

## **ITEM III.**

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Meeting  
April 20, 2023**

DATE: Thursday, April 20, 2023

TIME: 5:00 p.m.

PLACE: Clark County Library  
1401 E Flamingo Rd,  
Las Vegas, NV 89119 and

Online via YouTube

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

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

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

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

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

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

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

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

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

IV. Approval of Proposed Minutes (For possible action)

- A. Finance and Audit Committee Meeting, February 23, 2023
- B. Regular Board Meeting, March 9, 2023

V. Chair’s Report

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- **Sunrise Presentation**
- 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 Discussion and possible Board action regarding authorization for staff of the Library District to act on behalf of the Library District related to the qualification and participation in the New Markets Tax Credit Program to qualify for New Markets Tax Credits to facilitate construction of the West Las Vegas Library Project.
2. Discussion and possible Board action to appoint the East Las Vegas QALICB, Inc. and Mesquite QALICB, Inc. Board of Directors.

B. Regular Agenda

1. Discussion and possible Board action to provide an update to the Las Vegas City Council and Clark County Commission regarding issues identified with the current agreement between the Las Vegas-Clark County Library District and the Las Vegas-Clark County Library District Foundation.

IX. Announcements

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.

The July Board meeting will be held on Thursday, July 13, 2023, at 5:00pm. Location: Rainbow Library, 3150 N Buffalo Dr, Las Vegas, NV 89128, 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.

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

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

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

- XII. Adjournment

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

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

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

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, [www.lvccld.org](http://www.lvccld.org) and at Nevada Public Notice at <https://notice.nv.gov>. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Friday, April 14, 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 Trustees, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:
  - 1. Clark County Library  
1401 Flamingo Road  
Las Vegas, NV 89119
  - 2. East Las Vegas Library  
2851 Bonanza Road  
Las Vegas, NV 89101
  - 3. Sunrise Library  
5400 E. Harris Avenue  
Las Vegas, NV 89110
  - 4. West Charleston Library  
6301 Charleston Boulevard  
Las Vegas, NV 89146
  - 5. West Las Vegas Library  
951 Lake Mead Boulevard  
Las Vegas, NV 89106
  - 6. Windmill Library  
7060 Windmill Lane  
Las Vegas, NV 89113
  - 7. Las Vegas-Clark County Library District website  
[www.lvcclld.org](http://www.lvcclld.org)
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.
- D. Live Stream Connection information:  
<https://youtu.be/PfShQkI8mxo> 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' FINANCE AND AUDIT COMMITTEE MEETING  
LAS VEGAS, NEVADA  
February 23, 2023**

The Board of Trustees' Finance and Audit Committee of the Las Vegas-Clark County Library District met in regular session via Zoom at 3:30 p.m., Thursday, February 23, 2023.

**Present:** Committee: K. Rogers, Chair  
K. Benavidez  
N. Waugh  
B. Wilson, ex-officio

Counsel: G. Welt

Absent: S. Ramaker

Staff: Floresto Cabias and Other Library District Staff

K. Rogers, Chair, called the meeting to order at 3:31 p.m.

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

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

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

**Update on the  
District's financial  
operations. (For  
discussion only.) No  
action will be taken.  
(Item IV.)**

Chair Rogers introduced CFO Floresto Cabias. Cabias acknowledged a noted increase in media coverage regarding the economy. Since The Library District is halfway through the fiscal year, Cabias provided the Committee with an update.

Cabias began with the consolidated sales tax, the CTX. Cabias noted the prior year's consolidated sales tax, since it was an unusual year because The District collected the most CTX ever collected. This was perhaps based on the height of the pandemic, what was called revenge travel, and other large increases during Fiscal Year 2022. The Library District averaged well over 20% increases every month in the CTX. Toward the end of the fiscal year, it began to taper off closer to 10% on average. This was understandable, given there were more worries about high inflation and a possible recession. Cabias said the total CTX collected was 29M dollars, which was well over the amount budgeted by the District.

Going into Fiscal Year 2023, the current budget year, The Library District began down slightly but then increased in September, where there was a 20% increase in that month from the previous year. But, it was all over the place, October was only 8%, and November was 5%, which was the most recent CTX collection The Library District had. Overall, The Library District averaged a 6% increase compared to the prior year for this same period. This was a positive indicator. Even if the trend were to

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flatten or even decrease, The Library District appears to be in a position to collect at least the same amount of CTX as the previous year.

Despite the media, Las Vegas is a little different. Unemployment was low, at about 5%. Las Vegas is in the business of hospitality and the service industry is driven by visitors. Although inflation has shifted consumer spending from goods and moved to services, The Library District provided some of the most popular services in the country. Cabias said it bodes well, as far as our future prospects of CTX, and looked quite positive thus far.

The budget was 30M dollars for this fiscal year. If nothing dramatic changes by the end of the fiscal year, the District will reach that 30M dollar number.

The State of Nevada has not yet provided the 2024 Budget number for the Committee.

Chair Rogers asked Cabias to share what the forecasted FY '22 amount was versus the actual on the CTX slide. Cabias said the CTX budget expected in 2022 was 23.4M dollars, so The Library District had a net positive of closer to 5M dollars. The 23.4M dollars budgeted for FY '22 was projected by the State of Nevada. The District was slightly more optimistic in FY 2023 and budgeted 30M dollars. The State's projection was approximately 28M. Again, being a little more optimistic, it turns out so far, The Library District is on track to reach that 30M dollar number.

Cabias moved on to property taxes. The Library District was right on track in terms of property tax collections. In FY '22, at this time last year, The Library District collected 29M dollars. The District has collected 31.8M dollars as of December 2022, which was in our current FY '23. That was a 9% increase. This was close to the 11% budgeted for the entire fiscal year. Revenue collections vary month to month, but The Library District is on target to collect the entire budgeted amount for FY '23 and that amount is 59.2M dollars.

Cabias discussed the housing market. No one has called a housing crash at this point. It has definitely been different from the financial crisis. Assessed valuations drive our property tax revenue collections, which could go up or down in the upcoming fiscal year, but The Library District always relies on tax caps. The District may max out the amount of property tax revenues if capped at 3% for residential properties and 8% for commercial properties. The concern about the housing market does not reflect the commercial real estate market. A large portion of the District's property tax revenues was based on commercial real estate. There are some billion-dollar projects on the horizon that should help increase the Library District's revenue going forward.

Cabias moved on to expenditures. Cabias compared FY '22 expenditures to the current year and there was an increase this year compared to last. As with property tax collections, expenditures follow the same path, in that there was not a smooth distribution throughout the year. There was about a 3M dollar difference between 2022 and 2023, but The District

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should stay within budget for the entire fiscal year. In fact, The Library District has projected about a 6M dollar savings overall for FY '23, compared to the budget.

Chair Rogers asked if The Library District was trending to be in the red in any itemized budget categories within the overall budget. Cabias stated the major categories are Personnel Costs, Salaries and Benefits, Services and Supplies, and Library Material purchases. Cabias said The Library District should save in all three of those categories. Library Materials are about 15% of the total budget and The Library District usually spends the majority of that. It also looked like The District could save approximately 3M dollars in the Personnel Costs and Service and Supplies categories. There was no expectation to go over budget in any major category or line item.

Cabias explained why the expenditures were slightly higher. There were more vacancies in FY '22 than the current FY '23 year, as The District has fully reopening and filled positions as needed. Human Resources was working with Teamsters Local 14 to prepare a new Collective Bargaining Agreement, which expires June 30<sup>th</sup>. There are some factors affecting personnel costs in the upcoming year. One of them would be an increase in Public Employee Retirement System contribution rate. This could be offset by the cost of living adjustment that employees receive each July. The Library District will not know exactly about any increase in Personnel Costs until after further negotiation talks for the Collective Bargaining Agreement. Cabias said revenue projections are received in March and that would be in time to prepare the tentative budget. The plan was to schedule a Finance & Audit Committee Meeting in April to review the tentative budget.

Cabias moved on to expenditures for the Capital Project Fund. Cabias said most of the 11.7M dollar budget had not yet been spent for the current fiscal year. This was because these expenditures are staggered throughout the year. For example, most building maintenance and repair projects, are scheduled for the latter half of the current fiscal year. Thus far, technology replacement upgrades have been 2M dollars. A large piece of the 11.7M dollar budget was for construction of the new West Las Vegas Library. Any amount not spent would be carried forward into the next fiscal year.

Cabias also mentioned the New Markets Tax Credit Program. This federal program provides subsidies for projects in disadvantaged communities, so the West Las Vegas project qualified. Our consultants, facilitators and attorneys for the New Markets Program should be attending our regular April Board Meeting to answer any of the Trustees' questions and discuss the New Markets Program in general.

Chair Rogers asked if there have been any conversations, at a high level, in terms of what amount of funds might materialize from the New Market Tax Credit. Cabias responded, the New Markets Program contributed approximately 20% of the cost that has been allocated. If the West Las Vegas project costs were 30M dollars, The Library District would receive about 20M dollars in allocation, based on our partners' funding and distribution among projects. Of that 20M dollars, receipt of up to 20% could generate a benefit to the District. That would be approximately 4M

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dollars. It may be closer to 17-18%. More details would be presented at the April meeting.

Trustee Waugh asked if The District identified any inflation and costs of materials that are most volatile, in terms of price increases for construction materials, and if there was cushioning for those costs. District Staff General Services Director, John Vino responded to this question. Mr. Vino said The Library District was only at 30% design of the actual building at this point. CORE Construction, our CMAR for this project, proposed a constructability review of the project and looked into purchases in advance, like air conditioning systems. The MCC or electrical components could be a year out. The District was identifying those items. It may require work out of sequence. The Library District could break ground and potentially be put on hold up to five months until equipment starts arriving. The District wanted to try to avoid that.

Cabias added that this highlighted the importance of the budget for the upcoming fiscal year. There are a lot of moving parts and Financial Services and General Services work closely together to ensure funding for this project and maintaining reserves.

Cabias provided an update on our internal control reviews. There are ongoing processes from the fixed asset inventory observations, cash handling and library branches. The Library District was comfortable with the controls in place. Scheduled meetings have been set with the Administrative Team Directors to find more efficiencies of improved processes and mitigate any risks, if they exist. This would include Community Engagement, the Programming and Venue Services Department that manages our venues and facilities usage. This would continue throughout the year. There were no formal reports to present to the Audit Committee or Board, but would be forthcoming soon.

Chair Rogers asked if The District was on schedule to meet that planned scope of reviews. Cabias said all of the traditional reviews were on track for completion by end of the fiscal year, going through all departments routinely. Updates would be provided.

Chair Rogers asked if there were any concerns and Cabias responded no, not thus far. Cabias stated a collaboration between Financial Services and other departments look for efficiencies and improvements. Financial Services has always kept a close eye on that. Also, our independent auditors reviewed them and have not had any concerns. The District requested approval to designate HintonBurdick as our auditors again. Last year was their first year auditing the District and appreciated "fresh eyes." They were not only satisfied with our financial statements, reporting and presentation of the financials, but with the overall internal controls that happen throughout the District.

Chair Rogers asked what the timeline was for the external auditor to complete their review and when it would be presented. Cabias responded, the audit traditionally starts after Labor Day. It could take two to four weeks, so by October The Library District would finalize financial statements and the Audit would be presented to the Board for acceptance at the November Board Meeting. The results would also be presented to the Finance and Audit Committee Meeting in November.

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Cabias reiterated there would be an April Finance and Audit Committee Meeting to discuss the tentative budget. That would be for discussion only. The final budget would be presented to the Board at the Budget Hearing in May. Meetings could be scheduled earlier to discuss the economics of the upcoming Collective Bargaining Agreement.

Chair Rogers asked if there were any additional questions for Cabias.

Trustee Waugh asked if there was a reason for the delay in receiving the Department of Taxation projections and whether the delay caused any issues for the Financial Services Department.

Cabias said he contacted the Department of Taxation but had not received a response. He said this was not unusual in the past few years with the pandemic and the volatile sales tax revenues. It has not been a problem for our Department. It was expected the Department of Taxation would provide the projections in time to present the tentative budget to the Committee in April. A larger concern would be a delay in the property tax revenue projections that we traditionally receive in mid-March. Those projections may be received a little later than usual, but Cabias said he was not too concerned about completing the budget in order to present it to the Committee on time.

Trustee Waugh complimented Cabias and his team for the great job they do.

Chair Rogers echoed Trustee Waugh's comment and stated he appreciated the high quality and informative answers to all questions asked.

Cabias acknowledged and thanked Chair Rogers.

Chair Rogers asked if there was anything else under New Business and there was none.

**Public Comment  
(Item V.)**

None.

**Adjournment  
(Item VI.)**

Chair Rogers moved to adjourn the meeting. So moved by Trustee Waugh. There was no opposition and Chair Rogers adjourned the meeting at 4:04 p.m.

Respectfully submitted,

Dr. Keith Rogers, Committee Chair

## ITEM IV.B.

**PROPOSED MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' MEETING  
LAS VEGAS, NEVADA  
March 9, 2023**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the West Las Vegas Library, Las Vegas, Nevada, at 5:00 p.m., Thursday, March 9, 2023.

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

Counsel: G. Welt

Absent:

Staff: Kelvin Watson, Executive Director  
Numerous Staff

Guests: Melvin Green  
Emanuele Arguelles

The meeting began at 5:03 p.m.

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

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

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

**Approval of Proposed Minutes of the Regular Board of Trustees Meetings on February 9, 2023. (Item IV.)** Trustee Melendrez moved to approve the Minutes of the Regular Board of Trustees Meeting on February 9, 2023.  
  
There was no opposition and the motion carried.

**Chair's Report Progress update and Board discussion regarding the** Chair Wilson reported that a working group between the Board of Trustees (Library District) and the Foundation was created last month, to build a new working relationship. Chair Wilson asked Trustee Whiteley to give a brief update on the progress made for the working group.

**Foundation  
Committee working  
group  
(Item V.)**

Trustee Whiteley reported that the working group has identified a consultant who will do a deep dive and go over best practices in the industry, to help create a good working partnership.

**Library Reports  
(Item VI.)**

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

Director Watson pointed out events he participated in:

CCSD Principal for a day at Liberty High School. He was able to tour the school, meet the staff, and spoke to an Air Force JROTC class.

Participated in Nevada Reading Week for the 2<sup>nd</sup> year at Divich Elementary to read books to several classes. Read to two 2nd grade classes, one 4th grade class, and one kindergarten class. Trustee Jiron thanked Director Watson, Matt McNally, Nina Guevara, Melissa Ramos, and Shana Harrington for their participation.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

**General Services  
Report**

John Vino, General Services Director and Floresto Cabias, Chief Financial Officer went over the timeline outline for the West Las Vegas



**(Item VI.A.3.b.)**

project. (Timeline attached)

Trustee Rogers stated that he met with the team and they reviewed the last two or three construction projects to look at all the milestones to give the update for the Board, which will get Board approval on those items as the project is moving. Trustee Rogers reiterated that everything is in line with what progresses in previous new library construction projects and ahead of the schedule within some of those milestones. Mr. Vino says This project is in a better position than with East Las Vegas. He is hoping for the final contracts to be brought to the Board sometime around August or September and then groundbreaking in early fall.

Trustee Ortiz stated that the procedures were done incorrectly. He stated the Board of Trustees should've been presented information to have the items voted on to know the projected cost. He also mentioned that he was unsatisfied with how the timeline was presented and asked at the last minute that an agenda item be presented in order to have a conversation because it violates the open meeting laws. Trustee Rogers replied to Trustee Ortiz that this process is the same as others. The information for the budget will be brought to the Board the same way it has always been in previous construction processes. He wanted to be clear that this process is no different than any other and the Board is being made aware of everything. Trustee Ortiz responded that the agenda item should not be under consent, but under the regular agenda item and that the public should have the ability to agree or object. He says it has been buried under the consent agenda, not allowing public discussion. Chair Wilson responded to Trustee Ortiz that he was not being truthful with his comment. He mentioned that a consent agenda is standard operating rules of order and that every Trustee is asked before the consent agenda is heard, if there is anything they'd like to pull off the consent Agenda for discussion. Also, public comments are done before the Consent agenda and anyone can sign up to speak on any item on the Consent Agenda during public comments which is before the Consent Agenda is voted on. Trustee Rogers stated that when the time comes for this to be brought to the Board, it will be under the Regular Agenda for discussion.

Trustee Whiteley mentioned that she feels very informed and appreciates the continual updates that are given. She also states she has no concerns with the way the process is going thus far and trust the staff to take the appropriate steps. Trustee Foyt agreed with Trustee Whiteley.

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

No questions.

Chair Wilson accepted the Library Reports.

**Unfinished Business  
(Item VII.)** None.

**New Business  
(Item VIII.)**

**Consent Agenda  
(Item VIII.A.)** Trustee Ortiz 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 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. .  
(Item VIII.A.1.)** No question.

**Regular Agenda  
(Item VIII.B.)** None.

**Announcements  
(Item X.)** 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.

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**Public Comment  
(Item X.)**

Eboni Nance, Executive Assistant, read two written public comments into the record, received via email:

"My name is Mya Harvey who resides at 6439 Glory Rise CT, Las Vegas NV 89142. Unfortunately I'm unable to attend tonight's meeting however I still want my voice to be heard. What we allow is what will continue. Commitment and communication fail the day we become silent of things that matter. I demand we rescind Kyle Rittenhouse's invitation to speak at an event at East Las Vegas Library! I say NO to white supremacists, they will NOT be welcomed nor tolerated in the city of Las Vegas!"

"To whom it may concern,

My name is Katelin Provost and I will not be able to attend tomorrow's board meeting, but want my comment submitted. I was recently informed that the East Las Vegas Library intends to host a Mass CCW event titled "Guns in the Library" and has invited an acquitted murderer, Kyle Rittenhouse, to speak. Though I value our first amendment rights to free speech, I do not believe that guns belong in our libraries, and I do not believe this is the message you want to send our community. Kyle Rittenhouse murdered two people. Being used as a political pawn to endorse the use of guns at protests to kill people who disagree with you is abhorrent. I am appalled at the event. I am appalled that the Library district had agreed to allow this event. And I am asking that you strongly reconsider.

Thank you,"

Shelby Swart- 3925 Aspen Cove St, Las Vegas, NV 89129 "Thank you, Director Watson, Chair Wilson and Trustees. I am Shelby Swart. I live here in Las Vegas at [inaudible]. Recently, I was disgusted to see an event promoted as Guns in the Library hosted at the East Las Vegas branch. I was even more appalled to see that Kyle Rittenhouse would be a special guest of the instructor. The library is a public space open for all Las Vegasans to use and to allow an event like this, featuring a man who took two lives in the name of white supremacy, is to tell the people who rely on the library services daily that you don't value their safety or their lives. Killer vigilantes should not be afforded a platform, least of all in a space that is treasured by children and their families. It is your responsibility to ensure that the library remains a safe haven of learning in our city, not a stage for a man who was best known for shooting three people and getting away with it. Thank you."

Laura Martin- 4009 Cotton Seed Ct., North Las Vegas, NV 89031 "Thank you. My name is Laura Martin. I'm the Executive Director of the Progressive Leadership Alliance of Nevada. We are a statewide social justice organization working to build a more fair just Nevada that puts people and planet first. Sorry, my address [inaudible]. We like the East Las Vegas Library. We've hosted bill signings there with the governor, movie screenings for people with DACA, and if you drove past the East Las Vegas Library on Bonanza last summer, you would have seen our public art installation highlighting the faces of the people who work at the library and live in the community on the side of the building. In October 2022, we sent in paperwork to the East Las Vegas

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Community Center requesting use of their parking lot for an early vote celebration for first time voters. This is something we do every election. It has food and it has mariachi and it's just a nonpartisan celebration of any and everybody would be a first-time voter in that election. The East Las Vegas library denied our request and said our event was too political. However, they did allow Senator Catherine Cortez Masto to host the political early vote event in that same place to promote her reelection. It's clear that the East Las Vegas library can pick and choose who uses their facilities, which we were fine with at the time, but to learn that the Library District is now saying they cannot deny anyone who fills out appropriate paperwork, including concealed carry instructors who are known to present racist, anti- Black slides or armed vigilantes who attend Black Lives Matter rallies, armed and eventually killing multiple people. What is next for the Library District, approving a springtime for Hitler celebration? Have some morals and ethics. Guns don't belong in the library, and neither do classes that teach people to conceal them there. The Library District must act and show the residents of East Las Vegas you do care about their safety. Thank you."

Nathaniel Phillips- 1412 E Carson St., Las Vegas NV 89101 "Good evening, Trustees and Director. My name is Nathaniel Phillips. My address is [inaudible]. I'll try and keep this as concise and to the point as possible, but I just got off work recently. I'm an elementary school teacher on the east side. I also live within walking distance of the East Las Vegas Library. I'm usually running there because I'm perpetually late to things, but I'm delighted that I get to live so close to what is really the flagship library in our community and one that is so important to people who look like me and the folks who are sitting behind me. I want to try and say things that other folks are not going to say. But to my knowledge, so far, the only response that the library, besides what has been said, the other response from the District to this event happening, is that we condone racism. Maybe 50 or 60 years ago that might have been a meaningful or substantive response, but it's not enough these days because we don't condone racism but avowed racists are coming to the East Las Vegas Library. They will be there. I think some of them would want to bring their guns. I know that in 2020, when our country was engaged in the most expansive social justice and protest movement in our nation's history after the death of George -- murder of George Floyd and Breonna Taylor, this Library District, one of the largest and most diverse signed on to the statement of race and social equity of the Urban Libraries Council, or whatever it's called and one of those pledges that we all pledged to was to eliminate racial and social equity barriers in library program services, policies and practices. And one of the ways that we can do that is actually taking a firm stance against fascism coming into our community and providing a platform for people who love a young person who thought it would be a fun field trip to go enact violence in a community that he did not belong to. I also want to personally besiege the members of color, the Trustees of color on this Board to think about what impact this going to have on other bipod people in our community. It has been said that the facilitator of the concealed weapons classes, he's an equal opportunity racist, but that's not

actually how racism works. Just because you are racist or have racist slides about multiple groups, even if you're a minority, that doesn't take away the fact that it is still racist and that you are engaging in racism. So I'm sure it violates well, let me take that back. The other response from the Library District is that you have updated your rental policies to adhere to the recommendations provided by the State Equal Rights Commission or something like that. Again, that is an impotent, if not an incredibly enfeeble response to a valid fascist; people who have killed people, people who have put things on their slides, like make sure you shoot babies when you're around black people, because you're sure to hit a gang member. I don't understand how we can sit up here and debate this. So the Library District actually does have the power to prevent hate speech, to prevent racism on its properties and to not do that. I understand it's a public space, anyone can rent and reserve it. But we actually have tools of preventing hate speech at our libraries the same way we prevent guns at our libraries. And that's a whole other issue. It seems that there are pockets of our community who are so ferociously adamant about being able to bring a deadly weapon to our library campus. So again, if you care about people not dying, if you care about actually upholding your statement on race and social equity, let's find a way to prevent this event from happening and especially in the heart of Las Vegas, in a black and brown community. Thank you very much."

Nephi Khaliki- 2800 S Highland Dr, Las Vegas, NV 89109 "Good evening. My name is Nephi Khaliki. I'm at [inaudible]. I'm a 29-year resident of Las Vegas. There are many conversations that are difficult to have. An officer notifying a stranger that their son has been killed by a drunk driver. A father telling her son that someone killed their mother for the contents of her purse. As the organizers of the CCW event at East Las Vegas Library, we are self-defense instructors, who dedicate our lives to stopping those things I just mentioned from ever happening. The responsibility for addressing the mindset and guiding the actions of gun owners in our community lies with us as instructors. We recognize that Kyle Rittenhouse is a difficult discussion. It is one that needs to be had. We cannot learn from things like this unless we talk about it. We want the District and the public to know that our intention in having this event is to bring about change. As hard as this conversation is, it is our responsibility as instructors to have that conversation. And we would ask people to trust us to do our jobs and to bring about change. Thank you."

Shanzeh Aslam- 1012 Windy Ferrell Avenue, North Las Vegas, NV 89081 "Board of Trustees, my name is Shanzeh Aslam. My address is [inaudible]. I am the Economic Justice Program Manager of the Progressive Leadership Alliance in Nevada, a social justice organization committed to uplifting the voices of our most marginalized and directly impacted communities. It is horrifying that this library that serves a community of predominantly people of color will host a concealed carry instructor who has used violent anti-Black racist slides; slides titled Firearm Safety for Black people that laid out instructions such as always pick -- lick the chicken grease off your fingers before shooting, always make sure there's a white person around so you have someone

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to blame for everything wrong in your life, and always aim for small children to ensure you actually hit another gang member. That's disgusting. And you will host an individual who crossed state lines, armed, to attend a rally with which his values did not align, armed, who ended up murdering two people at a Black Lives Matter rally. Guns do not belong in the library. As a gun owner, I understand gun safety. I understand conversations are important, but guns do not belong in a library and this type of racism does not belong in institutions our tax money pays for. Libraries should be a place for the community to get resources, learn skills and have cultural celebrations, and we should be able to do that safely. And I urge you to cancel this event immediately. Thank you."

Tamara Favors- 4317 Stardusks Falls, North Las Vegas, NV 89084  
"Good afternoon, Board members. My name is Tamara Favors and I'm a resident of North Las Vegas [inaudible]. I am a Housing Justice Organizer with Progressive Leadership Alliance on Nevada. I've come to ask you why and how is it possible to give a murderer a platform whose sole purpose was to drive across state lines to cause harm and trauma to individuals at a BLM protest; however, you denied my organization to host a GOT event, which was to ensure overlooked communities members have a choice of what to vote to make a positive change in Nevada and the community. Giving a murderer a platform to potentially inspire another person to cause harm and trauma while denying our community a space to celebrate and uplift our democracy is absurd and makes no sense. It is showing that you're picking and choosing who has a platform. Thank you."

Michelle Maese- 7078 Sunland Hills Ave, Las Vegas, NV 89113 " Thank you. Good evening, Mr. Chair and members of the Board. My name is Michelle Maese. Oh, my address is [inaudible]. My name is Michelle Maese. I'm the President of SEIU Local 1107, largest health care and public sector union in Nevada in the world. We represent about 19,000 members in Clark County. I'm also Clark County Family Services supervisor with the Child Fatality Incense Abuse Units for Clark County. I'm here today to raise awareness and alarm about the concealed weapons workshop scheduled on May 13th at the East Las Vegas Library. The guest of honor, Kyle, as we all know, he's infamous. The workshop will be held by the same gentleman that you just heard from, and in last April when they held the event in the other library, they were renounced by the library after they left and many of the other individuals who were at the library also. There's much to unpack about the statements that were said today, but I want you to remember what the last statement said was that he said, aim at a child so you always ensure that you're going to hit another gang member. Working for the Child Fatality Unit, I have been on the other side of what he talked about, about telling family members that their children are not coming home anymore, and it is a horrible conversation to have with people. So to have it in the library is not what we need to do. The U.S. had 647 mass shootings last year according to the Gun Violence Archive. We've had 106 this year. 300 children were killed by gun violence last year, and 43 have already died this year. The instructor said again, a child's death was a joke. I can assure you, as a mother and as a

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community member, that is not a joke. That is 100 percent not a joke. I want to refer you to our Clark County governing principles: Accountability, excellence, innovation, integrity, open and inclusive government and respect. Hosting this type of event does nothing to uphold our county values as a community and as a government. If this Board doesn't see this as a violation of our county values, then we have a serious problem. We need more gun safety laws, more justice and more understanding of class and racial lines, and not less. If you need proof, look back at our guiding principles like I just read to you and events like this need to be cancelled for being too political. As you just heard, there were a couple other events that were cancelled for being too political. Hosting an event like this will give a platform for hate; that is a difficult conversation to have. As an anti-racist organization, SEIU Local 1107 cannot accept that. Our community, we deserve better, our children deserve better, you deserve better, to put your names on something better, and we will hold this Board accountable for the actions or inactions that you take. Thank you."

Jeri Burton- 1717 Matador Way, Las Vegas, NV 89128 "Thank you. My name is Jeri Burton. I'm the Executive Director of the National Organization for Women, the Nevada chapter. My address is [inaudible]. I'm a 65-year-old, 65-year resident of Nevada. So we were talking about how long we've lived here. So what happened was my husband actually must be on some mailing list and received an e-mail about the event and it had some -- you know, what caught our eye were some just horrific pictures of people sitting at a -- on a bench saying Guns in the Library with children -- with shirts that say Guns in the Library. So that caught my eye. And then I remembered the event that was held in the Flamingo Library. We had heard about that before, about the racist thing. So I took it upon myself to write a letter to the Trustees, you may have received it, and I said I was writing to express my concern over the event attached that they're advertising this as guns in the library and have Kyle Rittenhouse as a speaker. A recent event was cancelled by the Venetian last year when they realized who was speaking and the agenda. Having children and Guns in the Library t-shirts in their ads is bad advertising for the library, I said and allowing them to hold this event in our community library is wrong. Please cancel the event as the Venetian did. Their statement -- the Venetian's statement was, "While the mall does not speak on behalf of tenants, the shopping area wanted to emphasize that the event did not align with our properties core event guidelines." And I can't imagine this aligns with the Library District's values. Since then I've seen an article that talked about how Kyle Rittenhouse was upset that things kept getting cancelled and there was actually a brewery in Texas who cancelled an event saying it didn't align with their values. So if it doesn't align with a brewery in Texas, but it's okay for the library. So I got a nice letter back basically saying, sorry, we don't censor our people. And I said, you know, thank you for responding, I understand you have a policy in place. I've rented library rooms for the Nevada NOW meetings and had to follow the rules and -- but you have experience with -- I said you have experience with the same person holding this event at the Flamingo Library. You know who this is this time, you had to apologize last time. And other people have talked

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about the slides. He says trust him, but he had slides talking about licking grease off your fingers and talking about Black people and how -- you've heard this already. You have evidence of what the last event looked like. Kelvin Watson with the Clark County Library told the Review Journal back then that the District condemned the hate speech in any form and would be reviewing the room rental policy. So -- but now he's okay to come to the East Las Vegas library. And again, you know what it looks like this time. He has a radio show, a previous program, you're not like going blind this time. You know exactly what it is. So, anyway, I hope you'll consider all that we're saying. We're all community activists and members of your community. And we have -- I have grandchildren. This is just awful, and I wouldn't have taken this much time to write these letters if you just wasn't appalling. So thank you and I hope you'll cancel the event as so many other all around the country have been doing."

Robin Franklin- 6931 Stone Cactus St, Las Vegas NV 89148"Good evening, Board. I'm Robin Franklin. I live at [inaudible]. And so I thought I was going to prepare something to say to you guys, but I really -- I don't have anything that could come off the top of my head knowing that I just wanted to say that I am -- I also just wanted to let you know that I'm a supervisor for Child Protective Services with the Department of Family Services and I'm the Political Relations Advisor for the National Action Network. When you think of the library and -- at least when I thought of the library, I always thought that this was this treasure trove of information that I can get, that it was one of the safest places where I could go growing up in basically the ghetto, right? And I always considered it to be that safe place and that's where children, that's where families go. And you are going to host an event that will put that in jeopardy for kids. This is about guns. This is not about, you know, let's write a short story. This is about people learning how to conceal a weapon that kills. You are going to give a platform to a person who has killed. It is a national, international known thing, a known racist. This is not something -- I know everybody has already said it, this is not something that you don't already know. As a taxpayer, as a mother, this is not okay. You know this, you can make the decision to say that this person should not be allowed to come into this community, to come into this black and brown community, to come where children go to be safe and to learn and to escape. You have a -- you have the ability to do that. So I ask you to please reconsider this application. I know that you wouldn't let strippers come and hold a party there. You wouldn't. But you're going to let this person be there with guns? You know, these people are going to bring guns on this premises. And you have children, not just teenagers. You have toddlers, you have mothers, you have children going to be on those premises. It is your duty to protect our public because that's what our taxpayers pay -- or our tax dollars pay for. Please do your job. Thank you"

Trustee Benavidez wanted to say a comment to everyone present.-  
"Thank you. Thank you for coming. Thank you for spending your time. As a mother, as a Trustee and as a Latina, I hear you. So I just want



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to thank everyone that's present that took their time out of their evening to come and put your voice, your thoughts to us. Thank you. I appreciate that."

**Executive Session**      None.  
**(Item XI.)**

**Adjournment**              Chair Wilson adjourned the meeting at 5:58p.m.  
**(Item XII.)**

Respectfully submitted,

Elizabeth Foyt, Secretary

### **Project Budget and Timeline Clarification**

Per your request, I have researched past procedures and timelines, concerning budget and architectural phasing for Board Approval. Below is a summary of the District's past practices, with East Las Vegas Library, included as a comparison.

I could find no requirements for additional Board approvals for budgets or timelines, other than the one we are following, which is constant with all past project practices.

I have also requested Floresto Cabias, CFO to help with confirming, that no outside approvals of our project budget or procedures are required.

### **Working Budget**

A project budget is established with the Architect and is included in the Architectural Contract Award, which is brought to the Board for approval. The project budget is also included for Board review and approval at the presentation of the Schematic Design (30% complete) and Design Development (60%). The final project construction budget can only be established after project bidding and is approved by the Board at Contract Award.

### **Phasing - Schematic Design**

At the January 2023 Board Meeting, the Board approved the Schematic Design Phase for the West Las Vegas Library and authorized staff to have KME Architects proceed to the Design Development Phase.

An extensive package was presented to the Board for review and approval, including:

- Design Consideration, drawings and renderings
- Schedules
- Project Budget
- Narratives for Landscaping, Acoustics, and Artwork
- Narratives LEED Sustainable Designs
- Interior Design Visioning Presentation

### **Design Development**

As we move into the details of the Design Development phase, we will receive multiple estimates from independent sources and the project budget, as well as the project scope, will be adjusted accordingly.

This is an extensive and time consuming process, each estimate can have as many as 700 line items, each requiring verification of quantities, unit costs, square footages, linear footages and total dollar costs. Each of the project design details, as well as the intended scope may need to be adjusted, reengineered or even eliminated.

East Las Vegas Library took approx. 6 months before the Design Development Documents were submitted to the Board for approval, October 2016 – March 2017. I hope to bring the Design Development Document to the Board in three to four months (April/May 2023).

### **New Market Tax Credits** (Floresto Cabias, CFO)

At this time (April 2023) the District will also be moving forward with The New Markets Tax Credit Program (NMTC Program). The NMTC Program provides tax credit incentives to investors for equity investments in certified Community Development Entities (CDEs), which invest in low-income communities.

In order for the District to participate in the NMTC Program, a QALICB must be created 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.

#### **Construction Documents/ Final Approvals**

After approval of Design Development, the Architect will finalize the construction documents, with a final budget check when the drawings reach 95% complete. The project will then be publically bid and the final contract brought before the Board for Contract Award.

For the East Las Vegas Library, this process took a little over one year - October 2016 until the start of construction in November 2017 – I am optimistic that we will complete the process in 6 to 9 months - with project bidding sometime this summer and construction starting this fall.

I would hesitate to guarantee a budget or timeline at this time. The West Las Vegas Library project is challenged by the uncertainty of current and future economic conditions, as well as unpredictable supply chain shortages. This project, like any of our projects, will need to be managed through these obstacles.

However, I would not hesitate to state that the District is well-positioned to manage this project to its successful conclusion. I believe we have the right teams and financial resources in place, and are in a better position than we were for the East Las Vegas Project.

I will be happy to answer any question on this matter

Thanks - John Vino



## ITEM VI.A.

### MEMORANDUM

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**TO:** Board of Trustees

**FROM:** Kelvin A. Watson, Executive Director

**DATE:** March 31, 2023

**SUBJECT:** Executive Director's Monthly Report, April 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' April 20, 2023 meeting. I have supplemented this with information in the board packet and distributed to Trustees.

Attended the 2023 SXSW EDU Conference in Austin Texas. Spoke as a panelist for the Counteracting Book Bans through Libraries session.

Attended the LVCCLD & COX "Party with a Purpose" to celebrate the 50<sup>th</sup> Anniversary of Hip Hop and to bring awareness to the affordable internet programs offered by Cox.

Introduction meeting with Director Dzurenda of the State of Nevada Department of Corrections to discuss potential partnership.

Interviewed with KNPR for their "State of Nevada" radio program to discuss book clubs, circulation, programming, and resources the Library District offers.

Participated in the interview panel for the Library District Regional Managers position. Two finalist candidates have been identified for the second round of interviews.

Attended the 2<sup>nd</sup> Annual "Chalk it Up" Festival at Summerlin Library.

Held Leadership Meet and Greet with UNLV's Library Leadership team along with the District's Administration team to discuss roles, ideas, goals, obstacles, and strategies.

Held New Hire Roundtable discussion for staff who have been hired for 0-3 years with the Library District.

Attended the Computer and Libraries Conference and participated as a panelist for Library Leaders Summit Talent: Does Organizational Culture Eat Strategy for Breakfast? Also, presented on Powerful Partnerships.

Attended Breakfast with Latin Chamber of Commerce Leadership to discuss placement of the 24/7 Library inside of the Boulevard Mall.

Interviewed for Teen Talk Podcast in our Teen Zone at West Charleston Library to discuss music and the influence of Hip Hop on today's teens.

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

- Attended the Executive of the Year Luncheon with Workforce Connections Board
- Met with Roseman University Leadership along with JoAnn Prevetti to tour the Windmill Library
- Attended the ULC Director/CEO Meeting
- Participated in the Southern Nevada Library Director's Meeting
- Participated in the ULC Conversation on Advocacy
- Met with Councilwoman Palenske
- Met with Bruce Woodbury
- Participated in the kickoff for OCLC's Public Library Research and Learning Agenda's Advisory Group
- Participated in the Workforce Connections Board Meeting
- Met with Commissioner McCurdy
- Attended the weekly LVEA meeting
- Interviewed for Lifting the Legacy podcast
- Participated in the Nevada Legal Kiosk Project demo

## ITEM VI.A.1.a.



### MEMORANDUM

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

FROM: Leo Segura, Library Operations Director

DATE: March 31, 2023

SUBJECT: Library Operations Report, April 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 **February 1 – February 31, 2023**.

#### POWERFUL PEOPLE

- Library Operations concluded recruitments for One (1) Page, two (2) Circulation Assistants, Three (3) Multiservice Assistants, Two (2) Youth Services Assistants, One (1) Computer Lab Department Head, and One (1) Librarian.
- February 2023, the Library District signed up **12,305 new library card** users, a 132% increase over the same period in 2022 and 29% above pre-pandemic totals. Our new cards continue to be a draw in branch and at outreach events.
- Gate count** in February was **321,441** continuing our trend with a 17% increase from February 2022 but still only 66% of 2019 numbers.
- During February, staff answered **37,294 reference questions** and conducted **146 curbside deliveries**.
- Volunteer hours** saw an increase of 6% as our volunteers logged **2,173 hours** of service to the Library District.
- 312 Homeschool sessions** were logged.
- 48,343 Wi-Fi** sessions were logged for February.
- Super short month yet **Enterprise Library** bookstore pulled in \$2166.30! Lots of work by CS staff to get donations out on the tables & into the bookstore.
- Laughlin Library** hosted County Commissioner Michael Naft. They also had a surprise cameo visit from Board of Trustees Vice-Chair Nathaniel Waugh!
- Sahara West Library Bookstore** made **\$5540.80** in February.
- Monica Moradkhan** VP of Community Relations at the Wynn dropped off 48 cookies to the **West Las Vegas Library**. Their chef specifically baked them for staff that morning to thank them for all the work we do in the community especially during Black History Month.



- **Mount Charleston** and Library Operations thanks General Services for clearing out the snow so our staff could make it to the door safely.



### POWERFUL PLACES

- Library Branches improved overall **circulation** to **890,039 items**, a 15% increase over February 2022.
- **83 passports** were issued with **\$3,673** in **fees** collected.
- **87,001 PC internet sessions** were logged improving access by 8% over February 2022.
- **Mount Charleston Library** started its Hydroponics program-teaching customers about the stages of plant life and hydroponics systems as they came in.
- **Gallery Services** came to install new artwork at the **Moapa Town Library**.



- **Sandy Valley** continued refreshing their collection and reorganized various sections of the customer area to make it more user friendly.
- **Searchlight** rearranged shelving to give the library two defining sides; one is youth service and Adult service. Staff also carved out a space for a YA section giving teens a place to hang out. The customers have had a

positive reaction to these changes.

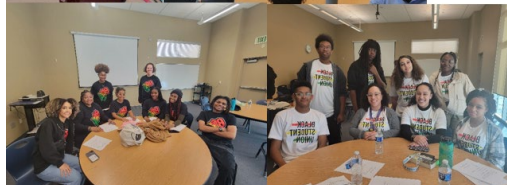
- **Sahara West Library** Viva Las Vinyl record listening program continues to bring in a solid group. Additionally, Heavy Metal Meetup's topic for February was African Americans in heavy metal. This discussion highlighted some of the most influential musicians in the heavy metal genre, from the all African American heavy metal band Black Death from the early 80's, to musicians such as Rocky George, Greg Fulton, Derrick Green, and Terrance Hobbs.
- **West Charleston Library** Lab staff launched their Cannon Camera Photography Workshop in February. Participants learn how to set-up the equipment, the concepts of composition, lighting, and style ...

### POWERFUL PARTNERSHIPS

- The Library District participated in the Councilwoman Brune's **Ward 6 Book Drive** donating several cases of used and donated books to help constituents in "Planting Seeds of Greatness."
- The **Best Buy Teen Tech Center (BBTTC)** at the **Clark County Library** won a **Best Buy** \$75,000 grant. The BBTTC is interested in "leveling up" activities like VR programming, Blender and 3D printing programming among others.
- **Enterprise Library** Cox teen lab continues to have heavy use with 105 teens using the space in February.

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- The café inside our **East Las Vegas Library, Café con Leche**, reopened on Valentine's Day!
- **Goodsprings Elementary** visited the branch for a Valentine's painting project, and **Goodsprings Library** staff visited the school 3 times in February (2 STEAM projects, 1 reading for Nevada Reading Week).
- **Indian Springs Library** continued to work with **Celestial Manna/Three Square**: on their Trader Joe's food pick-up available to our locals.
- **Meadows Library** continued to meet with the **Stupak Community Center** and work on different partnerships for the future. Staff is working on adding a community garden and they already have a set space for a garden **Acelero Learning** inside the center is establishing a month-long program with the kids to learn about hydroponics and a story time connected with gardening.
- **West Las Vegas Library L. Gibson** attended the **African American Quiz Bowl @ PBS with Dr. Linda Dougan** and local Area High Schools high school students. West Las Vegas staff assist by writing questions and verifying answers.
- **Mesquite Library** started New Partnership – ASL Classes which they host 2X a week.
- **Summerlin Library's Adelson School** students' Kindness Initiative continues and provided mentoring to help attract more interest.



- **Employ NV** held a teen job fair at the **West Charleston Library**.
- **Whitney Library** reported staff visited 25 Middle & High Schools to promote the Teen Empowerment Summit and Nevada Reading week. Overall staff ended up speaking to 1,308 individual students!!! Whitney outreach

to the Elementary schools was stellar as well conducting 9 visits and speaking to 279 students through storytimes, puppet shows, and library commercials.

- **Windmill Library** lists US Department of State, CCSD – Andson, and UNLV – America Reads as their strong partnerships accessed this February.
- **Library Operations and Branding and Marketing** continued to do outreach at the Las Vegas Golden Knights home games where they Distributed hundreds of LVCCLD bookmarks and 50 LVCCLD/VGK t-shirts and created or updated more than 75 library cards
- **West Las Vegas** hosted the **African American Teen Leadership Summit**.

### POWERFUL PLATFORMS

- **Centennial Hills** held a 3D Printing and Design Remixes Workshop where staff provided a step-by-step simple 3D design and showed how to remix it to make it your own!

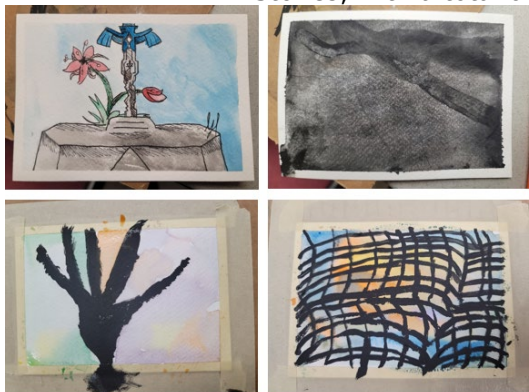




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Staff featured free software Tinkercad.com to personalize the objects and show how you can use multiple elements to create a finished design. Each participant who finished a design was able to get it 3D printed for later pick up.

- **"K"** at **Blue Diamond Library** is now circulating "movie bundles" with a bag of popcorn (while supplies last) and a book buck. They are also circulating a "book and film" bundle with a book buck.
- **Bunkerville** Afterschool Hangout served 122 over the month. Many are repeat visitors.
- **Clark County Youth Services** hosted Charlotte Blake Alston's *Fiddlin' With Stories*, with a total of 298 attendees.



- **Indian Springs Library** Stained Glass with Watercolors. This was our biggest watercolor night yet! We temporarily removed our chairs for reupholstery, giving us more room to add a table. We had 19 people in attendance! Introducing a new medium into our watercolors, we had artists use black acrylic paint to paint the panes in their watercolors. Once dried, artists wet individual panes and added color. The final paintings are spectacular:
- Moapa Valley is seeing increases in adult,

children and teen attendance at their programs.

- **Rainbow Library** reports that weekly storytimes continue to do well. For February, 749 children and their caregivers attended Baby, Toddler, Preschool, 0-5, and Family storytimes. Family Storytime is Rainbow's newest addition to their weekly programs.
- Monica at **Summerlin Library** provides instruction in her Squeegee Art meetup.
- **Sunrise Library** hosted 15 adult programs and 52 Youth Service Programs. Programming added for adults include: Maker shop Sewing, Card Crafting, Strategy Saturday, Color Me Happy, Sunrise Book Subscription Boxes, Sunrise Music Society, Bring Your Own Book Club, Sunrise Book Club, 2 Come Out and Clay sessions, 2 Painting Parties (Sat + Sun), Jigsaw Sunday, Football Sunday (passive), Puzzle Place (passive).
- **Spring Valley Library** served over 815 youth in Homework Help. The new Adult & Customer Service Desk was assembled.
- Being on a college campus, study rooms are important. **West Charleston Library** booked 897 study room reservations for February.



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## Popular Fiction February 2023

	Number	Title	Author		Number	Title	Author
	1	<a href="#">The boys from Biloxi. (catalog.)</a>	<a href="#">Grisham, John.</a>		6	<a href="#">Racing the light : a novel. (catalog.)</a>	<a href="#">Crais, Robert.</a>
	2	<a href="#">Triple Cross. (catalog.)</a>	<a href="#">Patterson, James. 1947-</a>		7	<a href="#">The perfect assassin. (catalog.)</a>	<a href="#">Patterson, James. 1947-</a>
	3	<a href="#">Desert star. (catalog.)</a>	<a href="#">Connelly, Michael. 1956-</a>		8	<a href="#">No plan B. (catalog.)</a>	<a href="#">Child, Lee.</a>
	4	<a href="#">Going rogue. Rise and shine twenty-nine : a Stephanie Plum novel. (catalog.)</a>	<a href="#">Evanovich, Janet</a>		9	<a href="#">Treasure state : a Cassie Dewell novel. (catalog.)</a>	<a href="#">Box, C. J.</a>
	5	<a href="#">Long shadows. (catalog.)</a>	<a href="#">Baldacci, David.</a>		10	<a href="#">Righteous prey. (catalog.)</a>	<a href="#">Sandford, John. 1944 February 23-</a>

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## Popular Nonfiction February 2023

Number	Title	Author	Number	Title	Author
1	<a href="#">Spare</a> (catalog.)	<a href="#">Harry, Prince, Duke of Sussex, 1984-</a>	6	<a href="#">Breathe in, breathe out : restore your health, reset your mind and find happiness through breathwork</a> (catalog.)	<a href="#">Sandeman, Stuart.</a>
2	<a href="#">I'm glad my mom died</a> (catalog.)	<a href="#">McCurdy, Jennette, 1992-</a>	7	<a href="#">One pot magic : cooking with your air fryer, casserole dish, Dutch oven, pressure cooker, sheet pan &amp; slow cooker</a> (catalog.)	
3	<a href="#">The extraordinary life of an ordinary man : a memoir</a> (catalog.)	<a href="#">Newman, Paul, 1925-2008.</a>	8	<a href="#">Atomic habits : tiny changes, remarkable results : an easy &amp; proven way to build good habits &amp; break bad ones</a> (catalog.)	<a href="#">Clear, James.</a>
4	<a href="#">Friends, lovers, and the big terrible thing : a memoir</a> (catalog.)	<a href="#">Perry, Matthew, 1969-</a>	9	<a href="#">The art of seduction</a> (catalog.)	<a href="#">Greene, Robert.</a>
5	<a href="#">Confidence man : the making of Donald Trump and the breaking of America</a> (catalog.)	<a href="#">Haberman, Maggie.</a>	10	<a href="#">ACT total prep, 2020-2021</a> (catalog.)	



## West Region Branch Spotlights

## Celebrating Black History Month



Regional Manager's Desk - Dr. Roz

Sahara West Library  
Black History Month Book Display

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**MEMORANDUM**

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

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

**DATE:** March 31, 2023

**SUBJECT:** Security Report, April 2023

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

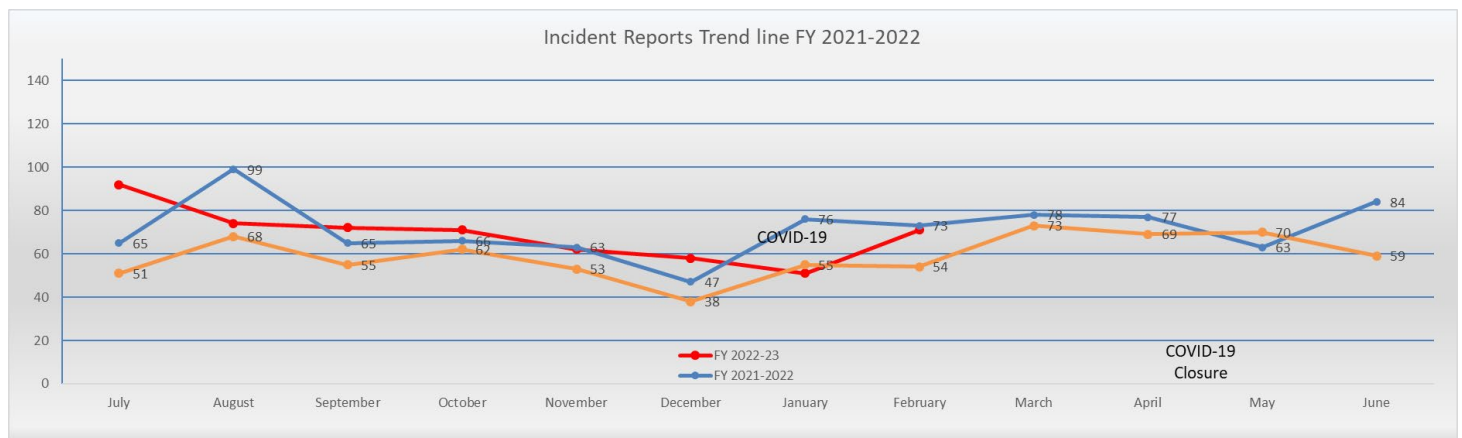
Branch	Incident Reports				Mar-21	Mar-22	Difference	% Change
	Feb-22	Feb-23	Difference	% Change	Feb-22	to Feb-23		
BLUE DIAMOND LIBRARY	0	0	0	0.0%	0	1	1	100.0%
BUNKERVILLE LIBRARY	1	0	-1	-100.0%	1	1	0	0.0%
CENTENNIAL HILLS LIBRARY	0	2	2	0.0%	18	20	2	11.1%
CLARK COUNTY LIBRARY	21	14	-7	-33.3%	228	202	-26	-11.4%
EAST LAS VEGAS LIBRARY	5	4	-1	-20.0%	69	74	5	7.2%
ENTERPRISE LIBRARY	6	1	-5	100.0%	39	32	-7	-17.9%
GOODSPRINGS LIBRARY	0	0	0	0.0%	0	0	0	0.0%
INDIAN SPRINGS LIBRARY	1	0	-1	-100.0%	2	3	1	50.0%
LAUGHLIN LIBRARY	1	0	-1	100.0%	9	12	3	33.3%
MEADOWS LIBRARY	1	1	0	0.0%	4	3	-1	-25.0%
MESQUITE LIBRARY	1	1	0	0.0%	16	12	-4	-25.0%
MOAPA TOWN LIBRARY	0	0	0	0.0%	0	0	0	100.0%
MOAPA VALLEY LIBRARY	0	1	1	0.0%	3	5	2	100.0%
MT CHARLESTON LIBRARY	0	0	0	0.0%	0	0	0	0.0%
RAINBOW LIBRARY	0	2	2	0.0%	21	28	7	33.3%
SAHARA WEST LIBRARY	4	8	4	100.0%	45	61	16	35.6%
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	4	7	3	75.0%	53	81	28	52.8%
SUMMERLIN LIBRARY	3	4	1	33.3%	13	34	21	161.5%
SUNRISE LIBRARY	3	1	-2	-66.7%	19	17	-2	-10.5%
WEST CHARLESTON LIBRARY	7	8	1	14.3%	69	71	2	2.9%
WEST LAS VEGAS LIBRARY	6	7	1	16.7%	47	69	22	46.8%
WHITNEY LIBRARY	9	3	-6	-66.7%	67	91	24	35.8%
WINDMILL LIBRARY	0	7	7	0.0%	32	36	4	12.5%
<b>Total</b>	<b>73</b>	<b>71</b>	<b>-2</b>	<b>-2.7%</b>	<b>755</b>	<b>853</b>	<b>98</b>	<b>13.0%</b>

For **February 2023**, branch staff reported **71** incidents, a reduction of 2.7% when compared to the number experienced in February 2022 and but a 24.6% increase from February 2020 at the start of the pandemic. During this period, the District recorded **321,441** in-person visits. **This ratio is one incident for every 4,527 visits.**

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Branch	Incident Reports				Mar-19		Mar-22		
	Feb-20	Feb-23	Difference	% Change	to Feb-20	to Feb-23	Difference	% Change	
BLUE DIAMOND LIBRARY	0	0	0	0.0%	0	1	1	100.0%	
BUNKERVILLE LIBRARY	0	0	0	0.0%	0	1	1	0.0%	
CENTENNIAL HILLS LIBRAI	0	2	2	0.0%	22	20	-2	-9.1%	
CLARK COUNTY LIBRARY	15	14	-1	-6.7%	174	202	28	16.1%	
EAST (LAS VEGAS) LIBRAF	5	4	-1	-20.0%	54	74	20	37.0%	
ENTERPRISE LIBRARY	6	1	-5	-83.3%	54	32	-22	-40.7%	
GOODSPRINGS LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
INDIAN SPRINGS LIBRARY	1	0	-1	-100.0%	2	3	1	50.0%	
LAUGHLIN LIBRARY	0	0	0	100.0%	10	12	2	20.0%	
MEADOWS LIBRARY	0	1	0	0.0%	3	3	0	100.0%	
MESQUITE LIBRARY	1	1	0	0.0%	30	12	-18	-60.0%	
MOAPA TOWN LIBRARY	0	0	0	0.0%	0	0	0	100.0%	
MOAPA VALLEY LIBRARY	0	1	1	0.0%	0	5	5	100.0%	
MT CHARLESTON LIBRARY	0	0	0	0.0%	1	0	-1	-100.0%	
RAINBOW LIBRARY	1	2	1	100.0%	29	28	-1	-3.4%	
SAHARA WEST LIBRARY	3	8	5	166.7%	47	61	14	29.8%	
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	5	7	2	40.0%	43	81	38	88.4%	
SUMMERLIN LIBRARY	1	4	3	300.0%	22	34	12	54.5%	
SUNRISE LIBRARY	2	1	-1	-50.0%	23	17	-6	-26.1%	
WEST CHARLESTON LIBRA	2	8	6	300.0%	49	71	22	44.9%	
WEST LAS VEGAS LIBRAR	4	7	3	75.0%	79	69	-10	-12.7%	
WHITNEY LIBRARY	8	3	-5	-62.5%	132	91	-41	-31.1%	
WINDMILL LIBRARY	3	7	4	133.3%	41	36	-5	-12.2%	
Total	57	71	13	24.6%	816	853	37	4.5%	

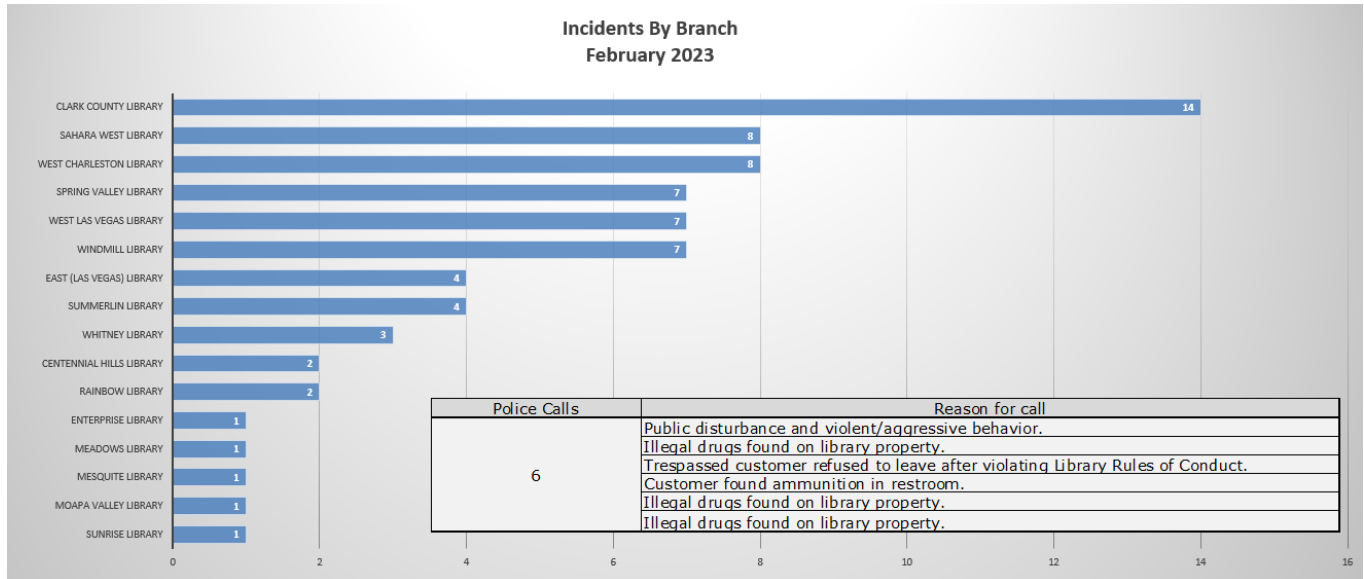
**February 2023** returned us to our standard trendline average while remaining below 2022 totals.



Incidents include all types of activity, not just disturbances with customers.



The **Clark County Library** recorded the highest number of incidents at **fourteen (14) incidents**. The remaining branches reported between **zero (0) and eight (8) incidents**.

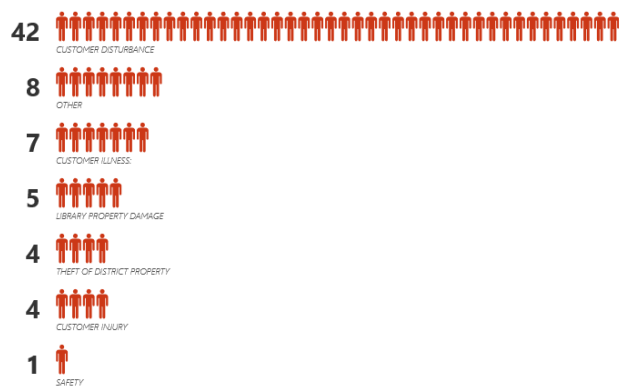


For **February 2023**, the staff made six (6) calls to law enforcement and banned thirty-two (32) customers. Twenty-two (22) adults received a one-year trespass while nine (9) adults received a shorter partial-year ban. One (1) teen was banned or issued a Request for Parental Conference (RPC'd) during February 2023.

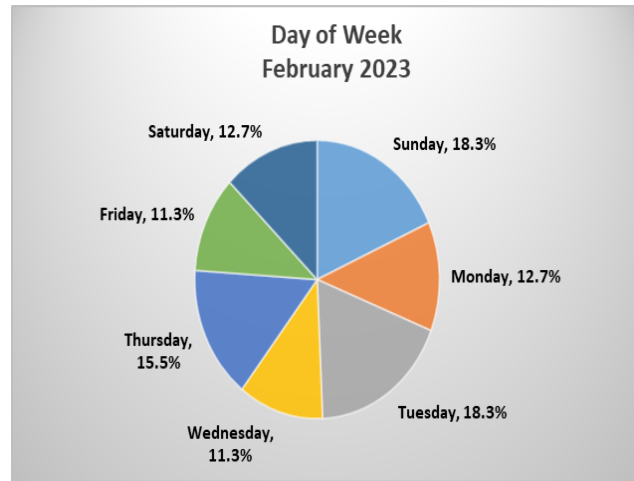
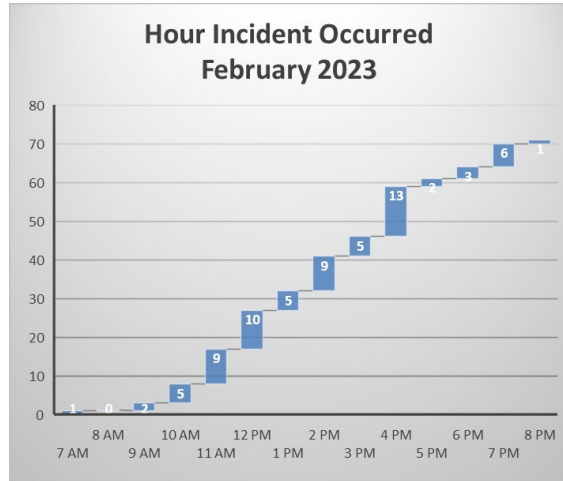
District branch staff encountered **forty-two (42)** customer disturbances, accounting for most incident types at **51%**. This is a **31.3% increase** in customer disturbances from February 2021. This **ratio** is **one disturbance for every 7,653 visits**.

ADULT TRESPASS [ 1 YEAR ]	
CENTENNIAL HILLS LIBRARY	1
CLARK COUNTY LIBRARY	7
EAST LAS VEGAS LIBRARY	1
SAHARA WEST LIBRARY	1
SPRING VALLEY LIBRARY	2
WEST CHARLESTON LIBRARY	6
WEST LAS VEGAS LIBRARY	4
ADULT BAN [ LESS THAN 1 YEAR ]	
CLARK COUNTY LIBRARY	1
MOAPA VALLEY LIBRARY	1
RAINBOW LIBRARY	1
SAHARA WEST LIBRARY	2
SPRING VALLEY LIBRARY	4
MINOR BAN OR RPC [ LESS THAN 1 YEAR ]	
SPRING VALLEY LIBRARY	1

#### FEBRUARY 2023 INCIDENT TYPE



Sunday and Tuesday experienced the highest frequency of incidents with most occurring during the 4:00 PM hour.

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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	19	4.17	2.38
Clark County	120,000	905	124	10.33	8.86
East Las Vegas	41,015	1200	53	12.92	8.83
Enterprise	26,300	526	13	4.94	2.60
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	3	36.90	2.00
Mesquite Learning Center	5,464	133	3	5.49	1.00
Mesquite Library	13,313	370	7	5.26	0.88
Moapa Town	2,000	40	0	0.00	0.00
Moapa Valley	4,700	94	1	2.13	0.17
Mt. Charleston	2,800	56	0	0.00	0.00
Rainbow	26,800	808	19	7.09	2.38
Sahara West	122,000	920	42	3.44	3.82
Sandy Valley	1,200	24	0	0.00	0.00
Searchlight	1,200	24	0	0.00	0.00
Spring Valley	25,000	511	54	21.60	6.00
Summerlin	40,165	1014	23	5.73	3.83
Sunrise	23,000	345	8	3.48	1.33
West Charleston	38,900	1054	47	12.08	5.88
West Las Vegas(excluding Theater)	30,693	370	39	12.71	4.33
Whitney	24,500	563	57	23.27	8.14
Windmill Library and Service Center	142,149	994	28	1.97	3.11
<b>Total Square Ft. Occupancy Rate</b>			<b>Total Incidents</b>	<b>Average</b>	<b>Average</b>
757,429			551	7.27	3.82

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

LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS									
	Total	Rank	Total	Total	Total	Adult		Youth		General Interest		Rental		Total	
						Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	468	20	352	7	21	13	40	26	108	14	81	0	0	53	229
BUNKERVILLE	219	24	1,211	1	39	2	2	82	198	63	71	0	0	147	271
CENTENNIAL HILLS	30,680	2	34,665	500	1,970	21	192	46	2,141	8	232	24	353	99	2,918
CLARK COUNTY	13,844	9	36,697	492	5,378	42	2,327	212	2,461	30	826	25	2,037	309	7,651
EAST LAS VEGAS	11,017	12	22,969	439	4,025	96	903	50	458	39	379	3	105	188	1,845
ENTERPRISE	15,165	6	17,813	298	1,893	27	86	29	1,040	56	1,164	19	466	131	2,756
GOODSPRINGS	461	21	421	1	25	1	2	9	36	9	16	0	0	19	54
INDIAN SPRINGS	587	19	2,679	6	107	2	18	4	19	28	511	0	0	34	548
LAUGHLIN	4,516	14	4,366	76	836	33	430	17	166	1	25	3	71	54	692
MEADOWS	603	18	1,522	20	160	14	14	17	134	16	331	0	0	47	479
MESQUITE	6,720	13	10,503	250	1,147	67	471	61	1,986	18	137	4	26	150	2,620
MOAPA TOWN	332	22	667	1	67	1	0	12	59	0	0	0	0	13	59
MOAPA VALLEY	3,015	16	3,092	31	183	6	51	24	385	6	32	0	0	36	468
MOUNT CHARLESTON	161	25	507	2	8	3	8	3	36	5	46	0	0	11	90
RAINBOW	19,836	4	19,772	362	2,349	41	559	40	1,727	46	1,535	24	340	151	4,161
SAHARA WEST	31,999	1	26,061	537	2,710	100	588	34	1,154	0	0	43	730	177	2,472
SANDY VALLEY	647	17	919	3	133	0	0	0	0	3	14	0	0	3	14
SEARCHLIGHT	265	23	838	2	31	4	15	4	18	13	35	0	0	21	68
SPRING VALLEY	13,205	10	21,009	453	3,475	6	43	79	1,029	59	2,346	10	139	154	3,557
SUMMERLIN	19,162	5	17,034	303	1,093	15	857	19	1,408	17	776	5	42	56	3,083
SUNRISE	14,495	8	19,394	767	2,377	12	327	39	1,754	35	728	0	0	86	2,809
WEST CHARLESTON	13,110	11	19,982	231	2,120	62	498	60	757	30	347	13	617	165	2,219
WEST LAS VEGAS	3,818	15	17,858	174	3,007	69	963	43	472	55	2,870	12	307	179	4,612
WHITNEY	14,985	7	18,620	258	2,710	25	462	100	2,785	29	808	4	93	158	4,148
WINDMILL	28,399	3	22,490	654	2,794	41	973	37	1,183	15	778	14	598	107	3,532
WINDMILL SERVICE CENTER	642,330		0	6,437	48,343	637	8,187	50	1,460	11	5,482	0	0	698	15,129
2023 MONTHLY TOTAL	890,039		321,441	12,305	87,001	1,340	18,016	1,097	22,974	606	19,570	203	5,924	3,246	66,484
2023 YTD TOTAL	7,080,866		2,649,390	68,214	707,201	8,266	110,840	7,011	132,862	5,314	171,674	1,790	67,506	22,381	482,882

<b>ANNUAL MONTHLY COMPARISON</b>															
<b>2022 MONTHLY TOTAL</b>	<b>771,335</b>		<b>275,648</b>	<b>5,297</b>	<b>86,950</b>									<b>2,415</b>	<b>47,390</b>
<b>% CHANGE</b>	<b>15%</b>		<b>17%</b>	<b>132%</b>	<b>0%</b>									<b>34%</b>	<b>40%</b>

<b>ANNUAL YTD COMPARISON</b>															
<b>FY 21-22 YTD TOTAL</b>	<b>6,082,223</b>		<b>2,264,672</b>	<b>42,946</b>	<b>680,050</b>									<b>16,545</b>	<b>361,070</b>
<b>% CHANGE</b>	<b>16%</b>		<b>17%</b>	<b>59%</b>	<b>4%</b>									<b>35%</b>	<b>34%</b>

<b>ANNUAL MONTHLY COMPARISON</b>															
<b>2021 MONTHLY TOTAL</b>	<b>709,073</b>		<b>262,448</b>	<b>3,806</b>	<b>83,116</b>									<b>1,377</b>	<b>19,062</b>
<b>% CHANGE</b>	<b>26%</b>		<b>22%</b>	<b>223%</b>	<b>5%</b>									<b>136%</b>	<b>249%</b>
<b>2020 MONTHLY TOTAL</b>	<b>927,396</b>		<b>470,739</b>	<b>8,210</b>	<b>150,106</b>									<b>2,618</b>	<b>69,972</b>
<b>% CHANGE</b>	<b>-4%</b>		<b>-32%</b>	<b>50%</b>	<b>-42%</b>									<b>24%</b>	<b>-5%</b>
<b>2019 MONTHLY TOTAL</b>	<b>907,339</b>		<b>486,233</b>	<b>9,514</b>	<b>155,162</b>									<b>2,104</b>	<b>58,420</b>
<b>% CHANGE</b>	<b>-2%</b>		<b>-34%</b>	<b>29%</b>	<b>-44%</b>									<b>54%</b>	<b>14%</b>

<b>ANNUAL YTD COMPARISON</b>															
<b>FY 20-21 YTD TOTAL</b>	<b>5,810,690</b>		<b>2,063,078</b>	<b>36,738</b>	<b>658,244</b>									<b>8,757</b>	<b>146,398</b>
<b>% CHANGE</b>	<b>22%</b>		<b>28%</b>	<b>86%</b>	<b>7%</b>									<b>156%</b>	<b>230%</b>
<b>FY 19-20 YTD TOTAL</b>	<b>7,800,350</b>		<b>3,866,713</b>	<b>62,592</b>	<b>1,206,814</b>									<b>17,374</b>	<b>474,871</b>
<b>% CHANGE</b>	<b>-9%</b>		<b>-31%</b>	<b>9%</b>	<b>-41%</b>									<b>29%</b>	<b>2%</b>
<b>FY 18-19 YTD TOTAL</b>	<b>7,690,240</b>		<b>3,845,343</b>	<b>106,373</b>	<b>1,312,631</b>									<b>15,088</b>	<b>441,571</b>
<b>% CHANGE</b>	<b>-8%</b>		<b>-31%</b>	<b>-36%</b>	<b>-46%</b>									<b>48%</b>	<b>9%</b>



## ITEM VI.A.2.a.



### MEMORANDUM

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

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

**DATE:** March 31, 2023

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

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for the month of March 2023 and analytics compiled from the period of February 1-28, 2023.

### Powerful Platforms

#### **Free To Be Rebranding Campaign** **Betsy to Add Additional Copy**

BAM continues to prepare for the public launch of the new "Free to be" branding campaign during National Library Week (April 24-30):

- **Redesigned Website Homepage** – BAM is prepping a new homepage layout, which will incorporate the new branding campaign and colors, and will prioritize the things our customers are clicking on most (Catalog Searching, User Account, Upcoming Events & Programs, Online Resources). This will make it easier to find these favorites when visiting TheLibraryDistrict.org homepage, and will promote more discoverability and scrolling to keep customers active on our website longer.
- **Free To Be Landing Page** – BAM will also be creating a dedicated Free To Be page, which will provide customers, stakeholders, and the media with an overview of the campaign – why it is needed, how it was researched and created, what each ad represents, and a spotlight on each of the campaign keywords. The page will also include links back to upcoming events, programs, services, and online resources that reflect each of the campaign promises.
- **Engaging Our Brand Ambassadors** – BAM continues to engage with staff on the Free To Be brand launch with beautiful, useful, fun swag items. The goal is to thank staff for role yesterday and today: 1) For their crucial feedback and ideas early in BAM's development of the campaign, and 2) For their roles as our brand ambassadors, answering customers' questions about the campaign and showing their brand pride. The staff gifts for March were a new lanyard and hip clip for our new employee ID badges, lapel pins featuring the new logo icon, and the employee handbook, "Free To Be on Brand," which explains how the library industry is changing at light speed. It explains the goals, vision, and values of the campaign; the role that staff plays in

Branding and Marketing Report  
Page 2

educating the public; talking points to give specific examples of how we serve the public; and how staff should use the logo and colors in printed and digital materials and displays; plus many more helpful information and tips!

- **Interior & Exterior Branch Signage** – Installations began at the Windmill Library Service Center on Thursday, March 30.





Staff Gift Bags for March





## Powerful Partnerships

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

#### Creative, PR & Partnership Development

BAM continued to promote the new VGK library card and co-branded T-shirt with an activation at T-Mobile Arena on March 16. Digital Content Manager **Ryan Simoneau**, Senior Digital Projects Associate **Paula Loop**, Executive Assistant **Eboni Nance**, and Windmill Library Assistant Branch Manager **Joanna Goddard** staffed the Library District booth, featuring our colorful new branded tent, at the March 16 pre-game event at Toshiba Plaza (tents were provided to the Library Operations and Community Engagement Departments for use in outdoor events District-wide). These VGK pre-game appearances provide a fantastic opportunity to meet potential customers in person, answer their questions, hand out our exclusive VGK bookmarks, and sign up people up for the coveted new VGK Golden Age library card! A total of **33 new VGK library cards (or swap-outs for the new card) were issued, with each person receiving a limited-edition #GetCarded with the Golden Knights T-shirt.**

The VGK promotional [Launch Kit](#) was updated for March's featured player **Brayden McNabb**, with downloadable graphics and sample copy provided to the VGK Marketing Team. The Launch Kit is updated each month with the new bookmark and promotions.

Media coverage of the new library card continued, with the [news release](#) appearing on Yahoo! Finance and AP.



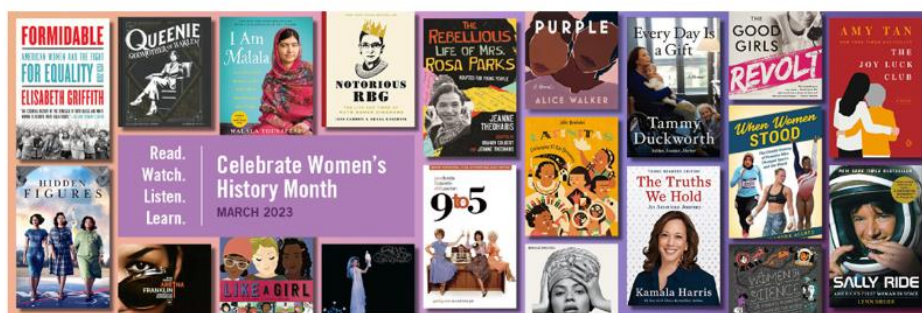
## Powerful Programs

### Women's History Month

The BAM Team created a new [blog post](#) to celebrate Women's History Month 2023, which features upcoming events & programs, staff lists, and featured online resources. It was published on February 28 on the website homepage and audience pages, and in social media posts running throughout the month of March. The blog post has captured 1,629 unique pageviews since it was published.

## Women's History Month 2023 at the Library District

by Paula February 28, 2023



Betty. Ruth. Eleanor. Aretha. Malala. Rosa. Pocahontas. Gaga. Toni. Amy. Kamala. Alice. Frida. Beyoncé. Maya. Georgia. Dolly. Sally. Tammy. Serena. Maxine. The first names of these fascinating women are shorthand for the contributions that they, and countless others, have made to politics, law, human rights, music, film, poetry, art, literature, sports, science, and so much more. Celebrate this important month with us as we guide you through our events, books, movies, and music, by and about inspiring, courageous, talented, historic women.

Here's what you can check out from our collection, as well as a selection of online resources that you can use 24/7 for FREE with your library card. If you don't have your library card yet, you can [#GetCarded on our website](#), and enjoy instant access to our wonderful world of discovery!

### Featured Events




### Media coverage included:

KTNV Ch 13, [Celebrate Women's History Month at the Library District](#) (3/1)

The CW Las Vegas, [Women's History Month Hot List](#) (3/2)


**Maker March 2023**

BAM worked with Youth Services Manager **Shana Harrington** and Youth Services Specialist **Melissa Ramos** to update the [Maker March landing page](#) on the website featuring upcoming events, makerspaces, and online resources. The page has 3,307 unique pageviews during March. This annual initiative was also included in the bi-monthly Library Highlights eNewsletter and social media posts were scheduled throughout the month, which linked back to the dedicated landing page.



The Library District celebrates makers of all ages during the month of March! Check out our upcoming FREE events that we have planned, as well as our fun, online learning resources, like [Creativebug](#), which lets you enjoy hundreds of DIY projects 24/7 with your library card. Do you still need to #GetCarded? Sign up today [HERE](#) on our website for instant access!

### DIY Online With Creativebug



### Upcoming Events

<b>MAR</b> <b>31</b>	<b>Schoolage STEAM</b> Mar 31st   4:00pm - 5:00pm <a href="#">Spring Valley Library</a>
<b>APR</b> <b>2</b>	<b>Coloring Club</b> Apr 2nd   12:00pm - 1:00pm <a href="#">West Las Vegas Library</a>
<b>APR</b> <b>4</b>	<b>Technology Petting Zoo</b> Apr 4th   4:00pm - 5:00pm <a href="#">Rainbow Library</a>
<b>APR</b> <b>4</b>	<b>STEAM Team</b> Apr 4th   4:30pm - 5:30pm <a href="#">Rainbow Library</a>
<b>APR</b> <b>6</b>	<b>STEAM - Hydroponics Made Easy</b> Apr 6th   4:00pm - 5:00pm <a href="#">Mesquite Library</a>

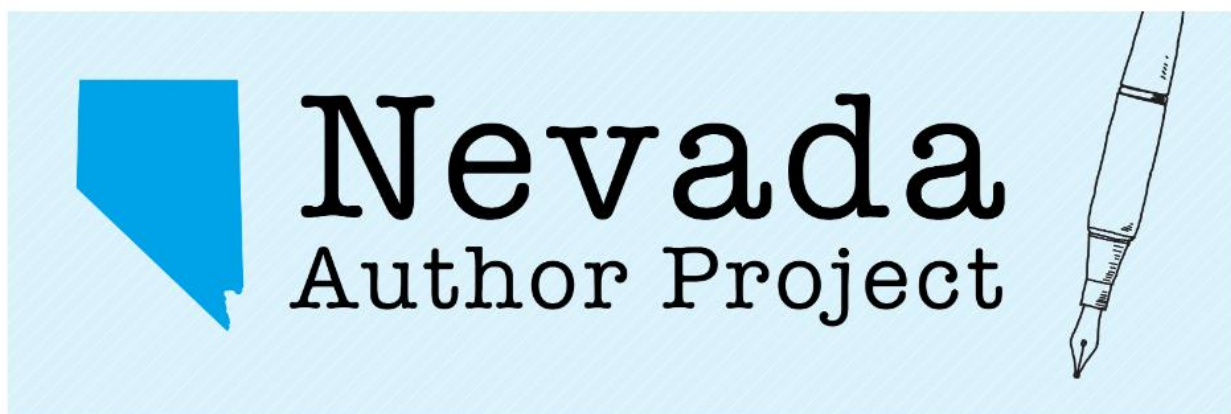


**Nevada Author Project**

BAM worked with Biblioboard to create a blog post that promoted the [Nevada Author Project](#), a statewide author contest for indie authors. The contest runs from April 1 - May 31, and the winners will be announced at Indie Author Day in November. The blog post was published on March 20 and has 825 unique pageviews so far. This initiative was also included in the Library Highlights eNewsletter and social media posts were scheduled leading up to the May 31 deadline for entries.

## Enter Your Original Work for the Chance to Win "Best Indie-Published Book in Nevada"

by [Paula](#) March 20, 2023



### Top Prize Includes \$1,000 + Promotional Opportunities

The Nevada Author Project is back this spring! We are looking for local authors to enter their original work(s) of adult and/or young adult fiction for a chance to be recognized as the top indie-published eBook in Nevada. Winning authors will reach hundreds, if not thousands, of new readers, and can leverage being an award-winning indie author for additional marketing opportunities. This contest is a fantastic way to elevate your writing career and expand your readership.

For inspiration, our upcoming writers' events, and helpful online resources, please visit [The Writers' Room](#).

And to view past winners submissions and other indie local authors, please [visit our collection on Biblioboard](#).

To enter, please submit your work between April 1 - May 31, 2023, through the [Biblioboard submission page](#).

[Submit Your Work](#)

### Prizes and Eligibility Include:

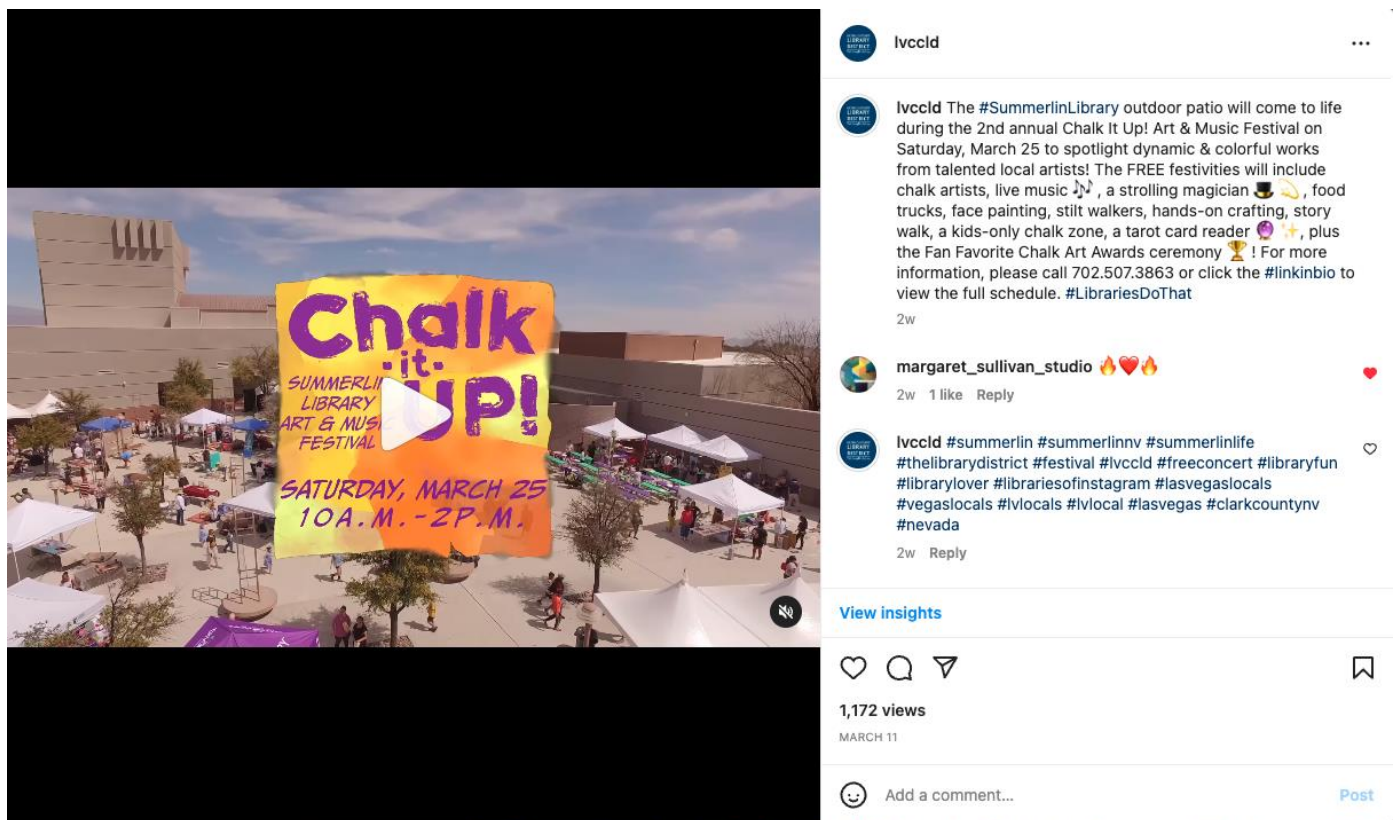
The winners of this contest will receive:

- \$1,000 each in Adult and Young Adult categories

**Chalk It Up! Chalk Art & Music Festival at Summerlin Library**

BAM helped promote the 2<sup>nd</sup> annual Chalk It Up! Art & Music Festival at Summerlin Library with promotion through the website, eNewsletter and on social media. **Ryan Simoneau** attended to provide real-time social media coverage throughout the event and BAM worked with **Radioactive Productions** to film new b-roll footage to use in next year's promotional video. The PR team wrote and distributed a [news release](#) to local media, resulting in the following coverage:

- KLAS 8 News Now, [Chalk It Up! Art and Music Festival at Summerlin Library](#) (3/19)
- KLAS 8 News Now, Artists to deliver 3D chalk art at Summerlin Library's family-friendly festival (3/25)
- KTNV Ch 13 , Summerlin Library Invites You to the Chalk It Up Art & Music Festival today, (3/25)





**3<sup>rd</sup> Annual Mystic Fair at Windmill Library**

BAM also helped promoted the 3rd annual Mystic Fair at Windmill Library with website, eNewsletter, and social media promotion. **Ryan Simoneau** attended to provide real-time social media coverage throughout the event and BAM worked with **Radioactive Productions** to film new b-roll footage to use in next year's promotional video.

The PR team wrote and distributed a [news release](#) to local media, resulting in the following coverage:

- KSNV Ch 3, [Mystic Fair at the Windmill Library](#) (3/3)
- 215 Southwest.com, ["Explore Reiki Healing, Numerology, Guided Meditation & More at Windmill Library Mystic Fair"](#) (2/27)

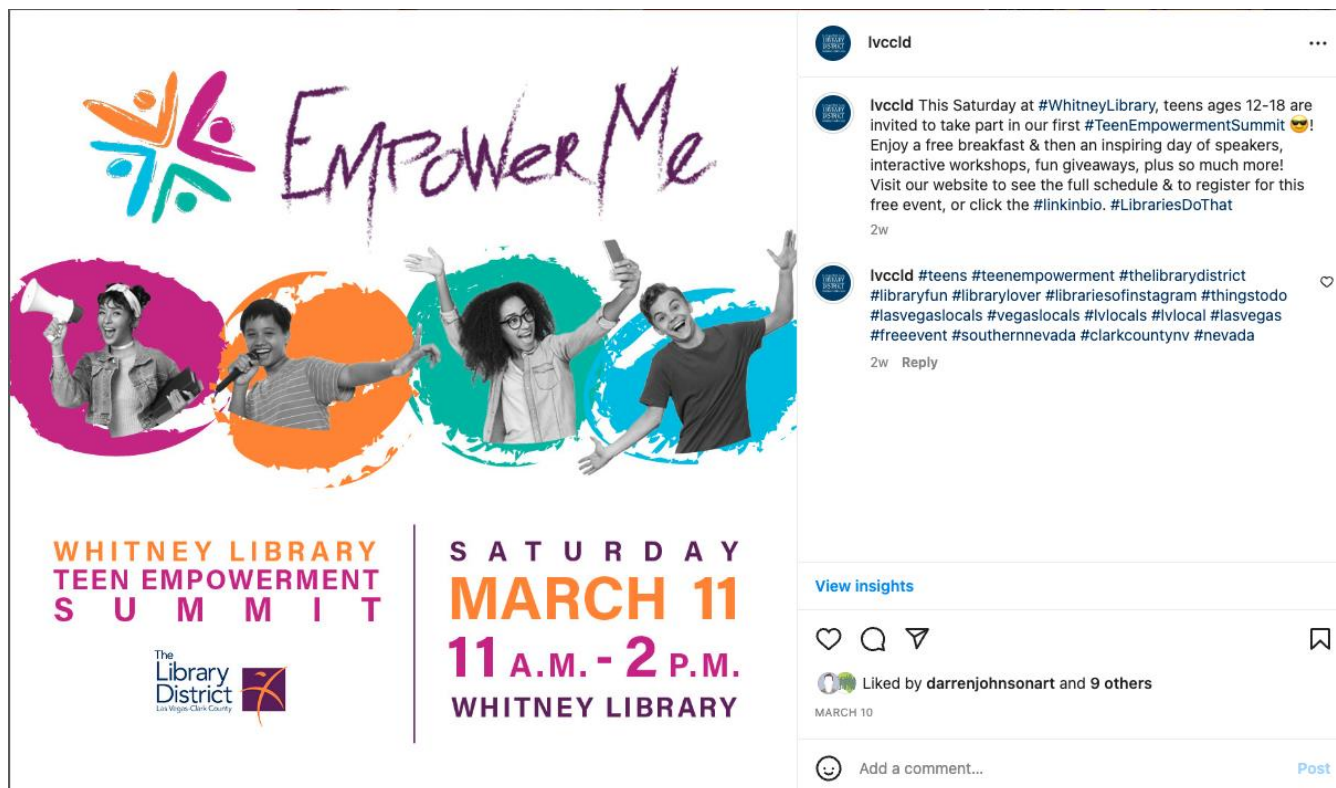
**First Annual Teen Empowerment Summit at Whitney Library**

BAM helped promote the inaugural Teen Empowerment Summit at Whitney Library by assisting with promotional items for attendees, as well as promoting this event on TheLibraryDistrict.org, and including it in Library Highlights eNewsletter and in dedicated social media posts, leading up to the event on Saturday, March 11. BAM worked with **Radioactive Productions** to film b-roll footage to create a promotional video to help drive more awareness for next year's event.

Media coverage included:

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KTNV Ch. 13, Las Vegas teens participate in workshops during Empowerment Summit at Whitney Library (March 11) an [on-air story](#) featuring an interview with Billy Allen and photos from the event. They also posted an [article on the website](#).

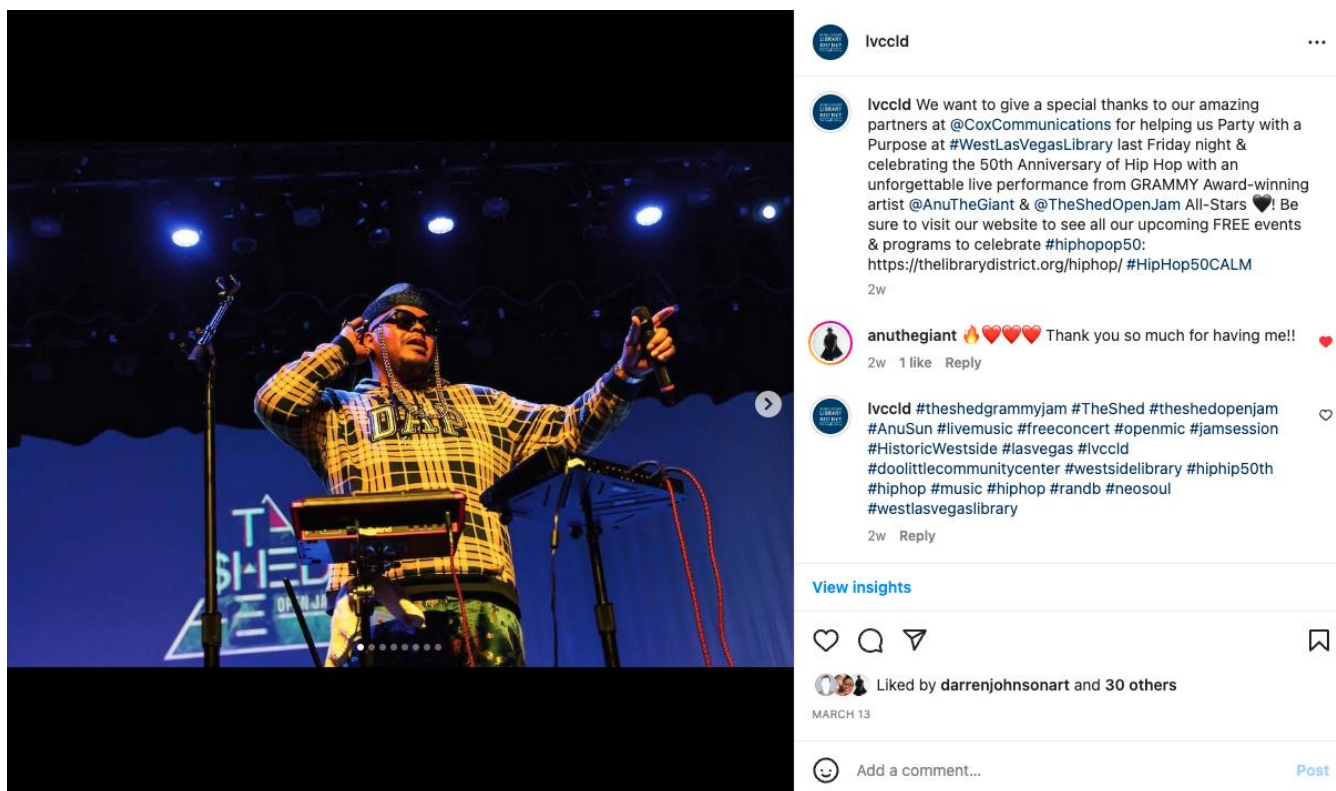


### 50th Anniversary of Hip Hop

The Library District partnered with **Cox Communications** to produce The Shed Open Jam, a free event at West Las Vegas Library on March 10, designed to share information about low cost and free internet programs and to celebrate the 50th anniversary of hip hop. BAM worked with our partners at Cox Las Vegas and Grammy Award-Winning Artist **Anu Sun**, plus staff members, WV Performing Arts Center Coordinator **China Hudson** and Programming & Venues Manager **Ryan Neely**, to plan, promote, and livestream the free concert. **Ryan Simoneau** attended and shared real-time social media posts throughout the event, and "thank you" posts after the event concluded, to highlight COX Las Vegas and Anu Sun.

BAM also worked with **Radioactive Productions** to capture b-roll footage for inclusion in a dedicated promo video that will be produced to help promote the Library District's celebration of the 50<sup>th</sup> Anniversary of Hip Hop throughout the year.

A [news release](#) was distributed in conjunction with Cox Las Vegas. The April issue of Black Image Magazine featured photos from the event.

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## Powerful People

### Media Relations & Coverage Highlights

Select media coverage of Library District programs and initiatives includes:

- KNPR interviewed Executive Director Kelvin Watson and Head of Collections & Bibliographic Services Rebecca Colbert in-studio for the story [Beyond the Books: Las Vegas-area Libraries Provide So Much More](#) (3/18)
- Fox 5 Las Vegas, [Library District Provides Free Meals for Kids on Spring Break](#) (3/15)
- 8 News Now, [Three Square Meal Options for Students During Spring Break](#) (3/13)
- KTNV Ch 13, Library District Helping Keep Clark County Students Fed During Spring Break, reporter Shakira Hawkins at Spring Valley Library and interviewed YPL Children's Services Assistant Joey Hines and a family benefitting from the program. (3/10)
- El Mundo featured the Adult Learning Program as part of a community event round-up [article](#) (3/17)
- 8 News Now, [These are the top spots to visit in Nevada before the weather heats up](#). The article mentions the Nevada State Parks passes. The State provided 2 passes to each library in Nevada, and they are in high demand. The reporter interviewed a representative from the State about the possibility of releasing more passes. (3/10)
- KXAN, [Panel Discusses Libraries as 'Political Battlegrounds' Amidst State Book Bans](#)
- [2023 South by Southwest EDU panel includes Library District Executive Director Kelvin Watson](#) (3/8)

- Guest column for Executive Director Watson about the Cell Phone Lending Program, which will appear in the March/April issue of [American Libraries Magazine](#). (3/1)
- Telemundo, [Clases de Costura Para Adolescentes Regresan a la Biblioteca Enterprise](#)/Teen Sewing Classes Offered at Enterprise Library (3/3)
- Bibliothèque et Archives nationales du Québec featured a [story](#) about the Library District's Cell Phone Lending Program. (3/1)
- KSNV Ch 3, [Library District Responds to 'Guns in the Library' Event](#) (3/6)

## Powerful Platforms

### BAM Advertising Campaigns

Publications	Publications	Date	Sizes	Rates
Maker March	Black Image	March	Full Page	\$2,000
	Las Vegas Weekly	3/9 & 3/23	Quarter Page	\$1,751.50
	Las Vegas Review-Journal	3/19	Half Page	\$3,500
	Asian Journal	3/16	Half Page	\$1,900
	Las Vegas Weekly	3/16	Quarter Page	\$878.75
Women's History Month	Las Vegas Review-Journal	3/12	Half Page	\$3,500
	RJ en Español	3/8		
	Latin Chamber of Commerce	March	Full Page	Complimentary
	Asian Journal	3/9	Half Page	\$1,900

### Facebook Advertising Campaign — #GetCarded with the Vegas Golden Knights Game Tickets + T-Shirt Giveaway

BAM ran a targeted Facebook ad campaign to help promote the launch of the new gold Vegas Golden Knights #VegasBorn library card and giveaway, where people could enter using their library card number for a chance to win a pair of tickets or a limited-edition #GetCarded with the Golden Knights T-Shirt. **The giveaway ran February 9 - March 9, 2023 and was BAM's most successful to date with 5,997 total entries received.** This Facebook campaign targeted:

- Current fans of The Library District Facebook Page
- Locals in Las Vegas-Clark County who don't currently follow the Library District and have interest in:

- Vegas Golden Knights
- Hockey
- Public Libraries
- STEAM Learning
- Reading

Giveaway URL: <https://thelibrarydistrict.org/getcardedgiveaway>

**Giveaway Run dates:**

Start: Thursday, February 9

End: Thursday, March 9

All giveaway winners were randomly selected by Monday, March 13, 2023.

**Total Facebook Ad Budget:** \$8,000

**Total Amount Spent:** \$5,759.01

**Total Impressions:** 676,455

**Total Link Clicks:** 6,599

Cost Per Link Click: \$.87

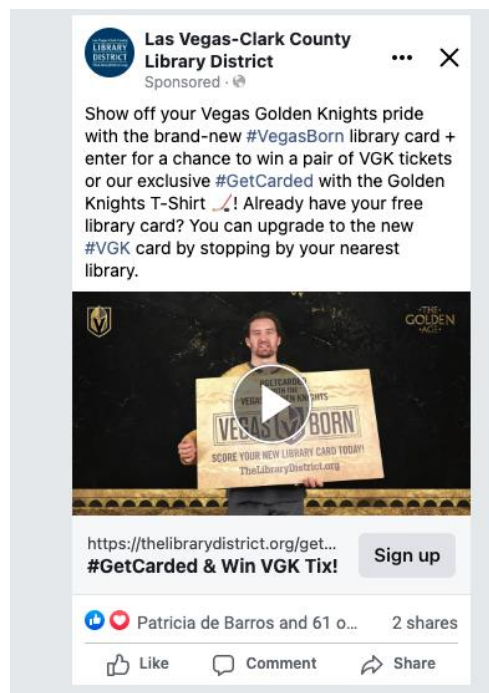
**Organic Social Media Posts to Promote New Gold Vegas Golden Knights Library Card + Giveaway (Feb 9 – March 9):**

Total Impressions: 226,607

Total User Engagements: 9,135

Total Post Shares: 56

Total Link Clicks: 6,046





**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:

**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.

- 181,226 unique opens with a 44.4% open rate
- 8,110 unique clicks generated
- Sent to 407,711 unique emails
- 427 unsubscribes

Following the February 15 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 22 Issue: Golden Knights Card & Giveaways + Mystic Fair Returns + Cartoons to Music + Adventure Film Festival**

Topics: Details about the 2023 Mystic Fair which included BAM's promo video, The Queen's Cartoonists concerts at Clark County Library & Windmill Library, 2023 Banff Mountain Film Festival World Tour stop at Clark County Library, #GetCarded with the Vegas Golden Knights giveaway details, 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.

- 140,097 unique opens with a 34.1% open rate
- 3,555 unique clicks generated
- Sent to 410,809 unique emails
- 446 unsubscribes

Following the February 22 eNewsletter, 8,887 cardholders used OverDrive within 7 days of opening the message; 3,270 circulated a physical item; and 1,495 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 1,244 Occasionals (users more than 3+ months without use), and 544 Inactives, which also included the re-engagement of 134 Bright Future users (e.g. Teen cardholders).

**March 7 Issue: Women's History Month + Spring Job Fair + Chalk it Up Fest + Maker March!**

Topics: Details about the Library District's free events, programs & services in celebration of Women's History Month; information about the 2<sup>nd</sup> Annual Chalk It Up! Art & Music Festival at Summerlin Library

which included BAM's promo video; Maker March programming; call-to-action to sign up for the new gold Vegas Golden Knights library card + details about the Library District's outreach at Toshiba Plaza on March 16 where attendees could score a limited-edition #GetCarded with the Golden Knights T-shirt when they sign up for a new library card or update their existing card to the new gold VGK card; upcoming must-see events selected by PVS & YS; the 2023 Spring Job Fair hosted by our community partners; and our monthly call-to-action to donate to the Library District Foundation.

- 138,641 unique opens with a 33.4% open rate
- 2,877 unique clicks generated
- Sent to 414,994 unique emails
- 428 unsubscribes

Following the March 7 eBlast, 8,559 cardholders used OverDrive within 7 days of opening the message; 2,817 circulated a physical item; and 1,375 utilized Hoopla.

This email was also sent to Lapsed users (cardholders who had not used their cards in more than 3 months), we also saw a reengagement of 1,266 Occasionals (users more than 3+ months without use), and 585 Inactives, which also included the re-engagement of 168 Bright Future users (e.g. Teen cardholders).

#### March 17 eBlast: **Don't Miss the March 25<sup>th</sup> Chalk It Up! Chalk Art & Music Festival**

Topics: This single-topic eBlast was sent out to promote the 2<sup>nd</sup> annual event at Summerlin Library taking place on Saturday, March 25.

- 150,710 unique opens with a 36.3% open rate
- 2,663 unique clicks generated
- Sent to 415,244 unique emails
- 427 unsubscribes

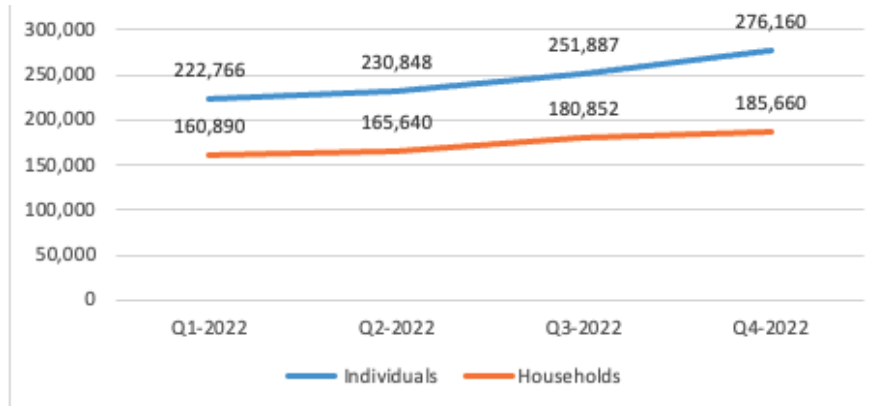
Following the March 13 eBlast, 8,602 cardholders used OverDrive within 7 days of opening the message; 3,036 circulated a physical item; and 1,380 utilized Hoopla.

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 1,236 Occasionals (users more than 3+ months without use), and 589 Inactives, which also included the re-engagement of 169 Bright Future users (e.g. Teen cardholders).

#### OrangeBoy Campaign Highlights (February & March):

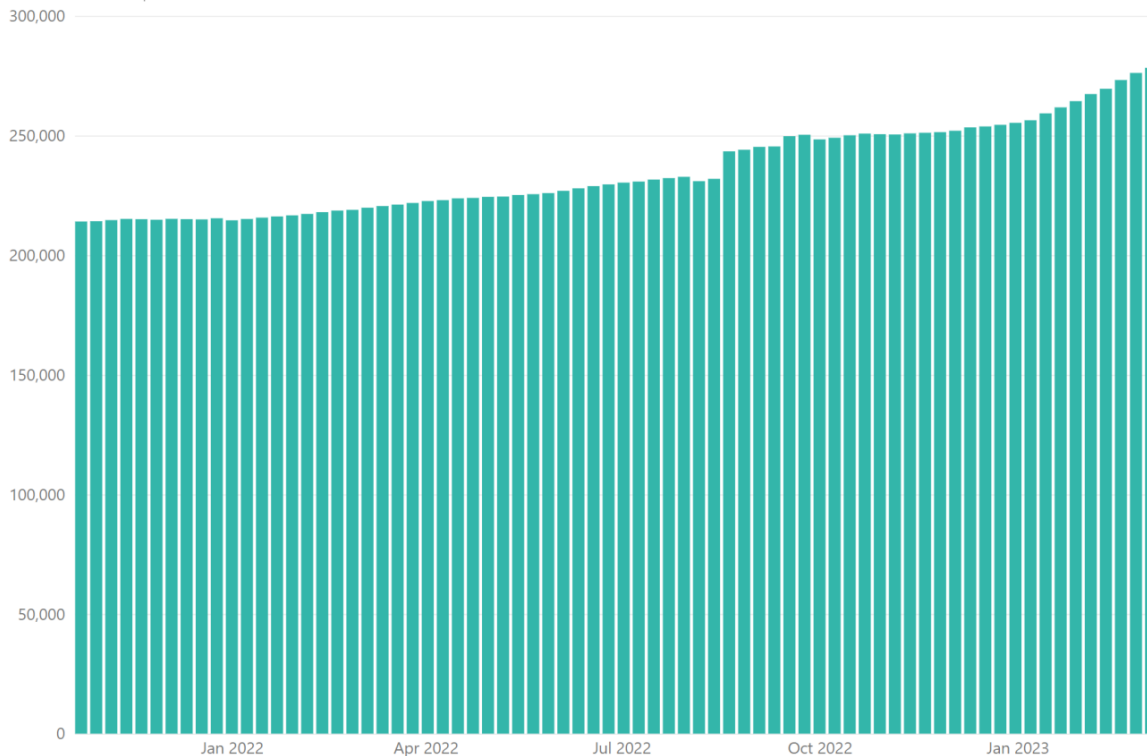
- The **unique open rate for message sent in February and through March is 36.3%**
  - The highest was the VGK Gold Card Availability + Giveaway eBlast which generated 44.28% open rate
- The Library District has now sent our 52 unique messages (eNewsletters + eBlasts) since onboarding with OrangeBoy's Savannah software and has had the following impact:
- **183,794 individuals have used Overdrive** within a week of opening a message
- **81,229 individuals have circulated a physical item** within a week of opening a message
- **34,641 individuals have used Hoopla** within a week of opening a message
- **69,955 Occasionals** (individuals who had not used their library card in at least 3 months to 12 months) reengaged with the library following a message
- **39,152 Inactives** (individuals who had not used their library card in more than 12 months) reengaged with the library following a message

- Our New Cardholder campaigns that are sent to all recent library card signups has engaged **6,262 New Cardholders** to stay active months after signing up, **generating a 61% retention rate**.



The above graph represents OrangeBoy's Market Engagement Report which shows total active cardholders (individuals who signed up or used their cards within the past 12 months) and total active households (households with at least one active user in them).

- The Library District has gained an additional **53,394 active users and 24,770 active households** since Q1 2022, generating 24% user growth.

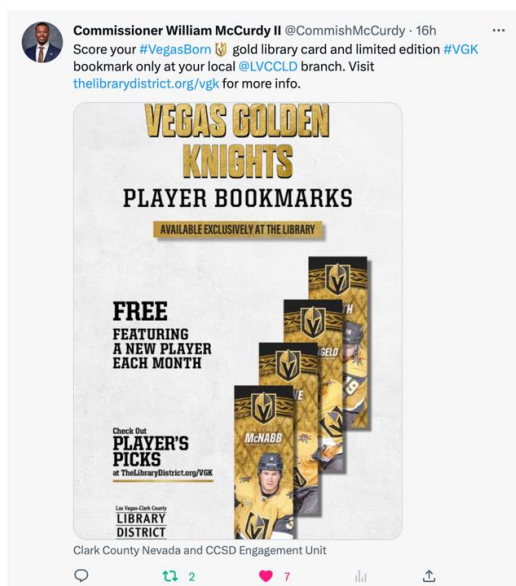


(This graph shows Total Active Users over time, and a combination of active clusters from the OrangeBoy Clusters report.)

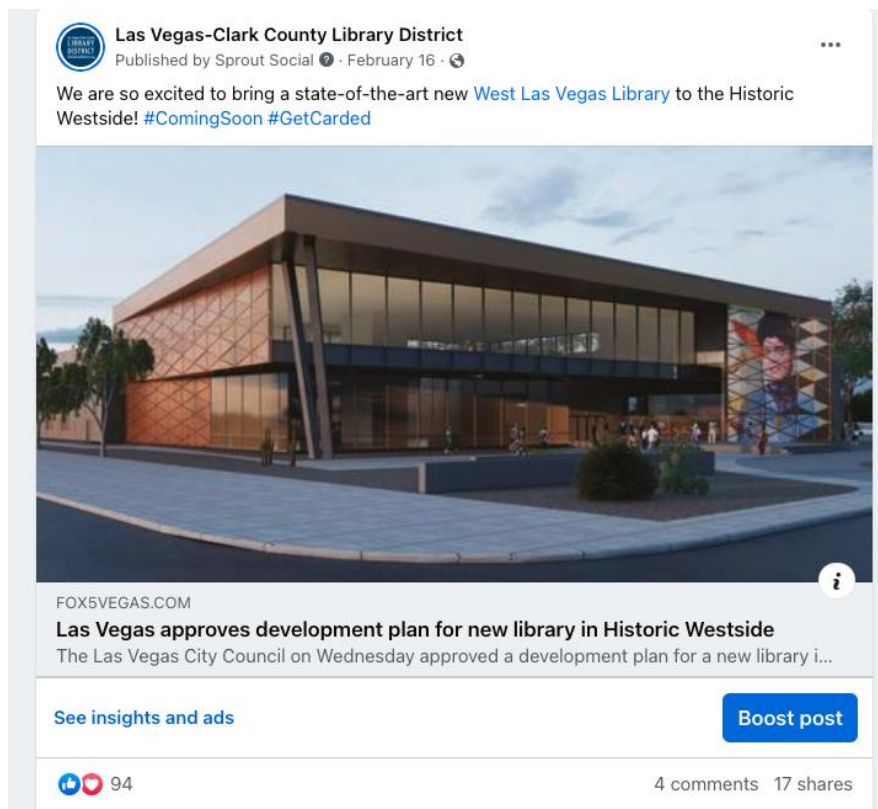


**Google AdWords Grant Update**

- Google AdWords is Google's online advertising platform, in which advertisers bid on popular keywords & search phrases in order for their clickable text-based ads to appear in Google's search results. The Foundation and the Library District have received a grant from Google for up to \$10,000 per month in Google AdWords credits.
- Nonprofit Megaphone is the Library District's agency of record that works with Google to manage our monthly grant and helps us to optimize designated keywords that are selected from Library District and Foundation priorities promoted on TheLibraryDistrict.org.
- These monthly Google Grant campaigns help to increase our overall Google SEO and drive more qualified traffic to our website. When people conduct relevant searches on Google that incorporate our designated keywords, the Google AdWords campaign entices them to click on Library District search results, thereby increasing the opportunity for discovery of our programs and services.
- [View the Google Studio Data Report updates](#) in real-time for all our current Google Grant Google AdWords campaigns.
- Conversation tracking for priority Google AdWords campaigns (February):
  - CTR for our ads increased by 2% over the previous month to 29.48%, which continues to be one of NPM's top performing accounts as the network average is only 3%, & the Google requirement is 5%. This confirms that Google is showing our ads to the right people and that the content is relevant and intriguing enough for users to click on our ads.
  - The keyword search for "library online resources" is trending upwards and was a top five keyword for the month of February with 225 impressions and 96 clicks back to TheLibraryDistrict.org, which generated an impressive CTR of 28.66%. This is an increase from the previous month, with the same keyword search generating 33 clicks and a CTR of 18.64%. Additional top keyword searches included: Clark County Library, Library Near Me, Sahara West Library and Windmill Library.
  - The Google Ad group for "LVCCLD Library Card" keyword searches received 315 impressions and 154 clicks back to TheLibraryDistrict.org/getcarded for a CTR of 49% compared to 280 impressions and 122 clicks the previous month. This increase lets us know that there are more people searching for signing up for a free library card.
  - 151 people successfully filled on an eCard application in February, which was an 8% increase from January.
  - As of March 24, our overall CTR is 31.80% which makes the Library District one of the top performing CTR compared to any NPM client!

**Social Media Highlights****Top Social Media Posts February 2023****Facebook:**

Our top Facebook post for the month was sharing the FOX 5 media coverage about the forthcoming new West Las Vegas Library. This post was very well-received and generated **2,556 organic impressions, 499 user engagements, including 17 comments & 17 shares**, which helps to increase the total reach of the post.



**Twitter:**

Our top Tweet for February was a #BannedBooksWeek themed display that was submitted by the staff from Sahara West Library. This popular Tweet generated **16,945 organic impressions, 343 user engagements, with 9 comments, and 39 ReTweets.**

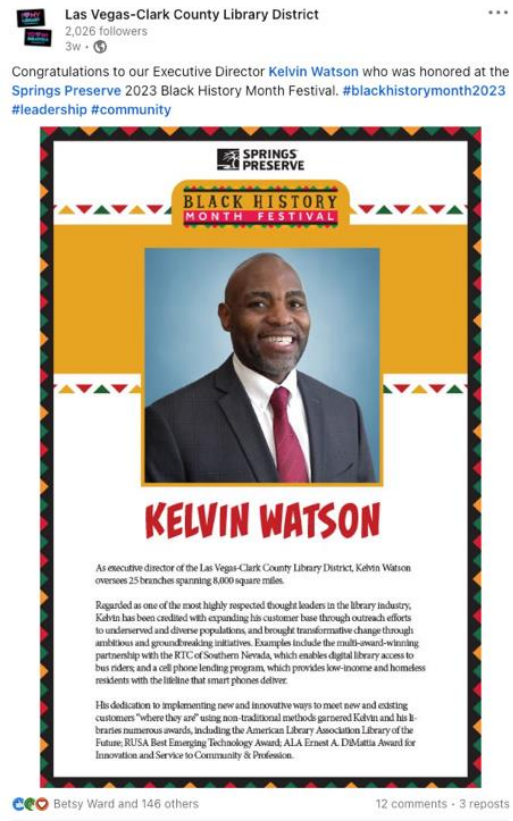
**Instagram:**

Our most popular post on Instagram was also to help promote the #BannedBooksWeek display at Sahara West Library. This generated **3,738 organic impressions & 435 total user engagements, with 20 comments & 24 post saves by users.**



**LinkedIn:**

The Library District's top post on LinkedIn for the month was sharing that Executive Director **Kelvin Watson** was honored at the Springs Preserve 2023 Black History Month Festival. This post generated **1,614 organic impressions, 197 total user engagements, plus 12 comments & 35 link clicks.**



### Analytics for Web and Social Media – February 2023 + 30-Day Comparison + Year-Over-Year

**LVCCLD Facebook**

	Fans	Impressions	Post Engagements	Link Clicks
<b>February 2023 Statistics</b>	14,963	599,748	52,418	6,959
<b>% Gain from January</b>	+1%	+419%	+609%	+671%
<b>% Gain from February 2022</b>	+11%	+671%	+2,336%	+2,861%
<b>% Gain from February 2021</b>	+18%	+804%	+1,673%	+4,666%



**Notes:** All of our key Facebook analytics were significantly up both month-over-month, as well as year-over-year due to running our targeted Facebook Advertising to promote the availability of the new gold Vegas Golden Knights library card and #GetCarded with the Golden Knights giveaway.

**LVCCLD Twitter**

	<b>Followers</b>	<b>User Engagements</b>	<b>Organic Impressions</b>	<b>Link Clicks</b>
<b>February 2023 Statistics</b>	4,285	2,014	109,807	146
<b>% Gain from January</b>	+1%	+68%	+37%	-8%
<b>% Gain from February 2022</b>	+9%	+25%	+41%	+2%
<b>% Gain from February 2021</b>	+20%	-21%	-39%	+23%

**Notes:** We increased almost all of our key Twitter analytics over the previous month with the exception of a slight slip in link clicks back to priority landing pages and staff lists on TheLibraryDistrict.org. The launch of the new gold Vegas Golden Knights library card and #GetCarded with the Golden Knights giveaway also provided BAM with engaging content to share on this social media platform. Each month we continue to 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**

	<b>Followers</b>	<b>User Engagement</b>	<b>Impressions</b>	<b>Total Likes</b>	<b>Total Comments</b>
<b>February 2023 Statistics</b>	6,156	2,287	84,152	1,970	222
<b>% Gain from January</b>	+2%	-12%	-5%	-14%	+25%
<b>% Gain from February 2022</b>	+24%	+19%	+31%	+19%	+46%
<b>% Gain from February 2021</b>	+54%	-.5%	+36%	-6%	+129%

**Notes:** We increased our new Followers and Total User Comments, but our other key Instagram analytics were slightly down month-over-month. We did see increases in all our Instagram analytics year-over-year as BAM is working with branch staff through its monthly social media training classes to submit more organic photos and video content from branches, which will help increase our User Engagement. BAM provided real-time social media coverage during the March 16 VGK Outreach event, as well as the 2<sup>nd</sup> Annual Chalk It Up! Art & Music Festival at Summerlin Library on March 25. BAM 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**

	<b>Followers</b>	<b>Impressions</b>	<b>User Engagement</b>	<b>Post Shares</b>	<b>Link Clicks</b>
<b>February 2023 Statistics</b>	1,962	6,122	644	28	199
<b>% Gain from January</b>	+3%	-30%	-8%	-7%	-15%
<b>% Gain from February 2022</b>	N/A	N/A	N/A	N/A	N/A
<b>% Gain from February 2021</b>	N/A	N/A	N/A	N/A	N/A

**Notes:** Each month BAM posts Library District news and partnership updates on LinkedIn, plus the latest job openings provided by HR on this important professional networking channel. In February we continued to increase our Total Followers, but we did see dips in other key analytics. As LinkedIn is primarily used for employment & career networking, our monthly analytics on this platform will fluctuate based on the monthly content and may not be as robust as our primary social media channels. However, the content and updates we share on this platform connect with a more targeted audience, including community partners, library industry professionals, Library District employees, and job-seekers.

**YouTube**

	<b>Channel Subscribers</b>	<b>Total Impressions</b>	<b>Total Channel Watch Time</b>	<b>Average View Duration</b>
<b>February 2023 Statistics</b>	1,355	21,600	127.8 hrs	1 min 37 sec
<b>% Gain from January</b>	+3%	+24%	+48%	+94%
<b>% Gain from February 2022</b>	+19%	+42%	+9%	-53%
<b>% Gain from February 2021</b>	+40%	+52%	+350%	+50%

**Notes:** All of our key YouTube analytics were up month-over-month as more Virtual Programming was added. This is also reflected in our year-over-year numbers as well, but continuing to creating more virtual programming content and uploading it consistently will be critical to continuing to grow 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)**

	<b>Unique Visitors</b>	<b>Unique Homepage Views</b>	<b>Total User Sessions</b>	<b>Average User Sessions</b>	<b>Average Session Duration</b>
<b>February 2023 Statistics</b>	127,939	136,428	371,394	2.55	2 min 33 sec
<b>% Gain from January</b>	+4%	-9%	-3%	-13%	-6%
<b>% Gain from February 2022</b>	+117%	+70%	+101%	+2%	-37%
<b>% Gain from February 2021</b>	N/A	N/A	N/A	N/A	N/A

**Notes:** We were able to increase our total Unique Visitors to the website due to the launch of the new gold Vegas Golden Knights library card and #GetCarded with the Golden Knights giveaway. While we were slightly down in our other key website analytics month-over-month when we had the Winter Reading Challenge, we were up year-over-year in Total Unique Visitors, Unique Homepage Views, Total User Sessions and Average User Sessions.

To coincide with the Library District's new branding campaign public launch on April 24, BAM's digital content team is preparing a refreshed homepage layout that reflects the past year of analytics, which will provide customers easier access to what they search for most when visiting TheLibraryDistrict.org. The updated page layout features newly available design tools from BiblioCommons which will help customers more easily find what they are currently clicking on the most, increase the average time spent on the homepage, and incorporate the Library District's new branding.



## ITEM VI.A.2.b.



### MEMORANDUM

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

At the direction of the Executive Director and in response to public comment raised at the February 2023 Board of Trustees meeting, Community Engagement staff researched statements made by Ms. Laura Martin representing Progressive Leadership Alliance of Nevada. Staff were unable to locate any record of partnership application, or inquiry for partnership use, of the East Las Vegas multi-purpose room (MPR) from October 2022. Research discovered that the MPR was reserved every day of primary election early voting (10/21/22-11/4/22), for all available library business hours. The plaza and parking lot are not available for public rental use. The Library District often partners with government and non-profit organizations for free use of facilities. The Library District does not engage in political partnerships unless the partnership effort supports an elected official execute the duties of their office, or unless all political viewpoints are included (i.e. political debate). Staff direct all denied partnership applications to rental use of library facilities. To operate in partnership, The Library District stipulates that the program:

- Remains free and open to the public;
- Remains free from solicitation;
- Meets programmatic needs which the Library District does not already provide;
- Is provided by a credible and/or certified entity;
- Adheres to background checks and carries insurance when working with minors;
- Aligns with The Library District's strategic plan.

#### **POWERFUL PEOPLE**

- Hosted a local authors fair to support Indie authors.
- Met with agent Spring Karlo from Holden Arts Entertainment to discuss new artists on the 2024 roster.
- The Hip Hop Committee met and discussed 50<sup>th</sup> anniversary celebration programming and marketing. Sub-committees were assigned to develop programming templates and content lists for The Library District's website and to share with the national consortium of libraries.

Community Engagement Report  
Page 2

- Met with Associate Curator/Outreach Director Carmen Beals to discuss inclusion of The Library District's Hale Woodruff paintings in an upcoming Nevada Museum of Art exhibit.
- Joined photographer Mario Basner for a tour of Basner Fine Art gallery.
- Attended Clark County art receptions for the Zap 13 project with Commissioner Justin Jones at Enterprise Library, and *Reverence* with Commissioner William McCurdy II at the Government Center.
- Met with Jamille Walton from the Nevada State Treasurer's Office to discuss collaboration of a *Back to School Fair* at the East Las Vegas Library.

**POWERFUL PLACES**

- The West Las Vegas Library welcomed over 1,900 customers to Black History Month programs.
- Completed installation of new lighting instruments in the Summerlin Library performing arts center.
- Met with Poetry Promise to film a promotional video at the Best Buy Teen Tech Center. The video will help promote teen summer workshops that also support the 50<sup>th</sup> Anniversary of Hip Hop Celebration.
- Hosted gallery receptions in honor of Black History Month at Summerlin Library for *Inspirations from Hayes*, and at West Charleston Library for *Blanket of Protection*.
- Held gallery receptions for art exhibits *Spirit of the Land* at East Las Vegas Library, *A Room Full of Mirrors* at Enterprise Library, and *Pas De Deux* at Windmill Library.
- 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.
- Finalized program plans for the Teen Empowerment Summit at Whitney Library.
- Met with Workforce Connections at Clark County Library to discuss facility/furniture improvements of the Employ NV Career Hub.

**POWERFUL PARTNERSHIPS**

- Promoted library services at the Springs Preserve Black History Month Festival which was attended by approximately 4,000 people.
- Participated in meetings with Cox Communications and music producer Anu-Sun to plan The Shed Open Jam program at the West Las Vegas Library. The program was also live streamed.
- Worked with Advocate Health to plan Medicare and Medicaid Spring programming.
- Coordinated with Biblioboard to increase local author participation in the annual Indie Author Contest.
- Conducted a community partnership meeting to inform and engage partners throughout Southern Nevada about *Summer Challenge 2023*.
- Met with NBA Summer League to discuss *Summer Challenge 2023* partnership opportunities.

**POWERFUL PLATFORMS**

- Participated in the first annual Las Vegas Arts and Culture Summit organized by the city of Las Vegas Department of Cultural Affairs.
- Submitted division budget proposals for FY 2024.

Community Engagement Report  
Page 3

- Finalized program plans of *Summer Challenge 2023* in Beanstack – a digital tracking tool for reading and activities.
- Attended Nevada Arts Council public art curators check-in meeting.
- Held an after action review of the Vegas Valley Comic Book Festival.
- Participated in a staff discussion regarding a library mobile app platform.
- Met with library vendor Baker & Taylor for a demonstration of Bendable – a user-friendly platform for library customers to discover and access courses about work skills development.

**HIGHLIGHTED EVENTS**

*Nevada Reading Week*  
Statewide Initiative



*Poetry Out Loud*  
West Charleston



*Black History Month Festival*  
Springs Preserve



*Valentine's Day Safekey Visit – Love Bugs*  
Hollywood Recreation Center





Community Engagement Report  
Page 4

*Black Swan Radio Hour*  
West Charleston



*Alyssa Harris Concert*  
Summerlin



*Spoken Word Concert*  
West Las Vegas



*Local Author Fair*  
Clark County



*Taste & Sounds of Soul*  
Clark County



*UNLV Jazz*  
Clark County



Community Engagement Report  
Page 5

*Pas de Deux*  
Windmill



*Spirit of the Land*  
East Las Vegas



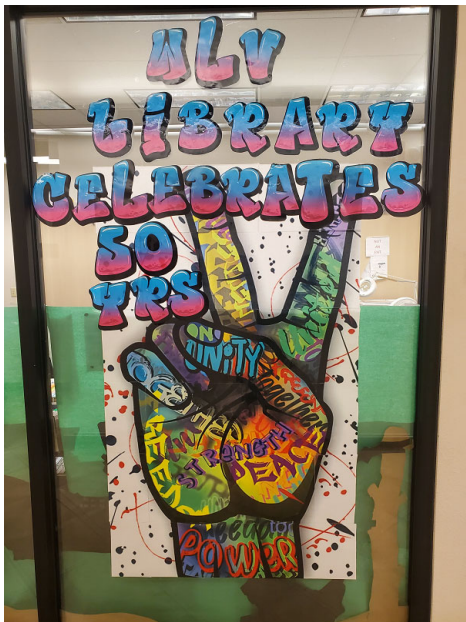
*Zap 13*  
Enterprise



*Inspirations by Hayes*  
Summerlin



*50<sup>th</sup> Anniversary of Hip Hop Display*  
West Las Vegas



*50<sup>th</sup> Anniversary of Hip Hop Display*  
Clark County





*Sensory Storytime*  
Windmill**COMING HIGHLIGHT EVENTS IN APRIL**

<i>STEAM Month</i>	Districtwide	1-31
<i>LEGO League</i>	Whitney	1
<i>Outreach Event – Touch a Truck</i>	Downtown Summerlin	1
<i>Technology Petting Zoo</i>	Rainbow	4
<i>Talia Dudley: Building Materials</i>	Centennial Hills	4
<i>Ralph Megginson: Musicians &amp; Athletes</i>	Whitney	6
<i>Robot Lab</i>	Whitney	8
<i>UNLV Chamber Orchestra</i>	Clark County	7
<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
<i>Minecraft Design Classes</i>	Sahara West, East Las Vegas, Clark County	18-30

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<i>Desert Pines HS: Unexpected Memories</i>	East Las Vegas	20
<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>NO LIMITS: Magic Beyond Belief with Jackson Rayne</i>	West Charleston	29
<i>Science is Everywhere Day!</i>	East Las Vegas, Whitney, Sahara West, Mesquite, West Las Vegas Rainbow	30

**COMING HIGHLIGHT EVENTS IN MAY**

<i>UNLV Chamber Orchestra in Concert</i>	Clark County	2
<i>Star Wars Day</i>	Sahara West	6
<i>Spring Mariachi Extravaganza</i>	Clark County	12
<i>Folias Duo in Concert</i>	Windmill, Sahara West, Clark County	12-14
<i>World Belly Dancing Day</i>	Summerlin	13
<i>High Japanese Culture with Yoko Fitzpatrick</i>	West Charleston, Clark County, Enterprise	13-27
<i>Summer Challenge Begins</i>	Districtwide	15
<i>Summer Challenge Kickoffs</i>	Metropolitan Branches	16-27
<i>Stuntmasters BMX Assembly</i>	Laughlin, Clark County, Centennial Hills, West Las Vegas, Sandy Valley, Sunrise, Rainbow, East Las Vegas	16-20
<i>Jim Gill</i>	Spring Valley, Windmill, Summerlin, Whitney, Sahara West, East Las	25-27

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	Vegas	
<i>Koo Koo Kanga Roo</i>	Windmill	25-27
<i>Tesla Quartet in Concert</i>	West Charleston, Clark County	28-30

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

LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS									
	Total	Rank	Total	Total	Total	Adult		Youth		General Interest		Rental		Total	
						Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	468	20	352	7	21	13	40	26	108	14	81	0	0	53	229
BUNKERVILLE	219	24	1,211	1	39	2	2	82	198	63	71	0	0	147	271
CENTENNIAL HILLS	30,680	2	34,665	500	1,970	21	192	46	2,141	8	232	24	353	99	2,918
CLARK COUNTY	13,844	9	36,697	492	5,378	42	2,327	212	2,461	30	826	25	2,037	309	7,651
EAST LAS VEGAS	11,017	12	22,969	439	4,025	96	903	50	458	39	379	3	105	188	1,845
ENTERPRISE	15,165	6	17,813	298	1,893	27	86	29	1,040	56	1,164	19	466	131	2,756
GOODSPRINGS	461	21	421	1	25	1	2	9	36	9	16	0	0	19	54
INDIAN SPRINGS	587	19	2,679	6	107	2	18	4	19	28	511	0	0	34	548
LAUGHLIN	4,516	14	4,366	76	836	33	430	17	166	1	25	3	71	54	692
MEADOWS	603	18	1,522	20	160	14	14	17	134	16	331	0	0	47	479
MESQUITE	6,720	13	10,503	250	1,147	67	471	61	1,986	18	137	4	26	150	2,620
MOAPA TOWN	332	22	667	1	67	1	0	12	59	0	0	0	0	13	59
MOAPA VALLEY	3,015	16	3,092	31	183	6	51	24	385	6	32	0	0	36	468
MOUNT CHARLESTON	161	25	507	2	8	3	8	3	36	5	46	0	0	11	90
RAINBOW	19,836	4	19,772	362	2,349	41	559	40	1,727	46	1,535	24	340	151	4,161
SAHARA WEST	31,999	1	26,061	537	2,710	100	588	34	1,154	0	0	43	730	177	2,472
SANDY VALLEY	647	17	919	3	133	0	0	0	0	3	14	0	0	3	14
SEARCHLIGHT	265	23	838	2	31	4	15	4	18	13	35	0	0	21	68
SPRING VALLEY	13,205	10	21,009	453	3,475	6	43	79	1,029	59	2,346	10	139	154	3,557
SUMMERLIN	19,162	5	17,034	303	1,093	15	857	19	1,408	17	776	5	42	56	3,083
SUNRISE	14,495	8	19,394	767	2,377	12	327	39	1,754	35	728	0	0	86	2,809
WEST CHARLESTON	13,110	11	19,982	231	2,120	62	498	60	757	30	347	13	617	165	2,219
WEST LAS VEGAS	3,818	15	17,858	174	3,007	69	963	43	472	55	2,870	12	307	179	4,612
WHITNEY	14,985	7	18,620	258	2,710	25	462	100	2,785	29	808	4	93	158	4,148
WINDMILL	28,399	3	22,490	654	2,794	41	973	37	1,183	15	778	14	598	107	3,532
WINDMILL SERVICE CENTER	642,330		0	6,437	48,343	637	8,187	50	1,460	11	5,482	0	0	698	15,129
2023 MONTHLY TOTAL	890,039		321,441	12,305	87,001	1,340	18,016	1,097	22,974	606	19,570	203	5,924	3,246	66,484
2023 YTD TOTAL	7,080,866		2,649,390	68,214	707,201	8,266	110,840	7,011	132,862	5,314	171,674	1,790	67,506	22,381	482,882

<b>ANNUAL MONTHLY COMPARISON</b>															
<b>2022 MONTHLY TOTAL</b>	771,335		275,648	5,297	86,950									2,415	47,390
<b>% CHANGE</b>	15%		17%	132%	0%									34%	40%

<b>ANNUAL YTD COMPARISON</b>															
<b>FY 21-22 YTD TOTAL</b>	6,082,223		2,264,672	42,946	680,050									16,545	361,070
<b>% CHANGE</b>	16%		17%	59%	4%									35%	34%

<b>ANNUAL MONTHLY COMPARISON</b>															
<b>2021 MONTHLY TOTAL</b>	709,073		262,448	3,806	83,116									1,377	19,062
<b>% CHANGE</b>	26%		22%	223%	5%									136%	249%
<b>2020 MONTHLY TOTAL</b>	927,396		470,739	8,210	150,106									2,618	69,972
<b>% CHANGE</b>	-4%		-32%	50%	-42%									24%	-5%
<b>2019 MONTHLY TOTAL</b>	907,339		486,233	9,514	155,162									2,104	58,420
<b>% CHANGE</b>	-2%		-34%	29%	-44%									54%	14%

<b>ANNUAL YTD COMPARISON</b>															
<b>FY 20-21 YTD TOTAL</b>	5,810,690		2,063,078	36,738	658,244									8,757	146,398
<b>% CHANGE</b>	22%		28%	86%	7%									156%	230%
<b>FY 19-20 YTD TOTAL</b>	7,800,350		3,866,713	62,592	1,206,814									17,374	474,871
<b>% CHANGE</b>	-9%		-31%	9%	-41%									29%	2%
<b>FY 18-19 YTD TOTAL</b>	7,690,240		3,845,343	106,373	1,312,631									15,088	441,571
<b>% CHANGE</b>	-8%		-31%	-36%	-46%									48%	9%



## ITEM VI.A.2.C.

### MEMORANDUM

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**TO:** Board of Trustees through Kelvin Watson, Executive Director  
**FROM:** JoAnn Prevetti, Director of Development  
**DATE:** March 31, 2023  
**SUBJECT:** Development Department Report, April 2023

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

- 3/1/23 – Attended Cristo Rey High School’s Executive of the Year luncheon.
- 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.
- 3/2/23 and 3/3/23 – Attended Library Card Signup partnership with Palms Casino employees
- 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)
- 3/8/23 – Met with Latin Chamber of Commerce President, Mr. Peter Guzman, regarding installing 24/7 library at the Boulevard Mall.
- 3/9/23 – Met with Congresswoman Susie Lee’s office re: appropriation funding for library district. Submitted \$5M appropriations request for Rainbow Library.
- 3/9/23 – Met with Congressman Horsford’s office re: appropriation funding for West Las Vegas. Submitted \$10m appropriations request for West Las Vegas Library.
- 3/9/23 – Met with UMC re: Anytime Library @ UMC
- 3/13 – 3/17 (Vacation)
- 3/22/23 – Attended and was an invited speaker to discuss grant writing and philanthropy at the State Treasurer’s Office – Women and Money Summit.
- 3/23/23 – Met with ED Watson, A-Team, and UNLV Library Leadership re: collaboration efforts.
- 3/23/23 – Attended Asian Chamber Luncheon
- 3/24/23 – Met with Intermountain Healthcare Leadership re: the implementation of the hypertension program (blood pressure machine checkouts) at the library. \$35k in funding received for the program.
- 3/27/23 – Met with United Way leadership and Foundation President, Elaine Sanchez, to discuss reporting for \$25k donation for COHS UW scholarships.
- 3/28/23 – Met with Chris Roman – Las Vegas Recycle re: next steps in Latino Marketing funding.
- 3/28/23 – Invited to sit at the Allegiant Airlines table for the Vegas Chamber Las Vegas Superbowl Host Committee luncheon. The host committee will be opening up grant

applications in the next few months for 501c3's to apply. I will be submitting a grant request on behalf of the Foundation.

- 3/30/23 – Met with Boyd Gaming re: Foundation's '24 Gala
- 3/31/23 – Attended Latin Chamber Breakfast with A-Team members @ the Boulevard Mall to discuss the installation of the 24 hour library at the mall.

**March/April Grants to be written - \$527,000**

Engelstad Grant Funding - \$500,000  
National Medical Library - \$27,000

**Bookstore Sales – July 1, 2022 – March 31, 2023**

July 1, 2022 through 2/28/2023 \$126,065.94, an increase of \$5,000 over last year during the same time-period

**Development Financial Report Attached**

**Upcoming Meetings/Events April and May**

4/4/23 – Tour of Windmill Library with Congresswoman Lee's Library Legislative Team  
4/4/23 – Post event conf. call with Ms. Tina Herrera – re: Women and Money Conference  
4/6/23 – Tour of Windmill Library with UMC  
4/6/23 – New Market Tax Credits with Crescent Financial for West Vegas  
4/6/23 – City of Las Vegas Grant Funding Meeting  
4/11/23 – Raiders Executive Leadership  
4/11/23 – Anonymous Donor Lunch  
4/12/23 – EmployNV Career Hub – Ribbon Cutting – Hope for Prisoners Headquarters  
4/13/23 – Meeting with Timothy Lam Foundation  
4/14/23 – Invited guest to attend Latino Breakfast with Las Vegas Recycle to hear LT. Gov Stavros Anthony speak  
4/21/23 – Tour of Windmill Library with Allegiant Airlines  
4/27/23 – Asian Chamber Luncheon  
4/28/23 – Latin Chamber Luncheon  
4/29 – 5/3 – Philanthropy Conference in Florida  
5/17 – 5/18 – Philanthropy Conference in Las Vegas

**Pending Meetings – April/May**

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.

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

**April Board of Trustees Meeting**

FOUNDATION AWARDED	FOUNDATION PENDING	FOUNDATION DENIED		DISTRICT AWARDED	DISTRICT PENDING	DISTRICT DENIED
\$672,750	\$510,000	\$635,000		\$1,059,518	\$19,382,000	\$685,000

## April Board of Trustees Meeting

	FOUNDATION AWARDED GRANTS			FOUNDATION	SUBMITTED Pending award notification	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	Nevada deals with a water shortage and finds many increasing job opportunities in the grow field are in hydroponics. While the library would only use lettuce and tomatoes it would teach the tech skills to folks who could leverage it for better jobs and support a growing NV industry.	\$80,000 (in kind)		Palms	Tutoring Funding	\$5,000				
Intermountain Healthcare	Blood Pressure Machines for checkout	\$35,000		Chase Bank	Library Programming	\$50,000				
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								
Anonymous Donor	Funding for creation of early learning kits	\$5,000								

**April Board of Trustees Meeting**

David Simon Foundation	Funding for creation of early learning kits	\$3,500							
Nevada State Bank	Nevada State Bank	\$2,500k tutoring \$2,500k mobile phones							
<b>Total Foundation Grants Awarded</b>		<b>\$672,750</b>		<b>Total Pending</b>		<b>\$510,000</b>	<b>Total Denied</b>	<b>Foundation</b>	<b>\$635,000</b>

**April Board of Trustees Meeting**

	DISTRICT AWARDED GRANTS			DISTRICT	SUBMITTED Pending award notification	GRANTS	DISTRICT	DENIED GRANTS	
Dept of Education	Adult Education Programs	\$783,441		ECF	Hot-Spots/Wi-Fi	\$4,000,000	NEA	Musical Theater Songwriting Challenge for High School Students	\$160,000
Dept of Education	Adult Education Programs	\$61,303		Lyrasis	Expansion of library/museum cultural experiences	\$30,000	Union Pacific	Cultural Arts Experience for writers	\$25,000
LSTA 2002	Anytime Library	\$75,000		Congressman Horsford Appropriations	Capital Project – West Las Vegas Library	\$10,000,000	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		Congresswoman Lee	Capital Project – Rainbow Library	\$5,000,000			
				LSTA	Library app for incarcerated persons	\$75,000			
				AEFLA	Adult Education and Family Literacy Act	\$1,250,000			
				National Medical Library	Health and Wellness Initiatives	\$27,000			
	<b>TOTAL DISTRICT GRANTS AWARDED</b>	<b>\$1,059,518</b>		<b>TOTAL</b>	<b>PENDING GRANTS</b>	<b>\$19,382,000</b>	<b>TOTAL</b>	<b>DENIED</b>	<b>\$685,000</b>





## ITEM VI.A.2.d.

### MEMORANDUM

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

#### 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 Sierra training class for new staff at the Blue Diamond Library on system features and how to use the integrated library system and collections procedures training for new Financial Services staff.
- AS staff revised several staff documents, including the ER Laptop Cart Reservation Procedures and the Patron Types and Expiration Dates document.
- AS staff facilitated the quarterly Technology Advisory Committee meeting virtually to discuss and investigate District-wide technology issues and resolutions. IT department staff attended and provided updates on various technology projects.
- ER staff coordinated virtual training for branch staff with representatives from our online resource vendors, Morningstar, Freegal, and World Book Online to enhance staff's ability to assist customers with the use of these resources.
- Interlibrary (ILL) Loan staff provided one virtual training class on how to place an ILL loan request to improve the staff's ability to assist customers with this service.
- DC staff provided one virtual Sierra Rapid Update training to staff at the Sandy Valley Library.
- Our Systems & Network Analyst attended a second week-long training course on VMWare 7 Advanced Administration to improve our ability to support the data center systems and our Systems & Network Security Analyst attended a day-long refresher course on firewall administration.

Technology Monthly Report  
Page 2

- IT department staff continues to work with Human Resources on the development of the new leader onboard training program to help prepare new District leaders for their supervisory responsibilities on topics related to the IT division. Additionally, all IT division supervisors attended the required new leader onboard training provided by Financial Services.
- IT department staff worked with HR to recruit, interview, and fill one long-vacant Microcomputer & Network Analyst position.
- Head of CBS Rebecca Colbert joined Executive Director Kelvin Watson for a live broadcast of KNPR's State of Nevada radio show to discuss library District services.
- CBS staff assisted the District's Youth Diversity Programming Committee with reviewing the materials submitted for their Mandarin Storytime program for AAPI Heritage Month.

**POWERFUL PLACES**

- CBS staff added 2,029 titles with 11,723 new items to the collection and withdrew 5,175 items from the library catalog in February. The withdrawn items will either be resold or discarded. CBS staff also added 9,392 e-books and e-audiobooks and 4,621 new Hoopla music records in 39 different languages to the collection in February.
- DC staff visited the Meadows Library to assist with assessing the condition of their collection and welcomed branch staff to the DC to select items for their collections.
- DC staff provided fresh content to the Greater Clark County Branches to keep the collections relevant for customers. IT department staff supported General Services with the carpet replacement project at the Laughlin Library by removing and replacing the computing equipment as the project progressed.
- CBS staff began the project of recalling and changing the call numbers and spine labels of materials in our collection to reflect recent changes by a Library of Congress initiative to increase diversity, equity, and inclusion in library metadata and discovery.

**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 1,076 e-mails to the ASK account in February.
- AS staff prepared QuickStart library cards for outreach visits to local schools and other community partners.
- In February, Henderson District Public Library (HDPL) residents checked out 1,951 items from our OverDrive collection, while our customers checked out 828 items from the HDPL through the Reciprocal Lending Agreement.
- Boulder City and North Las Vegas residents accounted for 11.9% of the District's OverDrive e-media circulation, with the North Las Vegas Library District accounting for approximately 10.2% and the Boulder City Library District accounting for 1.7% in February.
- Instant Digital Cards (IDC), promoted for our partnership with the RTC, generated 4.4% of our OverDrive circulation with 12,081 checkouts, and 685 new IDC user accounts were created in February.
- CBS staff continues to order materials to support Axis 360 as more Clark County School District schools opt-in to the Community Share Program.

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Page 3

- CBS staff added 417 new titles with 7,795 items to the collection for the North Las Vegas Library District and 310 new unique items to the collection for the Boulder City Library District in February.
- ILL staff received 442 requests from our customers to borrow materials from other library systems and received 561 requests from other libraries to borrow our items and there were 72 new ILL users in February.
- IT department staff continues to work with the Clark County Regional Broadband Action Team on the Request For Proposal for fiber construction to seven of our outlying branches.
- CBS staff continues to have discussions with Community Engagement, the Neon Museum, and the Las Vegas Natural History Museum on potential partnerships for adding admission passes to the collection.
- IT staff continues to work with Library Operations and the Clark County Recorder's Office on the installation of a new kiosk at the Mesquite Library. The kiosk would extend services to Mesquite to allow residents to conduct business without having to travel to Las Vegas.
- IT department staff joined the Development department staff for a meeting with Intermountain Healthcare to accept funding for adding blood pressure monitors and other healthcare devices to the collection.

#### **POWERFUL PLATFORMS**

- IT department staff completed the migration of all staff accounts to Microsoft 365 and continues to work on the migration of the signature blocks to the cloud. Staff also continues to work on the SharePoint migration to the cloud.
- IT department staff completed the implementation of the New 3D Printing Model Project. Branding and Marketing have completed the changes to the website and branch staff are finalizing customer training.
- 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 181 computers across 12 branches. Some supplemental branch technology projects and Jaws/Fusion installations were also completed at the same time as the computer replacements.
- IT department staff completed the end-of-life Branch Server Replacement Project. The servers will not need to be replaced for the next 5-7 years.
- IT staff worked with Library Operation and General Services staff to complete the replacements of the end-of-life automated material handling systems for Centennial Hills and Rainbow libraries.
- IT department staff deployed the zSpace systems to the East Las Vegas, Enterprise, and Summerlin libraries. These systems combine elements of virtual and augmented reality to allow teachers and learners to interact with simulated objects in virtual environments as if they are real.
- IT department staff continues to work on the implementation of the Digital Memories Preservation Lab Project (formerly known as the Memory Lab). The prototype was deployed to the West Charleston Library. Staff is working with our software vendor to make some final cosmetic changes before we launch.

Of the \$3,102,000 approved by the Board of Trustees in the IT department's Capital Projects Fund for FY23, \$1,846,391.92 was expended:

- ILS Cloud Backup Implementation- \$24,375.05

Technology Monthly Report  
Page 4

- Replacement end-of-life wireless controller – \$28,181.96
- Miscellaneous replacement laptops - \$78,292.03
- Equipment for Memory Lab - \$12,177.70
- Equipment for All Hands On Tech (Petting Zoo) - \$8,413.52
- Annual PC Replacement Project - \$528,522
- Replacement end-of-life sorters - \$324,632.94
- zSpace Systems - \$99,285.36
- Microsoft Office Licenses - \$36,996
- Equipment for 3D Printing Project - \$135,694.32
- 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
- iPad Lending Program Kiosks - \$126,390
- Pilot Customer Satisfaction Survey - \$2,325

## ITEM VI.A.3.a.



### MEMORANDUM

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

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

**DATE:** March 31, 2023

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

This report summarizes the Financial Services Department's activities and accomplishments in the month of March 2023.

#### **Administration**

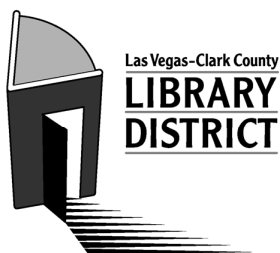
- Gathered, updated, and prepared information for the Fiscal Year 2024 Tentative Budget
- Prepared the Finance and Audit Committee agenda and related documents regarding the Tentative Budget
- Submitted the Mesquite Community Benefits Report
- **Floresto Cabias** led the Financial Services Department New Leader Onboarding Conferences
- **Floresto Cabias** received and reviewed the Final Revenue Projections from the State of Nevada
- **Floresto Cabias** attended the UNLV Library Tour and Leadership Conference
- **Floresto Cabias** filed the Auditor Designation with the State of Nevada
- **Louann Sammons** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Louann Sammons** worked with District staff and vendors to update information and resolve issues
- **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 (\$3.7M for the month of March)
- Uploaded preliminary and historical records to the independent auditor's portal (Hinton Burdick)
- Gathered vendor information for a implementation of a P-Card program
- Performed cash flow analysis
- Attended cash handling procedures meeting with Library Operations staff. Documented cash handling procedures for distribution to branch staff.
- Performed all payroll related duties, including PERS report
- Performed all accounts payable duties

Financial Services Report  
Page 2

- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits
- Provided detail budget status for staff as requested
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed Financial Services invoices
- Processed refunds for cancelled Room Reservations
- Reviewed e-fines and patron inquiries regarding online payments
- Reconciled copier meter reading reports from branches/departments to invoices
- 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 accounts
- Staff cross-trained in payroll, fixed assets, cash receipts, and other Financial Services procedures



## MEMORANDUM

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To: Board of Trustees through Kelvin Watson, Executive Director

From: Floresto Cabias, Chief Financial Officer

Date: March 31, 2023

Subject: April 2023 Budget Status Report

Enclosed are the budget status reports for April 2023. General Fund revenues show 70% of budgeted revenues collected.

### **Property Tax Revenues**

As of March 24, 2023, the District collected \$47.1M in property taxes. Property taxes are assessed on a fiscal year basis beginning on July 1.

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

The CTX shows 51% 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 February 28, 2023, represents CTX from the month of December 2022. In FY 2023, CTX is averaging a 5.4% increase over FY 2022 through December 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 64% of the allocated budget for through March 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 enclosed.

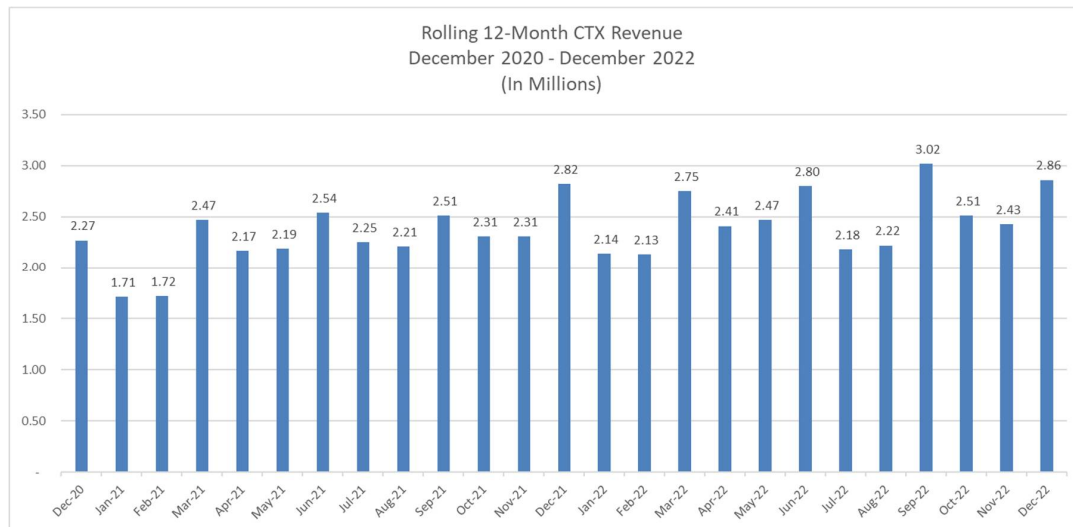
### **Ending Fund Balance**

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	2,859,714.44	1.27%
January	2,140,260.80		
February	2,133,460.55		
March	2,752,024.85		
April	2,413,904.93		
May	2,465,382.42		
June	2,784,189.02		
<b>TOTAL</b>	<b>29,109,434.54</b>	<b>15,215,310.29</b>	

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

**General Fund - 100****From 07/01/2022 Through 03/24/2023**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	47,124,675.03	59,198,000.00	12,073,324.97	20.39%
Intergovernmental Revenue	15,460,882.95	30,247,000.00	14,786,117.05	48.88%
Charges for Services	38,857.39	32,500.00	(6,357.39)	-19.56%
Fines & Forfeits	531,959.87	500,000.00	(31,959.87)	-6.39%
Miscellaneous	591,263.25	1,080,500.00	489,236.75	45.28%
<b>Total Revenues</b>	<b>63,747,638.49</b>	<b>91,058,000.00</b>	<b>27,310,361.51</b>	<b>29.99%</b>
<b>Expenditures</b>				
Salaries	21,229,504.87	33,581,019.00	12,351,514.13	36.78%
Benefits	9,061,414.79	14,062,191.00	5,000,776.21	35.56%
Supplies & Services	10,944,786.76	17,199,234.00	6,254,447.24	36.36%
Capital Outlay	7,642,526.72	11,353,000.00	3,710,473.28	32.68%
<b>Total Expenditures</b>	<b>48,878,233.14</b>	<b>76,195,444.00</b>	<b>27,317,210.86</b>	<b>35.85%</b>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>14,869,405.35</b>	<b>14,862,556.00</b>	<b>(6,849.35)</b>	<b>-5.86%</b>

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

**General Fund - 100**

From 07/01/2022 Through 03/24/2023

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	556,468.59	980,298.00	423,829.41	43.23%
120	Administration - Library Operations	1,057,338.50	1,682,263.00	624,924.50	37.15%
200	Financial Services	1,212,706.27	2,037,364.00	824,657.73	40.48%
215	Community Outreach	315,007.46	721,577.00	406,569.54	56.34%
216	Youth Services	278,192.34	414,524.00	136,331.66	32.89%
217	Adult Services	124,122.74	288,233.00	164,110.26	56.94%
220	Development	419,713.80	711,964.00	292,250.20	41.05%
240	General Services/Facilities	7,628,547.68	11,209,262.00	3,580,714.32	31.94%
250	Human Resources	1,505,837.36	2,724,857.00	1,219,019.64	44.74%
251	HR-Work Insurance	714,724.11	1,501,744.00	787,019.89	52.41%
260	Information Technology	3,319,981.25	4,460,681.00	1,140,699.75	25.57%
270	Literacy Services	217,495.14	354,409.00	136,913.86	38.63%
280	Branding and Marketing	1,635,448.91	2,368,611.00	733,162.09	30.95%
290	Access Services	736,889.20	1,148,489.00	411,599.80	35.84%
310	Collection and Bibliographic Services	9,198,030.18	13,651,294.00	4,453,263.82	32.62%
320	Gallery Services	131,679.82	198,071.00	66,391.18	33.52%
330	Programming and Venues Services	2,166,181.24	3,177,283.00	1,011,101.76	31.82%
340	Community Engagement	262,648.28	528,153.00	265,504.72	50.27%
400	Library Operations	17,397,220.27	28,036,367.00	10,639,146.73	37.95%
Total		48,878,233.14	76,195,444.00	27,317,210.86	35.85%

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

**General Fund - 100**  
**Library Operations - Dept 400**  
**From 07/01/2022 Through 03/24/2023**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	65,684.81	126,566.00	60,881.19	48.10%
110	Bunkerville	62,635.74	117,771.00	55,135.26	46.82%
120	Clark County Library	1,811,946.49	2,894,468.00	1,082,521.51	37.40%
130	Enterprise Library	913,035.10	1,478,025.00	564,989.90	38.23%
140	Goodsprings	46,733.44	110,543.00	63,809.56	57.72%
160	Indian Springs	92,590.90	140,406.00	47,815.10	34.05%
180	Laughlin	482,678.46	719,156.00	236,477.54	32.88%
190	Mesquite	648,399.67	1,114,029.00	465,629.33	41.80%
200	Moapa Town	67,331.47	115,375.00	48,043.53	41.64%
210	Moapa Valley	213,965.48	341,565.00	127,599.52	37.36%
220	Mount Charleston	62,289.91	115,869.00	53,579.09	46.24%
230	Rainbow Library	1,164,151.42	1,937,089.00	772,937.58	39.90%
240	Sahara West Library	1,683,696.09	2,640,170.00	956,473.91	36.23%
250	Sandy Valley	84,395.67	143,724.00	59,328.33	41.28%
260	Searchlight	48,339.88	112,958.00	64,618.12	57.21%
270	Spring Valley Library	1,081,681.13	1,775,215.00	693,533.87	39.07%
280	Summerlin Library	915,590.02	1,442,136.00	526,545.98	36.51%
290	Sunrise Library	977,140.58	1,572,937.00	595,796.42	37.88%
300	West Charleston Library	1,123,952.43	1,745,209.00	621,256.57	35.60%
310	West Las Vegas Library	950,085.60	1,745,390.00	795,304.40	45.57%
320	Whitney Library	1,068,872.58	1,616,672.00	547,799.42	33.88%
360	Meadows Library	45,456.09	118,975.00	73,518.91	61.79%
370	Centennial Hills	1,147,123.53	1,918,481.00	771,357.47	40.21%
380	Windmill Library	1,240,421.27	1,882,684.00	642,262.73	34.11%
390	East Las Vegas Library	1,362,330.25	2,061,025.00	698,694.75	33.90%
605	City Misdemeanant	36,692.26	49,929.00	13,236.74	26.51%
Total		17,397,220.27	28,036,367.00	10,639,146.73	37.95%

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 03/24/2023**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	17,193,677.83	26,217,551.00	9,023,873.17	34.42%
51200 Salaries - Part Time	3,274,924.50	5,998,376.00	2,723,451.50	45.40%
51300 Overtime Pay	22,156.41	55,000.00	32,843.59	59.72%
51400 Call Back Pay	6,136.10	6,543.00	406.90	6.22%
51500 Standby Pay	41,459.26	76,464.00	35,004.74	45.78%
51600 Longevity Pay	171,939.45	277,085.00	105,145.55	37.95%
51700 Separation Pay	394,660.97	450,000.00	55,339.03	12.30%
51800 Leave Buyout	124,550.35	500,000.00	375,449.65	75.09%
55100 Employees Retirement	5,314,209.80	7,930,547.00	2,616,337.20	32.99%
55200 Group Insurance	3,127,903.79	4,970,920.00	1,843,016.21	37.08%
55300 Workers' Comp. Payments	135,075.66	271,544.00	136,468.34	50.26%
55400 Medicare Coverage Expense	484,225.54	814,180.00	329,954.46	40.53%
55500 Unemployment Insurance	-	75,000.00	75,000.00	100.00%
61100 Office Supplies	275,791.69	531,180.00	255,388.31	48.08%
61110 Operating Supplies	314,415.87	603,265.00	288,849.13	47.88%
61120 Software & User Licenses	477,128.41	429,384.00	(47,744.41)	-11.12%
61130 Software Maintenance	1,030,308.59	1,095,900.00	65,591.41	5.99%
61200 Book Materials & Supplies	70,769.61	120,409.00	49,639.39	41.23%
61205 Interlibrary Loan	502.26	4,500.00	3,997.74	88.84%
61210 Small Equipment	196,864.02	384,250.00	187,385.98	48.77%
61400 Equipment Repair & Maint.	580,831.80	742,856.00	162,024.20	21.81%
61410 Contracted Services	3,904,478.56	6,686,841.00	2,782,362.44	41.61%
61420 Building Repair & Maint.	143,979.36	238,200.00	94,220.64	39.56%
61500 Rental Expenses	41,733.08	54,604.00	12,870.92	23.57%
61600 Telephone	508,294.54	690,000.00	181,705.46	26.33%
61700 Utilities	1,502,364.43	1,935,910.00	433,545.57	22.39%
61800 Insurance & Bonds	384,902.98	399,678.00	14,775.02	3.70%
61900 Professional Services	438,034.41	819,250.00	381,215.59	46.53%
61910 Legal Services	130,435.32	364,500.00	234,064.68	64.22%
62200 Collection Agencies	30,403.66	130,000.00	99,596.34	76.61%
62300 Board Compensation	3,120.00	9,600.00	6,480.00	67.50%
62500 Postage	28,839.42	271,500.00	242,660.58	89.38%
62510 Advertising	118,187.84	216,700.00	98,512.16	45.46%
62600 Community Events	6,151.95	37,250.00	31,098.05	83.48%
62620 Recruitment	12,097.00	10,625.00	(1,472.00)	-13.85%
62700 Education & Training	93,616.71	306,285.00	212,668.29	69.43%
62800 Travel & Transportation	84,885.67	293,250.00	208,364.33	71.05%
62900 Printing & Reproduction	233,937.35	233,250.00	(687.35)	-0.29%
63000 Dues & Subscriptions	30,961.92	41,210.00	10,248.08	24.87%
65000 Miscellaneous Expenses	23,217.77	36,600.00	13,382.23	36.56%
65100 Bank Charges	38,305.54	50,000.00	11,694.46	23.39%
67000 Rental Expenses to QALICBs	240,227.00	432,237.00	192,010.00	44.42%
81700 Library Books	7,642,526.72	11,353,000.00	3,710,473.28	32.68%
<b>Total</b>	<b>48,878,233.14</b>	<b>76,195,444.00</b>	<b>27,317,210.86</b>	<b>35.85%</b>

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

**Grant Fund - 220**

From 07/01/2022 Through 03/24/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Intergovernmental Revenue	724,752.63	6,000,000.00	5,275,247.37	87.92%
Miscellaneous	35,479.34	-	(35,479.34)	
<b>Total Revenues</b>	<b>760,231.97</b>	<b>6,000,000.00</b>	<b>5,239,768.03</b>	<b>87.33%</b>
<b>Expenditures</b>				
Salaries	445,743.63	693,139.00	247,395.37	35.69%
Benefits	122,304.35	210,000.00	87,695.65	41.76%
Supplies & Services	70,774.01	2,046,861.00	1,976,086.99	96.54%
Capital Outlay	313,045.53	3,050,000.00	2,736,954.47	89.74%
<b>Total Expenditures</b>	<b>951,867.52</b>	<b>6,000,000.00</b>	<b>5,048,132.48</b>	<b>84.14%</b>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>(191,635.55)</b>	<b>-</b>	<b>191,635.55</b>	<b>3.19%</b>

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 03/24/2023**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	215,920.26	412,123.10	196,202.84	47.61%
51200 Salaries - Part Time	228,797.88	281,016.00	52,218.12	18.58%
51300 Overtime Pay	23.77	-	(23.77)	
51600 Longevity Pay	1,001.72	-	(1,001.72)	
55100 Employees Retirement	63,381.60	146,367.54	82,985.94	56.70%
55200 Group Insurance	38,271.69	54,032.91	15,761.22	29.17%
55400 Medicare Coverage Expense	20,651.06	9,599.55	(11,051.51)	-115.13%
61100 Office Supplies	4,486.26	4,511.83	25.57	0.57%
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%
61400 Equipment Repair & Maint.	19,650.00	-	(19,650.00)	
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	7,922.41	51,000.00	43,077.59	84.47%
63000 Dues & Subscriptions	250.00	75,000.00	74,750.00	99.67%
65000 Miscellaneous Expenses	2,514.82	76,767.07	74,252.25	96.72%
81600 Capital Equipment - Major	-	2,600,000.00	2,600,000.00	100.00%
81700 Library Books	313,045.53	450,000.00	136,954.47	30.43%
<b>Total</b>	<b>951,867.52</b>	<b>6,000,000.00</b>	<b>5,048,132.48</b>	<b>84.14%</b>



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

**Gift Fund - 230**

From 07/01/2022 Through 03/24/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	222,159.23	2,000,000.00	1,777,840.77	88.89%
<b>Total Revenues</b>	222,159.23	2,000,000.00	1,777,840.77	88.89%
<b>Expenditures</b>				
Salaries	-	100,000.00	100,000.00	100.00%
Supplies & Services	79,880.97	900,000.00	820,119.03	91.12%
Capital Outlay	-	1,000,000.00	1,000,000.00	100.00%
<b>Total Expenditures</b>	79,880.97	2,000,000.00	1,920,119.03	96.01%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	142,278.26	-	(142,278.26)	-7.11%

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 03/24/2023**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	-	100,000.00	100,000.00	100.00%
61100 Office Supplies	544.48	20,000.00	19,455.52	97.28%
61110 Operating Supplies	19,195.25	20,000.00	804.75	4.02%
61210 Small Equipment	32,314.79	20,000.00	(12,314.79)	-61.57%
61410 Contracted Services	3,801.73	290,000.00	286,198.27	98.69%
61500 Rental Expenses	225.00	315,000.00	314,775.00	99.93%
61900 Professional Services	9,415.00	200,000.00	190,585.00	95.29%
62600 Community Events	4,839.42	10,000.00	5,160.58	51.61%
62900 Printing & Reproduction	-	10,000.00	10,000.00	100.00%
63000 Dues & Subscriptions	498.00	-	(498.00)	
65000 Miscellaneous Expenses	9,047.30	15,000.00	5,952.70	39.68%
81600 Capital Equipment - Major	-	1,000,000.00	1,000,000.00	100.00%
<b>Total</b>	<b>79,880.97</b>	<b>2,000,000.00</b>	<b>1,920,119.03</b>	<b>96.01%</b>

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

**Capital Projects Fund - 510**

From 07/01/2022 Through 03/24/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	3,121,164.70	150,000.00	(2,971,164.70)	-1980.78%
<b>Total Revenues</b>	3,121,164.70	150,000.00	(2,971,164.70)	-1980.78%
<b>Expenditures</b>				
Supplies & Services	2,238,897.75	6,481,674.00	4,242,776.25	65.46%
Capital Outlay	899,941.27	5,210,547.00	4,310,605.73	82.73%
<b>Total Expenditures</b>	3,138,839.02	11,692,221.00	8,553,381.98	73.15%
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	(17,674.32)	(11,542,221.00)	(11,524,546.68)	-2053.93%

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 03/24/2023**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100 Office Supplies	1,186.48	-	(1,186.48)	
61110 Operating Supplies	101,427.50	800,000.00	698,572.50	87.32%
61120 Software & User Licenses	100,025.56	300,000.00	199,974.44	66.66%
61130 Software Maintenance	136,879.25	240,000.00	103,120.75	42.97%
61210 Small Equipment	741,068.13	1,200,000.00	458,931.87	38.24%
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.	146,258.46	1,100,000.00	953,741.54	86.70%
61800 Insurance & Bonds	1,211.00	141,674.00	140,463.00	99.15%
61900 Professional Services	904,870.84	1,500,000.00	595,129.16	39.68%
61910 Legal Services	43,701.00	60,000.00	16,299.00	27.17%
65000 Miscellaneous Expenses	11,050.00	200,000.00	188,950.00	94.48%
65100 Bank Charges	30,009.53	40,000.00	9,990.47	24.98%
81500 Capital Improvements	53,445.25	1,210,547.00	1,157,101.75	95.59%
81600 Capital Equipment - Major	846,496.02	4,000,000.00	3,153,503.98	78.84%
<b>Total</b>	<b>3,138,839.02</b>	<b>11,692,221.00</b>	<b>8,553,381.98</b>	<b>73.15%</b>

Las Vegas-Clark County Library District

**Project 2050 - Furniture Replacement**  
**From 07/01/2022 through 03/24/2023**

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

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

## Las Vegas-Clark County Library District

**Project 2200 - Financial Services Projects**  
**From 07/01/2022 through 03/24/2023**

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

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61210	Small Equipment	15,900.42	185,000.00	169,099.58	91%
61800	Insurance & Bonds	1,211.00	-	(1,211.00)	0%
61900	Professional Services	-	-	-	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%
<b>Total Expenditures</b>		<b>59,637.88</b>	<b>305,000.00</b>	<b>245,362.12</b>	<b>80%</b>

## Las Vegas-Clark County Library District

**Project 4010 - Tech Replacements & Upgrades**  
**From 07/01/2022 through 03/24/2023**

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

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61110	Operating Supplies	79,112.73	162,000.00	82,887.27	51%
61120	Software & User Licenses	72,636.59	300,000.00	227,363.41	76%
61130	Software Maintenance	5,906.25	300,000.00	294,093.75	98%
61210	Small Equipment	696,802.49	900,000.00	203,197.51	23%
61400	Equipment Repair & Maint.	-	600,000.00	600,000.00	100%
61410	Contracted Services	13,500.00	200,000.00	186,500.00	93%
81600	Capital Equipment - Major	618,206.62	640,000.00	21,793.38	3%
<b>Total Expenditures</b>		<b>1,486,164.68</b>	<b>3,102,000.00</b>	<b>1,615,835.32</b>	<b>52%</b>



## Las Vegas-Clark County Library District

**Project 5010 - Bldg Repair & Maintenance**  
**From 07/01/2022 through 03/24/2023**

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

		<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Expenditures</b>					
61110	Operating Supplies	22,626.56	100,000.00	77,373.44	77.4%
61120	Software & User Licenses	28,263.66	34,674.00	6,410.34	18%
61130	Software Maintenance	130,973.00	100,000.00	(30,973.00)	-31%
61210	Small Equipment	22,954.84	300,000.00	277,045.16	92%
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.	77,919.46	800,000.00	722,080.54	90%
61900	Professional Services	38,355.30	900,000.00	861,644.70	96%
81500	Capital Improvements	-	540,547.00	540,547.00	100%
81600	Capital Equipment - Major	40,196.00	100,000.00	59,804.00	60%
<b>Total Expenditures</b>		<b>368,998.82</b>	<b>3,175,221.00</b>	<b>2,806,222.18</b>	<b>88%</b>

## Las Vegas-Clark County Library District

**Project 5015 - Construction Projects**  
**From 07/01/2022 through 03/24/2023**

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

	<b>YTD Actual</b>	<b>Budget</b>	<b>Dollar Budget Amount Remaining</b>	<b>Percent Budget Remaining</b>
<b>Revenues</b>				
45200 Interest Earnings	(95,213.30)	150,000.00	245,213.30	163%
45750 Sale of Fixed Assets	3,216,378.00	-	(3,216,378.00)	0%
<b>Total Revenues</b>	<b>3,121,164.70</b>	<b>150,000.00</b>	<b>(3,216,378.00)</b>	<b>-2144%</b>
<b>Expenditures</b>				
61420 Building Repair & Maint.	68,339.00	-	(68,339.00)	0%
61900 Professional Services	866,515.54	-	(866,515.54)	0%
61910 Legal Services	43,701.00	-	(43,701.00)	0%
65000 Miscellaneous Expenses	11,050.00	-	(11,050.00)	0%
81500 Capital Improvements	-	4,000,000.00	4,000,000.00	100%
<b>Total Expenditures</b>	<b>989,605.54</b>	<b>4,000,000.00</b>	<b>3,010,394.46</b>	<b>75%</b>

## Las Vegas-Clark County Library District

## Project 5020 - PVS Projects

From 07/01/2022 through 03/24/2023

510  
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Expenditures</b>					
61210	Small Equipment	-	385,000.00	385,000.00	100%
81500	Capital Improvements	53,445.25	100,000.00	46,554.75	47%
81600	Capital Equipment - Major	158,581.47	400,000.00	241,418.53	60%
<b>Total Expenditures</b>		<b>212,026.72</b>	<b>885,000.00</b>	<b>672,973.28</b>	<b>76%</b>

Las Vegas-Clark County Library District

**Project 9010 - Vehicle Purchase and Replacement**  
**From 07/01/2022 through 03/24/2023**

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

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

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

**Debt Service Fund - 610****From 07/01/2022 Through 03/24/2023**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	12.63	-	(12.63)	
Miscellaneous	10.50	10,000.00	9,989.50	99.90%
<b>Total Revenues</b>	<b>23.13</b>	<b>10,000.00</b>	<b>9,976.87</b>	<b>99.77%</b>
<b>Expenditures</b>				
Supplies & Services	-	10,000.00	10,000.00	100.00%
Debt Service	-	-	-	
<b>Total Expenditures</b>	<b>-</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>100.00%</b>
<b>Excess (Deficit) of Revenues over (under) Expenditures</b>	<b>23.13</b>	<b>-</b>	<b>(23.13)</b>	<b>-0.23%</b>

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 03/24/2023**

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

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

**General Fund - 100****Administration - Executive - 110****From 07/01/2022 through 03/24/2023**

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	317,799.51	501,310.00	183,510.49
<b>Total Salaries</b>		<b>317,799.51</b>	<b>501,310.00</b>	<b>183,510.49</b>
<b>Benefits</b>				
55100	Employees Retirement	63,563.05	135,306.00	71,742.95
55200	Group Insurance	18,737.89	40,643.00	21,905.11
55400	Medicare Coverage Expense	3,134.43	6,689.00	3,554.57
<b>Total Benefits</b>		<b>85,435.37</b>	<b>182,638.00</b>	<b>97,202.63</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	1,595.66	3,500.00	1,904.34
61110	Operating Supplies	273.77	2,000.00	1,726.23
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	1,452.00	75,000.00	73,548.00
61910	Legal Services	63,333.48	75,000.00	11,666.52
62300	Board Compensation	3,120.00	9,600.00	6,480.00
62600	Community Events	1,713.56	14,000.00	12,286.44
62700	Education & Training	3,841.00	5,000.00	1,159.00
62800	Travel & Transportation***	17,460.83	25,000.00	7,539.17
62900	Printing & Reproduction	-	250.00	250.00
63000	Dues & Subscriptions	19,701.00	26,000.00	6,299.00
65000	Miscellaneous Expenses	2,439.76	6,000.00	3,560.24
<b>Total Supplies &amp; Services</b>		<b>153,233.71</b>	<b>296,350.00</b>	<b>143,116.29</b>
<b>Total Administration - Executive-110</b>		<b>556,468.59</b>	<b>980,298.00</b>	<b>423,829.41</b>

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



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

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

From 07/01/2022 through 03/24/2023

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	605,154.18	897,822.00	292,667.82
51200	Salaries - Part Time	62,605.46	87,677.00	25,071.54
51600	Longevity Pay	4,684.42	6,877.00	2,192.58
<b>Total Salaries</b>		<b>672,444.06</b>	<b>992,376.00</b>	<b>319,931.94</b>
<b>Benefits</b>				
55100	Employees Retirement	201,250.54	293,186.00	91,935.46
55200	Group Insurance	74,825.89	96,412.00	21,586.11
55400	Medicare Coverage Expense	9,997.32	14,389.00	4,391.68
<b>Total Benefits</b>		<b>286,073.75</b>	<b>403,987.00</b>	<b>117,913.25</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	475.91	-	(475.91)
61110	Operating Supplies	4,980.61	25,000.00	20,019.39
61120	Software & User Licenses	276.00	15,000.00	14,724.00
61130	Software Maintenance	-	5,000.00	5,000.00
61200	Book Materials & Supplies	450.29	-	(450.29)
61210	Small Equipment	74,623.35	154,000.00	79,376.65
61410	Contracted Services	3,590.25	47,900.00	44,309.75
61500	Rental Expenses	12.00	2,500.00	2,488.00
62700	Education & Training	2,527.96	5,000.00	2,472.04
62800	Travel & Transportation	11,759.33	30,000.00	18,240.67
63000	Dues & Subscriptions	124.99	1,500.00	1,375.01
<b>Total Supplies &amp; Services</b>		<b>98,820.69</b>	<b>285,900.00</b>	<b>187,079.31</b>
<b>Total Administration - Library Operations-120</b>		<b>1,057,338.50</b>	<b>1,682,263.00</b>	<b>624,924.50</b>

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

**General Fund - 100****Financial Services - 200****From 07/01/2022 through 03/24/2023**

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	358,751.97	619,816.00	261,064.03
51300	Overtime Pay	1,174.50	-	(1,174.50)
51600	Longevity Pay	1,300.04	1,900.00	599.96
<b>Total Salaries</b>		<b>361,226.51</b>	<b>621,716.00</b>	<b>260,489.49</b>
<b>Benefits</b>				
55100	Employees Retirement	106,957.09	184,395.00	77,437.91
55200	Group Insurance	44,784.64	62,771.00	17,986.36
55400	Medicare Coverage Expense	6,461.26	9,015.00	2,553.74
<b>Total Benefits</b>		<b>158,202.99</b>	<b>256,181.00</b>	<b>97,978.01</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	1,773.15	6,000.00	4,226.85
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.	54,879.27	76,030.00	21,150.73
61410	Contracted Services	120,973.76	225,000.00	104,026.24
61500	Rental Expenses	(30.00)	-	30.00
61900	Professional Services***	128,263.58	80,000.00	(48,263.58)
61910	Legal Services	-	2,500.00	2,500.00
62200	Collection Agencies	30,403.66	130,000.00	99,596.34
62500	Postage	28,768.03	70,000.00	41,231.97
62510	Advertising	5,380.22	16,700.00	11,319.78
62700	Education & Training	274.73	3,000.00	2,725.27
62800	Travel & Transportation	44.39	2,000.00	1,955.61
63000	Dues & Subscriptions	2,095.00	6,000.00	3,905.00
65000	Miscellaneous Expenses	7,985.08	10,000.00	2,014.92
65100	Bank Charges	38,305.54	50,000.00	11,694.46
67000	Rental Expenses to QALICBs	240,227.00	432,237.00	192,010.00
<b>Total Supplies &amp; Services</b>		<b>693,276.77</b>	<b>1,159,467.00</b>	<b>466,190.23</b>
<b>Total Financial Services-200</b>		<b>1,212,706.27</b>	<b>2,037,364.00</b>	<b>824,657.73</b>

\*\*\*Variance from budget is due to temporary employee costs because of prolonged position vacancies. Overage is being offset by savings in salaries and benefits.

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

**General Fund - 100****Community Outreach - 215****From 07/01/2022 through 03/24/2023**

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	192,763.81	424,733.00	231,969.19
51200	Salaries - Part Time	-	22,995.00	22,995.00
51300	Overtime Pay	25.00	-	(25.00)
51600	Longevity Pay	5,876.36	5,107.00	(769.36)
<b>Total Salaries</b>		<b>198,665.17</b>	<b>452,835.00</b>	<b>254,169.83</b>
<b>Benefits</b>				
55100	Employees Retirement	61,486.67	126,358.00	64,871.33
55200	Group Insurance	47,182.40	97,392.00	50,209.60
55400	Medicare Coverage Expense	3,175.24	7,992.00	4,816.76
<b>Total Benefits</b>		<b>111,844.31</b>	<b>231,742.00</b>	<b>119,897.69</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	97.82	-	(97.82)
61110	Operating Supplies	2,285.20	17,000.00	14,714.80
61120	Software & User Licenses	-	1,500.00	1,500.00
62600	Community Events	239.00	1,000.00	761.00
62700	Education & Training	205.46	2,000.00	1,794.54
62800	Travel & Transportation	1,477.90	5,000.00	3,522.10
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)
<b>Total Supplies &amp; Services</b>		<b>4,497.98</b>	<b>37,000.00</b>	<b>32,502.02</b>
<b>Total Community Outreach-215</b>		<b>315,007.46</b>	<b>721,577.00</b>	<b>406,569.54</b>

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

**General Fund - 100****Youth Services - 216****From 07/01/2022 through 03/24/2023**

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	111,656.31	153,480.00	41,823.69
51600	Longevity Pay	1,326.22	1,939.00	612.78
<b>Total Salaries</b>		<b>112,982.53</b>	<b>155,419.00</b>	<b>42,436.47</b>
<b>Benefits</b>				
55100	Employees Retirement	34,189.52	45,660.00	11,470.48
55200	Group Insurance	10,536.21	14,791.00	4,254.79
55400	Medicare Coverage Expense	1,625.02	2,254.00	628.98
<b>Total Benefits</b>		<b>46,350.75</b>	<b>62,705.00</b>	<b>16,354.25</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	89.06	-	(89.06)
61110	Operating Supplies	29,216.52	57,450.00	28,233.48
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	77,164.00	113,700.00	36,536.00
62700	Education & Training	150.00	1,000.00	850.00
62800	Travel & Transportation	948.06	2,500.00	1,551.94
<b>Total Supplies &amp; Services</b>		<b>118,859.06</b>	<b>196,400.00</b>	<b>77,540.94</b>
<b>Total Youth Services-216</b>		<b>278,192.34</b>	<b>414,524.00</b>	<b>136,331.66</b>

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

**General Fund - 100****Adult Services - 217**

From 07/01/2022 through 03/24/2023

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	57,381.80	93,445.00	36,063.20
51600	Longevity Pay	2,939.67	-	(2,939.67)
<b>Total Salaries</b>		<b>60,321.47</b>	<b>93,445.00</b>	<b>33,123.53</b>
<b>Benefits</b>				
55100	Employees Retirement	17,945.62	27,800.00	9,854.38
55200	Group Insurance	4,959.41	7,133.00	2,173.59
55400	Medicare Coverage Expense	853.52	1,355.00	501.48
<b>Total Benefits</b>		<b>23,758.55</b>	<b>36,288.00</b>	<b>12,529.45</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	579.83	-	(579.83)
61110	Operating Supplies	1,728.51	40,000.00	38,271.49
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
<b>Total Supplies &amp; Services</b>		<b>40,042.72</b>	<b>158,500.00</b>	<b>118,457.28</b>
<b>Total Adult Services-217</b>		<b>124,122.74</b>	<b>288,233.00</b>	<b>164,110.26</b>

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

**General Fund - 100****Development - 220**

From 07/01/2022 through 03/24/2023

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	255,726.94	391,029.00	135,302.06
51600	Longevity Pay	1,799.10	2,649.00	849.90
<b>Total Salaries</b>		<b>257,526.04</b>	<b>393,678.00</b>	<b>136,151.96</b>
<b>Benefits</b>				
55100	Employees Retirement	76,738.08	116,331.00	39,592.92
55200	Group Insurance	41,497.33	63,747.00	22,249.67
55400	Medicare Coverage Expense	3,742.03	5,708.00	1,965.97
<b>Total Benefits</b>		<b>121,977.44</b>	<b>185,786.00</b>	<b>63,808.56</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	626.35	-	(626.35)
61110	Operating Supplies	1,612.39	2,500.00	887.61
61410	Contracted Services	-	30,500.00	30,500.00
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	3,517.16	5,000.00	1,482.84
62700	Education & Training	399.00	-	(399.00)
62800	Travel & Transportation	6,125.09	30,000.00	23,874.91
63000	Dues & Subscriptions	3,131.33	6,000.00	2,868.67
65000	Miscellaneous Expenses	3,544.00	5,000.00	1,456.00
<b>Total Supplies &amp; Services</b>		<b>40,210.32</b>	<b>132,500.00</b>	<b>92,289.68</b>
<b>Total Development and Planning-220</b>		<b>419,713.80</b>	<b>711,964.00</b>	<b>292,250.20</b>

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

**General Fund - 100****General Services/Facilities - 240****From 07/01/2022 through 03/24/2023**

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	1,221,593.32	1,756,120.00	534,526.68
51200	Salaries - Part Time	44,142.01	76,660.00	32,517.99
51300	Overtime Pay	3,455.04	5,000.00	1,544.96
51400	Call Back Pay	6,136.10	6,543.00	406.90
51500	Standby Pay	41,459.26	76,464.00	35,004.74
51600	Longevity Pay	3,128.66	6,371.00	3,242.34
<b>Total Salaries</b>		<b>1,319,914.39</b>	<b>1,927,158.00</b>	<b>607,243.61</b>
<b>Benefits</b>				
55100	Employees Retirement	378,682.72	525,168.00	146,485.28
55200	Group Insurance	284,593.47	417,450.00	132,856.53
55400	Medicare Coverage Expense	22,089.42	32,624.00	10,534.58
<b>Total Benefits</b>		<b>685,365.61</b>	<b>975,242.00</b>	<b>289,876.39</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	8,680.75	12,000.00	3,319.25
61110	Operating Supplies	225,388.73	300,000.00	74,611.27
61130	Software Maintenance	53,553.77	75,000.00	21,446.23
61200	Book Materials & Supplies	214.99	-	(214.99)
61210	Small Equipment	24,750.59	36,000.00	11,249.41
61400	Equipment Repair & Maint.	51,887.38	58,000.00	6,112.62
61410	Contracted Services	3,202,571.53	5,196,574.00	1,994,002.47
61420	Building Repair & Maint.	143,979.36	238,200.00	94,220.64
61500	Rental Expenses	11,815.28	14,000.00	2,184.72
61700	Utilities	1,502,364.43	1,935,910.00	433,545.57
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	601.81	1,000.00	398.19
65000	Miscellaneous Expenses	8,781.08	14,000.00	5,218.92
<b>Total Supplies &amp; Services</b>		<b>5,623,267.68</b>	<b>8,306,862.00</b>	<b>2,683,594.32</b>
<b>Total General Services/Facilities-240</b>		<b>7,628,547.68</b>	<b>11,209,262.00</b>	<b>3,580,714.32</b>

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

**General Fund - 100****Human Resources - 250****From 07/01/2022 through 03/24/2023**

		<b>YTD Actual</b>	<b>FY 2023 Budget</b>	<b>Balance Remaining</b>
<b>Salaries</b>				
51100	Salaries - Full Time	620,088.63	948,415.00	328,326.37
51300	Overtime Pay	109.40	-	(109.40)
51600	Longevity Pay	(661.37)	-	661.37
<b>Total Salaries</b>		<b>619,536.66</b>	<b>948,415.00</b>	<b>328,878.34</b>
<b>Benefits</b>				
55100	Employees Retirement	184,093.20	282,153.00	98,059.80
55200	Group Insurance	112,074.79	168,820.00	56,745.21
55400	Medicare Coverage Expense	8,822.71	13,752.00	4,929.29
<b>Total Benefits</b>		<b>304,990.70</b>	<b>464,725.00</b>	<b>159,734.30</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	200.99	-	(200.99)
61110	Operating Supplies	2,176.61	15,015.00	12,838.39
61130	Software Maintenance	201,180.71	208,900.00	7,719.29
61400	Equipment Repair & Maint.	-	250.00	250.00
61410	Contracted Services	63,782.73	77,192.00	13,409.27
61900	Professional Services	157,690.72	360,000.00	202,309.28
61910	Legal Services	67,101.84	265,000.00	197,898.16
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	12,097.00	10,625.00	(1,472.00)
62700	Education & Training	57,579.17	240,785.00	183,205.83
62800	Travel & Transportation	15,711.32	80,600.00	64,888.68
63000	Dues & Subscriptions	3,398.90	1,100.00	(2,298.90)
65000	Miscellaneous Expenses	187.98	-	(187.98)
<b>Total Supplies &amp; Services</b>		<b>581,310.00</b>	<b>1,311,717.00</b>	<b>730,407.00</b>
<b>Total Human Resources-250</b>		<b>1,505,837.36</b>	<b>2,724,857.00</b>	<b>1,219,019.64</b>



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

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

From 07/01/2022 through 03/24/2023

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51700	Separation Pay	394,660.97	450,000.00	55,339.03
<b>Total Salaries</b>		<b>394,660.97</b>	<b>450,000.00</b>	<b>55,339.03</b>
<b>Benefits</b>				
55200	Group Insurance	66,455.28	205,200.00	138,744.72
55300	Workers' Comp. Payments	253,607.86	271,544.00	17,936.14
55500	Unemployment Insurance	-	75,000.00	75,000.00
<b>Total Benefits</b>		<b>320,063.14</b>	<b>551,744.00</b>	<b>231,680.86</b>
<b>Supplies &amp; Services</b>				
<b>Total Supplies &amp; Services</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total HR-Work Insurance-251</b>		<b>714,724.11</b>	<b>1,001,744.00</b>	<b>287,019.89</b>

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

**General Fund - 100****Information Technology - 260****From 07/01/2022 through 03/24/2023**

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	1,091,149.86	1,553,577.00	462,427.14
51300	Overtime Pay	6,992.25	25,000.00	18,007.75
51600	Longevity Pay	7,130.31	10,445.00	3,314.69
<b>Total Salaries</b>		<b>1,105,272.42</b>	<b>1,589,022.00</b>	<b>483,749.58</b>
<b>Benefits</b>				
55100	Employees Retirement	326,205.60	462,189.00	135,983.40
55200	Group Insurance	161,055.87	259,692.00	98,636.13
55400	Medicare Coverage Expense	15,869.12	22,678.00	6,808.88
<b>Total Benefits</b>		<b>503,130.59</b>	<b>744,559.00</b>	<b>241,428.41</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	15,967.43	25,000.00	9,032.57
61120	Software & User Licenses	25,230.43	20,000.00	(5,230.43)
61130	Software Maintenance	640,333.35	707,000.00	66,666.65
61210	Small Equipment	23,012.75	35,000.00	11,987.25
61400	Equipment Repair & Maint.	464,619.45	585,000.00	120,380.55
61410	Contracted Services	12,189.92	30,000.00	17,810.08
61600	Telephone	508,294.54	690,000.00	181,705.46
62700	Education & Training	21,833.99	25,000.00	3,166.01
62800	Travel & Transportation	-	10,000.00	10,000.00
65000	Miscellaneous Expenses	96.38	100.00	3.62
<b>Total Supplies &amp; Services</b>		<b>1,711,578.24</b>	<b>2,127,100.00</b>	<b>415,521.76</b>
<b>Total Information Technology-260</b>		<b>3,319,981.25</b>	<b>4,460,681.00</b>	<b>1,140,699.75</b>

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

**General Fund - 100****Literacy Services - 270****From 07/01/2022 through 03/24/2023**

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	88,438.04	157,052.00	68,613.96
51200	Salaries - Part Time	55,456.85	63,901.00	8,444.15
51300	Overtime Pay	6.23	-	(6.23)
<b>Total Salaries</b>		<b>143,901.12</b>	<b>220,953.00</b>	<b>77,051.88</b>
<b>Benefits</b>				
55100	Employees Retirement	30,033.28	52,585.00	22,551.72
55200	Group Insurance	10,112.06	14,752.00	4,639.94
55400	Medicare Coverage Expense	4,691.62	5,944.00	1,252.38
<b>Total Benefits</b>		<b>44,836.96</b>	<b>73,281.00</b>	<b>28,444.04</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	113.70	2,000.00	1,886.30
61110	Operating Supplies	746.42	10,000.00	9,253.58
61410	Contracted Services	27,675.00	37,175.00	9,500.00
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	221.94	6,000.00	5,778.06
<b>Total Supplies &amp; Services</b>		<b>28,757.06</b>	<b>60,175.00</b>	<b>31,417.94</b>
<b>Total Literacy Department-270</b>		<b>217,495.14</b>	<b>354,409.00</b>	<b>136,913.86</b>

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

**General Fund - 100****Branding and Marketing - 280****From 07/01/2022 through 03/24/2023**

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	561,309.32	775,496.00	214,186.68
51300	Overtime Pay	301.63	-	(301.63)
51600	Longevity Pay	1,233.32	1,800.00	566.68
<b>Total Salaries</b>		<b>562,844.27</b>	<b>777,296.00</b>	<b>214,451.73</b>
<b>Benefits</b>				
55100	Employees Retirement	166,401.72	230,710.00	64,308.28
55200	Group Insurance	75,078.91	93,474.00	18,395.09
55400	Medicare Coverage Expense	8,082.28	11,271.00	3,188.72
<b>Total Benefits</b>		<b>249,562.91</b>	<b>335,455.00</b>	<b>85,892.09</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	2,173.04	26,800.00	24,626.96
61120	Software & User Licenses***	399,105.56	270,884.00	(128,221.56)
61210	Small Equipment	-	7,000.00	7,000.00
61400	Equipment Repair & Maint.	7,009.36	15,576.00	8,566.64
61410	Contracted Services	65,315.07	279,700.00	214,384.93
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	112,767.62	180,000.00	67,232.38
62600	Community Events	-	10,000.00	10,000.00
62700	Education & Training	2,690.00	-	(2,690.00)
62800	Travel & Transportation	90.00	5,700.00	5,610.00
62900	Printing & Reproduction	233,808.35	248,000.00	14,191.65
65000	Miscellaneous Expenses	31.14	1,500.00	1,468.86
<b>Total Supplies &amp; Services</b>		<b>823,041.73</b>	<b>1,255,860.00</b>	<b>432,818.27</b>
<b>Total Branding and Marketing-280</b>		<b>1,635,448.91</b>	<b>2,368,611.00</b>	<b>733,162.09</b>

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

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

**General Fund - 100****Access Services Department - 290****From 07/01/2022 through 03/24/2023**

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	353,200.57	536,605.00	183,404.43
51200	Salaries - Part Time	78,803.34	104,212.00	25,408.66
51300	Overtime Pay	-	5,000.00	5,000.00
51600	Longevity Pay	5,801.92	9,048.00	3,246.08
<b>Total Salaries</b>		<b>437,805.83</b>	<b>654,865.00</b>	<b>217,059.17</b>
<b>Benefits</b>				
55100	Employees Retirement	122,288.58	181,498.00	59,209.42
55200	Group Insurance	49,864.05	97,805.00	47,940.95
55400	Medicare Coverage Expense	7,879.07	11,711.00	3,831.93
<b>Total Benefits</b>		<b>180,031.70</b>	<b>291,014.00</b>	<b>110,982.30</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	50.27	1,000.00	949.73
61110	Operating Supplies	10,719.41	35,000.00	24,280.59
61130	Software Maintenance	103,214.80	150,000.00	46,785.20
61205	Interlibrary Loan	502.26	1,500.00	997.74
61210	Small Equipment	3,700.00	7,500.00	3,800.00
62700	Education & Training	-	2,500.00	2,500.00
62800	Travel & Transportation	754.93	5,000.00	4,245.07
63000	Dues & Subscriptions	110.00	110.00	-
<b>Total Supplies &amp; Services</b>		<b>119,051.67</b>	<b>202,610.00</b>	<b>83,558.33</b>
<b>Total Access Services Department-290</b>		<b>736,889.20</b>	<b>1,148,489.00</b>	<b>411,599.80</b>

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

**General Fund - 100****Collection and Bibliographic Services - 310****From 07/01/2022 through 03/24/2023**

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	863,997.39	1,263,278.00	399,280.61
51200	Salaries - Part Time	16,870.31	47,528.00	30,657.69
51600	Longevity Pay	19,673.19	28,910.00	9,236.81
<b>Total Salaries</b>		<b>900,540.89</b>	<b>1,339,716.00</b>	<b>439,175.11</b>
<b>Benefits</b>				
55100	Employees Retirement	271,429.40	375,825.00	104,395.60
55200	Group Insurance	173,174.37	252,189.00	79,014.63
55400	Medicare Coverage Expense	13,967.93	20,905.00	6,937.07
<b>Total Benefits</b>		<b>458,571.70</b>	<b>648,919.00</b>	<b>190,347.30</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	341.12	-	(341.12)
61110	Operating Supplies	-	1,000.00	1,000.00
61120	Software & User Licenses	-	34,000.00	34,000.00
61200	Book Materials & Supplies	69,969.71	120,409.00	50,439.29
61210	Small Equipment	-	5,000.00	5,000.00
61900	Professional Services	125,705.61	144,250.00	18,544.39
62800	Travel & Transportation	44.54	5,000.00	4,955.46
63000	Dues & Subscriptions	329.89	-	(329.89)
81700	Library Books	7,642,526.72	11,353,000.00	3,710,473.28
<b>Total Supplies &amp; Services</b>		<b>7,838,917.59</b>	<b>11,662,659.00</b>	<b>3,823,741.41</b>
<b>Total Collection and Bibliographic Services-310</b>		<b>9,198,030.18</b>	<b>13,651,294.00</b>	<b>4,453,263.82</b>

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

**General Fund - 100****Gallery Services - 320**

From 07/01/2022 through 03/24/2023

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	84,088.76	119,175.00	35,086.24
<b>Total Salaries</b>		<b>84,088.76</b>	<b>119,175.00</b>	<b>35,086.24</b>
<b>Benefits</b>				
55100	Employees Retirement	24,983.03	35,454.00	10,470.97
55200	Group Insurance	18,617.00	26,214.00	7,597.00
55400	Medicare Coverage Expense	1,214.62	1,728.00	513.38
<b>Total Benefits</b>		<b>44,814.65</b>	<b>63,396.00</b>	<b>18,581.35</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	69.73	-	(69.73)
61110	Operating Supplies	2,384.97	8,500.00	6,115.03
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
<b>Total Supplies &amp; Services</b>		<b>2,776.41</b>	<b>15,500.00</b>	<b>12,723.59</b>
<b>Total Gallery Services-320</b>		<b>131,679.82</b>	<b>198,071.00</b>	<b>66,391.18</b>

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

**General Fund - 100****Programming and Venues Services - 330****From 07/01/2022 through 03/24/2023**

		<b>YTD Actual</b>	<b>FY 2023 Budget</b>	<b>Balance Remaining</b>
<b>Salaries</b>				
51100	Salaries - Full Time	1,058,987.96	1,493,304.00	434,316.04
51200	Salaries - Part Time	187,844.93	317,743.00	129,898.07
51300	Overtime Pay	8,561.26	20,000.00	11,438.74
51600	Longevity Pay	6,703.53	15,562.00	8,858.47
<b>Total Salaries</b>		<b>1,262,097.68</b>	<b>1,846,609.00</b>	<b>584,511.32</b>
<b>Benefits</b>				
55100	Employees Retirement	342,244.74	474,315.00	132,070.26
55200	Group Insurance	180,492.97	258,337.00	77,844.03
55400	Medicare Coverage Expense	26,042.86	39,922.00	13,879.14
<b>Total Benefits</b>		<b>548,780.57</b>	<b>772,574.00</b>	<b>223,793.43</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	307.41	-	(307.41)
61110	Operating Supplies	11,580.68	22,000.00	10,419.32
61120	Software & User Licenses	1,295.62	12,000.00	10,704.38
61210	Small Equipment	38,923.40	64,000.00	25,076.60
61400	Equipment Repair & Maint.	2,436.34	8,000.00	5,563.66
61410	Contracted Services	273,000.30	409,100.00	136,099.70
61500	Rental Expenses	15,382.64	18,000.00	2,617.36
62700	Education & Training	3,320.40	7,000.00	3,679.60
62800	Travel & Transportation	8,606.20	16,000.00	7,393.80
63000	Dues & Subscriptions	450.00	2,000.00	1,550.00
<b>Total Supplies &amp; Services</b>		<b>355,302.99</b>	<b>558,100.00</b>	<b>202,797.01</b>
<b>Total Programming and Venues Department-330</b>		<b>2,166,181.24</b>	<b>3,177,283.00</b>	<b>1,011,101.76</b>



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

**General Fund - 100****Community Engagement - 340****From 07/01/2022 through 03/24/2023**

		YTD Actual	FY 2023 Budget	Balance Remaining
<b>Salaries</b>				
51100	Salaries - Full Time	139,564.49	234,679.00	95,114.51
51600	Longevity Pay	1,347.21	1,769.00	421.79
<b>Total Salaries</b>		<b>140,911.70</b>	<b>236,448.00</b>	<b>95,536.30</b>
<b>Benefits</b>				
55100	Employees Retirement	41,157.02	69,817.00	28,659.98
55200	Group Insurance	17,451.62	26,459.00	9,007.38
55400	Medicare Coverage Expense	2,414.09	3,429.00	1,014.91
<b>Total Benefits</b>		<b>61,022.73</b>	<b>99,705.00</b>	<b>38,682.27</b>
<b>Supplies &amp; Services</b>				
61110	Operating Supplies	1,408.43	10,000.00	8,591.57
61120	Software & User Licenses	7,591.43	23,000.00	15,408.57
61210	Small Equipment	22,172.83	35,000.00	12,827.17
61410	Contracted Services	21,915.00	100,000.00	78,085.00
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	5,481.16	10,000.00	4,518.84
62900	Printing & Reproduction	-	3,000.00	3,000.00
63000	Dues & Subscriptions	950.00	2,000.00	1,050.00
<b>Total Supplies &amp; Services</b>		<b>60,713.85</b>	<b>192,000.00</b>	<b>131,286.15</b>
<b>Total Community Engagement-340</b>		<b>262,648.28</b>	<b>528,153.00</b>	<b>265,504.72</b>

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

**General Fund - 100****Library Operations - 400****From 07/01/2022 through 03/24/2023**

		<b>YTD Actual</b>	<b>FY 2023 Budget</b>	<b>Balance Remaining</b>
<b>Salaries</b>				
51100	Salaries - Full Time	9,212,024.97	14,298,215.00	5,086,190.03
51200	Salaries - Part Time	2,829,201.60	5,277,660.00	2,448,458.40
51300	Overtime Pay	1,531.10	-	(1,531.10)
51600	Longevity Pay	109,656.87	184,708.00	75,051.13
<b>Total Salaries</b>		<b>12,152,414.54</b>	<b>19,760,583.00</b>	<b>7,608,168.46</b>
<b>Benefits</b>				
55100	Employees Retirement	2,864,559.94	4,311,797.00	1,447,237.06
55200	Group Insurance	1,736,409.63	2,767,639.00	1,031,229.37
55300	Workers' Comp. Payments	6,018.15	-	(6,018.15)
55400	Medicare Coverage Expense	344,163.00	602,814.00	258,651.00
<b>Total Benefits</b>		<b>4,951,150.72</b>	<b>7,682,250.00</b>	<b>2,731,099.28</b>
<b>Supplies &amp; Services</b>				
61100	Office Supplies	262,563.09	512,680.00	250,116.91
61110	Operating Supplies	-	-	-
61200	Book Materials & Supplies	134.62	-	(134.62)
61205	Interlibrary Loan	-	3,000.00	3,000.00
61210	Small Equipment	725.00	-	(725.00)
61500	Rental Expenses	14,553.16	19,404.00	4,850.84
62800	Travel & Transportation	15,650.39	53,450.00	37,799.61
65000	Miscellaneous Expenses	28.75	5,000.00	4,971.25
<b>Total Supplies &amp; Services</b>		<b>293,655.01</b>	<b>593,534.00</b>	<b>299,878.99</b>
<b>Total Library Operations-400</b>		<b>17,397,220.27</b>	<b>28,036,367.00</b>	<b>10,639,146.73</b>

# 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 02/18/2023 through 03/24/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
17303	2/21/2023	10228	Sterling Volunteers	Volunteer background checks	251.50
17304	2/21/2023	10864	Brian Wilson	compensation for 2/9 Board Meeting	40.00
17305	2/21/2023	11055	Bryant Rogers	compensation for 2/9 Board Meeting	40.00
17306	2/21/2023	11072	DEKRA Certification, Inc.	Ann'l Smog Checks for (6) Diesel Vehicles	39.00
17307	2/21/2023	11075	Cadient Talent, LLC	Professional Services	750.00
17308	2/21/2023	11652	Nathaniel Paul Waugh	compensation for 2/9 Board Meeting	40.00
17309	2/21/2023	11681	Jennifer L. Jiron	compensation for 2/9 Board Meeting	40.00
17310	2/21/2023	11703	Kathleen Hagen Turner Whiteley	compensation for 2/9 Board Meeting	40.00
17311	2/21/2023	1580	Ferguson Enterprises, LLC	SM & Restock n #59 Plumbing	334.25
17312	2/21/2023	1757	Ingram Library Services	Books & Materials for FY22-23	52,808.18
17313	2/21/2023	1897	Lakeshore Learning Materials	STEM Programming Supplies	479.65
17314	2/21/2023	2098	Moapa Valley Water District	SVC 1/11/23 - 2/7/23 MV	180.97
17315	2/21/2023	2152	Nedco Supply	RB - Lighting	347.66
17316	2/21/2023	2234	Overton Power District #5	SVC 01/8/23 - 02/8/23 MV	332.48
17318	2/21/2023	2798	Brodart Co.	Books/Materials for FY 22-23	17,176.68
17319	2/21/2023	2809	Water District	SVC 2/6/2023	16,931.18
17320	2/21/2023	2822	City of Mesquite Sanitation	Sanitation SVC 01/23-03/23 MQ	392.81
17321	2/21/2023	2860	Las Vegas Review Journal	Winter Reading Challenge Ads	2,750.00
17322	2/21/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	10,198.98
17323	2/21/2023	3355	Teamsters Security Fund S. Nevada	February 2023	402,236.81
17324	2/21/2023	3435	Ace Fire Systems, Inc.	Qtrly Fire Sprinkler Insp MQ	150.00
17325	2/21/2023	3776	Got Bugs LLC	MLQ & MLQC Pest Control-Dec22	200.00
17326	2/21/2023	4042	Baker & Taylor, Inc.	Books & Matrlals for FY22-23	5,289.05
17327	2/21/2023	4540	Robert Half	Week Ended 2/3/23	3,828.71
17328	2/21/2023	4676	Color Reflections	Chalk Fest Signage	660.00
17329	2/21/2023	5001	UniFirst Corporation	FAC Uniform Rental	368.35
17330	2/21/2023	5130	OverDrive Inc.	Online materials for FY 22-23	123,510.55
17331	2/21/2023	5976	Society for Human Resource Management	Professional Annual Membership	244.00
17332	2/21/2023	6206	Vital LLC	Translation Services	293.00
17333	2/21/2023	7671	Rentokil	Pest Control	1,413.00
17334	2/21/2023	7943	Communication Electronic Systems Inc	Burglar/Fire Alarm Monitoring	130.00
17335	2/21/2023	8010	Allied Universal Security Services	Roving Reg/ lead -01/01/23- 01/31/23	202,390.75
17336	2/21/2023	8122	Staples Advantage Dept LA	PK3 ARCHIVAL STAMP PAD	2,837.21
17337	2/21/2023	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Nov 2022	51,929.53
17338	2/21/2023	8575	Intermountain Lock and Security Supply	CC & CH Lock	150.65
17339	2/21/2023	9133	Ted Wiens Tire & Auto Centers	Ann'l Smog Checks for (24) Non-Diesel Vehicles	255.70
17340	2/21/2023	9191	Canon Solutions America, Inc.	Monthly Maint 11/29/22-12/28/22 MV	404.76
17341	2/21/2023	9332	Felipe A. Ortiz	compensation for 2/9 Board Meeting	40.00
17342	2/21/2023	9431	B&H Photo-Video	Order PUR020145	3,239.08
17343	2/21/2023	9588	Vocera Communications, Inc.	B3000, Charger, 8-Bay, NA	3,080.00
17344	2/21/2023	9730	Commercial Lighting Specialties, LLC	CC - Lighting	339.00
17345	2/27/2023	10017	CDA Media Relations	Black Image February Ad	2,000.00
17346	2/27/2023	10298	Sproul Social, Inc.	Sproul Social 10 Feb - 09 May	1,592.07
17348	2/27/2023	10782	World Archives Holdings LLC	NewspaperArchive.com 1/1/23-12/31/23	11,576.00
17349	2/27/2023	10834	Brittany Mangelson	Transcribing invoice of 2/9 BOT Mtg	214.50
17350	2/27/2023	12048	Sirsi Corp.	CloudSource 3/1/23-2/28/24	24,696.00
17351	2/27/2023	12130	PDQ Gill's Printing Evolved	Thank you cards & Envelopes	1,233.75
17352	2/27/2023	1429	DC Thomas	BD rent Mar 2023	1,617.02
17353	2/27/2023	1627	Cengage Learning, Inc.	EBK: Buissness Plans Hdbk 56	6,188.21
17354	2/27/2023	1757	Ingram Library Services	Books & Materials for FY22-23	9,979.90
17355	2/27/2023	2152	Nedco Supply	LA, RB, WC #42 Lighting and Consumables	744.30
17356	2/27/2023	2307	Progressive Elevator	CC Elevator	697.00
17357	2/27/2023	2362	Refrigeration Supplies Distributor	MC,MLC,MT,GS,SU,MV: Pelican Thermostats	3,480.00
17358	2/27/2023	2471	Silver State Glass & Mirror	EV: MPR hall exit door	315.00
17359	2/27/2023	2698	Virgin Valley Disposal	SVC 1/1/23 - 1/31/23 MQ	133.18
17360	2/27/2023	2702	Grainger, Inc.	Thermometer & Pulse Oximeter	362.46
17361	2/27/2023	2798	Brodart Co.	Books/Materials for FY 22-23	1,377.77
17362	2/27/2023	2891	AFLAC	February 2023	777.82
17363	2/27/2023	3023	Filtration Group IAQ	SV - HVAC - Filters	223.44
17364	2/27/2023	3058	EBSCO Information Services	maintenance fees 2/1/23-1/31/24	1,162.00
17365	2/27/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	9,703.84
17366	2/27/2023	4224	DataPLUS Communications	EV: Add lock APL Door	220.00
17367	2/27/2023	4540	Robert Half	Week Ended 2/10/23	1,412.90
17368	2/27/2023	4649	H & E Equipment Services Inc.	Annual Lift Inspections (#s 2-12)	2,885.67
17369	2/27/2023	4676	Color Reflections	VGK Library District Signage	7,142.75
17370	2/27/2023	4723	Purvis Industries - Las Vegas NV	MB - HVAC - Gates	1,093.50
17371	2/27/2023	6396	4Wall Entertainment, Inc.	Order PUR020462	460.00
17372	2/27/2023	7943	Communication Electronic Systems Inc	CH: Alarm Response	150.00
17373	2/27/2023	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections - SM-Jan23	168.75
17374	2/27/2023	9101	O'Reilly Auto Parts	#49 - Consumable Impact Gloves	28.99
17375	2/27/2023	9133	Ted Wiens Tire & Auto Centers	Ann'l Smog Checks for (24) Non-Diesel Vehicles	102.00
17376	2/27/2023	9287	Otis Elevator Company	WM Elevator	873.58
17377	2/27/2023	9383	Office Plus	CRTDF,LSR 414XC-BIDONLY	334.98
17378	2/27/2023	9588	Vocera Communications, Inc.	Freight Charges - not included on PUR020442	21.65
17379	3/6/2023	1017	AAA Air Filter Company, Inc.	Air Filter Changes	2,722.15
17380	3/6/2023	11065	Pyro Combustion and Controls, Inc.	MB: Annual Boiler Service	7,280.00
17381	3/6/2023	11626	Jay Atwood	Piano tuning and maint	150.00
17382	3/6/2023	1180	Baron Pest Solutions, Inc.	LA Pest Control-Jan23	47.00
17383	3/6/2023	12045	Eagle Promotions	VGK Co-Branded T-Shirts	52,208.00
17385	3/6/2023	12130	PDQ Gill's Printing Evolved	Built Scratch Brochures 23	267.00
17386	3/6/2023	1240	Brady Industries of Nevada, LLC	MB - Hand Sanitizer	1,139.20
17387	3/6/2023	1244	Bron Tapes, Inc.	24MM X 55M BT-435 CLEAR & 72MM X 55M BT-435 CLEAR	1,200.20
17388	3/6/2023	1457	Demco, Inc.	9 rolls of Large Print labels	84.08
17389	3/6/2023	1535	El Mundo	Feb purchasing ad	80.00
17390	3/6/2023	1580	Ferguson Enterprises, LLC	LA and WM - Plumbing	829.32
17392	3/6/2023	1648	Global Knowledge Training LLC	VMware Admin training for Chet Buasri	4,162.50
17393	3/6/2023	1742	Ideal Supply Company Inc.	SW - Plumbing - Water Heater	146.76

# 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 02/18/2023 through 03/24/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
17394	3/6/2023	1757	Ingram Library Services	Books & Materials for FY22-23	23,567.14
17396	3/6/2023	2798	Brodart Co.	Books/Materials for FY 22-23	10,275.01
17397	3/6/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	20,935.58
17398	3/6/2023	3435	Ace Fire Systems, Inc.	Qtrly Fire Sprinkler Insp MQ	135.00
17399	3/6/2023	3770	Cox Communications of Las Vegas	Service 02/17/23-03/16/23	31,174.12
17400	3/6/2023	3776	Got Bugs LLC	MQL & MQLC Pest Control-DEC22	200.00
17401	3/6/2023	4042	Baker & Taylor, Inc.	Books & Materials for FY22-23	10,999.21
17402	3/6/2023	4604	Brodart Library Supplies & Furnishings	ONE-TIME SINGLE CD CASE CLR	1,239.00
17403	3/6/2023	4676	Color Reflections	Free to Be Word Signs	2,248.54
17404	3/6/2023	4723	Purvis Industries - Las Vegas NV	SW, CC - HVAC	664.74
17405	3/6/2023	5001	UniFirst Corporation	FAC Uniform Rental	126.19
17406	3/6/2023	5130	OverDrive Inc.	Online materials for FY 22-23	204,694.97
17407	3/6/2023	5718	Tangerine Office Machines	Open PO for Printer Support Services FY23	405.00
17408	3/6/2023	6091	BayScan Technologies, LLC	Order PUR020509	652.63
17410	3/6/2023	6646	Aqua Serv Engineers, Inc.	HVAC Water Treatment	1,487.67
17411	3/6/2023	6777	Mailmax Mailing Solutions, LLC	FS: Formax (C141289)	1,221.30
17412	3/6/2023	7687	United Lock and Security, Inc.	Lock/Key Services /DVR Repairs	205.10
17413	3/6/2023	8010	Allied Universal Security Services	Spec. Events 01/20/23-02/02/23	1,066.92
17414	3/6/2023	8155	Las Vegas Clark County Librar Dist Foundation	Thrft Books & Amazon Bookstore Sales - Jan 2023	8,353.30
17415	3/6/2023	9001	True Core Therapy and Wellness LLC	Coaching Sessions	1,110.00
17416	3/6/2023	9133	Ted Wiens Tire & Auto Centers	Ann'l Smog Checks for (24)	87.95
17417	3/6/2023	9383	Office Plus	CRTDG, HP 14X, BK	1,427.57
17418	3/6/2023	9553	Ashworth and Belcastro Systems (ABS)	SU: Fire Alarm Monitoring & Tests/Inspections	135.00
17419	3/6/2023	9827	Vision Sign Inc.	Sign Maintenance	210.00
17420	3/13/2023	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape Maintenance	800.00
17421	3/13/2023	10212	Virgin Valley Water District	SVC 01/20/23 - 02/20/23 MQLC	729.45
17422	3/13/2023	10686	NLS Grounds Management LLC	Landscape Maintenance	21,796.18
17423	3/13/2023	10808	Patron Point, Inc.	PP Annual Subs. 07/01/22--06/30/23	2,531.25
17424	3/13/2023	10834	Brittany Mangelson	Transcript 2/23/23 F&A Commit Meeting	160.50
17425	3/13/2023	10864	Brian Wilson	Attendance F&A Committee Meeting 032323	40.00
17426	3/13/2023	11055	Bryant Rogers	Attendance F&A Committee Meeting 032323	40.00
17427	3/13/2023	11626	Jay Atwood	Piano tuning & maint SU	300.00
17428	3/13/2023	11652	Nathaniel Paul Waugh	Attendance F&A Committee Meeting 032323	40.00
17429	3/13/2023	1201	Best Janitorial Services of Nevada	SW: Emergency Flood Remediation - Nov 2022	154,264.20
17430	3/13/2023	12054	Amazon Capital Services, Inc.	Amazon Billing 01-15-23 to 02-14-23	21,462.43
17431	3/13/2023	12130	PDQ Gill's Printing Evolved	1000 A Corporate Spy Post Card	306.57
17432	3/13/2023	1300	Cashman Equipment Company	Fire Pump & Generator Insp	475.00
17434	3/13/2023	1580	Ferguson Enterprises, LLC	WM - Plumbing Men's P RR	187.08
17435	3/13/2023	1620	Full Compass Systems Ltd	HH Transmitter w/o microphone capsule	2,517.34
17436	3/13/2023	1640	Gerald M Welt Chartered	Legal services rendered Feb 2023	7,800.00
17437	3/13/2023	1757	Ingram Library Services	Books & Materials for FY22-23	31,866.61
17438	3/13/2023	2152	Nedco Supply	MQLC - Lighting	123.49
17439	3/13/2023	2215	OCLC Inc.	Cataloging sub IFM dbts FY23	411.76
17440	3/13/2023	2234	Overton Power District #5	SVC 1/22/23 - 2/22/23 MT	366.49
17441	3/13/2023	2407	S & S Worldwide Inc.	Winter Reading Challenge 2023 Prize	7.34
17442	3/13/2023	2471	Silver State Glass & Mirror	EN: Replace vandalized window in AS area	900.00
17443	3/13/2023	2533	Suburban Propane - 1487	Propane - FEB 2023 MC	1,903.04
17444	3/13/2023	2567	Teamsters Local Union #14	Union Dues March 2023	9,327.00
17445	3/13/2023	2698	Virgin Valley Disposal	SVC 2/1/23 - 2/28/23 MQ	125.51
17446	3/13/2023	2767	World Book, Inc.	Reissue - Encyclopedias from World Book	27,703.00
17447	3/13/2023	2798	Brodart Co.	Books/Materials for FY 22-23	39,811.20
17448	3/13/2023	2799	CDW Government Inc,	CommVault Support, End: 3/18/24	19,583.92
17449	3/13/2023	2852	Chem-Aqua, Inc.	HVAC Water Treatment	752.15
17450	3/13/2023	2914	Iron Mountain	Services February 2023	607.52
17451	3/13/2023	3307	Unique Management Services, Inc.	Placements - February 2023	244.66
17452	3/13/2023	3435	Ace Fire Systems, Inc.	WV: Replace (1) door magnet holder in YPL	3,451.35
17453	3/13/2023	4042	Baker & Taylor, Inc.	Books & Materials for FY22-23	4,787.29
17454	3/13/2023	4540	Robert Half	Week Ended 2/17/2023	6,954.23
17455	3/13/2023	4723	Purvis Industries - Las Vegas NV	SU - HVAC	1,245.79
17456	3/13/2023	4897	Public Employees Benefits Program State of NV	February 2023 Dues	14,767.84
17457	3/13/2023	5001	UniFirst Corporation	FAC Uniform Rental	126.19
17458	3/13/2023	5718	Tangerine Office Machines	Printer Support CC Computer Lab	360.00
17459	3/13/2023	7188	Innovative Interfaces, Inc.	Skyriver records FY2023	1,120.50
17460	3/13/2023	7677	Uline, Inc.	Boxes for Courier	2,560.67
17461	3/13/2023	8010	Allied Universal Security Services	Spec. Events 08/05/22-08/18/22	190,361.55
17462	3/13/2023	8122	Staples Advantage Dept LA	RY23 BS BACCARA DRK DP	81.09
17463	3/13/2023	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections - WH-Mar23	617.50
17464	3/13/2023	8575	Intermountain Lock and Security Supply	CH - Steelcase Key Cut	45.00
17465	3/13/2023	8593	American Sign Language Communication	Interpreting Service for ASL Storytime at WC 1/14/23	180.00
17466	3/13/2023	8789	Findlay Chevrolet	#37: Replace Glow Plug and Thermostat	1,931.95
17467	3/13/2023	9101	O'Reilly Auto Parts	#49 - Tech Gloves	25.99
17468	3/13/2023	9104	AV Vegas	Order PUR020415	1,826.00
17469	3/13/2023	9133	Ted Wiens Tire & Auto Centers	Ann'l Smog Checks for (48)	34.00
17470	3/13/2023	9191	Canon Solutions America, Inc.	Monthly Maint 11/28/22-12/27/22 WM	7,516.41
17471	3/13/2023	9383	Office Plus	OEM TONER HP 305X BLACK	11,111.05
17472	3/13/2023	9631	Elliott's Sewer & Drain	Plumbing Repairs - SU	102.75
17473	3/13/2023	12190	PLI Cards	VGK Library Cards 2023	33,023.62
17474	3/13/2023	6646	Aqua Serv Engineers, Inc.	HVAC Water Treatment	2,350.47
17475	3/20/2023	10017	CDA Media Relations	Library District Full Page Ad March	2,000.00
17476	3/20/2023	10228	Sterling Volunteers	3 Volunteer background checks	55.50
17477	3/20/2023	10305	A Affordable Striping & Sealing LLC	MQ: Paint Curb Yellow w/ Trip Grip	1,750.00
17478	3/20/2023	1051	American Library Association	Clone Trooper Poster	99.79
17479	3/20/2023	10785	Empire Digital Signs, LLC	EV: Ann'l Software Lic Rnw1	2,430.00
17480	3/20/2023	10864	Brian Wilson	Board compensation for 030923 meeting	40.00
17481	3/20/2023	11055	Bryant Rogers	Board Compensation for 030923 meeting	40.00
17482	3/20/2023	11681	Jennifer L. Jiron	Board compensation for 030923 meeting	40.00
17483	3/20/2023	11703	Kathleen Hagen Turner Whiteley	Board compensation for 030923 meeting	40.00

# 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 02/18/2023 through 03/24/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
17485	3/20/2023	11941	Brink's, Incorporated	Excess Chrgs Jan 2023	7,141.54
17486	3/20/2023	1244	Bron Tapes, Inc.	Bron book tape	558.00
17487	3/20/2023	1300	Cashman Equipment Company	Fire Pump & Generator Inspns	375.81
17488	3/20/2023	1580	Ferguson Enterprises, LLC	EN - Plumbing Faucet & Parts	445.79
17489	3/20/2023	1627	Cengage Learning, Inc.	Order PUR020665	13,819.22
17490	3/20/2023	1757	Ingram Library Services	Books & Materials for FY22-23	54,690.08
17491	3/20/2023	1803	JanWay Company USA, Inc.	Free to Be Sticky Note Pads	5,760.00
17492	3/20/2023	1854	Kamer Zucker Abbott	Attorney Fees February 2023	3,895.00
17493	3/20/2023	2098	Moapa Valley Water District	SVC 2/8/23 - 3/7/23 MV	172.76
17494	3/20/2023	2152	Nedco Supply	WC - Lighting	1,945.57
17495	3/20/2023	2169	Nevada Illumination	CH: Front Parking Lot Lighting	1,053.50
17496	3/20/2023	2234	Overton Power District #5	SVC 2/1/23 - 3/1/23 MQLC	2,399.73
17497	3/20/2023	2486	Sonitrol Of Southern NV	GS Panic Button	198.00
17498	3/20/2023	2533	Suburban Propane - 1487	Propane - March 2023 MC	4,233.66
17500	3/20/2023	2733	Phoenix Fire Protection, LLC	Fire Sprinkler Tests/Insp	150.00
17501	3/20/2023	2819	CenturyLink Communications, LLC	Service 01-24 to 02-23	307.51
17502	3/20/2023	2860	Las Vegas Review Journal	FEBRUARY ADS	4,800.00
17503	3/20/2023	2887	Thomson Reuters West Payment Ctr	Blacks Law/McCormick Evidence	3,236.14
17504	3/20/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	28,212.38
17505	3/20/2023	3300	ProQuest LLC	HNP US Major Dailies +	132,403.64
17506	3/20/2023	3307	Unique Management Services, Inc.	February Placements	8,457.75
17507	3/20/2023	3355	Teamsters Security Fund S. Nevada	March 2023	403,305.00
17508	3/20/2023	4061	RSVP Party Rentals, Inc.	Rental for Mystic Fair	1,073.71
17509	3/20/2023	4224	DataPLUS Communications	WC-Staff Ent. Door: Replace electric strike	599.68
17510	3/20/2023	4517	Fingerprint Pros, Inc.	3 Pre-Employment Fingerprints	177.00
17511	3/20/2023	4522	Quest Diagnostics	Order PUR020821	194.50
17512	3/20/2023	4540	Robert Half	SSponaugle w/e 31023	2,805.45
17513	3/20/2023	4676	Color Reflections	Free to Be Signs	1,133.00
17514	3/20/2023	4723	Purvis Industries - Las Vegas NV	WV - HVAC Gates/Whip Hose & Grease Coupler	221.77
17515	3/20/2023	5001	UniFirst Corporation	FAC Uniform Rental	252.38
17516	3/20/2023	5130	OverDrive Inc.	Online materials for FY 22-23	145,701.73
17517	3/20/2023	5718	Tangerine Office Machines	Printer Support RB	449.00
17519	3/20/2023	6254	Board of Regents	Sewer SVC 4/1/23 - 6/30/23 WC	1,691.35
17520	3/20/2023	7188	Innovative Interfaces, Inc.	ILS Remote Web Server decommissioning	800.00
17521	3/20/2023	7671	Rentokil	Pest Control	1,413.00
17522	3/20/2023	8122	Staples Advantage Dept LA	Steel Compass	15,065.93
17523	3/20/2023	8263	Acoustic Eidolon Ltd.	Guitar Concerts	2,250.00
17524	3/20/2023	8354	Gruber Technical Inc.	UPS PM Service	4,880.00
17525	3/20/2023	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections - WC-Mar23	337.50
17526	3/20/2023	9133	Ted Wiens Tire & Auto Centers	Ann'l Smog Checks for (31)	183.95
17527	3/20/2023	9332	Felipe A. Ortiz	Board compensation for 030923 meeting	40.00
17528	3/20/2023	9383	Office Plus	OEM TONER HP 648A YELLOW	6,673.37
17529	3/20/2023	9730	Commercial Lighting Specialties, LLC	SU & CC Lighting - Supplies	529.50
17530	3/20/2023	9869	Unique Integrated Communications	Call Center Operations - Mar 2023	9,555.05
17531	3/20/2023	9907	Principal Life Insurance Company	March 2023	26,154.03
92143	2/23/2023	10742	The Dr Shirley Linzy Young Artists Orchestra of LV	"the Music of Bridgerton"	1,500.00
92144	2/23/2023	10975	The Pin Center	Free to Be Lapel Pins	2,825.00
92145	2/23/2023	10998	Sprint	Service 08/27/22-09/26/22	972.43
92146	2/23/2023	1134	Asian Chamber of Commerce	2023 ACC Membership Renewal	300.00
92147	2/23/2023	11631	Kemet in the Desert Series	Kemet in the Desert 2023	1,000.00
92148	2/23/2023	11888	Alyssa Marie Harris	BHM concert 2023	2,200.00
92149	2/23/2023	11912	Mark Edward Ruben	SM Gardening 8-21-22	175.00
92150	2/23/2023	12220	Willie Williams	Hip Hop Workshops Feb 2023	1,000.00
92151	2/23/2023	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
92152	2/23/2023	1577	FedEx	Express Shipments Feb 2023	82.03
92153	2/23/2023	2159	AT&T SBC	monthly service 02/11/23-03/10/23	854.16
92154	2/23/2023	2494	Southwest Gas Corp.	SVC 01/14/22 -02/14/23 EN	8,081.23
92155	2/23/2023	4117	Television Monitoring Services, Inc.	Ch 13 segment	250.00
92156	2/23/2023	5026	Nevada State Treasurer	Mandated Court Payment	2.00
92157	2/23/2023	8731	UNUM Life Insurance Co. of America	March 2023	299.40
92158	2/23/2023	9426	Rapid Color, Inc.	Notepads - The Library District	2,610.00
92159	2/23/2023	9937	AFLAC Premium Holding	February 2023 group#12090	2,675.64
92160	2/23/2023	9945	Texas Life Insurance Company	February 2023	230.05
92161	2/23/2023	9966	The Sherwin-Williams Co.	CH - Painting n Study Room	78.30
92162	2/24/2023	12239	Jeffery Alan Watson	PR replacement check	1,450.80
92163	2/27/2023	10084	A Public Fit	2022-2023 stage reading season	1,000.00
92164	3/2/2023	10036	Vegas City Opera	WC Programs 2023	500.00
92165	3/2/2023	10217	T-Mobile	Fleet Locate 360 - 12/21/22 to 01/20/23	799.95
92166	3/2/2023	10900	Asian Journal Publications	1/2 p. ad	950.00
92167	3/2/2023	11589	Greenspun Media Group, LLC	1/4 Page Ads - February	878.75
92168	3/2/2023	12153	Quantum Glass & Mirror, Inc.	SM: Remove 1 door lite, reset in door	958.32
92169	3/2/2023	12238	Positive Living Church of Religious Science	Youth Mental Health Aid Workshop	240.00
92170	3/2/2023	12242	Kassi Ann Leseberg	Overpayment on Sierra Acct	38.95
92172	3/2/2023	2772	Xerox Corporation	Xeox	10.00
92173	3/2/2023	2838	Verizon Wireless	service 01/15/23-02/14/23	20,712.52
92174	3/2/2023	4117	Television Monitoring Services, Inc.	KTNV-ABC Feb. 11	150.00
92175	3/2/2023	5932	Nexus Holdings LLC	CC: Stage Roll-Up Door Repair	1,874.00
92176	3/2/2023	9696	Truly Superb Painting, LLC	SW: Drywall Repair and Painting	1,175.00
92177	3/9/2023	10229	Marion Siguenza	Veterans Festival at WH	710.00
92178	3/9/2023	10568	Katherine Wind	Mystic Fair	300.00
92179	3/9/2023	10922	Eric Penrod	Photography WC	129.00
92180	3/9/2023	10928	EMC Corporation	VxRail Support, End: 11/26/23	15,362.36
92181	3/9/2023	10976	Dallisa Hocking, LLC	Psychic Readers for Mystic Fair	650.00
92182	3/9/2023	11003	Koo Koo Kanga Roo	Deposit for Koo Koo Kanga Roo SC 2023	5,625.00
92183	3/9/2023	11564	SPEBSQSA, Inc.	WH - Veterans Festival	300.00
92184	3/9/2023	11715	Michael Klein	LV Classical Guitar	400.00
92185	3/9/2023	11916	GB Auto Service, Inc.	#56: Tire Replacement & Front Brake Repairs	1,222.91

# 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 02/18/2023 through 03/24/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
92186	3/9/2023	11935	Work Institute, LLC	Monthly maintenance fee February 2023	346.00
92187	3/9/2023	12046	Enchanted Forest Reiki Center	Mystic Fair	650.00
92188	3/9/2023	12124	Continuing the Legacy Dance Foundation	Black History 2023-Perf 2/24 & 2/25	4,000.00
92189	3/9/2023	12176	Columbia Artists Music, LLC	Dep for 2 performances 2023	4,000.00
92190	3/9/2023	12212	Ashley DeeAnn Sechrist	Reiki Sessions/Mystic Fair	2,000.00
92191	3/9/2023	12213	Coral Newberry	Mystic Fair	200.00
92192	3/9/2023	12214	Spiritual and Aligned	Mystic Fair Presentations	450.00
92193	3/9/2023	12215	Rebecca S Ramsey	Mystic Fair	225.00
92194	3/9/2023	12222	Mary Wright	Tribute to Tina Turner - WH	350.00
92195	3/9/2023	12223	Ana Martinez	Mystic Fair	1,000.00
92196	3/9/2023	12224	Christine Lund	Mystic Fair	200.00
92197	3/9/2023	12225	Queendom Cultivation	Mystic Fair	350.00
92198	3/9/2023	12226	Carrie Sobeck Yoga	Mystic Fair	200.00
92199	3/9/2023	12234	Leah Grant	Mystic Fair Presentation	500.00
92200	3/9/2023	12255	Nyasia Cassie Lovett	PR Replacements 092722/100422 - N. Lovett	135.58
92201	3/9/2023	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
92202	3/9/2023	1710	Henri Specialties	SV - Both Operating	589.27
92203	3/9/2023	2053	Matthew Bender & Co., Inc.	NV Court Rules Anno 23 ED FED v2	1,101.76
92204	3/9/2023	2117	Multi-Cultural Books & Videos, Inc.	Multi-Cultural Books & Videos	5,312.95
92205	3/9/2023	2159	AT&T SBC	Monthly Service 02/24/23-03/25/23	747.54
92206	3/9/2023	2175	NV Energy	SVC Summary 2/9/23	88,443.90
92207	3/9/2023	2494	Southwest Gas Corp.	SVC 01/19/23 - 2/16/23 WV	27,847.28
92208	3/9/2023	2772	Xerox Corporation	Xerox	356.76
92210	3/9/2023	2837	Republic Services # 620	Recycle SVC 3/1/23 - 3/31/23 WH	6,877.95
92211	3/9/2023	5026	Nevada State Treasurer	Mandated Court Payment	2.00
92212	3/9/2023	5246	Kelly D. Benavidez	Attendance F&A Committee Meeting 32323	40.00
92213	3/9/2023	9426	Rapid Color, Inc.	Gift Staff Note Cards	325.00
92214	3/13/2023	2837	Republic Services # 620	Recycle Svc 3/1/23 - 3/31/23 WV	173.80
92215	3/16/2023	10036	Vegas City Opera	WC Programs 2023	1,500.00
92216	3/16/2023	10176	Jonathan Karrant	WC Music Classes 2023	400.00
92217	3/16/2023	10204	Ariel Artists LLC	WC CC Tesla Quartet May 2023	15,250.00
92218	3/16/2023	10253	Elizabeth Ann Foyt	Board compensation for 030923 meeting	40.00
92219	3/16/2023	10872	Radioactive Productions	Hip Hop Videos	2,750.00
92220	3/16/2023	10900	Asian Journal Publications	March 9 1/2 Page Ad	950.00
92221	3/16/2023	10991	Transmission, Inc.	Tutoring Video	3,000.00
92223	3/16/2023	11589	Greenspun Media Group, LLC	1/4 p. ads - February	1,757.50
92224	3/16/2023	11605	Keith Zalinger	Reader of Minds LA,EN,MQ,CH March 2023	800.00
92225	3/16/2023	11801	Jeffrey Scott Trower	SM Drum Circles 3/4/23	450.00
92226	3/16/2023	11813	Capitol Door Service	CH: Replace SW100 Control & Header Cover	4,632.79
92227	3/16/2023	11866	Chicago Distribution Center	Read Tall Tales Bookmark	97.02
92228	3/16/2023	11873	Nicole Kim	Watercolor class for teens at SW on 3/11/23	230.00
92229	3/16/2023	11905	Brandon Summers	March 2023 Cox Event	300.00
92230	3/16/2023	11950	Charlotte Blake Alston	Fiddlin' with Stories	8,500.00
92231	3/16/2023	12024	Pink Kitty Creative	Posters & Flyers	6,175.00
92234	3/16/2023	12047	Verizon Wireless	Verizon Orbic Speed Mobile Hotspot	2,399.70
92235	3/16/2023	12049	Nehmen Kodner	Design, Production Art for Chase Bank Proj	75.00
92236	3/16/2023	12191	CHUBB	February 2023	993.76
92237	3/16/2023	12193	Robert J. Leppke Jr.	Freelance Graphic Designer	2,372.50
92238	3/16/2023	12227	Karen Patrice Isley	A History of Black Women in Music - WH	500.00
92239	3/16/2023	12253	NYU Grossman School of Medicine	ILL 216982831 - pay for article	11.00
92240	3/16/2023	12259	Mastering Mindsets Las Vegas	DJ at Teen EMP Summit at WH 3/11/23	500.00
92241	3/16/2023	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Sewer SVC 4/1/23 - 6/30/23 SM	2,211.77
92242	3/16/2023	1710	Henri Specialties	RB - Lock & Key Set	171.50
92246	3/16/2023	2494	Southwest Gas Corp.	SVC 2/1/23 - 3/2/23 SV	2,325.36
92247	3/16/2023	2854	FastSigns	Outlying Branches Hours Change Signage	268.28
92248	3/16/2023	2883	Schindler Elevator Corp	SW: Service Call - Misc Elevator Repairs	208.28
92252	3/16/2023	3383	Home Depot Credit Services	Operating & Small Equipment	4,699.07
92253	3/16/2023	3755	Las Vegas Brass Band	LVBB 2023 season (spring), PT 1	800.00
92254	3/16/2023	4117	Television Monitoring Services, Inc.	KTNV-ABC	450.00
92255	3/16/2023	4254	Lawyer Mechanical Services, Inc.	WV: Combustion Blower w/motor	428.52
92256	3/16/2023	5246	Kelly D. Benavidez	Board compensation for 030923 meeting	40.00
92257	3/16/2023	7865	Kevin Menegus	Deposit for Fratello Marionettes shows July 2023	1,900.00
92258	3/16/2023	8192	AT&T	Service 03-01 to 03-31	43.92
92259	3/16/2023	9426	Rapid Color, Inc.	2200 Winter Challenge Book Bucks	9,570.00
92260	3/16/2023	9711	Jose L. Melendrez	Board compensation for 030923 meeting	40.00
92261	3/16/2023	9866	Maticia A. Sudah	Women's History Month 2023	900.00
92262	3/16/2023	9895	National Benefit Services, LLC	Debit Card Fee	531.00
92263	3/16/2023	9945	Texas Life Insurance Company	March 2023	230.05
92266	3/16/2023	1991	Lowe's Improvement	Operating Supplies	744.27
92295	3/23/2023	9547	PPG Architectual Coatings	985203 5GL WB FSTDY 1952E BLK ENNX0008	469.06
92296	3/23/2023	10331	New Horizons Learning Group	IT Training credits	10,000.00
92297	3/23/2023	1627	Cengage Learning, Inc.	EBK: Buisiness Plans Hdbk 56	3,193.13
92298	3/23/2023	2819	CenturyLink Communications, LLC	Service 01/07/22-02/06/23	9,804.43
92301	3/23/2023	3149	Midwest Tape	A/V Materials for FY2022-2023	16,822.02
92304	3/23/2023	8122	Staples Advantage Dept LA	Ltrmark Orchid 20#	4,453.19
Total 100 - General Fund					3,281,902.78

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

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

Grant Fund - 220  
From 02/18/2023 through 03/24/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
17391	3/6/2023	1627	Cengage Learning, Inc.	Stand out student books	43,200.00
Total 220 - Grant Fund					43,200.00

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

Las Vegas - Clark County Library District  
Check/Voucher Register

Gift Fund - 230

From 02/18/2023 through 03/24/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
17347	2/27/2023	10746	Santiago Ricoy	EV Robotics Instruction	800.00
17430	3/13/2023	12054	Amazon Capital Services, Inc.	Amazon Billing 01-15-23 to 02-14-23	544.48
17433	3/13/2023	1455	Dell Marketing L.P.	Best Buy Teen Tech Center CPU Refresh	6,999.95
17460	3/13/2023	7677	Uline, Inc.	Boxs for Courier	2,560.67
17484	3/20/2023	11919	Jazz's Office, LLC	Foundation Accounting	90.00
17522	3/20/2023	8122	Staples Advantage Dept LA	Steel Compass	383.32
Total 230 - Gift Fund					11,378.42



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 02/18/2023 through 03/24/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
17317	2/21/2023	2686	Simply Covered, Inc.	LA Reupholster 2 chairs	980.00
17384	3/6/2023	12057	ANS Electric LLC	Charge Point CT 4000-CH	19,828.00
17395	3/6/2023	2169	Nevada Illumination	EN: Parking Lot Upgrade to LED - (2 Poles)	237.50
17409	3/6/2023	6147	DG Koch Associates, LLC	EN: Bidding Assistance	800.00
17470	3/13/2023	9191	Canon Solutions America, Inc.	Monthly Maint 11/28/22-12/27/22 WM	6,679.21
17495	3/20/2023	2169	Nevada Illumination	CH: Front Parking Lot Lighting	222.50
17499	3/20/2023	2686	Simply Covered, Inc.	IS reupholster 4 chairs	2,480.00
17518	3/20/2023	6147	DG Koch Associates, LLC	EN: Bidding Assistance	400.00
92171	3/2/2023	2726	Welles Pugsley Architects LLP	EN: Refresh	10,000.00
92268	3/23/2023	10349	NV Energy	voided	59,280.00
92269	3/23/2023	10469	Homeless Training Institute, LLC	voided	7,400.00
92273	3/23/2023	11589	Greenspun Media Group, LLC	voided	235,046.60
92275	3/23/2023	11856	BiblioLabs, LLC	voided	714.18
92285	3/23/2023	1458	State Collections & Disbursement Unit	voided	2,640.00
92290	3/23/2023	2838	Verizon Wireless	voided	10,000.00
Total 510 - Capital Projects Fund					356,707.99
Total - All Funds					3,693,189.19



## ITEM VI.A.3.b.

### MEMORANDUM

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

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

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

The design team is progressing with design development. Meetings with staff will be scheduled throughout April and May to refine the design of each functional area and system within the facility. Design development phase work is scheduled to be completed by the end of May 2023.

CORE Construction continues to work closely with the design teams for the West Las Vegas Library to advise on constructability and materials options as they progress through design and are continuously revising cost estimates to ensure the projects are staying within budget.

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

**Chiller Replacement - West Charleston Library - Project Completed** –Our project was highlighted on behalf of the Southern Nevada Water Authority (SNWA) in the Review Journal. See the full Review Journal article, attached to this report.



"The Library District's strong commitment to economic and social sustainability led Rosete to consider replacing the old water-cooled system with the new air-cooled chiller. He applied for a Water Efficient Technology (WET) rebate from the Southern Nevada Water Authority (SNWA) to help offset some of the costs associated with replacing the cooling system."

**Spring Valley Refresh** – The project has been submitted for permits. Bid documents have been finalized, the project will be bid in April with construction anticipated in late May 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 was completed in multiphase during the month of March.



## **POWERFUL PARTNERSHIPS**

### **Anytime Library:**

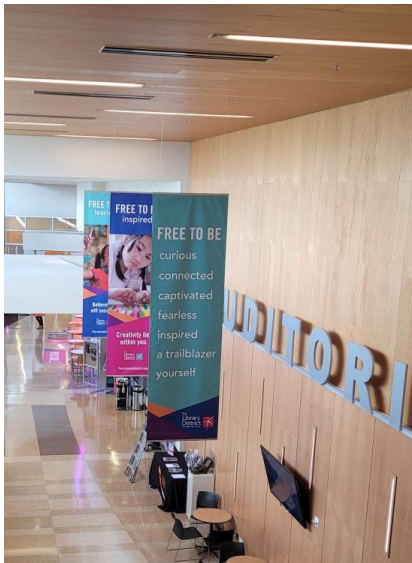
We have confirmed that the Anytime Library will fit and can be relocated to the Sunrise Hospital. We are working with BAM to finalize the graphic wrap and co-branding requirements. We are also finalizing quarantine and cleaning protocols for all book returned from the Sunrise Hospital per their requirements. 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.

### **24 Hour Library**

We have working on finalize delivery of the 24 Hour Library to the Boulevard Mall. We are working with BAM to finalize the graphic wrap and co-branding requirements. We are currently working with the Boulevard Mall 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, installation of the branding signage is underway. Installation is anticipated to be completed within the next 60 days. The first property completed was the Windmill Library.

### **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 March.

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. Stop the Bleed Classes were offered to staff in March through a continued partnership with the AMR outreach team.

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

## West Charleston Library shelves old technology for a new chapter of indoor cooling



The West Charleston Library's new air-cooled chiller will save water as well as reduce the library's maintenance costs associated with the old water-intensive evaporative cooler.

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### Sponsored Content for Southern Nevada Water Authority



March 2, 2023 - 12:00 am

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The West Charleston Library recently shelved its water-intensive evaporative cooler for a new, highly efficient air-cooled system. Evaporative cooling systems are the second largest consumer of Southern Nevada's water supply and are often used to cool large indoor spaces.

By replacing the old chiller that consumed large volumes of water to cool its West Charleston Branch, the Las Vegas-Clark County Library District brings a new era of sustainability. This will reduce maintenance costs associated

with condenser tube cleaning, tower upkeep and the water treatment required to operate the system.

“Most importantly, though, the new cooler will reduce water consumption,” said Fernando Rosete, Library District Facilities Manager. “As a local organization, we are well aware that the Colorado River Basin is experiencing the worst drought in recorded history. The Library District recognizes our responsibility for environmental stewardship.”

The Library District’s strong commitment to economic and social sustainability led Rosete to consider replacing the old water-cooled system with the new air-cooled chiller. He applied for a Water Efficient Technology (WET) rebate from the Southern Nevada Water Authority (SNWA) to help offset some of the costs associated with replacing the cooling system.

“We strive to advance education, technologies and innovations that will improve and protect the environment for future generations,” said Rosete.

The SNWA WET rebate provides up to \$500,000 in cash incentives to replace evaporative and swamp chillers with dry-cooled systems. The rebate covers up to half the total project cost (some restrictions apply).

Businesses and multifamily properties also may qualify for WET rebates by installing a variety of water-efficient devices and technologies. The amount of the rebate depends upon the technology and where that savings occurs—indoors or outdoors.

“The WET program, with its many options for innovation and financial incentives, is helping the Library District achieve its goal for environmental stewardship,” Rosete said.

“The West Charleston Library upgrade is a great example of what we’d like to see in the Las Vegas Valley going forward,” said Dennis Gegen, SNWA Conservation Programs Coordinator. “While new ordinances take effect

later this year that prohibit evaporative cooling systems in new construction, it's important existing businesses also consider replacing the water-thirsty models with more water-efficient systems.”

The SNWA is working with business leaders to implement a conservation measure prohibiting evaporative cooling in new commercial and industrial buildings throughout Southern Nevada. The measure is expected to save the community a tremendous amount of water.

“Everyone who lives and works in the Las Vegas Valley shares the same water source and has the same responsibility for water conservation,” Rosete said. “We highly recommend taking advantage of the WET program, not only for improvements, financial incentives and rebates, but also to do your part for the benefit of all who call the valley home.”

Rosete added that the SNWA staff provided helpful insights during the rebate process. “Their support, knowledge and suggestions have been instrumental in helping the Library District meet its water conservation goals,” Rosete said.

“We provide a concierge service to businesses and help them identify ways to save water and reduce overhead costs. We also share our experience gained from working with other commercial properties to suggest best practices and point out potential challenges,” Gegen said.

To learn how you or your business can conserve water and ensure you are meeting new water conservation requirements, visit [snwa.com](https://snwa.com). To take advantage of SNWA's cash incentives for businesses, call 702-862-3740 or email [cashincentives@snwa.com](mailto:cashincentives@snwa.com)

**Members of the editorial and news staff of the Las Vegas Review-Journal were not involved in the creation of this content.**

## ITEM VI.A.3.c.



### MEMORANDUM

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

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

**DATE:** March 31, 2023

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

Section (1) of this report, *Fiscal Year HR Goals and Objectives (Plays)*, covers activity March 1 to March 31. This section provides updates on HR strategic and operational activities (Playbook).

Section (2) of this report, *Transactional Activity & Key Metrics*, covers administrative transactions (volumes) and key HR measures such as Turnover, Vacancy Rate, Training and Diversity. The section is presented as two separate dashboard reports (attached). Please note section (2) covers the activity from July 1, 2022 to March 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 - Powerful People)
2. Transactional Activity & Key Metrics (HR Administrative)
  - a. HR Dashboard - Fiscal Year 2022-2023
  - b. Diversity Dashboard - Calendar Year 2023

#### 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
- CBA - Economic Proposal - In process
- Staff Employee Wellness survey launched on October 22 and closed on November 5 (Complete)
  - Rank of Interests (Wellness)
    - Stress Management
    - Mental Health
    - Work/Life Balance
    - Financial Wellness
    - Nutrition
  - 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 - Complete
- **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 (began February 2023)
- **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-18 months) program - In process
    - Finance - Complete March
    - Information Technology - In process
- **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 - Complete
  - Program Kickoff - August 2023
- 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 - Complete
    - A-Team Review - Complete
    - Establish Launch Date - In process
- **Exit Interviews (Update November Inquiry)**
  - Current State - UKG system does not have field defined for "*Separation Reason*" and live interviews conducted only if requested
  - Action Items:
    - Define and implement "*Separation Reason*" field in UKG (Complete)
    - Engage 3rd party (Work Institute) as Exit Interview service (interviews and reporting) for all voluntary separations (Complete)
      - Target Go-Live March - Complete
  - Initial Results to Board - Complete (May 22)
  - Monthly Results - Monitor/Assess - Ongoing
  - 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 (2023)

## Employment Outreach (2022 – 2023)

**2022 – 2023**

**Formal**

- EmployNV Youth Hub Work Experience (WEX) program
  - Individuals 18-24 (Began September 2022)
  - Six (6) Page positions – 15 hours a week
  - \*New Compensation plan (current rate \$10.51)

**Programs**

- Cristo Rey St. Viator Las Vegas Work Study (High School)
  - Four students (Begins August 2023 to May 2024)
  - Each student two (2) days a week and eight (8) hours per day
  - Formal work study job description
- Potential Future Partners
  - Clark Count School District (CCSD)
  - University of Nevada Las Vegas (UNLV)
  - College of Southern Nevada (CSN)

## Employment Outreach (2022 – 2023)

**2023**

**Recent**

**and**

**Upcoming**

**Job Fairs**

- CSN Spring Career fair
  - Wednesday, March 22, 2023
  - CSN West Charleston Campus
  - HR with Kristen Veiga from WCL
- Workforce Connections/EmployNV Spring Job Fair (Employer prospectus and Job Seeker flyer attached)
  - Friday, March 24, 2023
  - Las Vegas Convention Center
  - HR with Monica Azucena from SWL and (tentatively) Robbie DeBuff from CHL
- UNLV Career Fair
  - Wednesday, March 29, 2023
  - Thomas & Mack Center
  - HR with Ixchel Torres, Monica Anchondo from SML, and Joanna Goddard from WML
- Clark County Public Sector Job Fair
  - Tuesday, April 25, 2023
  - Las Vegas Convention Center
  - HR with and LO staff members TBD

## **Frequently Asked Questions (FAQs) for Work Experience (WEX) Employers**

1. What is the EmployNV Youth Hub Work Experience (WEX) program?
  - A. The WEX program is a way to connect young job seekers to employers who have open positions. The program uses federal dollars to cover the job seeker's liability insurance and wages for 30 to 90 days while they work at a pre-approved worksite.
2. What kind of employers are eligible for the WEX program?
  - A. Any organization that pays at least some of their employees with W-2 type wages and unemployment insurance taxes will likely be eligible for this program. Since we use federal funds, we cannot work with any organization that is faith-based organizations or political entities.
  - B. Each organization is required to provide a W-9 or EIN for all business registration and verification purposes.
3. How long does the EmployNV Youth Hub Work Experience WEX program last?
  - A. WEX placements can range from 30 to 90 days. Regardless of how long the placement is, no participant can work over 480 hours in total.
4. Does EmployNV Youth Hub cover wages for their placement? How much can they pay for?
  - A. Yes, EmployNV Youth Hub pays for the client's wages and provides liability coverage for all placements through a third party called Unique HR. Pay rates can range from \$10 to \$15/hr and is typically set relatively close to the worksite's prevailing wage for each position.
5. What happens when the program ends?
  - A. An employer may hire the WEX client at any time during the placement, but they are not obligated to hire participants. If an employer exhibits a pattern of failure or does not regularly meet agreed upon requirement, the WEX agreement shall be discontinued.
6. Do the positions need to be full time or part time? What schedules are allowed?
  - A. A WEX client can work as little as 15 hours a week up to 40 hours a week. Under no circumstances can a client work overnight shifts, and there are additional weekly hour caps if the worker is currently in school. **No overtime is allowed through the WEX program.**
7. Do work schedules have to be agreed upon when the contract is signed? Can it change later?
  - A. Yes, an initial work schedule must be agreed upon when the WEX agreement is set up. The schedule can change later if the change is agreed upon by the client, the employer, and the assigned career counselor.
8. How does the timekeeping process work?
  - A. We use a third-party web-based timekeeping system that is run by Unique HR. WEX workers will be given login information and will be expected to clock in and out for each shift. WEX worksite supervisors will also be provided with login information so they can verify all hours worked and approve timesheets weekly. This is required for participation.
9. How do the WEX workers get paid?
  - A. WEX workers are paid bi-weekly by our third-party service provider, Unique HR. This company is also the employer of record for the WEX period, and they will provide liability insurance as well as paystubs and tax information as necessary.
10. Is there a limit on how many WEX clients we can have working at our worksites at once?

- A. While there is no hard limit on the number of WEX workers allowed at any one site, EmployNV Youth Hub has dozens of partners that we work and considers the needs of all that we serve. As such, we refer our clients to many different employers equitably and according to best fit.
- 11. Can we add different positions later? What if we open a new location?
  - A. Yes, new positions and locations can be added at any time, but they will be subject to the same approval process as before. This means a detailed job description with the compensation rate and work location must be provided.
- 12. Are there anything that is not allowed in the program?
  - A. There are a few things that are not allowable under the current iteration of the program. No WEX worker may operate a vehicle for work purposes, work unattended or unsupervised at a worksite, or work overnight shifts.
  - B. Since we use federal funds, no WEX worker can participate in or perform any work directly related to faith-based causes or political initiatives/campaigns.
- 13. Does an employer have to hire the WEX workers after the program ends?
  - A. No, employers are not required to hire every WEX worker. Employers are required to have open positions available as a possible role, but that's it. IF an employer does not have any open positions available, this program would not be a good fit since it is intended to lead to employment possibilities.
- 14. Who do we contact in case there is an issue with the WEX worker?
  - A. We encourage employers to treat WEX workers as they would any other employee that they would normally hire. In the case of any persisting or more serious issues, positive or negative, we encourage WEX worksite supervisors to contact EmployNV Youth Hub's Business Services department. From there, we can work with the client and their career counselor to help address the issues with supportive services or 1-on-1 coaching sessions.
- 15. What do we do if we want to let a WEX worker go?
  - A. As Nevada is an "At-Will" state, an employer or a WEX worker may terminate at any time for any reason during the placement period. That said, EmployNV Youth Hub encourages employers to communicate worker issues with us so that we can make attempts to address the reason for potential termination. To terminate a WEX worker, an employer should communicate this decision to both the client and the Business Solutions Dept. In a timely manner. The employer will still be required to approve all hours worked and confirm the worker's last timesheet.
- 16. Does an employer have to wait until the WEX period ends to hire the worker?
  - A. Not at all! An employer can make an offer of employment at any time during the WEX period! Since employment is the overall goal of the program, WEX workers are encouraged to apply for and accept jobs that they think are a good fit during their placement regardless of it is with their current worksite.
- 17. Do you have WEX workers ready to go all the time?
  - A. While our exact number of clients is changing daily, we will almost always have a significant group of young job seekers who are ready to go to work. That said, our clients do have specific interests and career goals, and we do consider suitability in our referrals and placements. As such, we do not guarantee any number of available clients at any given time.

18. How does an employer/organization get involved?

- A. The first step is to contact the Business Services Team and request a meeting to discuss program specifics and determine if the employer is a good fit. If so, partners are required to submit a recent signed W-9 so we can verify their tax status, as well as detailed job descriptions for us to review for suitability. If everything checks out, we'll then identify the physical worksite locations and contact information for the WEX worksite supervisors.

If you are interested, contact one of our Business Solutions Liaisons:

**Christopher Williams, 725-248-6607** [williamsc@employnvyouthhub.org](mailto:williamsc@employnvyouthhub.org)

**Jason Helmick, 725-248-6711** [jhelmick@employnvyouthhub.org](mailto:jhelmick@employnvyouthhub.org)

**Alexandria Hughes, 970-243-0363** [ahughes@employnvyouthhub.org](mailto:ahughes@employnvyouthhub.org)

19. How long does this whole process take?

- A. Getting setup as a WEX worksite can take anywhere between 2-7 business days to set up payroll, examine job descriptions, and sign agreements. Once this is set up, we will begin referring clients to your organization as they are available. Once you review a resume and interview a client, they are typically ready to start working about 1 weeks from the time you make a hiring decision.



# About Corporate Work Study

“

Cristo Rey helped me understand that I could go to college and eventually reach my dream of becoming an attorney. Cristo Rey guided me by assigning me to work at law firms once a week and seeing what my future life could be like. Those experiences truly helped me with my resume for college and even helped me with my resume for law school."

- Angelika Arias, Assistant District Attorney for the State of New York

The Cristo Rey Network's Corporate Work Study (CWS) program breaks down the socioeconomic and cultural barriers that often inhibit the future success of individuals like Angelika. In each of our Cristo Rey high schools, CWS places every student in a professional job (on-site, remote or hybrid) five full days a month, all four years of high school. Student Associates connect classroom to career, while earning up to 50% of their own tuition cost. These young men and women contribute and strengthen their social and technical acumen as they develop newfound awareness to pursue and excel in careers or industries they may not have otherwise considered.

## How Corporate Work Study (CWS) Works

### Work Schedule

English

Student Associates work in a four-person job sharing team to fill one full-time equivalent position during standard daily business hours, Monday through Friday, for the entire academic year. Academic schedules are structured so that students work without ever missing class. Our integrated academic and CWS experience is widely recognized as the critical component of a Cristo Rey education.

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About Corporate Work Study - Cristo Rey Network

### **Job Responsibilities**

A team of Student Associates can be placed in one or more of your departments (on-site, remote or hybrid) and perform a wide range of responsibilities on the job, such as data entry, translation services, IT support, project research, marketing, talent acquisition and ERG support, and many other entry-level skills-based tasks. The Corporate Work Study office works directly with you to generate a job description and a partnership experience that is mutually rewarding for your company and our Student Associates.

**2,700**

**CORPORATE PARTNERS**

**94%**

**STUDENTS MEET OR EXCEED EXPECTATIONS IN THE WORKPLACE**

**83%**

**JOB RETENTION**

**\$75M**

**EARNED BY STUDENTS IN JOB PLACEMENTS**

English

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About Corporate Work Study - Cristo Rey Network

## A Fusion of Passions with Eliana Gaytán



English

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<https://www.cristoreynetwork.org/corporate-work-study/about-the-program>

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About Corporate Work Study - Cristo Rey Network

## HIRE STUDENT ASSOCIATES

Visit our [Directory \(/fs/pages/649\)](/fs/pages/649) to contact a Cristo Rey school to become a local Corporate Partner.

To learn how to become a National Corporate Partner and access exclusive benefits and alumni talent for internship and job opportunities, contact:

**Teri Johnson** (<mailto:tjohnson@cristoreynetwork.org>)

*Chief Corporate Program Officer*

(312) 784-7207

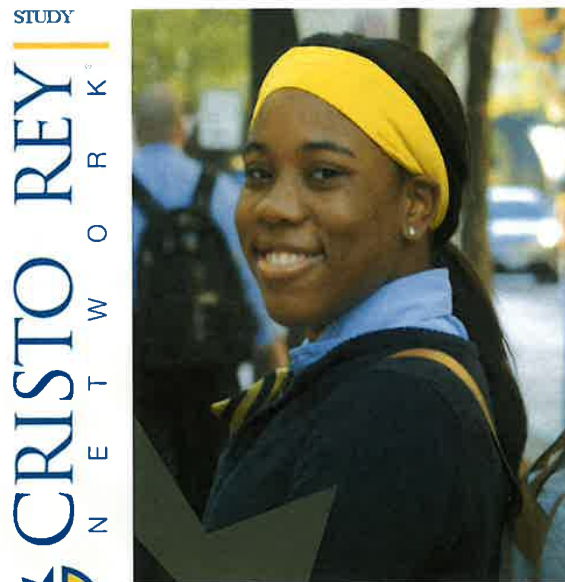
View our Brochure



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English



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English

4/7/2023

## LVCCCLD HR DASHBOARD

FY2022-2023

LVCCLD		FY 2022-2023 HUMAN RESOURCES DASHBOARD															
		Quarter 1 of FY 2022-2023			Quarter 2 of FY 2022-2023			Quarter 3 of FY 2022-2023			Quarter 4 of FY 2022-2023			FY Running Total (RT) TOTAL FY 2022-2023	FY Monthly Average FY 2022-2023	Prior FY Monthly Average FY 2021-2022	Monthly Average FY 2020-2021
	Metric	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23				
A	Total Employees (Headcount)	651	645	638	644	647	650	661	658	651				NA	649.44	618.25	642.36
B	Full-Time Employees 60 hours or more (Headcount)	333	335	338	341	341	346	349	347	351				NA	342.33	323.75	309.64
C	Part-Time Employees 59 hours or less (Headcount)	318	310	300	303	306	304	312	311	300				NA	307.11	294.50	332.73
D	Full-Time-Equivalent (FTE-District)	NA	NA	NA	NA	NA	NA	NA	NA	NA				NA	NA	NA	NA
E	Average Years of Service (District)	10.1	10.0	10.0	10.0	10.0	10.0	10.1	10.1	10.0				NA	10.03	10.8	9.59
Talent Acquisition & Management																	
F	Open Positions (Budget) = 778	127	133	140	134	131	128	117	120	127				NA	128.56	159.75	136.00
G	Positions Posted (Approved to Fill)	14	14	12	15	19	12	12	6	20				NA	13.78	12.67	7.00
H	Applications Received	492	900	558	965	741	585	474	681	894				6290	698.89	525.08	507.00
I	Interviews Conducted	11	13	17	10	18	5	13	8	15				110	12.22	12.83	5.55
J	New Hires	17	11	7	16	15	11	19	3	7				106	11.78	11.42	2.45
K	Promotions	7	2	4	6	2	4	3	4	1				33	3.67	5.67	3.73
L	Lateral Transfers	1	1	1	1	2	2	3	3	4				18	2.00	1.00	1.10
M	Demotions	1	1	0	0	0	1	0	0	0				3	0.33	0.42	0.55
N	Employees Successfully Completing Probationary Period	5	6	3	25	14	4	14	8	6				85	9.44	3.67	1.55
O	Cost of New Hires	\$36,603.42	\$36,157.23	\$32,749.80	\$51,408.47	\$32,129.26	\$27,869.59	\$49,544.75	\$11,451.87	\$17,517.24				\$294,932	\$32,770	\$38,671	\$10,336
Separations & Turnover																	
P	Total Separations from Employment	15	14	13	10	14	10	7	4	16				103	11.44	9.50	10.00
Q	Voluntary Separations	15	13	13	7	11	9	6	3	13				90	10.00	8.67	9.45
R	Involuntary Separations	0	1	0	3	3	1	1	1	3				13	1.44	0.83	0.55
S	Turnover (Entire District)	2.30%	2.17%	2.04%	1.71%	2.18%	1.56%	1.07%	0.61%	2.48%				16.12%	1.79%	1.54%	1.60%
T	Turnover (Without Page Positions)	1.53%	0.62%	1.40%	0.78%	1.60%	1.25%	0.76%	0.46%	2.17%				10.57%	1.17%	0.94%	2.19%
U	Annualized Twelve Month Turnover (Entire District)	27.60%	26.85%	26.05%	24.67%	24.97%	23.92%	22.34%	20.46%	21.50%				NA	24.26%	18.72%	26.05%
V	Vacancy Rate (Open Positions) / (Total Employees + Open Positions)	16.32%	17.10%	17.99%	17.22%	16.84%	16.45%	15.04%	15.42%	16.32%				NA	16.52%	20.53%	17.49%
W	Average Years of Service (Voluntary Separations)	3.1	3.0	6.9	3.6	4.2	5.5	7.5	6.9	6.8				NA	5.3	5.5	10.1
X	Average Years of Service (Involuntary Separations)	0	5.4	0.0	0.3	2.5	0.0	0.5	0.6	2.9				NA	1.4	3.5	3.4
Training & Talent Development																	
Y	Employee Attending New Hire Orientation	17	9	8	16	15	11	18	2	8				104	11.56	11.50	2.45
Z	Total Employee Training Encounters	214	36	32	40	117	87	190	133	351				1200	133.33	97.33	92.73
AA	Virtual	4	4	19	9	12	20	19	60	112				259	28.78	49.75	81.82
BB	Live On-Site	199	18	10	25	92	60	154	63	227				848	94.22	42.83	7.09
CC	External Conferences	11	14	3	6	13	7	17	10	12				93	10.33	6.00	3.82
DD	Total Training Cost	\$12,659	\$6,118	\$3,988	\$6,010.78	\$3,621	\$17,280	\$73,701	\$10,512	\$2,819				\$86,709	\$9,634	\$5,337	\$5,031
EE	Total Tuition Reimbursements	\$0.00	\$952.00	\$0	\$0	\$0.00	\$16,178	\$12,000	\$ 4,400.00	\$584.00				\$34,114	\$3,790	\$1,417	\$3,193
FF	Undergraduate	\$0.00	\$0.00	\$0.00	\$0	\$0.00	\$1,436	\$0	\$0.00	\$0.00				\$1,436	\$160	\$284	\$652
GG	Graduate	\$0.00	\$952.00	\$0	\$0	\$0.00	\$13,569	\$12,000	\$4,400.00	\$0.00				\$30,921	\$3,436	\$1,132	\$2,541
GG2	Certification	-	-	-	-	-	\$1,173	\$0	\$0.00	\$584.00				\$1,757	\$439	NA	NA
HH	(2) Annual Required Compliance Training Completion (New January)	90.8%	89.00%	93.50%	92.33%	92.62%	45.00%	89.76%	100.00%	100.00%				NA	88.11%	95.28%	NA
Benefits & Wellness																	
II	Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	0	0	1	3	4	2	3	1	3				NA	1.89	1.58	5.00
JJ	Total Leave Hours Utilized	0.00	0.00	80.00	240.00	320.00	160.00	240.00	80.00	118.00				1238.00	137.56	115.00	269.09

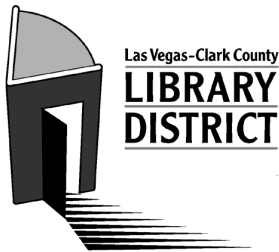
(1) 8% of Base Salary if less than \$35,000 &amp; 10.5% of Base Salary if Greater than \$35,000 (Source SHRM 2020)

Reslate = Yellow

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

\* Annual

<p>NOTES:</p> <p>ESD 4 Instruction Booklet - Race and Lth transition match EEO3</p> <p>Data Fall 03/01/2023</p> <p>*No 661</p> <p>** No without Page Job Title - 550</p> <p>*** July 2021 US Census Bureau - Clark County</p> <p>Quarter 1 2023 (Initial)</p>									
<p style="text-align: center;"><b>LVCCLD Diversity Dashboard 2023</b></p> <p style="text-align: center;"><b>(Quarter 1)</b></p>									
<p><b>A ***Race and Ethnicity Identification</b></p>									
	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC		
1	Hispanic or Latino (b)	32.30%	130	19.67%	107	19.45%	-12.85%		
2	White (Not Hispanic or Latino) (41.7%) white alone (a)	39.70%	341	11.89%	290	52.73%	13.03%		
3	Black or African American (Not Hispanic or Latino) (a)	13.60%	66	9.98%	57	10.36%	-3.24%		
4	Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)	1.00%	10	1.51%	7	1.27%	0.27%		
5	Asian (Not Hispanic or Latino) (a)	10.90%	76	11.50%	60	10.91%	0.01%		
6	Native American or Alaska Native (Not Hispanic or Latino) (a)	1.30%	4	0.61%	3	0.55%	-0.75%		
7	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	5.30%	30	4.54%	24	4.36%	-0.94%		
8	Unidentified/Opt-out	0.00%	4	0.61%	2	0.36%	0.36%		
	(2-4) Overlap 2 or more	104.10%	661	100.00%	550	100.00%			
<p><b>B ***Sex / Gender Identification</b></p>									
	***Clark County (CC)	*All District	%	Variance CC	**Without Page	%	Variance CC		
1	Female	49.90%	438	66.26%	355	64.55%	14.65%		
2	Male	50.10%	223	33.74%	195	35.45%	-14.65%		
3	Non Identifying	0.00%	0	0.00%	0	0.00%	0.00%		
	100.00%	661	100.00%		550	100.00%			
<p><b>C Job Categories (EEO-4)</b></p>									
	1	2	3	4	5	6	7	8	Total
	Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	Unidentified/Opt-Out	
1	Officials and Administrators	8	54	23	1	9	4	0	99
2	Professionals	22	40	4	1	13	3	0	83
3	Technicians	2	16	1	2	5	0	0	26
4	Protective Service Workers	0	0	0	0	0	0	0	0
5	Paraprofessionals	18	56	4	1	15	2	1	97
6	Administrative Support Workers (Including Clerical and Sales)	80	164	28	4	34	18	3	335
7	Skilled Craft Workers	0	3	0	0	0	0	0	3
8	Service/Maintenance Workers	0	8	6	1	0	3	0	18
	Total	130	341	66	10	76	4	30	661
<p><b>D Job Categories (EEO-4)</b></p>									
	1	2	3	4	5	6	7	8	Job Class Count
	Hispanic or Latino	White (Not Hispanic or Latino) (41.7%) white only	Black or African American (Not Hispanic or Latino)	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	Native American or Alaska Native (Not Hispanic or Latino)	Two or More Race (Not Hispanic or Latino) (Combination - 2,3,4,5,6)	Unidentified/Opt-Out	
1.0	Officials and Administrators	8	54	23	1	9	4	0	99
1.1	District Job Class %	8.08%	54.55%	23.23%	1.01%	9.09%	4.04%	0.00%	100.00%
1.2	Variance from CC	-24.22%	14.85%	9.63%	0.01%	-1.81%	-1.30%	0.00%	
2.0	Professionals	22	40	4	1	13	3	0	83
2.1	District Job Class %	26.51%	48.19%	4.82%	1.20%	15.66%	3.61%	0.00%	100.00%
2.2	Variance from CC	-5.79%	8.49%	-8.78%	0.20%	4.76%	-1.30%	-1.69%	
3.0	Technicians	2	16	1	2	5	0	0	26
3.1	District Job Class %	7.69%	61.54%	3.85%	7.69%	19.23%	0.00%	0.00%	100.00%
3.2	Variance from CC	-24.61%	21.94%	-9.75%	6.69%	8.33%	-1.30%	-5.30%	
4.0	Protective Service Workers - Outsourced	0	0	0	0	0	0	0	0
5.0	Paraprofessionals	18	56	4	1	15	2	1	97
5.1	District Job Class %	18.56%	57.73%	4.12%	1.03%	15.46%	2.06%	1.03%	100.00%
5.2	Variance from CC	-13.74%	18.03%	-8.48%	0.03%	4.56%	-1.30%	-3.24%	
6.0	Administrative Support Workers (Including Clerical and Sales)	80	164	28	4	34	18	3	335
6.1	District Job Class %	23.88%	48.96%	8.36%	1.19%	10.15%	5.37%	0.90%	100.00%
6.2	Variance from CC	-8.42%	9.26%	-5.24%	0.19%	-0.75%	-0.11%	0.07%	
7.0	Skilled Craft Workers	0	3	0	0	0	0	0	3
7.1	District Job Class %	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
7.2	Variance from CC	-32.30%	60.30%	-13.60%	-1.00%	-10.90%	-1.30%	-5.30%	
8.0	Service/Maintenance Workers	0	8	6	1	0	3	0	18
8.1	District Job Class %	0.00%	44.44%	33.33%	5.56%	0.00%	16.67%	0.00%	100.00%
8.2	Variance from CC	-32.30%	4.74%	19.73%	4.56%	-10.90%	-1.30%	11.37%	
	Total	130	341	66	10	76	4	30	661
									100.00%



## ITEM VIII.A.1

### AGENDA ITEM

---

#### APRIL 20, 2023 MEETING OF THE BOARD OF TRUSTEES

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

Discussion and possible Board action regarding authorization for staff of the Library District to act on behalf of the Library District related to the qualification and participation in the New Markets Tax Credit Program to qualify for New Markets Tax Credits to facilitate construction of the West Las Vegas Library Project.

##### Background:

The New Markets Tax Credit Program (the 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 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 Program, a QALICB must be created 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 17% of any allocation received from CDEs, which will be directed toward the construction costs of the new West Las Vegas Library Project. For example, a \$10M allocation received from a CDE would generate up to \$1.7M (17%) in funds to offset the costs of a qualified project.

The Las Vegas-Clark County Library District Foundation (the Foundation) engaged Crescent Growth Capital, LLC (Crescent) and will also engage Kutak Rock LLP (Kutak)



to provide arranger services and legal services, respectively, on behalf of the Library District, the Foundation, and a yet-to-be-formed QALICB. Crescent and Kutak provided these services for the East Las Vegas Library and Mesquite Library Campus Program transactions.

**Recommended Action:**

Motion to authorize staff of the Library District to act on behalf of the Library District to qualify for and participate in the New Markets Tax Credit Program to obtain New Markets Tax Credits to facilitate the construction of the West Las Vegas Library Project, to include signing a Waiver of Potential Conflict of Interest, creating a Qualified Active Low-Income Community Business non-profit entity, and to ratify, confirm, and approve any actions previously taken by such staff in furtherance of the intent of the authorizations granted pursuant to this Board Action.



**Kutak Rock LLP**  
1801 California Street, Suite 3000, Denver, CO 80202-2652  
office 303.297.2400

**Barry A. Burns**  
303.297.2400  
barry.burns@kutakrock.com

March 2, 2023

**VIA E-MAIL**

Las Vegas-Clark County Library District  
7060 W. Windmill Lane  
Las Vegas, Nevada 89113  
Attention: Kelvin Watson

Re: ***Waiver of Potential Conflict of Interest – West Las Vegas Library New Markets  
Tax Credit Transaction***

Dear Mr. Watson:

Las Vegas-Clark County Library District Foundation, Inc. (the "Foundation") has asked Kutak Rock LLP ("Kutak Rock") to represent the Foundation, Las Vegas-Clark County Library District (the "Library District"), and a yet-to-be-formed nonprofit support organization (the "QALICB") in connection with the review, structuring, and documentation associated with a proposed new markets tax credit ("NMTC") financing for the construction of the West Las Vegas Library facility located near the intersection of N. M.L.K. Blvd. and Mt Mariah Dr. in Las Vegas, Nevada (the "Transaction"). In connection with the Transaction, the Foundation will need to make a loan to an investment fund (the "Leverage Loan"). Additionally, the Library District will need to enter into certain agreements related to unwinding of the Transaction and the exit of the tax credit investor from the Transaction after the seven-year NMTC compliance period has ended (the "Unwind Documents"). To facilitate the transaction, the owner of the land on which the West Las Vegas Library facility will be built, will sell or transfer the land to the QALICB (the "Real Estate Transfer"). Also, in connection with the Transaction, one or more community development entities will make qualified low-income community investment loans to the QALICB (the "QLICI Loans") and the QALICB will enter into a lease with the Library District (the "Lease"). Although the interests of the Library District, the Foundation, and the QALICB are generally aligned in the Transaction, we believe it is in the best interests of all parties that we clarify whose interests will take priority in each aspect of the Transaction. With respect to the Leverage Loan and all documents and issues related thereto, the interests of the Foundation shall have priority. For any documents and issues related to the Unwind Documents and the Lease, the interests of the Library District shall have priority. With respect to all documents and issues related to the Real Estate Transfer and the QLICI Loans, the interests of the Library District shall have priority until the

# KUTAKROCK

March 2, 2022

Page 2

QALICB is formed, at which time the interests of the QALICB shall have priority. In order that the Firm may represent the Library District in connection with the Transaction, we have requested a waiver of any actual or prospective conflict of interest arising or resulting from the Kutak Rock's representation of the Library District in connection with the Transaction on the one hand (the "Library District Representation"), and the Firm's representation of the Foundation and/or the QALICB, on the other hand.

We propose that our firm proceed with the Library District Representation and that you waive the potential conflict related thereto, subject to the conditions and on the terms set forth below:

1. We will not serve as litigation counsel to the Library District, the Foundation, or the QALICB in connection with any litigation against each other related to the Transaction.

2. If, in the course of our representation of you, our firm determines that it would be unethical or inappropriate to represent the Library District, the Foundation, and the QALICB, our firm would withdraw from representing the Library District, the Foundation, and the QALICB. While based on the facts known to us, we think this unlikely, if it did occur it could involve additional delay, cost, or other inconvenience to you.

If after having considered the matter, you agree to consent to the Library Representation and knowingly and voluntarily waive the potential conflicts of interest, then please execute this letter in the space provided below (or provide a confirming e-mail from an authorized person).

Sincerely,

Barry A. Burns

BAB



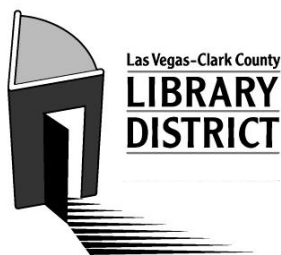
**Kutak Rock LLP**  
1801 California Street, Suite 3000, Denver, CO 80202-2652  
office 303.297.2400

**Barry A. Burns**  
303.297.2400  
barry.burns@kutakrock.com

ACKNOWLEDGED AND AGREED  
THIS \_\_\_\_ DAY OF APRIL, 2023.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

By \_\_\_\_\_  
Kelvin Watson, Executive Director



## ITEM VIII.A.2.

### AGENDA ITEM

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#### APRIL 20, 2023 MEETING OF THE BOARD OF TRUSTEES

##### Agenda Item # VIII.A.2.:

Discussion and possible Board action to appoint the East Las Vegas QALICB, Inc. and Mesquite QALICB, Inc. Board of Directors.

##### Background:

In 2017, the Library District entered into two New Markets Tax Credit transactions for the East Las Vegas and Mesquite library construction projects. As part of those transactions, two new non-profits were formed to operate exclusively for the benefit of the Library District for the purposes of acquisition and leasing of real and/or personal property subject to restrictions and terms of the transaction documents.

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

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

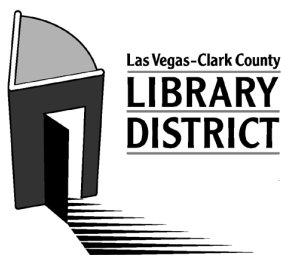
This item calls for the appointment of both existing Board of Directors as follows:

East Las Vegas QALICB, Inc.: Floresto Cabias, President; Keiba Crear, Secretary-Treasurer; and Directors Mo Denis, Felipe Ortiz, and Michael Saunders.

Mesquite QALICB, Inc.: Floresto Cabias, President; Keiba Crear, Secretary-Treasurer; and Directors Tim Wong, Michael Saunders, and Nathaniel Waugh.

##### Recommended Action:

Motion to appoint the slate of officers and directors detailed above to the East Las Vegas QALICB, Inc. and Mesquite QALICB, Inc. Board of Directors.



## ITEM VIII.B.1

### AGENDA ITEM

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#### APRIL 20, 2023 MEETING OF THE BOARD OF TRUSTEES

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

Discussion and possible Board action to provide an update to the Las Vegas City Council and Clark County Commission regarding issues identified with the current agreement between the Las Vegas-Clark County Library District and the Las Vegas-Clark County Library District Foundation.

##### **Background:**

In 2002, the Las Vegas-Clark County Library District established a 501 (c) (3) as a fundraising arm of the District. The intended purpose was to provide significant funding streams to support the programming and infrastructure demands that our growing population in Clark County requires.

In 2009 state law did not permit the District to sell discarded items directly, so an agreement was created by the Library District to permit the Foundation to receive the District's discarded books and book donations given to the District by the public. However, the sales of these items are managed by a Library District employee, proceeds are then transferred to the Foundation and again transferred back to the Library District upon request. As part of the original agreement the Foundation was restricted from hiring any employees thereby limiting the Foundation's ability to hire the necessary staff to effectively fundraise.

Historically, the majority of funds raised through the Foundation are through the sale of the Library District's discard books and also through District staff applying for various grant programs on behalf of the Foundation. Both of these programs are currently managed by the Library District's Development Director.

In 2018 the Library District transferred \$3,055,000.00 from the District's gift fund to the Library District foundation. At the time, it was the intent and hope of the District that this substantial endowment would act as a catalyst to encourage future fund-raising efforts by the Foundation.

The Foundation's Board of Directors serves primarily in a supervisory role, and are not actively involved in day-to-day fund raising or grant application writing actives. The District's Development Director job description stipulates the Development Director's responsibilities include Foundation management, fund-raising programs, grants management, volunteer program and bookstore management.

In late 2022 the Library District was exploring the potential to hold a fund-raising gala for fall the next year. Legal counsel advised the District that Municipalities generally

may not undertake fund-raising activities, including the solicitation of gifts unless there is express statutory authority to do so. At the advice of counsel, any fund-raising activities would need to be planned and operated solely by the Foundation, meaning the District's development director could not participate in fund raising activities. However, the current agreement between the District and the Foundation prohibited the Foundation from hiring their own Development Director to coordinate fund raising activities.

In December 2022, Foundation President Elaine Sanchez expressed concerns that the Foundation does not have the staffing resources necessary to plan and organize a fundraising gala while also fulfilling their current supervisory obligations as Foundation board members. It was requested that the Executive Director review the current agreement between the District and Foundation to address flaws in the original agreement that limited the Foundation's ability to effectively fundraise.

Upon review of the agreement, the Board of Trustees legal counsel discovered that the Library District was no longer required by law to pass book store sale revenue through the Foundation due to a 2019 change to state law (NRS 332.185), and continuing to do so could be construed as a breach of the District's fiduciary duties. Since the bookstore agreement essentially handcuffed the Foundation's ability to hire staff, limiting their ability to act as a fundraising arm of the District, Director Watson in consultation with Board of Trustees Chair Wilson, Vice Chair Waugh and Legal Counsel Gerald Welt agreed the best course of action was to temporarily cease transferring bookstore funds to the foundation while we researched if we were breaching our fiduciary responsibilities, and to immediately begin work on a new agreement that would better support the Foundation in its role as a fundraising arm of the District.

The Foundation is currently holding approximately \$500,000 of the Library District's money in addition to the \$3 million endowment, therefor we did not believe this would create a financial burden on the Foundation Board. We anticipated that the Foundation would welcome this new process, as it eliminates the administrative burden on the Foundation board to hold the funds, eliminates the restriction on hiring and creates the opportunity for the Foundation to focus solely on developing new revenue streams to fund Library District programming.

Trustee Benavidez who serves as one of two Trustees appointed to represent the District on the Foundation Board would not be in attendance at the January board meeting, and requested no official action was taken by the Board in January regarding the agreement, therefor any action was delayed until the February meeting. While no direct action was taken in January, It was agreed that a Working Group would be formed in February including members of both boards, to determine how to move forward together. The primary goal of the Working Group, is to determine how the Library District can legally provide financial support to the Foundation, and what their financial requirements are.

Regretfully, this one month delay caused serious confusion and concern with the Foundation, resulting in the Foundation distributing a letter to the Las Vegas Mayor, City Council and Clark County Commission expressing concerns that the District's actions would remove funding from library programs.

Branch programming has always been handled exclusively by Library District employees and this change would not have affected that in any way.

At the February Board of Trustee's meeting the board decided not to send a direct response to the City and County. Instead, Trustee Benavidez committed to this board to work with President Sanchez and Chair Wilson to draft a joint letter to the City Council and County Commission clarifying the misunderstanding, and to outline the plan and progress our organizations have already made toward forging a new agreement focused on our mutual goal to serve the residents of Clark County with one of the finest library systems in the nation.

Since February, both boards have formed a joint working group and have mutually agreed to hire professional consultants Alliance for Library Impact to help our organizations create a robust and successful partnership for years to come.

Since both Boards agreed on a path forward, Chair Wilson asked Trustee Benavidez to facilitate the joint letter, however Trustee Benavidez no longer wished to participate in facilitating this letter.

As Trustees, we are appointed and entrusted with the oversight and care of our Library District. Members of the City Council and the County Commission have directly expressed their concerns regarding this matter. Therefore, it is our responsibility to clarify any confusion and provide a timely update to the City Council and County Commission.

**Recommended Action:**

Motion to authorize Trustee \_\_\_\_\_ to contact President Sanchez and draft a joint letter to be sent no later than May 4th. If a joint letter can not be drafted by May 4th, authorize Chair Wilson to send the attached letter on behalf of the Board of Trustees.



## ENDOWMENT MANAGEMENT AGREEMENT

This Endowment Management Agreement (the "Agreement") is between the Las Vegas–Clark County Library District (the "Library District") and Las Vegas–Clark County Library District Foundation, Inc., a Nevada non-profit corporation (the "Foundation") (collectively the Parties).

WHEREAS, the Board of Trustees of the Library District has approved the establishment of a perpetual endowment fund for the benefit of the Library District;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Establishment of Endowment Fund. The Library District shall convey \$3,055,000.00 in money or money's worth to the Foundation, to be held, managed, and distributed by the Foundation as an Endowment Fund. The Library District shall have the right to contribute additional money or property to the Endowment Fund, which shall be managed by the Foundation pursuant to this Agreement. Unless the Library District informs the Foundation, in writing, that additional contributions are not to be governed pursuant to this Agreement, all future contributions by the Library District to the Foundation shall be governed by this Agreement.

2. Management of Endowment Fund. Except as otherwise provided herein, the Foundation shall manage the Endowment Fund and all earnings thereon as an endowment, pursuant to the Uniform Prudent Management of Institutional Funds Act (NRS 164.640 through 164.680, inclusive).

3. Investment of Endowment Fund. The selection of investments and the investment strategy of the Endowment Fund shall be subject to the review and approval of the Library District. Any delegation of investment authority or selection of investment managers and/or brokers, shall be subject to the prior approval of the Library District. Moreover, the Library District may, at any time, and upon written notice to the Foundation, direct the Foundation to terminate any investment manager and/or broker and retain a successor investment manager and/or broker chosen by the Library District.

4. Distributions. On an annual basis (or such other period as directed in writing by the Library District), the Foundation shall use and/or distribute the income from the Endowment Fund to further the Foundation's purpose as set forth in the Foundation's bylaws. No portion of the income of the Endowment Fund may be distributed for any other purpose without the Library District's prior written approval. The Foundation shall not use or distribute the principal of the Endowment Fund for any purpose. If, in the judgment of the Library District, any portion of the Endowment Fund is not managed or expended consistently with this Agreement, or if at any time the Foundation does not qualify as an exempt organization as determined pursuant to Section 501(c)(3) of the Internal Revenue Code, the remainder of the Endowment Fund shall be returned to the Library District upon 10 days written demand from the Library District; provided further that, if as of the date of the written demand, the Library District cannot otherwise receive the remaining Endowment Fund due to the fact that it is no longer exempt from federal income

taxation, then the Library District has the right to direct the Foundation to distribute the balance of the Endowment Fund to one or more governmental entities defined pursuant to Section 170(c) of the Internal Revenue Code or one or more exempt organizations, as determined pursuant to Section 501(c)(3) of the Internal Revenue Code.

5. Statements. Unless otherwise directed in writing by the Library District, the Foundation shall furnish monthly written statements to the Library District showing:

- a. The approximate market value of the Endowment Fund at the beginning of the period;
- b. Any additions to the Endowment Fund during the period, with the dates and sources of acquisition;
- c. All investments made during the accounting period, including a summary of all gains and losses;
- d. Any deductions from the Endowment Fund during the accounting period, with the date and purpose of each deduction; and
- e. The approximate market value of the Endowment Fund at the end of the period.

3. Monitoring of Endowment Fund. The Library District has the right to monitor and conduct an evaluation of the management of the Endowment Fund, including but not limited to the right to speak with personnel and agents of the Foundation and review financial and other records connected with the Endowment Fund.

4. Authority. The Parties represent and warrant that they each have the requisite right, power and authority to enter into this Agreement and that the consent of no other person or entity is required for the execution or performance of this Agreement.

5. Tax Exemption of Endowment Fund. It is the intent of the Parties that all income and gains from the Endowment Fund shall be exempt from federal, state and local taxes to the fullest extent allowed by law.

6. Default. In the case of default under this Agreement, the non-defaulting party shall have all remedies available to it under law or equity, including without limitation, the right to terminate this Agreement upon thirty (30) days written notice to the defaulting party.

7. Modifications. This Agreement may be modified only in writing signed by each of the Parties.

8. Governing Law. This Agreement shall be governed by the laws of the State of Nevada.



9. Successors and Assigns. The terms of this Agreement shall inure to the benefit of and be binding upon the successors and assigns of the Parties.

10. Entire Agreement. This Agreement constitutes the final, complete and exclusive written expression of the intentions of the parties hereto, and supersedes all previous communications, representations, agreements, promises or statements, either oral or written, by either party. If any provision of this Agreement is or becomes unenforceable, the other provisions shall remain valid and enforceable to the maximum extent possible.

11. Notices. Any notices or other communication hereunder will be in writing addressed as set forth below or to such other address as either of the Parties shall advise the other in writing:

Las Vegas – Clark County Library District  
7060 W. Windmill Lane  
Las Vegas, Nevada 89113

Las Vegas – Clark County Library District Foundation, Inc.  
7060 W. Windmill Lane  
Las Vegas, Nevada 89113

12. Counterparts. This Agreement may be executed in counterparts and each copy of this Agreement so executed shall be deemed a duplicate original of this Agreement. Photographic and facsimile copies of such executed counterparts may be used in lieu of the original for any purpose.

13. Savings Clause. If any term, provision, covenant, or condition of this Agreement, or any application thereof, should be held by a court of competent jurisdiction to be invalid, void, or unenforceable, all provisions, covenants, and conditions of this Agreement, and all applications thereof, not held invalid, void, or unenforceable, shall continue in full force and effect and shall in no way be affected, impaired, or invalidated thereby.

14. Costs and Attorneys' Fees. In the event that any legal action, arbitration, or other proceeding is brought to enforce any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party its reasonable attorneys' fees and other costs incurred in connection therewith, whether or not taxable by the court as costs, in addition to any other relief to which the prevailing party may be entitled. As used herein, the term Aprevailing party@ shall mean that party prevailing as to issues related to this Agreement.

[SIGNATURES ON FOLLOWING PAGE]

This Agreement is executed and effective this 17<sup>th</sup> day of December, 2018.

**Las Vegas–Clark County Library District**

By: *Ired James*

Its: *Deputy Director/CFO*

**Las Vegas–Clark County Library District  
Foundation, Inc., a Nevada non-profit  
corporation**

By: \_\_\_\_\_

Its: \_\_\_\_\_

## **AGREEMENT**

**Whereas** the Las Vegas - Clark County Library District (The District) is a public agency organized under the Nevada Revised Statutes and

**Whereas** the Las Vegas – Clark County Library District Foundation (The Foundation) is a nonprofit, tax exempt organization qualifying as a U.S. Treasury Section 501 (c) (3) corporation and

**Whereas** each entity to the Agreement is a separate and distinct organization and

**Whereas** the parties hereto both share the common goal of supporting, enriching and enabling library services within the service area of The District

**Now therefore**, in consideration of the mutual promises hereinafter stated, it is agreed as follows:

### I. The Foundation's Organizational and Finance Records

The Foundation agrees to or has adopted the bylaws, and/or policies to guarantee the structure and operations of its organization. At minimum, such bylaws and policies will regulate the time and the procedures for the elections of officers; a rotation schedule and procedure for the election of Board Members, encouragement of annual active recruitment of Board Directors, orientation and training for new Board Directors, implementation of appropriate accounting procedures and transmittal of copies of financial records to The District. Said records shall include but not be limited to a copy of the annual tax return and a roster of the Board of Directors. The above items will be supplied to The District by either the filing deadline established by law or upon execution of this Agreement. In addition, The Foundation shall conduct an annual audit or full accounting of its financial records and provide same to the District for the term of this Agreement in a form or manner acceptable to the District.

### II. District Donations to The Foundation from District Bookstores and Book Sales

The District agrees to donate library materials discards which have, in The District's sole discretion, been determined to be of no further use to The District consisting of books and other library materials, including those materials donated by the public, after The District has determined said donated materials not suitable for adding to The District's collections as outlined in The District's **Collection Development Policy**. Discarded materials and donations are donated to The Foundation without requirement of bid by The District.

### III. The Foundation's Sale of Donated Materials and Grant Awards to The District

In consideration of said donations, The Foundation agrees to appropriately and in a fiscally responsible manner work with designated District staff to coordinate the sale those items it determines are saleable in The District's bookstores and other locations, including online sales. After deducting 50% of the cost of annual audit and attendant accounting expenses referenced in Section I. of the herein Agreement, all other proceeds from the book sales will be considered a restricted stream of Foundation revenue. Said funds shall be placed in an enterprise, trust and/or restricted fund which shall be used only and exclusively for activities described in Section IV of this Agreement.

### IV. Program Development, Budget Development, Reimbursement of Expenses and Reimbursement Procedure

The District's Executive Director, in consultation with The Foundation, will develop a program plan that may include District programs, projects, capital and material acquisitions, and costs for a volunteer coordinator that include salary, benefits and 15% administrative overhead. The program plan may also include cash matches for District grant applications or Foundation programs and/or grant applications that benefit the District.

The District's Executive Director, in consultation with The Foundation, will provide to The Foundation a budget, which does not require Foundation Board approval, for reimbursable expenses for activities described in the program plan referred to above. The budget shall conform to anticipated book sales revenues as reflected in the District's budget that coincides with the term of this Agreement and is approved by the District.

The District shall invoice The Foundation quarterly for reimbursement of said budget expenditures. The Foundation shall pay same within thirty (30) days of the invoice.

#### V. District Bookstore Sales, Monitoring, Receipts, and Transfers

The District agrees to designate areas in its branches for use by The Foundation which will be overseen by a Volunteer Coordinator and Foundation volunteers. Areas shall be provided with shelving and areas for sorting and pricing donated materials by volunteers.

The District shall collect and audit bookstore sales receipts and deposit collected funds monthly in ~~an~~ the above-referenced restricted account of the Foundation. The District and The Foundation shall monitor said revenues to assure that receipts conform to book sales revenues estimated in the budget referred to in Section IV. In the event there is a material variance in said book sales revenues, The District will adjust the budget, reimbursement requests, and transfers accordingly.

#### VI. Foundation Transfers to the District & Recognition

The Foundation agrees that The District shall be the sole recipient of all transfers, grants and other awards by The Foundation, however, in all cases The Foundation shall receive suitable and appropriate acknowledgement in staff reports to The District's Board of Trustees; in The District's promotional materials, newsletters and other appropriate District publications; and in The Foundation's promotional materials, newsletters, annual report and other appropriate Foundation publications. The District agrees to annually recognize the support and contributions of The Foundation by placing on its Agenda at a scheduled annual meeting, a report from The Foundation regarding its support and contributions to The District during the preceding term of Agreement.

#### VII. Communication Between The Foundation and The District

Both parties agree that open communications with each other and the public is of great importance. **Two members of The District's Board of Trustees and the Executive Director shall be members of The Foundation's Board of Directors, per The Foundation bylaws,** and thereby will receive all meeting notices and minutes. Similarly, The District will keep The Foundation apprised of meetings of The District's Board of Trustees. It is expected that The Foundation will inform its Directors of said meetings. In addition, The Foundation shall provide The District Board of Trustees with quarterly reports regarding Foundation activities and finances, and other additional reports, as requested by The District.

VIII. Dissolution of The Foundation

Should The Foundation cease to exist as an organization or should they refuse or be unable to receive the material for two consecutive months, then in that event, the funds received as a result of this Agreement shall be immediately returned to The District for the support of such Library services as it deems appropriate and the District may resume disposing of the library material and donation discards as it sees fit.

IX. Execution of Agreement

This Agreement is agreed to on the dates signed by the authorized representatives below and will be effective on \_\_\_\_\_ of \_\_\_\_\_, 2009. The term of this Agreement is for one year from the date herein. This Agreement may be continued for subsequent years by the mutual agreement of the parties.

\_\_\_\_\_  
Frances Barron  
Chairperson, The District

\_\_\_\_\_  
Thomas C. Lawyer  
President, The Foundation

APPROVED AS TO FORM:

\_\_\_\_\_  
Jeanne D. Goodrich,  
Executive Director  
Las Vegas – Clark County Library District

\_\_\_\_\_  
Gerald M. Welt,  
Attorney for The District

## Attachment A

## BUDGET for 2009-2010

**Proposed 2009-2010 Budget for Programming Book Sales Revenues**

<b>Program Description</b>	<b>Amount</b>
Heritage Months (His, NA, AA, AP, GLBT)	\$25,000.00
VVBF (E.L. Doctorow/Comic Book Festival/Gallery Exhibit)	\$15,000.00
Reading Las Vegas	\$40,000.00
Summer Reading	\$53,000.00
Motion Picture Licencing	\$12,000.00
Literacy	\$20,000.00
Other/Miscellaneous Programs	\$14,000.00
<b>Subtotal Programs</b>	<b>\$179,000.00</b>
Grant Matches	\$30,000.00
Volunteer Coordinator Level 111/33% Benefits/15% overhead to Dist	\$69,000.00
Foundation Bookkeeping and Audit	\$10,000.00
<b>Total</b>	<b>\$288,000.00</b>

**Estimated Funding from Book Sales**

Branch Bookstore Revenues	213,000.00
Book Sales Vendors	75,000.00
<b>TOTAL</b>	<b>\$288,000.00</b>

**Estimated Expenditures**

Volunteer Coordinator + District Overhead (15%)	\$69,000.00
Foundation costs for Accounting and Audit (50% of annual)	10,000.00
District Programs, Projects and Grant Matches	209,000.00
<b>TOTAL</b>	<b>\$288,000.00</b>





# PROPOSAL FOR ——— **LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES & LIBRARY FOUNDATION**

[alliance4libraryimpact.com](http://alliance4libraryimpact.com)



Amanda Standerfer, Co-Founder  
[amanda@standerferconsulting.com](mailto:amanda@standerferconsulting.com)

Cindy Fesemyer, Co-Founder  
[cindy@fesemyerconsulting.com](mailto:cindy@fesemyerconsulting.com)

March 20, 2023

We are pleased to submit this proposal to the Las Vegas-Clark County Library District Board and Foundation for consulting services related to the future partnership of the two organizations. Alliance for Library Impact brings together broad expertise in public libraries, foundations, and non-profit organizations to develop a grounded theory, learning-focused process that will lead to recommendations on the future partnership model.

Our proposal details a collaborative, participatory process that will guide the future partnership model for the library and the foundation. The process is organized into three phases:

**LEARN:** Key in this phase is to assess the state of the model currently used by the library and foundation, gather and analyze stakeholder feedback, and scan other model opportunities (inside and outside of the library sector). We will present data gathered in this phase in a Learning Report that will guide discussions in the DREAM phase.

**DREAM:** During this phase, we will make meaning of the data collected in the LEARN phase. We'll hold two virtual retreats--one each with the Foundation and Library Board--to review the Learning Report. Following those virtual retreats is an in-person stakeholder retreat to start to build scenarios and consensus related to the future partnership between the library and foundation.

**DO:** Finally, in this phase, we'll develop and present to stakeholders a formal recommendations report. The report will include scenario analysis and possible next steps and will be the basis for the agreement to be drawn up with local council.

Our collaborative styles makes us a good fit for this project, along with our experience navigating complex situations. We've recently helped libraries and nonprofit organizations with similar projects, including organizational restructuring, organizational culture transformations, and library foundation capacity building. Please do not hesitate to reach out if you have any questions about our proposal! We look forward to hearing from you!

Cindy Fesemyer  
Lead Consultant

Amanda E. Standerfer  
Consultant



## About Us

**The Alliance for Library Impact (ALI) is for library-support organizations of all kinds: Foundations, systems, cooperatives, consortia, associations, state libraries, and others. ALI supports the organizations that support libraries.**

The Alliance is a female-owned partnership based in the upper Midwest. Amanda E. Standerfer and Cindy Fesemyer founded the Alliance for Library Impact in 2022, building on their many years as a freelance consultants for libraries and nonprofits.

The Alliance strives to support the organizations that help libraries take and retain their place at the center of the communities they serve.

The Alliance works primarily with library-support organizations to help build their own capacity and the capacity of the libraries they serve. From strategic planning and fundraising campaigns, to staff and trustee training, the consultants at ALI are well-versed in what it takes to keep library-support agencies ticking.

We have assembled a team of knowledgeable and experienced individuals to collaborate on this proposal. All members of this team have 20+ years of experience working with libraries and non-profit organizations alike.

## Meet Our Consultant Team



### **Cindy Fesemyer, MA, MLIS**

Helping information organizations see the big picture as they strive for equity and justice is Cindy Fesemyer's passion as the Principal of Fesemyer Consulting, LLC. With an emphasis on community engagement, qualitative assessment, strategic planning, and staff training, her recent projects include strategic planning for the RAILS Library System (IL) and the Placer County Library (CA). Cindy teaches continuing education and academic courses for the UW-Madison iSchool and is a Trustee for the Madison Public Library. Previously she served 2.5 years at the WI State Library and 7 years as Director of the Columbus Public Library (WI), named a finalist for Library Journal's 2017 Best Small Library in America. Cindy earned her MLIS from UW-Madison in 2012.

Cindy will serve as lead on this project.



### **Amanda E. Standerfer, MA, MLIS**

Amanda is passionate about helping libraries and nonprofits create meaningful impact in their communities. Since 2002, Amanda has served as a consultant and facilitator, working with libraries and nonprofits on strategic planning, fundraising, organizational development, and capacity building. Recent projects include strategic planning for the Pollard Memorial Library (Lowell, MA) and foundation capacity building for the Grayslake Area Public Library District. Amanda was most recently the Director of Community Engagement for The Urbana (IL) Free Library (responsible for marketing and fundraising through the library's foundation). Previous to that role, she was the Program Officer for the Lumpkin Family Foundation (a private foundation based in Mattoon, IL). She has an MA in history from Eastern Illinois University and an MS in library and information science from the University of Illinois at Urbana-Champaign. Amanda is the President of ALA's Learn Round Table (LearnRT).

Amanda will serve as a supporting consultant on this project.

## Meet Our Support Team



### **Laura Huddleston, MLIS**

Laura Huddleston is the Project Director for Fast Forward Libraries. She is an experienced children's librarian, having served over ten years at the Mattoon Public Library as the Children's Department Head. During her tenure at MPL she handled all aspects of the department including community outreach, grant writing, and collections management. Laura most recently worked for the Lumpkin Family Foundation, a private family foundation in Mattoon, Illinois. As the Program Associate, she is both grants manager and web administrator for the foundation while also dabbling in some program work and supervising interns. Laura holds a B.A. in Spanish from Eastern Illinois University and a MLIS from IUPUI.

Laura will serve as the lead researcher.

## Recent Projects

### **Indian Trails Public Library District Foundation (Wheeling, IL)**

Fast Forward Libraries (Amanda's LLC) has worked with ITPLD on several projects since 2018. Prior to 2018, the library's foundation was relatively inactive. As part of the library's strategic plan, the foundation engaged in a capacity building process to better support the goals of the library. This included a Fundraising 101 session that helped the Foundation Board understand their roles and responsibilities. Next, the Foundation engaged in a strategic planning process of their own where they reviewed the library's strategic plan and developed aligned goals and activities to help communicate the library's goals and importance of extra funding to ensure the library remained vibrant for years to come. As the Foundation welcomed new Board members over the years, they used Fast Forward Libraries materials and the Foundation strategic plan/fundraising calendar for orientation.

Brian Shepard, Executive Director  
847-279-2202  
bshepard@indiantrailslibrary.org

### **Cheltenham Township Library System (PA)**

CTLS is a four branch library system outside of Philadelphia, PA serving around 40,000 people. Fast Forward Libraries LLC partnered with Fesemyer Consulting, LLC on this project to provide a comprehensive community needs assessment and strategic plan. Staff members engaged in a half-day planning retreat to build plan elements, followed by a Trustee Retreat to refine goals and priorities. The resulting strategic plan will guide CTLS in further developing relationships in the community and stabilizing funding from the township for branch operations. Additionally, Cindy provided director coaching throughout the process.

**Contact:** Mary Kay Moran, Executive Director  
215-885-0457  
mmoran@mclinc.org





## Our Approach

For this project, we will take special care to represent both the library and the foundation when reviewing and gathering data and developing recommendations. We plan to use several frameworks in our approach:

**Systems thinking** - considering individual aspects of the library and foundation, how they interrelate, and what this means for overall dynamics and potential levers for change.

**Design thinking** - putting humans as the core of how the library and foundation collaborate to develop a sustainable model. During the LEARN phase, we'll gather qualitative lived experience from stakeholders to add to the quantitative data we review.

**Adaptive action** - the simple framework of *what? so what? now what?* grounds us in inquiry throughout the process. By coming back to this framework throughout the process, we can be iterative in our learning that will inform our final recommendations.

**Diversity, equity, and inclusion** - DEI is a critical foundational framework that is applied throughout the process and is interwoven through all aspects of librarianship.

## Work Plan and Timeline

### LEARN - March - April 2023

The LEARN phase is the longest part of the process - and possibly the most important!

We want to take time during this phase to ensure we fully understand the current partnership model and options for the future. Key to this phase is hearing directly from diverse stakeholders.

*The research components of this phase include:*

- Thoroughly evaluate and assess the current partnership model.
- Review best practices of other Library Foundation organizations and peer libraries.  
We will also consider other best practices in partnership models outside of the library sector to ensure we are broadly considering all opportunities.
- Industry interviews of 3 - 5 peer library/foundation working relationships.

*The stakeholder engagement component of this phase includes:*

- 3- 5 interviews of community stakeholders with an interest in the partnership model.
  - Stakeholders are identified by a small working group of library staff and foundation and library board members as facilitated by our consultants.
  - Interview questions are co-created by this small working group.

**DELIVERABLE:** At the end of this phase, we will share a Learning Report that brings together data gathered in this phase with some initial findings and recommendations for further discussion.



## Work Plan and Timeline (con't)

### DREAM - May - June 2023

During the DREAM phase, we spend time digesting and making meaning of the Learning Report. The Learning Report will be presented in two virtual meetings--one each for the Foundation and Library Board members. Following these virtual meetings is an in-person, half-day retreat with library board and foundation members. Using group engagement tools, scenario planning, and preferred futures, we will identify where there might be consensus or momentum for a partnership model going forward. While we won't end the retreat with a recommendation, the discussion will heavily inform the final report with recommendations and suggestions.

**DELIVERABLE:** Retreat notes.

### DO - June 2023

During the DO phase, we will create a report that provides recommendations and suggestions for possible partnership models going forward. We will develop scenarios and preferred futures identified during the retreat session. The report will include a systems assessment that identifies aspects of the current partnership that may need adjustment in order to adopt a new partnership model and the Memorandum of Understanding that supports it.

After developing the report, we will present the recommendations and suggestions in a virtual meeting to receive feedback. We will revise the report to incorporate feedback and present the final recommendations report 2023. This report is the basis for the agreement to be drawn up with local council.

**DELIVERABLE:** Final recommendations report.



**PROJECT BUDGET**

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**LEARN**

What	Who	When	Amount
Kick Off Meeting - virtual	Cindy, Amanda	April 2023	\$400
Evaluation and Assessment of Current Model	Cindy, Amanda	April 2023	\$1,200
Trends, Models, and Needs Research	Laura	April 2023	\$1,000
Stakeholder Interviews	Cindy	May 2022	\$500
Industry interviews	Laura	May 2023	\$500
Develop Learning Report	Cindy, Amanda, Laura	May - June 2023	\$1,500
<b>LEARN TOTAL:</b>			<b>\$5,100</b>

**DREAM**

What	Who	When	Amount
2 Learning Report mini-retreats - virtual	Cindy, Amanda	June - July 2023	\$3,000
Retreat Planning Meeting	Cindy, Amanda	July 2023	\$400
Stakeholder Retreat - in-person*	Cindy, Amanda	September 2023	\$6,000
<b>DREAM TOTAL:</b>			<b>\$9,400</b>

**DO**

What	Who	When	Amount
Draft recommendations	Cindy, Amanda, Laura	October 2023	\$900
Present recommendations - virtual	Cindy, Amanda	October 2023	\$400
<b>DO TOTAL:</b>			<b>\$1,300</b>

<b>Project Management</b>	Cindy	March - Oct 2023	\$800
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**PROJECT TOTAL: \$16,600**

**BUDGET NOTE:** We have done our best to accurately estimate costs for this project given the continued disruption of the COVID-19 pandemic. Our hope is to be able to travel to Las Vegas for the Stakeholder Retreat because it is best done in-person. As such, travel costs are not included in the project total.

Potential travel TBD (1 possible trip, 2 consultants) *Not included in budget total.	Cindy, Amanda	September 2023	Not to exceed \$3,000
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## Terms & Conditions

### SERVICES & MATERIALS

The Alliance for Library Impact will provide services for the Las Vegas-Clark County Library District Board of Trustees & library foundation. Services are detailed within this proposal. The library will provide workshop materials and printed handouts if needed.

### PAYMENT

The Las Vegas-Clark County Library District agrees to pay in full up to \$19,600 to the Alliance for Library Impact for services rendered. Fee is inclusive of travel. The library will be billed following completion of each of the three phases outlined in this proposal, net 30. IRS W-9 furnished upon contract signature.

### CANCELLATION

Cancellation of services is requested in writing 30 days prior to cancellation date.

### AGREE & SIGN

We agree to the above pricing and terms:

Client signature & date

---

Client signature & date

---

Cindy Fesemyer for ALI

---

Amanda Standerfer for ALI

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# WELT LAW

ATTORNEYS AT LAW

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

January 4, 2023

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

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

Dear Mr. Wilson,

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

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

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

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

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

January 4, 2023

Page 2

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

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

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

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

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

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

Sincerely,

GERALD M. WELT, ESQ., General Counsel

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

cc: Kelvin Watson

February 8, 2023

City of Las Vegas  
Mayor and City Council  
495 S. Main Street  
Las Vegas, NV. 89101

Dear Mayor and Councilmembers:

I currently serve as President of the Las Vegas Clark County Library District Foundation. One of the strategic developments implemented by the Las Vegas Clark County Library District ("District") was the establishment of a 501(c)(3) organization, established in 2002, as the Las Vegas Clark County Library District Foundation ("Foundation"). Since inception, the Foundation has been working collaboratively with the District to provide outstanding library experiences to the residents of Las Vegas and Clark County. The Foundation's mission is best achieved with full cooperation and support of the District. As President of the Foundation, I believe library services currently enjoyed by Las Vegas and Clark County residents are needlessly at risk.

Since 2009, the Foundation and the District have had a contractual relationship, with the Foundation as the sole recipient of the District's discarded books and book donations from the public. The Bookstore Agreement, approved by the Library District Board of Trustees and the Library Foundation Board of Directors, sets forth the responsibility of the Foundation to provide an annual audit of Foundation books, and restricts revenues from used book sales to the District and Foundation initiatives that benefit the District. These programs have supported activities of all District departments and provide resources for programs that cannot be paid for by tax generated dollars. It also allows the Foundation to have an advantage in grant procurement, since all grant funds can go directly to initiatives, not overhead.

On January 19, 2023, Brian Wilson, Chairman of the Las Vegas-Clark County Library District Board of Trustees (the "Trustees") asked Library District Attorney Gerald Welt to read into the record a memorandum titled Compliance with Agreement with Las Vegas-Clark County Library District and Bylaws for the Las Vegas-Clark County Library Foundation. Mr. Wilson and Mr. Welt asserted that it was their opinion that the Bookstore Agreement was null and void. In our legal counsel's opinion, the Trustees were not allowed to vote or discuss this critical item since it

7060 W. Windmill Lane Las Vegas, NV 89113  
t 702.507.6179 f 702.507.6180 [www.lvccldfoundation.org](http://www.lvccldfoundation.org)





was not noticed properly. In addition, the report was not included in the board packet so the Board of Trustees could read the information themselves. Both the District's Board of Trustees and the Foundation received the memo the following day after the District's meeting. Attached to this letter is the Memo from District Counsel and the Foundation's response.

The District's next board meeting is scheduled for tomorrow, February 9 at 5:00 p.m., at the District's Windmill Library. There is an agenda item for Discussion and possible board action to cease transferring bookstore funds to the Las Vegas Clark County Library District Foundation. As part of the Chair's Report there is another agenda item stating, "Board discussion and possible appointment of a Foundation Committee working group."

Last week the Foundation reached out to the District for a meeting to discuss these matters and members of the District and the Foundation spoke via teleconference yesterday. Those in the meeting included me, District Counsel Gerald Welt, Library District Executive Director Kelvin Watson, District Vice Chair Nathaniel Waugh, and Foundation Counsel Briana Martinez. The District and the Foundation have worked well together for the last 20 years. Both boards have partnered on providing the best in library programs and services during the best of economic times and under difficult economic periods.

The City of Las Vegas and Clark County provide the ultimate oversight of the District and Foundation's activities and I wanted to provide this brief update to you to convey my concern over matters related to the partnership between the Foundation and the District prior to the District's meeting tomorrow. A determination that the Bookstore Agreement is null would mean a removal of funds that goes towards library programs and would diminish our collaborative initiatives. I believe that voting to unilaterally dismantle the agreement prior to establishing a Foundation working committee to find solutions between the District and the Foundation is premature. The Foundation looks forward to continuing assisting the District in generating nontaxed revenues to meet its strategic goals for its library and its non-library programmed activities.

060 W. Windmill Lane Las Vegas, NV 89113

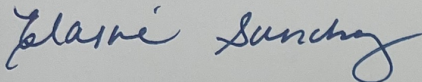
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LAS VEGAS - CLARK COUNTY  
LIBRARY DISTRICT FOUNDATION

Thank you for your time and attention and allowing me to express my concerns related to the District's recent actions.

Sincerely,



Elaine Sanchez

President

Las Vegas Clark County Library District Foundation

CC: Mayor Pro Tem Brian Knudsen  
Councilman Cedric Crear  
Councilwoman Victoria Seaman  
Councilwoman Olivia Dias  
Councilwoman Francis Allen-Palenske  
Councilwoman Nancy E. Brune



## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)**

**JOB TITLE:** Development Director

**EXEMPTION STATUS:** Exempt

**PAY GRADE:** AT 138

**JOB CATEGORY:** Officials & Administrators

**BARGAINING UNIT:** Not Eligible

### **GENERAL SUMMARY:**

Under the general direction of the Library District's (District) Executive Director (ED), the Director of Development provides strategic, operational, and administrative leadership for the District's Development function. Responsibilities include Foundation management, fund-raising programs, grants management, volunteer program and bookstore management. Supervises and manages service delivery for the District's Development Function by serving as a member of the ED's Administrative Team. Responsible for fostering positive relationships within the community and providing oversight to District-wide partnerships, projects, programs, and committees. Fosters and maintains a diverse, equitable, inclusive and accessible work environment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for the overall planning and managerial operations of the District's Development function:
  - a. Plans long-term strategic and short-term operational goals for assigned function(s);
  - b. Organizes assigned function(s), departments, and employees to achieve established goals;
  - c. Staffs assigned branches and/or departments within budgetary guidelines to meet service demand and requisite skill needs;
  - d. Directs and motivates assigned staff to achieve established goals;
  - e. Coordinates with other areas of Library Administration to meet established District Goals;
  - f. Develops, maintains, and monitors key reporting metrics to achieve and control desired quality outcomes;
  - g. Develops, maintains and monitors annual Budget to achieve established goals and utilize District resources in an efficient and effective manner.
2. Actively engages and solicits sources of funding including private individuals, corporations, foundations and federal, state and local governments/agencies.
3. Provides administrative supervision to assigned managers and staff including but not limited to:

- a. Performance Coaching & Management;
  - b. Career Counseling & Development; and
  - c. Conflict Resolution.
4. Manages the business affairs of the Foundation, including supervising personnel, compliance, authorizing financial transactions, donor recognition, media relations, administering contracts, meeting coordination, analyses, and reporting to the Foundation Board.
  5. Oversees District-wide projects, programs and committees to support and achieve District strategic initiatives and goals.
  6. Develops relationships and communicates with the local community to establish fund-raising programs to support community and District goals.
  7. Ensures District compliance with all federal, state and local laws, regulations, codes, and District Policies and Procedures.
  8. Stays abreast of current and future trends in Library Administration/Science and Public Administration and makes recommendations regarding future District Strategies and Planning.
  9. Performs other duties as assigned.

**CORE COMPETENCIES:**

- Customer Service
- Public Service Ethics
- Strategic, Operational, and Administrative: Planning, Organizing, Directing, Staffing, Reporting, Coordinating & Budgeting
- Public Speaking
- Foundation & Fundraising Management (Major Gifts and/or legally complex)
- Grants Management (application, award, compliance, financial reporting)

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- **Education:** Bachelor's degree in Public Administration, Business Administration or related field required.

Master's degree in Public or Business Administration preferred.

- **Experience:** Eight (8) years of professional Development experience with at least (5) five of those years in a designated Management role required.

Eight (8) years of professional Development experience with at least (5) five of those years in a designated Management role in a Public Agency setting preferred.

- **License or Certification:**

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Certified Fund Raising Executive (CFRE) preferred.

- **Physical Demands:** Work is primarily performed in an office setting. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books or files. Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties.

**ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of principles, practices, trends and best practices in Public Administration and Management.
- Knowledge of community issues (e.g. homelessness, education, business, health care, gaming and tourism, etc.)
- Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to motivate and supervise staff
- Ability to process and handle confidential information with discretion.
- Ability to maintain effective interpersonal relationships.
- Ability to cultivate and secure major or complex gifts/donations.
- Ability to analyze and synthesize Library District needs and match grant opportunities to those needs.
- Ability to communicate with a wide variety of external and internal customers including Public and Persuasive Speaking.
- Ability to lead and implement change initiatives related to administrative processes and technologies.
- Ability to travel as required.

**DEVELOPED:            SEPTEMBER 4, 2001**

**REVISED:            MAY 8, 2007  
APRIL 24, 2008  
MARCH 13, 2018  
OCTOBER 21, 2021  
AUGUST 30, 2022**