the annual Winter Reading Challenge helped drive more user engagement through more branch submitted content, along with our themed staff lists for Kids, Teens & Adults that linked back to TheLibraryDistrict.org. Each month on Twitter, we share links to priority CE/LO events & landing pages on our website, 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

	Followers	User Engagement	Impressions	Total Likes	Total Comments
January 2023 Statistics	6,036	2,587	88,578	2,298	178
% Gain from December	+2%	+29%	+14%	+28%	+9%
% Gain from January 2022	+22%	-4%	+35%	+15%	+45%
% Gain from January 2021	+54%	+1%	+30%	-1%	+26%

Notes: All of our key Instagram analytics were up month-over-month, as well as year-over-year as BAM was provided with more organic photos and video content from branches to share. BAM provided real-time social media coverage during the February 16 VGK Outreach event and continues to utilize the IG Stories feature to promote the weekly priority events & programs happening across the Library District. BAM continues to provide monthly 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

	Followers	Impressions	User Engagement	Post Shares	Link Clicks
January 2023 Statistics	1,902	8,718	698	30	233
% Gain from December	+7%	+15%	+13%	-14%	-1%
% Gain from January 2022	N/A	N/A	N/A	N/A	N/A
% Gain from January 2021	N/A	N/A	N/A	N/A	N/A

Notes: 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. In January we were able to increase our Total Followers, Total Impressions, along with our User Engagement. We did see a decrease in Total Shares of our posts, along with Link Clicks back to priority landing pages on the Library District website, or recent media coverage. 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

	Channel Subscribers	Total Impressions	Total Channel Watch Time	Average View Duration
January 2023 Statistics	1,313	19,200	77.1 hrs	1 min 37 sec
% Gain from December	+2%	-21%	-66%	+21%
% Gain from January 2022	+18%	+16%	+80%	-8%
% Gain from January 2021	+40%	+27%	+301%	+14%

Notes: We continue to steadily increase our Total Channel Subscribers and our Average View Duration also was up, but our Total Impressions and Total Channel Watch time were both down from the previous month when BAM was provided with more virtual programming content to upload to YouTube. But our Total Channel Subscribers, Total Impressions and Total Watch Time were all up year-over-year. Creating more virtual programming content and uploading it consistently is the key to growing our presence on this important social media platform as consistent videos are 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
January 2023 Statistics	122,872	149,173	384,093	2.93	2 min 42 sec
% Gain from December	+47%	+26%	+33%	-6%	+1%
% Gain from January 2022	+39%	+17%	+75%	+18%	-34%
% Gain from January 2021	N/A	N/A	N/A	N/A	N/A

Notes: With the promotion of the annual Winter Reading Challenge, this helped almost all of our key website analytics increase from the previous month, along with year-over-year gains in Total Unique Visitors, Unique Homepage Views, Total User Sessions, and Average Session Duration. This helps demonstrate the effectiveness of BAM's promotion of this important annual program and that public awareness continues to increase. BAM's digital content team continues to work on the layout for the forthcoming redesigned homepage that reflects the past year of analytics, which will provide customers easier access to what they search for most when visiting TheLibraryDistrict.org. The redesigned homepage will coincide with the new brand launch during National Library Week April 23-29, 2023.

ITEM VI.A.2.b.



MEMORANDUM

TO: Board of Trustees through Mr. Kelvin Watson, Executive Director
FROM: Matt McNally, Community Engagement Director
DATE: February 28, 2023
SUBJECT: Community Engagement Report, March 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 **January 1, 2022 – January 31, 2022.**

POWERFUL PEOPLE

- Provided public accommodation training to all programming staff who approve rental requests in agreement with the Nevada Equal Rights Commission.
- Met with Financial Services to discuss digital billing procedures for public usage of conference rooms and Performing Arts Centers.
- Met with Ashante Hawkins from Caesar's Palace to discuss employee volunteer initiatives in local schools to support Nevada Reading Week.
- Met with Ethiopian artist Eyob Mergia to discuss a potential districtwide youth-oriented art project.
- Formed a staff Hip Hop Committee to lead programming initiatives throughout the year in celebration of the 50th anniversary of hip hop. The Library District joined a group of other libraries across the nation in support of this initiative.
- Met with Allie Breckenridge and Sharon Quarantello of Sunrise Hospital to discuss the advancement of a library engagement program to better serve parents of newborn children. Sunrise Hospital was receptive to partnership and the Library District will begin building a resource package prototype to help promote early childhood education services.
- Met with Carole Adams Hattar of the NBA Summer League to discuss partnership with Summer Challenge 2023, the 50th Anniversary of Hip Hop initiative, and other marketing initiatives.
- Conducted interviews for the Literacy Services Manager and Project Manager positions. Sherry Walker was promoted internally to the position of Project Manager. Recruitment for the Literacy Services Manager was extended.
- Met with Virginia Stanley of publisher Harper Collins to discuss future Library District author visits.
- Participated in interviews for the Development division Grant Writer position.

POWERFUL PLACES

- Adult Learning Program cycle III classes began. ESL orientation and testing occurred at nine libraries. Libraries launched 35 weekly ESL classes and 1 integrated education training class (TISOH) for 560 enrolled students.
- Installed a new AV system in the Spring Valley Library meeting room.
- Celebrated the legacy of Dr. Martin Luther King Jr. with seven days of peace week programming at the West Las Vegas Library.
- Hosted library gallery receptions for *Through the Eyes of George Fielder* at West Las Vegas, *Charting the Cosmos* at Centennial Hills, and for *Death Camps of the Holocaust* at Whitney.
- Hosted a community meeting for the Buen Aire Para Todos project in partnership with Impact NV, the city of Las Vegas, Desert Research Institute, and Make the Road Nevada. East Las Vegas Library will also host an air quality monitoring device to support the collection of data.
- Provided free ACT prep classes at the East Las Vegas and West Las Vegas libraries.

POWERFUL PARTNERSHIPS

- Met with Janet Uthman of Cox Communications to plan a joint partnership program at the West Las Vegas Library, *The Shed Open Jam*, with music producer Anu.
- Hosted training classes for AARP tax preparers who will provide free tax assistance at libraries in February, March, and April.
- Met with Navy Federal Credit Union to develop programming during financial literacy month in April.
- Collaborated with Nevada Department of Education Office of Early Learning and Nevada Association for the Education of Young Children to plan *All in a Day's Play*, a family event celebrating the week of the young child at East Las Vegas Library on April 22.
- Began collaborations with Washoe County Library and The Children's Cabinet to provide staff professional development and enhance educational programming.
- Designed a series of after school workshops in collaboration with UNLV and Prevent Child Abuse Nevada to connect families with library resources and provide after school enrichment activities.
- Engaged Southern Nevada Regional Housing Authority to support upcoming library events including a career fair and a family engagement community event.
- Developed the first draft of a Memorandum of Understanding with Meow Wolf to host an artist-in-residency program at libraries.

POWERFUL PLATFORMS

- Updated the Performing Arts Center rental contract and language on the Library District website in agreement with the Nevada Equal Rights Commission.
- Began the process of adding the West Charleston Library Memory Lab to the Communico Reserve platform.
- Submitted budget proposals for the '23-'24 fiscal year.
- Participated in a mobile app vendor demo by BiblioApps.
- Met with Human Resources to discuss Community Engagement positions with regards to a compensation and class study.

- It was the first year that an adult component of the challenge was offered.

- ## HIGHLIGHTED EVENTS

Winter Reading Challenge Districtwide



Community Engagement Report
Page 4

*Palm Mortuary Meeting
Enterprise*



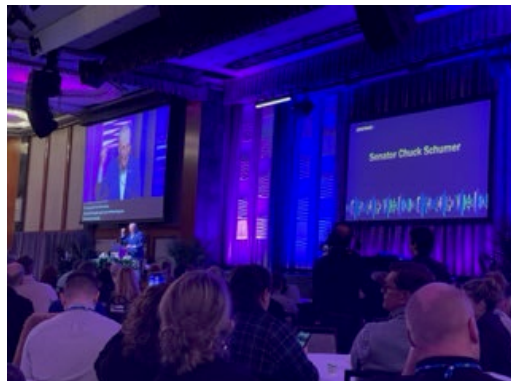
*Buen Aire Para Todos
East Las Vegas*



*Board Gaming
East Las Vegas*



*APAP 2023 Conference
New York, NY*



*Veteran's Festival
Whitney*



*Veteran's Festival
Whitney*



Community Engagement Report
Page 5

Hands on Harps
Clark County



Death Camps of the Holocaust
Whitney



Yale Whiffenpoofs
West Charleston



Mikey Neumann
Sahara West



Outreach Event
Through the Eyes of George Fielder
CCSD Safekey



Whitney



*Winter Reading Challenge
Bookmark Display
Clark County*



*Brilliant Adventures;
A Public Fit Theater Company
Clark County*



*Death Camps of the Holocaust
Whitney*



COMING HIGHLIGHT EVENTS IN MARCH

<i>A Corporate Spy: Supervivencia</i>	Sahara West	3
<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>Raphaelle Bacry: The Only Game in Town</i>	Sahara West	7

Community Engagement Report
Page 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>The Shed Open Jam</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>Bilingual Storytime</i>	West Las Vegas	13
<i>Nevada Arts Council: Transformers</i>	Summerlin	14
<i>Chalk It Up Festival!</i>	Summerlin	25
<i>Outreach Event – Pirate Fest</i>	Craig’s Ranch	25, 26
<i>Fiddlin’ with Stories</i>	West Las Vegas, Clark County	26, 27
<i>I Heart Whitney Community Talent Show</i>	Whitney	28

COMING HIGHLIGHT EVENTS IN APRIL

<i>Maker March</i>	District-wide	1-31
<i>Outreach Event – Touch a Truck</i>	Downtown Summerlin	1
<i>Get Lost in Nevada</i>	Sunrise	1
<i>Talia Dudley: Building Materials</i>	Centennial Hills	4
<i>Ralph Megginson: Musicians & Athletes</i>	Whitney	6
<i>UNLV Chamber Orchestra</i>	Clark County	7
<i>ASL Storytime</i>	West Charleston	11
<i>Teen Empowerment Summit</i>	Whitney	11
<i>UNLV Jazz Concert Series- Joe Williams Jazz Combo Showcase</i>	Clark County	12
<i>Introduction to Mindfulness: the Power of Being Present</i>	West Charleston	15

Community Engagement Report
Page 8

<i>Desert Pines HS: Unexpected Memories</i>	East Las Vegas	20
<i>Princess and Pirate Fair</i>	Moapa Valley	22
<i>All in a Day's Play</i>	East Las Vegas	22
<i>Active Adult Senior Expo</i>	West Las Vegas	22
<i>John Barnes – Author Visit</i>	Spring Valley, Clark County	22
<i>Judith Klausner: (de)composed</i>	Windmill	25
<i>Kray Van Kirk Concert –A Hero's Journey</i>	Clark County, West Charleston	26
<i>Presto! An Amazing Magic Show presented by Jackson Rayne</i>	West Charleston	29

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Las Vegas - Clark County Library District
Library Operations and Community Engagement
Monthly Statistics
January 2023

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	542	20	180	7	22	8	25	28	102	8	141	0	0	44	268
BUNKERVILLE	299	24	1,282	1	41	0	0	84	147	64	88	0	0	148	235
CENTENNIAL HILLS	33,053	2	39,182	611	2,045	14	170	53	2,362	7	707	23	305	97	3,544
CLARK COUNTY	14,877	9	33,454	551	5,570	45	2,182	206	2,016	25	569	35	2,244	311	7,011
EAST LAS VEGAS	11,739	12	22,096	429	4,002	60	482	47	282	45	450	10	627	162	1,841
ENTERPRISE	17,271	6	18,099	310	2,018	31	105	29	587	38	647	17	192	115	1,531
GOODSPRINGS	328	22	554	1	49	2	17	8	35	16	104	0	0	26	156
INDIAN SPRINGS	651	18	2,700	4	139	2	19	4	22	28	440	0	0	34	481
LAUGHLIN	4,986	14	4,314	77	481	41	470	14	64	1	13	1	4	57	551
MEADOWS	566	19	1,514	30	159	6	7	8	47	11	199	0	0	25	253
MESQUITE	7,017	13	11,531	157	1,364	64	643	56	1,169	35	270	3	35	158	2,117
MOAPA TOWN	384	21	631	2	42	1	0	5	68	0	0	0	0	6	68
MOAPA VALLEY	3,522	16	2,875	24	243	5	31	30	423	5	12	0	0	40	466
MOUNT CHARLESTON	156	25	760	4	10	1	3	4	48	8	156	0	0	13	207
RAINBOW	22,360	4	19,506	413	2,410	21	162	44	1,283	50	1,466	21	378	136	3,289
SAHARA WEST	35,378	1	30,585	987	2,947	122	226	35	1,077	3	57	36	822	196	2,182
SANDY VALLEY	765	17	983	2	34	0	0	1	2	1	7	0	0	2	9
SEARCHLIGHT	320	23	691	2	30	2	4	4	9	14	25	0	0	20	38
SPRING VALLEY	14,401	10	21,676	1,332	3,795	8	82	90	1,377	46	1,864	14	266	158	3,589
SUMMERLIN	19,775	5	18,250	351	1,140	12	318	21	1,265	17	914	4	691	54	3,188
SUNRISE	15,147	8	20,817	333	2,502	9	77	29	702	38	952	0	0	76	1,731
WEST CHARLESTON	12,850	11	19,381	301	2,192	47	426	58	328	35	641	15	413	155	1,808
WEST LAS VEGAS	4,104	15	16,114	187	3,044	56	513	46	672	57	1,332	11	570	170	3,087
WHITNEY	15,750	7	14,673	386	2,912	16	538	71	1,315	37	1,174	2	60	126	3,087
WINDMILL	31,878	3	23,565	732	2,675	32	310	35	1,261	20	889	19	675	106	3,135
WINDMILL SERVICE CENTER	638,367		0	5,725	49,219	259	2,512	47	1,435	11	954	0	0	317	4,901
2023 MONTHLY TOTAL	906,486		325,413	12,959	89,085	864	9,322	1,057	18,098	620	14,071	211	7,282	2,752	48,773
2023 YTD TOTAL	6,190,827		2,327,949	55,909	620,200	6,921	92,790	5,914	109,888	4,708	152,157	1,587	61,582	19,130	416,417

ANNUAL MONTHLY COMPARISON															
2022 MONTHLY TOTAL	801,004		267,705	5,354	82,581									1,966	46,969
% CHANGE	13%		22%	142%	8%									40%	4%

ANNUAL YTD COMPARISON															
FY 21-22 YTD TOTAL	5,310,888		1,989,024	37,649	593,100									14,130	313,680
% CHANGE	17%		17%	49%	5%									35%	33%

ANNUAL MONTHLY COMPARISON															
2021 MONTHLY TOTAL	745,704		237,510	4,072	74,646									1,032	16,092
% CHANGE	22%		37%	218%	19%									167%	203%
2020 MONTHLY TOTAL	967,281		472,281	8,373	149,286									2,132	54,118
% CHANGE	-6%		-31%	55%	-40%									29%	-10%
2019 MONTHLY TOTAL	977,415		471,106	32,355	164,944									2,025	48,230
% CHANGE	-7%		-31%	-60%	-46%									36%	1%

ANNUAL YTD COMPARISON															
FY 20-21 YTD TOTAL	5,101,617		1,800,630	32,932	575,128									7,380	127,336
% CHANGE	21%		29%	70%	8%									159%	227%
FY 19-20 YTD TOTAL	6,872,954		3,395,974	54,382	1,056,708									14,756	404,899
% CHANGE	-10%		-31%	3%	-41%									30%	3%
FY 18-19 YTD TOTAL	6,782,732		3,359,110	96,859	1,157,469									12,984	383,151
% CHANGE	-9%		-31%	-42%	-46%									47%	9%

ITEM VI.A.2.c.



MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director
FROM: JoAnn Prevetti, Director of Development
DATE: February 28, 2023
SUBJECT: Development Department Report, March 2023

Development Department Powerful Plays in February 2023

- 2/6/23 – Met with Thrift Books – our bookseller vendor re: grant funding.
-
- 2/7/23 – Met with anonymous donor re: expansion of funding for early literacy program at Enterprise.
- 2/15/23 – Met with Chase Bank re: grant funding.
 - Invited to sit at the Chase table for the 3/1/23 Executive of the Year Luncheon.
- 2/17/23 – Attended Latin Chamber of Commerce Luncheon – Guest Speaker Raiders President
- 2/22/23 – Attended District Court Judge Anna Albertson's swearing in ceremony
- 2/23/23 – Attended Asian Chamber Luncheon
- 2/27/23 – Attended Nevada Grant Lab – Federal Grants webinar
- 2/27/23 – Met with bequest donor
- 2/28/23 – Met with Discovery Children's Museum leadership re: Museum ticket program expansion
- 3/2/23 – Tour of Windmill Library with Roseman University Leadership re: health and wellness programming
- 3/2/23 – Follow up meeting with NNLM (medical library) regarding joint grant funding.
- 3/3/23 – Met with United Way re: Career Online Highschool programming (funded @ \$25k)
- 3/3/23 – Met with Neon Museum re: expansion of museum ticket programming
- 3/3/23 – Attended grand opening of The Beverly (Beverly Rogers Theater)
- 3/9/23 – Met with Congresswoman Susie Lee's office re: appropriate funding for library district

February/March Grants to be written - \$865,000

- \$5,000+ - Palms Hotel and Casino
- \$30,000 – Lyrasis Public Library – Museum Pass Program Expansion
- \$500,000 (estimated submission amount) Engelstad Family Foundation

- United Way - \$250,000 - tutoring
- MGM - \$80,000 – tutoring

Development Financial Report Attached

Upcoming Meetings/Events

3/22/23 – Women’s Summit Las Vegas – JoAnn Prevetti is a guest panelist to discuss grants and Philanthropy.

Pending Meetings –February/March

Sandra Douglass Morgan – Raiders – Awaiting date confirmation from Ms. Morgan’s office.

- 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)
#

FY '22/'23 Development Secured Grants

FOUNDATION AWARDED	FOUNDATION PENDING	FOUNDATION DENIED		DISTRICT AWARDED	DISTRICT PENDING	DISTRICT DENIED
\$657,750	\$145,000	\$635,000		\$1,059,518	\$4,530,000	\$685,000

	DISTRICT AWARDED GRANTS		DISTRICT	PENDING SUBMITTED	GRANTS	DISTRICT	DENIED GRANTS	
Dept of Education	Adult Education Programs	\$783,441	Lyrasis	Expansion of library/museum cultural experiences	\$30,000	NEA	Musical Theater Songwriting Challenge for High School Students	\$160,000
Dept of Education	Adult Education Programs	\$61,303	ECF	Emergency Connectivity Funding for Hot Spots	\$4,500,000	Union Pacific	Cultural Arts Experience for writers	\$25,000
LSTA 2002	Anytime Library	\$75,000				Infrastructure and Capacity Building NEH	Capital Projects	\$500,000
NSLA Collection	"The Library of Things"-such as carbon dioxide monitors, radon testing kits, cake, and baking pans, go pro cameras, webcams, onboard diagnostic units for car repairs, sound amplifiers, musical instruments, light projectors, and more.	\$139,774						
	TOTAL DISTRICT GRANTS AWARDED	\$1,059,518	TOTAL	PENDING GRANTS	\$4,530,000	TOTAL	DENIED	\$685,000

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

	FOUNDATION AWARDED GRANTS		FOUNDATION	PENDING SUBMITTED	GRANTS	FOUNDATION	DENIED GRANTS	
Best Buy	Refresh the Teen Tech Center. The tech center gives youth access to tech education, relationships that help to build confidence, and a foundation for school and career success.	\$10,000	Aviators	Support Youth Programs *\$2,500-\$5,000 TBD	\$5,000	Centene Corporation	SDoH funding for Mobile phones for people experiencing homelessness.	\$100,000
Boyd Gaming	Support Tutoring	\$3,500	Intermountain Healthcare	Mobile Phone Program – People experiencing homelessness	\$100,000	NV Energy	Tutoring	\$25,000
Cox Charities	Playaway Launchpads available for checkout	\$5,000	Mercado	Latino Community Marketing	\$20,000	Wynn Employee Foundation	Expansion of cultural experiences through museum ticket funding.	\$10,000
Cox Charities	STEAM Lab refresh for adults	\$25,000	United Way	Tutoring Funding	\$250,000	NV Women's Philanthropy	Mobil Library/Tech Community Van	\$500,000
Eagle Promotions	Support Library Programs	\$2,500	MGM	Tutoring Funding	\$80,000			
Engelstad Foundation	Hydroponics Kits	\$80,000 (in kind)	Palms	Tutoring Funding	\$5,000			
Intermountain Healthcare	Blood Pressure Machines for checkout	\$35,000						
LV Review Journal	Philanthropy Marketing *In-Kind Project (\$12,500)	\$12,500						
Wells Fargo	Title Sponsor - Women & Money The Financial Empowerment Summit	\$20,000						
City of LV	Tutoring	\$400,000						
City of LV	To help support the arts programs, resources and activates as they come back from COVID losses.	\$31,000						
United Way	To help elevate community members in earning their High School Diplomas	\$25,000						
Nevada State Bank	\$2.5k tutoring \$2.5k mobile phones	\$5,000						
Anonymous Donor	Funding for creation of early learning kits	\$5,000						
David Simon Foundation	Funding for creation of early learning kits	\$3,500						
	Total Foundation Grants Awarded	\$662,750	Total Pending	Grants For Discussion	\$460,000	Total Denied	Foundation	\$635,000



ITEM VI.A.2.d.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Albert G. Prendergast, Chief Information Officer

DATE: February 28, 2023

SUBJECT: Information Technology Report, March 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 February.

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.
- ER staff provided one in-person training session for District-wide staff, including an overview of how to access our various eMedia resources using different devices.
- AS staff facilitated the quarterly Computer Center Department Heads meeting virtually to discuss challenges and projects related to the Computer Centers.
- AS staff coordinated a virtual training for District-wide staff on BiblioCommons Bibliocore Catalog Basics to train staff on searching for items in the public catalog, creating lists, adding items to shelves, and more to enhance staff's ability to assist customers.
- DC staff provided one in-person collection maintenance training class for branch staff to help build responsive library collections for our customers.
- ER staff provided two virtual training sessions of Morningstar Investment Research Center for Library Operations to enhance staff's ability to assist customers with the use of this resource.
- CBS staff provided two virtual collection development training for Mesquite and Spring Valley staff on how to use vendor acquisition tools to order library materials to help build responsive library collections for our customers and met virtually with Searchlight staff to discuss the collection and updated the branch's collection profile.

- DC staff provided a job shadowing opportunity to one Library Operations staff.
- DC staff provided a tour of the DC for newly elected Las Vegas City Council representative Nancy Brune.
- CBS staff attended the virtual semi-annual OCLC Cataloging Community Meeting. Cataloging community members and OCLC staff provided updates on recent and upcoming initiatives to increase diversity, equity, and inclusion in library metadata, advancing cataloging workflows and enhancing WorldCat metadata quality.
- Our Systems & Network Analyst attended a week-long training course on VMWare 7 Advanced Administration to improve our ability to support the data center systems.
- DC staff completed CPR training and certification and attended a District Diversity Equity Inclusion and Accessibility Committee meeting.

POWERFUL PLACES

- CBS staff added 1,755 titles with 14,029 new items to the collection and withdrew 5,590 items from the library catalog in January. The withdrawn items will either be resold or discarded. CBS staff also added 4,517 e-books and e-audiobooks and 4,333 new Hoopla music records in 41 different languages to the collection in January.
- DC staff visited the Enterprise Library to assist with their branch remodel by weeding materials and sending relevant items to the DC and 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 and historical newspapers from the LA Sentinel, Chicago Times, Wall Street Journal, and NY Times to our collection.
- AS staff worked with IT department staff to complete the deployment of iPad check-out kiosks at six branches. The new kiosks provide a self-service option for customers to check out iPads.

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 1,484 e-mails to the ASK account in January.
- AS staff prepared QuickStart library cards for outreach visits to local schools and other community partners.
- In January, Henderson District Public Library (HDPL) residents checked out 2,317 items from our OverDrive collection, while our customers checked out 733 items from the HDPL through the Reciprocal Lending Agreement.
- Boulder City and North Las Vegas residents accounted for 10.9% of the District's OverDrive e-media circulation, with the North Las Vegas Library District accounting for approximately 9.2% and the Boulder City Library District accounting for 1.7% in January.
- Instant Digital Cards (IDC), promoted for our partnership with the RTC, generated 6% of our OverDrive circulation with 14,992 checkouts, and 1,099 new IDC user accounts were created in January.

Technology Monthly Report
Page 3

- 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 322 new titles with 680 items to the collection for the North Las Vegas Library District and 221 new unique items to the collection for the Boulder City Library District in January.
- ILL staff received 471 requests from our customers to borrow materials from other library systems and received 616 requests from other libraries to borrow our items and there were 58 new ILL users in January.
- IT division staff continues to work with other divisions to prepare the pilot Anytime Library kiosk for deployment to the Sunrise Hospital, including the addition of infection control mitigation steps.
- IT department staff continues to work with the Clark County Regional Broadband Action Team (RBAT) on the Request For Proposal for fiber construction to our rural branches. IT staff will meet with the RBAT to review RFP proposals in the coming week.
- CBS staff worked with the Nevada Department of Parks and Recreation to add park admission passes to the collection in January. Demand for the passes has been exceptionally high and CBS staff continues to have conversations with Parks and Recreation in hopes of obtaining additional State Park passes as well as supplemental backpacks, maps, and literature. CBS staff is also having conversations with the Neon Museum about potentially adding admission passes to our collection.
- IT department staff continues to provide customized Wi-Fi access to the AARP Foundation's Tax-Aide Program which offers free tax preparation assistance to low-to-moderate-income taxpayers.
- IT staff installed two new computers and three printers at the Clark County Detention Center and is working with our vendor to install a new Internet service at the location.

POWERFUL PLATFORMS

- IT department staff continues to work on the Microsoft 365 migration project with our consulting vendor. The IT department has completed the migration of over 150 of more than 1,000 accounts.
- IT department staff continues to work with the Facilities department and Library Operations on the New 3D Printing Model Project. The first branch was completed with the installation of new equipment and furniture at the Windmill Library.
- 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 has replaced over 70 computers across five branches. Some supplemental branch technology projects and Jaws/Fusion installations were also completed at the same time as the computer replacements.
- IT department staff continues to work on the end-of-life Branch Server Replacement Project. Servers were replaced at eight of our 16 branches. The project to replace our end-of-life data center hyper-converged infrastructure and wireless controller systems will begin shortly.
- AS staff worked with our vendor to launch a "Forgot Your Library Card Number" feature on our website to allow customers who forgot their library card number to regain access to their accounts.

Technology Monthly Report
Page 4

- The end-of-life security gates (for Clark County) and automated material handling systems (for Centennial Hills and Rainbow) that were ordered last year are all scheduled for installation in March.

Of the \$3,102,000 approved by the Board of Trustees in the IT department's Capital Projects Fund for FY23, \$1,687,385.67 was expended:

- ILS Cloud Backup Implementation- \$24,375.05
- Replacement end-of-life wireless controller – \$14,769.46
- Miscellaneous replacement laptops - \$37,792.03+27000
- Equipment for Memory Lab - \$9,537.70
- Equipment for All Hands On Tech (Petting Zoo) - \$8,413.52
- 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
- Branch Supplemental Tech Requests - \$4,182

ITEM VI.A.3.a.



MEMORANDUM

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

FROM: Floresto Cabias, Chief Financial Officer

DATE: February 28, 2023

SUBJECT: Financial Services Report, March 2023

This report summarizes the Financial Services Department's activities and accomplishments in the month of February 1 – February 28, 2023.

Administration

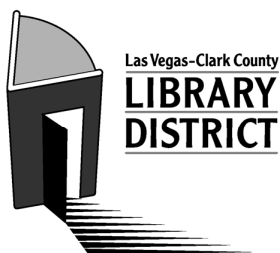
- Updated the District's cash flow analysis
- Held Fiscal Year 2024 budget meetings with members of the Administrative Team
- Submitted the Annual Report of Capital Improvements to the State Department of Taxation, per NRS requirements
- Submitted the Quarterly Economic Survey to the State Department of Taxation, per NRS requirements
- Began gathering and updating information in preparation of the Fiscal Year 2023 budget planning kickoff
- **Louann Sammons** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Louann Sammons** prepared and followed up on Agreements for Services for performances scheduled for District-wide events
- **Louann Sammons** prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

Accounting

- Coded and verified all transactions (\$2.9M for the month of February)
- 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
- Prepared year-to-date detail transaction reports for each location/departments
- 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

Financial Services Report
Page 2

- 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

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

From: Floresto Cabias, Chief Financial Officer

Date: February 28, 2023

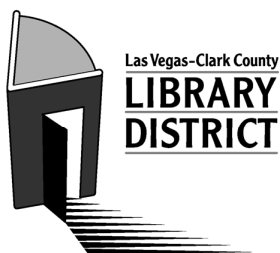
Subject: New Markets Tax Credit Program

The New Markets Tax Credit Program (NMTC Program) was established as part of the *Community Renewal Tax Relief Act of 2000*. The goal of the Program is to spur revitalization efforts of low-income and impoverished communities across the United States. The NMTC Program provides tax credit incentives to investors for equity investments in certified Community Development Entities (CDEs), which invest in low-income communities. A CDE must have a primary mission of investing in low-income communities and persons.

The Treasury Department administers the Program through its Community Development Financial Institution Fund (CDFI Fund). CDEs apply to the CDFI Fund each year not for tax credits directly, but for an award of "allocation authority," which is the authority to raise a certain amount of capital, or Qualified Equity Investments (QEIs) from investors. In the first year of the Program (2001), the CDFI Fund awarded \$1 billion in allocation authority to CDEs, enabling those CDEs to raise \$1 billion in QEIs from investors, which enabled those investors to reduce their federal tax liability by \$390 million (39% of the amount they invested in the CDEs) over seven years. For the investors to be able to claim the credits over the seven-year compliance period, the CDEs must use substantially all of the QEIs from investors to make Qualified Low Income Community Investments (QLICIs) in Qualified Active Low Income Community Businesses (QALICBs) located in low income communities.

In order for the District to participate in the NMTC Program, a QALICB must be create because a government entity itself cannot participate directly in the Program as a QALICB. A QALICB is defined as a for-profit or non-profit corporation or partnership. Creating a QALICB will allow the District to receive a net benefit of up to 20% of any allocation received from CDEs, which will be directed toward the construction costs of the new West Las Vegas Library branch (WLV Project). For example, a \$10M allocation received from a CDE would generate up to \$2M (20%) in funds to offset the costs of a qualified project.

Historically, staff seeks authorization from the Board of Trustees to create a QALICB prior to closing the NMTC Program transaction. Staff anticipates closing this summer. As such, staff will seek authorization in upcoming board meetings. At the Board of Trustees meeting scheduled for April 20, 2023, representatives from Crescent Growth Capital LLC and Kutak Rock LLP will attend to present a more comprehensive overview of the NMTC Program and answer any questions. These firms partnered with the District in the NMTC Program during construction of the East Las Vegas Library and the Mesquite Library Campus.



MEMORANDUM

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

From: Floresto Cabias, Chief Financial Officer

Date: February 28, 2023

Subject: February 2023 Budget Status Report

Enclosed are the budget status reports for February 2023. General fund revenues show 59% of budgeted revenues collected.

Property Tax Revenues

As of February 10, 2023, the District collected \$39.7M 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 42% 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 January 31, 2023, represents CTX from the month of November 2022. In FY 2023, CTX is averaging a 6% increase over FY 2022 through November 2022. This increase is notable because the District collected \$29.1M of CTX in FY 2022, which is the largest amount received in one fiscal year. Beating collections in FY 2022 is a positive indicator, suggesting consumers remain resilient despite high inflation and recession fears. Staff continues to closely monitor headwinds to determine their potential impact on revenues. See the charts below showing historical CTX trends.

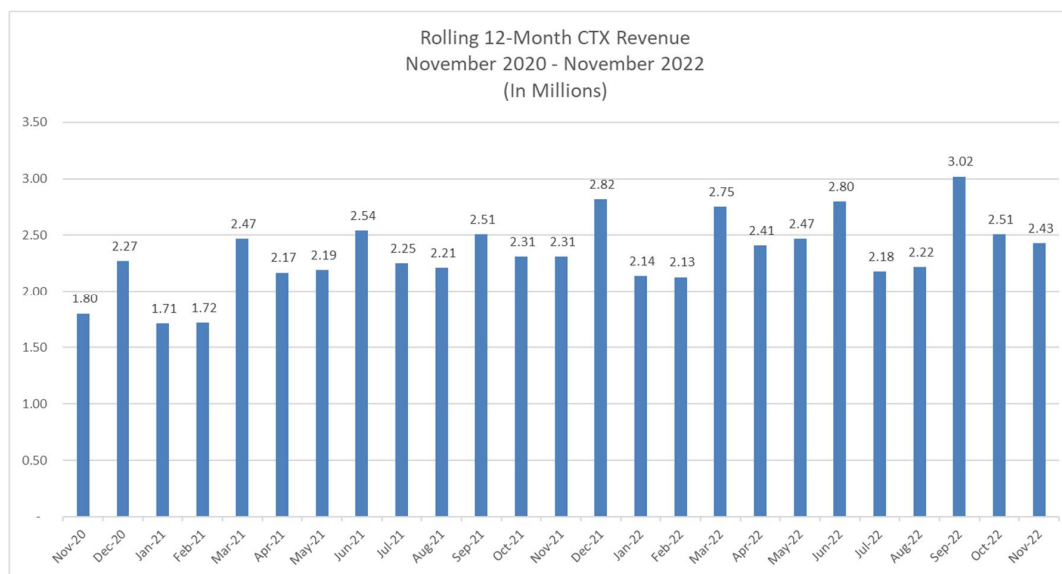
Expenditures

The General Fund spent 54% of the allocated budget for through February 2023. The percentage spent so far is on pace to stay within budget, and potentially realize savings. 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, to fund capital programs.

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	2,434,986.56	5.42%
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		
TOTAL	29,109,434.54	12,355,595.85	

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

General Fund - 100**From 07/01/2022 Through 02/10/2023**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	39,707,566.23	59,198,000.00	19,490,433.77	32.92%
Intergovernmental Revenue	12,564,301.78	30,000,000.00	17,435,698.22	58.12%
Charges for Services	34,503.46	500,000.00	465,496.54	93.10%
Fines & Forfeits	488,812.12	500,000.00	11,187.88	2.24%
Miscellaneous	479,052.40	860,000.00	380,947.60	44.30%
Total Revenues	53,274,235.99	91,058,000.00	37,783,764.01	41.49%
Expenditures				
Salaries	17,778,139.89	33,581,019.00	15,802,879.11	47.06%
Benefits	7,552,364.76	14,062,191.00	6,509,826.24	46.29%
Supplies & Services	9,488,481.88	17,199,234.00	7,710,752.12	44.83%
Capital Outlay	6,594,813.81	11,353,000.00	4,758,186.19	41.91%
Total Expenditures	41,413,800.34	76,195,444.00	34,781,643.66	45.65%
Excess (Deficit) of Revenues over (under) Expenditures	11,860,435.65	14,862,556.00	3,002,120.35	-4.15%

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

General Fund - 100**From 07/01/2022 Through 02/10/2023**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	491,680.15	980,298.00	488,617.85	49.84%
120	Administration - Library Operations	902,516.78	1,682,263.00	779,746.22	46.35%
200	Financial Services	1,055,736.09	2,037,364.00	981,627.91	48.18%
215	Community Outreach	266,533.16	721,577.00	455,043.84	63.06%
216	Youth Services	243,108.61	414,524.00	171,415.39	41.35%
217	Adult Services	109,236.00	288,233.00	178,997.00	62.10%
220	Development and Planning	367,793.96	711,964.00	344,170.04	48.34%
240	General Services/Facilities	6,570,092.21	11,209,262.00	4,639,169.79	41.39%
250	Human Resources	1,280,974.43	2,724,857.00	1,443,882.57	52.99%
251	HR-Work Insurance	621,617.53	1,501,744.00	880,126.47	58.61%
260	Information Technology	2,830,237.56	4,460,681.00	1,630,443.44	36.55%
270	Literacy Department	194,171.72	354,409.00	160,237.28	45.21%
280	Branding and Marketing	1,335,224.21	2,368,611.00	1,033,386.79	43.63%
290	Access Services Department	642,087.62	1,148,489.00	506,401.38	44.09%
310	Collection and Bibliographic Services	7,923,511.07	13,651,294.00	5,727,782.93	41.96%
320	Gallery Services	109,951.51	198,071.00	88,119.49	44.49%
330	Programming and Venues Services	1,814,859.89	3,177,283.00	1,362,423.11	42.88%
340	Community Engagement	196,064.72	528,153.00	332,088.28	62.88%
400	Library Operations	14,458,403.12	28,036,367.00	13,577,963.88	48.43%
Total		41,413,800.34	76,195,444.00	34,781,643.66	45.65%

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

General Fund - 100
Library Operations - Dept 400
From 07/01/2022 Through 02/10/2023

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	50,948.84	126,566.00	75,617.16	59.75%
110	Bunkerville	50,480.60	117,771.00	67,290.40	57.14%
120	Clark County Library	1,465,672.87	2,894,468.00	1,428,795.13	49.36%
130	Enterprise Library	749,137.07	1,478,025.00	728,887.93	49.31%
140	Goodsprings	37,170.97	110,543.00	73,372.03	66.37%
160	Indian Springs	76,585.54	140,406.00	63,820.46	45.45%
180	Laughlin	401,854.99	719,156.00	317,301.01	44.12%
190	Mesquite	541,061.62	1,114,029.00	572,967.38	51.43%
200	Moapa Town	53,542.23	115,375.00	61,832.77	53.59%
210	Moapa Valley	176,262.05	341,565.00	165,302.95	48.40%
220	Mount Charleston	50,151.92	115,869.00	65,717.08	56.72%
230	Rainbow Library	976,599.50	1,937,089.00	960,489.50	49.58%
240	Sahara West Library	1,407,594.43	2,640,170.00	1,232,575.57	46.69%
250	Sandy Valley	69,108.45	143,724.00	74,615.55	51.92%
260	Searchlight	36,709.57	112,958.00	76,248.43	67.50%
270	Spring Valley Library	901,454.22	1,775,215.00	873,760.78	49.22%
280	Summerlin Library	782,149.31	1,442,136.00	659,986.69	45.76%
290	Sunrise Library	811,105.83	1,572,937.00	761,831.17	48.43%
300	West Charleston Library	932,869.07	1,745,209.00	812,339.93	46.55%
310	West Las Vegas Library	782,020.06	1,745,390.00	963,369.94	55.20%
320	Whitney Library	902,945.41	1,616,672.00	713,726.59	44.15%
360	Meadows Library	32,555.22	118,975.00	86,419.78	72.64%
370	Centennial Hills	947,111.34	1,918,481.00	971,369.66	50.63%
380	Windmill Library	1,032,500.15	1,882,684.00	850,183.85	45.16%
390	East Las Vegas Library	1,134,601.12	2,061,025.00	926,423.88	44.95%
605	City Misdemeanant	56,210.74	49,929.00	(6,281.74)	-12.58%
Total		14,458,403.12	28,036,367.00	13,577,963.88	48.43%

Regular Board of Trustees Meeting- March 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 02/10/2023

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	14,377,137.42	26,217,551.00	11,840,413.58	45.16%
51200 Salaries - Part Time	2,754,281.93	5,998,376.00	3,244,094.07	54.08%
51300 Overtime Pay	18,062.10	55,000.00	36,937.90	67.16%
51400 Call Back Pay	5,429.73	6,543.00	1,113.27	17.01%
51500 Standby Pay	34,430.35	76,464.00	42,033.65	54.97%
51600 Longevity Pay	146,965.39	277,085.00	130,119.61	46.96%
51700 Separation Pay	317,282.62	450,000.00	132,717.38	29.49%
51800 Leave Buyout	124,550.35	500,000.00	375,449.65	75.09%
55100 Employees Retirement	4,449,118.61	7,930,547.00	3,481,428.39	43.90%
55200 Group Insurance	2,567,777.82	4,970,920.00	2,403,142.18	48.34%
55300 Workers' Comp. Payments	128,097.12	271,544.00	143,446.88	52.83%
55400 Medicare Coverage Expense	407,371.21	814,180.00	406,808.79	49.97%
55500 Unemployment Insurance	-	75,000.00	75,000.00	100.00%
61100 Office Supplies	211,286.76	531,180.00	319,893.24	60.22%
61110 Operating Supplies	278,714.71	603,265.00	324,550.29	53.80%
61120 Software & User Licenses	438,956.47	429,384.00	(9,572.47)	-2.23%
61130 Software Maintenance	900,448.11	1,095,900.00	195,451.89	17.83%
61200 Book Materials & Supplies	67,474.80	120,409.00	52,934.20	43.96%
61205 Interlibrary Loan	346.31	4,500.00	4,153.69	92.30%
61210 Small Equipment	173,497.72	384,250.00	210,752.28	54.85%
61400 Equipment Repair & Maint.	540,829.20	742,856.00	202,026.80	27.20%
61410 Contracted Services	3,399,736.74	6,686,841.00	3,287,104.26	49.16%
61420 Building Repair & Maint.	123,153.59	238,200.00	115,046.41	48.30%
61500 Rental Expenses	31,212.06	54,604.00	23,391.94	42.84%
61600 Telephone	424,892.60	690,000.00	265,107.40	38.42%
61700 Utilities	1,234,180.56	1,935,910.00	701,729.44	36.25%
61800 Insurance & Bonds	384,902.98	399,678.00	14,775.02	3.70%
61900 Professional Services	418,790.99	819,250.00	400,459.01	48.88%
61910 Legal Services	118,740.32	364,500.00	245,759.68	67.42%
62200 Collection Agencies	21,701.25	130,000.00	108,298.75	83.31%
62300 Board Compensation	2,640.00	9,600.00	6,960.00	72.50%
62500 Postage	28,757.39	271,500.00	242,742.61	89.41%
62510 Advertising	99,342.84	216,700.00	117,357.16	54.16%
62600 Community Events	5,577.95	37,250.00	31,672.05	85.03%
62620 Recruitment	6,947.00	10,625.00	3,678.00	34.62%
62700 Education & Training	61,311.30	306,285.00	244,973.70	79.98%
62800 Travel & Transportation	67,816.93	293,250.00	225,433.07	76.87%
62900 Printing & Reproduction	110,257.30	233,250.00	122,992.70	52.73%
63000 Dues & Subscriptions	67,924.04	41,210.00	(26,714.04)	-64.82%
65000 Miscellaneous Expenses	19,259.45	36,600.00	17,340.55	47.38%
65100 Bank Charges	38,305.51	50,000.00	11,694.49	23.39%
67000 Rental Expenses to QALICBs	211,477.00	432,237.00	220,760.00	51.07%
81700 Library Books	6,594,813.81	11,353,000.00	4,758,186.19	41.91%
Total	41,413,800.34	76,195,444.00	34,781,643.66	45.65%

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

Grant Fund - 220

From 07/01/2022 Through 02/10/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	677,778.29	6,000,000.00	5,322,221.71	88.70%
Miscellaneous	35,479.34	-	(35,479.34)	
Total Revenues	713,257.63	6,000,000.00	5,286,742.37	88.11%
Expenditures				
Salaries	356,203.76	693,139.00	336,935.24	48.61%
Benefits	103,190.27	210,000.00	106,809.73	50.86%
Supplies & Services	68,949.51	2,046,861.00	1,977,911.49	96.63%
Capital Outlay	234,000.00	3,050,000.00	2,816,000.00	92.33%
Total Expenditures	762,343.54	6,000,000.00	5,237,656.46	87.29%
Excess (Deficit) of Revenues over (under) Expenditures	(49,085.91)	-	49,085.91	0.82%

Regular Board of Trustees Meeting- March 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 02/10/2023

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	185,691.11	412,123.10	226,431.99	54.94%
51200 Salaries - Part Time	169,616.54	281,016.00	111,399.46	39.64%
51300 Overtime Pay	23.77	-	(23.77)	
51600 Longevity Pay	872.34	-	(872.34)	
55100 Employees Retirement	54,357.87	146,367.54	92,009.67	62.86%
55200 Group Insurance	33,145.20	54,032.91	20,887.71	38.66%
55400 Medicare Coverage Expense	15,687.20	9,599.55	(6,087.65)	-63.42%
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	1,565.10	159,582.00	158,016.90	99.02%
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	6,504.45	-	(6,504.45)	
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	19,650.00	2,600,000.00	2,580,350.00	99.24%
81700 Library Books	234,000.00	450,000.00	216,000.00	48.00%
Total	762,343.54	6,000,000.00	5,237,656.46	87.29%

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

Gift Fund - 230

From 07/01/2022 Through 02/10/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	146,726.74	2,000,000.00	1,853,273.26	92.66%
Total Revenues	146,726.74	2,000,000.00	1,853,273.26	92.66%
Expenditures				
Salaries	-	100,000.00	100,000.00	100.00%
Supplies & Services	64,700.36	900,000.00	835,299.64	92.81%
Capital Outlay	-	1,000,000.00	1,000,000.00	100.00%
Total Expenditures	64,700.36	2,000,000.00	1,935,299.64	96.76%
Excess (Deficit) of Revenues over (under) Expenditures	82,026.38	-	(82,026.38)	-4.10%

Regular Board of Trustees Meeting- March 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 02/10/2023

	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	14,543.91	20,000.00	5,456.09	27.28%
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	8,525.00	200,000.00	191,475.00	95.74%
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%
Total	64,700.36	2,000,000.00	1,935,299.64	96.76%

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

**Capital Projects Fund - 510
From 07/01/2022 Through 02/10/2023**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	3,157,661.61	150,000.00	(3,007,661.61)	-2005.11%
Total Revenues	<u>3,157,661.61</u>	<u>150,000.00</u>	<u>(3,007,661.61)</u>	<u>-2005.11%</u>
Expenditures				
Supplies & Services	1,816,656.90	6,481,674.00	4,665,017.10	71.97%
Capital Outlay	850,443.27	5,210,547.00	4,360,103.73	83.68%
Total Expenditures	<u>2,667,100.17</u>	<u>11,692,221.00</u>	<u>9,025,120.83</u>	<u>77.19%</u>
Excess (Deficit) of Revenues over (under) Expenditures	<u>490,561.44</u>	<u>(11,542,221.00)</u>	<u>(12,032,782.44)</u>	<u>-2082.30%</u>

Regular Board of Trustees Meeting- March 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 02/10/2023

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100 Office Supplies	1,186.48	-	(1,186.48)	
61110 Operating Supplies	44,368.64	800,000.00	755,631.36	94.45%
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	700,012.74	1,200,000.00	499,987.26	41.67%
61400 Equipment Repair & Maint.	-	700,000.00	700,000.00	100.00%
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	650,524.24	1,500,000.00	849,475.76	56.63%
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	30,009.53	40,000.00	9,990.47	24.98%
81500 Capital Improvements	23,775.25	1,210,547.00	1,186,771.75	98.04%
81600 Capital Equipment - Major	826,668.02	4,000,000.00	3,173,331.98	79.33%
Total	2,667,100.17	11,692,221.00	9,025,120.83	77.19%

Las Vegas-Clark County Library District

Project 2050 - Furniture Replacement
From 07/01/2022 through 02/10/2023

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	5,410.38	75,000.00	69,589.62	93%
Total Expenditures		5,410.38	75,000.00	69,589.62	93%

Las Vegas-Clark County Library District

Project 2200 - Financial Services Projects
From 07/01/2022 through 02/10/2023

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
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	30,009.53	40,000.00	9,990.47	25%
81600	Capital Equipment - Major	12,516.93	80,000.00	67,483.07	84%
Total Expenditures		54,858.67	305,000.00	250,141.33	82%

Las Vegas-Clark County Library District

Project 4010 - Tech Replacements & Upgrades
From 07/01/2022 through 02/10/2023

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61110	Operating Supplies	22,928.56	162,000.00	139,071.44	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	666,410.87	900,000.00	233,589.13	26%
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	557,828.62	340,000.00	(217,828.62)	-64%
Total Expenditures		1,363,959.20	3,102,000.00	1,738,040.80	56%

Las Vegas-Clark County Library District

Project 5010 - Bldg Repair & Maintenance
From 07/01/2022 through 02/10/2023

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61110	Operating Supplies	22,626.56	100,000.00	77,373.44	77.4%
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	18,970.28	300,000.00	281,029.72	94%
61400	Equipment Repair & Maint.	-	200,000.00	200,000.00	100%
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	80,746.00	100,000.00	19,254.00	19%
Total Expenditures		355,641.26	3,175,221.00	2,819,579.74	89%

Las Vegas-Clark County Library District

Project 5015 - Construction Projects
From 07/01/2022 through 02/10/2023

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues					
45200	Interest Earnings	(58,716.39)	150,000.00	208,716.39	139%
45750	Sale of Fixed Assets	3,216,378.00	-	(3,216,378.00)	0%
Total Revenues		3,157,661.61	150,000.00	(3,216,378.00)	-2144%
Expenditures					
61420	Building Repair & Maint.	9,059.00	-	(9,059.00)	0%
61900	Professional Services	631,468.94	-	(631,468.94)	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%
Total Expenditures		687,878.94	4,000,000.00	3,312,121.06	83%

Las Vegas-Clark County Library District

Project 5020 - PVS Projects
From 07/01/2022 through 02/10/2023

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
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	158,581.47	400,000.00	241,418.53	60%
Total Expenditures		182,356.72	885,000.00	702,643.28	79%

Las Vegas-Clark County Library District

Project 9010 - Vehicle Purchase and Replacement
From 07/01/2022 through 02/10/2023

510
Capital Projects Fund

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

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

Debt Service Fund - 610

From 07/01/2022 Through 02/10/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	10.77	-	(10.77)	
Miscellaneous	10.49	10,000.00	9,989.51	99.90%
Total Revenues	21.26	10,000.00	9,978.74	99.79%
Expenditures				
Supplies & Services	-	10,000.00	10,000.00	100.00%
Total Expenditures	-	10,000.00	10,000.00	100.00%
Excess (Deficit) of Revenues over (under) Expenditures	21.26	-	(21.26)	-0.21%

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

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

Debt Service Fund - 610
From 07/01/2022 Through 02/10/2023

		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 02/10/2023

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	282,371.46	501,310.00	218,938.54
Total Salaries		282,371.46	501,310.00	218,938.54
Benefits				
55100	Employees Retirement	53,246.32	135,306.00	82,059.68
55200	Group Insurance	15,439.24	40,643.00	25,203.76
55400	Medicare Coverage Expense	2,625.09	6,689.00	4,063.91
Total Benefits		71,310.65	182,638.00	111,327.35
Supplies & Services				
61100	Office Supplies	1,501.78	3,500.00	1,998.22
61110	Operating Supplies	-	2,000.00	2,000.00
61120	Software & User Licenses	37,602.09	45,000.00	7,397.91
61210	Small Equipment	700.56	10,000.00	9,299.44
61900	Professional Services	1,077.00	75,000.00	73,923.00
61910	Legal Services	55,533.48	75,000.00	19,466.52
62300	Board Compensation	2,640.00	9,600.00	6,960.00
62600	Community Events	1,713.56	14,000.00	12,286.44
62700	Education & Training	2,136.00	5,000.00	2,864.00
62800	Travel & Transportation***	13,650.15	25,000.00	11,349.85
62900	Printing & Reproduction	-	250.00	250.00
63000	Dues & Subscriptions	19,602.00	26,000.00	6,398.00
65000	Miscellaneous Expenses	1,841.42	6,000.00	4,158.58
Total Supplies & Services		137,998.04	296,350.00	158,351.96
Total Administration - Executive-110		491,680.15	980,298.00	488,617.85

***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 02/10/2023

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	516,073.16	897,822.00	381,748.84
51200	Salaries - Part Time	52,196.24	87,677.00	35,480.76
51600	Longevity Pay	4,086.36	6,877.00	2,790.64
Total Salaries		572,355.76	992,376.00	420,020.24
Benefits				
55100	Employees Retirement	167,546.15	293,186.00	125,639.85
55200	Group Insurance	63,059.86	96,412.00	33,352.14
55400	Medicare Coverage Expense	9,474.56	14,389.00	4,914.44
Total Benefits		240,080.57	403,987.00	163,906.43
Supplies & Services				
61100	Office Supplies	253.44	-	(253.44)
61110	Operating Supplies	5,006.93	25,000.00	19,993.07
61120	Software & User Licenses	276.00	15,000.00	14,724.00
61130	Software Maintenance	-	5,000.00	5,000.00
61210	Small Equipment	67,839.14	154,000.00	86,160.86
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	2,372.50	5,000.00	2,627.50
62800	Travel & Transportation	10,645.45	30,000.00	19,354.55
63000	Dues & Subscriptions	124.99	1,500.00	1,375.01
Total Supplies & Services		90,080.45	285,900.00	195,819.55
Total Administration - Library Operations-120		902,516.78	1,682,263.00	779,746.22

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

General Fund - 100**Financial Services - 200****From 07/01/2022 through 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	299,899.10	619,816.00	319,916.90
51300	Overtime Pay	1,139.36	-	(1,139.36)
51600	Longevity Pay	1,133.37	1,900.00	766.63
Total Salaries		302,171.83	621,716.00	319,544.17
Benefits				
55100	Employees Retirement	89,398.78	184,395.00	94,996.22
55200	Group Insurance	36,093.84	62,771.00	26,677.16
55400	Medicare Coverage Expense	4,944.31	9,015.00	4,070.69
Total Benefits		130,436.93	256,181.00	125,744.07
Supplies & Services				
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	32,025.96	50,000.00	17,974.04
61400	Equipment Repair & Maint.	46,402.81	76,030.00	29,627.19
61410	Contracted Services	104,277.17	225,000.00	120,722.83
61500	Rental Expenses	(30.00)	-	30.00
61900	Professional Services***	121,352.77	80,000.00	(41,352.77)
61910	Legal Services	-	2,500.00	2,500.00
62200	Collection Agencies	21,701.25	130,000.00	108,298.75
62500	Postage	28,686.00	70,000.00	41,314.00
62510	Advertising	5,300.22	16,700.00	11,399.78
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	1,810.00	6,000.00	4,190.00
65000	Miscellaneous Expenses	7,985.08	10,000.00	2,014.92
65100	Bank Charges	38,305.51	50,000.00	11,694.49
67000	Rental Expenses to QALICBs	211,477.00	432,237.00	220,760.00
Total Supplies & Services		623,127.33	1,159,467.00	536,339.67
Total Financial Services-200		1,055,736.09	2,037,364.00	981,627.91

***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 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	164,868.38	424,733.00	259,864.62
51200	Salaries - Part Time	-	22,995.00	22,995.00
51300	Overtime Pay	25.00	-	(25.00)
51600	Longevity Pay	3,053.87	5,107.00	2,053.13
Total Salaries		167,947.25	452,835.00	284,887.75
Benefits				
55100	Employees Retirement	53,053.74	126,358.00	73,304.26
55200	Group Insurance	39,190.87	97,392.00	58,201.13
55400	Medicare Coverage Expense	2,588.66	7,992.00	5,403.34
Total Benefits		94,833.27	231,742.00	136,908.73
Supplies & Services				
61100	Office Supplies	97.82	-	(97.82)
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	(112.00)	1,000.00	1,112.00
62700	Education & Training	50.00	2,000.00	1,950.00
62800	Travel & Transportation	1,323.00	5,000.00	3,677.00
62900	Printing & Reproduction	-	10,000.00	10,000.00
63000	Dues & Subscriptions	69.00	500.00	431.00
65000	Miscellaneous Expenses	123.60	-	(123.60)
Total Supplies & Services		3,752.64	37,000.00	33,247.36
Total Community Outreach-215		266,533.16	721,577.00	455,043.84

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

General Fund - 100**Youth Services - 216****From 07/01/2022 through 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	93,620.25	153,480.00	59,859.75
51600	Longevity Pay	1,156.27	1,939.00	782.73
Total Salaries		94,776.52	155,419.00	60,642.48
Benefits				
55100	Employees Retirement	28,773.25	45,660.00	16,886.75
55200	Group Insurance	8,684.88	14,791.00	6,106.12
55400	Medicare Coverage Expense	1,367.92	2,254.00	886.08
Total Benefits		38,826.05	62,705.00	23,878.95
Supplies & Services				
61100	Office Supplies	89.06	-	(89.06)
61110	Operating Supplies	27,128.50	57,450.00	30,321.50
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	150.00	1,000.00	850.00
62800	Travel & Transportation	948.06	2,500.00	1,551.94
Total Supplies & Services		109,506.04	196,400.00	86,893.96
Total Youth Services-216		243,108.61	414,524.00	171,415.39

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

General Fund - 100**Adult Services - 217****From 07/01/2022 through 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	47,255.60	93,445.00	46,189.40
51600	Longevity Pay	2,749.69	-	(2,749.69)
Total Salaries		50,005.29	93,445.00	43,439.71
Benefits				
55100	Employees Retirement	14,876.56	27,800.00	12,923.44
55200	Group Insurance	4,028.78	7,133.00	3,104.22
55400	Medicare Coverage Expense	713.08	1,355.00	641.92
Total Benefits		19,618.42	36,288.00	16,669.58
Supplies & Services				
61100	Office Supplies	397.27	-	(397.27)
61110	Operating Supplies	1,480.64	40,000.00	38,519.36
61210	Small Equipment	1,084.00	15,000.00	13,916.00
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
Total Supplies & Services		39,612.29	158,500.00	118,887.71
Total Adult Services-217		109,236.00	288,233.00	178,997.00

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

General Fund - 100**Development Office - 220****From 07/01/2022 through 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	222,626.15	391,029.00	168,402.85
51600	Longevity Pay	1,570.04	2,649.00	1,078.96
Total Salaries		224,196.19	393,678.00	169,481.81
Benefits				
55100	Employees Retirement	67,337.33	116,331.00	48,993.67
55200	Group Insurance	36,748.48	63,747.00	26,998.52
55400	Medicare Coverage Expense	3,267.28	5,708.00	2,440.72
Total Benefits		107,353.09	185,786.00	78,432.91
Supplies & Services				
61100	Office Supplies	623.36	-	(623.36)
61110	Operating Supplies	897.87	2,500.00	1,602.13
61410	Contracted Services	-	40,500.00	40,500.00
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
62700	Education & Training	399.00	-	(399.00)
62800	Travel & Transportation	5,799.96	30,000.00	24,200.04
63000	Dues & Subscriptions	3,131.33	1,000.00	(2,131.33)
65000	Miscellaneous Expenses	844.00	-	(844.00)
Total Supplies & Services		36,244.68	132,500.00	96,255.32
Total Development and Planning-220		367,793.96	711,964.00	344,170.04

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

General Fund - 100**General Services/Facilities - 240****From 07/01/2022 through 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	1,023,325.97	1,756,120.00	732,794.03
51200	Salaries - Part Time	37,324.84	76,660.00	39,335.16
51300	Overtime Pay	2,691.76	5,000.00	2,308.24
51400	Call Back Pay	5,429.73	6,543.00	1,113.27
51500	Standby Pay	34,430.35	76,464.00	42,033.65
51600	Longevity Pay	2,572.75	6,371.00	3,798.25
Total Salaries		1,105,775.40	1,927,158.00	821,382.60
Benefits				
55100	Employees Retirement	317,315.47	525,168.00	207,852.53
55200	Group Insurance	233,775.92	417,450.00	183,674.08
55300	Workers' Comp. Payments	-	-	-
55400	Medicare Coverage Expense	18,573.24	32,624.00	14,050.76
Total Benefits		569,664.63	975,242.00	405,577.37
Supplies & Services				
61100	Office Supplies	6,626.62	12,000.00	5,373.38
61110	Operating Supplies	198,804.71	300,000.00	101,195.29
61130	Software Maintenance	50,323.82	75,000.00	24,676.18
61210	Small Equipment	20,688.09	36,000.00	15,311.91
61400	Equipment Repair & Maint.	41,848.19	58,000.00	16,151.81
61410	Contracted Services	2,810,286.19	5,196,574.00	2,386,287.81
61420	Building Repair & Maint.	123,153.59	238,200.00	115,046.41
61500	Rental Expenses	11,310.52	14,000.00	2,689.48
61700	Utilities	1,234,180.56	1,935,910.00	701,729.44
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	595.83	1,000.00	404.17
65000	Miscellaneous Expenses	8,156.08	14,000.00	5,843.92
Total Supplies & Services		4,894,652.18	8,306,862.00	3,412,209.82
Total General Services/Facilities-240		6,570,092.21	11,209,262.00	4,639,169.79

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

General Fund - 100**Human Resources - 250****From 07/01/2022 through 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	516,308.78	948,415.00	432,106.22
51300	Overtime Pay	74.48	-	(74.48)
51600	Longevity Pay	(661.37)	-	661.37
Total Salaries		515,721.89	948,415.00	432,693.11
Benefits				
55100	Employees Retirement	153,218.71	282,153.00	128,934.29
55200	Group Insurance	91,799.59	168,820.00	77,020.41
55300	Workers' Comp. Payments	-	-	-
55400	Medicare Coverage Expense	7,369.17	13,752.00	6,382.83
Total Benefits		252,387.47	464,725.00	212,337.53
Supplies & Services				
61100	Office Supplies	11.00	-	(11.00)
61110	Operating Supplies	1,215.27	15,015.00	13,799.73
61130	Software Maintenance	167,470.71	208,900.00	41,429.29
61400	Equipment Repair & Maint.	-	250.00	250.00
61410	Contracted Services	62,206.73	77,192.00	14,985.27
61900	Professional Services	147,265.37	360,000.00	212,734.63
61910	Legal Services	63,206.84	265,000.00	201,793.16
62500	Postage	19.80	-	(19.80)
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	6,947.00	10,625.00	3,678.00
62700	Education & Training	48,349.67	240,785.00	192,435.33
62800	Travel & Transportation	12,653.56	80,600.00	67,946.44
63000	Dues & Subscriptions	3,148.91	1,100.00	(2,048.91)
65000	Miscellaneous Expenses	187.98	-	(187.98)
Total Supplies & Services		512,865.07	1,311,717.00	798,851.93
Total Human Resources-250		1,280,974.43	2,724,857.00	1,443,882.57

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

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

From 07/01/2022 through 02/10/2023

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51700	Separation Pay	317,282.62	450,000.00	132,717.38
Total Salaries		317,282.62	450,000.00	132,717.38
Benefits				
55200	Group Insurance	51,687.44	205,200.00	153,512.56
55300	Workers' Comp. Payments	252,647.47	271,544.00	18,896.53
55500	Unemployment Insurance	-	75,000.00	75,000.00
Total Benefits		304,334.91	551,744.00	247,409.09
Supplies & Services				
Total Supplies & Services		-	-	-
Total HR-Work Insurance-251		621,617.53	1,001,744.00	380,126.47

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

General Fund - 100**Information Technology - 260****From 07/01/2022 through 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	908,027.21	1,553,577.00	645,549.79
51300	Overtime Pay	5,631.90	25,000.00	19,368.10
51600	Longevity Pay	6,218.19	10,445.00	4,226.81
Total Salaries		919,877.30	1,589,022.00	669,144.70
Benefits				
55100	Employees Retirement	271,455.26	462,189.00	190,733.74
55200	Group Insurance	132,289.71	259,692.00	127,402.29
55400	Medicare Coverage Expense	13,251.66	22,678.00	9,426.34
Total Benefits		416,996.63	744,559.00	327,562.37
Supplies & Services				
61110	Operating Supplies	13,491.17	25,000.00	11,508.83
61120	Software & User Licenses	25,230.43	20,000.00	(5,230.43)
61130	Software Maintenance	549,944.07	707,000.00	157,055.93
61210	Small Equipment	20,832.30	35,000.00	14,167.70
61400	Equipment Repair & Maint.	443,959.26	585,000.00	141,040.74
61410	Contracted Services	11,453.40	30,000.00	18,546.60
61600	Telephone	424,892.60	690,000.00	265,107.40
62700	Education & Training	3,499.00	25,000.00	21,501.00
62800	Travel & Transportation	-	10,000.00	10,000.00
65000	Miscellaneous Expenses	61.40	100.00	38.60
Total Supplies & Services		1,493,363.63	2,127,100.00	633,736.37
Total Information Technology-260		2,830,237.56	4,460,681.00	1,630,443.44

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

General Fund - 100**Literacy Services - 270****From 07/01/2022 through 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	79,497.41	157,052.00	77,554.59
51200	Salaries - Part Time	46,869.59	63,901.00	17,031.41
51300	Overtime Pay	6.23	-	(6.23)
Total Salaries		126,373.23	220,953.00	94,579.77
Benefits				
55100	Employees Retirement	26,690.89	52,585.00	25,894.11
55200	Group Insurance	8,294.18	14,752.00	6,457.82
55400	Medicare Coverage Expense	4,056.36	5,944.00	1,887.64
Total Benefits		39,041.43	73,281.00	34,239.57
Supplies & Services				
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
Total Supplies & Services		28,757.06	60,175.00	31,417.94
Total Literacy Department-270		194,171.72	354,409.00	160,237.28

Las Vegas-Clark County Library District
Department Expenditures

General Fund - 100**Branding and Marketing - 280****From 07/01/2022 through 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	468,907.66	775,496.00	306,588.34
51300	Overtime Pay	301.63	-	(301.63)
51600	Longevity Pay	1,074.99	1,800.00	725.01
Total Salaries		470,284.28	777,296.00	307,011.72
Benefits				
55100	Employees Retirement	138,865.14	230,710.00	91,844.86
55200	Group Insurance	61,863.25	93,474.00	31,610.75
55400	Medicare Coverage Expense	6,763.58	11,271.00	4,507.42
Total Benefits		207,491.97	335,455.00	127,963.03
Supplies & Services				
61110	Operating Supplies	1,108.94	26,800.00	25,691.06
61120	Software & User Licenses***	398,615.70	270,884.00	(127,731.70)
61210	Small Equipment	-	7,000.00	7,000.00
61400	Equipment Repair & Maint.	6,642.60	15,576.00	8,933.40
61410	Contracted Services	46,777.07	309,700.00	262,922.93
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	94,002.62	180,000.00	85,997.38
62600	Community Events	-	10,000.00	10,000.00
62800	Travel & Transportation	90.00	5,700.00	5,610.00
62900	Printing & Reproduction	110,128.30	218,000.00	107,871.70
65000	Miscellaneous Expenses	31.14	1,500.00	1,468.86
Total Supplies & Services		657,447.96	1,255,860.00	598,412.04
Total Branding and Marketing-280		1,335,224.21	2,368,611.00	1,033,386.79

***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 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	303,671.11	536,605.00	232,933.89
51200	Salaries - Part Time	65,792.24	104,212.00	38,419.76
51300	Overtime Pay	-	5,000.00	5,000.00
51600	Longevity Pay	5,012.50	9,048.00	4,035.50
Total Salaries		374,475.85	654,865.00	280,389.15
Benefits				
55100	Employees Retirement	104,688.38	181,498.00	76,809.62
55200	Group Insurance	42,342.98	97,805.00	55,462.02
55400	Medicare Coverage Expense	6,727.40	11,711.00	4,983.60
Total Benefits		153,758.76	291,014.00	137,255.24
Supplies & Services				
61100	Office Supplies	50.27	1,000.00	949.73
61110	Operating Supplies	10,441.63	35,000.00	24,558.37
61130	Software Maintenance	100,633.55	150,000.00	49,366.45
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	-
Total Supplies & Services		113,853.01	202,610.00	88,756.99
Total Access Services Department-290		642,087.62	1,148,489.00	506,401.38

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

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

From 07/01/2022 through 02/10/2023

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	722,283.01	1,263,278.00	540,994.99
51200	Salaries - Part Time	14,085.41	47,528.00	33,442.59
51600	Longevity Pay	17,164.04	28,910.00	11,745.96
Total Salaries		753,532.46	1,339,716.00	586,183.54
Benefits				
55100	Employees Retirement	228,549.29	375,825.00	147,275.71
55200	Group Insurance	142,507.39	252,189.00	109,681.61
55400	Medicare Coverage Expense	11,744.42	20,905.00	9,160.58
Total Benefits		382,801.10	648,919.00	266,117.90
Supplies & Services				
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	67,474.80	120,409.00	52,934.20
61210	Small Equipment	-	5,000.00	5,000.00
61900	Professional Services	124,173.35	144,250.00	20,076.65
62800	Travel & Transportation	44.54	5,000.00	4,955.46
63000	Dues & Subscriptions	329.89	-	(329.89)
81700	Library Books	6,594,813.81	11,353,000.00	4,758,186.19
Total Supplies & Services		6,787,177.51	11,662,659.00	4,875,481.49
Total Collection and Bibliographic Services-310		7,923,511.07	13,651,294.00	5,727,782.93

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

General Fund - 100**Gallery Services - 320****From 07/01/2022 through 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	70,211.17	119,175.00	48,963.83
Total Salaries		70,211.17	119,175.00	48,963.83
Benefits				
55100	Employees Retirement	20,854.46	35,454.00	14,599.54
55200	Group Insurance	15,336.74	26,214.00	10,877.26
55400	Medicare Coverage Expense	1,017.64	1,728.00	710.36
Total Benefits		37,208.84	63,396.00	26,187.16
Supplies & Services				
61100	Office Supplies	69.73	-	(69.73)
61110	Operating Supplies	2,140.06	8,500.00	6,359.94
61120	Software & User Licenses	-	2,000.00	2,000.00
62510	Advertising	40.00	-	(40.00)
62800	Travel & Transportation	152.71	3,500.00	3,347.29
62900	Printing & Reproduction	129.00	1,500.00	1,371.00
Total Supplies & Services		2,531.50	15,500.00	12,968.50
Total Gallery Services-320		109,951.51	198,071.00	88,119.49

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

General Fund - 100**Programming and Venues Services - 330****From 07/01/2022 through 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	890,431.04	1,493,304.00	602,872.96
51200	Salaries - Part Time	158,396.70	317,743.00	159,346.30
51300	Overtime Pay	6,797.39	20,000.00	13,202.61
51600	Longevity Pay	5,333.77	15,562.00	10,228.23
Total Salaries		1,060,958.90	1,846,609.00	785,650.10
Benefits				
55100	Employees Retirement	288,417.89	474,315.00	185,897.11
55200	Group Insurance	150,484.24	258,337.00	107,852.76
55400	Medicare Coverage Expense	21,842.96	39,922.00	18,079.04
Total Benefits		460,745.09	772,574.00	311,828.91
Supplies & Services				
61100	Office Supplies	307.41	-	(307.41)
61110	Operating Supplies	11,000.88	22,000.00	10,999.12
61120	Software & User Licenses	1,295.62	12,000.00	10,704.38
61210	Small Equipment	34,090.61	64,000.00	29,909.39
61400	Equipment Repair & Maint.	1,976.34	8,000.00	6,023.66
61410	Contracted Services	226,771.18	409,100.00	182,328.82
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	5,343.06	16,000.00	10,656.94
63000	Dues & Subscriptions	450.00	2,000.00	1,550.00
Total Supplies & Services		293,155.90	558,100.00	264,944.10
Total Programming and Venues Department-330		1,814,859.89	3,177,283.00	1,362,423.11

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

General Fund - 100**Community Engagement - 340****From 07/01/2022 through 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	111,018.98	234,679.00	123,660.02
51600	Longevity Pay	1,347.21	1,769.00	421.79
Total Salaries		112,366.19	236,448.00	124,081.81
Benefits				
55100	Employees Retirement	32,675.63	69,817.00	37,141.37
55200	Group Insurance	12,694.58	26,459.00	13,764.42
55400	Medicare Coverage Expense	2,006.16	3,429.00	1,422.84
Total Benefits		47,376.37	99,705.00	52,328.63
Supplies & Services				
61110	Operating Supplies	1,408.43	10,000.00	8,591.57
61120	Software & User Licenses	7,511.44	23,000.00	15,488.56
61210	Small Equipment	19,246.48	35,000.00	15,753.52
61410	Contracted Services	540.00	100,000.00	99,460.00
62600	Community Events	500.00	5,000.00	4,500.00
62700	Education & Training	695.00	4,000.00	3,305.00
62800	Travel & Transportation	5,470.81	10,000.00	4,529.19
62900	Printing & Reproduction	-	3,000.00	3,000.00
63000	Dues & Subscriptions	950.00	2,000.00	1,050.00
Total Supplies & Services		36,322.16	192,000.00	155,677.84
Total Community Engagement-340		196,064.72	528,153.00	332,088.28

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

General Fund - 100**Library Operations - 400****From 07/01/2022 through 02/10/2023**

		YTD Actual	FY2023 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	7,656,740.98	14,298,215.00	6,641,474.02
51200	Salaries - Part Time	2,379,616.91	5,277,660.00	2,898,043.09
51300	Overtime Pay	1,394.35	-	(1,394.35)
51600	Longevity Pay	95,153.71	184,708.00	89,554.29
Total Salaries		10,132,905.95	19,760,583.00	9,627,677.05
Benefits				
55100	Employees Retirement	2,392,155.36	4,311,797.00	1,919,641.64
55200	Group Insurance	1,421,455.85	2,767,639.00	1,346,183.15
55300	Workers' Comp. Payments	-	-	-
55400	Medicare Coverage Expense	289,087.72	602,814.00	313,726.28
Total Benefits		4,102,698.93	7,682,250.00	3,579,551.07
Supplies & Services				
61100	Office Supplies	200,804.18	512,680.00	311,875.82
61205	Interlibrary Loan	-	3,000.00	3,000.00
61500	Rental Expenses	11,319.14	19,404.00	8,084.86
62800	Travel & Transportation	10,646.17	53,450.00	42,803.83
65000	Miscellaneous Expenses	28.75	5,000.00	4,971.25
Total Supplies & Services		222,798.24	593,534.00	370,735.76
Total Library Operations-400		14,458,403.12	28,036,367.00	13,577,963.88

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

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 01/14/2023 through 02/17/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
17089	1/23/2023	10129	Fun Express LLC	For Multiservice Programing	336.33
17090	1/23/2023	10179	Safe and Secure Alarms and Video	WC Alarm Monitoring Burg	54.00
17091	1/23/2023	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape Maintenance	800.00
17092	1/23/2023	10522	Diligent Corp.	Diligent Renewal for 2023	37,602.09
17093	1/23/2023	10535	Johnson Controls Fire Protection LP	EN Fire Alarm Tests/Insp	159.50
17094	1/23/2023	10604	Johnson Controls Security Solutions LLC	Alarm Monitoring	5,278.74
17095	1/23/2023	10686	NLS Grounds Management LLC	Extra Landscaping Services	201.55
17096	1/23/2023	11065	Pyro Combustion and Controls, Inc.	MB: Annual Boiler Service	520.00
17097	1/23/2023	11626	Jay Atwood	Piano tuning and maint	150.00
17098	1/23/2023	11653	Bombard Mechanical LLC	CC: Emergency - Water Leak on 2" Connection	5,765.95
17100	1/23/2023	1201	Best Janitorial Services of Nevada	Various: Janitorial	150,547.20
17101	1/23/2023	1457	Demco, Inc.	Moapa Town Portable Whiteboard	528.08
17102	1/23/2023	1566	Fairway Chevrolet	62 - LOF, MPI & Filter	169.11
17103	1/23/2023	1580	Ferguson Enterprises, LLC	SW - Plumbing	231.57
17104	1/23/2023	1627	Cengage Learning, Inc.	Databases & large print for FY 22/23	8,080.86
17105	1/23/2023	1640	Gerald M Welt Chartered	services for Nov through Dec 2022	3,600.00
17106	1/23/2023	1757	Ingram Library Services	Books & Materials for FY22-23	13,766.20
17107	1/23/2023	2098	Moapa Valley Water District	SVC 12/7/22 - 1/10/23 MV	212.73
17108	1/23/2023	2152	Nedco Supply	WH - Lighting	303.95
17111	1/23/2023	2702	Grainger, Inc.	MC - Ice Melts	169.26
17112	1/23/2023	2798	Brodart Co.	Books & Materials for FY 22-23	11,727.52
17113	1/23/2023	2799	CDW Government Inc,	Fiber Patch Cables	2,651.35
17114	1/23/2023	2803	Boulevard Trophy	Name badge for Development Director	20.00
17115	1/23/2023	2809	Water District	SVC 11/10/22 - 12/19/22	19,618.38
17116	1/23/2023	2852	Chem-Aqua, Inc.	HVAC Water Treatment	752.15
17117	1/23/2023	2887	Thomson Reuters West Payment Ctr	Library plan subscription	1,723.97
17118	1/23/2023	3048	Desert Boilers & Controls Inc.	EV: FY 2022 - (2) Boilers on Lock-Out	2,460.22
17119	1/23/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	16,655.88
17120	1/23/2023	3309	Batteries Plus # 327	WM - Replaced EXIT sign Light	64.68
17121	1/23/2023	3435	Ace Fire Systems, Inc.	SV: Fire System Duct Detector Repair	3,226.03
17122	1/23/2023	4042	Baker & Taylor, Inc.	Books & Matrlals for FY22-23	8,533.08
17123	1/23/2023	4540	Robert Half	A. Crimin w/e 1/13/23	3,876.93
17124	1/23/2023	4604	Brodart Library Supplies & Furnishings	MAINLINE DISP. W/WEIGHTED BA	2,935.61
17125	1/23/2023	4897	Public Employees Benefits Program State of NV	January 2023 dues	7,383.92
17126	1/23/2023	5769	The Penworthy Company	Materials for FY 22-23	365.18
17127	1/23/2023	5897	Gibson Construction of Nevada, Inc.	CC: Repair Theater's handrail footing	2,215.00
17128	1/23/2023	6263	Wenger Corporation	Order PUR019965	591.89
17129	1/23/2023	6704	Schneider Electric	DDC Controls	9,203.04
17130	1/23/2023	7419	EDS Electronics Inc.	SW: Replace (2) FACP Batteries	150.00
17131	1/23/2023	7671	Rentokil	SW: Semi-Annual Scorpion Service	1,778.00
17132	1/23/2023	7687	United Lock and Security, Inc.	Lock/Key Services /DVR Repairs	511.30
17133	1/23/2023	7800	The Printer Place	Maint. for Printer, End12/30/23	805.00
17134	1/23/2023	8010	Allied Universal Security Services	On-Site Security 11/01/22- 11/30/22	288,514.94
17135	1/23/2023	8501	The Original Roofing Company	CH: Roof Repairs	1,480.00
17136	1/23/2023	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections - SW	477.50
17137	1/23/2023	8564	McCandless International Trucks of NV, LLC	#60: Body repairs to damaged box truck	4,288.03
17138	1/23/2023	8575	Intermountain Lock and Security Supply	CH - Dogging Keys	38.20
17139	1/23/2023	9101	O'Reilly Auto Parts	MC - Snow - Impact Gloves	28.99
17140	1/23/2023	9133	Ted Wiens Tire & Auto Centers	#62: (4) New Tires Mount Balance	1,544.96
17141	1/23/2023	9191	Canon Solutions America, Inc.	Monthly Mant. 11/14/22-12/13/22 SM	4,694.27
17142	1/23/2023	9287	Otis Elevator Company	WM Elevator	873.58
17143	1/23/2023	9383	Office Plus	CRTDG,LSR,CYN,22K CONTRACT	2,878.43
17144	1/23/2023	9489	Teledata Technologies	MQL Fire Alarm Tests/Insp	1,028.00
17145	1/23/2023	9730	Commercial Lighting Specialties, LLC	CC - Lighting	505.75
17146	1/30/2023	10129	Fun Express LLC	Supplies for YPL crafternight prog	916.97
17147	1/30/2023	10686	NLS Grounds Management LLC	Various: Landscape Maintenance	21,796.18
17148	1/30/2023	10809	Sandra Kay Ramaker	Board comp for 1/19/23 Meeting	40.00
17149	1/30/2023	10864	Brian Wilson	Board comp for 1/19/23 Meeting	40.00
17150	1/30/2023	10877	Findaway World, LLC	Order PUR020187	2,997.50
17151	1/30/2023	11055	Bryant Rogers	Board comp for 1/19/23 Meeting	40.00
17152	1/30/2023	11062	Blue Planet Lighting, Inc.	Order PUR019503	225.00
17153	1/30/2023	11652	Nathaniel Paul Vaughn	Board comp for 1/19/23 Meeting	40.00
17154	1/30/2023	11681	Jennifer L. Jiron	Board comp for 1/19/23 Meeting	40.00
17155	1/30/2023	11703	Kathleen Hagen Turner Whiteley	Board comp for 1/19/23 Meeting	40.00
17158	1/30/2023	1457	Demco, Inc.	Book Trucks	1,774.32
17159	1/30/2023	1535	El Mundo	Jan purchasing ad	80.00
17160	1/30/2023	1620	Full Compass Systems Ltd	Order PUR020059	335.28
17161	1/30/2023	1757	Ingram Library Services	Books & Materials for FY22-23	64,690.22
17162	1/30/2023	2307	Progressive Elevator	CC Elevator	697.00
17163	1/30/2023	2486	Sonitrol Of Southern NV	IS & SW: Burglar Alarm Repairs	242.58
17165	1/30/2023	2698	Virgin Valley Disposal	SVC 12/1/22 - 12/31/22 MQ	133.18
17166	1/30/2023	2702	Grainger, Inc.	RB - LED Lighting	621.48
17167	1/30/2023	2798	Brodart Co.	Books & Materials for FY 22-23	40,375.16
17168	1/30/2023	2799	CDW Government Inc,	Cybersecurity training End: 03/24/24	6,720.00
17169	1/30/2023	2822	City of Mesquite Sanitation	Service Jan, February & March 2023	188.63
17170	1/30/2023	2860	Las Vegas Review Journal	Digital Holiday Guide Ads	300.00
17171	1/30/2023	2891	AFLAC	January 2023	777.82
17172	1/30/2023	3022	Ellison Educational Equipment Inc.	Order PUR017442	401.60
17173	1/30/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	6,340.40
17174	1/30/2023	3435	Ace Fire Systems, Inc.	Tests/Insp's & Fire Alarm Monitoring	5,580.68
17175	1/30/2023	3770	Cox Communications of Las Vegas	Service 01/17/23-02/16/23	30,714.47
17176	1/30/2023	4042	Baker & Taylor, Inc.	Books & Matrlals for FY22-23	7,852.77
17177	1/30/2023	4108	American Library Association	ALA Membership Renewals	3,323.00
17178	1/30/2023	4604	Brodart Library Supplies & Furnishings	VERT BTM LOAD DS 11 X 81/2	229.43
17179	1/30/2023	4723	Purvis Industries - Las Vegas NV	CC & WC - HVAC	123.00
17180	1/30/2023	5001	UniFirst Corporation	FAC Uniform Rental	704.26
17181	1/30/2023	5130	OverDrive Inc.	Online materials for FY 22-23	182,417.54

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

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 01/14/2023 through 02/17/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
17182	1/30/2023	7419	EDS Electronics Inc.	SW Fire Alarm Tests/Insp	330.00
17183	1/30/2023	7943	Communication Electronic Systems Inc	Fire Alarm Tests / Insp	1,540.00
17184	1/30/2023	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections - SW	168.75
17185	1/30/2023	8575	Intermountain Lock and Security Supply	RB - ADA Closer Adjustable	188.10
17186	1/30/2023	9101	O'Reilly Auto Parts	#50 - Energizer Battery	39.77
17187	1/30/2023	9159	Mesquite Lumber /Ace Hardware	#43 - Consumables Fasteners	13.34
17188	1/30/2023	9287	Otis Elevator Company	WM Elevator	873.58
17189	1/30/2023	9332	Felipe A. Ortiz	Board comp for 1/19/23 Meeting	40.00
17190	1/30/2023	9383	Office Plus	CRTDG, CLR LASERJET, BK	4,695.38
17191	1/30/2023	9553	Ashworth and Belcastro Systems (ABS)	SU: Fire Alarm Monitoring & Tests/Inspections	390.00
17193	1/30/2023	9827	Vision Sign Inc.	Sign Maintenance	210.00
17194	1/30/2023	9881	Ion Wave Technologies, Inc.	Annual Subscription 12/01/22 to 11/30/22	23,250.00
17195	1/30/2023	9907	Principal Life Insurance Company	February 2023	25,578.46
17196	2/6/2023	10017	CDA Media Relations	L.District Full Page Ad Jan	2,000.00
17197	2/6/2023	10129	Fun Express LLC	Order PUR020272	135.46
17198	2/6/2023	10604	Johnson Controls Security Solutions LLC	Alarm Response/Repair-WV	129.90
17199	2/6/2023	10809	Sandra Kay Ramaker	Mileage reimbursement for 1/19	119.21
17200	2/6/2023	10834	Brittany Mangelson	Transcribing INV 1/19 BOT Meeting	202.00
17201	2/6/2023	10877	Findaway World, LLC	Lib. A/V Materials for FY 22-23	674.85
17202	2/6/2023	1180	Baron Pest Solutions, Inc.	LA Pest Control	94.00
17203	2/6/2023	11941	Brink's, Incorporated	Excess Services - Dec 2022	3,689.58
17205	2/6/2023	12130	PDQ Gill's Printing Evolved	Tools for School Bookmarks	1,543.82
17206	2/6/2023	1455	Dell Marketing L.P.	Subscrpts for Sierra,End:12/2025	16,736.58
17207	2/6/2023	1566	Fairway Chevrolet	#60 - LOF & MPI	169.11
17208	2/6/2023	1620	Full Compass Systems Ltd	symphony stand (pack of 6 M48)	7,669.90
17209	2/6/2023	1640	Gerald M Welt Chartered	Legal Services rendered Jan2023	7,450.00
17210	2/6/2023	1678	Scholastic Library Publishing	SCIENCEFLIX & TRUEFLIX 11/18/2022 - 11/17/2023	39,946.00
17211	2/6/2023	1742	Ideal Supply Company Inc.	WM - Men's RR Urinal Cartridge	375.00
17212	2/6/2023	1757	Ingram Library Services	Books & Materials for FY22-23	7,512.59
17213	2/6/2023	2152	Nedco Supply	CC, EV and WM - Lighting	4,359.77
17214	2/6/2023	2234	Overton Power District #5	SVC 12/8/22 - 1/8/23 MV	722.07
17215	2/6/2023	2350	Rebel Oil Company	SC: Unleadd/Diesel Reorder	17,811.49
17216	2/6/2023	2362	Refrigeration Supplies Distributor	RB - HVAC	28.22
17217	2/6/2023	2471	Silver State Glass & Mirror	CC: Replace vandalized Theater door window	1,960.00
17218	2/6/2023	2798	Brodart Co.	Books/Materials for FY 22-23	7,359.46
17219	2/6/2023	2914	Iron Mountain	Services December 2022	509.64
17220	2/6/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	6,624.18
17221	2/6/2023	3307	Unique Management Services, Inc.	Placements - Dec 2022	6,952.50
17222	2/6/2023	3435	Ace Fire Systems, Inc.	Qtrly Fire Sprinkler Insp MQ	90.00
17223	2/6/2023	3776	Got Bugs LLC	MLQ & MQLC Pest Control-Dec22	200.00
17224	2/6/2023	3823	Lucas Holdings, LLC	I Love My Library	2,695.16
17225	2/6/2023	4042	Baker & Taylor, Inc.	Books & Matrlals for FY22-23	4,062.69
17226	2/6/2023	4224	DataPLUS Communications	WH Fire Alarm Tests/Insp-Dec 2022	425.00
17227	2/6/2023	4320	Kiesub Electronic Supply	Order PUR019367	397.44
17228	2/6/2023	4540	Robert Half	Week Ended 1-20-23	3,136.73
17229	2/6/2023	4604	Brodart Library Supplies & Furnishings	Easy Roller 50 cart	1,612.08
17230	2/6/2023	4676	Color Reflections	Tent Banner VGK	16,596.00
17231	2/6/2023	4723	Purvis Industries - Las Vegas NV	WH - HVAC for Board Meeting	71.48
17232	2/6/2023	5001	UniFirst Corporation	Uniforms for IT	276.00
17233	2/6/2023	5463	Displays2Go	VTI AV CART WIDE W/ CABINET	1,273.86
17234	2/6/2023	5718	Tangerine Office Machines	Open PO for Printer Support Services FY23	1,672.25
17235	2/6/2023	6646	Aqua Serv Engineers, Inc.	HVAC Water Treatment	2,065.88
17236	2/6/2023	7188	Innovative Interfaces, Inc.	Innovative/Skyriver records FY2023	1,437.00
17238	2/6/2023	8010	Allied Universal Security Services	Special Events 12/23/22-01/05/23	863.60
17239	2/6/2023	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections - SM-Jan23	168.75
17240	2/6/2023	8575	Intermountain Lock and Security Supply	WH - Dogging Keys	11.28
17241	2/6/2023	9191	Canon Solutions America, Inc.	Monthly Maint. 10/22/22-11/21/22	788.08
17242	2/6/2023	9383	Office Plus	OEM TONER HP 648A YELLOW	2,549.79
17243	2/6/2023	9431	B&H Photo-Video	Order PUR019452	3,496.84
17244	2/6/2023	9454	Apple Inc.	CE-AS ipad	1,084.00
17245	2/6/2023	9730	Commercial Lighting Specialties, LLC	CC & WH Lighting	519.75
17246	2/6/2023	9869	Unique Integrated Communications	Call Center Operations - Dec 2022	16,502.87
17247	2/7/2023	11984	Victig Background Screening	16 emp background checks	1,175.80
17248	2/7/2023	12144	insightsoftware, LLC	Jet rpts maint 2023	1,246.96
17249	2/7/2023	1620	Full Compass Systems Ltd	Order PUR020059	519.61
17250	2/7/2023	1757	Ingram Library Services	Books & Materials for FY22-23	9,891.21
17251	2/13/2023	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape Maintenance	800.00
17252	2/13/2023	10212	Virgin Valley Water District	SVC 12/20/22 - 01/20/23 MQ	676.67
17253	2/13/2023	10686	NLS Grounds Management LLC	Landscape Maintenance	21,796.18
17254	2/13/2023	11137	Vital Records Control	Monthly Fee December 2022	130.48
17256	2/13/2023	1201	Best Janitorial Services of Nevada	Various: Janitorial	150,547.20
17257	2/13/2023	1300	Cashman Equipment Company	Fire Pump & Generator Insp	71.69
17258	2/13/2023	1429	DC Thomas	BD rent Feb 2023	1,617.02
17259	2/13/2023	1457	Demco, Inc.	Furniture and Equipment for Windmill Library	3,902.88
17260	2/13/2023	1556	Ewing Bros. Inc.	VF49: Tow WV to WMSC	376.90
17261	2/13/2023	1580	Ferguson Enterprises, LLC	SM - Plumbing	513.55
17262	2/13/2023	1627	Cengage Learning, Inc.	Nat'l Geo 2/1/23-1/31/24	9,538.54
17263	2/13/2023	1647	Global Equipment Company Inc.	Wireless surveillance earpiece	787.40
17264	2/13/2023	1742	Ideal Supply Company Inc.	MB & WM - Plumbing	565.06
17265	2/13/2023	1753	InfoUSA Marketing Inc.-A Sub of Data Axle Inc.	City Directories Annual - Jan 2023	2,970.00
17266	2/13/2023	1757	Ingram Library Services	Books & Materials for FY22-23	14,809.61
17267	2/13/2023	1854	Kamer Zucker Abbott	January 2023 Invoices	9,303.00
17268	2/13/2023	2152	Nedco Supply	WC: Lights for LED Project	1,332.35
17269	2/13/2023	2215	OCLC Inc.	Cataloging sub IFM dbts FY23	636.62
17270	2/13/2023	2234	Overton Power District #5	SVC 1/1/23 - 2/1/23 MQLC	2,670.85
17271	2/13/2023	2307	Progressive Elevator	CC: Service Call - YPL 3-Stop Elevator	500.00
17272	2/13/2023	2362	Refrigeration Supplies Distributor	HVAC Truck Micronetsensors	1,010.00

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

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 01/14/2023 through 02/17/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
17273	2/13/2023	2490	Source 4 Industries	CC-Wheel Replacements	62.16
17274	2/13/2023	2567	Teamsters Local Union #14	Union Dues Feb. 2023	9,435.00
17275	2/13/2023	2798	Brodart Co.	Books/Materials for FY 22-23	81,349.31
17276	2/13/2023	2853	Dick Blick	Order PUR020318	1,236.60
17277	2/13/2023	2860	Las Vegas Review Journal	Jan purchasing ad ET	505.70
17278	2/13/2023	2887	Thomson Reuters West Payment Ctr	Blacks Law/McCormick Evidence	3,880.14
17279	2/13/2023	3300	ProQuest LLC	Music Reference collection 1-FEB-23 - 31-JAN-24	71,926.40
17280	2/13/2023	3307	Unique Management Services, Inc.	Placements - Feb 2022	4,158.00
17281	2/13/2023	3435	Ace Fire Systems, Inc.	WV: Replace (4) horn strobes	1,557.93
17282	2/13/2023	3770	Cox Communications of Las Vegas	SERVICE 01/23-02/23	95.05
17283	2/13/2023	3776	Got Bugs LLC	MQLC: Rodent Issue	65.00
17284	2/13/2023	4224	DataPLUS Communications	SC: Door unlatching issue	332.50
17285	2/13/2023	4517	Fingerprint Pros, Inc.	pre-employment fingerprints	944.00
17286	2/13/2023	4522	Quest Diagnostics	Pre-employment drug tests	632.25
17287	2/13/2023	4540	Robert Half	R.Walton Week Ended 1/27/2023	5,540.01
17288	2/13/2023	4604	Brodart Library Supplies & Furnishings	One-time single dvd case	4,146.19
17289	2/13/2023	4723	Purvis Industries - Las Vegas NV	WH - HVAC	20.09
17290	2/13/2023	6091	BayScan Technologies, LLC	Order PUR020486	927.59
17291	2/13/2023	7687	United Lock and Security, Inc.	SW Pushbutton Lock	1,144.34
17292	2/13/2023	7943	Communication Electronic Systems Inc	WMSC: Fire Alarm Trouble Warning	384.00
17293	2/13/2023	8010	Allied Universal Security Services	Special Events 01/20/23-02/02/23	1,550.40
17294	2/13/2023	8122	Staples Advantage Dept LA	SHARPIE RT UF MARKERS BK	767.87
17295	2/13/2023	9101	O'Reilly Auto Parts	#50 & 37	126.51
17296	2/13/2023	9187	Whitney's Water Systems, Inc.	MQLC:obstruction in restroom	214.00
17297	2/13/2023	9191	Canon Solutions America, Inc.	Monthly Maint 12/13/22 - 01/12/23	5,990.25
17298	2/13/2023	9383	Office Plus	CRTDG,LSR,S PRT,LL4250/43	579.65
17299	2/13/2023	9431	B&H Photo-Video	Order PUR019450	80.19
17300	2/13/2023	9730	Commercial Lighting Specialties, LLC	CC - Lighting	89.00
17301	2/13/2023	9869	Unique Integrated Communications	Call Center Operations - Feb 2023	11,591.51
17302	2/14/2023	12054	Amazon Capital Services, Inc.	Amazon 011523	31,254.64
92009	1/19/2023	10247	MOAB Training Int'l Inc.	MOAB De-escalation Student Manuals - Qty 100	1,250.00
92010	1/19/2023	10293	Las Vegas Men's Chorus	June 2022 PRIDE Concert	1,000.00
92011	1/19/2023	10413	Chadwick Music Events LLC	SM Chadwick Johnson	2,500.00
92012	1/19/2023	11553	Joyus Media LLC	Q&A Performance at SW 01.14.23	2,500.00
92013	1/19/2023	11801	Jeffrey Scott Trower	SM Drum Circles 1/14/23	450.00
92014	1/19/2023	11813	Capitol Door Service	Door Repairs	2,144.30
92015	1/19/2023	11916	GB Auto Service, Inc.	#31 - LOF & Tire Rotation	131.96
92016	1/19/2023	12175	PSI Services, LLC	Inv T122207078	118.25
92017	1/19/2023	12199	Karen Dupont	Refund 08.10.22 payment - K. Dupont	21.95
92018	1/19/2023	12202	Lynon Bayliss	Refund PVS 1/25, 2/11, 2/18, 2/25	420.00
92019	1/19/2023	12205	Isabel A Sanchez	Overpayment on Sierra Acct	44.95
92020	1/19/2023	12206	Thuy Thanh Thi Nguyen	Overpayment on Sierra Acct	34.84
92021	1/19/2023	12208	Beverly B. Espinoza	PR Replacement 06.18.21 - B. Espinoza	401.01
92022	1/19/2023	1353	City Of Las Vegas	Stupak lease 2023	12.00
92023	1/19/2023	2175	NV Energy	SVC 12/2/22 - 1/4/23 WM	13,677.38
92024	1/19/2023	2494	Southwest Gas Corp.	SVC 12/4/22 - 1/5/23 LA	3,100.69
92025	1/19/2023	2772	Xerox Corporation	December Xerox	1,202.68
92026	1/19/2023	3893	Computype, Inc.	40 rolls part # 1005541-1-T5905	3,522.39
92027	1/19/2023	6499	Southern Nevada Health District	SC:Ann'l UST Fee 1/1/23-12/31/23	391.00
92028	1/19/2023	7740	Gaudin Ford	#49: Replace starter and battery	1,260.32
92029	1/19/2023	9325	Squeaky Clean CC LLC	WH: Trash Enclosure Graffiti Removal	925.00
92030	1/19/2023	9426	Rapid Color, Inc.	Winter Reading Bookmarks	600.00
92031	1/19/2023	9966	The Sherwin-Williams Co.	SV - Outside Stucco Paint	86.36
92032	1/20/2023	12210	Law Office of Mitchell Stipp, P.C.	Settlement	100,000.00
92034	1/25/2023	12211	Michael Forch	March 10, 2023 West LV Library Theater	7,500.00
92035	1/26/2023	10176	Jonathan Karrant	WC Music Classes 2023	400.00
92036	1/26/2023	10253	Elizabeth Ann Foyt	Board comp for 1/19/23 Meeting	40.00
92037	1/26/2023	10872	Radioactive Productions	LGBTQ Video	875.00
92038	1/26/2023	10930	Business Enterprises of Nevada	MQL Cafe Management	2,040.00
92039	1/26/2023	11813	Capitol Door Service	Door Repairs	2,387.30
92040	1/26/2023	12079	The Whiffenpoofs of Yale University Inc.	DW Yale Whiffenpoofs	3,000.00
92041	1/26/2023	12107	HintonBurdick Nevada LLC	Final billing	1,645.00
92042	1/26/2023	12110	Accent T-Shirts		479.08
92044	1/26/2023	12207	RELX, Inc. DBA LexisNexis	Order PUR020306	9,000.00
92045	1/26/2023	1462	Department of Employment Training & Rehabilitation	Order PUR020362	11,256.06
92046	1/26/2023	1710	Henri Specialties	SW - Electrical Fix Hand Dryer	85.00
92047	1/26/2023	2159	AT&T SBC	monthly service 01/11/23-02/10/23	214.36
92048	1/26/2023	2494	Southwest Gas Corp.	SVC 12/13/22 -01/12/23 CC	7,860.91
92049	1/26/2023	2838	Verizon Wireless	service 12/15/22-01/14/23	18,502.44
92050	1/26/2023	2861	Jay D. Whipple	MV Pest Control	40.00
92053	1/26/2023	3383	Home Depot Credit Services	Operating & Small Equipment	2,187.96
92055	1/26/2023	6817	Reliance Connects	Service January 23	495.62
92056	1/26/2023	8731	UNUM Life Insurance Co. of America	February 2023	299.40
92057	1/26/2023	9160	Baker Distributing Co.	LA: HVAC Duct Work Supplies	149.01
92058	1/26/2023	9325	Squeaky Clean CC LLC	WC: Graffiti Removal (bldg wall)	365.00
92059	1/26/2023	9426	Rapid Color, Inc.	Reading Challenge Bookmarks	525.00
92060	1/26/2023	9601	Steve Spangler Science	Grades K-5 Prizes for WRC 2023	1,108.15
92061	1/26/2023	9677	Elm USA, Inc.	ECO Pro2 for MV, MT, SA	4,004.70
92062	1/26/2023	9711	Jose L. Melendrez	Board comp for 1/19/23 Meeting	40.00
92063	1/26/2023	9836	Sean Gaskell	Sean Gaskell Concerts	1,050.00
92064	1/26/2023	9937	AFLAC Premium Holding	January 2023	2,675.64
92065	1/26/2023	9945	Texas Life Insurance Company	January 2023	230.05
92067	1/26/2023	5026	Nevada State Treasurer		2.00
92068	2/2/2023	10176	Jonathan Karrant	WC Concert 11.19.22/Rescheduled to 1.28.23	2,000.00
92069	2/2/2023	10217	T-Mobile	SVC 01/22/23-02/21/23	96.05
92070	2/2/2023	10511	Lisa Lynn Franco	Additional harp class and video	7,550.00
92072	2/2/2023	10872	Radioactive Productions	Comic Book Fest Video	4,775.00

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

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 01/14/2023 through 02/17/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
92073	2/2/2023	10991	Transmission, Inc.	Round it Up Program	2,500.00
92074	2/2/2023	11874	Brushwood Creations	Woodworking at Whitney	1,100.00
92075	2/2/2023	11898	Biznet LLC	Workshops MQ,SV,WM,LA,SU 2022-2023	333.00
92076	2/2/2023	11916	GB Auto Service, Inc.	#54- Replace worn front brake pads and rotors	543.59
92077	2/2/2023	11985	Fyutch LLC	Black History Month 2023	900.00
92079	2/2/2023	12218	Rebecca L Stivers	Overpayment on Sierra Acct	34.99
92080	2/2/2023	1577	FedEx	Express Shipments Jan 2023	128.14
92082	2/2/2023	1991	Lowe's Improvement	SW - Ceiling Tiles	1,453.14
92083	2/2/2023	2117	Multi-Cultural Books & Videos, Inc.	Order PUR017991	5,859.31
92084	2/2/2023	2175	NV Energy	SVC 12/19/22 - 1/20/23 CH	10,032.06
92085	2/2/2023	2494	Southwest Gas Corp.	SVC 12/16/22 - 1/18/23 WV	12,141.84
92086	2/2/2023	2772	Xerox Corporation	Xerox	10.00
92087	2/2/2023	2838	Verizon Wireless	Service 12/21/22 - 01/20/23	3,365.70
92088	2/2/2023	2861	Jay D. Whipple	MV Pest Control	40.00
92089	2/2/2023	4117	Television Monitoring Services, Inc.	3d Printing KLAS	50.00
92090	2/2/2023	6817	Reliance Connects	Basic Service Feb - BU	631.29
92091	2/2/2023	9426	Rapid Color, Inc.	Chalk it Up Flyers	775.00
92092	2/2/2023	9966	The Sherwin-Williams Co.	CC - Painting	245.13
92093	2/7/2023	12200	Tiphenye N Reed	Black History 2023-Deposit	2,000.00
92094	2/9/2023	10143	Treehouse Island Inc.	350 Annual Licenses	42,000.00
92096	2/9/2023	11076	Quadient, Inc.	Meter Rental 02/25/23-5/24/23	180.00
92097	2/9/2023	11916	GB Auto Service, Inc.	#37:(4)new tires, brake service	2,405.99
92098	2/9/2023	11935	Work Institute, LLC	Monthly Maint Fee Jan 2023	827.00
92099	2/9/2023	12179	JaeAna Bernhardt	SM Singing bowls 2-4-23	175.00
92100	2/9/2023	12221	Key Lime Photography LLC	50% Employee Badge Photos	11,295.00
92101	2/9/2023	1458	State Collections & Disbursement Unit		843.20
92102	2/9/2023	1577	FedEx	Express Shipments Feb 2023	120.50
92103	2/9/2023	2053	Matthew Bender & Co., Inc.	Order PUR020487	1,118.68
92104	2/9/2023	2097	Moapa Valley Telephone Co. Inc.	Service 01/26/23-02/25/23	299.11
92105	2/9/2023	2117	Multi-Cultural Books & Videos, Inc.	Multi-Cultural Books & Videos	3,007.22
92106	2/9/2023	2159	AT&T SBC	monthly service 02/25/23-02/24/23	306.69
92107	2/9/2023	2494	Southwest Gas Corp.	SVC 12/28/22 - 01/26/23 SW	16,726.16
92109	2/9/2023	2837	Republic Services # 620	Recycle SVC 01/01/23 - 01/31/23 EN	7,808.48
92110	2/9/2023	2854	FastSigns	LA - Replaced worn sign	129.99
92111	2/9/2023	2861	Jay D. Whipple	MV Pest Control	40.00
92112	2/9/2023	5026	Nevada State Treasurer	Mandated Court Payment	2.00
92113	2/9/2023	7740	Gaudin Ford	#58 - LOF	228.80
92114	2/9/2023	8192	AT&T	service 02/01-02/28	43.74
92115	2/17/2023	10253	Elizabeth Ann Foyt	compensation for 2/9 Board Meeting	1,174.67
92116	2/17/2023	10265	Rowton Entertainment, LLC	DW memory Tricks 2/2023	1,600.00
92117	2/17/2023	10565	Erin Baltzar	Swing it Girls at WH for Veterans Festival	700.00
92118	2/17/2023	10809	Sandra Kay Ramaker	Compensation for 2/9 Board Meeting	160.59
92119	2/17/2023	10872	Radioactive Productions	Mystic Fair Video Editing	750.00
92120	2/17/2023	10900	Asian Journal Publications	1/2 Page Ad-F/C-LV	1,900.00
92121	2/17/2023	10930	Business Enterprises of Nevada	MQL Cafe Management	1,757.00
92122	2/17/2023	10963	Dynamic Gift LLC	Free to Be Badge Pullers	1,815.00
92123	2/17/2023	11564	SPEBSQSA, Inc.	Silver Statesman 2/11/23	500.00
92124	2/17/2023	11589	Greenspun Media Group, LLC	Las Vegas Weekly Ad	2,378.75
92125	2/17/2023	11874	Brushwood Creations	Veteran's Festival at WH	690.00
92126	2/17/2023	11898	Biznet LLC	Workshops MQ,SV,WM,LA,SU 2022-2023	500.00
92127	2/17/2023	11916	GB Auto Service, Inc.	#64 - LOF, Oil Filter & Tire Rotation	51.99
92128	2/17/2023	11956	Fat Brain Toys	WRC 2023 - Babies, Toddlers Prizes	991.04
92129	2/17/2023	11985	Fyutch LLC	Black History Month 2023	900.00
92130	2/17/2023	12103	Professional Sports Publications	2022 Vegas Golden Knights Yearbook	14,000.00
92131	2/17/2023	12191	CHUBB	January 2023	993.76
92132	2/17/2023	1577	FedEx	Express Shipments Feb 2023	179.77
92133	2/17/2023	2494	Southwest Gas Corp.	SVC 1/6/23 - 2/3/23 LA	3,284.14
92134	2/17/2023	2854	FastSigns	CC - Replaced Book Drop Signs	254.50
92135	2/17/2023	5246	Kelly D. Benavidez	compensation for 2/9 Board Meeting	40.00
92136	2/17/2023	6817	Reliance Connects	Alarm Service Feb - MQ	134.85
92137	2/17/2023	9191	Canon Solutions America, Inc.	maintenance 11/25/2022 - 12/24/2022	109.97
92138	2/17/2023	9426	Rapid Color, Inc.	VGK Bookmarks - Pietrangelo	4,890.00
92139	2/17/2023	9601	Steve Spangler Science	WRC 2023 Prizes for K-5	1,875.00
92140	2/17/2023	9711	Jose L. Melendrez	compensation for 2/9 Board Meeting	40.00
92141	2/17/2023	9866	Maticia A. Sudah	Women's History Month 2023	900.00
92142	2/17/2023	9895	National Benefit Services, LLC	Debit Card Fee	2,036.00
Total 100 - General Fund					2,147,834.06

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Las Vegas - Clark County Library District
Check/Voucher Register

Grant Fund - 220
From 01/14/2023 through 02/17/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
92071	2/2/2023	10767	The International School of Hospitality	Arlyn Donis - Inv 6664	4,099.90
Total 220 - Grant Fund					4,099.90

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Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230
From 01/14/2023 through 02/17/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
17192	1/30/2023	9821	Liquid Courage	SW Gallery Reception 03/09/23	1,275.00
Total 230 - Gift Fund					1,275.00

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

Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 01/14/2023 through 02/17/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
17099	1/23/2023	11702	Solotech U.S. Corporation	Order PUR019655	4,532.16
17109	1/23/2023	2169	Nevada Illumination	SV: Retrofit parking lot to LED lighting	1,477.50
17110	1/23/2023	2686	Simply Covered, Inc.	WV: Reupholster 1 chair	2,325.00
17156	1/30/2023	11793	STEP CG, LLC	Replacement wireless equipment	14,769.46
17157	1/30/2023	1455	Dell Marketing L.P.	Laptops For Wall-E Cart	3,996.00
17164	1/30/2023	2686	Simply Covered, Inc.	Reupholster 3 chairs CC	1,465.00
17204	2/6/2023	11963	zSpace, Inc.	for EN, EV, & SM, End: 6/30/25	79,733.36
17237	2/6/2023	7371	EnvisionWare, Inc.	CH LDS Replacement PC	1,793.05
17243	2/6/2023	9431	B&H Photo-Video	Order PUR019452	419.78
17255	2/13/2023	11702	Solotech U.S. Corporation	BID 22-09 - Lighting Equipment	14,743.80
17268	2/13/2023	2152	Nedco Supply	WC: Lights for LED Project	6,905.20
17294	2/13/2023	8122	Staples Advantage Dept LA	SHARPIE RT UF MARKERS BK	149.50
17299	2/13/2023	9431	B&H Photo-Video	Order PUR019450	243.00
17302	2/14/2023	12054	Amazon Capital Services, Inc.	Amazon 011523	27.78
92054	1/26/2023	4721	Sweetwater Sound LLC	Order PUR019380	971.44
92078	2/2/2023	12059	Printed Solid Inc.	New Redefined District-wide 3D Printing Project	59,956.00
92095	2/9/2023	11009	KME Architects	New WV Building - 2021-0268 WVL	503,671.28
Total 510 - Capital Projects Fund					697,179.31
Total - All Funds					2,850,388.27



ITEM VI.A.3.b.

MEMORANDUM

TO: Board of Trustees through Mr. Kelvin Watson, Executive Director
FROM: John Vino, General Services Director
DATE: February 28, 2023
SUBJECT: **General Services Report, March 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 February 2023.

POWERFUL PLACES and POWERFUL PARTNERSHIPS

New West Las Vegas Library:

At the February Board Meeting, a request was made for staff to bring to the Board our current project budget for the new West Las Vegas Library for consideration and approval.

At the January Board Meeting, an Agenda Item to approve Schematic Design was brought to the Board for discussion and possible Board action. This Agenda Item included extensive information on our intent for the project, design consideration, schedules, as well as the working budget for the new West Las Vegas Library. This agenda item was approved by the Board.

Future Project Budgeting

Core Construction, as well as OCMI (O'Conner Construction Management) are both working independently to provide budget pricing based on the 30% schematic drawings. We plan on scheduling reconciliation meetings with the two companies over the next few weeks to align the budgets. Funding will include proceeds from the sale of the current WLV Library, New Market Tax Credits, Capital Campaign Programming Funds as well as the Capital Construction Fund. Staff is hoping to have a comprehensive report for Board discussion at the April Board Meeting.

Architectural Services: Design work continues. The Architect and District staff have started working on interior design. Staff is reviewing requirements for furniture as well as shelving. Work also continues on details for the mechanical, electrical, and HVAC designs.

General Services – March Board Report

KME, Director Watson and I, attended the City of Las Vegas Commissioners meeting on February 15th, where the project was presented for review and consideration. The project was approved unanimously by all Commissioners.

Construction Manager at Risk (CMAR)

CORE Construction has begun preconstruction services, and is preparing a constructability evaluation of the overall project. They are identifying long lead items that will affect the construction schedule. They will provide possible options on purchasing these items in advance.

Other Capital Improvement Projects

Chiller Replacement Enterprise Library – On-going - Contracts and bonds have been received – We are waiting submittals and shop drawings to proceed.

Spring Valley Refresh – The project has been submitted for permits. Bid documents have been finalized, the project will be bid in February with construction anticipated in late March 2023.

Enterprise Library Refresh – on-going – the first draft of architectural drawings are being reviewed. 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.

Laughlin Flooring Replacement – The project is on-going, we are awaiting final contract bonds and documents from Contractor. We anticipate this project being completed in March 2023.

POWERFUL PARTNERSHIPS

Anytime Library:

We have confirmed that the Anytime Library will fit and can be relocated to the Sunrise Hospital. We are working with BAM to finalize the graphic wrap and co-branding requirements. We are also finalizing quarantine and cleaning protocols for all book returned from the Sunrise Hospital per their requirements. We are currently working with Sunrise Hospital to develop a logistic plan for the move, with the hopes of having in place within the next 60 days.

POWERFUL PLATFORMS

Branding Implementation Signage Bid Package:

This project is on-going, we held a project kick-off meeting with the contractor, who is working on providing shop drawings and required product submittals. Installation is anticipated to begin in March 1st, 2023 with the Windmill Library and Service Center being the first property to get rebranded.

Safety and Security Update:

General Services provided support to Programming and Venue Services to provide additional Security Guards for special events that occurred through in February.

General Services – March Board Report

General Services Safety Manager continues to conduct CPR/AED classes for any interested District staff members as well as Management of Aggressive Behavior (MOAB) training for all District PIC's.

General Services recently received 6000 additional COVID test kits from the SNHD and continues to supply the 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. General Services also has continued the application of enhanced cleaning procedures throughout the District.

Yearly OSHA Reporting

Per OSHA requirements, on February 1st, the 2022 OSHA Form 300A – Summary of Work-Related Injuries and Illnesses was completed and posted.

As reported on the 300A Form:

In 2022 the District averaged 630 employees and 964,428 total hours worked by all employees. There were 2 reportable workplace injuries resulting in 15 days away from work, and 175 days of restricted duty.

ITEM VI.A.3.c.



MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Jeff Serpico, Human Resources Director

DATE: February 28, 2023

SUBJECT: Human Resources (HR) Report, March 2023

Section (1) of this report, *Fiscal Year HR Goals and Objectives (Plays)*, covers activity February 1 to February 28. 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 January 31, 2023 (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
 - Negotiating New Collective Bargaining Agreements (July) 2023 - In process began February 21

- **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 - In process
 - Kickoff Meeting - Complete
 - HRIS Review - Complete
 - Survey Design - Working Meeting February 24

- **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
- Annual Update (Schedule for July 2023)
- **New Administrative Team Performance Appraisal**
 - Draft Tool - Complete
 - HRIS Review - In process
 - Utilization for A-Team 2022-2023 - 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)

2/22/2023

LVCCCLD HR DASHBOARD

FY2022-2023

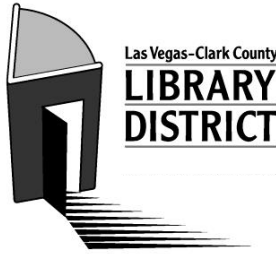
LVCCLD		FY 2022-2023 HUMAN RESOURCES DASHBOARD																
		Quarter 1 of FY 2022-2023			Quarter 2 of FY 2022-2023			Quarter 3 of FY 2022-2023			Quarter 4 of FY 2022-2023							
		Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	FY Running Total (RT) TOTAL FY 2022-2023	FY Monthly Average FY 2022-2023	Prior FY Monthly Average FY 2021-2022	Monthly Average FY 2020-2021	
Metric																		
A	Total Employees (Headcount)	651	645	638	644	647	650	661						NA	648.00	618.25	642.36	A
B	Full-Time Employees 60 hours or more (Headcount)	333	335	338	341	341	346	349						NA	340.43	323.75	309.64	B
C	Part-Time Employees 59 hours or less (Headcount)	318	310	300	303	306	304	312						NA	307.57	294.50	332.73	C
D	Full-Time-Equivalent (FTE-District)	NA	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	10.1						NA	10.03	10.8	9.59	E
Talent Acquisition & Management																		
F	Open Positions (Budget) = 778	127	133	140	134	131	128	117						NA	130.00	159.75	136.00	F
G	Positions Posted (Approved to Fill)	14	14	12	15	19	12	12						NA	14.00	12.67	7.00	G
H	Applications Received	492	900	558	965	741	585	474						4715	673.57	525.08	507.00	H
I	Interviews Conducted	11	13	17	10	18	5	13						87	12.43	12.83	5.55	I
J	New Hires	17	11	7	16	15	11	19						96	13.71	11.42	2.45	J
K	Promotions	7	2	4	6	2	4	3						28	4.00	5.67	3.73	K
L	Lateral Transfers	1	1	1	1	2	2	3						11	1.57	1.00	1.10	L
M	Demotions	1	1	0	0	0	1	0						3	0.43	0.42	0.55	M
N	Employees Successfully Completing Probationary Period	5	6	3	25	14	4	14						71	10.14	3.67	1.55	N
O	Cost of New Hires	\$96,603.42	\$36,157.23	\$32,749.80	\$51,408.47	\$32,129.26	\$27,369.59	\$49,544.75						\$265,963	\$17,995	\$38,671	\$10,336	O
Separations & Turnover																		
P	Total Separations from Employment	15	14	13	10	14	10	7						83	11.86	9.50	10.00	P
Q	Voluntary Separations	15	13	13	7	11	9	6						74	10.57	8.67	9.45	Q
R	Involuntary Separations	0	1	0	3	3	1	1						9	1.29	0.83	0.55	R
S	Turnover (Entire District)	2.30%	2.17%	2.04%	1.71%	2.18%	1.56%	1.07%						13.03%	1.86%	1.54%	1.60%	S
T	Turnover (Without Page Positions)	1.53%	0.62%	1.40%	0.78%	1.60%	1.25%	0.76%						7.94%	1.13%	0.94%	2.19%	T
U	Annualized Twelve Month Turnover (Entire District)	27.60%	26.85%	26.05%	24.67%	24.97%	23.92%	22.34%						NA	25.20%	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%	15.04%						NA	16.71%	20.53%	17.49%	V
W	Average Years of Service (Voluntary Separations)	3.1	3.0	6.9	3.6	4.2	5.5	7.5						NA	4.8	5.5	10.1	W
X	Average Years of Service (Involuntary Separations)	0	5.4	0.0	0.3	2.5	0.0	0.5						NA	1.2	3.5	3.4	X
Training & Talent Development																		
Y	Employee Attending New Hire Orientation	17	9	8	16	15	11	18						94	13.43	11.50	2.45	Y
Z	Total Employee Training Encounters	214	36	32	40	117	87	190						716	102.29	97.33	92.73	Z
AA	Virtual	4	4	19	9	12	20	19						87	12.43	49.75	81.82	AA
BB	Live On-Site	199	18	10	25	92	60	154						558	79.71	42.83	7.09	BB
CC	External Conferences	11	14	3	6	13	7	17						71	10.14	6.00	3.82	CC
DD	Total Training Cost	\$12,659	\$6,118	\$3,988	\$6,010.78	\$3,621	\$17,280	\$23,701						\$73,378	\$10,483	\$5,337	\$5,031	DD
EE	Total Tuition Reimbursements	\$0.00	\$952.00	\$0	\$0	\$0.00	\$16,178	\$12,000						\$29,130	\$4,161	\$1,417	\$3,193	EE
FF	Undergraduate	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$1,436	\$0						\$1,436	\$205	\$284	\$652	FF
GG	Graduate	\$0.00	\$952.00	\$0	\$0	\$0.00	\$13,569	\$12,000						\$26,521	\$3,789	\$1,132	\$2,541	GG
GG2	Certification	-	-	-	-	-	\$1,173	\$0						\$1,173	\$587	NA	NA	GG2
HH	(2) Annual Required Compliance Training Completion (New January)	90.8%	89.00%	93.50%	92.33%	92.62%	45.00%	89.78%						NA	84.72%	95.28%	NA	HH
Benefits & Wellness																		
II	Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	0	0	1	3	4	2	3						NA	1.86	1.58	5.00	II
JJ	Total Leave Hours Utilized	0.00	0.00	80.00	240.00	320.00	160.00	240.00						1040.00	148.57	115.00	269.09	JJ

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

(2) January 23 - Begin new compliance training cycle.

* Annual

ITEM VIII.A.1.



AGENDA ITEM

MARCH 9, 2023 MEETING OF THE BOARD OF TRUSTEES

Agenda Item# VIII.A.1.:

Discussion and possible Board action regarding authorization to extend the appointment of the District's current auditor, HintonBurdick, CPAs and Advisors, for one year, for the fiscal year ending June 30, 2023.

Background:

Nevada Revised Statutes (NRS 354.624) require the Board of Trustees to designate its auditor or firm no later than three months before the close of the fiscal year for which the audit is to be made. In February 2022, the Board approved HintonBurdick as the District's auditors. The Request for Proposal called for an initial appointment for auditing services for the year ending June 30, 2022, with four one-year renewal options.

HintonBurdick's fees for the fiscal year ending June 30, 2022, were \$51,775 for audits and GFOA assistance for the District, and \$4,920 for any required Federal Financial Assistance Audit reports and procedures. The HintonBurdick total cost for these audits, including out of pocket expenses, was \$57,200.

The proposed fees for the fiscal year ended June 30, 2023, will not exceed \$54,400, including out of pocket expenses, for audit and GFOA assistance and \$5,200 for required Federal Financial Assistance Audit reports and procedures. The HintonBurdick total cost for these audits, including out of pocket expenses, is \$59,600.

Recommended Action:

Motion to authorize staff to sign the agreement to appoint HintonBurdick for auditing services for the fiscal year ending June 30, 2023.