

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
March 14, 2024**

DATE: Thursday, March 14, 2024

TIME: 5:00 p.m.

PLACE: Windmill Library
7060 W. Windmill Lane n
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, February 15, 2024](#)
- V. Chair's Report
 - A. Trustees Report
 - B. Foundation Report- <https://thelibrarydistrict.org/foundation/board-meeting-documents/>
- 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 authorization to extend the appointment of the District's current auditor, HintonBurdick, CPAs and Advisors, for one year, for the fiscal year ending June 30, 2024.](#)
2. [Discussion and possible Board action regarding contract award for replacement of the fire detection and alarm system at the Rainbow, Summerlin and Spring Valley Libraries.](#)
3. [Discussion and possible Board action regarding contract award for renovations and flooring replacement for the Enterprise Library.](#)
4. [Discussion and possible Board action regarding approval to purchase vehicles from Ford Country and Findley Chevrolet at previously bid contract rates of the State of Nevada \(Bid No. 8475\).](#)
5. [Discussion and possible Board action regarding contract award for construction materials testing and observation services during construction of the West Las Vegas Library.](#)

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

The June Board meeting will be held on Thursday, June 13, 2024, at 5:00pm. Location: Centennial Hills Library, 6711 N Buffalo Dr, Las Vegas, Nevada 89131.

XI. Public Comment

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

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

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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, March 8, 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. Las Vegas-Clark County Library District website
www.lvccld.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=iDonWK4vJ60> or

Visit the Library District's YouTube channel:
Youtube.com/TheLibraryDistrict

ITEM IV.A.

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
February 15, 2024**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the Summerlin Library, Las Vegas, Nevada, at 5:00 p.m., Thursday, February 15, 2024.

Present:

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

The meeting began at 5:00 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 Jiron second the motion.

There was no opposition and the motion carried.

Approval of Proposed Minutes of the Regular Board of Trustees Meeting on December 14, 2023 and January 11, 2024. (Item IV.) Trustee Sanchez mentioned that she read through the typos and there were several typos. (The typos were not given for correction) Trustee Sanchez made a motion to approve the Minutes of the Regular Board of Trustees Meeting on December 14, 2023 and January 11, 2024. Trustee Jiron second the motion.

There was no opposition and the motion carried.

Chair's Report (Item V.) Chair Waugh reported thanked Leo Segura, Library Operations Director for the wonderful tour of the CCDC Library. Chair Waugh also asked everyone for their availability for a virtual Special Board Meeting on February 28, 2024 for the New Market Tax Credits and construction contract for the new West

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Las Vegas Library. The meeting was scheduled for 3:00pm. Trustee Ortiz asked for the contracts and names of principals to be sent a head of time.

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 it is his 3rd year anniversary and read the following passage into the record:

I want to thank each of you for your support in making the past three years of my service such a time of growth and change for the Las Vegas-Clark County Library District. I know that each one of you love our libraries and deeply believe in the work that we do every day to support literacy, education, literature, arts, and culture.

These three years have been a busy time that has required us to think differently about how we deliver our services and messaging to reach the public at large, but especially those who need us the most. Together, we have created smart, innovative programs that take the library outside of our branches. We have also launched an uplifting public education campaign that invites folks in to discover their truest selves. I am proud to say that because of you, these are examples of how we are leading the way within the library industry.

And there is no better proof of this than being recognized by the ALA, for two years running, as the Library of the Future.

As a taxpayer-funded library system, which enables us to continually transform our buildings and methods of outreach, we must invest in technologies of the future and make them accessible to the public. This is especially true of populations who don't yet know that our libraries are free and welcoming places for all and that through our doors and on our website, they can pursue their goals and dreams.

Just to remind us how far we have come, I would like to list some of our accomplishments:

- Free To Be public education campaign & building signage – Helping people understand how libraries have transformed and encouraging them to engage with us.*
- Hydroponics – Reinforcing the importance of access to fresh food.*
- Memory Preservation Labs – Honoring the past by helping to preserve it.*
- West Las Vegas Library planning and groundbreaking – Expanding the possibilities for a growing community.*
- Book Vending Machines – Bringing the library to the people at Boulevard Mall & Sunrise Children's Hospital (launching 2/16/24)*
- My First Library ... Activity Boxes for Moms & Babies – Also in*

partnership with Sunrise Children's Hospital, we are introducing parents to the many benefits that our libraries bring to young children, even newborns! These gift boxes are filled with beginner books and other items to give babies a great start in life!

- Barbershop Books – Inspiring youth to discover the joy of reading, led by a trusted male figure in a safe and familiar space.*
- Hope for Prisoners & The Casa Grande Re – Supporting the formerly incarcerated to imagine new possibilities with on-site family libraries & QR code wall art that promotes TheLibraryDistrict.org.*
- I Love My Library License Plate – Coming soon, we will be launching out new library license plates, which were selected among many candidates by the DMV.*
- Summer Challenge & Winter Reading Challenge – Now including adults and continually innovating new ways to reach children.*
- West Las Vegas Library Building Planning & Groundbreaking – Expanding services for an important community.*
- Cox WiFi Cards, Cell Phone Lending Program, AND RTC Onboard Access – Connecting those who are underserved with access to digital Library District materials through access to the internet.*
- Whitney Library's Hip Hop Architecture Camp AND Enterprise Library's Lil' Learners Activity Kits – Creating new opportunities for hands-on learning.*
- STEAM Truck – Another great example of both hands-on learning AND bringing the library out into our communities!*
- Behind all of these new programs and services has been an increased need for additional staff – to plan, promote, and run them. To this end, we have hired new staff in LO, CE and BAM.*
- We have also refreshed our Spring Valley & Laughlin Libraries, and next on deck are our Enterprise & Whitney Libraries.*

In addition, we have seen our circulation increase by 23% since FY 2021, and the decline in cardholders, library visits, and computer usage, which took place during the pandemic, has been stemmed and is now rising. Our number of programs increased by 56% – from 22,509 in FY 2019 to 35,174 in FY 2023 – thanks to additional staffing and exciting new partnerships such as the NFL, Microsoft, Barbershop Books, NBA Summer League, Nevada Partnership for Homeless Youth, 50th Anniversary of Hip Hop with Queens Library, EmployNV, Illuminarium, and Get Outdoors Nevada, among many others. As a result of the increased Branding & Marketing activity, to promote these initiatives and more, visits to the Library District website also experienced a 24% jump from 2022 to 2023.

I have also worked to raise the profile of the library as a community partner by accepting appointments and leadership roles in the following organizations:

- Selected as a Community Ambassador for the Historic Westside Museum, a cultural anchor that will celebrate the contributions of African Americans.*

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- Appointed to serve on the Governor's Commission on Educational Technology, 2022-2024*
- Appointed to serve on the Springs Preserve Foundation Board of Directors*

Elevating the library's role in celebrating the culture of its citizens has been a priority of mine, which contributed to my:

- Receiving the City of Las Vegas 2024 African American Trailblazer Award for community activism and politics.*
- Receiving the National Action Network Las Vegas Chapter 2024 Black History Makers Award NAACP Las Vegas Chapter honored Kelvin with the 2023 James Anderson Visionary Award.*

Major Awards that the Library District has received include:
2023 American Library Association Medal of Excellence Award Winner
2023 Library of the Future Award from American Library Association
2023 Urban Libraries Council Innovation Award for Anti-Racism, Digital Equity & Inclusion
2022 ALA Library of the Future Award
2022 RUSA Best Emerging Technology Award
2022 Urban Libraries Council Top Innovators Honorable Mention

Again, I want to thank our staff and the Board of Trustees for your support, feedback, and ideas throughout my tenure, and I look forward to many more years of innovation. Our collective love for our mission can be seen every day in our commitment to free access to literature, STEAM learning, the performing arts, and culture in an environment that celebrates all. Thank you for working with me to bring the love of our libraries to the communities that we serve! And speaking of STEAM Learning, I would like to close out my report with a brief look at our fantastic new FULL STEAM AHEAD Truck, to support our Community Outreach efforts.

Trustee Sanchez asked Director Watson to explain the "participated in Executive Director evaluation discussion" from his report. Director Watson responded that he participated in a discussion with Chair Waugh, General Counsel Welt, and the Director of Human Resources, Jeff Serpico, to come up with the plan that will be brought forward to the Executive Committee and Trustees by Chair Waugh.

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

Trustee Ortiz pointed out the incident reports at Clark County Library and asked if Metro Police and the University Police were still providing service when called for assistance. Leo Segura, Library Operations Director responded that the branch staff put in Clark County Fix-It tickets and they police were responsive before the NFL events. He also stated several people were housed through Metro's Cares team. Counsel Welt stated that Metro

Police is starting a new plan to bring more security within two miles of Clark County Library.

**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.)**

Trustee Sanchez asked JoAnn Prevetti, Development Director to go over what she's been working on. She also asked if she wanted to introduce her new staff member. Ms. Prevetti responded that the new staff member was a clerical temp. employee. Ms. Prevetti responded that the report is through January 19th. The District was awarded a \$1500 grant for the RTC Bus program. That was a \$1500 grant and those are for bus passes for individuals to get to the library and throughout town. \$10,000 for the Teen Tech Center from Best Buy, and that was for a refresh. \$5,000 grant from ALA Financial Literacy for Kids for West Las Vegas. Vegas PBS came on board as donors, and they are paying the cost of a \$125,000 two-year program called Jobtimize. And that helps youth and adults seek employment. For the Foundation- \$80,000 in additional funding was received. 75 of that is for a new position at the Clark County Library for the Teen Tech Center that is being funded by Best Buy and the Development Department is working with Director Serpico on getting that job description posted. Also received a \$5,000 commitment from KME Architects to continue the Hip Hop Architecture Program for the Library District. Trustee Sanchez asked if the position for the Best Buy Teen Center will be funded for one year. Ms. Prevetti responded that to her understanding it will be a grant funded position for one year and that information will be on the posting. Trustee Sanchez then asked about Julia Gardener and her role. MS. Prevetti explained that she is a temporary assistant that helps with meetings and paperwork.

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

Trustee Sanchez asked Al Prendergast, Chief Information Officer if a presentation can be done on the new mobile app for the District. Mr. Prendergast agreed to present the mobile app to the Board.

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

No questions.

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

Trustee Ortiz thanked John Vino, General Services Director for the OSHA Summary Report of Injuries. He also pointed out that there were only four injuries out of 670 staff members.

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Trustee Sanchez asked Mr. Vино for an update on the contract review for Schaefer LLC because there was no mention of it in his report. Mr. Vино responded that the consultant asked to withdraw her contract and Director Watson accepted it. Trustee Sanchez then asked Chair Waugh if he was made aware of it because she hadn't heard mention of it. Chair Waugh responded that Director Watson informed him and will be reopening the RFP.

**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 to Cox
Communications,
Hyper Networks,
Moapa Valley
Telephone, and
Stimulus
Technologies for the
purchase of
telecommunications
services for the
District.
(Item VIII.B.1.)**

[Al Prendergast, Chief Information Officer read Agenda Item VIII.B.1 into the record.]

Trustee Ortiz made a 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.

Trustee Sanchez second the motion. There was no opposition and the

motion carried.

**Executive Session
(Item IX.)**

None.

**Announcements
(Item X.)**

Trustee Ortiz reported that he had an opportunity to go by Spring Valley Library and encourages everyone to stop by.

The Groundbreaking for West Las Vegas is on February 27 at 10:00am. Location: 1861 N Martin Luther King Blvd..

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.

**Public Comment
(Item XI.)**

None.

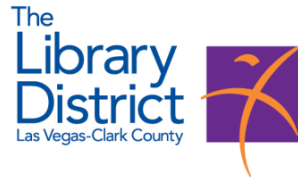
**Adjournment
(Item XII.)**

Chair Waugh adjourned the meeting at 5:39 p.m.

Respectfully submitted,

Jennifer Jiron, Secretary

ITEM VI.A.



MEMORANDUM

TO: Board of Trustees

FROM: Kelvin A. Watson, Executive Director

DATE: February 29, 2024

SUBJECT: Executive Director's Monthly Reports, March 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' March 14, 2024 meeting. I have supplemented this with information in the board packet and distributed to Trustees.

Attended HBCU Convening in San Francisco to meet with and discuss city investment and plans with San Francisco Public Library Director Michael Lambert, San Francisco Human Rights Director Dr. Sheryl Davis, and additional attendees from around the country. The San Francisco Human Rights dept. was a collaborator and partner with the Library District on the Hip Hop Architecture project held at Whitney Library.

Attended the National Action Network Honoring Our Black History Event where I was honored amongst others identified as black history makers in Southern Nevada.

Interviewed with City of Las Vegas for Black History Month for the African American Trailblazer Service Award that I was awarded in January for Community Activism and Politics.

Interviewed with several media outlets for the Barbershop Books and NFL Partnership.

Attended the Barbershop Books and LVCCLD Kickoff event at Clark County Library. The Program encourages children to engage with age-appropriate books, offered in the safe, welcoming spaces of their neighborhood barbershops.

Attended the grand opening of the EmployNV Career Hub at the Whitney Recreation Center.

Participated for two afternoons as a judge in the CCSD Black Student Union African American History Challenge.

Attended the Asian Chamber of Commerce, "Year of the Dragon" Lunar Year Gala and Community Achievement Awards.

Attended a Super Bowl Breakfast hosted by the NFL Alumni Association.

Attended the Whitney Library Teen Center Ribbon Cutting and reception, in addition to the Hip Hop Architecture camp.

Interviewed with Channel 13 KTNV Morning Blend for Black History Month.

Interviewed with Fox 5 More for Black History Month.

Participated in the Sixth Disconnected Youth Convening discussion at Workforce Connections.

Attended the Ribbon cutting and official launch of the LVCCLD/Sunrise Children's Hospital Book lending event.

Attended the Springs Preserve Black History Month Festival.

Attended and was a panelist during the 2024 Knight Library Conference and Knight Forum in Miami, FL.

Interviewed with KLAS Channel 8 for the West Las Vegas Library Groundbreaking.

Attended the Asian Chamber of Commerce Luncheon.

Participated in the AB Critical Conversations: Celebrating Black Men in Librarianship with Jerome Offord.

Attended the Three-square partner Breakfast with Matt McNally, Community Engagement Director and Youth Services staff.

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

Hosted the Groundbreaking Ceremony for New West Las Vegas Library.

Attended the Vegas Chamber Installation Luncheon.

Participated in the SNRHA CEO Roundtable discussions, West Vegas/East Vegas bus tour, and luncheon.

Participated and led Storytime with Whaler's Creation Organization at Summerlin Library.

I attended the following meetings/events during the month:

- Bi-weekly meetings with Administration team
- Attended the LVEA weekly meetings
- Cox Wi-Fi re-strategizing discussion
- Met with Alvin Irby of Barbershop Books
- Attended SJSU L&M PAC Meeting
- ULC Director/CEO weekly zoom
- Participated in Regular Board of Trustees meeting

- Attended the “All in for Epilepsy’ event
- Attended the Content for Change Event: Creators House Las Vegas
- Attended Knight Foundation planning meeting
- Participated in the Board of Trustees Finance and Audit Committee Meeting
- Attended the 100 Black Men Meeting
- Met with Pamela Lang and Ira Eichenfield from LVEA
- Attended the LVCCLD Foundation Meeting
- Participated in the Intellectual Freedom Coalition- Reconnect
- Participated in Library Ideas iVOX webinar
- Follow-up training meeting with Beckley Group
- Attended of Taste and Sounds of Soul Extravaganza and Black Image Honors Celebration at Clark County Library
- Attended the City of North Las Vegas Black- Owned Business Fair
- Attended General Donald Scott book event at West Las Vegas Library
- Attended the Special Board of Trustees Meeting



ITEM VI.A.1.a.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Leo Segura, Library Operations Director

DATE: February 29, 2024

SUBJECT: Library Operations Activity Report, March 2024

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

Powerful People

- Library Operations concluded recruitments for Branch Manager, one (1) four (4) Library Aide I, two (2) Library Aide II, one (1) Youth Services Department Head, one (1) Library Operations Trainer, one (1) Youth Services Librarian, one (1) Computer Lab Assistant, and one (1) Adult Services Assistant.
- Library Operations Administration Team met with Financial Services, General Services, IT, and Community Engagement teams regarding budgets for FY2025.
- Library Operations Administration Team met with representatives of Branding and Marketing, IT, and Community Engagement regarding ongoing Communication implementation.
- Kevin Maas met with various staff on DIY 3D printing deployment and program development, working towards (re)creation of the Maker Space Committee.
- Blue Diamond Library's monthly Sound Bath with **Wendy Surber**, Sound Bath Practitioner, will come monthly to BD to bring "harmony among the pages".

By the Numbers (January 2024):

- The Library District signed up **14,902** new **library card** users, a 15% increase over the same month last year and an 18% increase compared year over year.
- **Gate count** was **306,153** which was an -06 % decrease from the same month last year and -03 % 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 **40,329 reference questions** and conducted **124 curbside deliveries** for **574 items**.
- Our **volunteers** logged **1,252 hours** of service to the Library District
- **471 Homeschool** sessions were logged.
- **103,023 Wi-Fi** sessions were logged.

Powerful Places

- West Las Vegas Ground Breaking 2/27/2024

Branch Activities (January 2024)

- **Bunkerville Library** Associate **Cristina** attended the Bunkerville Settlement Commemoration Day: discovering that 137 years ago in January 1887, Bunkerville was officially settled. Historical stories were shared at the Bunkerville Monument along Riverside Road. This historical information is being organized into a mini-walking tour of the town of Bunkerville.
- **Clark County Library's Southern Nevada Non-Profit Information Center** held a workshop entitled: "Writing vision, mission and values statements for nonprofits." Nineteen people attended and all but one submitted an evaluation form. 50% were very satisfied with the class and 44% were extremely satisfied! **Youth Services** saw the return of two partnership programs with **4-H in January: Artfully Expressing Ourselves** was hosted on two evenings for an attendance of 21; **Coding with Ozobots** was hosted on five evenings for an attendance of 35. The annual report for the **Clubhouse Network** was completed by **Megan N.** This report is essential to renew our grant agreement with the **Club House Network** and **Best Buy.**
- **Centennial Hills Library** hosted a branch wide **Jurassic January** highlighting our proximity to fossil beds throughout **Centennial Hills Park** as well as the opening of the new **Ice Age Fossils Nevada State Park.** This programming included the creation of our mammoth mascot, whose name will be announced in February, out of community suggestions. Programming listed below, highlighted "prehistoric" themes, including some "ancient technology." 26 total programs were conducted that were connected to the theme, for all ages, with a totaled combined attendance of 1,149 customers (including 250 take and makes provided for ALL ages).
- **Enterprise Library** served 873 children for Three Square meals and, 241 students received tutoring from Andson.



Jurassic January: Dino Drive In - 1/27/24 - 32



January Addi Workshop - 14 attendees
Big wow to Alicia, Yanel, and Maite for another great Addi program! Some new faces and some beautiful one-of-a-kind knitted items were created!



- **East Las Vegas Library**
- **General Services** is working with **Indian Springs Library** to schedule a contractor to come and cut the oversized service desk, and upgrade one of the tables allowing for there to be an outlet.

- **Laughlin Library** is prepping for an anniversary celebration on April 10. They hosted their first annual Community Resource Fair helping customers connect with Laughlin resources like free food delivery, social services, free legal information, family resources, and recreation.
- **Meadows Library** added a PlayStation 5, a Cricut mug press, and knitting machine, and a Cricut maker to our space. They are partnering with Casa de Luz to implement an outreach at their food bank to distribute COX WiFi cards.
- **Rainbow Library's Yonathan** demonstrated 3D Printing to the area Girl Scouts.
- **Sandy Valley** hosted its monthly Book Club for seniors and 4-H club for teens.
- **Searchlight** removed a little used CD rack making way for more space for the staff to use for displays and opening the possibility of putting a 3D printer in it's place. Partnership with UNR extension has brought to the library a **4-H Club** which is proving to be very popular with kids. This has brought in many of the elementary school kids to spend an hour in the library every Wednesday after school to learn about STEAM programming such as coding and robotics.
- Everyone is invited to **Get Lost in Nevada**: celebrate & explore Nevada's great outdoors! Come enjoy a fun day of workshops, activities & crafts for all ages. Plan your next adventure in Nevada with us at **Sunrise Library**. Free and open to the public. Seating is on a first-come, first-served basis and may be limited.
- **Spring Valley Library** reports that entering the second half of the school year, tutoring services is at an all-time high. **Andson** (teacher tutors) and **America Reads America Counts** (UNLV work-study students) helped 823 students this month.
- Great things happening at **Sahara West Library** include the Parkinson's Place program every second Tuesday; BBB is continuing to hold the Senior Scams Workshops once a month through 2024; Mindfulness Meditation classes have returned and are being held every Sunday at 12:00 noon; and We began a 6-month partnership with JaeAna Bernhardt for Sound Healing classes first Sunday of each month. The first class took place on Jan 7th to an audience of 80 people.



By the Numbers (January 2024):

- Library Branches improved overall circulation to **950,495** items, a **05%** increase over the same month last year and **05%** year over year.
- **66 passports** were issued with **\$2,671.00** in fees collected
- **141,464 PC internet** sessions were logged which was a 59% increase from the same month last year.

Powerful Partnerships (January 2024)

- 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

-





- Celestial Manna/Three Square continues to work with **Indian Springs Library** on our Trader Joe's food pick-up available to our customers!
- Join Sunrise Library staff at **The Center** (401 S Maryland Pkwy, Las Vegas, NV 89101) for the **Reading is Fun-damental** book club on the second Thursday of each month. The book for March is "The Celebrants" by Steven Rowley. The book for April is "Less" by Andrew Sean Greer. Space is limited and available on a first-come, first-served basis.
- Chase Bank Money Smarts programs
- Clark County Parks and Rec.
- Clark County School District (CCSD) schools and Adult Learning Program
- Clean the World
- **Creech AFB Military and Family Readiness:** Newest **Indian Springs Library** staffer, Cristy, is credited with connecting us to the M&FR division of Creech AFB! This was a military service we were unaware of. Kris Hieck, Flight Chief; along with her staffers Aubrey, Tessa, and Sgt Prince, came to visit our facilities to see all the services and programs we offer. We'll be continuing our connection with them by sending our monthly calendar and updating them when we start our new Jobtimize service to help folks with, "... Career paths and opportunities that are right for them."
- EmployNV
- Foundation to Assist Young Musicians (FAYM) at East Las Vegas Library
- **Goodsprings** Associate, Rachel, Attended **Goodsprings Citizen Advisory Council** meeting to give an update on activities like their new monthly BINGO program and Social Security Rep visit.
- Green Our Planet Partnered with Little Books Little Cooks at the West Charleston for a successful program session. Youth Service Staff led the little chefs and their parents in hydroponics and they were able to use the produce in their recipes.
- The Whitney Library hosted the **Hip-Hop-Architecture Camp** at the Whitney Library on February 10th. During the one-day mini-camp, Las Vegas teens used Legos, blocks, and strips of staples to design their cityscapes with guidance from Michael Ford with his team from BrandNu Design Studio and volunteers from ShawContract®, San Francisco Human Rights Commission, and the Library District. Students were then mentored by Hip Hop artist Mama Sol about how to write and record a track based on their observations, critiques, and visions for their neighborhoods.



- Immunize NV

- Indian Springs Town Advisory Board was a full house this month with 47 attendees! An agenda item about a power station bringing in the crowd. Attendees were informed about our Winter Reading Program, along with our regular programming including Food Pick-Up, Paint Nights, and a variety of storytimes.
- Las Vegas Metropolitan Police Department
- Legal Aid Center
- The Mats Project
- Merryhill
- Mesquite STEAM Center
- Metro NEAC
- **National Institutes of Health**, All of Us Research Program at Mesquite Library
- Nevada Hand Senior Apartments
- Library Operations Director trained staff at **Nevada Homeless Alliance** to issue Cox WiFi cards to mutual customers. Clark County Library Youth Service Department Head attended their community outreach event at Valley Highschool to sign folks up for library cards and Cox-WiFi Cards.
- **Nevada Partnership for Homeless Youth (NPHY)**
- Donations from West Las Vegas Hydroponics pruning to **Obodo Community Gardens** for their composts. They were very grateful for our donations.
- Parenting Project
- Project Marilyn
- Rotary, Mesquite
- Searchlight Betterment Organization
- **Silver Ridge Healthcare** contacted Meadows Library to start a Book Club at their building.
- 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 (January 2024)

- **Boulevard vending** checked out **63** items in **January**.
- **Cox Wi-Fi Cards** reached **over 15,200** at the end of **February**.
- **Blue Diamond Library's** weekly "drop in STEAM" is available most hours of the day. Writing Goals Resolutions for 2024 (Jan 2-6), Addi Express (Jan 9-13), Origami and Paper Planes (Jan 16-20), Tumbler Telephone (Jan 23-27), Microscopes (Jan 30-31) total: 81 customers.

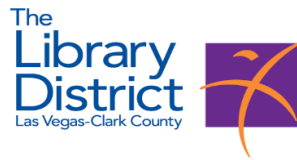


- **Summerlin Library's** January 17, teen community service program, **Doin' Good in the Neighborhood**, Youth Services Specialist Desi V. led 16 teens in putting their powers together to create a mural celebrating Black History Month (see picture below). The mural features author and poet Amanda Gorman, as well as a quote from her work.
- On January 18, **Summerlin** Youth Services Assistant Rene R., assisted by Library Aide II Rhoda T. and Library Aide I Skyler T. and Tess W., kicked off our first four-week Green Our Planet: Hydroponics for Kids series. In the initial session, 20 students learned about propagation and starting seedlings.
- **Star Wars Day** at **Sahara West Library**, Saturday, May 04: 11:00am - 2:00pm, dress up as your favorite character and enjoy fun for all ages! Make cosmic crafts, take pictures, and much more!
- **West Charleston** Adult Service Staff conducted 11 programs with 70 in attendance and conducted 68 outreach visits during the month. Youth Services staff conducted 53 programs reaching 976 customers. Customer Service created several displays including ones celebrating Martin Luther King Jr. Day.
- **West Las Vegas Library** Youth Service staff served 954 meals in partnership with 3Square. Edmund Wong, Chief Operating Officer, and WV's rep for 3Square visited the branch to see how we distribute our shelf staple meals to our youth. They were very impressed with our service and our library youth department's setup. They loved the Robot Lab and how organized the storage of our meals is in the space.



Upcoming Events to bookmark on your calendar

What	Library	Tentative Date
Mystic Fair	Windmill	23-Mar
Tiny Art Show	Indian Springs	29-Mar
Get Lost in Nevada	Sunrise	6-Apr
Teen Empowerment Summit	Whitney	6-Apr
Chalk it Up Festifal	Summerlin	24-Apr
West Las Vegas 50th	West Las Vegas	24-Apr
Customer Appreciation Day	District-wide	25-Apr
Art and Music Festival	East Las Vegas	27-Apr
Pirate and Princess Fair	Moapa Valley	27-Apr
SuperCon	Rainbow	27-Apr
Star Wars Day	Sahara West	4-May
Summer Challenge Kickoff	District-wide	21-27-May



MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Leo Segura, Library Operations Director

DATE: February 29, 2024

SUBJECT: Security Report, March 2024

This memorandum reports on the security information and analytics compiled from the period of **January 1 – January 31, 2024.**

Branch	Incident Reports				Feb-22		Feb-24		
	Jan-23	Jan-24	Difference	% Change	to Jan-23	to Jan-24	Difference	% Change	
BLUE DIAMOND LIBRARY	0	1	1	0.0%	1	4	3	300.0%	
BUNKERVILLE LIBRARY	0	0	0	0.0%	2	0	-2	-100.0%	
CENTENNIAL HILLS LIBRARY	1	2	1	100.0%	18	24	6	33.3%	
CLARK COUNTY LIBRARY	6	20	14	233.3%	209	236	27	12.9%	
EAST LAS VEGAS LIBRARY	6	10	4	66.7%	75	69	-6	-8.0%	
ENTERPRISE LIBRARY	3	7	4	133.3%	37	30	-7	-18.9%	
GOODSPRINGS LIBRARY	0	0	0	0.0%	0	2	2	0.0%	
INDIAN SPRINGS LIBRARY	0	0	0	0.0%	4	1	-3	-75.0%	
LAUGHLIN LIBRARY	0	0	0	0.0%	13	1	-12	-92.3%	
MEADOWS LIBRARY	1	0	0	-100.0%	3	7	4	133.3%	
MESQUITE LIBRARY	1	0	-1	-100.0%	12	9	-3	-25.0%	
MOAPA TOWN LIBRARY	0	0	0	0.0%	0	1	1	0.0%	
MOAPA VALLEY LIBRARY	0	1	1	0.0%	4	2	-2	-50.0%	
MT CHARLESTON LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
RAINBOW LIBRARY	3	3	0	0.0%	26	26	0	0.0%	
SAHARA WEST LIBRARY	4	3	-1	-25.0%	57	72	15	26.3%	
SANDY VALLEY LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
SEARCHLIGHT LIBRARY	0	0	0	0.0%	0	0	0	0.0%	
SPRING VALLEY LIBRARY	6	4	-2	-33.3%	78	64	-14	-17.9%	
SUMMERLIN LIBRARY	1	2	1	100.0%	33	34	1	3.0%	
SUNRISE LIBRARY	1	0	-1	-100.0%	19	17	-2	-10.5%	
WEST CHARLESTON LIBRARY	5	5	0	0.0%	70	89	19	27.1%	
WEST LAS VEGAS LIBRARY	7	3	-4	-57.1%	68	59	-9	-13.2%	
WHITNEY LIBRARY	5	13	8	160.0%	97	107	10	10.3%	
WINDMILL LIBRARY	1	2	1	100.0%	29	49	20	69.0%	
Total	51	76	26	49.0%	855	903	48	5.6%	

In January 2024, branch staff reported **76 incidents**, an increase of 49% over the same month last year. During this period, the Library District recorded **306,153** customer visits. **This ratio** is one incident for every **4,028 visits**.

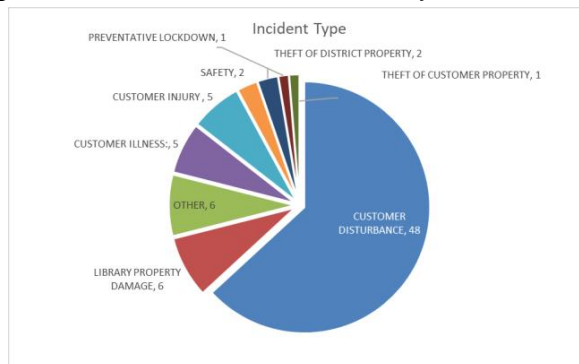
Trends show a return to the statistical average number of incidents experienced for January after a year with reduced incidents.

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Clark County trespassed two (2) customers for one year for the battery of another customer, two (2) three years, the library was placed into a precautionary lockdown due to active crime in the area, and the staff experienced an increased number of patron disturbances.

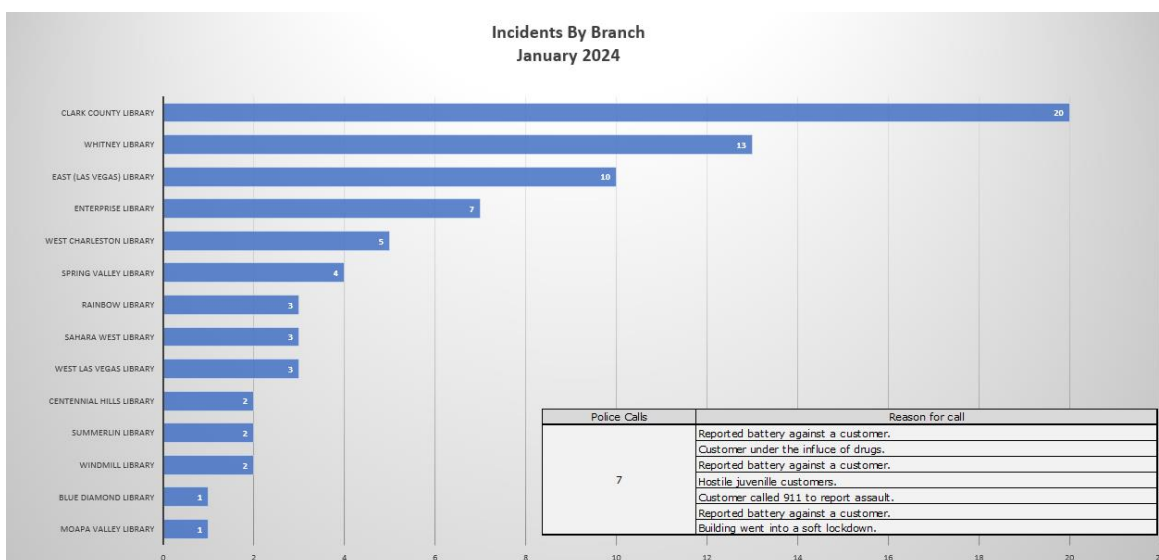
Incident types include a Preventative Lockdown but most experienced customer disturbances at 71.7% of incidents for December. The largest increases were at Clark County and Whitney.

Trespass or Banned	Total
ADULT TRESPASS [5 YEAR]	2
ADULT TRESPASS [3 YEAR]	3
ADULT TRESPASS [1 YEAR]	18
ADULT BAN [LESS THAN 1 YEAR]	12
MINOR TRESPASS	5
MINOR BAN OR RPC [LESS THAN 1 YEAR]	3

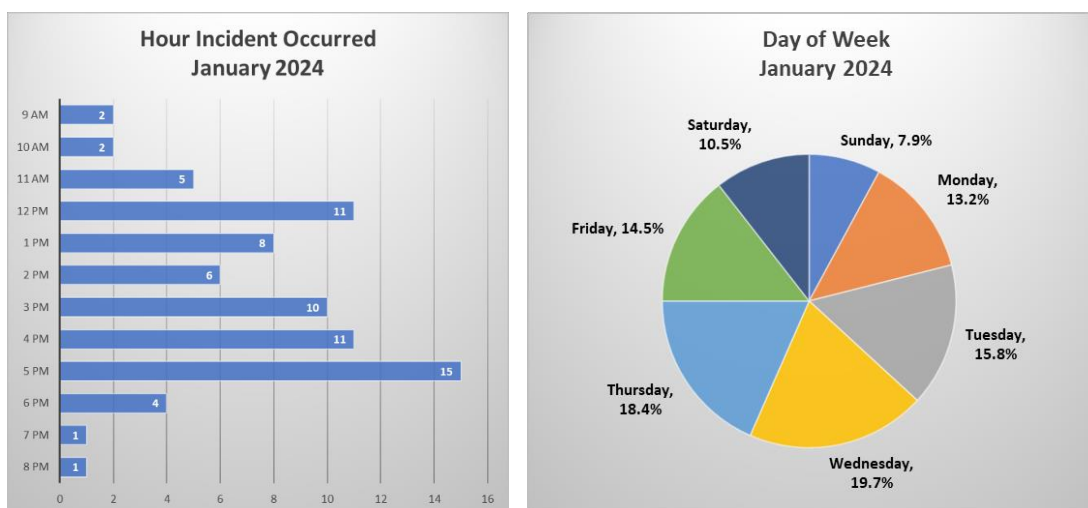


District staff encountered **forty-eight (48) customer disturbances** which account for 63.2% of January incidents or one disturbance for every **6,378** visits.

During **January 2024**, staff banned forty-three (43) customers. Two (2) adults received a five-year trespass, three (3) received a three-year trespass, eighteen (18) adults received a one (1) year trespass, and twelve (12) received a partial-year ban while five (5) minors received a trespass, and three (3) received a request for parent consultation (RPC).



The **Clark County Library** recorded the most incidents, reporting twenty (20). The remaining branches reported between zero (0) and thirteen (13) incidents. During January 2024, staff made seven (7) 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.



Proactive Preparation:

- Library Rules of Conduct
- Security Officers and Branch Leadership receive
 - Management of Aggressive Behavior (**MOAB**) training
 - PIC Manual
 - Annual training on active shooter, lockdown, and Code Adam
- Ryan Dowd Homeless Training and de-escalation techniques
- EAP (Employee Assistance Program) for aftercare of staff

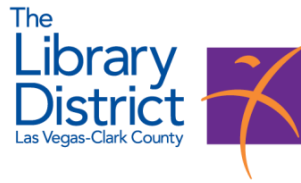
- Our branch staff, including the branch managers, do advocate the Courtyard and other community services to our customers when a need is apparent.
- Clean the World Foundation partner programs
- Nevada Homeless Alliance
- Law Enforcement
 - Coffee with a Cop
 - Metro C.A.R.E.S. and Metro HOT teams have come to do training and visit regularly
 - Park Police
 - UNLV Police have visited with branch leadership to discuss jurisdiction and limits of involvement
 - Marshals at locations within City parks, trails, or lands
 - FixIt tickets with Clark County

Fiscal Year

Library Name	Square Footage	Occupancy	January	Total incidents 2023-2024	INCIDENTS PER 10K SQ. FT.	Incidents per PIC
Blue Diamond	1,000	20	1	2	2.00	1.33
Bunkerville	1,200	24	0	0	0.00	0.00
Centennial Hills	45,555	689	2	12	0.26	1.50
Clark County	120,000	905	20	145	1.21	10.36
East Las Vegas	41,015	1200	10	36	0.88	6.00
Enterprise	26,300	526	7	22	0.84	4.40
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	1	1	0.21	0.17
Mt. Charleston	2,800	56	0	0	0.00	0.00
Rainbow	26,800	808	3	17	0.63	2.13
Sahara West	122,000	920	3	38	0.31	3.45
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	4	34	1.36	3.78
Summerlin	40,165	1014	2	16	0.40	2.67
Sunrise	23,000	345	0	7	0.30	1.17
West Charleston	38,900	1054	5	43	1.11	5.38
West Las Vegas(excluding Theater)	30,693	370	3	28	0.91	3.11
Whitney	24,500	563	13	76	3.10	10.86
Windmill Library and Service Center	142,149	994	2	29	0.20	3.22
	Total Square Ft.	Occupancy Rate		Total Incidents	Average	Average
	757,429	11,056	76	514	0.68	3.56

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

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ITEM VI.A.2.a.

MEMORANDUM

TO: Board of Trustees Through Kelvin Watson, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: February 29, 2024

SUBJECT: Branding & Marketing Activity Report, March 2024

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

Powerful Platforms

West Las Vegas Library Groundbreaking & 50th Anniversary Celebration

BAM prepared for the groundbreaking ceremony of the new West Las Vegas Library on Tuesday, February 27 with the following activities:

- Reminder eBlast sent to invited guests sent using OrangeBoy software on Wednesday, January 31.
- Coordinated internal planning meeting to finalize the run-of-show
- Designed and ordered exterior signage for the event.
- Sent out press release and conducted media outreach.
- Created a [West Las Vegas Library landing page](#) to share updates and branch history with the public
- An ad was placed in the February 25 edition of the Las Vegas-Review Journal
- Video capturing for b-roll to local media and promotional video.
- BAM team to attend groundbreaking ceremony to take photos and share real-time social media posts.
- Updates and promotional activity will continue with website priority placement, social media posts, and inclusion in Library Highlights.

Branding and Marketing Report
Page 2



Library Lovers' Month Celebration & Giveaway

BAM prepared for the Library District's annual Library Lovers' Month promotion and giveaway that runs February 1-29. This year's prizes that all library cardholders can use their library card number to enter to win include a pair of Vegas Golden Knights tickets or the Library District's exclusive #GetCarded with the World Champions T-shirt. In preparation of this promotion, BAM worked on the following:

- Created new promotional assets for advertising, website priority placement, social media posts, and public relations activities. The new Player Bookmarks are incorporated into the Library Lovers' Month messaging.
- Designed advertising in print and digital media
- A dedicated Facebook advertising campaign that targets current followers of the Library District and targeted locals who reside in zip codes of our 25 branches.
- Updated TheLibraryDistrict.org/GetCardedChallenge landing page.



Media relations activities included writing and distributing news releases in [English](#) and Spanish.

Coverage included:

Telemundo, [Your Library Card Could Win You Golden Knights Tickets](#) (Feb. 20)

Digital Content Specialist **Ryan Simoneau** appeared in studio at KSNV News 3 Las Vegas for a live interview: [Celebrate Library Lovers Month with the Library District, Take Advantage of Some Sweet Giveaways at the Library District](#) (Feb. 16). This interview also aired on [The CW](#).

Powerful Partnerships

Sunrise Hospital Partnership Launch

BAM worked with **Sunrise Hospital Marketing Manager Marissa Mussi** to coordinate a ribbon-cutting ceremony on February 16 to kick off the launch of the Library at Sunrise Children's Hospital book vending machine. Ceremony participants included **Executive Director Kelvin Watson**; **Todd P. Sklamberg, CEO**, Sunrise Hospital and Sunrise Children's Hospital;

and Library District Trustees **Elaine Sanchez** and **Christopher Shelton. Head of Collections and Bibliographic Services Rebecca Colbert** assisted by doing a demo of the machine for the news media in attendance.

BAM worked on the following:

- Designed wrap for book vending machine.
- Media outreach.
- The PR team filmed and photographed the event to provide visual assets to news media and help garner coverage for this new program.
- BAM's digital team captured images and shared real-time social media posts.

Media relations

The PR team collaborated with Sunrise Hospital on a [news release](#), which was sent to local media, library trades, healthcare trades, and national media, and picked up by [Yahoo! Finance](#) and [MarketWatch.com](#).

Media coverage included the following on-air and web stories:

KVVU Fox 5 Las Vegas, [New Book Lending Machine Featured at Sunrise Children's Hospital Via the Library District](#) (Feb. 20)

KVVU Fox 5 Las Vegas, [New Book Lending Machine at Sunrise Hospital Provided by the Library District](#) (Feb. 19)

Kiosk Marketplace, [Las Vegas hospital debuts bilingual book vending machine](#) (Feb. 19)

KSNV News 3 Las Vegas, [New Book Vending Machine at Sunrise Hospital, the Machine Installed by the Library District](#) (Feb. 17)

StreetInsider.com, [Las Vegas-Clark County Library District Installs New Book Vending Machine at Sunrise Children's Hospital - A Convenient Way to Read While in Recovery](#) (Feb. 16)

Business Upturn, [Las Vegas-Clark County Library District Installs New Book Vending Machine at Sunrise Children's Hospital - A Chance for Patients to Read During Recovery](#) (Feb. 16)

BNN, [Library in a Vending Machine - A Novel Approach to Literacy in Las Vegas](#) (Feb. 16)

KSNV News 3 Las Vegas, [New book-lending machine arrives at Sunrise Children's Hospital in Las Vegas in Cooperation with the Library District](#) (Feb. 16)

KSNV News 3 Las Vegas, [New Book Vending Machine at Sunrise Hospital – A New Way to Check Out Books from the Library District](#) (Feb.16)

CW Las Vegas, [A New Library Vending Machine in Las Vegas](#) (Feb. 16)

KVVU Fox 5 Las Vegas, [Lending Books to Kids in Need](#) (Feb. 16)

KVVU Fox 5 Las Vegas, [Sunrise Hospital Opens Book Vending Machine in Partnership with the Library District](#) (Feb.16)

KVVU Fox 5 Las Vegas, [It's About Access – Library District Introduces Its Second Book Lending Machine Kiosk at Las Vegas Children's Hospital](#) (Feb. 16)

KLAS 8 News Now, [Library District Unveils New Book Lending Machine](#) (Feb.16)

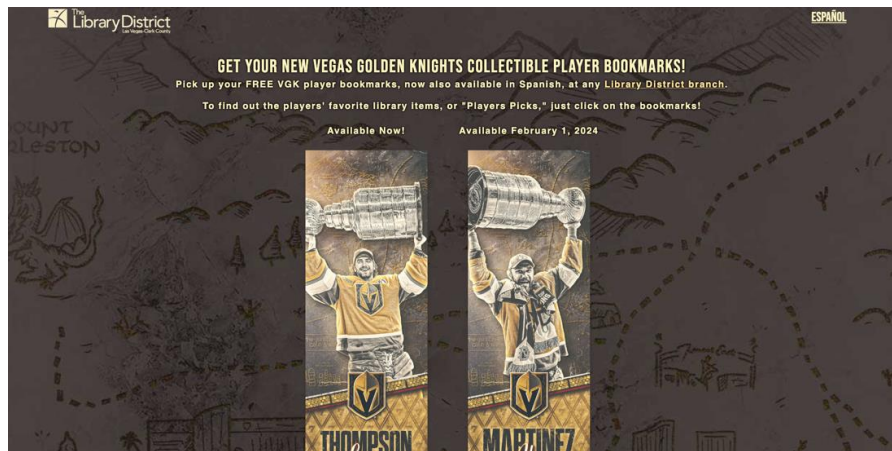


Vegas Golden Knights 2024 Season Partnership – Updates

BAM integrated February's featured collectible player bookmark featuring **defenseman Alec Martinez** into Library Lovers' Month messaging on social and with the news media. The collectible player bookmarks are available for the first time in both English and Spanish at all 25 Library District branches. A new player will be available each month during the NHL season.

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

- Updated TheLibraryDistrict.org/VGK web page.
- Created new promotional assets for advertising, website priority placement, social media posts, and public relations activities.
- Designed advertising in print and digital media.
- Media outreach
- Ongoing social media posts



Barbershop Books Kickoff February 7

BAM supported the event on February 7 with the following activities:

BAM assisted with the launch event in the following ways:

- The PR team filmed and photographed the event to provide visual assets to news media and help garner coverage for this new program.
- Captured video B-roll for media outreach and internal promotional needs.
- The BAM digital team took photos and provided real-time social media posts.

Media coverage included the following broadcast, web, and print stories:

The PR team wrote and distributed a [news release](#) to local, national, and library trade media. The news release was published by the [Associated Press](#), [Yahoo! News](#), and [Yahoo! Finance](#)

Asian Journal, [NFL Commissioner Roger Goodell Surprises Kids At Barbershop Books Kickoff Event](#) (Feb. 10)

KLAS 8 News Now, [NFL Partners with Las Vegas Barbershops to Bring Books to Children](#) (Feb. 10)

KLAS 8 News Now, [NFL Investing in Las Vegas Community with Barbershop Books, a Program in Partnership with the Library District](#) (Feb. 9)

Atlanta Daily World, [Super Bowl 2024: NFL Commissioner Roger Goodell, Former Players Help Launch Barbershop Books In Las Vegas in Cooperation with the Library District](#) (Feb. 8)

New Pittsburgh Courier, [Super Bowl 2024 - NFL Commissioner Roger Goodell, former players help launch Barbershop Books in Las Vegas in Cooperation with the Library District](#) (Feb. 8)

KTNV Ch. 13, [The Library District and the NFL Launch Barbershop Books, A Program to Help Kids Improve Their Reading Skills](#) (Feb. 8)

KLAS 8 News Now, [Barbershop Books Unveiled at the Clark County Library](#) (Feb. 8)

KVVU Fox 5 Las Vegas, [Library District Unveils Barbershop Books Program](#) (Feb. 7)

Branding and Marketing Report
Page 8



Powerful Platforms

February Is Library Lovers' Month



BAM promoted the Library District's annual Library Lovers' Month promotion with the following activities:

- Updated promotional graphics for all marketing materials, including the website, social media platforms, branch signage, print ads, and flyers.
- Designed and ordered interior and exterior signage for 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

Promotional activity continued throughout February with media outreach, website priority placement, social media posts, and inclusion in Library Highlights. Executive Director Kelvin Watson was honored during Black History Month with the City of Las Vegas Trailblazer Award and the National Action Network Las Vegas Chapter Black History Makers Award, which BAM promoted to the news media and on social channels.

The PR team wrote and distributed a [news release](#) about Kelvin's Trailblazer Award and sent it to local media and national media, and library trades. The release was picked up by [MarketWatch](#), [Associated Press](#), [Yahoo! Finance](#), [Urban Libraries Council](#), [KLAS 8 News Now](#), and [Black Image](#).

Media coverage including the following print, web, and broadcast stories:

Executive Director Watson discussed the Library District's Black History Month programming and events on multiple TV stations, including [KTNV Ch. 13 Las Vegas Morning Blend](#) (Feb. 12) and [KVVU Fox 5 Las Vegas](#) (Feb. 13).

KLAS 8 News Now, [Celebrate Black History at These Events Across Las Vegas Valley at 11th Annual Kemet in the Desert Lecture Series at the West Las Vegas Library](#) (Jan. 31)

The CW Las Vegas, [City of Las Vegas Live Arts Collective Presents "Re-Birth," A Live Performance in Partnership with the West Las Vegas Library](#) (Jan. 30)

KNPR News 88.9, [A Public Fit Presents "Pipeline"](#) (Jan. 25)

Eat More Art! Vegas, [Staged Reading of "Pipeline"](#) (Jan. 25)

KTNV Ch. 13, [Where to Celebrate Black History in Las Vegas](#) (Jan. 23)

Latino Radio Network

The Latino Media Network offers a community radio segment titled "Hablando De" ("Chatting About"), which highlights the great work of associations, organizations, and events that empower the underrepresented, Latino and POC communities in Las Vegas. The stations include 98.1, 99.3 & 103.5.

The network and the Library District are partnering up to record monthly 50-minute segments with a variety of Spanish-speaking staff covering different programs. Library Operations Director Leo Segura reached out to staff who would want to participate in these segments and nearly 10 staff members expressed interest. BAM is compiling an annual plan and schedule for staff to speak about priority programming.

BAM's **Marketing Specialist Ayelen Milan** did the first interview on February 2 and talked about the general benefits of the library, Library Lovers' Month, Black History Month programming, and the Cox Free WiFi card. She is spearheading this project and

The first episode aired mid-February and was uploaded on February 21. The link can be found here: <https://www.youtube.com/watch?v=8FbCRGcnbNc>



Library District Mobile App Preparation & Continued Communico Software Integration

In preparation for the Library District's new mobile app, BAM is working with each department to compile internal feedback for any bugs and enhancement requests. This feedback will be shared with **Communico Senior Partnerships Director Marcie Schneider** for review and implementing our enhancement requests where they can.

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-hosted mobile app will seamlessly pull Library District 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 is currently working to create promotional assets to support a public launch, once the app is approved to go live. The Library District mobile app will be offered for free from the leading app stores on Google and Apple. Stay tuned for continued updates on the Communico project. Additional activities that BAM is working on to support the public launch of the mobile app:

- Create promotional graphics for all marketing materials, including the website, social media platforms, branch signage, print ads, and flyers.
- Design and order interior and exterior signage to all branches.
- Create a landing page on TheLibraryDistrict.org to detail the mobile app and the available features for cardholders.

Powerful Programs

Summer Challenge

BAM held its initial Summer Challenge 2024 planning meeting with Community Engagement on Friday, February 16. There will be ongoing weekly planning meetings held leading up to the start of the program on May 15.

Powerful People

Media Coverage Highlights

Additional media coverage in February included:

KVVU Fox 5 Las Vegas, [Shakespeare in Love Performance at the Windmill Library](#) (Feb. 12)

The Nevada Independent, [Candidate Marianne Williamson Speaks at the West Charleston Library](#) (Feb. 4)

Las Vegas Weekly, [Early Voting and Mail Ballot Drop-Off Sites, Las Vegas-Clark County Library District offers Branches for Voting](#) (Jan. 25)

The Nevada Independent, [Five Tips for Investing in Yourself in 2024, Books at the West Las Vegas Library Are Good Ways to Invest in Yourself](#) (Jan. 24)

Powerful Platforms

BAM Advertising Campaigns

Print Ads:

Free To Be	Las Vegas Weekly	22-Feb	Full page	\$3,000.00
	Las Vegas Review-Journal	25-Jan	Half Page	\$1,050.00
	Asian Journal	22-Feb	Half Page	\$800.00
	Desert Companion	February/March	Full Page	\$3,125.00
Winter Reading Challenge	Las Vegas Weekly	18-Jan	Full Page	\$3,000.00
	Las Vegas Review-Journal	14-Jan	Half Page	\$1,050.00
	RJ en Español	17-Jan	Half Page	\$600.00
	Asian Journal	18-Jan	Half Page	\$800.00
Library Lovers'	Black Image	January	Full Page	\$2,000.00
	Desert Companion	February/March	Full Page	\$2,800.00
	Asian Journal	1-Feb	Half Page	\$800.00
	RJ en Español	7-Feb	Full Page	\$600.00
	Las Vegas Review-Journal	4-Feb	Half Page	\$1,050.00
	Las Vegas Review-Journal	24-Feb	Half Page	\$1,050.00
Black History Month	Las Vegas Review-Journal	4-Feb	Half Page	\$1,050.00
	RJ en Español	7-Feb	Full Page	\$600.00
	Las Vegas Review-Journal	7-Feb	Half Page	\$1,050.00
	Black Image	7-Feb	Full Page	\$2,000.00
Women's History Month	Las Vegas Weekly	7-Feb	Full Page	\$3,000.00
	Las Vegas Weekly	29-Feb	Full page	\$3,000.00
West Vegas Groundbreaking	Las Vegas Review-Journal	25-Feb	Half Page	\$1,050.00

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:

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.

- 135,732 unique opens with a 38.5% percent open rate
- 2,878 unique clicks generated
- Sent to 352,251 unique emails
- 621 unsubscribes

Following the January 19 eNewsletter, 8,706 cardholders used OverDrive within 7 days of opening the message; 3,126 circulated a physical item; and 1,495 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 1,756 Occasionals (users who have not used the library in 3-12 months), and 542 Inactives (users who have not used the library in more than 12 months), which included the re-engagement of 158 Bright Future users (Teen cardholders).

January 31 eBlast: Please Join Us! West Las Vegas Library Groundbreaking on 2/27

Topics: This eBlast was sent to a targeted list to remind people about the West Las Vegas Library groundbreaking ceremony on February 27:

- 222 unique opens with a 47.9% percent open rate
- 41 unique clicks generated
- Sent to 463 unique emails
- 0 unsubscribes

February 8 Issue: Golden Knights Tickets, T-Shirts & Bookmarks! + Experience Legend Con + Heart Health

Topics: Library Lovers' Month Giveaway including Vegas Golden Knights tickets, availability of the 2024 Vegas Golden Knights Collectible Player Bookmarks; Legend Con, the Library District's first Tabletop RPG Gaming Convention at East Las Vegas Library; Black History Month details; Presidents Day Closure details; Upcoming must-see events selected by PVS & YS; and CoxWiFi Card details.

- 137,721 unique opens with a 38.4% percent open rate
- 5,895 unique clicks generated
- Sent to 358,260 unique emails
- 516 unsubscribes

Following the February 8 eNewsletter, 8,656 cardholders used OverDrive within 7 days of opening the message; 3,015 circulated a physical item; and 1,543 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 1,989 Occasionals (users who have not used the library in 3-12 months), and 663 Inactives (users who have not used the library in more than 12 months), which included the re-engagement of 142 Bright Future users (Teen cardholders).

OrangeBoy Outreach Campaign Results – January/February:

- We have seen 5,590 Inactive users return to the Library District so far this year after 12 months of inactivity.
- We have also seen 15,434 Occasionals return after more than three months of inactivity.
- For Q4 of 2023, there were 150,478 active households within the Library District service areas, which is a market penetration of 17%, and an increase of +26% more active users than were lost to inactivity. The average Gain/Loss Index for OrangeBoy customers is 25%.

Sum of Gain: New Cardholders	15,519
Sum of Gain: Cardholders Returned	7,796
Sum of Gain: Total	23,315
Sum of Loss: Cardholders Became Inactive	18,525
Sum of Gain/Loss Index (%)	26%

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 (January 2024):
- Our ads generated **5,028 clicks which was up +27% from December** and **13,148 impressions which was up +23%**, resulting in a **CTR (Click Through Rate) of 38.24 which was up +4% month-over-month**. 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 January at 92.65%.
- In January, our Google Grant ads to help promote the Library District's free Tax Preparation Assistance Program in partnership with AARP received 584 impressions and 73 clicks, generating a 12.50% CTR.
- 197 people submitted an application for an Instant eCard from clicking on an ad.
- 113 more user conversions month-over-month.

- 36 people made calls to the library after seeing a Google Grant ad.
- The number of people looking for their local library branch continued to remain strong, with ads to help people “Find a Location” generating 3,403 clicks, which was 800 more clicks than in December.
- 23 people made a call to their local library after seeing one of our ads.
- “Support Public Library” has remained a top keyword search, with 686 people seeing ads after searching. This generated 192 clicks to the ads, resulting in a keyword CTR of 27.99%.

Social Media Highlights

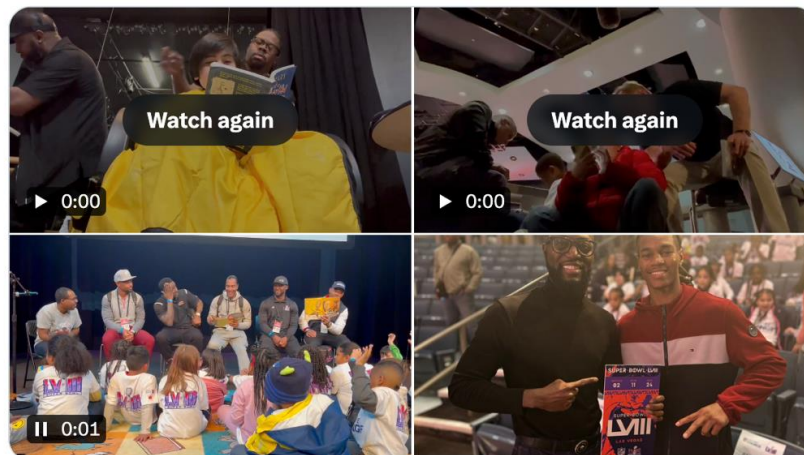




Justin Hinton
@justinhintontv



The NFL's Inspire Change initiative kicks off the "Books in Barbershops" program in partnership with the @LVCCLD to improve child literacy. Surprise announcement: current participating barbers received Super Bowl tickets. @KTNV



5:17 PM · Feb 7, 2024 · 1,206 Views



Darrell Booker ✓
@darrellbooker



NFL Inspire Change + Barbershop Books: Its mission, to bring a literacy program to barbershops across Las Vegas and the country! Thanks to Alvin Irby, Founder & Chief Reading Inspirer, the NFL and Las Vegas Clark County Library District, this dream is a reality! #SuperBowlWeek



9:35 AM · Feb 8, 2024 · 35 Views



Branding and Marketing Report
Page 18





Top Social Media Posts January 2024

Facebook:

Our top Facebook post for the month was to help promote the free introductory yoga classes for kids and adults that are taking place at participating branches. This post generated **3,269 organic impressions, 264 user engagements**, including **12 comments & 10 shares**, which helps to increase the total reach of the post.

**X (Formerly Twitter):**

Our top-performing post on X was sharing that library cardholders can enjoy access to local newspapers using our online resources. This post generated **2,935 organic impressions, 77 user engagements & 2 shares of the post.**



Instagram:

Our most popular post on Instagram for January was to promote the 2024 Authors & Artists Fair at Clark County Library. This post generated **1,535 organic impressions, 187 total user engagements, & 4 shares of the post.**

**LinkedIn:**

Our top performing post on LinkedIn was sharing photos of Executive Director **Kelvin Watson** and MLS and **Nevada Attorney General Aaron Ford** joining **Vice President Kamala Harris** in celebration of the Culinary Works Union Local 226 chapter's achievements and successful new contract. This post generated **1,742 organic impressions, 197 total user engagements, plus 128 link clicks.**



Analytics for Web and Social Media: January 2024 + 30-Day Comparison + Year-Over-Year

Library District Facebook

	Fans	Impressions	Post Engagements	Link Clicks
January 2024 Statistics	17,560	124,394	4,144	639
% Gain from December	+1%	+30%	+42%	+161%
% Gain from January 2023	+13%	+8%	-44%	-29%
% Gain from January 2022	+30%	+28%	+92%	+137%

Notes: The promotion of the 2024 Winter Reading Challenge in January helped our key analytics increase month-over-month. We should also get a boost due to the Facebook Ad campaign we will be running throughout February to promote the annual Library Lovers' Month Giveaway to both fans and targeted non-fans of the Library District. 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
January 2024 Statistics	4,467	1,153	70,815	134
% Gain from December	+1%	+17%	+12%	+35%
% Gain from January 2023	+5%	-9%	-18%	-19%
% Gain from January 2022	+14%	-44%	-44%	-31%

Notes: We increased our key analytics month-over-month, but overall user growth and engagement is showing continued signs of slowing as it struggles to attract new users and retain current users. BAM will continue to closely monitor our monthly analytics to see how they may be further impacted as more users could opt to not engage on or leave this social media platform and more brands are opting to not post to or leave this social media platform. There are still considerable local government and organizations, along with local and national media who are still utilizing this social media 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
January 2024 Statistics	7,386	3,204	81,255	2,578	154
% Gain from December	+3%	+15%	+9%	+9%	+35%
% Gain from January 2023	+22%	+15%	-8%	+12%	-14%
% Gain from January 2022	+49%	+20%	+24%	+29%	+25%

Notes: All of our key analytics on this social media platform were up month-over-month. We also saw strong 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
January 2024 Statistics	2,557	6,050	503	1	277
% Gain from December	+3%	-44%	-62%	-66%	-50%
% Gain from January 2023	+34%	-31%	-28%	-97%	+19%
% Gain from January 2022	N/A	N/A	N/A	N/A	N/A

Notes: We were up in New Followers, but down across our other 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 job seekers.

Virtually Anywhere YouTube Channel

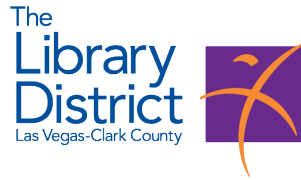
	Channel Subscribers	Total Impressions	Total Channel Watch Time	Average View Duration
January 2024 Statistics	1,638	17,300	66.3 hrs	1 min 57 sec
% Gain from December	+1%	-3%	-67%	+1%
% Gain from January 2023	+25%	-10%	-14%	+82%
% Gain from January 2022	+46%	+4%	+55%	+7%

Notes: We had small month-over-month increases in our Total Channel Subscribers and Average View Duration but were down in Total Channel Watch Time and Total Impressions. As more focus is put on in-branch programming, the creation of new virtual programming content and uploading it consistently will continue to be critical to our sustained growth on this important social media platform as uploading video content regularly is prioritized by YouTube's algorithm.

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

	Unique Users	Unique Homepage Views	Engaged Sessions	Engaged Sessions Per User	Average Engagement Time
January 2024 Statistics	175,000	134,725	412,768	1.71	2 min 9sec
% Gain from December	+47%	+31%	+27%	-9%	-9%
% Gain from January 2023	+42%	-10%	+7%	-42%	-20%
% Gain from January 2022	+97%	+6%	+88%	-31%	+4%

Notes: With the elevated promotion of the annual Winter Reading Challenge, we increased our key website analytics including Unique Users, Unique Homepage Views, and Engaged User Sessions. We will look to build on this momentum in February with the promotion of the annual Library Lovers' Month Giveaway and Black History Month celebration.

**ITEM VI.A.2.b.****MEMORANDUM**

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: February 29, 2024

SUBJECT: Community Engagement Activity Report, March 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 **January 1, 2024 – January 31, 2024**.

POWERFUL PEOPLE

- Outreach Specialist Nina Guevara received an award from Acelero and Head Start Schools with gratitude for the Library District's work as a community partner.
- Hired/Promoted/Increased hours for the following individuals to fill vacant Community Engagement positions: Patrick Egbert, John Gabaldon, and Ashley Ramirez as Production Technicians, and Joel Ruud as Programming Specialist.
- Met with Mychelle Weart from the Nevada Department of Education to strategize on delivering early childhood education programs in 2024.
- Joined the Nevada Reading Week community committee to collaborate with Mandy Leytham and Mark Rincon on their literacy projects.
- Held discussions with WIOA Title II State Director Nancy Olsen, Career Online High School Superintendent Howard Liebman, Prism Group Director of Government Affairs Kyle Marinelli, and Alliance for Adult Education Foundation Chief Community Affairs Officer Ron Stefanski. The Library District is collaborating with Smart Horizons to utilize WIOA federal grant funds to purchase seats to the Career Online High School.
- Attended art receptions at ASAP, Core Contemporary, Winchester-Dondero Cultural Center, and Charleston Heights Arts Center.
- Adult Learning Program Literacy Instructors provided peer-to-peer department training. Four instructors presented their successful classroom instruction techniques and tips.
- Hosted site visits at the Clark County Library with the NFL and Athena Marketing Group in preparation for a February Super Bowl program. Attended a Mobile STEAM lab committee meeting to re-design the current Outreach Services vehicle. Attended meetings with the Barbershop Books committee, NFL, Library District Foundation staff, and Microsoft to prepare for the event.
- Recruited and hosted 30 teen volunteers for two days to finalize assembly of the My First Library boxes.
- Hosted the *Ultimate Measure of a Man* panel discussion.

- Las Vegas Science and Technology Festival Director Alex Liebman presented at the Youth Services Department Head meeting. Library branches began preparations to participate in Science is Everywhere Day at the conclusion of STEAM month in April.
- Youth Services Manager Shana Harrington promoted the Winter Reading Challenge during a live interview on Fox 5.

POWERFUL PLACES

- Conducted the annual Winter Reading Challenge:

	Adult (18+)	Youth (0-17)	2024 Total	2023 Total	% Year Over Year
Completions	1,217	1,625	2,842	2,070	+37%
Registrations	1,916	2,750	4,666	3,544	+32%
Minutes Read	774,147	673,009	1,447,156	1,085,328	+33%

- Hosted the first in-person SNECAC (Southern Nevada Early Childhood Advisory Council) Meeting for community leaders at Windmill Library.
- Hosted a public reception at West Las Vegas Library for Shellise Berry's new painting exhibit *Creation, Promises, and Instructions*.
- Joined a welcome reception led by Smallworks Press and Nevada State University for art students visiting Las Vegas from the University of Derby, England.
- Added and adjusted artwork in West Charleston Library's Youth Services area.
- Attended a partner recognition event of Love Dog Adventures at Red Rock Casino.
- Hosted four therapy dogs at the Best Buy Teen Tech Center.
- Hosted a youth robotics competition at the Clark County Library.

POWERFUL PARTNERSHIPS

- Engaged with community members at weekly visits to The LGBTQIA+ Center.
- Joined the Latin Chamber of Commerce to promote library services at the NBA G League Hispanic Heritage Night at Dollar Loan Center arena.
- Provided library STEAM crafts and play activities at the Discovery Children's Museum Galaxy *Far, Far Away Day*.
- Enhanced the lives of homeschool families by attending the *Vegas Kidz Zone Resource Fair* to promote library services.
- Collaborated with Mater Academy to provide library cards and services to over 450 students and their families.
- Shared resources including the free Cox Wi-Fi Card program with students returning to UNLV at their *Spring Resource Fair*.
- Met with Mastering Mindsets and Sumnu Marketing to implement an oral history recording project titled *Foot of the Elders*.
- Hosted a *Military and ROTC Scholarship Opportunity* program at Windmill Library in partnership with Workforce Connections. Executive Director Watson participated in the event for students to learn about workforce development opportunities in the military and applying for ROTC scholarships.
- American Institutes for Research (AIR) provided a professional development training for Adult Learning Program staff.
- Met with Marissa Mussi from Sunrise Hospital and the Library District's Branding & Marketing division to discuss media launch of the library vending machine and My First Library boxes.

- Hosted the cast and creative team of a new musical work titled, *North*. The group worked alongside library staff and presented world-premiere preview performances at the West Las Vegas Library.
- In partnership with the Clark County Election Department, the East Las Vegas, Enterprise, Laughlin, Sahara West, Windmill, and Rainbow libraries served as polling places for the presidential preference primary.
- AARP hosted on-site tax advisor training ahead of their free tax assistance program for library customers that launched in February.
- Collaborated with Clark County School District to present a Winter Mariachi concert.
- Engaged the National Oceanic and Atmospheric Administration to collaborate on Summer Challenge in alignment with the Oceans theme.

POWERFUL PLATFORMS

- Rebranded an existing library fleet vehicle to the Full STEAM Ahead truck. It will bring library resources to customers across the valley.
- Attended Administrative Team teambuilding exercises.
- Conducted a meeting with leaders of Workforce Connections, EmployNV title providers, and library branch leaders to implement a new Employee Orientation Guide for EmployNV staff working in library hubs.
- Attended the Association for Performing Arts Professionals national conference.
- Met with General Services to discuss rezoning certain outdoor library spaces for programming, thus avoiding the need for staff to file special event permit requests with the City of Las Vegas.
- Attended the presentation from Branding & Marketing for new leader onboard training.
- Participated in Library Operations, Programming, and Services meetings.
- Participated in Administrative Team Leadership and Teambuilding training.
- Updated the Adult Learning Program evergreen flyer and webpage to reflect current department services.
- Integrated smart board technology for instruction in two of the Adult Learning Program classrooms at Clark County Library.
- Attended Communico App training.
- Conducted an after action review of the Adult Services Summit.

HIGHLIGHTED EVENTS

SNECAC Meeting
Outreach Event – Windmill Library



Galaxy Far, Far Away
Outreach Event – Discovery Children's Museum



Vegas Kids Zone Resource Fair
Outreach Event – Suncoast Casino



NBA G League Hispanic Heritage Night
Outreach Event – Dollar Loan Center



Community Resource Fair
Outreach Event – The LGBTQIA+ Center



Therapy Dogs
Clark County Best Buy Teen Tech Center



Community Engagement Report
Page 5

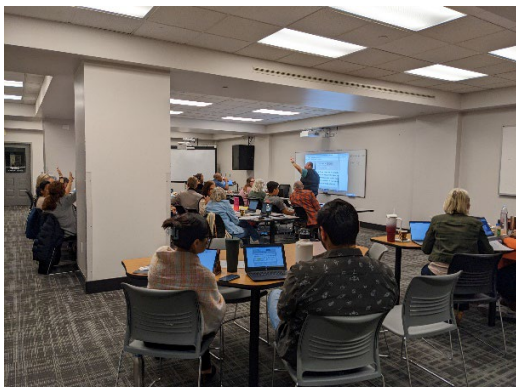
*Full STEAM Ahead Truck
Outreach Services*



*Creation, Promises, and Instructions
West Las Vegas*



*Adult Learning Program Training
Clark County*



*My First Library Teen Volunteers
Windmill Library*



*Jonathan Karant; Fly Me to the Moon
Summerlin*



*Winter Reading Challenge Winners
Districtwide*



Community Engagement Report
Page 6

*Winter Reading Challenge Winners
Districtwide*



*Winter Reading Challenge Winners
Districtwide*



*Winter Reading Challenge Winners
Districtwide*

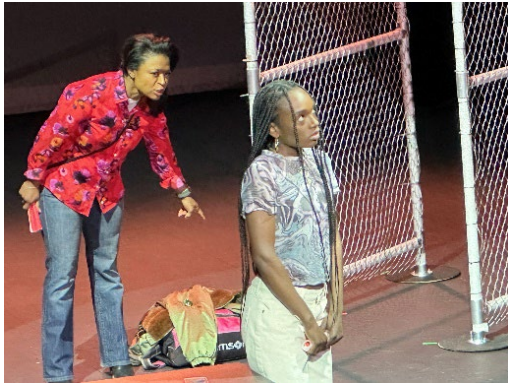


*Winter Reading Challenge Winners
Districtwide*



Community Engagement Report
Page 7

Pipeline – Stage Reading
Clark County



Winter Mariachi Concert
Clark County



Robotics Competition
Clark County



Drum Circle
Summerlin



North
West Las Vegas



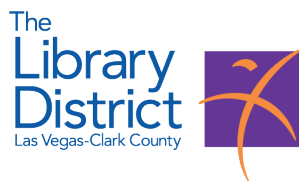
Beauty and the Beast
Whitney



John Lewit's Magic Workshop
Rainbow



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ITEM VI.A.2.c.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: JoAnn Prevetti, MBA - Development

DATE: February 29, 2024

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

Development Department Powerful Plays in February 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

2/1/24 – Las Vegas Global Economic Alliance (LVGEA) Board Meeting @ Windmill and Tour with Board Members
2/1/24 - Vegas Chamber Executive Women's Council event
2/1/24 – Michelle Cho – Echo Wealth Partners – Art Gallery Event (new donor)
2/1/24 – Michael Ford and Shaw Contract – Hip Hop Architecture Event
2/5/24 – Nevada Partners – Kelvin Watson Award Event
2/6/24 – Franklin Covey – Ignite Results Webinar
2/7/24 – Barbershop Books Event – Clark County Library
2/9/24 – Kevin Malone – Donor Meeting
2/9/24 – Nevada Donor Network – expansion of current partnership
2/9/24 – Asian Chamber New Year Gala
2/10/24 – Hip Hop Architecture event - Whitney Library
2/12/24 - #Get Carded for Health – Heart Health event – East Vegas
2/15/24 – Mayita Sanchez – NV Governor's Office re: Match Funding
2/20/24 – Summerlin Rotary
2/20/24 – Vegas PBS – Program Implementation
2/21/24 - Carol Skerlich – Vegas PBS – Library Tour
2/21/24 – Dr. Rickie McCurry – UNLV Foundation
2/22/24 – Asian Chamber Lunch – Congresswoman Lee
2/22/24 – Cristo Rey – Cox Wi Fi Enrollment Event
2/26/24 – Evangelina Walsh, Melvin King, Forrest Lewis– City of North Las Vegas Libraries
2/27/24 – West Las Vegas Groundbreaking

2/27/24 – Lunch with Humana Leadership
2/27/24 – United Way Meeting
2/27/24 – Maria Gatti – MGM Resorts
2/27/24 – Vegas Inc Awards Event
2/28/24 – Vegas Chamber Board of Trustees Installation Luncheon
2/29/24 – City of Las Vegas Community Event
3/2/24 – Workforce Connections Meeting
3/5/24 – Summerlin Rotary
3/5/24 – Vegas Chamber Executive Women's Council Event
3/28/24 – Asian Chamber Lunch

PENDING MEETINGS

F-1 in Schools (had three meetings thus far)
Piper Overstreet – LV Raiders
Karlos Lasane, II – Caesars Entertainment

###



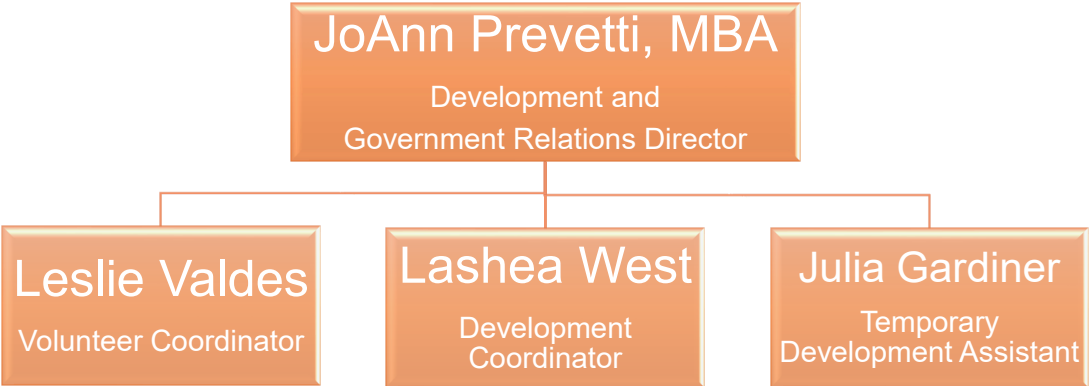
Development

JoAnn Prevetti, MBA

Director – March '24 Board Meeting



Development Department Staff





Report through 2/26/24

FOUNDATION AWARDED	FOUNDATION PENDING	FOUNDATION DENIED		BOOKSTORE SALES July through December '23		DISTRICT AWARDED	DISTRICT PENDING	DISTRICT DENIED
\$249,307.65	\$735,000.00	\$313,000.00		\$118,476.72		\$256,500.00	\$15,344,131	\$5,000
				ONLINE DONATIONS Through 02/26/24				
				\$8,428.76				



February 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			
Whitney Teen Refresh – Shaw Contract	\$20,000		LSTA	Continuing Education for Staff (\$1,500 per staff member – awaiting final number)	TBA			
Microsoft (laptops/equipment)	\$95,000		Google Ad Grants	Advertising on Google	\$120,000			
			Literacy Programming	Library of Congress	\$150,000			
TOTAL DISTRICT GRANTS AWARDED	\$256,500		TOTAL	PENDING GRANTS	\$15,324,131		TOTAL DENIED	\$5,000

	FOUNDATION AWARDED FUNDING 7/1/23 – 2/26/2024		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	Superbowl	\$58,000	
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	Boyd Gaming	Youth Programming	\$5,000			
Rogers Foundation	Appraised Artwork – restricted to be donated to Library Art Gallery	\$21,800	Palms Cares	Tutoring	\$100,000			
Rogers Foundation	Estimated monetary value of artwork donated to sell to support library programs	\$5,000	MGM Foundation	Tutoring	\$80,000			
Meow Wolf	Summer Reading Challenge Admissions Tickets to Meow Wolf	\$1,000	Library of Medicine	Health and Wellness	\$25,000			
Derek Parent	477 appraised library collection books for foundation to sell to support Library District Programs	\$20,830						
Anonymous Donor	Lil Learners Program – Enterprise	\$1,000	Arts Here	Performing Arts	\$130,000			
Bruce & Marjorie Norman	Foundation Programming	\$2,000	United Way	Library Programming	250,000			
Kroger	Foundation Programming	\$1,221.19						
Cox	Unrestricted Funding	\$2,500						
Bright Funds Foundation	Foundation Programming	\$2,475						
Blackbaud Giving Fund	Foundation Programming	\$276						
Online Donations	Foundation Programming	\$7,113.09						
Eagle Promotions	Tutoring/Little Learners	\$2,500						
TOTAL PAGE ONE		\$130,307.65	Total Pending Page One		\$735,000	Total Denied	\$313,000	





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





HIP-HOP ARCHITECTURE RECEPTION @ WHITNEY





CONGRESSWOMEN LEE EVENT @ SPRING VALLEY LIBRARY





GRANT FUNDING AT WORK – NATIONAL LIBRARY OF MEDICINE ROSEMAN UNIVERSITY LECTURE SERIES





ASIAN CHAMBER – ANNUAL GALA



The
Library
District
Las Vegas-Clark County



It's what we do...

Thank you!



ITEM VI.A.2.d.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Albert Prendergast, Chief Information Officer

DATE: February 29, 2024

SUBJECT: Information Technology Report, March 2024

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

POWERFUL PEOPLE

- IT division staff created the February 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 three in-person *Making the Floating Collection Work for Everyone* training sessions for District-wide staff to increase staff's understanding of the collection.
- DC staff provided one in-person *Collection Maintenance 1: Decision Center and collectionHQ*, one *Weeding 101*, and one *Decision Center* training for District-wide staff to teach staff how to use these tools.
- AS staff facilitated the quarterly Computer Center Department Heads meetings virtually to discuss and investigate District-wide technology issues and resolutions. IT department staff attended the meeting and provided updates on various technology projects.
- ER staff facilitated staff training for *HistoryMakers* and the *Morningstar Investing Center* online resources for District-wide staff to improve staff's ability to assist customers with these resources.
- AS staff revised the *Interlibrary Loan (ILL) Procedures* to include detailed information for staff on how to handle unreturned ILL supplies.
- All IT division supervisors attended the required virtual training on the new iCIMS talent acquisition system provided by the Human Resources department.
- I participated in training with the Administration Team on the fourth leadership module, *Functional Interpersonal Communication For Humans*, provided by the Beckley Group. The Beckley Group will provide a culture assessment, team building, and leadership development training for the District.

POWERFUL PLACES

- CBS staff added 1,993 titles with 12,915 new items to the collection and withdrew 6,384 items from the library catalog. The withdrawn items will either be resold or discarded. CBS staff also added 26,444 e-books and e-audiobooks and 13,521 new hoopla music records

in 53 different languages to the collection. Additionally, 523 hoopla records were removed from our collection.

- DC staff provided fresh content to the Greater Clark County branches to help keep their collections relevant for customers.
- IT department staff continues to work with the Mobile App Implementation Team on the configuration of the various modules. The team tested and provided feedback for the mobile app (Connect module) and is expected be ready for public use in about two months. IT staff completed the application process for the Apple and Android developer accounts to allow the app to be provided under the District's name. The team also reviewed the configuration of the self-check kiosk (Interact module), provided feedback, and expects to start testing shortly, and we're also expecting to receive a test lock for the door access solution for the room reservation system (Reserve module) soon. Work continues on the digital signage solution (Broadcast module), user accounts were created, General Services continues to deploy new monitors to the branches, and staff training will commence in the coming weeks.
- 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, Sunrise, and Summerlin libraries). The Digital Memory Preservation Lab at the Mesquite Library Lab was completed this month.
- CBS and AS staff reduced the number of video games that can be simultaneously checked out by each customer to increase their availability for all customers.
- IT department staff removed the FAX 24 systems from several branches as more branches emphasized the use of the library document stations.
- CBS and ER staff added two new online resources to our collection, *HistoryMaker* and *Hiveclass*. *HistoryMaker* is a growing archive of oral history interviews highlighting the accomplishments of African American individuals, groups, and movements and *Hiveclass* is a web-based training platform that includes more than 1,500 brief, skills-based videos that teach "physical literacy" and build competence in a wide range of sports.

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 812 e-mails to the ASK account, and answered 157 phone calls totaling almost 18 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 2,929 items checked out, while our customers checked out 570 items from the HDPL through our Reciprocal Lending Agreement.
- Boulder City and North Las Vegas residents accounted for 8.4% of the District's OverDrive e-media circulation, with the North Las Vegas Library District accounting for approximately 6.8% and the Boulder City Library District accounting for 1.6% of our items checked out.
- Instant Digital Cards (IDC), promoted for our partnership with the RTC, generated 4.1% of our OverDrive circulation with 13,285 items checked out, and 979 new IDC user accounts were created.
- The *Library @ the Boulevard Mall* had 43 checkouts and 31 items were returned to the kiosk.
- The ribbon-cutting ceremony for *The Library @ Sunrise Hospital* was held on February 16th and the kiosk had 20 items checked out in January. CBS staff attended the ceremony, answered questions, and provided a demonstration of its use

<https://www.fox5vegas.com/2024/02/16/its-about-access-library-district-introduces-its-second-book-lending-machine-kiosk-las-vegas-childrens-hospital/>).

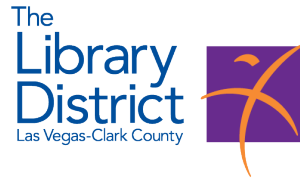
- CBS staff continues to order materials to support Axis 360 (now Boundless) as more Clark County School District schools opt-in to the Community Share Program.
- CBS staff added 231 new titles with 444 items to the collection for the North Las Vegas Library District and 435 new unique items to the collection for the Boulder City Library District.
- Interlibrary Loan (ILL) staff received 489 requests from our customers to borrow materials from other library systems and received 499 requests from other libraries to borrow our items, and there were 64 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 15,000 accounts have been checked out. The team held a brief meeting to strategize about how we might be able to increase the number of checkouts.

POWERFUL PLATFORMS

- IT department staff continues to work with our E-Rate consultant and counsel Welt on the Board-approved contracts for data services.
- IT department staff continues to work on this year's Annual Computer Replacement Project. IT division staff replaced 46 public circulation laptops across six branches this month.
- IT department staff continues to work with HR on the integration of the new iCIMS talent acquisition system coming in March.
- IT department staff completed the preliminary work for the sorter replacement project and coordinated and approved the sorter replacement installation schedule. The sorters at the Summerlin, Sunrise, and Windmill libraries are scheduled to be completed in June. Additionally, an order was placed for the replacement end-of-life security gates at the Centennial Hills Library.

Of the \$2,587,000 approved by the Board of Trustees in the IT department's Capital Projects Fund for FY24, \$1,515,973.28 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
- Monday.com subscription - \$26,000
- iPad wrappers for kiosks - \$16,500
- End-of-life security gates - \$13,973.14



ITEM VI.A.3.a.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Floresto Cabias, Chief Financial Officer

DATE: February 29, 2024

SUBJECT: Financial Services Report, March 2024

This memorandum summarizes the Financial Services Department's activities and project updates for the month of February 2024 and analytics compiled from the period of February 1 through February 29, 2024.

Powerful People

Administration

- Updated the District's cash flow analysis
- Welcomed two new Accountants, **June Wong** and **Lien Thai**
- Presented an update of the District's financial status to the Finance and Audit Committee
- Held Fiscal Year 2025 budget meetings with members of the Administrative Team
- Submitted the Fiscal Year 2025 tax rate to the State Department of Taxation, per NRS requirements
- Submitted the Annual Report of Capital Improvements to the State Department of Taxation, per NRS requirements
- Submitted the Quarterly Economic Survey to the State Department of Taxation, per NRS requirements
- Prepared the Auditor Appointment agenda item
- **Floresto Cabias** participated in *New Markets Tax Credits* Weekly Check-In Meetings for the West Las Vegas Library project
- **Lynn Wing** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Wing** prepared and followed up on Agreements for Services for performances scheduled for District-wide events
- **Lynn Wing** prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

Accounting

- Coded and verified all transactions (\$2.9M for the month of February)
- 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 P-card and Amazon accounts



MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Floresto Cabias, Chief Financial Officer

DATE: February 29, 2024

SUBJECT: Financial Services Report, March 2024

Enclosed are the budget status reports for February 2024. General fund revenues show 67% of budgeted revenues collected.

Property Tax Revenues

As of February 16, 2024, the District collected \$48.6M in property taxes, which is still on pace to meet budget expectations. Property taxes are assessed on a fiscal year basis beginning on July 1.

Consolidated Sales Tax Revenues (CTX)

The CTX shows 42% collected so far this fiscal year. The State of Nevada distributes CTX collections two months after the month of collection.

As of the date of this report, the most recent CTX received by the District on January 31, 2024, represents CTX from the month of November 2023. The \$2.6M collected is 5% higher than 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 54% of the allocated budget for FY 2024, which is on pace to meet budget expectations. See the summary of expenditures by department in the reports below.

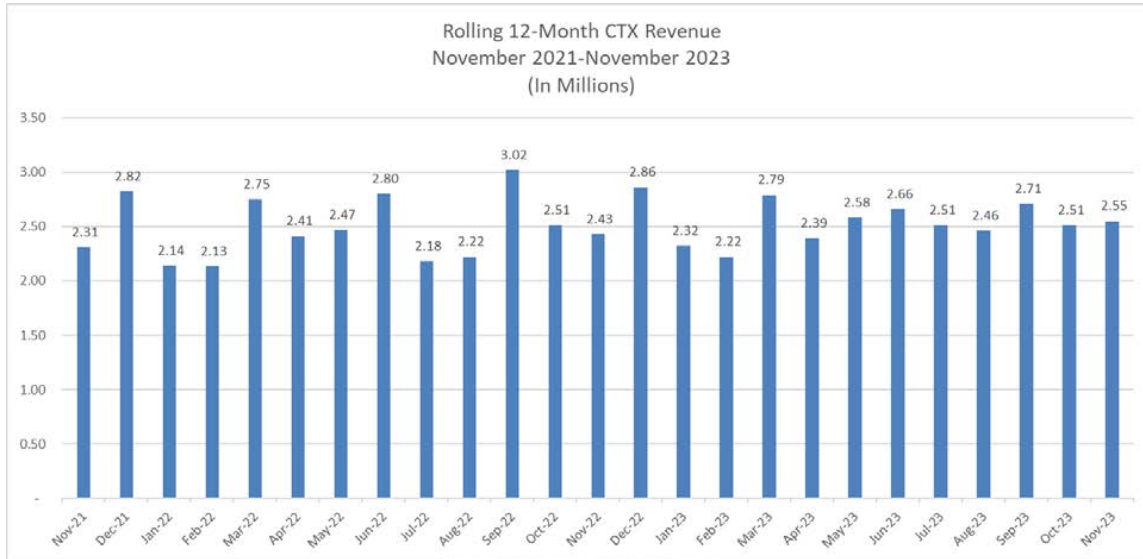
Ending Fund Balance

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	2,554,982.14	4.93%
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	12,740,203.95	

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

General Fund - 100

From 07/01/2023 Through 02/16/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	\$ 48,560,942.85	\$ 61,629,920.00	\$ 13,068,977.15	21.21%
Intergovernmental Revenue	13,117,595.68	31,443,860.00	18,326,264.32	58.28%
Charges for Services	346,248.31	1,000,000.00	653,751.69	65.38%
Miscellaneous	1,407,161.03	1,060,000.00	-	-
Total Revenues	\$ 63,431,947.87	\$ 95,133,780.00	\$ 32,048,993.16	33.69%
Expenditures				
Salaries	\$ 20,549,848.63	\$ 38,647,658.00	\$ 18,097,809.37	46.83%
Benefits	9,059,528.01	17,451,171.00	8,391,642.99	48.09%
Supplies & Services	10,171,276.92	18,703,971.00	8,532,694.08	45.62%
Capital Outlay	7,429,041.87	13,100,000.00	5,670,958.13	43.29%
Total Expenditures	\$ 47,209,695.43	\$ 87,902,800.00	\$ 40,693,104.57	46.29%
Excess (Deficit) of Revenues over (under) Expenditures	\$ 16,222,252.44	\$ 7,230,980.00	\$ -	-

Regular Board of Trustees Meeting- March 14, 2024 - Item VI. Library Reports

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

General Fund - 100
From 07/01/2023 through 02/16/2024

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	480,871.46	856,213.00	375,341.54	43.84%
120	Administration - Library Operations	997,348.42	2,080,156.00	1,082,807.58	52.05%
200	Financial Services	1,364,529.46	2,151,493.00	786,963.54	36.58%
215	Community Outreach	342,710.38	751,492.00	408,781.62	54.40%
216	Youth Services	297,219.36	626,538.00	329,318.64	52.56%
217	Adult Services	123,693.74	452,163.00	328,469.26	72.64%
220	Development	317,600.36	764,417.00	446,816.64	58.45%
240	General Services	7,000,038.11	12,212,958.00	5,212,919.89	42.68%
250	Human Resources	1,383,647.05	3,039,736.00	1,656,088.95	54.48%
251	HR-Work Insurance	777,087.15	1,501,744.00	724,656.85	48.25%
260	Information Technology	2,838,883.37	4,876,342.00	2,037,458.63	41.78%
270	Literacy Services	295,943.17	2,105,386.00	1,809,442.83	85.94%
280	Branding and Marketing	1,720,691.65	3,242,024.00	1,521,332.35	46.93%
290	Access Services	744,729.44	1,485,038.00	740,308.56	49.85%
310	Collection and Bibliographic Services	8,842,659.00	15,540,578.00	6,697,919.00	43.10%
320	Gallery Services	125,267.81	224,445.00	99,177.19	44.19%
330	Programming and Venues Services	1,911,379.10	3,629,127.00	1,717,747.90	47.33%
340	Community Engagement	331,441.12	745,461.00	414,019.88	55.54%
400	Library Operations	17,313,955.28	31,617,489.00	14,303,533.72	45.24%
Total		47,209,695.43	87,902,800.00	40,693,104.57	46.29%

Regular Board of Trustees Meeting- March 14, 2024 - Item VI. Library Reports

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

General Fund - 100
Library Operations - Dept 400
From 07/01/2023 through 02/16/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
100 Blue Diamond Library	85,585.29	155,745.00	70,159.71	45.05%
110 Bunkerville Library	85,621.04	140,898.00	55,276.96	39.23%
120 Clark County Library	1,680,730.87	2,954,255.00	1,273,524.13	43.11%
130 Enterprise Library	881,479.19	1,719,983.00	838,503.81	48.75%
140 Goodsprings Library	61,239.94	99,926.00	38,686.06	38.71%
160 Indian Springs Library	87,601.80	183,824.00	96,222.20	52.34%
180 Laughlin Library	430,407.32	795,301.00	364,893.68	45.88%
190 Mesquite Library	689,471.22	1,347,002.00	657,530.78	
200 Moapa Town Library	73,075.04	143,048.00	69,972.96	48.92%
210 Moapa Valley Library	220,871.67	377,164.00	156,292.33	41.44%
220 Mount Charleston Library	73,080.48	123,744.00	50,663.52	40.94%
230 Rainbow Library	1,207,051.08	2,083,003.00	875,951.92	42.05%
240 Sahara West Library	1,597,359.33	2,809,692.00	1,212,332.67	43.15%
250 Sandy Valley Library	87,544.23	146,564.00	59,019.77	40.27%
260 Searchlight Library	74,931.94	127,251.00	52,319.06	41.11%
270 Spring Valley Library	1,012,474.73	1,981,743.00	969,268.27	48.91%
280 Summerlin Library	912,056.51	1,632,199.00	720,142.49	44.12%
290 Sunrise Library	977,154.20	1,709,642.00	732,487.80	42.84%
300 West Charleston Library	1,125,055.50	1,977,411.00	852,355.50	43.10%
310 West Las Vegas Library	1,056,698.20	1,893,563.00	836,864.80	44.20%
320 Whitney Library	925,520.39	1,753,818.00	828,297.61	47.23%
360 Meadows Library	95,073.36	171,485.00	76,411.64	44.56%
370 Centennial Hills Library	1,219,935.16	2,156,434.00	936,498.84	43.43%
380 Windmill Library	1,201,601.17	2,164,055.00	962,453.83	44.47%
390 East Las Vegas Library	1,185,635.22	2,270,824.00	1,085,188.78	47.79%
605 City Misdemeanant	263,325.52	278,063.00	14,737.48	5.30%
610 Clark County Detention Dept.	3,374.88	420,852.00	417,477.12	99.20%
Total	17,313,955.28	31,617,489.00	14,303,533.72	45.24%

Regular Board of Trustees Meeting- March 14, 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 02/16/2024

		Dollar Budget Amount		Percent Budget
		YTD Actual	Budget	Remaining
				Remaining
51100	Salaries - Full Time	16,451,948.14	29,590,787.00	13,138,838.86
51200	Salaries - Part Time	3,268,281.84	7,610,310.00	4,342,028.16
51300	Overtime Pay	27,905.06	63,250.00	35,344.94
51400	Call Back Pay	6,805.70	12,091.00	5,285.30
51500	Standby Pay	36,726.34	56,317.00	19,590.66
51600	Longevity Pay	159,854.43	364,903.00	205,048.57
51700	Separation Pay	304,759.66	450,000.00	145,240.34
51800	Leave Buyout	293,567.46	500,000.00	206,432.54
55100	Employees Retirement	5,619,245.65	10,272,409.00	4,653,163.35
55200	Group Insurance	2,833,764.74	5,781,560.00	2,947,795.26
55300	Workers' Comp. Payments	124,071.95	271,544.00	147,472.05
55400	Medicare Coverage Expense	479,574.14	975,658.00	496,083.86
55500	Unemployment Insurance	2,871.53	150,000.00	147,128.47
61100	Office Supplies	282,723.18	559,680.00	276,956.82
61110	Operating Supplies	307,149.84	814,090.00	506,940.16
61120	Software & User Licenses	478,335.98	504,052.00	25,716.02
61130	Software Maintenance	963,597.25	1,257,000.00	293,402.75
61200	Book Materials & Supplies	45,007.63	110,000.00	64,992.37
61205	Interlibrary Loan	342.59	4,500.00	4,157.41
61210	Small Equipment	114,380.55	396,500.00	282,119.45
61400	Equipment Repair & Maint.	286,599.55	771,856.00	485,256.45
61410	Contracted Services	3,490,265.36	7,094,016.00	3,603,750.64
61420	Building Repair & Maint.	129,235.75	400,000.00	270,764.25
61500	Rental Expenses	49,496.63	69,566.00	20,069.37
61600	Telephone	401,755.83	690,000.00	288,244.17
61700	Utilities	1,377,014.98	1,940,547.00	563,532.02
61800	Insurance & Bonds	418,577.21	438,954.00	20,376.79
61900	Professional Services	364,996.94	864,000.00	499,003.06
61910	Legal Services	88,802.50	364,500.00	275,697.50
62200	Collection Agencies	42,477.75	100,000.00	57,522.25
62300	Board Compensation	2,480.00	10,000.00	7,520.00
62500	Postage	76,142.87	316,500.00	240,357.13
62510	Advertising	287,428.41	336,700.00	49,271.59
62600	Community Events	13,072.33	83,250.00	70,177.67
62610	Staff Day	1,621.50	30,000.00	28,378.50
62620	Recruitment	15,818.44	20,000.00	4,181.56
62700	Education & Training	111,348.40	225,000.00	113,651.60
62800	Travel & Transportation	75,333.39	271,500.00	196,166.61
62900	Printing & Reproduction	199,577.02	365,250.00	165,672.98
63000	Dues & Subscriptions	26,754.20	53,110.00	26,355.80
65000	Miscellaneous Expenses	2,790.33	65,800.00	63,009.67
65100	Bank Charges	20,550.51	50,000.00	29,449.49
67000	Rental Expenses to QALICBs	497,600.00	497,600.00	-
81700	Library Books	7,429,041.87	13,100,000.00	5,670,958.13
Total		47,209,695.43	87,902,800.00	40,693,104.57
				46.29%

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

Grant Fund - 220

From 07/01/2023 Through 02/16/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	\$ 917,973.44	\$ 20,000,000.00	\$ 19,082,026.56	95.41%
Total Revenues	<u>\$ 917,973.44</u>	<u>\$ 20,000,000.00</u>	<u>\$ 19,082,026.56</u>	<u>95.41%</u>
Expenditures				
Salaries	\$ 423,399.12	\$ 1,300,000.00	\$ 876,600.88	67.43%
Benefits	115,291.46	700,000.00	584,708.54	83.53%
Supplies & Services	435,352.35	10,000,000.00	9,564,647.65	95.65%
Capital Outlay	213,129.21	8,000,000.00	7,786,870.79	97.34%
Total Expenditures	<u>\$ 1,187,172.14</u>	<u>\$ 20,000,000.00</u>	<u>\$ 18,812,827.86</u>	<u>94.06%</u>
Excess (Deficit) of Revenues over (under) Expenditures	<u>\$ (269,198.70)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>

Regular Board of Trustees Meeting- March 14, 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 02/16/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
51100 Salaries - Full Time	185,073.08	1,000,000.00	814,926.92	81.49%
51200 Salaries - Part Time	237,358.13	300,000.00	62,641.87	20.88%
51300 Overtime Pay	37.32	-	-	-
51600 Longevity Pay	930.59	-	-	-
55100 Employees Retirement	64,796.18	423,698.21	358,902.03	84.71%
55200 Group Insurance	29,990.80	154,947.38	124,956.58	80.64%
55400 Medicare Coverage Expense	20,504.48	121,354.41	100,849.93	83.10%
61100 Office Supplies	11,202.43	511,200.00	499,997.57	97.81%
61110 Operating Supplies	1,207.49	-	-	-
61120 Software & User Licenses	20,549.10	1,056,000.00	1,035,450.90	98.05%
61210 Small Equipment	399,034.83	2,017,500.00	1,618,465.17	80.22%
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	2,611.61	1,004,000.00	1,001,388.39	99.74%
63000 Dues & Subscriptions	-	500,250.00	500,250.00	100.00%
65000 Miscellaneous Expenses	2,101.04	1,880,750.00	1,878,648.96	99.89%
81600 Capital Equipment - Major	-	7,947,500.00	7,947,500.00	100.00%
81700 Library Books	213,129.21	52,500.00	-	-
Total	1,187,172.14	20,000,000.00	18,812,827.86	94.06%

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

Gift Fund - 230

From 07/01/2023 Through 02/16/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	\$ 219,823.01	\$ 10,000,000.00	\$ 9,780,176.99	97.80%
Total Revenues	<u>\$ 219,823.01</u>	<u>\$ 10,000,000.00</u>	<u>\$ 9,780,176.99</u>	<u>97.80%</u>
Expenditures				
Salaries	\$ -	\$ 200,000.00	\$ 200,000.00	100.00%
Supplies & Services	144,579.74	6,000,000.00	5,855,420.26	97.59%
Capital Outlay	648.90	3,800,000.00	3,799,351.10	99.98%
Total Expenditures	<u>\$ 145,228.64</u>	<u>\$ 10,000,000.00</u>	<u>\$ 9,854,771.36</u>	<u>98.55%</u>
Excess (Deficit) of Revenues over (under) Expenditures	<u><u>\$ 74,594.37</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>-</u></u>

Regular Board of Trustees Meeting- March 14, 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 02/16/2024

	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	61,692.16	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	6,476.35	3,000,000.00	2,993,523.65	99.78%
62500 Postage	5.50	-	-	-
62510 Advertising	2,700.00	-	-	-
62600 Community Events	15,994.01	50,000.00	34,005.99	68.01%
62800 Travel & Transportation	13.10	50,000.00	49,986.90	99.97%
62900 Printing & Reproduction	6,933.80	-	-	-
65000 Miscellaneous Expenses	12,462.33	170,000.00	157,537.67	92.67%
81600 Capital Equipment - Major	-	2,800,000.00	2,800,000.00	100.00%
81700 Library Books	648.90	1,000,000.00	999,351.10	99.94%
Total	145,228.64	10,000,000.00	9,854,771.36	98.55%

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

Capital Projects Fund - 510
From 07/01/2023 Through 02/16/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	\$ 1,271,195.18	\$ 150,000.00	\$ -	-
Total Revenues	<u>\$ 1,271,195.18</u>	<u>\$ 150,000.00</u>	<u>\$ -</u>	<u>-</u>
Expenditures				
Supplies & Services	\$ 2,992,008.51	\$ 7,256,000.00	\$ 4,263,991.49	58.77%
Capital Outlay	373,780.53	27,022,000.00	26,648,219.47	98.62%
Total Expenditures	<u>\$ 3,365,789.04</u>	<u>\$ 34,278,000.00</u>	<u>\$ 30,912,210.96</u>	<u>90.18%</u>
Excess (Deficit) of Revenues over (under) Expenditures	<u>\$ (2,094,593.86)</u>	<u>\$ (34,128,000.00)</u>	<u>\$ -</u>	<u>-</u>

Regular Board of Trustees Meeting- March 14, 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 02/16/2024

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
61110 Operating Supplies	42,739.67	800,000.00	757,260.33	94.66%
61120 Software & User Licenses	62,794.50	900,000.00	837,205.50	93.02%
61130 Software Maintenance	-	240,000.00	240,000.00	100.00%
61210 Small Equipment	640,828.69	1,200,000.00	559,171.31	46.60%
61400 Equipment Repair & Maint.	5,605.00	700,000.00	694,395.00	99.20%
61410 Contracted Services	26,960.32	200,000.00	173,039.68	86.52%
61420 Building Repair & Maint.	1,128,128.94	1,100,000.00	-	-
61500 Rental Expenses	11,652.29	-	-	-
61800 Insurance & Bonds	1,716.00	256,000.00	254,284.00	99.33%
61900 Professional Services	-	1,560,000.00	696,854.91	44.67%
61910 Legal Services	-	50,000.00	50,000.00	100.00%
62900 Printing & Reproduction	4,748.06	-	-	-
65000 Miscellaneous Expenses	161,225.94	200,000.00	38,774.06	19.39%
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	318,971.09	7,000,000.00	6,681,028.91	95.44%
Total	3,365,789.04	34,278,000.00	30,912,210.96	90.18%

Las Vegas-Clark County Library District

Project 2050 - Furniture Replacement
From 07/01/2023 through 02/16/2024

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 02/16/2024

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	13,365.80	80,000.00	66,634.20	83%
Total Expenditures		57,737.81	305,000.00	247,262.19	81%

Las Vegas-Clark County Library District

Project 4010 - Tech Replacements & Upgrades
From 07/01/2023 through 02/16/2024

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61110	Operating Supplies	29,549.76	100,000.00	70,450.24	70%
61120	Software & User Licenses	62,794.50	200,000.00	137,205.50	69%
61130	Software Maintenance	-	300,000.00	300,000.00	100%
61210	Small Equipment	586,303.98	700,000.00	113,696.02	16%
61400	Equipment Repair & Maint.	5,605.00	500,000.00	494,395.00	99%
61410	Contracted Services	20,460.32	200,000.00	179,539.68	90%
81600	Capital Equipment - Major	251,088.44	587,000.00	335,911.56	57%
Total Expenditures		955,802.00	2,587,000.00	1,631,198.00	63%

Las Vegas-Clark County Library District

Project 5010 - Bldg Repair & Maintenance
From 07/01/2023 through 02/16/2024

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61110	Operating Supplies	2,333.60	200,000.00	197,666.40	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	17,351.95	300,000.00	282,648.05	94%
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.	1,097,311.95	1,200,000.00	102,688.05	9%
61900	Professional Services	60,385.20	600,000.00		90%
81500	Capital Improvements	-	600,000.00	600,000.00	100%
81600	Capital Equipment - Major	-	205,000.00	205,000.00	100%
Total Expenditures		1,177,382.70	4,205,000.00	3,027,617.30	72%

Las Vegas-Clark County Library District

Project 5015 - Construction Projects
From 07/01/2023 through 02/16/2024

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	7,548.70	13,000.00	5,451.30	42%
61420 Building Repair & Maint.	30,816.99	60,000.00	29,183.01	49%
61800 Insurance & Bonds	1,716.00		1,284.00	43%
61900 Professional Services	824,285.83	2,000,000.00	1,175,714.17	59%
62900 Printing & Reproduction	4,748.06	9,000.00	4,251.94	47%
65000 Miscellaneous Expenses	140,120.90	250,000.00	109,879.10	44%
81500 Capital Improvements	-	22,640,000.00	22,640,000.00	100%
81600 Capital Equipment - Major	14,060.00	25,000.00	10,940.00	44%
Total Expenditures	1,023,296.48	25,000,000.00	23,976,703.52	96%

Las Vegas-Clark County Library District

Project 5020 - PVS Projects
From 07/01/2023 through 02/16/2024

510
Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures					
61210	Small Equipment	17,482.60	156,000.00	138,517.40	89%
61410	Contracted Services	6,500.00	100,000.00	93,500.00	94%
61500	Rental Expenses	11,652.29	150,000.00	138,347.71	92%
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		130,901.18	906,000.00	775,098.82	86%

Las Vegas-Clark County Library District

Project 7010 - Library Materials
From 07/01/2023 through 02/16/2024

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 02/16/2024

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 02/16/2024

	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	\$ -	\$ -	\$ -	-

Regular Board of Trustees Meeting- March 14, 2024 - Item VI. Library Reports

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

Debt Service Fund - 610
From 07/01/2023 Through 02/16/2024

		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 02/16/2024

	YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages			
51100 Salaries - Full Time	206,653.56	379,543.00	172,889.44
Total Salaries and Wages	206,653.56	379,543.00	172,889.44
Employee Benefits			
55100 Employees Retirement	63,755.84	127,147.00	63,391.16
55200 Group Insurance	16,767.24	43,270.00	26,502.76
55400 Medicare Coverage Expense	3,157.61	5,503.00	2,345.39
Total Employee Benefits	83,680.69	175,920.00	92,239.31
Services and Supplies			
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	63,885.40	75,000.00	11,114.60
61910 Legal Services	45,517.50	75,000.00	29,482.50
62300 Board Compensation	2,480.00	10,000.00	7,520.00
62600 Community Events	4,989.62	15,000.00	10,010.38
62700 Education & Training	3,267.00	5,000.00	1,733.00
62800 Travel & Transportation***	5,868.81	25,000.00	19,131.19
62900 Printing & Reproduction	-	250.00	250.00
63000 Dues & Subscriptions	21,478.00	30,000.00	8,522.00
65000 Miscellaneous Expenses	1,449.95	5,000.00	3,550.05
Total Services and Supplies	190,537.21	300,750.00	110,212.79
Total Administration - Executive-110	480,871.46	856,213.00	375,341.54

***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 02/16/2024

		YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages				
51100	Salaries - Full Time	595,311.16	1,111,647.00	516,335.84
51200	Salaries - Part Time	40,968.65	91,632.00	50,663.35
51600	Longevity Pay	4,658.50	6,877.00	2,218.50
Total Salaries and Wages		640,938.31	1,210,156.00	569,217.69
Employee Benefits				
55100	Employees Retirement	207,580.94	395,921.00	188,340.06
55200	Group Insurance	73,610.55	140,377.00	66,766.45
55400	Medicare Coverage Expense	9,158.39	19,302.00	10,143.61
Total Employee Benefits		290,349.88	555,600.00	265,250.12
Services and Supplies				
61100	Office Supplies	545.79	1,000.00	454.21
61110	Operating Supplies	9,841.01	50,000.00	40,158.99
61120	Software & User Licenses	-	15,000.00	15,000.00
61130	Software Maintenance	-	5,000.00	5,000.00
61210	Small Equipment	46,503.26	154,000.00	107,496.74
61410	Contracted Services	1,525.00	47,900.00	46,375.00
61500	Rental Expenses	-	2,500.00	2,500.00
62700	Education & Training	2,127.00	7,500.00	5,373.00
62800	Travel & Transportation	5,518.17	30,000.00	24,481.83
63000	Dues & Subscriptions	-	1,500.00	1,500.00
Total Services and Supplies		66,060.23	314,400.00	248,339.77
Total Administration - Library Operations-120		997,348.42	2,080,156.00	1,082,807.58

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

General Fund - 100
Financial Services - 200
From 07/01/2023 through 02/16/2024

	YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages			
51100 Salaries - Full Time	280,129.73	631,970.00	351,840.27
51200 Salaries - Part Time	14,054.44	25,000.00	10,945.56
51300 Overtime Pay	289.27	-	-
51600 Longevity Pay	1,191.65	1,900.00	708.35
Total Salaries and Wages	295,665.09	658,870.00	363,494.18
Employee Benefits			
55100 Employees Retirement	92,512.97	220,722.00	128,209.03
55200 Group Insurance	37,570.80	94,880.00	57,309.20
55400 Medicare Coverage Expense	5,187.13	9,554.00	4,366.87
Total Employee Benefits	135,270.90	325,156.00	189,885.10
Services and Supplies			
61110 Operating Supplies	1,272.74	6,000.00	4,727.26
61130 Software Maintenance	42,296.35	50,000.00	7,703.65
61400 Equipment Repair & Maint.	46,432.80	76,030.00	29,597.20
61410 Contracted Services	101,042.54	165,000.00	63,957.46
61900 Professional Services	119,353.58	130,000.00	10,646.42
61910 Legal Services	-	2,500.00	2,500.00
62200 Collection Agencies	42,477.75	70,000.00	27,522.25
62500 Postage	54,927.87	85,000.00	30,072.13
62510 Advertising	5,057.20	16,700.00	11,642.80
62700 Education & Training	-	5,000.00	5,000.00
62800 Travel & Transportation	124.13	3,000.00	2,875.87
63000 Dues & Subscriptions	2,458.00	6,000.00	3,542.00
65000 Miscellaneous Expenses	-	70,000.00	70,000.00
65100 Bank Charges	20,550.51	50,000.00	29,449.49
67000 Rental Expenses to QALICBs	497,600.00	432,237.00	-
Total Services and Supplies	933,593.47	1,167,467.00	299,236.53
Total Financial Services-200	1,364,529.46	2,151,493.00	852,615.81

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

General Fund - 100
Community Outreach - 215
From 07/01/2023 through 02/16/2024

		YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages				
51100	Salaries - Full Time	215,500.17	390,947.00	175,446.83
51200	Salaries - Part Time	4,042.89	75,206.00	71,163.11
51300	Overtime Pay	273.84	-	-
51600	Longevity Pay	1,760.95	5,107.00	3,346.05
Total Salaries and Wages		221,577.85	471,260.00	249,955.99
Employee Benefits				
55100	Employees Retirement	71,166.94	132,678.00	61,511.06
55200	Group Insurance	36,324.49	99,058.00	62,733.51
55400	Medicare Coverage Expense	3,433.66	11,496.00	8,062.34
Total Employee Benefits		110,925.09	243,232.00	132,306.91
Services and Supplies				
61110	Operating Supplies	6,501.14	17,000.00	10,498.86
61120	Software & User Licenses	-	1,500.00	1,500.00
62600	Community Events	976.82	1,000.00	23.18
62700	Education & Training	689.00	2,000.00	1,311.00
62800	Travel & Transportation	1,790.48	5,000.00	3,209.52
62900	Printing & Reproduction	-	10,000.00	10,000.00
63000	Dues & Subscriptions	250.00	500.00	250.00
Total Services and Supplies		10,207.44	37,000.00	26,792.56
Total Community Outreach-215		342,710.38	751,492.00	409,055.46

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

General Fund - 100
Youth Services - 216
From 07/01/2023 through 02/16/2024

	YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages			
51100 Salaries - Full Time	112,159.82	232,877.00	120,717.18
51600 Longevity Pay	1,214.62	1,939.00	724.38
Total Salaries and Wages	113,374.44	234,816.00	121,441.56
Employee Benefits			
55100 Employees Retirement	38,275.36	78,664.00	40,388.64
55200 Group Insurance	10,391.48	30,503.00	20,111.52
55400 Medicare Coverage Expense	1,629.68	3,405.00	1,775.32
Total Employee Benefits	50,296.52	112,572.00	62,275.48
Services and Supplies			
61110 Operating Supplies	35,593.04	124,900.00	89,306.96
61120 Software & User Licenses	4,095.88	6,000.00	1,904.12
61210 Small Equipment	1,547.80	17,250.00	15,702.20
61410 Contracted Services	92,311.68	125,250.00	32,938.32
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 Services and Supplies	133,548.40	279,150.00	145,601.60
Total Youth Services-216	297,219.36	626,538.00	329,318.64

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

General Fund - 100
Adult Services - 217
From 07/01/2023 through 02/16/2024

	YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages			
51100 Salaries - Full Time	69,075.91	165,588.00	96,512.09
51300 Overtime Pay	11.01	-	-
51600 Longevity Pay	1,354.84	2,180.00	825.16
Total Salaries and Wages	70,441.76	167,768.00	97,337.25
Employee Benefits			
55100 Employees Retirement	23,114.01	56,202.00	33,087.99
55200 Group Insurance	5,366.69	22,335.00	16,968.31
55400 Medicare Coverage Expense	1,061.56	2,433.00	1,371.44
Total Employee Benefits	29,542.26	80,970.00	51,427.74
Services and Supplies			
61110 Operating Supplies	9,589.09	73,375.00	63,785.91
61120 Software & User Licenses	119.88	500.00	380.12
61210 Small Equipment	1,647.42	15,250.00	13,602.58
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 Services and Supplies	23,709.72	203,425.00	179,715.28
Total Adult Services-217	123,693.74	452,163.00	328,480.27

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

General Fund - 100
Development - 220
From 07/01/2023 through 02/16/2024

		YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages				
51100	Salaries - Full Time	197,206.89	409,237.00	212,030.11
51600	Longevity Pay	1,628.39	2,649.00	1,020.61
Total Salaries and Wages		198,835.28	411,886.00	213,050.72
Employee Benefits				
55100	Employees Retirement	65,717.26	137,982.00	72,264.74
55200	Group Insurance	34,960.79	71,077.00	36,116.21
55400	Medicare Coverage Expense	2,902.69	5,972.00	3,069.31
Total Employee Benefits		103,580.74	215,031.00	111,450.26
Services and Supplies				
61110	Operating Supplies	6,336.95	12,500.00	6,163.05
61410	Contracted Services	-	18,000.00	18,000.00
61900	Professional Services	-	37,500.00	37,500.00
61910	Legal Services	-	2,000.00	2,000.00
62500	Postage	-	1,500.00	1,500.00
62510	Advertising	2,500.00	25,000.00	22,500.00
62600	Community Events	5,632.26	10,000.00	4,367.74
62700	Education & Training	-	1,000.00	1,000.00
62800	Travel & Transportation	311.92	25,000.00	24,688.08
63000	Dues & Subscriptions	403.21	5,000.00	4,596.79
Total Services and Supplies		15,184.34	137,500.00	122,315.66
Total Development-220		317,600.36	764,417.00	446,816.64

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

General Fund - 100
General Services - 240
From 07/01/2023 through 02/16/2024

		YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages				
51100	Salaries - Full Time	1,129,313.70	1,970,197.00	840,883.30
51200	Salaries - Part Time	36,459.80	78,163.00	41,703.20
51300	Overtime Pay	9,504.44	5,750.00	-
51400	Call Back Pay	6,624.99	12,091.00	5,466.01
51500	Standby Pay	36,726.34	56,317.00	19,590.66
51600	Longevity Pay	3,966.47	6,371.00	2,404.53
Total Salaries and Wages		1,222,595.74	2,128,889.00	910,047.70
Employee Benefits				
55100	Employees Retirement	389,168.26	685,067.00	295,898.74
55200	Group Insurance	257,418.63	453,107.00	195,688.37
55400	Medicare Coverage Expense	19,919.43	35,632.00	15,712.57
Total Employee Benefits		666,506.32	1,173,806.00	507,299.68
Services and Supplies				
61100	Office Supplies	5,902.08	15,000.00	9,097.92
61110	Operating Supplies	172,116.09	380,000.00	207,883.91
61130	Software Maintenance	33,354.34	75,000.00	41,645.66
61210	Small Equipment	7,954.70	40,000.00	32,045.30
61400	Equipment Repair & Maint.	36,249.40	65,000.00	28,750.60
61410	Contracted Services	2,862,565.76	5,356,399.00	2,493,833.24
61420	Building Repair & Maint.	129,235.75	400,000.00	270,764.25
61500	Rental Expenses	29,312.96	32,500.00	3,187.04
61700	Utilities	1,377,014.98	2,035,910.00	658,895.02
61800	Insurance & Bonds	418,577.21	438,954.00	20,376.79
61900	Professional Services	36,500.78	40,000.00	3,499.22
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	500.00	1,000.00	500.00
65000	Miscellaneous Expenses	697.00	14,000.00	13,303.00
Total Services and Supplies		5,110,936.05	8,910,263.00	3,799,326.95
Total General Services-240		7,000,038.11	12,212,958.00	5,216,674.33

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

General Fund - 100
Human Resources - 250
From 07/01/2023 through 02/16/2024

		YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages				
51100	Salaries - Full Time	544,234.04	1,073,764.00	529,529.96
51300	Overtime Pay	92.25	-	-
Total Salaries and Wages		544,326.29	1,073,764.00	529,529.96
Employee Benefits				
55100	Employees Retirement	179,633.71	359,711.00	180,077.29
55200	Group Insurance	97,946.67	200,984.00	103,037.33
55400	Medicare Coverage Expense	8,618.27	15,570.00	6,951.73
55500	Unemployment Insurance	2,871.53	75,000.00	72,128.47
Total Employee Benefits		289,070.18	651,265.00	362,194.82
Services and Supplies				
61100	Office Supplies	27.97	-	-
61110	Operating Supplies	3,421.39	15,015.00	11,593.61
61130	Software Maintenance	263,429.85	265,000.00	1,570.15
61400	Equipment Repair & Maint.	-	250.00	250.00
61410	Contracted Services	39,765.13	77,192.00	37,426.87
61900	Professional Services	77,248.91	415,000.00	337,751.09
61910	Legal Services	43,285.00	265,000.00	221,715.00
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	15,818.44	20,000.00	4,181.56
62700	Education & Training	79,061.15	150,000.00	70,938.85
62800	Travel & Transportation	25,891.95	50,000.00	24,108.05
63000	Dues & Subscriptions	349.99	5,000.00	4,650.01
65000	Miscellaneous Expenses	329.30	-	-
Total Services and Supplies		550,250.58	1,314,707.00	764,813.69
Total Human Resources-250		1,383,647.05	3,039,736.00	1,656,538.47

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

General Fund - 100
HR-Work Insurance - 251
From 07/01/2023 through 02/16/2024

	YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages			
51700 Separation Pay	304,759.66	450,000.00	145,240.34
51800 Leave Buyout	293,567.46	500,000.00	206,432.54
Total Salaries and Wages	598,327.12	950,000.00	351,672.88
Employee Benefits			
55200 Group Insurance	54,688.08	205,200.00	150,511.92
55300 Workers' Comp. Payments	124,071.95	271,544.00	147,472.05
55500 Unemployment Insurance	-	75,000.00	75,000.00
Total Employee Benefits	178,760.03	551,744.00	372,983.97
Total HR-Work Insurance-251	777,087.15	1,501,744.00	724,656.85

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

General Fund - 100
Information Technology - 260
From 07/01/2023 through 02/16/2024

	YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages			
51100 Salaries - Full Time	1,064,489.78	1,742,485.00	677,995.22
51300 Overtime Pay	9,739.32	28,750.00	19,010.68
51400 Call Back Pay	180.71	-	-
51600 Longevity Pay	6,509.84	10,445.00	3,935.16
Total Salaries and Wages	1,080,919.65	1,781,680.00	700,941.06
Employee Benefits			
55100 Employees Retirement	356,019.50	587,232.00	231,212.50
55200 Group Insurance	156,371.93	267,713.00	111,341.07
55400 Medicare Coverage Expense	15,660.36	25,417.00	9,756.64
Total Employee Benefits	528,051.79	880,362.00	352,310.21
Services and Supplies			
61110 Operating Supplies	22,079.66	25,000.00	2,920.34
61120 Software & User Licenses	22,818.60	30,000.00	7,181.40
61130 Software Maintenance	527,974.89	757,000.00	229,025.11
61210 Small Equipment	15,616.75	35,000.00	19,383.25
61400 Equipment Repair & Maint.	197,014.79	607,000.00	409,985.21
61410 Contracted Services	14,375.55	35,000.00	20,624.45
61600 Telephone	401,755.83	690,000.00	288,244.17
62700 Education & Training	24,135.25	25,000.00	864.75
62800 Travel & Transportation	3,926.53	10,000.00	6,073.47
65000 Miscellaneous Expenses	214.08	300.00	85.92
Total Services and Supplies	1,229,911.93	2,214,300.00	984,388.07
Total Information Technology-260	2,838,883.37	4,876,342.00	2,037,639.34

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

General Fund - 100
Literacy Services - 270
From 07/01/2023 through 02/16/2024

	YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages			
51100 Salaries - Full Time	106,996.26	619,812.00	512,815.74
51200 Salaries - Part Time	101,065.68	1,026,667.00	925,601.32
51600 Longevity Pay	-	1,453.00	1,453.00
Total Salaries and Wages	208,061.94	1,647,932.00	1,439,870.06
Employee Benefits			
55100 Employees Retirement	36,887.40	215,397.00	178,509.60
55200 Group Insurance	11,524.19	95,680.00	84,155.81
55400 Medicare Coverage Expense	9,123.80	86,202.00	77,078.20
Total Employee Benefits	57,535.39	397,279.00	339,743.61
Services and Supplies			
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	28,964.50	37,175.00	8,210.50
62700 Education & Training	-	5,000.00	5,000.00
62800 Travel & Transportation	213.41	6,000.00	5,786.59
Total Services and Supplies	30,345.84	60,175.00	29,829.16
Total Literacy Department-270	295,943.17	2,105,386.00	1,809,442.83

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

General Fund - 100
Branding and Marketing - 280
From 07/01/2023 through 02/16/2024

	YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages			
51100 Salaries - Full Time	508,028.00	957,022.00	448,994.00
51300 Overtime Pay	46.70	-	-
51600 Longevity Pay	1,133.37	1,800.00	666.63
Total Salaries and Wages	509,208.07	958,822.00	449,660.63
Employee Benefits			
55100 Employees Retirement	165,372.90	321,205.00	155,832.10
55200 Group Insurance	64,320.71	130,766.00	66,445.29
55400 Medicare Coverage Expense	7,392.25	13,903.00	6,510.75
Total Employee Benefits	237,085.86	465,874.00	228,788.14
Services and Supplies			
61110 Operating Supplies	5,430.41	26,800.00	21,369.59
61120 Software & User Licenses	352,856.55	354,052.00	1,195.45
61210 Small Equipment	18,812.01	20,000.00	1,187.99
61400 Equipment Repair & Maint.	5,925.29	15,576.00	9,650.71
61410 Contracted Services	89,509.21	470,700.00	381,190.79
61500 Rental Expenses	-	700.00	700.00
61910 Legal Services	-	10,000.00	10,000.00
62500 Postage	21,215.00	200,000.00	178,785.00
62510 Advertising	279,871.21	300,000.00	20,128.79
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	199,282.35	350,000.00	150,717.65
65000 Miscellaneous Expenses	100.00	1,500.00	1,400.00
Total Services and Supplies	974,397.72	1,817,328.00	842,930.28
Total Branding and Marketing-280	1,720,691.65	3,242,024.00	1,521,379.05

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

General Fund - 100
Access Services - 290
From 07/01/2023 through 02/16/2024

	YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages			
51100 Salaries - Full Time	367,489.40	734,966.00	367,476.60
51200 Salaries - Part Time	71,152.24	118,957.00	47,804.76
51300 Overtime Pay	-	5,750.00	5,750.00
51600 Longevity Pay	5,650.95	9,048.00	3,397.05
Total Salaries and Wages	444,292.59	868,721.00	424,428.41
Employee Benefits			
55100 Employees Retirement	142,993.13	275,912.00	132,918.87
55200 Group Insurance	45,149.77	108,842.00	63,692.23
55400 Medicare Coverage Expense	7,731.79	14,953.00	7,221.21
Total Employee Benefits	195,874.69	399,707.00	203,832.31
Services and Supplies			
61100 Office Supplies	817.96	2,500.00	1,682.04
61110 Operating Supplies	6,104.36	35,000.00	28,895.64
61130 Software Maintenance	96,541.82	160,000.00	63,458.18
61205 Interlibrary Loan	342.59	1,500.00	1,157.41
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 Services and Supplies	104,562.16	216,610.00	112,087.84
Total Access Services Department-290	744,729.44	1,485,038.00	740,348.56

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

General Fund - 100
Collection and Bibliographic Services - 310
From 07/01/2023 through 02/16/2024

		YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages				
51100	Salaries - Full Time	793,586.15	1,286,678.00	493,091.85
51200	Salaries - Part Time	14,122.31	51,582.00	37,459.69
51300	Overtime Pay	16.87	-	-
51600	Longevity Pay	17,864.15	28,910.00	11,045.85
Total Salaries and Wages		825,589.48	1,367,170.00	541,597.39
Employee Benefits				
55100	Employees Retirement	273,777.99	449,449.00	175,671.01
55200	Group Insurance	153,342.05	292,552.00	139,209.95
55400	Medicare Coverage Expense	12,848.89	21,407.00	8,558.11
Total Employee Benefits		439,968.93	763,408.00	323,439.07
Services and Supplies				
61110	Operating Supplies	998.45	1,000.00	1.55
61120	Software & User Licenses	34,020.79	35,000.00	979.21
61200	Book Materials & Supplies	45,007.63	110,000.00	64,992.37
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
Total Services and Supplies		148,058.72	310,000.00	161,941.28
Capital Outlay				
81700	Library Books	7,429,041.87	13,100,000.00	5,670,958.13
Total Capital Outlay		7,429,041.87	13,100,000.00	5,670,958.13
Total Collection and Bibliographic Services-310		8,842,659.00	15,540,578.00	6,697,935.87

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

General Fund - 100
Gallery Services - 320
From 07/01/2023 through 02/16/2024

	YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages			
51100 Salaries - Full Time	79,798.64	133,389.00	53,590.36
Total Salaries and Wages	79,798.64	133,389.00	53,590.36
Employee Benefits			
55100 Employees Retirement	26,448.75	44,685.00	18,236.25
55200 Group Insurance	16,069.82	28,937.00	12,867.18
55400 Medicare Coverage Expense	1,181.90	1,934.00	752.10
Total Employee Benefits	43,700.47	75,556.00	31,855.53
Services and Supplies			
61110 Operating Supplies	1,332.05	8,500.00	7,167.95
61120 Software & User Licenses	-	2,000.00	2,000.00
62800 Travel & Transportation	141.98	3,500.00	3,358.02
62900 Printing & Reproduction	294.67	1,500.00	1,205.33
Total Services and Supplies	1,768.70	15,500.00	13,731.30
Total Gallery Services-320	125,267.81	224,445.00	99,177.19

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

General Fund - 100
Programming and Venues Services - 330
From 07/01/2023 through 02/16/2024

	YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages			
51100 Salaries - Full Time	928,534.69	1,682,396.00	753,861.31
51200 Salaries - Part Time	205,534.63	335,091.00	129,556.37
51300 Overtime Pay	7,218.60	23,000.00	15,781.40
51600 Longevity Pay	13,051.68	15,562.00	2,510.32
Total Salaries and Wages	1,154,339.60	2,056,049.00	901,709.40
Employee Benefits			
55100 Employees Retirement	332,100.72	603,779.00	271,678.28
55200 Group Insurance	145,419.83	324,415.00	178,995.17
55400 Medicare Coverage Expense	26,892.01	43,784.00	16,891.99
Total Employee Benefits	504,412.56	971,978.00	467,565.44
Services and Supplies			
61110 Operating Supplies	24,558.79	27,000.00	2,441.21
61120 Software & User Licenses	646.64	12,000.00	11,353.36
61210 Small Equipment	16,019.26	67,500.00	51,480.74
61400 Equipment Repair & Maint.	977.27	8,000.00	7,022.73
61410 Contracted Services	190,505.99	431,600.00	241,094.01
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	10,420.46	16,000.00	5,579.54
63000 Dues & Subscriptions	215.00	2,000.00	1,785.00
Total Services and Supplies	252,626.94	601,100.00	348,473.06
Total Programming and Venues Department-330	1,911,379.10	3,629,127.00	1,717,747.90

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

General Fund - 100
Community Engagement - 340
From 07/01/2023 through 02/16/2024

	YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages			
51100 Salaries - Full Time	158,262.43	373,574.00	215,311.57
Total Salaries and Wages	158,262.43	373,574.00	215,311.57
Employee Benefits			
55100 Employees Retirement	52,449.70	125,147.00	72,697.30
55200 Group Insurance	24,158.09	49,323.00	25,164.91
55400 Medicare Coverage Expense	2,385.13	5,417.00	3,031.87
Total Employee Benefits	78,992.92	179,887.00	100,894.08
Services and Supplies			
61110 Operating Supplies	687.73	10,000.00	9,312.27
61120 Software & User Licenses	23,167.27	23,000.00	-
61210 Small Equipment	6,279.35	35,000.00	28,720.65
61410 Contracted Services	59,250.00	100,000.00	40,750.00
62600 Community Events	423.63	5,000.00	4,576.37
62700 Education & Training	695.00	4,000.00	3,305.00
62800 Travel & Transportation	2,732.79	10,000.00	7,267.21
62900 Printing & Reproduction	-	3,000.00	3,000.00
63000 Dues & Subscriptions	950.00	2,000.00	1,050.00
Total Services and Supplies	94,185.77	192,000.00	97,981.50
Total Community Engagement-340	331,441.12	745,461.00	414,187.15

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

General Fund - 100
Library Operations - 400
From 07/01/2023 through 02/16/2024

	YTD Actual	Budget	Budget Balance Remaining
Salaries and Wages			
51100 Salaries - Full Time	9,094,990.51	15,769,695.00	6,674,704.49
51200 Salaries - Part Time	2,780,881.20	5,833,012.00	3,052,130.80
51300 Overtime Pay	900.06	-	-
51600 Longevity Pay	99,869.02	170,662.00	70,792.98
Total Salaries and Wages	11,976,640.79	21,773,369.00	9,797,628.27
Employee Benefits			
55100 Employees Retirement	3,102,270.27	5,455,509.00	2,353,238.73
55200 Group Insurance	1,592,362.93	3,122,541.00	1,530,178.07
55400 Medicare Coverage Expense	341,289.59	653,774.00	312,484.41
Total Employee Benefits	5,035,922.79	9,231,824.00	4,195,901.21
Services and Supplies			
61100 Office Supplies	274,557.83	535,680.00	261,122.17
61205 Interlibrary Loan	-	3,000.00	3,000.00
61500 Rental Expenses	11,319.14	17,616.00	6,296.86
62800 Travel & Transportation	15,514.73	51,000.00	35,485.27
65000 Miscellaneous Expenses	-	5,000.00	5,000.00
Total Services and Supplies	301,391.70	612,296.00	310,904.30
Total Library Operations-400	17,313,955.28	31,617,489.00	14,304,433.78

Regular Board of Trustees Meeting- March 14, 2024 - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 01/20/2024 through 02/16/2024

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19574	1/22/2024	10535	Johnson Controls Fire Protection LP	EN: FY 24 - Fire Alarm Tests/Insp	159.50
19575	1/22/2024	11626	Jay Atwood	Library Event Tuning	150.00
19576	1/22/2024	11652	Nathaniel Paul Waugh	Board Comp 011124	40.00
19577	1/22/2024	11681	Jennifer L. Jiron	Board Comp 011124	40.00
19578	1/22/2024	11703	Kathleen Hagen Turner Whiteley	Board Comp 011124	40.00
19579	1/22/2024	11724	Greenberg Traurig LLP	Legal Svcs	2,725.00
19580	1/22/2024	12130	PDQ Gill's Printing Evolved	Blanket PO printing thru June 2024	6,386.09
19581	1/22/2024	12175	PSI Services, LLC	Inv 04-22514683 Nov 2023	462.25
19582	1/22/2024	12302	Elaine Sanchez	Board Comp 011124	40.00
19583	1/22/2024	1240	Brady Industries of Nevada, LLC	DW - Cons. Hand Sanitizer & Towel Fold-Up	744.27
19584	1/22/2024	12405	Karen L. Dutkowski	Board Comp 011124	40.00
19585	1/22/2024	1457	Demco, Inc.	SM cart	307.83
19586	1/22/2024	1640	Gerald M Welt Chartered	Lgl Svcs 1223	3,925.00
19587	1/22/2024	1757	Ingram Library Services	Books & Materials FY 24	15,609.51
19588	1/22/2024	1803	JanWay Company USA, Inc.	Custom Purple Tote Bags	14,820.00
19589	1/22/2024	1897	Lakeshore Learning Materials	Order PUR024741	150.04
19590	1/22/2024	2098	Moapa Valley Water District	SVC 12/6/23 - 1/9/24 MV	219.84
19591	1/22/2024	2152	Codale Electric Supply Inc	CH - Lighting LED	1,379.04
19592	1/22/2024	2234	Overton Power District #5	SVC 12/8/23 - 1/8/24 MV	267.19
19593	1/22/2024	2307	Progressive Elevator	CC: Troubleshoot 2-Stop & 3-Stop	1,570.00
19594	1/22/2024	2407	S & S Worldwide Inc.	Winter Reading Challenge 2024 Prizes-K-5	4,792.00
19595	1/22/2024	2702	Grainger, Inc.	RB - Fire Extinguishers Signs	141.60
19596	1/22/2024	2733	Phoenix Fire Protection LLC	Various: FY 24 - Fire Sprinkler Tests/Insp	150.00
19597	1/22/2024	2809	Water District	SVC Summary Nov/Dec 2023	15,092.14
19598	1/22/2024	2852	Chem-Aqua, Inc.	EV & RB: FY 24-HVAC Water Treatment	788.27
19599	1/22/2024	2860	Las Vegas Review Journal	Blanket POs thru June 2024 RJ Advertising	12,960.00
19600	1/22/2024	3435	Ace Fire Systems, Inc.	Various: FY 24 Fire Alarm/Sprinkler Testing	135.00
19601	1/22/2024	4042	Baker & Taylor, Inc.	Library Books & Materials FY 2024	4,776.87
19602	1/22/2024	4224	DataPLUS Communications	WH: FY 24 - Fire Alarm Testing/Insp	425.00
19603	1/22/2024	4540	Robert Half	Week Ended 12-15-23 Dawn Lewis	5,777.60
19604	1/22/2024	4676	Color Reflections	Blanket PO printing thru June 2024	5,352.75
19605	1/22/2024	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	126.31
19606	1/22/2024	6253	Karen Whisenhunt	Branch Radios	6,015.00
19607	1/22/2024	6777	Mailmax Mailing Solutions, LLC	SC: FY 24 Mail Room - Ink Cartridges & Labels	398.45
19608	1/22/2024	7943	Communication Electronic Systems Inc	Various: FY 24 - Fire Alarm Tests/Insp	1,960.00
19609	1/22/2024	8122	Staples Advantage Dept LA	Calendar SA	3,154.70
19611	1/22/2024	8575	Intermountain Lock and Security Supply	CH - Door Stops	55.32
19612	1/22/2024	9133	Ted Wiens Tire & Auto Centers	#49: LOF, Replace Oil & Air Filters	173.55
19613	1/22/2024	9137	Ideco-NV, Inc.	SC: Fuel System Repair	140.00
19614	1/22/2024	9191	Canon Solutions America, Inc.	Mnthly maint 10/14/2023 - 11/13/2023 SV	432.28
19615	1/22/2024	9332	Felipe A. Ortiz	Board Comp 011124	40.00
19616	1/22/2024	9383	Office Plus	Black toner WV	5,604.36
19617	1/22/2024	9454	Apple Inc.	MQ - 1 staff iPad	529.00
19618	1/29/2024	10522	Diligent Corp.	Diligent Renewal 2024	40,610.37
19619	1/29/2024	10641	Quench USA, Inc.	Various: FY 24 - Filtered Drinking Water	1,028.62
19620	1/29/2024	10834	Brittany Mangelson	Transcribing 011124	132.33
19621	1/29/2024	10927	CenturyLink	Service 01.20.24 - 02.19.24	323.02
19623	1/29/2024	1429	DC Thomas	BD Rent February 2024	1,617.02
19625	1/29/2024	1580	Ferguson Enterprises, LLC	EV - 2 Faucets Replaced n Women RR	494.45
19626	1/29/2024	1742	Ideal Supply Company Inc.	WM - HVAC Copper Press & Rectorseal	66.60
19627	1/29/2024	1757	Ingram Library Services	Books & Materials FY 24	37,931.23
19628	1/29/2024	1835	Johnson Controls	CH: HVAC Repairs to AH-2	1,513.80
19629	1/29/2024	1837	Johnstone Supply	WH-HVAC Motor S83-648 GF2024 GP 48YFRM	332.48
19630	1/29/2024	1897	Lakeshore Learning Materials	Kitchen items	892.02
19631	1/29/2024	2307	Progressive Elevator	CC/TH: Service Call - Troubleshoot 3-Stop Elevator	2,640.00
19632	1/29/2024	2465	Russell Sigler Inc.	WV - HVAC Gas Valve	119.63
19633	1/29/2024	2702	Grainger, Inc.	WV - HVAC Annual Exhaust Fan Check - Motor	626.24
19634	1/29/2024	2799	CDW Government Inc,	KnowBe4 Phishing Sub, End: 03/24/25	6,720.00
19635	1/29/2024	2860	Las Vegas Review Journal	Bid NO 24-06	401.70
19636	1/29/2024	3149	Midwest Tape	Order PUR024897	6,307.94
19637	1/29/2024	3435	Ace Fire Systems, Inc.	Various: FY 24 Fire Alarm/Sprinkler Testing	772.00
19638	1/29/2024	4320	Kiesub Electronic Supply	Batteries	1,224.38
19639	1/29/2024	4540	Robert Half	Robert Half Invoices Mileage Dawn Lewis	1,624.60
19640	1/29/2024	4604	Brodart Library Supplies & Furnishings	Gloves	1,562.24
19641	1/29/2024	4723	Purvis Industries - Las Vegas NV	CC - HVAC Belts	95.79
19642	1/29/2024	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	126.31
19643	1/29/2024	5130	OverDrive Inc.	eAudios & eBooks Jan 24	215,046.01
19644	1/29/2024	5718	Tangerine Office Machines	Printer Support	639.00
19645	1/29/2024	5769	The Penworthy Company	Jan s o boardbooks	9,186.43
19646	1/29/2024	6646	Aqua Serv Engineers, Inc.	Various: FY 24 - Water Treatment	1,427.07
19647	1/29/2024	6704	Schneider Electric	Various: FY 24 - DDC Controls Q1	9,968.50
19648	1/29/2024	7188	Innovative Interfaces, Inc.	Decision Center Sub 4/1/24-3/31/25	34,020.79
19649	1/29/2024	7687	United Lock and Security, Inc.	Various FY24-Misc Lock/Key Services	251.25
19650	1/29/2024	8010	Allied Universal Security Services	Various: FY 24 Security - On-Site	192,412.79
19651	1/29/2024	8122	Staples Advantage Dept LA	Supplies EV	256.56
19652	1/29/2024	8557	Guaranteed Pest Solutions LLC	Various: FY 24 - Pest Control CC	168.75
19653	1/29/2024	8593	American Sign Language Communication	ASL Services for WC on 1/13/24	180.00
19655	1/29/2024	9191	Canon Solutions America, Inc.	Mthly Maint 10.31.23 - 11.29.23 WC	3,167.02
19656	1/29/2024	9383	Office Plus	Asst toner SM	2,866.48
19657	1/29/2024	9431	B&H Photo-Video	Gaff Tape	1,423.20
19658	1/29/2024	9454	Apple Inc.	iPad	1,428.00
19660	1/29/2024	9730	Commercial Lighting Specialties, LLC	SC - Lighting Stock	130.00
19661	1/29/2024	9881	Ion Wave Technologies, Inc.	2024 IonWave Conference	955.00
19662	2/5/2024	10174	Sovos Compliance, LLC	Sovos TIR ACA Manager - Corporate	18,395.58
19663	2/5/2024	10179	Safe and Secure Alarms and Video	WC: FY 24 - Burglar Alarm Monitoring	108.00
19664	2/5/2024	10212	Virgin Valley Water District	SVC 12/20/23 - 1/20/24 MQ	642.50
19666	2/5/2024	11062	Blue Planet Lighting, Inc.	Ovation repair	110.00
19667	2/5/2024	11677	Kronos SaaS, Inc.	Order PUR025126	10,165.19

Regular Board of Trustees Meeting- March 14, 2024 - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 01/20/2024 through 02/16/2024

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19668	2/5/2024	11686	Reliable Pump & Motor	CC,SW,WV: FY24-Sump/Fire Pump	750.00
19671	2/5/2024	1580	Ferguson Enterprises, LLC	EV - Plumbing Stock	610.06
19672	2/5/2024	1742	Ideal Supply Company Inc.	WC-Plumbing Closet & Urinal Spuds	59.13
19673	2/5/2024	1837	Johnstone Supply	WH - HVAC Motor Mount	1,024.52
19674	2/5/2024	1897	Lakeshore Learning Materials	Small Equipment Request for YS	925.30
19675	2/5/2024	2152	Codale Electric Supply Inc	CH - Lighting "EXIT" Combo LED	312.60
19676	2/5/2024	2234	Overton Power District #5	SVC 12/22/23 - 1/22/24 MT	362.03
19677	2/5/2024	2362	Refrigeration Supplies Distributor	WH - HVAC Blower Inlet	111.66
19678	2/5/2024	2702	Grainger, Inc.	WH - HVAC Fuses	298.47
19679	2/5/2024	2733	Phoenix Fire Protection LLC	SV: Replace (1) water gauge on fire riser	50.00
19680	2/5/2024	2798	Brodart Co.	Order PUR025024	48,639.91
19681	2/5/2024	2891	AFLAC	January 2024	777.82
19682	2/5/2024	3058	EBSCO Information Services	Sub 2/1/24-1/31/25	1,162.00
19683	2/5/2024	3149	Midwest Tape	Order PUR024709	10,925.47
19684	2/5/2024	3770	Cox Communications of Las Vegas	Service 01.17.24-02.16.24	30,112.79
19685	2/5/2024	3776	Got Bugs LLC	MQL & MQLC: FY 24-Pest Control	200.00
19686	2/5/2024	4042	Baker & Taylor, Inc.	Library Books & Materials FY 2024	1,874.48
19687	2/5/2024	4108	American Library Association	2024 BK Rogers Renewal Memb #2317323	218.00
19688	2/5/2024	4224	DataPLUS Communications	Various: FY 24-Prox & Camera Repairs	3,755.00
19689	2/5/2024	4517	Fingerprint Pros, Inc.	9 Pre-employment fingerprints	531.00
19690	2/5/2024	4540	Robert Half	J. Gardiner 1/26/24	1,866.00
19691	2/5/2024	4723	Purvis Industries - Las Vegas NV	SV - HVAC Belt	10.65
19692	2/5/2024	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	126.31
19693	2/5/2024	5718	Tangerine Office Machines	Printer Support	353.00
19694	2/5/2024	5769	The Penworthy Company	Dec 23 juvi books order	6,329.59
19695	2/5/2024	7687	United Lock and Security, Inc.	New lock on SU Restrooms	1,733.29
19696	2/5/2024	8122	Staples Advantage Dept LA	Oper supplies FAC	4,525.55
19697	2/5/2024	8557	Guaranteed Pest Solutions LLC	Various: FY 24 - Pest Control CC	168.75
19698	2/5/2024	9101	O'Reilly Auto Parts	#53 & #55 Batteries & Cores	290.17
19699	2/5/2024	9133	Ted Wiens Tire & Auto Centers	Various: FY 24 - Annual Smog Checks	544.15
19700	2/5/2024	9191	Canon Solutions America, Inc.	Mthly Maint 11.13.23-12.12.23 CCDC	3,716.92
19701	2/5/2024	9224	Laminex, Inc.	Supplies for Badge machine	799.47
19702	2/5/2024	9383	Office Plus	Toner - AS	584.97
19703	2/5/2024	9431	B&H Photo-Video	TPS Supplies and Equipmnet	1,468.23
19704	2/5/2024	9821	Liquid Courage	Event Bar Package - 01.19.24	1,581.73
19705	2/5/2024	9827	Vision Sign Inc.	SM&SV-FY24-Sign Maintenance	210.00
19706	2/5/2024	9907	Principal Life Insurance Company	February 2024	29,181.22
19707	2/5/2024	9958	Enerspect Medical Solutions LLC	Safety: (2) AED Batteries	309.96
19708	2/12/2024	10017	CDA Media Relations	January Ads	8,350.00
19709	2/12/2024	10147	CompuNet, Inc.	Add'l lic., co-term end:1/29/25	4,862.00
19710	2/12/2024	10737	Imagination Playground LLC	Dino Bones and Building Blocks	1,043.87
19711	2/12/2024	11072	DEKRA Certification, Inc.	Various-FY24-Annual Diesel Smog Checks	45.00
19712	2/12/2024	11075	Cadient Talent, LLC	6 Mos Maintenance Fee 05/24-10/24	13,360.00
19713	2/12/2024	11626	Jay Atwood	Library Event Tuning - Main Theater	435.00
19714	2/12/2024	11984	Victig Background Screening	11 pre-employment background checks	1,302.12
19715	2/12/2024	1201	Best Janitorial Services of Nevada	Various: FY24-Janitorial Service	157,132.20
19717	2/12/2024	12048	Sirsi Corp.	Cloudsource 2/29/24-2/28/25	25,412.18
19718	2/12/2024	12130	PDQ Gill's Printing Evolved	Blanket PO printing thru June 2024	2,020.17
19719	2/12/2024	12207	RELX, Inc. DBA LexisNexis	LexisNexis Subsrptn Content Feb2024	798.38
19720	2/12/2024	1627	Cengage Learning, Inc.	Nat Geo 2/1/24-1/31/25	9,261.00
19721	2/12/2024	1640	Gerald M Welt Chartered	Jan 2024 legal Inv	6,500.00
19722	2/12/2024	1753	InfoUSA Marketing Inc.-A Sub of Data Axle Inc.	City Directories Annual 2024	2,700.00
19723	2/12/2024	1757	Ingram Library Services	Order PUR025032 NFL Event	49,097.79
19724	2/12/2024	1854	Kamer Zucker Abbott	Legal Services January 2024	3,680.00
19725	2/12/2024	1897	Lakeshore Learning Materials	Order PUR025083	1,876.91
19727	2/12/2024	2152	Codale Electric Supply Inc	EV & CH Lighting	507.84
19728	2/12/2024	2215	OCLC Inc.	IFM debits and Admin fee1/1-1/31/24	410.72
19729	2/12/2024	2234	Overton Power District #5	SVC 1/1/24 - 2/1/24 MQLC	2,610.92
19730	2/12/2024	2407	S & S Worldwide Inc.	Small Equipment Butcher Paper Holder	758.99
19731	2/12/2024	2567	Teamsters Local Union #14	Union Dues-February 2024	10,775.00
19732	2/12/2024	2698	Virgin Valley Disposal	SVC 1/1/24 - 1/31/24 MQ	142.03
19733	2/12/2024	2702	Grainger, Inc.	WM & SV HVAC	522.18
19734	2/12/2024	2767	World Book, Inc.	25 sets 2024 World Book	26,975.00
19735	2/12/2024	2798	Brodart Co.	Library Books & Materials FY2024	5,812.49
19737	2/12/2024	2887	Thomson Reuters West Payment Ctr	Reference materials-CCDC and MISD	3,457.16
19738	2/12/2024	2914	Iron Mountain	FY 2024 Service	682.38
19739	2/12/2024	3149	Midwest Tape	Library Audio Materials FY 2023-24	18,262.98
19740	2/12/2024	3300	ProQuest LLC	Music Online database2/1/24-1/31/25	74,443.82
19741	2/12/2024	3324	Rio Virgin Telephone Co.	Service 02.01.24 - 02.29.24	476.86
19742	2/12/2024	3435	Ace Fire Systems, Inc.	MB:5Yr NFPA Fire Sprinkler Inspects	1,125.00
19744	2/12/2024	4042	Baker & Taylor, Inc.	Library Books & Materials FY2024	9,085.92
19745	2/12/2024	4522	Quest Diagnostics	Order PUR025209	338.25
19746	2/12/2024	4540	Robert Half	Week Ended 1-19-24 Dawn Lewis	7,613.01
19747	2/12/2024	4604	Brodart Library Supplies & Furnishings	EV: 300 dvd single cases	2,073.42
19748	2/12/2024	4676	Color Reflections	Blanket PO printing thru June 2024	7,476.75
19749	2/12/2024	4723	Purvis Industries - Las Vegas NV	CC, WC, EN & SV - HVAC	962.05
19750	2/12/2024	6206	Vitral LLC	Kids Café Poster	195.00
19751	2/12/2024	7188	Innovative Interfaces, Inc.	SkyRiver eMARC Express Jan 2024	694.50
19752	2/12/2024	7687	United Lock and Security, Inc.	SC - Made Keys	27.00
19753	2/12/2024	8010	Allied Universal Security Services	Various: FY 24 Security - On-Site	199,137.94
19754	2/12/2024	8155	Las Vegas Clark County Librar District Foundation	Book Store sales Jan 2024	22,045.49
19755	2/12/2024	8557	Guaranteed Pest Solutions LLC	Various FY24-Pest Control CC	168.75
19756	2/12/2024	9133	Ted Wiens Tire & Auto Centers	Various: FY24-Annual Smog Checks	39.95
19757	2/12/2024	9383	Office Plus	Black Toner	169.99
19758	2/12/2024	9431	B&H Photo-Video	Equipment EN	2,068.00
19760	2/12/2024	9655	Worthington Direct Holdings, LLC	BD Small Equipment FY 23-24	437.70
19761	2/12/2024	9730	Commercial Lighting Specialties, LLC	WV, LA, WH & SU - Lighting	656.60
19763	2/16/2024	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC:FY24-Landscape Maintenance	800.00

Regular Board of Trustees Meeting- March 14, 2024 - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 01/20/2024 through 02/16/2024

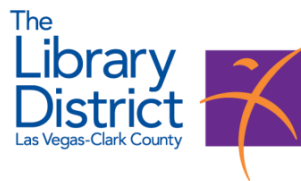
Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
19764	2/16/2024	10228	Sterling Volunteers	11 Volunteer background checks	196.00
19765	2/16/2024	1064	Allied Refrigeration Inc.	SC & SW HVAC	523.20
19766	2/16/2024	11065	Pyro Combustion and Controls, Inc.	Various: FY 24 - Boiler Pre-Season Service	1,120.00
19767	2/16/2024	11137	Vital Records Control	Monthly Maintenance Fee Jan 2024	117.29
19768	2/16/2024	11693	Richard James Cisneros	January 26th, 2024 live orchestral perform.	800.00
19769	2/16/2024	11941	Brink's Incorporated	Excess Fees for 01/01/2024 to 01/31/2024	3,751.49
19770	2/16/2024	1201	Best Janitorial Services of Nevada	CC: NFL/BSB - Powerwash courtyard	500.00
19771	2/16/2024	12045	Eagle Promotions	Blanket PO BAM swag thru June 2024	2,500.00
19772	2/16/2024	12175	PSI Services, LLC	HiSet test fee	86.00
19773	2/16/2024	1240	Brady Industries of Nevada, LLC	MB - Consumables	659.44
19774	2/16/2024	12407	Par 3 Landscape and Maintenance Inc	Landscape Maint Svcs Oct 23-Sept 24	19,130.00
19775	2/16/2024	1457	Demco, Inc.	LO-Book Carts for CCDC and Jail	4,725.00
19776	2/16/2024	1627	Cengage Learning, Inc.	GDL publications	13,569.26
19777	2/16/2024	1757	Ingram Library Services	Books & Materials FY 24	30,471.97
19778	2/16/2024	2098	Moapa Valley Water District	SVC 1/10/24 - 2/6/24 MV	187.69
19779	2/16/2024	2152	Codale Electric Supply Inc	#52 Electrical Supplies	216.47
19780	2/16/2024	2169	Nevada Illumination	Various FY24-Parking Lot Lighting Repair	157.50
19781	2/16/2024	2407	S & S Worldwide Inc.	WRC 24 K-5 Prizes	1,916.00
19782	2/16/2024	2533	Suburban Propane - 1487	Propane SVC 2/1/24 MC	3,074.94
19783	2/16/2024	2702	Grainger, Inc.	EN & CC - HVAC	92.39
19784	2/16/2024	3149	Midwest Tape	Order PUR025369	3,074.88
19785	2/16/2024	3307	Unique Management Services, Inc.	Placements - January 2024	7,836.75
19786	2/16/2024	3355	Teamsters Security Fund S. Nevada	February 2024 Medical	415,137.91
19787	2/16/2024	3435	Ace Fire Systems, Inc.	MB:SVR NFPA Fire Sprinkler Inspects	1,500.00
19788	2/16/2024	4179	Safelite Fulfillment, Inc	#55: Repair Chipped Windshield	92.00
19789	2/16/2024	4540	Robert Half	Gardiner, Julia WE - 02/09/2024	1,954.79
19790	2/16/2024	4649	H & E Equipment Services Inc.	SC: Lift Repair	1,456.12
19791	2/16/2024	4723	Purvis Industries - Las Vegas NV	SW & SU HVAC	652.19
19792	2/16/2024	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Feb 2024	6,836.01
19793	2/16/2024	5001	UniFirst Corporation	FAC: FY 24 - Uniform Rental	258.07
19794	2/16/2024	5130	OverDrive Inc.	Overdrive inv for eBook & eAudios	224,706.69
19795	2/16/2024	5718	Tangerine Office Machines	Printer Support	145.00
19797	2/16/2024	6646	Aqua Serv Engineers, Inc.	Various: FY24-Water Treatment	1,776.08
19798	2/16/2024	7671	Rentokil	Various: FY 24 - Pest Control	1,773.00
19799	2/16/2024	7677	Uline, Inc.	Wrap and Trashcan	314.41
19800	2/16/2024	8122	Staples Advantage Dept LA	12 X 12 CARDSTOCK HOLIDAY GRE	322.92
19801	2/16/2024	8438	Carrier Corporation	RB & SM: FY 24 - Chiller Service	1,530.67
19802	2/16/2024	8557	Guaranteed Pest Solutions LLC	Various FY24-Pest Control CC	308.75
19803	2/16/2024	8575	Intermountain Lock and Security Supply	SW - Lock - Key	307.36
19804	2/16/2024	8755	American Fence Company, Inc.	CC:Fencing for NFL/Barbershop Books Event	570.67
19805	2/16/2024	9101	O'Reilly Auto Parts	#58 (Courier) & #48 (E. Head)	24.93
19806	2/16/2024	9133	Ted Wiens Tire & Auto Centers	Various: FY24-Annual Smog Checks	39.95
19807	2/16/2024	9191	Canon Solutions America, Inc.	Mnthly Maint 12.31.23-01.30.24 BO	1,180.25
19808	2/16/2024	9287	Otis Elevator Company	WM: FY 24 - Elevator Maintenance	900.49
19809	2/16/2024	9383	Office Plus	Black toner & Other Asst. Toner - SW	1,001.97
19810	2/16/2024	9649	Freeman's Carpet Service, Inc.	FTA Veh: Install rubber flooring	2,308.22
93671	1/29/2024	10223	Boulevard Supply	Stanchions for YS	900.00
93672	1/29/2024	10253	Elizabeth Ann Foyt	Reimbursement for PLA 2024 Conference Reg	347.00
93673	1/29/2024	10336	Opera Las Vegas	WC Opera Las Vegas 2024	1,200.00
93674	1/29/2024	10881	Cosco Fire Protection, Inc.	EV: FY 24 - Fire Sprinkler Inspections	116.00
93675	1/29/2024	10930	Business Enterprises of Nevada	EV: FY 24 - Cafe Management	3,871.00
93677	1/29/2024	11644	Advent Cleaners	WOW - 3 Tablecloths Cleaned	44.37
93678	1/29/2024	11916	GB Auto Service, Inc.	#59 - LOF, Oil Filter, Tire Rotation & MPI	289.11
93679	1/29/2024	12059	Printed Solid Inc.	Prusament	179.95
93681	1/29/2024	12378	Thomas S Klise Company	Order PUR025054	1,617.05
93682	1/29/2024	12398	Fast Forward Libraries LLC	50% of Library-Foundation Consulting Proj	5,323.35
93683	1/29/2024	12474	CSM Consulting Inc	E-Rate consulting contract	4,250.00
93684	1/29/2024	12498	State of South Dakota	ILL prepayment for loan of microfilm	10.00
93685	1/29/2024	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
93686	1/29/2024	2025	Manpower Inc. of Southern Nevada	R. Wilkins - W/E 01/07/2024	2,210.34
93687	1/29/2024	2159	AT&T SBC	Svc 01.11.24 - 02.10.24	393.70
93688	1/29/2024	2175	NV Energy	SVC Summary	101,241.13
93689	1/29/2024	2494	Southwest Gas Corp.	SVC 12/13/23 - 1/12/24 CC	4,961.94
93690	1/29/2024	2838	Verizon Wireless	Service 12.15.23-01.14.24	18,914.14
93691	1/29/2024	2861	Jay D. Whipple	MV: FY 24 - Pest Control	40.00
93693	1/29/2024	5026	Nevada State Treasurer	Mandated Court Payment	2.00
93694	1/29/2024	7940	American Pumping Services LLC	EN & MC: Annual Septic Tank Service	2,180.00
93696	1/29/2024	9966	The Sherwin-Williams Co.	SW - Patch & Painting	373.10
93697	2/1/2024	10084	A Public Fit	APF 2023-2024 season	1,250.00
93698	2/1/2024	10143	Treehouse Island Inc.	350 seats - annual 3/1/24-2/28/25	42,000.00
93699	2/1/2024	10176	Jonathan Karrant	SM Jonathan Karrant 24	2,500.00
93700	2/1/2024	10217	T-Mobile	Fleet Locate 360 - 12.21.23 to 01.20.24	583.59
93702	2/1/2024	11916	GB Auto Service, Inc.	#32-LOF, Oil Filter, Tire Rotation & MPI	130.97
93703	2/1/2024	11956	Fat Brain Toys	WRC 2024 Teen Prizes	1,003.25
93704	2/1/2024	12191	CHUBB	December 2023	993.76
93705	2/1/2024	12464	DVM Insurance Agency	January 2024	1,017.78
93707	2/1/2024	12501	Paige A Karetny	Refund library acct overpayment	165.73
93708	2/1/2024	1462	Department of Employment Training & Rehabilitation	Order PUR025185	1,627.07
93709	2/1/2024	1991	Lowe's Improvement	Jan 2024 Operating & Small Equip.	1,055.26
93710	2/1/2024	2494	Southwest Gas Corp.	SVC 12/14/23 - 1/16/24 EN	7,419.86
93711	2/1/2024	2838	Verizon Wireless	Service 12.21.23-01.20.24	2,915.19
93712	2/1/2024	3383	Home Depot Credit Services	Dec 2023-Jan 2024 Operating & Small Equip	1,704.57
93713	2/1/2024	6782	McFadden-Dale Industrial Hardware	AHOT Cart Project: Aluminum Rod & Tubing	231.10
93714	2/1/2024	6817	Reliance Connects	Invoice PI038877	721.11
93715	2/1/2024	9895	National Benefit Services, LLC	NBS December 2023 Admin Fee	455.00
93716	2/1/2024	9937	AFLAC Premium Holding	January 2024	2,411.74
93717	2/1/2024	9945	Texas Life Insurance Company	January 2024	187.55
93718	2/1/2024	9966	The Sherwin-Williams Co.	SW - Teen Zone Paint & Patch	227.36

Regular Board of Trustees Meeting- March 14, 2024 - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100
From 01/20/2024 through 02/16/2024

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
93719	2/8/2024	10389	The Firm	Blanket PO the Firm PR Svcs Nov 23-June24	4,625.00
93720	2/8/2024	10409	BiblioCommons Corp.	Biblio Pagebuilder Training	4,500.00
93721	2/8/2024	10900	Asian Journal Publications	1/2 p ad	800.00
93723	2/8/2024	11003	Koo Koo LLC	Koo Koo - Three children's concerts	5,625.00
93724	2/8/2024	11589	Greenspun Media Group, LLC	Blanket PO for ads thru June 2024	12,000.00
93725	2/8/2024	11801	Jeffrey Scott Trower	Drum Circle show 2-3-2024	500.00
93726	2/8/2024	11898	Biznet LLC	Business Classes 07.27.23 RB	700.00
93727	2/8/2024	11916	GB Auto Service, Inc.	#63-LOF,Oil Filter,Tire Rotation&MPI	61.99
93728	2/8/2024	11935	Work Institute, LLC	Monthly Maintenance Fee Jan 2024	272.00
93729	2/8/2024	12179	JaeAna Bernhardt	SW - 6 Sound Healing Classes	200.00
93730	2/8/2024	12185	Carolyn S. Thompson	SM Card Making	350.00
93731	2/8/2024	12221	Key Lime Photography LLC	MQ Library Photo	312.00
93732	2/8/2024	12259	Mastering Mindsets Las Vegas	DJ Services -- WH	1,100.00
93733	2/8/2024	12353	Cristo Rey St. Viator Las Vegas Work Study Inc	Work Study Qtrly billing for 2023-2024	8,500.00
93734	2/8/2024	12387	Bobby Maurice Peoples	Black History Month Presentation 02.06.24	100.00
93735	2/8/2024	12410	Carly Greathouse	Indigo Rose performance 2-2-24	200.00
93736	2/8/2024	12496	Avree Walker	Black History Month 2024	3,000.00
93737	2/8/2024	12502	Aodan Coyne	Socks in the Frying Pan DW 5.2024	6,000.00
93738	2/8/2024	1458	State Collections & Disbursement Unit	Mandated Court Payment	421.60
93739	2/8/2024	1474	Di Bella Flowers & Gifts	Sympathy arrangements (2)	465.06
93740	2/8/2024	2097	Moapa Valley Telephone Co. Inc.	Service 01.26.24 - 02.25.24 MV	305.58
93741	2/8/2024	2159	AT&T SBC	Service 01.25.24 to 02.24.24	382.33
93742	2/8/2024	2494	Southwest Gas Corp.	SVC 12/21/23 - 1/23/24 CH	37,045.89
93743	2/8/2024	2837	Republic Services # 620	Recycle SVC 1/1/24 - 1/31/24 CC	1,743.07
93744	2/8/2024	4111	Discovery Children's Museum	Family Adventure Passes	30,000.00
93745	2/8/2024	4117	Television Monitoring Services, Inc.	Ongoing Sgments	600.00
93746	2/8/2024	5026	Nevada State Treasurer	Mandated Court Payment	2.00
93747	2/8/2024	5109	Willard Library ILL	Order PUR025191	3.72
93748	2/8/2024	6817	Reliance Connects	MQL/MQLC: FY 24 - Alarm Monitoring	134.85
93749	2/8/2024	7308	Deschutes Public Library	ILL payment for book	17.00
93750	2/8/2024	9426	Rapid Color, Inc.	Blanket PO printing June 2024	675.00
93751	2/8/2024	9895	National Benefit Services, LLC	Cafeteria Plan Debit Card Fees	2,283.00
93752	2/14/2024	12054	Amazon Capital Services, Inc.	Amazon Billing 12/15/23 to 1/14/24	13,554.17
93753	2/14/2024	3383	Home Depot Credit Services	Jan 2024 - Feb 2024 Operating & Small Equipt. (1)	4,883.14
93754	2/15/2024	1017	AAA Air Filter Company, Inc.	Various: FY 24 - Air Filter Changes	1,923.85
93755	2/15/2024	10458	4imprint Inc.	Sunglasses reorder	5,405.44
93756	2/15/2024	10930	Business Enterprises of Nevada	MQL: FY 24 - Cafe Management	2,965.00
93758	2/15/2024	11631	Kemet in the Desert Series	Kemet in the Desert 2024	2,000.00
93759	2/15/2024	11912	Mark Edward Ruben	SM Gardening 08.13.23	250.00
93760	2/15/2024	11916	GB Auto Service, Inc.	#32: HVAC & Suspension Issues	1,354.59
93761	2/15/2024	11944	Sharon Phoenix	Candle Making Series	250.00
93762	2/15/2024	11952	Ozo Edu Inc.	EVO Classroom Kit - 12	2,050.00
93763	2/15/2024	12162	Shelley M. Fontenelle	Deposit 50% Shelley Morningsong DW 11.24	3,600.00
93764	2/15/2024	12260	Probus LLC	Full Steam Ahead Truck Wrap	5,337.84
93765	2/15/2024	12322	International Opera Institute	IOI agreement - Afternoon w/ the Phantom	850.00
93766	2/15/2024	12458	Mediaalet Inc	DAM License Subscriptions	22,550.00
93767	2/15/2024	12495	Harmony Artists, Inc.	Five children's performances	18,500.00
93768	2/15/2024	12505	A Touch of Mystery & More Entertainment Group LLC	PUR025235 - Mystery show 4.12.24	1,350.00
93770	2/15/2024	12781	Richard Montgomery Holley Jr	Refund patron acct-rtned items	38.27
93771	2/15/2024	1577	FedEx	FedEx Express Services Jan 2024	145.43
93772	2/15/2024	2025	Manpower Inc. of Southern Nevada	H. Brown - W/E 01/14/24 & 01/21/24	7,477.15
93773	2/15/2024	2175	NV Energy	SVC Summary Jan 2024	96,595.09
93774	2/15/2024	2494	Southwest Gas Corp.	SVC 1/3/24 - 1/31/24 SV	3,475.71
93775	2/15/2024	2648	United Parcel Service	Increase Deposit Jan - Shipper #864045	1,650.00
93777	2/15/2024	7740	Gaudin Ford	#58: Troubleshoot CK ENGINE LIGHT	655.82
93778	2/15/2024	8192	AT&T	Service 02.01.24-02.29.24	40.95
Total 100 - General Fund					2,872,661.12

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

TO: Board of Trustees Through Kelvin Watson, Executive Director

FROM: General Services Report

DATE: February 29, 2024

SUBJECT: General Services Report, March 2024

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

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

Architectural Services: KME Architects has completed design work. Construction Administration Services will begin with the start of construction in late March.

Groundbreaking:

The groundbreaking ceremony was held on February 27th.

Construction Manager at Risk (CMAR):

CORE Construction completed the preconstruction services phase scope of work and submitted its Guaranteed Maximum Price (GMP) proposal to the District. The Board of Trustees approved contract award for construction to CORE Construction at a special meeting held on February 28th. Construction is scheduled in late March.

Building Construction	
Building Construction	\$ 38,325,000.00
Construction Contingency (4%)	\$ 1,250,000.00
Total Construction	\$ 39,575,000.00
Soft Costs	
FF&E (40,000SF @ \$30 per SF)	\$ 1,200,000.00
Architectural/Plan Check Fees	\$ 2,400,000.00
Permits and Fees	\$ 130,000.00
CMAR Preconstruction Services Fees	\$ 148,000.00
Labor Compliance Fees	\$ 55,000.00
Legal Fees	\$ 50,000.00
LEED Commissioning	\$ 45,000.00
Builders Risk Insurance	\$ 71,000.00
Special Inspection Services	\$ 175,000.00
Utilities (Water)	\$ 40,000.00
Utility Connection Fees	\$ 85,000.00
	\$ 43,974,000.00

Current and On-Going Projects

Enterprise Library Refresh – Funds are allocated in the Capital Projects Fund for renovations to the Enterprise Library including new flooring and paint throughout, a new computer center, a new teen zone as well as new creation labs.

An Invitation to Bid was advertised in the *Review-Journal*, posted on the District's website, emailed to minority Chambers of Commerce as well as listed on NGEM (Nevada Government E-Market Place). The bid opening was held on March 1, 2024. A total of six bids were received. The bid results are as follows:

Bidder	Bid Amount
KOR Building Group, LLC.	\$577,762.00
Monument Construction	\$588,180.00
DNI Construction, Inc.	\$606,455.00
American Southwest Electric	\$615,259.00
SAVI Construction	\$639,936.00
SHF International LLC	\$690,495.54

An Agenda item will be submitted at the March 14th Board Meeting to authorize staff to award a contract for renovations and flooring replacement for Enterprise Library in accordance with Bid No. 24-07 to KOR Building Group, LLC., for the amount of \$577,762.00.

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 14th 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 were due on February 6, 2024. Communication Electronic Systems was selected as the most reasonable and responsive bidder will be presented for Board approval at the March 14th Board Meeting.

PURCHASE OF NEW FLEET VEHICLES

Funds are allocated in the vehicle replacement fund to purchase new vehicles. The vehicles will replace older or higher mileage vehicles in the fleet. Board Policy requires that a request for bids be advertised for contracts exceeding \$50,000. In lieu of advertising a request for bids, the District may, in accordance with NRS 332.195, use a previously bid contract of the State of Nevada with the authorization of the contracting vendor.

The State of Nevada currently has contracts (Bid No 99SWC-NV21-8889) with Findlay Chevrolet who have authorized the use of the State contract. The contracts are valid from 07/01/2021 through 06/30/2024. Purchase of New Fleet Vehicles will be presented for Board approval at the March 14th Board Meeting.

The vehicle models and prices are as follows:

Findley Chevrolet:

- One (1) 2023 CHEVROLET EXPRESS CARGO VAN (Outreach). Replaces 2004 Chevrolet cargo van. \$43,470.08
- One (1) 2023 CHEVROLET 4500HD 16' Box Truck with rail lift. Replaces 2001 Chevrolet cargo Box truck. \$81,746.99

Safety and Security Update:

General Services coordinated with Allied Universal Security to provide Security services for the West Las Vegas groundbreaking ceremony as well as providing support to Programming and Venue Services to provide additional Security Guards for special events that occurred in February.

The Safety Manager continues to conduct CPR/AED classes for all PICs and any interested District staff members and has also started in-person Lockdown-Active Shooter training for all of our District locations.

General Services continues to provide enhanced cleaning procedures to our District locations.



ITEM VI.A.3.c.

MEMORANDUM

TO: Board of Trustees through Kelvin Watson, Executive Director

FROM: Jeffrey Serpico, Human Resources

DATE: February 29, 2024

SUBJECT: Human Resources Activity Report, March 2024

This memorandum reports on the Human Resources Department's activities and project updates for the month of February 2024 and analytics compiled from the period of July 1, 2023 TO January 31, 2024.

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
 - Testing Vendor Selection - Complete
 - 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 - In process
 - Implement new Applicant Tracking System (ATS) - Launch March 11.

2. Transactional Activity and Key Metrics:

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



ITEM VIII.B.1.

AGENDA ITEM

MARCH 14, 2024 MEETING OF THE BOARD OF TRUSTEES

Agenda Item# VIII.B.1.:

Discussion and possible Board action regarding authorization to extend the appointment of the District's current auditor, HintonBurdick, CPAs and Advisors, for one year, for the fiscal year ended June 30, 2024.

Background:

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

HintonBurdick's fees for the fiscal year ended June 30, 2023, were \$54,400 for audits and GFOA assistance for the District, and \$5,200 for any required Federal Financial Assistance audit reports and procedures. The HintonBurdick total cost for these audits, including out of pocket expenses, was \$59,930.

The proposed fee for the financial audit and GFOA assistance for the fiscal year ended June 30, 2024, including out of pocket expenses, will be \$57,250. The proposed fee for required Federal Financial Assistance audit reports and procedures will be \$5,500. The HintonBurdick total cost for these audits will not exceed \$62,750.

Recommended Action:

Motion to authorize staff to sign the agreement to appoint HintonBurdick, CPAs and Advisors, for auditing services for the fiscal year ended June 30, 2024.



ITEM VIII.B.2.

AGENDA ITEM

MARCH 14, 2024 MEETING OF THE BOARD OF TRUSTEES

Agenda Item # VIII.B.2.:

Discussion and possible Board action regarding contract award for replacement of the fire detection and alarm system at the Rainbow, Summerlin and Spring Valley Libraries.

Background:

Funds were allocated in the Capital Projects Fund to replace the fire detection and alarm system at Rainbow, Summerlin and Spring Valley Libraries. Each of the system has reached a point, due to age, where it is no longer supported by the manufacturer. New replacement parts, as required by fire code, are not easily obtainable or may not be available at all, and in recent years the fire panels have become very difficult to clear and reset.

An Invitation to Bid was advertised in the Review-Journal, posted on the District's website, emailed to minority Chambers of Commerce as well as listed on NGEM (Nevada Government E-Market Place). The bid opening was held on February 6, 2024. A total of two bids were received. The bid results follow:

<u>Bidder</u>	<u>Bid Amount</u>
Communication Electronic Systems(CES)	\$251,300.00
DataPLUS Communications	\$386,550.00

The lowest responsive and responsible bidder is Communication Electronic Systems(CES)

Recommended Action:

Motion to authorize staff to award a contract to replace the fire detection and alarm system at the Rainbow, Summerlin and Spring Valley Libraries, in accordance with Bid No. 24-06 to Communication Electronic Systems(CES) for the amount of \$251,300.

ATTACHMENT 9 - DISCLOSURE OF OWNERSHIP/PRINCIPALS AND RELATIONSHIPS RFP NO. 24-06 FIRE ALARM REPLACEMENT

Purpose of the Form

The purpose of the Disclosure of Ownership/Principals Form is to gather ownership information pertaining to the business entity for use by the Board of Trustees ("BOT") and District Staff in determining whether they should exclude themselves from Bid Award decision making where they have, or may be perceived as having a conflict of interest, and to determine compliance with Nevada Revised Statute 281A.430, contracts in which a public officer or employee has interest is prohibited.

General Instructions

Completion and submission of this Form is a condition of approval or renewal of a contract or lease and/or release of monetary funding between the disclosing entity and the Las Vegas-Clark County Library District. Failure to submit the requested information may result in a refusal by the BOT to enter into an agreement/contract and/or release monetary funding to such disclosing entity.

Detailed Instructions

All sections of the Disclosure of Ownership form must be completed. If not applicable, write in N/A.

Business Entity Type – Indicate if the entity is an Individual, Partnership, Limited Liability Company, Corporation, Trust, Non-profit Organization, or Other. When selecting 'Other', provide a description of the legal entity.

Non-Profit Organization (NPO) – Any non-profit corporation, group, association, or corporation duly filed and registered as required by state law.

Business Designation Group – Indicate if entity is one of the following. This is needed in order to provide utilization statistics to the Legislative Council Bureau, and will be used only for such purpose. Select all that apply.

- **Minority Owned Business Enterprise (MBE)**: An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.
- **Women Owned Business Enterprise (WBE)**: An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.
- **Physically-Challenged Business Enterprise (PBE)**: An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.
- **Emerging Small Business (ESB)**: Certified by the Nevada Governor's Office of Economic Development effective January, 2014. Approved into Nevada law during the 77th Legislative session as a result of AB294.
- **Small Business Enterprise (SBE)**: An independent and continuing business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.
- **Large Business Enterprise (LBE)**: An independent and continuing business for profit which performs a commercially useful function and is NOT located in the State of Nevada.
- **Nevada Business Enterprise (NBE)**: Any Nevada business which has the resources necessary to sufficiently perform identified County projects, and is owned or controlled by individuals that are not designated as socially or economically disadvantaged.

Business Name (include d.b.a., if applicable) – Enter the legal name of the business entity and enter the "Doing Business As" (d.b.a.) name, if applicable.

Corporate/Business Address, Business Telephone, Business Fax, and Email – Enter all contact information requested.

Nevada Local Business Address, Local Business Telephone, Local Business Fax, and Email – If business entity is out-of-state, but operates the business from a location in Nevada, enter all Nevada contact information. Please note: the local address must be an address from which the business is operating. Please do not include a P.O. Box number, unless required by the U.S. Postal Service, or a business license hanging address.

Number of Clark County Nevada Residents employed by this firm. Do not leave blank. If none or zero, put the number 0 in the space provided.

List of Owners/Officers – Include the full name, title and percentage of ownership of each person who has ownership or financial interest in the business entity. If the business is a publicly-traded corporation or non-profit organization, list all Corporate Officers and Directors only.

For All Contracts – (Not required for publicly-traded corporations)

- 1) Indicate if any member, partner, owner or principal involved in the business entity is an employee or appointed official of the Las Vegas-Clark County Library District. If yes, the following paragraph applies.

In accordance with NRS 281A.430.1, a public officer or employee shall not bid on or enter into a contract between a government agency and any private business in which he has a significant financial interest, except as provided for in subsections 2, 3, and 4.

- 2) Indicate if any member, partner, owner or principal involved in the business entity has a second degree of consanguinity or affinity relation to any employee or appointed/elected official of the Las Vegas-Clark County Library District – see (reference form on Page 2 for definition).

If YES, complete the Disclosure of Relationship Form.

A professional service is defined as a personal service which may legally be performed only pursuant to a license, certificate of registration, or other legal authorization (NRS 89.020.10) such as legal services, architectural and engineering services, insurance broker, investment management, auditing, etc.

Signature and Print Name – Requires signature of an authorized representative and the date signed.

Disclosure of Relationship Form – If any member, partner, owner or principal involved in the business entity has a second degree of consanguinity or affinity relation to any employee or appointed/elected official of the Las Vegas-Clark County Library District, this form MUST be completed in its entirety.

**ATTACHMENT 9 - DISCLOSURE OF OWNERSHIP/PRINCIPALS
RFP NO. 24-06 FIRE ALARM REPLACEMENT****THREE (3) APPARENT LOW BIDDERS MUST SUBMIT BOTH DISCLOSURE FORMS TO
OWNER BY 12:00 NOON ON THE NEXT BUSINESS DAY FOLLOWING THE BID OPENING.**

Business Entity Type (Please Check one)						
Sole Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>	Limited Liability Company <input checked="" type="checkbox"/>	Corporation <input type="checkbox"/>	Trust <input type="checkbox"/>	Non-Profit Organization <input type="checkbox"/>	Other <input type="checkbox"/>
Business Designation Group (Please CHECK ALL that apply)						
MBE <input type="checkbox"/>	WBE <input type="checkbox"/>	PBE <input type="checkbox"/>	ESB <input type="checkbox"/>	SBE <input type="checkbox"/>	LBE <input type="checkbox"/>	NBE <input type="checkbox"/>
Minority Business Enterprise	Women-Owned Business Enterprise	Physically Challenged Business Enterprise	Emerging Small Business*	Small Business Enterprise	Large Business Enterprise	Nevada Business Enterprise
*ESB must be certified by the Governor's Office of Economic Development						
Number of Clark County Nevada Residents Employed: _____						
Corporate/Business Entity Name:			COMMUNICATION ELECTRONIC SYSTEMS, LLC			
(Include d.b.a., if applicable)						
Street Address:			4080 E Lake Mead #A			
City, State, and Zip Code:			Las Vegas NV 89115		Contact Name:	THOMAS W HENDRON
Telephone No:			702.643.7566		Title:	SALES
Fax No:			702.643.9248		Email:	THENDRON@CESVEGAS.COM
Nevada Local Street Address: (If different from above)			Website:			
City, State and Zip Code:			Local Contact Name:			
Local Telephone No:			Title:			
Local Fax No:			Email:			

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

FULL NAME	TITLE	% OWNED (Not required for Publicly Traded Corporations/Non-profit organizations)
David Ellis	Managing Member	40%
Brian Thomas	Managing Member	40%
Josh Claunch	Member	20%

This section is not required for publicly-traded corporations. Are you a publicly-traded corporation? Yes ☐ No ☒

1. Are any individual members, partners, owners or principals, involved in the business entity, Las Vegas-Clark County Library District?

☐ Yes ☒ No

(If yes, please note LVCLD employees and appointed/elected officials may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)

2. Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Las Vegas-Clark County Library District employee or appointed/elected official?

☐ Yes ☒ No

(If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, and sales, leases or exchanges without the completed disclosure form.

Signature

Title

Print Name

Date

Josh Claunch
Managing Member

Josh Claunch
2-6-24


**ATTACHMENT 9 - DISCLOSURE OF RELATIONSHIPS RFP NO.
24-06 FIREALARM REPLACEMENT****THREE (3) APPARENT LOW BIDDERS MUST SUBMIT BOTH DISCLOSURE FORMS TO OWNER
BY 12:00 NOON ON THE NEXT BUSINESS DAY FOLLOWING THE BID OPENING.**Contractor member, partner, owner or principal consanguinity or affinity relation to any employee or appointed/elected official of the Las Vegas-Clark County Library District, this form **MUST** be completed in its entirety.

In regard to this form, Contractor must consider first and second degree as follows: Spouse – Registered Domestic Partner – Children – Parents – Sibling – Half-Sibling – Grandchildren – Grandparents – In-laws (first/second degree)

Not Applicable – Initial Here: TLH **and complete Contractor's Signature Block.**

CONTRACTOR	LIBRARY DISTRICT		
NAME (MEMBER, PARTNER, OWNER, PRINCIPAL)	NAME OF OWNER'S EMPLOYEE OR /OFFICIAL	RELATIONSHIP TO EMPLOYEE OR OFFICIAL	IF DISTRICT EMPLOYEE, WHICH DEPARTMENT

CONTRACTOR SIGNATURE BLOCK

Legal Name of Bidder (Prime Contractor) As It Should Appear on Contract	COMMUNICATION ELECTRONICS SYSTEMS
Name of Bidder's Authorized Representative	THOMAS W HENDREN
Title of Bidder's Authorized Representative	SALES
Signature of Bidder's Authorized Representative	
Today's Date	2-6-24

Below for LVCCLD Use Only:

If any Disclosure of Relationship is noted above, complete the following:

Is any LVCCLD employee noted above involved in the selection process for this contract? **CIRCLE ONE** Yes NoIs any LVCCLD employee noted above involved in performance of the contract? **CIRCLE ONE** Yes No

Notes/Comments: _____

Name: _____ Date: _____

Title: _____



ITEM VIII.B.3.

AGENDA ITEM

March 14, 2024 MEETING OF THE BOARD OF TRUSTEES

Agenda Item # VIII.B.3.:

Discussion and possible Board action regarding contract award for renovations and flooring replacement for the Enterprise Library.

Background:

Enterprise Library Refresh – Funds are allocated in the Capital Projects Fund for renovations to the Enterprise Library including new flooring and paint throughout, a new computer center, a new teen zone as well as new creation labs.

An Invitation to Bid was advertised in the *Review-Journal*, posted on the District's website, emailed to minority Chambers of Commerce as well as listed on NGEM (Nevada Government E-Market Place). The bid opening was held on March 1, 2024. A total of six bids were received. The bid results are as follows:

Bidder	Bid Amount
KOR Building Group, LLC.	\$577,762.00
Monument Construction	\$588,180.00
DNI Construction, Inc.	\$606,455.00
American Southwest Electric	\$615,259.00
SAVI Construction	\$639,936.00
SHF International LLC	\$690,495.54

The lowest responsive and responsible bidder is KOR Building Group, LLC Construction.

KOR Building Group, LLC is a woman owned business - Their Disclosure of Ownership/Principals Form is attached.

Recommended Action:

Motion to authorize staff to award a contract for renovations and flooring replacement for Enterprise Library in accordance with Bid No. 24-07 to KOR Building Group, LLC, for the amount of \$577,762.00; and to authorize staff to award the contract to the next lowest responsive and responsible bidder if KOR Building Group, LLC, fails to comply with the contract documents and construction specifications or fails to execute the contract.

**ATTACHMENT 9 - DISCLOSURE OF OWNERSHIP/PRINCIPALS AND
RELATIONSHIPS RFP NO. 24-07 BRANCH REFRESH – ENTERPRISE LIBRARY****THREE (3) APPARENT LOW BIDDERS MUST SUBMIT BOTH DISCLOSURE FORMS TO OWNER BY 12:00
NOON ON THE NEXT BUSINESS DAY FOLLOWING THE BID OPENING.**

Business Entity Type (Please Check one)							
Sole Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>	Limited Liability Company <input checked="" type="checkbox"/>	Corporation <input type="checkbox"/>	Trust <input type="checkbox"/>	Non-Profit Organization <input type="checkbox"/>	Other <input type="checkbox"/>	
Business Designation Group (Please CHECK ALL that apply)							
MBE <input type="checkbox"/>	WBE <input checked="" type="checkbox"/>	PBE <input type="checkbox"/>	ESB <input type="checkbox"/>	SBE <input type="checkbox"/>	LBE <input type="checkbox"/>	NBE <input type="checkbox"/>	
Minority Business Enterprise	Women-Owned Business Enterprise	Physically Challenged Business Enterprise	Emerging Small Business*	Small Business Enterprise	Large Business Enterprise	Nevada Business Enterprise	
*ESB must be certified by the Governor's Office of Economic Development							
Number of Clark County Nevada Residents Employed:			15				
Corporate/Business Entity Name:		KOR Building Group, LLC					
(Include d.b.a., if applicable)							
Street Address:		2670 Chandler Ave #10					
City, State, and Zip Code:		Las Vegas, NV 89120		Contact Name:		Rebecca Fountain	
Telephone No:		702-835-0890		Title:		CEO	
Fax No:		702-216-6577		Email:		rebecca@korbg.com	
Nevada Local Street Address: (If different from above)				Website:			
City, State and Zip Code:				Local Contact Name:			
Local Telephone No:				Title:			
Local Fax No:				Email:			

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

FULL NAME	TITLE	% OWNED (Not required for Publicly Traded Corporations/Non-profit organizations)
Rebecca Fountain	CEO	100%

This section is not required for publicly-traded corporations. Are you a publicly-traded corporation? Yes ☐ No ☒

1. Are any individual members, partners, owners or principals, involved in the business entity, Las Vegas-Clark County Library District?

☐ Yes

☒ No

(If yes, please note LVCCLD employees and appointed/elected officials may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)

2. Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Las Vegas-Clark County Library District employee or appointed/elected official?

☐ Yes

☒ No

(If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.

Signature 
Title CEO

Print Name Rebecca Fountain
Date 2/28/2024

**ATTACHMENT 9 - DISCLOSURE OF OWNERSHIP/PRINCIPALS AND
RELATIONSHIPS - RFP NO. 24-07 BRANCH REFRESH – ENTERPRISE LIBRARY**

**THREE (3) APPARENT LOW BIDDERS MUST SUBMIT BOTH DISCLOSURE FORMS TO OWNER
BY 12:00 NOON ON THE NEXT BUSINESS DAY FOLLOWING THE BID OPENING.**

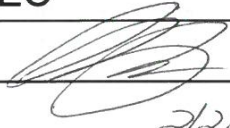
Contractor member, partner, owner or principal consanguinity or affinity relation to any employee or appointed/elected official of the Las Vegas-Clark County Library District, this form **MUST** be completed in its entirety.

In regard to this form, Contractor must consider first and second degree as follows: Spouse – Registered Domestic Partner – Children – Parents – Sibling – Half-Sibling – Grandchildren – Grandparents – In-laws (first/second degree)

Not Applicable – Initial Here: *JS* **and complete Contractor's Signature Block.**

CONTRACTOR		LIBRARY DISTRICT	
NAME (MEMBER, PARTNER, OWNER, PRINCIPAL)	NAME OF OWNER'S EMPLOYEE OR /OFFICIAL	RELATIONSHIP TO EMPLOYEE OR OFFICIAL	IF DISTRICT EMPLOYEE, WHICH DEPARTMENT

CONTRACTOR SIGNATURE BLOCK

Legal Name of Bidder (Prime Contractor) As It Should Appear on Contract	KOR Building Group, LLC
Name of Bidder's Authorized Representative	Rebecca Fountain
Title of Bidder's Authorized Representative	CEO
Signature of Bidder's Authorized Representative	
Today's Date	2/28/2024

Below for LVCCLD Use Only:

If any Disclosure of Relationship is noted above, complete the following:

Is any LVCCLD employee noted above involved in the selection process for this contract? **CIRCLE ONE** Yes No

Is any LVCCLD employee noted above involved in performance of the contract? **CIRCLE ONE** Yes No

Notes/Comments: _____

Name: _____ Date: _____

Title: _____



ITEM VIII.B.4.

AGENDA ITEM

MARCH 14, 2024 MEETING OF THE BOARD OF TRUSTEES

Agenda Item# VIII.B.4.:

Discussion and possible Board action regarding approval to purchase vehicles from Findley Chevrolet at previously bid contract rates of the State of Nevada (Bid No 99SWC-NV21-8889).

Background:

Funds are allocated in the vehicle replacement fund to purchase new vehicles. The vehicles will replace older or higher mileage vehicles in the fleet. Board Policy requires that a request for bids be advertised for contracts exceeding \$50,000. In lieu of advertising a request for bids, the District may, in accordance with NRS 332.195, use a previously bid contract of the State of Nevada with the authorization of the contracting vendor.

The State of Nevada currently has contracts (Bid No 99SWC-NV21-8889) with Findlay Chevrolet who have authorized the use of the State contract. The contracts are valid from 07/01/2021 through 06/30/2024.

The vehicle models and prices are as follows:

Findley Chevrolet:

- One (1) 2023 CHEVROLET EXPRESS CARGO VAN (Outreach). Replaces 2004 Chevrolet cargo van. \$43,470.08
- One (1) 2023 CHEVROLET 4500HD 16' Box Truck with rail lift. Replaces 2001 Chevrolet cargo Box truck. \$81,746.99

Recommended Action:

Motion to approve the purchase of one (2) vehicle from Findley Chevrolet at the previously bid contract rates of the State of Nevada (Bid No 99SWC-NV21-8889) in the amount of \$125,217.07



QUOTE

Date: February 5, 2024
QUOTE # 432614

BILL TO:
LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT
7060 W. WINDMILL LANE
LAS VEGAS, NV 89113
702-507-6202

STATE BID 99SWC – S1495 - 405 CARGO VAN – STOCK 240040		PO # TBA
Description	Total	
2023 CHEVROLET EXPRESS CARGO VAN		
BASE PRICE	\$38,052.00	
ZQ3 TILT WHEEL AND CRUISE CONTROL	\$395.00	
ATG REMOTE KEYLESS ENTRY 2 TRANSMITTERS	\$175.00	
AS5 CLOTH BUCKET SEATS	\$170.00	
OUT OF STOCK FEE	\$750.00	
NP5 LEATHER-WRAPPED STERING WHEEL	\$185.00	
UOF BLUETOOTH FOR PHONE	\$50.00	
YA2 SLIDING SIDE DOOR	\$195.00	
SUB TOTAL	\$39,972.00	
TITTLE FEE	28.25	
CVI UPFIT 3 SHELVES AND PARTITION	\$3,469.83	
Total Due		\$43,470.08

Tax Identification Number – 20-4223895

Make all checks payable to Findlay Chevrolet

Billing Questions - Contact Dawn Yambo – 702-982-4024

6800 S. TORREY PINES, LAS VEGAS, NV, Phone 702-982-4000, Fax 702-982-4420, www.findlaychevy.com

Thank you for your business!

**2500 EXPRESS CARGO VAN 2023
BID 99SWC - S1495 FLEET VEHICLES**

FINDLAY CHEVROLET

4.5 - 2500 CARGO VAN

Specify MANUFACTURER, MODEL NAME, YEAR & BODY MODEL CODE:	Base Price for RENO/CARSON CITY	Base Price for LAS VEGAS
Express Van, 2023, CG23405	\$38,652.00	\$38,052.00
State vehicle miles per gallon (MPG): not listed		
State manufactures warranty: 3YR OR 36K BAISIC - 5YR OR 100K DRIVETRAIN & ROADSIDE		
Specify engine size and emission rating: Vortec 4.3L V6 SFI Federal		
Includes Minimum Standard Equipment Listed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If no, state exceptions:		
(Refer to page 6 of bid)		
Cruise Control not standard but available. Must be ordered with Convenience Package (ZQ3)		
CD Player not standard but available. (US8)		
Exterior Color: List available colors:		
Summit White, Black, Red Hot, Silver Metallic		
Seats, Vinyl: List available colors:		
Meduim Pewter, Neutral		
GVW: 8600	WHEELBASE: 135	
(When Applicable)	(When Applicable)	

OPTION PACKAGE PAGE ~ FLEET

(Use separate page for each package)

FINDLAY CHEVROLET

4.5 - 2500 CARGO VAN

(i.e. 1.1 Sedan: Full size; 4 door; 6 passenger)

Option Package Name/Code: CG23705 155 WB

\$2,125.00

List Equipment Features Below:

Same Features 155 wheel base

ITEMIZED OPTION PAGE - FLEET

(Use separate page for each package)

4.5 - 2500 CARGO VAN**FINDLAY CHEVROLET**

		DEDUCT AMOUNT
ABS Brake System	STD	\$-
Air Conditioning	STD	\$-
K34 - Cruise Control	\$395.00	Included with ZQ3
LWN Engine, 2.8L Duramax Turbo-Diesel	N/A	\$-
K05 - Engine Block Heater	\$100.00	\$-
Four Wheel Drive (4x4)	\$13,995.00	\$-
L8T Engine, 6.6L V8	\$1,695.00	\$-
K08 Auxiliary heat generator, fuel-operated.	\$875.00	requires LWN
Alternator 150 amp	\$75.00	\$-
Heavy Duty Alternator 220 amp	\$150.00	\$-
Trailer hitch platform	\$280.00	Included with Z82
Integrated Trailer Brake (3/4 ton only)	N/A	\$-
ATG Remote Keyless Entry 2 transmitters	\$175.00	\$-
5H1 two additional keys - PROGRAMED	\$195.00	\$-
G80 Differential, heavy-duty locking rear	\$325.00	\$-
Paint, Metallic	STD	\$-
DE5 Mirrors, outside heated power-adjustable	\$115.00	\$-
Power Locks	STD	\$-
AG1 Seat adjuster, driver 6-way power	\$275.00	Requires AS5
AG2 Seat adjuster, passenger 6-way power	\$275.00	Requires AS5 & AG1
AS5 - Cloth Seats Bucket	\$170.00	\$-
Power Windows	STD	\$-
US8 - AM/FM stereo with CD/MP3 player	\$150.00	\$-
Rear Window Wiper	N/A	\$-
Skid Plate	N/A	\$-
Tilt Steering	\$395.00	Included with ZQ3
Tire, Spare, Full Size	STD	\$-
NP5 Leather-wrapped steering wheel	\$185.00	\$-
Z82 Trailing equipment, heavy-duty	\$280.00	\$-
ZQ3 Tilt Wheel & Speed Control	\$395.00	\$-
ZL3 Enhanced Convenience Package	\$3,130.00	ZQ3-BTV-L8T-Z82-P0V
U0F Bluetooth for phone	\$50.00	
P0V OnStar Vehicle Insights - 1 year of	\$450.00	
UF3 Switch, High Idle	\$200.00	\$-
UVC Rear View Camera	STD	\$-
ZR7 Chrome Appearance Package	\$355.00	\$-
C49 Defogger, rear-window electric	\$155.00	\$-
C69 Air Conditioning, Rear	\$785.00	included in C36
C36 Heater, rear auxiliary	\$785.00	included in C69
UD7 Rear Park Assist	\$295.00	\$-
UEU Forward Collision Alert	\$295.00	Requires TR9
TR9 Lighting, auxiliary	\$85.00	\$-
UFL Lane Departure Warning	\$295.00	Included in UEU
UFT Side Blind Zone Alert	\$395.00	Requires UD7 & DE5
YA2 Sliding Side Door	\$195.00	\$-
ZW2 Glass, rear doors	\$60.00	
ZW3 Glass, rear doors and side cargo doors	\$130.00	
ZW4 Glass, rear doors, side cargo door and rear	\$145.00	
ZW6 Complete Body Window Package	\$315.00	\$-
BTV Remote Vehicle Starter System	\$300.00	\$-
A18 Rear Side Window, Swing Out	\$80.00	\$-
A19 Rear Side Door Swing Out	\$160.00	\$-
Bulkhead Divider	\$1,695.00	\$-
VLU Security Screen, Rear Window	\$340.00	\$-
Swing Out Ladder Rack	\$3,259.00	\$-
Bulkhead divider with Door	\$1,995.00	\$-
VXW Molded Assist Steps	\$590.00	\$-
P03 Wheel trim, chrome center cap	\$60.00	\$-
Out of Stock Fee	\$750.00	

Delivery charge for other than Reno or Las Vegas (i.e. Ely) \$ 1.95 per mile.

4.6 CARGO VAN: 3/4 Ton

FINDLAY CHEVROLET



1030 N 22nd Ave Phoenix AZ 85009-

Phone (602) 278-7477 Fax (602) 254-4830

INVOICE: 448506

Invoice Date: 10/25/2023

SOLD TO: FINDLAY CHEVROLET6800 S TORREY PINES DRIVE
LAS VEGAS, NV 89118**SHIP TO:**ATTN: GEORGE
FO# BTWWQW

Handwritten: WCD
11/16/23

ACCT #:	P.O.#/CUST. ORDER #:	ORDER DATE:	TERMS:	DATE SHIPPED:	VIA:
402569		10/17/2023	Net 15	10/25/2023	BEKA

QTY	Part Number	Description	Price	Extended Price
1	S1M2HC2FSV	S1-M2H-C2 PARTITION PANEL KIT W/HINGED DOOR,	\$563.31	\$563.31
1	WKC1FSVGM	GM FSV SOLID WINGKIT, NORMAL POSITION	\$179.83	\$179.83
3	AD44FP	AD44FP SHELF MODULE	\$450.15	\$1,350.45
1	RKFSVLWB	RAIL SYS, AD SERIES, LWB	\$336.84	\$336.84

Vehicle Unit Number: 9189
VIN: 1GCWGAFP9P1240040

COMMENTS:

Remit To:
Commercial Van Interiors
1030 N 22nd Ave
Phoenix, AZ 85009

SUBTOTAL:	\$2,430.43
TAX: 8.6000%	\$0.00
LABOR:	\$389.40
FREIGHT:	\$650.00
TOTAL:	\$3,469.83

15% Restocking Fee on all returned Equipment

Customer Acknowledgement:	Signature: _____	Date: _____
	Printed Name: _____	Title: _____



QUOTE

Date: February 12, 2024
QUOTE #433144

BILL TO:
LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT
7060 W. WINDMILL LANE
LAS VEGAS, NV 89113
702-507-6202

PO # TBA – priced per State of Nevada Bid 99SWC – \$1495 3.15 CAB CHASSIS LCF 14500 LB GW		TBA
Description	Total	
2023 CHEVROLET 4500HD GAS LCF – STOCK 204526		
BASE PRICE	\$50,625.00	
150" WHEEL BASE	\$1,065.00	
ATG REMOTE KEYLESS ENTRY	\$315.00	
IO8 ENHANCED AUDIO SYSTEM	\$1,465.00	
DL8 DUEL HEATED POWER MIRRORS	\$675.00	
SIERRA TRUCK – RAIL GATE (SEE ATTACHED INVOICE) 72"	\$12,467.74	
MORGAN 16' DRY BOX	\$15,106.00	
SUBTOTAL	\$81,718.74	
TITLE FEE	\$28.25	
Total Due		\$81,746.99

Tax Identification Number – 20-4223895

Make all checks payable to Findlay Chevrolet

Billing Questions - Contact Dawn Yambo – 702-982-4024

6800 S. TORREY PINES, LAS VEGAS, NV, Phone 702-982-4000, Fax 702-982-4420, www.findlaychevy.com

Thank you for your business!

**2023 LCF 4500HD GVWR 14500
 BID 99SWC - S1495 FLEET VEHICLES**

FINDLAY CHEVROLET**3.15 CAB CHASSIS: LOW CAB FORWARD 14500 lb GVW**

(i.e. 1.1 Sedan: Full size; 4 door; 6 passenger)

Specify MANUFACTURER, MODEL NAME, YEAR & BODY MODEL CODE:	Base Price for RENO/CARSON CITY	Base Price for LAS VEGAS
4500HD LCF, 2023, CP31003	\$51,625.00	\$50,625.00

State vehicle miles per gallon (MPG): not listed**Engine - Gas: 6.6L SIDI V8 350 hp , 425 lb.-ft of torque****Includes Minimum Standard Equipment Listed: ____ Yes ___x___ No If no, state exceptions:**

(Refer to page 6 of bid)

AIR BAGS NOT AVAILABLE

SPARE TIRE NOT AVAILABLE

Exterior Color: List available colors:

Arc White

Seats, Cloth: List available colors:

Medium Ash Gray, Cloth Seat Trim

GVW: 14500**WHEELBASE: 109**

(When Applicable)

(When Applicable)

OPTION PACKAGE PAGE ~ FLEET

(Use separate page for each package)

FINDLAY CHEVROLET

[illegible]

ITEMIZED OPTION PAGE ~ FLEET

(Use separate page for each package)

3.15 CAB CHASSIS: 1 Ton; Full Size; Dual Rear Wheel; 14500 lb GVW**FINDLAY CHEVROLET**

		DEDUCT AMOUNT
ABS Brake System	STD	\$-
Air Conditioning C60	STD	\$-
Cruise Control	STD	\$-
Diesel Engine	STD	\$-
Engine Block Heater	N/A	\$-
Four Wheel Drive (4x4)	N/A	\$-
Heavy Duty Alternator	N/A	\$-
Hitch Receiver	UPFITTER	\$-
Integrated Trailer Brake (3/4 ton only)	N/A	\$-
ATG Remote Keyless Entry	\$315.00	\$-
Limited Slip Differential	\$840.00	\$-
Paint, Metallic	N/A	\$-
9W8 Seat Covers, for all seating positions	\$280.00	\$-
Power Locks	STD	\$-
Power Seats	N/A	\$-
Power Windows	STD	\$-
Radio; AM/FM Stereo, CD	STD	(\$105.00)
Rear Window Wiper	N/A	\$-
Skid Plate	N/A	\$-
UVC Rear Vision Camera	\$1,465.00	Includes IO8 Radio
IO8 Audio w/ 7" diagonal color touchscreen	\$1,465.00	Includes UVC
A1G Seat, high back driver only torsion-bar	\$975.00	\$-
Trailer Tow Package	N/A	\$-
Body Builds	call dealer	\$-
DB8 OS mirrors, wide load, heated	\$105.00	\$-
DL8 Mirror hand heated dual remote 17" heads	\$675.00	\$-
G7M Roof-air deflector	\$995.00	\$-
UZF Back up alarm	\$115.00	\$-
V22 Chrome grille	\$400.00	\$-
XWL Mirror, provisions-bracket	\$135.00	\$-
Fire extinguisher and safety reflector mounting	\$90.00	\$-
KPG Lockable fuel cap	\$80.00	\$-
KPJ Engine shutdown-automatic	\$100.00	\$-
KPK Oil pan heater	\$175.00	\$-
Seat, high back driver only torsion-bar	\$975.00	\$-
Cold Weather Package	\$235.00	\$-
C42 HVAC system, heater only	\$50.00	\$-

Delivery charge for other than Reno or Las Vegas (i.e. Ely) \$ 2.95

per mile.



4495 COPPER SAGE ST
LAS VEGAS, NV 89115
P: (702) 633-7181
F: (702) 633-7182



BILL TO
FINDLAY CHEVROLET - 133990
6800 S TORREY PINES DR
LAS VEGAS NV 89118
P: (702) 982-4000
F: (702) 982-4420

DELIVER TO
FINDLAY CHEVROLET - 133990
6800 S TORREY PINES DR
LAS VEGAS NV 89118
P: (702) 982-4000
F: (702) 982-4420

SERVICE ESTIMATE: E300004620

DATE ARRIVED	DATE INVOICE	SALES TYPE	ADVISOR	TERMS	CUSTOMER REFERENCE		
02/12/2024		SRET	Jackson.A	AR			
YEAR	MAKE	MODEL	VIN	CUSTOMER UNIT #	PROCEDE UNIT #	ENGINE SERIAL #	ODOMETER
2024	CHEVROLET	BOX	LIFTGATE 96IN		243707		0

Estimate Operations

JOB #1 SIE

SIERRA INSTALL EQUIPMENT

COMPLAINT

SIERRA PROVIDE & INSTALL EQUIPMENT

PALFINGER ILM+-25 72A-H, 2500 LB CAPACITY, 72" X 88" +6" ALUMINUM PLATFORM, BED HEIGHT 30" TO 54" MANUAL CLOSING IS STANDARD ON 48"+6", POWER-UP STORAGE LATCH FOR SECURE STORAGE AND TRANSIT, SLIM LINE PLATFORM WITH LOW INCLINE 6" RAMP, HYDRAULIC LOCK VALVE ON CYLINDER PORT, WEATHER SEALED ELECTRIC CONTROLS, 150 AMP RESETTABLE BREAKER, NYLON/SILICON SLIDE PADS, BUILT IN L.E.D LIGHT KIT

QUOTE REVISED ON 03/04/24

CAUSE CORRECTION

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	FRT	FREIGHT & HANDLING	1,068.00	1,068.00
1	SS	MISC MATERIALS	125.00	125.00
1	wire	TRUCK WIRE PACKAGE	50.00	50.00
1	3006ILM+25	ILM25, 72X88+6 ALUM PLAT	8,560.25	8,560.25
	LABOR SIE	SIERRA FABRICATE & INSTALL EQUIPMENT		2,310.00

Parts: \$8,560.25 Labor: \$2,310.00 Misc: \$1,243.00 Sublet: \$0.00 \$12,113.25



SERVICE ESTIMATE: E300004620

	ESTIMATED	BILLED
LABOR	\$2,310.00	
PARTS	\$8,560.25	
MISC	\$1,243.00	
SUBLET	\$0.00	
SUBTOTAL	\$12,113.25	

SHOP CHARGES	\$346.50
MISC SUPPLIES	\$7.99
TAX	\$0.00
TOTAL	\$12,467.74

Please Remit Payment to:
 SIERRA TRUCK BODY AND
 EQUIPMENT, INC.
 3780 LOSEE RD
 NORTH LAS VEGAS NV 89030

AUTHORIZED BY _____ DATE _____



QUOTE

Date: February 12, 2024
QUOTE #433144

BILL TO:
LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT
7060 W. WINDMILL LANE
LAS VEGAS, NV 89113
702-507-6202

PO # TBA – priced per State of Nevada Bid 99SWC – \$1495 3.15 CAB CHASSIS LCF 14500 LB GW		TBA
Description	Total	
2023 CHEVROLET 4500HD GAS LCF – STOCK 204526		
BASE PRICE	\$50,625.00	
150" WHEEL BASE	\$1,065.00	
ATG REMOTE KEYLESS ENTRY	\$315.00	
IO8 ENHANCED AUDIO SYSTEM	\$1,465.00	
DL8 DUEL HEATED POWER MIRRORS	\$675.00	
SIERRA TRUCK – RAIL GATE (SEE ATTACHED INVOICE) 72"	\$12,467.74	
MORGAN 16' DRY BOX	\$15,106.00	
SUBTOTAL	\$81,718.74	
TITLE FEE	\$28.25	
Total Due		\$81,746.99

Tax Identification Number – 20-4223895

Make all checks payable to Findlay Chevrolet

Billing Questions - Contact Dawn Yambo – 702-982-4024

6800 S. TORREY PINES, LAS VEGAS, NV, Phone 702-982-4000, Fax 702-982-4420, www.findlaychevy.com

Thank you for your business!

**ITEM VIII.B.5.****AGENDA ITEM****MARCH 14, 2024 MEETING OF THE BOARD OF TRUSTEES****Agenda Item # VIII.B.5.:**

Discussion and possible Board action regarding contract award for construction materials testing and observation services during construction of the West Las Vegas Library.

Background:

A Request for Qualifications (RFQ) for Construction Materials Testing and Observation Services was advertised in the Review-Journal, posted on the District's website, emailed to minority Chambers of Commerce as well as listed on NGEM (Nevada Government E-Market Place). In accordance with NRS 625.530, the selection of a registered architect/engineer must be made on the basis of competence and qualifications and not on the basis of competitive fees.

A total of seven submittals were received. A review committee conducted a thorough evaluation of each submittal. The process involved a scoring and ranking of each submittal to establish a finalist. The evaluation criteria and weighted values included:

1. Firms Qualifications and Experience (30%)
2. Key Personnel Experience (25%)
3. Sample Reports and Documentation (20%)
4. References/ Appendices (supplemental information) (15%)
5. Overall Quality and Completeness of Submittal (10%)

Following are the submittal evaluation results:

<u>Firm</u>	<u>Submittal Score/Rank</u>
AZTECH Inspections and Testing	880/1
Geotechnical & Environmental Services (GES)	864/2
Centurion	760/3
Ninyo & Moore	754/4
Kleinfelder	747/5
UES - Universal Engineering Sciences	738/6
Western Technologies	694/7

The review committee selected AZTECH Inspections and Testing for contract award. The selected firm demonstrated the most comprehensive and advantageous combination of qualifications and experience desired to fulfill the requirements of the project.

Subsequent to notification of selection, AZTECH Inspections and Testing submitted a detailed time and materials basis fee proposal. The proposal includes performing special inspections of soils, concrete, masonry, steel, and firestop as required by the City of Las Vegas Building Department; as well as optional testing of soils, asphalt, and concrete for on-site improvements such as parking areas, sidewalks, and light pole bases.

Recommended Action:

Motion to authorize staff to award a contract to AZTECH Inspections and Testing not to exceed \$310,470 plus authorized reimbursable expenses, for construction materials testing and observation services during construction of the West Las Vegas Library, subject to review by Counsel.

DISCLOSURE OF OWNERSHIP/PRINCIPALS

Business Entity Type (Please select one)							
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input checked="" type="checkbox"/> Privately Held Corporation	<input type="checkbox"/> Publicly Held Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other
Business Designation Group (Please select all that apply)							
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input checked="" type="checkbox"/> SBE	<input type="checkbox"/> PBE	<input type="checkbox"/> VET	<input type="checkbox"/> DVET	<input type="checkbox"/> ESB	
Minority Business Enterprise	Women-Owned Business Enterprise	Small Business Enterprise	Physically Challenged Business Enterprise	Veteran Owned Business	Disabled Veteran Owned Business	Emerging Small Business	
Number of Clark County Nevada Residents Employed: 39							
Corporate/Business Entity Name:		Aztech Materials Testing, Inc.					
(Include d.b.a., if applicable)							
Street Address:		4700 Copper Sage Street, Suite B		Website: N/A			
City, State and Zip Code:		Las Vegas, Nevada 89115		POC Name: David McDonough Email: david@aztechmaterials.com			
Telephone No:		702-247-7645		Fax No: None			
Nevada Local Street Address: (If different from above)				Website:			
City, State and Zip Code:				Local Fax No:			
Local Telephone No:		702-247-7645		Local POC Name: David Email: david@aztechmaterials.com			

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).


Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

Full Name	Title	% Owned (Not required for Publicly Traded Corporations/Non-profit organizations)
David McDonough	President	100

Please answer Questions 1 - 2 below:

- Are any individual members, partners, owners or principals, involved in the business entity, a LVCCCLD full-time employee(s), or appointed/elected official(s)?
 Yes ☐ No ☒ (If yes, please note that the employee(s), or appointed/elected official(s) may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)
- Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a LVCCCLD full-time employee(s), or appointed/elected official(s)?
 Yes ☐ No ☒ (If yes, please complete the Disclosure of Relationship form on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that management will not take action on any item without the completed disclosure form.


 Signature
 President
 Title

David McDonough

Print Name

December 14, 2023

Date

REVISED December 18, 2018

DISCLOSURE OF RELATIONSHIP

**If you answered Yes to any question on the previous page,
please provide the information requested below.**

Disclosures:

Name of Business Owner/ Principal	Name of LVCCLD Employee/ Official	Relationship To LVCCLD Employee/ Official	Employee's/ Official's Department

"Consanguinity" is a relationship by blood. "Affinity" is a relationship by marriage.

"To the second degree of consanguinity" applies to the candidate's first and second degree of blood relatives as follows:

- Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)
- Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)

For Internal Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

Yes No Is the LVCCLD employee(s) noted above involved in the contracting/selection process for this particular contract?

Yes No Is the LVCCLD employee(s) noted above involved in any way with the business in performance of the contract?

Notes/Comments:

Signature

Print Name
Authorized Department Representative

DISCLOSURE OF OWNERSHIP/PRINCIPALS

Business Entity Type (Please select one)							
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Privately Held Corporation	<input type="checkbox"/> Publicly Held Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other
Business Designation Group (Please select all that apply)							
<input checked="" type="checkbox"/> MBE	<input checked="" type="checkbox"/> WBE	<input checked="" type="checkbox"/> SBE	<input type="checkbox"/> PBE	<input type="checkbox"/> VET	<input type="checkbox"/> DVET	<input type="checkbox"/> ESB	
Minority Business Enterprise	Women-Owned Business Enterprise	Small Business Enterprise	Physically Challenged Business Enterprise	Veteran Owned Business	Disabled Veteran Owned Business	Emerging Small Business	
Number of Clark County Nevada Residents Employed: 31							
Corporate/Business Entity Name:		Aztech Inspections & Testing, LLC					
(Include d.b.a., if applicable)							
Street Address:		4700 Copper Sage Street, Suite A		Website: N/A			
City, State and Zip Code:		Las Vegas, Nevada 89115		POC Name: Claire Kohatsu			
				Email: claire@aztechmaterials.com			
Telephone No:		702-247-7645		Fax No: None			
Nevada Local Street Address:				Website:			
(If different from above)							
City, State and Zip Code:				Local Fax No:			
Local Telephone No:		702-247-7645		Local POC Name: Claire Kohatsu			
				Email: claire@aztechmaterials.com			

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Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

Full Name	Title	% Owned (Not required for Publicly Traded Corporations/Non-profit organizations)
Claire Kohatsu	Member	51
David McDonough	Member	49

Please answer Questions 1 - 2 below:

- Are any individual members, partners, owners or principals, involved in the business entity, a LVCCLD full-time employee(s), (or appointed/elected official(s))?
 Yes ☐ No ☒ (If yes, please note that the employee(s), or appointed/elected official(s) may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)
- Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a LVCCLD full-time employee(s), or appointed/elected official(s)?
 Yes ☐ No ☒ (If yes, please complete the Disclosure of Relationship form on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that management will not take action on any item without the completed disclosure form.

Claire Kohatsu
 Signature
 Member
 Title

Claire Kohatsu

Print Name
 December 14, 2023

Date

REVISED December 18, 2018

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- Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)

For Internal Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

Yes No Is the LVCCLD employee(s) noted above involved in the contracting/selection process for this particular contract?

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Notes/Comments:

Signature

Print Name
Authorized Department Representative