

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
August 13, 2020**

DATE: Thursday, August 13, 2020

TIME: 6:00 p.m.

PLACE: Pursuant to the Governor's Emergency Directive on Public Meetings, [http://gov.nv.gov/News/Emergency_Orders/2020/2020-03-22 -
_COVID-19_Declaration_of_Emergency_Directive_006/](http://gov.nv.gov/News/Emergency_Orders/2020/2020-03-22_-_COVID-19_Declaration_of_Emergency_Directive_006/) this meeting will take place in the Summerlin Library Theater AND online via Webex. Connection information is listed on page 5.

Summerlin Library
1771 Inner Circle Drive
Las Vegas, NV 89134

There is a limited amount of public seating available in the Summerlin Library Theater and it will be available on a first-come, first-served basis, until the maximum allowable number of 50 is reached.

I. Roll Call and Pledge of Allegiance

II. Public Comment

Topics raised under this item must be limited to matters on today's Agenda. If you wish to comment on an item appearing on this agenda, you may send an email to boardcomments@lvccld.org. Please identify on which agenda item you are commenting. Any comments not so identified will be read at the end of this meeting.

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

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

IV. Approval of Proposed Minutes (For possible action)

A. Regular Board Meeting, April 16, 2020

- B. Special Board Meeting, April 28, 2020
- C. Regular Board Meeting, May 21, 2020
- D. Regular Board Meeting, June 11, 2020
- E. Special Board Meeting, July 23, 2020
- F. Regular Board Meeting, July 23, 2020

V. Chair’s Report

- A. Possible Board discussion regarding the makeup of Board Committees for Fiscal Year (FY) 2020-2021.
- B. Possible Board discussion regarding the Chair’s report.

VI. Library Reports

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

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

A. Acting Executive Director’s Report - Fred James

- 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. Discussion and possible Board action regarding the search for the next Executive Director of the Las Vegas-Clark County Library District.

- B. Discussion and possible Board action regarding changing the street address for the Enterprise Library from 25 E. Shelbourne Avenue to a S. Las Vegas Boulevard address.
- C. Discussion and possible Board action authorizing the execution of a one year extension of the Library Subscription Master Agreement with BiblioCommons, Corp., dated June 23, 2017, subject to final review by Counsel.
- D. Discussion and possible Board action authorizing the execution of a one year Memorandum of Understanding with the city of Las Vegas’s Youth and Social Innovation Department for the operation of Vegas Strong Academies with SafeKey and Ignite services at multiple Library District locations, subject to final review by Counsel.
- E. Discussion and possible Board action authorizing the Acting Executive Director to adjust branch hours of operations as necessary.

IX. Announcements

The next Board Meeting will be held Thursday, September 10, 2020, at 6:00 p.m. via Webex and in a location to be determined.

X. Public Comment

Topics raised under this item cannot be acted upon until the notice provisions of the open meeting law have been met. If you wish to make public comment on this item, you may send an email to boardcomments@lvccld.org. Please identify this agenda item in your email.

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

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

XII. Adjournment

NOTE: AT ANY TIME, ANY ITEM ON THIS AGENDA MAY BE TAKEN OUT OF ORDER, COMBINED WITH ONE OR MORE OTHER ITEMS ON THE

AGENDA OR REMOVED FROM THE AGENDA, EITHER AT THE DISCRETION OF THE CHAIR OR BY VOTE OF THE BOARD.

NOTE: REASONABLE EFFORTS WILL BE MADE TO ASSIST AND ACCOMMODATE PERSONS WITH PHYSICAL DISABILITIES DESIRING TO ATTEND THE MEETING. PLEASE CALL ALLISON BOYER AT (702) 507-6186 SO THAT ARRANGEMENTS FOR ATTENDANCE MAY BE MADE.

NOTE: PLEASE CONTACT ALLISON BOYER AT (702) 507-6186 OR boyera@lvcclld.org TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING. SUPPORTING MATERIAL WILL BE MADE AVAILABLE AT THE MEETING LOCATION ON THE DAY OF THE MEETING AFTER 3:00 P.M.

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, www.lvcclld.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, August 7, 2020, 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 E. Flamingo Road
Las Vegas, NV 89119
 - 2. East Las Vegas Library
2851 E Bonanza Road
Las Vegas, NV 89101
 - 3. Summerlin Library
1771 Inner Circle Drive
Las Vegas, NV 89134
 - 4. Sunrise Library
5400 Harris Avenue
Las Vegas, NV 89110

5. West Charleston Library
6301 W. Charleston Boulevard
Las Vegas, NV 89146
 6. West Las Vegas Library
951 W. Lake Mead Boulevard
Las Vegas, NV 89106
 7. Windmill Library
7060 W. Windmill Lane
Las Vegas, NV 89113
 8. Las Vegas-Clark County Library District website
www.lvcclld.org
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.
- D. Webex Connection Information:
<https://lvcclld.webex.com>
Event number (access code): 146 353 2731
Password: 081320BRD
Join by phone: +1 (408) 418-9388
Use same meeting number
Join from a video system or application:
Dial 1463532731@lvcclld.webex.com
You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
MAY 21, 2020**

ITEM IV.C.

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session via WebX in Las Vegas, Nevada, at 6:00 p.m., Thursday, May 21, 2020.

Present:

Board:	F. Ortiz, Chair	S. Bilbray-Axelrod
	K. Benavidez	E. Foyt
	R. Wadley-Munier	M. Francis Drake
	S. Ramaker	B. Wilson
	J. Meléndrez	K. Rogers

Counsel: G. Welt

Absent:

Staff: Dr. Ronald R. Heezen, Executive Director
Numerous Staff

Guests: Scott Abbott, Kamer Zucker Abbott

F. Ortiz, Chair, called the meeting to order at 6:08 p.m.

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

Public Comment (Item II.) Grant Davis, President of Teamsters Local Union 14 commented on Items IX.A-D. His comments are attached as Appendix B. Due to technical difficulties, this item occurred after Item VI. Library Reports.

Agenda (Item III.) Trustee Bilbray-Axelrod moved to approve the Agenda as proposed with Item IV.A-G removed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, January 16, 2020; Regular Session, February 13, 2020; Regular Session, March 12, 2020; Emergency Meeting, March 18, 2020; Finance and Audit Committee, April 16, 2020; Regular Session, April 16, 2020; and Special Session, April 28, 2020. (Item IV.A-G.) Removed from Agenda.

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

Chair Ortiz named himself, Trustees Foyt, Francis Drake, and Wadley-Munier, to serve on the Nominating Committee which will meet in June prior to the Thursday, June 11, 2020 Regular Board Meeting.

The Risk Management Committee will meet at 4:30 p.m. on Thursday, June 11, 2020.

Executive Assistant Allison Boyer will send out information on the meetings to Trustees.

**Library Reports
(Item VI.)**

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

Executive Director Dr. Heezen said that Governor Sisolak is allowing the state to move to Phase One in reopening from the COVID-19 shutdown. The District will be ready on May 30. Heezen extended a thank you to the Safety and Mitigation team for all of their hard work.

Trustee Bilbray-Axelrod asked if there were any issues with the disinfecting sprayed in each District building. Dr. Heezen said that the application had gone off very well. This hopefully takes care of the surfaces. He especially wanted to thank General Services Director Steve Rice, Assistant General Services Director John Vино, and Safety Manager Nicole Baker for their work on identifying and obtaining this protection.

Trustee Benavidez knows everyone is very anxious to get back to work. It was her first week back in her office and it was very interesting. Now the District needs to move forward and she appreciates all the staff assistance to this goal and their dedication.

Trustee Ramaker reported that everyone in Mesquite is so excited that the Library will move forward to reopening. She also expressed her appreciation to staff.

Trustee Wilson is glad to hear that the District is reopening. He did not know why the District was not ready to reopen as soon as the Governor made the declaration since staff has been sitting around for two months.

The rest of the Trustees expressed their appreciation to staff for getting the District ready to partially reopen.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

Trustee Bilbray-Axelrod moved to accept Reports VII.A. 1-7. There was no opposition and the reports were accepted.

After this item was completed, Chair Ortiz took Public Comment (Item II.).

**Unfinished Business
(Item VII.)**

None.

**Executive Session
Discussion of the
District's budget
and human
resources issues
related to the
COVID-19
Pandemic.
(Item VIII.A.)**

Chair Ortiz advised attendees that the Executive Session would be closed and said that it would cover the District's budget and human resources issues related to the COVID-19 Pandemic. Trustee Bilbray-Axelrod moved to adjourn into Executive Session. There was no opposition and the motion carried. Trustees adjourned into Executive Session at 6:30 p.m.

Trustee Wadley-Munier moved that the Regular Session be reconvened. There was no opposition and the Regular Session reconvened at 8:31 p.m.

**Public Hearing on
the Las Vegas-Clark
County Library
District's Tentative
Budget for Fiscal
Year 2020-2021.**

Chair Ortiz convened the Public Hearing regarding the Las Vegas-Clark County Library District's Tentative Budget for Fiscal Year 2020-2021.

The budget was presented by Dr. Heezen, Deputy Director/CFO Fred James and Assistant Finance Director Floresto Cabias and is attached as Appendix C. Mr. James explained the District's revenue sources such as the property taxes and sales and use tax (known as CTX). Mr.

(Item IX.A.)

Cabias explained the District's proposed General Fund expenditures as well as the importance of the beginning and ending fund balance and how they were used to cover expenses until the revenue is distributed by the state. Mr. James then discussed the Capital Projects Fund, what it is used for, and the proposed expenditures. He then briefly discussed cost reduction measures and how they will be affected by any negotiations with the union.

Trustee Ramaker said she expected property tax revenue to go down as many people in Mesquite were already asking for abatements.

Trustees Ramaker, Rogers, Drake, Foyt, Bilbray-Axelrod, Benavidez, Meléndrez, Wilson, Wadley-Munier and Chair Ortiz thanked staff for their work and for taking the time to fully explain the budget issues. Chair Ortiz commented that the current financial situation, because of circumstances, is out of everyone's control. The Trustees need everyone's help to work through this, to really talk to each other, look at what's going on, really assess how the District can survive this without losing a lot of its staff, or its services to community. The District has a commitment to its community, which all Trustees care about. Decisions have to be made and they are not easy ones, which is the task of the Trustees.

Trustee Wadley-Munier moved to close the Public Hearing on the Budget. There was no opposition and the motion carried.

**Discussion and possible Board action to adopt the Las Vegas-Clark County Library District's Final Budget for Fiscal Year 2020-2021.
(Item IX.B.)**

NRS 354.598 requires that the Final Budget be adopted by the governing body and transmitted to the State Department of Taxation on or before June 1st. Once the Final Budget is adopted, it becomes the operating plan for the fiscal year beginning July 1, 2020.

Trustee Meléndrez moved to adopt the Final Las Vegas-Clark County Library District's Fiscal Year 2020-2021 Budget subject to any modifications as directed by Trustees and instruct staff to adjust estimated Fiscal Year 2020-2021 revenues in accordance with final estimates from the Department of Taxation provided such estimates are received in sufficient time for staff to make adjustments by the June 1, 2020 filing date. There was no opposition and the motion carried.

Executive Assistant Allison Boyer reminded Trustees that the Fiscal Year 2020-2021 Budget Transmittal Letter needs to be signed by every Trustee. It will be sent out via DocuSign in the next day or so.

**Discussion and possible Board action to offer a Voluntary Employee Separation Plan (VESP) to qualified staff.
(Item IX.C.)**

Mr. James reviewed the proposed Voluntary Employee Separation Plan (VESP). He explained that, beginning in March 2020, a number of cost-containment measures have been implemented throughout the District; each measure intended to reduce the District's expenditures in key areas. These measures have positioned the District to better deal with a decline in revenues. Unfortunately, due to the COVID-19 pandemic, the District's short-term revenues will decline and additional measures to control costs need to be considered.

Staff is proposing a Voluntary Employee Separation Plan as another measure to reduce operating expenses in the General Fund. The

program would offer eligible employees who meet certain age and service criteria an opportunity to apply for voluntary separation and receive benefits related thereto. Program benefits include one week of compensation for every year of full time service with the District. Additionally, employees approved for participation in the VESP will receive 100% of their sick pay accrual (as opposed to 60% per current policy) and all other accrued leave to be paid out per current District policy.

Most positions voluntarily vacated through VESP will be left vacant, at a minimum, until such time as the District has recovered all personnel costs associated with the employees' separation including the payment of VESP and normal separation costs. Some critical positions may need to be replaced before costs are fully recovered.

The presentation is attached as Appendix D (pages 1-6).

Trustee Wadley-Munier said the plan was well-put-together and fair.

Trustee Benavidez was worried that too many people would take advantage of the VESP plan and the District would be left short-staffed. Mr. James said that if a position is found to be critical it would be filled, likely by a person who would not be paid as much as the person who left with the VESP. Benavidez also asked how many staff members would qualify for the VESP. James said that staff have identified approximately 140 staffers who would qualify. He added, however, that not everyone will take the VESP as they might be old enough but not have the years to qualify for a full PERS retirement, or they might have the number of years to qualify for a full PERS retirement but are not able to do so due to health insurance considerations. James is estimating that perhaps 30 staff members will take the plan.

Trustee Foyt asked about the 18 months of COBRA which Mr. James explained is the maximum amount a person can receive through that program. Foyt then asked about PERS retiree health insurance which James advised is no longer available through PERS.

Trustee Ortiz suggested employees research the VESP program carefully as the retirement numbers may not be all the staff member expected, but the additional money provided due to the number of years a staff member has worked at the District may help the staff member open up other opportunities. He used his experience of retiring from the Federal Government in 2012 to promote this option for staff.

Trustee Wilson moved to approve the establishment of a Voluntary Employee Separation Plan; and take any other action deemed appropriate. There was no opposition and the motion carried.

Mr. James then discussed the proposed Voluntary Furlough program, which is one of the cost-cutting measures staff are proposing. The details are contained in Appendix D (pages 7-14).

Chair Ortiz commented that coming back to work has created a lot of stress for a lot of individuals, real or unreal. If individuals feel like they are not quite ready to return to work, this is an opportunity for them to take advantage of it, given what the Federal Government is adding to

Discussion and possible Board action regarding the District's labor agreements with Teamsters 14. (Item IX.D.)

the unemployment benefits.

Trustee Wilson moved to approve the establishment of a Voluntary Furlough Program. There was no opposition and the motion carried.

Chair Ortiz introduced Scott Abbott, outside Human Resources Counsel for the Library District to discuss the current status of proposed concessions offered by Teamster Local 14 (Teamsters) for Trustee consideration and possible action this evening.

Mr. Abbott explained that there are two proposed concessions. This first is for the represented employees of the District to forgo their annual pay planning increase (otherwise known as COLA) of three percent, effective July 1st of this year. The second is to freeze the current health insurance premium rate of the Teamsters Security Fund at the Fiscal Year 2019-2020 current rate with no increase for Fiscal Year 2020-2021 (usually an eight to nine percent increase). However, the concessions proposal that has been offered for consideration does require that the District meet its obligation under the Collective Bargaining Agreement (CBA) to pay represented employees their three percent merit increase.

Mr. Abbott explained that the current CBA's with the Teamsters obligate the District, as of July 1, 2020, to pay a three percent COLA increase, a three percent merit increase, and to accept an increase in insurance premiums for represented employees.

Mr. Abbott concluded by reiterating what is up for Trustee discussion and possible action tonight is whether the Board wants to accept or reject that concessions proposal by Teamsters. If Trustees accept the concessions proposal as he just outlined, the union has been made aware that there will still need to be staff layoffs to account for the inability to forgo the three percent merit increases. He concluded by saying that the cost of those merit increases would necessarily have to be offset by staff cuts in the form of layoffs.

Chair Ortiz asked each Trustee if they had questions or comments.

Trustee Bilbray-Axelrod said this would be a tough vote for her because she has a tremendous amount of respect for unions in general, and the District's contracts with Teamsters. She appreciated the union conceding the two items. However, it breaks her heart to think that some people are going to lose their job in order for staff members to receive their three percent merit pay. She is leaning towards voting for this item, but believed that it did not need to be this way.

Trustee Benavidez concurred with Trustee Bilbray-Axelrod. She is not really comfortable with the vote and wishes she could abstain, understanding that, as a Trustee, she cannot. She wanted to make that clear to District staff.

Trustee Wadley-Munier had a lot of empathy for the employees who will be laid off if this passes, as it seems that the union does not. She noted the economic devastation that has already occurred around town and said she had a real problem with voting for this when some staff

could lose their jobs and others receive a raise. She values the District's employees and this does not sit well with her.

Trustee Wilson said this was why he was asking for temporary furloughs in April, in order to avoid being put in this position. It is unconscionable to ask the taxpayers to carry the cost of funding a raise to one group of employees at the cost of laying off another group of employees. He does not know that he can vote for this.

Chair Ortiz related his union experience and then commented that:

- One, all staff were paid for 75 days to stay home which he did not know if the union had considered this in their discussions.
- Two, the Trustees have a fiduciary duty to balance the budget. To do that, as well as fulfill the contract terms with Teamsters, the District will be forced to lay off some employees. He feels the District would be better served by having everyone trying to get through the situation together.

However, Ortiz said that is not what is being asked of Trustees at this meeting. What is being decided at this meeting will affect the District this year and next. He then went through some statistics, stated that the jump in unemployment for the District's service area means there will be huge CTX reductions. This means less revenue for the District. He does not see the situation improving for at least two to three years. He then said that the ending fund balance exists to pay employees and other expenses until the District receives its revenue from the state. It is not to be used for a different purpose.

Because of all these reasons, he would like to explore one more option. Chair Ortiz moved to recall the vote on the furlough from the April 28th meeting.

In response to a question from Trustee Bilbray-Axelrod, Ortiz reminded everyone that Trustees voted not to furlough anyone at the April 28th meeting. Since he voted against this item, he can ask for it to be reconsidered. He would like to bring this back as an option for staff to use. In response to a question from Trustee Wilson, this vote is only to reopen the discussion.

There was no opposition and the motion carried.

Chair Ortiz then moved to have District use staff furloughs as necessary to prevent layoffs.

To clarify, Ortiz said that this is not a motion to furlough employees now; it allows staff to use furloughs as a tool so that the District does not lay off employees to give staff the three percent raise.

There was no option and the motion carried.

Chair Ortiz said that now that furloughs have been approved, he wanted to bring the discussion back to the agenda item, the concessions offered by the union. He asked everyone to weigh in one more time.

Trustee Wadley-Munier asked how the furloughs would work and when Trustees needed to make a decision. Chair Ortiz clarified that the staff

would make the decision of what furloughs needed to be made now that the Trustees had voted to allow furloughs.

Trustee Wilson asked when the decision on the concessions needed to be made before the contract terms automatically take effect. Mr. Abbott said that the new contract year begins July 1, 2020.

Trustee Foyt commented that if Trustees approve the concession the District will not only lose staff but also be less capable of serving the public, which is the District's mission. She added that it might be insulting to taxpayers that some staff are being paid more but the availability of services will decrease.

In response to a comment from Chair Ortiz, Mr. Abbott clarified that Trustees are not approving or rejecting the agreement, as that is already in place. What the Trustees are doing is to either approve or reject the Teamsters concessions proposal.

Trustee Francis Drake wanted to know if the Trustees can see how many people take the VESP and voluntary furlough options and see if that helps the situation.

Trustee Wilson responded that that was why he was asking about the deadline. That way, if the Teamsters want to discuss it some more and bring something else back and then Trustees could have an emergency meeting to discuss.

Chair Ortiz asked if Mr. James and Dr. Heezen recommended tabling the item until there was information on the staff who would be taking the VESP and voluntary furloughs. Mr. James said that, basically, the more people who took the VESP and voluntary furloughs, the fewer people the District would have to lay off.

Trustee Bilbray-Axelrod wondered if there is any way to bring the Teamsters back to the table, now that they have heard from the Trustees. Mr. Abbott said he would suggest that to the Teamsters, but does not know how much their position would change. Bilbray-Axelrod said that after the Board meeting, they may be open to the possibility of further discussion.

Trustee Meléndrez said he believes Trustees know what they need to do. If the Teamsters want to come back, the Board can always call a meeting. Trustee Wadley-Munier agreed, saying that Trustees are all very open-minded and would welcome some other type of an offer if it was made.

Dr. Heezen commented that Mr. James believes the District would be able to finish out the fiscal year and by that time staff will have an idea of who is signing up for the VESP and voluntary furloughs which will also give an idea of the economic impact in the future.

Mr. James and Acting Financial Services Director Floresto Cabias agreed to report on the number of VESP's and voluntary furloughs taken by staff and the money that has been saved.

Trustee Wadley-Munier moved to decline the concessions offered by Teamsters 14.

Trustee Wadley-Munier commented that she could not vote in favor of some staff receiving a raise and others losing their job. She cannot also vote in favor of raises to staff during this pandemic.

Trustee Bilbray-Axelrod wanted to say that she believes that since the Executive Director and Chief Finance Officer have provided guidance that Trustees should accept the concessions and get the numbers back in several months that she will be voting no on the motion.

Chair Ortiz called for the question:

Chair Ortiz and Trustees Wadley-Munier, Rogers, Ramaker, Foyt, Wilson, and Francis Drake voted yes.

Trustees Bilbray-Axelrod, Meléndrez, and Benavidez voted no.

The motion carried (7-3).

Counsel Welt noted that, by passing this motion, the contract now in effect with Teamsters requires that, on July 1, 2020 all three of the items, the COLA, merit, and the increase to the health insurance contract premiums must be paid. She wanted to ensure every Trustee understood that is the result of the vote.

Trustee Wadley-Munier agreed saying that she hoped that the union comes back to staff with a different recommendation in the next month. That was her intent.

Trustee Bilbray-Axelrod commented that she wanted to make sure Trustees understand that by voting down the concessions offered by the Teamsters, that means, potentially, on July 1, staff would receive both the COLA and merit raises, the District would pay more for health insurance and there would be layoffs.

Chair Wilson hopes that the union would reach out to staff. Staff could provide numbers and Trustees could resolve this in an emergency meeting in several weeks. He hopes this is what will happen so that the District does not have to lay off employees. This is his hope for the outcome.

Trustee Wadley-Munier said that was her hope as well.

**Announcements
(Item X.)**

A Nominating Committee Meeting will be scheduled in June prior to the next Regular Board Meeting.

The next Risk Management Committee Meeting will be held on Thursday, June 11, 2020, at 4:30 p.m. in the West Las Vegas Library, 951 West Lake Mead Blvd., Las Vegas, Nevada 89106 OR via WEBEX.

The next Board Meeting will be held Thursday, June 11, 2020, at 6:00 p.m. in the West Las Vegas Library, 951 West Lake Mead Blvd., Las Vegas, Nevada 89106 OR via WEBEX.

**Public Comment
(Item XI.)**

None.

**Executive Session
(Item XII.)**

Removed from Agenda.

Minutes - Board of Trustees' Meeting
May 21, 2020
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Adjournment
(Item XIII.)

Chair Ortiz adjourned the meeting at 10:19 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2020 ATTENDANCE

Appendix A

May 21, 2020 Regular Board Meeting

2020		January 16 Naming Library Policy Cmt	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg	March 18 Emergency Board Mtg	April 16 Finance & Audit Cmte	April 16 Regular Board Mtg	April 28 Special Board Mtg	May 21 Regular Board Mtg
Benavidez	Kelly	A-E	A-E	P	P	A-E	P	P	P	P
Bilbray-Axelrod	Shannon	P	P	P	A-E	P	P	P	P	P
Francis Drake	Marilyn	P	P	P	P	P	P	P	P	P
Foyt	Elizabeth	P	P	P	P	A-E	P	P	P	P
Meléndrez	José	P	P	P	P	A-E		P	P	P
Ortiz	Felipe	P	P	P	P	P	P	P	P	P
Wadley-Munier	Robin	P	P	P	P	A-E	P	P	P	P
Ramaker	Sandra	P	P	P	A-E	P	P	P	P	P
Wilson	Brian	P	P	A-E	P	P	P	P	P	P
Rogers	Keith	P	P	P	A-E	P	P	P	P	P
		attended Committee meeting but not a member								

A-E Excused Absence
A-U Unexcused Absense

as of May 22, 2020

GENERAL SALES DRIVERS, DELIVERY DRIVERS & HELPERS AND PUBLIC SECTOR TEAMSTERS LOCAL UNION NO. 14

AFFILIATED WITH THE
INTERNATIONAL BROTHERHOOD OF TEAMSTERS

LARRY R. GRIFFITH
SECRETARY-TREASURER

GRANT DAVIS
PRESIDENT

FRED HORVATH
VICE PRESIDENT

LYNN GRIFFITH
RECORDING SECRETARY



TONY FREITAS
TRUSTEE

JOHN ORTEGA
TRUSTEE

RUSS SHERRATT
TRUSTEE

May 21, 2020

Re: Public Comment – May 21, 2020 Las Vegas Clark County Library District Board of Trustees meeting

Good evening board. My name is Grant Davis and I am the President of Teamsters Local 14. I am speaking to you on agenda item #9. I would like to speak to you this evening about your budget discussions that will take place tonight and the direction that you will be providing Mr. James and his staff.

In our initial meeting we were informed that there would be an approximate shortage of \$5 million per year for the next two years. Mr. James and Mr. Abbott presented us with a solution that was previously presented to you that the union was asked to contribute a concession of \$5.4 million. We attempted to ask questions to better understand the numbers presented and it was very shocking and disappointing that we were told that there was no need for questions, accept the information presented at face value and agree to the proposed concessions. What was even more disheartening was that the threat of layoffs was interjected into the meeting almost from the very start. We were told that if we didn't do exactly what was being asked that we would be choosing to inflict layoffs on our co-workers.

One of the numbers that we had real difficulty understanding is Mr. James projection of the Services and Supplies expenditures. In the presentation to the board on April 28th documents provided indicated that there was a \$9.5 million increase in expenditures, only \$2.7 million of the increase could be attributed to salary and benefits with an \$6.8 million increase in District operations. Over the last 5 years' the Services and Supplies expenditures were overbudgeted by an average of 18.2% , or, \$11.8 m overbudgeted in the last 5 years. If the originally budgeted \$16.1 million is the result of 18% over-budgeting as history indicates then the accurate supplies and services expenditures would be more in the \$13.2 million range and the yearly hole to fill is closer to \$3.2 million.

The next number that the Union has concerns about is an ending fund balance at 21% or greater for the next two years. During normal circumstances that would be great but we aren't planning for normal circumstances and it is not appropriate to ask the employees to shoulder the entire burden of the concessions but the District isn't willing to manage their finances to contribute in finding a solution to this problem.

GENERAL SALES DRIVERS, DELIVERY DRIVERS & HELPERS AND PUBLIC SECTOR TEAMSTERS LOCAL UNION NO. 14

AFFILIATED WITH THE
INTERNATIONAL BROTHERHOOD OF TEAMSTERS

LARRY R. GRIFFITH
SECRETARY-TREASURER

GRANT DAVIS
PRESIDENT

FRED HORVATH
VICE PRESIDENT

LYNN GRIFFITH
RECORDING SECRETARY



TONY FREITAS
TRUSTEE

JOHN ORTEGA
TRUSTEE

RUSS SHERRATT
TRUSTEE

We feel that with the uncertainty in the economy over the next year we were only willing to address one year currently. My committee was unanimous in immediately agreeing to the 1st year COLA and H&W premium freeze but not the Merit freeze. This concession has a value of \$1.5 million.

I believe Mr. James is bringing you a proposal that doesn't even reflect the offer that provided the most concessions to the District. I anticipate that they will present you the solution wherein the employees agree to freeze the COLA and H&W for the '21 fiscal year. We made an offer that included a COLA freeze in the 22 fiscal year but we were told that there was no value in the 2nd year COLA freeze and that the Board would rather do layoffs. Even more shockingly Mr. Abbott told me that even if we agreed to all 3 concession criteria that there are board members that would still want to do layoffs due to appearances and what was happening elsewhere in the Valley. We represent many other public entities and almost all of them are utilizing reserves and lowering their ending fund balance to try to avoid layoffs. Now, Mr. Abbott has always been truthful with me so I have no reason to not believe what he has told me but it leaves me very angry. Angry that there are Board Members that obviously don't understand that the employees are the Districts greatest asset and that they are willing to unnecessarily lay them off just for appearances. I have a hard time understanding how in an economy where we need to get people back to work your willing to just unnecessarily discard employees. During this time of uncertainty Board Members and Mr. James need to stop looking to pad the numbers in the budget and remember that it isn't just numbers you are affecting it is your employee's and their families lives that are being impacted. Thank you for your time.

TENTATIVE/ PROPOSED BUDGET

Fiscal Year 2020–2021

Presented by:

Dr. Ronald R. Heezen, Executive Director

Fred James, CPA, Deputy Director/CFO

Floresto Cabias, CPA, Assistant Finance Director

Las Vegas-Clark County

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FY 2020-2021 Budget Strategy

Reengineering for an Evolving Future

Historical Background

The Great Recession

General Fund:

- Consolidated Sales Tax (CTX)
 - Current year is expected to drop by as much as 14% from budget in the amount of \$3.4M from \$24.2M to \$20.7M
 - Matches the downward trend seen during the last recession, bringing revenues to 2014 levels
- Property Tax
 - Drop to around 10% for 3 straight years due to:
 - Drop in Assessed Property Values
 - High foreclosures
 - Remain at that level for 2 years before rising
 - 3% Residential
 - 8% Commercial
 - Limited by CPI growth

Historical Background (Cont.)

The Great Recession

- Capital Projects Fund
 - Established and to be used as a Rainy Day fund under catastrophic circumstances
- There was no shut down of the economy
 - High unemployment rate for several years

Revenues

Economic Impact – Current FY 2019-20

General Fund:

- Consolidated Sales Tax (CTX)
 - Current year is expected to drop by as much as 15% from budget in amount of \$3.6M from \$24.2M to \$20.7M
- Property Tax
 - We expect to collect all budgeted current year property tax revenue for FY 2019-20 of \$44.9M

Revenues (Cont.)

Economic Impact – Budget FY 2020-21

General Fund:

- Consolidated Sales Tax (CTX)
 - Budgeted CTX is expected to drop an additional 14.2% (\$2.9M) from the estimated Current Year actual of \$20.7M to \$17.8M
- Property Tax
 - Collection of all budgeted current year property tax revenue for FY 2020-21 is questionable
 - Budgeted amount - \$49.3M an increase of \$4.4M over Current Year budget
- Expected and continued high unemployment rate

Consolidated Sales Tax Economic Impact

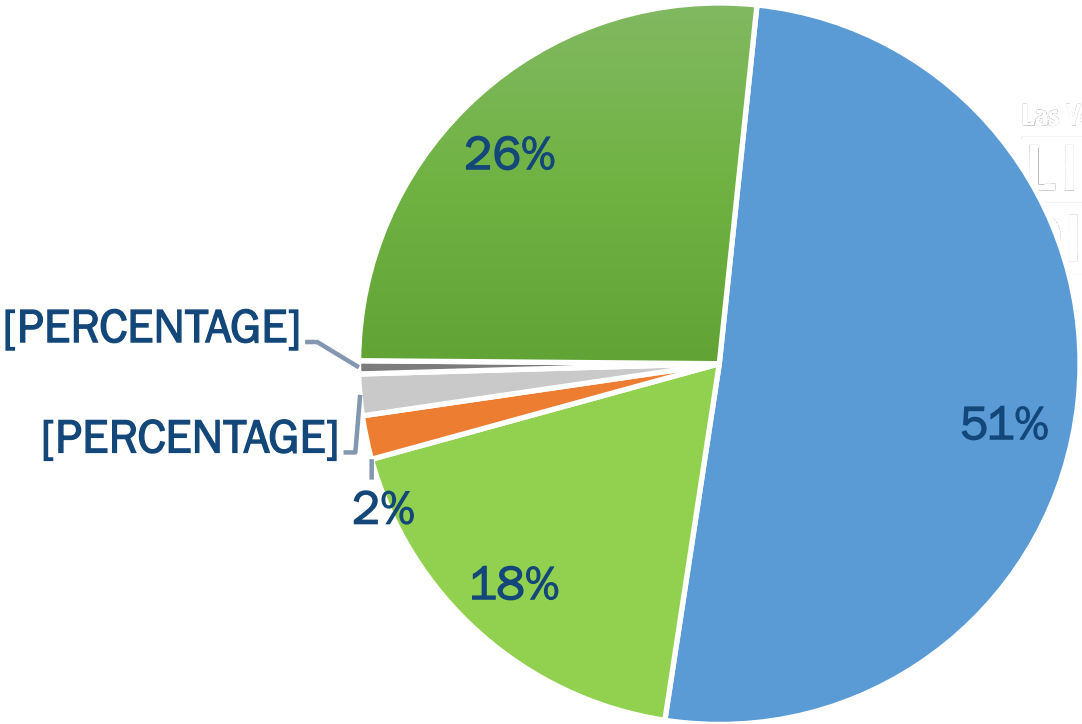
	Consolidated Tax 19-20				Consolidated Tax 20-21			
			% Increase				% Increase	
	FY19	FY20	Over FY18		FY20	FY21	Over FY19	
July	1,826,540.60	1,911,539.33	4.65%		1,911,539.33	1,624,808.43	-15.00%	85%
August	1,832,910.32	1,977,855.19	7.91%		1,977,855.19	1,681,176.91	-15.00%	85%
September	2,021,329.13	2,129,047.65	5.33%		2,129,047.65	1,809,690.50	-15.00%	85%
October	1,795,589.90	1,975,666.37	10.03%		1,975,666.37	1,679,316.41	-15.00%	85%
November	1,917,307.97	1,989,189.12	3.75%		1,989,189.12	1,690,810.75	-15.00%	85%
December	2,221,539.92	2,445,754.63	10.09%		2,445,754.63	2,078,891.44	-15.00%	85%
January	1,810,148.73	1,923,222.53	6.25%		1,923,222.53	1,634,739.15	-15.00%	85%
February	1,721,369.96	1,734,892.48	0.79%		1,734,892.48	1,474,658.61	-15.00%	85%
March	2,215,572.16	1,421,123.23	-35.86%	60%	1,421,123.23	1,279,010.91	-10.00%	90%
April	1,928,303.84	1,236,862.17	-35.86%	60%	1,236,862.17	1,113,175.95	-10.00%	90%
May	1,995,526.81	959,985.49	-51.89%	45%	959,985.49	863,986.94	-10.00%	90%
June	2,157,180.02	1,037,751.79	-51.89%	45%	1,037,751.79	933,976.61	-10.00%	90%
	23,443,319.36	20,742,889.98	-11.52%		20,742,889.98	17,864,242.62	-13.88%	

Total Available Resources – All Funds

Total – \$97.2M:

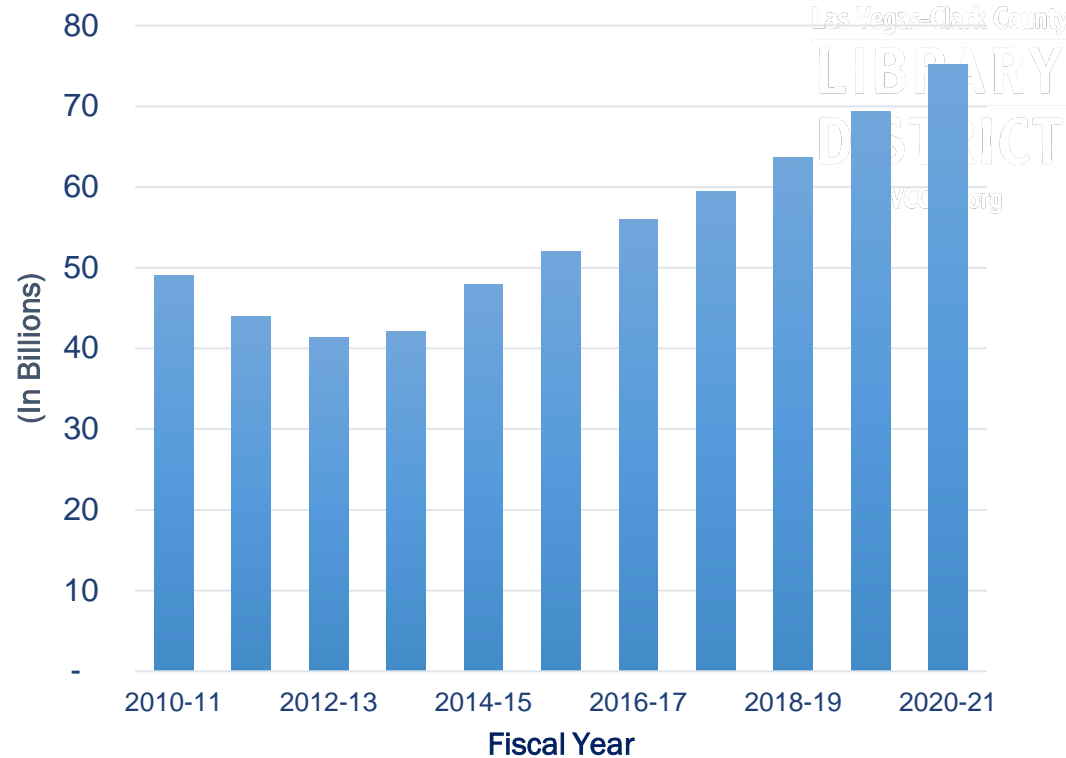
Sources

- Property Tax – \$49.3M
- Consolidated Sales Tax – \$17.8M
- Fines and Forfeits/Misc. – \$1.9M
- Intergovernmental Revenue – \$1.8M
- Charges for Services – \$0.6M
- Beginning Fund Balance – \$25.8M



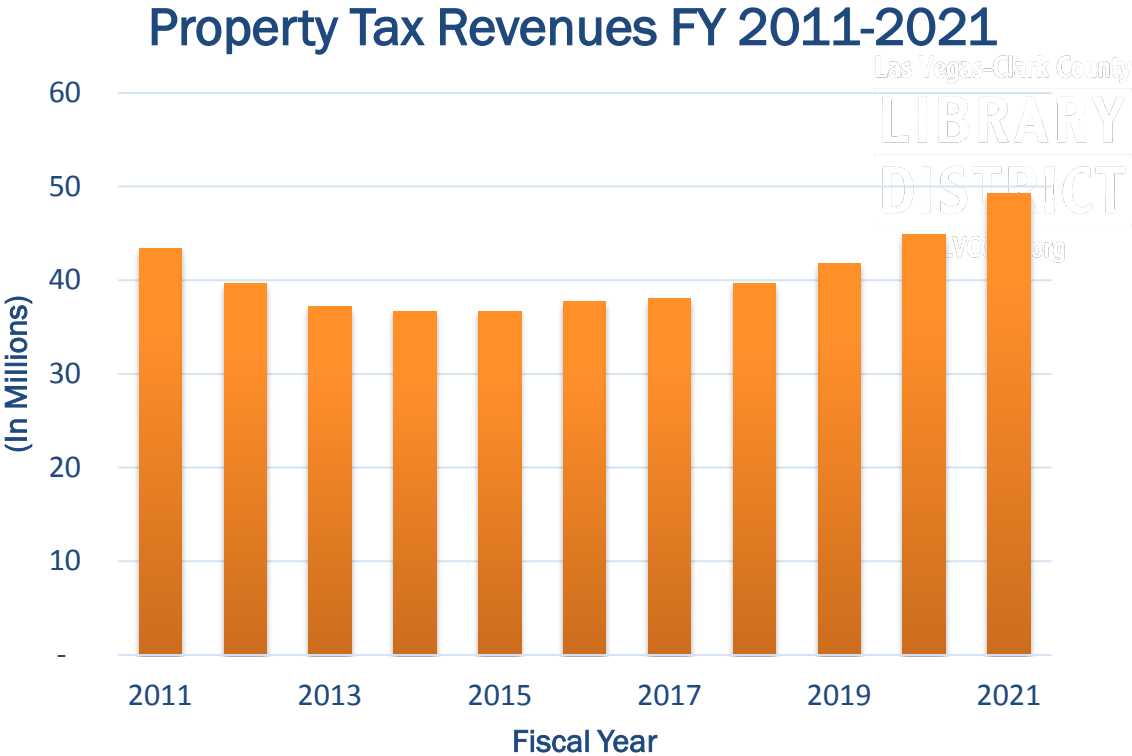
Assessed Value

Assessed Valuation FY 2011-2021



- Property tax is based on Assessed Valuation (AV) of property
- 2020-2021 AV: \$75.2B, an 8% increase over 2019-2020
- Property tax represents 69% of total revenues (\$49.3M)

Property Tax Revenues



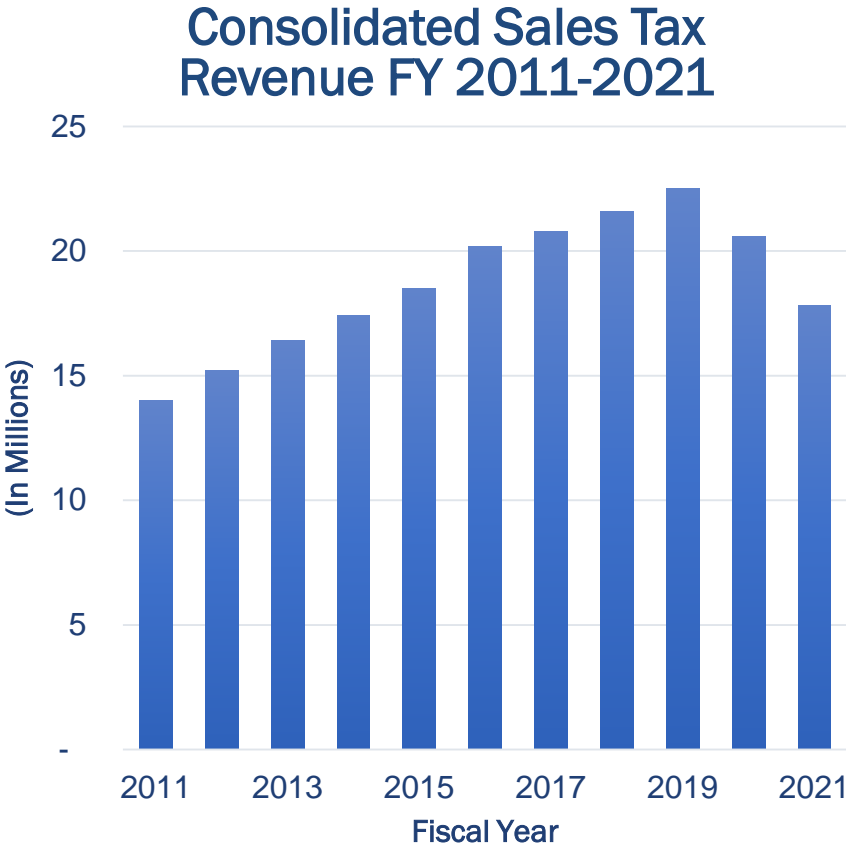
Property taxes

- FY 2021 – \$49.3M Budgeted
- FY 2020 – \$44.9M Budgeted
- FY 2019 – \$43.0M Actual
- FY 2018 – \$40.6M Actual
- FY 2017 – \$38.6M Actual
- FY 2016 – \$37.9M Actual
- FY 2015 – \$36.7M Actual
- FY 2014 – \$36.7M Actual
- FY 2013 – \$36.2M Actual
- FY 2012 – \$39.6M Actual
- FY 2011 – \$43.4M Actual

The District's Property Tax Rate

- Tax rate: General Fund \$.0942
- Total tax rate: \$.0942 per \$100 AV
- Property tax rate per \$100K pays about \$32.97 yearly or \$2.75 monthly

Consolidated Sales Tax Revenue



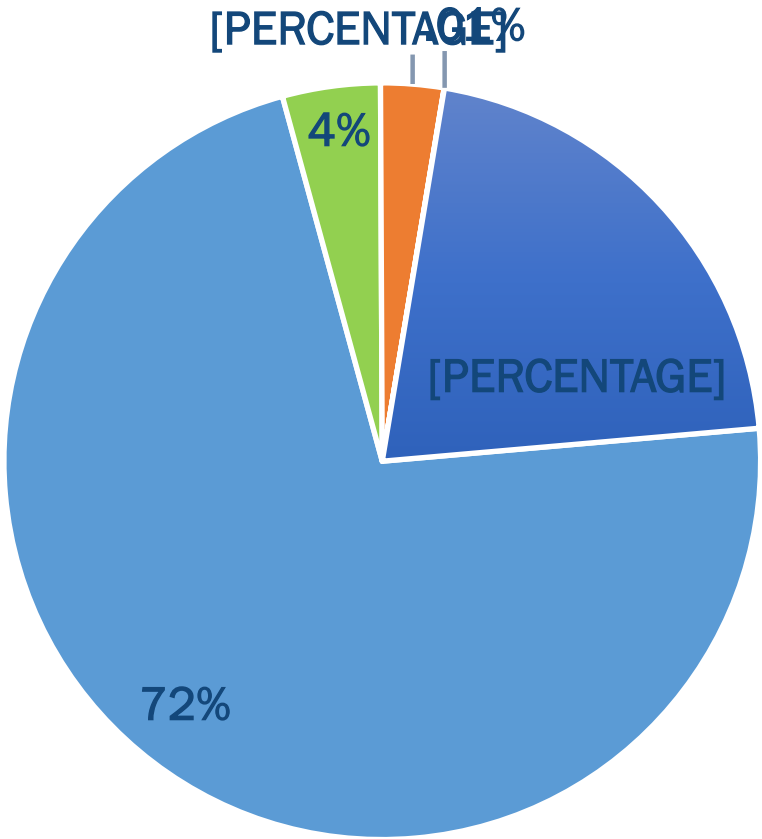
CTX is a combination of City/County Relief (sales) and miscellaneous taxes distributed to most Clark County public entities according to State formula

- 2020-2021 estimate: \$17.8M, a decrease of \$6.4M
- CTX revenue accounts for 6.0% of all revenues
- CTX revenue is volatile

All other revenues account for:

- Grants and Gifts, Fines and Forfeits, Interest, Contracts
- \$4.3M or 11.5% of the budget

Total Uses of Available Resources – All Funds



Total – \$97.2M:

Uses and Fund Balance –

- General Fund – \$70.1M
- Capital Projects Fund – \$4.1M
- Special Revenue Funds – \$2.6M
- Debt Service Fund – \$.01M
- Ending Fund Balance – \$20.4M

Las Vegas-Clark County

LIBRARY DISTRICT

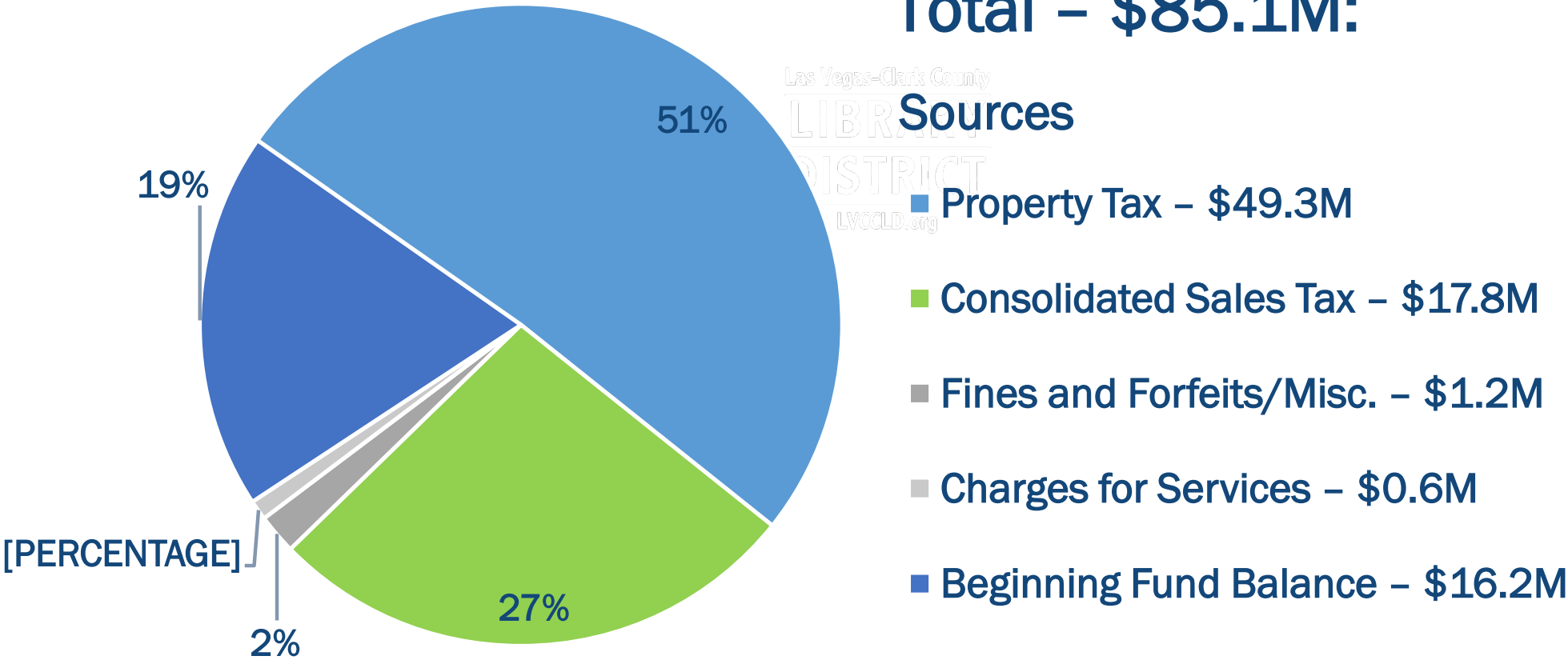
LVCCLD.org

General Fund

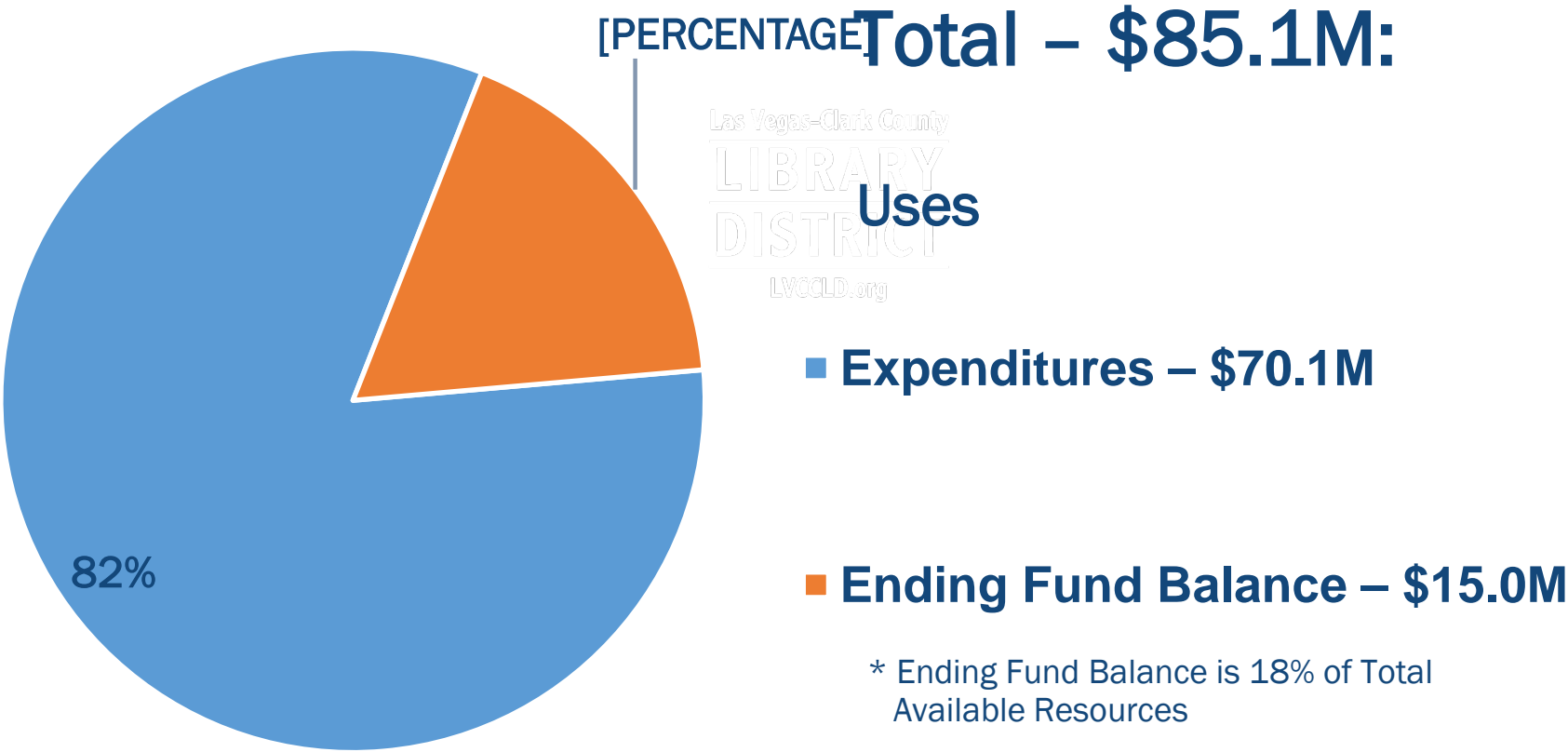
The General Fund is the operating fund for the District. It is used to account for all financial resources except for those required to be accounted for in another fund.

Total Available Resources – General Fund

Total – \$85.1M:

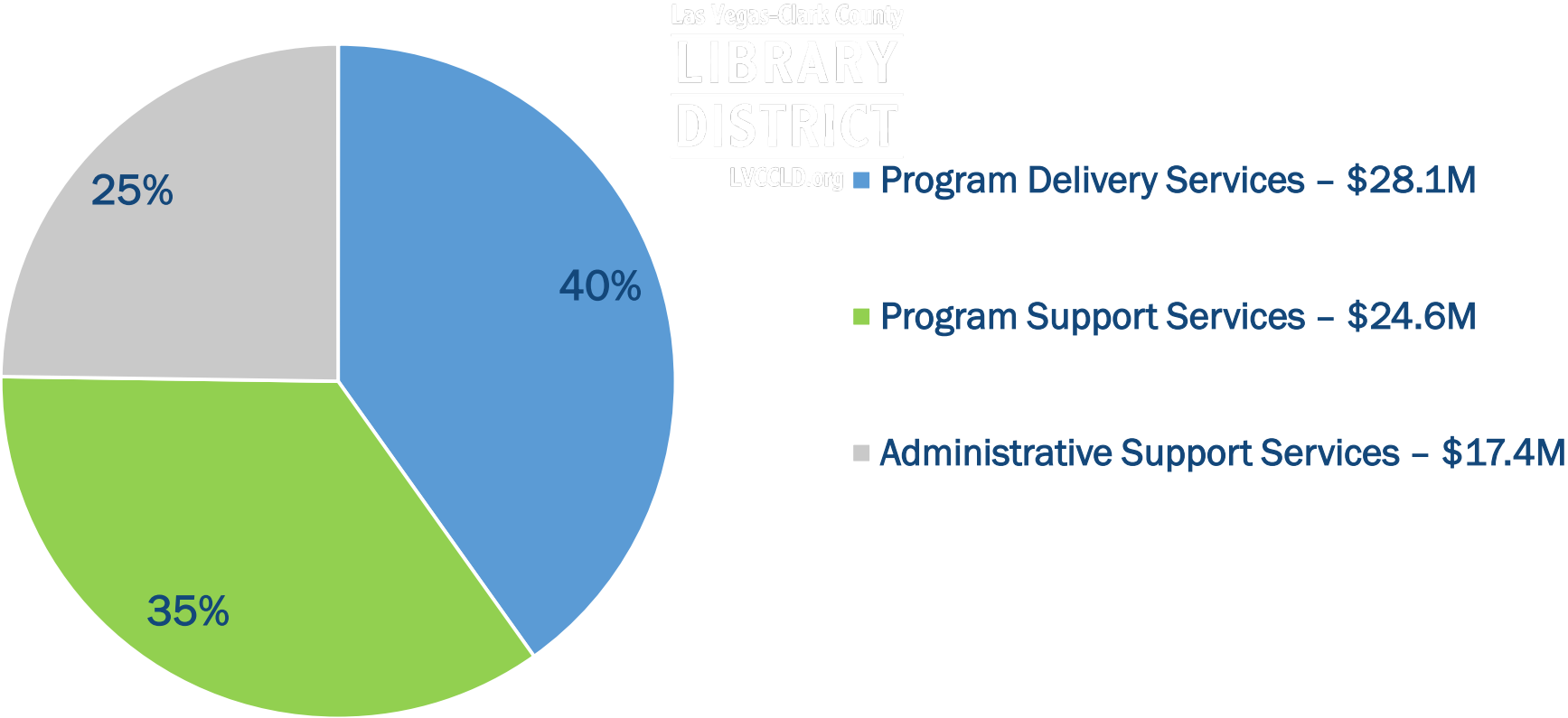


Total Uses of Available Resources – General Fund



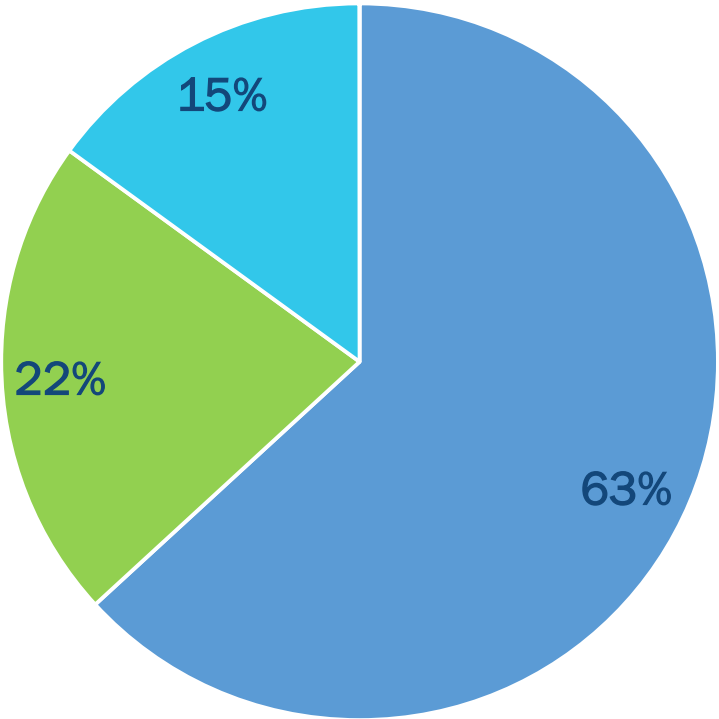
General Fund – By Function

Total Expenditures by Function – \$70.1M:



General Fund – By Activity

Total Expenditures by Activity – \$70.1M:



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- Sources**
- Salaries and Benefits – \$44.3M
 - Services and Supplies – \$15.3M
 - Library Materials – \$10.5M

Expenditure Decreases

General Fund expenditures decreased by \$2.7M (3.7%):


- Salaries and benefits decreased by \$1.5M (3.3%):
Primarily due to freezing vacant positions and potential concessions to reduce salary increases and health insurance costs
- Services and supplies decreased by \$898K (5.5%):
Concerted effort to limit contracts to essential services
- Library materials increased by \$322K (3.0%)

Ending Fund Balance

General Fund Budget

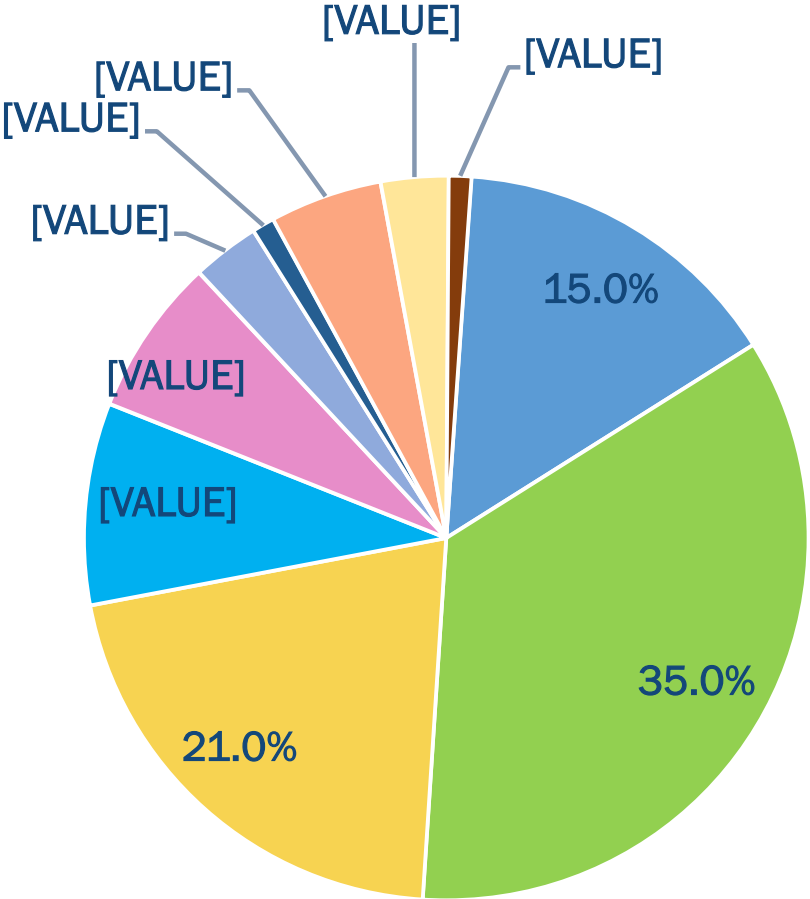
- Ending Fund Balance of \$15.0M is 21% of FY 2020-2021 expenditures, but 18% of Total Available Resources
- Necessary to provide liquidity for cash outflows
- Acts as a cushion during economic downturns

Library Materials

A photograph of a young woman with dark hair, wearing a blue headband, a light blue denim jacket over a plaid shirt, and a brown backpack. She is crouching in a library aisle, looking at books on a shelf. The shelves are filled with books of various colors. The image is partially obscured by a large blue and purple geometric shape that serves as a background for the text.

Library Materials are considered to be one collection, which is physically and electronically distributed among District branches.

Materials Budget



Materials Allocation \$10.5M:

- Adult Print – \$1.57M or 15.0%
- Downloadable eBooks & Media – \$3.68M or 35.0%
- Electronic Databases & Services – \$2.20M or 21.0%
- Adult Audio Visual – \$0.95M or 9.0%
- Juvenile Print – \$0.74M or 7.0%
- Juvenile Audio Visual – \$0.32M or 3.0%
- Reference – \$0.11M or 1.0%
- Periodicals – \$0.53M or 5.0%
- Languages – \$0.32M or 3.0%
- Nontraditional Items – \$0.11M or 1.0%

Special Revenue Funds

Special Revenue Funds account for the proceeds of specific revenue sources, which are the Grant Fund and Gift Fund.

Special Revenue Funds

Special Revenue – \$2.6M:

- Literacy (Adult Learning Program) and Other Grants – \$1.8M
- Donations in the Gift Fund – \$0.8M

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Debt Service Fund

The Debt Service Fund accounts for the accumulation of resources for, and the payment of, general obligation bonds.



Debt Service Fund

- Last debt service payment made in January 2019

Capital Projects Fund

The Capital Projects Fund accounts for the acquisition, replacement, or construction of major capital projects and facilities.



Capital Projects Fund Programs

\$8.6M Projected Available Resources:

- Library Services Platform Replacement – \$0.0M
- Technology Replacements & Upgrades – \$3.4M
- Building Repair & Maintenance – \$3.8M
- Capital Construction – \$0.0M
- Vehicle Purchase & Replacement – \$0.3M
- Library Materials – \$0.0M
- Furniture Purchase & Replacement – \$0.3M
- Financial Services – \$0.3M
- Programming & Venues – \$0.5M

Capital Projects Fund Programs (Cont.)

\$4.1M Budgeted Expenditures:

- Library Services Platform Replacement – \$0.0M
- Technology Replacements & Upgrades – \$1.8M
- Building Repair & Maintenance – \$1.4M
- Capital Construction – \$0.0M
- Vehicle Purchase & Replacement – \$0.05M
- Library Materials – \$0.0M
- Furniture Purchase & Replacement – \$0.05M
- Financial Services – \$0.3M
- Programming & Venues – \$0.5M

\$4.5M Remaining Fund Balance:

- Reserved to cover Capital Projects Fund Programs in future years.

Capital Projects Fund Transfers and Budgeted Expenditures FY 2020-2021

	06-30-2020 Est. Ending Funding Balance	2020-21 Transfers	2020-21 Budgeted Revenues	Total Available for FY 2020-21	Program Transfers	2020-21 Budgeted Expenditures	06-30-2021 Est. Ending Funding Balance
Library Services Platform Replacement	281,992			281,992	(281,992)		-
Technology Replacements & Upgrades	1,180,776			1,180,776	2,223,037	(1,747,000)	1,656,813
Building Repair & Maintenance	1,244,904		50,000	1,294,904	2,516,099	(1,427,000)	2,384,003
Vehicle Purchase & Replacement	258,692			258,692		(50,000)	208,692
Library Materials	284,107			284,107	(284,107)	-	-
Furniture Purchase & Replacement	169,158			169,158	100,000	(50,000)	219,158
Financial Services	332,319			332,319		(305,000)	27,319
Community Engagement/Programming and Venues	503,893			503,893		(479,700)	24,193
Capital Construction	4,273,037			4,273,037	(4,273,037)	-	-
Total	8,528,878	-	50,000	8,578,878	-	(4,058,700)	4,520,178

Budget Analysis

Fiscal Years Comparison

General Fund	Financial Stmt					
	Actual 2018-19	Budget 2019-20	Estimated 2019-20	Tentative 2020-21	Final Budget 2020-21	Projected 2021-22
Revenue	68,548,131	71,390,000	69,337,283	77,155,000	68,900,000	68,900,000
Expenditures	62,939,189	72,794,944	64,709,669	73,157,362	70,084,868	68,900,000
Excess (Deficiency) of Revenues over Expenditures	5,608,942	(1,404,944)	4,627,614	3,997,638	(1,184,868)	0
Less transfers out	6,200,000	6,000,000	3,000,000	11,000,000	0	0
Excess (Deficiency) of Revenues over Expenditures & Transfers Out	(591,058)	(7,404,944)	1,627,614	(7,002,362)	(1,184,868)	0
Fund balance, beginning of year	15,168,032	14,576,974	14,576,974	14,113,869	16,204,588	15,019,720
Fund balance, end of year	14,576,974	7,172,030	16,204,588	7,111,507	15,019,720	15,019,720
Fund balance, end of year Adjusted	14,576,974	7,172,030	16,204,588	7,111,507	15,019,720	15,019,720
	23.16%	9.85%	25.04%	9.72%	21.43%	21.80%

- Revenue is projecting to remain level thru FY 2021-22
- Expenditures are to be reduced down by \$4.84M and maintained at that level for FY 2020-21 thru FY 2021-22
- No expected transfers to the Capital Projects Fund for two years for FY 2020-21 thru FY 2021-22
- Maintain an Ending Fund Balance at a minimum of 20%

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Final State Budget

General Fund Revenues

	(1)	(2)	(3)	(4)
			BUDGET YEAR	ENDING 06/30/21
REVENUES	ACTUAL PRIOR YEAR ENDING 6/30/19	ESTIMATED CURRENT YEAR ENDING 6/30/20	TENTATIVE APPROVED	FINAL APPROVED
Property Taxes	43,021,608	46,610,528	49,300,000	49,300,000
Intergovernmental Resources	23,443,319	20,742,890	25,505,000	17,800,000
Charges for Services	603,862	486,708	670,000	570,000
Fines and Forfeits	757,254	555,000	900,000	450,000
Contributions	211,346	98,745		
Miscellaneous	399,582	745,000	765,000	765,000
Investment Income	111,160	98,412	15,000	15,000
SUBTOTAL REVENUE ALL SOURCES	68,548,131	69,337,283	77,155,000	68,900,000
OTHER FINANCING SOURCES (specify)				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	15,168,032	14,576,974	14,113,869	16,204,588
TOTAL BEGINNING FUND BALANCE	15,168,032	14,576,974	14,113,869	16,204,588
TOTAL AVAILABLE RESOURCES	83,716,163	83,914,257	91,268,869	85,104,588

Las Vegas-Clark County

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Final State Budget

General Fund Expenditures

	(1)	(2)	(3)	(4)
			BUDGET YEAR	ENDING 06/30/21
<u>EXPENDITURES</u>	ACTUAL PRIOR YEAR ENDING 6/30/19	ESTIMATED CURRENT YEAR ENDING 6/30/20	TENTATIVE APPROVED	FINAL APPROVED
Culture and Recreation				
Salaries and Wages	29,449,204	29,932,511	33,318,685	31,770,974
Benefits	11,182,265	12,402,714	13,032,810	12,499,828
Supplies and Services	12,089,521	12,917,207	15,896,118	15,304,682
Capital Outlay	10,218,199	9,457,237	10,909,749	10,509,384
Subtotal	62,939,189	64,709,669	73,157,362	70,084,868
OTHER USES				
CONTINGENCY (not to exceed 3% of Total Expenditures)				
Operating Transfers Out (Schedule T)	6,200,000	3,000,000	11,000,000	0
ENDING FUND BALANCE	14,576,974	16,204,588	7,111,507	15,019,720
TOTAL FUND COMMITMENTS AND FUND BALANCE	83,716,163	83,914,257	91,268,869	85,104,588

Cost Reduction Measures

Streamlining the budget to maintain expenditures at the same level as expected revenues over the next two to three years

- Voluntary Employee Separation Program (VESP)
- Voluntary Furloughs
- Freezing Vacant Positions
- No Annual Pay Increases (?)
- No Merit raises (?)
- No increases in healthcare costs (?)

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Questions?

Voluntary Employee Separation Program (VESP) & Voluntary Furloughs

Presented by:

Dr. Ronald R. Heezen, Executive Director

Fred James, CPA, Deputy Director/CFO

Floresto Cabias, CPA, Assistant Finance Director

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Cost Reduction Measures

Due to an expected decline in revenues and challenging economic conditions, Financial Services is proposing options to reduce costs while maintaining essential services.

- Voluntary Employee Separation Program (VESP)
- Voluntary Furloughs

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Voluntary Employee Separation Program (VESP)

May 21, 2020 - Regular Board Meeting
Appendix D - Page 3



Voluntary Employee Separation Program (VESP)

- VESP will offer employees payment to voluntarily separate based on years of service
- Allows employees to voluntarily leave employment by resignation or retirement
 - Employees have the right to participate or not
 - District will not anticipate any given employee's participation
- Available to all eligible employees
- Eligible District employees:
 - Must be currently employed for a minimum of five years with the District and vested in PERS
 - Must be serving in a permanent position
 - Current part-time employees, who are vested in PERS, are eligible

VESP (Cont.)

- VESP Payment
 - Lump Sum Payment:
 - One full week of compensation based on full-time equivalent status for each year of service
 - Employee can elect to have the District purchase:
 - PERS service credit on their behalf, up to the lump sum payment or less, per PERS policy
 - Up to 18 months of COBRA health insurance with Teamsters 14
- Employees are not eligible for rehire for 36 months from date of separation

VESP (Cont.)

- Application Process
 - Accepted from June 5, 2020 to July 15, 2020
 - Must submit application to the HR Department and provide a copy to their respective department head
 - If accepted, must separate by September 4, 2020
 - This date can be extended for applicant of critical positions at the discretion of the Executive Director
- Position must be vacant until the cost of the position is recovered
 - Position can be filled by employees from other lower level vacant positions at a future date
- Reduction in staffing levels and higher salaries results in permanent savings

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Voluntary Furloughs



Voluntary Furloughs

- The Executive Director may allow unpaid voluntary furlough leave in 30 day increments, which may be extended depending on operational needs
 - The employee will be notified at least one week in advance whether to return to work or that their furlough has been extended
- Employees are not required to take voluntary furlough hours
- Voluntary furlough hours are not PERS-compensable. Employees will not receive PERS service credit during the period of voluntary furlough
- Voluntary furlough requests must be approved by the employee's department head
- Employees will not receive salaried, hourly compensations, or special pays during periods of voluntary furloughs

Voluntary Furloughs

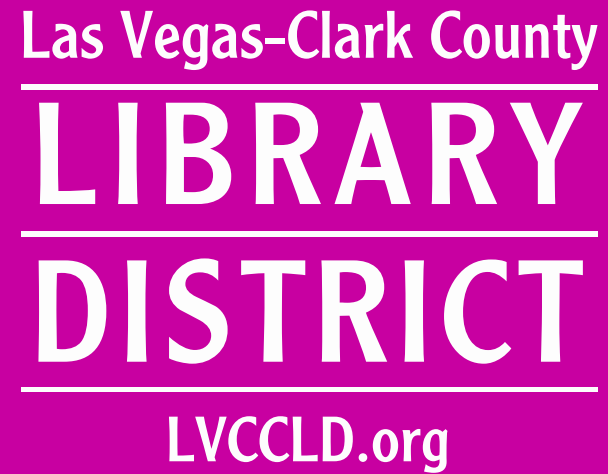
- A voluntary furlough shall have no effect on the following:
 - Performance evaluations, merit increases, or annual pay increases
 - Longevity, anniversary, or seniority dates
 - Vacation and sick leave accruals during the voluntary furlough period
 - Holiday eligibility
- A voluntary furlough will not constitute a break in service
- At the expiration of the voluntary furlough, the employee will return to the position held prior to the voluntary furlough
- The District will pay the employer portion of all insurance contributions during the voluntary furlough period

Voluntary Furloughs

- Employees may request the use of voluntary furlough in conjunction with the Family Medical Leave Act
- The District will continue paying the following benefits:
 - Medical, vision, dental insurance
 - Long-term care
 - Voluntary employee life insurance
 - Voluntary Spouse life insurance
 - Voluntary dependent life insurance
 - District life insurance
 - District dependent life insurance
 - District employee accidental death & dismemberment insurance
 - AFLAC insurance products
 - Bonus hours (paid on the furlough effective date)

Voluntary Furloughs

- The District will not pay the below listed employee benefits (where applicable):
 - Contributions to PERS and its affect on years of service
 - Flexible spending account
 - Accrual of vacation, sick, and longevity
 - Seniority accrual



Questions?

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
June 11, 2020**

ITEM IV.D.

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Summerlin Library and via WebX in Las Vegas, Nevada, at 6:15 p.m., Thursday, June 11, 2020.

Present: Board: F. Ortiz, Chair S. Bilbray-Axelrod
K. Benavidez E. Foyt
R. Wadley-Munier M. Francis Drake
S. Ramaker B. Wilson
J. Meléndrez

Counsel: G. Welt

Absent: K. Rogers (excused)

Staff: Fred James, Acting Executive Director
Numerous Staff

Guests:

F. Ortiz, Chair, called the meeting to order at 6:32 p.m.

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

Public Comment (Item II.) Grant Davis, President of Teamsters 14, spoke about the meetings and discussions that occurred after the May 21 Board Meeting between the Union and District staff. Mr. Davis requested the Trustees approve Item VIII.H. His comments are attached as Appendix B.
Chair Ortiz and Trustee Meléndrez thanked Mr. Davis for his comments.

Agenda (Item III.) Chair Ortiz moved Item VIII.C. to occur after Item IV. Chair Ortiz removed Item IV.B-C and E-H.
Trustee Wadley-Munier moved to approve the Agenda as changed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, January 16, 2020; Regular Session, February 13, 2020; Regular Session, March 12, 2020; Emergency Meeting, March 18, 2020; Finance and Audit Committee, April 16, 2020; Regular Session, April 16, 2020; Special Trustee Ramaker moved to approve the Minutes of the Board of Trustees Meeting held January 16, 2020. There was no opposition and the motion carried.
Trustee Ramaker moved to approve the Minutes of the Emergency Board of Trustees Meeting held March 18, 2020. There was no opposition and the motion carried.
Trustee Foyt moved to approve the Minutes of the Emergency Board of Trustees Meeting held June 1, 2020. There was no opposition and the motion carried.
Item IV. B-C and E-H were removed.

Session, April 28, 2020; Regular Board Meeting, May 21, 2020; and Emergency Meeting, June 1, 2020. (Item IV.A-I.)

Discussion and possible Board action regarding contract award for property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2020. (Item VIII.C.)

Risk Management Committee Chair Francis Drake reported that the Committee met earlier in the day to review the District's current property and casualty insurance and public officials and employment practices liability insurance policies and coverages with USI Insurance Services, Broker of Record.

Trustee Drake moved to authorize staff to award a contract for property and casualty insurance and public officials and employment practices liability insurance through USI Insurance Services to Travelers, Tokio Marine Specialty, Great American, Indian Harbor, and Atlantic Specialty at an annual premium, not to exceed \$329,558, for the policy year commencing on July 15, 2020, subject to final review by Counsel.

Trustee Ramaker requested that staff bring back more information on the District's flood coverage at the next meeting.

There was no opposition and the motion carried.

Chair's Report (Item V.)

Chair Ortiz stated it has been a long 90 days. He thanked all staff for what they have been doing to reopen the branches. The plan that moved everyone forward came from staff and will enable the District to reopen in a safe and sound way.

Library Reports (Item VI.)

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

Acting Executive Director Fred James reported that:

- Dr. Heezen, prior to his departure, hired Jeffrey Serpico as the District's new Executive Director. Mr. James thanked the trustees who participated in the selection process. Mr. Serpico is coming to the District from Florida and his bio has been provided to Trustees. Mr. Serpico was at the meeting via WebX and said a few words.
- Library Operations Director Jenn Schember and her staff, who he congratulated, had a successful launch of Phase I and Phase II services. The District is the first library in the State to bring on many of these services this quickly. According to the research, the District is also ahead of other national public libraries in going beyond curbside services. Phase I curbside services started May 16th. On the first day, approximately 822 items were picked up. During the first week, 12,000 items were picked up by about 3,000 customers. The following week the total was 19,000 items picked up by 4,200 customers.

During Phase II curbside services continue and customers get access to the buildings for computer and Wi-Fi use. Picking up materials, computers, and laptops have been spaced on the buildings to meet

critical community needs starting Monday, June 1st in Mesquite, and Thursday, June 4th, in the majority of the remaining branches. Service strategy for Phase II complies with the social distancing, limited occupancy, and service space available, then services based on critical needs. There is a big push to provide computer service access. Operations have been slow but steady but the word is still getting out.

Staff anticipates entering Phase III in the coming weeks. In addition, staff are making plans to open some of the District's meeting rooms for limited community group use as staff are already are hearing demand for that service.

Mr. James then congratulated IT Director Al Prendergast and his team for driving the District's digital business. The e-card signup in April and May totaled 4,400 people, according to Access Services Manager Sufa Anderson. The e-card signup started in March, but the count is blended with traditional card signups. Use of downloadable material has skyrocketed according to Rebecca Colbert, Head of Collection and Bibliographic Services. Totally download in March through May 2019 was 638,900. Total downloads in March through May 2020 were 830,907; a difference of 192,000 additional items downloaded, or 30 percent increase in e-materials use.

Mr. James next thanked the teams of Community Engagement Director Matt McNally, and Branding and Marketing Director Betsy Ward for their promotion of the summer challenge in Food for Thought programs that are detailed in their report.

Mr. James thanked Executive Assistant Allison Boyer for organizing the Board meeting along with the Tech Support team of Brian Zawistowski and Nyla Walker. He offered special thanks to Summerlin Library Scheduling and Production Services staff Diondra and Kathy Bridges for arranging the space at Summerlin and to technicians Morgan Lin, Candy Anderson, Jodi Caley, and Ben St. Louis for their help in setting up and breaking down the tech for today's meeting.

Finally, Mr. James thanked General Services Director Steve Rice and his team. Buildings have been outfitted for staff and public safety, including medical grade air filters, sneeze guards, social distancing signage, micro spraying material quarantines, and PPE that includes masks, gloves, and face shields. Mr. Rice's Assistant Director, John Vино, was featured in the local media coverage this week.

Video of Fox 5 report with John Vино was shown.

All Trustees at the meeting took the opportunity to thank staff for their hard work and commitment to the community to do the work to reopen the District. Several spoke about the enthusiastic responses they are receiving when they alert people that the library is reopened.

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

Chair Ortiz asked about the status of each District branch. Library Operations Director Jenn Schember reported that:

Buildings Open (with Curbside Service)

- All urban branches (drive-thru at East Las Vegas)
- Laughlin, Mesquite and Moapa Valley Libraries

Buildings Open (without Curbside Service)

- Blue Diamond, Bunkerville, Goodsprings, Moapa Town and Mt. Charleston Libraries

Curbside Service Only

- Indian Springs, Sandy Valley and Searchlight Libraries
- Buildings closed per County restrictions; curbside service allowed

Building Closed (services temporarily unavailable)

- Meadows Library
- Building closed per City restriction; no services allowed
- Staff members were relocated to work at other branches

Chair Ortiz then asked if every employee was back to work. Since Library Operations has the largest group, Ms. Schember responded for the District. All employees are back to work unless they are on emergency leave, voluntary furloughs, or block FMLA. In response to a further question from Ortiz, Schember said that the only staff who are working from home are those with medical accommodations that are required by law.

**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.)**

Chair Ortiz asked about whether the District's online high school program was able to continue. Community Engagement Director Matt McNally said that a lot of the programs during the month of April were able to be online. Students were able to take assessments tests and participate in classes.

Chair Ortiz then asked about the District's literacy services classes. Mr. McNally said the programs were cancelled through June 30. Staff are looking at starting them again in July and the team is making plans to fill classes to the greatest extent possible, based upon social distancing requirements and other considerations. Ortiz said he would like to see as many programs as possible available as soon as possible after July 1, 2020, ensuring that social distancing requirements can be met.

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

No questions.

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

No questions.

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

No questions.

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June 11, 2020

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

No questions.

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

No questions.

Trustee Wadley-Munier moved to accept Reports VI.A. 1-3. There was no opposition and the reports were accepted.

**Unfinished Business
(Item VII.)**

None.

**Discussion and
possible Board
action to appoint
Fred James as
Acting Executive
Director until such
time as a
permanent
Executive Director
is selected.
(Item VIII.A.)**

Due to the decision of Executive Director Dr. Ronald Heezen to take a Voluntary Employment Separation Package (VESP) buyout, the Trustees wish to appoint Deputy Director/CFO Fred James as Acting Executive Director. Mr. James will serve as Acting Executive Director from June 3, 2020 until the Board of Trustees selects Dr. Heezen's replacement. The search process will start immediately once Mr. Serpico begins as Human Resources Director.

Trustee Wadley-Munier and Foyt expressed confidence in moving forward with Mr. James as Acting Executive Director.

Trustee Wilson moved to appoint Deputy Director/CFO Fred James as Acting Executive Director. There was no opposition and the motion carried.

**Discussion and
possible Board
action to permit the
use of DocuSign for
signatures on the
District's legal
documents.
(Item VIII.B.)**

Trustee Bilbray-Axelrod moved to table this Agenda item and bring it back at the July 9, 2020 Regular Board Meeting with a proposed policy for electronic signatures. There was no objection and the motion carried.

**Discussion and
possible Board
action regarding the
approval for staff to
make ongoing
purchases of
computer hardware
and software,
telecommunications
hardware, and other
related
infrastructure
improvements over
\$50,000 for Fiscal
Year 2020-2021.
(Item VIII.D.)**

IT Director/CIO Al Prendergast explained that, in Fiscal Year 2002-2003, the District established a Technology Replacements and Upgrades Program. The Program was initially established for the replacement of the District's aging technology assets, but was later modified to include funds for new initiatives. The Fiscal Year 2020-2021 budget included funds for: the replacement of approximately 350 of the District's computers that are over five years old; replacement of several end-of-life IT Department systems; new technologies for the branches; and additional technologies for the Community Engagement and Library Operations divisions. The IT Department's FY 2021 budget was prepared before the current COVID-19 pandemic and although we don't plan to implement the vast majority of the budgeted projects, there may be a few projects that need to be completed. Additionally, some of these funds may be reallocated for newly identified priorities, such as solutions for communication with staff before\after hours and working remotely.

The funding for these projects is budgeted in the Technology Replacements and Upgrades Program of the Capital Projects Fund, as approved by the Board of Trustees in the Fiscal Year 2020-2021 Adopted Budget.

The purpose of this agenda item is to pre-approve all Fiscal Year 2021 technology purchases over \$50,000. Rather than separately submitting each purchase request over \$50,000 to the Board of Trustees for approval, as required by the District's Purchasing Policy, the Information Technology Department is respectfully requesting that the Board of Trustees give staff the authorization to approve technology infrastructure equipment purchases over \$50,000.

NRS 332.115 exempts these items from the formal bidding process. However, as practiced by staff, multiple informal bids will be solicited and each purchase will be reviewed and evaluated by the Information Technology Department's staff for best possible pricing, and alternatives will be explored prior to purchasing.

The items budgeted for Fiscal Year 2021 are:

Technology Replacements/Upgrades	
Cashless Pilot Program Expansion (5 branches)	\$90,000.00
Self-check expansion (20 units)	\$120,000.00
End of life server\VxRail Expansion	\$150,000.00
End of life tape library	\$20,000.00
Reconfigure ILS Training server	\$30,000.00
End of life network infrastructure management system	\$20,000.00
Replacement end of life DNS\DHCP servers	\$75,000.00
End of life sorter replacements (WV & CH)	\$300,000.00
End of life security gate replacements ((WC & SM)	\$40,000.00
Replacement People Counters (urban branches)	\$25,000.00
Tablet lending program	\$20,000.00
Library document stations (6 locations)	\$42,000.00
PC Replacements	\$350,000.00
Disaster Recovery expansion	\$50,000.00
End of life network diagnostic solution	\$150,000.00
Network DDoS security solution	\$100,000.00
LO Supplemental requests	\$98,000.00

GE Supplemental Requests	\$12,000.00
Electronic Signature Pilot	\$10,000.00
Contracted Services - support for various capital projects	\$25,000.00
Possible rebranding expenses	\$20,000.00
Grand Total	\$877,000.00

Trustee Wadley-Munier moved to authorize staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related technology infrastructure improvements over \$50,000* for Fiscal Year 2019-2020, as approved in the District's Adopted Budget by the Board of Trustees. There was no opposition and the motion carried.

*Initially, Trustee Wadley-Munier said \$500,000, which was incorrect, and Chair Ortiz asked her to accept his correction to her motion of \$50,000, which Trustee Wadley-Munier accepted.

Discussion and possible Board action regarding the election of Board officers for Fiscal Year 2020-2021 and accompanying Resolution 2020-01. (Item VIII.E.)

Nominating Committee Chair Ortiz reported on the meeting held immediately prior to the Regular Meeting. Members of the Committee are Trustees Francis Drake, Foyt, and Wadley-Munier

Chair Ortiz reported that the Committee is recommending the following Trustees for officer positions:

Chair – Felipe A. Ortiz

Treasurer – Robin Wadley-Munier

Secretary – Kelly Benavidez

At this time, Chair Ortiz asked if there were any further nominations for each of the above offices. There being none, Chair Ortiz moved to approve the Committee's slate of officers for Chair, Treasurer, and Secretary. There was no opposition and the motion carried.

Chair Ortiz then reported that Trustees Bilbray-Axelrod and Wilson were both interested in the office of Vice Chair. Bilbray-Axelrod is the current Vice Chair. After asking if there were further nominations for the office of Vice Chair and hearing none, Chair Ortiz announced that there would be a voice vote.

Trustees Bilbray-Axelrod and Wilson were then given an opportunity to speak.

Trustee Bilbray-Axelrod spoke about her tenure on the Board, the importance of her legislative insight, but also of the critical decisions facing the Board. She knows she has a lot on her plate and she is confident that she can handle it.

Trustee Wilson knows it is only his second year as a member of the Board of Trustees, but he believes that with Trustee Bilbray-Axelrod's term

expiring, it is important to not change officers.

Chair Ortiz called for the vote. The vote was 7-2 in favor of Trustee Bilbray-Axelrod. Trustee Bilbray-Axelrod was elected to serve as Vice Chair.

Voting for Trustee Bilbray-Axelrod: Chair Ortiz, and Trustees Francis Drake, Ramaker, Foyt, Benavidez, Meléndrez, and Bilbray-Axelrod.

Voting for Trustee Wilson: Trustees Wadley-Munier and Wilson.

Trustee Ramaker moved to pass Resolution 2020-01 authorizing Floresto Cabias, Acting CFO, and newly elected Treasurer Robin Wadley-Munier to execute checks on behalf of the Library District. In the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, the Secretary of the Library Board of Trustees Trustee Kelly Benavidez is authorized to execute checks on behalf of the Library District until June 30, 2021 or until a new Treasurer is elected. There was no opposition and the motion carried.

The Resolution is attached as Appendix C.

**Update on
Voluntary
Employment
Separation Program
(VESP) and
Voluntary
Temporary Furlough
Program by Deputy
Director/CFO/
Interim Human
Resources Director
Fred James.
(Item VIII.F.)**

Mr. James informed the Trustees that he had appointed Assistant Financial Services Director Floresto Cabias as Acting Financial Services Director. James then reported on the Voluntary Employee Separation Plan (VESP) and temporary furlough plan using the presentation attached as Appendix D.

**Discussion of the
District's budget
and human
resources issues
related to the
COVID-19
Pandemic. THIS
WILL BE A CLOSED
SESSION.
(Item VIII.G.)**

Chair Ortiz advised attendees that the Executive Session would be closed and said that it would cover the District's budget and human resources issues related to the COVID-19 Pandemic. Trustee Wadley-Munier moved to adjourn into Executive Session. There was no opposition and the motion carried. Trustees adjourned into Executive Session at 7:28 p.m.

Trustee Francis Drake moved that the Regular Session be reconvened. There was no opposition and the Regular Session reconvened at 7:59 p.m.

**Discussion and
possible Board
action regarding the
District's labor
agreements with
Teamsters 14.**

Mr. James explained that, after May 21, 2020 Regular Board Meeting, Teamsters 14 union representatives reached out to the District and several meetings were held. James explained that the attorney representing the District in talks with union representatives is Scott Abbott, of Kameron Zucker Abbott. Mr. Abbott presented the proposed Memorandum of

(Item VIII.H.)

Understanding (MOU) tentatively agreed to by Teamsters 14 with an effective date of July 1, 2020.

A copy of the proposed MOU is attached as Appendix E.

Mr. Abbott summarized the proposed MOU as follows:

- Teamsters 14 agreed to forego the cost of living increases (COLA) and merit increases to salary.
- They have also agreed to freeze the current health insurance premium rates at the FY 2019-2020 rates.
- In return, both parties have the right, on or before April 15, 2021 to submit a request in writing to reopen negotiations over economic terms.
- In addition, there will be a one-year extension to all three collective bargaining agreements (CBAs). The current agreements end June 30, 2022 and this will extend it through June 30, 2023 based upon the terms that currently exist for the last year of the current contract. This will entail a 3% COLA and 3% merit increase at that time.

Counsel Abbott thanked, on behalf of the District's negotiating team, the Teamsters 14 team for coming back to the table. As he has said before, the District and the union have a very constructive bargaining relationship. And to their credit, in times of crisis, they do come together for the common and shared goal of preserving employees' livelihood to avoid layoffs to the extent they can be avoided.

Chair Ortiz, and Trustees Bilbray-Axelrod, Meléndrez, Benavidez, Wadley-Munier, Wilson, Foyt, Ramaker, and Francis Drake all thanked the union for coming back to the table and negotiating with staff. It is positive news and they are happy it worked.

Trustee Wilson asked to clarify that the extension would move the raises that staff would normally receive this year to the back end of the contract. Once Counsel Abbott provided the clarification, he congratulated the teams on a creative solution.

Mr. James, in response to a question by Chair Ortiz, said the new proposal is satisfactory.

Trustee Wadley-Munier to approve the MOU with Teamsters 14, subject to approval by counsel. There was no opposition and the motion carried.

Discussion and information regarding the Budget update for Fiscal Year 2020-2021.
(Item VIII.I.)

Mr. James states that, since Trustees approved item VIII.H., the budget that the Trustees approved at the May 21, 2020 Board Meeting will be the final budget for the year. No further action on the budget needs to be taken at this time.

Announcements
(Item IX.)

The next Board Meeting will be held Thursday, July 9, 2020 via WebX, and at a physical location to be determined.

Mr. James the administrative and technical staff as they have been working diligently to try to make WebX work for the Trustee meetings. He has watched them working on this to ensure meetings will be conducted in a professional manner.

Ms. Boyer asked Trustees to stay for some required signatures.

**Public Comment
(Item X.)**

None.

**Adjournment
(Item XI.)**

Chair Ortiz adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2020 ATTENDANCE

Appendix A

June 11, 2020 Regular Board Meeting

2020		January 16 Naming Library Policy Cmte	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg	March 18 Emergency Board Mtg	April 16 Finance & Audit Cmte	April 16 Regular Board Mtg	April 28 Special Board Mtg	May 21 Regular Board Mtg	June 2 Special Board Mtg	June 11 Risk Management Cmte	June 11 Nominating Committee Meeting	June 11 Regular Board Meeting
Benavidez	Kelly	A-E	A-E	P	P	A-E	P	P	P	P	P	P	P	P
Bilbray-Axelrod	Shannon	P	P	P	A-E	P	P	P	P	P	P	P	P	P
Francis Drake	Marilyn	P	P	P	P	P	P	P	P	P	P	P	P	P
Foyt	Elizabeth	P	P	P	P	A-E	P	P	P	P	P	P	P	P
Meléndrez	José	P	P	P	P	A-E		P	P	P	P	P	P	P
Ortiz	Felipe	P	P	P	P	P	P	P	P	P	P	P	P	P
Wadley-Munier	Robin	P	P	P	P	A-E	P	P	P	P	P	P	P	P
Ramaker	Sandra	P	P	P	A-E	P	P	P	P	P	P	P	P	P
Wilson	Brian	P	P	A-E	P	P	P	P	P	P	P	P	P	P
Rogers	Keith	P	P	P	A-E	P	P	P	P	P	P			A-E

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absense

as of June 12, 2020

GENERAL SALES DRIVERS, DELIVERY DRIVERS & HELPERS AND PUBLIC SECTOR TEAMSTERS LOCAL UNION NO. 14

AFFILIATED WITH THE
INTERNATIONAL BROTHERHOOD OF TEAMSTERS

LARRY R. GRIFFITH
SECRETARY-TREASURER

GRANT DAVIS
PRESIDENT

FRED HORVATH
VICE PRESIDENT

LYNN GRIFFITH
RECORDING SECRETARY



TONY FREITAS
TRUSTEE

JOHN ORTEGA
TRUSTEE

RUSS SHERRATT
TRUSTEE

Re: Public Comment – June 11, 2020 Las Vegas Clark County Library District Board of Trustees meeting

Good evening Board members, thank you for allowing me to address you this evening.

My name is Grant Davis and I am the President of Teamsters Local 14. I spoke to you a few weeks ago regarding the difficulty we were having in the negotiations between the District and the Teamsters regarding how to manage the expected shortfall of revenues for the 2021 Fiscal Year. Unfortunately, I believe that the Teamsters Union and its members were incorrectly and unjustly portrayed that evening as self-centered and greedy for demanding a pay increase at the expense of their co-workers being laid off. At no point during the initial negotiations did we ever express to the District anything but a desire to prevent layoffs. Our issue was that we believed that there were other means to get to the “no-layoff” goal that were not being properly addressed. As the Union for the Library District employees we have an obligation to explore all avenues to protect our members.

Fortunately, I get to speak to you tonight under better circumstances. We reached out to the Districts Labor Attorney, Mr. Scott Abbott, and requested that we sit back down with the District management and attempt to come to an agreement that satisfied the Districts needs. Those conversations were successful and a deal was reached that should meet your needs, quell our members concerns regarding layoffs and provide for the ability to have future dialogue surrounding the level of revenue during the next nine months. I want to thank Scott Abbott and his committee for being willing to meet with us and work to this successful conclusion. I would hope that you would agree with us and approve agenda item VIII – H, tonight.

Thank you

Resolution 2020-01 Authorizing Checking Account Signature

WHEREAS, the Las Vegas-Clark County Library District (LVCCLD) adopted a Resolution on the 13th of June, 2019 providing that Deputy Director, Chief Financial Officer Frederick J. James, Jr. and LVCCLD Board of Trustees Treasurer Kelly Benavidez were designated with the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District; and

WHEREAS, Kelly Benavidez, Treasurer of the LVCCLD Board of Trustees will complete her year term on June 30, 2020; and

NOW, BE IT RESOLVED that the following individuals shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District as of July 1, 2020:

Floresto Cabias, Acting Chief Financial Officer, and Robin Wadley-Munier, Treasurer of the LVCCLD Board of Trustees

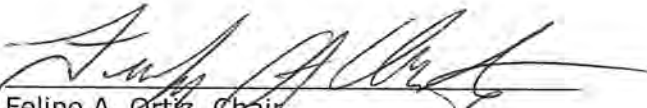
AND, THEREFORE RESOLVED that Floresto Cabias, Acting Chief Financial Officer, as the acting representative of the LVCCLD and Robin Wadley-Munier, Treasurer of the LVCCLD Board of Trustees shall be authorized to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2021.

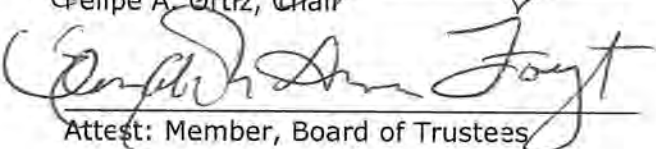
AND, THEREFORE RESOLVED that, in the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, Secretary Kelly Benavidez of the LVCCLD Board of Trustees shall have the authority to execute any and all checks on behalf of the Las Vegas-Clark County Library District until June 30, 2021, or until a new Treasurer is elected.

AND, THEREFORE RESOLVED that, in the absence of the Acting Chief Financial Officer of the Library District for any reason, the Acting Executive Director, Fred James, shall sign all checks issued by the Library District.

This Resolution shall be spread at large, upon or attached in full to the minutes of the Las Vegas-Clark County Library District Board of Trustees.

PASSED, ADOPTED and APPROVED, this 11th day of June 2020, LVCCLD Trustees.


Felipe A. Ortiz, Chair


Attest: Member, Board of Trustees

Voluntary Employee Separation Program (VESP) & Voluntary Furloughs

June 11, 2020



VESP Applicants

- **47 of 130 eligible full-time applicants as of June 10, 2020 (36%)**
 - Six commitments
- **3 of 9 eligible part-time applicants as of June 10, 2020 (33%)**
- **Applications can be submitted until July 31, 2020**
- **Applicants should be prepared to separate by September 4, 2020**
- **Some applicants requesting separation dates as early as June 26, 2020**

VESP Applicants (Cont.)

- **Potential savings after one year**
 - To achieve cost-reduction goals, vacated position is frozen until cost of the position separation is recovered
- **District retains the right to determine the separation date based on operational and economic considerations**
 - District can refill positions critical to operations
- **Savings vary by individual depending on total personnel costs**

Voluntary Furloughs

- **36 employees volunteered for the furlough**
- **4 of 36 were full-time employees**
- **Estimated monthly personnel costs total \$56K**
- **Due to the favorable response, the District extended the application deadline to June 15, 2020**
 - Previous deadline was June 5, 2020

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into as of June __, 2020 by and between the General Sales Drivers, Delivery Drivers and Helpers, and Public Sector, Teamsters Local Union No. 14 ("Union") and the Las Vegas-Clark County Library District ("the District").

RECITALS

WHEREAS, the Union and the District have a longstanding collective bargaining relationship;

WHEREAS, the Union and the District are parties to three Collective Bargaining Agreements representing the Non-Supervisor, Supervisor and Manager employee bargaining units which are currently in effect from July 1, 2017 through June 30, 2022 (hereinafter "CBAs");

WHEREAS, the CBAs provide for certain economic benefits to be provided to represented employees for each year of the CBAs, including but not limited to annual pay plan increases, merit increases and increases in employee health insurance premiums;

WHEREAS, the global COVID-19 pandemic of 2020 has resulted in unprecedented economic hardships to the District, including a statewide governmental directive for the closure of the District and other local businesses for an almost three-month period, which will decrease the amount of revenue received by the District for at least the next year and potentially longer;

WHEREAS, the District needs to reduce its annual budget of expenditures for the fiscal year beginning July 1, 2020 to account for the expected loss in revenue related to the COVID-19 pandemic; and

WHEREAS, the Union and the District have negotiated in good faith for certain concessions and other terms to facilitate the District's needed budget reductions;

NOW, THEREFORE, in exchange for the mutual promises that follow, for good, valuable, and sufficient consideration, the Union and the District agree as follows:

1. 2020 Annual Pay Increase. The Union and the District agree that no 2020 annual pay increase will be given to represented District employees for the fiscal year beginning with the first pay period as of July 1, 2020, as otherwise provided in Article 13.10 (Non-Supervisor and Supervisor Units) and Article 13.06 (Manager Unit) of the CBAs.

2. 2020 Merit Increases. The Union and the District agree that no 2020 merit increases will be given to represented District employees for the fiscal year beginning with the first pay period as of July 1, 2020, as otherwise provided in Article 13.20 (Non-Supervisor and Supervisor Units) and Article 13.12 (Manager Unit) of the CBAs.

3. Health Insurance Premiums. The Union and the District agree that no increases in District contributions to employee health insurance premiums for single and family coverage shall take effect for the fiscal year beginning July 1, 2020, as otherwise provided in Article 16.08 (all Units) of the CBAs. Instead, District contributions to employee health insurance premiums shall be frozen for the fiscal year beginning July 1, 2020 at the rates currently set forth in Article 16.07 (all Units) of the CBAs, which are \$566.27 for single coverage and \$1,482.06 for family coverage. For the fiscal year beginning July 1, 2021, employee health insurance premiums shall be at the [fiscal year 2020-2021](#) rates currently set forth in Article 16.08 (all Units) of the CBAs [\(single: \\$611.57 and family: \\$1,600.63\)](#).

4. Reopener. The Union and the District agree that, on or before April 15, 2021, either of them may request, in writing, a reopener of negotiations to discuss the economic terms impacted by this MOU.

5. Additional Year of Collective Bargaining Agreements. The Union and the District agree that, in view of the concessions reached and memorialized by this MOU, they will extend the current CBAs for one additional year beyond the currently-stated ending date of June 30, 2022. Accordingly, the Union and the District agree that the CBAs shall be extended for the period of July 1, 2022 through June 30, 2023 on the same terms as currently provided by the CBAs for the July 1, 2021 to June 30, 2022 fiscal year.

6. Entire Agreement. This MOU, in accord with the CBAs, constitutes the entire agreement of the Union and the District and supersedes all prior representations, discussions or other communications between the Union and the District, whether oral or written, express or implied.

7. Changes in Writing. This MOU may be amended or modified only by a writing executed and agreed upon by both the Union and the District.

Las Vegas-Clark County Library District

General Sales Drivers, Delivery
Drivers and Helpers, and Public
Sector, Teamsters Local Union No. 14

By: _____

Its: _____

Tentatively Agreed to by:

Teamsters Local Union No. 14

Las Vegas-Clark County Library District

Date

Date

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' MEETING
LAS VEGAS, NEVADA
JULY 23, 2020**

ITEM IV.F.

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Windmill Library and via WebX, Las Vegas, Nevada, at 6:15 p.m., Thursday, July 23, 2020.

Present:

Board:	F. Ortiz, Chair	S. Bilbray-Axelrod
	K. Benavidez	E. Foyt
	M. Francis Drake	S. Ramaker
	J. Meléndrez	K. Rogers
Counsel:	G. Welt	
Absent:	R. Wadley-Munier	
	B. Wilson	
Staff:	Fred James, Acting Executive Director	
	Numerous Staff	
Guests:	Dr. Ron Heezen, via WebX	

F. Ortiz, Chair, called the meeting to order at 6:28 p.m.

Roll Call and Pledge of Allegiance (Item I.)

All members listed above represent a quorum. Chair Ortiz, and Trustees Foyt, Francis Drake, and Ramaker attended in person. Trustees Benavidez, Bilbray-Axelrod, and Rogers attended via WebX. Trustee Melendrez attended via telephone and had to leave the meeting around 7:00 p.m. Appendix A.

Chair Ortiz led attendees in the Pledge of Allegiance.

Public Comment (Item II.)

None.

Agenda (Item III.)

Trustee Bilbray-Axelrod moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Approval of Proposed Minutes Regular Session, February 13, 2020; Regular Session, March 12, 2020; Finance and Audit Committee, April 16, 2020; Regular Session, April 16, 2020; Special Session, April 28, 2020; Regular Session, May 21, 2020; Risk Management Committee, June 11,

Items IV.D-F, and I were removed from the Agenda.

Trustee Ramaker moved to approve the Minutes of the Board of Trustees Meeting held February 13, 2020. There was no opposition and the motion carried.

Trustee Ramaker moved to approve the Minutes of the Board of Trustees Meeting held March 12, 2020. There was no opposition and the motion carried.

Trustee Francis Drake moved to approve the Minutes of the Finance and Audit Committee Meeting held April 16, 2020. There was no opposition and the motion carried.

Trustee Ramaker moved to approve the Minutes of the Risk Management Committee Meeting held June 11, 2020. There was no opposition and the motion carried.

Trustee Rogers moved to approve the Minutes of the Risk Management Committee Meeting held June 11, 2020. There was no opposition and

Minutes - Board of Trustees' Meeting
July 23, 2020
Page 2

2020; Nominating Committee, June 11, 2020; and Regular Session, June 11, 2020.
(Item IV.A-I.)

the motion carried.

Chair's Report
(Item V.)

Chair Ortiz and the Trustees present at the Windmill Library gathered to present a clock to former Executive Director Dr. Ronald R. Heezen, who attended via WebX. Chair Ortiz thanked Dr. Heezen on behalf of the District for his service from September 2, 2014 through September 30, 2020.

Each Trustee attending via WebX or in person took the opportunity to thank Dr. Heezen. They commented on his warm personality and interest in each person, accomplishments in Mesquite and East Las Vegas, and expressed the hope that he and his wife, Candice, will enjoy their retirement in Texas. In addition, Counsel Jerry Welt and Acting Executive Director spoke to thank Dr. Heezen and wish him well.

Dr. Heezen thanked Trustees and staff and said he worked with the best staff ever.

Chair Ortiz tabled the discussion of Board Committees for Fiscal Year 2020-2021 until the August Board Meeting.

Executive Session
(Item VI.)

Removed from Agenda.

Library Reports
(Item VII.)

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

Acting Executive Director Fred James read his report, which is attached as Appendix B. Highlights included:

- Appointment of Leo Segura as acting Library Operations Director once Jenn Schember retires in October.
- Gate counts are 47% compared to the same time as last year.
- Circulation of physical items are 57% compared to the same time as last year.
- Computer use is 44% compared to the same time as last year.
- Digital and online circulation is up.
- Current Voluntary Employee Separation Plan numbers (VESP) numbers.
- The CCSD distance learning plan will affect the District's staff as well as the District's services.

Mr. James also discussed the need to identify and select a lobbyist for the 2021 Legislative Session. There was a brief discussion about this and Mr. James will talk with this further with Trustee Bilbray-Axelrod

once staff has put together a list of what the District will be focused on and bring back several firms for Trustee consideration.

Trustee Bilbray-Axelrod thanked staff for their nimble response and their service to the community.

Chair Ortiz reminded staff that the VESP program was a voluntary choice for staff and thanked those who had decided to take the opportunity. He was very impressed with the gate count since so many people are nervous about the current situation. He thanked Library Operations and Facilities staff for providing service and getting employees back to work. He also thanked IT staff for handling the increase in digital activity.

Trustee Francis Drake asked if Mr. James had any idea of the money the District is saving from the 28 staff that are in the final stages of separating from the District. In addition, will the positions they are vacating be filled. James explained that the positions will be frozen, or, if it is necessary to fill the position, other positions might be frozen. He can provide cost savings, but the District will not see the effect until July 1, 2021.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

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

No questions.

General Services Report (Item VII.A.3.b.) No questions.

Human Resources Report (Item VII.A.3.c.) No questions.

Trustee Bilbray Axelrod moved to accept Reports VII.A. 1-7. There was no opposition and the reports were accepted.

Unfinished Business (Item VIII.) None.

Discussion and possible Board action to appoint the East Las Vegas QALICB, Inc. Board of Directors. (Item IX.A.) Development and Planning Director Danielle Milam explained that In July 2017, the Library District entered into a New Markets Tax Credit transaction for the East Las Vegas Library construction project. As part of that transaction, a new non-profit was formed to operate exclusively for the benefit of the Library District for the purposes of acquisition and leasing of real and/or personal property subject to restrictions and terms of the transaction documents.

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

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

This year, because Fred James is now Acting Executive Director of the Las Vegas-Clark County Library District, the slate has changed to replace former ELV QALICB President Fred James with Floresto Cabias, who currently serves as Acting CFO for the Library District. The complete slate of officers and directors for appointment is as follows:

Floresto Cabias, President; Keiba Crear, Secretary-Treasurer; and Directors Senator Mo Denis, Felipe Ortiz, and Michael Saunders

There were no questions.

Trustee Rogers moved to appoint the slate of Directors detailed above to the East Las Vegas QALICB, Inc. There was no opposition and the motion carried.

Discussion and possible Board action to retract approval for the Mr. James reminded Trustees, that at the September 12, 2019 Regular Board Meeting, the Board of Trustees, in addition to approving thirteen (13) closed days in calendar year 2020, agreed to close on Monday, October 12 (Columbus Day) to use as a Staff Development Day. The

**Library District's
closure for Staff
Development Day
on October 12,
2020.
(Item IX.B.)**

Library District has used this day to gather staff at an off-site location to celebrate its accomplishments and educate staff on future goals.

The COVID-19 Pandemic has forced the Library District to make budget adjustments to ensure the Library District can continue to serve its patrons. The social distancing requirements maintain safety for everyone but would require additional space and expense for the event. Staff are connecting via digital methods for required meetings, updates, and classes. For these reasons, Library District staff would like to request that the Trustees retract approval for closure on that day. If this item is approved, the Library District's branches will be open and staff will be working on October 12, 2020.

There were no questions.

Trustee Benavidez moved to retract approval of October 12, 2020 as a closed day for the Library District. There was no opposition and the motion carried.

**Discussion and
possible Board
action to adopt a
new Electronic
Signature Policy.
(Item IX.C.)**

IT Director Al Prendergast explained that during the Library District's required shutdown that occurred due to the COVID-19 Pandemic, the State of Nevada allowed the District to submit electronic signatures on the Adopted Budget approved by the Board of Trustees at the Regular Board Meeting on May 21, 2020. This meeting was conducted solely online to meet the Governor's mandate for social distancing to prevent the spread of the coronavirus. In addition to being expedient, it also saved staff time and money. At that time, District staff began exploring the different ways electronic signatures could be used throughout the District.

Different departments have different signature needs, including the need for: procurement contracts, service agreements, customer contracts, grant applications and certifications, letters of award, letters of support, personnel documents, formal labor agreements, Board of Trustee documents, contracting artists and instructors, and memorandums of understanding.

Many of these documents require signatures by different people in different areas, and some agreements can take anywhere from several days to over a month to complete and process.

District staff consulted with Counsel Welt and was advised through outside counsel that the District should develop a Board policy before implementing a solution, which is what the Trustees now have in front of them.

NRS 719.100 defines "Electronic signature" to mean "an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record."

According to NRS 719.240, electronic signatures satisfy the law, and contracts signed with electronic signatures may not be denied solely because an electronic record was used in its formation.

Trustee Ramaker moved to adopt the proposed *Electronic Signature Policy*. There was no opposition and the motion carried.

The *Electronic Signature Policy* is attached as Appendix C.

Discussion and possible Board action regarding modifying the District's flood insurance coverage. (Item IX.D.)

General Services Director Steve Rice explained that he was asked at the Risk Management Committee Meeting in May to bring back some additional information regarding the District's flood insurance coverage. He worked with the District's broker on this item. The District's current and 2020 renewal policy for property insurance coverage through Travelers Insurance includes a blanket flood policy limit of \$15,000,000 annually (excluding Moapa Valley Library which is insured separately due to its high risk AE flood zone designation). The annual flood premium is \$4,188 (of the total annual property premium of \$159,019) with a deductible of \$25,000. The annual flood premium for Moapa Valley Library is \$15 for a \$2,200,000 flood limit and a deductible of \$100,000. FYI, in 2016 the flood coverage for Moapa Valley Library was moved from a stand-alone National Flood Insurance Program (NFIP) policy to the District's package policy for a premium savings of \$14,029 annually.

In simple terms, and as it relates to the exposure of District facilities, a flood is defined as: an excess of water on land that is normally dry caused from unusual and rapid accumulation or runoff of surface waters from any source; water or sewage that backs up, overflows, or is otherwise discharged from a sewer or drain; and water under the ground surface pressing on, or flowing or seeping through foundations, walls, floors, paved surfaces, doors, windows, or other openings.

Although the risk of a flood peril for the District (other than Moapa Valley Library) is considered to be minimal, Flood Zone X, there is the potential for a flood event to cause damage to District property. USI Insurance Services' (District's Insurance Broker) Property Analytics Team modeled the District's exposure for flood and their modeling results are as follows:

- The 100-year flood loss came in at \$883,785.
- The flood modeling came back with a recommendation that a minimum limit of \$1,000,000 - \$5,000,000 be purchased.

Flood coverage options from Travelers Insurance (not including Moapa Valley Library):

<u>Limit</u>	<u>Deductible</u>	<u>Premium</u>
\$15,000,000 (current limit)	\$25,000	\$4,188
\$10,000,000	\$25,000	\$3,069
\$5,000,000	\$25,000	\$1,992

Trustees appreciated the information, and, agreed to keep the flood

coverage at the current level and no motion was required.

**Announcements
(Item X.)**

The August Board Meeting will be held on Thursday, August 13, 2020, at 6:00 p.m. online via WebX AND at the Summerlin Library, 1771 Inner Circle Drive, Las Vegas, NV 89134.

Trustee Benavidez announced that Clark County Commissioner Lawrence Weekly will be hosting an event on Saturday, August 1 at the Clark County Government Center. The event will feature COVID-19 testing, backpacks with school supplies for children, free shredding, recycling for old electronics, and disposal of outdated medication. Information is on the Clark County website and social media.

Trustee Francis Drake asked if the tenure of the six Board members whose terms expire next year can be extended by one year. She said the District would be best served by a continuing effort of the existing Trustees who have a deeper understanding of issues that will face the District and have worked together for some time to attain them.

Trustee Foyt thought the Enterprise Library address change was moving forward but she had recently spoken with Clark County Commissioner Michael Naft who advised that no one from the District had followed up. Mr. Rice explained that there was a misunderstanding about that responsibility and he will follow up.

Trustee Benavidez reminded staff that Trustees want to ensure the costs for the Enterprise Library address change are explained to Trustees prior to moving forward with this item so she looks forward to the information they provide.

Trustee Foyt also suggested that it was important that District signage about mask requirements be more dynamic and eye-catching. She had been to an Arizona library when she was recently in that state and she had been impressed with their signage.

Mr. James thanked all staff who put together the meeting.

Chair Ortiz thanked all staff who are taking the VESP, working hard on reopening the libraries, and Mr. James for stepping up to handle the Executive Director's position.

**Public Comment
(Item XI.)**

None.

**Adjournment
(Item XII.)**

Chair Ortiz adjourned the meeting at 7:46 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

2020 ATTENDANCE

Appendix A

		July 23, 2020 Regular Board Meeting																
2020		January 16 Naming Library Policy Cmte	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg	March 18 Emergency Board Mtg	April 16 Finance & Audit Cmte	April 16 Regular Board Mtg	April 28 Special Board Mtg	May 21 Regular Board Mtg	June 2 Special Board Mtg	June 11 Risk Management Cmte	June 11 Nominating Committee Meeting	June 11 Regular Board Meeting	July 23 Special Board Meeting	July 23 Regular Board Mtg		
Benavidez	Kelly	A-E	A-E	P	P	A-E	P	P	P	P	P	P	P	P	P	P		
Bilbray-Axelrod	Shannon	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P		
Francis Drake	Marilyn	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Foyt	Elizabeth	P	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P		
Meléndrez	José	P	P	P	P	A-E		P	P	P	P	P	P	P	P	P		
Ortiz	Felipe	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Wadley-Munier	Robin	P	P	P	P	A-E	P	P	P	P	P	P	P	P	A-E	A-E		
Ramaker	Sandra	P	P	P	A-E	P	P	P	P	P	P	P	P	P	P	P		
Wilson	Brian	P	P	A-E	P	P	P	P	P	P	P	P	P	P	A-E	A-E		
Rogers	Keith	P	P	P	A-E	P	P	P	P	P	P			A-E	P	P		
		attended Committee meeting but not a member																

A-E Excused Absence
A-U Unexcused Absense

as of July 24, 2020



ITEM VII.A. EXECUTIVE DIRECTOR'S REPORT July 2020

MEMORANDUM

DATE: July 23, 2020
TO: Board of Trustees
FROM: Fred James, Acting Executive Director
SUBJECT: Executive Director's Monthly Report

This report gives you a quick review of my activities and the accomplishments of Library District Staff for your review and discussion at the District Board of Trustees' July 23rd meeting. I have supplemented this with information in the board packet (numbered VII.A.1-3) and distributed to Trustees on July 17, 2020.

MEETINGS, ACTIVITIES & OTHER TOPICS

1. **REORGANIZATION.** Today I have appointed Danielle Milam, Development and Planning Director, into the position of Acting Deputy Director.
 - a. She will assist me in the role of Acting Executive Director until the new Executive Director is selected.
 - b. As with all "Acting" positions that are being filled this is a temporary assignment.
 - c. We will be working to bring all the departments of the Library District into alignment as we lose many positions to retirement, voluntary separation, and position freezes.
 - d. We will be working with community partners to align library resources to meet this period of unprecedented change and challenges.
2. **VESP UPDATE.** The District's Voluntary Employee Separation Package program has been successful to date. The deadline for submitting interest is July 31st. To date 68 employees have expressed interest. Of those 36 employees have returned the Acceptance Form and identified their separation date. Of those, 28 have signed the final Severance Agreement.
3. **LIBRARY BUSINESS IS GROWING.** The Library District expanded services on June 24th to accommodate more services inside our buildings.

From June 24-July 19 we have seen that

 - GATE COUNT (CUSTOMER TRAFFIC) is 177,406, or approximately **47%** of gate count last year at this time
 - PHYSICAL ITEM CIRCULATION (CHECKOUTS) were 264,996, or approximately **57%** of circulation last year

Acting Executive Director Report
July 23, 2020
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- COMPUTER USE is 26,558 or **44%** of use compared to last year
 - DIGITAL DOWNLOAD ACTIVITY rose by approximately **50,000**, from 224,335 to 273,847.
4. **UNEMPLOYMENT FRAUD**. This week we discovered that fraudulent unemployment claims have been filed on 50 Library District employees. We are providing our employees with steps they need to take to protect their identity and assets.
 5. **CCSD PLAN**. This week, the Clark County School District voted to approve full time distance learning for all CCSD students. This has huge ramifications for our employees and our communities. The Library District is now conducting surveys with our employees to better understand their child care needs and challenges.
 6. **EXECUTIVE COUNCIL PLANNING**. Given these days of unprecedented and disruptive change, the Executive Council is in continuous planning mode to address both the impact of the CCSD plan, as well as pandemic phase planning. We will be prepared to go both backwards to Phase One as well as forward, when pandemic conditions improve. Rather than having our own plan, we are now using the Governor's Road To Recovery planning documents to see how many library services can be offered, within the requirements for safety, group size, capacity controls, PPE provision, and other guidelines.
 7. **Cortez Masto Supports Legislation to Aid Nevada's Libraries During the Coronavirus Pandemic**. I want to be sure all Trustees are aware that our Senator Catherine Cortez Masto has co-sponsored a bill to support public libraries during the pandemic. The Library Stabilization Fund Act will provide states with support to respond to and recover from the COVID-19 pandemic and continue providing communities with needed services, resources, technology, and broadband access. As drafted, the bill could provide as much as \$10 million in federal funds for Nevada libraries.
 8. **Executive Director Search**. Today you will be considering the next steps forward to recruit a new Executive Director. In my view, the most important qualification for this new director is that they are VISIONARY and can stay with the District for at least 10 years.



Electronic Signature Policy

This policy establishes guidelines for the use of electronic signatures in lieu of handwritten signatures in connection with official activities of the Las Vegas-Clark County Library District (Library District) to ensure that electronic signatures are used consistently.

This policy applies only to transactions between parties that have agreed to conduct transactions by electronic means and does not mandate the use of electronic signatures or otherwise limit the rights of parties to conduct transactions on paper, nor does this policy apply when a handwritten signature on a paper record is required by applicable law. This policy also allows authorized members of the Library District to electronically sign documents generated by other parties and allows notaries to sign electronically, in accordance with the Uniform Electronic Transactions Act (UETA).

This policy applies to all authorized members of the Library District and governs all uses of electronic signatures in connection with official Library District activities. Such business shall include, but not be limited to:

- Procurement contracts
- Service Agreements
- Customer/patron contracts
- Grant applications and certifications
- Grants in Aid Letters of Award
- Letters of Support
- Personnel documents/acknowledgements
- Formal Labor Agreements
- Board of Trustee documents
- Contracting artists and instructors
- Memorandums of Understanding (MOUs)

NRS 719.100 defines "Electronic signature" to mean "an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record."

NRS 719.240: Legal recognition of electronic records, electronic signatures and electronic contracts.

1. A record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
2. A contract may not be denied legal effect or enforceability solely because an electronic record was used in its formation.
3. If a law requires a record to be in writing, an electronic record satisfies the law.
4. If a law requires a signature, an electronic signature satisfies the law.

The authorized members of the Library District will be responsible for creating, generating, sending, communicating, receiving, storing, and maintaining documentation on approved processes that include electronic signatures and records for audit purposes and in accordance with NRS 239: Public Records.

The electronic signature solution used by the Library District will employ multiple levels of authentication to ensure the identity of the signatories. The solution will employ the highest level of global information security assurance available to provide signatories with the assurance that stringent international standards on security are met. This solution will also provide an audit trail that serves as third-party validation of transaction completion, including information such as the signer's e-mail address, name, authentication method, IP address, etc. All signatories will be given the option of downloading or e-mailing a copy of the signed document.

Adopted by the Las-Vegas Clark County Library District Board of Trustees on July 23, 2020.



ITEM V.A.

CHAIR'S REPORT

AUGUST 133, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item V.A.: Possible Board discussion regarding the makeup of Board Committees for Fiscal Year (FY) 2020-2021.

Background:

"The Chair shall appoint trustees to serve on designated Standing Committees and to such Special Committees that may be required from time to time and shall designate one of their members to act as the Chair of said Committees. In the event a Committee chair is not designated, the Committee shall elect a chair from its members at its first meeting. Appointment to said Committees shall be for one (1) year or portion thereof coinciding with the fiscal year providing that the members shall continue to serve after the conclusion of the fiscal year until such time as new Committee members have been appointed or their term of appointment as trustees has expired." *from Article 6 - Library Board of Trustees Bylaws and Policies*

Board Standing and Special Committees are listed below with the **current** membership, unless otherwise noted. Trustees should contact the Chair with their interest for FY 2020-2021. The Chair is an ex-officio member of all Committees.

CURRENT COMMITTEE ASSIGNMENTS -

Standing Committees:

Executive Committee: Felipe Ortiz, Chair; Shannon Bilbray-Axelrod, Vice Chair; Kelly Benavidez, Secretary; Robin Wadley-Munier, Treasurer

The Bylaws of the Board of Trustees dictate that this committee is made up of the officers of the Board and should meet periodically. The FY 2020-2021 Board officers are listed.

Finance and Audit Committee: Kelly Benavidez, Chair; Shannon Bilbray-Axelrod, Keith Rogers, Robin Wadley-Munier, Brian Wilson

This Committee, usually chaired by the Board Treasurer, meets to review the Tentative Budget in April or May prior to the May Board Proposed Budget Hearing as well as to review the annual audit in October or November. Other meetings are scheduled as necessary.

Risk Management Committee: Marilyn Francis Drake, Chair; Elizabeth Foyt, José Meléndrez, Sandra Ramaker

This Committee meets to review the annual property and casualty insurance as well as the public officials and employees insurance coverage in June or July, if necessary. Other meetings are scheduled as necessary.

Bylaws Committee: Shannon Bilbray-Axelrod, Chair; Elizabeth Foyt, Robin Wadley-Munier, Brian Wilson, Counsel Gerald Welt

This is a standing committee, but usually only meets when the Bylaws are being rewritten.

Nominating Committee: Felipe Ortiz, Chair; Marilyn Francis Drake, Elizabeth Foyt, Robin Wadley-Munier

As per the Bylaws, a Nominating Committee of at least two Board members is appointed by the Chair at the May meeting and reports back to the Board at the June meeting. The most recent Committee members are listed.

Special/Ad-Hoc Committees:

Purchasing Policy Committee of the Whole: Felipe Ortiz, Chair; the entire Board serves as members of the Committee.

*Set up by Chair Saunders to review the District's **Purchasing Policy** in 2015, this is an ad-hoc Committee, not a standing Committee.*

Naming Libraries Policy Committee of the Whole: Kelly Benavidez, Chair; the entire Board serves as members of the Committee.

Set up by Chair Saunders in 2016 to update the District's policy on naming District areas.

*This is an ad-hoc Committee, not a standing Committee. The **Library District Naming Opportunities Policy**, adopted by the Board on March 9, 2017, was the result of this Committee's work during the 2016-2017 Fiscal Year.*

Recommended Action:

Trustees should contact the Chair with their interest in serving on Committees for FY 2020-2021. The Chair will determine the need for any Special/Ad Hoc Committees. The Chair will appoint Committee members.



ITEM VI.A.

**THERE IS NO EXECUTIVE DIRECTOR'S REPORT IN THE PACKET.
MR. JAMES WILL GIVE HIS REPORT VERBALLY
AT
THE AUGUST 13, 2020 BOARD MEETING.**



MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Jennifer Schember, Library Operations Director

DATE: July 30, 2020

SUBJECT: Library Operations Activity Report, August 2020

This report provides an overview of the Library Operations Department and includes project updates, branch activity, and staff highlights for a one-month period from **July 1, 2020 – July 31, 2020**.

LIBRARY OPERATIONS ADMINISTRATION

In July, the Library Operations (LO) Administration Team focused on the following projects:

- Finalized the annual renewal process for the District's library automation agreements with North Las Vegas Library District and Boulder City Library District. Agreement terms remain the same.
- Initiated the annual renewal process for the District's Inmate Library Services Agreement with the City of Las Vegas Detention Center. Agreement terms remain the same.
- Distributed FY20-21 final budgets to Branch Managers and Outlying Branch Associates.
- Participated in Labor Management meeting with Human Resources Director **Jeff Serpico**, Financial Services Director **Floresto Cabias** and Teamster's Local 14 representatives.
- Developed a process to track Library staff who participate in the Voluntary Employment Separation Program. There are a total of 27 confirmed Library Operations staff who will vacate their positions.
- Developed a staffing analysis process to evaluate current operations and branch staffing needs.
- Monitored and recorded daily statistical measures for gate count, circulation and computer use.

- Worked closely with **Human Resources** and **Branding and Marketing** to finalize the District's protocols for responding to a confirmed case of COVID-19 or symptomatic staff. Participated in virtual branch training sessions, which were conducted via WebEx.
- Participated in **Executive Council** sessions to plan for the upcoming school year.
- Participated in the District's Staff Student Committee led by **Human Resources**.
- Participated in the District's Roadmap 2025 planning meeting with Development and Planning Director **Danielle Milam**.
- Participated in the District's Communication Technology Team led by Access Services Manager **Sufa Anderson**.
- Worked closely with Assistant General Services Director **John Vino** and Safety Manager **Nicole Baker** to monitor branch safety and security incidents.
- Worked closely with **Human Resources** on employee relation matters.
- Conducted numerous branch visits to observe customer activity and staff workflow.
- Attended a variety of branch meetings to provide updates and address staff inquiries.
- Stocked and distributed branch PPE including masks, gloves, aprons and shields.

BRANCH OPERATIONS

During the month of July, all branches were fully open except the Meadows Library. All library services were made available with restrictions and in full compliance with government mandates, as well as CDC and SNHD guidelines. The Meadows Library, which operates under City of Las Vegas restrictions, currently offers curbside service Monday through Thursday from 11 a.m. to 5 p.m. Additionally, library services at the City of Las Vegas Detention Center remain suspended until further notice. Library District staff assigned to these locations are temporarily working at other branches.

Social distancing, required PPE and other safety measures are still in effect. All returned library materials continue to undergo a four-day quarantine, and browsed items receive special handling. In addition to providing disposable face masks for customers who need them, staff are providing non-restrictive face shields for customers who are not able to wear face masks.

On July 15 and 16, the Goodsprings Library was closed due to a branch refresh project which upgraded furniture and shelving. The new space looks fantastic with special thanks to our **General Services** and **IT Departments**, in addition to Regional Library Operations Manager **Carlotta Dickerson** and Outlying Branch Associate **Jacques Alimusa**.

STAFF HIGHLIGHTS

Acting Assistant Library Operations Director **Leo Segura** joined the Executive Council on July 20.

Vickie Barnett is serving as the Acting Branch Manager at the Rainbow Library.

The District said farewell to the following Library Operations staff who recently participated in the Voluntary Employment Separation Program. Best wishes to all!

- **James DiGeorge**, Adult Services Assistant at the West Charleston Library, retired on June 26.
- **Sharon Watson**, Adult Services Librarian at the West Las Vegas Library, retired on June 26.
- **Tam Anderson**, Branch Manager at the Rainbow Library, retired on July 10.
- **Jan Johnson**, Outlying Branch Associate at the Moapa Town Library, retired on July 24.

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Monthly Statistics
Year over Year
June 2019/ June 2020*

		Circulation				2019	2020			Gatecount				2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	61,194	22,859	-38,335	-63%	640,215	439,575	-200,640	-31%	35,739	12,489	-23,250	-65%	404,966	278,933	-126,033	-31%
	Clark County	45,299	12,511	-32,788	-72%	580,298	352,514	-227,784	-39%	55,105	14,653	-40,452	-73%	580,139	418,731	-161,408	-28%
	Enterprise	36,218	14,048	-22,170	-61%	421,925	290,190	-131,735	-31%	27,378	11,426	-15,952	-58%	318,533	235,584	-82,949	-26%
	East Las Vegas	35,923	7,424	-28,499	-79%	228,035	277,691	49,656	22%	38,271	8,945	-29,326	-77%	349,239	303,562	-45,677	-13%
	Meadows	2,378	115	-2,263	-95%	37,794	45,672	7,878	21%	3,019	0	-3,019	-100%	38,395	24,253	-14,142	-37%
	Rainbow	45,538	16,096	-29,442	-65%	548,131	362,255	-185,876	-34%	39,810	15,044	-24,766	-62%	466,718	309,780	-156,938	-34%
	Sahara West	64,219	22,947	-41,272	-64%	722,622	508,011	-214,611	-30%	48,294	21,691	-26,603	-55%	550,955	409,562	-141,393	-26%
	Spring Valley	36,328	12,973	-23,355	-64%	460,468	296,854	-163,614	-36%	32,981	11,635	-21,346	-65%	385,952	285,635	-100,317	-26%
	Summerlin	35,085	15,723	-19,362	-55%	379,619	277,456	-102,163	-27%	20,734	6,448	-14,286	-69%	273,824	221,876	-51,948	-19%
	Sunrise	39,636	11,473	-28,163	-71%	520,950	310,591	-210,359	-40%	25,813	7,734	-18,079	-70%	342,739	234,515	-108,224	-32%
	West Charleston	33,599	10,862	-22,737	-68%	402,527	274,638	-127,889	-32%	26,085	7,533	-18,552	-71%	343,948	238,318	-105,630	-31%
	West Las Vegas	14,200	4,186	-10,014	-71%	176,477	117,003	-59,474	-34%	25,200	7,141	-18,059	-72%	292,908	219,999	-72,909	-25%
	Whitney	37,124	13,539	-23,585	-64%	460,037	296,722	-163,315	-36%	53,456	20,500	-32,956	-62%	587,383	437,542	-149,841	-26%
	Windmill	60,975	24,122	-36,853	-60%	662,625	467,224	-195,401	-29%	31,867	22,681	-9,186	-29%	367,037	292,056	-74,981	-20%
	Urban Totals	547,716	188,878	-358,838	-66%	6,241,723	4,316,396	-1,925,327	-31%	463,752	167,920	-295,832	-64%	5,302,736	3,910,346	-1,392,390	-26%
Outlying Branches	Blue Diamond	314	156	-158	-50%	4,169	2,736	-1,433	-34%	527	313	-214	-41%	7,931	5,451	-2,480	-31%
	Bunkerville	805	326	-479	-60%	6,490	4,319	-2,171	-33%	1,868	454	-1,414	-76%	25,363	13,703	-11,660	-46%
	Goodsprings	1,215	744	-471	-39%	13,342	10,582	-2,760	-21%	552	396	-156	-28%	5,728	4,507	-1,221	-21%
	Indian Springs	1,823	472	-1,351	-74%	22,818	12,578	-10,240	-45%	3,082	318	-2,764	-90%	25,796	20,489	-5,307	-21%
	Laughlin	10,603	2,649	-7,954	-75%	133,442	99,705	-33,737	-25%	7,102	2,829	-4,273	-60%	98,775	75,773	-23,002	-23%
	Mesquite	13,552	5,500	-8,052	-59%	157,740	107,568	-50,172	-32%	14,764	4,982	-9,782	-66%	168,078	139,840	-28,238	-17%
	Moapa Town	1,121	230	-891	-79%	9,650	5,263	-4,387	-45%	824	63	-761	-92%	8,033	5,382	-2,651	-33%
	Moapa Valley	7,609	2,000	-5,609	-74%	81,875	55,815	-26,060	-32%	12,496	3,836	-8,660	-69%	124,317	73,826	-50,491	-41%
	Mt. Charleston	485	406	-79	-16%	5,029	5,345	316	6%	906	128	-778	-86%	8,973	7,475	-1,498	-17%
	Sandy Valley	2,178	607	-1,571	-72%	25,932	16,998	-8,934	-34%	1,247	193	-1,054	-85%	15,988	10,274	-5,714	-36%
	Searchlight	521	271	-250	-48%	9,824	5,753	-4,071	-41%	806	431	-375	-47%	12,213	11,061	-1,152	-9%
	Outlying Totals	40,226	13,361	-26,865	-67%	470,311	326,662	-143,649	-31%	44,174	13,943	-30,231	-68%	501,195	367,781	-133,414	-27%
Misc.	Distribution Center	0	0	0	N/A	171	352	181	106%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	ILL	334	434	100	30%	4,955	3,914	-1,041	-21%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	2,221	0	-2,221	-100%	26,608	18,144	-8,464	-32%	95	0	-95	-100%	875	423	-452	-52%
	Outreach	4,622	3,695	-927	-20%	71,812	46,103	-25,709	-36%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	224,335	273,847	49,512	22%	2,373,858	3,099,902	726,044	31%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	209,560	108,860	-100,700	-48%	2,439,568	1,935,519	-504,049	-21%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	441,072	386,836	-54,236	-12%	4,916,972	5,103,934	186,962	4%	95	0	-95	-100%	875	423	-452	-52%
	Grand Totals	1,029,014	589,075	-439,939	-43%	11,629,006	9,746,992	-1,882,014	-16%	508,021	181,863	-326,158	-64%	5,804,806	4,278,550	-1,526,256	-26%

*Due to the pandemic District Branches were closed beginning March 16th thru June 3rd.

Monthly Statistics
Year over Year
June 2019/ June 2020

		New Library Card				2019	2020			PC Internet Sessions				2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	692	195	-497	-72%	6,536	4,313	-2,223	-34%	4,788	1,213	-3,575	-75%	55,117	41,099	-14,018	-25%
	Clark County	788	279	-509	-65%	9,174	6,330	-2,844	-31%	9,054	3,723	-5,331	-59%	101,185	71,916	-29,269	-29%
	Enterprise	430	150	-280	-65%	4,770	3,379	-1,391	-29%	2,908	905	-2,003	-69%	35,664	27,487	-8,177	-23%
	East Las Vegas	1,297	204	-1,093	-84%	6,874	6,084	-790	-11%	8,444	2,832	-5,612	-66%	61,943	68,068	6,125	10%
	Meadows	45	0	-45	-100%	518	425	-93	-18%	378	0	-378	-100%	4,249	3,204	-1,045	-25%
	Rainbow	557	190	-367	-66%	6,108	4,278	-1,830	-30%	4,204	1,589	-2,615	-62%	51,316	36,736	-14,580	-28%
	Sahara West	753	207	-546	-73%	7,817	6,461	-1,356	-17%	5,025	1,791	-3,234	-64%	60,153	40,485	-19,668	-33%
	Spring Valley	392	144	-248	-63%	4,759	3,294	-1,465	-31%	6,937	2,304	-4,633	-67%	79,424	53,644	-25,780	-32%
	Summerlin	376	104	-272	-72%	3,418	2,403	-1,015	-30%	2,112	511	-1,601	-76%	24,144	17,031	-7,113	-29%
	Sunrise	561	119	-442	-79%	10,336	4,110	-6,226	-60%	5,844	1,250	-4,594	-79%	69,328	42,020	-27,308	-39%
	West Charleston	406	120	-286	-70%	4,346	3,181	-1,165	-27%	3,689	1,524	-2,165	-59%	43,993	32,153	-11,840	-27%
	West Las Vegas	282	127	-155	-55%	3,436	2,886	-550	-16%	4,994	1,487	-3,507	-70%	57,910	42,436	-15,474	-27%
	Whitney	484	210	-274	-57%	5,530	4,329	-1,201	-22%	4,650	1,673	-2,977	-64%	54,288	38,613	-15,675	-29%
	Windmill	869	199	-670	-77%	8,272	5,539	-2,733	-33%	5,216	1,266	-3,950	-76%	62,499	44,324	-18,175	-29%
	Urban Totals	7,932	2,248	-5,684	-72%	81,894	57,012	-24,882	-30%	68,243	22,068	-46,175	-68%	761,213	559,216	-201,997	-27%
Outlying Branches	Blue Diamond	1	0	-1	-100%	17	14	-3	-18%	23	9	-14	-61%	347	265	-82	-24%
	Bunkerville	3	0	-3	-100%	18	12	-6	-33%	68	4	-64	-94%	674	243	-431	-64%
	Goodsprings	0	4	4	N/A	15	16	1	7%	41	8	-33	-80%	180	170	-10	-6%
	Indian Springs	4	1	-3	-75%	54	38	-16	-30%	188	3	-185	-98%	1,971	1,473	-498	-25%
	Laughlin	76	28	-48	-63%	971	754	-217	-22%	1,859	523	-1,336	-72%	21,026	14,021	-7,005	-33%
	Mesquite	140	60	-80	-57%	2,846	1,649	-1,197	-42%	2,103	831	-1,272	-60%	26,304	19,162	-7,142	-27%
	Moapa Town	2	1	-1	-50%	128	18	-110	-86%	147	6	-141	-96%	1,151	696	-455	-40%
	Moapa Valley	42	4	-38	-90%	301	210	-91	-30%	514	46	-468	-91%	5,637	3,561	-2,076	-37%
	Mt. Charleston	11	1	-10	-91%	40	19	-21	-53%	18	4	-14	-78%	151	167	16	11%
	Sandy Valley	1	0	-1	-100%	52	32	-20	-38%	84	10	-74	-88%	1,108	670	-438	-40%
	Searchlight	0	0	0	N/A	30	14	-16	-53%	63	0	-63	-100%	633	680	47	7%
	Outlying Totals	280	99	-181	-65%	4,472	2,776	-1,696	-38%	5,108	1,444	-3,664	-72%	59,182	41,108	-18,074	-31%
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	251	0	-251	-100%	2,670	1,978	-692	-26%
	Outreach	25	1	-24	-96%	45,759	3,920	-41,839	-91%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	586	1,056	470	80%	7,437	16,855	9,418	127%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WiFi	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	89,677	30,631	-59,046	-66%	1,159,331	785,435	-373,896	-32%
	Misc. Totals	611	1,057	446	73%	53,196	20,775	-32,421	-61%	89,928	30,631	-59,297	-66%	1,162,001	787,413	-374,588	-32%
Grand Totals		8,823	3,404	-5,419	-61%	139,562	80,563	-58,999	-42%	163,279	54,143	-109,136	-67%	1,982,396	1,387,737	-594,659	-30%

ITEM VI.A.2.a.



MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: July 30, 2020

SUBJECT: Branding and Marketing Activity Report, August 2020

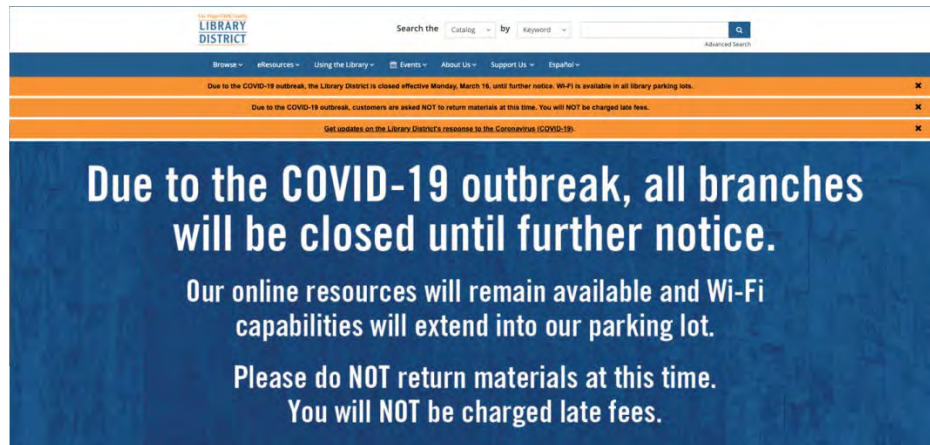
This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for the month of July and statistics for the period from June 1-30, 2020.

COVID-19 ACTIVITIES

- **Staff Communications During Pandemic**
 - BAM continued to maintain the Staff Updates page on the website on behalf of the Executive Council members, to keep all employees informed as new developments arise during the COVID-19 outbreak.
 - Branding & Marketing Director **Betsy Ward** continues to work with Digital Content Manager **Ryan Simoneau** on formatting and uploading the information as it is received.
 - The Staff Updates page went live on Thursday, March 19, and continues to be an effective means of staff communication. Through July 20, the page has received **24,895 unique page views, an increase of 7% over the previous month.** Library staff stayed on this page for an average time of **over four minutes.**
 - **Betsy Ward** and the entire **BAM team** met with Human Resources Director **Jeff Serpico** on July 20 to review his recommendations on the current Staff Updates page. A redesign to the upper section of the page sprang from this helpful brainstorm session. The new design brings the breaking news of the month front and center and provides a space for ongoing COVID-19 protocols, all for quick and easy reference by Library District staff. This page continues to be an expeditious way for staff to access important information and announcements, both from home and at work. The revised page went live on July 21 and can be viewed at: <https://lvccld.org/staffupdates>. Additional employee communications ideas were also presented by BAM during the brainstorm session, and these will be explored further with **Jeff Serpico** at a later date.
- **Evolution of Public Communications Web Page during COVID-19**
 - This dedicated web page has continually evolved as the public communications effort to reassure customers that the Library District has continued to be there for them from the moment we were forced to close our doors through each stage of reopening. The importance of keeping our customers informed during this challenging, fluid, crisis environment cannot be overstated, and every member of the

BAM team played a critical role in keeping these pages up-to-date, clear, visually compelling and informative, in both English and Spanish (with accompanying press releases in both languages), with graphics by Graphic Designer **Juanita Aiello** and Web Designer **Gene Kilchenko**. Below is a brief timeline with accompanying art:

- **Library District Closes – March 16:** Communications began as a quick announcement on the homepage of the District closure, reassuring customers that they could still connect to us through the website, could access free WiFi in our parking lots and that they should not return borrowed items.



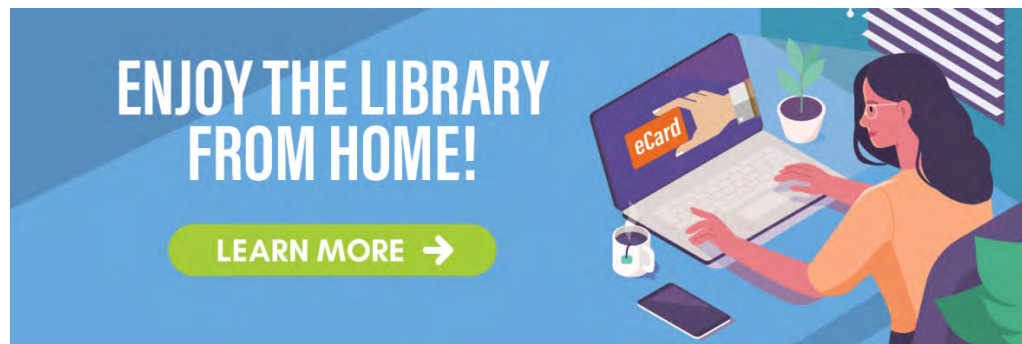
- **eCard Launches – English, March 23 & Spanish, April 1:** BAM launched the IT Department's first eCard, a long held goal of the District. This website Hero Banner took customers directly to the application with buttons to select the preferred language.



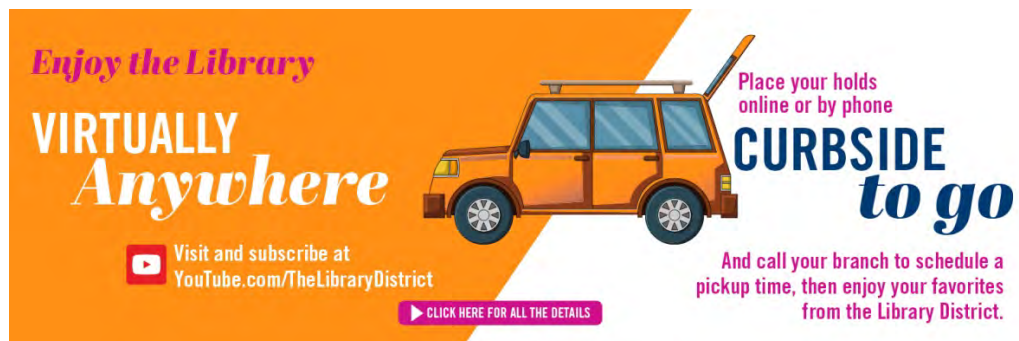
Select language for library eCard application



- **Enjoy the Library From Home – May 13:** This was the first iteration of the page that addressed the closing directly and reassured customers that there were still many ways to connect with the library through the website. These were outlined in copy blocks and expanded upon through quick links or “buttons” to a variety of website sections. We refer to this as our hors d’oeuvres, a tasty sampling of the website, particularly aimed at customers who may be visiting for the first time and may not be sure what they are looking for. These buttons give both new and long-time customers alike a quick overview of such topics as Learn Career + Tech Skills, Watch Online Library Programs, Study with eResources, Read Local + National Newspapers, as well as community links such as Find Emergency Food Distribution and File for Unemployment Benefits (all of which still exist on the current version of the page.)



- **Launch of Curbside Service, Returns & YouTube Channel – May 16:** The District's new Curbside Service became the first way that customers could speak to a librarian again, receive personal assistance with their needs, and come back to select library locations to pick up their items and make returns. At this point, the web page was fully developed, spotlighting the Library District's four-phased Reopening Plan, the interactive buttons mentioned previously, and friendly messaging that encouraged customers to come back to see us OR to connect with us through social media, a big part of which was the launch of the District's new YouTube channel, which is managed by Senior Digital Project Associate **Paula Loop**, Youth Services Manager **Shana Harrington and her team**, Programming & Venue Services Manager **Ryan Neely and his team**. This promised to bring back all of their favorite programs to enjoy from home, such as storytimes, STEAM classes, DIY projects, and live performances (from the **Community Engagement** and **Library Operations Departments**.)



- **Enjoy the Library Your Way ~ Libraries Partially Reopened, Plus YouTube & Curbside – June 4:** This was the first time that customers could enter our buildings, and there was some concern that there might be lines forming outside the branches. To be cautious, the direction was given to manage customer expectations by letting them know that this would not be the library experience that they were accustomed to, with social distancing enforced, and no seating or browsing.

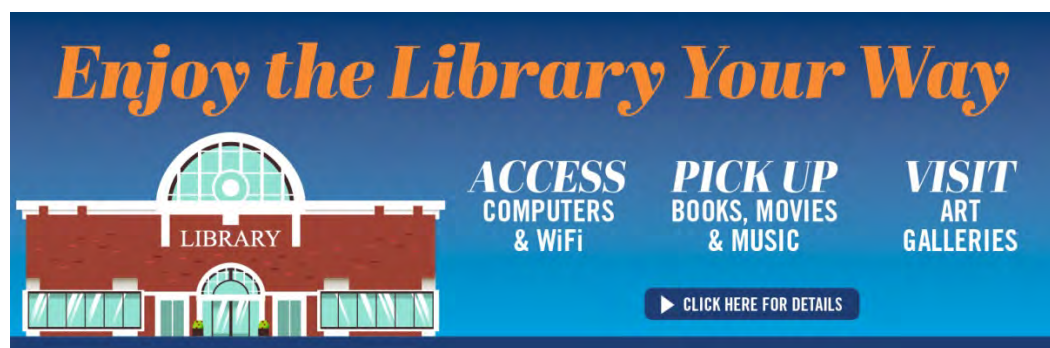


Partial Library Reopening with Limited Capacity Starts June 4 Curbside Pick-Up Service & Book Returns Continue

Slow and steady. As of Thursday, June 4, the Library District will be opening 24 of our 25 library buildings. We know that you come to our libraries to learn, to grow, to find community, and to pursue your dreams, and we are here to help! But for a while, this will be a



- **Enjoy the Library Your Way ~ Access Computers & WiFi, Pick Up Books, Movies & Music, Visit Art Galleries – June 15:** In-branch attendance was slow and feedback to the branches was that people were disappointed about no browsing. This new version of the page was designed to emphasize the things that customers COULD do in the branches, rather than focusing on what was not available. We also wanted to emphasize the safety steps that were in place, so Graphic Designer **Cierra Pedro** scripted, filmed and edited a video working with Assistant General Services Director **John Vino**, Acting Assistant Library Operations Director **Leo Segura**, Safety Manager **Nicole Baker**, Windmill Library Branch Manager **Theron Nissen** and **Windmill Library staff**. The video was placed on YouTube and our social media channels. A portion of the video footage was then cut to create b-roll, which was sent to local TV stations and led to a story by FOX5 news, featuring interviews with **John Vino** and **Ryan Simoneau**.



- **Browsing Is Back! ~ Our libraries are fully open, find your next great discovery. – June 24:** This takes our journey to the current version of the public communications web page. The “browsing” message was targeted to catch the public’s eye, as this was the most requested library experience. New graphics spotlight a full list of the other experiences that customers can enjoy in our fully reopened branches. Working with Library Operations Director **Jenn Schember** and her team, **Betsy Ward**, **Ryan Simoneau** and **Gene Kilchenko** updated the FAQs section to reflect the “fully reopen” message. As with the original page, it continues to include the unique section of quick links or “buttons” to a variety of sections throughout the website. To showcase for customers what the “fully open” experience will look like, and to continue reinforcing the health and safety message, **Cierra Pedro** did additional filming, editing and updating of the customer service video and reposted it to YouTube. As with all versions of the public communications pages, the Browsing is Back page was also translated into Spanish and can be viewed at: <https://lvccld.org/abierto>



- **Some Analytics:**
 - Since launching on June 29, the updated YouTube video has already attracted over **1,000 Views**. Watch it here: <https://www.youtube.com/watch?v=keeMQo7fCL4&feature=youtu.be>
 - Through July 20, the Browsing Is Back page has received **5,545 Unique Page Views**. Customers have stayed on this page for an average of nearly two minutes.
 - The newly updated Library Locations, Hours & Curbside Availability link (which added numerous outlying branches that previously did not offer this service) has received **2,176 Unique Page Views** through July 20, and customers have stayed on this page for an average of nearly three minutes. View it here: <https://lvccld.org/locations-hours-curbside/>





VERTICAL AUDIENCE PAGES

- **African American Web Page + Racial Injustice Homepage Takeover**
 - To continue to spotlight the groundswell of public support against racial injustice, the **BAM team** worked to update this new vertical audience page, with striking graphics from **Juanita Aiello**, which features the great works of African American icons, authors, thought leaders, filmmakers and musicians. This served as our first-ever homepage takeover, which ran for two weeks leading up to the Juneteenth celebration day, spotlighting this important topic and driving more traffic to this timely and enlightening page.
 - **Betsy Ward** and **Ryan Simoneau** worked with Head of Collections & Bibliographic Services **Rebecca Colbert** and Electronic Resources Manager **Jocelyn Bates** to provide dedicated content updates for this audience page, as well as the homepage.
 - The updated page can be viewed at: <https://www.lvcclid.org/african-american>. As with our Español and Asian American/Pacific Islander audience pages, this page is a permanent addition and will continue to evolve as new content is added to the catalog.
 - **BAM** has continued to heavily promote this page on the District's social media channels using the End Racism graphic.
 - The page launched on June 12, and through July 20, it has received **2,068 Unique Page Views, an audience increase of 139% since it debuted.** Customers stayed on this page an average of **nearly two minutes.**



We offer this page as a starting point for our entire community, to discover new voices and perspectives, and to begin a dialogue through understanding that leads to real, measurable racial and economic equality. And for our African American community, you will find on this page a range of free Library District services, as well as local and national resources, scholarship opportunities, and much more. We also invite you to take advantage of our free computer and Wi-Fi access at our [library locations](#) throughout Southern Nevada. All you need is a library card! (In case you don't currently have one, sign up for one [here](#).)

Serving The African American Community

 <p>CATALOG SEARCH Browse Anti-Racism & Social Justice Titles on Overdrive</p>	 <p>ARCHIVE COLLECTION Explore Our African American Collection</p>	 <p>LIVE PERFORMANCES ARTSPEAKS VIRTUALLY Anywhere YouTube.com/ThatLibraryDistrict</p>	 <p>ARTICLE Get Yourself Job Ready With These Free Employment eResources</p>
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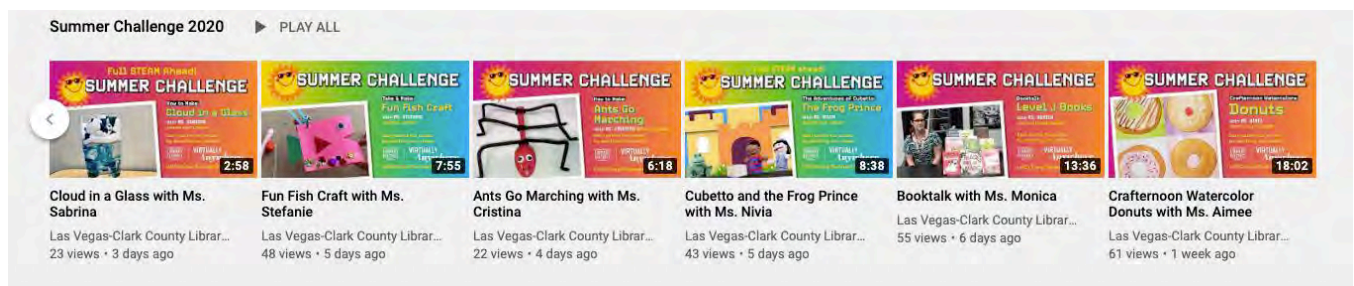
VEGAS GOLDEN KNIGHTS PARTNERSHIP

- **VGK Bookmarks & Chance's Chat** have continued to be extremely popular with the public. Before the District's reopening on June 24, BAM restocked the four VGK bookmarks released to date, featuring Deryk Engelland, Jon Merrill, Alex Tuch and Jonathan Marchessault. The remaining release for August will feature Nate Schmidt.
- **Gene Kilchenko** published the July edition of Chance's Chat, our monthly Vegas Golden Knights blog that has a new Q&A with star left-wing Jonathan Marchessault, who is featured on the July collectible bookmark. You can view the latest blog post at: <https://legacy.lvccld.org/vgk/>



SUMMER CHALLENGE UPDATE

- The 2020 Summer Challenge page was launched on May 15. Through July 20, it has received **8,539 unique visitors (+50% increase from the previous month)**, with an average dwell time of over four minutes. The 2020 Summer Challenge landing page focuses on Parents, Kids, Teens and Español. The page was originally created before COVID-19 caused the District to close, so the in-branch programs were deleted from the website's BiblioEvents page, and therefore, from the Summer Challenge page. **Paula Loop** replaced them with links to the fantastic new Summer Challenge YouTube videos that were created by library staff, featuring activities that toddlers, kids and teens can do at home this summer.
- **Paula Loop** continues to update these audience portals on the Summer Challenge page each week with new staff lists and Virtually Anywhere YouTube programming as it becomes available.
- **Through July 20, 40 Summer Challenge videos have been added to YouTube with a total of 3,317 views.**



GOOGLE ADWORDS GRANT UPDATE

- **Google AdWords** is **Google's** advertising system in which advertisers bid on certain keywords in order for their clickable **ads** to appear in **Google's** search results. The Foundation and the Library District received a shared grant from Google for \$10,000 a month in Google ad credits.
- Nonprofit Megaphone is the agency that works with Google to manage our grant and optimizes weekly "key words" that are selected from priorities on the website, which entice people to click on the District when searching.
- The latest Google Studio Data Report updates in real-time on our Google Grant Google AdWords campaigns, which can be viewed [HERE](#).
- Conversation tracking for priority Google AdWords campaigns include (as of July 20):
 - 98 people found our Browsing Is Back landing page
 - 20 people applied for an eCard right from the ads
 - 115 people found our Summer Challenge page from the ads
 - 55 people found our current Art Galleries/Exhibits page right from clicking on an ad
 - 46 people found the LVCCLD Foundation page right from click on an ad
 - 11 people found the LVCCLD Foundation Bookstore on Amazon blog post from clicking on an ad

eNEWSLETTERS TO CUSTOMERS

- **Betsy Ward, Karen Bramwell** and **Gene Kilchenko** worked on the "Browsing is Back!" eNewsletter, which went out on June 26, to notify customers that all library services had become available, with required social distancing and facial coverings in place.
- On July 14, **Betsy Ward** and **Karen Bramwell** worked with **Cierra Pedro** to create and send an eNewsletter to customers spotlighting different ways to connect with the Library District — from the Fresh Picks to You newsletter that features recommendations from our catalog, to our ever popular Virtually Anywhere YouTube channel. The fun Summer Challenge videos were highlighted, along with our upcoming "Premier" live performances.
- View our new YouTube channel at <https://www.youtube.com/thelibrarydistrict>.

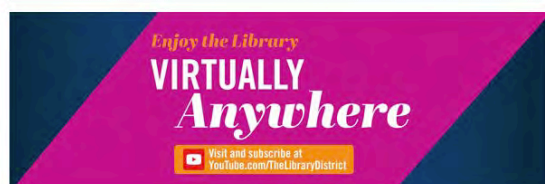


July 14, 2020



Fresh Picks For You

Looking for your next great read? Sign up for our Fresh Picks newsletters and a world of new discoveries will land in your inbox. Simply opt-in to the age groups and genres that apply to your household, and you'll receive reading recommendations that link directly to our library catalog, allowing you to easily place your holds. [Learn more](#).



PRINT COLLATERAL MATERIALS & SOCIAL MEDIA/WEBSITE ASSETS

- **Juanita Aiello, Cierra Pedro, Gene Kilchenko** and Assistant Branding & Marketing Director **Karen Bramwell** managed, edited, designed, proofed, obtained approval, printed, and prepared for delivery of print collateral materials and/or digital graphics for the following: Adult Learning Program Citizenship Class; Foundation Bookstore Sale for Teachers; Our YouTube channel: Virtually Anywhere; Tools for School Success update; Genre bookmarks update; BBB online lecture on Lotteries & Sweepstakes; SCORE – Applying for Nonprofit Tax Exempt Status; Best Buy Teen Tech Center’s Teen Pantry; Summer Challenge; Choose Your Own Adventure; Digital Escape Room and Starting Your Late Summer and Fall Garden.
- **Gene Kilchenko**, with feedback from the BAM team, continued to fine-tune his custom Marketing Service Request program that will soon replace the paper Graphic Services Request form.
- **Cierra Pedro** and **Gene Kilchenko** edited and branded the following videos on our YouTube channel: Ms. Dani – Dress Up Time with Ferdie!; Behind the Scenes Storytime – Unboxing Board Books with Ms. Kristy; Mr. Francis *Sleep Tight, Anna Banana*; Ms. Alejandra *Who Ate All the Cookie Dough*; Ms. Kris *Don’t Feed the Coos!* and *The Pigeon Finds a Hotdog*; Old MacDonald Sing Along Puppet Show; Elephant & Piggie - *Elephants Cannot Dance!*, *My New Friend Is So Fun!*, *I Am Invited to a Party* and *Pigs Make Me Sneeze!!*; Ms. Rachel - *Don’t Feed the Coos!*; Mx. Jenny - *I Want to See You, Grandma*; Ms. Kim EN - *Where is Baby’s Belly Button*; Ms. Valerie - *Daddies are Awesome*; Ms. Audrey – Lizards; Ms. Rene - *The Nature Girls*; Ms. Nicole - *I Will Be Fierce* + DIY Paint; Ms. Nicole - Wow! Said the Owl + Color Swirls & Popsicles; Ms. Yvonne – *Mamasaurus*; Ms. Nivia - *Cubetto The Frog Prince*; Ms. Ginger - *This is Baby*; Mr. T - Comic Corner: Captain America; DIY Popsicle Stick Catapult w/ Ms Kailani; Candy Sushi - Ms Laura, Road to College - Ms Kristy; DIY Fingerprint Art - Ms Marisa; Crafternoon: Watercolors - Ms Aimee; Fireworks in a Jar - Ms Cristina; Amazing Bionic Engineering - Ms Stephanie; Origami Paper Airplane - Mr. Scott; DIY Hovercraft - Ms. Kristy; Claw of Straws - Ms Juliette & Ms Rochelle; Lego Building Challenge - Mr Antony & Ms Stacie; Ants Go Marching - Ms Cristina; Crafternoon: Watercolors - Cloudy Landscapes - Ms Aimee; Booktalk - Mr Andrew; Crafternoon Watercolors: Donuts - Ms Aimee; Booktalk - Level J Books - Ms Monica; Cloud in a Glass - Ms Sabrina; Take & Make - Fun Fish Craft - Ms Stefanie; Puzzle Hunt - Mr. Terry; Water Filtration - Ms Susan; Sewing a Plush Emoji - Ms Kathryn; Pizza Poetry w/ Mike Xavier WH; Shapiro Project Jazz Concert 1, 2 & 3; ArtSpeaks: Juneteenth - Rodney Antonio Arnett; James D. Gish; Jeff Neiman w/ Susan Anton - We Dream in Colors; Jeff Neiman w/ Chadwick Johnson - So Fragile; Jeff Neiman w/ Savannah Smith - And the Rain Comes Down; Exploring Rumi Webinar; A Conversation with Elijah Rock; 5R Composting Workshop; BBB COVID-19 Webinar; Marinetti in New York; French Cooking - La Cuisine with Chef Josette Beef Wellington, Coq Au Vin, Sole Almondine, Rack of Lamb, Veal Stew and Zucchini Tart; Corona Conversations: Marek Biernacinski; Under the Kanopy Kedi; Easy Peasy Sheet Pan Meals, Flav-o-rites, Chicken Fajitas, Chocolate Lava Cake; Get Into the Q Book Talk *The House of Impossible Beauties*; Ukulele For All with Mr. Joey; GeekOut! Virtual w/ Mx. Danny Gaming Systems and Anime, Ms. Yvonne Brown Bear Storytime.
- **Cierra Pedro** worked with Gallery Services Coordinator **Darren Johnson** to film the new Gail Gilbert, *Coming About* exhibit at Centennial Hills Library Gallery and Ross Takahashi at Windmill Gallery to create the second of the series of our online gallery tours, “Virtually Anywhere Gallery Tours.”

CALCULATED PUBLIC RELATIONS ADVERTISING EQUIVALENCY VALUE

- Based on the industry standard for public relations/advertising equivalency measurement, we received **\$1,824,441** for the month of June in advertising equivalency value. This number included brand messaging with backlit signage to travelers that utilize McCarran International Airport.



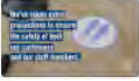


WEBSITE & BACKEND UPDATES

- **Paula Loop** continued to add updates to the “FYI” dedicated blog post, which contains dozens of free community resources. This informative blog post also links out from the system notification banner at the top of the website. Through July 20, this blog post has proven to be popular with **over 10,000 Unique Page Views** and an average dwell time of over two minutes. This blog will continue to be updated throughout the ongoing challenges of COVID-19: <https://lvccld.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/>
- Topics on the website homepage included:
 - Promoting the Library District’s full reopening + continued curbside service starting June 24
 - Racial Injustice/African American audience browse page
 - Summer Challenge 2020
 - Food For Thought 2020
 - Digital eCard
 - Spotlighting our free entertainment online resources
 - July VGK Collectible Bookmark Featuring Jonathan Marchessault
- **Ryan Simoneau** and **Paula Loop** have continued to promote the following priorities:
 - **Census 2020 & Censo 2020:**
<https://lvccld.org/census>
<https://lvccld.org/censo> (Spanish)
 - **Food For Thought 2020:**
<https://lvccld.org/blogs/post/waive-your-library-fines-by-donating-food-to-those-in-need/>
 - **Browse Anti-Racism Titles on Overdrive:**
<https://lasvegas.overdrive.com/collection/1088835>
 - **The Library District is Your Entertainment Resource:**
<https://lvccld.org/blogs/post/the-library-is-your-entertainment-resource/>
 - **LVCCLD Foundation Teacher Book Sale at Sahara West Library Bookstore**
<https://lvccld.org/blogs/post/shop-the-annual-teacher-book-sale-at-the-sahara-west-library-bookstore/>
 - **Chance’s Chat (Monthly VGK Player Blog):**
<https://lvccld.org/vgk>
- Media and Press Release pages were updated by **Gene Kilchenko** and **Ryan Simoneau**.
- **Juanita Aiello**, **Cierra Pedro** and **Gene Kilchenko** reviewed current BiblioEvent images and updated them with more appealing images.
- **Ryan Simoneau** and **Gene Kilchenko** continued to update the full reopening and updated curbside locations pages to inform customers of available Library District services as they change and become available.
- **Gene Kilchenko** and **Ryan Simoneau** continued to update the backend of the Staff Updates, Browsing Is Back and Curbside Pick-up Locations pages as needed.
- **Ryan Simoneau** and **Paula Loop** continued to field questions and comments from the public, and have received 30 feedback emails through July 20.

- Working with the Website Content Committee, 42 new staff lists were added to the website and rotated on the homepage, as well as on social media, to ensure that fresh and timely content is being shared each week.
- The website has recorded **132,289 library card registrations** as of July 20, an **increase of 2%** over the previous month. Card registration is not required for a customer to check out items, but registration does afford customers additional website benefits, such as managing their account, placing holds and accessing eResources.

SOCIAL MEDIA

- The top priority for the social media team in July was to promote the Library District's full reopening and continued curbside service that began on June 24. Additional priorities included promoting the Summer Challenge, our new African American vertical audience page, Food For Thought, new online and in-branch events, staff lists, the Library District's digital eCard and free online resources and services.
- **Paula Loop** worked with **Betsy Ward** and **Karen Bramwell**, along with **Shana Harrington** and Programming and Venues Manager **Ryan Neely** to continue to add new content from Library District staff to our YouTube Channel. With the addition of more online storytimes, educational STEAM programming, and live performances, we increased our total subscribers from **469 to 578 from June 1-30, a 24% increase** over the previous month: <https://www.youtube.com/thelibrarydistrict>

Your top videos in this period				
Video		Average view duration	Views	
1	 #GetCarded Digital eCard Now Available from The Library District May 7, 2020	0:24 (81.8%)	1,181	
2	 Creating Awareness: Shimmy Mob Belly Dance Jun 8, 2020	1:03 (19.7%)	500	
3	 Enjoy The Library Your Way: Partial Reopening with Limited Capacity Jun 11, 2020 Recent upload	0:42 (65.6%)	234	
4	 LIVE PERFORMANCES Shine with Karla Huntsman Jun 12, 2020 Recent upload	3:19 (40.1%)	233	
5	 Storytime Online with Ms. Nivia and Down to the Sea with Mr. Magee May 29, 2020	2:34 (32.8%)	213	

- On July 15, we premiered a live performance with singer/songwriter/actor James D. Gish. This received the most "watching now" viewers we've had to date for a YouTube premiere and has had 270 total views since it went live. You can view this video at: <https://www.youtube.com/watch?v=eFXlrNIOrTM>



Social Media Highlights (June 2020)

- Nevada Congresswoman Dina Titus, and City of Las Vegas Ward 1 Councilman Brian Knudsen shared their support that the Library District has fully reopened.



- Australian author Meredith Costain tweeted her enthusiasm of our online Storytime featuring her book on our Virtually Anywhere YouTube channel:



- FOX5 tweeted their news story about the Library District fully reopening:



- We received a very positive customer comment about the Best Buy Teen Tech Center located inside Clark County Library:



LVCCLD's Top Posts (June 2020)

- **Facebook:**
The Library District's Facebook post announcing that browsing was back on June 24 was our most engaging post with 57 comments and 47 shares. There were some negative comments about the Library District fully reopening, but BAM worked with Library Operations to address each and every one.



- **Twitter:**

This tweet earlier in the month about the Library District's partial reopening, continued curbside service and Virtually Anywhere YouTube channel was our top-performing post on Twitter. We have continued to receive positive support from our followers for providing posts that spotlight how we are serving them both online and through our curbside service.



- **Instagram:**

The Summerlin Library staff creatively repurposed the Prince Harry and Meghan Markle cutouts from our website launch to place PPE masks on them to help promote that per Governor Sisolak's mandate, PPE is required to enter our buildings, which was our top-performing Instagram post for the month.



Web & Social Media Analytics (June 2020)

- **Facebook:**

- LVCCLD Facebook Page Fans: 12,341 (+1%)
- Total Facebook Page Fans (across all LVCCLD branches): 39,960 (+1%)
- Total New Follower Increase: +1%
- Total Facebook Impressions: 227,295 (+16%)
- Total Facebook Post Engagements: 8,477 (+14%)
- Total Facebook Link Clicks: 463 (-34%)

Notes: With the Library District fully reopening on June 24, our new followers and user engagement was up from last month. We are sharing our content from our Virtually Anywhere YouTube channel, which is also helping to increase our user engagement.

- **LVCCLD Twitter:**

- Followers: 3,367 (+2%)
- Total user engagements: 2,582 (+19%)
- Organic Impressions: 160,682 (-23%)
- Link clicks: 257 (-3%)

Notes: Our Twitter total followers and user engagement were both up from last month, but our total impressions were slightly down.

- **LVCCLD Instagram:**

- Followers: 3,354 (+2%)
- Total user engagement: 1,454 (+57%)
- Total impressions: 53,893 (+53%)
- Top post engagement: 144 (+75%)
- Total likes received to posts: 1,330 (+50%)
- Total comments received to posts: 59 (+293%)
- Instagram Stories Impressions 13,707 (+223%)

Notes: In addition to new followers, we received an increase in user engagement from the previous month. YS and PVS has been able to increase the number of weekly Virtually Anywhere YouTube programs that we can also share to IGTV and our Instagram stories, which increases our user engagement on this social media platform.

- **YouTube:**

- Channel Subscribers: 577 (+24%)
- Total Impressions: 134,900 (+89%)
- Total Channel Watch Time: 226.7 hours (+62%)
- Average View Duration: 1min 47sec (+7%)

Notes: Thanks to the help of YS and PVS, BAM has been able to create a robust schedule of three Virtually Anywhere programs per day. Featuring an early literacy program, a STEAM-themed program, plus regular series and performances for adults.

- **Website Analytics (June 2020)**

- Page Views: 1,849,886 (+65%)
- Homepage Views: 207,907 (+34%)
- Total Visitors: 142,685 (+80%)
- Unique Visitors: 123,109 (+91%)
- Average Dwell Time: :56 (no change across website) 1:05 (+15 seconds on homepage)

Notes: Both website traffic and unique visitors increased over last month as more residents visited our website.

Las Vegas-Clark County Library District - June 2020 Calculated Publicity Values									
Earned Coverage									
Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
6/2/20	Internet	reviewjournal.com	What's reopening in Las Vegas? Updated for outdoors, churches, museums	LVCCLD reopening	https://www.reviewjournal.com/local/whats-reopening-in-las-vegas-updated-for-outdoors-churches-museums-2042635/			4,541,667	\$136,250.01
6/3/20	Internet	ktnv.com	Las Vegas-Clark County Library District announces partial reopening with limited services	LVCCLD reopening	https://www.ktnv.com/news/coronavirus/library-district-announces-partial-reopening-with-limited-services			1,758,333	\$52,749.99
6/3/20	Internet	news3lv.com	Las Vegas-Clark County libraries reopening on Thursday with limited services	LVCCLD reopening	https://news3lv.com/news/local/las-vegas-clark-county-libraries-reopening-on-thursday-with-limited-services			2,058,333	\$61,749.99
6/3/20	Internet	fox5vegas.com	Library District to reopen most of its libraries to the public	LVCCLD reopening	https://www.fox5vegas.com/coronavirus/library-district-to-reopen-most-of-its-libraries-to-the-public-on-thursday/article_1b8604ce-a5e0-11ea-b3ee-e3b38e89aece.html			2,391,667	\$71,750.01
6/3/20	Television	KSNV-TV	News 3 Live	12:41 p.m. - Summer Challenge (teaser)		14s	\$1,846.02	27306	\$861.48
6/3/20	Television	KSNV-TV	News 3 Live	12:45 p.m. - Summer Challenge; Interview with Shana Harrington		4m 35s	\$1,846.02	27,306	\$16,921.85
6/3/20	Television	KSNV-TV	News 3 Live	5:16 p.m. - Libraries reopening; Curbside service		19s	\$4,403.16	58,164	\$2,788.67
6/4/20	Radio	KNPR-AM	News KNPR	5:20 a.m. - The Firm sponsored message for LVCCLD		23s	\$35.00	21,143	\$35.00
6/4/20	Internet	news3lv.com	Las Vegas-Clark County Library District reminds residents to #GetCarded	LVCCLD reopening	https://news3lv.com/news/videos/las-vegas-clark-county-library-district-reminds-residents-to-getcarded			2,058,333	\$61,749.99
6/4/20	Internet	reviewjournal.com	Library district reopens with limited services	LVCCLD reopening	https://www.reviewjournal.com/local-las-vegas/library-district-reopens-with-limited-services-2045374/			4,541,667	\$136,250.01
6/4/20	Internet	xxnt.radio.com	Most County Library Branches Opening Thursday	LVCCLD reopening	https://xxnt.radio.com/articles/press-release/most-county-library-branches-reopening-thursday			2,000	\$60.00
6/4/20	Internet	sunny1065.iheart.com	Library District To Reopen Most Of Its Libraries To The Public On Thursday	LVCCLD reopening	https://sunny1065.iheart.com/feature/aj-and-joanna-morning-show/content/2020-06-04-library-district-to-reopen-most-of-its-libraries-to-the-public-on-thursday/			2,000	\$60.00
6/4/20	Television	KVVU-TV	FOX5 News: Live in Las Vegas	9:23 a.m. - Libraries reopening; Sanitation measures		33s	\$2,492.82	33,290	\$2,742.10
6/4/20	Television	KVVU-TV	More	10:09 a.m. - Summer Challenge; Interview with Shana Harrington		1m 18s	\$1,366.20	27,842	\$3,552.12
6/5/20	Television	KVVU-TV	FOX5 News This Morning	4:56 a.m. - Libraries reopen; Windmill Library teaser		10s	\$295.90	6,061	\$98.63
6/5/20	Television	KVVU-TV	FOX5 News This Morning	5:08 a.m. - Reopening under a new normal; Live at Windmill Library		1m 44s	\$563.16	10,003	\$1,952.29
6/5/20	Television	KVVU-TV	FOX5 News This Morning	6:09 a.m. - Reopening under a new normal; Live at Windmill Library		2m 6s	\$1,276.54	30,100	\$5,361.47
6/5/20	Television	KVVU-TV	FOX5 News: Live in Las Vegas	7:12 a.m. - Reopening under a new normal		2m 20s	\$1,148.72	27,941	\$5,360.69
6/5/20	Television	KVVU-TV	FOX5 News: Live in Las Vegas	8:13 a.m. - Reopening under a new normal		1m 53s	\$1,148.72	27,941	\$4,326.85
6/5/20	Television	KVVU-TV	FOX5 News: Live in Las Vegas	9:08 a.m. - Reopening under a new normal; Live at Windmill Library; John Vito interviewed		2m 32s	\$2,496.12	42,046	\$12,647.01
6/5/20	Television	KVVU-TV	FOX5 News	5:35 p.m. - Reopening under a new normal; Live at Windmill Library; John Vito interviewed		1m 41s	\$2,717.33	35,502	\$9,148.34
6/5/20	Television	KVVU-TV	FOX5 News	6:25 p.m. - Reopening under a new normal; Windmill Library; John Vito and Ryan Simoneau interviewed		1m 12s	\$2,004.30	27,756	\$4,810.32

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
6/5/20	Television	KVVU-TV	FOX5 News	10:25 p.m. - Reopening under a new normal; Windmill Library; John Vito and Ryan Simoneau interviewed		1m 13s	\$6,734.06	40,127	\$16,386.21
6/5/20	Radio	KNPR	News KNPR	4:06 p.m. - Reopening		12s	\$255.00	21,143	\$102.00
6/5/20	Newspaper	Las Vegas Review-Journal	Most LV-Clark County libraries reopen with limited services	LVCCLD re-opening				102,473	\$3,074.19
6/6/20	Radio	KNPR	News KNPR	7:05 a.m. - Reopening		25s	\$285.00	21,143	\$237.50
6/6/20	Television	KVVU-TV	FOX5 News This Morning Weekend Edition	7:25 a.m. - Reopening under a new normal; Windmill Library; Ryan Simoneau interviewed		1m 24s	\$956.12	17,184	\$2,581.52
6/6/20	Television	KVVU-TV	FOX5 News This Morning Weekend Edition	8:25 a.m. - Reopening under a new normal; Windmill Library; Ryan Simoneau and John Vito interviewed		1m 27s	\$1,115.40	22,661	\$3,234.66
6/8/20	Television	KTNV-TV	13 Action News	6:14 p.m. - Summer Challenge		47s	\$2,645.37	32,482	\$4,144.41
6/9/20	Television	KTNV-TV	Good Morning Las Vegas	5:17 a.m. - Summer Challenge		41s	\$450.56	6,822	\$615.77
6/9/20	Television	KTNV-TV	13 Action News	3:40 p.m. - Summer Challenge; Shana Harrington interviewed		39s	\$729.68	9,367	\$948.58
6/10/20	Internet	mvprogress.com	Summer Kids' Programs Getting Started In Moapa	LVCCLD re-opening; Summer Challenge; "Food for Thought"	http://mvprogress.com/2020/06/10/summer-kids-programs-getting-started-in-moapa/			11,160	\$334.80
6/12/20	Television	KSNV-TV	News 3 Live	3:56 p.m. - Anti-racism books (teaser for 5 p.m. story)		13s	\$1,085.40	15,238	\$470.34
6/12/20	Television	KSNV-TV	News 3 Live	5:02 p.m. - Anti-racism books; Windmill Library; Interview with Rebecca Colbert; eResources		2m 30s	\$2,885.19	34,114	\$14,425.95
6/12/20	Television	KSNV-TV	News 3 Live	6:08 p.m. - Anti-racism books; Windmill Library; Interview with Rebecca Colbert; eResources		2m 30s	\$3,263.49	40,764	\$16,317.45
6/12/20	Television	KSNV-TV	News 3 Live	11:06 p.m. - Anti-racism books; eResources		35s	\$3,238.40	31,143	\$3,807.41
6/12/20	Internet	news3lv.com	Local libraries see 'unprecedented' demand for anti-racism books	Anti-racism books; Windmill Library; Interview with Rebecca Colbert; eResources	https://news3lv.com/news/local/local-libraries-see-unprecedented-demand-for-anti-racism-books			2,058,333	\$61,749.99
6/17/20	Internet	KTNV-TV (Facebook Page)	KTNV Channel 13 Action News	Summer Challenge	https://www.facebook.com/watch/?v=706391673509783			N/A	N/A
6/18/20	Internet	reviewjournal.com	Las Vegas libraries launch virtual poetry workshops	Virtual poetry workshops	https://www.reviewjournal.com/entertainment/arts-culture/las-vegas-libraries-launch-virtual-poetry-workshops-2055828/			4,541,667	\$136,250.01
6/18/20	Television	KVVU-TV	More	10:03 a.m. - Reopening, VGK Bookmarks, Art Galleries, Computer use, Curbside		56s	\$1,397.25	27,842	\$2,608.20
6/24/20	Internet	reviewjournal.com	Clark County libraries fully restore most services	Reopened most services, curbside, eResources, YouTube channel	https://www.reviewjournal.com/news/politics-and-government/clark-county/clark-county-libraries-fully-restore-most-services-2059930/			4,541,667	\$136,250.01
6/24/20	Internet	reviewjournal.com	Libraries will open while still adhering to safe social distancing guidelines	Reopened most services, curbside, eResources, YouTube channel	https://www.reviewjournal.com/video/s/libraries-will-open-while-still-adhering-to-safe-social-distancing-guidelines/			4,541,667	\$136,250.01
6/24/20	Internet	fox5vegas.com	Library District resumes book browsing, other services at Las Vegas Valley branches	Reopened most services; curbside services	https://www.fox5vegas.com/coronavirus/library-district-resumes-book-browsing-other-services-at-las-vegas-libraries-to-restart-branch-services-with-covid-19-precautions			2,391,667	\$71,750.01
6/24/20	Internet	news3lv.com	Las Vegas libraries to restart branch services with COVID-19 precautions	Reopened most services; Summer Challenge	https://news3lv.com/news/local/las-vegas-libraries-to-restart-branch-services-with-covid-19-precautions			2,058,333	\$61,749.99
6/24/20	Internet	ktnv.com	The Library District fully opens services & browsing	Reopened most services, curbside; eResources; YouTube channel	https://www.ktnv.com/news/coronavirus/the-library-district-fully-opens-services-browsing			1,758,333	\$52,749.99

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
6/24/20	Internet	knxt.radio.com	Local Libraries Open Doors To In-Person Browsing Once Again	Reopened most services; Summer Challenge; curbside services	https://knxt.radio.com/articles/news/local-libraries-open-doors-to-in-person-browsing-once-again			2,000	\$60.00
6/24/20	Internet	8newsnow.com	Library district announces reopening of branches with some changes	Reopened most services	https://www.8newsnow.com/news/local-news/library-district-announces-reopening-of-branches-with-some-changes/			1,368,333	\$41,049.99
6/24/20	Radio	KNPR	News KNPR	5:20 a.m. - The Firm sponsored message for LVCCLD		22s	\$35.00	21,143	\$35.00
6/24/20	Television	KVVU-TV	More	10:55 a.m. - Reopened most services; Summer Challenge		46s	\$2,232.90	33,448	\$3,423.78
6/24/20	Television	KLAS-TV	8 News Now	3:13 p.m. - Reopened most services; Summer Challenge		20s	\$760.05	11,385	\$506.70
6/24/20	Radio	KXNT-AM	NewsRadio 840	4:05 p.m. - Reopened most services		16s	\$255.00	12,757	\$136.00
6/24/20	Television	KVVU-TV	FOX5 News	4:30 p.m. - Reopened most services		7s	\$3,080.77	44,798	\$718.85
6/24/20	Radio	KNPR	News KNPR	4:06 p.m. - Reopened most services		20s	\$255.00	21,143	\$170.00
6/24/20	Radio	KXNT-AM	NewsRadio 840	6:09 p.m. - Reopened most services		1m	\$255.00	12,757	\$510.00
6/24/20	Television	KLAS-TV	8 News Now	6:53 p.m. - Summer challenge (teaser)		12s	\$2,405.93	32,276	\$1,042.57
6/24/20	Television	KLAS-TV	8 News Now	6:56 p.m. - Reopened most services; Summer challenge		46s	\$2,405.93	32,276	\$3,689.09
6/24/20	Television	KLAS-TV	8 News Now	11:20 p.m. - Reopened most services; Summer challenge		11s	\$3,553.04	34,454	\$1,302.78
6/25/20	Television	KTNV-TV	Good Morning Las Vegas	5:10 a.m. - Reopened more services (teaser)		6s	\$567.60	10,543	\$113.52
6/25/20	Television	KTNV-TV	Good Morning Las Vegas	5:17 a.m. - Reopened more services		21s	\$567.60	10,543	\$397.32
6/25/20	Internet	knpr.org	Library District Allows Return Of Many Normal Services	Reopened most services	https://knpr.org/headline/2020-06/library-district-allows-return-many-normal-services			94,167	\$2,825.01
6/25/20	Newspaper	Las Vegas Review-Journal	Clark County libraries restore most services, with precautions	Reopened most services; curbside, eResources, YouTube channel				102,473	\$18,900.00
6/30/20	Internet	thenevadaindependent.com	Nevada librarians navigate a cautious reopening, eye budget cuts on the horizon as they resume services	Rebecca Colbert interviewed	https://thenevadaindependent.com/article/nevada-librarians-navigate-a-cautious-reopening-eye-budget-cuts-on-the-horizon-as-they-resume-services?			411,667	\$12,350.01

Monitored Coverage, Not Clipped									
Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
6/1/20	Internet	hyperallergic.com	Meet the US Southwest's Art Community: Chase R. McCurdy Says Artists Live "With a Certain Spirit"	LVCCLD mentioned	https://hyperallergic.com/565184/chase-mccurdy-artists-live-certain-spirit/			955,000	\$28,650.00
6/3/20	Internet	openpr.com	Patron Point Online Library Card Registration Solution Is Big Hit	Online library card registration; Sufa Anderson, Access Services Manager at LVCCLD quoted	https://www.openpr.com/news/2066225/patron-point-online-library-card-registration-solution-is-big			380,833	\$11,424.99
6/4/20	Radio	KNPR-AM	News KNPR	9:43 a.m. - The Firm sponsored message for LVCCLD		23s	\$95.00	21,143	\$95.00
6/4/20	Radio	KNPR-AM	News KNPR	1:50 p.m. - The Firm sponsored message for LVCCLD		22s	\$65.00	21,143	\$65.00
6/4/20	Radio	KNPR-AM	News KNPR	4:49 p.m. - The Firm sponsored message for LVCCLD		22s	\$85.00	21,143	\$85.00
6/4/20	Television	KSNV-TV	News 3 Today	5:14 a.m. - Libraries reopening; Curbside service		22s	\$786.43	16,496	\$576.72
6/5/20	Television	KVVU-TV	FOX5 News	11:36 p.m. - Reopening under a new normal; Look at Windmill Library; John Vito interviewed		1m 38s	\$1,195.15	28,147	\$3,904.16
6/5/20	Radio	KNPR	News KNPR	5:06 p.m. - Reopening		11s	\$255.00	21,143	\$93.50
6/5/20	Radio	KNPR	News KNPR	6:06 p.m. - Reopening		11s	\$255.00	21,143	\$93.50
6/6/20	Radio	KNPR	News KNPR	9:06 a.m. - Reopening		24s	\$285.00	21,143	\$228.00
6/9/20	Television	KTNV-TV	Good Morning Las Vegas	6:23 a.m. - Summer Challenge		42s	\$474.76	10,561	\$664.66



MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: July 30, 2020

SUBJECT: Community Engagement Report, August 2020

This report provides an overview of District-wide Community Engagement initiatives including adult literacy services, art gallery services, outreach services, adult programming and venues services, and youth programming services. This report covers a one-month period from **June 1, 2020 – June 30, 2020**.

One-Stop Career Center services provided by ResCare and operated in partnership between Workforce Connections and the Library District re-opened at the Clark County, East Las Vegas, and West Las Vegas libraries. Although in-person service is available by appointment, most customer interactions are occurring virtually. Mesquite and Laughlin libraries are providing virtual services only. Workforce Connections is aware of the libraries ability to host onsite services and is working with ResCare to strengthen staffing to do so.

Even with services suspended from approximately mid-March to mid-June due to COVID-19, 339 customers enrolled in job placement services at Las Vegas-Clark County Library District locations in fiscal year 19-20.

- Clark County Library – 138
- East Las Vegas Library – 69
- Laughlin Library – 11
- Mesquite Library – 45
- West Las Vegas Library – 76

The grand total of all partnership enrollments throughout Southern Nevada was 2,537 which includes services at Las Vegas-Clark Library District, Henderson Libraries, North Las Vegas Library District, Job Connect, Temporary Assistance for Needy Families (TANF), and other contracts for servicing regional clusters.

The Campus Commuter shuttle service offered by Nevada State College and College of Southern Nevada was suspended on March 18 due to the COVID-19 pandemic. The colleges recently announced that the service would not be operational during the fall 2020 semester. A route stop occurred on Bonanza Road adjacent to the East Las Vegas Library. The Campus Commuter program provided 825 rides, peaking at 217 rides from March 2-6. The colleges voiced appreciation to Lieutenant Governor Kate Marshall, the RTC of Southern Nevada, and the Las Vegas-Clark County Library District for supporting the program.

LITERACY SERVICES

The HiSET was not administered in June due to facility closure. Test administrations are typically offered during the first or second week, monthly.

High School Equivalency	June 2020	FY '19-'20 YTD
Test Takers	0	19
Tests Administered	0	61
Tests Passed	0	51
HSE Certificates Earned	0	11

The Career Online High School (COHS) program was offered to students pursuing their high school diploma.

Career Online High School	June 2020	FY '19-'20 YTD	Since Inception Dec '17
Completed Self-Assessment	66	587	999
Completed Prerequisite Course	4	85	335
Approved Scholarship	4	51	123
Graduates	0	18	40

Literacy Services continued partnership with The International School of Hospitality (TISOH) as part of the Nevada Accelerated Career Education pilot (NV-ACE). The NV-ACE pilot provides an opportunity for participants to earn a career certificate while receiving additional needed educational support. The NV-ACE pilot concluded on June 30, 2020. However, Literacy Services will continue to support currently enrolled students and will offer Integrated Education and Training (IET) as an option to future students during fiscal year 20-21.

NV-ACE Pilot	June 2020	FY '19-'20 YTD
TISOH Enrollment (HOC)	4	11
Milan Enrollment (CNA)	0	9
Certificate Completers	0	13

Literacy Services launched four virtual English as a Second Language (ESL) classes on June 1. Two classes of both intermediate and advanced level were offered; one of each in the morning and one of each in the evening. Literacy Services purchased Zoom Professional Educator accounts through literacy grant funds to provide the classes. Additional remediation classes were offered to the five classes from Cycle III of fiscal year 19-20 who were unable to post-test due to facility closure. One of these remediation classes met virtually and the other four met face-to-face observing social distancing standards to mitigate the spread of COVID-19.

Literacy Services; In-Person	Classes June 2020	Enrollment/ Attendance June 2020	Enrollment/ Attendance FY '19-'20 YTD
English Language Acquisition	---	0	1,691
Adult Basic Education*	---	0	81
Conversation Workshop	---	0	457
One-Stop Tutoring	---	0	209
Literacy Open Labs	---	0	1,738
Remediation	4	15	---
*Includes HSE Students with 12 hours instruction			

Literacy Services; Virtual	Classes June 2020	Enrollment/ Attendance June 2020	Enrollment/ Attendance FY '19-'20 YTD
English Language Acquisition	4	24	24
Remediation	1	8	---

GALLERY SERVICES

New Exhibit Installations

What a Wonderful World

Donita Murphy and Patty, Clark County Library, 6/2/20 – 8/9/2020

Rescued, Re-Imagined, Repurposed

Las Vegas Crafters, West Las Vegas Library, 6/4/2020 – 8/11/2020

Life Is Colorful

Jorge A. Betancourt-Polanco, Centennial Hills Library, 6/4/2020 – 6/23/2020

Our Favorite Things

Nevada Clay Guild, Sahara West Library, 6/12/2020 – 8/29/2020

Vintage Costumes

Judy Polumbaum, Sahara West Library, 6/14/2020 – 8/14/2020

Ocean of Stories

Shinoid, Sahara West Library, 6/16/2020 – 9/6/2020

Coming About

Gail Gilbert, Centennial Hills Library, 6/25/2020 – 8/25/2020

2019 Focus on Nevada Photo Showcase

Desert Companion, Laughlin Library, 6/28/2020 – 9/12/2020

Highlights

Gallery Services Manager **Darren Johnson** participated in the American Library Association's four-week e-Course *Online Tutorials: Creating them Easily and*

Effectively, instructed by Paul Signorelli. The course taught how to best design, maintain, and evaluate learner-centered online tutorials.



Artist Javiera Estrada of Los Angeles, CA donated a 32" x 48" archival pigment print titled *Cotton Candy Universe* to the Las Vegas-Clark County Library District permanent art collection on June 13 (pictured; left). Estrada's exhibit *Dreams of Ink + Flowers* was displayed at Sahara West Library's Studio gallery from January 10 through March 16, 2020.

On June 16, Jay and Bunny Wasserman donated five pieces of art to the Library District's permanent art collection: Darcy Huebler's encaustic *Taraware* (pictured below; left), Robert Morris's 1974 untitled lithograph, Greg Colson's 1992 color photograph *Tacoma*, Steve Roden's print *Hot Wheels Turbo Fire*, and Joseph Beuys's 1973 screen print *Iphigenia* (pictured below; right).



OUTREACH SERVICES

Outreach Services provided the following programs during the month of June that specifically impacted customers in regards to the Vision 2020 strategic initiatives:

Limitless Learning; Virtual	Programs	Views of Current Programs	Views of Previous Programs
Pre-school Programs	4	16	0
Elementary School Programs	0	0	0
Middle School Programs	0	0	0
High School Programs	0	0	0
Family Programs	5	302	0
Adult Programs	4	160	0

Community & Culture	Events	Attendance
Promotional Booth Events	0	0

Circulation	Visits	Circulation	Attendance
Senior Facility Lobby Visits	22	241	0
Homebound Services	---	1,816	---

Outreach Services fulfilled new goals and objectives with the following initiatives:

Homebound Services

Outreach Services transitioned approximately 100 customers from in-person senior facility lobby visits to homebound services. Customers accustomed to receiving circulation materials in-person will now receive materials through the mail in light of COVID-19. This transition required personally contacting customers by phone to inform them of the change, drafting and mailing letters, updating information in the collection interface system (Sierra), picking up items for library return, and physically mailing out holds materials that were requested. Outreach Specialists **Andrew Brannon**, **Jeremy Klewicki**, and **Sylvia Riesselmann** headed the transition. One homebound customer remarked, "I really appreciate everything you guys are doing over there at the library... The services you provide are indispensable, and this Homebound Service has been one of the highlights of my life. I wish you guys had a billion dollars, because there's nothing more true than 'knowledge is power.' And I think if everybody felt that way, and took advantage of what you do at the library, the world would be a much better place."

Virtual Programing

Rhyming Time



Outreach Services Manager **Glenda Billingsley** continued to collaborate with East Las Vegas Multimedia Supervisor **Alex Acosta De Leon**, to create, design, edit, and film five pre-recorded virtual early childhood education segments for the Library District's YouTube channel. The remaining four videos in the series will premiere on the Library District's YouTube channel soon. These segments

are part of an on-going early learning series which incorporates early literacy concepts, Spanish language inclusion, brain building functions of focus & self-control techniques, and concludes with a Vroom brain building tip. Each program is delivered in 7-9 minute video for children ages 0-5, their families, and caregivers.

Live Virtual Storytime

Glenda Billingsley created and facilitated four, live virtual storytimes intended for children ages 0-5. Each program is broadcasted live via Webex to community partners and interested customers every Friday at 10:00 a.m. and 11:00 a.m.

Community Partnerships

Las Vegas Urban League

Outreach Education Coordinator **Kelly May** collaborated with Las Vegas Urban League Programming Specialist Ashley De Los Santos to create pre-recorded virtual

educational content videos. Each segment includes a learning objective, word definition/description, short story, and related extension activity. The videos will appear on the Las Vegas Urban League's Family Connection Facebook page.

Clark County School District (CCSD) Family and Community Engagement Services (FACES)

Kelly May created and recorded a series of four PowerPoint voiceover presentations for the Library District's "Ready for Kindergarten" webpage in preparation for the school year beginning. They were also shared with Las Vegas early childhood education providers and sent directly to CCSD FACES, family advocates, and other educators for training and professional development purposes.

Professional Development

Kelly May participated in seven hours of Nevada Association for the Education of Young Children (NAEYC) Professional leadership institutes on topics such as:

- Developing People: Creating a culture of excellence in Early Childhood Organizations
- Confronting Bias in Early childhood Education: How to Cultivate Equity-Minded Classrooms
- Reflective Strengths-Based Coaching: Engaging Teachers in Reflection During Coaching Conversations.

PROGRAMMING AND VENUES SERVICES (PVS)

Programming and Venues Services conducted 54 programs for 8,169 library customers during the month of June. Of these programs, 9 were diversity events impacting 1,496 library customers. Additionally, staff connected customers to 157 virtual programs conducted by Library District partners. PVS offered adult and family programs that specifically impacted customers in regards to the Vision 2020 strategic initiatives:

Programs; In-Person	Programs	Attendance
Limitless Learning	12	74
Business and Career Success	10	10
Government and Social Services	9	6,043
Community and Culture	1	14
Other	0	0

Programs; Virtual	Programs	Views of Current Programs	Views of Previous Programs
Limitless Learning	8	191	412
Business and Career Success	0	0	0
Government and Social Services	0	0	0
Community and Culture	14	1,837	1,045
Other	0	0	0

PVS also managed the operation and use of performing arts centers, auditoriums, lecture halls, concert halls, meeting rooms, and special event areas.

Venue Usage	Events	Hours
In-Person Programs	32	191
Rentals	0	0
Staff	8	38

PVS provided technical support for 19 Library District in-person and virtual programs totaling 306 event hours. There were no rental events that required technical support. Additionally, PVS provided technical support for 31 occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 30-day period with zero holidays was 1,636 hours and included 75 technician assignments. The ability to request technicians was not closed for any days since peak technician availability was not reached.

Major Programming Highlights

Blood Drives

The Library District proudly re-established our partnership with Vitalant to return blood drives to the Library District following library facilities re-opening after Nevada's Stay-at-Home order. The Library District hosted five blood drives at Centennial Hills, Rainbow, Summerlin, Whitney, and Windmill libraries with a total of 149 customers attending. Additionally, Vitalant is testing for COVID-19 antibodies, as well as collecting convalescent plasma donations from recovered COVID-19 patients. Future blood drives at multiple locations are scheduled on a monthly basis across the Library District.

Primary Election Mail in Ballot Drop-off

The Library District partnered with the Elections Department to support all-mail primary voting on Election Day, Tuesday June 9. Four libraries served as mail ballot drop off sites: Enterprise, Laughlin, Sahara West, and Windmill. The community showed up at libraries in record numbers with a total of 5,894 customers' casting votes. The Library District has additional plans to partner with the Elections Department again this fall for the general election.

Music Matters: A Chat with the Nik Naks

Performing Arts Center Coordinators **Tony Allison** and **Diandra** premiered a new webinar series, *Music Matters*, which focuses on artists the Library District has previously featured at our venues. The series premiered with *A Chat with the Nik Naks* which was viewed by 16 customers in June. This Las Vegas-based duo, Sam Lemos and Jean-François Thibeault, create songs and videos focusing on engaging children's imaginations and encouraging creativity. They explained how the COVID-19 lockdown had inspired them to create the "quarantine edition" of their song "Love and Magic," which they had previously shared for the District's YouTube channel:

<https://www.youtube.com/watch?v=urOPqk1Y4KY&t=20s>

Creating Awareness: Shimmy Mob Belly Dance

One of the most viewed adult programming videos in June was *Belly Dance Shimmy Mob* submitted by Cat Maihen, a domestic violence survivor and dance instructor. In this video, Ms. Maihen talks about various ways someone can lift their spirit, improve self-esteem, mental health, and find hope. She found these improvements through dance and as a result, volunteers with the local shelter Safe Nest to help others. This

video clip received 512 views. This particular video clip was shared to assist with raising awareness about domestic violence, as acts of violence often increase during major emotional events.

<https://www.youtube.com/watch?v=PEqH09eD9u4&feature=youtu.be>

Major Department Highlights

The Library District intends to honor all confirmed customer rental requests and new rental requests, in accordance with the Governor's phased reopening plan which establishes limitation standards for group gathering and entertainment for live audiences. The PVS Department contacted 54 customers regarding 200 confirmed meeting room and performing arts center rentals for July through December. Customers were given information regarding the Library's COVID-19 mitigation guidelines and were given the option to cancel reservations to receive a full refund if needed. Customers continued to appreciate that staff took the time to both call and email them personally regarding our venue usage. Staff committed a total of 50 hours to call and email all rental customers.

The PVS Department collaborated with Communico, the vendor for our online meeting room reservation system, to make several improvements to the reservation system. Recent improvements include integrated maps showing the location of each branch, an option to print room information for each venue, improved picture carousels featuring new images, and other small modifications to improve the customer experience.

YOUTH SERVICES

Youth Services conducted 146 programs for 6,847 library customers during the month of June. Of these programs, 4 were diversity events impacting 696 library customers. Additionally, staff connected customers to 64 virtual programs conducted by Library District partners. Youth Services offered youth and family programs that specifically impacted customers in regards to the Vision 2020 strategic initiatives:

Programs; In-Person	Programs	Attendance
Limitless Learning	28	448
Business and Career Success	0	0
Government and Social Services	0	0
Community and Culture	0	0
Other	0	0

Programs; Virtual	Programs	Views of Current Programs	Views of Previous Programs
Limitless Learning	114	6,021	0
Business and Career Success	0	0	0
Government and Social Services	0	0	0
Community and Culture	4	378	0
Other	0	0	0

District-Wide Programming Highlights

Youth Services recently launched the concept of *Take-and-Make* programs which quickly became very popular with library customers. In June, 28 of these programs were offered. Staff developed pre-made craft bags and connected virtual content with the material to serve 448 library customers. Interested youth picked up a *Take-and-Make* bag at their local library branch. Customers then made the project at home while watching along with a pre-recorded program available online. For customers without internet access, they were still able to participate in the *Take-and-Make* projects by following detailed instructions in each bag. The content for each program ranged from early literacy crafts, to STEAM (Science, Technology, Engineering, Arts, and Mathematics) projects, to teen crafting activities. Additionally, many library branches are pairing the bags with book bundles. Each book bundle is a hand-picked bundle of three to five books that relate directly to the activity. Customers can check out the materials related to the program and take everything home together.

Youth Services staff also recorded 118 virtual programs that were featured on the Library District's YouTube and Instagram channels. These programs were viewed by customers 6,399 times. Youth Services Manager **Shana Harrington** and Youth Services Specialist **Melissa Ramos** coordinated with Senior Project Associate **Paula Loop** and Digital Content Manager **Ryan Simoneau** to develop a schedule for launching consistent content on the social media channels. **Shana** and **Melissa** developed methods to track and monitor future and ongoing program submissions. Staff meet every other week to discuss content and new developments. Currently, a new five-and-under program launches every weekday at 10:00 a.m. and new content for children in kindergarten through fifth grade is premiered Monday-Friday at 4:00 p.m. A new teen program is offered at 4:00 p.m. each Saturday and Sunday. Highlights of virtual programs include:

Storytime Online with Ms. Shana and the Big Green Monster

https://www.youtube.com/watch?v=cq6v_pyXYk&list=PLzkA2YB6GfNus3dix2ErzCfBk0Y6LsDqx&index=43&t=54s

Storytime Online with Ms. Natalia and the Soup Opera

<https://www.youtube.com/watch?v=szOmUcZeQGE&list=PLzkA2YB6GfNus3dix2ErzCfBk0Y6LsDqx&index=39&t=61s>

Science at Home with Mr. Antony and Aluminum Foil Boats

https://www.youtube.com/watch?v=GWBfWZ_SRK0

Storytime Online with Ms. Carla: Aprendiendo los números

<https://www.youtube.com/watch?v=4FtTloZvCqY&list=PLzkA2YB6GfNus3dix2ErzCfBk0Y6LsDqx&index=20&t=7s>

Melissa Ramos also connected customers to 64 virtual events hosted by partners and other organizations. Overall, she has guided customers to 135 virtual events since May 16 through the Library District's Bibliocommons platform. Examples of partner programs include:

- *UNR Extension's Early Childhood Learning Series*
- *Virtual Prom presented by Teen Vogue*
- *123 Andrés Online Concert*
- *Adobe Live: Doodle Therapy for Teens*

- Author, Dan Gutman's *Stuck at Home? Series*

Youth Services Administration repurposed technology to help facilitate staff needs for virtual programming. Prior to Library District facility closure, four, teen tech art labs were circulated for in-person library branch programming. These labs each contained six MacBook's, various accessories, and three video cameras used for movie making. Now, with that type of close one-on-one programming restricted due to social distancing, each lab was repurposed to create mini equipment virtual labs. Mini labs were then distributed to Bunkerville, Mesquite, and West Las Vegas libraries for staff to use for virtual programming. Four additional mini labs are available to staff and will be distributed to other libraries soon. Youth Services staff also sends videos and tech support requests to Programming and Venues Manager **Ryan Neely** and Technical Supervisor Programming **Benjamin Saint-Louis**. Programming and Venues Services Production Technicians are assigned projects to assist with editing and filming content as needed to help support Youth Services staff.

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Monthly Statistics
Year over Year
June 2019/ June 2020*

		Youth Services Programs				2019	2020			Youth Services Attendance				2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	52	0	-52	-100%	491	364	-127	-26%	1,713	0	-1,713	-100%	14,380	10,712	-3,668	-26%
	Clark County	81	10	-71	-88%	695	544	-151	-22%	3,962	1,010	-2,952	-75%	37,518	24,014	-13,504	-36%
	Clark County BBTC	211	60	-151	-72%	1,696	1,351	-345	-20%	2,421	152	-2,269	-94%	27,559	19,519	-8,040	-29%
	Enterprise	61	2	-59	-97%	591	418	-173	-29%	1,154	41	-1,113	-96%	10,421	6,929	-3,492	-34%
	East Las Vegas	52	3	-49	-94%	412	358	-54	-13%	1,445	295	-1,150	-80%	5,681	6,003	322	6%
	Meadows	4	0	-4	-100%	4	4	0	0%	159	0	-159	-100%	159	110	-49	-31%
	Rainbow	68	7	-61	-90%	720	542	-178	-25%	2,979	899	-2,080	-70%	26,562	20,057	-6,505	-24%
	Sahara West	83	3	-80	-96%	644	535	-109	-17%	2,498	239	-2,259	-90%	20,185	15,321	-4,864	-24%
	Spring Valley	76	5	-71	-93%	736	654	-82	-11%	2,566	879	-1,687	-66%	21,893	19,758	-2,135	-10%
	Summerlin	53	16	-37	-70%	521	390	-131	-25%	2,565	1,239	-1,326	-52%	19,645	18,649	-996	-5%
	Sunrise	93	18	-75	-81%	535	449	-86	-16%	1,786	1,118	-668	-37%	11,963	9,382	-2,581	-22%
	West Charleston	34	0	-34	-100%	321	243	-78	-24%	624	0	-624	-100%	5,630	3,670	-1,960	-35%
	West Las Vegas	54	5	-49	-91%	496	360	-136	-27%	404	416	12	3%	5,735	4,118	-1,617	-28%
	Whitney	106	3	-103	-97%	803	700	-103	-13%	3,390	290	-3,100	-91%	28,056	25,611	-2,445	-9%
	Windmill	51	3	-48	-94%	446	334	-112	-25%	2,028	128	-1,900	-94%	16,831	12,927	-3,904	-23%
	Urban Totals	1,079	135	-944	-87%	9,111	7,246	-1,865	-20%	29,694	6,706	-22,988	-77%	252,218	196,780	-55,438	-22%
Outlying Branches	Blue Diamond	3	0	-3	-100%	36	33	-3	-8%	11	0	-11	-100%	418	153	-265	-63%
	Bunkerville	13	0	-13	-100%	109	9	-100	-92%	145	0	-145	-100%	546	111	-435	-80%
	Goodsprings	0	0	0	N/A	0	2	2	N/A	0	0	0	N/A	0	19	19	N/A
	Indian Springs	38	0	-38	-100%	346	288	-58	-17%	245	0	-245	-100%	1,412	1,677	265	19%
	Laughlin	23	0	-23	-100%	233	162	-71	-30%	346	0	-346	-100%	3,565	2,856	-709	-20%
	Mesquite	82	8	-74	-90%	730	477	-253	-35%	1,712	100	-1,612	-94%	15,491	8,776	-6,715	-43%
	Moapa Town	22	0	-22	-100%	214	154	-60	-28%	449	0	-449	-100%	2,381	1,776	-605	-25%
	Moapa Valley	34	3	-31	-91%	336	200	-136	-40%	863	41	-822	-95%	5,036	3,236	-1,800	-36%
	Mt. Charleston	0	0	0	N/A	2	0	-2	-100%	0	0	0	N/A	51	0	-51	-100%
	Sandy Valley	5	0	-5	-100%	59	26	-33	-56%	44	0	-44	-100%	849	149	-700	-82%
	Searchlight	31	0	-31	-100%	264	222	-42	-16%	125	0	-125	-100%	2,181	2,115	-66	-3%
	Outlying Totals	251	11	-240	-96%	2,329	1,573	-756	-32%	3,940	141	-3,799	-96%	31,930	20,868	-11,062	-35%
Outreach	Outreach-Branch	16	2	-14	-88%	794	241	-553	-70%	1,275	200	-1,075	-84%	57,142	20,826	-36,316	-64%
	Outreach-Department	102	6	-96	-94%	937	711	-226	-24%	1,582	180	-1,402	-89%	38,141	28,098	-10,043	-26%
	Outreach-PVS	7	0	-7	-100%	59	30	-29	-49%	2,128	0	-2,128	-100%	2,892	1,550	-1,342	-46%
	Outreach-YS Admin.	0	0	0	N/A	30	20	-10	-33%	0	0	0	N/A	2,650	1,663	-987	-37%
	Outreach-Literacy	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	125	8	-117	-94%	1,820	1,002	-818	-45%	4,985	380	-4,605	-92%	100,825	52,137	-48,688	-48%
	Grand Totals	1,455	154	-1,301	-89%	13,260	9,821	-3,439	-26%	38,619	7,227	-31,392	-81%	384,973	269,785	-115,188	-30%

*Due to the pandemic, District Branches were closed beginning March 16th thru June 3rd.

Monthly Statistics
Year over Year
June 2019/ June 2020

		Adult Programs				2019	2020			Adult Attendance				2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	22	1	-21	-95%	297	235	-62	-21%	355	32	-323	-91%	4,348	4,040	-308	-7%
	Clark County	177	0	-177	-100%	1,888	1,724	-164	-9%	12,305	0	-12,305	-100%	75,789	53,104	-22,685	-30%
	Enterprise	39	1	-38	-97%	445	441	-4	-1%	627	1,000	373	59%	9,682	11,235	1,553	16%
	East Las Vegas	84	3	-81	-96%	276	774	498	180%	1,343	15	-1,328	-99%	3,554	17,761	14,207	400%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	29	1	-28	-97%	623	394	-229	-37%	620	36	-584	-94%	15,996	6,872	-9,124	-57%
	Sahara West	74	1	-73	-99%	1,150	877	-273	-24%	2,402	2,714	312	13%	36,053	23,622	-12,431	-34%
	Spring Valley	21	12	-9	-43%	497	347	-150	-30%	145	57	-88	-61%	7,158	4,262	-2,896	-40%
	Summerlin	39	7	-32	-82%	623	404	-219	-35%	2,089	249	-1,840	-88%	43,494	31,028	-12,466	-29%
	Sunrise	25	1	-24	-96%	330	337	7	2%	1,527	14	-1,513	-99%	15,091	10,108	-4,983	-33%
	West Charleston	32	10	-22	-69%	512	444	-68	-13%	1,721	1,220	-501	-29%	13,320	10,588	-2,732	-21%
	West Las Vegas	60	3	-57	-95%	632	480	-152	-24%	3,229	556	-2,673	-83%	26,230	17,655	-8,575	-33%
	Whitney	49	4	-45	-92%	541	485	-56	-10%	928	49	-879	-95%	15,058	12,182	-2,876	-19%
	Windmill	57	3	-54	-95%	641	505	-136	-21%	3,177	2,029	-1,148	-36%	30,431	28,638	-1,793	-6%
	Urban Totals	708	47	-661	-93%	8,455	7,447	-1,008	-12%	30,468	7,971	-22,497	-74%	296,204	231,095	-65,109	-22%
Outlying Branches	Blue Diamond	3	0	-3	-100%	31	19	-12	-39%	37	0	-37	-100%	441	247	-194	-44%
	Bunkerville	0	0	0	N/A	2	15	13	N/A	0	0	0	N/A	19	29	10	N/A
	Goodsprings	1	10	9	900%	72	75	3	4%	39	10	-29	-74%	268	170	-98	-37%
	Indian Springs	2	0	-2	-100%	10	17	7	70%	8	0	-8	-100%	43	77	34	79%
	Laughlin	18	1	-17	-94%	229	232	3	1%	144	200	56	39%	5,892	3,871	-2,021	-34%
	Mesquite	37	4	-33	-89%	442	361	-81	-18%	325	40	-285	-88%	4,996	3,279	-1,717	-34%
	Moapa Town	1	0	-1	-100%	5	3	-2	-40%	3	0	-3	-100%	18	20	2	11%
	Moapa Valley	20	0	-20	-100%	217	187	-30	-14%	72	0	-72	-100%	1,035	770	-265	-26%
	Mt. Charleston	2	0	-2	-100%	32	24	-8	-25%	40	0	-40	-100%	538	440	-98	-18%
	Sandy Valley	1	0	-1	-100%	23	10	-13	-57%	4	0	-4	-100%	163	47	-116	-71%
	Searchlight	1	0	-1	-100%	21	21	0	0%	11	0	-11	-100%	102	159	57	56%
	Outlying Totals	86	15	-71	-83%	1,084	964	-120	-11%	683	250	-433	-63%	13,515	9,109	-4,406	-33%
Outreach	Outreach-Branch	10	1	-9	-90%	162	67	-95	-59%	167	22	-145	-87%	4,800	2,179	-2,621	-55%
	Outreach-Department	25	0	-25	-100%	395	252	-143	-36%	186	0	-186	-100%	4,440	3,986	-454	-10%
	Outreach-PVS	1	0	-1	-100%	36	14	-22	-61%	0	0	0	N/A	3,768	873	-2,895	-77%
	Outreach-YS Admin.	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach-Literacy	0	0	0	N/A	0	1	1	N/A	0	0	0	N/A	0	300	300	N/A
	Outreach-Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	36	1	-35	-97%	593	334	-259	-44%	353	22	-331	-94%	13,008	7,338	-5,670	-44%
	Grand Totals	830	63	-767	-92%	10,132	8,745	-1,387	-14%	31,504	8,243	-23,261	-74%	322,727	247,542	-75,185	-23%



ITEM VI.A.2.c.

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Danielle Patrick Milam, Acting Deputy Director

DATE: August 4, 2020

SUBJECT: Development and Planning Department Report, August 2020

Development and Planning Department Activities in July 2020

As Library District operations and community conditions continue to change rapidly, Acting Deputy Director **Danielle Milam** assists Acting Executive Director **Fred James** and the Executive Council with the development of bi-weekly All District (AD) memos. In the month of July, three AD memos were published. Issues covered included:

- New HR procedures and staff training on COVID-19 exposure, contact, testing, and incident reporting
- Explanations and data on customer use of library branch and district-wide resources services as branch libraries opened for services in alignment with Phase II of the Governor's Road to Recovery Directive
- Information about organizational changes, including staff on furloughs, information on voluntary employee separation package opportunities for eligible staff, and assignments of "Acting" positions which will be filled through competitive interviews once the new Executive Director is selected by the Board of Trustees
- Kudos to staff for being flexible, adaptable, and responsive to community needs

Since the vote of the Clark County School District to conduct all-virtual classes for the next 90 school days, the Library District's Executive Council has been involved in developing plans to mobilize and position library assets to support area K-12 and higher education students. The Library District is exploring opportunities for creating student support for instruction and access to devices and Wifi during school hours. Once developed and approved by legal counsel, student support plans will be shared with County Commission Chair Marilyn Kirkpatrick's office who is working with all local agencies and non-profits to identify potential student classrooms and with the Nevada Congressional Delegation to identify federal funding for those efforts.

Development and Planning Department staff also met with Nancy Brune of the Guinn Center for Policy Priorities. She is assembling a grant for OWINN, the Governor's Office of Workforce Innovation. The grant, "Reimagining Workforce," is identifying "rapid response" and short-term training pathways that can assist the tremendous number of dislocated workers in Nevada. The

Governor's office currently estimates that 35-42% of jobs lost during the pandemic will not be filled.

The Library District supplied information on

- A broad array of online collection resources for career exploration, job search, and business development
- Available public access Wifi, computers, devices, and hotspots
- Adult Learning Program classes, job coaching, test proctoring, WorkKeys assessments, Online Career High School, HiSET, and HSE resources
- One-Stop Career Center partnership with Workforce Connections
- Business Development Hub partnership with Workforce Connections
- Youth employment tracks available in Teen Tech Centers

Development Officer **Sherry Walker** took on the immense task of organizing all of the Library District's FEMA projects, invoices, and reimbursement application for the COVID-19 incident. A total of four projects are being submitted for a total of \$250,000. The projects include 1) purchase of PPE, cleaning supplies, and cleaning contracts; 2) materials for branch modifications; 3) materials for making PPE; and 4) emergency signage. Branches that participated in making PPE included Centennial Hills, Enterprise, Mesquite, Sunrise, West Charleston, West Las Vegas, and Windmill.

Ms. Walker worked closely with multiple staff from multiple departments, including Acting Financial Services Director **Floresto Cabias**, Accounting Technician II **Mayumi Kramer**, Administrative Specialist **Lynn Lucuara**, and Senior Analyst **Anita Lai** in the Business Office; Purchasing and Administration Manager **Nancy Hodges** and Administrative Coordinator **Lisa True** in General Services; Library Operations Support Manager **Cherrie Delaney** and Acting Assistant Library Operations Director **Leo Segura**; Branding and Marketing Director **Betsy Ward**, and Assistant Director of Branding and Marketing **Karen Bramwell**.

Grants awarded to the District in July, 2020, include a \$20,000 grant from the Union Pacific Foundation and a \$5,000 grant from the Nevada Energy Foundation to support mentor activities in our four Teen Tech labs at Clark County, East Las Vegas, Enterprise, and West Las Vegas branch libraries.

Foundation Bookstore Manager **Leslie Valdes** reported total sales of \$7,963 on Amazon in July, as well as Sahara West Bookstore sales of \$5,517. Because of the pandemic, the annual Teacher's Sale is being conducted one-by-one at the Sahara West Bookstore, where local teachers can show their teacher cards to purchase any book for 25 cents anytime during the month of August. Thanks goes to the Branding and Marketing team for preparing the flyer and pushing it out on Library District social media.

The Strategic Planning group met to review the draft Strategic Plan in light of pandemic conditions. Most notable, was the need to highlight the Library District's pivot to more virtual program content and online communications and resources. The group will continue to refine strategy ideas in light of changing world and community conditions. The draft will be presented to the new Library District Executive Director and Board of Trustees in early 2021.



ITEM VI.A.2.d.

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Albert G. Prendergast, Information Technology Director, CIO

DATE: July 30, 2020

SUBJECT: Information Technology Report, August 2020

The Information Technology Division, comprised of the following departments-- Access Services (**AS**) Collection and Bibliographic Services (**CBS**) and the Information Technology (**IT**) Department, is pleased to share the following updates for July.

Branding and Marketing Support

Head of CBS **Rebecca Colbert** assisted Digital Content Manager **Ryan Simoneau** with creating the Latinx page for our website. Ms. Colbert created Latinx specific catalog carousels and reviewed content created by others. Ms. Colbert and Mr. Simoneau created a special World War II page which will launch in late August to commemorate the 75th anniversary of the end of the war. Ms. Colbert also completed a telephone interview with the *Nevada Independent* news and opinion website in May. The story was published on June 30th at the following link, <https://thenevadaindependent.com/article/nevada-librarians-navigate-a-cautious-reopening-eye-budget-cuts-on-the-horizon-as-they-resume-services>.

Electronic Resources (ER) Manager **Jocelyn Bates** and ER Librarian **Ria Eufemio** collaborated with Digital Content Manager **Ryan Simoneau** to publish a blog post about the Library District's streaming services, such as Hoopla and AcornTV, and how to use them on popular devices such as Apple TV and Chromecast. Ms. Bates also edited the *Tools for School Success* poster which will be printed and distributed to the branches and shared on social media and our website.

Microcomputer and Network Analyst **Jamesel Lighten** continues to work with the Branding and Marketing department on the re-recording of our telephone tree.

AS Manager **Sufa Anderson** continues to work on improving our e-mail notices to customers. Ms. Anderson worked with our vendor, Patron Point, to develop an improved *Overdue* courtesy e-mail notification. The new notices are more customizable and visually appealing. An example of the old and new notices follows:

Old:

HOME LIBRARY: LAUGHLIN LIBRARY
702-507-4060
7060 W WINDMILL LN
LAS VEGAS NV 89113-467859

01-07-19 0

The following library items are at least 10 days overdue. Please return them as soon as possible. Unpaid fines are subject to Collections.

AUTHOR:
Support the girls [videodisc]
CALL NO: F
BARCODE: 31133606701862

New:



Community Engagement Support

Systems and Network Supervisor **Gunnar Kim** met with Workforce Connections at the Sahara West Library to review the planned network changes to the former Gallery Services offices to ensure the changes do not adversely impact the District's data network. Workforce Connections' Business Hub will introduce a new service model at the branch.

Development and Planning Support

Head of CBS **Rebecca Colbert** met with Development and Planning Director **Danielle Milam** to discuss the Strategic Plan 2020 community survey. Ms. Milam designed a brief survey for the District's Board of Trustees and one for the District's

community partners. The survey will help identify where the library can meet the community's needs both during and after the COVID-19 pandemic. Ms. Colbert also attended the Strategic Planning meeting in July.

AS Manager **Sufa Anderson** provided hotspot usage and holds statistics to Development and Planning Director **Danielle Milam** to assist with a hotspot funding proposal. An additional 180 hotspots were ordered using funds from the CARES Act to augment the over 700 hotspots that we currently have in circulation, with over 1,600 customers waiting to borrow a hotspot. Our lending procedures currently limit hotspot checkouts to customers over 18 years old, but with the CCSD's plan to only do remote learning for the first semester, we will modify our procedures to allow juveniles to check them out. Additionally, with staff retirements in Library Operations, Ms. Anderson will assume responsibility for managing user accounts, troubleshooting issues, and updating procedures for the Hotspot Lending Program.

I worked with Development and Planning Director **Danielle Milam** and the District's E-Rate consultant to complete this year's E-Rate application. The District applied for Category 2 items (network equipment) and received a funding commitment from the FCC for \$25,419 for this year.

Financial Services Support

The IT department received a request from Financial Services to recover information from our legacy time and attendance system for the Public Employees Retirement System. IT staff restored the system from our offsite archives, but unfortunately, we were not able to retrieve the requested information. We discovered that there was no data available in the system before 2007, which was when a major system upgrade was completed.

The IT department updated the check signature file in Kronos to reflect Acting Financial Services Director **Floresto Cabias**' signature. Additionally, Assistant IT Director **Ron Melnar** worked with Senior Accountant **Anita Lai** and Kronos to create and test a new custom report.

General Services Support

Assistant IT Director **Ron Melnar** worked with Assistant General Services Director **John Vino** and their vendor, MediaResources, to troubleshoot and resolve a network problem with the external electronic sign at the East Las Vegas Library.

The IT department assisted the Facilities department with the replacement of the staff desk at the Goodsprings Library. The computing equipment was removed and replaced as the work was completed and the networking equipment was moved into a new data cabinet for a more professional appearance.

Human Resources (HR) Support

Assistant IT Director **Ron Melnar** worked with Human Resources Information System (HRIS) Manager **Glodia Thomas** to install the Kronos 2020 Second Quarter Legislative Update on the development and production HRIS and also refreshed the data on the development system. The HR department received numerous fraudulent unemployment insurance claims using the personal information of active employees.

Because of the sensitive nature of the information that is required to file the claims, Mr. Melnar and Ms. Thomas worked with Kronos to investigate if our payroll system had been compromised. They worked with Kronos to review the security audit data reports and confirmed that our system was not accessed by any unauthorized users.

The IT Department worked with HR to initiate the Annual IT Security Compliance Training. The District's IT Department implements a comprehensive security strategy for protecting the District's information technology assets from unauthorized access. However, even the most sophisticated security solutions can be compromised by using social engineering techniques. Social engineering is a non-technical method of intrusion that hackers use, which relies heavily on human interaction and often involves tricking people into breaking normal security procedures, such as clicking on a link or opening an attachment from an unknown sender. A knowledgeable workforce is the most effective way of combating social engineering attacks. This year's courses, *Security Awareness Now! Phishing Plus* and *Security Awareness Now! Password Security* are designed to assist District staff in recognizing and avoiding social engineering attacks.

Library Operations Support

The District's total circulation for June was 588,184, of which 47% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Physical library material circulation for June was 314,337. E-media circulation was 273,847. A breakdown of the e-media circulation by format follows:

- E-Books - 138,354
- E-Audiobooks - 79,469
- Magazines - 9,884
- Music - 29,600
- Video - 15,540

Boulder City and North Las Vegas library district customers have access to the District's OverDrive e-media collection, and their use has remained consistent, with North Las Vegas Library District customers accounted for approximately 7.5% of our OverDrive circulation while Boulder City Library District customers accounted for approximately 2.1%.

CBS staff added 1,147 titles with 10,971 new items to the collection in June. Senior Cataloger **Monica Song** also added 646 unique titles for the Boulder City Library District and 463 titles with 937 items for the North Las Vegas Library District to the catalog. Collection Development staff added 6,422 e-books and e-audiobooks to the collection in June. Ms. Song and Cataloger **Kevin Bowman** also added 561 Government Document records to the catalog. Although the District currently uses the Hoopla API to integrate the collection into our catalog, the API includes information for every format except music. Ms. Song and Mr. Bowman currently load only the top 20% of our Hoopla music collection into the catalog, however, they will be working to increase the number of Hoopla music titles available in our catalog by loading all new music titles available from Hoopla. This should improve the experience for users in BiblioCommons as the catalog will more accurately reflect available holdings and display an icon for music which generates interest and increases circulation. Hoopla music contains nearly 300,000 titles which is why we

are not adding the entire musical collection but instead focusing on showing new content as it is added since these are the titles in highest demand.

Acquisitions Librarian **Heather Brooks** continues to work with our vendors to implement electronic invoicing. Ms. Brooks successfully processed our first electronic invoice from Ingram last month and another of our major vendors, Penworthy, has offered to set up a pre-processed account with partial cataloging and electronic ordering and invoicing. Ms. Brooks will also work to integrate this vendor.

The Distribution Center's (DC) collection consists of 105,302 items, with 11,200 items circulating and 6,024 items filling customers Holds requests in June.

In July, the outlying branches returned 275 of their less popular items of various formats to the DC and the DC sent the branches an equivalent quantity of items to refresh their collections.

DC Librarian **Raychel Lendis** oversees collection maintenance activities District-wide. Ms. Lendis assigned the *Long Overdue* collectionHQ report to the branches in July. This report identifies items that have been in a temporary status, such as *Staff Review* or *In-Transit*, for more than 90 days for staff to locate and evaluate. Ms. Lendis continues to work with collectionHQ to test several enhancement requests. These enhancements will evaluate the use and health of branch collections and make statistic-based recommendations on the quantity and type of material that should be housed at each branch, allowing the branches to transfer items in and out of the DC.

Ms. Lendis continues to perform reverse inventories of the branches to identify items that no longer exist and remove their records from our catalog. This month, Ms. Lendis finished inventorying all Youth Services Young Adult uncatalogued graphic novels and additional uncatalogued item types at the Spring Valley, Sunrise, and Whitney libraries. A total of 49,066 missing items were identified and removed from Sierra. The DC staff is also weeding low-circulating items from the DC's collection to make room for incoming materials.

In June, the Interlibrary Loan (ILL) department received 373 requests from District customers to borrow materials from other libraries, and we were able to fill 62% of our customers' requests. Filling our customers' requests has been a challenge because many libraries and universities across the country are still closed. We received 395 requests from other libraries to borrow the District's materials. The average turnaround time (the time between when we receive a request, obtain the item, and prepare it to be shipped) was a little over 2 days. There were 39 new ILL users in June. The ILL page on our website, <https://lvccld.org/ill>, was updated to make it easier to read and locate information.

The Electronic Resources (ER) department continues to provide a high level of customer service via e-mail and telephone. ER staff created IXL (K-12 math and English) and Treehouse accounts for customers, answered reference questions, and assisted customers with their library accounts and access to eResources. The department responded to 1,368 e-mails via the District's "Ask" account in June.

The District's *Fresh Picks* eNewsletter reading recommendation solution has over 20 categories of content that are delivered weekly, bi-weekly, monthly, and bi-monthly and offer recommendations for a variety of genres and ages. In June, 5,152 *Fresh*

Picks eNewsletters were sent to customers. The most popular eNewsletters were *New York Times Fiction Bestsellers* (with an open rate of 53%), *Mystery* (with an open rate of 49%), and *Fiction A to Z* (with an open rate of 48%). There were 458 new *Fresh Picks* subscriptions in June, with 725 unique subscribers accounting for 5,114 monthly subscriptions. To subscribe to *Fresh Picks*, visit <http://www.lvccld.org/freshpicks> and choose your favorite topics.

Niche Academy is an online learning platform made for libraries. The platform gives individual libraries their own online video tutorials that can be used as a teaching tool for both customers and staff and offer video instructional tutorials on many of our eResources. The tutorials are accessed by clicking on the blue carat on the right side of targeted eResources pages on our website or by visiting <https://lvccld.org/tutorials/>. The most popular tutorials in June were *Rosetta Stone* (with 74 unique views), *Gale Courses* (35 unique views), and *LearningExpress Library* and *Lynda.com* (tied with 34 unique views).

ER Manager **Jocelyn Bates** attended the July Board of Trustees Meeting at the Windmill Library and assisted trustees with setting up and using their iPads and laptops.

AS Manager **Sufa Anderson**, Adult Collection Development Librarian **Teresa Handleman**, YPL Collection Development Librarian **Kathy DiGeorge**, DC Librarian **Raychel Lendis**, and ER Manager **Jocelyn Bates** contributed content for the 15th volume of our *Primary Source* staff eNewsletter.

IT Projects

The Executive Council created the *Communications Technology Team* (CTT) to identify and recommend technologies for increasing staff collaboration and communication. One of the issues identified during our discussions was the lack of remote network access for some critical staff. As a result, one laptop with remote access capability was assigned to the CBS department. The CTT (led by AS Manager **Sufa Anderson** and comprised of ER Manager **Jocelyn Bates**, Literacy Services Manager **Jill Hersha**, Systems and Network Supervisor **Gunnar Kim**, Assistant IT Director **Ron Melnar**, Branch Manager **Marie Nicholl-Lynam**, Acting Assistant Library Operations Director **Leo Segura**, and Development Officer **Sherry Walker**) met twice this month to discuss their goals and gather feedback and information from staff throughout the District. The Team will develop a staff survey to get feedback and ideas from staff regarding communication tools and expectations during library closures.

IT Makerspace Support Specialist **Zach Mackenzie** created an enterprise account on the *Steam* video game digital distribution service, which will allow us to make games available District-wide to the Teen Center computers. Feedback from the Teen Centers has been overwhelmingly positive.

The IT Department installed library document stations (LDS) at five branches over the past couple of years and continue to implement this service in the remaining urban branches, including Laughlin and Mesquite. LDS were installed at the Rainbow, Sahara West, and Whitney libraries this month, and the staff was trained on how to use the devices. The LDS allows customers to fax, scan, and copy using funds from their PC Reservation System accounts.

The IT Department completed the District-wide Switch Replacement Project that was started at the end of last year. Most of the District's network switches were purchased in 2008 and are at the end of their life expectancy. The final switch was installed at the Moapa Valley Library this month.

Miscellaneous

AS Manager **Sufa Anderson** completed several end-of-month reports for the Library Operations division, including statistics for fines, new library cards, and computer use. Ms. Anderson and Head of CBS **Rebecca Colbert** provided "key performance indicators" information for Fiscal Year 19-20 for the District's Strategic Plan and statistics for our automation agreements with the Boulder City and North Las Vegas library districts. Ms. Anderson continues to work with the Sierra Clean-Up Team to perform database cleanup activities in Sierra and for the new eCard accounts. Finally, Ms. Anderson completed several tasks to facilitate the implementation of Curbside Pick-up Services at the Meadows Library and provided training for staff at the Boulder City Library District on configuring notices and loan rules.

The District received notification from CenturyLink that it was no longer economically feasible to provide payphone services in our branches. After CenturyLink removed the payphones from the branches, the IT department installed a pilot District-provided replacement "free-use" payphone at the Clark County Library. However, the telephone device was unreliable. A new payphone, purchased from a different vendor, was installed and is performing well. We hope to expand this service to other branches after we complete testing.

The District worked with the Deaf Centers of Nevada to install video relay services (VRS) at several branches in 2016. VRS equipment, provided by [Sorenson Communications](#), enables persons with hearing impairments, who use American Sign Language, to communicate with voice telephone users through video equipment, rather than through typed text. The IT department worked with the Deaf Centers of Nevada to replace all of the systems with newer equipment.

FY 2019-2020 ELECTRONIC RESOURCES STATISTICS
June 2020

Customer Support	Jun-19	Jun-20	% Change	FY18-19	FY19-20	% Change
Number of Phone Calls to Electronic Resources	141	147	4.26%	1,943	1,358	-30.11%
Length of Calls in Hours, Minutes, and Seconds	15:30:49	16:48:27	8.34%	229:43:52	147:28:51	-35.80%
Number of emails to ask@lvccld.org	432	1,368	216.67%	6,373	8,253	29.50%
Number of Classes	2	0		24	5	
Number of Attendees	18	0		188	14	

**Top Online Resource From Each
Category Based on Retrievals**

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	ReferenceUSA	682	11,570
Health and Wellness	Health Source: Nursing	9	127
Homework Help	IXL	77	48,688
Limitless Learning	Lynda.com	1,577	7,053
A-Z Resources (All Others)	Newsbank - LVRJ	2,007	25,641

Downloadables and Streaming Circulation	Jun-19	Jun-20	% Change	FY18-19	FY19-20	% Change
eBooks	113,526	138,354	21.87%	1,200,650	1,453,462	21.06%
Audiobooks	66,817	79,469	18.94%	686,951	1,009,929	47.02%
Magazines	8,383	9,884	17.91%	96,456	127,455	32.14%
Movies and TV	7,818	16,540	111.56%	72,012	167,835	133.07%
Music	27,791	29,600	6.51%	317,789	341,221	7.37%
Total	224,335	273,847	22.07%	2,373,858	3,099,902	30.58%

Online Resources Usage by Category	Jun-19		Jun-20		% Change		FY18-19		FY19-20		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	792	20,230	1,007	15,399	27.15%	-23.88%	22,957	312,059	11,410	319,755	-50.30%	2.47%
Health and Wellness	384	544	190	461	-50.52%	-15.26%	3,493	13,720	4,693	7,611	34.35%	-44.53%
Homework Help	380	26,738	675	55,123	77.63%	106.16%	6,950	339,730	7,963	446,889	14.58%	31.54%
Limitless Learning	3,158	9,238	3,557	10,186	12.63%	10.26%	32,617	110,056	38,330	98,820	17.52%	-10.21%
A-Z Resources (All Others)	12,312	34,473	14,486	51,012	17.66%	47.98%	130,591	276,951	157,789	467,298	20.83%	68.73%

Retrievals: the number of full-content units or descriptive records examined, downloaded, or otherwise supplied to customers from electronic collections

Sessions: the number of times an electronic resource is accessed



ITEM VI.A.3.a.

August 2020

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Floresto Cabias, Acting Chief Financial Officer

DATE: July 30, 2020

SUBJECT: Financial Services Report, August 2020

This report summarizes the Financial Services Department's activities and accomplishments in the month of July 2020.

Voluntary Employee Separation Program (VESP)

Financial Services and Human Resources processed packages for employees eligible for the program. The information below represents activity through July 29, 2020.

- VESP payout information was provided to all eligible employees
- 43 formally accepted and chose a separation date
- 36 signed severance and release agreements
 - Separation dates vary through September 4
 - Seven employees have already separated from the District
 - Some separation dates extended due to operational considerations
 - Personnel cost savings depend on holding positions vacant
 - Most net benefits begin July 1, 2021

Administration

- Updated the District's cash flow analysis
- Prepared information related to employees who are interested in the Voluntary Employee Separation Program (VESP); sent information to eligible employees; processed VESP paperwork, Agreements, and employee separations
- Submitted the District's Indebtedness Report, Capital Improvement Plan, and Debt Management Policy to the State Department of Taxation and the County Debt Management Commission
- Advertised Facilities Bid No. 21-01, Chiller Replacement – Rainbow Library, and RFP No. 21-02, Janitorial Maintenance Services
- **Floresto Cabias** and **Lynn Lucuara** worked with District staff regarding purchasing training and procedures
- **Lynn Lucuara** attended training on Diligent Board Meeting software
- **Lynn Lucuara** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Lucuara** created and updated staff user accounts for online ordering of supplies from Staples, Office Plus, and Brodart (contract vendors); worked with District staff and vendors to update information and resolve issues

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

Accounting

- Coded and verified all transactions (\$3.8M for the month of July)
- Performed all payroll related duties
- 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 detail budget status for staff as required
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed Financial Services invoices
- Processed refunds for cancelled Room Reservations
- Reviewed e-fines and patron inquiries regarding online payments
- Reconciled copier meter reading reports from branches/departments to invoices
- Staff cross-trained in payroll, fixed assets, cash receipts, and other Financial Services procedures



MEMORANDUM

To: Fred James, Acting Executive Director

From: Floresto Cabias, Acting Chief Financial Officer

Date: July 30, 2020

Subject: June 2020 Budget Status Report

The June Budget Status Reports reflect preliminary actual revenues and expenditures as compared to the budget for the fiscal year ended June 30, 2020. These reports reflect year-end adjustments for revenue, as certain taxes received in the months of July and August are recognized as June revenue.

General Fund expenditures indicate approximately \$9.6 million of General Fund appropriations unexpended. Of the \$9.6 million of unexpended appropriations \$3.8 million is attributable to salaries and benefits, \$4.2 million is attributable to supplies and services, and \$1.6 million is attributable to capital outlay. Unexpended appropriations are primarily due to cost containment measures.

The final June 30, 2020 Revenues and Expenditures will be finalized and presented at the November Board meeting.

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

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

General Fund - 100

From 06/01/2020 Through 06/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	46,012,536.11	44,855,000.00	(1,157,536.11)	-2.58%
Intergovernmental Revenue	19,155,302.42	24,557,500.00	5,402,197.58	22.00%
Charges for Services	47,893.96	40,700.00	(7,193.96)	-17.68%
Fines & Forfeits	542,938.63	900,000.00	357,061.37	39.67%
Miscellaneous	1,272,561.17	1,036,800.00	(235,761.17)	-22.74%
Total Revenues	67,031,232.29	71,390,000.00	4,358,767.71	6.11%
Expenditures				
Salaries	30,093,912.89	32,366,060.00	2,272,147.11	7.02%
Benefits	11,845,849.10	13,394,128.00	1,548,278.90	11.56%
Supplies & Services	11,984,052.37	16,203,089.00	4,219,036.63	26.04%
Capital Outlay	9,207,315.23	10,831,667.00	1,624,351.77	15.00%
Total Expenditures	63,131,129.59	72,794,944.00	9,663,814.41	13.28%
Exces (Deficit) Revenues of Expenditures	3,900,102.70	(1,404,944.00)	(5,305,046.70)	-7.17%
Other Financing Sources (Uses)				
Transfer to Other Funds	(3,000,000.00)	(6,000,000.00)	(3,000,000.00)	50.00%
Total Other Financing Sources (Uses)	(3,000,000.00)	(6,000,000.00)	(3,000,000.00)	50.00%

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

General Fund - 100

From 06/01/2020 Through 06/30/2020

			Dollar Budget Amount Remaining	Percent Budget Remaining	
			YTD Actual	Budget	
110	Administration - Executive	556,674.21	830,987.00	274,312.79	33.01%
120	Administration - Library Operations	1,521,760.79	2,371,240.00	849,479.21	35.82%
200	Financial Services	1,485,411.25	1,765,231.00	279,819.75	15.85%
215	Community Outreach	473,396.85	773,521.00	300,124.15	38.80%
216	Youth Services	294,763.68	369,276.00	74,512.32	20.18%
220	Development and Planning	500,767.68	596,948.00	96,180.32	16.11%
240	General Services/Facilities	7,946,344.21	8,476,537.00	530,192.79	6.25%
250	Human Resources	1,793,432.15	2,539,542.00	746,109.85	29.38%
251	HR-Work Insurance	767,028.30	1,363,864.00	596,835.70	43.76%
260	Information Technology	3,672,211.49	3,941,669.00	269,457.51	6.84%
270	Literacy Department	311,792.23	381,284.00	69,491.77	18.23%
280	Branding and Marketing	1,655,843.29	2,232,694.00	576,850.71	25.84%
290	Access Services Department	988,702.67	1,041,903.00	53,200.33	5.11%
310	Collection and Bibliographic Services	11,250,331.13	13,053,821.00	1,803,489.87	13.82%
320	Gallery Services	161,589.79	185,473.00	23,883.21	12.88%
330	Facilities	2,750,754.45	3,114,887.00	364,132.55	11.69%
340	Community Engagement	332,646.47	482,558.00	149,911.53	31.07%
400	Library Operations	26,667,678.95	29,273,509.00	2,605,830.05	8.90%
Total		63,131,129.59	72,794,944.00	9,663,814.41	13.28%

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

General Fund - 100
Library Operations - Dept 400
From 06/01/2020 Through 06/30/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	96,441.75	99,973.00	3,531.25	3.53%
110	Bunkerville	59,673.71	84,673.00	24,999.29	29.52%
120	Clark County Library	2,603,634.11	2,939,461.00	335,826.89	11.42%
130	Enterprise Library	1,374,680.69	1,519,554.00	144,873.31	9.53%
140	Goodsprings	80,013.54	81,947.00	1,933.46	2.36%
160	Indian Springs	103,456.62	106,241.00	2,784.38	2.62%
180	Laughlin	714,882.42	765,807.00	50,924.58	6.65%
190	Mesquite	1,057,595.50	1,152,069.00	94,473.50	8.20%
200	Moapa Town	79,825.35	82,755.00	2,929.65	3.54%
210	Moapa Valley	311,478.58	342,813.00	31,334.42	9.14%
220	Mount Charleston	76,802.81	80,932.00	4,129.19	5.10%
230	Rainbow Library	1,941,569.14	2,059,131.00	117,561.86	5.71%
240	Sahara West Library	2,452,032.54	2,786,232.00	334,199.46	11.99%
250	Sandy Valley	88,051.63	89,443.00	1,391.37	1.56%
260	Searchlight	64,465.44	60,939.00	(3,526.44)	-5.79%
270	Spring Valley Library	1,654,785.65	1,854,894.00	200,108.35	10.79%
280	Summerlin Library	1,518,911.03	1,650,793.00	131,881.97	7.99%
290	Sunrise Library	1,505,617.42	1,617,332.00	111,714.58	6.91%
300	West Charleston Library	1,760,107.73	1,901,430.00	141,322.27	7.43%
310	West Las Vegas Library	1,584,845.79	1,694,686.00	109,840.21	6.48%
320	Whitney Library	1,487,347.29	1,605,111.00	117,763.71	7.34%
360	Meadows Library	164,541.11	169,908.00	5,366.89	3.16%
370	Centennial Hills	1,994,846.86	2,227,501.00	232,654.14	10.44%
380	Windmill Library	1,940,659.54	2,212,165.00	271,505.46	12.27%
390	East Las Vegas Library	1,910,999.89	2,042,284.00	131,284.11	6.43%
605	City Misdemeanant	40,412.81	45,435.00	5,022.19	11.05%
Total		26,667,678.95	29,273,509.00	2,605,830.05	8.90%

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

General Fund - 100
From 06/01/2020 Through 06/30/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	23,322,778.43	24,544,911.00	1,222,132.57	4.98%
51200 Salaries - Part Time	5,891,561.48	6,519,525.00	627,963.52	9.63%
51300 Overtime Pay	38,246.95	55,000.00	16,753.05	30.46%
51400 Call Back Pay	6,939.59	8,595.00	1,655.41	19.26%
51500 Standby Pay	60,012.78	52,487.00	(7,525.78)	-14.34%
51600 Longevity Pay	380,999.75	373,422.00	(7,577.75)	-2.03%
51700 Separation Pay	280,353.45	312,120.00	31,766.55	10.18%
51800 Leave Buyout	113,020.46	500,000.00	386,979.54	77.40%
55100 Employees Retirement	7,102,052.82	7,430,068.00	328,015.18	4.41%
55200 Group Insurance	3,908,651.89	4,819,973.00	911,321.11	18.91%
55300 Workers' Comp. Payments	89,093.72	271,544.00	182,450.28	67.19%
55400 Medicare Coverage Expense	741,277.89	797,543.00	56,265.11	7.05%
55500 Unemployment Insurance	4,772.78	75,000.00	70,227.22	93.64%
61100 Office Supplies	301,400.45	470,630.00	169,229.55	35.96%
61110 Operating Supplies	501,636.22	647,140.00	145,503.78	22.48%
61120 Software & User Licenses	441,533.83	573,100.00	131,566.17	22.96%
61130 Software Maintenance	679,648.47	814,410.00	134,761.53	16.55%
61200 Book Materials & Supplies	87,270.85	150,000.00	62,729.15	41.82%
61205 Interlibrary Loan	497.40	4,500.00	4,002.60	88.95%
61210 Small Equipment	209,889.90	517,050.00	307,160.10	59.41%
61400 Equipment Repair & Maint.	578,199.22	673,199.00	94,999.78	14.11%
61410 Contracted Services	4,931,169.20	5,621,592.00	690,422.80	12.28%
61420 Building Repair & Maint.	156,279.86	218,200.00	61,920.14	28.38%
61500 Rental Expenses	38,262.70	114,976.00	76,713.30	66.72%
61600 Telephone	657,285.61	563,436.00	(93,849.61)	-16.66%
61700 Utilities	1,611,743.66	2,109,118.00	497,374.34	23.58%
61800 Insurance & Bonds	316,321.70	356,000.00	39,678.30	11.15%
61900 Professional Services	236,945.20	973,200.00	736,254.80	75.65%
61910 Legal Services	155,027.12	598,350.00	443,322.88	74.09%
62200 Collection Agencies	76,673.25	200,000.00	123,326.75	61.66%
62300 Board Compensation	5,280.00	6,000.00	720.00	12.00%
62500 Postage	55,923.44	75,100.00	19,176.56	25.53%
62510 Advertising	34,731.01	188,700.00	153,968.99	81.59%
62600 Community Events	49,456.00	66,000.00	16,544.00	25.07%
62610 Staff Day	60,143.92	65,000.00	4,856.08	7.47%
62620 Recruitment	-	625.00	625.00	100.00%
62700 Education & Training	144,387.02	265,250.00	120,862.98	45.57%
62800 Travel & Transportation	133,566.04	253,663.00	120,096.96	47.35%
62900 Printing & Reproduction	154,284.02	256,750.00	102,465.98	39.91%
63000 Dues & Subscriptions	31,277.11	42,800.00	11,522.89	26.92%
65000 Miscellaneous Expenses	18,973.44	43,300.00	24,326.56	56.18%
65100 Bank Charges	1,245.73	20,000.00	18,754.27	93.77%
67000 Rental Expenses to QALICBs	315,000.00	315,000.00	-	0.00%
81700 Library Books	9,207,315.23	10,831,667.00	1,624,351.77	15.00%
Total	63,131,129.59	72,794,944.00	9,663,814.41	13.28%

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

Grant Fund - 220

From 06/01/2020 Through 06/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	956,269.17	1,800,000.00	843,730.83	46.87%
Total Revenues	956,269.17	1,800,000.00	843,730.83	46.87%
Expenditures				
Salaries	297,342.06	477,171.84	179,829.78	37.69%
Benefits	137,691.65	212,828.16	75,136.51	35.30%
Supplies & Services	372,082.11	500,000.00	127,917.89	25.58%
Capital Outlay	149,152.43	610,000.00	460,847.57	75.55%
Total Expenditures	956,268.25	1,800,000.00	843,731.75	46.87%
Exces (Deficit) Revenues of Expenditures	0.92	-	(0.92)	0.00%

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

Grant Fund - 220
From 06/01/2020 Through 06/30/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	296,122.84	477,171.84	181,049.00	37.94%
51200 Salaries - Part Time	-	-	-	
51300 Overtime Pay	-	-	-	
51600 Longevity Pay	1,219.22	-	(1,219.22)	
55100 Employees Retirement	86,846.16	155,621.57	68,775.41	44.19%
55200 Group Insurance	46,548.12	52,727.40	6,179.28	11.72%
55400 Medicare Coverage Expense	4,297.37	4,479.19	181.82	4.06%
61100 Office Supplies	4,314.51	4,379.09	64.58	1.47%
61120 Software & User Licenses	56,122.10	53,000.00	(3,122.10)	-5.89%
61210 Small Equipment	8,339.79	-	(8,339.79)	
61410 Contracted Services	234,620.44	422,700.00	188,079.56	44.49%
62700 Education & Training	56,929.89	-	(56,929.89)	
62800 Travel & Transportation	11,460.38	9,722.63	(1,737.75)	-17.87%
63000 Dues & Subscriptions	250.00	-	(250.00)	
65000 Miscellaneous Expenses	45.00	10,198.28	10,153.28	99.56%
81600 Capital Equipment - Major	-	460,000.00	460,000.00	100.00%
81700 Library Books	149,152.43	150,000.00	847.57	0.57%
Total	956,268.25	1,800,000.00	843,731.75	46.87%

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

Gift Fund - 230

From 06/01/2020 Through 06/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	245,517.22	815,000.00	569,482.78	69.88%
Total Revenues	245,517.22	815,000.00	569,482.78	69.88%
Expenditures				
Salaries	50,000.00	-	(50,000.00)	
Supplies & Services	277,481.68	715,000.00	437,518.32	61.19%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	327,481.68	815,000.00	487,518.32	59.82%
Exces (Deficit) Revenues of Expenditures	(81,964.46)	-	81,964.46	10.06%

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

Gift Fund - 230
From 06/01/2020 Through 06/30/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	50,000.00	-	(50,000.00)	
61100 Office Supplies	2,278.77	20,000.00	17,721.23	88.61%
61110 Operating Supplies	7,564.68	15,000.00	7,435.32	49.57%
61120 Software & User Licenses	3,129.24	-	(3,129.24)	
61210 Small Equipment	45,651.64	15,000.00	(30,651.64)	-204.34%
61410 Contracted Services	164,416.50	250,000.00	85,583.50	34.23%
61420 Building Repair & Maint.	8,599.49	-	(8,599.49)	
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61900 Professional Services	33,958.44	100,000.00	66,041.56	66.04%
62500 Postage	119.36	-	(119.36)	
62600 Community Events	793.79	-	(793.79)	
62700 Education & Training	725.19	-	(725.19)	
62800 Travel & Transportation	1,575.68	-	(1,575.68)	
62900 Printing & Reproduction	545.10	-	(545.10)	
65000 Miscellaneous Expenses	8,123.80	-	(8,123.80)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	327,481.68	815,000.00	487,518.32	59.82%

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

Capital Projects Fund - 510

From 06/01/2020 Through 06/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	356,143.65	50,000.00	(306,143.65)	-612.29%
Total Revenues	356,143.65	50,000.00	(306,143.65)	-612.29%
Expenditures				
Supplies & Services	3,150,192.62	3,881,200.00	731,007.38	18.83%
Capital Outlay	856,896.72	9,820,100.00	8,963,203.28	91.27%
Total Expenditures	4,007,089.34	13,701,300.00	9,694,210.66	70.75%
Exces (Deficit) Revenues of Expenditures	(3,650,945.69)	(13,651,300.00)	(10,000,354.31)	-683.04%
Other Financing Sources and (Uses)				
Transfer from Other Funds	3,000,000.00	6,000,000.00	3,000,000.00	50.00%
Total Other Financing Sources and (Uses)	3,000,000.00	6,000,000.00	3,000,000.00	50.00%

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

Capital Projects Fund - 510
From 06/01/2020 Through 06/30/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	35,472.04	10,000.00	(25,472.04)	-254.72%
61120 Software & User Licenses	104,896.39	321,000.00	216,103.61	67.32%
61210 Small Equipment	478,252.45	1,497,700.00	1,019,447.55	68.07%
61400 Equipment Repair & Maint.	53,239.28	-	(53,239.28)	
61410 Contracted Services	50,001.51	50,000.00	(1.51)	0.00%
61420 Building Repair & Maint.	1,058,116.96	1,994,500.00	936,383.04	46.95%
61500 Rental Expenses	2,335.88	-	(2,335.88)	
61900 Professional Services	1,349,203.78	-	(1,349,203.78)	
62800 Travel & Transportation	-	8,000.00	8,000.00	100.00%
65100 Bank Charges	18,674.33	-	(18,674.33)	
81400 Construction in Progress	-	1,800,000.00	1,800,000.00	100.00%
81500 Capital Improvements	-	5,675,100.00	5,675,100.00	100.00%
81600 Capital Equipment - Major	856,896.72	2,345,000.00	1,488,103.28	63.46%
Total	4,007,089.34	13,701,300.00	9,694,210.66	70.75%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
1025 - East Las Vegas
510 - Capital Projects Fund
From 6/1/2020 Through 6/30/2020

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Professional Services	16,005.10		(16,005.10)	
Total Expenditures	<u>16,005.10</u>	<u>0.00</u>	<u>(16,005.10)</u>	<u>0.00</u>
Excess (Deficit) Revenues over Expenditures	<u>(16,005.10)</u>	<u>0.00</u>	<u>16,005.10</u>	<u>0.00</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
2050 - Furniture Replacement
510 - Capital Projects Fund
From 6/1/2020 Through 6/30/2020

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Small Equipment	60,776.02	200,000.00	139,223.98	69.61%
Bldg. Maint. & Repair	138.44		(138.44)	
Total Expenditures	<u>60,914.46</u>	<u>200,000.00</u>	<u>139,085.54</u>	<u>69.54%</u>
Excess (Deficit) Revenues over Expenditures	<u>(60,914.46)</u>	<u>(200,000.00)</u>	<u>(139,085.54)</u>	<u>69.54%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
2200 - Financial Services
510 - Capital Projects Fund
From 6/1/2020 Through 6/30/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Small Equipment	25,946.96	185,000.00	159,053.04	85.97%
Professional Services	13,578.75		(13,578.75)	
Bank Charges	18,674.33	40,000.00	21,325.67	53.31%
Capital Equipment - Major	18,550.10	80,000.00	61,449.90	76.81%
Total Expenditures	<u>76,750.14</u>	<u>305,000.00</u>	<u>228,249.86</u>	<u>74.84%</u>
Excess (Deficit) Revenues over Expenditures	<u>(76,750.14)</u>	<u>(305,000.00)</u>	<u>(228,249.86)</u>	<u>74.84%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
4010 - Tech Replacements Upgrades
510 - Capital Projects Fund
From 6/1/2020 Through 6/30/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Operating Supplies	274.26		(274.26)	
Software & User Licenses	104,896.39	321,000.00	216,103.61	67.32%
Small Equipment	377,939.29	563,000.00	185,060.71	32.87%
Equipment Maint. & Repair	23,146.63		(23,146.63)	
Contracted Services	50,001.51	50,000.00	(1.51)	0.00%
Travel & Transportation		8,000.00	8,000.00	100.00%
Capital Equipment - Major	577,420.91	985,000.00	407,579.09	41.38%
Total Expenditures	1,133,678.99	1,927,000.00	793,321.01	41.17%
Excess (Deficit) Revenues over Expenditures	(1,133,678.99)	(1,927,000.00)	(793,321.01)	41.17%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5010 - Bldg Repair and Maintenance
510 - Capital Projects Fund
From 6/1/2020 Through 6/30/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Operating Supplies	35,197.78	10,000.00	(25,197.78)	-251.98%
Small Equipment	13,590.18	30,000.00	16,409.82	54.70%
Bldg. Maint. & Repair	931,537.52	1,994,500.00	1,062,962.48	53.29%
Professional Services	181,120.00		(181,120.00)	
Capital Improvements		648,000.00	648,000.00	100.00%
Capital Equipment - Major		20,000.00	20,000.00	100.00%
Total Expenditures	1,161,445.48	2,702,500.00	1,541,054.52	57.02%
Excess (Deficit) Revenues over Expenditures	(1,161,445.48)	(2,702,500.00)	(1,541,054.52)	57.02%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5015 - Facilities Master Plan
510 - Capital Projects Fund
From 6/1/2020 Through 6/30/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Revenues				
Interest Earnings	141,923.40	50,000.00	(91,923.40)	-183.85%
Unrealized Gain/(Loss) - Investments	214,220.25		(214,220.25)	
Total Revenues	<u>356,143.65</u>	<u>50,000.00</u>	<u>(306,143.65)</u>	<u>-612.29%</u>
Expenditures				
Professional Services	1,123,499.93		(1,123,499.93)	
Construction in Progress		1,800,000.00	1,800,000.00	100.00%
Capital Improvements		5,027,100.00	5,027,100.00	100.00%
Capital Equipment - Major		1,060,000.00	1,060,000.00	100.00%
Total Expenditures	<u>1,123,499.93</u>	<u>7,887,100.00</u>	<u>6,763,600.07</u>	<u>85.76%</u>
Excess (Deficit) Revenues over Expenditures	<u>(767,356.28)</u>	<u>(7,837,100.00)</u>	<u>(7,069,743.72)</u>	<u>90.21%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5020 - PVS Projects
510 - Capital Projects Fund
From 6/1/2020 Through 6/30/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Small Equipment		479,700.00	479,700.00	100.00%
Equipment Maint. & Repair	30,092.65		(30,092.65)	
Bldg. Maint. & Repair	126,441.00		(126,441.00)	
Rental	2,335.88		(2,335.88)	
Professional Services	15,000.00		(15,000.00)	
Capital Equipment - Major	29,927.61		(29,927.61)	
Total Expenditures	<u>203,797.14</u>	<u>479,700.00</u>	<u>275,902.86</u>	<u>57.52%</u>
Excess (Deficit) Revenues over Expenditures	<u>(203,797.14)</u>	<u>(479,700.00)</u>	<u>(275,902.86)</u>	<u>57.52%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
9010 - Vehicle Purchase and Replacement
510 - Capital Projects Fund
From 6/1/2020 Through 6/30/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Capital Equipment - Major	230,998.10	200,000.00	(30,998.10)	-15.50%
Total Expenditures	230,998.10	200,000.00	(30,998.10)	-15.50%
Excess (Deficit) Revenues over Expenditures	(230,998.10)	(200,000.00)	30,998.10	-15.50%

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

Debt Service Fund - 610

From 06/01/2020 Through 06/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	12.83	-	(12.83)	
Miscellaneous	4,047.64	10,000.00	5,952.36	59.52%
Total Revenues	4,060.47	10,000.00	5,939.53	59.40%
Expenditures				
Supplies & Services	4,823.79	10,000.00	5,176.21	51.76%
Debt Service	-	-	-	
Total Expenditures	4,823.79	10,000.00	5,176.21	51.76%
Exces (Deficit) Revenues of Expenditures	(763.32)	-	763.32	7.63%

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

Debt Service Fund - 610
From 06/01/2020 Through 06/30/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61900	Professional Services	323.79	-	(323.79)	
65100	Bank Charges	4,500.00	10,000.00	5,500.00	55.00%
Total		4,823.79	10,000.00	5,176.21	51.76%

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 06/25/2020 Through 07/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10421	6/29/2020	10454	USI Insurance Services LLC	Vehicle Premiums	2,126.00
10422	6/29/2020	10543	Kathleen San Nicolas	1Hr Virtual mtg Fri, 06/19/20, 1:30p-2:30p	27.00
10423	6/29/2020	11552	Destiny Executive Search Group, Inc.	Final Pmt - HR Director Search	10,134.00
10424	6/29/2020	1457	Demco, Inc.	LibraryQuiet single sided Bktrk-Range - BD	276.24
10425	6/29/2020	1566	Fairway Chevrolet	#60: LOF, Fuel Filter and Water Separator	442.94
10426	6/29/2020	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	3,592.94
10427	6/29/2020	1753	InfoUSA Marketing, Inc.-A Sub of Infogroup Inc.	Reference USA Package 15Jun20-14Jun21	71,335.00
10428	6/29/2020	1757	Ingram Library Services	Materials for FY 2019-2020	3,333.47
10429	6/29/2020	2290	Precision Pump, Inc.	SC: Pump shaft sleeve and gaskets	86.00
10430	6/29/2020	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	89.00
10431	6/29/2020	2733	Phoenix Fire Protection, LLC	RB Fire Sprinkler	575.00
10432	6/29/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	15,868.13
10433	6/29/2020	2860	Las Vegas Review Journal	Budget public hearing	147.50
10434	6/29/2020	3435	Ace Fire Systems, Inc.	EN: Fire sprinkler	406.00
10435	6/29/2020	3500	Garda CL West, Inc	Armored Transportation - June 2020	2,895.35
10436	6/29/2020	4224	DataPLUS Communications	WH Fire Alarm	425.00
10437	6/29/2020	4604	Brodart Library Supplies & Furnishings	Literature displayer - CH	106.56
10438	6/29/2020	5001	UniFirst Corporation	Uniform Rental	138.07
10439	6/29/2020	5130	OverDrive Inc.	Materials for FY 2019-2020	64,268.14
10440	6/29/2020	6501	RGS ReproGraphic Solutions	FAC: Paper for wide format printer in FAC Pla	189.60
10441	6/29/2020	7289	Allison Socha	2.5 Hrs Virtual meetings 5/28 & 6/5	67.50
10442	6/29/2020	7687	United Lock and Security, Inc.	CC Service Call: Staff Desk repairs	104.00
10443	6/29/2020	8010	Allied Universal Security Services	Security 05/29/20-06/11/20 - CH	87,379.38
10444	6/29/2020	8122	Staples Advantage Dept LA	Anti slip desk - HR	9,762.72
10446	6/29/2020	8798	Alberto Angulo Hurtado	3.5 Hrs Virtual meetings 5/28, 6/5, 6/19	94.50
10447	6/29/2020	9383	Office Plus	CrtDg.Jsr.s.prt - SV	1,110.11
10448	6/29/2020	9907	PLIC-SBD Grand Island (Principal)	Premium July 2020	25,205.64
10449	7/6/2020	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape	800.00
10451	7/6/2020	10604	Johnson Controls Security Solutions LLC	Various Alarm response/repair 61420	129.90
10452	7/6/2020	10686	NLS Grounds Management, LLC	Various Landscape	18,899.74
10456	7/6/2020	1180	Baron Pest Solutions, Inc.	LA Pest Control	37.00
10457	7/6/2020	1240	Brady Industries of Nevada, LLC	Various	534.00
10458	7/6/2020	1457	Demco, Inc.	"Magazine Cover - Brn - 11-3/4 x 8-1/2	587.88
10459	7/6/2020	1620	Full Compass Systems Ltd	CC: Sequencer and Modules	4,438.86
10460	7/6/2020	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	209.19
10461	7/6/2020	1742	Ideal Supply Company Inc.	Various	594.64
10462	7/6/2020	1757	Ingram Library Services	FY 20 Book Prizes	21,125.47
10463	7/6/2020	2152	Nedco Supply	Various	773.33
10464	7/6/2020	2169	Nevada Illumination, Inc.	SU: Parking Lot - Lighting Repairs	303.50
10465	7/6/2020	2215	OCLC Inc. # 774425	Cataloging/ILL Charges	5,072.13
10466	7/6/2020	2234	Overton Power District #5	Service 05/07/20-06/07/20 MV	509.26
10467	7/6/2020	2290	Precision Pump, Inc.	WM Supplies	4,506.00
10468	7/6/2020	2362	Refrigeration Supplies Distributor	Various	32.56
10469	7/6/2020	2465	Russell Sigler Inc.	Various	24.66
10470	7/6/2020	2682	Valley Enterprises, Inc.	Janitorial	5,309.69
10471	7/6/2020	2698	Virgin Valley Disposal	Rental Fee/Toter Svc June 2020	114.49
10472	7/6/2020	2702	Grainger, Inc.	Various	621.44
10473	7/6/2020	2733	Phoenix Fire Protection, LLC	SW Fire Sprinler	638.77
10474	7/6/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	5,060.88
10475	7/6/2020	3435	Ace Fire Systems, Inc.	LA: Fire Sprinkler	612.00
10476	7/6/2020	3500	Garda CL West, Inc	Armored Transportation - July 2020	2,895.35
10477	7/6/2020	3770	Cox Communications of Las Vegas	Service 06/17/20-07/16/20	13,417.73
10478	7/6/2020	3776	Got Bugs LLC	MQ Pest Control	200.00
10479	7/6/2020	3823	Lucas Holdings, LLC	LVCL - VGK - No Barcode Standard	12,463.75
10480	7/6/2020	4224	DataPLUS Communications	Make software programming	1,670.00
10481	7/6/2020	4604	Brodart Library Supplies & Furnishings	Engraved signage - CC	2,159.83
10482	7/6/2020	4649	H & E Equipment Services Inc.	Annual Lift Inspections	4,799.07
10483	7/6/2020	5001	UniFirst Corporation	Uniform Rental	276.14
10484	7/6/2020	5130	OverDrive Inc.	Materials for FY 2019-2020	45,054.43
10485	7/6/2020	5244	A&B Printing & Mailing	Inv# 129176 500 adhesive mailing labels	159.30
10486	7/6/2020	5718	Tangerine Office Machines	Misc. Printer Parts/Repairs FY 19-20	363.74
10487	7/6/2020	7188	Innovative Interfaces, Inc.	Materials for FY 2019-2020	606.00
10490	7/6/2020	7655	Gill's Printing and Color Graphics	1,000 Social Distance tent cards	913.00
10491	7/6/2020	7671	Western Exterminator Company	Pest Control	1,413.00
10492	7/6/2020	7943	Communication Electronic Systems Inc	CC: Replace fire alarm system	14,441.00
10493	7/6/2020	8010	Allied Universal Security Services	Security 06/12/20-06/25/20 - CH	88,175.15
10494	7/6/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	168.75
10497	7/6/2020	9074	Statewide Fire Protection - Western States	CH Fire Sprinkler	625.00
10498	7/6/2020	9101	O'Reilly Auto Parts	Various	40.74
10499	7/6/2020	9133	Ted Wiens Tire & Auto Centers	#36: LOF, Tires Rotation & Filter Replacements	631.40
10501	7/6/2020	9383	Office Plus	CrtDg.Jsr.hp 58a - SM	3,040.95
10502	7/6/2020	9730	Commercial Lighting Specialties	Various	125.00
10503	7/13/2020	10305	A Affordable Striping & Sealing LLC	WV Remove and replace bumper blocks	9,867.20
10505	7/13/2020	1647	Global Equipment Company Inc.	DW: Masks	4,533.99
10506	7/13/2020	1757	Ingram Library Services	Order PUR011112	1,451.07
10507	7/13/2020	2307	Progressive Elevator	CC: 3-Stop elevator not respondi	3,872.00
10508	7/13/2020	2350	Rebel Oil Company	SC: Diesel Fuel	10,382.93
10509	7/13/2020	2465	Russell Sigler Inc.	SV: HVAC Supplies	54.00
10510	7/13/2020	2486	Sonitrol Of Southern NV	Alarm Monitoring	3,693.00
10511	7/13/2020	2682	Valley Enterprises, Inc.	Mid-Day Cleaning	1,582.40
10512	7/13/2020	2733	Phoenix Fire Protection, LLC	Annual Fire Extinguisher Inspections / Service	8,300.00
10513	7/13/2020	2798	Brodart Co.	Order PUR011111	4,126.60
10514	7/13/2020	2822	City of Mesquite Sanitation	Service Jul, Aug, Sept 2020	560.52
10515	7/13/2020	3023	Filtration Group, LLC/Filterworks	SW MERV Filters	16,673.22
10516	7/13/2020	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Jul 2020	6,922.82
10517	7/13/2020	6704	Schneider Electric	FY20 Agreement	2,807.37
10518	7/13/2020	7583	Boulder City Public Library District	Annual Fines Payment - FY 19-20	3,756.96

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 06/25/2020 Through 07/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10519	7/13/2020	7592	Stanley Convergent Security Solutions	RB: (2) Batteries for FACP's Dialer Panel	160.00
10520	7/13/2020	7671	Western Exterminator Company	Pest Control	1,413.00
10521	7/13/2020	8122	Staples Advantage Dept LA	SS Pdmir 9.5x14.5 - DO	7,963.98
10522	7/13/2020	9191	Canon Solutions America, Inc.	Monthly Maint 05/16/20-06/15/20 - EN	4,333.11
10523	7/13/2020	9354	WestRock Longview, LLC	boxes	1,313.06
10524	7/13/2020	9617	Ashlan Concrete Cutting	MC: Repair/replace concrete and hand rail	5,565.00
10525	7/20/2020	10006	Jamex	""No Change"" cover for coin op 9557B"	39.00
10526	7/20/2020	10808	Patron Point, Inc.	Patron Point Annual Subs., End: 7/1/21	27,600.00
10527	7/20/2020	1429	D.C. Thomas	BD Rent Aug 2020	1,468.00
10528	7/20/2020	1590	Mergent, Inc.	Principal International Dir 7/1/20-6/30/21	2,816.00
10529	7/20/2020	1757	Ingram Library Services	Order PUR011112	3,381.96
10530	7/20/2020	1854	Kamer Zucker Abbott	June 2020 legal fees	20,427.04
10531	7/20/2020	2098	Moapa Valley Water District	Service 06/10/20-07/07/20	245.60
10532	7/20/2020	2215	OCLC Inc. # 774425	Order PUR011121	4,654.08
10533	7/20/2020	2234	Overton Power District #5	Service 05/31/20-07/02/20 MQ	2,607.99
10534	7/20/2020	2798	Brodart Co.	Order PUR011111	410,322.54
10535	7/20/2020	2799	CDW Government Inc.	Laptop Security Cable Locks	8,622.32
10536	7/20/2020	2819	CenturyLink Communications, LLC	Service July 2020	10,733.02
10537	7/20/2020	2860	Las Vegas Review Journal	Publish Annual Fiscal Report	743.54
10538	7/20/2020	2887	West Payment Ctr	Order PUR011130	804.93
10539	7/20/2020	2891	AFLAC	Premium July 2020	1,414.10
10540	7/20/2020	2914	Iron Mountain	Services Jun 2020	374.56
10541	7/20/2020	3324	Rio Virgin Telephone Co.	Service July 2020	328.44
10542	7/20/2020	3355	Teamsters Security Fund S. Nevada	Premium July 2020	348,915.14
10543	7/20/2020	3500	Garda CL West, Inc	Excess Services - June 2020	80.34
10544	7/20/2020	4042	Baker & Taylor, Inc.	TS360 Sub Fee 7/1/20-6/30/21	4,100.00
10545	7/20/2020	4293	MTM/Jostens Recognition	Service pins	1,299.75
10546	7/20/2020	4517	Fingerprint Pros, Inc.	1 Pre-employment fingerprint	59.00
10547	7/20/2020	4522	Quest Diagnostics	2 Pre-employment drug tests	85.07
10548	7/20/2020	5130	OverDrive Inc.	Hosting and Maintenance Fee 7/20-9/20	80,259.99
10549	7/20/2020	5769	The Penworthy Company	Order PUR011122	8,170.26
10550	7/20/2020	6206	Vitral	LV Knights Card; EV Library Opening	1,704.00
10551	7/20/2020	7188	Innovative Interfaces, Inc.	Sierra Content Cafe 7/1/20-6/30/21	303,678.89
10552	7/20/2020	8122	Staples Advantage Dept LA	C. Bouncer II Pitcher - EN	6,286.28
10553	7/20/2020	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - June 2020	5,886.86
10554	7/20/2020	8565	WT Cox Information Services	Order PUR011125	70.00
10555	7/20/2020	9001	True Core Therapy and Wellness LLC	Professional Development #LD 191216	1,160.00
10556	7/20/2020	9383	Office Plus	Cartridge,lj hp 80a bk - DO	155.47
10557	7/20/2020	9758	ConvergeOne, Inc.	Software Assurance , End: 6/30/21	17,040.00
10558	7/20/2020	9869	Unique Integrated Communications	Call Center Operations	20,686.14
88243	6/25/2020	11042	LinkedIn Corp.	Lynda Library 6/15/2020-6/14/2021	48,000.00
88244	6/25/2020	11061	Miguel Alberto Delgado Perez	3.5 Hrs virtual meetings 5/28, 6/5, 6/19	94.50
88245	6/25/2020	11572	Findaway World, LLC	Library materials for FY20	6,411.03
88246	6/25/2020	11573	Valeria Cristina Aguilaza Guerrero	3.5 Hrs Virtual meetings 5/28, 6/5,6/19	94.50
88247	6/25/2020	1201	Jennifer Marian Grillo	Two 1-hr Creative Writing Classes	100.00
88248	6/25/2020	2117	Jessica Gene Marsh	PR Replacement checks 4/10/20 & 4/24/20	439.96
88249	6/25/2020	2159	Las Vegas Highland Dance Assoc.	Refund CR Rental 9/19/20 - COVID-19	375.00
88250	6/25/2020	2354	Best Janitorial Services of Nevada	ENHANCED MIDDAY SERVICE	4,896.00
88251	6/25/2020	2494	Multi-Cultural Books & Videos, Inc.	Materials for FY 2019-2020	5,320.55
88252	6/25/2020	3149	AT&T SBC	Service 06/11/20-07/10/20	296.08
88253	6/25/2020	3149	Recorded Books	Materials for FY 2019-2020	2,002.40
88254	6/25/2020	3149	Southwest Gas Corp.	Service 05/18/20-06/17/20 WV	85.11
88257	6/25/2020	3515	Midwest Tape	Materials for FY 2019-2020	227,757.23
88259	6/25/2020	6206	Home Depot Credit Services	May - June 2020 Various	2,089.16
88260	6/25/2020	7369	Burrelle's	Scanned Clips March 2020	313.90
88261	6/25/2020	7369	Television Monitoring Services, Inc.	2 Clips - anti-racism	200.00
88262	6/25/2020	7369	Vitral	Translations - eCard app.Exp Card, Browsing	345.00
88266	6/25/2020	8718	SYNCHRONY BANK/AMAZON	Amazon.com Refund	8,932.16
88267	6/25/2020	8731	Gaudin Ford	#59: Replace broken rear view module	445.81
88268	6/25/2020	9937	Super Cleaners	Dry Cleaning: (1) Tablecloth	15.00
88269	6/25/2020	8718	Library Ideas, LLC	Materials for FY 2019-2020	2,763.80
88270	6/25/2020	8731	UNUM Life Insurance Co. of America	Premium July 2020	770.50
88271	6/25/2020	9937	AFLAC Premium Holding	Premium June 2020	3,193.52
88272	7/2/2020	10017	CDA Media Relations	July purchasing ad	350.00
88273	7/2/2020	10162	CenturyLink	Service June 2020	191.44
88275	7/2/2020	10217	T-Mobile	Service 05/21/20-06/20/20	954.08
88276	7/2/2020	10389	The Firm	Public Relations Svcs - June 2020	8,267.50
88277	7/2/2020	10927	CenturyLink	Service June 2020	1,845.12
88279	7/2/2020	11098	Sun City Financial	Refund for Rentals 4/2, 4/4, 4/16 - COVID	315.00
88281	7/2/2020	11100	Dina Cuevas	Library fines overpayment	76.00
88282	7/2/2020	11102	B Sharp School of Dance	Refund rental 07/23-24/20 CC - COVID	960.00
88283	7/2/2020	11813	Capitol Builders Hardware, Inc.	EN: Service Call for east exterior auto door	3,550.38
88284	7/2/2020	11837	MWI Int'l Org - Stephanie Hunt	Refund rentals 07/31 & 08/01	1,620.00
88285	7/2/2020	11840	Arizona College School of Nursing	Refund 5/1/20 WM- COVID-19	160.00
88286	7/2/2020	1201	Best Janitorial Services of Nevada	ENHANCED MIDDAY SERVICE	123,451.16
88287	7/2/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,261.57
88291	7/2/2020	1991	Lowe's Improvement	Various	2,543.36
88292	7/2/2020	2117	Multi-Cultural Books & Videos, Inc.	Library Materials for FY19-20	1,512.28
88293	7/2/2020	2175	NV Energy	Service 05/20/20-06/19/20	8,010.98
88294	7/2/2020	2354	Recorded Books	Materials for FY 2019-2020	97.95
88295	7/2/2020	2494	Southwest Gas Corp.	Service 05/21/20-06/22/20 CH	753.86
88299	7/2/2020	6646	Aqua Serv Engineers, Inc	Water Treatment	3,389.92
88301	7/2/2020	6817	Reliance Connects	Service June 2020	1,265.90
88302	7/2/2020	7677	Uline, Inc.	Return Freight	61.12
88303	7/2/2020	7740	Gaudin Ford	Various	138.09
88304	7/2/2020	9966	The Sherwin-Williams Co.	Various	85.91
88306	7/2/2020	10989	Judy Chappell	Transcription - Three Mtgs 06/11/20	468.25
88307	7/2/2020	2567	Teamsters Local Union #14	Union Dues - July 2020	9,857.00

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 06/25/2020 Through 07/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
88309	7/9/2020	10212	Virgin Valley Water District	Service 05/20/20-06/20/20	849.58
88310	7/9/2020	10389	The Firm	Public Relations Svcs - June 2020	7,796.25
88311	7/9/2020	11564	SPEBSQSA - Barbershop Harmony Society	Refund for rental 8/30/20 - COVID-19	240.00
88312	7/9/2020	1201	Best Janitorial Services of Nevada	ENHANCED MIDDAY SERVICE	4,884.00
88313	7/9/2020	1300	Cashman Equipment Company	WV: Fire Pump	2,491.10
88314	7/9/2020	1577	FedEx	Express Services - June 2020	87.92
88315	7/9/2020	2097	Moapa Valley Telephone Co. Inc.	Service 06/26/20-07/25/20	1,258.95
88316	7/9/2020	2494	Southwest Gas Corp.	Service 05/29/20-06/29/20 WM	240.57
88317	7/9/2020	2838	Verizon Wireless	Service 05/21/20-06/20	2,739.90
88318	7/9/2020	3149	Midwest Tape	Order PUR011113	5,572.50
88319	7/9/2020	5716	Al Prendergast	Replenish Petty Cash	100.64
88320	7/9/2020	7740	Gaudin Ford	#57: (1) Door Contact Switch	22.34
88321	7/9/2020	8148	North Las Vegas Library District	Annual Fee Payment - FY19-20	6,402.33
88322	7/9/2020	11094	AR Elevator USA	WV Chair lift repair	295.00
88323	7/16/2020	10315	Glass Arc INC	Annual Renewal , End: 6/30/21	7,250.00
88324	7/16/2020	10742	The Dr Shirley Linzy Young Artists Orchestra of LV	Room Cancellation 7/15,22/20 - COVID-19	240.00
88325	7/16/2020	10872	Radioactive Productions	June video production FY 2019-2020	4,000.00
88326	7/16/2020	10877	Findaway World, LLC	Order PUR011117	202.45
88327	7/16/2020	10930	Business Enterprises of Nevada - (DETR)	MQL: Management Fee - Monthly	2,556.00
88328	7/16/2020	10998	Sprint	Service 05/27/20-06/26/20	17,873.55
88329	7/16/2020	11103	Wireless Innovations LLC	Order PUR011155	1,000.00
88330	7/16/2020	11104	Cruz David LLC	Refund cancellation 12/4/20 WM	810.00
88331	7/16/2020	11105	Kenowoyo Education, LLC	Refund Cancellation 8/7/20 WM	240.00
88332	7/16/2020	11106	Dance Fusion - KB Entertainment	Refund Cancellation 8/16/20 CC	500.00
88333	7/16/2020	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service 08/01/20-10/31/20 SW	8,122.74
88334	7/16/2020	1366	Clark County Water Reclamation District	Service 07/01/20-06/30/21 WH	45,416.83
88335	7/16/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,261.57
88336	7/16/2020	2159	AT&T SBC	Service 06/25/20-07/24/20	288.23
88337	7/16/2020	2175	NV Energy	Service 05/27/20-06/25/20 EV	77,689.55
88338	7/16/2020	2354	Recorded Books	Order PUR011123	344.40
88339	7/16/2020	2494	Southwest Gas Corp.	Service 06/04/20-07/06/20 LA	470.87
88343	7/16/2020	2837	Republic Services 620	Recycling Svc 07/01-07/31 WM	27,970.66
88344	7/16/2020	3034	State of Nevada Legislative Counsel Bureau	NAC SUPPLEMENT 7/1/20-6/30/21	125.00
88345	7/16/2020	3058	EBSCO Information Services	Ebsco package - Discovery Services 7/1/20-6/30/21	210,937.00
88349	7/16/2020	3149	Midwest Tape	Order PUR011113	33,393.39
88350	7/16/2020	4117	Television Monitoring Services, Inc.	1 clip - Fox5 - 6-18 FY 2019-2020	200.00
88351	7/16/2020	5026	Nevada State Treasurer	Mandated Court Payment	8.00
88352	7/16/2020	7348	Brainfuse, Inc	Education Services 7/1/20-6/30/21	165,000.00
88353	7/16/2020	8192	AT&T	Service July 2020	48.48
88354	7/16/2020	8718	Library Ideas, LLC	Freegal 8/1/20-7/31/21	159,750.00
88355	7/16/2020	9895	National Benefit Services, LLC	June	399.00
88356	7/16/2020	9945	Texas Life Insurance Company	Premium July 2020	488.08
88357	7/16/2020	9202	Ford Country	#50: Diagnostic check on transmission	169.95
88358	7/23/2020	10641	Quench USA, Inc.	Filtered Drinking Water	850.00
88359	7/23/2020	10681	Credo Reference Limited	Credo Reference - Complete Core	19,525.00
88360	7/23/2020	10881	Cosco Fire Protection, Inc.	EV: Fire Sprinkler	174.00
88361	7/23/2020	10952	askART, Inc.	1 YR SUB	5,000.00
88363	7/23/2020	11110	Jennifer Batoon	Refund for return item	34.95
88364	7/23/2020	11111	Mindy Mala Moe	Refund for returned item	54.98
88365	7/23/2020	11112	Montessori Visions Academy	Refund rental @ CC Dec. 14 & 15 - COVID19	780.00
88366	7/23/2020	11569	Captivation Dance Affiliates	Refund Rental 7/22,26/20 @ CC - COVID19	1,440.00
88367	7/23/2020	1201	Best Janitorial Services of Nevada	May & June 2020: Extra Janitorial Services	10,031.98
88368	7/23/2020	1950	Liberty Lock and Security	Various	54.00
88369	7/23/2020	2053	Matthew Bender & Co., Inc.	NV Stats 2020 June Sup	7,415.65
88370	7/23/2020	2159	AT&T SBC	Service 07/11/20-08/10/20	304.46
88371	7/23/2020	2354	Recorded Books	Library Books & Materials for FY2020-2021	20,210.70
88372	7/23/2020	2494	Southwest Gas Corp.	Service 06/12/20-07/14/20 CC	168.00
88373	7/23/2020	2861	Jay D. Whipple	MV: Pest Control	40.00
88375	7/23/2020	3149	Midwest Tape	Library Books & Materials for FY2020-2021	9,730.32
88376	7/23/2020	5932	Vortex Industries, Inc.	Annual Fire Door/Curtain/Window Inspections	2,970.00
88378	7/23/2020	6301	Cobalt Truck Equipment	#49: Tail Gate Switch	120.14
88379	7/23/2020	6700	SAGE Publications, Inc.	CQ Researcher Arch Update 9/1/20-8/31/21	7,328.00
88382	7/23/2020	7369	SYNCHRONY BANK/AMAZON	CAHAYA 2 in 1 Dual Use Folding - LO	7,581.43
88383	7/23/2020	7740	Gaudin Ford	Various	1,156.67
88384	7/23/2020	8468	Southwest Backflow Service	LA: Annual Backflow Insp & Certification	65.00
88385	7/23/2020	7687	United Lock and Security, Inc.	Service Call - #62: Gain access to vehicle	153.50
Total 100 - General Fund					3,348,888.68

Las Vegas - Clark County Library District
Check/Voucher Register

Grant Fund - 220
From 06/25/2020 Through 07/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10420	6/29/2020	10114	Vickie Thompson	Virtual Acad Adv CC 436-10 05/12-06/18	1,944.00
10445	6/29/2020	8397	Cengage Learning, Inc.	Stand Out Lesson Planner	3,647.50
10450	7/6/2020	10543	Kathleen San Nicolas	Virtual PM ADV 309-1, 6/15-6/25	432.00
10453	7/6/2020	10852	Hannah Burke	TISOH 437 72hrs Virtual 5/18-6/29	1,944.00
10454	7/6/2020	11006	Michael Shon Thrower	PM BEG 328-1 , 6/15-6/25, 5P-7P	432.00
10462	7/6/2020	1757	Ingram Library Services	FY 20 Book Prizes	21,125.47
10484	7/6/2020	5130	OverDrive Inc.	Materials for FY 2019-2020	45,054.43
10488	7/6/2020	7289	Allison Socha	Virtual INT PM 402 6/1-6/26	1,620.00
10495	7/6/2020	8797	Natalia Hiscock	Remediation 324-1, 06/15-06/25	432.00
10496	7/6/2020	8798	Alberto Angulo Hurtado	Virtual ADV PM 404 06/01-06/26	1,620.00
10500	7/6/2020	9143	Henry Marshall	PM BEG 305-116, 6/15-6/25, 5p-7p	432.00
10521	7/13/2020	8122	Staples Advantage Dept LA	SS Pdmlr 9.5x14.5 - DO	7,963.98
88266	6/25/2020	8718	SYNCHRONY BANK/AMAZON	Amazon.com Refund	8,932.16
88274	7/2/2020	10211	Miguel Alberto Delgado Perez	60Hrs ESL Virtual AM 400 6/1-6/26	1,620.00
88278	7/2/2020	11042	Valeria Cristina Aguaiza Guerrero	Virtual ADV AM 401 06/01-06/26	1,620.00
88305	7/2/2020	10578	Aztec Software Associates, LLC.	Aztec series & KAPLAN HiSET Prep	8,115.00
88382	7/23/2020	7369	SYNCHRONY BANK/AMAZON	CAHAYA 2 in 1 Dual Use Folding - LO	7,581.43
Total 220 - Grant Fund					114,515.97

Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230
From 06/25/2020 Through 07/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10504	7/13/2020	10571	High Impact Sign & Design, LLC	CC: New signage	1,422.49
10521	7/13/2020	8122	Staples Advantage Dept LA	SS Pdmlr 9.5x14.5 - DO	7,963.98
88280	7/2/2020	11099	Kesha Nichole Dirkson	Virtual Platforms Best Practices	1,050.00
88308	7/9/2020	10017	CDA Media Relations	Black Image Magazine Ad	2,250.00
Total 230 - Gift Fund					12,686.47

Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 06/25/2020 Through 07/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10455	7/6/2020	11065	Pyro Combustion and Controls, Inc.	WC: Bid No 20-04	214,334.10
10459	7/6/2020	1620	Full Compass Systems Ltd	CC: Sequencer and Modules	4,438.86
10489	7/6/2020	7371	EnvisionWare, Inc.	LIBRARY DOCUMENT STATION (LDS)	36,590.00
10492	7/6/2020	7943	Communication Electronic Systems Inc	CC: Replace fire alarm system	14,441.00
10503	7/13/2020	10305	A Affordable Striping & Sealing LLC	WV Remove and replace bumper blocks	9,867.20
10523	7/13/2020	9354	WestRock Longview, LLC	boxes	1,313.06
10535	7/20/2020	2799	CDW Government Inc,	Laptop Security Cable Locks	8,622.32
10559	7/20/2020	9875	Serenic Software, Inc.	Canon-IRIS integration June 2020	637.50
88259	6/25/2020	6206	Home Depot Credit Services	May - June 2020 Various	2,089.16
88291	7/2/2020	1991	Lowe's Improvement	Various	2,543.36
88362	7/23/2020	11008	PGAL, LLC	FY20 Reimbursable Expenses	2,793.71
88377	7/23/2020	6147	DG Koch Associates, LLC	WC AHU 4 and Boiler	1,000.00
Total 510 - Capital Projects Fund					298,670.27
Total - All Funds					3,774,761.39

ITEM VI.A.3.b.



MEMORANDUM

TO: Fred James, Acting Executive Director
FROM: Stephen J. Rice, General Services Director
DATE: July 30, 2020
SUBJECT: General Services Report, August 2020

This is a report on the General Services Department's activities during the month of July 2020.

CAPITAL REPAIR/IMPROVEMENT PROJECTS

Major Projects (completed):

- 1) HVAC system boiler and air handler replacement – West Charleston Library

FACILITIES MAINTENANCE DEPARTMENT

COVID – 19 Related Activities:

Janitorial Services: Continue to perform enhanced cleaning and sanitizing of public areas, public and staff restrooms, staff work areas, and all high touch surfaces.

Maintenance Work Order Activity – July 2020:

Corrective work requests received and converted to work orders - 380
Corrective work orders completed – 390

Preventive maintenance work orders generated – 294
Preventive maintenance work orders completed – 282

Minor Projects and Major Repairs Completed – July 2020:

Enterprise Library:	Repair automatic entrance door - \$725
Mt. Charleston Library:	Repair damaged concrete on bridge - \$5,565
Spring Valley Library:	Repair card access control system - \$570
Summerlin Library:	Repair automatic entrance door - \$2,824
Sunrise Library:	Reseal and stripe parking lot - \$9,367
Windmill Library:	Repair automatic entrance door - \$660
Windmill Service Center:	Repair fire alarm system - \$750
	Repair HVAC system boiler control - \$2,870

COURIER DEPARTMENT

Library Materials Moved Between Branches – June 2020:

	<u>June 2020</u>	<u>June 2019</u>	<u>May 2020*</u>
Urban Branches	262,320	299,880	94,800
Outlying Branches	30,900	33,900	12,900
Contract/Other Libraries	44,100	50,400	7,680
To Storage for Future Sale	<u>48,280</u>	<u>28,200</u>	<u>12,160</u>
Total	385,600	412,380	127,540

*Courier Service Resumed on May 15th

PURCHASING AND ADMINISTRATION DEPARTMENT

Procurements in Progress:

- 1) Printing Services – Branding and Marketing
- 2) Janitorial Maintenance Services – General Services
- 3) Rainbow Library HVAC System Chiller Replacement – General Services

Continued procuring and distributing personal protective equipment (PPE) for staff and supplies needed to clean/sanitize. Total cost of COVID-19 related procurements to date is \$177,107.

SAFETY AND SECURITY

COVID – 19 Related Activities:

Nicole Baker, District Safety Manager, worked with Human Resources in the creation of the District's *Protocol for Responding to a Confirmed Case of COVID-19 or Symptomatic Individuals*.

Four positive Covid-19 test results have been received. Affected branches were immediately notified to coordinate a proper response to their questions and concerns. Ensured enhanced cleaning and sanitizing of areas affected were completed.

At the request of the SNHD Environmental Response Team, procedures were developed to immediately contact them regarding employees who test positive so they can start the contact tracing process as soon as possible.

Nicole Baker participated in the District COVID Exposure Training for all managers and PICS and acted as an advisor when responding to safety related COVID questions asked during the training.

In addition to normal branch inspections for occupational safety compliance, Nicole Baker conducted branch visits to ensure staff are feeling safe dealing with COVID-19 while at work. At the same time, inspected for social distancing and mask compliance.



ITEM VI.A.3.c.

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Jeff Serpico, Human Resources Director

DATE: August 5, 2020

SUBJECT: Human Resources Report, August 2020

This report covers activity from July 1 to July 31, 2020.

- The Human Resources staff, in conjunction with other administrative staff, developed and implemented an all-district response protocol for responding to COVID-19 cases or suspected cases.
- The Human Resources staff, in conjunction with other administrative staff, conducted (ending August 11th) seven (7) COVID 19-Protocol (Web-X) education sessions for Persons-in-Charge (PICS) resulting in 166 individual education encounters.

The Human Resources Department reports the following recruitment activities for the month of July, 2020:

Received 49 applications on the Kronos On-line Application System
Processed 1 job vacancies
Answered 154 calls on the incoming telephone lines
Sent out 49 recruitment result notification
Conducted 0 interview selection procedures

Position	Location	Open Date	Close Date	Received
P/T Library Associate	Moapa Town	7/10/2020	7/24/2020	49

Staff conducted interview selection procedures for the following positions:
No Interviews for this month

Employee Orientation:

During this reporting period, no employee orientation(s) were conducted in July. The District had zero new hires/rehires participated in the orientation.

In-processing: All new hires were fingerprinted. All new hires completed necessary paperwork, and received picture ID badges.

New Hire Orientation: All new hires received a copy of the Personnel Policies & Procedures Manual and key areas were reviewed.

Benefits Orientation: Information regarding health insurance and other benefits was provided to all full-time new hires and current employees who were promoted to full-time. Pro-rated benefit information was provided to all part-time new hires.

Safety Training: District policy as well as State regulations requires this training. All new hire employees participated in this mandatory training.

Orientations are usually scheduled every other week. This ensures the efficient and cost-effective in-processing of new hire employees, and that vacancies are filled in a timely manner.

Turnover Rates:

In an effort to ensure that the Library District attracts and retains the best talent, the Human Resources Department reports on the Library District's monthly turnover rate. The turnover rate reflects voluntary, involuntary and retirement percentages for the reporting period. For definition purposes, voluntary terminations reflect those employees who have elected to leave the Library District for personal reasons. Employees who involuntarily leave the Library District, are those employees who were terminated as per the Library District's Policy and Procedure Manual or those employees who did not satisfactorily pass their six (6) month probationary period. Lastly, retired employees reflect those who have made a personal decision to withdraw from their occupation or job.

The following information has been compiled from the Library District's HRIS system. During this reporting period the turnover rate was as follows:

- Voluntary- 1.8 %
- Involuntary- .14 %
- Retirement- .85 %

Employee Training:

Library District employees are encouraged to continue their education. A program of tuition reimbursement for job-related, accredited course work is in place to assist employees.

The number of tuition reimbursements is based on the District's budgetary funds. Reimbursement is available to all full-time regular employees who have successfully completed their probationary period, and part-time employees with eighteen (18) months of service. Such reimbursement will be limited to tuition expenses only and will not include books, travel, or other related expenses. Applications for reimbursement must be approved by the Executive Director and are made in a nondiscriminatory manner in keeping with the District's Equal Employment Opportunity Policy.

Account 62700 – Education and Training. All training was offered locally unless otherwise indicated.

The following employees were approved to attend the courses/trainings below:

Name	Branch/Location	Course/Training Name	Date(s)
Sherena Burwell	Adult Learning Program	3-D Modeling and Animation	June 2020
Erin Collins	Whitney Library	Ryan Dowd's Jerks With Homes	July 2020
Claire Davies	Whitney Library		
Rachel Davis	Windmill Library		
Elizabeth Rickling	Whitney Library		
Stacie Schwartz	Interlibrary Loan		
Christine Dinino	Human Resources	Workplace Investigations: Delving Beyond the Basics & Navigating COVID-19 Considerations	July 2020
Larry Johnson	Enterprise Library	Toastmasters Leadership Institute (Officer Training)	June 2020
Lorinda McCormick	Windmill Library		
Larry Johnson	Enterprise Library	Toastmasters District 115 Training	July 2020
Carla Land	Summerlin Library	Homeless Training Institute: Homeless Questions & Answers – Part 2 Library Responses to COVID-19: Impact on Ongoing Low Morale Experiences Providing Library Senior Services in a COVID-19 World	June 2020
Lorinda McCormick	Windmill Library	Toastmasters Leadership Institute	July 2020
Minh Phuong Trinh Nguyen	Laughlin Library	ALA 2020 Virtual Event 2019 Virtual Cohort Session Foundations: Analyzing Complex Images ARSL COVID-19 Round Table	June 2020

Name	Branch/Location	Course/Training Name	Date(s)
Stacie Schwartz	Interlibrary Loan	Products Insights: Resource Sharing	July 2020
Keeley Walker	Human Resources	Using Imagery in PowerPoint Like a PRO Understanding Conscious & Implicit Bias	July 2020
Anthony Weitz	Information Technology	How to Manage the Most Challenging People at Work Key Strategies to Create Highly Motivated Employees	July 2020

- 15 employees attended "Recognizing & Reporting Child Maltreatment"

The District allocated \$1,020.00 for the above training.

Of the employees listed above who received training, the following is a breakout of their demographics. Note: The demographics do not include: "Recognizing & Reporting Child Maltreatment".

RACE CATEGORIES	Female	Male
White	12	2
Black or African American	3	2
Asian	4	0
Native Hawaiian & Other Pacific Islander	0	0
American Indian & Alaska Native	0	0
Two or More Races	0	0
Hispanic or Latino	0	0
Subtotal	19	4
Grand Total	23	

	NEW HIRES	RE- HIRES	RESIGNATIONS/TERMINATIONS		
			Professional	Paraprofessional	Page
July 2020	0	0	9	6	5
2020 YEAR TO DATE	13	3	13	11	20

Staff Diversity:

Most recent diversity statistics, as of July 31, 2020 according to the U.S. Census Bureau, Equal Employment Opportunity (EEO) Tabulation 2010-2018 (American Community Survey 5-Year Estimates), and the District's Human Resources Information System (HRIS), shows the following:

	CLARK COUNTY (Workforce Population)	LV-CCLD JULY 2020*	LV-CCLD JULY 2019
White	1,301,043 61.60%	363 51.34%	378 51.08%
Black or African American	237,543 11.20%	76 10.75%	79 10.68%
Asian	203,606 9.60%	78 11.03%	83 11.22%
Native Hawaiian & Other Pacific Islander	15,583 0.70%	11 1.56%	12 1.62%
American Indian & Alaska Native	13,399 .6%	4 0.57%	4 0.54%
Two or More Races	105,631 5.0%	22 3.11%	28 3.78%
Hispanic or Latino	648,211 30.70%	153 21.64%	156 20.08%
Total Population	2,211,436	707	740

Personnel Transactions:

New Hires/Rehires Demographics

American Indian/Alaska Native	0
Asian	0
Black/African American	0
Hispanic	0
Native Hawaiian/Pacific Islander	0
Two or More Races	0
White	0
Total	0

**Resignations/Terminations
Demographics**

American Indian/Alaska Native	0
Asian	2
Black/African American	1
Hispanic	4
Native Hawaiian/Pacific Islander	0
Two or More Races	0
White	<u>13</u>
Total	20

New Hires: 0

Rehires: 0

**Promotions, Demotions, Transfers,
Reclassifications, Hours Increased:** 4/0/0
0/0

Leave without Pay: 4

Merit Increases: 3 One-step merit increases

**Evaluations for Employees
At End of Pay Scale:** 0

Merit Increase Delay/Late Evaluation 0/0

Resignations: 14

Terminations: 1

Retirements: 5/VESP



ITEM VIII.A.

AGENDA ITEM

AUGUST 13, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.A.: Discussion and possible Board action regarding the search for the next Executive Director of the Las Vegas-Clark County Library District.

Background: Requested by Chair Ortiz.

Chair Ortiz would like the Trustees to discuss what parameters, expectations, requirements, and salary they have in mind for the next Executive Director. This will allow for direction to staff.

In order to start the discussion, the current job description and evaluation policy are attached for Trustee review.

The current salary range for the position is:

Level	Low	Middle	High	
145	\$74,676.33	\$97,079.23	\$119,482.13	Hourly
	\$5,974.11	\$7,766.34	\$9,558.57	Monthly
	\$155,327	\$201,925	\$248,523	Annual

Last month, Trustees heard from Jane Whisner of Destiny Executive Search Group, Inc. Trustees requested that they hear from another firm before they made a decision.

Acting Executive Director Fred James and Human Resources Director Jeff Serpico will introduce Robert Boroff of Reaction Search International to present a plan of action involving the use of an executive search firm to conduct a nationwide search and to provide finalists for the Trustees to make the final decision, as per Nevada Open Meeting Law. Information about the firm will be provided.

Recommended Action:

A. Discussion and direction to staff on the process the Trustees would like to follow.

B. Motion to authorize Fred James, Acting Executive Director, to sign a contract with _____ executive search firm, in an amount not to exceed, \$_____, subject to review by counsel.

EXECUTIVE DIRECTOR

(Range 145)

DEFINITION

Provides the highest level of executive leadership and comprehensive administration to the Library District.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Library District Board of Trustees as stated in NRS 379.

Exercises administrative supervision over subordinate staff, which includes Deputy or Assistant Directors, Regional Library Administrators, Administrative Department Heads, and others.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Ensures the efficient overall administration and operation of the Library District.
2. Exercises executive decision making skills, including formulating Library District policies, plans and procedures; administrative staff development; project direction and oversight; and addressing and resolving human resources issues.
3. Administers all functions of the Library District to include public and support services, Facilities Maintenance, Purchasing, Human Resources, Finance, and Public Relations.
4. Serves as the fiscal agent to the Library District Board of Trustees, and oversees and directs all budget and financial activities for the District.
5. Oversees the planning, development, and implementation of Library District goals, objectives, and operational and political strategies.
6. Exercises executive leadership skills in the effective coordination and operation of the Library District management team.
7. Directs and supervises subordinate staff, including rendering discipline and performance evaluations.
8. Resolves a wide range of routine and non-routine issues and difficult situations.
9. Oversees the preparation and analyses of a variety of Library District reports.
10. Maintains effective professional relationships with local government and legislative bodies (City of Las Vegas and Clark County government), the Library District Board of Trustees, Library District staff and management, professional and institutional organizations, including organized labor, and the community at large.
11. Determines appropriate staffing levels, work performance standards, contents of the

LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT

EXECUTIVE DIRECTOR
PAGE 2

workday, the quality and quantity of services to be offered to the public, and the means and methods of offering those services.

12. Stays abreast of new trends and innovations in the fields of management and library administration.
13. Ensures compliance with all pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library District policies and procedures.
14. Serves as the hearing officer on grievances and appeals of discipline; reviews and/or approves all staff terminations and other personnel transactions; and works cooperatively with employee bargaining units.
15. Attends Board, governmental, legislative, professional, and library meetings, conferences, and hearings for the purposes of representing the Library District, acquiring and providing information, presenting recommendations, or implementing Library District policy.

KNOWLEDGE AND ABILITIES -- Each element in the following list is highly desirable. Mastery of each element is an ongoing process.

Knowledge of:

1. Professional public library operations.
2. Current trends and developments in the fields of executive leadership, management, and public administration.
3. Finance and accounting, including public bond financing methods, public and private funding sources; and complex budget development, administration, and control.
4. Complex project planning methods and techniques.
5. Effective, high level administrative management principles and practices.
6. Pertinent Federal, State, and Local laws, regulations, and ordinances.

Ability to:

1. Exercise initiative, appropriate discretion, and good judgment and make sound, courageous decisions.
2. Analyze and interpret complex and technical issues.
3. Direct complex projects to a successful conclusion.
4. Foster a productive, cooperative working environment based on effective interpersonal competence.
5. Effectively lead a management team, including directing and supervising the work of subordinate staff.
6. Establish and maintain effective and productive professional relationships with a wide

variety of public and private parties.

7. Accept, initiate, and manage change and maintain flexibility.
8. Direct, manage, and perform multiple tasks and projects concurrently.
9. Perform under intense political and workload pressure.
10. Communicate clearly and correctly, both orally and in writing.
11. Effectively manage organizational and interpersonal conflict, including dealing with difficult individuals.
12. Grasp intellectually the implications of various business and organizational situations pertaining to the District, and to render sound, logical decisions.

Training and Experience:

Master's Degree in Library Science preferred (awarded from a college or university accredited by the American Library Association). Candidates will be considered with a qualifying record of upper level academic achievement (Master's Degree or higher); supplemented by a minimum of ten (10) years of executive experience, five (5) of which must include experience in library or other public administration, and eight (8) years of supervisory experience. Advanced degrees additional to any reference above, such as Masters of Public Administration or Masters of Business Administration, are highly desirable.

License, Certificate, or Requirements:

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

Physical Requirements:

Essential functions may require maintaining a physical condition necessary for minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; and sitting or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

Environmental Requirements:

Tasks are performed in a professional office setting with infrequent exposure to adverse environmental conditions.

FLSA:	EXEMPT
CBA:	NOT COVERED
DEVELOPED:	JULY 1, 1995
REVISED:	DECEMBER 1, 1997 JUNE 15, 1998 OCTOBER 13, 2008 FEBRUARY 21, 2018

**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
EXECUTIVE DIRECTOR
PERFORMANCE EVALUATION
GUIDELINES**

Board of Trustees Responsibility

- Evaluation forms will be distributed to Trustees during the month of May.¹
- Board of Trustees will meet with Executive Director in executive session prior to the evaluation's due date to provide feedback regarding Executive Director's performance for past year. Trustees should use the Performance Evaluation form as a tool in preparing to provide Director with feedback.

Chair, Board of Trustees Responsibility

- Chair, Board of Trustees, will complete the Summary form based on feedback from all Trustees provided to Executive Director during executive session in July² Board meeting. Chair will present Summary during the July² Board meeting.
- Summary evaluation will be placed in Executive Director Human Resources files.
- Executive Director Evaluation due: Approximately – September 1.²

Executive Director:

- The Executive Director will provide Trustees with list of past accomplishments and future goals and objectives by the May Board meeting.² This list will be added to the Trustees' Summary and be incorporated into public record during a Board meeting.

¹ Board of Trustee members who have served on the board less than four months would not participate in the evaluation process.

² This date will be based on the date of each executive director's individual evaluation date.

**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
EXECUTIVE DIRECTOR
PERFORMANCE EVALUATION**

DATE _____

Rating Scale Definitions:

Outstanding	The employee's work performance is consistently excellent when compared to the standards of the job.
Exceeds Expectations	The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.
Meets Expectations	The employee's work performance consistently meets the standards of the position.
Below Expectations	The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
Needs Improvement	The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

Evaluation Competencies:

Library District Board of Trustees Relationships

- Effectively implements policies and programs approved by the Board of Trustees
- Reporting to the Board is timely, clear, concise and thorough
- Accepts direction/instructions in a positive manner
- Provides the Board with clear reports of anticipated issues that could come before the Board

Rating (circle one):

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
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Comments: _____

Public Relations

- Projects a positive public image
- Provides timely response to public (inquiries, complaints, requests, etc.)

Rating (circle one):

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
-------------	-------------------------	-----------------------	-----------------------	----------------------

Comments: _____

Employee & Labor Management

- Delegates appropriate responsibilities
- Effectively communicates with District staff
- Exercises executive leadership skills in the effective coordination and operation of the Library District management team
- Ensures compliance with all pertinent Federal, State, and Local laws, regulations and ordinances, as well as all Library District policies and procedures
- Serves as the hearing officer on grievances and appeals of discipline; reviews and/or approves all staff terminations and other personnel transactions; and works cooperatively with employee bargaining units.

Rating (circle one):

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
-------------	-------------------------	-----------------------	-----------------------	----------------------

Comments: _____

Fiscal Management

- Prepares a realistic annual budget
- Controls expenditures in accordance with approved budget
- Determines appropriate staffing levels, work performance standards, contents of the workday, the quality and quantity of services to be offered to the public, and the means and methods of offering those services

Rating (circle one):

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
-------------	-------------------------	-----------------------	-----------------------	----------------------

Comments: _____

Communication

- Oral communication is clear, concise and articulate
- Written communications are clear, concise and accurate

Rating (circle one):

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
-------------	-------------------------	-----------------------	-----------------------	----------------------

Comments: _____

Personal Traits

- Initiative
- Judgment
- Fairness and impartiality
- Creativity
- Stays abreast of new trends and innovations in the fields of management and library administration

Rating (circle one):

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
-------------	-------------------------	-----------------------	-----------------------	----------------------

Comments: _____

Intergovernmental Affairs

- Maintains effective communication with local, regional, state and federal government agencies
- Financial resources (grants) from other agencies are pursued
- Contributes to good government through regular participation in local, regional and state committees and organizations
- Lobbies effectively with legislators and state agencies regarding programs and projects affecting the Library District
- Attends Foundation Board meetings and provides direction to grow and expand Foundation to support the Library District

Rating (circle one):

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
-------------	-------------------------	-----------------------	-----------------------	----------------------

Comments: _____

Overall Evaluation

Rating (circle one):

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
-------------	-------------------------	-----------------------	-----------------------	----------------------

Comments: _____

**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
EXECUTIVE DIRECTOR
PERFORMANCE EVALUATION
SUMMARY**

EXECUTIVE DIRECTOR: _____

EVALUATION EFFECTIVE DATE: _____

Achievements Relative to Objectives for this Evaluation Period

Note: Executive Director may provide list of accomplishments for this evaluation period to the Board of Trustees.

Comments: _____

Future Goals and Objectives

Note: Executive Director may provide list of proposed goals and objectives to the Board of Trustees.

Specific Goals and objectives to be achieved in the next evaluation period: _____

Overall Evaluation Score

Rating (circle one):

Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
-------------	-------------------------	-----------------------	-----------------------	----------------------

Merit Increase Recommendation

The Board of Trustees recommends the Executive Director receive an annual increase to the next step.

Increase (circle one):

YES NO

Comments: _____

BOARD OF TRUSTEES**CONCURRENCE**

Chair

YES / NO

Vice Chair

YES / NO

Secretary

YES / NO

Treasurer

YES / NO

Trustee

YES / NO

Trustee

YES / NO

Trustee

YES / NO

Trustee

YES / NO

Trustee

YES / NO

Trustee

YES / NO



ITEM VIII.B.

AGENDA ITEM

AUGUST 13, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.B.:

Discussion and possible Board action regarding changing the street address for the Enterprise Library from 25 E. Shelbourne Avenue to a S. Las Vegas Boulevard address.

Background:

At the July 23rd meeting of the Board of Trustees, staff was asked to determine the requirements to change the street address for the Enterprise Library from 25 East Shelbourne Avenue to a S. Las Vegas Boulevard address.

In order to initiate the change, the District is required to submit an address change request application to the Clark County Department of Comprehensive Planning. The Senior Planner, Addressing Services for Clark County Comprehensive Planning has communicated they are not going to require any site modifications. However, the District will have to ensure compliance with the County's Addressing Policy – Address Display Requirements. To comply, new address signage will have to be placed on the building and site. The cost for the new signage will be approximately \$19,000.

Recommended Action:

Motion to authorize staff to initiate a change in the street address for the Enterprise Library from 25 E. Shelbourne Avenue to a S. Las Vegas Boulevard address and to ensure compliance with the County's address display requirements.



ITEM VIII.C

AGENDA ITEM

AUGUST 13, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.C: Discussion and possible Board action authorizing the execution of a one year extension of the Library Subscription Master Agreement with BiblioCommons, Corp., dated June 23, 2017, subject to final review by Counsel.

Background:

The Library District entered into a three-year Library Subscription Master Agreement with BiblioCommons, Inc., on June 23, 2017, following board approval of the contract in March, 2017. BiblioCommons specializes in public library website features for eCommerce and community engagement. The company hosts websites for 200 public library systems, including Chicago, IL; King County, WA; Multnomah County, OR; Pima County, AZ; Seattle, WA; and Boston, MA.

In year one, BiblioCommons worked closely with the Branding & Marketing and IT Departments on design, planning, development of new content and migration of the Library District's catalog and other existing content over to this new platform.

New website features and functionality include:

- An integrated search experience across the catalog, website, and events calendar
- Collection highlighted via Staff Lists and comments by the public
- Multiple ways to promote customer engagement between the website and Library District social media channels

The new LVCCLD.org officially went live to the public on June 18, 2018. Over the past two fiscal years, the website increased in Total Page Views by 22.88%:

- July 1, 2018-June 30, 2019: 15,667,320
- July 1, 2019-June 30, 2020: 19,253,542

BiblioCommons gives backend flexibility that allows the Branding & Marketing Department to quickly create and compile content for new audience and special program pages that help to promote Library District and Foundation services, resources, and initiatives.

Audience Browse Pages:

- African American
- Asian American/Pacific Islander
- Español
- LGBTQ+

- Veterans
- Latinx
- Native American

Special Program Pages:

- Summer Challenge
- Digital eCard
- Curbside Service/Partial Reopening Page/Browsing is Back
- Census 2020 (including Español version)
- Vegas Golden Knights collectible bookmarks page + Chance's Chat blog

When the Library District closed on March 16, 2020, due to the COVID-19 pandemic, BiblioCommons features and functionalities allowed for:

- A special notification bar that runs across the top of the entire website and a prominent hero banner at the top of the homepage to notify the public of important changes in library services and operations.
- Launch of a secure Staff Updates page on March 19, 2020, that staff can access from home to receive up-to-date information on library services and operations as well as COVID-19 related issues and procedures
- The promotional launch of the Library District's digital eCard on March 26, 2020, which provides a way for residents to visit our website and receive instant access to online resources.

The fee for the proposed one year extension of the Library Subscription Master Agreement is \$255,128.54. Order Form 1060 details the costs for BiblioCore (\$113,156.90); BiblioWeb (\$100,783.79); BiblioCloudRecords – OverDrive (\$16,973.53); BiblioCloudRecords – Hoopla (\$6,750.68); BiblioFines (\$11,315.69); and Spanish for BiblioCore (\$6,147.95). Authority to execute the contract is subject to review by legal counsel.

Recommended Action:

Motion to authorize the extension of the BiblioCommons Library Subscription Master Agreement, dated June 23, 2017, subject to final review by Counsel, for the term June 23, 2020, through June 22, 2021, and for a cost not to exceed \$255,128.54.



ITEM VIII.D.

AGENDA ITEM

JULY 9, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.D.: Discussion and possible Board action authorizing the execution of a one year Memorandum of Understanding with the city of Las Vegas's Youth and Social Innovation Department for the operation of Vegas Strong Academies with SafeKey and Ignite services at multiple Library District locations, subject to final review by Counsel.

Background:

On July 20, 2020, the Clark County School District Board voted to conduct all distance learning classes for the first 90 days of the FY 2020-2021 school year.

On July 24, 2020, County Commission Chair Marilyn Kirkpatrick sent an email out to all Clark County agencies and non-profits requesting help with identifying places to host students who many need a safe place to access distance programs and public Wifi. She requested that the agencies submit their project plans and budgets within the week to her office.

Over the past week and a half, Library District staff have been working with the City of Las Vegas's Department of Youth and Social Innovation to identify library branch sites and spaces that can host Vegas Strong Academies operated by the City of Las Vegas SafeKey and Ignite staff to provide virtual learning student support.

Legal Counsel Jerry Welt is now reviewing all program documents supplied by the City of Las Vegas, including Staff and Parent Manuals, Parental Waivers, and insurance coverage.

Counsel Welt is also developing a Memorandum of Understanding (MOU) between the City of Las Vegas and the Library District that outlines the terms, roles, and responsibilities for both parties, as follows:

- The proposed scope of the Library District will be to provide space, security, janitorial services, public wifi, and 25 public laptops for student use.
- The proposed scope of the City of Las Vegas will be to provide turnkey operations for Vegas Strong Academies run by SafeKey (K-5th grade) and Ignite (Middle School) staff.

The Library District has submitted the plan for Vegas Strong Academy services and operations costs related to security, janitorial, laptops, and earbuds with mics to the County Commissioner's office. They are working with state and federal agencies to identify sources of reimbursement.

The partnership positions the Library District as a major asset for virtual learning and student achievement in our region. The partnership will promote library cards for students in county, city, and library sites. Students in Vegas Strong Academy library locations will also have the opportunity to access the library collection and select programs, in small groups, accompanied by Academy staff.

At this moment, Vegas Strong Academies are being proposed for the following District locations:

- Clark County (Paul Blau Theatre)
- West Las Vegas (Theater will be used along with City's Art Center next door)
- East Las Vegas (two classrooms in the Community Room)
- Sahara West (Gallery 3)
- Sunrise (youth space)
- Whitney (Lecture Hall)
- Windmill (Theater)

Final determination of the feasibility of these sites will be finalized by the City of Las Vegas by Friday, August 7, 2020.

The proposed term of the MOU is one year, with termination and force majeure clauses in place should pandemic conditions shift over time. Operational hours required for this program are 6:30 a.m. to 6:00 p.m. We will also be looking at the feasibility of opening the six Nevada Strong Academy library sites at 7:45 a.m. to accommodate local college students who need internet service for classes that start at 8:00 a.m.

The partnership will open Vegas Strong Academy registration to City and Library District staff prior to opening registration to the public.

Recommended Action:

Motion to authorize the Acting Executive Director to enter into a one year Memorandum of Understanding with the City of Las Vegas's Department of Youth and Social Innovation for the operation of Vegas Strong Academies with SafeKey and Ignite services at multiple Library District locations, subject to review by legal counsel.



ITEM VIII.E.

AGENDA ITEM

AUGUST 13, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.E.: Discussion and possible Board action authorizing the Acting Executive Director to adjust branch hours of operations as necessary.

Background:

COVID-19 has resulted in many restrictions to the use and services of the Library District. Since the phased reopening of our branch libraries on June 24, 2020, the number of library visits is approximately 50% of the previous year visits in the same time frame, though it may differ from branch to branch.

Currently, our public hours of operation are from 10am to 8pm, Monday through Thursday, and 10am to 6pm Friday through Sunday.

We are now looking at several factors that may require us to change these operating hours:

- From personal observation, the number of patrons using the library drops off significantly between the hours of 6:30 pm to 8:00 pm, Monday through Thursday. We are now considering the need to change hours of operations by closing at 7pm Monday-Thursday.
- The Vegas Strong Academy will be operating out of multiple libraries that need to be open at 6:30 a.m.
- We have had messages from local college students wondering whether we could open our buildings early to accommodate their online classes that begin at 8:00 a.m., so we are also looking at early college student access in the Vegas Strong Academy sites.

We do not yet have a specific plan to present, but these are our current considerations. If public hours change, we would adjust them across all urban libraries. Operational hours for special programs and audiences such as the Vegas Strong Academies would only affect the branches hosting the service. We anticipate that hours of operations can be restored when local demand returns to pre-pandemic levels. Should hours need to change, the Library District would mobilize extensive media outreach strategies to get the word out to the community.

Recommended Action:

Motion to authorize the Acting Executive Director to adjust the Library District's hours of operations as necessary to reflect current needs of residents, students, and the community.