

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
February 15, 2024**

DATE: Thursday, February 15, 2024

TIME: 5:00 p.m.

PLACE: Summerlin Library
1771 Inner Circle Drive
Las Vegas, NV 89134 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.

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

IV. Approval of Proposed Minutes (For possible action)

- A. [Regular Board Meeting, December 14, 2023](#)
- B. [Regular Board Meeting, January 11, 2024](#)

V. Chair's Report

A. 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 to Cox Communications, Hyper Networks, Moapa Valley Telephone, and Stimulus Technologies for the purchase of telecommunications services for the District.](#)

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 March Board meeting will be held on Thursday, March 14, 2024, at 5:00pm.
Location: Windmill Library, 7060 W Windmill Lane, Las Vegas, NV 89113.

The April Board meeting will be held on Thursday, April 11, 2024, at 5:00pm.
Location: Mesquite Library, 121 W 1st N St, Mesquite, NV 89027.

The May Board meeting will be held on Thursday, May 23, 2024, at 5:00pm.
Location: Windmill Library, 7060 W Windmill Lane, Las Vegas, Nevada 89148.

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.

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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, February 9, 2024, 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. Summerlin Library
1771 Inner Circle Drive
Las Vegas, NV 89134
8. Las Vegas-Clark County Library District website
www.lvcclld.org

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

D. Live Stream Connection information:
<https://www.youtube.com/watch?v=DSNiMMjhohc> or

Visit the Library District's YouTube channel:
[Youtube.com/TheLibraryDistrict](https://www.youtube.com/TheLibraryDistrict)

ITEM IV.A.

PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES’ MEETING
LAS VEGAS, NEVADA
December 14, 2023

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the East Las Vegas Library, Las Vegas, Nevada, at 5:00 p.m., Thursday, December 14, 2023.

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

The meeting began at 5:01 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.)** Tamar Hoapili, Chair of the LVCCLD Foundation commented on Agenda Item VIII.B.1:

Trustees, this is the first time that I remember that I've heard of the District looking to hire a capital campaign and naming rights consultants. And while I think this is definitely the next best step, I believe at the Foundation, let's be involved in this discussion regarding the campaign consultant because we're the fundraising arm for the District, right? And this is our mission and our purpose. And as you know, many of us were there, the Foundation Board members and Trustees had a retreat this past Monday, and we discussed working together to take our libraries and Foundation to the next level. We discussed ways on how to grow, better our relationship, have the Foundation Strategic Plan work in conjunction with the District's Strategic Playbook, and actually we want to look to hire an executive director for the Foundation, and just so much more. We just discussed so much more at this retreat. So it was exciting to see the growth and the potential for the Foundation and the strength of the District and the Foundation together. Definitely together. So I just wanted to share that, you

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know, I'd like for us to discuss on this before you move forward on this Board agenda item that I saw today.

**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
Executive Committee
Meeting on November
1, 2023 and Regular
Board Meeting on
November 9, 2023
(Item IV.)**

Trustee Sanchez made a motion to approve the Minutes of the Executive Committee Meeting on November 1, 2023 and Regular Board Meeting on November 9, 2023. Trustee Jiron second the motion.

There was no opposition and the motion carried.

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

Chair Waugh asked the Board on their thoughts of moving the April board meeting from Clark County to Mesquite Library and to determine what time will work.

Trustee Sanchez said she was open to whatever works for everyone.

Trustee Foyt said she was neutral.

Trustee Shelton said he was flexible.

Trustee Benavidez said she was unable to commit now because her schedule may change, but will attend if she's available.

Trustee Whiteley also said she is unable to commit due to her schedule but would love to be in Mesquite.

Chair Waugh scheduled the April board meeting for April 11, 2023 at 5:00pm at Mesquite Library.

Chair Waugh also congratulated Al Prendergast, Chief Information Officer for winning a tech award. Chair Waugh also congratulated Executive Director Kelvin Watson on receiving his MBA.

**Library Reports
(Item VI.)**

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

No questions.

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

Chair Waugh highlighted that West Las Vegas has checked out 1100 of the Cox Wi-Fi cards.

**Branding and
Marketing Report and
Electronic Resources**

No questions.

**Statistics
(Item VI.A.2.a.)**

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

Trustee Sanchez asked Matt McNally, Community Engagement Director to talk about the accreditation of the Adult Learning Program. Mr. McNally responded that the Adult Learning program runs a variety of different services, including English as a second language classes, adult basic education classes. They also run a GED program and a high school equivalency program commonly known as HSE. The difference of our career online high school program, which is another service that we offer, the student actually has the opportunity to attain a nationally accredited diploma. It may be recognized by the workforce of actually having the diploma as opposed to an equivalency. The career online high school program is typically suited for students who may be three to six credits short of having graduated high school originally. If there're students who have a lot less or a lot more credits to have to make up, then maybe some of those GED or HSE programs are probably more appropriate for them. Trustee Sanchez then asked a hypothetical questioning asking If she got her HSE and wanted to go to UNLV or UNR would she be able to do that. Mr. McNally replied that he isn't familiar enough with the standards of the higher university systems to be able to answer.

Trustee Ortiz asked for a report of the Comic Book Festival at the next meeting. He is requesting to know how many people attended, the cost, and rate of return.

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

Trustee Sanchez asked for JoAnn Prevetti, Development Director to go over the report for grant funding that was submitted in the Development Report from September – December for Nevada Partners, F1, and Centene Corporation, also about the \$10 million federal grants. Ms. Prevetti responded that Nevada Partners looking at partnering and doing youth programming at Nevada Partners, where Lenika, who is the branch manager at West Las Vegas. They have a specific contact there that works with the grants and that grant will be for funding for West Las Vegas. For the F1, they are interested in possibly funding a mobile tech van where it would be like a bus that would go into communities, like a mobile library for branches with STEM programming. They're really not interested in putting their name on it, in a big sponsorship way, but it's something that they're potentially looking at where they would fund the bus and the components and just have a little sign outside that would say powered by F1. With Centene Corporation the District submitted funding for the mobile phones for people experiencing homelessness which would be similar to the program from March of 2022. In reference to the \$10 million dollars it is federal appropriation funding. Every year the federal government allots its Congress people, congressmen and women, 15 funding opportunities that they can submit for federal appropriation funding for the government to review and award the funding to the Congress person and then their Congress person will award the funding based on what they received and the District submitted \$10 million funding appropriation through Congressman Horsford's office but haven't received official notification. The \$10 million would fund the West Las Vegas Library.

Trustee Sanchez also asked about the meeting and collaboration with the Raiders. Ms. Prevetti stated that the Raiders are interested in being long-term committed partners with the Library District on various levels. The details of the partnership have not been ironed out.

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

Trustee Ortiz asked to get a written report from Al Prendergast, Chief Information Officer, for the next meeting about the fiber optic grant that the library District received. Mr. Prendergast responded that there wasn't much to report yet and that information was in his report about the construction. Trustee Ortiz then said he was asking for metrics, deadlines, connectivity start, and cost.

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

No questions.

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

Trustee Ortiz asked John Vино, General Services Director what will the cost of West Las Vegas be. Mr. Vино responded 35 million which is based on the estimates from independent estimators. Trustee Ortiz also asked if there was a new date for the groundbreaking. Mr. Vино responded that they are looking at the last week in February. Waiting for the availability on the speakers.

Trustee Ortiz asked Floresto Cabias, Chief Financial Officer if the District has enough money to pay for it in cash. Mr. Cabias responded that the money is available in reserves depending on the funds raised from New Markets Capital Campaign- any funds that are currently held in reserve could be reallocated. Without the additional support from these other sources, the District does have funds available if needed but will put a strain on other capital programs.

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

No questions.

**Unfinished Business
(Item VII.)**

None.

**New Business
(Item VIII.)**

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

None.

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

**Discussion and
possible Board action
regarding contract
award for Capital**

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

Trustee Foyt commented that it sounded like very good criteria and had fairly good responses. She also asked when they are coming to the board if this is

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. (Item VIII.B.1.)

approved. Mr. Vino responded that it was a good response and the final two candidates were close. Schafer had more experience within Las Vegas. She had part of the questioning, especially in the interview, was to relate the Library District specifically to the market and how that approach would be brought forward. He said that if the item was approved, they'll start with contract services and bring her on pretty quickly. This goes through the Board's Naming Rights Committee that needs to be established through the naming rights policy and they are excited to get the Foundation involved. Mr. Vino continued to explain:

(Copied from Transcript)

So, you know, when we look at \$40 million for West Las Vegas, that's starts with the sale of West Las Vegas. It starts with the naming rights, brings us to 10, 10 in federal funding like you brought up, right, is 20. So we still have 20 to capture and so that there's -- that gets broken down into philanthropy, gets into naming rights, which we really haven't ventured into. But that is a very complicated field. The Board's direction, when we bring that, has to be through the Executive Director, you know, where we have to provide proposals, where we have to show you the market, we have to show you the equivalent. So even if there -- there's a lot to be brought forward to your Naming Committee, who then brings it to the full Board, right. So -- you know, and then as you get into the philanthropy aspect of it and its sponsorships, we want to be very aggressive with this and I think it takes, you know -- and that's why we're bringing this forward to the Board. It's not -- it's not really an expensive contract in terms of, you know, some of the other stuff we're doing for West Vegas and I think we can move on it very quickly and then be successful with. We'll know relatively quickly, so it's not something that we would renew if -- if it's not successful, you know, so it's a -- it's a monthly billing based on hours, it's pretty transparent and everything would be brought through the Board on a regular basis because everything has to go through this Board. So it would be regular updates and, you know, through the Foundation, of course, would be involved. The naming rights through the Board and through the way this is worded, what certainly authorizes, you know, the Foundation to be involved at every step of the way. We'd be happy to work with them. Again, though they would come up with their plan working with the District and then that also would need Board approval through the Naming Committee as outlined and approved by this Board. So we have a lot in front of us to do, but I think it's all doable, we just need to, you know, get it, get it rolling. And, you know, when I started researching this, I don't think there's a major building, a library building going on in the country that doesn't have a capital campaign associated with and they've been very successful. It's not uncommon for the number we're looking for, 20 million. Saint Louis raised 20 million. Missoula, who was named Library of the Year for 2022, raised \$36 million. These are smaller markets than we are so I think it's a matter of, you know, just getting the word out. And I think we're, as a Library District, are going to be hitting it at the right time. We're -- you know, the District, our project is well known through the media. There's a lot of -- there's a lot of buzz around our project. I mean, Floresto has pretty much sold out on New Market Tax Credits in record time. You know, everybody wants to be involved and we just have to keep that momentum

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going. And as I said, I'm excited to get a team together -- you know, we'll - us, the Foundation, the capital markets, you know, consultant and brainstorm and come up with a plan. I think overall, it could be very successful.

(Copied from Transcript)

Trustee Ortiz commented- I love it. But I don't think we're ready to move today. One, there's no backup. Two, we require to provide the Board the principal, the list of principal who owns it? We've asked that every time, you've done that every time, there's nothing here. We don't have a copy of the contract. So, you know, it should have been in there, if we needed to get that done. And then I -- what I'm having heartburn -- I mean, I love the idea. From what I understand, and you can tell me that I'm reading it incorrectly, but they're going to work on the West Las Vegas Library to secure funding on any opportunity they have. You want the door named after you, hey give us some money, right? You want the outside wall, you want the showroom or the Art Room or whatever. But the way this reads it's a little bit disheartening as well as selected future projects. That's two different issues. Mr. VINO responded that if a capital campaign manager is hired and someone wants to donate \$10 million to Windmill Library, they would not turn it away. Trustee Ortiz responded that this is why they have a foundation that does that. Mr. VINO answered that the Board is specifically responsible for naming rights, not the Foundation.

(Heavy dialogue continues- copied from transcript)

TRUSTEE ORTIZ: So let's go back to what the -- my concern is. So what I'm hearing you say is that this particular group that you would like, that you put a bid out, you feel comfortable with them so that they can work strictly just on naming, and it could include other buildings, and that's all they're going to work on, right? They're not going to raise any money anywhere else.

MR. VINO: Well, no, it's certainly, --

TRUSTEE FOYT: No, that's not right.

MR. VINO: -- you know, it's -- this is, this is, it is a capital campaign. So it includes all aspects of anything that would be Board and able capital campaign. I think I mentioned philanthropy, sponsorships and again, --

TRUSTEE ORTIZ: Again, that's why we have a --

MR. VINO: -- she's supporting the District and the Foundation in that role, right? Not --

TRUSTEE ORTIZ: Yeah, I, well, I'm not trying to be argumentative.

MR. VINO: No, no.

TRUSTEE ORTIZ: Without having a contract, without having that specific writing, you know, I don't think we're ready to move. Not --

MR. VINO: I'm not sure we've never done a contract --

TRUSTEE SANCHEZ: I have a question.

MR. VINO: -- before approval by the Board.

TRUSTEE ORTIZ: Yeah, we have. In fact, most public Boards, we have to have transparency. When a contract is given out, the contracts in the back, every agency.

MR. VINO: And you're correct. I may have forgotten to include the -- the

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paper that shows -- you know, she's an LLC, but.

TRUSTEE SANCHEZ: I have a question.

CHAIR WAUGH: Trustee Sanchez.

TRUSTEE SANCHEZ: Typically, you know, when we are discussing a fiduciary line item and we know that the money is coming out of the General Fund, we usually have what -- you know, we have the RFP, we have the backup, we have materials and for some reason we don't have them at this meeting. And I think that it is very important to have these -- this back up before making a decision.

I understand that, you know, \$35 million for a capital campaign, \$800,000 for reading materials, potentially \$4 million for FF&E, that's a lot of money to build the West Las Vegas Library. And I understand that. But from a procedural matter, you are asking the Board to vote and spend \$110,000 of taxpayer money on something that we might not, like you said, we might not get what we think we're going to get out of it. We don't know.

And what's interesting is that at our last meeting, our CFO was actually talking about that. He had said to me, look, at the November 9th meeting, he had mentioned that, you know, he wants to maximize all sources of funds. And I believe that the Board wants to maximize all sources of funds. That includes federal appropriations, New Market Tax Credits, capital campaign, and naming rights. But, I feel because we are a public Board entrusted with public money, it is important that before I make a decision, I have all the information in the in the backup material.

And I was -- I'm a little surprised that we don't have that only because we usually -- like you said, we usually have it and, you know, things happen, that's fine. But that is a concern. I don't feel comfortable making a decision without having the backup for this.

Also, \$110,000 is a lot of money to me. And the one thing that the CFO said at our last meeting was he said, and I quote, there is --

CHAIR WAUGH: Trustee Sanchez, --

TRUSTEE SANCHEZ: Oh.

CHAIR WAUGH: -- if I could just interject really quick.

TRUSTEE SANCHEZ: Yeah.

CHAIR WAUGH: Where -- so we're on questions right now. Do you, --

TRUSTEE SANCHEZ: Yeah.

CHAIR WAUGH: -- do you have a question?

TRUSTEE SANCHEZ: Well, my question is, is that -- I think you answered it. There -- if we go forward with this, there's no guarantee.

MR. VINO: Well, it's a not to exceed that's billed monthly, so we're not -- we're not committing to any amount upfront. So we're only committing, we are agreeing to pay as you go based on -- completed work.

TRUSTEE SANCHEZ: Okay.

MR. VINO: I don't know if that helps, but --

TRUSTEE SANCHEZ: Okay.

MR. VINO: -- that's -- that's, you know, a lot like an attorney's fee, you have to bill monthly. You know, in terms of the value of the contract, most of the proposals we saw required commission, which put this same contract in the neighborhood of 3 to \$4 million versus \$110,000. I don't have an excuse. I did forget to include the disclosure of ownerships. I must have thought it was attached to my agenda item, if it's not there.

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TRUSTEE SANCHEZ: Yeah, it's fine. I just -- I'm just saying that, --

MR. VINO: No, it's just --

TRUSTEE SANCHEZ: -- that's our, that's our job. We don't have a lot of, we don't have a lot of tasks on this Board but one of them is the fiduciary responsibility and policies and so this definitely falls under that.

The other thing I want to ask is, why are we being asked to spend \$110,000 of taxpayer money on this issue when we have a Foundation that has a budget and they could pay for the contract and they could -- we would get a double win. The 110,000 wouldn't come from our General Fund and it would come from the donation from the book sales. I'm -- I didn't quite understand that reasoning because I think that's something that we should discuss as a Board.

CHAIR WAUGH: The one thing that I will point out is that our naming policy doesn't have a reference to the Foundation, so even if the Foundation had engaged in some of this work, ultimately, it all flows through us for --

TRUSTEE SANCHEZ: Right, right. The actual meaning would flow through you. But -- and we've had that before where the Library District, you know, yeah, that, yeah, right. Right. Part, yeah, that's what I'm saying is that the Library District would be responsible for that, but we've also had the Foundation pay for things. And I just think, you know, in this day and age, you know, I even read it in the CFO's report, you know, there could be a recession. And there is a potential for that.

It's -- it's there in black and white, and so I'm just trying to do this in a manner where we, the District, can save as much money as we can because we don't know and because there are no guarantees. And I feel that, you know, we had a retreat with the Foundation. They asked what they could do. I think this is something that we should talk to them about and see if they'd be willing to do this, because to me it makes sense. I know that \$110,000 doesn't seem like a lot to some people here, but to me, \$110,000 saved is \$110,000 that this District can use somewhere else. Thank you.

CHAIR WAUGH: Thank you. Trustee Shelton, I saw you had your hand up.

TRUSTEE SHELTON: Yeah, thank you. I have a couple of questions. The question that I have is, so the \$110,000, is it -- was it budgeted for a capital campaign or funding opportunities?

TRUSTEE FOYT: Hang on.

CHAIR WAUGH: Mr. Cabias is on his way.

TRUSTEE SHELTON: Oh, sorry.

MR. CABIAS: Good evening. Floresto Cabias, Chief Financial Officer for the record.

Trustee Shelton, that specific line item wasn't budgeted for, but we do have reserves also in the General Fund that are available for these types of impromptu expenses. When we decide there are activities that are important enough to the District, we ensure that there are funds available. So again, it wasn't specifically budgeted, but the budget can absorb this type of expenditure.

TRUSTEE SHELTON: Okay. Thank you very much. I appreciate that. And also thanks for the report. Even though you did miss some things, I think that it was a very good report. And I'm ready to go with it. But the other question I have, too, from a Foundation perspective, I know that Tamar, my friend gave a great little presentation. We also want to make sure that we

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are lockstep with them moving forward. But I think that we have to understand as a Board, though, the Foundation is only one arm of Revenue Service, right? I mean that's one arm of funding opportunities. There's other ways that we can raise money.

Now together, of course, I think that it will work good, but I mean, let's separate it out. Here's the District. Here's the Foundation. The Foundation can also go after funds. I'm just saying it. It doesn't have to be lockstep as much as we maybe want it to be, but it also will help us, you know, actually diversify our funds. So that's my -- that's my thoughts.

TRUSTEE ORTIZ: Mr. Chairman, I had a question for Floresto.

CHAIR WAUGH: Could we do first rounds first?

TRUSTEE ORTIZ: Sure.

CHAIR WAUGH: Trustee Whiteley.

TRUSTEE TURNER WHITELEY: Is there any, I know it's impossible to project, to really project, so I won't make you marry any of these numbers, but did anyone give you a projection of what they felt like we could expect or could bring in, even on the low end?

MR. VINO: No.

TRUSTEE TURNER WHITELEY: Okay.

MR. VINO: No, we haven't, I mean, that's --

TRUSTEE TURNER WHITELEY: No problem.

MR. VINO: -- yeah, part of the budget.

TRUSTEE WHITELEY: Understanding that it's pay as you go, I would think they would not be interested in participating if they didn't think they were going to be able to get any working. Thank you.

CHAIR WAUGH: Trustee Benavidez.

TRUSTEE BENAVIDEZ: In the past when we've had consultants come in with or asking for approval, they usually come and give us a presentation as well. Are they here today?

MR. VINO: No, we didn't.

TRUSTEE BENAVIDEZ: Is there a reason why they're not?

MR. VINO: No, not really. Just, it wasn't a detailed -- I may have misread it, to be honest. We, you know, staff, the whole administration team was involved in this. It's kind of our project to bring forward to just help move it forward so.

CHAIR WAUGH: Thank you. So we'll do Trustee Ortiz and then Trustee Foyt.

TRUSTEE ORTIZ: Mr. Chairman, I love the project. I love the idea. I think West Las Vegas can help us raise money. That's not an issue for me. But gaming it out, being a nuts and bolts type of person, Mr. Cabias -- so let's assume we vote for this contract. This company goes out to get money. There's two ways to give money, those who want to just give you the money. They're not expecting a write off. If they're expecting a write off, it has to go to the Foundation because the library does not do write offs. So that's why they're involved. See where -- see where that, where we lose that?

TRUSTEE SANCHEZ: I have a question. Is it -- are? Yeah, go ahead, I'm sorry.

TRUSTEE ORTIZ: So, so that -- that's really what I'm --

MR. CABIAS: A tax write off is what I think what you're referring to, Trustee Ortiz.

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TRUSTEE ORTIZ: A tax write off.

MR. CABIAS: Yes.

TRUSTEE ORTIZ: So that's where I'm conflicted, right? Because if they go after money and I'm sure they'll do a good job. I'm not demeaning them. I'm sure they'll do a great job. But if there's a people that here's Raiders, Foundation take the money, we don't care. But there's other people that want to donate but they want their tax deduction, then that has to come through the Foundation. And so we already have a mechanism. So that's why I'm conflicted.

TRUSTEE SANCHEZ: They didn't say that. Where would the money go? If I donate to the campaign, if I donate to Schafer, LLC, where does the money go?

MR. CABIAS: The donation would be made directly to the Library District. And so going back to Trustee Ortiz's original question, the -- you're right, there is a benefit of a tax deduction if someone were to donate directly to the Foundation. However, the District is allowed to take gifts and has done so. The Foundation's own endowment of \$3 million was actually gifted to the District directly. And the District transferred those funds to the Foundation. Now there would be the tax benefit, but not all donors are interested in the tax benefit. Like I mentioned, the \$3 million that originally came to the District was with the understanding that there would be no tax deduction. We received other gifts, you know, pretty frequently directly to the Library District. And again, these are donors that are aware that there is no tax benefit, that are write off for it. So there is the opportunity to donate to the Foundation instead, should the donor seek a tax write off.

But again, we've seen that there have been very generous donors that have not been interested in a tax write off and just want to support the Library District, even directly.

TRUSTEE ORTIZ: So with all due respect, that's why it would have been good to have a contract and without having that contract. I'm just not prepared at this time. That -- that, you've answered my question and made my point. You're going to do a great job. They're going to go out and get money. But when there's a need to have a tax deduction, they have to use Foundation. And that that's not written anywhere. I don't see it. So I mean that's what's giving me heartburn. Thank you.

CHAIR WAUGH: So we go Trustee Foyt and then Trustee Sanchez.

TRUSTEE SHELTON: So that's when we work with the Foundation.

MR. VINO: Yeah. No money goes through the Schafer Company. I'm not, really -- they're a consultant, just like an architect or engineer. The money would be -- and this is almost a full time endeavor. I mean, that's one of the reasons I think it comes through staff and through the Board. I mean, even the naming rights policy, any money secured by the Foundation as soon as it's secured, per the Board's requirement, is to be turned over to the District, you know. So it's not just one, you know, this is really a whole, you know --

TRUSTEE FOYT: I'd like to speak. If we approve the contract this evening, there's -- I don't believe there's anything saying that the Foundation could not give us the money for, to -- to fund the contract. So we could be done tonight.

TRUSTEE SANCHEZ: Say that again.

Trustee Rogers ask that all Trustees would be given an opportunity to ask

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questions. Chari Waugh agreed to go around.

Trustee Rogers asked Counsel Welt if he could clarify the procedure once the vote is approved. Counsel Welt responded that on occasion the proposal will be morphed into a contract and the Board may see some of that when the proposal is given but most of them will get approval of the concept and the contract will go through him. If there are any specifics the Board wants him to look at, such as conversations with the Foundation should the donor wish a tax deduction, then it will be included within the contract.

Trustee Dutkowski asked by if it will be detrimental to postponing it another month so that everyone has copies of the proposal. Mr. Vito responded that he's never attached an RFP to an agenda item but it is something he could do moving forward. Typically the disclosure agreement is included only. He also stated that the consultant doesn't have any input into the financial workings of how donations would be managed. That still goes through the Naming Committee and the Boards. They are strictly there to provide information and outlets for District staff, Foundation staff, and Board to just move the project forward.

Trustee Sanchez stated she would be more comfortable is they had the backup since they are spending taxpayer dollars when there is a Foundation that could pay for this. She says she doesn't know anything about the proves and who was picked and would like to have the information in front of her.

Trustee Ortiz made a motion to table the item till the next meeting. Trustee Benavidez second the motion.

Trustee Sanchez, Trustee Benavidez, Trustee Ortiz , and Trustee Dutkowski were in favor of the motion. Trustee Whiteley, Trustee Foyt, Trustee Rogers, Trustee Shelton, and Trustee Jiron opposed the motion and it did not carry.

Trustee Jiron made a 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. Trustee Whiteley second the motion. Trustee Ortiz asked if this motion passes could the Board get a copy of the contract. Chair Waugh agreed.

Trustee Whitley asked that discussions for motions that it will benefit that the Board stick to questions during the questioning period because a lot of discussions were being made. She stated that in her opinion they are behind on capital campaign. She also stated the Board and Foundation had an incredible meeting and she's excited for where it's going. She thanked the Chair of the LVCCLD Foundation for her great attitude. She stated the Trustees have a fiduciary duty to fund this very crucial library in West Las Vegas which includes getting the naming rights so people can be invested and involved.

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Trustee Whiteley, Trustee Foyt, Trustee Rogers, Trustee Shelton, and Trustee Jiron were in favor of the motion.

Trustee Sanchez, Trustee Benavidez, Trustee Ortiz, and Trustee Dutkowski opposed the motion. The motion carried.

None.

**Executive Session
(Item IX.)**

**Announcements
(Item X.)**

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.

**Public Comment
(Item XI.)**

None.

**Adjournment
(Item XII.)**

Chair Waugh adjourned the meeting at 6:06 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
January 11, 2024**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the Whitney Library, Las Vegas, Nevada, at 5:00 p.m., Thursday, January 11, 2024.

- Present:

Board:

N. Waugh, Chair

J. Jiron

K. Dutkowski

C. Shelton

K. Whiteley

F. Ortiz

E. Sanchez
- Counsel:

G. Welt
- Absent:

B. Rogers

K. Benavidez

E. Foyt
- Staff:

Kelvin Watson, Executive Director

Numerous Staff
- Guests:

None

The meeting began at 5:01 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 Sanchez made a motion to accept the proposed agenda. Trustee
Shelton second the motion.

There was no opposition and the motion carried.
- Approval of Proposed
Minutes of the
Finance and Audit
Committee Meeting
on November 6, 2023
(Item IV.)**

Trustee Ortiz made a motion to approve the Minutes of the Finance and Audit
Committee Meeting on November 6, 2023. Trustee Jiron second the motion.

There was no opposition and the motion carried.

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

Chair Waugh reported that the Board will be going to visit the Clark county Detention Center Library and urges everyone to meet at CCDC by 2:30pm with their signed form. Chair Waugh also congratulated Vice Chair Rogers for his award he received from My Brother's Keeper.

Trustee Ortiz asked Chair Waugh about the December Minutes. Director Watson responded that due to the holidays, the minutes from December were not ready for January meeting.

**Library Reports
(Item VI.)**

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

Director Watson shared that the Library District and the Sunrise Hospital are in partnership for a project called "My First Library". This project is funded by the Library Foundation and is for parents and newborns. (Samples of the My first Library kit were passed around) Each kit will include a book, onesie, and literacy resources. The Library District will be providing 2,000 of these kits this year in hopes to add additional programming and adding other hospitals after the pilot run. Director Watson also shared that the Library District had their Halftime Town Hall meeting to discuss the 2-26 Strategic updates, goals, and obstacles for the end of 2023.

Director Watson thanked the staff for all of their hard work in 2023.

Trustee Sanchez asked how long the "My First Library Project" will last. Director Watson responded that based on numbers received from the hospital, they delivered about 2,000 babies per year, which means one year.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

Information Technology Report (Item VI.A.2.d.)	Trustee Ortiz thanked Al Prendergast, Chief Information Officer for the connectivity and Wi-Fi.
Financial Services Report (Item VI.A.3.a.)	No questions.
General Services Report (Item VI.A.3.b.)	No questions.
Human Resources Report (Item VI.A.3.c.)	No questions.
Unfinished Business (Item VII.)	None.
New Business (Item VIII.)	
Consent Agenda (Item VIII.A.)	None.
Regular Agenda (Item VIII.B.)	
Executive Session (Item IX.)	None.
Announcements (Item X.)	<p>Trustee Whiteley thank the Rainbow and West Charleston staff for the fantastic programming over the winter break.</p> <p>The Finance and Audit Committee meeting will be held on Monday, February 12, 2024 at 3:30 pm via zoom.</p> <p>The February Board meeting will be held on Thursday, February 15, 2024, at 5:00pm. Location: Summerlin Library, 1771 Inner Cir Drive, Las Vegas, NV 89134.</p> <p>The March Board meeting will be held on Thursday, March 14, 2024, at 5:00pm. Location: Windmill Library, 7060 W Windmill Lane, Las Vegas, NV 89113.</p> <p>The April Board meeting will be held on Thursday, April 11, 2024, at 5:00pm. Location: Mesquite Library, 121 W 1st N St, Mesquite, NV 89027.</p>
Public Comment (Item XI.)	<p>(Copied from Transcript)</p> <p><i>Robin Carpenter, 1714 Bluff Hollow Place, North las Vegas</i></p>

Good evening. My name is Robin Carpenter. My address is 1714 Bluff Hollow Place in North Las Vegas. I am a CCSD teacher-librarian, a member of the American Library Association and the American Association of School Librarians, and a member of the Education Advisory Committee for the City of North Las Vegas. I am here tonight to ask the Board to revoke the facility use privileges given to the local Moms for Liberty chapter at the Sahara West Library on Tuesday, January 30th. I understand from your conference room auditorium facility rental policy that the Library District does not necessarily endorse, recommend, or approve of the views and opinions of groups which rent its facilities; however, the policy also states that groups, quote, "must not engage in any activity that would cause concern for the health, safety and well-being," end quote of your patrons and that you reserve the right to deny groups access if such activity occurs. As of this past June, Moms for Liberty has been designated a hate group by the Southern Poverty Law Center. Nationally and locally, they lead the charge on book banning and attacking students, parents and staff who support LGBTQ rights. They advocate and campaign to ban books that address the history and achievements of other marginalized groups in our society. Their tactics and rhetoric threaten, damage, and endanger people's lives, especially those in the transgender community. Their work is to effectively disappear these people from our society so that effectively they don't exist. And while they may not wear robes and hoods, they are nonetheless violent and hateful. The Chair of the Monroe County, Pennsylvania chapter of Moms for Liberty was arrested for harassment. The Head of Communications for the Lonoke County, Arkansas chapter allegedly threatened librarians with gun violence. A restraining order was issued to the Chair of the Livingston County, Michigan chapter after she reportedly told school board members, quote, "We're coming after you, take it as a threat. Call the FBI. I don't care." Considering all of this, will your librarians and staff at the Sahara West Library feel safe with that group meeting there? What about LGBTQ patrons, or their friends and family members? How about patrons who are people of color? The answer is no. This group represents a legitimate concern for the health, safety and well-being of the library staff and patrons, and therefore their facility use should be revoked. I'll close with a quote from Pennsylvania State Senator Saval and Representatives Isaacson and Waxman, who addressed a similar concern with the Philadelphia Hotel this past summer, which hosted a Moms for Liberty Summit for attendees. Quote, "Hosting an organization with a track record of promoting discriminatory practices and divisive policies goes against the principles of inclusivity and respect that should be upheld by a reputable establishment like yours.

Nicole Beer, Henderson, NV

My name is Nicole Beer and I come before you as a CCSD librarian and editor with the Political Librarian Journal, proud member of 20 plus years of ALA, my directorial work focused on Latin X Picture Books and was grounded in CRT. I am the Defense of Democracy Co-Chair for the Southern Nevada chapter. Throughout my 24 years in Librarianship, I've never been more disappointed or insulted by a single action, or in this case, inaction of a library as I am today with this District. The temerity of -- to walk into this library saying that they are a member of the ALA, when I will quote what they said about our dear ALA President. On October of 2023, a Moms for Liberty spokesman said about the distinguished President of the ALA, "Emily Drabinski is a self-proclaimed lesbian and Marxist, and she is pushing pornography books in our schools and library, Moms for Liberty Campbell County Chair, Mirna Eads said. We're out here just telling the public to know that it's not okay to push porn on our children." Because I have close contacts in the ALA, I know that Ms. Drabinski has retained legal counsel and is set to bring federal charges against Moms for Liberty, not only for slander, but also domestic terrorism in the form of credible threats to her and her family. I have personally been attacked for my sexuality. I identify as a member of the queer community. In fact, during the December 2023 CCSD Board meeting, the chapter president had to be led away by CCSD police while screaming in my face, you're a groomer, a pedophile and you and Doctor Jara are trafficking our students. That is the local chapter president. There is a public record, including video with it. Now we have -- we could be here all night to talk about documented, substantiated acts of violence, homophobia and racism and including, but limited to saying in public at many CCSD Board meetings that trans people are mentally ill, parents of trans children should be executed, and other conspiracy theories that COVID vaccination and drugs to help children's Autism and ADHD are causing children to want to transition to trans. If you don't know about this insidious group, shame on you. But further shame on you that if you do know and you still felt that you could hide under your policies for equal access, not my words, the words of the Southern Poverty Law Center, founded by the great Julian Bond -- the late great Julian Bond, who, I am sure many of you on that dais know about, and the Department of Justice have called them a domestic terrorist group. That is who you are in bed with. Be aware that this District, this Board and this just -- injustice will not go unchecked. You have a responsibility to include groups that don't align with my values. Absolutely. But you do not have the right to host a group that violates my rights as a patron or my rights under the laws of the city, county, state and nation. Get y'all's house in order cause I don't want to keep coming back, but I will again, and again, and again. Make no mistake, you do it or I'll do it, get the District back on track and stop messing with terrorists -- domestic terrorists.

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Now, I love the installation here with the Tuskegee Airmen. If Moms for Liberty have their way, I won't be able to teach my students about the strong men of the Tuskegee Airmen; they won't allow it. They're not just trying to race me, they're racing some of y'all up on that stage. Thank you.

**Adjournment
(Item XII.)**

Chair Waugh adjourned the meeting at 5:20 p.m.

Respectfully submitted,

Jennifer Jiron, Secretary



ITEM VI.A.

MEMORANDUM

TO: Board of Trustees

FROM: Kelvin A. Watson, Executive Director

DATE: January 31, 2024

SUBJECT: Executive Director's Monthly Reports, February 2024

This report gives you a review of my activities and the accomplishments of Library District Staff for your review and discussion at the District Board of Trustees' February 15, 2024 meeting. I have supplemented this with information in the board packet and distributed to Trustees.

Met with Mastering Mindsets and Sumni Marketing team with other staff to discuss the oral history project.

Attended the Disconnecting Youth Convening community meeting with Workforce Connections.

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

Attended the Ingram Library Services Sales team meeting and presented the LVCCLD Strategic Playbook 2026.

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

Attended the Ultimate Measure of a Man presentation and panel discussion as a special guest panelist.

Interviewed by Dr. Sandra Hirsh discussing my book chapter in Library 2035.

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.

Met with Yariv Kursh, Sr. Vice President and General Manager, along with Carrie Pearson, Director of Product Sales from Innovative to discuss new programming.

Attended the EBSCO Public Library Directors Advisory Board Meeting in Palm Springs.

Attended the LibLearn X Conference in Baltimore and participated in several sessions.

Attended Congresswoman Susie Lee's Gun Violence Survivors Community Discussion with other community leaders and partners to discuss the impacts of gun violence in our community.

Received the City of Las Vegas 2024 African American Trailblazer Service Award in the category of Community Activism and Politics.

Attended the NFL Green "Shade Tree Lane" planting event at the Springs Preserve.

Special guest on the Roseman University College of Medicine, "No Laughing Matter with Cuba Pete Podcast".

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

- Bi-weekly meetings with Administration team
- Attended the LVEA weekly meetings
- Capital Campaign Discussion with Maureen Schafer and staff
- Attended the Las Vegas Hip Hop Architecture Camp
- Attended SJSU L&M PAC Meeting
- ULC Director/CEO weekly zoom
- Participated in Regular Board of Trustees meeting
- Interviewed with Poetry Promise
- Met with Steve Potash of Overdrive.
- Met with Promise King of League of Minority Voters
- Attended Martin Luther King parade and events
- Met with Brittany Price and Doug Beckley to follow up on leadership assessments
- Participated in Executive Director Evaluation discussion
- Monthly meeting with Tamar Hoapoli, Library District Foundation Chair
- Attended Happy Hour Fundraiser in support of Congressman Horsford
- Met with Commissioner Kirkpatrick

Subject: FW: With Appreciation

From: Melissa Arias <melissa@ecflv.org>
Sent: Wednesday, January 17, 2024 12:16 PM
To: Kelvin Watson <Kelvin.Watson@thelibrarydistrict.org>
Cc: Cassandra Watson-Mihelcic <cmihelcic@LasVegasNevada.GOV>; Matthew Reinecke <matthew.reinecke@unlv.edu>;
Iviana Kia Ridgeway <iridgeway2008@gmail.com>
Subject: With Appreciation

CAUTION: This email originated from outside of the Las Vegas-Clark County Library District. Do not click on links or open attachments unless you recognize the sender and know that the content is safe. If you believe that this email is suspicious, please forward to complaints@thelibrarydistrict.org or call the IT Help Desk at extension 6252.

Kelvin,

On behalf of my UNLV research team and myself, I'd like to express our heartfelt gratitude for the generous amount of time you dedicated to our discussion on OST program best practices and recruitment. Your insights and expertise proved to be invaluable contributions to our ongoing research and forthcoming report.

Your willingness to share your knowledge and experiences has significantly enriched our understanding of the subject matter and will undoubtedly enhance the quality of our research findings. We genuinely appreciate your dedication to advancing the field of OST programs, and we are excited about the positive impact that your insights will have on our research outcomes.

Once again, thank you for your time, expertise, and invaluable contribution. Truly appreciate all you do for the kids!

Best regards,

Melissa Arias



ITEM VI. A.1.a.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Leo Segura, Library Operations Director

DATE: January 31, 2024

SUBJECT: Library Operations Activity Report, February 2024

This memorandum reports on the Library Operations Department's activities and project updates for January 2024 and Branch activities and analytics compiled from the period of **December 1 – December 31, 2023.**

Powerful People

- Library Operations concluded recruitments for three (3) Library Aide I, three (3) Library Aide II, one (1) Adult-Services Assistant, one Assistant Branch Manager, one (1) Multiservice Assistant, one (1) Maker Specialist, and Two (2) Youth Services Assistants, two (2) Computer Lab Assistants.
- Dr. Roslyn Dean met with Leo Segura, Joanna Goddard, and representatives from Barbershop Books to discuss the District's participation in and to develop the implementation of a three-year **Barbershop Books** project funded by NFL Cares. The partnership will bring the library into the community as part of a national project, providing leisure reading opportunities for youth and helping them to identify as readers and enjoy learning. <https://barbershopbooks.org/about/>
- Met with Sherry Walker, Suzanne Scott, John Vino, Cherrie DeLaney, Al Prendergast, Ron Melnar, Zach McKenzie, Betsy Ward, Lisa Jacob, JoAnn Prevetti, and several members of the NFL, Barbershop Books, and Microsoft regarding the Barbershop Books Partnership Launch Event held at the Clark County Library on February 7th and the announcement of the Full STEAM Ahead mobile technology and STEAM truck powered by a generous gift of computers from Microsoft.
 - Computer Lab: **15** Surface Laptop 5 - 13.5", i7, 16GB, 512GB, Windows 11 - Matte Black
 - Engineering Lab: **12** Surface Laptop 5 - 13.5", i7, 16GB, 512GB, Windows 11 - Matte Black
 - Studio Lab A: **6** Surface Laptop 5 - 13.5", i7, 16GB, 512GB, Windows 11 - Matte Black
 - Studio Lab B: **6** Surface Laptop 5 - 13.5", i7, 16GB, 512GB, Windows 11 - Matte Black
 - Gaming Lab: **6** Surface Laptop Studio - i7, 32GB, 2TB – Platinum
- Met with BrandnuDesign, HRC, Shaw Contracts and CX-2-The Pub along with Development Department, Billy Allen, Desmond, Amiel Bravo, Roslyn Dean, BAM, and John Vino to discuss the District's participation in hosting



the Hip-Hop-Architecture Camp at the Whitney Library on February 10th and the addition of generously donated carpeting and furniture for the Whitney Teen Zone.

- Library Operations Administration Team met with IT and BAM teams regarding ongoing Communico implementation.
- Kevin Maas attended First Friday along with Anthony A., Robbie DeBuff, Dani D., Joanna G., Angela H., Aubrey J., Jim R., Ryan S., Natalia T., and Emilee Wirshing.
- Kevin Maas met with various staff on DIY 3D printing deployment and program development, working towards (re)creation of the Maker Space Committee.
- Met with F1 in Schools along with JoAnn Prevetti regarding the possibility of adding F1 programming/grant to West Las Vegas Library.

Branch Activities (December 2023)

- Clark County Library's Russ Burns spoke to teens about being a Marine and brought more military items to showcase to our teens. Russ is an amazing attribute to the library. The teens love his insight, love debating with him, and they love creating projects with him like a giant version of Nakatomi Plaza from Die Hard as a countdown to Winter Break.

By the Numbers (December 2023):

- The Library District signed up **8,350 new library card** users, a 39% increase over the same month in 2022 and a 19% increase compared year over year.
- **Gate count** was **275,108** which was an -07 % decrease from the same month last year and -06 % 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 the month, staff answered **32,210 reference questions** and conducted **108 curbside deliveries** for **561 items**.
- Our **volunteers** logged **1,353 hours** of service to the Library District
- **211 Homeschool** sessions were logged.
- **83,814 Wi-Fi** sessions were logged.

Powerful Places

- Toured along with the Library Board of Trustees the Clark County Detention Center (CCDC). Kristy Gibson, Detention Service Manager, and her team, Tasha and Laurel, hosted us for an informational and candid tour of library and information services to involuntarily housed individuals at the CCDC. Many thanks to the CCDC for allowing the visit and escorting the team.

Branch Activities (December 2023)

- **Bunkerville Library** Afterschool Hangout, 190 visits.

- **Laughlin Library's** big annual book sale in December, and for the month we brought in over \$1300! and their Glow in the Dark Bracelets program for New Year brought in a lot more than teens.
Laughlin
- **Mesquite Library** Adult Crafternoon made cards



By the Numbers (December 2023):

- Library Branches improved overall circulation to **884,073** items, a **05%** increase over the same month last year and **06%** year over year.
- **49 passports** were issued with **\$2,395.00** in fees collected
- **117,717 PC internet** sessions were logged which was a **52%** increase from the same month last year.

Upcoming Events to bookmark on your calendar

What	Library	Tentative Date
BANFF Center Mountain Film Festival	Clark County	16-Mar
Mystic Fair	Windmill	23-Mar
Chalk it Up	Summerlin	24-Mar
Art and Music Festival	East Las Vegas	27-Apr
West Las Vegas 50 th	West Las Vegas	24-Apr
Star Wars Day	Sahara West	4-May

Powerful Partnerships (December 2023)

- Alzheimer's Association: Caregiver's Support Group, **Centennial Hills Library**
- American Foundation for Suicide Prevention
- American Red Cross
- AMR First Aid and CPR classes for the public were held at Centennial
- Andson Tutors
- ASL
- Breaking the Cycle
- Cactus Joe's Holiday in the Desert Market!
- Celestial Manna/Three Square continues to work with **Indian Springs Library** on our Trader Joe's food pick-up available to our customers! December had 5 Saturdays which allowed us to triple to **375** the number of people we helped.
- Chase Bank Money Smarts programs



- Clark County Parks and Rec.
- Clark County School District (CCSD) schools and Adult Learning Program
- Clean the World
- EmployNV
- Foundation to Assist Young Musicians (FAYM) at East Las Vegas Library
- **Goodsprings Citizen Advisory Council**, The Goodsprings Library 2nd annual Winter Holiday Ornament Workshop held in November allowed us to support the community tree lighting event in December. The Citizen Advisory Council requested support for the tree with our craft program. The library's contribution allowed the community to create large-scale fun ornaments to help decorate the tree. They have asked we do the ornament workshop again next year.
- Green Our Planet
- **Hula, Hawaiian Culture** at Enterprise Library had 87 participants learn to hula
- Immunize NV
- Blue Diamond Library will have a quarterly program with the **Las Vegas Family Search Center** in 2024
- Las Vegas Metropolitan Police Department
- Laughlin Town Manager Office, Senior Circle, Laughlin Times newspaper, Laughlin Chamber, LVMPD Substation receive library flyers and share to community.
- Legal Aid Center
- The Mats Project
- Merryhill
- Mesquite STEAM Center
- Metro NEAC
- Nevada Hand Senior Apartments
- Nevada Homeless Alliance
- **Centennial Hills Library, In the Loop** turned in 249 items created by several members over the year. Items were taken to the **Nevada Partnership for Homeless Youth (NPHY)** wrapping event. **Sarah C.**, In the Loop Librarian says, *"As you know, these handmade items take a lot of time, materials, [and passion] to make. What makes these items even more special is during the whole time an item is being made, whether it's a 30-minute hat on the knitting machine or a 10-hour bag, the teens are being thought of by the crafter. That hope is weaved through every stitch, and I am so grateful for the time and care this group puts into this project every year."*
- Parenting Project
- Project Marilyn
- Rotary, Mesquite
- Searchlight Betterment Organization
- Speak Out 2.0 Radio show hosted Laughlin Library Branch Manager Tanya Brown-Wirth to share all things library with the Laughlin community.
- Spring Mountain Ranch State Park
- STEAM Center, Mesquite
- Stupak Community Center
- Three Square



- UNCE
- UNLV America Reads America Counts Tutors
- UNR Extension: Little Books Little Cooks, multiple branches
- United Methodist Child Development Center
- United States Department of State, Passport Services
- Virgin Valley History Museum
- Vitalant Blood Drive
- Workforce Connections

Powerful Platforms (December 2023)

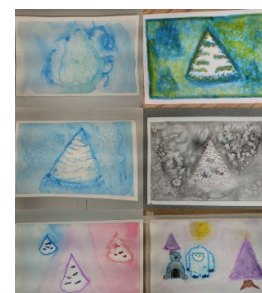
- **Boulevard vending** checked out **82** items in **December**.
- **Cox Wi-Fi Cards** reached **12,800** at the end of **December**.
- **Blue Diamond Library** Weekly “drop in STEAM” is available most hours of the day. Scrapbook making (Dec 1-2), Button Maker (Dec 5-9), Penguin Bookmarks (Dec 12-16), Microscopes (Dec 19-23), New Year Art (Dec 26-30) total: **76** customers.
- **Centennial Hills Library** is hosting free yoga classes in partnership with Yoga for Life Las Vegas. Wear comfortable clothing and bring your yoga mat. This yoga class is suitable for adults only. Registration is required and a Waiver and Release of Liability will need to be signed in order to participate. **Youth Services** hosted A Crash Course in Following Your Dreams –Do you have a dream you want to accomplish but no idea how? Look no further! Come to this program to learn the ins and outs of bridging the gap between your dreams and your reality. Hosted by Tony Weaver Jr., creator of The Marvels and social media influencer.
- **Clark County Library** Adult Services hosted Game Day, Chess Club, and Jam Sessions are continuing to draw in customers. Youth Services hosted a handful of STEAM programming and created over 215 take-and-make kits. In Teen Services The Best Buy Scholarship opened up for our teens to apply. We had three alumni and two current members apply to receive the scholarship. If selected, the teens could receive up to \$10,000 a year to help pay for college and the scholarship is renewable every year.
- **East Las Vegas Library, Yanel, Maite, and Alicia** received kudos from the participants for their last Acrylic Workshop of the year!
- **Indian Springs Library** hosted an Adult Watercolor Paint Night, on December 7 and 20: The planned paint was a monochrome evergreen tree. We used negative space to create the tree and salt to create the look of snowflakes. We had a full house for each paint night!



Centennial Hills



East Las Vegas



1:1, resume help, crafts, painting, and 3D Printing and we had 3 coffee and conversation with a total of

76 participants. The annual Jingle Mingle 360 people

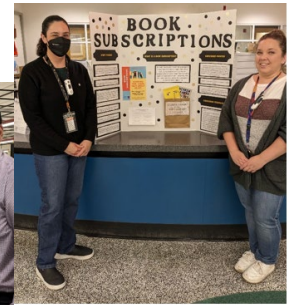
- **Mesquite Library** hosted 4 Concerts on the Plaza drawing in 166 attendees.
- **Moapa Town Library** community members are enjoying their new bookstore and are routinely making donations and purchases.
- **Rainbow Library** would like to highlight the following December programs: The Winter Wonderland – 253, The Winter Wonderland Experience – 403, The Pokemon Trading Card Club – 52, Toddler Art – 59, and Winter Wiggles (music and movement) – 43



YS Winter Wonderland (craft/activity)



AS Summit Showcase (Tito)



AS Summit Showcase (Angelica and Amber)

- **Searchlight Library** continues to work with **Clark County Parks & Rec** to provide the library with support for our programs. The Searchlight Betterment organization supports the library by helping to spread the word about our programs and asking us to join in on any celebrations they might hold.
- **Summerlin Library** Adult Service Staff hosted 11 programs with 58 participants while the Youth Services Department hosted 3 programs serving 170 customers.



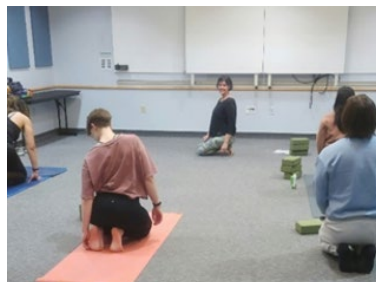
Merryhill Kindergarten Inreach Visit, hosted by YS DH Jude Gomez and YS Assistant Olivia Torres, 12/5



- **Sunrise Library** Adult Services completed 20 programs in December including Chair Yoga and Basic Yoga among others. Youth Service completed 22 programs and served 382 meals.
- **Spring Valley Library** hosted a New Year's at Noon event for the kiddos and their families. It was a huge success and everyone had fun ringing in the New Year with balloons, confetti, and plenty of glitter!



- **Sahara West Library** hosted a Winter Job Fair on December 5th with over 40+ companies from large to small, both in the public and private sector, most offering job information and on-site interviews for inquiring job seekers. Overall we had approximately 425 people in attendance. Adult Services Staff completed 9 programs for 108 customers and responded to 1,681 reference questions.
- **West Charleston Library** hosted two Yoga at the Library for adults in December, and the Digital Memories Preservation Lab (DMPL) filled 49 reservations. The Youth Services Department did 12 outreach events serving 128 customers.

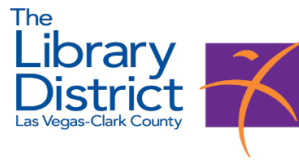


- **Whitney Library's** Book Sale book had another good month with sales totaling \$2,465.50. The Clark County CARES team provided CHAP assistance, Rental's assistance, and many more social services for our WH community. Senior Community Meals and Social Hour is has been extremely consistent! We had five 4 programs this past month totaling over 667 customers attending this weekly program. Not to be outshined, Youth Services YPL produced a grand total of 77 programs with a total of 1,226 participants!!!!
- **West Las Vegas Library** reports that Branch Yoga class participation is picking up (Customers started coming in early to ensure a space). Youth Service staff served 734 meals in partnership with 3Square this month. The Computer Lab Added a MS WORD and Beginning EXCEL classes on Wednesdays, and moved *Device Advice to Wednesdays.



Students engaged in an after-school LEGO club

- Windmill Library Youth Services conducted outreach to Amplus Durango Campus for 186 customers and at Rainbow Campus for 355 customers.



MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Leo Segura, Library Operations Director

DATE: January 31, 2023

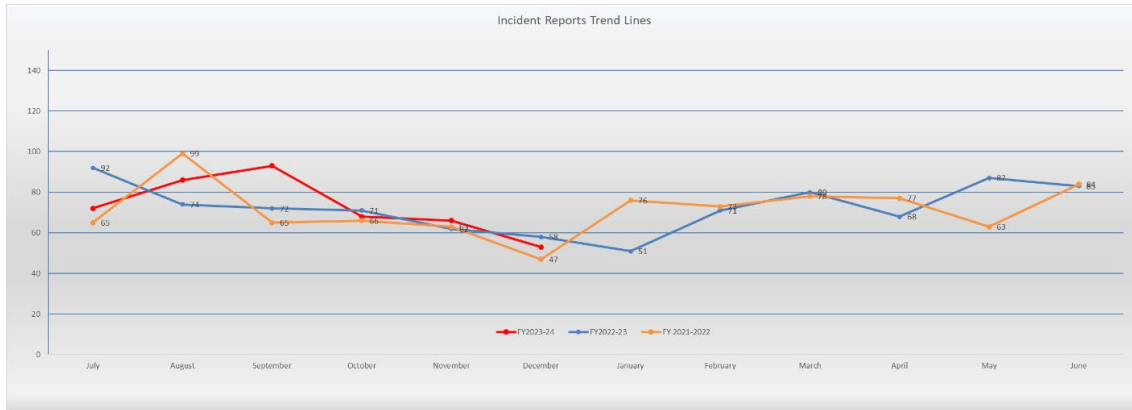
SUBJECT: Security Report, February 2024

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

Branch	Incident Reports				Jan-22		Jan-23		
	Dec-22	Dec-23	Difference	% Change	to Dec-22	to Dec-23	Difference	% Change	
BLUE DIAMOND LIBRARY	0	0	0	0.0%	1	3	2	200.0%	
BUNKERVILLE LIBRARY	0	0	0	0.0%	2	0	-2	-100.0%	
CENTENNIAL HILLS LIBRARY	2	2	0	0.0%	19	23	4	21.1%	
CLARK COUNTY LIBRARY	7	17	10	142.9%	220	222	2	0.9%	
EAST LAS VEGAS LIBRARY	4	2	-2	-50.0%	77	65	-12	-15.6%	
ENTERPRISE LIBRARY	0	2	2	0.0%	36	26	-10	-27.8%	
GOODSPRINGS LIBRARY	0	0	0	0.0%	0	2	2	0.0%	
INDIAN SPRINGS LIBRARY	2	0	-2	-100.0%	4	1	-3	-75.0%	
LAUGHLIN LIBRARY	1	0	-1	-100.0%	15	1	-14	-93.3%	
MEADOWS LIBRARY	0	0	0	0.0%	2	8	6	300.0%	
MESQUITE LIBRARY	1	0	-1	-100.0%	13	10	-3	-23.1%	
MOAPA TOWN LIBRARY	0	0	0	0.0%	0	1	1	0.0%	
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	1	0	0.0%	25	26	1	4.0%	
SAHARA WEST LIBRARY	6	4	-2	-33.3%	61	73	12	19.7%	
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	3	-7	-70.0%	79	66	-13	-16.5%	
SUMMERLIN LIBRARY	3	1	-2	-66.7%	33	33	0	0.0%	
SUNRISE LIBRARY	2	0	-2	-100.0%	19	18	-1	-5.3%	
WEST CHARLESTON LIBRARY	5	4	-1	-20.0%	77	89	12	15.6%	
WEST LAS VEGAS LIBRARY	4	3	-1	-25.0%	63	63	0	0.0%	
WHITNEY LIBRARY	8	11	3	37.5%	100	99	-1	-1.0%	
WINDMILL LIBRARY	2	3	1	50.0%	30	48	18	60.0%	
Total	58	53	-5	-8.6%	880	878	-2	-0.2%	

In December 2023, branch staff reported **53 incidents**, a decrease of 8.6% over the same month in 2022. During this period, the Library District recorded **275,108** customer visits. **This ratio** is one incident for every **5,191 visits**.

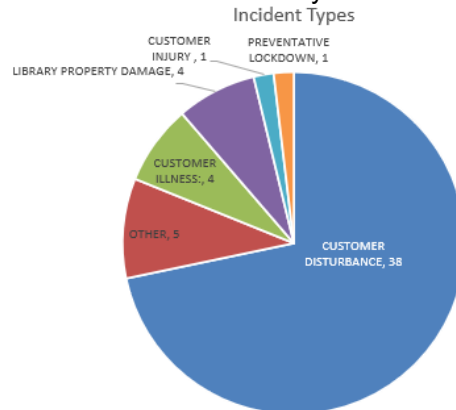
Trends show a typical decline in the number of incidents experienced in December and shows that they were lower than the previous year.



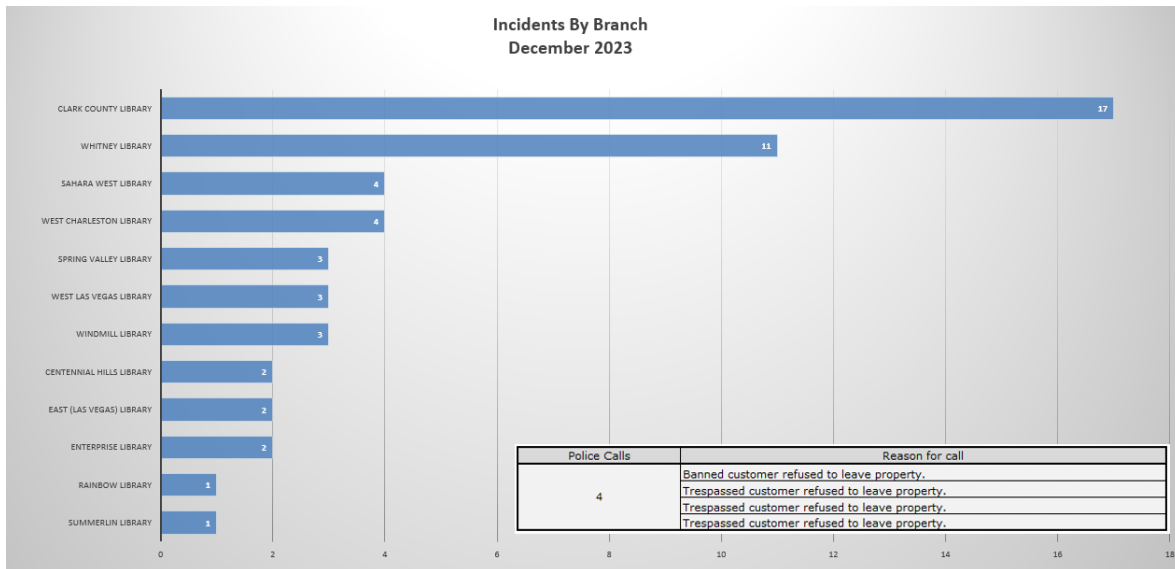
Clark County reported that many patrons were issued trespasses or asked to leave for the day for offenses including: stealing or vandalizing property, drug use, fires on property, entering the property or library while under trespass, use of unauthorized alcohol and sleeping, causing a disturbance and threatening staff upon being awake, insufficient clothing.

Incident types include a Preventative Lockdown but most experienced customer disturbances at 71.7% of incidents for December. The largest increases were at Clark County and Whitney.

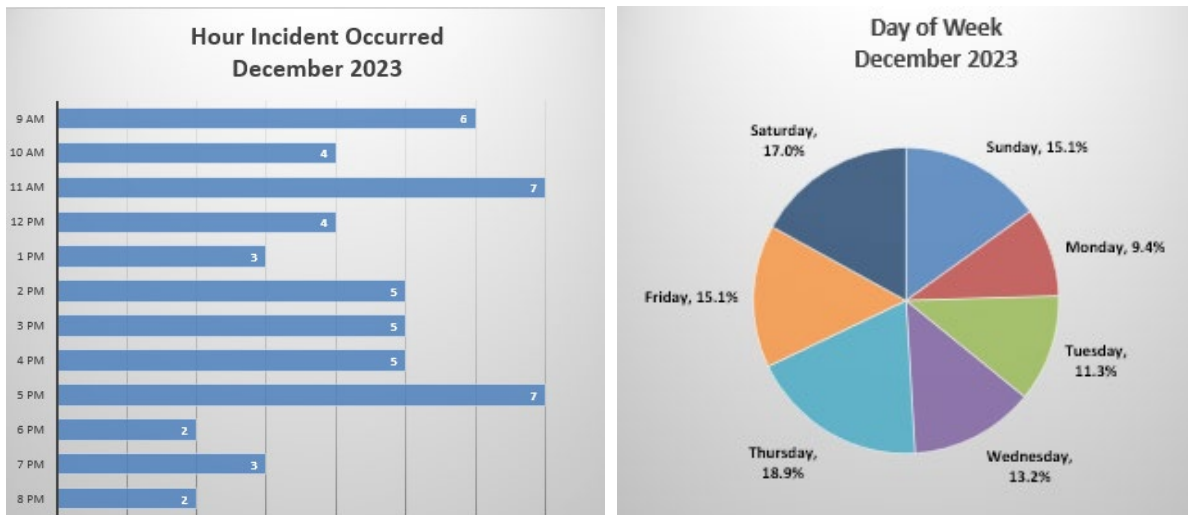
Trespass or Banned	Total
ADULT TRESPASS [5 YEAR]	0
ADULT TRESPASS [3 YEAR]	1
ADULT TRESPASS [1 YEAR]	18
ADULT BAN [LESS THAN 1 YEAR]	9
MINOR BAN OR RPC [LESS THAN 1 YEAR]	2



District staff encountered thirty-eight (38) customer disturbances which account for 71.7% of December incidents or one disturbance for every 7,240 visits.



The **Clark County Library** recorded the most incidents, reporting seventeen (17). The remaining branches reported between zero (0) and eleven (11) incidents. During December 2023, staff made four (4) calls to law enforcement. Clark County Library submitted two (2) Clark County FixIt tickets requesting assistance regarding homeless encampments along Escondido Street and small fires which are allowed by Metro and Clark County Fire during cold months.



During **December 2023**, staff banned thirty (30) customers. One (1) adult received a three-year trespass, eighteen (18) adults received a one (1) year trespass, and nine (9) received a partial-year ban while two (2) minors received a request for parent consultation (RPC).

Library Operations Report

Page 11

Fiscal Year

Library Name	Square Footage	Occupancy	December	Total incidents 2023-2024	INCIDENTS PER 10K SQ. FT.	Incidents per PIC
Blue Diamond	1,000	20	0	1	1.00	0.67
Bunkerville	1,200	24	0	0	0.00	0.00
Centennial Hills	45,555	689	2	10	0.22	1.25
Clark County	120,000	905	17	125	1.04	8.93
East Las Vegas	41,015	1200	2	26	0.63	4.33
Enterprise	26,300	526	2	15	0.57	3.00
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	0	3	3.69	2.00
Mesquite Learning Center	5,464	133	0	0	0.00	0.00
Mesquite Library	13,313	370	0	2	0.15	0.25
Moapa Town	2,000	40	0	1	0.50	0.67
Moapa Valley	4,700	94	0	0	0.00	0.00
Mt. Charleston	2,800	56	0	0	0.00	0.00
Rainbow	26,800	808	1	14	0.52	1.75
Sahara West	122,000	920	4	35	0.29	3.18
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	3	30	1.20	3.33
Summerlin	40,165	1014	1	14	0.35	2.33
Sunrise	23,000	345	0	7	0.30	1.17
West Charleston	38,900	1054	4	38	0.98	4.75
West Las Vegas(excluding Theater)	30,693	370	3	25	0.81	2.78
Whitney	24,500	563	11	63	2.57	9.00
Windmill Library and Service Center	142,149	994	3	27	0.19	3.00
Total Square Ft. Occupancy Rate				Total Incidents	Average	Average
757,429 11,056			53	438	0.58	3.04

Red cells indicate a ratio higher than the district-wide average.

...

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

LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS									
	Total	Rank	Total	Total	Total	Adult		Youth		General Interest		Rental		Total	
						Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	659	18	936	7	23	6	10	7	217	24	1,625	0	0	37	1,852
BUNKERVILLE	173	25	740	5	61	0	0	144	483	0	0	0	0	144	483
CENTENNIAL HILLS	25,603	2	20,285	346	1,842	25	163	14	935	11	140	18	393	68	1,631
CLARK COUNTY	11,193	9	28,510	392	4,477	34	2,151	129	1,136	35	745	36	4,527	234	8,559
EAST LAS VEGAS	9,272	12	18,426	272	3,436	66	1,481	23	91	39	229	9	640	137	2,441
ENTERPRISE	12,942	6	14,360	203	1,802	12	69	18	167	37	683	17	307	84	1,226
GOODSPRINGS	203	24	408	0	34	2	6	5	26	1	5	0	0	8	37
INDIAN SPRINGS	779	17	3,409	4	80	2	22	7	38	27	604	0	0	36	664
LAUGHLIN	3,773	14	4,123	42	677	23	247	9	83	6	275	2	12	40	617
MEADOWS	583	19	2,262	31	164	24	26	9	66	25	911	0	0	58	1,003
MESQUITE	5,495	13	8,270	15	1,033	62	439	57	1,102	14	214	1	3	134	1,758
MOAPA TOWN	274	22	347	85	48	1	0	4	47	5	12	0	0	10	59
MOAPA VALLEY	2,643	16	1,879	27	227	12	62	8	220	8	39	0	0	28	321
MOUNT CHARLESTON	285	21	675	9	12	5	23	0	0	3	159	0	0	8	182
RAINBOW	16,247	4	17,700	226	1,979	42	154	10	144	69	2,190	23	819	144	3,307
SAHARA WEST	28,616	1	26,155	343	2,427	109	631	13	806	14	630	22	427	158	2,494
SANDY VALLEY	581	20	951	5	41	2	10	0	0	6	8	0	0	8	18
SEARCHLIGHT	250	23	315	2	11	3	13	4	12	19	24	0	0	26	49
SPRING VALLEY	11,273	8	17,130	227	2,754	11	124	56	1,068	43	1,345	11	279	121	2,816
SUMMERLIN	14,605	5	19,171	215	1,107	7	46	2	39	5	172	18	4,506	32	4,763
SUNRISE	10,992	10	11,877	214	1,788	25	147	10	246	32	786	0	0	67	1,179
WEST CHARLESTON	10,981	11	16,251	183	2,060	31	179	23	408	128	881	6	278	188	1,746
WEST LAS VEGAS	3,325	15	14,195	161	2,811	24	161	40	328	51	1,750	14	808	129	3,047
WHITNEY	12,139	7	15,684	215	2,545	46	769	50	596	57	461	0	0	153	1,826
WINDMILL	24,117	3	31,049	398	2,464	33	341	18	541	9	512	15	2,596	75	3,990
WINDMILL SERVICE CENTER	677,070		0	4,723	83,814	143	1,357	38	1,233	8	1,206	0	0	189	3,796
2023 MONTHLY TOTAL	884,073		275,108	8,350	117,717	750	8,631	698	10,032	676	15,606	192	15,595	2,316	49,864
FY 23-24 YTD TOTAL	5,571,293		1,879,784	50,939	677,700	6,237	77,908	5,437	99,577	5,060	174,675	1,260	52,149	17,994	404,309

ANNUAL MONTHLY COMPARISON															
2022 MONTHLY TOTAL	845,618		296,381	6,017	77,562	789	7,517	669	11,060	613	12,193	174	17,995	2,245	48,765
% CHANGE	5%		-7%	39%	52%	-5%	15%	4%	-9%	10%	28%	10%	-13%	3%	2%

ANNUAL YTD COMPARISON															
FY 22-23 YTD TOTAL	5,284,341		2,002,536	42,950	531,171	6,064	83,633	4,857	91,790	4,092	138,169	1,376	54,300	16,389	367,892
% CHANGE	5%		-6%	19%	28%	3%	-7%	12%	8%	24%	26%	-8%	-4%	10%	10%

ANNUAL MONTHLY COMPARISON															
2021 MONTHLY TOTAL	750,639		245,426	3,419	78,015									1,839	44,693
% CHANGE	18%		12%	144%	51%									26%	12%
2020 MONTHLY TOTAL	554,474		145,439	2,089	54,655									716	12,731
% CHANGE	59%		89%	300%	115%									223%	292%
2019 MONTHLY TOTAL	902,336		409,164	5,112	132,592									1,710	48,679
% CHANGE	-2%		-33%	63%	-11%									35%	2%

ANNUAL YTD COMPARISON															
FY 21-22 YTD TOTAL	4,509,884		1,721,319	32,295	510,519									12,164	266,711
% CHANGE	24%		9%	58%	33%									48%	52%
FY 20-21 YTD TOTAL	4,355,913		1,563,120	28,860	500,482									6,348	111,244
% CHANGE	28%		20%	77%	35%									183%	263%
FY 19-20 YTD TOTAL	5,905,673		2,923,693	46,009	907,422									12,624	350,781
% CHANGE	-6%		-36%	11%	-25%									43%	15%



ITEM VI. A.2.a.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: January 31, 2024

SUBJECT: Branding & Marketing Activity Report, February 2024

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

Powerful Platforms

February Is Library Lovers' Month



BAM prepared to launch the Library District's annual Library Lovers' Month promotion with the following activities:

- Creation of updated graphics for use in all marketing materials, including the website, social media platforms, branch signage, print ads, and flyers.
- Designed and ordered interior and exterior signage to all branches.
- Updated #GetCarded Challenge Giveaway landing page with information about this year's prizes and how to enter the promotional giveaway.
- Placement of print ads.

- Promotional activity will continue throughout February with media outreach, website priority placement, social media posts, and inclusion in Library Highlights.

Black History Month 2024 Promotion

To help promote the Library District's free events, programs, services, online resources and collection to celebrate Black History Month in February, BAM prepared the following:

- Worked with Head of Collections & Development **Rebecca Colbert** to update the Black History Month promotional graphics (featuring spotlighted movies, music and books) for use in all marketing materials, including the website, social media platforms, branch signage, print ads, and flyers.
- Worked with Rebecca Colbert, Electronic Resources Manager **Suzanne Fayle**, Adult Services Manager **Carlito Sanchez**, and Gallery Services Manager **Darren Johnson** to create a new blog post to help promote the Library District's free events, programs, services, online resources, and curated staff picks from the collection. The blog was published on January 19 and can be [viewed on the website](#).
- Placement of print ads.
- Promotional activity will continue throughout February with media outreach, website priority placement, social media posts, and inclusion in Library Highlights.

Black History Month 2024 Celebration at the Library District

by JB January 19, 2024 ([Edit](#))



Black History Month celebrates the diverse voices, histories, perspectives, and experiences of the Black community, and each February, we honor its rich culture and significant contributions to every aspect of American life.

To commemorate the month-long celebration, the Library District offers a [variety of FREE events](#) and programs for kids, teens, and adults. From live concerts and dance performances, to author visits, art exhibits, and craft classes, we have something for everyone at [our 25 unique branches](#) throughout the month.

Below, we've compiled a selection of acclaimed [books](#), [music](#), and [movies](#) that you can check out, download, or stream. You will also find educational and entertaining [online resources](#) that you can browse 24/7 with your FREE library card!

Don't have a library card yet? No problem! You can [#GetCarded on our website](#) for instant access to our many programs and resources that will help you continue to discover the vast contributions of Black Americans all year long.

Featured Events:



New Baby & Me Landing Page

BAM worked with Community Engagement Director **Matt McNally**, Community Engagement Project Manager **Sherry Walker**, Outreach Services to create a new Baby & Me landing page on TheLibraryDistrict.org, which combines the previous Birth-5 and Ready for K pages into one dedicated page that brings together the Library District's free services and resources, upcoming events and programs, online resources, and curated staff lists from our collection.

The new Baby & Me landing page can be [viewed on the website](#) and will be updated throughout the year with relevant content.



Full STEAM Ahead Truck



Working with the Community Engagement and General Services Departments, BAM designed a colorful, engaging wrap for the Library District's new STEAM truck. The truck will serve a variety of Outreach Services and promotional functions, such as transporting materials and furniture for on-site STEAM events and serving as a mobile billboard to promote in-branch STEAM programming. Outreach Services will soon be seen proudly driving this handsome truck to their many community engagement appearances!

West Las Vegas Library Groundbreaking & 50th Anniversary Celebration

Since the West Las Vegas groundbreaking ceremony was postponed, due to the tragic events at UNLV, BAM worked with the General Services and Development Departments to identify a new date. It was determined that February 27 would work in terms of rescheduling vendors, availability of invited guest speakers, and working around other major events in the community. The BAM team:

- Revised the artwork with the new event date, which was added to the save the date, invitation, program, and press materials.
- Immediately sent the updated save-the-date email to invited guests and media.
- Sent the updated invitation on January 26.
- Continued work on a special West Las Vegas web page that will: house details about the groundbreaking and construction progress on the new branch; celebrate the branch's 50th anniversary of service to the Historic Westside; and feature images from new branch when it opens in 2025.

KTNV Ch. 13 reported that the [West Las Vegas Groundbreaking would take place in early 2024](#), web story (Dec. 19)

Library District Mobile App Preparation & Continued Communico Software Integration

On January 23, in preparation for the Library District's new mobile app, BAM attended a demonstration of the new platform, along with department heads from Community Engagement, Library Operations, and IT – hosted by **Communico Senior Partnerships Director Marcie Schneider**. This new software will provide our customers with another great tool to learn about our upcoming events and programs, place holds on items from our collection, access online resources, discover free services and resources, and so much more.

The Communico app will seamlessly pull events and programs entered into Communico Attend, which are posted on TheLibraryDistrict.org. BAM is working on a branded name for the app, and the design will be tailored to fit Library District brand standards. BAM will manage the app and pair it with our website to make it seamless for customers.

BAM will work with each department to obtain feedback and report back any enhancement requests to Communico. BAM will create promotional assets to support a public launch, once the app is approved to go live. It will be offered for free from the leading app stores on Google and Apple. Stay tuned for continued updates on the Communico project.

Powerful Partnerships**Vegas Golden Knights 2024 Season Partnership - Updates**

BAM continues to expand our long-term partnership with the Vegas Golden Knights, working closely with Chief Marketing Officer **Eric Tosi**, to create a new co-branded, exclusive #GetCarded with the Golden Knights T-shirt, commemorating the team's first championship. The new T-shirt will be featured as a prize during Library Lovers' Month in February, where all that is needed to enter is a library card number. Additional prizes will include VGK game tickets.

The T-shirt will also be featured as an exciting prize in other Library District contests and promotions throughout the year.

BAM is also working with Eric Tosi on the collectible player bookmarks, available for the first time in both English and Spanish. The first bookmark of the season features **Goaltender Logan Thompson**, which was released to us in January 2024. February will bring another new player bookmark, and as always, they will be available at all 25 Library District branches.

BAM worked on the following to prep for the promotion of this year's Vegas Golden Knights Collectible Player Bookmarks:

- Updated TheLibraryDistrict.org/VGK web page with this year's team branding and featured players.
- Created new interior and exterior branch signage.
- Created new promotional assets for advertising, website priority placement, social media posts, and public relations activities.
- Updated the partner Tool Kit with downloadable graphics and sample copy that will be provided to the VGK Marketing Team. The Tool Kit will be updated each month with the new player bookmark promotional graphics and updated sample copy.
- Designed advertising in print and digital media, plus a dedicated Facebook advertising campaign, which will run during February's Library Lovers' Month promotion.

Sunrise Hospital Partnership

My First Library

BAM worked with **Sherry Walker** to coordinate the first month's delivery of 250 "My First Library" gift boxes to the Sunrise Hospital maternity unit. BAM is working with Sunrise Hospital Marketing Director **Marissa Mussi** to initiate publicity efforts around this new program later this spring. Our goal is to give the first gift recipients – parents and caregivers – the opportunity to settle in and interact with the materials. We hope to then provide the media with pre-shot interview videos and B-roll featuring several new moms and the babies.

Book Lending Machine

BAM is also working with **Marissa** to announce the Library District's Book Vending Machine, which has been installed in the lobby of Sunrise Children's Hospital. We have identified February 16 as the date to hold a media photo opportunity.

Barbershop Books

This exciting and innovative literacy program, which targets young black youth, will launch on February 7 at Clark County Library. This innovative program, which is co-sponsored by the NFL and Microsoft, uses the familiarity of barbershops and a child's friendly neighborhood barber, to promote reading. Barbers are trained to engage with children and talk about the stories they are reading while they sit in the barber chair. Each shop will be provided with a children's book shelf and ample, age-appropriate books, which the Library District will refresh often.

BAM has been working closely with Library Operations Director **Leo Segura**, Regional Manager **Roslyn Dean**, and Support Manager **Joanna Goddard**. A special launch event will be held exclusively for 150 children, who are being bussed in to the library that day from the Boys & Girls Clubs. The children will be offered free haircuts, bundles of books, and much more. BAM is assisting with the launch event in the following ways:

- The PR team will craft a news release, and film and photograph the event to provide visual assets to news media and help garner coverage for this new program. Media will also be invited to attend.
- BAM is providing Library District Free To Be branded tote bags for the children, to hold the swag donated by the event partners.
- The BAM digital team will attend the event to assist and provide real-time social media posts.

Powerful Programs

2024 Winter Reading Challenge



BAM continues to promote the 2024 Winter Reading Challenge on social media, in the Library Highlights newsletter, on the website, and through media outreach.

PR efforts secured the following media coverage:

Youth Services Manager Shana Harrington appeared [live in studio at KVVU Fox 5](#) (Jan. 17)

Digital Content Specialist – Social Media Ryan Simoneau represented the Library District during [interviews with KTNV Ch. 13 at the Windmill Library](#), resulting in stories and live hits in the 5 a.m. and 6 a.m. broadcast. In addition, edited versions of the interviews were also aired on the 11 a.m. and 3 p.m. broadcasts, and as a web story. (Jan. 12)

KLAS 8 News Now, [Ready! Set! Read! Library District Holds Annual Winter Reading Challenge in January](#) (Jan. 10)

Summer Challenge

BAM began convening the annual series of meetings with Community Engagement to discuss and plan activities and logistics, leading up to the May 15 launch of 2024 Summer Challenge.

Little Learners Program

To promote the launch of Enterprise Library's Little Learners literacy and activities program and the donation from VegasTickets.com, the PR team wrote a news release and filmed and photographed a check presentation and activities at the branch, including an interview with parents. The photos and video were sent to local media outlets, and we have received the following media coverage:

KLAS 8 News Now, [Enterprise Library Receives Donation for Lil Learners Program](#); anchor-read stories ran on the morning, noon, 4 p.m. and 6:30 p.m. broadcasts (Jan. 10)

News 3 Las Vegas, [Las Vegas-Clark County Library District Launches Early Childhood Learning Pilot Program](#), web story (Jan. 9)

BAM's digital team will continue to promote the availability of the monthly Little Learners Kits at Enterprise Library with dedicated social media posts that tag VegasTickets.com.

The Library District is Your Home for the Holidays - Kwanzaa

As part of the Home for the Holidays media outreach, the PR team filmed the West Las Vegas Kwanzaa celebration and sent it to the media. Coverage included:

Black Image, [Kwanzaa Celebration at West Las Vegas Library](#), print and web editions (January)

The CW, [Kwanzaa at the West Las Vegas Library Theater](#) (Dec. 30)

KSNV Ch.3, [Kwanzaa Celebration at the West Las Vegas Library Theater](#) (Dec. 30)

KSNV Ch.3, [Kwanzaa Celebration Day 2](#) (Dec. 27)

KLAS 8 News Now, [Kwanzaa Celebration at West Las Vegas Library](#) (Dec. 27)

The CW, [Kwanzaa Celebration Begins](#) (Dec. 26)

Las Vegas Review-Journal, [Top 10 Things to Do in Las Vegas This Week – The Soul of Kwanzaa](#) (Dec. 24)

Powerful People

Media Coverage Highlights

KVVU Fox 5 Las Vegas, [EmployNV Job Fair at Sahara West Library](#); anchor reads at 3 p.m., 4 p.m., 6:30 p.m., 11 p.m. and one 1 web story (Jan. 18)

KBLR Telemundo, [EmployNV Holds Job Fair at Sahara West Library](#) (Jan. 18)

KSNV Ch. 3, [Crossing Guards Job Fair at Local Libraries](#) (Jan. 16)

KLAS 8 News Now, [Job Fair for School Crossing Guards at Local Libraries](#), web story (Jan. 16)

KTNV Ch. 13, [The Ultimate Measure of a Man Panel Discussion](#) (Jan. 10)

Eat More Art Vegas!, [Opera Las Vegas to Present Opera Legends in Black](#) (Jan. 9)

1/8/24, KTNV Ch. 13, [Three Square, Library District Serving Seniors Free Hot Meals](#), web story (Jan. 8)

Georgia Southwestern University Website, [Kelvin Watson Graduates from Georgia Southwestern State University, Watson Earned a Master's Degree in Business Administration](#) (Jan. 5)

City Cast Las Vegas Newsletter, [Pipeline: A Staged Reading by A Public Fit](#), web story (Jan. 4)

KTNV Ch. 13, [Salsa Classes at West Las Vegas Library](#) (Jan. 4)

KBLR Telemundo, [Library District Partners with Three Square](#) (Dec. 28)

The CW Las Vegas, [New Year's at Noon Events, Held at Various Library District Locations](#) (Dec. 13)

Powerful Platforms

BAM Advertising Campaigns

Print Ads:

Free To Be	Black Image	December	Full Page	\$2,000.00
	Las Vegas Weekly	7-Dec	Full page	\$3,211.00
	Las Vegas Review Journal	17-Dec	Half Page	\$1,050.00
	RJ en Español	20-Dec	Half Page	\$600.00
	Desert Companion	December/January	Full Page	\$3,125.00
Winter Reading Challenge	Las Vegas Weekly	21-Dec	Full Page	\$3,211.00
	Desert Companion	December/January	Full Page	\$2,800.00
	Las Vegas Review Journal	31-Dec	Half Page	\$1,050.00
	RJ en Español	27-Dec	Half Page	\$600.00
	Asian Journal	29-Dec	Half Page	\$800.00
The Library District is Your Home for the Holidays	Black Image	December	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 December 2023 & January 2024 eNewsletter campaigns:

December 8 Issue: **Start Your Health & Wellness Journey at the Library**

Topics: Information about the Library District's free services and resources to support nutrition, mental health, holistic well-being and more; a link to the 2023 The Library is Your Home for the Holidays blog; Free CoxWiFi Card details; Upcoming must-see events selected by PVS & YS; Three Square Seniors Community Lunch and Social Hour details; Kids Cafe details; and information for Library cardholders to get \$5 discount off Mob Museum admission through December 31.

- 134,146 unique opens with a 41.6% percent open rate
- 3,889 unique clicks generated

- Sent to 322,765 unique emails
- 231 unsubscribes

Following the December 8 eNewsletter, 7,804 cardholders used OverDrive within 7 days of opening the message; 2,896 circulated a physical item; and 1,316 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 997 Occasionals (users who have not used the library in 3-12 months), and 450 Inactives (users who have not used the library in more than 12 months), which included the re-engagement of 84 Bright Future users (Teen cardholders).

December 20 Issue: Learn to Hygge for the Holidays + Visit The Writer's Room + Hydroponics How-To

Topics: Head of Collection & Development Rebecca Colbert's latest Literally blog shares the secret to unwinding from the holidays and greeting the new year genuinely refreshed, using Library District resources about the Danish art of Hygge; a link to The Writers' Room landing page on TheLibraryDistrict.org that has free resources & services for independent authors; promoting the Library District's free hydroponics classes; a link to the 2023 The Library District is Your Home for the Holidays blog post; information about the Library District's planned closures for Christmas Eve and Christmas Day; Free CoxWiFi Card details; plus upcoming must-see events selected by PVS & YS.

- 115,873 unique opens with a 35.8% percent open rate
- 2,637 unique clicks generated
- Sent to 323,609 unique emails
- 205 unsubscribes

Following the December 20 eNewsletter, 6,901 cardholders used OverDrive within 7 days of opening the message; 2,077 circulated a physical item; and 1,201 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 968 Occasionals (users who have not used the library in 3-12 months), and 391 Inactives (users who have not used the library in more than 12 months), which included the re-engagement of 107 Bright Future users (Teen cardholders).

January 4 eBlast: Save the Date – West Las Vegas Library Groundbreaking Moved to 2/27

Topics: This eBlast was sent to a targeted list to share the new date for the West Las Vegas Library groundbreaking ceremony that will now take place on February 27:

- 235 unique opens with a 50.6% percent open rate
- 47 unique clicks generated
- Sent to 464 unique emails
- 0 unsubscribes

January 8 eBlast: Everyone is a Winner @ Winter Reading Challenge!

Topics: This eBlast was sent to help promote the Winter Reading Challenge that runs until January 31, 2024:

- 132,586 unique opens with a 44% percent open rate
- 3,537 unique clicks generated
- Sent to 301,380 unique emails
- 329 unsubscribes

Following the January 8 eBlast, 8,989 cardholders used OverDrive within 7 days of opening the message; 3,438 circulated a physical item; and 1,588 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 1,335 Occasionals (users who have not used the library in 3-12 months), and 563 Inactives (users who have not used the library in more than 12 months), which included the re-engagement of 141 Bright Future users (Teen cardholders).

January 19 Issue: Celebrate Black History Month + Author & Artists Fair + FREE Tax Prep Help

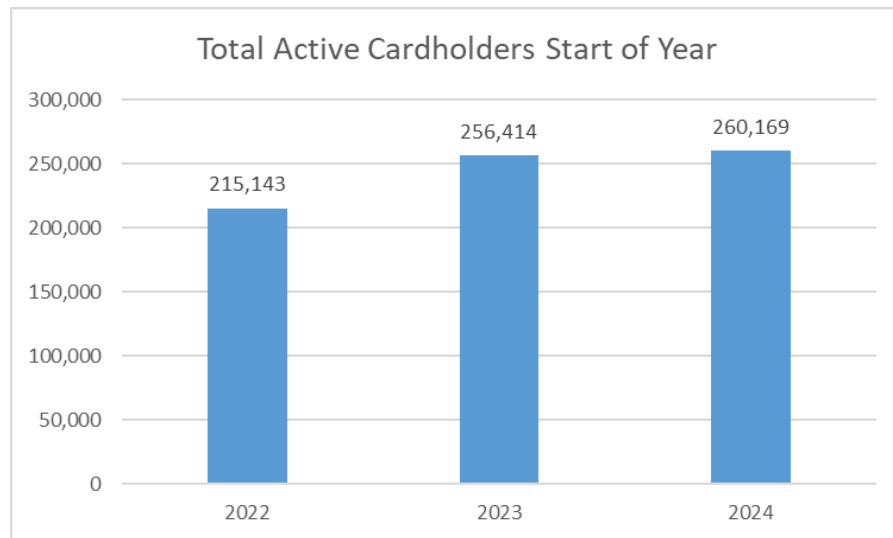
Topics: Information about the Library District's free services and resources to celebrate Black History Month 2024; the 2024 Authors & Artists Fair at Clark County Library; Winter Reading Challenge, AARP Tax Preparation Assistance at the Library District; Homework Help support; Upcoming must-see events selected by PVS & YS; Free CoxWiFi Card details; Clothes for Comfort Community Clothing Drive from Clark County Commissioner Marilyn Kirkpatrick; and the Film Nevada Workshop Series.

- 125,898 unique opens with a 39% percent open rate
- 3,453 unique clicks generated
- Sent to 322,765 unique emails
- 534 unsubscribes

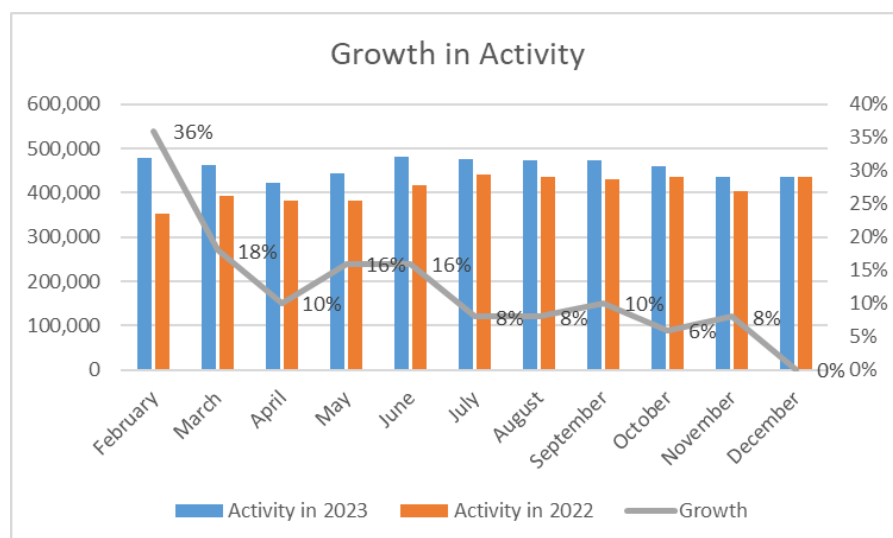
Analytics for the January 19 eNewsletter are still being compiled and will be provided in the March Board Report.

OrangeBoy Outreach Campaign Results – December/January:

- We have seen steady growth of Total Active Cardholders since we launched our OrangeBoy eNewsletters two years ago. Below is a chart that shows the growth, which included a +19% increase last year. We are also off to a strong start during the first two weeks of 2024.



- We also saw steady growth in overall user activity year-over-year. This is in no small part due to customers taking an action within seven days of opening one of our emails, which helped drive more checkouts to our circulation, along with leading online resources OverDrive and hoopla.



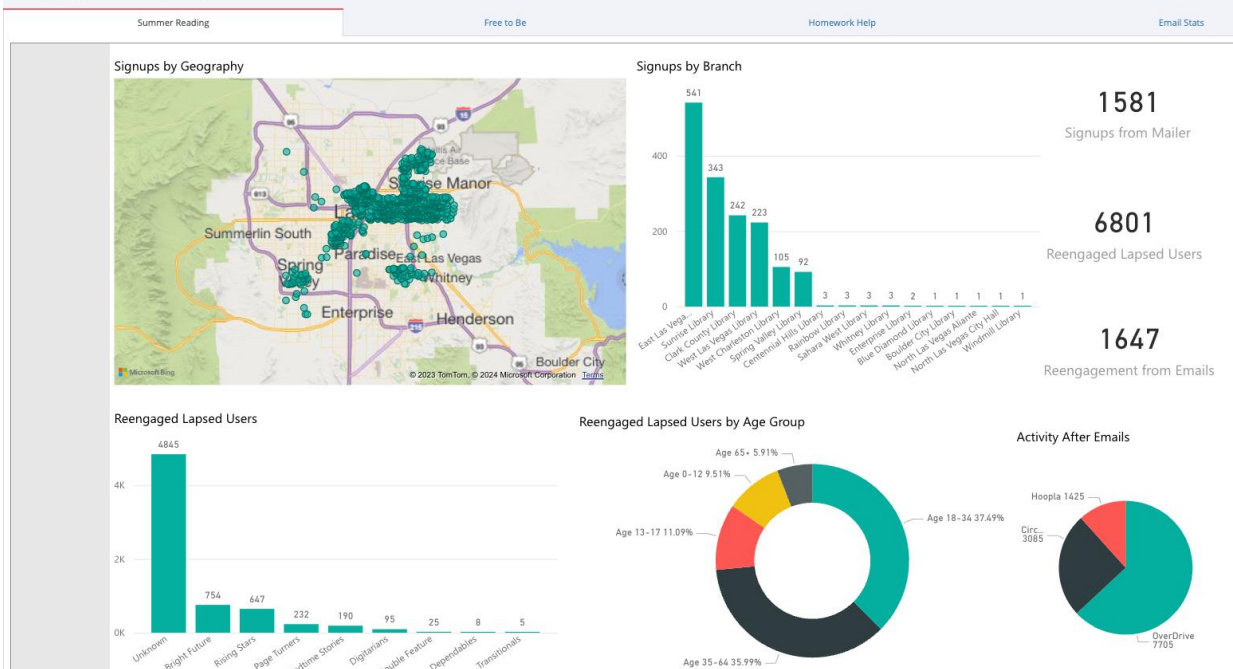
OverDrive	263,981
Circulation	106,653
Hoopla	45,394

We also have received strong customer engagement from our 2023 email marketing campaigns, which help promote:

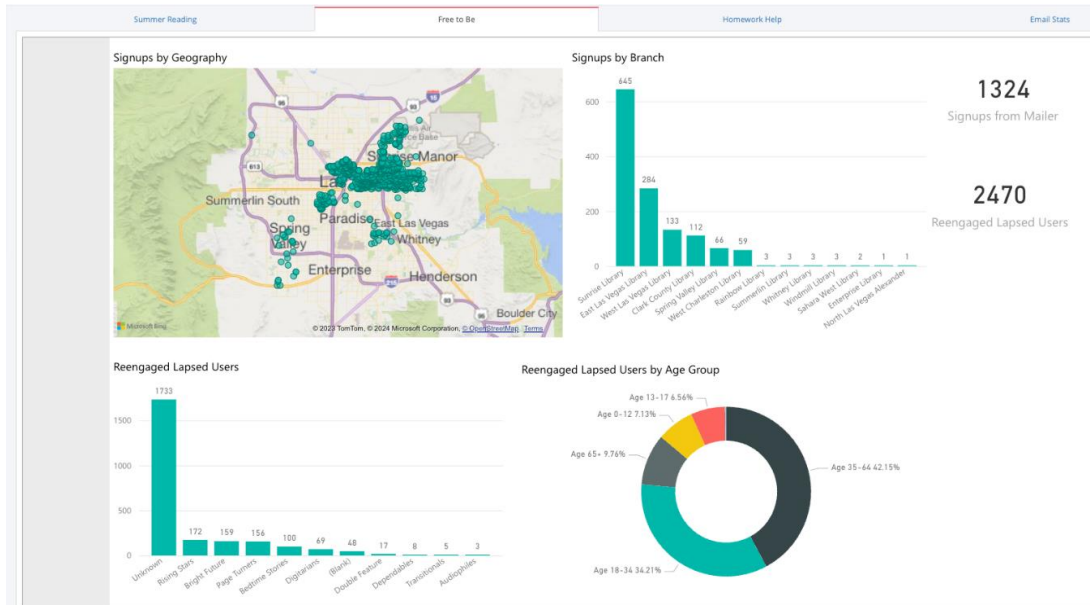
Summer Challenge 2023:

- 1,591 signups from email campaign.
- 6,801 re-engaged Lapsed users.
- 1,648 reengagement actions from email campaign.

2023 Strategic Marketing Campaigns

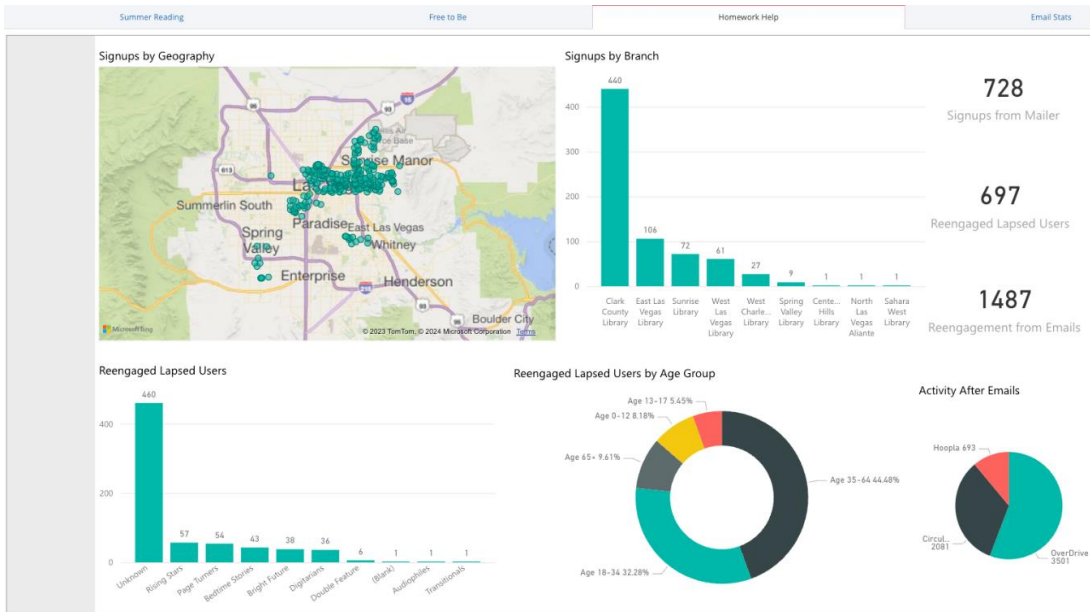
**Free To Be Public Education Campaign:**

- 1,324 signups from email campaign.
- 2,470 re-engaged Lapsed users.



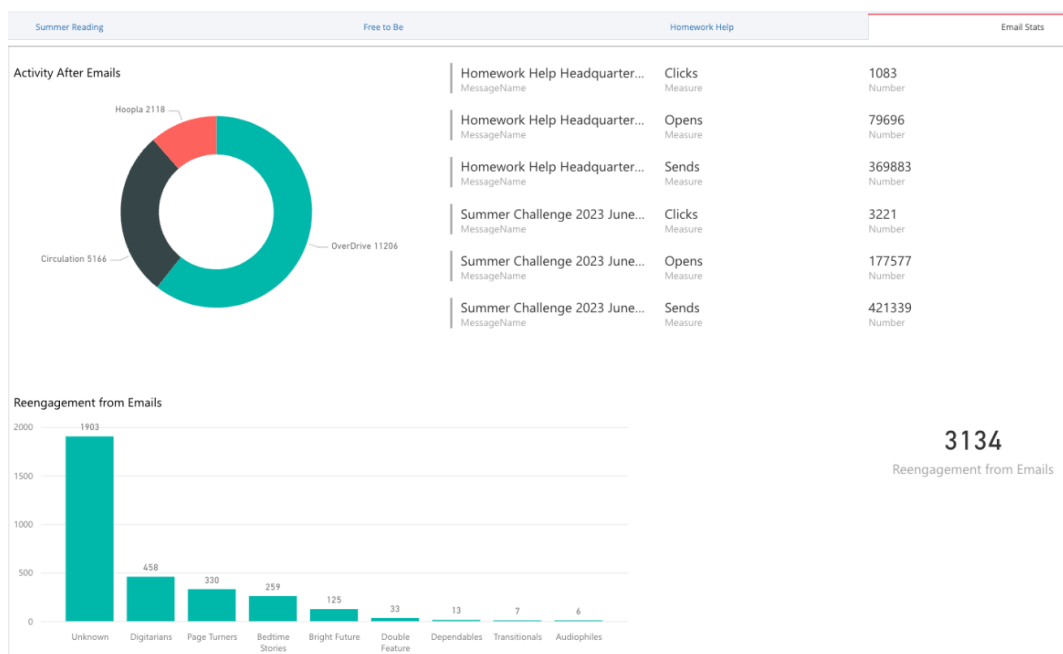
Homework Help:

- 728 signups from email campaign.
- 697 reengaged Lapsed users.
- 1,487 reengagement actions.



Cardholder Actions After Receiving These Email Campaigns:

- 11,206 items checked out on Overdrive.
- 5,166 items checked out from circulation.
- 2,118 items checked out from hoopla.

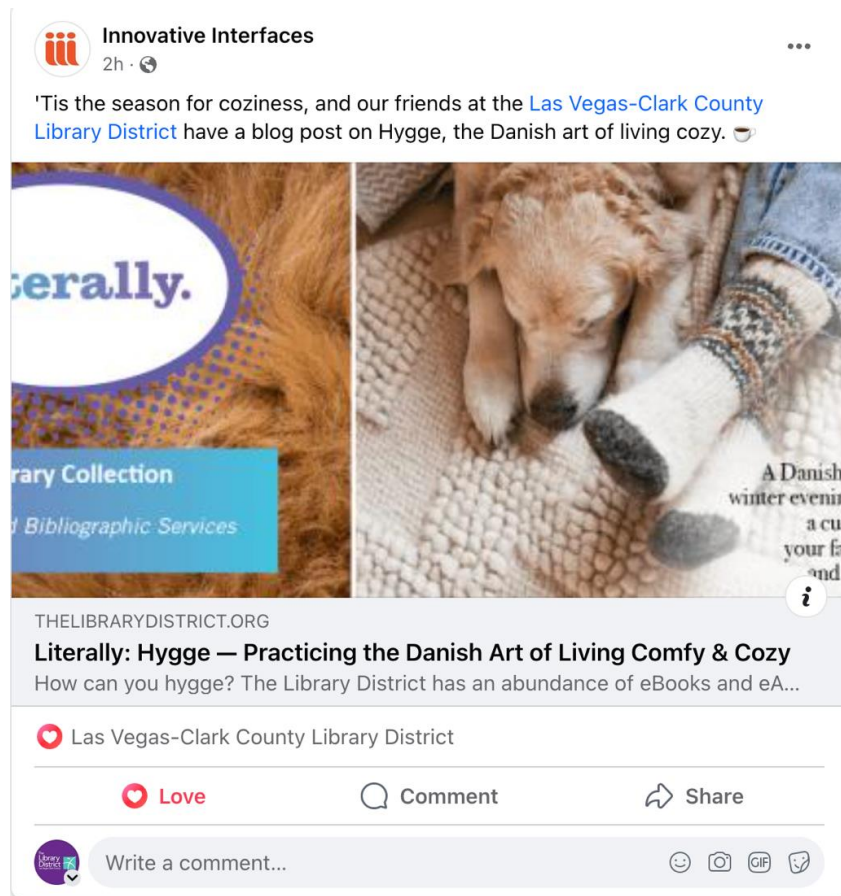
**Google AdWords Grant Update**


- 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 (December 2023):
- Our ads generated **3,948 clicks** and **10,690 impressions**, resulting in a robust **CTR (Click Through Rate) of 36.93%**. 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.

- The Library District's Google search impression percentage remained high in December at 93.07%. There is a lot of competition for ad placement and visibility during the holiday months, so keeping this high impression percentage during this time period is "impressive" per Nonprofit Megaphone.
- The top searched keyword in December was "Support Public Library", with 384 people seeing ads after searching, resulting in 89 people clicking on the ads generating a keyword CTR of 23.18%.
- To date, ads to help promote the Library District's free Tax Preparation Assistance Program in partnership with AARP have received 253 impressions and 33 clicks, generating a 13.04% CTR.
- The number of people looking for their local library branch continues to remain strong, with ads in the campaign The Library District – Find a Location generating 2,603 clicks in December.
- There was an increase in the number of people clicking on ads that lead to blog posts on TheLibraryDistrict.org, with 201 clicks being generated in December, which was a +31% increase from the previous month.
- 97 people submitted a application for an Instant eCard from clicking on an ad.
- 23 people made a call to their local library from seeing one of our ads.

Social Media Highlights







KSNV News 3 Las Vegas

@News3LV

Community gathers for annual West Las Vegas Library Theater Kwanzaa celebration



news3lv.com

9:00 PM · Dec 26, 2023 · 1,675 Views

3

1

5



KTNV | Channel 13 News Las Vegas

@KTNV

The Las Vegas-Clark County Library District is getting ready to break ground on a new location in West Las Vegas.

[📷: KME Architects]

READ MORE: ktnv.com/news/west-las-...



2:33 PM · Dec 19, 2023 · 1,619 Views

2

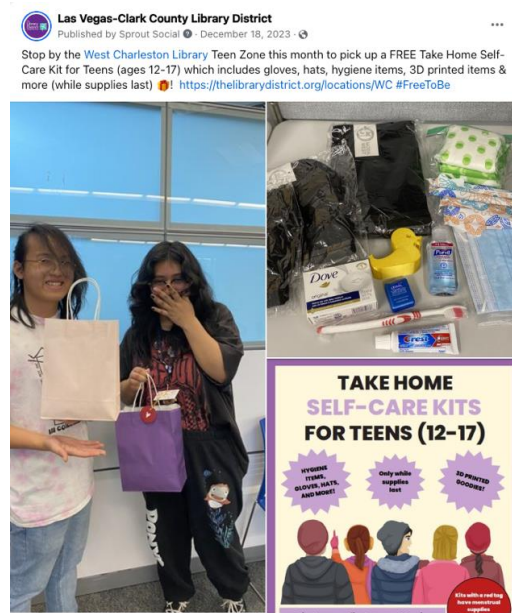
12



Top Social Media Posts December 2023

Facebook:

Our top Facebook post for the month was sharing a photo submitted by the West Charleston Library staff to tell our followers about the free Take Home Self-Care Kits for teens available during December (while supplies lasted). This post generated **2,147 organic impressions, 264 user engagements**, including **2 comments & 5 shares**, which helps to increase the total reach of the post.



X (Formerly Twitter):

Our top performing post was sharing a video taken by the Clark County Library's Best Buy Teen Tech Center team to help promote the dynamic programming that is available to teens ages 12-17, but also supporting the Library District's Free To Be public education campaign. This post generated **98 organic impressions & 35 user engagements**.



Instagram:

Our most popular post on Instagram for December was continuing to share the fun video that was submitted by Mt. Charleston Library to let the public know that the branch has reopened. This Instagram Reel generated **4,456 plays, 194 total user engagements, & 13 shares of the post.**

**LinkedIn:**

Our top performing post on LinkedIn was sharing photos from Executive Director **Kelvin Watson's**, MBA graduation ceremony from Georgia Southwestern State University. This post generated **4,445 organic impressions, 602 total user engagements, plus 64 comments, 3 shares & 83 link clicks.**



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

Library District Facebook

	Fans	Impressions	Post Engagements	Link Clicks
December 2023 Statistics	17,364	95,831	2,910	245
% Gain from November	+1%	-25%	-35%	-62%
% Gain from December 2022	+14%	+11%	-15%	-36%
% Gain from December 2021	+29%	+45%	+43%	+29%

Notes: We continue to see a steady increase in Total Followers, but our other key analytics were down month-over-month. The holiday season traditionally impacts our social media and website analytics as there is more competition competing for our customers' attention due to holiday breaks and vacations. While Facebook remains the largest social media platform, getting more organic engagement remains a challenge, but more branch submitted content greatly helps with this as Facebook 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
December 2023 Statistics	4,433	1,008	63,959	103
% Gain from November	+5%	-12%	-49%	-10%
% Gain from December 2022	+5%	-11%	-11%	+1%
% Gain from December 2021	+15%	-14%	-33%	-25%

Notes: We increased our Total Followers, but the rate of new follower growth is slowing on this social media platform as it struggles to attract new users and retain current users. BAM will continue to be closely monitor our monthly analytics throughout 2024 to see how they may be further impacted as more users could opt to not engage on or leave this social media platform due to the volatile leadership of Elon Musk which has affected the user experience and more brands are opting to not post on this platform. BAM will 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
December 2023 Statistics	7,209	2,773	74,541	2,358	114
% Gain from November	+1%	-10%	-5%	-4%	-12%
% Gain from December 2022	+21%	+33%	-4%	+32%	-31%
% Gain from December 2021	+49%	+105%	+57%	+93%	+21%

Notes: We were down slightly month-over-month in our key Instagram Analytics with the exception of Total Followers, which has held steady. We were encouraged to see year-over-year gains in Total Followers and User Engagement. 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
December 2023 Statistics	2,487	10,806	1,308	3	553
% Gain from November	+2%	+92%	+152%	No change	+109 %
% Gain from December 2022	N/A	N/A	N/A	N/A	N/A
% Gain from December 2021	N/A	N/A	N/A	N/A	N/A

Notes: We were up in almost all of our key LinkedIn analytics 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
December 2023 Statistics	1,619	17,800	198.4 hrs	1 min 56 sec
% Gain from November	+2%	-1%	+100%	+5%
% Gain from December 2022	+26%	-26%	-12%	+45%
% Gain from December 2021	+47%	+9%	+315%	-49%

Notes: We saw month-over-month increases to our Total Channel Subscribers, Total Channel Watch Time and Average View Duration, but we slightly down in Total Impressions. The creation of new virtual programming content and uploading it consistently will continue to be critical to our sustained growth in the coming year 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
December 2023 Statistics	119,000	102,986	324,941	1.87	2 min 21sec
% Gain from November	-1%	-14%	+1%	+10%	-2%
% Gain from December 2022	+42%	-13%	+13%	-36%	-12%
% Gain from December 2021	N/A	N/A	N/A	N/A	N/A

Notes: We increased our Engaged Sessions and Engaged Sessions Per User, which means we are getting our customers to take more actions across the website. During the holiday season, there is more competing for our customer's attention and more vacations take place which will typically decrease website traffic. We expect an increase in January as the Library District promotes its annual Winter Reading Challenge program.

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: January 31, 2024

SUBJECT: Community Engagement Activity Report, February 2024

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 **December 1, 2023 – December 31, 2023**.

POWERFUL PEOPLE

- Hired the following individuals to fill vacant Community Engagement positions: Kyle Swartz as Adult Services Specialist, Desi Velazquez as Youth Services Specialist, Amiel Bravo as Performing Arts Center Coordinator, and Peter Sbraccia and Kimberly Padilla-Estrada as part-time Outreach Specialists.
- Collaborated with Nina Griffin from Nevada Department of Health and Human Services to promote library services at resource and job fairs.
- Developed classes with Linda Irvine to bring literacy and early childhood education resources to families living on Nellis Air Force Base.
- Hosted representatives from the City of Las Vegas Business Licensing Division at the Community Engagement Administration meeting to help streamline the event permitting process for library programs.
- Hosted teen volunteers from Foothill High School National Honor Society who volunteered and assembled 1,500 My First Library boxes and stocked 350 of the kits for a January launch at Sunrise Hospital. The complete project will see 2,000 kits fully assembled and distributed throughout 2024.
- Attended LeRon Emcee's art exhibit reception at Pearson Community Center.
- Received a donation of two Roy Purcell lithographs for the Library District's permanent art collection from Cindy Moyes.
- Met with Programming and Venues staff, Human Resources, and union representatives to discuss department reorganization, services, and staffing.

POWERFUL PLACES

- Youth Services and Adult Services departments each held an annual staff summit for professional development. Outreach Services demonstrated best storytime practices for library staff at the Youth Services summit.

- Supported the Sahara West Library *80's After Dark Movies* series. The event supports multigenerational learning and family experiences.
- Technical and Production Services completed various maintenance projects in the Performing Arts Centers that included painting stage floors and rigging inspections/repairs.
- Accepted delivery of a new Yamaha piano for the Summerlin Theater.
- Held a public art reception at Sahara West Library for exhibits by Left of Center Gallery artists, Red Rock Pastel Society of Nevada, and Theo Tso.
- Toured University of Nevada, Las Vegas Master of Fine Arts candidates' open studios.
- Confirmed virtual teaching locations at library branches for Adult Learning Program staff to support customers learning online. In-person services will occur at 12 different libraries for Cycle III classes beginning in January.

POWERFUL PARTNERSHIPS

- Engaged families at the North Pole Community Event at Nellis Air Force Base.
- Connected with Nevada Hand families at the Apache Pines location.
- Brought library cards and free services to the Las Vegas Metropolitan Police Department Parole & Probation Job Resource Fair.
- Promoted library resources to youth and families at the Discovery Museum Astronomy STEAM Fair.
- Scheduled bi-weekly visits to the LGBTQIA+ Center for library card sign-ups and Cox Wi-Fi card distribution beginning in 2024.
- Provided festive crafts and library cards at the December First Friday event.
- Met with Barbershop Books, Microsoft, and the NFL to begin planning a youth Super Bowl program at Clark County Library on February 7.
- Met with Barbershop Books to develop library branch partnerships with local barbershops. Barbershop Books will provide free books to youth while getting their hair cut at participating barbershop locations. Staff also attended the Barbershop Books outreach training.
- Celebrated the holidays with a variety of music programs including a Boreno Soul Christmas with Jarabe Mexicano, Sleigh Bells Swing with the Swing It Girls, Holiday Immersive Bowls, and the Silver Statesmen Barbershop Quartet.
- Presented two Kwanzaa celebrations at the West Las Vegas Library in partnership with the City of Las Vegas
- Provided an educational program on the history and traditions of Hanukkah around the world with Suzan Dubbin.

POWERFUL PLATFORMS

- Attended New Leader Onboard training presented by the Branding & Marketing division.
- Educated college students about digital library resources and online research at the CSN Charleston campus.
- Demonstrated homework help tools including Brainfuse and Ebsco databases to 600+ students at Escondido Middle School.
- Finalized the Baby & Me webpage on the Library District's website to support families with children ages 0-5. The webpage supports the My First Library hospital initiative.
- Attended the Latin Chamber of Commerce Gala at the Westgate Hotel and Casino.
- Created the Winter Reading Challenge 2024 Beanstack page to support customers and digital tracking of reading.
- Implemented a new staff scheduling system for Production Technician requests.
- Attended Communico Attend staff training.

Community Engagement Report
Page 3

- Presented Community Engagement accomplishments at the Districtwide Town Hall Halftime Playbook 2026 meeting.
- Researched possible CRM solutions to support partnership management with FreeAgent and Monday.com.
- Finalized the EmployNV Orientation Guide to support new staff working in hubs.
- Burlington English recognized the Library District for increased student activity with the supplemental tool used by adult learning program students.
- Met with Branding & Marketing to discuss January/February priority events needing marketing support.
- Participated in the after action review for the Vegas Valley Comic Book Festival.
- Met with Vegas PBS to discuss Library District support to host the electronic database platform *Jobtimize* on the Library District's website. The self-directed platform will be free to library customers and aide them in job searching and career counseling.

HIGHLIGHTED EVENTS

CCSD Family Engagement Event
Outreach – Cashman Park



North Pole Event; Cardmaking & Buttons
Outreach – Nellis Air Force Base



Community Engagement Report
Page 4

Youth Services Summit Storytime Training
Windmill



Classroom Tutorials
Outreach – Escobedo Middle School



Cubelet Coding & Robotics
Outreach – Safekey Afterschool Programs



80's After Dark Movies
Sahara West



Community Engagement Report
Page 5

Adult Services Summit
Windmill



Youth Services Summit
Windmill



Kwanzaa
West Las Vegas



Boreno Soul Christmas with Jarabe Mexicano
West Charleston



New Piano
Summerlin



The Silver Statesmen
Clark County



Community Engagement Report
Page 6

Hannukah Around the World
Clark County



Sleigh Bells Swing with the Swing It Girls
West Charleston



Donation of Roy Purcell's Westward Ho
Library District Permanent Art Collection



From the Beginning to the End
Sahara West



Adult Learning Program Staff Development Meeting
Clark County



...

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

LOCATION	CIRCULATION		GATE COUNT	NEW LIBRARY CARD	PC INTERNET	PROGRAMS									
	Total	Rank	Total	Total	Total	Adult		Youth		General Interest		Rental		Total	
						Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
BLUE DIAMOND	659	18	936	7	23	6	10	7	217	24	1,625	0	0	37	1,852
BUNKERVILLE	173	25	740	5	61	0	0	144	483	0	0	0	0	144	483
CENTENNIAL HILLS	25,603	2	20,285	346	1,842	25	163	14	935	11	140	18	393	68	1,631
CLARK COUNTY	11,193	9	28,510	392	4,477	34	2,151	129	1,136	35	745	36	4,527	234	8,559
EAST LAS VEGAS	9,272	12	18,426	272	3,436	66	1,481	23	91	39	229	9	640	137	2,441
ENTERPRISE	12,942	6	14,360	203	1,802	12	69	18	167	37	683	17	307	84	1,226
GOODSPRINGS	203	24	408	0	34	2	6	5	26	1	5	0	0	8	37
INDIAN SPRINGS	779	17	3,409	4	80	2	22	7	38	27	604	0	0	36	664
LAUGHLIN	3,773	14	4,123	42	677	23	247	9	83	6	275	2	12	40	617
MEADOWS	583	19	2,262	31	164	24	26	9	66	25	911	0	0	58	1,003
MESQUITE	5,495	13	8,270	15	1,033	62	439	57	1,102	14	214	1	3	134	1,758
MOAPA TOWN	274	22	347	85	48	1	0	4	47	5	12	0	0	10	59
MOAPA VALLEY	2,643	16	1,879	27	227	12	62	8	220	8	39	0	0	28	321
MOUNT CHARLESTON	285	21	675	9	12	5	23	0	0	3	159	0	0	8	182
RAINBOW	16,247	4	17,700	226	1,979	42	154	10	144	69	2,190	23	819	144	3,307
SAHARA WEST	28,616	1	26,155	343	2,427	109	631	13	806	14	630	22	427	158	2,494
SANDY VALLEY	581	20	951	5	41	2	10	0	0	6	8	0	0	8	18
SEARCHLIGHT	250	23	315	2	11	3	13	4	12	19	24	0	0	26	49
SPRING VALLEY	11,273	8	17,130	227	2,754	11	124	56	1,068	43	1,345	11	279	121	2,816
SUMMERLIN	14,605	5	19,171	215	1,107	7	46	2	39	5	172	18	4,506	32	4,763
SUNRISE	10,992	10	11,877	214	1,788	25	147	10	246	32	786	0	0	67	1,179
WEST CHARLESTON	10,981	11	16,251	183	2,060	31	179	23	408	128	881	6	278	188	1,746
WEST LAS VEGAS	3,325	15	14,195	161	2,811	24	161	40	328	51	1,750	14	808	129	3,047
WHITNEY	12,139	7	15,684	215	2,545	46	769	50	596	57	461	0	0	153	1,826
WINDMILL	24,117	3	31,049	398	2,464	33	341	18	541	9	512	15	2,596	75	3,990
WINDMILL SERVICE CENTER	677,070		0	4,723	83,814	143	1,357	38	1,233	8	1,206	0	0	189	3,796
2023 MONTHLY TOTAL	884,073		275,108	8,350	117,717	750	8,631	698	10,032	676	15,606	192	15,595	2,316	49,864
FY 23-24 YTD TOTAL	5,571,293		1,879,784	50,939	677,700	6,237	77,908	5,437	99,577	5,060	174,675	1,260	52,149	17,994	404,309

ANNUAL MONTHLY COMPARISON															
2022 MONTHLY TOTAL	845,618		296,381	6,017	77,562	789	7,517	669	11,060	613	12,193	174	17,995	2,245	48,765
% CHANGE	5%		-7%	39%	52%	-5%	15%	4%	-9%	10%	28%	10%	-13%	3%	2%

ANNUAL YTD COMPARISON															
FY 22-23 YTD TOTAL	5,284,341		2,002,536	42,950	531,171	6,064	83,633	4,857	91,790	4,092	138,169	1,376	54,300	16,389	367,892
% CHANGE	5%		-6%	19%	28%	3%	-7%	12%	8%	24%	26%	-8%	-4%	10%	10%

ANNUAL MONTHLY COMPARISON															
2021 MONTHLY TOTAL	750,639		245,426	3,419	78,015									1,839	44,693
% CHANGE	18%		12%	144%	51%									26%	12%
2020 MONTHLY TOTAL	554,474		145,439	2,089	54,655									716	12,731
% CHANGE	59%		89%	300%	115%									223%	292%
2019 MONTHLY TOTAL	902,336		409,164	5,112	132,592									1,710	48,679
% CHANGE	-2%		-33%	63%	-11%									35%	2%

ANNUAL YTD COMPARISON															
FY 21-22 YTD TOTAL	4,509,884		1,721,319	32,295	510,519									12,164	266,711
% CHANGE	24%		9%	58%	33%									48%	52%
FY 20-21 YTD TOTAL	4,355,913		1,563,120	28,860	500,482									6,348	111,244
% CHANGE	28%		20%	77%	35%									183%	263%
FY 19-20 YTD TOTAL	5,905,673		2,923,693	46,009	907,422									12,624	350,781
% CHANGE	-6%		-36%	11%	-25%									43%	15%



ITEM VI.A.2.c.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: JoAnn Prevetti, MBA - Development

DATE: January 31, 2024

SUBJECT: Development Report – February 2024 (Development Financial Report Attached)

Development Department Powerful Plays in January 2024

February through April to be written – \$460,000.00

Palms Cares - \$100,000 - Tutoring – Districtwide
Library of Congress - \$150,000 – Literacy Programming - Districtwide
MGM Foundation - \$80,000 – Tutoring – Districtwide
Arts Here - \$130,000 – Performing Arts - Districtwide

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

\$118,476.72

Powerful Platforms/People/Partnerships/Places

January/February Meetings

1/3/24 – Diversity Donors Seminar
1/4/24 – Meeting with Smart Horizons Career Online Education re: WIOA Funding
1/5/24 – IIBA Analysis Seminar
1/9/24 – Vegas Tickets – Program Funding Check Presentation
1/9/24 – Shaw Connect/Hip Architecture Camp – Whitney Teen Refresh Donation
1/16/24 – Generational Diversity Webinar
1/19/24 – City of Las Vegas Auditors – re: ARPA funding/procedures
1/22/24 – Michelle Cho – Echo Wealth Partners
1/22/24 – Meow Wolf Event
1/23/24 – Congresswoman Susie Lee event @ Spring Valley Library
1/23/24 – Lt. Governor event @ East Las Vegas Library
1/24/24 – Vegas Chamber – Preview 2024
1/24/24 – Clark County Bar Association Luncheon
1/25/24 – Asian Chamber Luncheon
1/25/24 – City of Las Vegas Event – Kelvin award
1/29/24 – Final City of Las Vegas Audit – ARPA funding meeting
1/29/24 – F1 in Schools 4th meeting
1/29/24 – United Way meeting
2/1/24 – Vegas Chamber Executive Women’s Council event
2/5/24 – Vegas Chamber breakfast with Senator Rosen – Eggs and Issues
2/6/24 – Franklin Covey – Ignite Results Webinar
2/7/24 – Barbershop Books Event

2/10/24 – Hip Hop Architecture event - Whitney Library
2/12/24 - #Get Carded for Health – Heart Health event – East Vegas
2/22/24 – Asian Chamber Luncheon
2/27/24 – West Las Vegas Groundbreaking
2/28/24 – Vegas Chamber – Board of Trustees Installation Luncheon

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Development

JoAnn Prevetti, MBA

Director – February '24 Board Meeting



Development Department Staff





Report through 1/19/24

FOUNDATION AWARDED	FOUNDATION PENDING	FOUNDATION DENIED		BOOKSTORE SALES July through December '23		DISTRICT AWARDED	DISTRICT PENDING	DISTRICT DENIED
\$130,307.65	\$938,500.00	\$255,000.00		\$118,476.72		\$141,500.00	\$15,344,131	\$5,000
				ONLINE DONATIONS Through 01/19/24				
				\$7,931.60				



January 2024 Data

DISTRICT AWARDED FUNDING through 1/19/24								
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			
Vegas PBS – Jobtimize Library Programming (funding for two years)	\$125,000		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			
			Literacy Programming	Library of Congress	\$150,000			
			Whitney Teen Refresh	Shaw Contact	\$20,000			
TOTAL DISTRICT GRANTS AWARDED	\$141,500		TOTAL	PENDING GRANTS	\$15,344,131		TOTAL	DENIED \$5,000

	FOUNDATION AWARDED FUNDING 7/1/23 – 1/19/2024		FOUNDATION	SUBMITTED OR IN PROGRESS	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 District 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	Superbowl	Education	\$58,000			
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	Boyd Gaming	Youth Programming	\$5,000			
Anonymous Donor	Lil Learners Program – Enterprise	\$1,000	Palms Cares	Tutoring	\$100,000			
Bruce & Marjorie Norman	Foundation Programming	\$2,000	MGM Foundation	Tutoring	\$80,000			
Kroger	Foundation Programming	\$1,221.19	Library of Medicine	Health and Wellness	\$25,000			
Cox	Unrestricted Funding	\$2,500						
Bright Funds Foundation	Foundation Programming	\$2,475	Arts Here	Performing Arts	\$130,000			
Blackbaud Giving Fund	Foundation Programming	\$276	United Way	Library Programming	250,000			
Online Donations	Foundation Programming	\$7,113.09						
Eagle Promotions	Tutoring/Little Learners	\$2,500						
TOTAL		\$130,307.65	Total Pending		\$936,000	Total Denied	\$255,000	



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



ShawContract®

SAN FRANCISCO
HUMAN RIGHTS
COMMISSION



Humana





Vegas Tickets Donation



<https://legacy.lvcclld.org/media/coverage.cfm?cov=1659>



It's what we do...

Thank you!



ITEM VII.A.2.d.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Albert Prendergast, Chief Information Officer

DATE: January 31, 2024

SUBJECT: Information Technology Report, February 2024

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

POWERFUL PEOPLE

- IT division staff created the January 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 staff provided one in-person *Making the Floating Collection Work for Everyone* and one *Collection Development for Youth Services* training session for District-wide staff to increase staff's understanding of the collection and inform them of how to get items for their collections.
- AS staff facilitated the quarterly Circulation Department Heads meeting virtually to discuss and investigate District-wide circulation issues and procedural changes.
- DC staff provided three in-person *Collection Maintenance 1: Decision Center and collectionHQ* training and one *Create Lists* training for District-wide staff to teach staff how to use these tools.
- AS staff revised several internal documents, including the *Child Card Guidelines* and the *Patron Types and Services* document to include Baby Quick Start library cards and clarification for access to seat-based online resources.
- Several IT department staff attended one day of the Consumer Electronics Show held in Las Vegas. The show provided valuable insight into emerging technologies, allowed staff to interact with vendors and colleagues across the industry, and enabled attendees to stay abreast of the latest updates and changes in the technology industry.
- CBS staff joined Branding and Marketing staff to provide a new in-person *Staff List* training workshop for District-wide staff at the Windmill Service Center to teach staff how to highlight the collection on our website.
- All IT division supervisors attended the required new leader onboard training provided by the Human Resources department.

POWERFUL PLACES

- CBS staff added 1,501 titles with 13,034 new items to the collection and withdrew 5,690 items from the library catalog. The withdrawn items will either be resold or discarded. CBS staff also added 17,832 e-books and e-audiobooks and 2,898 new hoopla music records in 53 different languages to the collection. Additionally, 295 hoopla records were removed from our collection.
- DC staff provided fresh content to the Greater Clark County branches to help keep the collections relevant for customers and distributed Valentine's Day books back to the branches for the upcoming holiday.
- IT department staff continues to work with the Mobile App Implementation Team on the configuration of the various modules. The team received a preview of the preliminary configuration of the Connect app and each team member will install and test the app to provide feedback for making modifications. We anticipate that the mobile app will be ready for rollout in about two months. We are also expecting to receive a test configuration of the new self-check kiosk (Interact module) shortly and a test lock for the door access solution for the room reservation system (Reserve module). We have also started to work in earnest on the digital signage solution (Broadcast module).
- IT department staff completed the implementation of this year's phase of the new DIY 3D Printing Model Project (for the East Las Vegas, Enterprise, Meadows, Summerlin, Sunrise, and Whitney libraries). IT department staff continues to work on 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).
- CBS staff visited the Blue Diamond Library to discuss the collection and space used by the collection in the branch.
- CBS staff processed 14 new Book Club Kits and developed instructional packets to assist branch staff with obtaining Book Club titles. All the kits are currently scheduled for Book Club activities at the branches.

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 495 e-mails to the ASK account, and answered 106 phone calls totaling over 14 hours.
- AS staff prepared Quick Start library cards for outreach visits to local schools and other community partners.
- Henderson District Public Library (HDPL) accounted for 1% of our Overdrive circulation with 2,790 items checked out, while our customers checked out 481 items from the HDPL through our Reciprocal Lending Agreement.
- Boulder City and North Las Vegas residents accounted for 8.2% of the District's OverDrive e-media circulation, with the North Las Vegas Library District accounting for approximately 6.5% and the Boulder City Library District accounting for 1.7% of our items checked out.
- Instant Digital Cards (IDC), promoted for our partnership with the RTC, generated 4% of our OverDrive circulation with 11,639 items checked out, and 692 new IDC user accounts were created.
- The *Library @ the Boulevard Mall* had 39 checkouts and 17 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 346 new titles with 678 items to the collection for the North Las Vegas Library District and 318 new unique items to the collection for the Boulder City Library District.
- Interlibrary Loan (ILL) staff received 314 requests from our customers to borrow materials from other library systems and received 426 requests from other libraries to borrow our items, and there were 30 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 14,000 accounts have been checked out.
- CBS staff worked with our vendor, Baker and Taylor, and the Branding and Marketing department to complete work on the e-Popup Library project for our partnership with the Downtown Grand Hotel. Branding and Marketing completed the design of the logos and artwork for the project and the Downtown Grand is working on the materials to promote the program.
- AS staff created and sent a newsletter to customers who had State Park Passes checked out or on hold to inform them of changes to the program for 2024. The State increased our allotment of passes but the passes can no longer be reserved.
- IT department staff enabled the customized Wi-Fi access that was created for the AARP Foundation's Tax-Aide Program and used to offer free tax preparation assistance to low-to-moderate-income taxpayers.
- CBS staff ordered materials for the Barbershop Books/NFL partnership event in February and expanded and renewed the LexisNexis online research database resource for the Metro Jail librarians. IT department staff continues to work with Library Operations staff and Microsoft to prepare the Computer Lab, Engineering Lab, Studio Lab, and Gaming Lab for the mobile technology truck.
- The ribbon cutting ceremony for the Anytime Library kiosk at the Sunrise Hospital is scheduled for February 16th. The kiosk had 35 items checked out in December.
- IT department staff worked with Community Engagement, General Services, and staff at the Desert Research Institute on the ImpactNV Air Quality Monitoring Project. Air quality sensors were installed inside and outside of the East Las Vegas Library to measure air quality in the community. The sensors can be seen at this link, <https://map.purpleair.com/1/mAQI/a10/p604800/cC0?select=170227#15.02/36.17318/-115.11053>.

POWERFUL PLATFORMS

- IT department staff continues to work with our E-Rate consultant on our RFP for data services and wireless equipment.
- IT department continues to work on this year's Annual Computer Replacement Project. IT division staff replaced 28 public circulation laptops at seven branches this month.
- IT department staff installed computers and telephones for three new staff members at the Windmill Service Center.

Of the \$2,587,000 approved by the Board of Trustees in the IT department's Capital Projects Fund for FY24, \$1,459,882.14 was expended on the items listed below:

- Replacement end-of-life laptops - \$462,099.81
- 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 - \$482,931.81
- Digital Memories Preservation Lab - \$19,626.57
- All Hands On Tech - \$1,899.96
- zSpace - \$57,415.50



ITEM VII.A.3.a.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Floresto Cabias, Chief Financial Officer

DATE: January 31, 2024

SUBJECT: Financial Services Report, February 2024

This memorandum summarizes the Financial Services Department's activities and project updates for the month of January 2024 and analytics compiled from the period of January 1 through January 31, 2024.

Powerful People

Administration

- Updated the District's cash flow analysis
- Submitted the annual report of capital improvements owned, leased, or operated to the NV Department of Taxation and the Legislative Counsel Bureau, per NRS requirements
- **Floresto Cabias** attended The Beckley Group's leadership training sessions with the Administrative Team
- **Floresto Cabias** attended the NV Department of Taxation's *Training on Preparing a Budget FY 24/25*
- **Floresto Cabias** interviewed applicants for two open Accounting positions; candidates hired
- **Floresto Cabias** participated in *New Markets Tax Credits* Weekly Check-In Meetings for the West Las Vegas Library project
- **Floresto Cabias** and **Martha Ford** presented at the Windmill Library's *Job Talk Series* program, the event was named *The CFO and Accounting Manager*
- **Lynn Wing** and **Albena Blagoeva** attended the District's Circulation Department Head Meeting
- **Martha Ford** attended the District's Branch Managers 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 (\$4.7M for the month of January)
- Prepared Forms W-2, Forms 1099, and PERS report
- Developed policies and procedures related to cash handling and internal controls
- Developed policies related to internal risk assessment

- Performed cash flow analysis
- Performed all payroll related duties, including PERS report
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits
- Provided detailed budget status for staff as requested
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed 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 Kelvin Watson, Executive Director

FROM: Floresto Cabias, Chief Financial Officer

DATE: January 31, 2024

SUBJECT: Financial Services Report, February 2024

Enclosed are the budget status reports for January 2024. General fund revenues show 54% of budgeted revenues collected.

Property Tax Revenues

As of January 19, 2024, the District collected \$38.7M in property taxes, which is still on pace to meet budget expectations. Property taxes are assessed on a fiscal year basis beginning on July 1.

Consolidated Sales Tax Revenues (CTX)

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

As of the date of this report, the most recent CTX received by the District on December 29, 2023, represents CTX from the month of October 2023. The \$2.5M collected matches the amount collected for the same month last fiscal year. So far this fiscal year the CTX are averaging a 4% increase compared to the same period in the prior year.

Expenditures

The General Fund has spent 47% 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.

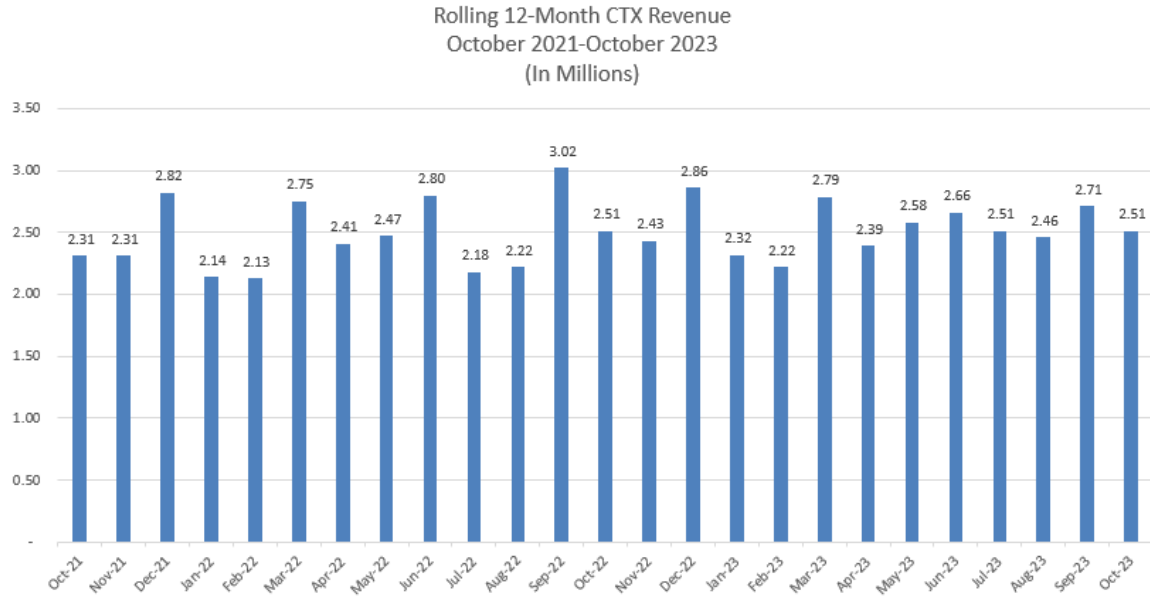
Ending Fund Balance

Based on revenue and expenditure activity so far in FY 2024, staff expects to maintain an ending fund balance for FY 2024 that is at least 20% of budgeted expenditures. The District will transfer \$16M from the General Fund to the Capital Projects Fund in FY 2024.

Staff will be available to answer questions.

Financial Services Report

Page 2



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	2,706,582.49	-10.37%
October	2,505,890.22	2,507,912.36	0.08%
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	10,185,221.81	

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

General Fund - 100

From 07/01/2023 Through 01/19/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	38,690,883.43	61,629,920.00	22,939,036.57	37.22%
Intergovernmental Revenue	10,524,640.81	31,443,860.00	20,919,219.19	66.53%
Charges for Services	311,380.13	1,000,000.00	688,619.87	68.86%
Miscellaneous	1,374,756.48	1,060,000.00	-	-
Total Revenues	50,901,660.85	95,133,780.00	44,546,875.63	46.83%
Expenditures				
Salaries	17,961,697.15	38,647,658.00	20,685,960.85	53.52%
Benefits	7,893,094.68	17,451,171.00	9,558,076.32	54.77%
Supplies & Services	8,829,729.46	18,703,971.00	9,874,241.54	52.79%
Capital Outlay	6,767,686.88	13,100,000.00	6,332,313.12	48.34%
Total Expenditures	41,452,208.17	87,902,800.00	46,450,591.83	52.84%
Excess (Deficit) of Revenues over (under) Expenditures	9,449,452.68	7,230,980.00	-	-

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

General Fund - 100

From 07/01/2023 Through 01/19/2024

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	424,323.46	856,213.00	431,889.54	50.44%
120	Administration - Library Operations	840,214.60	2,080,156.00	1,239,941.40	59.61%
200	Financial Services	1,308,355.38	2,151,493.00	843,137.62	39.19%
215	Community Outreach	291,722.88	751,492.00	459,769.12	61.18%
216	Youth Services	260,264.85	626,538.00	366,273.15	58.46%
217	Adult Services	98,061.02	452,163.00	354,101.98	78.31%
220	Development	270,642.44	764,417.00	493,774.56	64.59%
240	General Services	5,829,408.85	12,212,958.00	6,383,549.15	52.27%
250	Human Resources	1,220,216.52	3,039,736.00	1,819,519.48	59.86%
251	HR-Work Insurance	765,696.91	1,501,744.00	736,047.09	49.01%
260	Information Technology	2,572,044.32	4,876,342.00	2,304,297.68	47.25%
270	Literacy Services	270,355.74	2,105,386.00	1,835,030.26	87.16%
280	Branding and Marketing	1,522,207.30	3,242,024.00	1,719,816.70	53.05%
290	Access Services	653,480.00	1,485,038.00	831,558.00	56.00%
310	Collection and Bibliographic Services	7,982,415.00	15,540,578.00	7,558,163.00	48.64%
320	Gallery Services	108,204.61	224,445.00	116,240.39	51.79%
330	Programming and Venues Services	1,679,862.46	3,629,127.00	1,949,264.54	53.71%
340	Community Engagement	267,795.04	745,461.00	477,665.96	64.08%
400	Library Operations	15,086,936.79	31,617,489.00	16,530,552.21	52.28%
Total		41,452,208.17	87,902,800.00	46,450,591.83	52.84%

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

General Fund - 100
Library Operations - Dept 400
From 07/01/2023 Through 01/19/2024

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
100	Blue Diamond Library	74,145.44	155,745.00	81,599.56	52.39%
110	Bunkerville Library	74,867.85	140,898.00	66,030.15	46.86%
120	Clark County Library	1,443,094.09	2,954,255.00	1,511,160.91	51.15%
130	Enterprise Library	762,865.53	1,719,983.00	957,117.47	55.65%
140	Goodsprings Library	52,160.66	99,926.00	47,765.34	47.80%
160	Indian Springs Library	76,561.76	183,824.00	107,262.24	58.35%
180	Laughlin Library	374,276.04	795,301.00	421,024.96	52.94%
190	Mesquite Library	601,128.77	1,347,002.00	745,873.23	55.37%
200	Moapa Town Library	63,192.66	143,048.00	79,855.34	55.82%
210	Moapa Valley Library	192,142.75	377,164.00	185,021.25	49.06%
220	Mount Charleston Library	63,135.50	123,744.00	60,608.50	48.98%
230	Rainbow Library	1,060,816.40	2,083,003.00	1,022,186.60	49.07%
240	Sahara West Library	1,398,937.87	2,809,692.00	1,410,754.13	50.21%
250	Sandy Valley Library	76,030.57	146,564.00	70,533.43	48.12%
260	Searchlight Library	64,982.26	127,251.00	62,268.74	48.93%
270	Spring Valley Library	875,951.53	1,981,743.00	1,105,791.47	55.80%
280	Summerlin Library	796,731.38	1,632,199.00	835,467.62	51.19%
290	Sunrise Library	853,179.47	1,709,642.00	856,462.53	50.10%
300	West Charleston Library	984,957.25	1,977,411.00	992,453.75	50.19%
310	West Las Vegas Library	923,412.50	1,893,563.00	970,150.50	51.23%
320	Whitney Library	818,191.08	1,753,818.00	935,626.92	53.35%
360	Meadows Library	82,660.18	171,485.00	88,824.82	51.80%
370	Centennial Hills Library	1,057,588.52	2,156,434.00	1,098,845.48	50.96%
380	Windmill Library	1,046,735.29	2,164,055.00	1,117,319.71	51.63%
390	East Las Vegas Library	1,037,078.89	2,270,824.00	1,233,745.11	54.33%
605	City Misdemeanant	228,737.67	278,063.00	49,325.33	17.74%
610	Clark County Detention Dept.	3,374.88	420,852.00	417,477.12	99.20%
Total		15,086,936.79	31,617,489.00	16,530,552.21	52.28%

Regular Board of Trustees Meeting- February 15, 2024 - Item VI. Library Reports

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

General Fund - 100
From 07/01/2023 Through 01/19/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
51100 Salaries - Full Time	14,319,332.12	29,590,787.00	15,271,454.88	51.61%
51200 Salaries - Part Time	2,849,875.47	7,610,310.00	4,760,434.53	62.55%
51300 Overtime Pay	23,648.19	63,250.00	39,601.81	62.61%
51400 Call Back Pay	5,542.18	12,091.00	6,548.82	54.16%
51500 Standby Pay	31,765.26	56,317.00	24,551.74	43.60%
51600 Longevity Pay	137,941.26	364,903.00	226,961.74	62.20%
51700 Separation Pay	300,025.21	450,000.00	149,974.79	33.33%
51800 Leave Buyout	293,567.46	500,000.00	206,432.54	41.29%
55100 Employees Retirement	4,888,946.94	10,272,409.00	5,383,462.06	52.41%
55200 Group Insurance	2,459,272.02	5,781,560.00	3,322,287.98	57.46%
55300 Workers' Comp. Payments	124,071.95	271,544.00	147,472.05	54.31%
55400 Medicare Coverage Expense	419,559.31	975,658.00	556,098.69	57.00%
55500 Unemployment Insurance	1,244.46	150,000.00	148,755.54	99.17%
61100 Office Supplies	260,397.86	559,680.00	299,282.14	53.47%
61110 Operating Supplies	254,981.19	814,090.00	559,108.81	68.68%
61120 Software & User Licenses	402,022.45	504,052.00	102,029.55	20.24%
61130 Software Maintenance	939,253.03	1,257,000.00	317,746.97	25.28%
61200 Book Materials & Supplies	42,934.21	110,000.00	67,065.79	60.97%
61205 Interlibrary Loan	321.87	4,500.00	4,178.13	92.85%
61210 Small Equipment	60,629.58	396,500.00	335,870.42	84.71%
61400 Equipment Repair & Maint.	272,978.79	771,856.00	498,877.21	64.63%
61410 Contracted Services	2,802,300.77	7,094,016.00	4,291,715.23	60.50%
61420 Building Repair & Maint.	120,160.05	400,000.00	279,839.95	69.96%
61500 Rental Expenses	35,034.49	69,566.00	34,531.51	49.64%
61600 Telephone	365,934.71	690,000.00	324,065.29	46.97%
61700 Utilities	1,117,512.18	1,940,547.00	823,034.82	42.41%
61800 Insurance & Bonds	418,577.21	438,954.00	20,376.79	4.64%
61900 Professional Services	325,746.63	864,000.00	538,253.37	62.30%
61910 Legal Services	78,622.50	364,500.00	285,877.50	78.43%
62200 Collection Agencies	34,641.00	100,000.00	65,359.00	65.36%
62300 Board Compensation	2,480.00	10,000.00	7,520.00	75.20%
62500 Postage	74,347.44	316,500.00	242,152.56	76.51%
62510 Advertising	261,835.85	336,700.00	74,864.15	22.23%
62600 Community Events	11,856.05	83,250.00	71,393.95	85.76%
62610 Staff Day	1,621.50	30,000.00	28,378.50	94.60%
62620 Recruitment	7,676.98	20,000.00	12,323.02	61.62%
62700 Education & Training	97,866.84	225,000.00	127,133.16	56.50%
62800 Travel & Transportation	69,668.51	271,500.00	201,831.49	74.34%
62900 Printing & Reproduction	174,925.12	365,250.00	190,324.88	52.11%
63000 Dues & Subscriptions	24,518.98	53,110.00	28,591.02	53.83%
65000 Miscellaneous Expenses	53,114.42	65,800.00	12,685.58	19.28%
65100 Bank Charges	20,169.25	50,000.00	29,830.75	59.66%
67000 Rental Expenses to QALICBs	497,600.00	497,600.00	-	0.00%
81700 Library Books	6,767,686.88	13,100,000.00	6,332,313.12	48.34%
Total	41,452,208.17	87,902,800.00	46,450,591.83	52.84%

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

Grant Fund - 220

From 07/01/2023 Through 01/19/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	710,728.39	20,000,000.00	19,289,271.61	96.45%
Total Revenues	710,728.39	20,000,000.00	19,289,271.61	96.45%
Expenditures				
Salaries	363,402.48	1,300,000.00	936,597.52	72.05%
Benefits	98,987.06	700,000.00	601,012.94	85.86%
Supplies & Services	322,538.25	10,000,000.00	9,677,461.75	96.77%
Capital Outlay	213,129.21	8,000,000.00	7,786,870.79	97.34%
Total Expenditures	998,057.00	20,000,000.00	19,001,943.00	95.01%
Excess (Deficit) of Revenues over (under) Expenditures	(287,328.61)	-	-	-

Regular Board of Trustees Meeting- February 15, 2024 - Item VI. Library Reports

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

Grant Fund - 220
From 07/01/2023 Through 01/19/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
51100 Salaries - Full Time	158,834.72	1,000,000.00	841,165.28	84.12%
51200 Salaries - Part Time	203,746.62	300,000.00	96,253.38	32.08%
51300 Overtime Pay	28.26	-	-	-
51600 Longevity Pay	792.88	-	-	-
55100 Employees Retirement	55,697.54	423,698.21	368,000.67	86.85%
55200 Group Insurance	25,817.21	154,947.38	129,130.17	83.34%
55400 Medicare Coverage Expense	17,472.31	121,354.41	103,882.10	85.60%
61100 Office Supplies	9,061.29	511,200.00	502,138.71	98.23%
61110 Operating Supplies	8,419.99	-	-	-
61120 Software & User Licenses	9,600.00	1,056,000.00	1,046,400.00	99.09%
61210 Small Equipment	295,548.83	2,017,500.00	1,721,951.17	85.35%
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	1,262.29	1,004,000.00	1,002,737.71	99.87%
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	213,129.21	52,500.00	-	-
Total	998,057.00	20,000,000.00	19,001,943.00	95.01%

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

Gift Fund - 230

From 07/01/2023 Through 01/19/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	206,389.01	10,000,000.00	9,793,610.99	97.94%
Total Revenues	206,389.01	10,000,000.00	9,793,610.99	97.94%
Expenditures				
Salaries	-	200,000.00	200,000.00	100.00%
Supplies & Services	125,020.89	6,000,000.00	5,874,979.11	97.92%
Capital Outlay	-	3,800,000.00	3,800,000.00	100.00%
Total Expenditures	125,020.89	10,000,000.00	9,874,979.11	98.75%
Excess (Deficit) of Revenues over (under) Expenditures	81,368.12	-	-	-

Regular Board of Trustees Meeting- February 15, 2024 - Item VI. Library Reports

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

Gift Fund - 230

From 07/01/2023 Through 01/19/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	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	50,901.35	50,000.00	-	-
61200 Book Materials & Supplies	23,977.30	-	-	-
61210 Small Equipment	5,904.18	100,000.00	94,095.82	94.10%
61410 Contracted Services	7,500.00	2,200,000.00	2,192,500.00	99.66%
61500 Rental Expenses	-	330,000.00	330,000.00	100.00%
61900 Professional Services	5,638.36	3,000,000.00	2,994,361.64	99.81%
62500 Postage	5.50	-	-	-
62510 Advertising	2,700.00	-	-	-
62600 Community Events	14,412.28	50,000.00	35,587.72	71.18%
62800 Travel & Transportation	13.10	50,000.00	49,986.90	99.97%
62900 Printing & Reproduction	5,122.50	-	-	-
65000 Miscellaneous Expenses	7,925.31	170,000.00	162,074.69	95.34%
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	125,020.89	10,000,000.00	9,874,979.11	98.75%

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

Capital Projects Fund - 510
From 07/01/2023 Through 01/19/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	1,271,195.18	150,000.00	-	-
Total Revenues	1,271,195.18	150,000.00	-	-
Expenditures				
Supplies & Services	2,206,294.23	7,256,000.00	5,049,705.77	69.59%
Capital Outlay	366,257.93	27,022,000.00	26,655,742.07	98.64%
Total Expenditures	2,572,552.16	34,278,000.00	31,705,447.84	92.50%
Excess (Deficit) of Revenues over (under) Expenditures	(1,301,356.98)	(34,128,000.00)	-	-

Regular Board of Trustees Meeting- February 15, 2024 - 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 01/19/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
61110 Operating Supplies	35,838.29	800,000.00	764,161.71	95.52%
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	377,896.99	1,200,000.00	822,103.01	68.51%
61400 Equipment Repair & Maint.	4,689.00	700,000.00	695,311.00	99.33%
61410 Contracted Services	22,260.32	200,000.00	177,739.68	88.87%
61420 Building Repair & Maint.	1,109,278.50	1,100,000.00	-	-
61500 Rental Expenses	10,302.29	-	-	-
61800 Insurance & Bonds	1,716.00	256,000.00	254,284.00	99.33%
61900 Professional Services	440,917.77	1,560,000.00	1,119,082.23	71.74%
61910 Legal Services	-	50,000.00	50,000.00	100.00%
62900 Printing & Reproduction	4,748.06	-	-	-
65000 Miscellaneous Expenses	139,438.50	200,000.00	60,561.50	30.28%
65100 Bank Charges	42,464.01	50,000.00	7,535.99	15.07%
81500 Capital Improvements	54,809.44	20,022,000.00	19,967,190.56	99.73%
81600 Capital Equipment - Major	311,448.49	7,000,000.00	6,688,551.51	95.55%
Total	2,572,552.16	34,278,000.00	31,705,447.84	92.50%

Las Vegas-Clark County Library District

**Project 2050 - Furniture Replacement
From 07/01/2023 through 01/19/2024**

**510
Capital Projects Fund**

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	20,668.87	125,000.00	104,331.13	83%
Total Expenditures		20,668.87	125,000.00	104,331.13	83%

Las Vegas-Clark County Library District

Project 2200 - Financial Services Projects
From 07/01/2023 through 01/19/2024

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	1,708.00	170,000.00	168,292.00	99%
61800	Insurance & Bonds	-	15,000.00	15,000.00	100%
61900	Professional Services	200.00	-	-	-
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		50,215.21	305,000.00	254,784.79	84%

Las Vegas-Clark County Library District

Project 4010 - Tech Replacements & Upgrades
From 07/01/2023 through 01/19/2024

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	336,412.05	700,000.00	363,587.95	52%
61400	Equipment Repair & Maint.	4,689.00	500,000.00	495,311.00	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		650,062.80	2,587,000.00	1,936,937.20	75%

Las Vegas-Clark County Library District

Project 5010 - Bldg Repair & Maintenance
From 07/01/2023 through 01/19/2024

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61110	Operating Supplies	1,954.12	200,000.00	198,045.88	99%
61120	Software & User Licenses	-	200,000.00	200,000.00	100%
61130	Software Maintenance	-	200,000.00	200,000.00	100%
61210	Small Equipment	4,312.18	300,000.00	295,687.82	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.	1,101,593.51	1,200,000.00	98,406.49	8%
61900	Professional Services	39,812.70	600,000.00	560,187.30	93%
81500	Capital Improvements	-	600,000.00	600,000.00	100%
81600	Capital Equipment - Major	-	205,000.00	205,000.00	100%
Total Expenditures		1,147,672.51	4,205,000.00	3,057,327.49	73%

Las Vegas-Clark County Library District

Project 5015 - Construction Projects
From 07/01/2023 through 01/19/2024

510
Capital Projects Fund

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
45200 Interest Earnings	1,271,195.18	150,000.00	-	-
Total Revenues	1,271,195.18	150,000.00	-	-
Expenditures				
61110 Operating Supplies	7,894.78	-	-	-
61420 Building Repair & Maint.	14,946.99	-	-	-
61800 Insurance & Bonds	1,716.00	-	-	-
61900 Professional Services	400,843.57	-	-	-
62900 Printing & Reproduction	4,748.06	-	-	-
65000 Miscellaneous Expenses	140,120.90	-	-	-
81500 Capital Improvements	-	25,000,000.00	25,000,000.00	100%
81600 Capital Equipment - Major	14,060.00	-	-	-
Total Expenditures	584,330.30	25,000,000.00	24,415,669.70	98%

Las Vegas-Clark County Library District

Project 5020 - PVS Projects

From 07/01/2023 through 01/19/2024

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	54,809.44	100,000.00	45,190.56	45%
81600	Capital Equipment - Major	40,456.85	400,000.00	359,543.15	90%
Total Expenditures		119,602.47	906,000.00	786,397.53	87%

Las Vegas-Clark County Library District

Project 7010 - Library Materials
From 07/01/2023 through 01/19/2024

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 01/19/2024

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 01/19/2024**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
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	-	-	-	-

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

Debt Service Fund - 610
From 07/01/2023 Through 01/19/2024

		YTD Actual	Budget	Dollar Budget Amount Remaining	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 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	180,805.06	379,543.00	198,737.94
Total Salaries		180,805.06	379,543.00	198,737.94
Benefits				
55100	Employees Retirement	55,264.09	127,147.00	71,882.91
55200	Group Insurance	14,457.68	43,270.00	28,812.32
55400	Medicare Coverage Expense	2,785.87	5,503.00	2,717.13
Total Benefits		72,507.64	175,920.00	103,412.36
Supplies & Services				
61100	Office Supplies	-	3,500.00	3,500.00
61110	Operating Supplies	990.56	2,000.00	1,009.44
61120	Software & User Licenses	40,610.37	45,000.00	4,389.63
61210	Small Equipment	-	10,000.00	10,000.00
61900	Professional Services	56,615.62	75,000.00	18,384.38
61910	Legal Services	39,017.50	75,000.00	35,982.50
62300	Board Compensation	2,480.00	10,000.00	7,520.00
62600	Community Events	4,685.10	15,000.00	10,314.90
62700	Education & Training	2,094.00	5,000.00	2,906.00
62800	Travel & Transportation***	3,725.24	25,000.00	21,274.76
62900	Printing & Reproduction	-	250.00	250.00
63000	Dues & Subscriptions	20,562.00	30,000.00	9,438.00
65000	Miscellaneous Expenses	590.37	5,000.00	4,409.63
Total Supplies & Services		171,370.76	300,750.00	129,379.24
Total Administration - Executive-110		424,683.46	856,213.00	431,529.54

***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 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	514,969.48	1,111,647.00	596,677.52
51200	Salaries - Part Time	35,902.16	91,632.00	55,729.84
51600	Longevity Pay	3,903.06	6,877.00	2,973.94
Total Salaries		554,774.70	1,210,156.00	655,381.30
Benefits				
55100	Employees Retirement	178,715.94	395,921.00	217,205.06
55200	Group Insurance	62,951.47	140,377.00	77,425.53
55400	Medicare Coverage Expense	7,944.51	19,302.00	11,357.49
Total Benefits		249,611.92	555,600.00	305,988.08
Supplies & Services				
61100	Office Supplies	545.79	1,000.00	454.21
61110	Operating Supplies	6,169.04	50,000.00	43,830.96
61120	Software & User Licenses	-	15,000.00	15,000.00
61130	Software Maintenance	-	5,000.00	5,000.00
61210	Small Equipment	21,000.31	154,000.00	132,999.69
61410	Contracted Services	425.00	47,900.00	47,475.00
61500	Rental Expenses	-	2,500.00	2,500.00
62620	Recruitment	82.54	-	-
62700	Education & Training	2,127.00	7,500.00	5,373.00
62800	Travel & Transportation	5,478.30	30,000.00	24,521.70
63000	Dues & Subscriptions	-	1,500.00	1,500.00
Total Supplies & Services		35,827.98	314,400.00	278,654.56
Total Administration - Library Operations-120		840,214.60	2,080,156.00	1,240,023.94

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

General Fund - 100**Financial Services - 200****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	242,920.84	616,970.00	374,049.16
51200	Salaries - Part Time	12,121.84	40,000.00	27,878.16
51300	Overtime Pay	187.88	-	-
51600	Longevity Pay	1,016.65	1,900.00	883.35
Total Salaries		256,247.21	658,870.00	402,810.67
Benefits				
55100	Employees Retirement	80,402.64	220,722.00	140,319.36
55200	Group Insurance	32,424.48	94,880.00	62,455.52
55400	Medicare Coverage Expense	4,476.09	9,554.00	5,077.91
Total Benefits		117,303.21	325,156.00	207,852.79
Supplies & Services				
61110	Operating Supplies	1,275.73	6,000.00	4,724.27
61130	Software Maintenance	42,296.35	50,000.00	7,703.65
61400	Equipment Repair & Maint.	38,617.36	76,030.00	37,412.64
61410	Contracted Services	88,791.05	134,637.00	45,845.95
61900	Professional Services	100,958.00	125,000.00	24,042.00
61910	Legal Services	-	2,500.00	2,500.00
62200	Collection Agencies	34,641.00	50,000.00	15,359.00
62500	Postage	53,132.44	85,000.00	31,867.56
62510	Advertising	4,225.50	16,700.00	12,474.50
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	124.13	3,000.00	2,875.87
63000	Dues & Subscriptions	1,699.00	6,000.00	4,301.00
65000	Miscellaneous Expenses	51,278.17	60,000.00	8,721.83
65100	Bank Charges	20,166.23	50,000.00	29,833.77
67000	Rental Expenses to QALICBs	497,600.00	497,600.00	-
Total Supplies & Services		934,804.96	1,167,467.00	232,662.04
Total Financial Services-200		1,308,355.38	2,151,493.00	843,325.50

Las Vegas-Clark County Library District
Department Expenditures

General Fund - 100**Community Outreach - 215****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	186,882.00	390,947.00	204,065.00
51200	Salaries - Part Time	-	75,206.00	75,206.00
51300	Overtime Pay	204.44	-	-
51600	Longevity Pay	1,499.86	5,107.00	3,607.14
Total Salaries		188,586.30	471,260.00	282,878.14
Benefits				
55100	Employees Retirement	61,492.39	132,678.00	71,185.61
55200	Group Insurance	31,483.43	99,058.00	67,574.57
55400	Medicare Coverage Expense	2,715.41	11,496.00	8,780.59
Total Benefits		95,691.23	243,232.00	147,540.77
Supplies & Services				
61110	Operating Supplies	4,494.91	17,000.00	12,505.09
61120	Software & User Licenses	-	1,500.00	1,500.00
62600	Community Events	976.82	1,000.00	23.18
62700	Education & Training	30.00	2,000.00	1,970.00
62800	Travel & Transportation	1,664.04	5,000.00	3,335.96
62900	Printing & Reproduction	-	10,000.00	10,000.00
63000	Dues & Subscriptions	250.00	500.00	250.00
65000	Miscellaneous Expenses	29.58	-	-
Total Supplies & Services		7,445.35	37,000.00	29,584.23
Total Community Outreach-215		291,722.88	751,492.00	460,003.14

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

General Fund - 100**Youth Services - 216****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	94,186.42	232,877.00	138,690.58
51600	Longevity Pay	1,036.34	1,939.00	902.66
Total Salaries		95,222.76	234,816.00	139,593.24
Benefits				
55100	Employees Retirement	32,194.54	78,664.00	46,469.46
55200	Group Insurance	8,453.10	30,503.00	22,049.90
55400	Medicare Coverage Expense	1,374.01	3,405.00	2,030.99
Total Benefits		42,021.65	112,572.00	70,550.35
Supplies & Services				
61110	Operating Supplies	31,499.18	124,900.00	93,400.82
61120	Software & User Licenses	4,095.88	6,000.00	1,904.12
61210	Small Equipment	1,098.70	17,250.00	16,151.30
61410	Contracted Services	86,326.68	125,250.00	38,923.32
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		123,020.44	279,150.00	156,129.56
Total Youth Services-216		260,264.85	626,538.00	366,273.15

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

General Fund - 100**Adult Services - 217****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	56,024.20	165,588.00	109,563.80
51600	Longevity Pay	1,156.53	2,180.00	1,023.47
Total Salaries		57,180.73	167,768.00	110,587.27
Benefits				
55100	Employees Retirement	19,462.44	56,202.00	36,739.56
55200	Group Insurance	4,100.39	22,335.00	18,234.61
55400	Medicare Coverage Expense	877.58	2,433.00	1,555.42
Total Benefits		24,440.41	80,970.00	56,529.59
Supplies & Services				
61110	Operating Supplies	3,016.25	73,375.00	70,358.75
61120	Software & User Licenses	119.88	500.00	380.12
61210	Small Equipment	950.42	15,250.00	14,299.58
61410	Contracted Services	10,450.00	107,300.00	96,850.00
62700	Education & Training	-	2,000.00	2,000.00
62800	Travel & Transportation	1,903.33	5,000.00	3,096.67
Total Supplies & Services		16,439.88	203,425.00	186,985.12
Total Adult Services-217		98,061.02	452,163.00	354,101.98

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

General Fund - 100**Development - 220****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	172,101.43	409,237.00	237,135.57
51600	Longevity Pay	1,391.00	2,649.00	1,258.00
Total Salaries		173,492.43	411,886.00	238,393.57
Benefits				
55100	Employees Retirement	57,227.41	137,982.00	80,754.59
55200	Group Insurance	30,791.41	71,077.00	40,285.59
55400	Medicare Coverage Expense	2,544.06	5,972.00	3,427.94
Total Benefits		90,562.88	215,031.00	124,468.12
Supplies & Services				
61100	Office Supplies	505.53	-	-
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	249.55	25,000.00	24,750.45
62600	Community Events	5,040.50	10,000.00	4,959.50
62700	Education & Training	-	1,000.00	1,000.00
62800	Travel & Transportation	308.57	25,000.00	24,691.43
63000	Dues & Subscriptions	342.99	5,000.00	4,657.01
65000	Miscellaneous Expenses	136.97	-	-
65100	Bank Charges	3.02	-	-
Total Supplies & Services		6,587.13	137,500.00	131,558.39
Total Development and Planning-220		270,642.44	764,417.00	494,420.08

Las Vegas-Clark County Library District
Department Expenditures

General Fund - 100**General Services - 240****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	980,073.55	1,970,197.00	990,123.45
51200	Salaries - Part Time	31,009.18	78,163.00	47,153.82
51300	Overtime Pay	7,833.28	5,750.00	-
51400	Call Back Pay	5,361.47	12,091.00	6,729.53
51500	Standby Pay	31,765.26	56,317.00	24,551.74
51600	Longevity Pay	3,385.55	6,371.00	2,985.45
Total Salaries		1,059,428.29	2,128,889.00	1,071,543.99
Benefits				
55100	Employees Retirement	337,079.79	685,067.00	347,987.21
55200	Group Insurance	224,595.85	453,107.00	228,511.15
55400	Medicare Coverage Expense	17,284.15	35,632.00	18,347.85
Total Benefits		578,959.79	1,173,806.00	594,846.21
Supplies & Services				
61100	Office Supplies	5,704.58	15,000.00	9,295.42
61110	Operating Supplies	152,444.95	380,000.00	227,555.05
61130	Software Maintenance	32,920.34	75,000.00	42,079.66
61210	Small Equipment	6,905.34	40,000.00	33,094.66
61400	Equipment Repair & Maint.	31,825.83	65,000.00	33,174.17
61410	Contracted Services	2,257,826.82	5,361,399.00	3,103,572.18
61420	Building Repair & Maint.	120,160.05	400,000.00	279,839.95
61500	Rental Expenses	16,467.84	17,500.00	1,032.16
61700	Utilities	1,117,512.18	2,035,910.00	918,397.82
61800	Insurance & Bonds	418,577.21	438,954.00	20,376.79
61900	Professional Services	29,023.63	50,000.00	20,976.37
61910	Legal Services	-	10,000.00	10,000.00
62700	Education & Training	955.00	5,000.00	4,045.00
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	697.00	14,000.00	13,303.00
Total Supplies & Services		4,191,020.77	8,910,263.00	4,719,242.23
Total General Services/Facilities-240		5,829,408.85	12,212,958.00	6,385,632.43

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

General Fund - 100**Human Resources - 250****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	476,650.83	1,073,764.00	597,113.17
51300	Overtime Pay	83.19	-	-
Total Salaries		476,734.02	1,073,764.00	597,113.17
Benefits				
55100	Employees Retirement	156,993.33	359,711.00	202,717.67
55200	Group Insurance	85,815.81	200,984.00	115,168.19
55400	Medicare Coverage Expense	7,672.60	15,570.00	7,897.40
55500	Unemployment Insurance	1,244.46	75,000.00	73,755.54
Total Benefits		251,726.20	651,265.00	399,538.80
Supplies & Services				
61110	Operating Supplies	2,599.93	15,015.00	12,415.07
61130	Software Maintenance	239,904.66	260,000.00	20,095.34
61400	Equipment Repair & Maint.	-	250.00	250.00
61410	Contracted Services	37,015.47	77,192.00	40,176.53
61900	Professional Services	71,141.11	420,000.00	348,858.89
61910	Legal Services	39,605.00	265,000.00	225,395.00
62510	Advertising	-	20,000.00	20,000.00
62600	Community Events	-	2,250.00	2,250.00
62610	Staff Day	1,621.50	30,000.00	28,378.50
62620	Recruitment	7,594.44	20,000.00	12,405.56
62700	Education & Training	67,816.59	150,000.00	82,183.41
62800	Travel & Transportation	24,008.37	50,000.00	25,991.63
63000	Dues & Subscriptions	349.99	5,000.00	4,650.01
65000	Miscellaneous Expenses	99.24	-	-
67000	Rental Expenses to QALICBs	-	-	-
Total Supplies & Services		491,756.30	1,314,707.00	823,049.94
Total Human Resources-250		1,220,216.52	3,039,736.00	1,819,701.91

Las Vegas-Clark County Library District
Department Expenditures

General Fund - 100**HR-Work Insurance - 251****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51700	Separation Pay	300,025.21	450,000.00	149,974.79
51800	Leave Buyout	293,927.46	500,000.00	377,179.00
Total Salaries		593,952.67	950,000.00	527,153.79
Benefits				
55200	Group Insurance	47,852.07	205,200.00	157,347.93
55300	Workers' Comp. Payments	123,892.17	271,544.00	147,651.83
55500	Unemployment Insurance	-	75,000.00	75,000.00
Total Benefits		171,744.24	551,744.00	379,999.76
Total HR-Work Insurance-251		765,696.91	1,501,744.00	907,153.55

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

General Fund - 100**Information Technology - 260****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	927,391.41	1,742,485.00	815,093.59
51300	Overtime Pay	8,301.58	28,750.00	20,448.42
51400	Call Back Pay	180.71	-	-
51600	Longevity Pay	5,556.05	10,445.00	4,888.95
Total Salaries		941,429.75	1,781,680.00	840,430.96
Benefits				
55100	Employees Retirement	309,772.00	587,232.00	277,460.00
55200	Group Insurance	135,803.21	267,713.00	131,909.79
55400	Medicare Coverage Expense	13,696.06	25,417.00	11,720.94
Total Benefits		459,271.27	880,362.00	421,090.73
Supplies & Services				
61100	Office Supplies	26.98	-	-
61110	Operating Supplies	20,012.27	25,000.00	4,987.73
61120	Software & User Licenses	9,136.65	30,000.00	20,863.35
61130	Software Maintenance	527,589.86	757,000.00	229,410.14
61210	Small Equipment	15,616.75	35,000.00	19,383.25
61400	Equipment Repair & Maint.	195,743.04	607,000.00	411,256.96
61410	Contracted Services	9,443.17	35,000.00	25,556.83
61600	Telephone	365,934.71	690,000.00	324,065.29
62700	Education & Training	23,730.25	25,000.00	1,269.75
62800	Travel & Transportation	3,926.53	10,000.00	6,073.47
65000	Miscellaneous Expenses	183.09	300.00	116.91
Total Supplies & Services		1,171,343.30	2,214,300.00	1,042,983.68
Total Information Technology-260		2,572,044.32	4,876,342.00	2,304,505.37

Las Vegas-Clark County Library District
Department Expenditures

General Fund - 100**Literacy Services - 270****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	93,571.45	619,812.00	526,240.55
51200	Salaries - Part Time	96,130.11	1,026,667.00	930,536.89
51600	Longevity Pay	-	1,453.00	1,453.00
Total Salaries		189,701.56	1,647,932.00	1,458,230.44
Benefits				
55100	Employees Retirement	32,024.16	215,397.00	183,372.84
55200	Group Insurance	9,950.84	95,680.00	85,729.16
55400	Medicare Coverage Expense	8,564.50	86,202.00	77,637.50
Total Benefits		50,539.50	397,279.00	346,739.50
Supplies & Services				
61100	Office Supplies	871.55	2,000.00	1,128.45
61110	Operating Supplies	296.38	10,000.00	9,703.62
61410	Contracted Services	28,878.50	37,175.00	8,296.50
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	68.25	6,000.00	5,931.75
Total Supplies & Services		30,114.68	60,175.00	30,060.32
Total Literacy Department-270		270,355.74	2,105,386.00	1,835,030.26

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

General Fund - 100**Branding and Marketing - 280****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	434,207.64	957,022.00	522,814.36
51300	Overtime Pay	46.70	-	-
51600	Longevity Pay	966.70	1,800.00	833.30
Total Salaries		435,221.04	958,822.00	523,647.66
Benefits				
55100	Employees Retirement	141,849.95	321,205.00	179,355.05
55200	Group Insurance	55,479.63	130,766.00	75,286.37
55400	Medicare Coverage Expense	6,339.09	13,903.00	7,563.91
Total Benefits		203,668.67	465,874.00	262,205.33
Supplies & Services				
61110	Operating Supplies	16,730.84	26,800.00	10,069.16
61120	Software & User Licenses	324,245.76	334,052.00	9,806.24
61210	Small Equipment	-	10,000.00	10,000.00
61400	Equipment Repair & Maint.	5,925.29	15,576.00	9,650.71
61410	Contracted Services	83,827.21	470,700.00	386,872.79
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	255,110.35	300,000.00	44,889.65
62600	Community Events	1,050.00	50,000.00	48,950.00
62800	Travel & Transportation	345.69	18,000.00	17,654.31
62900	Printing & Reproduction	174,767.45	350,000.00	175,232.55
65000	Miscellaneous Expenses	100.00	1,500.00	1,400.00
Total Supplies & Services		883,317.59	1,817,328.00	934,010.41
Total Branding and Marketing-280		1,522,207.30	3,242,024.00	1,719,863.40

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

General Fund - 100**Access Services - 290****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	315,022.88	734,966.00	419,943.12
51200	Salaries - Part Time	62,165.29	118,957.00	56,791.71
51300	Overtime Pay	-	5,750.00	5,750.00
51600	Longevity Pay	4,819.86	9,048.00	4,228.14
Total Salaries		382,008.03	868,721.00	486,712.97
Benefits				
55100	Employees Retirement	123,027.98	275,912.00	152,884.02
55200	Group Insurance	37,650.29	108,842.00	71,191.71
55400	Medicare Coverage Expense	6,688.97	14,953.00	8,264.03
Total Benefits		167,367.24	399,707.00	232,339.76
Supplies & Services				
61100	Office Supplies	551.24	2,500.00	1,948.76
61110	Operating Supplies	5,934.37	35,000.00	29,065.63
61130	Software Maintenance	96,541.82	160,000.00	63,458.18
61205	Interlibrary Loan	321.87	1,500.00	1,178.13
61210	Small Equipment	-	7,500.00	7,500.00
62700	Education & Training	-	5,000.00	5,000.00
62800	Travel & Transportation	605.43	5,000.00	4,394.57
63000	Dues & Subscriptions	150.00	110.00	-
Total Supplies & Services		104,104.73	216,610.00	112,545.27
Total Access Services Department-290		653,480.00	1,485,038.00	831,598.00

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

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

From 07/01/2023 through 01/19/2024

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	689,866.33	1,286,678.00	596,811.67
51200	Salaries - Part Time	13,775.52	51,582.00	37,806.48
51300	Overtime Pay	16.87	-	-
51600	Longevity Pay	15,254.99	28,910.00	13,655.01
Total Salaries		718,913.71	1,367,170.00	648,273.16
Benefits				
55100	Employees Retirement	238,991.59	449,449.00	210,457.41
55200	Group Insurance	133,509.61	292,552.00	159,042.39
55400	Medicare Coverage Expense	11,348.70	21,407.00	10,058.30
Total Benefits		383,849.90	763,408.00	379,558.10
Supplies & Services				
61110	Operating Supplies	998.45	1,000.00	1.55
61120	Software & User Licenses	-	35,000.00	35,000.00
61200	Book Materials & Supplies	42,934.21	110,000.00	67,065.79
61210	Small Equipment	-	5,000.00	5,000.00
61900	Professional Services	68,008.27	154,000.00	85,991.73
62800	Travel & Transportation	23.58	5,000.00	4,976.42
81700	Library Books	6,767,686.88	13,100,000.00	6,332,313.12
Total Supplies & Services		6,879,651.39	13,410,000.00	6,530,348.61
Total Collection and Bibliographic Services-310		7,982,415.00	15,540,578.00	7,558,179.87

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

General Fund - 100**Gallery Services - 320****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	69,295.47	133,389.00	64,093.53
Total Salaries		69,295.47	133,389.00	64,093.53
Benefits				
55100	Employees Retirement	22,930.18	44,685.00	21,754.82
55200	Group Insurance	14,178.93	28,937.00	14,758.07
55400	Medicare Coverage Expense	1,031.24	1,934.00	902.76
Total Benefits		38,140.35	75,556.00	37,415.65
Supplies & Services				
61110	Operating Supplies	526.62	8,500.00	7,973.38
61120	Software & User Licenses	-	2,000.00	2,000.00
62800	Travel & Transportation	84.50	3,500.00	3,415.50
62900	Printing & Reproduction	157.67	1,500.00	1,342.33
Total Supplies & Services		768.79	15,500.00	14,731.21
Total Gallery Services-320		108,204.61	224,445.00	116,240.39

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

General Fund - 100**Programming and Venues Services - 330****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	815,936.83	1,682,396.00	866,459.17
51200	Salaries - Part Time	178,839.45	335,091.00	156,251.55
51300	Overtime Pay	6,333.33	23,000.00	16,666.67
51600	Longevity Pay	12,045.31	15,562.00	3,516.69
Total Salaries		1,013,154.92	2,056,049.00	1,042,894.08
Benefits				
55100	Employees Retirement	291,063.46	603,779.00	312,715.54
55200	Group Insurance	127,885.69	324,415.00	196,529.31
55400	Medicare Coverage Expense	23,790.62	43,784.00	19,993.38
Total Benefits		442,739.77	971,978.00	529,238.23
Supplies & Services				
61110	Operating Supplies	21,327.67	27,000.00	5,672.33
61120	Software & User Licenses	646.64	12,000.00	11,353.36
61210	Small Equipment	15,058.06	67,500.00	52,441.94
61400	Equipment Repair & Maint.	867.27	8,000.00	7,132.73
61410	Contracted Services	166,316.87	431,600.00	265,283.13
61500	Rental Expenses	8,864.53	30,000.00	21,135.47
62700	Education & Training	419.00	7,000.00	6,581.00
62800	Travel & Transportation	10,252.73	16,000.00	5,747.27
63000	Dues & Subscriptions	215.00	2,000.00	1,785.00
Total Supplies & Services		223,967.77	601,100.00	377,132.23
Total Programming and Venues Department-330		1,679,862.46	3,629,127.00	1,949,264.54

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

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

From 07/01/2023 through 01/19/2024

		YTD Actual	FY2024 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	137,818.27	373,574.00	235,755.73
Total Salaries		137,818.27	373,574.00	235,755.73
Benefits				
55100	Employees Retirement	45,600.90	125,147.00	79,546.10
55200	Group Insurance	20,830.13	49,323.00	28,492.87
55400	Medicare Coverage Expense	2,092.79	5,417.00	3,324.21
Total Benefits		68,523.82	179,887.00	111,363.18
Supplies & Services				
61110	Operating Supplies	537.98	10,000.00	9,462.02
61120	Software & User Licenses	23,167.27	23,000.00	-
61210	Small Equipment	-	35,000.00	35,000.00
61410	Contracted Services	33,000.00	100,000.00	67,000.00
62600	Community Events	103.63	5,000.00	4,896.37
62700	Education & Training	695.00	4,000.00	3,305.00
62800	Travel & Transportation	2,999.07	10,000.00	7,000.93
62900	Printing & Reproduction	-	3,000.00	3,000.00
63000	Dues & Subscriptions	950.00	2,000.00	1,050.00
Total Supplies & Services		61,452.95	192,000.00	130,714.32
Total Community Engagement-340		267,795.04	745,461.00	477,833.23

Las Vegas-Clark County Library District
Department Expenditures

General Fund - 100**Library Operations - 400****From 07/01/2023 through 01/19/2024**

		YTD Actual	FY2021 Budget	Balance Remaining
Salaries				
51100	Salaries - Full Time	7,931,608.03	15,769,695.00	7,838,086.97
51200	Salaries - Part Time	2,419,744.62	5,833,012.00	3,413,267.38
51300	Overtime Pay	828.22	-	-
51600	Longevity Pay	85,909.36	170,662.00	84,752.64
Total Salaries		10,438,090.23	21,773,369.00	11,336,106.99
Benefits				
55100	Employees Retirement	2,704,854.15	5,455,509.00	2,750,654.85
55200	Group Insurance	1,381,237.78	3,122,541.00	1,741,303.22
55400	Medicare Coverage Expense	298,333.06	653,774.00	355,440.94
Total Benefits		4,384,424.99	9,231,824.00	4,847,399.01
Supplies & Services				
61100	Office Supplies	240,568.70	535,680.00	295,111.30
61205	Interlibrary Loan	-	3,000.00	3,000.00
61500	Rental Expenses	9,702.12	17,616.00	7,913.88
62800	Travel & Transportation	14,150.75	51,000.00	36,849.25
65000	Miscellaneous Expenses	-	5,000.00	5,000.00
Total Supplies & Services		264,421.57	612,296.00	347,874.43
Total Library Operations-400		15,086,936.79	31,617,489.00	16,531,380.43

Regular Board of Trustees Meeting- February 15, 2024 - Item VI. Library Reports

Las Vegas - Clark County Library District
Check/Voucher RegisterGeneral Fund - 100
From 12/09/2023 through 01/19/2024

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19290	12/11/2023	10017	CDA Media Relations	Black Image November Ads	8,350.00
19291	12/11/2023	10129	Fun Express LLC	Order PUR024341	884.76
19292	12/11/2023	10144	CFRA	Outlook & stock reports 1/29/24-1/28/25	1,835.00
19293	12/11/2023	10179	Safe and Secure Alarms and Video	WC: FY 24 - Burglar Alarm Monitoring	54.00
19294	12/11/2023	10184	City of Mesquite Athletics & Leisure Services Dept	MLC: FY 24 - Landscape Maintenance	800.00
19295	12/11/2023	10212	Virgin Valley Water District	SVC 10/20/23 - 11/20/23 MQ	692.77
19296	12/11/2023	11065	Pyro Combustion and Controls, Inc.	EV: Boiler Repair	2,260.00
19297	12/11/2023	11686	Reliable Pump & Motor	SW: Sump Pump	150.00
19298	12/11/2023	11984	Victig Background Screening	Order PUR024505	767.17
19299	12/11/2023	1201	Best Janitorial Services of Nevada	Various: FY 24 - Janitorial Service	157,132.20
19300	12/11/2023	12045	Eagle Promotions	Development Duffie bags	2,625.00
19301	12/11/2023	12407	Par 3 Landscape and Maintenance Inc	Payment to vendor 12407	19,393.00
19302	12/11/2023	1244	Bron Tapes, Inc.	tape supply order	2,071.69
19304	12/11/2023	1580	Ferguson Enterprises, LLC	SM TH - Plumbing Toilet Repair	467.31
19305	12/11/2023	1606	Candid	Candid 1/1/24-12/31/24	3,995.00
19306	12/11/2023	1627	Cengage Learning, Inc.	GALE INTERACTIVE: SCIENCE 12/1/23-11/30/24	41,542.98
19307	12/11/2023	1640	Gerald M Welt Chartered	NOV Legal Svcs	5,350.00
19308	12/11/2023	1757	Ingram Library Services	Order PUR023559	50,252.75
19309	12/11/2023	1953	Library Of Congress	Classification Web sub 10/28/23-10/27/24	600.00
19310	12/11/2023	2152	Codale Electric Supply Inc	CH & WM Lighting	1,147.12
19311	12/11/2023	2215	OCLC Inc.	IFM debits 11/1/23-11/30/23	152.34
19312	12/11/2023	2307	Progressive Elevator	CC: FY 24 - Elevator Maintenance	795.00
19313	12/11/2023	2486	Sonitrol Of Southern NV	FY24-Burglar/Fire/Panic Button Repair	351.01
19314	12/11/2023	2549	Swank Movie Licensing USA	Movie License	15,750.00
19315	12/11/2023	2669	Urban Libraries Council	Membership renewal	13,500.00
19316	12/11/2023	2698	Virgin Valley Disposal	SVC 11/1/23 - 11/30/23 MQ	143.03
19317	12/11/2023	2798	Brodart Co.	Order PUR023645	76,129.43
19318	12/11/2023	2799	CDW Government Inc,	Azure P1 Licenses	3,420.00
19319	12/11/2023	2853	Dick Blick	Order PUR024260	170.24
19320	12/11/2023	2860	Las Vegas Review Journal	Blanket POs thru June 2024 - RJ - Advertising	7,660.00
19321	12/11/2023	2914	Iron Mountain	FY 2024 Service	693.84
19322	12/11/2023	3149	Midwest Tape	Order PUR024370	36,951.32
19323	12/11/2023	3300	ProQuest LLC	Heritage Quest 01-1-24 - 12-31-24	138,024.62
19324	12/11/2023	3324	Rio Virgin Telephone Co.	Service 12/1/23-12/31/23	475.81
19325	12/11/2023	3435	Ace Fire Systems, Inc.	Various: FY 24 Fire Alarm/Sprinkler Testing	175.00
19326	12/11/2023	3770	Cox Communications of Las Vegas	Sunrise Hosp 7/14/23 to 8/13/23	876.46
19327	12/11/2023	3823	Lucas Holdings, LLC	Quick Start Cards	885.56
19328	12/11/2023	4042	Baker & Taylor, Inc.	Order PUR024492	25,054.33
19329	12/11/2023	4407	Kelly Spicers Stores	Order PUR024411	2,538.50
19330	12/11/2023	4517	Fingerprint Pros, Inc.	Order PUR024503	236.00
19331	12/11/2023	4540	Robert Half	Week Ended 11-24-23 Dawn Lewis	4,387.22
19332	12/11/2023	4604	Brodart Library Supplies & Furnishings	Access Svc supplies	1,503.96
19333	12/11/2023	4676	Color Reflections	Blanket PO printing thru June 2024	1,848.00
19334	12/11/2023	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	126.31
19335	12/11/2023	5130	OverDrive Inc.	Overdrive invoices for eBook & eAudiobooks	249,704.39
19336	12/11/2023	5718	Tangerine Office Machines	Printer Support	520.00
19337	12/11/2023	6206	Vital LLC	Translation - RJ Holiday Ads	190.00
19338	12/11/2023	6777	Mailmax Mailing Solutions, LLC	Maint. 2/22/24-2/21/25	1,407.64
19339	12/11/2023	7188	Innovative Interfaces, Inc.	Skyriver eMARC Nov 23	784.50
19340	12/11/2023	7687	United Lock and Security, Inc.	SM - Keys Made	320.77
19341	12/11/2023	8010	Allied Universal Security Services	Various: FY 24 Security - On-Site	193,863.88
19342	12/11/2023	8122	Staples Advantage Dept LA	Lanyards SU	1,517.86
19343	12/11/2023	8557	Guaranteed Pest Solutions LLC	Various: FY 24 - Pest Control CC	477.50
19344	12/11/2023	9191	Canon Solutions America, Inc.	Mnthly maint 09.17.23-10.16.23 WH	1,132.35
19345	12/11/2023	9287	Otis Elevator Company	WM: FY 24 - Elevator Maintenance	873.58
19346	12/11/2023	9383	Office Plus	Toner OS	5,522.61
19347	12/11/2023	9631	Elliott's Sewer & Drain	Various: FY 24 - Misc Plumbing Repairs	923.50
19348	12/11/2023	9821	Liquid Courage	Tales and Cocktails 111023	1,439.49
19349	12/11/2023	9869	Unique Integrated Communications	Call Center Oct 2023	8,472.14
19350	12/18/2023	10161	MLAM, Inc.	DW Jarabe Mexicano Holiday 2023	7,500.00
19351	12/18/2023	11728	Kevin Ernest Portillo	Grad Nov 2023	450.00
19352	12/18/2023	11941	Brink's Incorporated	Excess Fees for 11.01. 23-11.30.23	3,688.00
19353	12/18/2023	12054	Amazon Capital Services, Inc.	Amazon Billing 10/15/23 to 11/14/23	29,318.15
19354	12/18/2023	12130	PDQ Gill's Printing Evolved	Blanket PO printing thru June 2024	180.10
19356	12/18/2023	1580	Ferguson Enterprises, LLC	WC - Plumbing Wax Ring	19.65
19357	12/18/2023	1757	Ingram Library Services	Order PUR023559	19,293.33
19358	12/18/2023	1837	Johnstone Supply	SU - HVAC Motor	109.89
19359	12/18/2023	2098	Moapa Valley Water District	SVC 11/8/23 - 12/5/23 MV	168.86
19360	12/18/2023	2234	Overton Power District #5	SVC 11/1/23 - 12/1/23 MV	2,147.29
19361	12/18/2023	2486	Sonitrol Of Southern NV	Various: FY 24 - Alarm Monitoring	3,912.00
19362	12/18/2023	2533	Suburban Propane - 1487	Propane SVC 11/30/23 MC	2,641.65
19363	12/18/2023	2733	Phoenix Fire Protection LLC	Various: FY 24 - Fire Sprinkler Tests/Insp	150.00
19364	12/18/2023	2798	Brodart Co.	Library Books & Materials FY 2024	6,924.13
19365	12/18/2023	2799	CDW Government Inc,	ColdFusion upgrade for web & dev server	4,778.80
19366	12/18/2023	2819	CenturyLink Communications, LLC	Svc Dec 2023	2,540.63
19367	12/18/2023	2860	Las Vegas Review Journal	Posting: RFQ No. 24-05 Materials/Obs Svcs	281.30
19368	12/18/2023	2887	Thomson Reuters West Payment Ctr	Reference materials for CDC and MISD	3,316.70
19369	12/18/2023	3149	Midwest Tape	Order PUR024566	9,674.60
19370	12/18/2023	3355	Teamsters Security Fund S. Nevada	December 2023	326,907.50
19371	12/18/2023	3435	Ace Fire Systems, Inc.	Various: FY 24 Fire Alarm/Sprinkler Testing	350.00
19372	12/18/2023	4513	Blackstone Publishing	Order PUR024627	905.46
19373	12/18/2023	4522	Quest Diagnostics	Order PUR024534	260.45
19374	12/18/2023	4540	Robert Half	C. Monteau w/e 12/8/23	1,749.38
19375	12/18/2023	4676	Color Reflections	Blanket PO printing thru June 2024	455.00
19376	12/18/2023	4723	Purvis Industries - Las Vegas NV	CH: (2) HVAC Pump Seals	1,035.25
19377	12/18/2023	4897	Public Employees Benefits Program State of NV	Dec 2023 Ins Premium #750	6,836.01
19378	12/18/2023	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	126.31

Regular Board of Trustees Meeting- February 15, 2024 - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 12/09/2023 through 01/19/2024

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19379	12/18/2023	5718	Tangerine Office Machines	Printer Support	772.70
19380	12/18/2023	6254	Board of Regents	Sewer Svc 1/1/24-3/31/24 WC	1,824.97
19381	12/18/2023	7671	Rentokil	SC: Bees Removal in (2) Valve Boxes	1,963.00
19382	12/18/2023	7943	Communication Electronic Systems Inc	FY 24 - Burglar/Fire Alarm Monitoring	130.00
19383	12/18/2023	8122	Staples Advantage Dept LA	Ltrmark Orchid 20#	8,636.42
19384	12/18/2023	8235	ZOHO Corporation	Ann. Maint. & Supp., End: 02/19/25	1,916.00
19385	12/18/2023	8575	Intermountain Lock and Security Supply	CC-ADA Closer, Screws & Locksmith Screw Asst.	277.97
19387	12/18/2023	9191	Canon Solutions America, Inc.	Mnthly maint 09.20.23-10.19.23 CH	2,223.70
19388	12/18/2023	9383	Office Plus	Cyan toner WV	2,669.72
19389	12/18/2023	9869	Unique Integrated Communications	Call Center Nov 2023	6,374.92
19392	12/22/2023	10228	Sterling Volunteers	Order PUR024655	123.50
19393	12/22/2023	1064	Allied Refrigeration Inc.	LA - HVAC	77.20
19395	12/22/2023	10877	Findaway World, LLC	Order PUR024697	10,470.37
19396	12/22/2023	11055	Bryant Rogers	Dec 14 BOT mtg comp	40.00
19397	12/22/2023	11137	Vital Records Control	Monthly Maint Nov 2023	95.00
19398	12/22/2023	11626	Jay Atwood	Library Maint Tuning WC	300.00
19399	12/22/2023	11652	Nathaniel Paul Waugh	Dec 14 BOT mtg comp	40.00
19400	12/22/2023	11681	Jennifer L. Jiron	Dec 14 BOT mtg comp	40.00
19401	12/22/2023	11703	Kathleen Hagen Turner Whiteley	Dec 14 BOT mtg comp	40.00
19402	12/22/2023	11883	Invengo American Corp.	Ann. Maint. for ATL SU Hospital Kiosk	5,558.00
19403	12/22/2023	12302	Elaine Sanchez	Dec 14 BOT mtg comp	40.00
19404	12/22/2023	1240	Brady Industries of Nevada, LLC	MB-Cons. Hand Sanitizer/Deodo./Towel Fold-Up	1,237.02
19405	12/22/2023	12405	Karen L. Dutkowski	Dec 14 BOT mtg comp	40.00
19406	12/22/2023	1429	DC Thomas	BD Rent January 2024	1,617.02
19407	12/22/2023	1457	Demco, Inc.	Order PUR024366	104.86
19408	12/22/2023	1620	Full Compass Systems Ltd	Order PUR024516	567.11
19409	12/22/2023	1757	Ingram Library Services	Order PUR023559	16,409.21
19411	12/22/2023	2169	Nevada Illumination	Various FY24-Parking Lot Lighting Repair	320.70
19412	12/22/2023	2234	Overton Power District #5	SVC 11/8/23 - 12/8/23 MV	191.60
19413	12/22/2023	2798	Brodart Co.	Order PUR024687	68,607.17
19414	12/22/2023	4042	Baker & Taylor, Inc.	Order PUR024654	3,537.42
19415	12/22/2023	4108	American Library Association	ALA Membership Renewals	3,268.00
19416	12/22/2023	4540	Robert Half	W/E 12-8-23 Dawn Lewis	3,676.51
19417	12/22/2023	4604	Brodart Library Supplies & Furnishings	supplies	11,441.34
19418	12/22/2023	7687	United Lock and Security, Inc.	Various FY24-Misc Lock/Key Services	153.75
19419	12/22/2023	8122	Staples Advantage Dept LA	Alcohol WV	5,268.87
19420	12/22/2023	8155	Las Vegas Clark County Librar District Foundation	Order PUR024653	29,651.86
19421	12/22/2023	8565	WT Cox Information Services	Order PUR024694	1,895.22
19422	12/22/2023	8593	American Sign Language Communication	ASL Interpretive Svcs WC 12/9/23	860.00
19423	12/22/2023	8718	Library Ideas, LLC	Order PUR024643	10,418.40
19424	12/22/2023	9191	Canon Solutions America, Inc.	Mnthly maint 10.15.23 - 11.14.23 WMSC	1,787.51
19425	12/22/2023	9332	Felipe A. Ortiz	Dec 14 BOT mtg comp	40.00
19426	12/22/2023	9383	Office Plus	Asst Toner CC	3,832.62
19427	12/22/2023	9431	B&H Photo-Video	Order PUR024542	492.30
19428	12/22/2023	9588	Vocera Communications, Inc.	Vocera Replacement Batteries	2,746.94
19429	12/22/2023	9821	Liquid Courage	Sahara West Tales & Cocktails	1,275.00
19430	12/22/2023	9907	Principal Life Insurance Company	January 2024	29,485.40
19431	12/29/2023	10641	Quench USA, Inc.	Various: FY 24 - Filtered Drinking Water	1,028.62
19432	12/29/2023	10789	Gabriel Parker	Teen Music Production Classes at CC	540.00
19433	12/29/2023	10927	CenturyLink	Service 12.20.23 - 01.19.24	323.02
19434	12/29/2023	12045	Eagle Promotions	Name Badge for Director Foyt	40.00
19435	12/29/2023	12405	Karen L. Dutkowski	Mileage Reimbursemt	393.00
19437	12/29/2023	1300	Cashman Equipment Company	Various: FY 24 - Generator/Fire Pump Service	266.00
19438	12/29/2023	1580	Ferguson Enterprises, LLC	#42 & EV - Plumbing	580.52
19439	12/29/2023	1742	Ideal Supply Company Inc.	EN - HVAC Supplies	384.07
19440	12/29/2023	1757	Ingram Library Services	Order PUR023559	34,673.64
19441	12/29/2023	1954	The Library Store Inc.	Order PUR022401	63.95
19442	12/29/2023	2152	Codale Electric Supply Inc	WH: LED Project	332.40
19443	12/29/2023	2307	Progressive Elevator	CC: FY 24 - Elevator Maintenance	795.00
19444	12/29/2023	2702	Grainger, Inc.	LA - HVAC Assy Waterseal	295.74
19445	12/29/2023	2733	Phoenix Fire Protection LLC	Various: FY 24 - Fire Sprinkler Tests/Insp	375.00
19446	12/29/2023	2798	Brodart Co.	Order PUR024739	12,649.71
19447	12/29/2023	2809	Water District	SVC Summary OCT/NOV 2023	19,134.74
19448	12/29/2023	2852	Chem-Aqua, Inc.	EV & RB: FY 24 - HVAC Water Treatment	788.27
19449	12/29/2023	3149	Midwest Tape	Order PUR024735	5,573.81
19450	12/29/2023	3309	Cobblestone Group II LLC	#49 - Consumables Batteries	286.75
19451	12/29/2023	3435	Ace Fire Systems, Inc.	SV:Fire Alarm Repairs(Remote Test Switches)	3,433.89
19452	12/29/2023	3770	Cox Communications of Las Vegas	Service 12/17/23-1/16/24	31,804.70
19453	12/29/2023	4540	Robert Half	C. Monteau w/e 12/22/23	2,661.88
19454	12/29/2023	4676	Color Reflections	Blanket PO printing thru June 2024	1,587.00
19455	12/29/2023	4723	Purvis Industries - Las Vegas NV	SV - HVAC Belt	22.47
19456	12/29/2023	4782	KNPR/Nevada Public Radio	Desert Companion Dec./Jan Ads	5,925.00
19457	12/29/2023	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	252.62
19458	12/29/2023	6646	Aqua Serv Engineers, Inc.	Various: FY 24 - Water Treatment	2,387.98
19459	12/29/2023	7419	EDS Electronics Inc.	SW: Fire Alarm Tests/Insp	330.00
19460	12/29/2023	7687	United Lock and Security, Inc.	MT - Made Keys - Entrance Door	9.00
19461	12/29/2023	7943	Communication Electronic Systems Inc	FY 24 - Burglar/Fire Alarm Monitoring	130.00
19462	12/29/2023	8122	Staples Advantage Dept LA	Supplies WH	2,865.44
19463	12/29/2023	8557	Guaranteed Pest Solutions LLC	Various: FY 24 - Pest Control CC	337.50
19464	12/29/2023	9159	Mesquite Lumber /Ace Hardware	MQL-Patch a Hole/Plumbing & Door Kick	77.72
19465	12/29/2023	9191	Canon Solutions America, Inc.	Mnthly maint 10.31.23 - 11.29.23 SM	2,141.11
19466	12/29/2023	9383	Office Plus	Black toner WH	236.89
19467	12/29/2023	9489	Teledata Technologies	MQL: FY 24 - Fire Alarm Tests/Insp	1,326.00
19468	12/29/2023	9730	Commercial Lighting Specialties, LLC	CC - Lighting Stock	589.50
19469	1/8/2024	10017	CDA Media Relations	Jan Purchasing ad	350.00
19470	1/8/2024	10129	Fun Express LLC	Christmas decorations	1,009.75
19471	1/8/2024	10162	CenturyLink	Local Service 12.24.23-01.23.24	137.66

Regular Board of Trustees Meeting- February 15, 2024 - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 12/09/2023 through 01/19/2024

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19472	1/8/2024	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC: FY 24 - Landscape Maintenance	800.00
19473	1/8/2024	10212	Virgin Valley Water District	SVC 11/20/23 - 12/20/23 MQLC	681.19
19474	1/8/2024	11686	Reliable Pump & Motor	CC,SW,WV: FY 24-Sump Pump/Fire Pump	550.00
19475	1/8/2024	1180	Baron Pest Solutions, Inc.	LA: FY 24 - Pest Control	47.00
19476	1/8/2024	11928	All Hose South LLC	CC - HVAC Hose	59.50
19477	1/8/2024	1201	Best Janitorial Services of Nevada	Various: FY 24 - Janitorial Service	157,132.20
19478	1/8/2024	12130	PDQ Gill's Printing Evolved	Blanket PO printing thru June 2024	513.14
19479	1/8/2024	12407	Par 3 Landscape and Maintenance Inc	Landscape Maintenance Svcs Oct 23-Sept 24	19,130.00
19481	1/8/2024	1535	El Mundo	December 2023 Purchasing ad	80.00
19482	1/8/2024	1757	Ingram Library Services	Order PUR023559	15,749.93
19483	1/8/2024	1854	Kamer Zucker Abbott	Attorney/Legal Fee December 2023	1,640.00
19484	1/8/2024	2169	Nevada Illumination	Various FY24-Parking Lot Lighting Repair	157.50
19485	1/8/2024	2234	Overton Power District #5	SVC 11/21/23 - 12/22/23 MT	307.05
19486	1/8/2024	2733	Phoenix Fire Protection LLC	Various: FY 24 - Fire Sprinkler Tests/Insp	145.00
19487	1/8/2024	2798	Brodart Co.	Order PUR024707	19,645.03
19488	1/8/2024	2914	Iron Mountain	FY 2024 Service	1,370.95
19489	1/8/2024	3149	Midwest Tape	Order PUR024749	10,855.21
19490	1/8/2024	3324	Rio Virgin Telephone Co.	Service 01.01.24-01.31.24	475.81
19491	1/8/2024	3435	Ace Fire Systems, Inc.	Various: FY 24 Fire Alarm/Sprinkler Testing	135.00
19492	1/8/2024	3770	Cox Communications of Las Vegas	Service 12.22.23-01.21.24	96.71
19493	1/8/2024	3776	Got Bugs LLC	MQL & MQLC: FY 24 - Pest Control	200.00
19494	1/8/2024	4042	Baker & Taylor, Inc.	Order PUR024748	4,099.91
19495	1/8/2024	4540	Robert Half	Week Ended 12-29-23 Dawn Lewis	1,551.04
19496	1/8/2024	4676	Color Reflections	Blanket PO printing thru June 2024	1,842.00
19497	1/8/2024	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	126.31
19498	1/8/2024	5718	Tangerine Office Machines	Printer Support	389.00
19499	1/8/2024	7687	United Lock and Security, Inc.	Various FY24-Misc Lock/Key Services	153.75
19500	1/8/2024	8122	Staples Advantage Dept LA	Book Store Supplies DEV	2,754.69
19501	1/8/2024	8557	Guaranteed Pest Solutions LLC	Various: FY 24 - Pest Control CC	168.75
19502	1/8/2024	8575	Intermountain Lock and Security Supply	EV - Door Lever Cover	24.00
19503	1/8/2024	8777	Windowwear	Blinds for BM Office	617.00
19504	1/8/2024	9074	Statewide Fire Protection - Western States	CH & WM:FY 24-Fire Sprinkler Tests/Insp	425.00
19505	1/8/2024	9101	O'Reilly Auto Parts	#48 - Air Filter & Wiper Blades	64.53
19506	1/8/2024	9159	Mesquite Lumber /Ace Hardware	MQLC - Fix Wall Cracks	12.99
19507	1/8/2024	9191	Canon Solutions America, Inc.	Mnthly maint 10.14.23-11.13.23 SM	533.28
19508	1/8/2024	9287	Otis Elevator Company	WM: FY 24 - Elevator Maintenance	900.49
19509	1/8/2024	9383	Office Plus	Black, yellow toner MV	5,551.67
19511	1/8/2024	9483	Tecre Co., Inc.	Buttons	791.80
19512	1/8/2024	9631	Elliott's Sewer & Drain	Various: FY 24 - Misc Plumbing Repairs	405.20
19513	1/8/2024	9827	Vision Sign Inc.	SM & SV: FY 24 - Sign Maintenance	210.00
19514	1/12/2024	10228	Sterling Volunteers	7 Volunteer back ground checks	123.50
19515	1/12/2024	10604	Johnson Controls Security Solutions LLC	CC Transmittor Replace	6,758.85
19516	1/12/2024	10789	Gabriel Parker	Teen Music Prod Classes - CC	720.00
19517	1/12/2024	10808	Patron Point, Inc.	Order PUR022371	2,788.95
19518	1/12/2024	10834	Brittany Mangelson	Transcribing 121423 mtg	293.00
19519	1/12/2024	11137	Vital Records Control	Dec Monthly Service Fee	169.54
19520	1/12/2024	11143	Brightly Software, Inc.	AE - Core 12/1/23 to 6/30/24 - 2 add'l users	518.88
19521	1/12/2024	11593	Chibitronics Inc.	stamps, stickers	96.99
19522	1/12/2024	11626	Jay Atwood	Library Event Tuning on 11.19.23	300.00
19523	1/12/2024	11941	Brink's Incorporated	Excess fees Dec 23	3,970.21
19524	1/12/2024	11984	Victig Background Screening	Order PUR024805	1,679.64
19525	1/12/2024	12045	Eagle Promotions	WV 50yr Anniversary T-Shirts for staff	730.00
19527	1/12/2024	12153	Quantum Glass & Mirror, Inc.	CC: Glass Replacement	1,698.62
19528	1/12/2024	12207	RELX, Inc. DBA LexisNexis	LexisNexis for CCDC	750.00
19529	1/12/2024	1300	Cashman Equipment Company	Various:FY 24-Generator/Fire Pump Service	1,366.25
19530	1/12/2024	1566	Fairway Chevrolet	#62: Replace front brakes and rotors	2,001.87
19531	1/12/2024	1627	Cengage Learning, Inc.	EBK: BUSINESS PLANS HANDBOOK 59	754.28
19532	1/12/2024	1757	Ingram Library Services	Books & Materials FY 24	38,771.57
19533	1/12/2024	1837	Johnstone Supply	WC - HVAC Ann. Serv. Exhaust Fans	413.29
19534	1/12/2024	2215	OCLC Inc.	IFM debits 12/1/23-12/31/23	282.90
19535	1/12/2024	2234	Overton Power District #5	SVC 12/1/23 - 1/1/24 MQ	2,461.43
19536	1/12/2024	2533	Suburban Propane - 1487	Popane SVC 12/28/23 MC	2,174.69
19537	1/12/2024	2567	Teamsters Local Union #14	Union Dues - January 2024	10,646.00
19538	1/12/2024	2698	Virgin Valley Disposal	SVC 12/1/23 - 12/31/23 MQ	126.40
19539	1/12/2024	2798	Brodart Co.	FY24	80,028.20
19540	1/12/2024	2822	City of Mesquite Sanitation	Sanitation SVC 1/24 - 3/24 MQ	581.44
19541	1/12/2024	2887	Thomson Reuters West Payment Ctr	Bankruptcy code rules and Forms 2024	3,890.70
19542	1/12/2024	2914	Iron Mountain	FY 2024 Service	612.51
19543	1/12/2024	3149	Midwest Tape	FY 24 - A/V materials	408,078.61
19544	1/12/2024	3300	ProQuest LLC	ProQuest database subs 1/1/24-12/31/24	97,575.95
19545	1/12/2024	3307	Unique Management Services, Inc.	Placements-Dec 2023	6,135.75
19546	1/12/2024	3355	Teamsters Security Fund S. Nevada	January 2024	400,000.59
19547	1/12/2024	4517	Fingerprint Pros, Inc.	Order PUR024804	590.00
19548	1/12/2024	4522	Quest Diagnostics	Order PUR024806	299.35
19549	1/12/2024	4540	Robert Half	J. Gardiner w/e 1/5/24	2,861.12
19550	1/12/2024	4723	Purvis Industries - Las Vegas NV	EN - HVAC Belts	224.06
19551	1/12/2024	4897	Public Employees Benefits Program State of NV	Jan 24 Ins Premium	6,836.01
19552	1/12/2024	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	135.56
19553	1/12/2024	5130	OverDrive Inc.	eBooks & eAudiobooks	306,734.88
19554	1/12/2024	7188	Innovative Interfaces, Inc.	Skyriver 555 eMarc records Dec 23	416.25
19555	1/12/2024	7671	Rentokil	Various: FY 24 - Pest Control	1,413.00
19556	1/12/2024	7687	United Lock and Security, Inc.	SV Key up Study Rooms	1,222.17
19557	1/12/2024	7800	The Printer Place	Maint. for Notices PTR, End:12/30/24	805.00
19558	1/12/2024	8010	Allied Universal Security Services	Various: FY 24 Security - Special Events	3,457.44
19559	1/12/2024	8122	Staples Advantage Dept LA	14x19 envelopes BAM	1,042.05
19560	1/12/2024	8155	Las Vegas Clark County Librar District Foundation	Book Store sales Dec 2023	15,896.25
19561	1/12/2024	8557	Guaranteed Pest Solutions LLC	Various: FY 24 - Pest Control CC	140.00

Regular Board of Trustees Meeting- February 15, 2024 - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 12/09/2023 through 01/19/2024

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19562	1/12/2024	8718	Library Ideas, LLC	Order PUR024808	527.52
19563	1/12/2024	9101	O'Reilly Auto Parts	#37 - Wiper Blades & Fuel Injection	45.99
19564	1/12/2024	9133	Ted Wiens Tire & Auto Centers	LOF #40	281.76
19565	1/12/2024	9137	Ideco-NV, Inc.	SC:Troubleshoot Veeder Root Alarm(Fuel Area)	1,162.00
19566	1/12/2024	9191	Canon Solutions America, Inc.	Mnthly maint 10.19.23-11.18.23 WC	449.23
19567	1/12/2024	9383	Office Plus	Set of toners EN	1,249.34
19568	1/12/2024	9454	Apple Inc.	iPad - Support Mgr	1,406.00
19569	1/12/2024	9553	Ashworth and Belcastro Systems (ABS)	SU: FY 24 Fire Alarm Testing & Monitoring	135.00
19570	1/12/2024	9730	Commercial Lighting Specialties, LLC	WMS - Lighting Stock	302.72
19571	1/12/2024	9869	Unique Integrated Communications	Call Center Dec 23	6,101.12
19573	1/12/2024	12054	Amazon Capital Services, Inc.	Amazon Billing 11/15/23 to 12/14/23	21,960.02
93528	12/14/2023	10389	The Firm	Blanket PO the Firm PR Svcs Nov 23-June24	4,347.50
93529	12/14/2023	10872	Radioactive Productions	Blanket PO for videos thru June 2024	2,550.00
93530	12/14/2023	11589	Greenspun Media Group, LLC	Blanket PO for ads thru June 2024	3,211.00
93531	12/14/2023	11813	ASSA ABLOY Entrance Systems US Inc	Various: FY 24 Misc Door Repairs	567.45
93532	12/14/2023	11916	GB Auto Service, Inc.	#53 & 61- LOF, Oil Filter, Tire Rotation & MPI	179.94
93533	12/14/2023	12414	Jacqueline Pagone	One presentation for the Youth Services Summit	300.00
93534	12/14/2023	12440	Tony Weaver Jr	Teen Workshop and Summit Presentation	5,000.00
93537	12/14/2023	12474	CSM Consulting Inc	E-Rate consulting contract	4,250.00
93538	12/14/2023	12475	Carla Lorena Torres	Order PUR024634	320.38
93539	12/14/2023	12476	Judi R Fiotti	Order PUR024635	1,934.54
93540	12/14/2023	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Sewer SVC 1/1/24 - 3/31/24 SM	2,386.49
93541	12/14/2023	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
93542	12/14/2023	1577	FedEx	FedEx Express Services Dec 2023	39.56
93543	12/14/2023	2025	Manpower Inc. of Southern Nevada	R. Wilkins WE 11/26/23 & 12/03/23	3,591.80
93544	12/14/2023	2494	Southwest Gas Corp.	SVC 10/26/23 - 11/28/23 WC	10,001.84
93546	12/14/2023	2837	Republic Services # 620	Rent SVC 12/1/23 - 12/31/23 EV	8,211.05
93547	12/14/2023	2861	Jay D. Whipple	MV: FY 24 - Pest Control	40.00
93548	12/14/2023	3307	Unique Management Services, Inc.	November 2023 Placements	5,784.75
93550	12/14/2023	5026	Nevada State Treasurer	Mandated Court Payment	2.00
93551	12/14/2023	6817	Reliance Connects	MQL/MQLC: FY 24 - Alarm Monitoring	134.85
93552	12/14/2023	8192	AT&T	Service 12.01.23-12.31.23	42.07
93553	12/14/2023	9966	The Sherwin-Williams Co.	SC - Painting Dir of Engagement's Office	136.59
93554	12/21/2023	10225	Pakor	Photo Paper	292.81
93555	12/21/2023	10253	Elizabeth Ann Foyt	Dec 14 BOT mtg comp	40.00
93556	12/21/2023	10336	Opera Las Vegas	Order PUR022905- Holiday show 12.16.23	1,500.00
93557	12/21/2023	10441	University of Fashion, Inc.	1 yr sub	7,200.00
93558	12/21/2023	10469	Homeless Training Institute, LLC	Annual Membership Fee	2,500.00
93559	12/21/2023	10565	Erin Baltzar	WC Sleigh Bells Swing 12.16.23	900.00
93560	12/21/2023	10748	Better Impact USA Inc.	Order PUR024657	4,560.00
93561	12/21/2023	10930	Business Enterprises of Nevada	MQL: FY 24 - Cafe Management	3,516.00
93562	12/21/2023	11564	SPEBSQSA, Inc.	Silver Statesmen Dec Concerts	1,000.00
93563	12/21/2023	11916	GB Auto Service, Inc.	#48 - LOF, Oil Filter, Tires Rotated & MPI	74.97
93564	12/21/2023	11935	Work Institute, LLC	Service Fee December 2023	272.00
93566	12/21/2023	12179	JaeAna Bernhardt	WC Holiday Sound Bowl Classes 2023	300.00
93567	12/21/2023	12191	CHUBB	November 2023	993.76
93568	12/21/2023	12260	Probus LLC	AHOT Cart Wraps	8,458.78
93569	12/21/2023	12413	Christopher L Shelton	Dec 14 BOT mtg comp	40.00
93570	12/21/2023	12414	Jacqueline Pagone	AS Summit 23 Wellness segment	300.00
93571	12/21/2023	1854	Kamer Zucker Abbott	Attorney/Legal Fees Nov 2023	4,820.00
93572	12/21/2023	2025	Manpower Inc. of Southern Nevada	H. Brown W/E 12/10/2023	2,486.63
93573	12/21/2023	2111	Morningstar, Inc.	Morningstar 12/31/23-12/31/24	12,057.00
93574	12/21/2023	2159	AT&T SBC	Svc 12.11.23-01.10.24	393.43
93575	12/21/2023	2175	NV Energy	SVC Summary Nov 2023	99,841.40
93576	12/21/2023	2891	AFLAC	December 2023	777.82
93578	12/21/2023	5109	Willard Library ILL	Shipping for ILL item	3.72
93579	12/21/2023	5246	Kelly D. Benavidez	Dec 14 BOT mtg comp	40.00
93580	12/21/2023	8731	UNUM Life Insurance Co. of America	January 2024	243.60
93581	12/21/2023	9185	AccuCut	Order PUR024480	607.50
93582	12/21/2023	9426	Rapid Color, Inc.	Lil' Learners Boxes	4,830.00
93583	12/21/2023	9895	National Benefit Services, LLC	November 2023	455.00
93584	12/21/2023	9945	Texas Life Insurance Company	January 2024	187.55
93585	12/21/2023	9966	The Sherwin-Williams Co.	WMS - Painting	103.00
93586	12/28/2023	10158	Poetry Promise, Inc.	WC Poetry Hub Classes 2023	180.00
93587	12/28/2023	11589	Greenspun Media Group, LLC	Blanket PO for ads thru June 2024	3,211.00
93588	12/28/2023	11944	Sharon Phoenix	Candle Making Series	250.00
93589	12/28/2023	12059	Printed Solid Inc.	3D printer filament	215.94
93590	12/28/2023	12193	Robert J. Leppke Jr.	Nov. Freelance Design	1,755.00
93591	12/28/2023	12378	Thomas S Klise Company	Order PUR024733	64,093.11
93592	12/28/2023	12434	Molodi	Kwanzaa 2023 Performance	2,000.00
93593	12/28/2023	12463	Jonathan Bradley	Order PUR024506	454.96
93594	12/28/2023	12481	Library of the Jewish Theological Seminary	ILL fee	15.00
93595	12/28/2023	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
93596	12/28/2023	2494	Southwest Gas Corp.	SVC 11/2/23 - 12/4/23 LA	12,313.23
93597	12/28/2023	2772	Xerox Corporation	Xerox Invoice	956.56
93598	12/28/2023	2838	Verizon Wireless	Service 11.15.23-12.14.23	18,857.79
93599	12/28/2023	3755	Las Vegas Brass Band	LVBB 2023 - Oct, Nov, & Dec concerts	800.00
93600	12/28/2023	4117	Television Monitoring Services, Inc.	Ongoing Sgments	100.00
93601	12/28/2023	9426	Rapid Color, Inc.	Blanket PO printing June 2024	2,710.00
93602	12/28/2023	9937	AFLAC Premium Holding	December 2023	2,311.04
93603	12/28/2023	9966	The Sherwin-Williams Co.	WV - Graffiti	42.07
93604	12/28/2023	12779	Anisa Vallejo	Replace lost final check	2,129.99
93605	1/3/2024	12482	Amber Vonhof	Replace lost final check	631.44
93606	1/4/2024	10217	T-Mobile	Fleet Locate 360 - 11/21/23 to 12/20/23	597.59
93607	1/4/2024	10991	Transmission, Inc.	B Roll of Halloween event	1,200.00
93608	1/4/2024	11813	ASSA ABLOY Entrance Systems US Inc	WM: Entry doors dragging	569.29
93609	1/4/2024	12059	Printed Solid Inc.	Order PUR024555	337.91

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Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
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Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
93610	1/4/2024	2097	Moapa Valley Telephone Co. Inc.	Service 12.26.23-01.25.24 MV	305.65
93611	1/4/2024	2494	Southwest Gas Corp.	SVC 11/21/23 - 12/20/23 CH	9,229.08
93612	1/4/2024	2838	Verizon Wireless	Service 11.21.23-12.20.23	2,812.82
93613	1/4/2024	4117	Television Monitoring Services, Inc.	Ongoing Sgments	250.00
93614	1/4/2024	5932	Nexus Holdings LLC	CC: Stage Curtain Repair	1,583.44
93615	1/4/2024	6499	Southern Nevada Health District	SC: Ann'l UST 01/01/24 to 01/31/24	497.00
93616	1/4/2024	6817	Reliance Connects	Internet 01.01.24-01.31.24 Bus Office	855.96
93617	1/4/2024	7740	Gaudin Ford	#58 - Replaced Rear Tail Light	406.61
93619	1/4/2024	9325	Squeaky Clean CC LLC	Various: FY 24 - Graffiti Removal	165.00
93620	1/11/2024	10975	DP Trading	Staff Pins for Years of Service	1,621.50
93621	1/11/2024	11898	Biznet LLC	Business Classes 07.27.23 RB	333.00
93622	1/11/2024	11916	GB Auto Service, Inc.	#41 - LOF, Oil Filter, Tires Rotated & MPI	139.95
93623	1/11/2024	11935	Work Institute, LLC	Fees for October Services 2023	285.00
93624	1/11/2024	11956	Fat Brain Toys	Winter Reading Challenge 2024 Prizes	5,399.00
93625	1/11/2024	12180	i3screen	Order PUR024822	45.00
93626	1/11/2024	12260	Probus LLC	AHOT Cart Wrap	2,638.16
93628	1/11/2024	12417	Gail White	WC Muriel Anderson 1.9.24	600.00
93629	1/11/2024	12432	Outfront Media Inc	RTC Bus Wrap & Shelters	16,000.00
93631	1/11/2024	12466	Pamyua, Inc.	DW Pamyua Performances 11.24	7,000.00
93633	1/11/2024	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Sewer SVC 2/1/24 - 4/30/24 EV	7,019.10
93634	1/11/2024	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
93635	1/11/2024	1474	Di Bella Flowers & Gifts	Bereavement arrangement	99.24
93636	1/11/2024	1991	Lowe's Improvement	Nov - Dec 2023 Operating & Small Equip.	916.15
93637	1/11/2024	2025	Manpower Inc. of Southern Nevada	R. Wilkins - W/E 11/12/23	6,354.72
93638	1/11/2024	2159	AT&T SBC	Service 12.25.23 to 01.24.24	381.95
93639	1/11/2024	2494	Southwest Gas Corp.	SVC 11/28/23 - 12/27/23 SW	23,850.30
93643	1/11/2024	2837	Republic Services # 620	Recycle SVC 1/1/24 - 1/31/24 WC	31,838.45
93644	1/11/2024	3383	Home Depot Credit Services	Nov-Dec 2023 Operating & Small Equip.	3,284.50
93645	1/11/2024	5026	Nevada State Treasurer	Mandated Court Payment	2.00
93647	1/11/2024	7740	Gaudin Ford	#46:Troubleshoot Exhaust Leak & Inop Radio	1,260.23
93648	1/11/2024	8192	AT&T	Service 01.01.24-01.31.24	40.70
93650	1/11/2024	9337	Springs Preserve	Bronze Sponsorship for BHMF	2,000.00
93651	1/11/2024	9677	Elm USA, Inc.	4 EDR-EM-A31d	49.39
93652	1/18/2024	10389	The Firm	Blanket PO the Firm PR Svcs Nov 23-June24	2,451.25
93653	1/18/2024	10872	Radioactive Productions	Blanket PO for videos thru June 2024	500.00
93654	1/18/2024	10900	Asian Journal Publications	Asian Journal Advertising	800.00
93656	1/18/2024	11801	Jeffrey Scott Trower	SM Drum Circles 23-24	500.00
93657	1/18/2024	11916	GB Auto Service, Inc.	#59: Rear Brakes & Tire Repairs	1,455.58
93658	1/18/2024	12046	Enchanted Forest Reiki Center	Reiki	116.00
93659	1/18/2024	12193	Robert J. Leppke Jr.	Freelancer Designer - Dec 23	715.00
93660	1/18/2024	12413	Christopher L Shelton	Board Comp 011124	40.00
93661	1/18/2024	12437	73 Ventures LLC	SC - Replaced Signs on East Loading Dock	183.63
93662	1/18/2024	12490	Suhenna Creations	Henna program for teens at Windmill Library	375.00
93663	1/18/2024	2494	Southwest Gas Corp.	SVC 12/5/23 - 1/5/24 LA	5,271.30
93664	1/18/2024	2648	United Parcel Service	Increase Deposit - Shipper #864045	1,500.00
93665	1/18/2024	4117	Television Monitoring Services, Inc.	Ongoing Sgments	500.00
93666	1/18/2024	7465	Bell Trans	Transportation Tony Weaver 12/5-12/6	666.68
93667	1/18/2024	7740	Gaudin Ford	#58: Troubleshoot (3) Issues & Repair	722.34
93668	1/18/2024	8441	Lego Education	SM Small Equipment-LEGO Education Sets	2,399.65
93669	1/18/2024	9966	The Sherwin-Williams Co.	SV - Painting	80.23
Total 100 - General Fund					4,085,720.17

Regular Board of Trustees Meeting- February 15, 2024 - Item VI. Library Reports

Las Vegas - Clark County Library District
Check/Voucher Register

Grant Fund - 220
From 12/09/2023 through 01/19/2024

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19326	12/11/2023	3770	Cox Communications of Las Vegas	Sunrise Hosp 7/14/23 to 8/13/23	70,476.00
19342	12/11/2023	8122	Staples Advantage Dept LA	Lanyards SU	666.37
19390	12/18/2023	9935	Burlington English Inc.	100 seats	9,600.00
19394	12/22/2023	10746	Santiago Ricoy	Las Vegas East Robotics Lab	1,200.00
19462	12/29/2023	8122	Staples Advantage Dept LA	Supplies WH	1,219.36
19492	1/8/2024	3770	Cox Communications of Las Vegas	Service 12.22.23-01.21.24	90,076.00
93536	12/14/2023	12470	Hive Class Inc	HiveClass Digital Encyclopedia 12/1/23-12/31/24	25,000.00
93632	1/11/2024	12483	The HistoryMakers	1 yr licensing fee 1/1/24-12/31/24	20,000.00
Total 220 - Grant Fund					218,237.73

Regular Board of Trustees Meeting- February 15, 2024 - Item VI. Library Reports

Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230
From 12/09/2023 through 01/19/2024

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19342	12/11/2023	8122	Staples Advantage Dept LA	Lanyards SU	97.02
19391	12/22/2023	10129	Fun Express LLC	Order PUR024633	574.81
19419	12/22/2023	8122	Staples Advantage Dept LA	Alcohol WV	714.90
19500	1/8/2024	8122	Staples Advantage Dept LA	Book Store Supplies DEV	194.03
19526	1/12/2024	12086	Book Depot Inc.	Order PUR024541	640.34
19559	1/12/2024	8122	Staples Advantage Dept LA	14x19 envelopes BAM	580.74
93565	12/21/2023	12086	Book Depot Inc.	Order PUR024536	618.26
93630	1/11/2024	12462	JO Pinc	Baby Box Printing	5,122.50
Total 230 - Gift Fund					8,542.60

Regular Board of Trustees Meeting- February 15, 2024 - Item VI. Library Reports

Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 12/09/2023 through 01/19/2024

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19303	12/11/2023	1455	Dell Marketing L.P.	Ref PUR020790-credit memo/invoice fix	26,167.00
19355	12/18/2023	12461	The Converse Professional Group	SV Refresh: Visual/Sample/Lab/Reports	1,490.00
19386	12/18/2023	9101	O'Reilly Auto Parts	WV-Groundbreaking Mat. Gas can for Gens.	68.97
19407	12/22/2023	1457	Demco, Inc.	Order PUR024366	1,380.18
19410	12/22/2023	2015	Machabee Office Environments	50 Strive Replacement Chairs	11,061.50
19436	12/29/2023	12457	City Plan Development	SV Refresh - Bid No. 23-09	23,916.76
19442	12/29/2023	2152	Codale Electric Supply Inc	WH: LED Project	1,075.00
19480	1/8/2024	1455	Dell Marketing L.P.	Replacements for Public, Staff, CH HH	195,079.00
19510	1/8/2024	9454	Apple Inc.	New BAM Staff	2,428.90
19556	1/12/2024	7687	United Lock and Security, Inc.	SV Key up Study Rooms	332.17
19572	1/12/2024	9965	The Countertop Shop, LLC	SV Refresh: Circ Desk Repair	450.00
93535	12/14/2023	12457	City Plan Development	SV Refresh - Bid No. 23-09	61,595.30
93549	12/14/2023	4678	Berger Transfer & Storage, Inc.	SV: Book Cart Rental for Refresh	256.00
93577	12/21/2023	4678	Berger Transfer & Storage, Inc.	SV: Book Cart Rental for Refresh	2,700.00
93618	1/4/2024	8502	Regina L Schweska	SV: Refresh - Labor Compliance Admin	5,750.00
93626	1/11/2024	12260	Probus LLC	AHOT Cart Wrap	4,748.06
93627	1/11/2024	12333	In-House Production	Order PUR024553	13,273.25
93636	1/11/2024	1991	Lowe's Improvement	Nov - Dec 2023 Operating & Small Equip.	52.66
93644	1/11/2024	3383	Home Depot Credit Services	Nov-Dec 2023 Operating & Small Equip.	166.91
93646	1/11/2024	6818	Verry Best Sign Hanging	WV: 4 X 8 Signs for property	760.00
93649	1/11/2024	8736	Emcor Services Nevada	WC: Chiller Replacement Bid 22-02	30,000.00
93655	1/18/2024	10975	DP Trading	Challenge Coins - West Vegas	1,715.00
Total 510 - Capital Projects Fund					384,466.66
Total - All Funds					4,696,967.16



ITEM VI.A.3.b.

MEMORANDUM

TO: Board of Trustees Through Kelvin Watson, Executive Director

FROM: General Services Report

DATE: January 31, 2024

SUBJECT: General Services Report, February 2024

This report provides an overview of the primary accomplishments, initiatives, and District-Wide activities for the General Services Division for the month of January 2024.

POWERFUL PLACES and POWERFUL PARTNERSHIPS

New West Las Vegas Library:

Architectural Services: Revision 2 of the Construction Documents are completed and have been submitted to the City of Las Vegas for final review. We anticipate receiving our building permit with 4-6 weeks.

Groundbreaking:

The Groundbreaking is scheduled for February 27th at 10 a.m. General Services is working with BAM on finalizing event planning, logistics and rescheduling permits and vendors.

Construction Manager at Risk (CMAR):

CORE Construction continues to work closely with the design team for the West Las Vegas Library. Subcontractor bidding took place between January 3, 2024 and January 24, 2024. The 1% bids were opened with the District on 1/24/2024. Core's GMP is due to the District on February 14, 2024. Due to the special requirements for New Market Tax Credits, the District is considering a Special Board Meeting to be held on February 28th, for the Board to consider and possibly approve required Resolutions for New Market Tax Credits as well as the Phase II GMP Construction Contract for CORE Construction.

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
Completed Subcontractor Bidding.....	January 2023
Finalize GMP for Board Approval	Feb/March 2024
Construction Start	March 2024
Construction End	August 2025

Current and On-Going Projects

Hip Hop Camp

General Services is working with internal and external partners such as the Hip Hop Architecture Camp, Shaw Contract, Las Vegas Community Foundation, and the San Francisco Human Rights Commission to bring the Hip Hop Architecture Camp to Whitney Library on February 10th. The program, founded in 2016 by Michael Ford, will explore the intersection of Hip Hop culture, social justice, and architecture through hands-on modeling making, rap writing workshops.

Mike Ford has also partnered with Shaw Contract and introduced a collection of rugs and broadloom that celebrates the 50th anniversary of Hip Hop. The designs are inspired by the visual expression of the five elements of Hip Hop: Graffiti, DJing, Emcee, Breakdancing and Knowledge. It supports his mission to position Hip Hop culture as a catalyst to introduce underrepresented youth to architecture and design.

Working with Mr. Ford, Shaw Contracting, and the District's Development Department, the District agreed to a carpet to donation and refresh of the Teen Zone at the Whitney Library in support of the upcoming Event. The carpet selected is called Graffiti and "represents the art of the tag which is seen and felt. It is a collective experience, layered with meaning. Fluid lettering styles celebrate the vibe". Below are some before and after of the Teen Zone.



Barbershop Books - General Services is working with internal and external partners, such as the NFL, Barbershop Books and Microsoft to help support the event scheduled at Clark County Library on February 7th. Attendees will be invited to participate in various event engagements centered around digital literacy and bridging the digital divide.

They will also have an opportunity to learn more about Barbershop Books and understand how they can benefit from the program being in their community.

In addition to event logistics, General Services, working with Branding and Marketing, was able to complete Phase one of the conversion of one of our Outreach vehicles to our new Full STEAM Ahead Tech Truck, which will be on display for the event



Enterprise Library Refresh - We are in the process of finalizing the bid documents. We anticipated bidding will take place in early February with a construction contract being brought to the Board for approval at the March Board Meeting.

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

PURCHASING AND ADMINISTRATION DEPARTMENT

Construction Materials Testing And Observation Services RFQ No. 24-05

On November 26th, the District advertised for Statements of Qualifications from qualified and experienced, City of Las Vegas, approved, quality assurance and testing firms to provide construction materials testing and observation services for the District's new West Las Vegas Library project. Responses were due on Thursday, December 14, 2023, at 2:00 p.m. Seven Proposals were received and will be reviewed by an evaluation committee. Aztech Materials Testing, Inc. was selected for Contract Award and will be presented for Board approval at the March Board Meeting.

Fire Alarm Replacement – Bid No. 24-06

On January 14, 2024 the District advertised for qualified and experienced vendors to furnish labor, materials, and equipment to remove existing fire alarm systems and associated equipment and replace with new as specified, at the Rainbow, Spring Valley and Summerlin Libraries. Responses are due on February 6, 2024 and we anticipate Contract Award and will be presented for Board approval at the March Board Meeting.

Safety and Security Update:

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

The Safety Manager continues to conduct CPR/AED classes for all PIC's and any interested District staff member. The Safety Manager would like to commend Clark County ABM Michael Marsteller, SO Gregory Holliday, for successfully administering CPR to a customer who was in distress, as well as the group of staff who responded to the emergency. A customer's life was saved due to the swift action of this team.

General Services supplies, maintains and inspects the 31 AEDs located at all of the District locations. In the event an AED is deployed, the Safety Manager is responding to the branch where the AED is deployed, replacing the pads, and ensuring the device is ready for use for the next event.

General Services continues to distribute at-home COVID test kits 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.

The 2023 OSHA Form 300A has been posted as required.

OSHA's Form 300A (Rev. 01/2004)**Summary of Work-Related Injuries and Illnesses**Year 2023U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>1</u>	<u>1</u>	<u>2</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>11</u>	<u>40</u>
(K)	(L)

Injury and Illness Types

Total number of...			
(M)			
(1) Injury	<u>4</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment informationYour establishment name LVCCCLDStreet 7060 W. Windmill Ln.City Las Vegas State NV Zip 89113Industry description (e.g., Manufacture of motor truck trailers)
Public Library

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

5 1 9 1 2 0**Employment information**Annual average number of employees 650Total hours worked by all employees last year 872,558.00**Sign here****Knowingly falsifying this document may result in a fine.**

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Kevin Watson
Company executive702-507-6184
PhoneExecutive Director
Title1/23/2024
Date

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

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Jeffrey Serpico, Human Resources

DATE: January 31, 2024

SUBJECT: Human Resources Activity Report, February 2024

This memorandum reports on the Human Resources Department's activities and project updates for the month of January 2024 and analytics compiled from the period of July 1, 2023 to December 31, 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 - estimate complete
- Resources / Materials
 - Service Award Pin designs - Finalized
 - MVP (Team/Individual) Awards designs - In process
- Process / Scoring - In process
- Timeline
 - Develop and implement Multilingual Pay Program (CBA 2024 7/1)
 - 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) - Complete
 - 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 - Complete
 - 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) - Complete
 - 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 28, 2024 go-live - Implement moved to 2/28 from 2/1

2. Transactional Activity and Key Metrics:

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

1/29/2024

LVCCLD HR DASHBOARD

FY2023-2024

LVCCLD FY 2023-2024 HUMAN RESOURCES DASHBOARD													Current FY		Previous	
Metric	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
	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	683	677							NA	677.33	652.58	618.25
B Full-Time Employees 60 hours or more (Headcount)	356	358	360	361	362	359							NA	359.33	345.33	323.75
C Part-Time Employees 59 hours or less (Headcount)	313	312	323	321	321	318							NA	318.00	307.25	294.50
D Full-Time-Equivalent (FTE-District) Budget	564.59												NA	564.59	NA	NA
E Average Years of Service (District)	10.1	10.1	10.1	10.1	10.3	10.2							NA	10.15	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	138	144							NA	143.67	125.42	159.75
G Positions Posted (Approved to Fill)	15	6	10	7	15	13							NA	11.00	13.08	12.67
H Applications Received	3972	1373	999	1184	1985	1546							11059	1843.17	844.50	525.08
I Interviews Conducted	10	22	6	10	13	11							72	12.00	12.17	12.83
J New Hires	10	8	14	8	5	4							49	8.17	11.75	11.42
K Promotions	2	5	10	1	3	2							23	3.83	3.83	5.67
L Lateral Transfers	0	0	1	0	1	0							2	0.33	2.08	1.00
M Demotions	2	0	0	0	0	1							3	0.50	0.33	0.42
N Employees Successfully Completing Probationary Period	12	4	7	4	6	13							46	7.67	9.58	3.67
O (1) Average Cost Per New Hire	\$16,123	\$32,218	\$25,490	\$21,560	\$12,971	\$4,793							\$113,154	\$18,859	\$31,917	\$38,671
Separations & Turnover																
P Total Separations from Employment	11	7	4	6	5	7							40	7	10.00	9.50
Q Voluntary Separations	10	6	4	5	3	6							34	6	8.75	8.67
R Involuntary Separations	1	1	0	1	2	1							6	1	1.25	0.83
S Turnover (Entire District)	1.64%	1.04%	0.59%	0.88%	0.73%	1.03%							5.92%	0.99%	1.54%	1.54%
T Turnover (Without Page Positions)	1.21%	0.46%	0.60%	0.44%	0.00%	NA							2.71%	0.54%	1.06%	0.94%
U Annualized Twelve Month Turnover (Entire District)	19.73%	16.13%	13.10%	12.46%	11.73%	11.84%							NA	14.17%	22.80%	18.72%
V FTE Vacancy Rate (Open FTEs) / (Total Filled FTEs + Open FTEs) (Budget 564.59 Total) Budget.	15.88%												NA	15.88%	16.12%	20.53%
W Average Years of Service (Voluntary Separations)	3.5	4.8	17.3	1.6	9.4	9.0							NA	7.60	5.71	5.50
X Average Years of Service (Involuntary Separations)	0.1	0.4	0.00	0.4	1.9	1.1							NA	0.65	1.09	3.50
Training & Talent Development																
Y Employee Attending New Hire Orientation	9	8	11	11	4	4							47	8	11.58	11.50
Z Total Employee Training Encounters	87	352	289	227	164	173							1,292	215	149.67	97.33
AA Virtual	42	192	96	62	48	59							499	83	33.42	49.75
BB Live On-Site	22	156	179	159	95	101							712	119	108.33	42.83
CC External Conferences	23	4	14	6	21	13							81	14	11.17	6.00
DD Total Training Cost	\$14,815	\$2,828	\$8,556	\$3,553	\$3,095	\$11,360							\$44,207	\$7,368	\$8,886	\$5,337
EE Total Tuition Reimbursements	\$1,157	\$0	\$1,688	\$0	\$0	\$5,869							\$8,714	\$1,452	\$3,707	\$1,417
FF Undergraduate	\$0	\$0	\$0	\$0	\$0	\$2,000							\$2,000	\$333	\$120	\$284
GG Graduate	\$0	\$0	\$1,110	\$0	\$0	\$3,869							\$4,979	\$830	\$3,222	\$1,132
GG2 Certification	\$1,157	\$0	\$578	\$0	\$0	\$0							\$1,735	\$289	NA	NA
HH (2) Annual Required Compliance Training Completion	100.00%	95.00%	95.00%	95.00%	95.00%	100.00%							NA	96.67%	NA	NA
Benefits & Wellness																
II Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	1	1	1	1	2	2							8	1	0.00	0.00
JJ Total Leave Hours Utilized	80.00	80.00	80.00	80.00	160.00	160.00							640.00	106.67	1.58	1.58
* Annual																

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

Restate = Yellow

(2) January 24: Begin new compliance training cycle.

**LVCCLD Diversity Dashboard 2023
(Quarter 1)**

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**ITEM VIII.B.1.****AGENDA ITEM**

FEBRUARY 15, 2024 MEETING OF THE BOARD OF TRUSTEES**Agenda Item # VIII.B.1.:**

Discussion and possible Board action regarding contract award to Cox Communications, Hyper Networks, Moapa Valley Telephone, and Stimulus Technologies for the purchase of telecommunications services for the District.

Background:

On March 25, 2021, the Board of Trustees approved the award of a three-year contract to Cox Business for all telecommunications services for the District. This contract will expire in March 2024. Since these contracts will expire, the District needs to establish new long-term contracts for these services.

The federal E-Rate Program is designed to help communities across the country secure access to affordable telecommunications services by providing funding. NRS 332.115(q) exempts these services from the formal bidding process. However, E-Rate Program participants must competitively bid and select the most cost-effective companies to provide the requested goods and/or services to receive funding.

The District's E-Rate reimbursement for Category 1 (telecommunications) services is currently 90%. So, although the District will pay the full cost for these services, 90% of the cost will be reimbursed back to the District by the E-Rate Program.

The IT department worked with the District's E-Rate Consultant, CSM Consulting, to advertise two RFPs and the Form 470 bid documents for telecommunications services. In October, the District released a RFP for Internet and WAN Services and in November an RFP for Internet services was released. The District's current contract, although for 36 months, has different end dates for some locations because the 36 months didn't start until after construction was completed and service started. Additionally, month-to-month proposals were solicited for the branches that are a part of the State/County fiber construction partnership project.

The District received proposals for WAN and Internet Services from Cox Communications, Hyper Networks, and Reliance Connects and proposals for Internet Services from Moapa Valley Telephone and Stimulus Technologies. No vendor provided a proposal for services for all of our locations. After evaluating the proposals, the submissions from Reliance Connects were considered non-responsive because they were incomplete.

The table below lists the branches, requested bandwidths, one-time installation costs, monthly recurring costs, vendors, terms, and types of services.

Urban Branches	Bandwidth	OTC	MRC	Vendor	Term	Services
Centennial Hills	100 Mbps	\$0.00	\$400.95	Cox Business	3 years	WAN
Clark County	200 Mbps	\$0.00	\$438.90	Cox Business	3 years	WAN
Enterprise	100 Mbps	\$0.00	\$400.95	Cox Business	3 years	WAN
East Las Vegas	100 Mbps	\$0.00	\$400.95	Cox Business	3 years	WAN
Meadows	100 Mbps	\$0.00	\$400.95	Cox Business	3 years	WAN
Rainbow	100 Mbps	\$0.00	\$400.95	Cox Business	3 years	WAN
Sahara West	100 Mbps	\$0.00	\$400.95	Cox Business	3 years	WAN
Spring Valley	100 Mbps	\$0.00	\$400.95	Cox Business	3 years	WAN
Summerlin	100 Mbps	\$0.00	\$400.95	Cox Business	3 years	WAN
Sunrise	100 Mbps	\$0.00	\$400.95	Cox Business	3 years	WAN
West Charleston	100 Mbps	\$0.00	\$400.95	Cox Business	3 years	WAN
West Las Vegas	100 Mbps	\$0.00	\$400.95	Cox Business	3 years	WAN
Whitney	100 Mbps	\$0.00	\$400.95	Cox Business	3 years	WAN
Windmill Service Center (Hub)	1 Gbps	\$0.00	\$871.20	Cox Business	3 years	WAN
Windmill Service Center Internet	1 Gbps	\$0.00	\$863.50	Cox Business	3 years	Internet
Mesquite	100 Mbps	\$0.00	\$2,303.84	Cox Business	31 months	WAN
			\$9,288.84			
Greater Clark County Branches						
Blue Diamond	50 Mbps	\$500.00	\$1,157.79	Hyper Networks	12 months	WAN
Bunkerville	50 Mbps	\$0.00	\$836.66	Hyper Networks	27 months	WAN
Goodsprings	50 Mbps	\$500.00	\$1,157.79	Hyper Networks	12 months	WAN
Laughlin	100 Mbps	\$500.00	\$1,314.34	Hyper Networks	12 months	WAN
Searchlight	50 Mbps	\$1,000.00	\$1,036.89	Hyper Networks	12 months	WAN
Windmill Hub	1 Gbps	\$1,500.00	\$2,733.57	Hyper Networks	12 months	WAN
			\$8,237.04			
Indian Springs	20 Mbps	\$0.00	\$523.95	Stimulus Tech.	12 months	Internet
Mt. Charleston	20 Mbps	\$0.00	\$523.95	Stimulus Tech.	12 months	Internet
Sandy Valley	20 Mbps	\$0.00	\$523.95	Stimulus Tech.	12 months	Internet
			\$1,571.85			
Moapa Town	100 Mbps	\$0.00	\$80.95	Moapa Valley Telco	MTM	Internet
Moapa Valley	100 Mbps	\$0.00	\$80.95	Moapa Valley Telco	MTM	Internet
			\$161.90			

Total

\$19,259.63

Recommended Action:

Motion to authorize staff to award contracts for data services to:

- 1) Cox Communications for a three-year contract for the purchase of WAN and Internet telecommunications services for the urban branches and the Mesquite Library for

\$9,288.84 per month with two optional 12-month extensions, pending review by counsel.

- 2) Hyper Networks for a 27-month contract for the purchase of WAN services for the Bunkerville Library (with two option 12-month extensions) and a 12-month contract for the purchase of WAN services for the Blue Diamond, Goodsprings, Laughlin, and Searchlight libraries for \$8,237.04 per month, pending review by counsel.
- 3) Stimulus Technologies for a 12-month contract for the purchase of Internet services for the Indian Springs, Mt. Charleston, and Sandy Valley libraries for \$1,571.85 per month, pending review by counsel.
- 4) Moapa Valley Telephone for a month-to-month contract for the purchase of Internet Services for the Moapa Town and Moapa Valley libraries for \$151.90 per month, pending review by counsel.



Hyper Networks
3195 St. Rose Parkway, Suite 131
Henderson, NV 89052

I certify and acknowledge by signature below that I am a duly authorized agent of the submitting organization named above and that failure to disclose all facts relative to a conflict and/or potential conflict of interest (ethical standards) with regards to the specific solicitation to which the organization is submitting to Las Vegas-Clark County Library District may result in a rejection of said solicitation submission and/or termination of any resulting contract should the above-named organization be awarded.

- A. I certify that I and the principal(s) and/or key personnel of my organization have no pecuniary/financial interests between Las Vegas-Clark County Library District, key employees of LVCC Library District, current and former LVCC Library District Board of Trustees members, and any other current and former LVCC Library District personnel.
- B. To the third degree of consanguinity, I have listed all of my and the principal(s) and key personnel of my organization's personal relationships, partnerships, correlations, and relatives (by blood and/or marriage) between LVCC Library District, Officers of LVCC Library District, key employees of LVCC Library District, current and former LVCC Library District Board of Trustees members and any other current and former LVCC Library District personnel.

Organization Employee Name (First, Last)	Title / Position	Relations/Association to Las Vegas-Clark County Library District Personnel	Name of LVCC Library District Personnel
Ryan Draayer	Owner & CEO	NA	NA
Jefferson Brown	Owner	NA	NA
John Durant	President	NA	NA
David Payne	Executive VP, Sales	NA	NA
Lauren Walker	Director of Finance	NA	NA
Jarred Morgan	Vice President, Channel	NA	NA
Mick Campbell	Sales Manager	NA	NA
Courtney Schmitz	Education Technology Liaison	NA	NA

Print Name:

Title:

Date:

Signature: *Mick Campbell*



February 9, 2024

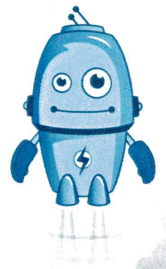
Moapa Valley Telecommunications Shareholders above 10 percent

1. Exemption Trust of the Lyon Family Trust, Linda Lyon Trustee (Percent Ownership 41.4%)
2. John and Monique Lyon Family Trust, Monique Lyon Trustee (Percent Ownership 30.0%)

Brad Lyon

A handwritten signature in black ink, appearing to read "Brad Lyon", is written over a horizontal line.

President Moapa Valley Telecommunications



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