

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
December 14, 2023**

DATE: Thursday, December 14, 2023

TIME: 5:00 p.m.

PLACE: East Las Vegas Library
2851 E Bonanza Rd,
Las Vegas, NV 89101 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.

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.

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

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

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

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

IV. Approval of Proposed Minutes (For possible action)

- A. [Executive Committee Meeting, November 1, 2023](#)
- B. [Regular Board Meeting, November 9, 2023](#)

V. Chair's Report

- A. Mesquite Meeting- Proposing April Meeting
- B. Trustees Report

VI. Library Reports

Possible Board discussion of one or more staff reports outlining library activities and highlighting selected administrative activities following the preceding Board meeting.

Trustees should indicate the individual reports they would prefer to discuss.

- A. [Executive Director's Report](#) - Kelvin Watson
 - 1. Program and Delivery Services
 - a. [Library Operations and Security Reports and Monthly Statistics](#)
 - 2. Program Support Services
 - a. [Branding and Marketing Report and Monthly Statistics](#)
 - b. [Community Engagement Report and Monthly Statistics](#)
 - c. [Development and Planning Report](#)
 - d. [Information Technology Report](#)
 - 3. Administrative Support Services
 - a. [Financial Services Report](#)
 - b. [General Services Report](#)

c. [Human Resources Report](#)

VII. Unfinished Business- None

VIII. New Business

A. Consent Agenda

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

B. Regular Agenda

1. [Discussion and possible Board action regarding contract award for Capital Campaign & Naming Rights Consultant Services, whose responsibility will include development of a capital campaign, pursuing all sectors and available sources including philanthropic donors, sponsorships, and to identify naming rights opportunities in accordance with the District's Naming Opportunities Policy as approved September 8th, 2022.](#)

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

X. Announcements

The January Board meeting will be held on Thursday, January 11, 2023, at 5:00pm. Location: Whitney Library, 5175 E Tropicana Ave, Las Vegas, NV 89122.

The February Board meeting will be held on Thursday, February 15, 2023, at 5:00pm. Location: Summerlin Library, 1771 Inner Cir Drive, Las Vegas, NV 89134.

The March Board meeting will be held on Thursday, March 14, 2023, at 5:00pm. Location: Windmill Library, 7060 W Windmill Lane, Las Vegas, NV 89113.

XI. Public Comment

Topics raised under this item cannot be acted upon until the notice provisions of the open meeting law have been met. If you wish to make public comment on this item, you must sign-up on the roster provided prior to the public comment period. The sign-up must include the commenter's name and legal address, and

this agenda item. Commenters should state if they want their remarks included in the minutes of the meeting.

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

XII. Adjournment

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

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

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

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, www.lvccld.org and at Nevada Public Notice at <https://notice.nv.gov>. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Friday, December 8, 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

- 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/rOjhG1y1HXc> 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' EXECUTIVE COMMITTEE MEETING
LAS VEGAS, NEVADA
November 1, 2023**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session via Zoom, at 3:00 p.m., Wednesday, November 1, 2023.

Present:	Committee: N. Waugh, Chair J. Jiron	K. Rogers K. Whiteley
	Board: K. Dutkowski E. Sanchez	C. Shelton
	Counsel: G. Welt	
	Absent: None	
	Staff: Kelvin Watson, Executive Director Numerous Staff	
	Guests: None	

The meeting began at 3:02 p.m.

Roll Call (Item I.)	All members listed present above represent a quorum. Appendix A.
Public Comment (Item II.)	None.
Agenda (Item III.)	Trustee Jiron made a motion to accept the Agenda. Trustee Whiteley second the motion.
New Business (Item IV.)	There was no opposition and the motion carried.
Discussion and possible Committee action to recommend to the Board of Trustees for approval an evaluation form for the Executive Director of the Las Vegas-Clark County Library District	<p>Chair Waugh reported that in 2011 the Board of Trustees approved a form to evaluate the performance of the Executive Director. In 2022, a new form was implemented for Executive Director, Kelvin Watson. Throughout the evaluation process this year, several trustees expressed some concerns with the new form and Chair Waugh asked a recommendation is made to the full Board of Trustees.</p> <p>Jeff Serpico, Human Resources Director stated that the new form that was implemented in 2022 was very similar to the previous form used before back in 2015 and 2018. Chair Waugh explain he has done research for other</p>

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(Item IV.A.)

agencies in the community such as Las Vegas City Council, Clark County Regional Flood Control District, RTC, SNWA, all those folks in the school district as well and they kind of fall into two groups. The first group is Las Vegas City Council, County Commission, RTC, RFCD, SNWA, they have no form, and that evaluation is the Executive Director writes up an annual report, meets with the members of whatever governing Board individually, and then that discussion takes place in public. The other side of the spectrum is Clark County School District, which is like 20 pages and has, five headings and five subheadings in each and it's a whole thing on the complete opposite end of the spectrum. Chair Waugh states the Executive Director for this district is more in line with the kind of the duties of those of that previous group. He also looked at some other kind of model evaluations that exist out there for other districts put out by the Urban Libraries Council, but a lot of those seem tailored to smaller districts looking at kind of more really kind of granular things that I don't think are things necessarily that our Executive Director is involved in on the day-to-day, just given the size and complexity and independence of our district.

Trustee Whitley thanked Chair Waugh for looking into those examples for a standard. She stated being fairly new to the Board, she never had another Director, aside from Director Watson and was curious what the evaluations looked like prior and would like to look further into that to be consistent and not making up a new set of principles for one person. She is opposing getting a 20-page form for an evaluation and should be evaluated based on the job description. She also states she thinks it very unfair that the team worked on goals for six months without any feedback and trying to change them six months in.

Trustee Rogers agrees with Trustee Whiteley and is very opposed to recreating a new process for Kelvin when it hasn't been done that way in the past. He is strong in support of keeping the current process for this evaluation period. If a new process is started, it should be focused on the next evaluation period. He suggest looking at a holistic approach and not rush into something to treat Director Watson differently than other Directors from the past.

Chair Waugh agreed and wanted to know why there was an issue now. There wasn't an issue his first evaluation and the previous Director had a one page front and back evaluation. He stated that most can agree that Director Watson has done an extraordinary job thus far.

Trustee Jiron agreed that Director Watson has done an outstanding job and agrees that Director Watson should be evaluated on the form that was created and work on a new form outside the timeframe.

Trustee Shelton thank Chair Waugh on doing his due diligence on the research. He thinks it is unfair to change the evaluation at this point. He also stated that Director Watson is doing a great job.

Trustee Sanchez agrees she doesn't think the process should be changed

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now because the members of the Board were not prepared with the goals stated the last time and she wanted to understand the process. Chair Waugh explained that the similar to other Boards such as Clark County, City of Las Vegas and RTC, the evaluation is driven by the Executive Director, General Manager, or County Manager reporting on the year past and looking forward to the year ahead. The Board will then discuss, look at monthly reports and do personal observation. Then they will be evaluated off the performance. He also explained that Director's Watson's goals are in alignment with the Strategic Playbook that was approved by the Board. The Director's goals, which by extension are also the organizational goals, are leadership development -- leadership training and development; complete milestone one of three-year leadership development plan and culture assessment, which the milestone for year one is conduct Gallup Q12 Engagement Survey, conduct interviews, cultural assessment with administrative team, conduct administrative team building training two and a half hours for [unintelligible; audio lag] leaders managing different personality styles, the trust factor, functional communication, effective personal management, enforcing performance expectations, the five behaviors of the cohesive team, empowering performance management. Objective 2 is enhance and expand on external partnerships locally and nationally. Objective 3, Execution of the District's Strategic Plan Playbook 2026; People, Places, Partnerships and Platforms.

Objective 4, West Las Vegas project and Capital Improvement Library projects to include Enterprise, Spring Valley, Whitney, and West Charleston. And Number 5, Develop and monitor annual budget within established parameters.

Trustee Whiteley stated she was one of the Board Members that stated she wasn't prepared to discuss goals because she hadn't been involved on the Board before and did not come to the meeting prepared to discuss Director's Watson's goals at that time. She is comfortable looking at the goals that were laid out that align with the Strategic Playbook and his job description.

Director Watson stated: [Copied from transcript]

I would say, you know, I've submitted the goals and -- as you mentioned. I have developed the goals for myself, the organization, along with all of the Directors based on the Strategic Playbook that, as you mentioned, was implemented in the Summer of 2021. That has been what we have used to drive the work. I will say that, you know, this is -- having also done evaluations of other leaders and having been evaluated before -- and actually, you know, Trustee Sanchez mentions the 360 evaluation; I've also participated in that but, you know -- so not opposed to that, but those would also be -- that would be in addition to a 360 evaluation in my opinion. And how it's been used before in my work has been in addition to the regular goal setting process, right? So I'm just saying -- so as we look at tools to -- that we do evaluations -- because the other thing that I have discussed with Director Serpico and what we're working towards as an organization for the employees of the Library District is a 360 evaluation as well. But we're

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working towards those things. That's why we're doing the leadership training and development that I'm also participating in with the leadership team, as well as with, as we get to the three-year point where all of our staff will have been -- have gone through this process. I'm okay with -- you know, I'm -- I think we move forward with the timeline, I think that that's appropriate that we have a timeline. But I also will say that from a goal setting perspective, as someone who has, again, set my own -- set my goals because they are my goals, as well as I don't have -- I don't set my Director's goals; they bring the goals to me and we work it out to determine how we're going to work towards those. So that would be where I would say is that I don't -- it would be interesting to have the Board set my goals outside of the framework of the Strategic Playbook and again the things that we've already continually been doing as far as moving the Library District forward and executing on what we've been executing on.

Counsel Welt stated that the previous directors were evaluated on the Five-Year Plan (which is now called the Strategic Playbook). They were evaluated on their accomplishments directly to the Five Year Plan.

Trustee Whitley made the motion to ask Director Serpico to amend the review form for the Executive Director's Annual Review in the 24-25 performance year to include leadership competencies as it relates to their expectations for the Executive Director and comment box for additional goals. Trustee Rogers second the motion.

There was no opposition and the motion carried.

**Public Comment
(Item V.)**

None.

**Adjournment
(Item VI.)**

Trustee Jiron adjourned the meeting at 3:44 p.m.

Respectfully submitted,

Jennifer Jiron, Secretary

ITEM IV.B.

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

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

Present:

Board:	N. Waugh, Chair	K. Rogers
	K. Whiteley	E. Foyt
	E. Sanchez	F. Ortiz
	K. Benavidez	K. Dutkowski
Counsel:	G. Welt	
Absent:	J. Jiron	
	C. Shelton	
Staff:	Floresto Cabias, Chief Financial Officer	
	Numerous Staff	
Guests:	None	

The meeting began at 5:03 p.m.

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

Public Comment (Item II.) None.

Agenda (Item III.) Trustee Benavidez made a motion to accept the proposed agenda. Trustee Sanchez second the motion.

There was no opposition and the motion carried.

Approval of Proposed Minutes of the Finance and Audit Committee Meeting on September 7, 2023 and Regular Board Meeting on October 12, 2023 (Item V.) Trustee Rogers made a motion to approve the Minutes of the Finance and Audit Committee Meeting on September 7, 2023 and the Regular Board Meeting, October 12, 2023. Trustee Benavidez second the motion.

There was no opposition and the motion carried.

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**Chair's Report
(Item VI.)**

Chair Waugh reported that Counsel Welt will be honored for his 47 years of service to the Clark County Library District and the Las Vegas-Clark County Library District by the Clark County Commissioners. November 7th in the City of Las Vegas is declared Gerald Welt Day. Chair Waugh invited all Trustees that are available to attend. Chair Waugh also acknowledged Director Watson for being honored at the NAACP Banquet that he attended. Chair Waugh reported that the Executive Committee met to discuss what a new evaluation process and form would look like. The recommendation will be presented to the Board for consideration to be implemented for 2025 performance year, beginning in July. He also announced that the January meeting will be moved from January 18 to January 11 and the May meeting from May 11 to May 23 (due to requirements under NRS) for the public hearing for the budget.

Chair Waugh also ask that everyone have meeting decorum and wait to be recognized to speak. Also, to please notify Ms. Nance if you will or will not be attending the meeting.

Trustee Foyt proposed having a reading room at the new West Las Vegas Library, to be named in memory of the late Harvey Mumford. He was a notable member of the West Las Vegas community as an exemplary educator and legislative leader. Chair Waugh agreed to put that on a future agenda for consideration of the Board.

**Library Reports
(Item VI.)**

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

Floresto Cabias, Chief Financial Officer reported on behalf of Executive Director Watson. Mr. Cabias congratulated Director Watson on being honored at the NAACP banquet. Mr. Cabias also congratulated Al Prendergast, Chief Information Officer on his nomination for the 2023 Top Tech Award. Mr. Cabias reported that he received word that one of the community development entities (CDE), made a verbal commitment of an estimate of 1.5 million dollars in funding that will offset the cost of construction of the new West Las Vegas Library. He also thank John Vino, General Services Director for his work towards raising funding. He reported that he and Mr. Vino gave a tour to two CDE's of the West Las Vegas site and East Las Vegas Library. Mr. Cabias also thanked the Library Administration and staff as well for helping out.

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

Trustee Sanchez asked Leo Segura, Library Operations Director to walk her through the Detention Center Library Service report that was given with his report because it is new. Mr. Segura responded that the Library District used to run the Detention Center for the County since the 70's but went with the law library a few years back and the Library District re-contracted with the County last November.

[Mr. Segura read and discussed the attached report on pages 6-9]

Branding and Marketing Report and Electronic Resources Statistics (Item VI.A.2.a.)	Trustee Sanchez asked to have a comprehensive Branding and Marketing strategy presentation. Chair Waugh stated that the request will be given to Director Watson.
Community Engagement Report and Monthly Statistics (Item VI.A.2.b.)	Chair Waugh asked Matt McNally, Community Engagement Director about the Historic Westside parade that staff participated in. He wanted to know how staff chooses the parade events to participate in. Mr. McNally explain that the Historic Westside Parade was a joint effort between Community Engagement and Library Operations to have library staff represented in the community. He explained that future commitments are dependent on considerations such as staffing ability, but finds great value in being able to support the community when available.
Development and Planning Report (Item VI.A.2.c.)	No questions.
Information Technology Report (Item VI.A.2.d.)	No questions.
Financial Services Report (Item VI.A.3.a.)	No questions.
General Services Report (Item VI.A.3.b.)	<p>John Vino, General Services Director presented a video to keep the Board members up to speed on the new West Las Vegas project. [Video can be viewed here: https://www.youtube.com/watch?v=s-5hUOhHynA]</p> <p>Trustee Benavidez asked if there will be outdoor seating at the new West Las Vegas Library. Mr. Vino responded that there will be outdoor seating and is still being worked on.</p> <p>Trustee Ortiz asked what is the estimated square foot cost for construction. Mr. Vino responded that it will be a little under 41,000 square feet (no exact amount) by 35 million dollars is the current estimate. Trustee Ortiz also asked when the CMAR will go out. Mr. Vino responded that it will probably go out after the holiday on January 3rd. Mr. Ortiz wanted the public to hear that they tried to have the property closer to the inner Westside on J street but went with the land that was sufficient to build a large sized library.</p>
Human Resources Report (Item VI.A.3.c.)	No questions.

Unfinished Business None.
(Item VII.)

New Business
(Item VIII.)

Consent Agenda
(Item VIII.A.)

Discussion and possible Board action regarding the Finance and Audit Committee's recommendation to accept the audit performed by HintonBurdick, CPAs and Advisors for the Fiscal Year 2022-2023 (Item VIII.A.1.)

Mr. Cabias asked for this agenda item to be pulled and stated: [copied from transcript]

The results of June 30th, 2023 Financial Statement Audit and I'm glad to report that it was a clean audit, which is our goal. I'm stealing McKay Hall's thunder here. He's a partner with HintonBurdick. Thank you, McKay and your director, Crimson Singleton and the rest of your team. I also have to thank Martha Ford, the District's Accounting Manager for all of her hard work, working with the auditors to make sure this audit was completed timely. HintonBurdick is not just auditing the financial statements of the Library District, but also its three component units, which are nonprofit corporations including the Las Vegas Library Foundation, the East Las Vegas QALICB, and the Mesquite QALICB. So that's four libraries total and it's HintonBurdick's job, along with my accounting manager to ensure they get completed effectively and timely, which they did. Those reports are signed, sealed and delivered. And I'll invite Mr. Hall to present the results of his audit. And it's a summarized version of what the Finance and Audit Committee heard on Monday.

MR. HALL: Thank you. I'm grateful for the opportunity to be here. Real quick, I told -- I believe I told your audit committee this last year, but I spent the first ten years of my career life in IT and then I decided that I just wasn't a very interesting fellow, so I thought I'd spice up my personality by becoming a CPA. Neither of those industries are really known for their public speaking abilities, so if I seem to hesitate at all, it's just the sheer terror of public speaking. I am grateful for the opportunity to be here and work with the District. Quick summary, as Mr. Cabias said. I'm going to go ahead and read this real quick. This is what we do when we perform an audit. When we come in as auditors, our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement. Misstatements are considered material if there is a substantial likelihood that individually or in aggregate, they would influence the judgment made by a reasonable user based on the financial statements. So we come in and through various test work that we perform, we confirm with external parties, we run various analytics, we tie to supporting documentation. And so we test the activity in your accounting system and then follow that through to the financial statements. And we test the financial statements to make sure that

they are compliant with the applicable accounting standards. And so that's what we do in the course of the audit. And when we perform the audit, we perform it according to the auditing standards that are generally accepted in the United States of America. And since the District is a local government, we also use the standards applicable to financial audits contained in the governmental auditing standards as issued by the Comptroller General of United States. We are happy to note that for Fiscal Year '23, the Independent Auditors Report, which is on pages one through three of the bound financial statements that annual financial report, it's an unmodified or a clean opinion, which is to say that we did not find any material misstatements and therefore you, as a Board, are able to rely upon that information in your considerations and your judgment. We also take a look at your processes and your procedures to gain an understanding of what they are and to gain an understanding of whether or not they appear to be operating. If we find in those processes and procedures a condition or a set of conditions that make it highly likely that a material misstatement would be processed through the system without being caught, addressed, corrected in the course of operations, that would be a material weakness or a significant deficiency depending on the likelihood of that being processed through. And so if we look at those processes and it looks like an error could be processed without being caught, we'd issue a finding. We're happy to note that we did not find any such conditions and there are no material weaknesses or significant deficiencies issued with the financial statement audit this year for the District. There was also a single audit that was performed. Anytime that the District gets 750,000 or more federal funds, then there's a single audit that has to be performed. We go in and we take a look at what the major program is or programs are, and then there are additional compliance auditing process of steps that are performed for that single audit. We're happy to note that there is an unmodified or clean opinion on the single audit this year as well. A couple of things to consider as a Board just in total. So in the government wide financial statements, they're called, it's a full accrual set of financial statements, the first set that you come across in your annual financial report. The first statement is a statement of net position. It's kind of like the balance sheet for the District. And it goes through and talks about what your assets, your liabilities are and what your net position is, which would be the equity. And that equity is an important number to watch. It gives an indication as to the health of the District overtime. It's worth noting that the total net position for the District at the end of Fiscal Year '23 was 215 million. That was an increase of 19.8 million from the prior year and that equity, that net position is broken out between three categories in that statement. There is a net invested in capital assets. That's an important number to watch because that's your infrastructure. That's your buildings, that's your books, that's your stuff that you can't really turn into cash. And so it's fairly nonliquid. And of the total equity, the net position for the District,

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158 million of that is tied up in your infrastructure. Another 23 million is restricted, which means that either through laws or grants or some sort of external enforcement, the District has a very limited use, that it can put those funds to. If a grant is awarded, you have to use the funds for the purpose of the grant, and so it's restricted to that purpose. And the District had that 23.7 million restricted net position at the end of the year. That leaves an unrestricted net position of 33.6 million, which are the funds that the District has in order to meet its general obligations and requirements. Which may sound like a lot right off, but out of that 33.6 million, you've got to take care of all your normal operating costs. For example, utilities, payroll, all those sorts of things. So it's worth noting that this last year, if you look in those government wide statements, the cost of operation -- the District's costs for the year were 75 million. So you've got 33.6 million worth of unrestricted net position. If all money stopped coming in, you might be able to run for about four or five months before you would be out of money, just to kind of put it in context. 33 sounds like a big number, but with the operations, it's the context you have."

Mr. Cabias also stated that he recommended HintonBurdick for auditing the District because of his firm's expertise in local government finance and nonprofit corporations. And so the result of this audit are really a reflection of all the hard work that our finance team puts in all year long to ensure that we're properly managing and reporting the financials of the Library District.

Trustee Sanchez asked if there was limit to having to potentially raise the amount from 40 million dollars, how it works for the New Market Tax Credit, and what would the cost savings be. Mr. Cabias responded that the target for New Markets funding is approximately four to six million dollars, and that is based on the total cost of the West Las Vegas Library project. At 40 million dollars, assuming that's the total construction cost, that would be a net benefit from New Markets of about six million dollars. There is no limit to the amount of funding the District would receive from New Markets. It's only limited by the amount of CDEs or investors that the District on boards. But as far as the cost of the West Las Vegas Library project, the Board has authorized the building of this Westside library regardless of the cost of it. It's limited by cost, but we build reserves with the assumption that we'll need as much as possible to fund construction of a new library. Mr. Vito's current budget is anywhere between 35 to 40 million dollars, as discussed. But if for some reason cost of construction escalated to higher than that, this is where the Library District would like to maximize all sources of funds to build the library.

Trustee Ortiz will like to be given exact numbers of the cost per square footage.

Trustee Rogers commended the team for a success audit and made a motion to accept the 2022-2023 audit report as presented by HintonBurdick CPAs and advisors, and to incorporate the opinion letter into the official minutes of

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the Board of Trustees November 9th, 2023 meeting. Trustee Sanchez second the motion.

There was no opposition and the motion carried.

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

None.

**Discussion and
possible Board action
regarding award for
Early Electrical
Equipment
Procurement for the
new West Las Vegas
Library.
(Item VIII.B.1.)**

[Mr. Vино read Agenda Item VIII.B.1. into the record]

Trustee Sanchez made a motion to authorize staff to proceed with Amendment No. 01 to the current PreConstruction Agreement between the Clark County Library District ("Owner") and CORE West, Inc. ("CMAR") for the Procurement of Electrical Single Line and Generator Equipment only, for the new West Las Vegas Library in the amount of \$323,177, subject to final review and approval by Counsel. Trustee Rogers second the motion.

There was no opposition and the motion carried.

**Executive Session
(Item IX.)**

None.

**Announcements
(Item X.)**

The Adult Learning Programing Graduation Ceremony is Thursday, November 16, 2023 at 6pm at Clark County Library Theater, 1401 E. Flamingo Rd., Las Vegas, NV 89119.

West Las Vegas Library Groundbreaking Ceremony will be held on December 11, 2023 at 10:00am. Location: 1861 North MLK Boulevard, Las Vegas, NV 89106.

The December Board meeting will be held on Thursday, December 14, 2023, at 5:00pm. Location: East Las Vegas Library, 2851 E Bonanza Road, Las Vegas, NV 89101

**Public Comment
(Item XI.)**

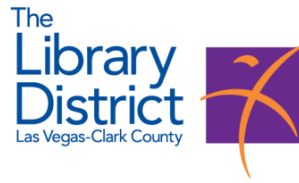
None.

**Adjournment
(Item XII.)**

Vice- Chair Rogers adjourned the meeting at 5:55 p.m.

Respectfully submitted,

Jennifer Jiron, Secretary



ITEM VI.A.

MEMORANDUM

TO: Board of Trustees

FROM: Kelvin A. Watson, Executive Director

DATE: November 30, 2023

SUBJECT: Executive Director's Monthly Reports, December 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' December 14, 2023 meeting. I have supplemented this with information in the board packet and distributed to Trustees.

Met with the Beckley Group to do an intake interview to help do leadership analysis on the Library District's leadership team.

Attended the Disconnecting Youth Convening community meeting with Workforce Connections.

Follow up meeting with the NFL Foundation and Barbershop Books teams, along with LVCCLD staff members to discuss partnership and programming for 2024 Super Bowl.

Follow up meeting with the National Football League Foundation staff, Microsoft and library staff to discuss partnership and programming ideas.

Introduction meeting with Charlie Bradley for TransfrVR to discuss potential partnership and use of Virtual Reality in Workforce training.

Attended and spoke at the National Action Network- Las Vegas Chapter event on "Why Libraries Are Still Important".

Attended the Clark County Commissions meeting honoring legal counsel, Gerald Welt.

Attended the Library Journal Director's Summit 2023 in Houston, TX as speaker for several discussions on Library Leadership and Management.

Met with the Las Vegas Raider Foundation Development team along with JoAnn Prevetti and Trustee Shelton to discuss future partnership with the Las Vegas Raiders and Library District. Meeting was very successful and planning a follow up discussion soon.

Met with Sean Houlihan of MediaValet for demo of the digital asset management platform.

Met with Shakita Kirkland, Mentee for the Nevada library Association Mentorship Program.

Attended the Adult Literacy Program, Career Online High school Graduation at Clark County Library. This was the first graduation under the leadership of our new Literacy Services Manager.

There were a total of 18 graduates. Also in attendance was Trustee Rogers, Trustee Jiron, and Trustee Sanchez, along with library staff.

Met with Dr. Sebern Coleman from UNLV to discuss student training partnerships and grant opportunities.

Met with Joseph Abraham from the Urban Voice Magazine regarding the Library District and future partnership.

Attended the Men Who Cook event with several staff from the Library district- Leo Segura, Billy Allen, Desmond London, John Collier, and Larry Johnson. The dish of choice was Bourbon chicken white rice, and vegetables.

Attended the Cox Mobile Circuit Connection Event during the F1 race.

Met with Tina Quigley and Betsy Fretwell from LVGEA to discuss workforce initiative and the Library District participation in Statewide/Local initiatives.

Attended the Leadership training- Managing Different Personalities with the Beckley group and Library District's leadership team.

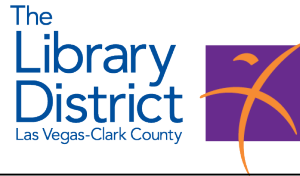
Met with Holly Williams of the Bangor Public Library to discuss our QR code initiatives and partnerships to help give guidance for their library system to begin partnering within their community.

Attended the Nevada State Treasurer's office 3rd Annual Art Contest Reception. This was my 2nd year as a judge for the 10th graders. This year's theme was "What do you want to be when you grow up".

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

- Bi-weekly meetings with Administration team
- Attended the LVEA weekly meetings
- ULC Director/CEO weekly zoom
- Participated in the Capital Campaign Consultant Interviews
- Staff recognition for special projects
- Participated in Regular Board of Trustees meeting
- Met with Cindy Fesemyer
- Monthly meeting with Peter Guzman of the Latin Chamber of Commerce
- Attended the Executive Committee Meeting

- Participated in the Workforce Connections Board Meeting
- Attended the Board of Trustees Finance and audit Committee Meeting
- Met with Commissioner McCurdy
- Attended NFL Alumni Huddle Up LV event
- Participated in the OCLC Global Council Business Meeting
- Attended the Library District's Foundation Board Meeting
- Attended the Happiest Hour Networking and toy drive event
- Monthly meeting with Tamar Hoapoli, Library District Foundation Chair
- Assisted with annual review for Dr. Keith Whitfield of UNLV
- Attended CE holiday gathering



ITEM VI. A.1.a

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Leo Segura, Library Operations Director

DATE: November 30, 2023

SUBJECT: Library Operations Activity Report, December 2023

This memorandum reports on the Library Operations Department's activities and project updates for the month of October 2023 and analytics compiled from the period of **October 1 – October 31, 2023**.

Powerful People

- Library Operations concluded recruitments for three (3) Pages, one (1) Library Assistant, one (1) Computer Lab Assistant, one (1) Circulation Assistant, one (1) Teen Services Specialist, and one (1) Multiservice Assistant.
- The Library District signed up **8,139** new **library card** users in October 2023, a 3% increase over the same month in 2022 and 12 % up compared year over year.
- **Gate count** in October was **338,535** which was a 6% decrease from October 2022 and 5% below the yearly total. The total being reduced can be attributed to more accurate counting of customers entering our facilities. IT has implemented new smart counters and we will expect skewed comparison as they are no longer just break the beam counters.
- During October, staff answered **38,649 reference questions** and conducted **109 curbside deliveries**.
- Our **volunteers** logged **3,543 hours** of service to the Library District.
- **502 Homeschool** sessions were logged.
- **90,849 Wi-Fi** sessions were logged for October.
- **Sunrise Library Shadow Puppet Team!** For being available to host their show at various libraries around the District and at NLA.
- **Staff, adult and teen volunteers** all the Feature Events that took place throughout the month could not have been possible without folks giving of themselves and their time to make a difference in their communities.

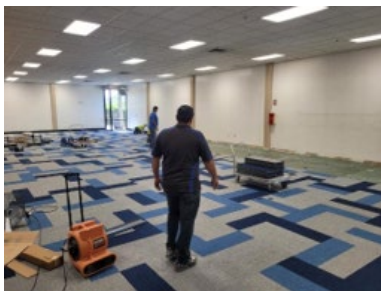


Enterprise Falloween

Powerful Places

- Library Branches improved overall circulation to **949,895** items, a 6% increase over October 2022.
- **51** passports were issued with **\$3,463** in fees collected.
- **130,777** PC internet sessions were logged which was a 35% increase from 2022.

- **Sandy Valley Signature Event – Halloween and Fortune-Teller multigenerational**
- **Spring Valley Library** had to close for nine (9) days. They were quick to adjust their schedules to help out at other branches and festival events while their branch renovation brought them new flooring and spaces. General Services did an amazing job and GS Director John Vино was even seen by staff working his Sunday to help get the branch ready for reopening.



The library district did a great job contacting all partners during the facility closure. Websites were updated with “temporary closure”, room rental groups were notified, events were canceled and partners such as Three Square and Andson Tutoring were notified all in one day. It took great teamwork to get the word out! The library district website was a utilized tool to help keep the public notified.

- **West Las Vegas Library** Hit 1000+ milestone (Approximately 1100) COX Wi-Fi cards checked out to community members.

Powerful Partnerships

- Adult Learning Program
- Andson Inc.
- Asian Community Resource Center
- Bereavement Support Group, Mesquite
- Breaking the Cycle, ASL
- Blood Drives (Red Cross and Vitalant)
- Bureau of Land Management
- Cambridge Recreation Center Trunk or Treat – Clark County Library
- Celestial Manna/Three Square continues to work with **Indian Springs Library** on our Trader Joe’s food pick-up available to our customers! We are also coordinating with Celestial Manna and Clark County Parks and Recreation again on bread for our Indian Springs community.

Food Pick-ups: October 7, 14, 21 and 28! We had 80, 65, 68 and 62 attendees respectively. As always, Indian Springs Staff worked with our Three Square and Celestial Manna partners to make this fresh produce, meats, and goodies available to our community. Indian Springs is located 30 miles outside of Las Vegas, with many of our residents unable to make it to Las Vegas for fresh foods. There is also no grocery store here except for the Family Dollar, which has processed and frozen prepared foods.

- Clark County Foster Services
- Clark County Parks and Rec.
- Clark County School District (CCSD) schools and Adult Learning Program
- Clean America
- College of Southern Nevada (CSN)

- Discovery Museum
- EmployNV
- Expertise Cosmetology Institute
- Fashion Show Mall
- Green Our Planet
- Jolt Coffee Co.
- Kappa Alpha Psi Alumni Chapter
- Las Vegas City Amphitheater
- Las Vegas Metropolitan Police Department
- Laughlin Writers Group
- Legal Aid Center
- Lost City Museum
- Men's Wearhouse
- Mesquite STEAM Center
- Metro NEAC
- NEIS (Nevada Early Intervention Specialists) Nevada Hand Senior Apartments
- Nevada Homeless Alliance
- Panera Bread
- Parenting Project
- Poised & Proper
- Project Marilyn
- **Blue Diamond Library** will participate in the **Spring Mountain Ranch** State Park's Holiday in the Desert Market on December 9th at 9:00 AM and at the Old Time Christmas event on December 16, at 11:00 AM. <https://parks.nv.gov/events/old-time-christmas>
- Target
- Three Square
- United States Department of State, Passport Services
- United Way of Southern Nevada to assist in the collection of clothing for their "Women United 16th Annual Suit Drive"
- UNLV America Reads America Counts Tutors
- UNLV Dental
- VGK
- Vitalant
- UNR Extension
- VegasBooths
- Workforce Connections
- York Academy of NV



Library Operations Director **Leo Segura** coordinated with seven Branch Managers across the Library District to participate in the **WOMEN UNITED SUIT DRIVE 2023**. Between October 16 – November 1, the District collected donations at Centennial Hills, Clark County, Sahara West, Spring Valley, Sunrise, West Las Vegas, and Windmill. Special thanks to District Wide **Jennifer Nails**, and retiree **Kristine** who helped me at the library resource table at the annual Sip-n-Sort outreach event. We had such a great turn out they mentioned that by adding even just this many libraries they almost tripled the number of suits they had to sort and are asking us to consider a more permanent partnership.



Powerful Platforms

- **Libraries as a place** for answers & information, connection (book club, storytime, place for parents, “living room”), entertainment and fun (programs); access (virtually and in-person), libraries as a place for social services; libraries as a place to learn new skills (watercolor), and the library as the fun community place.
- **Boulevard vending** checked out **66** items in **October**. It also helped advertise library service and was a background for library card signups and Cox WiFi Card sign ups.
- **Blue Diamond Library** Weekly Basic Spanish Conversation Group for kids with Mr. Manny.
- **East Las Vegas Library** hosted Computer Basics classes in Spanish
- Solar Eclipse Take and View
- Lego Club
- Free Play Friday
- Storytime
- **Laughlin Library** Branch Manager **Tanya Brown-Wirth** was on the local radio talk show Speak Out 2.0 to promote library programs and services.
- Trunk or treat with Stupak with 392 participants
- **Mesquite Library** Signature Event: **Glitter & Gold Resource Fair** attracted over 1,000 guests visiting 19 Nonprofit Vendors, two (2) of whom were Featured Vendors and we collected a great deal to be donated to them. The three (3) food trucks that did very well at the event. Many customers were excited about our Mesquite book sale! We had hundreds of children who were so happy with the Face painter and balloon maker, the cotton candy, and the popcorn and carnival games!
- Teentober was a smashing success. Moapa Valley hosted six (6) well-attended programs throughout the course of the month.
- Scavenger Hunts
- Rainbow Library Trunk or Treat hosted 2,847
- Searchlight **Marble Tumbling** is a four-week program, everyone is welcome and with this program, you are able to see the changes of forced erosion the marbles undergo in each tumble.
- Summerlin Library Fall Festival Summerlin’s annual Outdoor Fall Festival delivered again. Expanding to the front patio allowed us to accommodate more attendees (7,000 compared to 5,000 in 2022) with less congestion. Additional stats for this year’s festival include:

○ Overall attendance: 7,000	○ Dick Blick craft station: 1,500
○ New library cards: 11	○ AS craft stations: 858
○ Renewed library cards: 7	○ Main stage entertainment: 550
○ Cox WiFi cards issued: 31	○ Balloon twisters: 1,200
○	○ Face painters: 960
○ Book fair sales: \$1,158.15	○ Partnership/Outreach stations: 700
○ YPL indoor craft stations: 1,653	
○ Outdoor pumpkin painting station: 1,930	
- West Las Vegas Library Customer Service Department Head (CSDH) **Loraine Gates** and her Team Lead assisted PVS with **Commissioner McCurdy’s** annual **Hispanic Youth Summit**.



Meadows at Stupak Trunk or Treat



- **West Las Vegas Tied to Success Signature Event -**
Library District's Executive Director Kelvin Watson and other local influential men, guided youth to success. Panel discussions, tie-tying techniques demonstration, and answered questions to prepare youth as our future leaders. Attendees left with a new tie, resources, and a wealth of knowledge.
- **West Las Vegas Library Staff** participated in the **Berkley Block** party seeing 150 customers. At the Legacy Park Customer Appreciation, they saw 200.
- **Library Operations Regional Manager Kevin Maas, Coordinated with Community Engagement's Emilee and others to participate in First Friday:**
 - The outreach event ran from 5pm until 9pm. First Friday goes until 11pm, but we plan to pack up and leave at 9pm
 - We will have several activities going:
 - *Shadow Puppet Storytime!!! – Thanks to Sunrise Library Youth Services*
 - Button making – People can make a button to take with them
 - 3D printed cacti that people can paint and take home with them
 - Library card sign up (we will be doing this through paper forms so we don't have to wrestle with Sierra and a Wi-Fi hotpot)
 - Cox Wi-Fi promo sign up
 - Lots of giveaways:
 - Tons of 3D printed items
 - Stickers
 - Other Library District SWAG



Thanks again to **Robbie DeBuff, Angela, Sunrise YS Team, Jim R. and Joanna Goddard.** lue Diamond TeenTober:

Blue Diamond:



Clark County Library:



Enterprise Library:



East Las Vegas Library:



Goodsprings:



Indian Springs:



Laughlin Library:



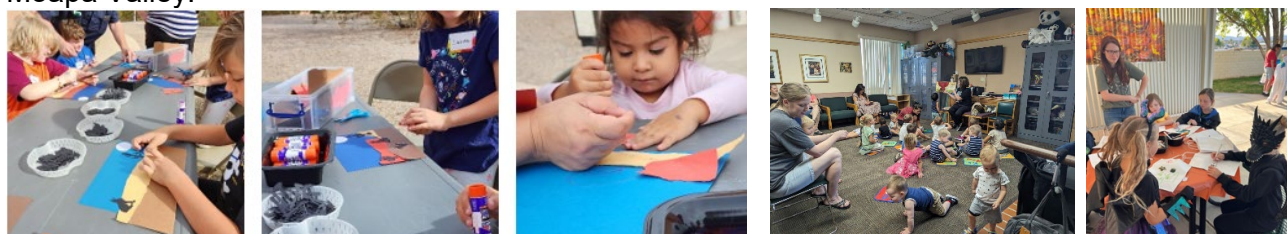
Meadows Library



Mesquite:



Moapa Valley:



Rainbow:



Sandy Valley:



Searchlight:



Summerlin:



Sahara West:



West Charleston:



West Las Vegas:



Whitney:



MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Leo Segura, Library Operations Director

DATE: November 30, 2023

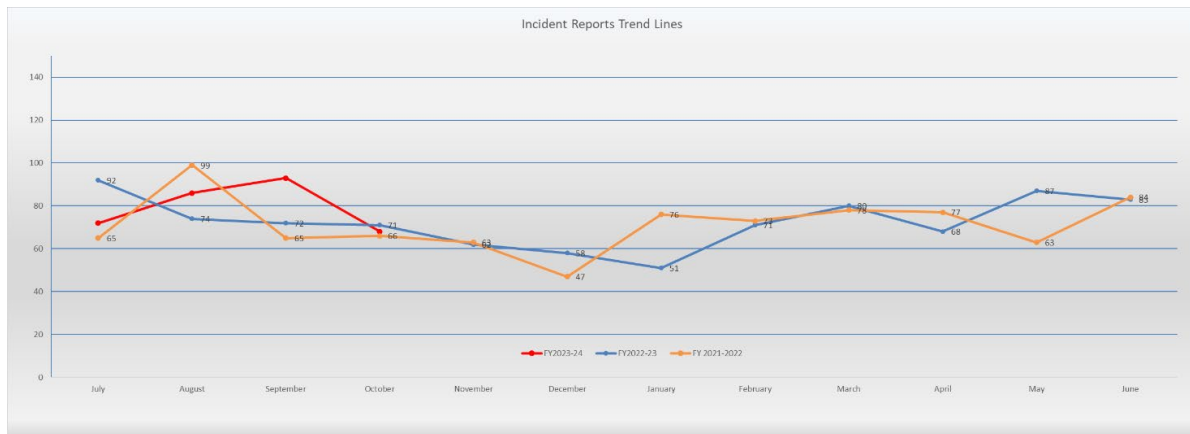
SUBJECT: Security Report, December 2023

This memorandum reports on the security information and analytics compiled from the period of **October 1 – October 31, 2023**.

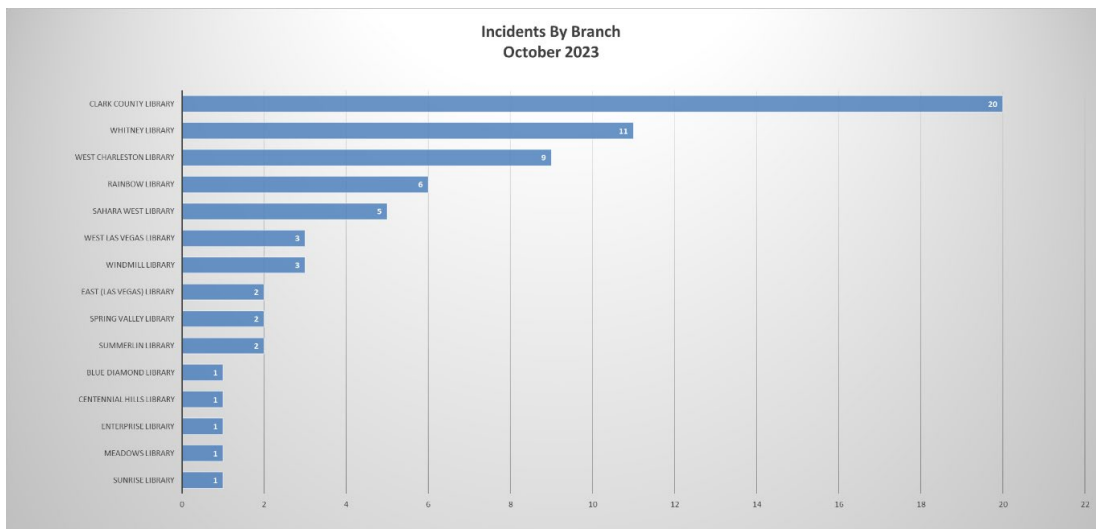
Branch	Incident Reports				Nov-21		Nov-22		
	Oct-22	Oct-23	Difference	% Change	Oct-22	to Oct-23	Difference	% Change	
BLUE DIAMOND LIBRARY	0	1	1	100.0%	1	3	2	200.0%	
BUNKERVILLE LIBRARY	0	0	0	0.0%	2	0	-2	-100.0%	
CENTENNIAL HILLS LIBRARY	7	1	-6	-85.7%	19	24	5	26.3%	
CLARK COUNTY LIBRARY	15	20	5	33.3%	233	205	-28	-12.0%	
EAST LAS VEGAS LIBRARY	2	2	0	0.0%	75	70	-5	-6.7%	
ENTERPRISE LIBRARY	2	1	-1	-50.0%	39	21	-18	-46.2%	
GOODSPRINGS LIBRARY	0	0	0	0.0%	0	2	2	0.0%	
INDIAN SPRINGS LIBRARY	0	0	0	0.0%	2	4	2	100.0%	
LAUGHLIN LIBRARY	1	0	-1	-100.0%	15	2	-13	-86.7%	
MEADOWS LIBRARY	0	1	0	0.0%	5	8	3	60.0%	
MESQUITE LIBRARY	1	0	-1	-100.0%	10	11	1	10.0%	
MOAPA TOWN LIBRARY	0	0	0	0.0%	1	0	-1	-100.0%	
MOAPA VALLEY LIBRARY	0	0	0	0.0%	4	1	-3	-75.0%	
MT CHARLESTON LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
RAINBOW LIBRARY	1	6	5	500.0%	26	27	1	3.8%	
SAHARA WEST LIBRARY	3	5	2	66.7%	62	69	7	11.3%	
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	10	2	-8	-80.0%	72	75	3	4.2%	
SUMMERLIN LIBRARY	1	2	1	100.0%	29	31	2	6.9%	
SUNRISE LIBRARY	1	1	0	0.0%	21	18	-3	-14.3%	
WEST CHARLESTON LIBRARY	7	9	2	28.6%	74	89	15	20.3%	
WEST LAS VEGAS LIBRARY	6	3	-3	-50.0%	59	65	6	10.2%	
WHITNEY LIBRARY	11	11	0	0.0%	94	101	7	7.4%	
WINDMILL LIBRARY	3	3	0	0.0%	26	53	27	103.8%	
Total	71	68	-4	-4.2%	869	879	10	1.2%	

In October 2023, branch staff reported **68 incidents**, a decrease of 4.2% over the same month in 2022. During this period, the Library District recorded **338,535** customer visits. **This ratio** is one incident for every **4,978 visits**.

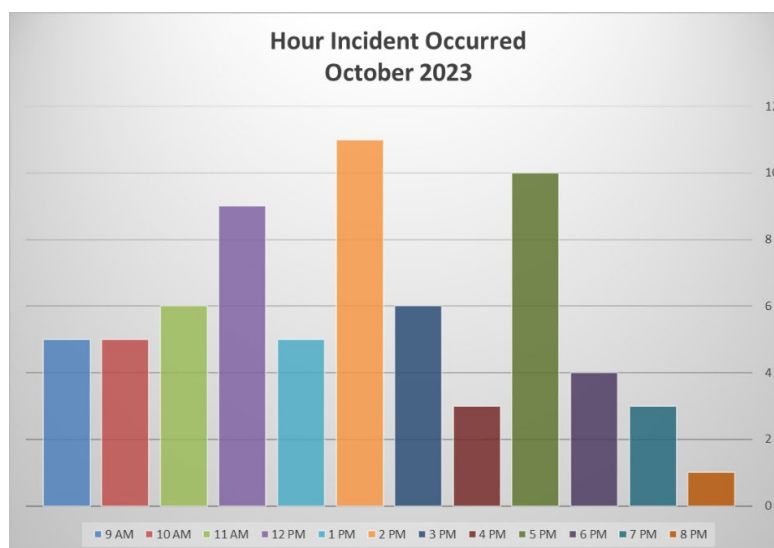
Clark County Library increased by five (3) incidents or 33.3% over the same period in 2022. Quite a few reported instances of smoking or drug use in the building or otherwise on property where it is not allowed.



Reported incidents dipped below last year and were slightly higher than in 2021. Most were predominantly customer disturbances. The largest increases in incidents were at Rainbow and Clark County Libraries.



The **Clark County Library** recorded the most incidents, reporting twenty-seven (27). The remaining branches reported between zero (0) and eleven (11) incidents. During October 2023, staff made four (4) calls to law enforcement.

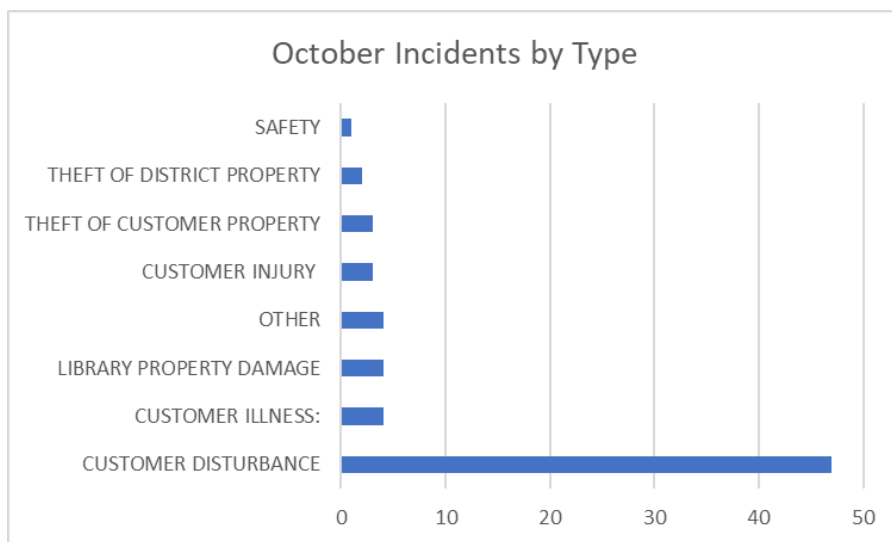
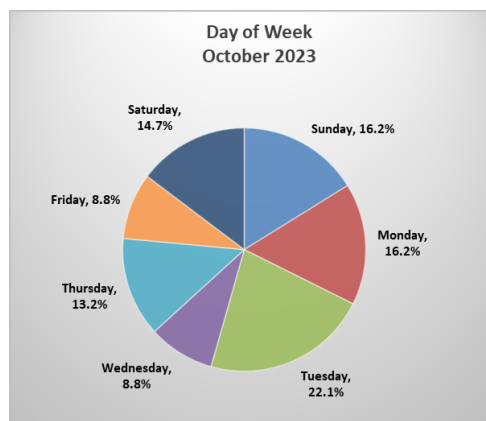


Trespass or Banned	Total
ADULT TRESPASS [5 YEAR]	1
ADULT TRESPASS [3 YEAR]	1
ADULT TRESPASS [1 YEAR]	24
ADULT BAN [LESS THAN 1 YEAR]	13
MINOR BAN OR RPC [LESS THAN 1 YEAR]	2

During **October 2023**, staff banned forty-one (41) customers. One adult received a five (5) year trespass. One adult received a three (3) year trespass. 24 adults received a one-year trespass while 13 received a ban of less than a year for more minor rules violations. Two (2) youth received a request for parent consultation (RPC).

District staff encountered forty-seven (47) customer disturbances which account for 69.1% of October incidents

or one disturbance for every 7,203 visits.



Library Name	Square Footage	Occupancy	October	Total incidents 2023-2024	INCIDENTS PER 10K SQ. FT.	Incidents per PIC
Blue Diamond	1,000	20	1	1	1.00	0.67
Bunkerville	1,200	24	0	0	0.00	0.00
Centennial Hills	45,555	689	1	6	0.13	0.75
Clark County	120,000	905	20	89	0.74	6.36
East Las Vegas	41,015	1200	2	19	0.46	3.17
Enterprise	26,300	526	1	9	0.34	1.80
Goodsprings	900	9	0	1	1.11	1.00
Indian Springs	1,200	24	0	1	0.83	0.67
Laughlin	15,562	323	0	0	0.00	0.00
Meadows Library	813	16	1	3	3.69	2.00
Mesquite Learning Center	5,464	133	0	0	0.00	0.00
Mesquite Library	13,313	370	0	0	0.00	0.00
Moapa Town	2,000	40	0	0	0.00	0.00
Moapa Valley	4,700	94	0	0	0.00	0.00
Mt. Charleston	2,800	56	0	0	0.00	0.00
Rainbow	26,800	808	6	11	0.41	1.38
Sahara West	122,000	920	5	24	0.20	2.18
Sandy Valley	1,200	24	0	0	0.00	0.00
Searchlight	1,200	24	0	0	0.00	0.00
Spring Valley	25,000	511	2	25	1.00	2.78
Summerlin	40,165	1014	2	7	0.17	1.17
Sunrise	23,000	345	1	4	0.17	0.67
West Charleston	38,900	1054	9	32	0.82	4.00
West Las Vegas(excluding Theater)	30,693	370	3	17	0.55	1.89
Whitney	24,500	563	11	48	1.96	6.86
Windmill Library and Service Center	142,149	994	3	22	0.15	2.44
Total Square Ft.			Occupancy Rate		Total Incidents	Average
757,429			11,056		319	0.42
			68			2.21

Fiscal Year 2024

Red cells indicate a ratio higher than the district-wide average based on total incidents.

...

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

LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS									
	Total	Rank				Adult		Youth		General Interest		Rental		Total	
			Total	Total	Total	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	571	20	850	2	50	8	206	7	341	43	1,209	0	0	58	1,756
BUNKERVILLE	168	24	870	3	52	1	1	159	416	1	44	0	0	161	461
CENTENNIAL HILLS	31,403	1	30,194	492	2,185	29	178	59	2,378	13	4,629	0	0	101	7,185
CLARK COUNTY	13,651	8	30,734	1,056	5,456	35	2,704	152	2,145	45	2,986	46	2,780	278	10,615
EAST LAS VEGAS	9,583	12	26,007	415	4,011	98	2,433	43	258	79	1,509	21	1,495	241	5,695
ENTERPRISE	15,096	6	18,869	295	2,166	43	97	29	1,006	43	2,566	17	330	132	3,999
GOODSPRINGS	334	22	424	1	27	1	4	11	59	4	158	0	0	16	221
INDIAN SPRINGS	739	17	3,168	15	92	2	20	7	116	29	522	0	0	38	658
LAUGHLIN	3,571	15	4,250	56	744	25	253	13	221	2	95	5	57	45	626
MEADOWS	730	18	2,254	35	221	19	21	13	131	23	1,068	0	0	55	1,220
MESQUITE	6,059	13	11,110	100	998	72	466	67	1,726	31	1,336	7	39	177	3,567
MOAPA TOWN	316	23	684	53	62	1	3	9	119	25	167	0	0	35	289
MOAPA VALLEY	2,765	16	1,824	19	292	6	30	30	574	0	0	0	0	36	604
MOUNT CHARLESTON	0	25	0	0	0	0	0	0	0	0	0	0	0	0	0
RAINBOW	18,441	4	20,975	376	2,315	42	121	55	1,182	79	5,467	30	742	206	7,512
SAHARA WEST	29,743	3	31,076	436	3,054	133	452	38	1,791	6	1,131	33	619	210	3,993
SANDY VALLEY	612	19	1,312	3	33	8	22	0	0	14	306	0	0	22	328
SEARCHLIGHT	344	21	430	4	18	2	4	2	3	26	86	0	0	30	93
SPRING VALLEY	12,073	11	16,723	164	2,548	4	24	48	479	35	1,629	2	14	89	2,146
SUMMERLIN	17,479	5	26,656	297	1,133	15	109	19	761	13	7,235	24	1,719	71	9,824
SUNRISE	13,378	9	16,675	284	2,260	18	188	40	2,041	36	3,320	0	0	94	5,549
WEST CHARLESTON	12,643	10	20,019	291	2,588	54	365	79	1,440	168	740	18	748	319	3,293
WEST LAS VEGAS	4,040	14	19,824	269	3,377	31	221	62	1,297	82	6,050	14	575	189	8,143
WHITNEY	14,482	7	19,340	375	3,171	127	715	79	1,791	53	6,938	10	185	269	9,629
WINDMILL	30,137	2	34,267	607	3,075	25	757	32	1,248	20	496	24	1,153	101	3,654
WINDMILL SERVICE CENTER	711,537		0	2,491	90,849	337	4,567	38	798	22	10,751	0	0	397	16,116
2023 MONTHLY TOTAL	949,895		338,535	8,139	130,777	1,136	13,961	1,091	22,321	892	60,438	251	10,456	3,370	107,176
FY 23-24 YTD TOTAL	3,785,802		1,324,382	35,312	446,061	4,177	53,411	3,954	77,162	3,628	134,505	828	29,034	12,587	294,112

ANNUAL MONTHLY COMPARISON															
2022 MONTHLY TOTAL	899,407		358,973	7,919	95,423									2,790	86,664
% CHANGE	6%		-6%	3%	37%									21%	24%

ANNUAL YTD COMPARISON															
FY 22-23 YTD TOTAL	3,574,764		1,395,640	31,604	372,129									11,292	257,779
% CHANGE	6%		-5%	12%	20%									11%	14%

ANNUAL MONTHLY COMPARISON															
2021 MONTHLY TOTAL	715,785		260,318	5,155	88,644									2,300	63,181
% CHANGE	33%		30%	58%	48%									47%	70%
2020 MONTHLY TOTAL	767,718		343,162	4,757	99,827									1,400	26,434
% CHANGE	24%		-1%	71%	31%									141%	305%
2019 MONTHLY TOTAL	981,098		505,425	7,494	160,095									2,462	81,648
% CHANGE	-3%		-33%	9%	-18%									37%	31%

ANNUAL YTD COMPARISON															
FY 21-22 YTD TOTAL	3,021,010		1,172,614	23,964	350,096									8,172	172,520
% CHANGE	25%		13%	47%	27%									54%	70%
FY 20-21 YTD TOTAL	3,069,551		1,153,225	22,803	361,065									4,375	72,532
% CHANGE	23%		15%	55%	24%									188%	305%
FY 19-20 YTD TOTAL	4,059,530		2,060,206	33,454	639,535									8,735	246,675
% CHANGE	-7%		-36%	6%	-30%									44%	19%



ITEM VI.A.2.a.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: November 30, 2023

SUBJECT: Branding & Marketing Activity Report, December 2023

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for November and analytics compiled from October 1-31, 2023.

Powerful Platforms

West Las Vegas Library Groundbreaking & 50th Anniversary Celebration



WEST LAS VEGAS LIBRARY

Groundbreaking Ceremony of Our New Location

December 11, 2023 | 10 a.m.

1861 N. Martin Luther King Blvd. | Las Vegas, NV 89106

BAM continues to work with all departments to coordinate details of the December 11 West Las Vegas Library Groundbreaking event.

BAM's activity, in collaboration with other departments, includes:

- Save-the-Date and Invitation
- Event program and commemorative gift
- Design and production of display boards and on-site "Future Home of" signage
- Development of a West Las Vegas Library web page, which will celebrate the history of the branch and provide the community with details about the new building
- Media relations activities and messaging
- Shooting and editing a video featuring interviews with long-time West Las Vegas Library community members and staff

Powerful Partnerships

Vegas Golden Knights 2023-2024 Season Partnership

Our partnership with our hometown hockey heroes, the Vegas Golden Knights, is stronger than ever. We have worked with them to develop a new World Champions co-branded T-shirt, which was recently approved for production. These shirts will be used throughout the year as prizes for Library District promotions. We also anticipate that the design files for the 2023-2024 season bookmarks will be delivered to us by late December, which we will print asap. We anticipate distribution to customers in January. Both the T-shirt and bookmark delays are due to the Vegas Golden Knights' hectic schedule since winning the Stanley Cup.

ePopUp Library at the Downtown Grand Hotel & Casino

BAM continues to work with the Downtown Grand Hotel & Casino to plan for and launch an ePopUp library. The collection of eBooks and eAudioBooks will be available for hotel customers as part of its Grand Perks program, allowing them to check out these digital materials during a seven-day period and keep them for the standard 21-day lending period. BAM is working closely with the hotel's marketing department on signage, which will be on display within the property, and on the program's online presence.

Sunrise Hospital Partnership

My First Library

BAM has worked closely with Community Engagement Director **Matt McNally** and Project Manager **Sherry Walker** on a unique special gift that will introduce new mothers in the Sunrise Hospital maternity unit to the library. A sample will be shared with the board once it is produced.

Book Vending Machine

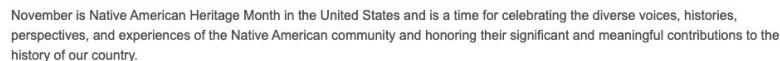
BAM continues to work with the Sunrise Hospital marketing team to identify next steps and timing for the book vending machine public announcement. The machine has been installed in the hospital's new entrance, which has been under construction during 2023.

November Is Native American Heritage Month

BAM is promoting Native American Heritage Month through:

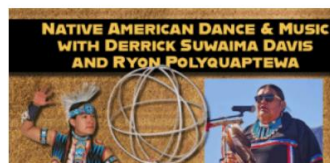
- TheLibraryDistrict.org homepage and audience browse pages
- Library Highlights eNewsletter
- Select print advertising placements
- Weekly organic social media posts
- The team is also filming and photographing events throughout the month to create visual content for our digital channels and to share with the news media.

by Ryan October 25, 2023

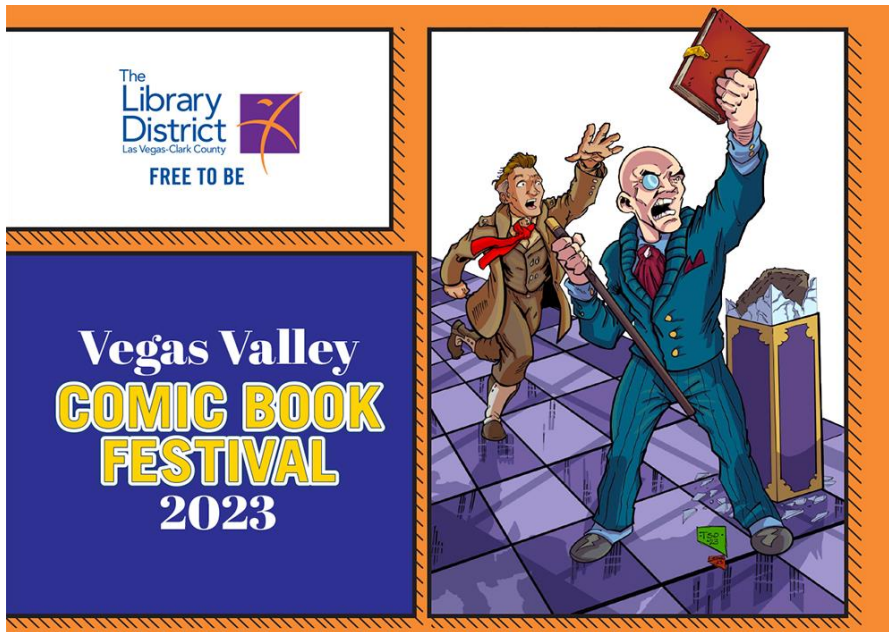


In addition to the [Library District's FREE Native American Heritage Month events and learning programs](#) happening across [our 25 unique branches](#), below is a selection of what you can explore from our vast collection. You will also find educational and entertaining online resources that you can enjoy 24/7 with your FREE library card! If you don't have your library card yet, you can [#GetCarded on our website](#) for instant access to a world of discovery.

**NATIVE AMERICAN FLUTE,
DANCE & STORIES**
with Shelley Morningsong &
Fabian Fontenelle



Vegas Valley Comic Book Festival at Clark County Library



BAM supported the November 4, Vegas Valley Comic Book Festival with the following:

- Promotion in Library Highlights
- Updated graphics, flyers, and posters
- Updated promotional video
- Social media posts leading up to the event
- Media pitches
- Capture of b-roll footage for media and promotional videos

Media coverage for this event included:

[8 News Now](#), [KTNV Ch. 13](#) and [News 3](#) used video footage provided by BAM and shot at the event on November 4.

8 News Now, [Vegas Valley Comic Book Festival Preview](#) (Nov. 3)

The List, Vegas [Valley Comic Book Festival - Get Some Comic Relief](#) (Nov. 3)

City Cast Las Vegas, [Las Vegas Comic Book Festival – BAM! KAPOW!](#) (Nov. 3)

Las Vegas-Review Journal, [Top 10 Things to Do in Las Vegas This Weekend](#) (Nov. 3)

8 News Now, [The 15th Annual Vegas Valley Comic Book Festival](#) (Oct. 30)

Teen animeFest at Sahara West Library

BAM supported the November 18, Teen animeFest with the following:

- Promotion in Library Highlights
- Updated graphics, flyers and posters
- Updated promotional video
- Social media posts leading up to the event & real-time posts during the event
- Media pitches
- Capture of b-roll footage for media and promotional videos

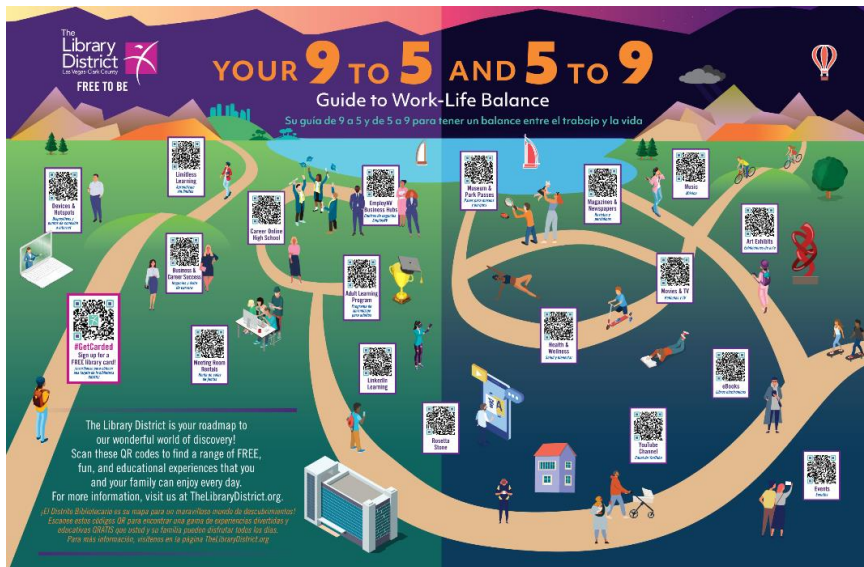
Media coverage for this event included:

KTNV Ch. 13, [Teen animeFest Taking Place Today at Sahara West Library](#) (Nov. 18)

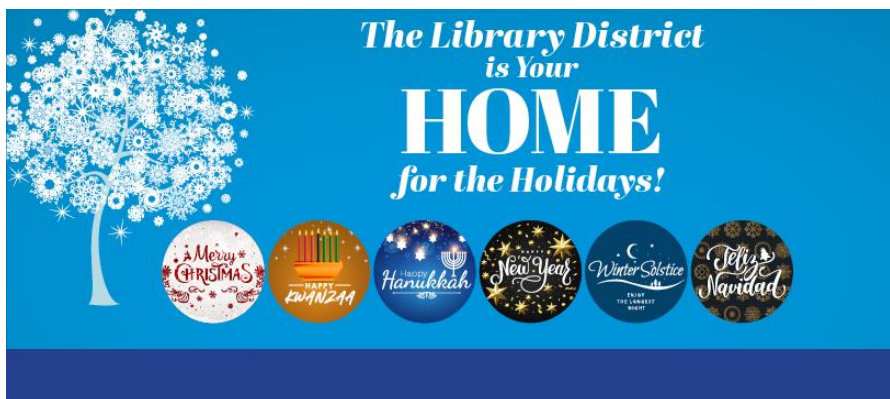
Tied to Success

As a follow up to Executive Director **Kelvin Watson's** "Tied to Success" event at the West Las Vegas Library, featuring a panel discussion with community leaders who shared their advice on career success and leadership, BAM produced a [video featuring key moments of the event](#). The video is being shared on the Library District's social media channels and has been added to the video library on the Library District's Virtually Anywhere YouTube channel. Media coverage included an article in [Black Image](#).



“9 to 5 / 5 to 9” Direct Mail Campaign

In collaboration with Executive Director **Kelvin Watson** and Development & Government Relations Director **JoAnn Prevetti**, BAM developed a mailer targeting local businesses to promote library resources for their employees. The letter was sent to 304 business owners and introduces the resources that our libraries have, which can uplift their employees' lives both professionally (“9 to 5”) and personally (“5 to 9”). Enclosed in the mailing was a “9 to 5 and 5 to 9” poster in 11x17” format (pictured above) for breakroom bulletin boards. The clever graphic mirrors the “map” format, featuring QR codes in English and Spanish, that BAM has used for wall art for Library District’s Hope for Prisoners and Casa Grande partnerships. In addition, the mailer contained the Library District’s CoxWiFi program flyer in English and Spanish. The theme is a twist on a TikTok trend “5 to 9 before the 9 to 5,” which began in 2022, where users describe their early morning routines before starting their workday.

The Library District Is Your Home for the Holidays

BAM kicked off the Library District's annual promotional campaign to showcase our holiday-themed programming and materials, and spotlight the library as a community resource:

- A new blog post was published on November 14 to spotlight the Library District's upcoming free events & programs, entertaining & educational online resources, plus festive new staff picks from the collection.
- Social media posts were scheduled throughout December.
- An eBlast was sent to Library District customers on November 15.
- A Home for the Holidays ad design was created for Black Image, Las Vegas Weekly, RJ en Espanol, Las Vegas-Review Journal, the RJ Holiday Guide and Asian Journal.

Media coverage included 8 News Now, [Holiday Season Events at the Library District; The Library District Has Something for Everyone](#) (Nov. 16)

Career Online High School Graduation Ceremony

BAM supported the fall graduation ceremony for the Career Online High School program with:

- Creation of a printed commemorative program
- Media outreach
- Filming the graduation ceremony, an interview with a graduating student, and with Literacy Administrative Supervisor **Julia Cordova**, for use in a promotional video.

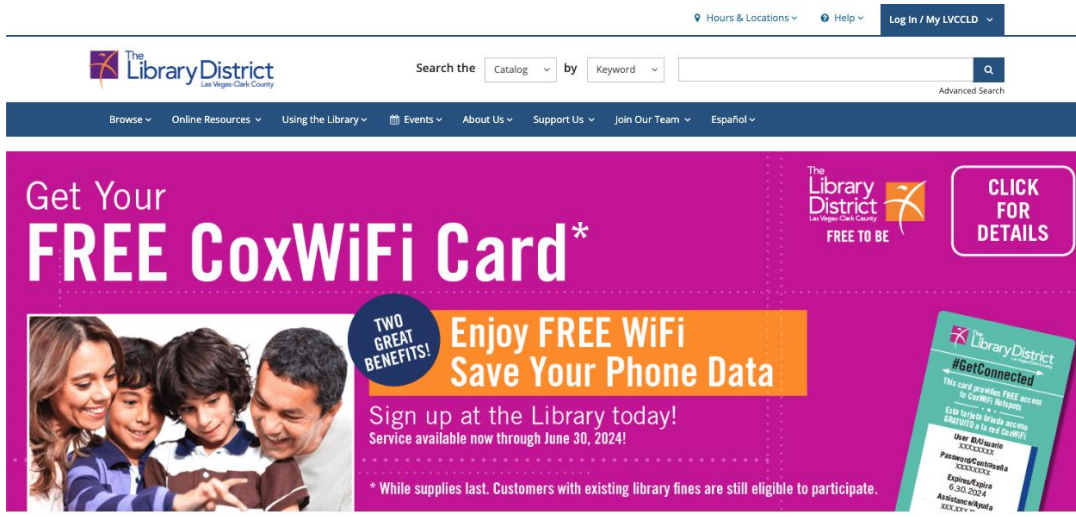
Project Marilyn

BAM supported the expansion of the Finding Marilyn Program into additional Library District branches with social media posts and a [joint news release](#) featuring a quote from Rainbow Library Branch Manager Dr. Claire Davies.

Media coverage included stories in [Nevada Business](#) (Oct. 23), [8 News Now](#) (Oct. 24), and [Yahoo! Finance](#) (Oct. 24).

Free CoxWiFi Card Program

BAM continues to promote this program with ongoing social media posts, inclusion in Library Highlights to our 400,000+ cardholders, as well as media talking points, and prominent placement on the homepage of the LibraryDistrict.org.



Powerful People

Media Coverage Highlights

Jewish Book Festival at Sahara West Library was covered by [KVVU Fox 5](#) (Nov. 13) and [City Cast Las Vegas](#) (Nov. 13)

Las Vegas Sun, [Vegas Inc. and Cox Business present the 2023 Top Tech Awards](#)
Non-Profit Winner Al Prendergast, Chief Information Officer, Las Vegas-Clark County Library District (Nov. 11)

City Cast Las Vegas, [Foster Care Information Session at Windmill and Enterprise Libraries](#) (Nov. 8)

UNLV.edu, [From First-Gen Student to VP – Keith Rogers](#) (Nov. 6)

City Cast Las Vegas, [Las Vegas Stories - Formula One Takes to the Streets Author Randy Cannon details the early 1980s Caesars Palace Grand Prix](#): (Nov. 2)

8 News Now, [Bring Your Own Pumpkin Decoration Event at West Las Vegas Library](#) (Oct. 30)

Telemundo, [Library District Closed on Nevada Day; Catalog Still Available Online](#) (Oct. 26)

Las Vegas Weekly, [Stephanie Amon's 'Face of Hip-Hop' Paints Rap Icons in a New Light; The exhibit marks one of several showcases the Las Vegas-Clark County Library District has introduced as a commemoration of the 50th anniversary of hip-hop](#) (Oct. 26)

KTNV Ch 13, Las Vegas Morning Blend, [Broadway in the Hood Performance at West Las Vegas Library in 2024](#) (Oct. 23)

The after-school tutoring program was covered [KTNV Ch 13](#)(Oct. 21) and [Telemundo](#) (Oct. 20).

Powerful Platforms

BAM Advertising Campaigns

The Free To Be tagline is included in all Library District advertising.

Print Ads:

Free To Be	Black Image	November	Full Page	\$2,000.00
	Las Vegas Weekly	23-Nov	Full Page	\$3,211.00
	Asian Journal	17-Nov	Half Page	\$800.00
	Las Vegas-Review Journal	12-Nov	Half Page	\$2,100.00 (\$1050.00 per ad)
	RJ en Espanol	22-Nov	Half Page	\$1,200.00 (\$600 per ad)
	Desert Companion	December/January	Full Page Ads (Two)	\$4,525.00
The Library is Your Home for the Holidays	Las Vegas Weekly	23-Nov	Full Page	\$12,844.00 (\$3,211.00 per ad)
	RJ en Espanol	29-Nov	Full Page	\$600.00
	Las Vegas-Review Journal	26-Nov	Half Page	\$1,050.00
	Asian Journal	24-Nov	Half Page	\$800.00
	RJ's Holiday Guide	23-Nov	Full Page	\$800
Winter Reading Challenge	Desert Companion	December/January	Full Page	\$1,400.00
Comic Book Fest, Día de los Muertos & teenAnime Fest	Asian Journal	2-Nov	Half Page	\$800.00
	Black Image	November	Full Page	\$2,000.00

Library Highlights eNewsletter – OrangeBoy Software Results

BAM continues to see very strong open rates on our bi-monthly Highlights 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 October & November eNewsletter campaigns:

October 19 Issue: Dia De Los Muertos + Comic Book Festival + Behind the Scenes in Las Vegas + Suit Drive

Topics: Details about the Library District's fall events including the Summerlin Library Outdoor Fall Festival, Mesquite Library's Glitter & Gold event, the Fall-O-Ween Festival at Enterprise Library, TeenTober Haunted House at Whitney Library, Haunted Harvest at Centennial Hills Library and more; a link to the 2023 TeenTober blog; Free solar eclipse glasses at the Library District; CoxWiFi Card details; Upcoming must-see events selected by PVS & YS; Career & Info Fair details; and our monthly call-to-action to donate to the Library District Foundation.

- 113,466 unique opens with a 35.4% open rate
- 2,102 unique clicks generated
- Sent to 320,300 unique emails
- 216 unsubscribes

Following the October 19 issue, 7,096 cardholders used OverDrive within seven days of opening the message; 2,681 circulated a physical item; and 1,155 utilized Hoopla.

This email was also sent to Lapsed users (cardholders who had not used their cards in more than 3 months), and we saw a re-engagement of 986 Occasionals (users more than 3+ months without use), and 470 Inactives, which also included the re-engagement of 89 Bright Future users (Teen cardholders).

October 26 eBlast: Vegas Valley Comic Book Festival 2023

Topics: This eBlast was sent to spotlight and promote the 15th Annual Vegas Valley Comic Book Festival and programming at Clark County Library on November 4:

- 142,637 unique opens with a 44.5% percent open rate
- 1,108 unique clicks generated
- Sent to 320,869 unique emails
- 312 unsubscribes

Following the October 26 eBlast, 7,914 cardholders used OverDrive within 7 days of opening the message; 2,779 circulated a physical item; and 1,332 utilized Hoopla.

This email was also sent to Lapsed users (cardholders who had not used their cards in more than 3 months), and we saw re-engagement of 926 Occasionals (users more than 3+ months without use), and 435 Inactives, which included the re-engagement of 87 Bright Future users (Teen cardholders).

November 7 Issue: Native American Heritage Month + teen animeFest is Back + Photo Exhibit Focuses on Nevada

Topics: Details about the Library District's free events, services and programs to celebrate Native American Heritage Month; the 2023 Teen animeFest promo video and event details; Annual Desert Companion Focus on Nevada Photo Contest art exhibit at Summerlin Library; Veterans Day closure details; CoxWiFi Card details; Upcoming must-see events selected by

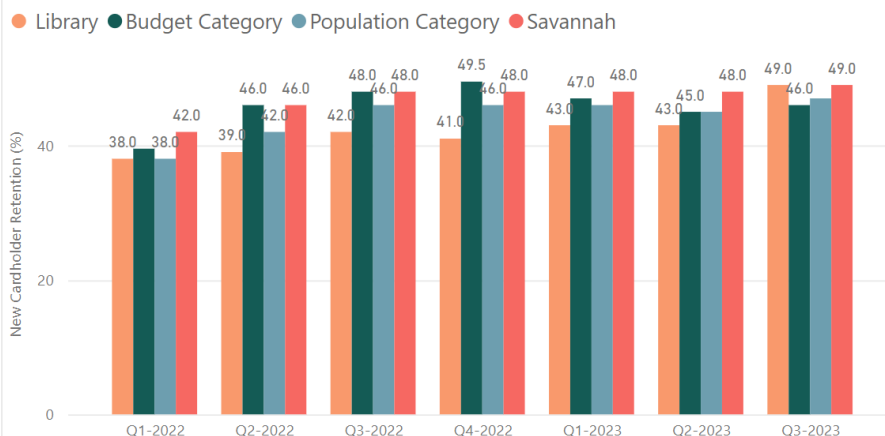
PVS & YS; Book & Film Clubs details; Information about applying to be a Clark County polling place worker; and our monthly call-to-action to donate to the Library District Foundation.

Analytics for this eNewsletter and are still being compiled and will be included in the January 2024 Board Report.

OrangeBoy Outreach Campaign Results – October/November:

- Our New Cardholder email campaign messages have generated a 45% open rate to date this year. Out of the 106,076 individuals who have received the messages so far, 35,035 have used a library resource within 7 days after opening a message.
- Our Inactive Users email campaign which goes out to lapsed users has generated a 35.5% open rate to date this year. Out of the 60,891 individuals who have received that email campaign, 8,386 have used a Library District service within 7 days.
 - The most popular links for the Inactive Users email campaign have been: the Events calendar page; Museum & Park Passes page; Language Learning; Art Galleries & Current Exhibits page; and Online Resources.
- New Cardholder Retention increased to 49%. This means that out of all new users who signed up for a library card 1-2 years ago, 49% of those individuals remain active users. Please see the New Cardholder Retention graph below and our Q3 stats provided by Orange Boy:

New Cardholder Retention



# of New Cardholders/Signups	21,299
# of Returned Inactive Users	21,838
Total: Gain	43,137
Total: Loss (# of cardholders going Inactive)	31,157
Growth over loss:	38%
System-wide Gain:	11,980

Google AdWords Grant Update

- Google AdWords is Google's online advertising platform, in which advertisers bid on popular keywords & search phrases 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 (October 2023):
- Our campaign ads set a new account record generating **4,444 clicks** and **11,826 impressions**, which resulted in a **record CTR of 37.61%**. The Library District continues to be one of NPM's top-performing accounts as the network average is only 3%, and the Google requirement is 5%. This means 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.
- We increased our Top Percentage Shown to 93.26% in October, which means that 93% of the time our ads are showing in the top 1 or 2 spots above organic Google search results, which is a powerful metric to see.
- Ads to promote the 16th Annual Women United's Suit Drive generated a **9.76% CTR** back to our blog post that detailed the promotion.
- 100 people successfully submitted an application for an eCard from clicking our ads.
- October saw a large increase in people searching for their local library branch, with ads generating **2,580 clicks** in October, which was an 80% increase over the previous month.
- Our top keyword search for the month was "Clark County Library" which generated **1,522 clicks with a CTR of 63.39%**.

Social Media Highlights



So cool to see the offerings that the Whitney Library (@LVCCLD) has for kids in the community (even the big kids 🤪)



6:14 PM · Oct 18, 2023 · 1,328 Views



Community Arts Advocates

9h · 🌐

FY!!!! Thank you Las Vegas-Clark County Library District

The advertisement features a purple background with a family of four looking at a tablet. Text includes: "Get Your FREE CoxWiFi Card*", "TWO GREAT BENEFITS! Enjoy FREE WiFi Save Your Phone Data", "Sign up at the Library today! Service available now through June 30, 2024!", and a disclaimer: "* While supplies last. Customers with existing library fines are still eligible to participate." It also shows a sample of the "CoxWiFi Card" with details like "Two cardholders FREE access to CoxWiFi network" and "Library District #GetConnected".



Las Vegas-Clark County Library District

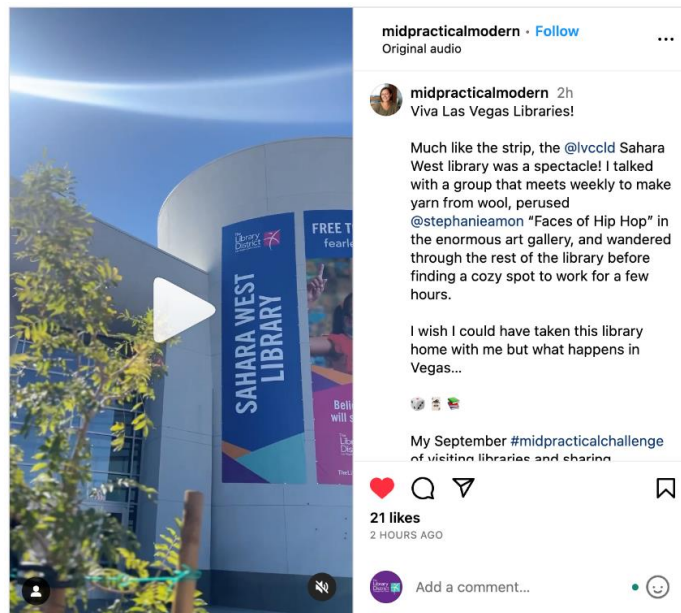
Published by Sprout Social · October 26 at 12:30 PM · 🌐

Save your phone data & get your FREE CoxWiFi Card at participating Library District branches which provide FREE internet access to the #Cox network until June 30, 2024 📱📶! Learn more: <https://thelibrarydistrict.org/freewifi> #FreeToBeConnected



Las Vegas-Clark County Library District







Top Social Media Posts October 2023

Facebook:

Our top Facebook post for the month was sharing photos from the Rainbow Library Trunk or Treat which also helped BAM cross-promote the Trunk or Treat at Centennial Hills Library's Haunted Harvest signature event the following weekend. This festive post generated **6,709 organic impressions, 848 user engagements**, including **9 comments & 14 shares**, which helps to increase the total reach of the post.



X (Formerly Twitter):

Our top performing post was to help promote the 15th Annual Vegas Valley Comic Book Festival at Clark County Library. This post generated **70,700 organic impressions, 160 user engagements, and 7 Shares.**

**Instagram:**

Our most popular post on Instagram for October was a very creative video submitted by Enterprise Library to help promote their signature event, Fall-O-Ween Fair. This Instagram Reel generated **3,818 plays, 216 total user engagements, & 21 shares** of the post.

**LinkedIn:**

Our top performing post on LinkedIn was sharing photos from the inaugural Tied to Success event at West Las Vegas, which was led by Executive Director Kelvin Watson, Clark County Commissioner **William McCurdy**, Sumnu Marketing Founder **Shaundell Newsome** and City of Las Vegas Sr. Management Analyst **Sean Tory**. This post generated **1,475 organic impressions, 331 total user engagements, plus 1 comment, 7 shares & 242 link clicks.**



Analytics for Web and Social Media: October 2023 + 30-Day Comparison + Year-Over-Year

Library District Facebook

	Fans	Impressions	Post Engagements	Link Clicks
October 2023 Statistics	17,183	188,629	7,672	1,006
% Gain from September	+3%	-83%	-52%	-89%
% Gain from October 2022	+14%	+1%	-5%	+37%
% Gain from October 2021	+29%	+33%	+46%	+200%

Notes: Our Total Followers were up, but our other key Facebook analytics were down month-over-month as our numbers dropped back to the normal range, as we are not supplementing our organic posts with a dedicated Meta Ad Campaign as we did in September for Library Card Sign-Up Month. While this social media platform is tougher to drive more organic engagement on, it remains an important communication and promotional tool. We continue to create Facebook Events for select CE/LO programs which help increase the awareness and attendance for these events.

Library District X (Formerly Twitter)

	Followers	User Engagements	Organic Impressions	Link Clicks
October 2023 Statistics	4,420	1,446	132,434	147
% Gain from September	+1.5%	+37%	+61%	+43%
% Gain from October 2022	+4%	-56%	+1%	-17%
% Gain from October 2021	+16%	-56%	-22%	-28%

Notes: All our key X (formerly Twitter) analytics were up month-over-month, but we are still trending down year-over-year on this social media platform. Other libraries and organizations are also reporting their analytics on this platform are decreasing. BAM continues to closely monitor this social media platform to see how our analytics will be affected as more users could opt to not engage on or leave this social media platform due to the changes being made in ownership and to the user experience. We continue to share links to upcoming CE/LO events and priority landing pages on our website, along with sharing local and national resources, spotlighting the Library District's powerful partnerships, plus timely and diverse staff lists created by the website content committee.

Library District Instagram

	Followers	User Engagement	Impressions	Total Likes	Total Comments
October 2023 Statistics	7,079	4,731	160,875	3,861	215
% Gain from September	+2%	+99%	-59%	+103%	+67%
% Gain from October 2022	+21%	+14%	+16%	+8%	-38%
% Gain from October 2021	+50%	+27%	+69%	+16%	-11%

Notes: With more branch-submitted content to help promote TeenTober, we increased all our Instagram Analytics with the exception of Total Impressions. We also received year-over-year gains in Total Followers and User Engagement, which means our followers are looking for our TeenTober content. BAM continues to utilize the IG Stories feature to promote the weekly priority events and programs happening across the Library District using the designed promotional graphics. BAM also provides monthly social media training classes for branch staff and is actively working with them to create more organic photos and videos to help promote their upcoming events/programs. This content performs better on this social media platform as compared to sharing digital versions of promotional flyers.

Library District LinkedIn

	Followers	Impressions	User Engagement	Post Shares	Link Clicks
October 2023 Statistics	2,462	10,104	1,088	11	618
% Gain from September	+2%	+70%	+107%	No Change	+208 %
% Gain from October 2022	N/A	N/A	N/A	N/A	N/A
% Gain from October 2021	N/A	N/A	N/A	N/A	N/A

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

Virtually Anywhere YouTube Channel

	Channel Subscribers	Total Impressions	Total Channel Watch Time	Average View Duration
October 2023 Statistics	1,581	19,200	84.1 hrs	1 min 31 sec
% Gain from September	+1%	+8%	-8%	+32%
% Gain from October 2022	+28%	-10%	+30%	-19%
% Gain from October 2021	+47%	+19%	+304%	-6%

Notes: We increased our Total Channel Subscribers, Impressions and Average View Duration, but we slightly down in Total Channel Watch Time. The creation of more virtual programming content and uploading it consistently continues to be critical to our sustained growth on this important social media platform as uploading video content regularly is prioritized by YouTube's algorithm.

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

	Unique Users	Unique Homepage Views	Engaged Sessions	Engaged Sessions Per User	Average Engagement Time
October 2023 Statistics	150,000	120,065	357,188	1.7	2min 25sec
% Gain from September	-8%	-2%	+13%	+21%	-1%
% Gain from October 2022	+77%	-7%	+17%	-42%	-9%
% Gain from October 2021	N/A	N/A	N/A	N/A	N/A

Notes: We were encouraged to see an uptick in Engaged Sessions and Engaged Sessions Per User month-over-month. We were down in Unique Users, Unique Homepage Views and Average Engagement, but these drops were small as September is Library Card Sign-Up Month and based on the year-over-year increase in Unique Users on the website, the Library District's annual TeenTober promotion is starting to generate more traffic during the month of October.

Universal Google Analytics was officially sunset on July 1, 2023, and we have migrated to the new GA4 (Google Analytics 4) Analytics. Some of Google's reporting terminology has changed and BAM is now reporting on the updated analytics.

Per the new GA4 reporting, the following Google Analytics terminology has changed from our previous Board Reports:

- Unique Visitors will be reported as "Unique Users"
- Unique Homepage Views will be reported as "Unique Views"
- Total User Sessions will be reported as "Engaged Sessions"
- Average User Sessions will be reported as "Engaged Sessions Per User"
- Average Session Duration will be reported as "Average Engagement Time"



ITEM VI.A.2.b.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: November 30, 2023

SUBJECT: Community Engagement Activity Report, December 2023

This report provides an overview of District-wide Community Engagement division 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 **October 1, 2023 – October 31, 2023**.

POWERFUL PEOPLE

- Collaborated with Jessica Russell from Vegas PBS on early childhood programming.
- Developed programming with Shanice Stevens of Junior Achievement of Southern Nevada for their career fairs in 2024.
- Led representatives from the Missouri Scenic Regional Library on a tour of the Library District fine art galleries.
- Met with representatives from the NFL to discuss ideas of how to include Microsoft in a Superbowl program at the Clark County Library on February 7, 2024.
- Met with Human Resources to address Community Engagement employee relations issues.
- Met with the Community Engagement Administration for a bi-monthly planning meeting.
- Met with Irene Cedillo from the city of Las Vegas Office of Emergency Management to host Community Emergency Response Training.
- The Storytime Resource Team met to discuss an upcoming presentation for new staff at the Youth Services Summit.
- Met with Three Square Director of Programs Tara Nerida.
- Enchanted flute player Flavio Martinez performed for Hispanic Heritage Month.
- Digital Resilience in the American Workforce (DRAW) accepted the State of Nevada to join the initiative. The Adult Learning Program is one of two participating Title II programs. Two ALP Literacy Instructors, Henry Marshall and Dave Harrington, will represent the Library District.

POWERFUL PLACES

- Engaged customers seeking health education during the breast cancer awareness *Get Carded for Health* program at Enterprise Library.
- Created art with customers at the Summerlin Fall Festival.
- Promoted library card signups and Cox personal Wi-Fi cards at The Library @ The Boulevard Mall.

- Cleaned and restored the 10'x23' Roy Purcell painting *Desert Sunrise* which has been on display at Sunrise Library since the branch opened in 1987.
- Attended art events at First Friday, Lulu Studios, Charleston Heights Arts Center, and The Gather House.
- Represented the Library District at the Leadership Las Vegas annual alumni mixer.
- Participated in staff meetings to discuss operations and logistics for the West Las Vegas Library groundbreaking ceremony.
- Visited library branches to support Youth Services staff and judge TeenTober decorations.
- Clark County Library hosted a fashion show for Teen Tycoon winner Mario Calderon.
- Assisted Centennial Hills Library to plan and execute their signature program Haunted Harvest.
- The 3rd annual TeenTober was celebrated Districtwide with 212 events. Program highlights included Whitney's Haunted House, Sunrise's TeenTober Art Show, teen punk band The Dollheads at Windmill Library, and East Las Vegas's Make a Monster Music Video.
- The Summerlin Library hosted the 6th Annual Fall Festival which drew an approximate 7,000 customers.
- Meadows Library hosted a community resource fair in partnership with the city of Las Vegas.
- Centennial Hills Haunted Harvest and Truck-or-Treat drew a record crowd of approximately 3,000 customers.
- College of Southern Nevada began a Saturday college prep class, ALS-101, at East Las Vegas Library.

POWERFUL PARTNERSHIPS

- Previously donated library equipment including iPads, Chromebooks, and AV equipment supported the National Society of Black Engineers program at Transitioning Boys Into Men.
- Conducted library outreach at First Friday.
- Taught best literacy practices to Nevada registry caregivers through the Las Vegas Urban League.
- Instructed parents on children social/emotional wellness at CCSD Family Academy.
- Celebrated books and literacy at the 22nd annual Las Vegas Book Festival. Promoted library services as a vendor at the festival.
- Collaborated with Las Vegas Metropolitan Police Department for *National Night Out* and *Monster Mash Trunk-or-Treat*.
- Inspired young minds with coding, robotics, and tech at Discovery Children's Museum.
- Provided vital health and wellness resources to the Circus Circus *Gymboree*, the UMC *Safetacular BOOster Bash*, and the *Hispanic Heritage Health Fair*.
- Met with Linda Alterwitz to plan a 2024 Sahara West Library exhibit with Bremner Benedict.
- Hosted a site visit with Pet Partner/Love Dog Adventure at the Best Buy Teen Tech Center. Teens interacted with the therapy dogs in a mental health exercise. The Library District executed a MOU and scheduled future events for staff and teens.
- Met with In-n-Out Marketing Coordinator Michael West to discuss support for *Summer Challenge 2024*.
- Vanessa Maciel presented a program on Tecuani Masks and Fiesta Forklorico provided a cultural performance as part of Hispanic Heritage Month.
- Met with Southern Nevada Building Trades Union to discuss partnership with the Adult Learning Program and provide members apprenticeship classroom education in reading and math.

POWERFUL PLATFORMS

- Engaged Barbershop Books in a 3-year MOU to provide free books to kids at participating barbershops. The Library District will receive \$30,000 from Barbershop Books to help program the initiative.
- Participated in ongoing discussions to analyze the Programming and Venues Services personnel organization chart.
- Participated in vendor interviews for the Library District to launch a capital campaign.
- Participated in a one-on-one intake meeting with the Beckley Group to discuss organization teambuilding.
- Met with Branding and Marketing to revise the Early Childhood Education page of the website in preparation for the roll out of the My First Library project.
- Attended the Cristo Rey supervisor check in meeting.
- Attended Smarty Cat training with Kate Jacob of Orange Boy.
- Developed internal staff procedures for hosting mobile food vendors at library events.
- Attended Urban Libraries Council Deepening Community Engagement to More Effectively Serve Your Community webinar.
- Participated in Communico Attend training and administrative planning meetings.
- Held an adult services training and planning session for *Summer Challenge 2024*.
- Trained adult services staff on the Library District's purchasing system, BiblioEvents, Communico Reserve, and Beanstack to support library branch programming.
- Joined Electronic Resources and Collection Development to view a demonstration of Hiveclass, a new electronic resource for physical fitness use in youth and adult programs.

HIGHLIGHTED EVENTS

National Society of Black Engineers
Outreach Event



Recycled Book Poetry & Buttons
Las Vegas Book Festival



Community Engagement Report
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Trunk or Treat
Outreach Event – Crossings Church



Trunk or Treat
Outreach Event – Rainbow Library



3D Printed Cactus Art & Buttonmaking
Outreach Event – Summerlin Fall Festival



New Library Card Holders
Outreach Event – Boulevard Mall



Community Engagement Report
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Teen Tycoon Fashion Show
Clark County



Pet Partners/Love Dog Adventures
Clark County



Outdoor Fall Festival
Summerlin



Girl Powered
Outreach Event – Discovery Children's Museum



Community Engagement Report
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Scenic Regional Galleries Library Tour
Windmill



Desert Sunrise Cleaning
Sunrise



80's After Dark
Sahara West



TeenTober: Teen Haunted House
Whitney



The Dollheads
Windmill



Aki Matsuri Festival
Outreach Event – City of Henderson



Community Engagement Report
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Haunted Harvest Festival
Centennial Hills



Community Resource Fair
Meadows



Fiesta Forklorico
East Las Vegas



Rick Arroyo & The Latin Percussion
Windmill



Flavio Martinez
West Charleston



Sofia Tavik in Concert
Clark County



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Recycled Art Exhibit
Clark County



Tecuani Mask
West Charleston



Family Solar Eclipse Program
Centennial Hills



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

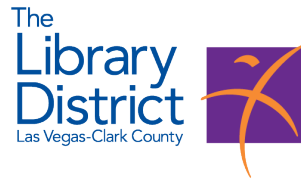
LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS									
	Total	Rank				Adult		Youth		General Interest		Rental		Total	
			Total	Total	Total	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	571	20	850	2	50	8	206	7	341	43	1,209	0	0	58	1,756
BUNKERVILLE	168	24	870	3	52	1	1	159	416	1	44	0	0	161	461
CENTENNIAL HILLS	31,403	1	30,194	492	2,185	29	178	59	2,378	13	4,629	0	0	101	7,185
CLARK COUNTY	13,651	8	30,734	1,056	5,456	35	2,704	152	2,145	45	2,986	46	2,780	278	10,615
EAST LAS VEGAS	9,583	12	26,007	415	4,011	98	2,433	43	258	79	1,509	21	1,495	241	5,695
ENTERPRISE	15,096	6	18,869	295	2,166	43	97	29	1,006	43	2,566	17	330	132	3,999
GOODSPRINGS	334	22	424	1	27	1	4	11	59	4	158	0	0	16	221
INDIAN SPRINGS	739	17	3,168	15	92	2	20	7	116	29	522	0	0	38	658
LAUGHLIN	3,571	15	4,250	56	744	25	253	13	221	2	95	5	57	45	626
MEADOWS	730	18	2,254	35	221	19	21	13	131	23	1,068	0	0	55	1,220
MESQUITE	6,059	13	11,110	100	998	72	466	67	1,726	31	1,336	7	39	177	3,567
MOAPA TOWN	316	23	684	53	62	1	3	9	119	25	167	0	0	35	289
MOAPA VALLEY	2,765	16	1,824	19	292	6	30	30	574	0	0	0	0	36	604
MOUNT CHARLESTON	0	25	0	0	0	0	0	0	0	0	0	0	0	0	0
RAINBOW	18,441	4	20,975	376	2,315	42	121	55	1,182	79	5,467	30	742	206	7,512
SAHARA WEST	29,743	3	31,076	436	3,054	133	452	38	1,791	6	1,131	33	619	210	3,993
SANDY VALLEY	612	19	1,312	3	33	8	22	0	0	14	306	0	0	22	328
SEARCHLIGHT	344	21	430	4	18	2	4	2	3	26	86	0	0	30	93
SPRING VALLEY	12,073	11	16,723	164	2,548	4	24	48	479	35	1,629	2	14	89	2,146
SUMMERLIN	17,479	5	26,656	297	1,133	15	109	19	761	13	7,235	24	1,719	71	9,824
SUNRISE	13,378	9	16,675	284	2,260	18	188	40	2,041	36	3,320	0	0	94	5,549
WEST CHARLESTON	12,643	10	20,019	291	2,588	54	365	79	1,440	168	740	18	748	319	3,293
WEST LAS VEGAS	4,040	14	19,824	269	3,377	31	221	62	1,297	82	6,050	14	575	189	8,143
WHITNEY	14,482	7	19,340	375	3,171	127	715	79	1,791	53	6,938	10	185	269	9,629
WINDMILL	30,137	2	34,267	607	3,075	25	757	32	1,248	20	496	24	1,153	101	3,654
WINDMILL SERVICE CENTER	711,537		0	2,491	90,849	337	4,567	38	798	22	10,751	0	0	397	16,116
2023 MONTHLY TOTAL	949,895		338,535	8,139	130,777	1,136	13,961	1,091	22,321	892	60,438	251	10,456	3,370	107,176
FY 23-24 YTD TOTAL	3,785,802		1,324,382	35,312	446,061	4,177	53,411	3,954	77,162	3,628	134,505	828	29,034	12,587	294,112

ANNUAL MONTHLY COMPARISON															
2022 MONTHLY TOTAL	899,407		358,973	7,919	95,423									2,790	86,664
% CHANGE	6%		-6%	3%	37%									21%	24%

ANNUAL YTD COMPARISON															
FY 22-23 YTD TOTAL	3,574,764		1,395,640	31,604	372,129									11,292	257,779
% CHANGE	6%		-5%	12%	20%									11%	14%

ANNUAL MONTHLY COMPARISON															
2021 MONTHLY TOTAL	715,785		260,318	5,155	88,644									2,300	63,181
% CHANGE	33%		30%	58%	48%									47%	70%
2020 MONTHLY TOTAL	767,718		343,162	4,757	99,827									1,400	26,434
% CHANGE	24%		-1%	71%	31%									141%	305%
2019 MONTHLY TOTAL	981,098		505,425	7,494	160,095									2,462	81,648
% CHANGE	-3%		-33%	9%	-18%									37%	31%

ANNUAL YTD COMPARISON															
FY 21-22 YTD TOTAL	3,021,010		1,172,614	23,964	350,096									8,172	172,520
% CHANGE	25%		13%	47%	27%									54%	70%
FY 20-21 YTD TOTAL	3,069,551		1,153,225	22,803	361,065									4,375	72,532
% CHANGE	23%		15%	55%	24%									188%	305%
FY 19-20 YTD TOTAL	4,059,530		2,060,206	33,454	639,535									8,735	246,675
% CHANGE	-7%		-36%	6%	-30%									44%	19%



ITEM VI.A.2.c.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: JoAnn Prevetti, MBA - Development

DATE: November 30, 2023

SUBJECT: Development Report – December 2023 (Development Financial Report Attached)

Development Department Powerful Plays in November 2023

September - December to be written - \$755,000

Nevada Partners - \$30,000

F1 - \$500,000

Centene Corporation - \$100,000

Walmart - \$125,000 (25 \$5,000 grants)

Bookstore Sales – July 1, 2023 – October 31, 2023

\$52,050.41

Powerful Platforms/People/Partnerships/Places

End of October/November Meetings

11/2/23 – Palms – Employee Event

11/2/23 – Gerri Schroder/Kianna Shelman – Congresswoman Lee's office – '24 appropriation funding

11/3/23 – Latin Chamber of Commerce Breakfast

11/3/23 - East Las Vegas and Mesquite QALICB Board Meetings

11/3/23 – Eric Cardona – Senator Rosen's office – federal grant opportunities

11/6/23 – Pastor Marlon – Tour of Windmill

11/6/23 – Suzette Jensen – Boyd Gaming

11/8/23 – City of Las Vegas – ARPA funding meeting

11/8/23 – Connecting Communities, Libraries, and Technology webinar

11/8/23 – Vegas Chamber – Executive Women's Council networking event

11/9/23 – NV Secretary of State event with Latino Business Leaders

11/9/23 – United Way of Southern Nevada Women's luncheon

11/10/23 – Michelle Cho and Linda Davis – Summerlin Rotary / Tour of Summerlin Library

11/13/23 – F1 meeting re: F1 in Schools

11/14/23 – F1 meeting @ West Las Vegas Library re: F1 in Schools

11/14/23 – AFP Philanthropy Conference – Westgate – Las Vegas

11/14/23 – Raiders Meeting with Piper Overstreet, ED Watson, and Trustee Shelton

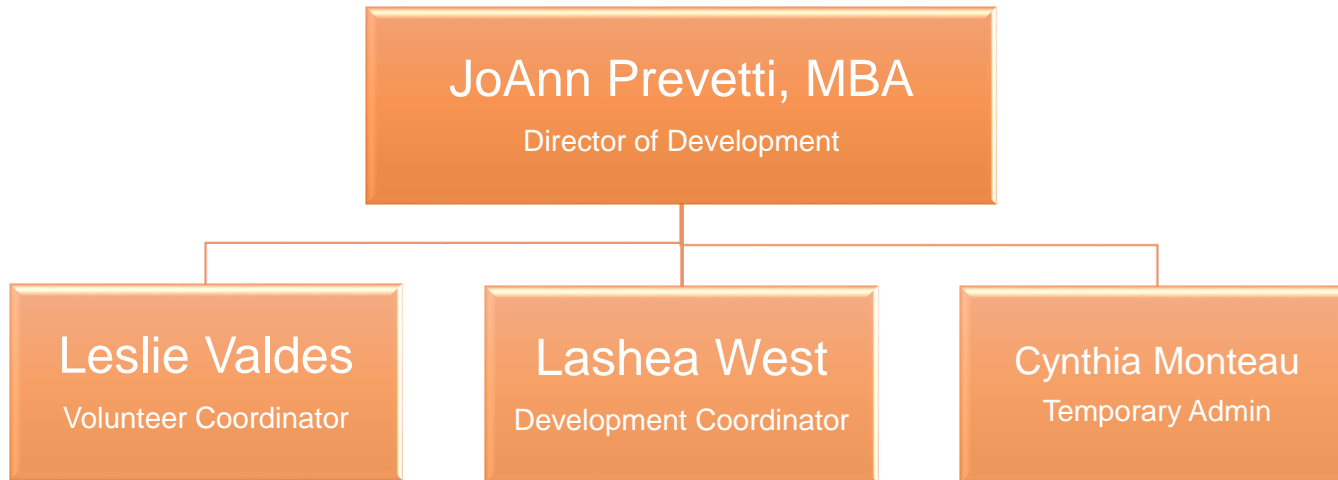
11/15/23 – F1 Opening Ceremonies event

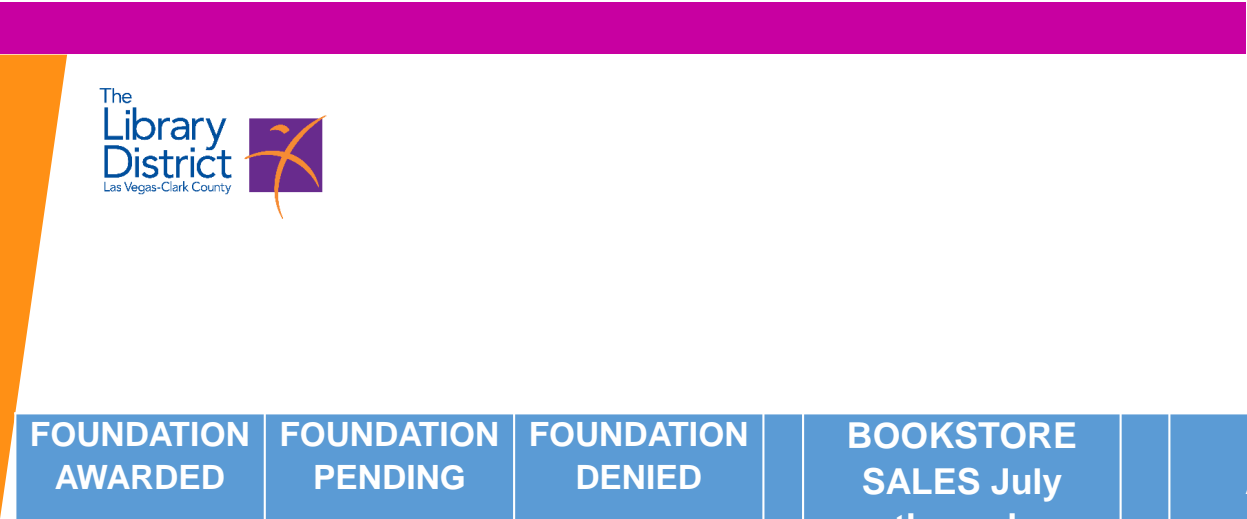
11/17/23 – Humana Health Care
11/17/23 – Professional Business Networking event
11/20/23 – Brandon Ward – Urban Chamber President
11/28/23 – Kendra Scott stores – Philanthropy Day fundraising event
11/30/23 – Allyson Loftus – PBS – ARPA funding collaboration
11/30/23 – Grant Management Webinar
12/1/23 – Grant Management Webinar
12/4/23 – Kathleen Frantz – Vegas PBS – Windmill tour/Collaboration
12/4/23 – Vegas Chamber – Executive Women’s Council networking event
12/6/23 – LVGEA East Las Vegas Library Tour with Tina Quigley and Betsy Fretwell
12/6/23 – Nevada State College Collaboration discussion
12/7/23 – Vegas Chamber – Board of Directors Luncheon
12/8/23 – Bar Association Annual Luncheon
12/11/23 – Historic West Las Vegas Ground Breaking
12/12/23 – LVGEA/Latin Chamber/WFC event
12/12/23 – Humana funding meeting
12/14/23 – City of Las Vegas/ARPA funding – consulting meeting

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Development Department Staff





FOUNDATION AWARDED	FOUNDATION PENDING	FOUNDATION DENIED		BOOKSTORE SALES July through September '23		DISTRICT AWARDED	DISTRICT PENDING	DISTRICT DENIED
\$112,222.37	\$283,000.00	\$255,000.00		\$52,050.41		\$16,500.00	\$15,355,000	\$5,000



DISTRICT AWARDED FUNDING								
RTC Bus passes for Adult Education Students	\$1,500	Congressman Horsford Appropriations	Capital Project – West Las Vegas Library	\$10,000,000	ALA – Financial Literacy for Kids (Mesquite)			\$5,000
Teen Tech Center (Best Buy)	\$10,000	Congresswoman Lee	Capital Project – Rainbow Library	\$5,000,000				
ALA – Financial Literacy for Kids (West Sahara Library)	\$5,000	Southern Stem Network Grant V	STEM Lab - Meadows	5,000				
		ALA	Literacy Kits Mesquite and Sahara West	\$4,000				
		Best Buy	Teen Tech Center	\$10,000				
		OSIT	Stem Lab Centennial Hills	\$49,131				
		LSTA	Continuing Education for Staff (\$1,500 per staff member – awaiting final number)	TBA				
		Google Ad Grants	Advertising on Google	\$120,000				
TOTAL DISTRICT GRANTS AWARDED	\$16,500	TOTAL	PENDING GRANTS	\$15,325,000	TOTAL	DENIED		\$5,000



	FOUNDATION AWARDED FUNDING 7/1/23 – 10/31/23		FOUNDATION	SUBMITTED Pending award notification	GRANTS	FOUNDATION	DENIED GRANTS	
Anonymous Gaming Donor	Tutoring Funding	\$5,000	Aviators	Support Youth Programs *\$2,500-\$5,000 TBD	\$5,000	NAACP – Black Futures Lab	\$250,000	
Vegas Tickets	Enterprise Program Funding \$12k per year for 3 years	\$36,000	Intermountain Healthcare	Mobile Phone Program – People experiencing homelessness	\$100,000	Cox Lego Lab	\$5,000	
Kurt and Pamela Huffman Foundation	Restricted for Library Programming	\$5,000	Mercado	Latino Community Marketing	\$20,000			
Patricia S. Dent Legacy Charitable Fund	Restricted for Library Programming	\$16,507.37	Chase Bank	Library Programming	\$50,000			
Aviators	Library Districted Program	\$85.00	Nevada State Bank	Tutoring	\$20,000			
Rogers Foundation	Appraised Artwork – restricted to be donated to Library Art Gallery	\$21,800	Best Buy Career Pathways	Career Pathways	\$73,000			
Rogers Foundation	Estimated monetary value of artwork donated to sell to support library programs	\$5,000						
Meow Wolf	Summer Reading Challenge Admissions Tickets to Meow Wolf	\$1,000						
Derek Parent	477 appraised library collection books for foundation to sell to support Library District Programs	\$20,830						
Anonymous Donor	Lil Learners Program – Enterprise	\$1,000						
	Items Donated	\$48,631.00						
	Awarded Funds	\$62,592.37						
	Total Foundation Funding/Donations Awarded	\$112,222.37	Total Pending		\$253,000	Total Denied	\$255,000	



A few of our New Partnerships/Donors....





Raiders – Library Collaboration





F1 – Library Tour

Dear Joann Prevetti,

It was an absolute pleasure to meet you today and to learn about the incredible initiatives that the Library District is spearheading for the children in Las Vegas. I was truly impressed with the impactful work you and your team are doing to enhance educational opportunities and community engagement.

Our conversation today has sparked my enthusiasm, and I firmly believe that there is a great opportunity for us to collaborate, particularly in the context of our F1 in Schools program. The potential synergy between our programs is exciting, and I am eager to explore how we can work together to further benefit the children of Las Vegas.

Thank you once again for your time today and for the inspiring work you are doing at the Library District. I look forward to our future discussions and the possibilities that lie ahead.

Warm regards,

Eduardo Galindo - Board Member - F1® in Schools North America





NV Secretary of State @ Windmill





Humana Healthcare Library Tour



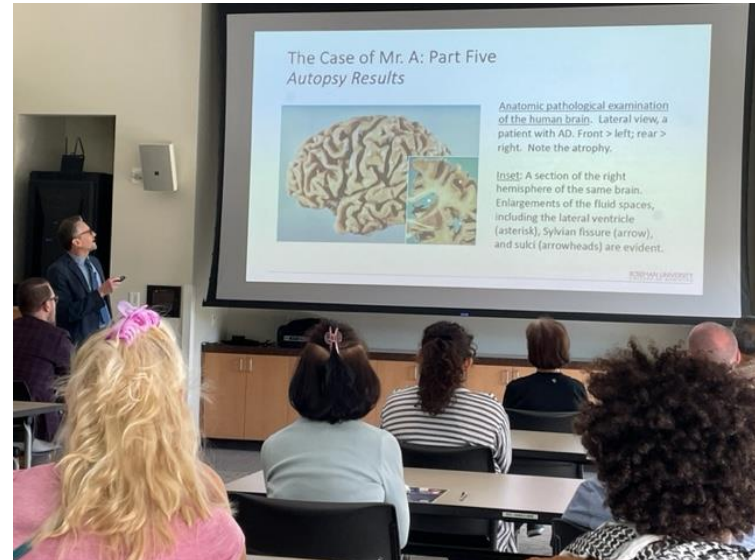


NV Labor Commissioner Library Tour





Grant Funding at Work with Roseman Univ





It's What We Do....

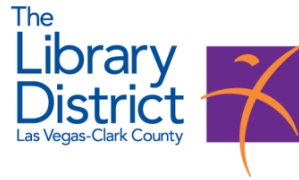


https://www.dropbox.com/scl/fi/nocohperteiqf1isoch0y/Library-s-free-WIFI-program-V_5.mp4?rlkey=n2rsa06fxac81ao9qcf6tcby7&dl=0

The
Library
District
Las Vegas-Clark County



Thank you!



ITEM VI.A.2.d.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Albert Prendergast, Chief Information Officer

DATE: November 30, 2023

SUBJECT: Information Technology Report, December 2023

This memorandum reports on the Information Technology (IT) division's activities and project updates for the month of November and analytics compiled from the period of October 1 to October 31.

POWERFUL PEOPLE

- IT division staff created the November edition of the *Primary Sources* eNewsletter to keep staff informed about what's happening in Access Services (AS), Collection and Bibliographic Services (CBS), the Distribution Center (DC), and Electronic Resources (ER).
- CBS and DC staff provided two in-person training classes on *One District, One Collection* for District staff to provide staff with a better understanding of how the District's collections work.
- DC staff provided two in-person *Collection Maintenance: Decision Center and collectionHQ* training classes for branch staff to help build responsive library collections for our customers.
- AS staff facilitated the quarterly Computer Center Department Heads meetings virtually to discuss and investigate District-wide technology issues and resolutions. IT department staff attended the meeting and provided updates on various technology projects.
- ER staff facilitated staff training for *SizeUp Small Business Insights* and *Gale Resources* to improve staff's ability to assist our customers with these resources.
- CBS staff provided one job shadowing opportunity and DC staff provided one job shadowing opportunity for Library Operations staff.
- Our IT Assistant attended a week-long *SharePoint Management* training and our Makerspace Specialist attended a week-long *Mac OS Support Essentials* and *Mac OS Integration Basics* training provided by the New Horizons Training Center to increase the staff's ability to support our information technology assets.
- CBS staff attended two in-person branch meetings to discuss *Requests for Reconsideration* and offer advice about handling collection complaints from customers.
- All IT division supervisors attended the required New Leader Onboard Training provided by Branding and Marketing.
- AS staff worked with HR to recruit, interview, and fill our new ER Librarian position to increase ER's focus on staff training. Congratulations to Erin Collins from the Whitney Library.
- I participated in training with the Administration Team on the first leadership module, Four Practices of Highly Effective Leaders, provided by the Beckley Group. The Beckley Group

will provide a District culture assessment, team building, and leadership development training for the District.

- I was honored to accept the 2023 Top Tech Award (Nonprofit Category) presented by Cox Business in partnership with VEGAS INC. on behalf of the Library District and the Foundation. Although my name is on the award, this recognition goes to all of the hard-working staff of both organizations who make this District the outstanding community institution that it is!

POWERFUL PLACES

- CBS staff added 2,622 titles with 15,779 new items to the collection and withdrew 4,659 items from the library catalog. The withdrawn items will either be resold or discarded. CBS staff also added 25,006 e-books and e-audiobooks and 5,083 new hoopla music records in 48 different languages to the collection. Additionally, 279 hoopla records were removed from our database.
- DC staff provided fresh content to the Greater Clark County Branches to keep the collections relevant for customers and distributed holiday books for the Winter holiday to the branches. Additionally, branch staff visited the DC to select items for their collections.
- IT department staff continues to work with the Mobile App Implementation Team on the configuration of the various modules. The Team continues to work on the implementation of the Attend module (for events) and the door access solution for the Reserve (room reservation) module. The data was imported for the Attend module, training is scheduled for November 29 – December 1, and the system will “go live” on December 4. IT department staff worked with the vendor to implement a single sign-on solution to allow staff to easily access the system.
- CBS and ER staff added two new online resources to our collection, *Access World News* and the *Las Vegas Sun*. *Access World News* allows customers to explore and stay informed on local, national, and international news on topics, people, and events in areas such as business, health, education, jobs and careers, political and social issues, and more and the *Las Vegas Sun* allows customers to read full-text articles on local news, issues, events, people and more from current and back issues (from 1996) of the Las Vegas Sun.
- IT department staff continues to work on the next phase of the new DIY 3D Printing Model Project (for the East Las Vegas, Enterprise, Meadows, Summerlin, Sunrise, and Whitney libraries) and the expansions of the All Hands On Tech Project (for the Summerlin, Sunrise, West Charleston, and West Las Vegas libraries) and the Digital Memories Preservation Labs (for the Enterprise, Laughlin, Mesquite, Sunrise, and Summerlin libraries). General Services staff has completed the wrapping of the AHOT carts and CBS staff purchased and delivered the equipment to the IT department.
- The District received a tentative projected timeline for the fiber construction project for seven of our Greater Clark County branches and IT department staff held an introductory meeting with the State’s Project Manager for Regions 8, 9, and 10 of the High-Speed Nevada Project, our E-Rate consultants, and the vendor to review the expectations of the project.
- IT division staff continues to assist with the Spring Valley Remodel Project. The IT department is currently installing the computers for their newly expanded Computer Center.
- IT staff assisted with the reopening of the Mount Charleston Library.
- DC staff assigned the annual *Grubby Items Removal* task to the branches via collectionHQ for branch staff to identify high-use items that might be in poor condition. Staff are instructed to remove and replace these items using the DC or purchase new titles if needed.
- CBS Staff distributed the first *Penworthy Stay Sharp Memory kits* for branches to use at senior center outreach events. The kits are designed to elicit memories, stimulate

conversation, and assist with fine motor skills, hand-eye coordination, spatial reasoning, and problem-solving. The remaining branches will receive their kits in December.

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, responded to 726 e-mails to the ASK account, and answered 138 phone calls totaling over 16 hours.
- AS staff prepared QuickStart library cards for outreach visits to local schools and other community partners. AS staff also worked with Branding and Marketing to order Baby Quick Start library cards for the *Let's Go To The Library* initiative and provided Branding and Marketing staff with instructions on how to complete the process in the future.
- Henderson District Public Library (HDPL) accounted for 1% of our Overdrive circulation with 2,967 items, while our customers checked out 519 items from the HDPL through our Reciprocal Lending Agreement.
- Boulder City and North Las Vegas residents accounted for 8.1% of the District's OverDrive e-media circulation, with the North Las Vegas Library District accounting for approximately 6.4% and the Boulder City Library District accounting for 1.7%.
- Instant Digital Cards (IDC), promoted for our partnership with the RTC, generated 4.3% of our OverDrive circulation with 12,549 checkouts, and 679 new IDC user accounts were created.
- The Library @ the Boulevard Mall had 54 checkouts and 35 items were returned to the kiosk.
- CBS staff continues to order materials to support Axis 360 (now Boundless) as more Clark County School District schools opt-in to the Community Share Program.
- CBS staff added 379 new titles with 831 items to the collection for the North Las Vegas Library District and 228 new unique items to the collection for the Boulder City Library District. Staff also assisted the Boulder City Library District with cataloging Vox books and Wonderbooks.
- ILL staff received 375 requests from our customers to borrow materials from other library systems and received 583 requests from other libraries to borrow our items, and there were 62 new ILL users.
- District staff continues to collaborate with Cox Business on the CoxWiFi Program to help close the digital divide by expanding internet access to qualified customers. IT staff continues to provide daily checkout statistics for our regularly scheduled meetings with Cox. To date, over 9,700 accounts have been checked out.
- CBS staff continues to work on the e-Popup Library project for our partnership with the Downtown Grand Hotel. Staff met in person with the vendor, Baker and Taylor, to discuss this and other projects. After Branding and Marketing finishes designing the logos and artwork for the project, CBS staff will submit the implementation form for the vendor to create the QR code for the collection.
- CBS staff hosted one participant in our Cristo Rey Work Study Program partnership. The student assisted with unboxing health kits and preparing them for processing.

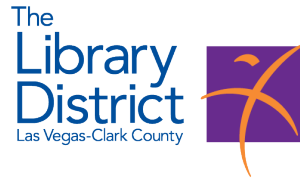
POWERFUL PLATFORMS

- The District's telecommunication contract will expire in March 2024. IT department staff continues to work with our consultant to complete the RFP for bids for these services and respond to vendor inquiries. The bidding window closes in early December after which the bids will be evaluated.

- IT department staff replaced two Windows laptops with MacBooks for the Library Operations Regional Managers to help improve productivity and interoperability between their other devices.
- IT department staff upgraded all fifteen Library Document Stations to the latest software version. The new version adds additional functionality by allowing customers to receive text messages when their fax jobs are complete.

Of the \$2,587,000 approved by the Board of Trustees in the IT department's Capital Projects Fund for FY24, \$1,201,947.33 was expended:

- Replacement end-of-life laptops - \$221,114
- Replacement end-of-life tote lifters - \$106,600
- 3D printer furniture - \$23,310.74
- 3D printers - \$23,434.23
- 3D repair parts and accessories - \$2,124.85
- 3D printing laptops - \$13,662.90
- Replacement end-of-life web application firewall - \$266,775.77
- Replacement end-of-life sorters - \$473,066.81
- Digital Memories Preservation Lab - \$12,542.57
- All Hands On Tech - \$1,899.96
- zSpace - \$57,415.50



ITEM VI.A.3.a.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Floresto Cabias, Chief Financial Officer

DATE: November 30, 2023

SUBJECT: Financial Services Report, December 2023

This memorandum summarizes the Financial Services Department's activities and project updates for the month of November 2023 and analytics compiled from the period of November 1 through November 30, 2023.

Powerful People

Administration

- Updated the District's cash flow analysis
- Presented the Fiscal Year 2023 audit report to the Finance and Audit Committee and the Board of Trustees
- Submitted required Quarterly Economic Survey to the State of Nevada Department of Taxation
- **Floresto Cabias** attended the Mesquite and East Las Vegas QALICB Board Meetings; presented the Fiscal Year 2023 audit reports
- **Floresto Cabias** attended the Library District's Foundation Board Meeting; presented the Fiscal Year 2023 audit reports
- **Floresto Cabias** attended the Evaluation of Bids and interviewed two candidates for the Capital Campaign & Naming Rights Consultant
- **Floresto Cabias** participated in interviews for the Senior Digital Content Specialist
- **Floresto Cabias** attended the Library District's *Job Talk Series: The Safety Manager* program
- **Floresto Cabias** interviewed candidates for the Accountant positions in the Financial Services Department
- **Floresto Cabias** attended the CBER Fall Outlook at the Thomas and Mack Center
- **Floresto Cabias** attended The Beckley Groups *Leadership Training Course* along with the Administrative Team
- **Floresto Cabias** attended the Branding and Marketing *New Leader Onboarding Training*
- **Floresto Cabias, Martha Ford, and Jill Myers** met with Westport Library regarding Communico and Payflow integrations
- **Jill Myers** completed the LEA and AEFLA Grants Request for Reimbursements
- **Martha Ford and Lynn Wing** attended *Budget Magic*, a department meeting kickoff to the FY 2025 budget cycle
- **Louann Sammons** attended the *Employee Recognition Committee Meeting*
- **Louann Sammons** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system

- **Louann Sammons** prepared and followed up on Agreements for Services for performances scheduled for District-wide events
- **Louann Sammons** prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

Accounting

- Coded and verified all transactions (\$3.8M for the month of November)
- Performed cash flow analysis
- Performed all payroll related duties, including PERS reporting
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits
- Provided detailed budget status reports for staff
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed Programming and Venues Services and Financial Services invoices
- Processed refunds for cancelled Room Reservations
- Reviewed e-fines and customer inquiries regarding online payments
- Reconciled copier meter reading reports from branches/departments to invoices
- Managed/tracked all grant activity and prepared related reports
- Managed all investment activity
- Performed all accounting functions related to the Mesquite and East Las Vegas QALICBs
- Administered the District's credit card and Amazon accounts



MEMORANDUM

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

From: Floresto Cabias, Chief Financial Officer

Date: November 30, 2023

Subject: New Markets Tax Credit Program

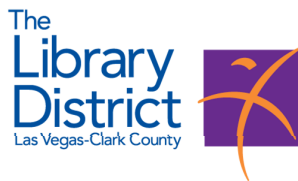
At the November 6, 2023 Finance and Audit Committee meeting, staff presented a New Markets Tax Credit (the Program) update. Crescent Growth Capital identified a number of Community Development Entities (CDEs) interested in investing federal allocation to the new West Las Vegas Library project (the Project). Up to 18% of the amount allocated to the Project will provide up to 18% of funds to offset the cost of construction. For example, a \$10M allocation will contribute \$1.8M towards construction costs. Here is a summary of interested CDEs and their potential allocations.

- Clearinghouse CDFI: \$12M (Received Letter of Intent)
- Chase Bank: \$3M (Received Letter of Intent)
- Enterprise Bank: \$5M to \$10M
- Accion Opportunity Fund: \$10.5M
- McCormick Baron Salazar: \$7.5M

The Library District has preliminary commitments from Clearinghouse and Chase Bank. The other CDEs listed have a strong interest in the Project. Other CDEs are also interested in joining the Project, but are evaluating their available allocation (e.g., Capital One). The Project goal is to secure \$30M in Program funding, but more is possible. Based on a \$35M budget for the Project, \$35M in allocation could provide up to \$6.3M in Program funding to offset construction costs. All allocations received from the CDEs will be utilized because costs such as furniture, fixtures, equipment, and library media materials are also eligible Project expenditures. Thus, there is minimal risk that allocation will not be utilized.

CDEs are motivated to spend certain amounts of allocation by March 2024 to comply with US Treasury Department requirements. As such, allocations received by the Library District may begin closing transactions as early as February 2024.

Staff will continue providing updates as the Program progresses.



MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Floresto Cabias, Chief Financial Officer

DATE: November 30, 2023

SUBJECT: Financial Services Report, December 2023

Enclosed are the budget status reports for November 2023. General fund revenues show 41% of budgeted revenues collected.

Property Tax Revenues

As of November 15, 2023, the District collected \$32.4M in property taxes, which is on pace to meet budget expectations. Property taxes are assessed on a fiscal year basis beginning on July 1.

Consolidated Sales Tax Revenues (CTX)

The CTX shows 17% collected so far this fiscal year. The State of Nevada distributes CTX collections two months after the month of collection.

The most recent CTX received by the District on October 31, 2023, represents CTX from the month of August 2023. The \$2.5M collected is slightly higher than the amount collected for the same period last fiscal year. For the first two months in FY 2024, the CTX is averaging a 13% increase over the prior year. Consumers appear to have more savings than expected, and economists are expecting higher upcoming spending during the holiday shopping season compared to last year. If so, the CTX may continue beating collections in FY 2023.

However, some economists are still predicting a recession in the new calendar year. Whether a possible recession is mild or severe is uncertain, but the Southern Nevada outlook remains positive based on current economic indicators. See the charts below showing historical CTX trends.

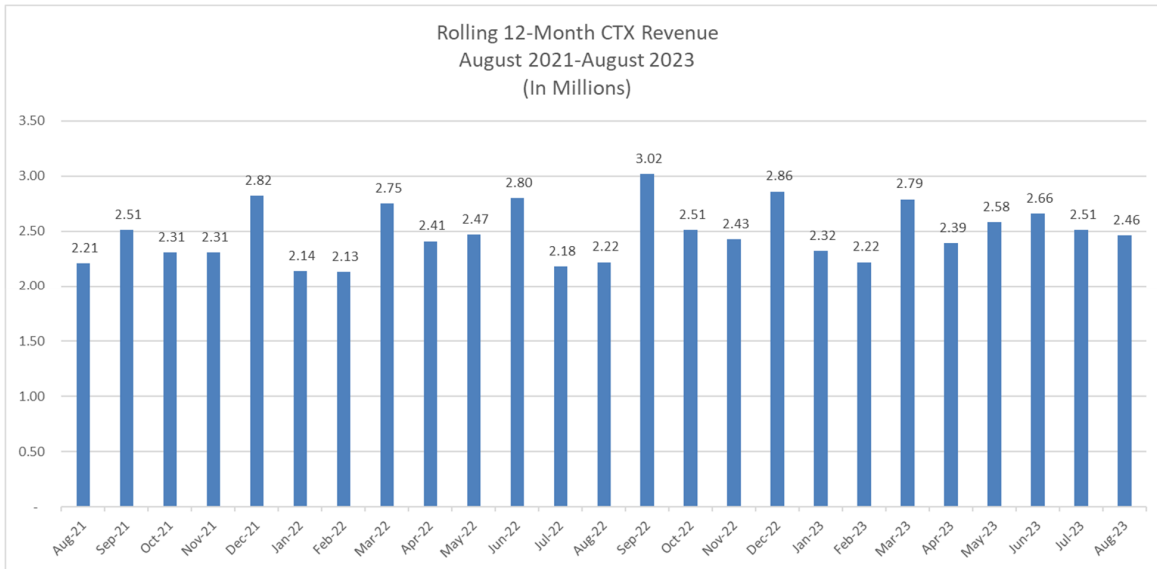
Expenditures

The General Fund has spent 31% of the allocated budget for FY 2024. The percentage spent so far is consistent with prior years. See the summary of expenditures by department in the reports below.

Ending Fund Balance

Based on revenue and expenditure activity so far in FY 2024, staff expects to maintain an ending fund balance for FY 2024 that is 20% of budgeted expenditures, while also transferring \$34M from the General Fund to the Capital Projects Fund.

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



Consolidated Sales Tax FY 2024 vs. FY 2023			
	FY23	FY24	% Change Over FY23
July	2,179,847.95	2,512,443.86	15.26%
August	2,215,102.72	2,458,283.10	10.98%
September	3,019,768.40		
October	2,505,890.22		
November	2,434,986.56		
December	2,859,714.44		
January	2,319,602.49		
February	2,218,222.45		
March	2,788,228.89		
April	2,389,406.31		
May	2,578,879.06		
June	2,661,784.24		
TOTAL	30,171,433.73	4,970,726.96	

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

General Fund - 100

From 07/01/2023 Through 11/15/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	32,448,311.96	61,629,920.00	29,181,608.04	47.35%
Intergovernmental Revenue	5,213,263.87	31,443,860.00	26,230,596.13	83.42%
Charges for Services	207,436.19	1,000,000.00	792,563.81	79.26%
Miscellaneous	1,014,951.83	1,060,000.00	45,048.17	4.25%
Total Revenues	38,883,963.85	95,133,780.00	56,249,816.15	59.13%
Expenditures				
Salaries	11,358,645.65	38,647,658.00	27,289,012.35	70.61%
Benefits	5,148,906.97	17,451,171.00	12,302,264.03	70.50%
Supplies & Services	6,177,150.11	18,703,971.00	12,526,820.89	66.97%
Capital Outlay	4,457,560.53	13,100,000.00	8,642,439.47	65.97%
Total Expenditures	27,142,263.26	87,902,800.00	60,760,536.74	69.12%
Excess (Deficit) of Revenues over (under) Expenditures	11,741,700.59	7,230,980.00	-	-

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

General Fund - 100

From 07/01/2023 Through 11/15/2023

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	240,731.12	856,213.00	615,481.88	71.88%
120	Administration - Library Operations	529,325.01	2,080,156.00	1,550,830.99	74.55%
200	Financial Services	570,952.88	2,151,493.00	1,580,540.12	73.46%
215	Community Outreach	183,539.15	751,492.00	567,952.85	75.58%
216	Youth Services	175,721.80	626,538.00	450,816.20	71.95%
217	Adult Services	69,490.32	452,163.00	382,672.68	84.63%
220	Development	176,980.75	764,417.00	587,436.25	76.85%
240	General Services	4,213,528.77	12,212,958.00	7,999,429.23	65.50%
250	Human Resources	881,943.96	3,039,736.00	2,157,792.04	70.99%
251	HR-Work Insurance	360,603.72	1,501,744.00	1,141,140.28	75.99%
260	Information Technology	1,870,346.69	4,876,342.00	3,005,995.31	61.64%
270	Literacy Services	177,131.69	2,105,386.00	1,928,254.31	91.59%
280	Branding and Marketing	835,943.10	3,242,024.00	2,406,080.90	74.22%
290	Access Services	446,524.01	1,485,038.00	1,038,513.99	69.93%
310	Collection and Bibliographic Services	5,283,327.12	15,540,578.00	10,257,250.88	66.00%
320	Gallery Services	68,794.42	224,445.00	155,650.58	69.35%
330	Programming and Venues Services	1,129,836.61	3,629,127.00	2,499,290.39	68.87%
340	Community Engagement	165,520.27	745,461.00	579,940.73	77.80%
400	Library Operations	9,762,021.87	31,617,489.00	21,855,467.13	69.12%
Total		27,142,263.26	87,902,800.00	60,760,536.74	69.12%

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

General Fund - 100
Library Operations - Dept 400
From 07/01/2023 Through 11/15/2023

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond Library	48,566.21	155,745.00	107,178.79	68.82%
110	Bunkerville Library	46,709.33	140,898.00	94,188.67	66.85%
120	Clark County Library	959,980.05	3,029,255.00	2,069,274.95	68.31%
130	Enterprise Library	484,169.89	1,719,983.00	1,235,813.11	71.85%
140	Goodsprings Library	32,642.00	99,926.00	67,284.00	67.33%
160	Indian Springs Library	47,613.44	183,824.00	136,210.56	74.10%
180	Laughlin Library	244,532.32	795,301.00	550,768.68	69.25%
190	Mesquite Library	380,728.40	1,347,002.00	966,273.60	71.74%
200	Moapa Town Library	40,703.61	143,048.00	102,344.39	71.55%
210	Moapa Valley Library	121,786.76	377,164.00	255,377.24	67.71%
220	Mount Charleston Library	38,500.45	123,744.00	85,243.55	68.89%
230	Rainbow Library	677,766.85	2,083,003.00	1,405,236.15	67.46%
240	Sahara West Library	903,282.93	2,809,692.00	1,906,409.07	67.85%
250	Sandy Valley Library	47,928.35	146,564.00	98,635.65	67.30%
260	Searchlight Library	40,816.51	127,251.00	86,434.49	67.92%
270	Spring Valley Library	552,348.87	1,981,743.00	1,429,394.13	72.13%
280	Summerlin Library	517,184.50	1,632,199.00	1,115,014.50	68.31%
290	Sunrise Library	541,453.44	1,709,642.00	1,168,188.56	68.33%
300	West Charleston Library	633,520.04	1,977,411.00	1,343,890.96	67.96%
310	West Las Vegas Library	597,088.51	1,893,563.00	1,296,474.49	68.47%
320	Whitney Library	546,540.97	1,753,818.00	1,207,277.03	68.84%
360	Meadows Library	51,514.28	171,485.00	119,970.72	69.96%
370	Centennial Hills Library	680,107.71	2,156,434.00	1,476,326.29	68.46%
380	Windmill Library	690,114.03	2,164,055.00	1,473,940.97	68.11%
390	East Las Vegas Library	683,745.83	2,270,824.00	1,587,078.17	69.89%
605	City Misdemeanant	150,324.32	203,063.00	52,738.68	25.97%
610	Clark County Detention Dept.	2,352.27	420,852.00	418,499.73	99.44%
Total		9,762,021.87	31,617,489.00	21,855,467.13	69.12%

Regular Board of Trustees Meeting- December 14, 2023 - Item VI. Library Reports

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

General Fund - 100
From 07/01/2023 Through 11/15/2023

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	9,000,537.43	29,590,787.00	20,590,249.57	69.58%
51200 Salaries - Part Time	1,765,960.91	7,610,310.00	5,844,349.09	76.80%
51300 Overtime Pay	16,292.09	63,250.00	46,957.91	74.24%
51400 Call Back Pay	3,928.75	12,091.00	8,162.25	67.51%
51500 Standby Pay	19,679.19	56,317.00	36,637.81	65.06%
51600 Longevity Pay	348,644.61	364,903.00	16,258.39	4.46%
51700 Separation Pay	203,602.67	450,000.00	246,397.33	54.75%
51800 Leave Buyout	-	500,000.00	500,000.00	100.00%
55100 Employees Retirement	3,070,552.54	10,272,409.00	7,201,856.46	70.11%
55200 Group Insurance	1,692,125.30	5,781,560.00	4,089,434.70	70.73%
55300 Workers' Comp. Payments	124,071.95	271,544.00	147,472.05	54.31%
55400 Medicare Coverage Expense	260,912.72	975,658.00	714,745.28	73.26%
55500 Unemployment Insurance	1,244.46	150,000.00	148,755.54	99.17%
61100 Office Supplies	187,500.87	559,680.00	372,179.13	66.50%
61110 Operating Supplies	183,360.00	814,090.00	630,730.00	77.48%
61120 Software & User Licenses	61,851.44	504,052.00	442,200.56	87.73%
61130 Software Maintenance	899,883.70	1,257,000.00	357,116.30	28.41%
61200 Book Materials & Supplies	27,591.69	110,000.00	82,408.31	74.92%
61205 Interlibrary Loan	293.15	4,500.00	4,206.85	93.49%
61210 Small Equipment	40,457.32	396,500.00	356,042.68	89.80%
61400 Equipment Repair & Maint.	236,606.86	771,856.00	535,249.14	69.35%
61410 Contracted Services	2,058,537.10	7,094,016.00	5,035,478.90	70.98%
61420 Building Repair & Maint.	79,585.30	400,000.00	320,414.70	80.10%
61500 Rental Expenses	25,052.81	69,566.00	44,513.19	63.99%
61600 Telephone	236,031.34	690,000.00	453,968.66	65.79%
61700 Utilities	843,994.10	2,035,910.00	1,191,915.90	58.54%
61800 Insurance & Bonds	418,577.21	438,954.00	20,376.79	4.64%
61900 Professional Services	242,410.34	864,000.00	621,589.66	71.94%
61910 Legal Services	60,162.50	364,500.00	304,337.50	83.49%
62200 Collection Agencies	22,720.50	100,000.00	77,279.50	77.28%
62300 Board Compensation	1,800.00	10,000.00	8,200.00	82.00%
62500 Postage	72,768.58	316,500.00	243,731.42	77.01%
62510 Advertising	184,053.20	336,700.00	152,646.80	45.34%
62600 Community Events	11,084.06	83,250.00	72,165.94	86.69%
62610 Staff Day	-	30,000.00	30,000.00	100.00%
62620 Recruitment	5,010.61	20,000.00	14,989.39	74.95%
62700 Education & Training	69,868.33	225,000.00	155,131.67	68.95%
62800 Travel & Transportation	41,603.28	271,500.00	229,896.72	84.68%
62900 Printing & Reproduction	117,342.65	365,250.00	247,907.35	67.87%
63000 Dues & Subscriptions	5,191.98	53,110.00	47,918.02	90.22%
65000 Miscellaneous Expenses	1,084.01	35,800.00	34,715.99	96.97%
65100 Bank Charges	13,877.18	50,000.00	36,122.82	72.25%
67000 Rental Expenses to QALICBs	28,850.00	432,237.00	403,387.00	93.33%
81700 Library Books	4,457,560.53	13,100,000.00	8,642,439.47	65.97%
Total	27,142,263.26	87,902,800.00	60,760,536.74	69.12%

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

Grant Fund - 220

From 07/01/2023 Through 11/15/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	432,028.97	20,000,000.00	19,567,971.03	97.84%
Total Revenues	432,028.97	20,000,000.00	19,567,971.03	97.84%
Expenditures				
Salaries	217,909.00	1,300,000.00	1,082,091.00	83.24%
Benefits	60,545.02	700,000.00	639,454.98	91.35%
Supplies & Services	145,209.48	10,000,000.00	9,854,790.52	98.55%
Capital Outlay	89,015.21	8,000,000.00	7,910,984.79	98.89%
Total Expenditures	512,678.71	20,000,000.00	19,487,321.29	97.44%
Excess (Deficit) of Revenues over (under) Expenditures	(80,649.74)	-	-	-

Regular Board of Trustees Meeting- December 14, 2023 - Item VI. Library Reports

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

Grant Fund - 220
From 07/01/2023 Through 11/15/2023

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	95,830.05	1,000,000.00	904,169.95	90.42%
51200 Salaries - Part Time	120,312.41	300,000.00	179,687.59	59.90%
51300 Overtime Pay	7.06	-	-	-
51600 Longevity Pay	1,759.48	-	-	-
55100 Employees Retirement	33,335.07	423,698.21	390,363.14	92.13%
55200 Group Insurance	16,910.24	154,947.38	138,037.14	89.09%
55400 Medicare Coverage Expense	10,299.71	121,354.41	111,054.70	91.51%
61100 Office Supplies	7,277.45	511,200.00	503,922.55	98.58%
61110 Operating Supplies	1,207.49	-	-	-
61120 Software & User Licenses	-	1,056,000.00	1,056,000.00	100.00%
61210 Small Equipment	134,996.83	2,017,500.00	1,882,503.17	93.31%
61410 Contracted Services	-	2,018,900.00	2,018,900.00	100.00%
62700 Education & Training	-	1,011,400.00	1,011,400.00	100.00%
62800 Travel & Transportation	581.86	1,004,000.00	1,003,418.14	99.94%
63000 Dues & Subscriptions	-	500,250.00	500,250.00	100.00%
65000 Miscellaneous Expenses	-	1,880,750.00	1,880,750.00	100.00%
81600 Capital Equipment - Major	-	7,947,500.00	7,947,500.00	100.00%
81700 Library Books	89,015.21	52,500.00	-	-
Total	512,678.71	20,000,000.00	19,487,321.29	97.44%

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

Gift Fund - 230

From 07/01/2023 Through 11/15/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	158,183.68	10,000,000.00	9,841,816.32	98.42%
Total Revenues	158,183.68	10,000,000.00	9,841,816.32	98.42%
Expenditures				
Salaries	-	200,000.00	200,000.00	100.00%
Supplies & Services	77,548.46	6,000,000.00	5,922,451.54	98.71%
Capital Outlay	-	3,800,000.00	3,800,000.00	100.00%
Total Expenditures	77,548.46	10,000,000.00	9,922,451.54	99.22%
Excess (Deficit) of Revenues over (under) Expenditures	80,635.22	-	-	-

Regular Board of Trustees Meeting- December 14, 2023 - Item VI. Library Reports

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

Gift Fund - 230

From 07/01/2023 Through 11/15/2023

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	-	200,000.00	200,000.00	100.00%
61100 Office Supplies	921.01	50,000.00	49,078.99	98.16%
61110 Operating Supplies	26,349.27	50,000.00	23,650.73	47.30%
61200 Book Materials & Supplies	23,977.30	-	-	-
61210 Small Equipment	3,906.18	100,000.00	96,093.82	96.09%
61410 Contracted Services	4,800.00	2,200,000.00	2,195,200.00	99.78%
61500 Rental Expenses	-	330,000.00	330,000.00	100.00%
61900 Professional Services	315.00	3,000,000.00	2,999,685.00	99.99%
62500 Postage	5.50	-	-	-
62510 Advertising	2,700.00	-	-	-
62600 Community Events	6,697.79	50,000.00	43,302.21	86.60%
62800 Travel & Transportation	13.10	50,000.00	49,986.90	99.97%
65000 Miscellaneous Expenses	7,863.31	170,000.00	162,136.69	95.37%
81600 Capital Equipment - Major	-	2,800,000.00	2,800,000.00	100.00%
81700 Library Books	-	1,000,000.00	1,000,000.00	100.00%
Total	77,548.46	10,000,000.00	9,922,451.54	99.22%

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

Capital Projects Fund - 510
From 07/01/2023 Through 11/15/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	671,294.53	150,000.00	-	-
Total Revenues	671,294.53	150,000.00	-	-
Expenditures				
Supplies & Services	1,503,531.39	7,256,000.00	5,752,468.61	79.28%
Capital Outlay	335,857.49	27,022,000.00	26,686,142.51	98.76%
Total Expenditures	1,839,388.88	34,278,000.00	32,438,611.12	94.63%
Excess (Deficit) of Revenues over (under) Expenditures	(1,168,094.35)	(34,128,000.00)	-	-

Regular Board of Trustees Meeting- December 14, 2023 - Item VI. Library Reports

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

Capital Projects Fund - 510
From 07/01/2023 Through 11/15/2023

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	32,545.64	800,000.00	767,454.36	95.93%
61120 Software & User Licenses	16,744.50	900,000.00	883,255.50	98.14%
61130 Software Maintenance	-	240,000.00	240,000.00	100.00%
61210 Small Equipment	134,520.42	1,200,000.00	1,065,479.58	88.79%
61400 Equipment Repair & Maint.	3,926.00	700,000.00	696,074.00	99.44%
61410 Contracted Services	22,260.32	200,000.00	177,739.68	88.87%
61420 Building Repair & Maint.	806,917.44	1,100,000.00	293,082.56	26.64%
61500 Rental Expenses	5,740.29	-	-	-
61800 Insurance & Bonds	5,445.00	256,000.00	250,555.00	97.87%
61900 Professional Services	432,967.77	1,560,000.00	1,127,032.23	72.25%
61910 Legal Services	-	60,000.00	60,000.00	100.00%
65000 Miscellaneous Expenses	-	200,000.00	200,000.00	100.00%
65100 Bank Charges	42,464.01	40,000.00	(2,464.01)	-6.16%
81500 Capital Improvements	24,409.00	20,022,000.00	19,997,591.00	99.88%
81600 Capital Equipment - Major	311,448.49	7,000,000.00	6,688,551.51	95.55%
Total	1,839,388.88	34,278,000.00	32,438,611.12	94.63%

Las Vegas-Clark County Library District

Project 2050 - Furniture Replacement
From 07/01/2023 through 11/15/2023

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	9,527.38	125,000.00	115,472.62	92%
Total Expenditures		9,527.38	125,000.00	115,472.62	92%

Las Vegas-Clark County Library District

Project 2200 - Financial Services Projects
From 07/01/2023 through 11/15/2023

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	849.00	170,000.00	169,151.00	100%
61800	Insurance & Bonds	3,729.00	15,000.00	11,271.00	75%
61900	Professional Services	1,400.00	-	-	-
65100	Bank Charges	42,464.01	40,000.00	-	-
81600	Capital Equipment - Major	5,843.20	80,000.00	74,156.80	93%
Total Expenditures		54,285.21	305,000.00	250,714.79	82%

Las Vegas-Clark County Library District

Project 4010 - Tech Replacements & Upgrades
From 07/01/2023 through 11/15/2023

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61110	Operating Supplies	25,368.49	100,000.00	74,631.51	75%
61120	Software & User Licenses	16,744.50	200,000.00	183,255.50	92%
61130	Software Maintenance	-	300,000.00	300,000.00	100%
61210	Small Equipment	106,416.15	700,000.00	593,583.85	85%
61400	Equipment Repair & Maint.	3,926.00	500,000.00	496,074.00	99%
61410	Contracted Services	15,760.32	200,000.00	184,239.68	92%
81600	Capital Equipment - Major	251,088.44	587,000.00	335,911.56	57%
Total Expenditures		419,303.90	2,587,000.00	2,167,696.10	84%

Las Vegas-Clark County Library District

Project 5010 - Bldg Repair & Maintenance
From 07/01/2023 through 11/15/2023

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61110	Operating Supplies	6,556.25	200,000.00	193,443.75	97%
61120	Software & User Licenses	-	200,000.00	200,000.00	100%
61130	Software Maintenance	-	200,000.00	200,000.00	100%
61210	Small Equipment	2,932.00	300,000.00	297,068.00	99%
61400	Equipment Repair & Maint.	-	300,000.00	300,000.00	100%
61410	Contracted Services	-	400,000.00	400,000.00	100%
61420	Building Repair & Maint.	792,097.44	900,000.00	107,902.56	12%
61900	Professional Services	33,424.20	900,000.00	866,575.80	96%
81500	Capital Improvements	-	600,000.00	600,000.00	100%
81600	Capital Equipment - Major	-	205,000.00	205,000.00	100%
Total Expenditures		835,009.89	4,205,000.00	3,369,990.11	80%

Las Vegas-Clark County Library District

Project 5015 - Construction Projects
From 07/01/2023 through 11/15/2023

510
Capital Projects Fund

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
45200 Interest Earnings	671,294.53	150,000.00	-	-
Total Revenues	671,294.53	150,000.00	-	-
Expenditures				
61110 Operating Supplies	620.90	-	-	-
61420 Building Repair & Maint.	14,820.00	-	-	-
61900 Professional Services	402,559.57	-	-	-
81500 Capital Improvements	-	25,000,000.00	25,000,000.00	100%
81600 Capital Equipment - Major	14,060.00	-	-	-
Total Expenditures	432,060.47	25,000,000.00	24,567,939.53	98%

Las Vegas-Clark County Library District

Project 5020 - PVS Projects
From 07/01/2023 through 11/15/2023

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	14,795.89	406,000.00	391,204.11	96%
61410	Contracted Services	6,500.00	-	-	-
61500	Rental Expenses	3,040.29	-	-	-
81500	Capital Improvements	24,409.00	100,000.00	75,591.00	76%
81600	Capital Equipment - Major	40,456.85	400,000.00	359,543.15	90%
Total Expenditures		89,202.03	906,000.00	816,797.97	90%

Las Vegas-Clark County Library District

Project 7010 - Library Materials
From 07/01/2023 through 11/15/2023

510
Capital Projects Fund

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures				
81700 Library Materials	-	1,000,000.00	1,000,000.00	100%
Total Expenditures	-	1,000,000.00	1,000,000.00	100%

Las Vegas-Clark County Library District

Project 9010 - Vehicle Purchase and Replacement
From 07/01/2023 through 11/15/2023

510
Capital Projects Fund

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

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

Debt Service Fund - 610

From 07/01/2023 Through 11/15/2023

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	-	10,000.00	10,000.00	100.00%
Total Revenues	-	10,000.00	10,000.00	100.00%
Expenditures				
Supplies & Services	-	10,000.00	10,000.00	100.00%
Total Expenditures	-	10,000.00	10,000.00	100.00%
Excess (Deficit) of Revenues over (under) Expenditures	-	-	-	-

Regular Board of Trustees Meeting- December 14, 2023 - Item VI. Library Reports

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

Debt Service Fund - 610
From 07/01/2023 Through 11/15/2023

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

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

General Fund - 100**Administration - Executive - 110****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	116,705.84	379,543.00	262,837.16
Total Salaries		116,705.84	379,543.00	262,837.16
Benefits				
55100	Employees Retirement	34,125.87	127,147.00	93,021.13
55200	Group Insurance	9,813.76	43,270.00	33,456.24
55400	Medicare Coverage Expense	1,679.27	5,503.00	3,823.73
Total Benefits		45,618.90	175,920.00	130,301.10
Supplies & Services				
61100	Office Supplies	-	3,500.00	3,500.00
61110	Operating Supplies	612.49	2,000.00	1,387.51
61120	Software & User Licenses	-	45,000.00	45,000.00
61210	Small Equipment	-	10,000.00	10,000.00
61900	Professional Services	39,048.44	75,000.00	35,951.56
61910	Legal Services	27,017.50	75,000.00	47,982.50
62300	Board Compensation	1,440.00	10,000.00	8,560.00
62600	Community Events	4,225.70	15,000.00	10,774.30
62700	Education & Training	878.00	5,000.00	4,122.00
62800	Travel & Transportation***	1,249.88	25,000.00	23,750.12
62900	Printing & Reproduction	-	250.00	250.00
63000	Dues & Subscriptions	3,344.00	30,000.00	26,656.00
65000	Miscellaneous Expenses	590.37	5,000.00	4,409.63
Total Supplies & Services		78,406.38	300,750.00	222,343.62
Total Administration - Executive-110		240,731.12	856,213.00	615,481.88

***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 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	322,979.48	1,111,647.00	788,667.52
51200	Salaries - Part Time	22,892.90	91,632.00	68,739.10
51600	Longevity Pay	9,568.84	6,877.00	-
Total Salaries		355,441.22	1,210,156.00	857,406.62
Benefits				
55100	Employees Retirement	109,534.44	395,921.00	286,386.56
55200	Group Insurance	42,027.63	140,377.00	98,349.37
55400	Medicare Coverage Expense	4,882.46	19,302.00	14,419.54
Total Benefits		156,444.53	555,600.00	399,155.47
Supplies & Services				
61100	Office Supplies	446.58	1,000.00	553.42
61110	Operating Supplies	4,806.65	50,000.00	45,193.35
61120	Software & User Licenses	-	15,000.00	15,000.00
61130	Software Maintenance	-	5,000.00	5,000.00
61210	Small Equipment	7,315.60	154,000.00	146,684.40
61410	Contracted Services	425.00	47,900.00	47,475.00
61500	Rental Expenses	-	2,500.00	2,500.00
62700	Education & Training	1,500.00	7,500.00	6,000.00
62800	Travel & Transportation	2,945.43	30,000.00	27,054.57
63000	Dues & Subscriptions	-	1,500.00	1,500.00
Total Supplies & Services		17,439.26	314,400.00	296,960.74
Total Administration - Library Operations-120		529,325.01	2,080,156.00	1,553,522.83

Las Vegas-Clark County Library District
Department Expenditures

General Fund - 100**Financial Services - 200****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	153,189.81	626,970.00	473,780.19
51200	Salaries - Part Time	7,759.76	30,000.00	22,240.24
51300	Overtime Pay	137.03	-	-
51600	Longevity Pay	2,666.65	1,900.00	-
Total Salaries		163,753.25	658,870.00	496,020.43
Benefits				
55100	Employees Retirement	50,225.48	220,722.00	170,496.52
55200	Group Insurance	22,096.76	94,880.00	72,783.24
55400	Medicare Coverage Expense	2,758.95	9,554.00	6,795.05
Total Benefits		75,081.19	325,156.00	250,074.81
Supplies & Services				
61100	Office Supplies	391.48	-	-
61110	Operating Supplies	1,051.30	6,000.00	4,948.70
61130	Software Maintenance	42,296.35	50,000.00	7,703.65
61400	Equipment Repair & Maint.	28,090.88	76,030.00	47,939.12
61410	Contracted Services	68,656.80	225,000.00	156,343.20
61900	Professional Services	70,028.00	100,000.00	29,972.00
61910	Legal Services	-	2,500.00	2,500.00
62200	Collection Agencies	22,720.50	100,000.00	77,279.50
62300	Board Compensation	360.00	-	-
62500	Postage	51,553.58	85,000.00	33,446.42
62510	Advertising	3,164.20	16,700.00	13,535.80
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	73.17	3,000.00	2,926.83
63000	Dues & Subscriptions	1,005.00	6,000.00	4,995.00
65000	Miscellaneous Expenses	-	10,000.00	10,000.00
65100	Bank Charges	13,877.18	50,000.00	36,122.82
67000	Rental Expenses to QALICBs	28,850.00	432,237.00	403,387.00
Total Supplies & Services		332,118.44	1,167,467.00	836,100.04
Total Financial Services-200		570,952.88	2,151,493.00	1,582,195.28

Las Vegas-Clark County Library District
Department Expenditures

General Fund - 100**Community Outreach - 215****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	116,439.94	390,947.00	274,507.06
51200	Salaries - Part Time	-	75,206.00	75,206.00
51300	Overtime Pay	145.04	-	-
51600	Longevity Pay	3,910.71	5,107.00	1,196.29
Total Salaries		120,495.69	471,260.00	350,909.35
Benefits				
55100	Employees Retirement	37,719.33	132,678.00	94,958.67
55200	Group Insurance	21,133.82	99,058.00	77,924.18
55400	Medicare Coverage Expense	1,705.59	11,496.00	9,790.41
Total Benefits		60,558.74	243,232.00	182,673.26
Supplies & Services				
61100	Office Supplies	11.79	-	-
61110	Operating Supplies	1,425.31	17,000.00	15,574.69
61120	Software & User Licenses	-	1,500.00	1,500.00
62600	Community Events	676.82	1,000.00	323.18
62700	Education & Training	-	2,000.00	2,000.00
62800	Travel & Transportation	341.22	5,000.00	4,658.78
62900	Printing & Reproduction	-	10,000.00	10,000.00
63000	Dues & Subscriptions	-	500.00	500.00
65000	Miscellaneous Expenses	29.58	-	-
Total Supplies & Services		2,484.72	37,000.00	34,556.65
Total Community Outreach-215		183,539.15	751,492.00	568,139.26

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

General Fund - 100**Youth Services - 216****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	56,302.39	232,877.00	176,574.61
51600	Longevity Pay	2,719.16	1,939.00	-
Total Salaries		59,021.55	234,816.00	176,574.61
Benefits				
55100	Employees Retirement	19,383.94	78,664.00	59,280.06
55200	Group Insurance	5,508.16	30,503.00	24,994.84
55400	Medicare Coverage Expense	833.07	3,405.00	2,571.93
Total Benefits		25,725.17	112,572.00	86,846.83
Supplies & Services				
61100	Office Supplies	9.95	-	-
61110	Operating Supplies	19,541.43	124,900.00	105,358.57
61120	Software & User Licenses	4,000.00	6,000.00	2,000.00
61210	Small Equipment	1,098.70	17,250.00	16,151.30
61410	Contracted Services	66,325.00	125,250.00	58,925.00
61500	Rental Expenses	-	1,250.00	1,250.00
62700	Education & Training	-	1,500.00	1,500.00
62800	Travel & Transportation	-	3,000.00	3,000.00
Total Supplies & Services		90,975.08	279,150.00	188,184.87
Total Youth Services-216		175,721.80	626,538.00	451,606.31

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

General Fund - 100**Adult Services - 217****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	35,125.59	165,588.00	130,462.41
51600	Longevity Pay	3,039.66	2,180.00	-
Total Salaries		38,165.25	167,768.00	130,462.41
Benefits				
55100	Employees Retirement	12,328.53	56,202.00	43,873.47
55200	Group Insurance	2,778.22	22,335.00	19,556.78
55400	Medicare Coverage Expense	524.19	2,433.00	1,908.81
Total Benefits		15,630.94	80,970.00	65,339.06
Supplies & Services				
61100	Office Supplies	142.90	-	-
61110	Operating Supplies	2,427.60	73,375.00	70,947.40
61120	Software & User Licenses	119.88	500.00	380.12
61210	Small Equipment	950.42	15,250.00	14,299.58
61410	Contracted Services	10,150.00	107,300.00	97,150.00
62700	Education & Training	-	2,000.00	2,000.00
62800	Travel & Transportation	1,903.33	5,000.00	3,096.67
Total Supplies & Services		15,694.13	203,425.00	187,873.77
Total Adult Services-217		69,490.32	452,163.00	383,675.24

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

General Fund - 100**Development - 220****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	106,062.87	409,237.00	303,174.13
51600	Longevity Pay	3,664.92	2,649.00	-
Total Salaries		109,727.79	411,886.00	303,174.13
Benefits				
55100	Employees Retirement	36,042.55	137,982.00	101,939.45
55200	Group Insurance	21,186.84	71,077.00	49,890.16
55400	Medicare Coverage Expense	1,551.74	5,972.00	4,420.26
Total Benefits		58,781.13	215,031.00	156,249.87
Supplies & Services				
61100	Office Supplies	132.05	-	-
61110	Operating Supplies	-	2,500.00	2,500.00
61410	Contracted Services	-	28,000.00	28,000.00
61900	Professional Services	-	37,500.00	37,500.00
61910	Legal Services	-	2,000.00	2,000.00
62500	Postage	-	1,500.00	1,500.00
62510	Advertising	2,500.00	25,000.00	22,500.00
62600	Community Events	5,131.54	10,000.00	4,868.46
62700	Education & Training	-	1,000.00	1,000.00
62800	Travel & Transportation	235.28	25,000.00	24,764.72
63000	Dues & Subscriptions	342.99	5,000.00	4,657.01
65000	Miscellaneous Expenses	129.97	-	-
Total Supplies & Services		8,471.83	137,500.00	129,290.19
Total Development and Planning-220		176,980.75	764,417.00	588,714.19

Las Vegas-Clark County Library District
Department Expenditures

General Fund - 100**General Services - 240****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	615,088.77	1,970,197.00	1,355,108.23
51200	Salaries - Part Time	18,135.72	78,163.00	60,027.28
51300	Overtime Pay	5,733.35	5,750.00	16.65
51400	Call Back Pay	3,748.04	12,091.00	8,342.96
51500	Standby Pay	19,679.19	56,317.00	36,637.81
51600	Longevity Pay	8,894.70	6,371.00	-
Total Salaries		671,279.77	2,128,889.00	1,460,132.93
Benefits				
55100	Employees Retirement	210,847.29	685,067.00	474,219.71
55200	Group Insurance	152,897.62	453,107.00	300,209.38
55300	Workers' Comp. Payments	1,071.17	-	-
55400	Medicare Coverage Expense	10,546.02	35,632.00	25,085.98
Total Benefits		375,362.10	1,173,806.00	799,515.07
Supplies & Services				
61100	Office Supplies	3,635.90	15,000.00	11,364.10
61110	Operating Supplies	106,824.31	380,000.00	273,175.69
61130	Software Maintenance	31,156.51	75,000.00	43,843.49
61210	Small Equipment	5,801.26	40,000.00	34,198.74
61400	Equipment Repair & Maint.	17,441.59	65,000.00	47,558.41
61410	Contracted Services	1,638,984.88	5,396,399.00	3,757,414.12
61420	Building Repair & Maint.	79,585.30	400,000.00	320,414.70
61500	Rental Expenses	8,792.33	17,500.00	8,707.67
61700	Utilities	843,994.10	2,035,910.00	1,191,915.90
61800	Insurance & Bonds	418,577.21	438,954.00	20,376.79
61900	Professional Services	11,893.51	15,000.00	3,106.49
61910	Legal Services	-	10,000.00	10,000.00
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	-	1,000.00	1,000.00
62900	Printing & Reproduction	-	500.00	500.00
63000	Dues & Subscriptions	-	1,000.00	1,000.00
65000	Miscellaneous Expenses	200.00	14,000.00	13,800.00
Total Supplies & Services		3,166,886.90	8,910,263.00	5,743,376.10
Total General Services/Facilities-240		4,213,528.77	12,212,958.00	8,003,024.10

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

General Fund - 100**Human Resources - 250****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	295,456.76	1,073,764.00	778,307.24
51300	Overtime Pay	83.19	-	-
Total Salaries		295,539.95	1,073,764.00	778,307.24
Benefits				
55100	Employees Retirement	97,007.32	359,711.00	262,703.68
55200	Group Insurance	58,052.89	200,984.00	142,931.11
55400	Medicare Coverage Expense	4,934.16	15,570.00	10,635.84
55500	Unemployment Insurance	1,244.46	75,000.00	73,755.54
Total Benefits		161,238.83	651,265.00	490,026.17
Supplies & Services				
61110	Operating Supplies	1,805.10	15,015.00	13,209.90
61130	Software Maintenance	239,904.66	260,000.00	20,095.34
61400	Equipment Repair & Maint.	-	250.00	250.00
61410	Contracted Services	28,010.32	77,192.00	49,181.68
61900	Professional Services	54,467.36	420,000.00	365,532.64
61910	Legal Services	33,145.00	265,000.00	231,855.00
62510	Advertising	-	20,000.00	20,000.00
62600	Community Events	-	2,250.00	2,250.00
62610	Staff Day	-	30,000.00	30,000.00
62620	Recruitment	5,010.61	20,000.00	14,989.39
62700	Education & Training	44,960.08	150,000.00	105,039.92
62800	Travel & Transportation	17,512.06	50,000.00	32,487.94
63000	Dues & Subscriptions	349.99	5,000.00	4,650.01
Total Supplies & Services		425,165.18	1,314,707.00	889,541.82
Total Human Resources-250		881,943.96	3,039,736.00	2,157,875.23

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

General Fund - 100**HR-Work Insurance - 251****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51700	Separation Pay	203,602.67	450,000.00	246,397.33
Total Salaries		203,602.67	450,000.00	246,397.33
Benefits				
55200	Group Insurance	34,180.05	205,200.00	171,019.95
55300	Workers' Comp. Payments	122,821.00	271,544.00	148,723.00
55500	Unemployment Insurance	-	75,000.00	75,000.00
Total Benefits		157,001.05	551,744.00	394,742.95
Total HR-Work Insurance-251		360,603.72	1,001,744.00	641,140.28

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

General Fund - 100**Information Technology - 260****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	580,944.35	1,742,485.00	1,161,540.65
51300	Overtime Pay	6,616.99	28,750.00	22,133.01
51400	Call Back Pay	180.71	-	-
51600	Longevity Pay	14,593.90	10,445.00	-
Total Salaries		602,335.95	1,781,680.00	1,183,673.66
Benefits				
55100	Employees Retirement	194,206.43	587,232.00	393,025.57
55200	Group Insurance	92,604.77	267,713.00	175,108.23
55400	Medicare Coverage Expense	8,502.05	25,417.00	16,914.95
Total Benefits		295,313.25	880,362.00	585,048.75
Supplies & Services				
61100	Office Supplies	26.98	-	-
61110	Operating Supplies	16,473.51	25,000.00	8,526.49
61120	Software & User Licenses	995.72	30,000.00	29,004.28
61130	Software Maintenance	492,773.31	757,000.00	264,226.69
61210	Small Equipment	11,246.21	35,000.00	23,753.79
61400	Equipment Repair & Maint.	186,838.68	607,000.00	420,161.32
61410	Contracted Services	2,515.87	35,000.00	32,484.13
61600	Telephone	236,031.34	690,000.00	453,968.66
62700	Education & Training	21,835.25	25,000.00	3,164.75
62800	Travel & Transportation	3,926.53	10,000.00	6,073.47
65000	Miscellaneous Expenses	34.09	300.00	265.91
Total Supplies & Services		972,697.49	2,214,300.00	1,241,629.49
Total Information Technology-260		1,870,346.69	4,876,342.00	3,010,351.90

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

General Fund - 100**Literacy Services - 270****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	57,522.11	619,812.00	562,289.89
51200	Salaries - Part Time	58,601.56	1,026,667.00	968,065.44
51600	Longevity Pay	310.48	1,453.00	1,142.52
Total Salaries		116,434.15	1,647,932.00	1,531,497.85
Benefits				
55100	Employees Retirement	19,745.40	215,397.00	195,651.60
55200	Group Insurance	6,659.21	95,680.00	89,020.79
55400	Medicare Coverage Expense	5,167.11	86,202.00	81,034.89
Total Benefits		31,571.72	397,279.00	365,707.28
Supplies & Services				
61100	Office Supplies	871.55	2,000.00	1,128.45
61110	Operating Supplies	182.38	10,000.00	9,817.62
61410	Contracted Services	27,966.25	37,175.00	9,208.75
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	105.64	6,000.00	5,894.36
Total Supplies & Services		29,125.82	60,175.00	31,049.18
Total Literacy Department-270		177,131.69	2,105,386.00	1,928,254.31

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

General Fund - 100**Branding and Marketing - 280****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	268,930.30	957,022.00	688,091.70
51300	Overtime Pay	28.12	-	-
51600	Longevity Pay	2,533.36	1,800.00	-
Total Salaries		271,491.78	958,822.00	688,091.70
Benefits				
55100	Employees Retirement	86,386.25	321,205.00	234,818.75
55200	Group Insurance	37,487.85	130,766.00	93,278.15
55400	Medicare Coverage Expense	3,867.29	13,903.00	10,035.71
Total Benefits		127,741.39	465,874.00	338,132.61
Supplies & Services				
61100	Office Supplies	225.34	-	-
61110	Operating Supplies	4,044.38	26,800.00	22,755.62
61120	Software & User Licenses	48,671.93	334,052.00	285,380.07
61210	Small Equipment	-	10,000.00	10,000.00
61400	Equipment Repair & Maint.	3,368.44	15,576.00	12,207.56
61410	Contracted Services	62,318.50	470,700.00	408,381.50
61500	Rental Expenses	-	700.00	700.00
61910	Legal Services	-	10,000.00	10,000.00
62500	Postage	21,215.00	230,000.00	208,785.00
62510	Advertising	178,389.00	300,000.00	121,611.00
62600	Community Events	1,050.00	50,000.00	48,950.00
62800	Travel & Transportation	102.36	18,000.00	17,897.64
62900	Printing & Reproduction	117,224.98	350,000.00	232,775.02
65000	Miscellaneous Expenses	100.00	1,500.00	1,400.00
Total Supplies & Services		436,709.93	1,817,328.00	1,380,843.41
Total Branding and Marketing-280		835,943.10	3,242,024.00	2,407,067.72

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

General Fund - 100**Access Services - 290****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	192,708.51	734,966.00	542,257.49
51200	Salaries - Part Time	37,790.44	118,957.00	81,166.56
51300	Overtime Pay	-	5,750.00	5,750.00
51600	Longevity Pay	12,630.74	9,048.00	-
Total Salaries		243,129.69	868,721.00	629,174.05
Benefits				
55100	Employees Retirement	75,825.78	275,912.00	200,086.22
55200	Group Insurance	25,136.99	108,842.00	83,705.01
55400	Medicare Coverage Expense	4,127.14	14,953.00	10,825.86
Total Benefits		105,089.91	399,707.00	294,617.09
Supplies & Services				
61100	Office Supplies	473.86	2,500.00	2,026.14
61110	Operating Supplies	3,377.11	35,000.00	31,622.89
61130	Software Maintenance	93,752.87	160,000.00	66,247.13
61205	Interlibrary Loan	293.15	1,500.00	1,206.85
61210	Small Equipment	-	7,500.00	7,500.00
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	257.42	5,000.00	4,742.58
63000	Dues & Subscriptions	150.00	110.00	-
Total Supplies & Services		98,304.41	216,610.00	118,345.59
Total Access Services Department-290		446,524.01	1,485,038.00	1,042,136.73

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

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

From 07/01/2023 through 11/15/2023

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	431,152.03	1,286,678.00	855,525.97
51200	Salaries - Part Time	8,683.93	51,582.00	42,898.07
51300	Overtime Pay	16.87	-	-
51600	Longevity Pay	40,146.54	28,910.00	-
Total Salaries		479,999.37	1,367,170.00	898,424.04
Benefits				
55100	Employees Retirement	152,743.06	449,449.00	296,705.94
55200	Group Insurance	91,214.34	292,552.00	201,337.66
55400	Medicare Coverage Expense	7,221.52	21,407.00	14,185.48
Total Benefits		251,178.92	763,408.00	512,229.08
Supplies & Services				
61110	Operating Supplies	-	1,000.00	1,000.00
61120	Software & User Licenses	-	35,000.00	35,000.00
61200	Book Materials & Supplies	27,591.69	110,000.00	82,408.31
61210	Small Equipment	-	5,000.00	5,000.00
61900	Professional Services	66,973.03	154,000.00	87,026.97
62800	Travel & Transportation	23.58	5,000.00	4,976.42
81700	Library Books	4,457,560.53	13,100,000.00	8,642,439.47
Total Supplies & Services		4,552,148.83	13,410,000.00	8,857,851.17
Total Collection and Bibliographic Services-310		5,283,327.12	15,540,578.00	10,268,504.29

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

General Fund - 100**Gallery Services - 320****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	43,481.77	133,389.00	89,907.23
Total Salaries		43,481.77	133,389.00	89,907.23
Benefits				
55100	Employees Retirement	14,282.57	44,685.00	30,402.43
55200	Group Insurance	9,766.58	28,937.00	19,170.42
55400	Medicare Coverage Expense	618.21	1,934.00	1,315.79
Total Benefits		24,667.36	75,556.00	50,888.64
Supplies & Services				
61110	Operating Supplies	443.12	8,500.00	8,056.88
61120	Software & User Licenses	-	2,000.00	2,000.00
62800	Travel & Transportation	84.50	3,500.00	3,415.50
62900	Printing & Reproduction	117.67	1,500.00	1,382.33
Total Supplies & Services		645.29	15,500.00	14,854.71
Total Gallery Services-320		68,794.42	224,445.00	155,650.58

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

General Fund - 100**Programming and Venues Services - 330****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	527,528.89	1,682,396.00	1,154,867.11
51200	Salaries - Part Time	111,464.63	335,091.00	223,626.37
51300	Overtime Pay	3,244.82	23,000.00	19,755.18
51600	Longevity Pay	23,137.84	15,562.00	-
Total Salaries		665,376.18	2,056,049.00	1,398,248.66
Benefits				
55100	Employees Retirement	187,981.85	603,779.00	415,797.15
55200	Group Insurance	89,559.79	324,415.00	234,855.21
55400	Medicare Coverage Expense	15,241.84	43,784.00	28,542.16
Total Benefits		292,783.48	971,978.00	679,194.52
Supplies & Services				
61100	Office Supplies	928.49	-	-
61110	Operating Supplies	16,442.59	27,000.00	10,557.41
61120	Software & User Licenses	646.64	12,000.00	11,353.36
61210	Small Equipment	14,045.13	67,500.00	53,454.87
61400	Equipment Repair & Maint.	867.27	8,000.00	7,132.73
61410	Contracted Services	127,184.48	431,600.00	304,415.52
61500	Rental Expenses	8,175.38	30,000.00	21,824.62
62700	Education & Training	-	7,000.00	7,000.00
62800	Travel & Transportation	3,386.97	16,000.00	12,613.03
63000	Dues & Subscriptions	-	2,000.00	2,000.00
Total Supplies & Services		171,676.95	601,100.00	430,351.54
Total Programming and Venues Department-330		1,129,836.61	3,629,127.00	2,507,794.72

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

General Fund - 100**Community Engagement - 340**

From 07/01/2023 through 11/15/2023

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	86,707.89	373,574.00	286,866.11
Total Salaries		86,707.89	373,574.00	286,866.11
Benefits				
55100	Employees Retirement	28,478.92	125,147.00	96,668.08
55200	Group Insurance	14,143.83	49,323.00	35,179.17
55400	Medicare Coverage Expense	1,239.41	5,417.00	4,177.59
Total Benefits		43,862.16	179,887.00	136,024.84
Supplies & Services				
61110	Operating Supplies	156.22	10,000.00	9,843.78
61120	Software & User Licenses	7,417.27	23,000.00	15,582.73
61210	Small Equipment	-	35,000.00	35,000.00
61410	Contracted Services	26,000.00	100,000.00	74,000.00
62600	Community Events	-	5,000.00	5,000.00
62700	Education & Training	695.00	4,000.00	3,305.00
62800	Travel & Transportation	681.73	10,000.00	9,318.27
62900	Printing & Reproduction	-	3,000.00	3,000.00
63000	Dues & Subscriptions	-	2,000.00	2,000.00
Total Supplies & Services		34,950.22	192,000.00	157,049.78
Total Community Engagement-340		165,520.27	745,461.00	579,940.73

Las Vegas-Clark County Library District
Department Expenditures

General Fund - 100**Library Operations - 400****From 07/01/2023 through 11/15/2023**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	4,994,210.13	15,769,695.00	10,775,484.87
51200	Salaries - Part Time	1,500,536.33	5,833,012.00	4,332,475.67
51300	Overtime Pay	382.32	-	-
51600	Longevity Pay	220,827.11	170,662.00	-
Total Salaries		6,715,955.89	21,773,369.00	15,107,960.54
Benefits				
55100	Employees Retirement	1,703,687.53	5,455,509.00	3,751,821.47
55200	Group Insurance	955,876.19	3,122,541.00	2,166,664.81
55300	Workers' Comp. Payments	179.78	-	-
55400	Medicare Coverage Expense	185,512.70	653,774.00	468,261.30
Total Benefits		2,845,256.20	9,231,824.00	6,386,747.58
Supplies & Services				
61100	Office Supplies	180,204.00	535,680.00	355,476.00
61110	Operating Supplies	3,746.50	-	-
61205	Interlibrary Loan	-	3,000.00	3,000.00
61500	Rental Expenses	8,085.10	17,616.00	9,530.90
62800	Travel & Transportation	8,774.18	51,000.00	42,225.82
65000	Miscellaneous Expenses	-	5,000.00	5,000.00
Total Supplies & Services		200,809.78	612,296.00	415,232.72
Total Library Operations-400		9,762,021.87	31,617,489.00	21,909,940.84

Regular Board of Trustees Meeting- December 14, 2023 - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 10/17/2023 through 11/15/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
18964	10/17/2023	3355	Teamsters Security Fund S. Nevada	October 2023	431,790.89
18965	10/23/2023	1017	AAA Air Filter Company, Inc.	Various: FY 24 - Air Filter Changes	2,722.15
18966	10/23/2023	10231	Janet Mikealson-Lenox	Glitter & Gold Balloon Art	600.00
18968	10/23/2023	10604	Johnson Controls Security Solutions LLC	Various FY24-Burglar-Fire Alarm Monitoring	5,687.06
18969	10/23/2023	10641	Quench USA, Inc.	Various: FY 24 - Filtered Drinking Water	1,028.62
18970	10/23/2023	10808	Patron Point, Inc.	Order PUR022371	7,718.04
18971	10/23/2023	10877	Findaway World, LLC	Order PUR023895	10,239.98
18972	10/23/2023	11055	Bryant Rogers	Comp for 10-12 BOT Meeting	40.00
18973	10/23/2023	11137	Vital Records Control	Monthly Maintenance Fee September 2023	110.31
18974	10/23/2023	11626	Jay Atwood	Library Maintenance Tuning	450.00
18975	10/23/2023	11681	Jennifer L. Jiron	Comp for 10-12 BOT Meeting	40.00
18976	10/23/2023	11703	Kathleen Hagen Turner Whiteley	Comp for 10-12 BOT Meeting	40.00
18977	10/23/2023	11724	Greenberg Traurig LLP	September 2023 Leg Svcs	2,625.00
18978	10/23/2023	11884	Noe Ramos Jr	2023 EV HCA - Noe Ramos Jr	1,000.00
18979	10/23/2023	11919	Jazz's Office, LLC	Foundation Bookkeeping for September 2023	90.00
18980	10/23/2023	12130	PDQ Gill's Printing Evolved	USER GROUP INVOICING LOG	287.69
18981	10/23/2023	12175	PSI Services, LLC	July 2023	75.25
18982	10/23/2023	12302	Elaine Sanchez	Comp for 10-12 BOT Meeting	40.00
18983	10/23/2023	12405	Karen L. Dutkowski	Comp for 10-12 BOT Meeting	40.00
18984	10/23/2023	1429	DC Thomas	BD Rent November 2023	1,617.02
18985	10/23/2023	1457	Demco, Inc.	5 pkg clear pockets & 5 rolls LP labels	344.18
18986	10/23/2023	1580	Ferguson Enterprises, LLC	EV - Plumbing	437.80
18987	10/23/2023	1627	Cengage Learning, Inc.	GDL: Business titles	6,975.32
18988	10/23/2023	1640	Gerald M Welt Chartered	Legal Svcs in Sept 2023	5,625.00
18989	10/23/2023	1757	Ingram Library Services	Order PUR023559	25,204.23
18990	10/23/2023	1897	Lakeshore Learning Materials	Order PUR23663	37.99
18991	10/23/2023	2098	Moapa Valley Water District	SVC 9/7/23 - 10/10/23 MV	146.08
18992	10/23/2023	2152	Codale Electric Supply Inc	All CC - Lighting	146.94
18993	10/23/2023	2169	Nevada Illumination	Various: FY 24 - Parking Lot Lighting Repair	323.39
18994	10/23/2023	2215	OCLC Inc.	IFM Debits dates: 8/01/2023 - 8/31/2023	350.20
18995	10/23/2023	2234	Jerberton Power District #5	SVC 9/8/23 - 10/8/23 MV	408.07
18997	10/23/2023	2702	Grainger, Inc.	#63 - Plumbing Drain Cable WO-13137	34.41
18998	10/23/2023	2798	Brodart Co.	Standing order: Weiss Ratings & Corp Giving	6,189.85
18999	10/23/2023	2809	Water District	Summary SVC Sept 2023	25,544.80
19000	10/23/2023	2852	Chem-Aqua, Inc.	EV & RB: FY 24 - HVAC Water Treatment	788.27
19001	10/23/2023	2853	Dick Blick	Teen AnimeFest 2023 supplies	59.14
19002	10/23/2023	3149	Midwest Tape	Order PUR023760	19,113.97
19003	10/23/2023	3435	Ace Fire Systems, Inc.	Various: FY 24 Fire Alarm/Sprinkler Testing	1,649.07
19004	10/23/2023	4042	Baker & Taylor, Inc.	Order PUR023914	13,935.79
19005	10/23/2023	4179	Safelite Fulfillment, Inc	SC: Van 50 Windshield Repair	85.00
19006	10/23/2023	4407	Kelly Spicers Stores	Order PUR023803	2,015.50
19007	10/23/2023	4540	Robert Half	M. Armour w/e 10/6/23	3,703.73
19008	10/23/2023	4604	Brodart Library Supplies & Furnishings	200 dvd cases clear	392.00
19009	10/23/2023	4723	Purvis Industries - Las Vegas NV	SM - HVAC Gates	27.22
19010	10/23/2023	4742	Deseret Book Co.	Order PUR023926	675.54
19011	10/23/2023	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	252.62
19012	10/23/2023	5130	OverDrive Inc.	25 invoice for eBook & eAudio titles	492,988.75
19013	10/23/2023	5718	Tangerine Office Machines	Printer Support - SV	498.00
19014	10/23/2023	7687	United Lock and Security, Inc.	Various FY24-Misc Lock/Key Services	216.50
19015	10/23/2023	7943	Communication Electronic Systems Inc	CC: Service Call - Fire Alarm Panel Trouble Code	858.00
19016	10/23/2023	8010	Allied Universal Security Services	Various: FY 24 Security - On-Site	206,786.94
19017	10/23/2023	8122	Staples Advantage Dept LA	Toner DET	4,234.91
19018	10/23/2023	8271	Lewis & Ellis, Inc.	GASB 75 Valuation - FY 2023	4,000.00
19019	10/23/2023	8557	Guaranteed Pest Solutions LLC	Various: FY 24 - Pest Control CC	477.50
19020	10/23/2023	8575	Intermountain Lock and Security Supply	SU - Door Heavy Duty Closer	403.65
19021	10/23/2023	8593	American Sign Language Communication	Order PUR023883	180.00
19022	10/23/2023	9139	SHI International Corp.	Ren. Network Security Scanning SW, End:1/27/27	9,116.29
19023	10/23/2023	9191	Canon Solutions America, Inc.	Monthly Maint 7/31/23-8/30/23 RB	2,707.47
19025	10/23/2023	9332	Felipe A. Ortiz	Comp for 10-12 BOT Meeting	40.00
19026	10/23/2023	9383	Office Plus	Toner CC	5,034.33
19027	10/23/2023	9431	B&H Photo-Video	Batteries	780.85
19028	10/23/2023	9631	Elliott's Sewer & Drain	Various: FY 24 - Misc Plumbing Repairs	102.75
19029	10/23/2023	9827	Vision Sign Inc.	RB: Neon Sign	1,360.71
19030	10/25/2023	3770	Cox Communications of Las Vegas	Cox Aug EFC WIFI	45,612.00
19031	10/30/2023	10129	Fun Express LLC	Order PUR023702	423.83
19032	10/30/2023	10231	Janet Mikealson-Lenox	Hunted Harvest '23	1,100.00
19033	10/30/2023	10802	Verdek LLC	Renewal of Commercial Network/Assure	4,995.00
19034	10/30/2023	10927	CenturyLink	Service 10.20.23-11.19.23	323.02
19035	10/30/2023	12045	Eagle Promotions	Development Coordinator Name Badge	71.50
19036	10/30/2023	1566	Fairway Chevrolet	#36 - LOF, Oil Filter & MPI	113.65
19037	10/30/2023	1580	Ferguson Enterprises, LLC	WC & RB - Plumbing	333.39
19039	10/30/2023	1757	Ingram Library Services	Order PUR023559	33,017.86
19040	10/30/2023	2891	AFLAC	October 2023	777.82
19041	10/30/2023	3149	Midwest Tape	Order PUR023991	25,811.42
19042	10/30/2023	3770	Cox Communications of Las Vegas	Service 10.17.23-11.16.23	30,985.32
19043	10/30/2023	4042	Baker & Taylor, Inc.	Order PUR024061	3,984.69
19044	10/30/2023	4179	Safelite Fulfillment, Inc	Window Replacement #57	913.98
19045	10/30/2023	4540	Robert Half	Melinda Armour w/e 10/13/23	9,833.46
19046	10/30/2023	4604	Brodart Library Supplies & Furnishings	Order PUR024059	623.76
19048	10/30/2023	5769	The Penworthy Company	Order PUR024062	9,219.05
19049	10/30/2023	8122	Staples Advantage Dept LA	Spring Floral WC	4,437.78
19050	10/30/2023	8593	American Sign Language Communication	ASL Interpreting Services at WC 10/14/23	180.00
19051	10/30/2023	9101	O'Reilly Auto Parts	#34-Replaced "2" Batteries	312.04
19052	10/30/2023	9191	Canon Solutions America, Inc.	Mnthly maint 09.01.23-09.30.23 EV	4,699.38
19053	10/30/2023	9383	Office Plus	Black Toner WH	6,250.67
19054	10/30/2023	9907	Principal Life Insurance Company	November 2023	28,526.68
19055	11/6/2023	10017	CDA Media Relations	Kelvin Radio Show w/ 88.1 - 7 segments	7,000.00

Regular Board of Trustees Meeting- December 14, 2023 - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 10/17/2023 through 11/15/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19056	11/6/2023	10129	Fun Express LLC	Order PUR023920	115.36
19057	11/6/2023	10179	Safe and Secure Alarms and Video	WC: FY 24 - Burglar Alarm Monitoring	108.00
19058	11/6/2023	10212	Virgin Valley Water District	SVC 9/20/23 - 10/20/23 MQ	1,206.37
19059	11/6/2023	10231	Janet Mikealson-Lenox	Order PUR024014	1,400.00
19060	11/6/2023	10746	Santiago Ricoy	Las Vegas East Robotics Lab	2,000.00
19061	11/6/2023	10834	Brittany Mangelson	Transcribing 1012 Mtg	249.50
19062	11/6/2023	11143	Brightly Software, Inc.	AE-Capital Forecast 11/01/23 to 10/31/24	3,911.54
19063	11/6/2023	11626	Jay Atwood	Library Event Tuning WM	135.00
19064	11/6/2023	1180	Baron Pest Solutions, Inc.	LA: FY 24 - Pest Control	94.00
19065	11/6/2023	11895	OrangeBoy, Inc.	Postcard Mailers	21,215.00
19066	11/6/2023	1201	Best Janitorial Services of Nevada	Various: FY 24 - Janitorial Service	157,132.20
19067	11/6/2023	12045	Eagle Promotions	Dia Tee Shirts	33,469.50
19068	11/6/2023	12130	PDQ Gill's Printing Evolved	Blanket PO to be used thru June 2024	1,473.82
19070	11/6/2023	1566	Fairway Chevrolet	#36: "Check Engine" Light - Misc Repairs	3,118.55
19071	11/6/2023	1580	Ferguson Enterprises, LLC	CH, EV & #59 Plumbing & Tool	881.32
19072	11/6/2023	1590	Mergent, Inc.	MPA - 11/1/23-10/31/24	2,935.00
19073	11/6/2023	1757	Ingram Library Services	Order PUR023559	9,675.77
19074	11/6/2023	2234	Overton Power District #5	SVC 9/22/23 - 10/22/23 MT	113.62
19075	11/6/2023	2362	Refrigeration Supplies Distributor	MQLC - HVAC COMFORT Compressor	301.40
19076	11/6/2023	2471	Silver State Glass & Mirror	WH: Replace vandalized dual pane unit - East side	1,800.00
19077	11/6/2023	2486	Sonitrol Of Southern NV	FY24-Burglar/Fire/Panic Button Repair	594.95
19078	11/6/2023	2533	Suburban Propane - 1487	MC Propane Testing	1,052.36
19079	11/6/2023	2567	Teamsters Local Union #14	Union Dues November 2023	10,827.00
19080	11/6/2023	2698	Virgin Valley Disposal	SVC 10/1/23 - 10/31/23 MQ	129.07
19081	11/6/2023	2733	Phoenix Fire Protection LLC	Various: FY 24 - Fire Sprinkler Tests/Insp	425.00
19082	11/6/2023	2799	CDW Government Inc,	Ren. Subscription and Support, End: 10/24/24	19,680.96
19083	11/6/2023	2853	Dick Blick	Adult Art Program	57.26
19084	11/6/2023	3023	Filtration Group IAQ	Filters for EV and SW	2,915.68
19085	11/6/2023	3149	Midwest Tape	Order PUR024084	14,149.87
19086	11/6/2023	3324	Rio Virgin Telephone Co.	Service 11/1/23-11/30/23	475.81
19087	11/6/2023	3435	Ace Fire Systems, Inc.	SM: FACP Batteries Replacement	560.96
19088	11/6/2023	3770	Cox Communications of Las Vegas	Service 10.22.23-11.21.23	96.71
19089	11/6/2023	3776	Got Bugs LLC	MQL & MQLC: FY 24 - Pest Control	200.00
19090	11/6/2023	4179	Safelite Fulfillment, Inc	#36: Replace cracked windshield	354.64
19091	11/6/2023	4517	Fingerprint Pros, Inc.	Order PUR024146	472.00
19092	11/6/2023	4522	Quest Diagnostics	Order PUR024147	272.30
19093	11/6/2023	4540	Robert Half	Linda Kennedy w/e 10/27/23	4,795.14
19094	11/6/2023	4604	Broadart Library Supplies & Furnishings	Order PUR023662	95.61
19095	11/6/2023	4676	Color Reflections	Blanket PO to be used thru June 2024	4,342.20
19096	11/6/2023	4782	KNPR/Nevada Public Radio	Desert Companion Ads Oct. 2023	6,600.00
19097	11/6/2023	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	252.62
19098	11/6/2023	5718	Tangerine Office Machines	Printer Support - SV	609.00
19099	11/6/2023	6646	Aqua Serv Engineers, Inc.	Various: FY 24 - Water Treatment	1,427.07
19100	11/6/2023	6704	Schneider Electric	Various: FY 24 - DDC Controls Q1	9,968.50
19101	11/6/2023	7943	Communication Electronic Systems Inc	FY 24 - Burglar/Fire Alarm Monitoring	130.00
19102	11/6/2023	8122	Staples Advantage Dept LA	Cricut mats CH	3,446.96
19103	11/6/2023	8155	Las Vegas Clark County Librar Dist Foundation	July to Sept 2023 bookstore sales	52,050.41
19104	11/6/2023	8557	Guaranteed Pest Solutions LLC	Various: FY 24 - Pest Control CC	168.75
19105	11/6/2023	8565	WT Cox Information Services	Order PUR024077	317.52
19106	11/6/2023	8585	Button Boy NV LLC	Comic Book Fest Buttons	720.00
19107	11/6/2023	9191	Canon Solutions America, Inc.	Public Copier CC	64.17
19108	11/6/2023	9287	Otis Elevator Company	WM: FY 24 - Elevator Maintenance	873.58
19109	11/6/2023	9383	Office Plus	Toner WV	1,039.95
19110	11/6/2023	9393	Pamela Sundlie	Fall-o-ween 2023	212.50
19112	11/6/2023	9489	Teledata Technologies	CC Camera Move	285.00
19113	11/6/2023	9631	Elliott's Sewer & Drain	Various: FY 24 - Misc Plumbing Repairs	333.50
19114	11/6/2023	9827	Vision Sign Inc.	SM & SV: FY 24 - Sign Maintenance	210.00
19115	11/13/2023	10017	CDA Media Relations	Nov Purchasing ad	350.00
19116	11/13/2023	10129	Fun Express LLC	CH FunExpress Order August 2023	263.66
19117	11/13/2023	10147	CompuNet, Inc.	Cortex Renewal, End: 1/29/25	37,508.51
19118	11/13/2023	10162	CenturyLink	Service 9/24/23 thru 10/23/23	136.98
19119	11/13/2023	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC: FY 24 - Landscape Maintenance	800.00
19120	11/13/2023	10231	Janet Mikealson-Lenox	Balloon Artist	1,000.00
19122	11/13/2023	1064	Allied Refrigeration Inc.	SW - HVAC US Motor	805.90
19123	11/13/2023	11055	Bryant Rogers	Exec Comm Comp 1101	80.00
19124	11/13/2023	11065	Pyro Combustion and Controls, Inc.	Various: FY 24 - Boiler Pre-Season Service	2,361.00
19125	11/13/2023	11626	Jay Atwood	Library Maint Tuning SW	285.00
19126	11/13/2023	11652	Nathaniel Paul Waugh	Exe Comm Comp	80.00
19127	11/13/2023	11681	Jennifer L. Jiron	Exec Comm Comp 1101	40.00
19128	11/13/2023	11703	Kathleen Hagen Turner Whiteley	Exec Comm Comp 1101	80.00
19129	11/13/2023	11941	Brink's Incorporated	Excess Fees Oct 2023	3,743.63
19130	11/13/2023	12130	PDQ Gill's Printing Evolved	Blanket PO printing thru June 2024	755.68
19131	11/13/2023	12144	insightsoftware, LLC	Jet Reports maint 12/5/23-12/4/24	1,496.35
19132	11/13/2023	12175	PSI Services, LLC	Oct 2023	150.50
19133	11/13/2023	12302	Elaine Sanchez	Exec Comm Comp 1101	80.00
19134	11/13/2023	1580	Ferguson Enterprises, LLC	SW & WC - Plumbing	919.96
19135	11/13/2023	1757	Ingram Library Services	Order PUR024265	43,866.00
19136	11/13/2023	2152	Codale Electric Supply Inc	CC - TH Lighting	276.33
19137	11/13/2023	2215	OCLC Inc.	IFM debits & admin fee 10/1/23-10/31/23	266.42
19138	11/13/2023	2234	Overton Power District #5	SVC 10/1/23 - 10/31/23 MV	2,039.59
19139	11/13/2023	2798	Broadart Co.	Order PUR024207	168,301.24
19140	11/13/2023	2799	CDW Government Inc,	WAF add'l equipment	4,490.54
19141	11/13/2023	2853	Dick Blick	Order PUR023497	59.04
19142	11/13/2023	2860	Las Vegas Review Journal	Purchasing ad ET Oct 23	43.75
19143	11/13/2023	2887	Thomson Reuters West Payment Ctr	Order PUR023508	3,236.14
19144	11/13/2023	2914	Iron Mountain	September 2023 Service	613.51
19145	11/13/2023	3149	Midwest Tape	Order PUR024197	18,940.63

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Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 10/17/2023 through 11/15/2023

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19146	11/13/2023	3300	ProQuest LLC	CC: RNP LA Times 1/1/24-12/31/24	12,146.03
19148	11/13/2023	4540	Robert Half	Linda Kennedy w/e 11/03/23	5,137.81
19149	11/13/2023	4676	Color Reflections	Blanket PO printing thru June 2024	411.00
19150	11/13/2023	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	135.56
19151	11/13/2023	5769	The Penworthy Company	board book monthly s o	9,253.01
19152	11/13/2023	6396	4Wall Entertainment, Inc.	Order PUR022733	2,280.00
19153	11/13/2023	7188	Innovative Interfaces, Inc.	1,602 SkyRiver eMARC October 2023	1,201.50
19154	11/13/2023	7687	United Lock and Security, Inc.	Various FY24-Misc Lock/Key Services	127.50
19155	11/13/2023	8010	Allied Universal Security Services	Various: FY 24 Security - Special Events	17,493.59
19156	11/13/2023	8122	Staples Advantage Dept LA	Supplies BAM	4,926.33
19157	11/13/2023	8557	Guaranteed Pest Solutions LLC	Various: FY 24 - Pest Control CC	308.75
19159	11/13/2023	9074	Statewide Fire Protection - Western States	CH & WM: FY 24 - Fire Sprinkler Tests/Insp	250.00
19160	11/13/2023	9383	Office Plus	Black, yellow toner BAM	322.32
19161	11/13/2023	9393	Pamela Sundlie	One Face Painter - Two Hours	1,025.00
19163	11/13/2023	9631	Elliott's Sewer & Drain	Various: FY 24 - Misc Plumbing Repairs	145.25
19164	11/13/2023	9730	Commercial Lighting Specialties, LLC	WH, CC - Lighting	508.00
19166	11/13/2023	9821	Liquid Courage	Tales and Cocktails-Windmill101323	1,297.25
93234	10/19/2023	10101	REP Industries	Order PUR022958	156.20
93235	10/19/2023	10229	Marion Siguenza	Glitter & Gold Face Painter	265.00
93236	10/19/2023	10233	Elizabeth Schwartz	Book Chapters	800.00
93237	10/19/2023	10253	Elizabeth Ann Foyt	Comp for 10-12 BOT Meeting	40.00
93238	10/19/2023	10678	Hector F. Martinez	DW Flute Performances Oct 23	1,500.00
93240	10/19/2023	11589	Greenspun Media Group, LLC	LVW Advertising	3,211.00
93241	10/19/2023	11644	Advent Cleaners	WOW & Development - Tablecloths Cleaned	207.06
93242	10/19/2023	11944	Sharon Phoenix	Candle Making Series	250.00
93243	10/19/2023	12024	Pink Kitty Creative	Freelance Graphic Design	585.00
93244	10/19/2023	12059	Printed Solid Inc.	3D printer for CH EV ME SM SU & WH	323.91
93245	10/19/2023	12107	HintonBurdick Nevada LLC	Progress billing FY23 Audit MQ	27,500.00
93246	10/19/2023	12269	Mercy Inc dba American Medical Response	Fall Fest Medic 2023	545.00
93247	10/19/2023	12319	Rick Arroyo	Hispanic Heritage month band 10-6-23	1,050.00
93248	10/19/2023	12336	Vanessa Maciel Napoles	DW HHM Art Programs October 23	900.00
93249	10/19/2023	12338	Jannet Punzalan Avery	Order PUR022674-Dollheads Teen band	500.00
93250	10/19/2023	12347	Marie Silva	Order PUR023301	500.00
93251	10/19/2023	12360	Kre-8 Media LLC	WV Digital Mobile Billbd-Parade-09/30/23	800.00
93252	10/19/2023	12394	Tamra Lynn James	VVCBF - Tamra Lynn James.Gail Simone Panel	3,500.00
93253	10/19/2023	12403	Mesquite Cafe Blues Band LLC	Glitter & Gold MQ Cafe Blues	350.00
93254	10/19/2023	12408	The Corndog Co NV/WY	Glitter & Gold Corndog CO	280.00
93255	10/19/2023	12409	Seven Square Investments LLC	Glitter & Gold - Fixology Food Truck	300.00
93256	10/19/2023	12413	Christopher L Shelton	Comp for 10-12 BOT Meeting	40.00
93257	10/19/2023	12415	Morenos Party Rentals	Glitter & Gold Rental Equip.	430.00
93258	10/19/2023	12419	David Becker Photography Inc	Tied to Success 2023 Photos	400.00
93259	10/19/2023	12420	Steve Horton	VVCBF - Steve Horton Panel	1,000.00
93260	10/19/2023	12422	Manitou Productions Inc	Mindy Johnson. Manitou Prod VVCBF	750.00
93261	10/19/2023	12423	Voltage Industries LLC	Voltage Industries.Jordan Hart VVCBF agreement	750.00
93262	10/19/2023	12425	Sina M Grace	Sina Grace VVCBF	500.00
93263	10/19/2023	12451	MacJac Productions LLC	Now I Get It	6,000.00
93264	10/19/2023	12452	Relax Inc dba	Leadership Training	29,000.00
93266	10/19/2023	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
93267	10/19/2023	1577	FedEx	Express Services Oct. 2023	74.75
93268	10/19/2023	2053	Matthew Bender & Co., Inc.	NV Court Rules Anno 24 ED State V1	1,592.07
93269	10/19/2023	2494	Southwest Gas Corp.	SVC 9/8/23 - 10/6/23 EV	551.78
93271	10/19/2023	2861	Jay D. Whipple	MV: FY 24 - Pest Control	40.00
93276	10/19/2023	3383	Home Depot Credit Services	Operating Cost for FAC, TPS, Gallery Svcs.	1,401.16
93277	10/19/2023	4117	Television Monitoring Services, Inc.	Ongoing Sgments	350.00
93278	10/19/2023	5026	Nevada State Treasurer	Mandated Court Payment	2.00
93279	10/19/2023	5932	Nexus Holdings LLC	WV/TH: Misc Fire Door Repairs	8,571.00
93280	10/19/2023	8286	Interactive Sciences, Inc	Wowbrary FY24 Renewal	2,011.83
93281	10/19/2023	9151	Occupational Health Centers of the SW, P.A.	Order PUR023915	159.00
93282	10/20/2023	12395	Laloyce H Brookshire	Women Behind the Mic	5,000.00
93283	10/26/2023	10101	REP Industries	Order PUR023674	151.79
93284	10/26/2023	10366	Segal Select Insurance Services	WOR	25.00
93285	10/26/2023	10930	Business Enterprises of Nevada	EV: FY 24 - Cafe Management	3,843.00
93286	10/26/2023	10977	Epic Worldwide LLC	Free to Be Promo Truck Graphics #60 & #62	2,256.00
93287	10/26/2023	10981	WCF National Insurance Company	WorkComp Renew 10/1/23-10/1/24	121,867.00
93289	10/26/2023	11701	StayConnected	Order PUR024010	26,320.00
93290	10/26/2023	11916	GB Auto Service, Inc.	#56 & #57	116.96
93291	10/26/2023	12043	Paul Pinion	Art Classes EV	300.00
93292	10/26/2023	12126	Albertsons Companies, Inc.	2023 Flu Shots	4,171.00
93293	10/26/2023	12191	CHUBB	September 2023	993.76
93294	10/26/2023	12251	Gretchen Analise Jett	SM ASL classes fall 2023	500.00
93295	10/26/2023	12274	Dorothy L Korkosz	Media	276.00
93296	10/26/2023	12378	Thomas S Kilise Company	Order PUR024055	5,022.96
93297	10/26/2023	12431	Torin William Pollom	Replace Payroll Ck #152675	226.56
93298	10/26/2023	12450	Roseman University of Health Sciences	#Get Carded for Health-Alzheimer's Event	2,500.00
93299	10/26/2023	1462	Department of Employment Training & Rehabilitation	Order PUR024038	1,244.46
93300	10/26/2023	2015	Machabee Office Environments	CC Strive Chair	288.50
93301	10/26/2023	2152	Codale Electric Supply Inc	#52 Tool & RB Lighting	119.00
93302	10/26/2023	2159	AT&T SBC	Svc 10/11-11/10/23	388.58
93303	10/26/2023	2175	NV Energy	SVC Summary Sept 2023	149,138.97
93304	10/26/2023	2494	Southwest Gas Corp.	SVC 9/14/23 - 10/12/23 EN	417.00
93305	10/26/2023	2648	United Parcel Service	Increase Deposit - Shipper #864045	550.00
93306	10/26/2023	2838	Verizon Wireless	Svc 9/15-10/14/23	18,922.20
93307	10/26/2023	3383	Home Depot Credit Services	Sep-Oct 23 Operating Supp. & Small Equip.	1,576.39
93308	10/26/2023	8731	UNUM Life Insurance Co. of America	November 2023	243.60
93309	10/26/2023	9895	National Benefit Services, LLC	Debit Fee	476.50
93310	10/26/2023	9945	Texas Life Insurance Company	November 2023	230.05
93311	10/31/2023	12778	Jovie Anne Curtis	Replace PR #21 Rtnld Direct Deposit	313.15

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93346	11/2/2023	10217	T-Mobile	Service 09.21.23 - 10.20.23	597.59
93347	11/2/2023	10229	Marion Siguenza	Order PUR024013	285.00
93348	11/2/2023	10233	Elizabeth Schwartz	Quarterly Message Write up	100.00
93349	11/2/2023	10351	Gilcrease Orchard Foundation	Order PUR023026	200.00
93350	11/2/2023	10872	Radioactive Productions	Blanket PO to be used thru June 2024	2,250.00
93351	11/2/2023	10900	Asian Journal Publications	Asian Journal Ads	1,600.00
93352	11/2/2023	11589	Greenspun Media Group, LLC	Blanket PO to be used thru June 2024	9,633.00
93353	11/2/2023	11916	GB Auto Service, Inc.	#56: Repair Substantial Leak	602.07
93354	11/2/2023	11935	Work Institute, LLC	Monthly Maintenance Fee July 2023	322.00
93355	11/2/2023	12089	Social CirkISH	Fall-o-ween 2023	600.00
93356	11/2/2023	12219	Royce Industries LC	SC "Hotsy" P/W: Replace pump & hose reel swivel	2,436.68
93357	11/2/2023	12372	Greg Dow	Magic Show - EN	400.00
93358	11/2/2023	12384	Myliisa Acevedo	Shimi September The Art of Belly Dance WH	500.00
93359	11/2/2023	12385	PrayBee Creations LLC	DJ vs Band at WH	500.00
93360	11/2/2023	12418	Stoked On Printing Ltd	I <3 My Library Shirts	738.50
93361	11/2/2023	12419	David Becker Photography Inc	"Teen Tycoon Fashion Show" event	400.00
93362	11/2/2023	12429	Fluff Cotton Candy	Fall-o-ween 2023	500.00
93363	11/2/2023	12430	Alliance Environmental Group LLC	SV Refresh: Remove/Dispse of ACM	3,790.00
93364	11/2/2023	12436	First Friday Foundation	First Friday - Oct. - Dec. 2023	1,050.00
93365	11/2/2023	12438	Christen Gabroy Law Offices Trust Account	Settlement Agreement	5,000.00
93366	11/2/2023	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
93367	11/2/2023	1991	Lowe's Improvement	Sep - Oct 2023 Operating Supp & Small Equip	374.15
93368	11/2/2023	2097	Moapa Valley Telephone Co. Inc.	Service 10.26.23-11.25.23 MV	305.65
93369	11/2/2023	2159	AT&T SBC	Service 10.25.23 to 11.24.23	386.35
93370	11/2/2023	2494	Southwest Gas Corp.	SVC 9/21/23 - 10/19/23 CH	5,751.51
93371	11/2/2023	2838	Verizon Wireless	Service 09.21.23-10.20.23	2,957.45
93372	11/2/2023	4117	Television Monitoring Services, Inc.	Ongoing Sgments	200.00
93373	11/2/2023	5026	Nevada State Treasurer	Mandated Court Payment	2.00
93374	11/2/2023	6817	Reliance Connects	Service 11.01.23-11.30.23 MQ	855.58
93375	11/2/2023	9426	Rapid Color, Inc.	Blanket PO printing June 2024	445.00
93376	11/2/2023	9875	Serenic Software, Inc.	Annual renewal 12/05/23-12/04/24	40,800.00
93377	11/2/2023	9937	AFLAC Premium Holding	October 2023 Group 12090	2,308.06
93378	11/2/2023	9966	The Sherwin-Williams Co.	CC - Graffiti Tags on Pony Wall & Stairs	79.30
93379	11/9/2023	10229	Marion Siguenza	Face Painting	285.00
93380	11/9/2023	10847	Karen Sidell	1 Face Painter - 2 Hours	225.00
93381	11/9/2023	10944	Ballet Folklórico Sol Huasteco	Ballet performance	1,000.00
93382	11/9/2023	11076	Quadient, Inc.	Meter Rental 11.25.23 to 02.24.24	180.00
93384	11/9/2023	11909	Studios B3	VVCBF 2023 -- workshop	750.00
93385	11/9/2023	11916	GB Auto Service, Inc.	#63 - LOF, Oil Filter & MPI	524.25
93386	11/9/2023	11991	David William Johnson	Two Balloon Artists - Two Hours Each	600.00
93387	11/9/2023	12043	Paul Pinion	Art Class at SW on 11/3/23	300.00
93388	11/9/2023	12269	Mercy Inc dba American Medical Response	VVCBF paramedic	872.00
93389	11/9/2023	12330	Nevada Shakespeare Festival	Order PUR022585 - R&J 11-2023	3,500.00
93391	11/9/2023	12393	Keith Knight	VVCBF 2023 - Knight panel	1,000.00
93392	11/9/2023	12394	Tamra Lynn James	VVCBF - Tamra Lynn James.Gail Simone Panel	3,500.00
93393	11/9/2023	12405	Karen L. Dutkowski	Exec Comm Comp 1101	80.00
93394	11/9/2023	12413	Christopher L Shelton	Exec Comm Comp 1101	40.00
93395	11/9/2023	12416	Duque LLC	Taco Truck	500.00
93396	11/9/2023	12418	Stoked On Printing Ltd	Spanish I <3 My Library Tees	1,255.10
93397	11/9/2023	12420	Steve Horton	VVCBF - Steve Horton Panel	1,000.00
93398	11/9/2023	12421	Jack Rubinstein	VVCBF-Decaying Tigers performance	300.00
93399	11/9/2023	12422	Manitou Productions Inc	Mindy Johnson. Manitou Prod VVCBF	750.00
93400	11/9/2023	12423	Voltage Industries LLC	Voltage Industries Jordan Hart VVCBF agreement	750.00
93401	11/9/2023	12425	Sina M Grace	Sina Grace VVCBF	500.00
93403	11/9/2023	12439	Jara Lynn Coday	Psychic Reading Service for Sandy Valley Event	250.00
93404	11/9/2023	12442	Arlene Rillo	Refund Overpayment	10.00
93405	11/9/2023	12445	Emily Eileen Lanting	Refund Returned Item	27.60
93407	11/9/2023	1577	FedEx	FedEx Express Services Nov 2023	36.24
93408	11/9/2023	2350	Rebel Oil Company	SC: Vehicle Diesel & Unleaded Fuel	203.67
93409	11/9/2023	2494	Southwest Gas Corp.	SVC 9/28/23 - 10/26/23 BD	2,415.24
93411	11/9/2023	2837	Republic Services # 620	Recycle SVC 11/1/23 - 11/30/23 SW	7,136.69
93412	11/9/2023	2861	Jay D. Whipple	MV: FY 24 - Pest Control	40.00
93413	11/9/2023	3307	Unique Management Services, Inc.	October 2023 placements	6,966.00
93414	11/9/2023	4117	Television Monitoring Services, Inc.	Ongoing Sgments	150.00
93415	11/9/2023	5246	Kelly D. Benavidez	F&A Mtg 11/6/23	40.00
93416	11/9/2023	7472	3E	GS Annual Billing-SDS - Chem Compl Mgmt	4,670.84
93418	11/9/2023	9151	Occupational Health Centers of the SW, P.A.	Order PUR024198	318.00
93419	11/9/2023	9394	Katherine Alicia Keller	VVCBF - moderator	75.00
93420	11/9/2023	9541	Russell Lissau	VVCBF 2023 - Lissau Panel	1,000.00
Total 100 - General Fund					2,834,352.24

Regular Board of Trustees Meeting- December 14, 2023 - Item VI. Library Reports

Las Vegas - Clark County Library District
Check/Voucher Register

Grant Fund - 220
From 10/17/2023 through 11/15/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19017	10/23/2023	8122	Staples Advantage Dept LA	Toner DET	2,625.11
19038	10/30/2023	1627	Cengage Learning, Inc.	Books Oct	772.50
19049	10/30/2023	8122	Staples Advantage Dept LA	Spring Floral WC	111.37
19102	11/6/2023	8122	Staples Advantage Dept LA	Cricut mats CH	6,323.61
19147	11/13/2023	3770	Cox Communications of Las Vegas	COX Oct EFC WIFI	54,712.00
93406	11/9/2023	12450	Roseman University of Health Sciences	Reimbursable-GetCarded for Health Present	2,500.00
Total 220 - Grant Fund					67,044.59

Regular Board of Trustees Meeting- December 14, 2023 - Item VI. Library Reports

Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230
From 10/17/2023 through 11/15/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
18985	10/23/2023	1457	Demco, Inc.	5 pkg clear pockets & 5 rolls LP labels	2,675.64
19156	11/13/2023	8122	Staples Advantage Dept LA	Supplies BAM	371.76
93383	11/9/2023	11900	Pizza Stoned LLC	Pizza Stone'd VVCBF Food Service	400.00
93402	11/9/2023	12426	Mob Dawgs LLC	VVCBF - Mob Dawgs food service	400.00
Total 230 - Gift Fund					3,847.40

Regular Board of Trustees Meeting- December 14, 2023 - Item VI. Library Reports

Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 10/17/2023 through 11/15/2023

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
18967	10/23/2023	10239	Quest Software Inc.	Add'l Kace Licenses thru 10/24	13,851.00
18996	10/23/2023	2533	Suburban Propane - 1487	MC Propane Tank Inspection	131.03
19024	10/23/2023	9226	LGA	SV: Library Refresh	3,663.20
19047	10/30/2023	4649	H & E Equipment Services Inc.	Bal Due Inv # 97546781	38.30
19069	11/6/2023	1455	Dell Marketing L.P.	SV refresh project	39,564.00
19078	11/6/2023	2533	Suburban Propane - 1487	MC Propane Testing	1,335.41
19107	11/6/2023	9191	Canon Solutions America, Inc.	Public Copier CC	5,843.20
19111	11/6/2023	9454	Apple Inc.	For LO Regional Managers Roslyn and Kevin	733.90
19121	11/13/2023	10454	USI Insurance Services LLC	Markel Insurance Co-Renewal 10/06/23-10/05/25	1,716.00
19158	11/13/2023	8784	J&J Enterprises Services Inc.	Restriping/Resealing - RB CH EN WM SV WC	30,955.00
19162	11/13/2023	9454	Apple Inc.	For LO Regional Managers Roslyn & Kevin	5,294.00
19165	11/13/2023	9758	ConvergeOne, Inc.	Replacement EOL web appl. firewall 3 yr subs.	266,028.76
93239	10/19/2023	11009	KME Architects	Design Development Phase	313,395.46
93244	10/19/2023	12059	Printed Solid Inc.	3D printer for CH EV ME SM SU & WH	23,434.23
93245	10/19/2023	12107	HintonBurdick Nevada LLC	Progress billing FY23 Audit MQ	2,400.00
93265	10/19/2023	12457	City Plan Development dba	SV Refresh - Bid No. 23-09	108,835.55
93270	10/19/2023	2726	Welles Pugsley Architects LLP	EN: Refresh - Consulting	3,300.00
93288	10/26/2023	11009	KME Architects	Design Development Phase	87,448.11
93307	10/26/2023	3383	Home Depot Credit Services	Sep-Oct 23 Operating Supp. & Small Equip.	192.29
93363	11/2/2023	12430	Alliance Environmental Group LLC	SV Refresh: Remove/Dispse of ACM	20,780.00
93367	11/2/2023	1991	Lowe's Improvement	Sep - Oct 2023 Operating Supp & Small Equip	23.78
93390	11/9/2023	12333	In-House Production	Order PUR023756	3,690.00
93417	11/9/2023	8736	Emcor Services Nevada	WC: Chiller Replacement Bid 22-02	10,843.00
Total 510 - Capital Projects Fund					943,496.22
Total - All Funds					3,848,740.45

**ITEM VI.A.3.b.****MEMORANDUM**

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: General Services Report

DATE: November 30, 2023

SUBJECT: General Services Report, December 2023

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

POWERFUL PLACES and POWERFUL PARTNERSHIPS**New West Las Vegas Library:**

Architectural Services: 100% Construction Documents were completed on October 31, 2023. Permitting plans were submitted to the City of Las Vegas on November 2, 2023. The first round of comments are expected in early December. The full permit process, per the City, could take 90-120 days.

The ground breaking is scheduled for December 11, 2023. General Services will be working with BAM on finalizing event planning and logistics.

Construction Manager at Risk (CMAR):

CORE Construction continues to work closely with the design team for the West Las Vegas Library. It is providing its final constructability and materials report based on the 100% Construction Drawings. They are preparing scope of work narratives and bid packages in preparation for subcontractor bidding.

Current Schedule**Project schedule:**

Completed Schematic Design	January 2023
Completed Design Development	July 2023
Completed Construction Documents	October 2023
Completed Early Procurement	November 2023
Completed Submit for City Plan Check Review	November 2023
Subcontractor Bidding	January 2023
Finalize GMP for Board Approval.....	Feb/March 2024
Construction Start.....	March 2024
Construction End.....	August 2025

Other Capital Improvement Projects

Spring Valley Library Refresh - All new carpeting and painting is complete. The new Computer Lab opened on November 29th. The Teen Zone and new meeting rooms will open after installation of new televisions and furniture, expected the week December 1st.

Enterprise Library Refresh - We have received the 95% construction drawings and they are under review. We are finalizing the carpet and paint selection with Library Operations. We anticipated bidding will take place in December with Construction starting in early 2024.



Whitney Library Refresh - We have begun design development for Whitney Library Refresh. We anticipate the branch refresh will include a new Computer Lab, a new Creations Lab, a new Digital Lab, expanded offices and storage for staff as well upgraded study rooms.

POWERFUL PLACES**Mt. Charleston Library Reopens**

We have completed the necessary repairs to the branch including new carpet and maintenance to the HVAC system. The branch reopened on November 21st. Additional exterior work such as replacing the parking lot and repairs to the landscaping will have to be completed in the Spring.

PURCHASING AND ADMINISTRATION DEPARTMENT**Capital Campaign & Naming Rights Consultant Services**

Working with the District's Development and Government Relations Director, General Services is bringing an Agenda Item before the Board for discussion and possible Board action regarding contract award for Capital Campaign & Naming Rights Consultant Services. The scope of Services will include development of a capital campaign, pursuing all sectors and available sources including philanthropic donors, sponsorships, and to identify naming rights opportunities in accordance with the District's Naming Opportunities Policy as approved September 8th, 2022.

A Request for Capital Campaign & Naming Rights Consultant was advertised in the Review-Journal on September 10, 2023. Additionally, the RFP notice was posted on the District's website and faxed to all minority Chambers of Commerce and to firms registered on the Nevada Government eMarketplace (NGEM). The bid proposal opening was held on September 26, 2023.

A total of five (5) proposals were received

- The Superlative Group
- FIG Strategy & Consulting
- Quant, LLC
- Schafer Company, LLC
- Your Grant Writer, LLC

In accordance with appropriate technical selection criteria established for this RFP, the written proposals were evaluated by Evaluation Committee Members for responsiveness to the solicitation.

An evaluation committee meeting was held to discuss the scores and establish a list of finalists – two (2) firms were selected for interviews.

The finalist included, Schafer Company, LLC, and Quant, LLC, all firms were interviewed on November 1, 2023. The Evaluation Committee for Interviews were the members of the Administrative Team. Finalist were evaluated on the following criteria:

1. Company experience with local projects of similar size and scope.
2. Key personnel experience with local projects of similar size and scope.
3. Proposed approach to project, to include steps, services and deliverables and project timeline

The Evaluation Committee Members finalized their evaluations on November 1, 2023, Final scoring has Schafer Company, LLC with an average score 86 and Quant, LLC with an average score of 70. Therefore, the evaluation Committee has recommended award to Schafer Company, LLC.

Safety and Security Update:

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

The Safety Manager continues to conduct CPR/AED classes and MOAB classes for all PIC's and any interested District staff member.

General Services recently received an additional 3000 COVID at-home test kits from the SNHD and continues to supply them to all of our branches, for staff and patron use. We will continue to distribute tests as needed. General Services also has continued the application of enhanced cleaning procedures throughout the District.

**ITEM VI.A.3.c.****MEMORANDUM**

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Jeffrey Serpico, Human Resources

DATE: November 30, 2023

SUBJECT: Human Resources Activity Report, December 2023

This memorandum reports on the Human Resources Department's activities and project updates for the month of December 2023 and analytics compiled from the period of July 1, 2023 TO October 30, 2023.

Powerful People**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/Milestones):

- **Develop and Maintain Competitive Total Rewards Program:**
 - Establish District Employee Recognition Committee to develop and implement a formal District Recognition Program
 - Identify committee members and schedule meetings - Complete
 - Identify program elements - Complete
 - Service Awards (Key Anniversaries)
 - Service Pin redesign - Complete
 - Presentation December Town Hall - Complete
 - Program revision - Complete
 - Quarterly Recognition
 - Annual Most Valuable Player (MVP) Awards
 - Individual
 - Team/Committee/Task Force

- Perform due diligence on program elements - In process
 - Budget
 - Resources / Materials
 - Service Award Pin designs - Finalized
 - MVP (Team/Individual) Awards designs - In process
 - Process
 - Timeline
 - Develop and implement Multilingual Pay Program (CBA 2024)
 - Develop procedures - In process
 - Develop and implement Employee Emergency Fund Program
 - Determine 3rd party administration feasibility - In process
- **Develop, enhance and maintain intra-organizational communication methods and frequency to enhance employee engagement (Maintain and Modify 2024):**

Channel \ Method	Delivery	Frequency	Primary Audience
Monthly Board of Trustees Meeting	Meeting / Electronic	Monthly	External / Internal
Town Hall	Meeting / Electronic	Biannual	Internal
Executive Director Round Table	Meeting	Quarterly	Internal
Labor Management Meeting	Meeting	Quarterly	Internal / External
Inter Divisional Meetings	Meeting	Biweekly	Internal
Intra Divisional Meetings	Meeting	Biweekly	Internal
Standing Committees	Meeting	Variable	Internal
Administrative Team	Meeting	Weekly	Internal
District Web Site	Meeting	Continuous	External
Voyager Intranet	Electronic	Continuous	Internal
District Email	Electronic	Ad hoc	Internal
Surveys	Electronic	Ad hoc	Internal \ External
Conferences	Electronic	Ad hoc	External

- **Develop and enhance organizational and individual development opportunities:**
 - Implement Library Operations Career Ladder/Map (Library Aide 1 to Director Library Operations)
 - Determine time-line, communication, and HRIS needs - In process
 - Target Implementation Date January 1, 2024
 - October - Develop Communication Materials - Complete
 - November - Conduct Two Communication Meetings - Complete
 - December - System Changes - In process
 - Leverage "Knowledge College" LMS to develop at least one (1) internal certification cluster - In process
 - Complete first year of New Leader Onboarding Program (all current Leaders)
 - March 2023 to November 2023 - In-process (on target to complete REV. January 2024)
 - A-Team Training (Beckley Group) - Begin November 8th, 2023 - In process
- **Evolve and champion a culture of Diversity, Equity, Inclusion, and Accessibility:**
 - Conduct District's first 3rd party DEIA Survey - Complete
 - Review survey results, update action plan and annual objectives to incorporate needs identified by the survey - In process
 - Continue to enhance internal DEIA knowledge and program initiatives through District supported education/certification - In process

- **Ensure quality outcomes by enhancing administrative effectiveness and efficiency:**
 - Conduct 3rd party (Koff and Associates) staffing analysis to ensure appropriate staffing levels and skill mix across the District - Target begin January 15, 2024 - In process
 - Implement new Applicant Tracking System (ATS) - Target February 1, 2024 go-live

2. Transactional Activity and Key Metrics:

- (a) Human Resources Dashboard 2023 - 2024
- (b) Diversity Dashboard (2023)

12/7/2023

LVCCLD HR DASHBOARD

FY2023-2024

LVCCLD		FY 2023-2024 HUMAN RESOURCES DASHBOARD											Current FY		Previous		
		Quarter 1 of FY 2023-2024			Quarter 2 of FY 2023-2024		Quarter 3 of FY 2023-2024			Quarter 4 of FY 2023-2024			FY Running Total (RT) TOTAL FY 2023-2024	FY Monthly Average FY 2023 - 2024	2022 - 2023 Monthly Average	2021 - 2022 Monthly Average	
Metric		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24				
A	Total Employees (Headcount)	669	670	683	682									NA	676.00	652.58	618.25
B	Full-Time Employees 60 hours or more (Headcount)	356	358	360	361									NA	358.75	345.33	323.75
C	Part-Time Employees 59 hours or less (Headcount)	313	312	323	321									NA	317.25	307.25	294.50
D	Full-Time-Equivalent (FTE-District) QTRLY.	564.59			NA									NA	564.59	NA	NA
E	Average Years of Service (District)	10.1	10.1	10.1	10.1									NA	10.10	10.04	10.8
Talent Acquisition & Management																	
F	Open Positions (Budget) = 821 (564.59 TOTAL BUDGET FTE 474.95 Filled - Begin Cycle)	152	151	138	139									NA	145.00	125.42	159.75
G	Positions Posted (Approved to Fill)	15	6	10	7									NA	9.50	13.08	12.67
H	Applications Received	3972	1373	999	1184									7528	1882.00	844.50	525.08
I	Interviews Conducted	10	22	6	10									48	12.00	12.17	12.83
J	New Hires	10	8	14	8									40	10.00	11.75	11.42
K	Promotions	2	5	10	1									18	4.50	3.83	5.67
L	Lateral Transfers	0	0	1	0									1	0.25	2.08	1.00
M	Demotions	2	0	0	0									2	0.50	0.33	0.42
N	Employees Successfully Completing Probationary Period	12	4	7	4									27	6.75	9.58	3.67
O	(1) Average Cost Per New Hire	\$16,123	\$32,218	\$25,490	\$21,560									\$95,390	\$23,848	\$31,517	\$38,671
Separations & Turnover																	
P	Total Separations from Employment	11	7	4	6									28	7	10.00	9.50
Q	Voluntary Separations	10	6	4	5									25	6	8.75	8.67
R	Involuntary Separations	1	1	0	1									3	1	1.25	0.83
S	Turnover (Entire District)	1.64%	1.04%	0.59%	0.88%									4.15%	1.04%	1.54%	1.54%
T	Turnover (Without Page Positions)	1.21%	0.46%	0.60%	0.44%									2.71%	0.68%	1.06%	0.94%
U	Annualized Twelve Month Turnover (Entire District)	19.73%	16.13%	13.10%	12.46%									NA	15.36%	22.80%	18.72%
V	FTE Vacancy Rate (Open FTEs) / (Total Filled FTEs + Open FTEs) (Budget 564.59 Total) QTRLY.	15.88%												NA	15.88%	16.12%	20.53%
W	Average Years of Service (Voluntary Separations)	3.5	4.8	17.3	1.6									NA	6.80	5.71	5.50
X	Average Years of Service (Involuntary Separations)	0.1	0.4	0.00	0.4									NA	0.23	1.09	3.50
Training & Talent Development																	
Y	Employee Attending New Hire Orientation	9	8	11	11									39	10	11.98	11.50
Z	Total Employee Training Encounters	87	352	289	227									955	239	149.67	97.33
AA	Virtual	42	192	96	62									392	98	33.42	49.75
BB	Live On-Site	22	156	179	159									516	129	108.33	42.83
CC	External Conferences	23	4	14	6									47	12	11.17	6.00
DD	Total Training Cost	\$14,815	\$2,828	\$8,556	\$1,553									\$29,752	\$7,438	\$4,886	\$5,337
EE	Total Tuition Reimbursements	\$1,157	\$0	\$1,688	\$0									\$2,845	\$711	\$3,707	\$1,417
FF	Undergraduate	\$0	\$0	\$0	\$0									\$0	\$0	\$120	\$284
GG	Graduate	\$0	\$0	\$1,110	\$0									\$1,110	\$278	\$3,222	\$1,132
GG2	Certification	\$1,157	\$0	\$578	\$0									\$1,735	\$434	NA	NA
HH	(2) Annual Required Compliance Training Completion	100.00%	95.00%	95.00%	95.00%									NA	96.25%	NA	NA
Benefits & Wellness																	
II	Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	1	1	1	1									4	1	0.00	0.00
JJ	Total Leave Hours Utilized	80.00	80.00	80.00	80.00									320.00	80.00	1.58	1.58
(1) 8% of Base Salary if less than \$15,000 & 10.5% of Base Salary if Greater than \$15,000 (Source SHRM 2020)																	
(2) January 24: Begin new compliance training cycle																	
* Annual																	

NOTES:

1. All data is based on the most current data available.

2. Data is based on the most current data available.

3. Data is based on the most current data available.

4. Data is based on the most current data available.

5. Data is based on the most current data available.

LVCCD Diversity Dashboard 2023
(Quarter 1)

*** July 2023 LVCCD Census Summary Chart County

*** July 2023

***** July 2023

**Race and Ethnicity Identification		**C - County (CC)	**D - District	Percentage CC	**Without Pay	Variance CC
1	Hispanic or Latino (a)	33.33%	341	18.47%	297	15.42%
2	White (Not Hispanic or Latino) (b) (2.7% white alone (a))	34.59%	341	18.47%	297	15.42%
3	Black or African American (Not Hispanic or Latino) (a)	11.62%	12	0.64%	1	0.05%
4	Native Hawaiian or Pacific Islander (Not Hispanic or Latino) (a)	1.00%	10	0.53%	1	0.05%
5	Asian (Not Hispanic or Latino) (a)	10.50%	76	4.05%	69	3.61%
6	Native American or Alaska Native (Not Hispanic or Latino) (a)	1.18%	4	0.21%	3	0.16%
7	Two or More Race (Not Hispanic or Latino) (Combination 2,3,4,5,6)	5.50%	10	0.53%	1	0.05%
8	Unidentified/Out	0.00%	4	0.21%	1	0.05%
Total		100.00%	661	100.00%	550	100.00%

**Sex / Gender Identification		**C - County (CC)	**D - District	Percentage CC	**Without Pay	Variance CC
1	Female	41.59%	415	56.26%	267	21.85%
2	Male	58.40%	223	33.74%	155	12.15%
3	Non-Identifying	0.00%	1	0.15%	1	0.08%
Total		100.00%	661	100.00%	550	100.00%

Job Categories (EEO-4)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
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Job Categories (EEO-4)		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380
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ITEM VIII.B.1.

AGENDA ITEM

DECEMBER 14, 2023 MEETING OF THE BOARD OF TRUSTEES

Agenda Item # VIII.B.1.:

Discussion and possible Board action regarding contract award for Capital Campaign & Naming Rights Consultant Services, whose responsibility will include development of a capital campaign, pursuing all sectors and available sources including philanthropic donors, sponsorships, and to identify naming rights opportunities in accordance with the District's Naming Opportunities Policy as approved September 8th, 2022.

Background:

The consultant firm shall be tasked with recommending and developing and implementing a strategic plan to identify and solicit potential naming client(s), philanthropic donors, and sponsorship opportunities, as well as negotiate naming client agreement(s) for the new West Las Vegas Library new, as well as selected future projects.

Working with the District's Development and Government Relations Director the scope of services include but are not limited to:

- **Capital Campaign Plan** – Develop a Campaign Plan, calendar and budget to including specific goals and action steps, milestones, solicitation strategies, identification and prioritization of prospects.
- **Naming Rights** – In accordance with the District's Naming Opportunities Policy, the Consultant will review the new West Las Vegas Library Project to identify, recommend and collaborate with the Development and Government Relations Director on potential naming rights opportunities to include:
 - a) Recommend the best approach for maximizing revenues and other benefits.
 - b) Recommend a process for soliciting and selecting naming rights clients.
 - c) Create a prospect list and timeline for marketing and negotiation of naming rights agreements.
 - d) Implement the plan and contacting potential clients.
 - e) Assist the District in negotiating agreements with potential clients
- **Major Gifts** – Work with Development and Government Relations Director to review existing donor lists to identify supporters with major gift potential and select those to approach; identify new major donor prospects, coordinating meetings with potential sponsors and partners to discuss opportunities
- **Sales and Marketing Collateral** - The Consultant will assist in the creation of sales and marketing materials that will help communicate the value of securing naming rights or sponsorship of District assets. These materials will include sales presentations, executive

summaries, leadership proposals, gift and leadership request letters, brochures, gifts, and pledge documents and other collateral.

A Request for CAPITAL CAMPAIGN & NAMING RIGHTS CONSULTANT was advertised in the Review-Journal on September 10, 2023. Additionally, the RFP notice was posted on the District's website and faxed to all minority Chambers of Commerce and to firms registered on the Nevada Government eMarketplace (NGEM). The bid proposal opening was held on September 26, 2023.

A total of five (5) proposals were received

- The Superlative Group
- FIG Strategy & Consulting
- Quant, LLC
- Schafer Company, LLC
- Your Grant Writer, LLC

In accordance with appropriate technical selection criteria established for this RFP, the written proposals were evaluated by Evaluation Committee Members for responsiveness to the solicitation. An evaluation committee meeting was held to discuss the scores and establish a list of finalists – two (2) firms were selected for interviews.

The finalist included, Schafer Company, LLC, and Quant, LLC, all firms were interviewed November 1, 2023. The Evaluation Committee for Interviews were the members of the Administrative Team. Finalist were evaluated on the following criteria

1. Company experience with local projects of similar size and scope.
2. Key personnel experience with local projects of similar size and scope.
3. Proposed approach to project, to include steps, services and deliverables and project timeline

The Evaluation Committee Members finalized their evaluations on November 1, 2023, Final scoring has Schafer Company, LLC with an average score 86 and Quant, LLC with an average score of 70. Therefore the evaluation Committee has recommended award to Schafer Company, LLC

Recommended Action:

Motion to authorize staff to award a one-year contract for Capital Campaign & Naming Rights Consultant Services to development of a capital campaign, and a naming rights program for the District's new West Las Vegas Library, as well as selected future projects, to Schafer Company, LLC. in the amount not-to-exceed \$110,400, subject to final fee negotiations, and final review of contract by Counsel.