

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
July 23, 2020**

DATE: Thursday, July 23, 2020

TIME: 6:15 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 at the Windmill Library AND online via Webex. Connection information is listed on page 5.

Windmill Library
7060 W Windmill Lane
Las Vegas, NV 89113

There is a VERY limited amount of public seating available in the Windmill Library Auditorium and it will be available on a first-come, first-served basis.

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 Session, February 13, 2020
- B. Regular Session, March 12, 2020
- C. Finance and Audit Committee, April 16, 2020
- D. Regular Session, April 16, 2020

- E. Special Session, April 28, 2020
- F. Regular Board Meeting, May 21, 2020
- G. Risk Management Committee, June 11, 2020
- H. Nominating Committee Meeting, June 11, 2020
- I. Regular Board Meeting, June 11, 2020

V. Chair’s Report

- A. Presentation to former Executive Director, Dr. Ron Heezen by Trustees
- B. Possible Board discussion regarding the makeup of Board Committees for Fiscal Year (FY) 2020-2021.
- C. Possible Board discussion regarding the Chair’s report.

VI. Executive Session regarding labor issues, budget and litigation. This will be a closed session.

VII. 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

VIII. Unfinished Business

None

IX. New Business

- A. Discussion and possible Board action to appoint the East Las Vegas QALICB, Inc. Board of Directors.
- B. Discussion and possible Board action to retract approval for the Library District’s closure for Staff Development Day on October 12, 2020.
- C. Discussion and possible Board action to adopt a new *Electronic Signature Policy*.
- D. Discussion and possible Board action regarding modifying the District’s flood insurance coverage.

X. Announcements

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

XI. Public Comment

Topics raised under this item cannot be acted upon until the notice provisions of the open meeting law have been met. If you wish to make public comment on this item, you 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.

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@lvccld.org TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING.

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, www.lvccld.org and at Nevada Public Notice at <https://notice.nv.gov>. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Friday, July 17, 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.lvccld.org

- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.
- D. Webex Connection information:
<https://lvccld.webex.com>
Event number (access code): 1467856807
Password: 072320BRD
Join by phone: +1 (408) 418-9388
Use same meeting number
Join from a video system or application:
Dial 1467856807@lvccld.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

ITEM IV.C.

The Board of Trustees' Finance and Audit Committee of the Las Vegas-Clark County Library District met in regular session via WebX, at 3:00 p.m., Thursday, April 16, 2020.

Present:	Committee:	K. Benavidez, Chair R. Wadley-Munier K. Rogers	S. Bilbray-Axelrod B. Wilson F. Ortiz, ex-officio
	Board:	E. Foyt S. Ramaker	M. Francis Drake J. Meléndrez
	Counsel:	G. Welt	
	Absent:	None	
	Staff:	Dr. Ronald R. Heezen, Executive Director Fred James, Deputy Director/CFO Numerous Staff	
	Guests:	None	

K. Benavidez, Committee Chair, called the meeting to order at 3:05 p.m.

Roll Call (Item I.) All members listed above represent a quorum. Due to operation inexperience and WebX connection issues, some members were not able to be heard during comment periods.

Public Comment (Item II.)	None.
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Agenda (Item III.) Trustee Rogers moved to approve the Agenda as proposed. There was no opposition and the motion carried.

<p>Discussion regarding the Fiscal Year Ending (FYE) June 30, 2021 Tentative Budget submittal to the Department of Taxation and presentation for the May 21, 2020 Budget Public Hearing. No action will be taken. (Item IV.A.)</p>	<p>Deputy Director/CFO Fred James explained that the Nevada Revised Statutes require that the Tentative Budget be filed with the State Department of Taxation by April 15, 2019. The Tentative Budget is an administrative report of anticipated expenditures and does not require Board action. The Tentative Budget was filed by staff on March 30, 2020, without much of an indication to what degree and what impact the COVID-19 virus would have on it. Mr. James said there was little indication that this virus was going to have a long-term effect on staff's projections for the current year, or beyond. Like most people in most government agencies, he was taken by surprise that this was going to be a pandemic and he never would have ever guessed that the Governor would shut down the Las Vegas Strip and the state to the extent he did.</p>
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That being said, Mr. James said that staff are still evaluating the impact to the District's budget of the much longer shutdown. The shutdown will impact all sources of revenues, which then impact expenses. This will not only impact the next fiscal year, which starts July 1, 2020, but

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April 16, 2020

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also the end of this fiscal year. Based upon when the District receives property tax and sales tax (CTX) receipts from the state, staff have to be mindful of what they spend and when. In today's later meeting, staff will go over their cost-saving efforts in light of new requirements to meet in order to reopen.

Mr. James then presented the Tentative Budget filed with the state of Nevada and discussed the impacts he knows at this point in time. The presentation is attached as Appendix A.

In answers to questions from Trustees Rogers and Ortiz regarding providing information to Trustees about the impact to the District's budget going forward, Mr. James explained that he will discuss more specifically areas that will be impacted at the Regular Meeting later in the day, as well as a Special Meeting being called for April 28, 2020 to discuss the situation in more detail prior to the May 21, 2020 Budget Hearing meeting.

This item is for discussion only as the basis for preparing the Tentative Budget, which was submitted to the State Department of Taxation on March 30, 2020.

Discussion and possible Committee action regarding authorization to joinder onto Clark County's contract with FHN Financial Main Street Advisors, LLC (FHN) for investment advisory services. (Item IV.B.)

Deputy Director, CFO Fred James is proposing to joinder onto Clark County's contract with FHN Financial Main Street Advisors, LLC (FHN) for investment advisory services. The Investment Services agreement will expire December 31, 2022, and can be extended for up to two (2) one-year periods. However, the District has been able to negotiate lower transaction volume fees than those provided the County under this contract (see attached).

The approval of this agreement will ensure that the District will be provided investment services at competitive costs. The District has been using them for approximately 10-15 years, they are responsive, and they have been able to work with us on a fluctuating amount that has ranged from \$300,000 to \$20 million.

Trustee Wilson asked for the average return the District has been getting with FHN over the last decade. Due to the fluctuating amounts of money that the District has had available, Wilson asked for a time-weighted return from the last decade. Chair Benavidez asked for this information to be provided to all Trustees. Mr. James will obtain this information from FHN and provide to all of the Trustees.

Trustee Wilson moved to forward to the Board of Trustees for approval to authorize staff to joinder onto Clark County's contract with FHN Financial Main Street Advisors, LLC for investment advisory services through December 31, 2022, and to authorize staff to extend the contract for up to two (2) one-year periods, subject to funding being available and the contractor continuing to meet performance standards outlined in the contract agreement.

Public Comment (Item V.)

None.

Adjournment

Chair Benavidez adjourned the meeting at 3:43 p.m.

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April 16, 2020
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(Item VI.)

Respectfully submitted,

Kelly Benavidez, Committee Chair

TENTATIVE/ PROPOSED BUDGET

Fiscal Year 2020–2021

Total Revenues

General Fund

Las Vegas-Clark County Library District FYE 2021				
	FYE 2020 Budget	Preliminary FYE 2021 Budget	Variance FYE 2021 vs. FYE 2020	Percent Increase (Decrease)
General Fund				
Revenues:				
Property Taxes	44,855,000	49,300,000	4,445,000	9.91%
Consolidated Tax	24,185,000	25,505,000	1,320,000	5.46%
Charges for Services	670,000	670,000	-	0.00%
Fines and Forfeits	900,000	900,000	-	0.00%
Miscellaneous Revenue	765,000	765,000	-	0.00%
Investment Income	15,000	15,000	-	0.00%
Total	71,390,000	77,155,000	5,765,000	8.08%

- FY 2021 Property Tax Rates
 - Collectability
- FY 2021 CTX
 - Potentially 5%-20% lower
- Both revenues to be adjusted for the final budget

Total Revenues (Cont.)

Economic Impact

- Largest taxpayers in Southern Nevada ordered to close in mid-March
- Effect on current and future property taxes and assessed valuation is unknown
- CTX revenue for FY 2019-2020 to decrease by \$4M to \$6M
- The FY 2020-2021 budgeted transfer of \$11M from the General Fund to the Capital Projects Fund will decrease for the final budget

Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund For the Fiscal Year Ended June 30, 2019

	Budget		Actual	Variance to Final Budget
	Original	Final		
Revenues				
Property taxes	\$ 41,826,000	\$ 41,826,000	\$ 43,021,608	\$ 1,195,608
Intergovernmental revenues, consolidated taxes	22,489,000	22,489,000	23,443,319	954,319
Charges for services	1,570,000	1,570,000	1,361,116	(208,884)
Interest	15,000	15,000	111,160	96,160
Contributions			211,346	211,346
Miscellaneous	765,000	765,000	399,582	(365,418)
Total revenues	66,665,000	66,665,000	68,548,131	1,883,131
Expenditures				
Culture and recreation:				
Salaries and wages	31,035,496	31,035,496	29,449,204	1,586,292
Employee benefits	11,647,492	11,647,492	11,182,265	465,227
Supplies and services	15,348,749	15,348,749	12,089,521	3,259,228
Capital outlay	10,234,678	10,234,678	10,218,199	16,479
Total expenditures	68,266,415	68,266,415	62,939,189	5,327,226
Excess (deficiency) of revenues over expenditures	(1,601,415)	(1,601,415)	5,608,942	7,210,357
Other financing uses				
Transfers to Other Funds	(6,200,000)	(6,200,000)	(6,200,000)	
Net change in fund balance	(7,801,415)	(7,801,415)	(591,058)	7,210,357
Fund balance, beginning of year	16,007,759	16,007,759	15,168,032	(839,727)
Fund balance, end of year	\$ 8,206,344	\$ 8,206,344	\$ 14,576,974	\$ 6,370,630

Actual receipt of revenue exceeds
budgeted revenue 2.83%

Actual expenditures less than budgeted
92.2%

Ending Fund Balance- 23%

Total Expenditures

All Funds

Las Vegas-Clark County Library District FYE 2021				
	FYE 2020 Budget	Preliminary FYE 2021 Budget	Variance FYE 2021 vs. FYE 2020	Percent Increase (Decrease)
General Fund	72,794,944	73,157,362	362,418	0.50%
Special Revenue Funds:				
Gift Fund	815,000	815,000	-	0.00%
Grant Fund	1,800,000	1,800,000	-	0.00%
Capital Projects Fund	13,701,300	13,521,300	(180,000)	(1.31%)
Debt Service Fund	10,000	10,000	-	0.00%
Total	89,121,244	89,303,662	182,418	0.20%

General Fund:

- Salaries and benefits increased \$591K (1.3%)
- Services and supplies decreased \$307K (1.9%)
- Library materials increased \$78K (1%)
- Transfers from the General Fund to the Capital Projects Fund total \$11.0 million

Total Expenditures (Cont.)

**Expected savings of \$6M in the current FY 2019-2020
will not be realized**

This will impact the amount of transfers to the Capital Projects Fund major programs:

- Library Services Platform Replacement (\$283K)
- Technology Replacements and Upgrades (\$1.3M)
- Building Repair and Maintenance (\$1.2M)
- Capital Construction (\$8.4M)
 - Master Plan Renovations
- Library Materials (\$284K)
- Vehicle Purchase and Replacement (\$315K)
- Furniture Purchase and Replacement (\$169K)
- Financial Services (\$332K)
- Community Engagement/Programming and Venues (\$504K)
 - To maintain the reliability of the District's meeting rooms and Performing Arts Centers by funding the purchase and replacement of audio, visual, and theatrical equipment

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' RISK MANAGEMENT COMMITTEE MEETING
LAS VEGAS, NEVADA
JUNE 11, 2020**

ITEM V.G.

The Board of Trustees' Risk Management Committee of the Las Vegas-Clark County Library District met in regular session at the Summerlin Library and via WebX at Las Vegas, Nevada, at 4:30 p.m., Thursday, June 11, 2020.

Present: Committee: M. Francis Drake, Chair E. Foyt
J. Meléndrez S. Ramaker
F. Ortiz, ex-officio

Board: S. Bilbray-Axelrod K. Benavidez
R. Wadley-Munier B. Wilson

Counsel: G. Welt

Absent:

Staff: Fred James, Acting Executive Director
Steve Rice, General Services Director
Numerous Staff

Guests: Brandon Lewis, USI Insurance Services, LLC
Jennifer Fryer, USI Insurance Services, LLC

M. Francis Drake, Committee Chair, called the meeting to order at 4:30 p.m.

Roll Call (Item I.) All members listed above represent a quorum.

Public Comment (Item II.) None.

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

Discussion and possible Committee action regarding a report from the District's Broker of Record regarding its recommendation for contract award for property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2020.

General Services Director Steve Rice explained that the District's property and casualty insurance and public officials and employment practices liability insurance policies renew on July 15th. USI Insurance Services, Broker of Record, conducted a thorough review of the District's current policies and coverages and prepared a proposed insurance package and recommendation for contract award. Brandon Lewis and Jennifer Fryer of USI Insurance Services will make a presentation of their proposal and discuss staff's review and recommendation for contract award. The Risk Management Committee will bring forward a recommendation for contract award to the Board of Trustees at the June 11th meeting.

Mr. Lewis explained the annual process USI Insurance Services goes through as part of the renewal process for the District's insurance which starts in January or February of each year. Lewis explained that he had already understood from his discussions with underwriters that property insurance rates were expected to go up double digits in the District's coverage area, about 12-20%. For liability insurance, carriers

(Item IV.)

were letting him know that they were expecting anywhere from 5-15% increases. Based upon this information, he and his team went to Travelers, who provides most of the District's coverage, to find out what they were anticipating. Initially, Travelers told Mr. Lewis' team to expect an overall increase of 6-8%. Travelers was not able to keep a flat renewal rate, which did occur last year, but Mr. Lewis and his team worked with the Travelers team and they were able to obtain what he describes as a "better than market" renewal, of less than 5%.

Mr. Lewis explained some of the changes that contributed to a lower overall premium cost for the next year. This included a three year prepaid premium cost for the Kidnap and Ransom coverage (includes Assault Threat and Response Coverage), a reduction in the deductible for underground storage tank coverage, and a reduction in property values. Per Mr. Rice, the reduction in property values was for library materials and it was due to staff's focus on clearing out expired and disposable materials.

Mr. Lewis then reviewed the District's different insurance coverage areas, briefly explained what each covered and who covers it (if not Travelers), and explained any changes that had occurred in the last year. The District's insurance coverage areas are:

Property
Inland Marine
General Liability
Automobile
Public Entity Executive Liability
Umbrella
Crime and Cyber Liability Package
Tank Environmental
Kidnap and Ransom
Active Shooter
Tenant User Liability and Property Damage

A summary sheet which breaks out each line of coverage and the last year and upcoming year's premium is included as Appendix A.

Trustee Wadley-Munier asked for a clarification on medical payments coverage, which is listed at \$5,000 on the commercial auto coverage. She thought that was rather low. Mr. Lewis explained that this is actually part of the \$1,000,000 limit and the \$21,000,000 total limits. The carrier will pay up to \$5,000 without regard to fault, which will pay those immediate medical expenses. The goal is to create goodwill and hopefully avoid a claim. However, if a claim is made, the District has access to the full limit of the \$1,000,000 primary and \$20 million excess for a claim. It is low on purpose to create some goodwill, but not just pay out \$100,000 without regard to fault.

Trustee Foyt asked how the District's insurance coverage would address a situation where an employee unwittingly came to work with the COVID-19 virus and others were exposed to it, whether they were employees or customers. Mr. Lewis said in the case of General Liability coverage, which is for bodily injury coverage, he is not aware of any specific exclusions that would exclude coverage for that. The coverage

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June 11, 2020

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is written to provide coverage for the District's legal liability. So, if a claim was made, the carrier's duty to defend is generally considered broader than the duty to pay, so generally, the District would expect the carrier to have the duty to defend the District. Ultimately, claim payments would depend on legal liability, just as if the District did not have any insurance. If the District was defending it with our own attorneys and they were able to show that there is no legal liability on the part of the District, it would not have to pay, and that is how the insurance is geared to work as well. Foyt was satisfied.

Trustee Wilson complimented Mr. Lewis and his team and Travelers on keeping the premium rates low for the next year, but asked why, if everything was shut down, was there a big increase in rates due to less liability across the board in auto insurance, less staff and customers in the buildings, etc. Mr. Lewis went into a detailed explanation of why insurance rates in general had begun to increase last year. Basically, there are a number of factors that go into the increases, with several years of above average property losses, very significant liability settlements on auto and other lines and also reinsurance rates unfortunately going up. He acknowledged that it is the worst timing for it. Trustee Wilson thanked Lewis for the explanation and appreciated the good job everyone did to keep the rates low.

Mr. Rice added that the District had applied for a rebate on the auto insurance as the District's vehicles had been idle for a few months. Ms. Fryer explained that the District had applied for a 15% credit and she is just waiting for the final number from Travelers shortly.

Trustee Ortiz asked about flood insurance costs and whether every District property was required to be covered. Mr. Rice explained that only the Moapa Valley Library was located in a designated flood zone and was required to have the coverage by the US Government. All other District properties are covered under the \$15 million aggregate limit, with the Moapa Valley Library having a separate limit for \$2.2 million as the carrier could not include it in the aggregate limit. Ortiz then requested in the next 90 days that staff reevaluate the flood insurance cost for District buildings that are not required to be covered for flood insurance. Mr. Rice said he would do so, adding that, as Mr. Lewis said, coverage had been included for a number of years, as the valley's flood control system had not been able in the past to handle the flooding that sometimes occurs.

Trustee Wadley-Munier then asked about the reason for limits on which company the District could use for truck rentals due to a notation appearing on the commercial auto coverage. When the notation was explained and she was advised that there was no restriction on using different rental companies, she was satisfied.

Chair Francis Drake moved to recommend to the Board of Trustees that a contract for property and casualty insurance and public officials and employment practices liability insurance be awarded 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. There was no opposition and

Minutes - Board of Trustees' Risk Management Committee Meeting
June 11, 2020
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the motion carried.

Public Comment None.
(Item XI.)

Adjournment Chair Francis Drake adjourned the meeting at 5:11 p.m.
(Item XIII.)

Respectfully submitted,

Marilyn Francis Drake, Committee Chair

Las Vegas-Clark County Library District

Policy Term: 7/1/2020 to 7/1/2021

Premium & Coverage Summary



Renewal Carriers	Coverage	Limit / Deductible	19/20 Expiring Premium	Renewal Carriers	Coverage	Limit / Deductible	20/21 Renewal Premium	\$ Change	% Change
Travelers Insurance Co.	Property	Blanket Limit TIV \$276,259,479 All Risk Ded \$5,000 Business Income \$2,000,000 Ded. 24 hr. waiting period Earthquake \$25,000,000 Ded. 50,000 Flood \$15,000,000 Ded. \$25,000 Moapa \$2,200,000 / \$100,000 Art On Loan/ Display \$400,000 Ded \$5,000	\$156,067	Travelers Insurance Co.	Property	Blanket Limit TIV \$286,084,890 All Risk Ded \$5,000 Business Income \$2,000,000 Ded. 24 hr. waiting period Earthquake \$25,000,000 Ded. 50,000 Flood \$15,000,000 Ded. \$25,000 Moapa \$2,200,000 / \$100,000 Art On Loan/ Display \$400,000 Ded \$5,000	\$159,019	\$2,952	2%
Travelers Insurance Co.	Inland Marine	Scheduled Fine Arts \$747,836 Misc. Equip. \$31,693 Ded \$1,000	\$385	Travelers Insurance Co.	Inland Marine	Scheduled Fine Arts \$757,086 Misc. Equip. \$31,693 Ded \$1,000	\$409	\$24	6%
Travelers Insurance Co.	General Liability	\$2,000,000 ea. \$2,000,000 agg	\$23,020	Travelers Insurance Co.	General Liability	\$2,000,000 ea. \$2,000,000 agg	\$23,642	\$622	3%
Travelers Insurance Co.	Automobile	\$1,000,000 CSL 38 vehicles	\$53,996	Travelers Insurance Co.	Automobile	\$1,000,000 CSL 33 vehicles	\$56,418	\$2,422	4%
Travelers Insurance Co.	Public Entity Executive Liability	Public Officials \$1,000,000 / Ded. \$50,000 Employment Practices \$1,000,000 / Ded \$50,000 Retro date: full prior acts Umbrella coverage follows	\$32,809	Travelers Insurance Co.	Public Entity Management Liability	Public Officials \$1,000,000 / Ded. \$50,000 Employment Practices \$1,000,000 / Ded \$50,000 Retro date: full prior acts Umbrella coverage follows	\$35,071	\$2,262	7%
Travelers Insurance Co.	Umbrella	\$20,000,000 / SIR \$10,000	\$30,040	Travelers Insurance Co.	Umbrella	\$20,000,000 / SIR \$10,000	\$33,235	\$3,195	11%
Travelers	Crime & Cyber Liability Package	Crime - \$1,000,000 / Ded. \$10,000 Cyber - Network & Security \$1,000,000 Breach/Notification/Remediation Expense \$250,000 Ded. \$5,000 Retro: 7/15/09	\$11,392	Travelers	Crime & Cyber Liability Package	Crime - \$1,000,000 / Ded. \$10,000 Cyber - Network & Security \$1,000,000 Breach/Notification/Remediation Expense \$250,000 Ded. \$5,000 Retro: 7/15/09	\$13,476	\$2,084	18%
Tokio Marine (Philadelphia)	Tank Environmental	\$1,000,000 ea. Incident \$2,000,00 aggregate Ded \$10,000 Retro: 5/3/11	\$829	Tokio Marine	Tank Environmental	\$1,000,000 ea. Incident \$2,000,00 aggregate Ded \$10,000 Retro: 5/3/11	\$862	\$33	4%
Great American	K&R	\$1,000,000 / No ded	\$1,709	Great American	K&R	\$1,000,000 / No ded	\$1,709	\$0	0%
Indian Harbor	Active Shooter	Public Relations \$100,000 per person Counseling Costs \$10,000 per person Medical Expense \$10,000 per person Employee Retaining \$10,000 per person Security Costs \$25,000 per occ/aggregate	\$5,717	Indian Harbor	Active Shooter	Public Relations \$100,000 per person Counseling Costs \$10,000 per person Medical Expense \$10,000 per person Employee Retaining \$10,000 per person Security Costs \$25,000 per occ/aggregate	\$5,717	\$0	0%
One Beacon / American Specialty	Tenant User Liability & Property Damage	\$1,000,000 Liability 3rd Party Property Damage \$1,000,000 / Ded \$1,000	\$0	One Beacon / American Specialty	Tenant User Liability & Property Damage	\$1,000,000 Liability 3rd Party Property Damage \$1,000,000 / Ded \$1,000	\$0	\$0	0%
19/20 Totals			\$315,964	20/21 Totals			\$329,558	\$13,594	4.30%

*note Tank Environmental and Active shooter quotes above include broker and surplus lines taxes and fees.

"This proposal neither amends nor alters the insurance contract. Specific questions on all policy terms and conditions should be referred to your USI Insurances Services representative and the policy itself should be reviewed." USI Insurances Services Confidential. © 2020 USI Insurance Services. All rights reserved.

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

ITEM V.H.

The Board of Trustees' Nominating Committee of the Las Vegas-Clark County Library District met in regular session at the Summerlin Library in Las Vegas, Nevada and via WebX, at 6:00 p.m., Thursday, June 11, 2020.

Present: Committee: F. Ortiz, Chair
M. Francis Drake
R. Wadley-Munier
E. Foyt

Board: S. Bilbray-Axelrod
K. Benavidez
B. Wilson
S. Ramaker
J. Meléndrez

Counsel: G. Welt

Absent: K. Rogers (excused)

Staff: Fred James, Acting Executive Director
Numerous Staff

Guests:

F. Ortiz, Committee Chair, called the meeting to order at 6:07 p.m.

Roll Call All members listed above represent a quorum.
(Item I.)

Public Comment None.
(Item II.)

Agenda This action was not taken.
(Item III.)

Discussion and possible Committee action regarding proposed nominations of Trustees to serve as Chair, Vice Chair, Treasurer, and Secretary for Fiscal Year 2020-2021 to be presented at the Board's June 11, 2020 meeting.
(Item IV.)

Committee Chair Ortiz asked Committee members to express their thoughts on which Trustees to serve as Board officers. After everyone had expressed their opinions, Ortiz asked that his name be put into consideration for Chair for another year.

Trustee Bilbray-Axelrod would like a second term as Vice Chair. Trustee Wilson also asked to put his name into consideration as Vice Chair.

Trustee Foyt would like to continue as Secretary.

Trustee Benavidez would like to continue as Treasurer. Trustee Wadley-Munier would also like to put her name into consideration as Treasurer.

After rereading the bylaws, Counsel Welt answered Trustee Wilson's question about term limitations. The current bylaws read, "A Board member cannot be elected to any office more than two consecutive terms." After checking, it was determined that Trustee Foyt has served two consecutive one-year terms as Secretary and therefore cannot serve a third term. Trustee Benavidez said she would be willing to

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June 11, 2020

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serve as Secretary and then Trustee Wadley-Munier could serve as Treasurer. Trustee Wadley-Munier agreed.

No other officers seeking another term as an officer had served two consecutive terms.

Trustee Bilbray-Axelrod suggested that if Trustee Foyt was interested in serving as Vice Chair, Bilbray-Axelrod would withdraw. Trustee Foyt was not interested.

Chair Ortiz moved to recommend the following slate of:

Felipe A. Ortiz, Chair

Shannon Bilbray-Axelrod, Vice Chair

Kelly Benavidez, Secretary

Robin Wadley-Munier, Treasurer

as proposed officers for the Las Vegas-Clark County Library District Board of Trustees for Fiscal Year 2020-2021. After discussion, to clarify the interest of Trustee Wilson in the Vice Chair position, Chair Ortiz said, at the Trustee meeting, he would have ALL Trustees vote on the Vice Chair position and then vote on the rest of the slate. There was no opposition and the motion carried.

Public Comment (Item V.)

None.

Adjournment (Item VI.)

Chair Ortiz adjourned the meeting at 6:31 p.m.

Respectfully submitted,

Felipe A. Ortiz, Chair



ITEM V.B.

CHAIR'S REPORT

JULY 23, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item V.B.: 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 VII.A.

**THERE IS NO EXECUTIVE DIRECTOR'S REPORT IN THE PACKET.
MR. JAMES WILL GIVE HIS REPORT VERBALLY
AT
THE JULY 23, 2020 BOARD MEETING.**



MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Jennifer Schember, Library Operations Director

DATE: June 30, 2020

SUBJECT: Library Operations Activity Report, June 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 **June 1, 2020 – June 30, 2020**.

LIBRARY OPERATIONS ADMINISTRATION

In June, Library Operations (LO) Administration focused on the District's Reopening Framework, which was approved by the Board of Trustees on April 28, 2020. The District's reopening timeline began with the following:

- | | |
|--------|--|
| May 4 | Pre-Opening Phase: Essential staff returned to work onsite for building preparations |
| May 11 | All Full-Time LO staff returned to work onsite for training, orientation and Phase One preparation |
| May 16 | Phase One: Curbside service launched at all urban branches in addition to Mesquite, Laughlin and Moapa Valley Libraries |
| May 30 | All remaining staff were scheduled to return to work for training and Phase Two preparation |

Phase Two

On June 4, all branches, with the exception of the Meadows Library, provided onsite services:

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

Additionally, library services at the City of Las Vegas Detention Center remained suspended until the Governor's Phase Three opening. The staff member was relocated to work at another branch.

In addition to curbside service, the District's Phase Two opening offered limited building access with services based on critical needs:

- Standard operating hours
- Reduced building occupancy
- Priority access during the first hours for seniors/vulnerable populations
- Critical services
 - Use of library computers
 - Print/copy/fax
 - Proctoring services
 - Adult Learning Program
 - One-Stop Career Centers and small business support
- Closed stacks (no browsing)
- Phone and in-person services
- Self-pickup of holds
- 4-day quarantine process for returned materials and donations
- Food for Thought program
- Summer Challenge
- Virtual programming for District's YouTube Channel continued
<https://www.youtube.com/TheLibraryDistrict>
- eResources and social media efforts continued
- Wi-Fi expansion into parking lots continued

As expected, during the first two weeks of Phase Two (June 4-18), the District experienced a slow but steady increase in gate count, circulation, and computer usage as compared to "normal" times. Approximately 33% of customers visited the branches and within one week after "curbside only" ended, circulation increased by 100%. Additionally, branches reached 66% computer capacity during this time.

Full Reopening

On June 24, under the direction of Acting Executive Director **Fred James**, all branches except Meadows Library fully opened. All services were made available with restrictions and in full compliance with government mandates, as well as CDC and SNHD guidelines. 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.

Branch Reopening Status on June 24:

Buildings Open (with Curbside Service)

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

Buildings Open (without Curbside Service)

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

Curbside Service Only

- Meadows Library (Monday-Thursday, 11 a.m. to 5 p.m.)
- Building closed per City restriction; curbside service allowed



Monthly Statistics
Year over Year
March 2019/ March 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	53,313	24,181	-29,132	-55%	477,859	412,458	-65,401	-14%	34,486	15,043	-19,443	-56%	304,021	266,444	-37,577	-12%
	Clark County	44,924	19,701	-25,223	-56%	448,068	338,245	-109,823	-25%	50,004	25,146	-24,858	-50%	427,078	404,078	-23,000	-5%
	Enterprise	36,329	15,549	-20,780	-57%	320,703	273,905	-46,798	-15%	29,622	10,501	-19,121	-65%	238,742	224,158	-14,584	-6%
	East Las Vegas	14,132	14,332	200	1%	141,895	269,735	127,840	90%	28,846	17,228	-11,618	-40%	260,370	294,617	34,247	13%
	Meadows	3,001	1,264	-1,737	-58%	30,234	45,557	15,323	51%	2,774	1,510	-1,264	-46%	29,871	24,253	-5,618	-19%
	Rainbow	44,436	19,335	-25,101	-56%	416,242	343,501	-72,741	-17%	39,037	12,403	-26,634	-68%	351,567	294,736	-56,831	-16%
	Sahara West	60,857	27,727	-33,130	-54%	545,392	480,997	-64,395	-12%	47,125	21,691	-25,434	-54%	413,182	387,871	-25,311	-6%
	Spring Valley	40,130	16,097	-24,033	-60%	354,787	282,286	-72,501	-20%	37,051	15,292	-21,759	-59%	284,265	274,000	-10,265	-4%
	Summerlin	32,038	15,260	-16,778	-52%	284,042	259,112	-24,930	-9%	24,252	8,233	-16,019	-66%	204,190	215,428	11,238	6%
	Sunrise	43,322	16,266	-27,056	-62%	402,429	297,734	-104,695	-26%	29,616	10,000	-19,616	-66%	260,799	226,781	-34,018	-13%
	West Charleston	34,731	14,872	-19,859	-57%	302,493	262,409	-40,084	-13%	26,155	17,666	-8,489	-32%	265,652	230,785	-34,867	-13%
	West Las Vegas	13,621	5,665	-7,956	-58%	133,028	112,279	-20,749	-16%	23,993	9,985	-14,008	-58%	215,131	212,858	-2,273	-1%
	Whitney	37,287	15,864	-21,423	-57%	352,038	280,700	-71,338	-20%	47,074	26,407	-20,667	-44%	440,112	417,042	-23,070	-5%
	Windmill	58,409	25,175	-33,234	-57%	498,901	439,332	-59,569	-12%	34,463	14,851	-19,612	-57%	276,123	269,375	-6,748	-2%
	Urban Totals	516,530	231,288	-285,242	-55%	4,708,111	4,098,250	-609,861	-13%	454,498	205,956	-248,542	-55%	3,971,103	3,742,426	-228,677	-6%
Outlying Branches	Blue Diamond	398	108	-290	-73%	3,192	2,546	-646	-20%	588	268	-320	-54%	6,140	5,138	-1,002	-16%
	Bunkerville	416	166	-250	-60%	4,813	3,971	-842	-17%	1,986	412	-1,574	-79%	19,937	13,249	-6,688	-34%
	Goodsprings	1,118	505	-613	-55%	9,674	9,767	93	1%	484	387	-97	-20%	4,087	4,111	24	1%
	Indian Springs	1,956	664	-1,292	-66%	17,039	12,004	-5,035	-30%	1,828	1,048	-780	-43%	18,550	20,171	1,621	9%
	Laughlin	12,155	4,985	-7,170	-59%	100,971	96,170	-4,801	-5%	9,711	8,562	-1,149	-12%	75,079	72,944	-2,135	-3%
	Mesquite	13,180	6,228	-6,952	-53%	119,886	100,995	-18,891	-16%	15,349	7,970	-7,379	-48%	124,956	134,858	9,902	8%
	Moapa Town	672	337	-335	-50%	7,129	4,932	-2,197	-31%	601	394	-207	-34%	5,784	5,319	-465	-8%
	Moapa Valley	6,756	3,855	-2,901	-43%	59,902	53,496	-6,406	-11%	11,630	3,155	-8,475	-73%	90,527	69,990	-20,537	-23%
	Mt. Charleston	899	359	-540	-60%	3,973	4,886	913	23%	649	706	57	9%	6,743	7,347	604	9%
	Sandy Valley	2,312	1,054	-1,258	-54%	19,428	16,253	-3,175	-16%	1,031	592	-439	-43%	11,937	10,081	-1,856	-16%
	Searchlight	776	311	-465	-60%	7,731	5,437	-2,294	-30%	1,071	513	-558	-52%	9,367	10,630	1,263	13%
	Outlying Totals	40,638	18,572	-22,066	-54%	353,738	310,457	-43,281	-12%	44,928	24,007	-20,921	-47%	373,107	353,838	-19,269	-5%
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	376	244	-132	-35%	3,843	3,190	-653	-17%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	2,252	1,211	-1,041	-46%	19,557	18,144	-1,413	-7%	53	11	-42	-79%	612	423	-189	-31%
	Outreach	5,798	2,543	-3,255	-56%	56,100	42,408	-13,692	-24%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	207,691	379,361	171,670	83%	1,721,014	2,252,044	531,030	31%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	212,925	109,979	-102,946	-48%	1,813,916	1,819,055	5,139	0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	429,042	493,338	64,296	15%	3,614,601	4,135,193	520,592	14%	53	11	-42	-79%	612	423	-189	-31%
	Grand Totals	986,210	743,198	-243,012	-25%	8,676,450	8,543,900	-132,550	-2%	499,479	229,974	-269,505	-54%	4,344,822	4,096,687	-248,135	-6%

Due to the pandemic, District Branches were closed beginning March 16th.

Monthly Statistics
Year over Year
March 2019/ March 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	498	404	-94	-19%	4,861	4,118	-743	-15%	5,186	2,248	-2,938	-57%	41,035	39,886	-1,149	-3%
	Clark County	708	307	-401	-57%	6,933	6,051	-882	-13%	9,006	3,898	-5,108	-57%	75,734	68,193	-7,541	-10%
	Enterprise	450	183	-267	-59%	3,604	3,229	-375	-10%	3,326	1,556	-1,770	-53%	26,734	26,582	-152	-1%
	East Las Vegas	283	294	11	4%	2,780	5,880	3,100	112%	5,072	3,518	-1,554	-31%	44,237	65,236	20,999	47%
	Meadows	54	38	-16	-30%	396	425	29	7%	332	182	-150	-45%	3,128	3,204	76	2%
	Rainbow	598	231	-367	-61%	4,688	4,088	-600	-13%	4,421	2,141	-2,280	-52%	38,830	35,147	-3,683	-9%
	Sahara West	663	688	25	4%	5,719	6,254	535	9%	5,393	2,275	-3,118	-58%	44,461	38,694	-5,767	-13%
	Spring Valley	400	146	-254	-64%	3,593	3,150	-443	-12%	7,211	2,801	-4,410	-61%	59,197	51,340	-7,857	-13%
	Summerlin	302	120	-182	-60%	2,514	2,299	-215	-9%	2,248	951	-1,297	-58%	18,139	16,520	-1,619	-9%
	Sunrise	716	190	-526	-73%	7,506	3,991	-3,515	-47%	5,873	2,163	-3,710	-63%	52,224	40,770	-11,454	-22%
	West Charleston	365	131	-234	-64%	3,226	3,061	-165	-5%	3,794	1,646	-2,148	-57%	32,795	30,629	-2,166	-7%
	West Las Vegas	263	119	-144	-55%	2,607	2,759	152	6%	5,064	2,204	-2,860	-56%	42,754	40,949	-1,805	-4%
	Whitney	416	185	-231	-56%	4,133	4,119	-14	0%	4,720	2,002	-2,718	-58%	40,508	36,940	-3,568	-9%
	Windmill	764	255	-509	-67%	6,128	5,340	-788	-13%	5,943	2,394	-3,549	-60%	46,889	43,058	-3,831	-8%
	Urban Totals	6,480	3,291	-3,189	-49%	58,688	54,764	-3,924	-7%	67,589	29,979	-37,610	-56%	566,665	537,148	-29,517	-5%
Outlying Branches	Blue Diamond	2	0	-2	-100%	16	14	-2	-13%	28	30	2	7%	272	256	-16	-6%
	Bunkerville	2	1	-1	-50%	11	12	1	9%	48	18	-30	-63%	508	239	-269	-53%
	Goodsprings	1	0	-1	-100%	12	12	0	0%	8	13	5	63%	98	162	64	65%
	Indian Springs	4	1	-3	-75%	36	37	1	3%	168	63	-105	-63%	1,487	1,470	-17	-1%
	Laughlin	113	26	-87	-77%	703	726	23	3%	2,150	704	-1,446	-67%	15,047	13,498	-1,549	-10%
	Mesquite	143	46	-97	-68%	2,467	1,589	-878	-36%	2,401	1,124	-1,277	-53%	19,846	18,331	-1,515	-8%
	Moapa Town	5	5	0	N/A	125	17	-108	-86%	109	25	-84	-77%	784	690	-94	-12%
	Moapa Valley	20	18	-2	-10%	217	206	-11	-5%	471	173	-298	-63%	4,136	3,515	-621	-15%
	Mt. Charleston	5	2	-3	-60%	24	18	-6	-25%	11	11	0	0%	104	163	59	57%
	Sandy Valley	2	0	-2	-100%	41	32	-9	-22%	65	48	-17	-26%	850	660	-190	-22%
	Searchlight	0	1	1	N/A	28	14	-14	-50%	55	25	-30	-55%	421	680	259	62%
	Outlying Totals	297	100	-197	-66%	3,680	2,677	-1,003	-27%	5,514	2,234	-3,280	-59%	43,553	39,664	-3,889	-9%
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	293	68	-225	-77%	1,968	1,978	10	1%
	Outreach	6	156	150	2500%	45,670	3,919	-41,751	-91%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	690	6,529	5,839	846%	5,808	11,308	5,500	95%	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	105,675	51,356	-54,319	-51%	879,516	711,661	-167,855	-19%
	Misc. Totals	696	6,685	5,989	860%	51,478	15,227	-36,251	-70%	105,968	51,424	-54,544	-51%	881,484	713,639	-167,845	-19%
Grand Totals		7,473	10,076	2,603	35%	113,846	72,668	-41,178	-36%	179,071	83,637	-95,434	-53%	1,491,702	1,290,451	-201,251	-13%

ITEM VII.A.2.a.



MEMORANDUM

TO: Mr. Fred James, Acting Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: June 25, 2020

SUBJECT: Branding and Marketing Activity Report, July 2020

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for the month of June and statistics for the period from May 1-31, 2020.

COVID-19 ACTIVITIES

- **Staff Communications During Library District Closure**
 - BAM continued to maintain the Staff Updates page on the website on behalf of EC 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.
 - It continues to be an effective means of communication, with **3,097 unique page views** recorded from May 29-June 17. Staff stayed on this page for an average time of **over four minutes**. <https://lvccld.org/staffupdates/>
 - This Staff Updates page went live on Thursday, March 19, and through June 17, it has received **23,261 unique page views, an increase of 18% over the previous month**. Library Staff stayed on this page for an average time of over four minutes.
 - The page will continue to operate to share information until the EC decides it is no longer needed. It will then go dormant until such time that it may be needed again.
- **Preparations for Library District Reopening**
 - **New Partial Reopening Dedicated Web Page**
 - The Partial Reopening dedicated web page was created to serve as a one-stop information collective on all aspects of the Library District's phased reopening plan.
 - As BAM continues to communicate with the media and the public about the District's phased reopening, **Betsy Ward** updated all of the copy on the old Curbside page, which became the new Partial Reopening page in anticipation of the June 4 launch.

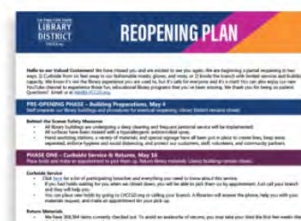
- The new Partial Reopening page provided customers with new banner art – Enjoy The Library Your Way ... Access Computers & WiFi + Pick Up Books, Movies & Music + Visit Art Galleries, which was a collaborative effort by **Betsy Ward**, Branding & Marketing Assistant Director **Karen Bramwell**, with Graphic Designer **Juanita Aiello**. The goal was to emphasize the things that customer *could* do in the branches at that time, even though the library experience was still so restricted. In addition, the page included the District's Phased Reopening Plan in an expandable PDF format (using information gathered by Library Operations Director **Jenn Schember** and her team).
- On June 4, the new Partial-Reopening page launched at <https://lvccld.org/partial-reopening-template/>. It contained rules and a customized locations finder for Curbside Services (since this option was not available at all branches); a friendly narrative that walked customers through the limitations of the partial reopening while reassuring them that it was safe to come back; and updated answers to the FAQs section, which continues to evolve. As with the Curbside page, it included a unique section of quick links or "buttons" to a variety of sections throughout the website. We refer to this as hors d'oeuvres, a tasty sampling of the website particularly aimed at customers who may be visiting for the first time. For a first time library visitor who is not even sure what they are looking for, these buttons give them a quick overview of the many things that they can discover and learn.
- This updated page went live on June 4, and through June 17 has received **11,096 unique page views**. Customers have stayed on this page for an average of nearly two minutes.
- Graphic Designer **Cierra Pedro** coordinated with Assistant General Services Director **John Vito**, Regional Library Operations Manager **Leo Segura**, Windmill Library Branch Manager **Theron Nissen**, Safety Manager **Nicole Baker** and other Windmill Library staff to create, script, film and edit a video for customers about what to expect when we reopen.
- **Cierra Pedro** also cut a b-roll copy for additional media usage. The video was posted on Facebook/Twitter/Instagram, and those posts received positive feedback and user engagement. You can watch the video at: <https://www.youtube.com/watch?v=77rZDCWyfAo>



Free Access to Computers & WiFi • Books, Movies & Music • Art Galleries
Curbside Pick-Up Service & Book Returns Continue

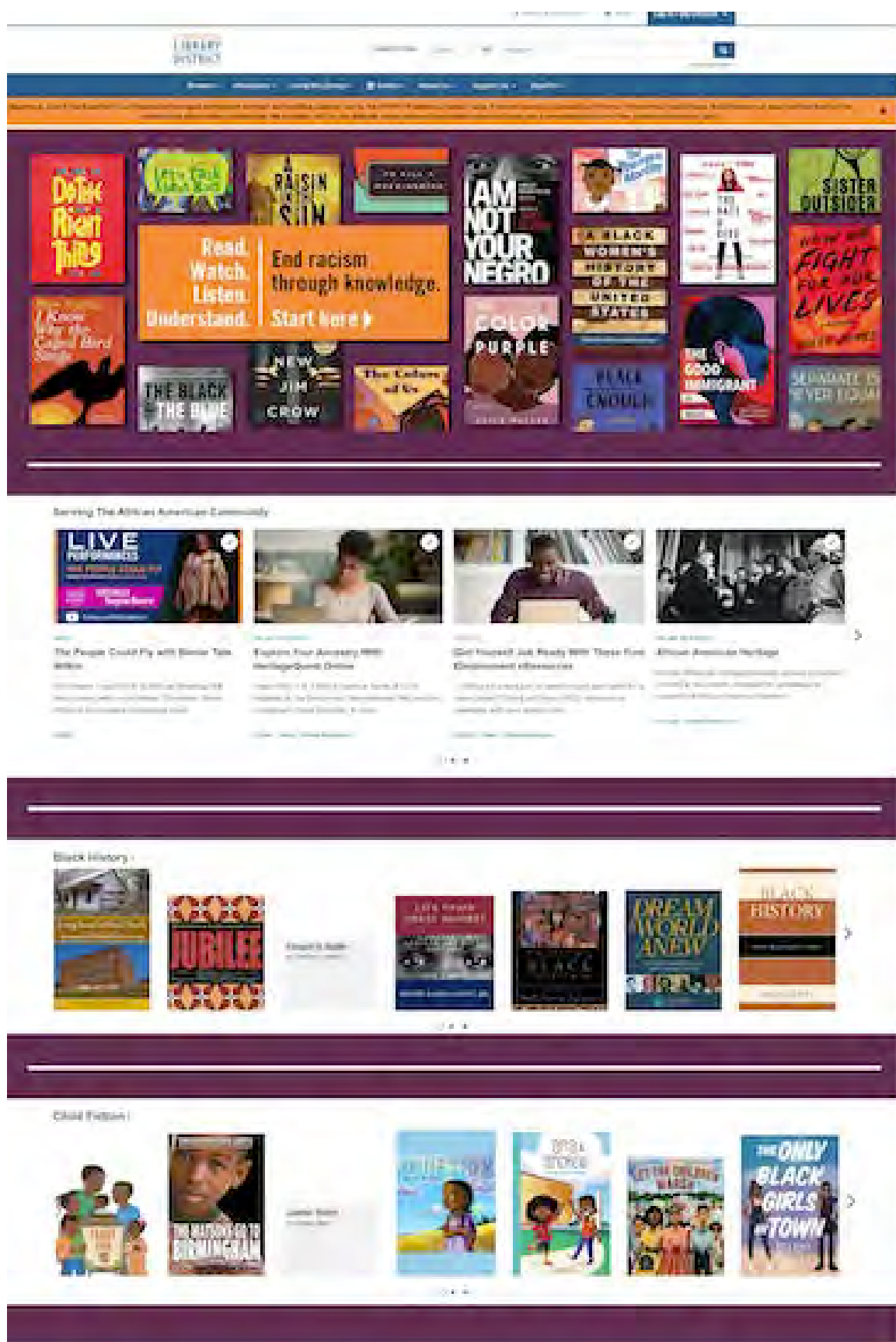
Slow and steady. The Library District has reopened 24 of our 25 library buildings, where you can get free access to computers and WiFi, pick up books, movies, and music, and visit our art galleries. You can also pick up your items using our convenient Curbside Service. We know that you come to our libraries to learn, to grow, to find community, and to pursue your dreams, and we are here to help!

For everyone's health & safety, social distancing will be the "new normal" for the foreseeable future, which means there are no spaces for reading or studying, and browsing isn't available, for now, because we need to keep our items sanitary. But that's what our helpful staff is here for, to help you select your items and pick them up at the library



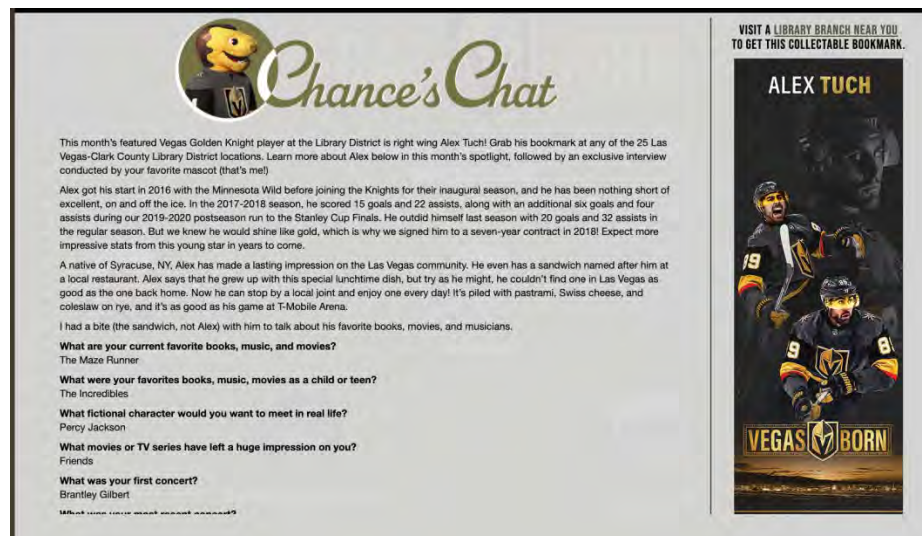
VERTICAL AUDIENCE PAGES

- **African American Web Page + Racial Injustice Homepage Takeover**
 - To spotlight the groundswell of support against racial injustice, the **BAM team** worked to develop this special page, spotlighted on the website Hero banner for a week leading up to Juneteenth, which features the great works of African American icons, authors, thought leaders, filmmakers, and musicians. We also designed the first-ever homepage takeover, spotlighting this topic, to drive traffic to this timely and important page. Three content carousels, highlighted in a deep plum, were added to the top of the homepage: Serving the African Community including the Library District's free services and online resources; Black History, which features titles of note from our collection; and Child Fiction titles from the catalog, which spotlight stories about the lives of black children.
 - **Betsy Ward** wrote copy for the anti-racism Hero banner, with a great copy edit from HR Director **Jeff Serpico**. **Juanita Aiello** designed the dramatic Hero banner artwork. **Ryan Simoneau**, Web Designer **Gene Kilchenko**, **Betsy Ward**, Head of Collections & Bibliographic Services **Rebecca Colbert**, and Electronic Resources Manager **Jocelyn Bates** worked on content for the page.
 - The page can be viewed at: <https://www.lvcclld.org/african-american>. As with our Español and Asian American/Pacific Islander audience pages, this page is a permanent addition and will continue to grow with new content.
 - **Juanita Aiello** also created social media graphics to promote the page leading up to Juneteenth and **Gene Kilchenko** updated the partial takeover of the homepage to support racial injustice content. Gene designed a landing page for more information and support and revised the existing #GetCarded art throughout the website to show an African American skin color.
 - From June 12 through June 17, the page received **865 unique page views**. Customers stayed on this page an average of **nearly two minutes**.



VEGAS GOLDEN KNIGHTS PARTNERSHIP

- **The VGK Bookmarks & Chance's Chat**, the blog that profiles each of our bookmark players, continue to be wildly popular with the public. As soon as it was announced that we were reopening the branches, we started receiving calls asking if the bookmarks were coming back. The schedule was supposed to be monthly, starting with Library Lovers' Month in February with Deryk Engelland, March was Jon Merrill, and then because of the closure, we had to skip April and May. We launched Alex Tuch as soon as we opened in June, Jonathan Marchessault will be July, and Nate Schmidt will be August.
- **Gene Kilchenko** published the June edition of Chance's Chat, our monthly Vegas Golden Knights blog that has a new Q&A with star forward Alex Tuch, who is featured on the June 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, and through June 17, it has received **5,283 unique visitors**, with an average dwell time of over 4 minutes. The page focuses on Parents, Kids, Teens and Español. The updated version includes activities that toddlers, kids and teens can do at home this summer.
- **Juanita Aiello**, **Cierra Pedro** and **Gene Kilchenko** worked on the continuing Summer Challenge program marketing by creating, distributing and publishing social media, signage, banners and window clings as well as updating the website. **Cierra Pedro** also took promotional photos of Youth Services Manager **Shana Harrington** and Youth Services Specialist **Melissa Ramos** with a Chance plush toy.



GOOGLE ADWORDS GRANT UPDATE

- The Foundation/Library District received a grant for \$10,000 a month for Google ad credits.
- Nonprofit Megaphone manages the grant and creates optimizing weekly ad campaigns by using "adwords" that get people to click when searching.
- The latest Google Studio Data Report updates in real-time on our Google Grant Google AdWords campaigns can be viewed [HERE](#).
- Conversation tracking for priority June Google AdWords campaigns include (as of June 17):
 - 24 people have applied for an eCard right from the ads
 - 47 people found our Summer Challenge pages(s) from the ads
 - 4 people called the Library District right from clicking on an ad

eNEWSLETTERS TO CUSTOMERS

- **Betsy Ward** and **Karen Bramwell** worked with **Gene Kilchenko** to create and send an eNewsletter to customers called "We have missed you!" We spotlighted that you could come into the branch to pick up holds and requested help from librarians. We also emphasized that for people who were not ready to enter public spaces, that there were many other ways to connect with the Library District, such as Curbside Puck-Up Service, our new YouTube channel at <https://www.youtube.com/thelibrarydistrict>, and the website.

PRINT COLLATERAL MATERIALS & SOCIAL MEDIA/WEBSITE ASSETS

- **Juanita Aiello, Cierra Pedro, Gene Kilchenko, and Karen Bramwell** managed, edited, designed, proofed, obtained approval, printed, and prepared for delivery of print collateral materials on the following:
- **Juanita Aiello** designed the Adult Learning Center brochure and social media assets for Pride Month.
- **Gene Kilchenko** continued to revise his custom Marketing Service Request program that will eventually replace the paper Graphic Services Request form, to increase ease-of-use and functionality before testing with general staff.
- **Cierra Pedro** created a PowerPoint template for Outreach Services Manager **Glenda Billingsley** to use to create her Early Childhood Education presentation and redesigned the insert pages for the Adopted Budget FY 20-21.
- **Cierra Pedro** created templates for Storytime, Summer Challenge, STEAM and Live Performance Youtube videos to reflect our branding and create a professional presentation for Mx. Jenny: *D is for Dress-Up*; Celebrity Heather Mills: *Reading Beauty*; El Abecedario Puppet Show; Ms. Kristy: *A Tale of Two Mommies*; Ms. Erica: *La Paloma Necesita un Baño*; Ms. Kris: Prince and Princess; Ms. Nivia: *Down to the Sea with Mr. Magee*; Mr. Joey Jams; Mr. Antony: *Night Owl*; Mr. Antony: *Old MacDonald Had a Truck*; Ms. Marisa: *Interstellar Cinderella*; Ms. Marisa: *Your My Baby: Farm Edition*; No Bake Granola Bars with Alysia; Science at Home with Mr. Anthony: Rockets; How to use: CreativeBug with Ms. Kathryn; Take & Make: Craft-a-palooza with Ms. Rachel; How to Make: DIY Chalk Paint; Jonathan Karrant live performance; *Shine* featuring Karla Huntsman; *The People Could Fly* featuring Binnie Tate Wilkin; Sierra Club: *Earth Day Nevada*; Music Matters with the Nik Naks; and Feng Shui with Kate Wind.
- **Cierra Pedro** began the creation of a Virtual Gallery Tours video series with Gallery Services Coordinator **Darren Johnson**. The first video in the series is at Sahara West Library Gallery featuring Lucie Shinoid. Photos were also taken of Laurens Tan Monkey and the Nevada Clay Guild displays for use in marketing and social media.

PUBLIC RELATIONS

- **Karen Bramwell** coordinated an interview with **Rebecca Colbert** for KSNV-NBC News 3 to discuss the unprecedented demand for anti-racism library materials.
- **Karen Bramwell** scheduled the early morning LIVE shots with KVVU-FOX5 at the Windmill Library to interview **Ryan Simoneau** on curbside and eResources services, and **John Vino** on the implementation of the health and safety initiatives taken by the Library District.
- **Karen Bramwell** coordinated an interview with **Leo Segura** for Las Vegas Review-Journal reporter **John Przybys** regarding the Library District's partial reopening.
- **Karen Bramwell** scheduled an interview with **Shana Harrington** on Skype for Co-anchor **Krystal Allan** of KSNV-NBC News 3 to promote Summer Challenge.
- For an overview of the print and broadcast stories that have aired, please refer to the Media Coverage section of the website at <http://legacy.lvcld.org/media/coverages>.

CALCULATED PUBLIC RELATIONS ADVERTISING EQUIVALENCY VALUE

- Based on the industry standard for public relations/advertising equivalency measurement, we received **\$519,660** for the month of May in advertising equivalency value. This number included brand messaging with backlit signage to travelers that utilize McCarran International Airport.





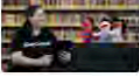
WEBSITE & BACKEND UPDATES

- **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 June 17, this new blog post has proven to be popular with **over 17,000 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://lvcld.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/>
- Topics on the website homepage included:
 - Promoting the Library District's partial reopening + curbside service starting June 4
 - Racial Injustice homepage takeover (June 12- June 19)
 - Summer Challenge 2020
 - Food For Thought 2020
 - Digital eCard
 - Spotlighting our resources for Pride Month
 - Spotlighting our resources for National Audiobook Month
 - June V GK Collectible Bookmark Featuring Alex Tuch
- **Ryan Simoneau** and **Paula Loop** have continued to promote the following priorities:
 - **Census 2020 & Censo 2020:**
<https://lvcld.org/census>
<https://lvcld.org/censo> (Spanish)
 - **Food For Thought 2020:**
<https://lvcld.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://lvcld.org/blogs/post/the-library-is-your-entertainment-resource/>
 - **Kanopy Offers Unlimited Collection:**
<https://lvcld.org/blogs/post/kanopy-offers-unlimited-collections/>
 - **Enjoy More Digital Titles With Hoopla Bonus Borrows Collection:**
<https://lvcld.org/blogs/post/enjoy-more-digital-titles-with-hoopla-bonus-borrows-collection/>

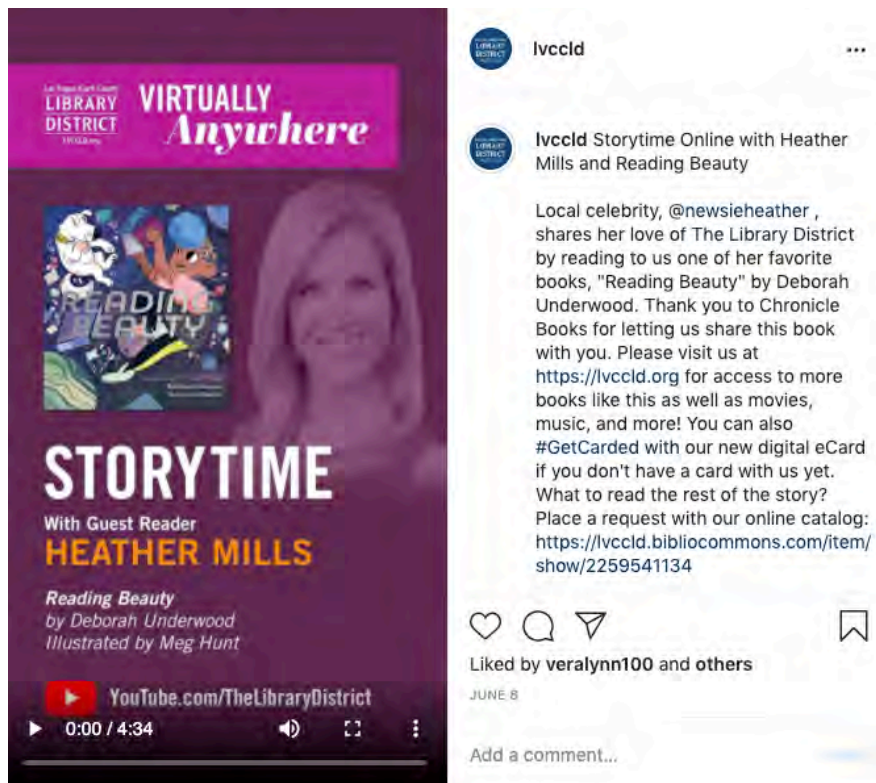
- Media and Press Release pages were updated by **Gene Kilchenko** and **Ryan Simoneau**.
- **Juanita Aiello**, **Cierra Pedro** and **Gene Kilchenko** reviewed current BiblioEvent images and updated them with more appealing images.
- **Gene Kilchenko** continued to update the Curbside Service and Partial Reopening pages to inform customers of available Library District services as they change and become available.
- **Gene Kilchenko** continued to update the backend of the Staff Updates and Curbside Service & Partial Reopening pages as needed.
- **Ryan Simoneau** and **Paula Loop** continued to field questions and comments from the public, and have received 27 feedback emails through June 17.
- Working with the Website Content Committee, 38 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 129,770 library card registrations as of June 17, an increase of 1% 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 June was to promote the Library District's partial reopening & curbside service that began on June 4. Additional priorities included promoting the new African American audience page and Racial Injustice homepage takeover, sharing our free services and resources in celebration of Pride Month, National Audiobook Month, new online events and staff lists for Summer Challenge 2020, and 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 92 to 469 from May 1-31 for a 409% 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 PERFORMANCE 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 June 8, we received our second celebrity storytime video from Channel 3 News anchor, Heather Mills. You can view his video at: <https://www.youtube.com/watch?v=bXJjMw93kDk>



Social Media Highlights (June 2020)

- We celebrated Pride Month by updating our dedicated webpage that features the Library District's free services and resources, curated staff picks, plus a listing of local and national resources.



- Clark County School District continues to help us promote this year's Summer Challenge program with dedicated and shared posts on their social media channels:



- News 3 tweeted about their interview with **Rebecca Colbert** regarding the Library District's anti-racism titles and digital collection:

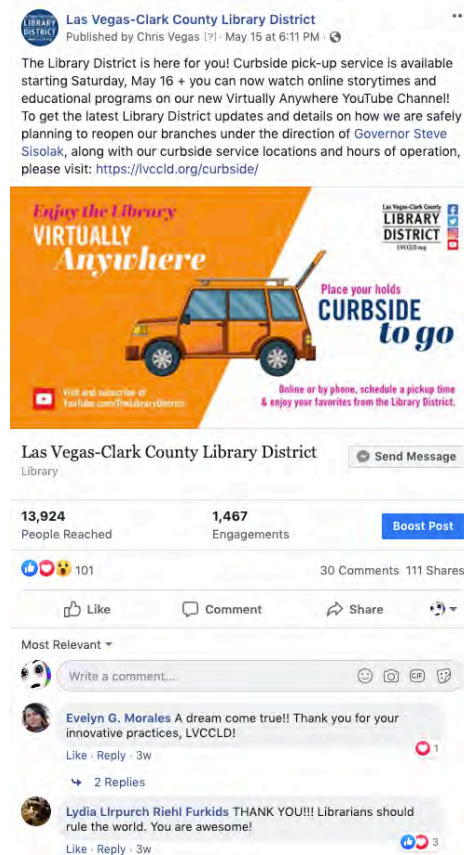




LVCCLD's Top Posts (May 2020)

- **Facebook:**

The Library District's Facebook post that announced our new curbside service and Virtually Anywhere YouTube channel on May 15 was well received by our customers with over 100 shares of the post.



- **Twitter:**

This tweet about our new curbside service and Virtually Anywhere YouTube channel was also popular 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:**

Our tribute to comedy legend, Jerry Stiller, with a call-to-action to check out titles from him in our collection, was our top-performing Instagram post for the month.



Web & Social Media Analytics (May 2020)

- **Facebook:**

- LVCCLD Facebook Page Fans: 12,258 (+1%)
- Total Facebook Page Fans (across all LVCCLD branches): 39,810 (+1%)
- Total New Follower Increase: +1%
- Total Facebook Impressions: 194,881 (+3%)
- Total Facebook Post Engagements: 7,428 (+16%)
- Total Facebook Link Clicks: 701 (+56%)

Notes: Total new followers and user engagement was up from last month, as we received a spike in total impressions and user engagements with the launch of our curbside service and Virtually Anywhere YouTube channel on May 15.

- **LVCCLD Twitter:**

- Followers: 3,314 (+1%)
- Total user engagements: 2,145 (-12%)
- Organic Impressions: 207,910 (+78%)
- Link clicks: 257 (-3%)

Notes: As with Facebook, our Twitter total followers and impressions were up over last month with the launch of our curbside service and Virtually Anywhere YouTube channel.

- **LVCCLD Instagram:**

- Followers: 3,286 (+3%)
- Total user engagement: 1,331 (53%)
- Total impressions: 35,300 (-15%)
- Total Engagements: 926 (-30%)
- Top post engagement: 82 (-37%)
- Total likes received to posts: 884 (-27%)
- Total comments received to posts: 15 (-42%)

Notes: We received an increase in new followers from the previous month, but our overall user engagement was down. We are working to increase this by using the IGTV video application that is part of our Instagram account to upload our weekly video content.

- **YouTube:**

- Channel Subscribers: 466
- Total Impressions: 71,200
- Total Channel Watch Time: 140.4 hours
- Average View Duration: 1min 38sec

- **Website Analytics (May 2020)**

- Page Views: 1,124,154 (+75%)
- Homepage Views: 155,053 (+56%)
- Total Visitors: 79,189 (+28%)
- Unique Visitors: 64,188 (+33%)
- Average Dwell Time: :56 (- 7 seconds across website) :51 (-2 seconds on homepage)

Notes: Website traffic increased from last month as more Las Vegas-Clark County residents visited our website to learn about the new curbside service and Virtually Anywhere YouTube channel, as well as to view our online resources and digital collection.

Las Vegas-Clark County Library District - May 2020 Calculated Publicity Values									
Earned Coverage									
Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
5/1/20	Newspaper	Las Vegas Review-Journal	What's open, what's closed in LV	COVID-19 Library Closures				77,846	\$20,790.00
5/2/20	Internet	lasvegasmagazine.com	ENRICHING AND PRODUCTIVE ACTIVITIES TO ACCESS ON YOUR PHONE DURING YOUR QUARANTINE	Mention of LVCCLD library closures	https://lasvegasmagazine.com/entertainment/2020/may/02/productive-activities-phone-apps-coronavirus/			45,930	\$1,377.90
5/7/20	Television	KLAS-TV	Good Day Las Vegas	6:14 a.m. - Reading at home		21s	\$791.41	22,316	\$553.99
5/8/20	Television	KVVU-TV	More	10:02 a.m. - Library e-resources; Paula Loop video		1m 7s	\$2,923.14	62,480	\$6,528.35
5/15/20	Internet	vegasnews.com	Library District Announces Two New Ways to Serve Public During COVID-19 Closure: Curbside Service & YouTube Virtual Programming	Library launches curbside pickup/YouTube Channel	https://vegasnews.com/192441/library-district-announces-two-new-ways-to-serve-public-during-covid-19-closure-curbside-service-youtube-virtual-programming.html			40,000	\$1,200.00
5/15/20	Internet	reviewjournal.com	Las Vegas Valley libraries to offer curbside pickup starting Saturday	Library launches curbside pickup/YouTube Channel	https://www.reviewjournal.com/local/local-las-vegas/las-vegas-valley-libraries-to-offer-curbside-pickup-starting-saturday-2029352/			2,908,333	\$87,249.99
5/15/20	Internet	fox5vegas.com	Library District to launch curbside pickup at Las Vegas Valley libraries on Saturday	Library launches curbside pickup/YouTube Channel	https://www.fox5vegas.com/coronavirus/library-district-to-launch-curbside-pickup-at-las-vegas-valley-libraries-on-saturday/article_3448ea86-96fd-11ea-ad5a-038b6c1a7a14.html			1,458,333	\$43,749.99
5/15/20	Television	KVVU-TV	FOX5 News	5:29 p.m. - Library launches curbside pickup/YouTube Channel		10s	\$3,954.69	58,649	\$1,318.23
5/17/20	Internet	215southwest.com	Library District Announces Curbside Services and YouTube Virtual Programming during COVID-19 closure	Library launches curbside pickup/YouTube Channel	https://215southwest.com/2020/05/16/library-district-announces-curbside-services-and-youtube-virtual-programming-during-covid-19-closure/			2,000	\$60.00
5/17/20	Internet	news3lv.com	Las Vegas-Clark County Library District launches curbside pickup	Library launches curbside pickup/YouTube Channel	https://news3lv.com/news/local/las-vegas-clark-county-library-district-launches-curbside-pickup			1,225,000	\$36,750.00
5/17/20	Television	KSNV-TV	News 3 Live	11:04 p.m. - Library launches curbside pickup/YouTube Channel		1m 46s	\$3,460.53	36,395	\$12,227.21
5/17/20	Television	KTNV-TV	13 Action News	11:10 p.m. - Library launches curbside pickup/YouTube Channel		29s	\$3,240.02	30,362	\$3,132.02
5/18/20	Internet	8newsnow.com	Libraries offering curbside service, virtual programming	Library launches curbside pickup/YouTube Channel	https://www.8newsnow.com/news/local-news/libraries-offering-curbside-service-virtual-programming/			676,667	\$20,300.01
5/18/20	Internet	ktnv.com	Las Vegas libraries to offer curbside pickup, virtual programming	Library launches curbside pickup/YouTube Channel	https://www.ktnv.com/news/coronavirus/las-vegas-libraries-to-offer-pickup-virtual-programming			1,231,667	\$36,950.01
5/18/20	Internet	kxnt.radio.com	Book It: County Libraries Now Offering Curbside Pickup	Library launches curbside pickup/YouTube Channel	https://kxnt.radio.com/articles/press-release/county-libraries-now-offering-curbside-pickup			2,000	\$60.00
5/18/20	Television	KTNV-TV	Good Morning Las Vegas	4:56 a.m. - Library launches curbside pickup/YouTube Channel (teaser)		12s	\$549.88	9,191	\$219.95
5/18/20	Television	KTNV-TV	Good Morning Las Vegas	5:08 a.m. - Library launches curbside pickup/YouTube Channel		31s	\$673.96	10,943	\$696.43
5/18/20	Television	KSNV-TV	News 3 Today	4:26 a.m. - Library launches curbside pickup/YouTube Channel (teaser)		11s	\$592.62	14,255	\$217.29
5/18/20	Television	KSNV-TV	News 3 Today	4:34 a.m. - Library launches curbside pickup/YouTube Channel		1m 38s	\$592.62	14,255	\$1,935.89

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
5/18/20	Television	KSNV-TV	News 3 Today	5:36 a.m. - Library launches curbside pickup/YouTube Channel		51s	\$914.25	18,794	\$1,554.23
5/18/20	Television	KVVU-TV	FOX5 News This Morning	6:37 a.m. - Library launches curbside pickup/YouTube Channel		1m 39s	\$859.05	21,474	\$2,834.87
5/18/20	Television	KLAS-TV	8 News Now	6:52 p.m. - Library launches curbside pickup/YouTube Channel		57s	\$3,134.88	39,544	\$5,956.27
5/19/20	Radio	KXNT-AM	NewsRadio 840	8:05 a.m. - Library launches curbside pickup/YouTube Channel		34s	\$285.00	21,171	\$323.00
5/20/20	Television	KTNV-TV	Good Morning Las Vegas	5:07 a.m. - Library launches curbside pickup/YouTube Channel		20s	\$535.77	10,892	\$357.18
5/21/20	Internet	myprogress.com	Library District Announces two new ways to serve public during closure	Library launches curbside pickup/YouTube Channel	http://myprogress.com/2020/05/21/library-district-announces-two-new-ways-to-serve-public-during-closure/			11,160	\$334.80
5/21/20	Internet	reviewjournal.com	CCSD will serve summer meals, but Wi-Fi buses won't run	Summer Challenge & eResources	https://www.reviewjournal.com/local/education/ccsd-will-serve-summer-meals-but-wi-fi-buses-wont-run-2033319/			2,908,333	\$87,249.99
5/21/20	Internet	vegasnews.com	Library District Kicks-Off Summer Challenge in New Partnership With Clark County School District	Curbside Pickup	https://vegasnews.com/192524/library-district-kicks-off-summer-challenge-in-new-partnership-with-clark-county-school-district.html			40,000	\$1,200.00
5/22/20	Television	KVVU-TV	More	10:04 a.m. - Summer Challenge & eResources		29s	\$3,476.22	72,405	\$3,360.35
5/23/20	Television	KTNV-TV	Good Morning Las Vegas	5:48 a.m. - Summer Challenge		25s	\$455.26	9,331	\$379.38
5/24/20	Television	KTNV-TV	13 Action News	5:08 p.m. - Summer Challenge		25s	\$2,910.53	35,157	\$2,425.44
5/25/20	Internet	splashmags.com	Library District has Kicked Off Its Annual Summer Challenge	Summer Challenge & eResources	https://splashmags.com/index.php/2020/05/25/library-district-has-kicked-off-its-annual-summer-challenge/#gsc.tab=0			13,470	\$404.10
5/25/20	Internet	lasvegas.splashmags.com	Library District has Kicked Off Its Annual Summer Challenge	Summer Challenge & eResources	https://lasvegas.splashmags.com/index.php/2020/05/25/library-district-has-kicked-off-its-annual-summer-challenge/#gsc.tab=0			13,470	\$404.10
5/26/20	Internet	mohavedailynews.com	Laughlin library offering curbside service, contact-free book returns	Curbside Pickup, Laughlin library	http://www.mohavedailynews.com/laughlin-times/laughlin-library-offering-curbside-service-contact-free-book-returns/article_8d58d9ee-9fe3-11ea-8c12-bbb1fbb2f3e.html			199,167	\$5,975.01
5/27/20	Internet	Vegas Mom Deals (Facebook.com)	Vegas Mom Deals	Curbside Pickup, Centennial Hills Library	https://www.facebook.com/vegasmomdeals/posts/542069493029888			10,278	N/A
5/30/20	Newspaper	Las Vegas Review-Journal	Library District kicks off summer challenge	Summer Challenge & eResources				77,846	\$31,650.00

Monitored Coverage, Not Clipped

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
4/30/20	Newspaper	Las Vegas Review-Journal	What's open, what's closed in LV	COVID-19 Library Closures (Same entry every day from 4/1-4/30)				77,846	\$20,790.00
5/2/20	Newspaper	Las Vegas Review-Journal	What's open, what's closed in LV	COVID-19 Library Closures				77,846	\$20,790.00
5/3/20	Newspaper	Las Vegas Review-Journal	What's open, what's closed in LV	COVID-19 Library Closures				77,846	\$20,790.00
5/15/20	Television	KVVU-TV	FOX5 News	6:29 p.m. - Library launches curbside pickup/YouTube Channel		8s	\$3,024.72	51,448	\$806.59
5/17/20	Television	KSNV-TV	News 3 Live	6:06 p.m. - Library launches curbside pickup/YouTube Channel		1m 45s	\$2,864.16	40,349	\$10,024.56
5/18/20	Television	KTNV-TV	Good Morning Las Vegas	6:08 a.m. - Library launches curbside pickup/YouTube Channel		27s	\$756.96	14,567	\$681.26

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
5/18/20	Television	KTNV-TV	13 Action News	11:48 a.m. - Library launches curbside pickup/YouTube Channel		27s	\$2,127.84	26,061	\$1,915.06
5/18/20	Television	KTNV-TV	13 Action News	3:26 p.m. - Library launches curbside pickup/YouTube Channel		25s	\$934.56	12,400	\$778.80
5/18/20	Television	KSNV-TV	News 3 Live	12:36 p.m. - Library launches curbside pickup/YouTube Channel		45s	\$2,364.12	33,733	\$3,546.18
5/18/20	Television	KSNV-TV	News 3 Live	3:05 p.m. - Library launches curbside pickup/YouTube Channel		42s	\$854.04	11,578	\$1,195.66
5/18/20	Television	KVVU-TV	FOX5 News: Live in Las Vegas	7:36 a.m. - Library launches curbside pickup/YouTube Channel		1m 32s	\$1,252.06	29,056	\$3,839.65
5/18/20	Television	KVVU-TV	FOX5 News: Live in Las Vegas	9:39 a.m. - Library launches curbside pickup/YouTube Channel		30s	\$2,930.40	52,715	\$2,930.40
5/19/20	Television	KLAS-TV	Good Day Las Vegas	6:21 a.m. - Library launches curbside pickup/YouTube Channel (teaser)		8s	\$1,152.04	22,754	\$307.21
5/19/20	Television	KLAS-TV	Good Day Las Vegas	6:25 a.m. - Library launches curbside pickup/YouTube Channel		32s	\$1,061.99	23,947	\$1,132.79
5/19/20	Television	KLAS-TV	8 News Now	3:15 p.m. - Library launches curbside pickup/YouTube Channel		21s	\$1,159.62	19,126	\$811.73
5/20/20	Television	KTNV-TV	Good Morning Las Vegas	6:07 a.m. - Library launches curbside pickup/YouTube Channel		19s	\$607.15	13,777	\$384.53

Earned Digital

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
May	Duratron	McCarran International Airport		10 throughout the month					\$30,000.00
								11,936,317	\$519,660.40



MEMORANDUM

TO: Mr. Fred James, Acting Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: June 25, 2020

SUBJECT: Community Engagement Report, July 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 **May 1, 2020 – May 31, 2020**.

Following the Board of Trustees approval of a phased Library District re-opening framework at the April 28, 2020 meeting, Community Engagement administration staff including **Matt McNally**, Outreach Services Manager **Glenda Billingsley**, Youth Services Manager **Shana Harrington**, Literacy Services Manager **Jill Hersha**, Gallery Services Manager **Darren Johnson**, and Programming and Venues Manager **Ryan Neely** established a detailed Community Engagement operations plan that served as a roadmap to restore department services. Each administrator thoroughly reviewed the plan with their staff returning from the facility closure on June 1, 2020. Additionally, specific attention was devoted to department plans relevant to employees of the department which they serve. The operations plan was also provided to all Library District staff to provide clarity and for informational purposes. Following the advancement of the Road Map to Recovery for Nevada to Phase 2 and at the direction of Acting Executive Director **Mr. Fred James**, each Community Engagement department initiated restoring services to the greatest extent possible in accordance with directives established by Governor Sisolak.

Matt McNally engaged in discussion with numerous partners throughout the month of May to restore services. These partners included other local library systems, Workforce Connections, Nevada Partnership for Homeless Youth, Clark County School District, Three Square, Department of Training and Rehabilitation, ResCare, and Nevada Humanities among others. Community Engagement staff are also connecting with approximately 350 different partners at a minimum of once per month to restore service and partnership as soon as possible. Safe Place services for youth-in-crisis and One-Stop Career Center services at Clark County, East Las Vegas, and West Las Vegas libraries became operational in June 2020. Unfortunately, summer meal service with Three Square has not yet returned. Three Square is aware of the Library District's intention and hope to restore service as soon as possible. Three Square is still coping with challenges of staffing, volunteer support, and providing other critical commitments in the community. Discussion to restore service

is ongoing and positive interest has been expressed by both Three Square and the Library District to do so.

Community Engagement staff participated in countless virtual planning meetings throughout the month including Executive Council meetings, Community Engagement administration meetings, professional development webinars, community and partnership meetings, and individual staff work plan meetings.

LITERACY SERVICES

The HiSET was not administered in May. Test administrations are usually offered monthly during the first or second week of the month.

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

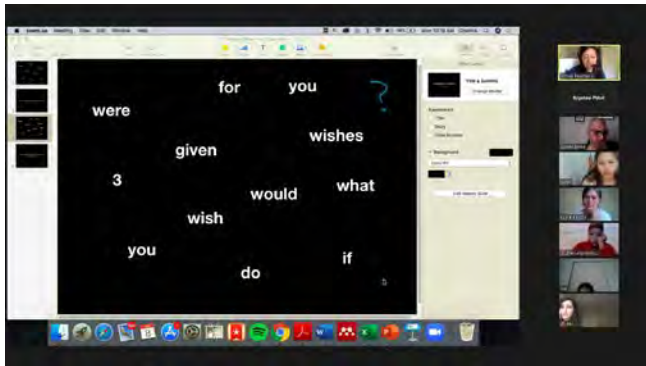
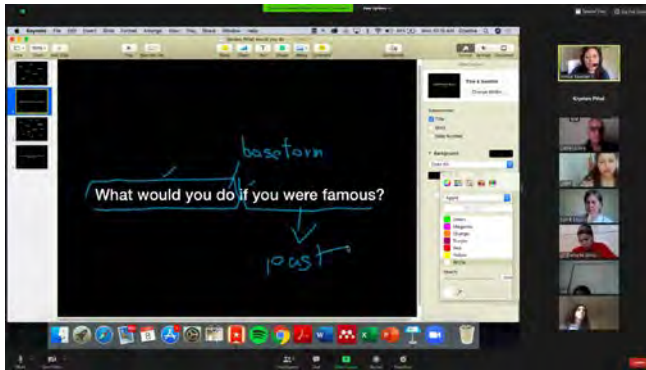
The Career Online High School (COHS) program was offered to students pursuing their high school diploma.

Career Online High School	May 2020	FY '19-'20 YTD	Since Inception Dec '17
Completed Self-Assessment	48	521	933
Completed Prerequisite Course	2	81	331
Approved Scholarship	0	47	119
Graduates	2	18	40

Literacy Services continued their partnership with The International School of Hospitality (TISOH) as part of the Nevada Accelerated Career Education pilot (NV-ACE). Literacy Services conducted virtual interviews with five students interested in participating in the online Hotel Operations Course at TISOH which began on May 18, 2020. Four of the five students who were interviewed began their coursework. The NV-ACE pilot provides an opportunity for participants to earn a career certificate while receiving additional needed educational support.

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

Literacy Services staff continued conversations with administration at The Learning Center, which offers the only State approved registered IT and Cybersecurity apprenticeship. Literacy Services is looking forward to partnering to offer an Integrated Education and Training (IET) opportunity for entry level courses offered online starting in July, 2020. Although, the NV-ACE pilot is scheduled to conclude on June 30, 2020, Literacy Services will continue offering IET as an option to students.



Literacy Services staff participated in various online trainings to develop and launch virtual adult education classes in May. In total, 16 Literacy Services' instructors attended a virtual training on setting up and instructing an online class on May 20. The American Institutes of Research (AIR) presented the training based on national best practices of virtual classrooms and tools for adult education. Literacy Services launched four virtual English as a Second Language (ESL) classes on June 1.

Literacy Services was unable to conduct educational opportunities and services to the public in May 2020 due to library facility closure. However, March enrollment and attendance prior to the facility closure are reported below:

Literacy Services	Classes	Enrollment/	Enrollment/
	May 2020	Attendance	Attendance
		March 2020	FY '19-'20
			YTD
English Language Acquisition	---	348	1,691
Adult Basic Education*	---	5	81
Conversation Workshop	---	19	457
One-Stop Tutoring	---	0	209
Literacy Open Labs	---	68	1,738
*Includes HSE Students with 12 hours instruction			

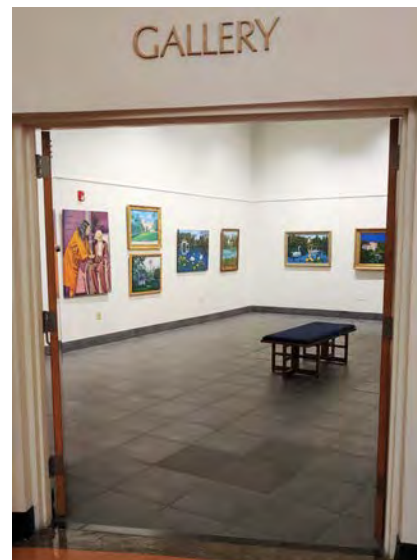
Literacy Manager **Jill Hersha**, participated in the quarterly Commission on Postsecondary Education meeting via Zoom on May 6. She also attended a Workforce Innovation and Opportunity Act (WIOA) system training via Zoom on Friday May 15.

GALLERY SERVICES

New Exhibit Installations

Walking with the Infinite

Denise Marie Lamar, Summerlin Library, 5/19/20 – 7/19/20
(photo right)



I Was Happy Then

Krystal Ramirez, Laughlin Library, 5/20/20 – 6/27/20

Bouquet of Folly

Sean Russell, Whitney Library, 5/28/20 – 6/30/20

Highlights

New exhibits were installed throughout May in preparation for the Library District facility reopening.

Gallery Services Manager **Darren Johnson** attended Common Field's Virtual Town Hall on May 21. The meeting with Dana Bishop-Root (Pittsburg, PA), Jackie Clay (York, AL), Courtney Fink (Los Angeles, CA), Matthew Fluharty (Winona, MN) and E. Maude Haak-Frendscho (Philadelphia, PA) focused on collectively evaluating how art organizations, artists, and organizers might continue to share resources and knowledge interdependently in direct response to the global health crisis and an environment of loss, change, and adaptation.

OUTREACH SERVICES

Due to the facility closure of the Library District and covid-19, all Library District Outreach programming and events were cancelled in May, with the exception of virtual programs. As such, Outreach Services conducted the following regularly occurring services in the month of May 2020:

Limitless Learning	Sessions	Attendance
Pre-school Visits	4	40
Elementary School Visits	0	0
Middle School Visits	0	0
High School Visits	0	0
Adult Visits	0	0

Community & Culture	Sessions	Attendance
Promotional Booth Events	0	0

Circulation	Circulation	Sessions	Attendance
Senior Apartment Lobby Visits	0	0	0
Homebound Services	0	---	---

In a time of extreme disruption while returning from Library District facility closure, Outreach Services recognized that the new world is not like the old. As such, the department goals and objectives require a major shift. As we take a closer look at our community needs and expectations, the department seeks to align our staff expertise and services to meet demand within new parameters. With live, in-person programming curtailed with social distancing measures for the foreseeable future, a new outreach objective was designed: to serve our community's learning needs by creating and delivering early childhood education opportunities. The immediate future will focus on delivering regular, quality, virtual content and training to

customers and early childhood education providers. The department will re-define measures to outline, prioritize, and manage goals and benchmarks for the initiative. Outreach Services Manager **Glenda Billingsley** will lead this shift to focus added attention on the following services:

- Live, virtual, early childhood learning opportunities for young children and families.
- Pre-recorded virtual programs for children of all ages.
- Pre-recorded training and professional development content for early childhood education providers (community partners including Clark County School District, charter schools, and pre-schools).
- Pre-recorded tutorials for adult educators on a variety of topics and personal interest.
- Live, in-person learning programs for all ages with social distancing in accordance with Governor Sisolak's re-opening phased plans.

This shift in service will see a reduction in senior facility lobby visits which currently serve small groups to learn about e-resources and to circulate Library District materials. Customers will still be able to receive these opportunities through homebound services which can be mailed directly to the customer and through the Library District's virtual program offerings.

Glenda Billingsley completed the following activities during Library District facility closure in May:

- Attended *The 7 Essential Ingredients of Professional Learning* on May 7. This event was a live virtual training to effectively create and conduct virtual training for teachers. It was facilitated by Teresa Byington, PhD, University of Nevada Reno Cooperative Extension.
- Collaborated with East Las Vegas Library Multimedia Supervisor **Alex Acosta De Leon**, to create two, virtual, pre-recorded, early childhood education programs (*Rhyming Time-1* and *Rhyming Time-2*) for the Library District's YouTube channel. These program segments are part of an on-going early learning series that **Glenda** created which incorporates early literacy concepts, Spanish language inclusion, and brain building/focus & self-control techniques delivered in 7-9 minute videos for children ages 0-5, their families, and caregivers.
- Created and facilitated four, live, virtual storytimes intended for children ages 0-5 which were broadcasted live via WebEx every Friday.
- Collaborated with trusted community partner Ashley De Los Santos of the Las Vegas Urban League, to create pre-recorded, virtual educational content segments. Each segment includes a learning objective, word definition/description, short story, and related extension activity. These programs appeared on the Las Vegas Urban League's Family Connection Facebook page.

PROGRAMMING AND VENUES SERVICES (PVS)

Due to the suspension of all programs, events, and rental usage of the meeting rooms and performing arts centers there are no library adult programs, rentals, or staff workload measurements to report for May 1, 2020 – May 31, 2020.

PVS staff submitted 20 virtual programming videos to the Branding and Marketing department to post on the Library District's YouTube channel.

PVS provided technical support for two occurrences of maintenance and meetings. The full assignment of technical hours used in the 31 day period with one holiday was 36 hours and included six technician assignments.

PVS staff contacted 79 customers regarding 237 confirmed meeting room and performing arts center rentals scheduled in July. Customers were informed that the Library District would be evaluating our ability to honor venue rental reservations on a month-by-month basis for July through December. Many customers appreciated that we took the time to both personally call and email them regarding their venue usage. Staff committed 55 hours to call and email all rental customers. The Arizona College of Nursing replied, "Thank you so much for keeping us updated. I hope you & your loved ones are doing well. We appreciate you always keeping us informed & hope for the best regarding the Dec. 18th graduation. We all hope to be back to a more normal life soon. Thank you again for all you do." Following these communications in May, customers were since later informed that the Library District intends to honor all reservations/commitments through 2020 in accordance with directives set by Governor Sisolak, the Centers for Disease Control, Southern Nevada Health District, and all local, state, and federal authorities.

Technician Supervisor **Benjamin Saint Louis** and Technical Equipment Coordinator **Jerome Eadeh** developed technical training for staff which was implemented following the conclusion of the facility closure. The training focused on supporting virtual programming technical needs.

Production Technician **Brian Zawistowski** continued to work with Executive Assistant **Allison Boyer** on implementing improvements of using the WebEx platform for Library District Board of Trustees meetings.

Major Programming Highlights

How to Stay Sane during COVID-19

<https://www.youtube.com/watch?v=2CQH0Y28LBo&t=61s>

Performing Arts Center Coordinators **Tony Allison** from Windmill Library, and **Diandra** from Summerlin Library, hosted a webinar with Las Vegas therapist Nicholas Neubauer for a WebEx session on the topic of *Staying Sane during COVID-19*. Senior Digital Projects Associate **Paula Loop** and Production Technicians **Ellis Rice** and **Gena Mize** supported technical aspects of the program.

The Nik Naks

https://www.youtube.com/watch?v=-5G_ORA_9ik

Family friendly Las Vegas duo, *The Nik Naks*, who performed a very well-received show at Windmill Library on October 19, 2019, shared the Live Family Edition of their song, *Love and Magic*, which they created virtually during the lockdown.

Sound Healing Meditation with Diáne Mandle

<https://www.youtube.com/watch?v=qM7pLB6a4i4>

Diáne Mandle from Sound Energy Healing and the Tibetan Bowl School led a virtual meditation that Library Customers can enjoy in their homes during this stressful time.

Partner virtual programming

In addition to creating original Library District virtual programs, PVS staff members directed customers to virtual events presented by our partners. These include YouTube videos by the 2020 Census, and government information on how to apply for federal jobs. Staff also directed customers to live virtual events hosted by the Black Mountain Institute, Puentes, and the Clark County Department of Family Services.

Major Department Highlights

Programming and Venues Services Manager **Ryan Neely**, Adult Programming Supervisor **Jennifer Wetiz**, Technician Supervisor **Benjamin Saint Louis** and Performing Arts Center Coordinators **Suzanne Scott**, **Diondra**, **Firouzeh Forouzmand**, and **Jani Jeppe** developed trainings to welcome non-exempt staff back to work following the end of the facility closure. These preparations included COVID-19 trainings as well as a review of the Community Engagement Operations Plan.

YOUTH SERVICES

District-Wide Programming Highlights

Youth Services staff provided customer curbside pick-up service, in-branch services, and virtual programs during May. Currently, 42 programs were submitted for the District's Virtually Anywhere YouTube Channel. These include programs for five and under, STEAM (Science, Technology, Engineering, Arts, and Mathematics) programs, and teen programs. Staff are utilizing branch equipment to record the programs in addition to utilizing the Built from Scratch Lab at the East Las Vegas library. Youth Services Specialist **Melissa Ramos**, searched for and added great external online content for families and youth ages 0-17. Programs such as lessons on Adobe Creative Suite, prior Library District presenters like *123 Andrés*, and great content from our community partners including the University of Nevada Reno Cooperative Extension (UNCE) are represented. UNCE created *Partners in Parenting* and was made available for parents and kids to find and engage through the resources of the Library District. All of these excellent programs can count as activity points for the *Summer Challenge*.

Summer Challenge is well under way. Through the Library District's extended partnership with Clark County School District (CCSD), Youth Services Administration and Branding and Marketing provided 80,500 Summer Challenge brochure tracking logs to CCSD who agreed to distribute them at 32 of the 46 Three Square food distribution sites throughout Clark County. Youth Services Administration also provided Library District branches with 8,000 brochure tracking logs for customer distribution. Staff were directed to add a brochure tracking log to all customer material pick-ups for curbside service to help promote the program. Currently, 2,068 customers have registered for the program. They have read 17,955 books within

671,813 minutes. These statistics are pulled from the online tracking program Beanstack. Beanstack helps library customers easily log their books if they are in the five and under program, or minutes if they are in grades Kindergarten to Twelfth. It also allows Youth Services Administration to run these reports daily. Library customers can also get help via e-mail quickly through the Beanstack application, which goes directly to Youth Services Administration.

Due to the pandemic, and the potential spread of Covid-19 through materials, Youth Services Administration made the decision to only use new books as prizes this year when participants 'Level Up' in the program (complete a portion of the Summer Challenge). In years prior, a young customer could browse through lots of donated books to find their special prize. This year, new books are displayed behind a service desk. The participant then points out which book appeals to them most, and they receive that book from a staff member, reducing multiple opportunities to possibly transmit covid-19 via materials. Staff have also been utilizing sign in slips instead of directly handling logs that library customers frequently touch. The sign in slips allow staff to gather information for Beanstack, insert that information digitally, and then later shred any handwritten information captured.



This year the Library District intends to track registrations differently using Beanstack, so that moving forward the summer program has more comparable numbers to utilize year after year. The pandemic this year is likely to greatly affect statistics for the program. *Summer Challenge* registration statistics are now counted by participants who complete the first level. *Summer Challenge* completion statistics will be counted by those participants who complete all three levels. In the past, registration was measured by the numbers of logs handed out and completion was measured by the number of logs returned. The valuable measurement of the program should not be how many logs our customers took, but rather how many customers did something with the log. With our strengthening CCSD partnership, and the 80,500 brochure logs being distributed through food distribution sites, using log distribution seemed like an inaccurate measurement for registration. Registration and completion statistics vary widely between library systems nationwide. Many systems still use the number of logs passed out as a registration statistic which can make comparing results difficult from one system to another. The Library District was an early adopter of the Beanstack platform three years ago. Other library systems are currently on the waiting list to utilize the software platform.



In addition to promoting the program with the brochure tracking log, Youth Services Manager **Shana Harrington** was interviewed by Channel 13 news on May 22. **Shana** also filmed a 30-second promotional piece on May 23 for the Library District's Virtually Anywhere YouTube Channel. On May 22, **Melissa Ramos** recorded a *Summer Challenge* promotional piece in Spanish for Telemundo. On June 3,

Shana participated in a live Skype interview with Channel 3 news and filmed a segment for social media with Channel 13 news on June 16. In partnership with Vegas PBS, **Shana Harrington**, Summerlin Library Youth Services Department Head **Marisa Eytalis**, and Sunrise Library Youth Services Librarian **Noël Jones**, filmed six book talk segments that promote the Library District's collection. This will air at the end of Vegas PBS's Summer Camp series in July.

When library facilities opened to the public on June 4, Youth Services staff ensured that displays were ready to welcome customers to promote the *Summer Challenge*. The *Summer Challenge* staff committee coordinated a sharing of best practices for promotional ideas. Additionally, they are adding information to their virtual programming and directing customers to Beanstack and the Library District's website. Every customer that comes in to Youth Services is being asked if they're enrolled in the program.



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Monthly Statistics
Year over Year
March 2019/ March 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	46	22	-24	-52%	383	364	-19	-5%	1,412	618	-794	-56%	10,838	10,712	-126	-1%
	Clark County	57	36	-21	-37%	496	534	38	8%	2,867	298	-2,569	-90%	27,367	23,004	-4,363	-16%
	Clark County BBTC	130	0	-130	-100%	1,168	1,291	123	11%	1,919	0	-1,919	-100%	20,277	19,367	-910	-4%
	Enterprise	64	34	-30	-47%	425	416	-9	-2%	969	591	-378	-39%	7,645	6,888	-757	-10%
	East Las Vegas	0	27	27	N/A	353	355	2	1%	0	336	336	N/A	3,292	5,708	2,416	73%
	Meadows	0	0	0	N/A	0	4	4	N/A	0	0	0	N/A	0	110	110	N/A
	Rainbow	57	37	-20	-35%	543	535	-8	-1%	1,959	905	-1,054	-54%	19,431	19,158	-273	-1%
	Sahara West	76	39	-37	-49%	476	532	56	12%	2,129	775	-1,354	-64%	15,215	15,082	-133	-1%
	Spring Valley	77	42	-35	-45%	554	649	95	17%	2,628	1,087	-1,541	-59%	15,931	18,879	2,948	19%
	Summerlin	52	24	-28	-54%	385	374	-11	-3%	1,826	776	-1,050	-58%	12,717	17,410	4,693	37%
	Sunrise	52	23	-29	-56%	361	431	70	19%	1,062	302	-760	-72%	8,485	8,264	-221	-3%
	West Charleston	34	15	-19	-56%	235	243	8	3%	563	152	-411	-73%	3,923	3,670	-253	-6%
	West Las Vegas	33	12	-21	-64%	345	355	10	3%	352	92	-260	-74%	4,393	3,702	-691	-16%
	Whitney	70	38	-32	-46%	566	697	131	23%	2,144	1,249	-895	-42%	17,990	25,321	7,331	41%
	Windmill	49	22	-27	-55%	341	331	-10	-3%	1,776	430	-1,346	-76%	12,643	12,799	156	1%
	Urban Totals	797	371	-426	-53%	6,631	7,111	480	7%	21,606	7,611	-13,995	-65%	180,147	190,074	9,927	6%
Outlying Branches	Blue Diamond	5	0	-5	-100%	30	33	3	10%	27	0	-27	-100%	362	153	-209	-58%
	Bunkerville	0	0	0	N/A	77	9	-68	-88%	0	0	0	N/A	308	111	-197	-64%
	Goodsprings	0	0	0	N/A	0	2	2	N/A	0	0	0	N/A	0	19	19	N/A
	Indian Springs	36	28	-8	-22%	232	288	56	24%	129	195	66	51%	890	1,677	787	88%
	Laughlin	20	11	-9	-45%	176	162	-14	-8%	346	101	-245	-71%	2,634	2,856	222	8%
	Mesquite	69	16	-53	-77%	525	469	-56	-11%	1,256	414	-842	-67%	11,442	8,676	-2,766	-24%
	Moapa Town	17	14	-3	-18%	154	154	0	0%	152	596	444	292%	1,550	1,776	226	15%
	Moapa Valley	35	9	-26	-74%	261	197	-64	-25%	523	147	-376	-72%	3,669	3,195	-474	-13%
	Mt. Charleston	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	18	0	-18	-100%
	Sandy Valley	4	0	-4	-100%	41	26	-15	-37%	6	0	-6	-100%	721	149	-572	-79%
	Searchlight	24	12	-12	-50%	181	222	41	23%	256	89	-167	-65%	1,621	2,115	494	30%
	Outlying Totals	210	90	-120	-57%	1,678	1,562	-116	-7%	2,695	1,542	-1,153	-43%	23,215	20,727	-2,488	-11%
Outreach	Outreach-Branch	86	69	-17	-20%	608	239	-369	-61%	5,051	5,102	51	1%	37,218	20,626	-16,592	-45%
	Outreach-Department	99	59	-40	-40%	641	705	64	10%	3,624	1,107	-2,517	-69%	27,833	27,918	85	0%
	Outreach-PVS	4	0	-4	-100%	39	30	-9	-23%	6	0	-6	-100%	680	1,550	870	128%
	Outreach-YS Admin.	0	5	5	N/A	29	20	-9	-31%	0	227	227	N/A	2,618	1,663	-955	-36%
	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	189	133	-56	-30%	1,317	994	-323	-25%	8,681	6,436	-2,245	-26%	68,349	51,757	-16,592	-24%
Grand Totals		1,196	594	-602	-50%	9,626	9,667	41	0%	32,982	15,589	-17,393	-53%	271,711	262,558	-9,153	-3%

*Due to the pandemic, District Branches were closed beginning March 16th

Monthly Statistics
Year over Year
March 2019/ March 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	3	-19	-86%	218	234	16	7%	266	20	-246	-92%	3,332	4,008	676	20%
	Clark County	177	37	-140	-79%	1,357	1,724	367	27%	5,274	2,808	-2,466	-47%	49,867	53,104	3,237	6%
	Enterprise	37	21	-16	-43%	340	440	100	29%	671	551	-120	-18%	7,968	10,235	2,267	28%
	East Las Vegas	12	18	6	50%	186	771	585	315%	82	1,218	1,136	1385%	1,946	17,746	15,800	812%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	45	22	-23	-51%	479	393	-86	-18%	1,487	388	-1,099	-74%	13,071	6,836	-6,235	-48%
	Sahara West	100	0	-100	-100%	879	832	-47	-5%	2,940	0	-2,940	-100%	27,269	20,200	-7,069	-26%
	Spring Valley	30	13	-17	-57%	390	335	-55	-14%	407	99	-308	-76%	5,862	4,205	-1,657	-28%
	Summerlin	59	21	-38	-64%	456	397	-59	-13%	3,474	754	-2,720	-78%	27,002	30,779	3,777	14%
	Sunrise	30	10	-20	-67%	246	336	90	37%	1,042	569	-473	-45%	10,697	10,094	-603	-6%
	West Charleston	54	18	-36	-67%	374	434	60	16%	1,413	506	-907	-64%	9,124	9,368	244	3%
	West Las Vegas	50	43	-7	-14%	488	477	-11	-2%	1,122	164	-958	-85%	18,274	17,099	-1,175	-6%
	Whitney	46	20	-26	-57%	364	479	115	32%	897	145	-752	-84%	10,802	11,670	868	8%
	Windmill	58	23	-35	-60%	480	502	22	5%	3,100	2,159	-941	-30%	21,211	26,609	5,398	25%
	Urban Totals	720	249	-471	-65%	6,257	7,354	1,097	18%	22,175	9,381	-12,794	-58%	206,425	221,953	15,528	8%
Outlying Branches	Blue Diamond	3	1	-2	-67%	23	19	-4	-17%	44	16	-28	-64%	339	247	-92	-27%
	Bunkerville	0	14	14	N/A	0	15	15	N/A	0	0	0	N/A	0	29	29	N/A
	Goodsprings	2	0	-2	-100%	69	65	-4	-6%	31	14	-17	-55%	217	160	-57	-26%
	Indian Springs	2	1	-1	-50%	4	17	13	325%	9	4	-5	-56%	18	77	59	328%
	Laughlin	25	14	-11	-44%	176	231	55	31%	524	299	-225	-43%	5,109	3,671	-1,438	-28%
	Mesquite	55	22	-33	-60%	330	357	27	8%	593	200	-393	-66%	3,743	3,239	-504	-13%
	Moapa Town	0	0	0	N/A	4	3	-1	-25%	0	0	0	N/A	15	20	5	33%
	Moapa Valley	23	8	-15	-65%	149	187	38	26%	84	47	-37	-44%	772	770	-2	0%
	Mt. Charleston	4	1	-3	-75%	24	24	0	0%	74	9	-65	-88%	394	440	46	12%
	Sandy Valley	2	0	-2	-100%	19	10	-9	-47%	2	0	-2	-100%	123	47	-76	-62%
	Searchlight	1	1	0	N/A	19	21	2	11%	7	5	-2	-29%	76	159	83	109%
	Outlying Totals	117	62	-55	-47%	817	949	132	16%	1,368	594	-774	-57%	10,806	8,859	-1,947	-18%
Outreach	Outreach-Branch	16	3	-13	-81%	134	66	-68	-51%	176	58	-118	-67%	3,716	2,157	-1,559	-42%
	Outreach-Department	37	21	-16	-43%	315	252	-63	-20%	463	193	-270	-58%	3,679	3,986	307	8%
	Outreach-PVS	2	0	-2	-100%	27	14	-13	-48%	0	0	0	N/A	2,398	873	-1,525	-64%
	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	55	24	-31	-56%	476	333	-143	-30%	639	251	-388	-61%	9,793	7,316	-2,477	-25%
	Grand Totals	892	335	-557	-62%	7,550	8,636	1,086	14%	24,182	10,226	-13,956	-58%	227,024	238,128	11,104	5%



ITEM VII.A.2.c.

MEMORANDUM

TO: Mr. Fred James, Acting Executive Director

FROM: Danielle Patrick Milam, Director of Development and Planning

DATE: June 26, 2020

SUBJECT: Development and Planning Department Report, July 2020

Development and Planning Department Activities in June 2020

Development Director **Danielle Milam** assisted Acting Executive Director **Fred James** and the Executive Council with the development of All District memos related to:

- the voluntary Furlough program;
- Voluntary Employee Separation Package program;
- All District Update following the appointment of Fred James as Acting Executive Director;
- All District memo on Face Coverings following the Governor's 6-24-20 Director 024 requiring the public to wear face coverings.

She also participated in the last round of Union negotiations with Acting Executive Director **Fred James** and District legal counsel for labor, Scott Abbott.

Both Ms. Milam and Development Program Officer **Sherry Walker** participated in a two-day online gathering of public library fundraisers, the International Public Library Fundraising Conference. The conference covered many sessions on shifting strategies related to the pandemic, changing structures of public library development, conducting a post-pandemic capital campaign (note: start over with your feasibility study), and an address by the new Director of the Institute for Museum and Library Services, Crosby Kemper III, the former public library director at Kansas City Public Library. Ms. Milam and Ms. Walker also continued to participate in conference calls and virtual programs hosted by the United Way of Southern Nevada; Nevada State Library, Archives, and Public Records; local chambers of commerce; and the Federal Reserve Bank (seminar on "Exploring a Skills-Based Approach to Occupational Mobility" that relates to the Library District's Adult Learning Center program and Workforce partnership).

Ms. Milam and Ms. Walker reconvened the District Strategic Plan team to revisit the pre-pandemic work and lay out a plan for finishing a draft plan for review by the incoming Executive Director and Board of Trustees in December 2020. The group of 30 District staff had a great conversation about the ways the world and their work has shifted over the past three months. They shared experiences on the challenges of generating curbside and in-branch business. They talked about

the ways they developed new virtual services and communications. This group will take the next months to revisit important foundations of the strategic plan, including impact on local households and businesses, new community challenges and conditions, and new trends in external conditions, including the Black Lives Matter anti-racism movement; the increasingly isolated condition of many local senior households; and the challenges of local service workers who may not have jobs to return to, given hospitality industry advances in automation and virtual services. There was also time to share branch experiences, with observations that customer demand for curbside and in-branch service varied from branch to branch. They also observed that branches had different levels and patterns of activity, however there was a unifying theme that branches were busiest from 10:00 a.m. until 5:00 or 6:00 p.m. when business dropped off dramatically. There was some disappointment that the community did not seem to be aware of or take advantage of the new ways they could access computers and high speed broadband in the branches.

The Library Foundation met on June 16th to elect officers for one-year terms. Both President **Keiba Crear** and Secretary-Treasurer **Jane Mac** were re-elected as officers. Keiba Crear, Jane Mac, and Chris Way were also elected for second three-year terms as Foundation Directors. The Foundation Board of Directors also adopted the Foundation's FY 20-21 Budget, which includes direct support for Foundation and District priority programs totaling \$400,000.

A large part of the month was spent developing a collaborative grant proposal for the Institute of Museum's CARES Act grant round for Museum and Libraries. The project will be a collaboration with the DISCOVERY Children's Museum's delivery of mobile STEAM lab programs and the Library District's Outreach Services Department delivery of story times and reading materials to local "Family, Friends, and Neighbor" (FFN) child care providers. The Las Vegas Urban League is a key partner in the project as well, given their oversight of federal subsidies and provider of technical assistance to local childcare providers. Letters of support from both Senators Cortez Masto and Rosen were included in the proposal.

While the Volunteer Program continues to remain dormant as services are reestablished by District staff in all 25 library branches, Volunteer Program Coordinator **Leslie Valdes** has been busy with Library Foundation Book Sales Manager **Matt Moschella**. Ms. Valdes and Mr. Moschella generated over \$10,000 in Amazon online sales in the months of April and May, and over \$600 in book sales at the Sahara West Bookstore in the first three days of business this week, where Library District Trustee **Elizabeth Foyt** was seen looking for "gems."



ITEM VII.A.2.d.

MEMORANDUM

TO: Fred James, Acting Executive Director

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

DATE: June 25, 2020

SUBJECT: Information Technology Report, July 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 June.

Branding and Marketing Support

Collection Development Librarian **Dan Wiig** built an anti-racism and social justice collection for the District's OverDrive catalog with amazing results. The collection generated 1078 specific circulations and hundreds of holds were placed in just two weeks! Mr. Wiig and Head of CBS **Rebecca Colbert** assisted Digital Content Manager **Ryan Simoneau** and Senior Project Associate **Paula Loop** with revising the new African American Collection page on our website. Ms. Colbert also spoke at length with KSNV reporter Lauren Clark for a televised interview which aired June 12. Ms. Colbert discussed the sudden demand for anti-racist non-fiction books and explained how obtaining print copies were difficult since publishers are out of stock. She also demonstrated how to use digital collections in Hoopla and Overdrive to get access to e-books on these topics

AS Manager **Sufa Anderson** worked with the Branding and Marketing department and our library card vendor to order replacement library cards without barcodes. The branches currently have library cards with barcodes that are issued to new customers. However, these new library cards without barcodes will be used to replace cards for existing customers who do not wish to change their library card numbers but would like a new library card design.

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 *Items Due Soon* courtesy e-mail notification which began going out to customers on June 12. The new notices are more customizable and visually appealing. An example of the old and new notices follows:

Old:

HOME LIBRARY: SAHARA WEST LIBR
702-507-3630
7060 W WINDMILL LN
LAS VEGAS NV 89113-4678

01-18-20 0

The following items are due within three days of this notification. This is an automated courtesy reminder. No reply needed.

AUTHOR:
TITLE: iPad Sahara West.
CALL NO: SW 8
BARCODE: 31133065855852

New:



Greetings Sufa:

This is a courtesy reminder that the following items are due soon.
Please return or renew your items.

Outside book returns are open, and our libraries are too, with limited services and building capacity.

If you've already returned your items, thank you!
All returned items will be quarantined for four days before they are checked back in.

<p>Title: The good liar [videodisc]</p> <p>Checkout Date: Friday, March 13</p> <p>Due Date: Monday, June 15</p>	The DVD cover for the movie "The Good Liar" featuring Helen Mirren and Michael Fassbender. The cover shows them in a close embrace, with the title "THE GOOD LIAR" and the names "MIRREN" and "McKELLEN" at the top.
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Financial Services Support

The IT Division worked with Financial Services to complete the Fiscal Year 2020 budget performance measures for the budget document. The budget performance measures for this fiscal year covered the period from May 1, 2019 through April 30, 2020.

The IT department received a request from Financial Services to recover information from our legacy time and attendance system. IT staff was able to restore the system from our offsite archives and generate the requested report.

The IT department worked with Financial Services to replace the department's check printer. The replaced printer was very old and became problematic. After several attempts by our printer support vendor to repair the printer, the decision was made to replace it.

General Services Support

The District was notified by one of our vendors about a free opportunity to turn our Outreach vehicles into mobile hotspots. The IT Department is working with Assistant General Services Director **John Vino** to assess the feasibility of the offer.

Human Resources (HR) Support

IT department staff met with staff from the HR and Financial Services departments, led by Human Resources Information System (HRIS) Manager **Glodia Thomas**, to discuss the HRIS migration project that would move our on-premise solution into the cloud. The team identified several issues to be addressed before proceeding with the project and we have scheduled a follow-up meeting with the vendor.

Two CBS employees have accepted the District's voluntary employee separation program. With one vacant position eliminated and one additional employee currently on emergency FMLA, CBS has cross-trained our two part-time employees, who normally assist Collection Development librarians, to assist the Cataloging team with processing the backlog of new materials.

Library Operations Support

The District's total circulation for May was 326,727, of which 88% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Physical library circulation for May, attributed to Curbside Pick-up Service, was 39,664. E-media circulation was 287,063. A breakdown of digital circulation by format follows:

- E-Books - 146,688
- E-Audiobooks - 79,474
- Magazines - 12,377
- Music - 28,986
- Video - 19,538

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 7.8% of our OverDrive circulation while Boulder City Library District customers accounted for approximately 1.9%.

CBS staff added 1,497 titles with 11,897 new items to the collection in April and May. Senior Cataloger **Monica Song** also added 741 unique titles for the Boulder

City Library District and 803 titles with 1,307 print items and 80 titles with 423 audiovisual items for the North Las Vegas Library District to the catalog. Collection Development staff added 5,023 e-books and e-audiobooks to the collection in May. Ms. Song and Cataloger **Kevin Bowman** also added 449 Government Document records to the catalog.

Acquisitions Librarian **Heather Brooks** continues to work with our vendors to implement electronic invoicing. Ms. Brooks successfully processed our first electronic invoice from Ingram. Electronic invoicing will allow invoices to be paid quickly and accurately and is the first step in allowing us to move forward with the vendor for cataloging and processing shelf-ready materials.

CBS staff expended the remaining funds from this year's Nevada State Collection Development Grant on videogames for adults, teens, and youth. Funds were expended on Sony PS4 and Xbox platforms which should be ready for checkout in late-summer.

The Distribution Center's (DC) collection consists of 102,168 items, with 2,090 items circulating and 1,830 items filling customers Holds requests in May.

DC Librarian **Raychel Lendis** oversees collection maintenance activities District-wide. Ms. Lendis assigned the bi-annual *Collection Check* collectionHQ report to the branches in June. This report identifies items that have not circulated in four years for staff to locate and evaluate. Ms. Lendis continues to perform reverse inventories to clean up records for uncatalogued items that no longer exist. This month, Ms. Lendis worked on the Youth Services collections at the Rainbow, Summerlin, Sahara West, Spring Valley, West Charleston, and Whitney libraries and the Adult Services collection at the Moapa Valley Library. DC staff also continues to weed the DC's collection to remove low circulating items and make room for incoming materials.

In May, the Interlibrary Loan (ILL) department received 165 requests from District customers to borrow materials from other libraries, and we were able to fill 70% of our customers' requests. The District received 95 requests from other libraries to borrow the District's materials. There were eight new ILL users in May. We expect ILL services to increase as more libraries and universities across the country reopen and ILL staff is tracking which libraries are open to determine which items can be returned, and holding items from libraries that remain closed.

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 a record 1,447 e-mails via District's "Ask" account in May.

With the reopening of the branches, the ER department re-enabled the *Fresh Picks* eNewsletter for reading recommendations. *Fresh Picks* has over 20 categories of eNewsletters that are delivered weekly, bi-weekly, monthly, and bi-monthly and offers recommendations for a variety of genres and ages. In May, 1,503 *Fresh Picks* eNewsletters were sent to customers. The most popular eNewsletters were *New York Times Fiction Bestsellers* (with an open rate of 58%) and there were 195 new *Fresh Picks* subscriptions in May, with 720 unique subscribers accounting for 5,083

monthly subscriptions. To subscribe to *Fresh Picks*, visit <http://www.lvcclld.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 proceeding to <https://lvcclld.org/tutorials/>. The most popular tutorials in May were *Rosetta Stone* (with 61 unique views), *RBdigital* (35 unique views), and *Lynda.com* (34 unique views).

ER Manager **Jocelyn Bates** attended the June Board of Trustees Meeting at the Summerlin 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 14th volume of our *Primary Source* staff eNewsletter. This month's edition welcomed staff back and included reminders of whom to contact for support in a variety of areas.

Library Operations completed a preopening visit to the branches and identified two locations for temporary modifications to satisfy community needs for public access computers while maintaining social distancing. The IT Department deployed six Adult Services computers to the "Quiet Room" at the Clark County Library; deployed seven Adult Services computers to study rooms at the Whitney Library; and relocated two Youth Services computers to a new table at the Rainbow Library. The branches will be restored to the original configuration in the future if possible.

IT Projects

The Annual Computer Refresh/Replacement Project for this fiscal year has concluded. Several replacement laptops that were purchased for the Adult Learning Program were reassigned to provide staff with remote access during the pandemic. We intend to replace these laptops next fiscal year.

The Executive Council met regularly during the closure and created the *Communications Technology Team* (led by AS Manager **Sufa Anderson**) 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, Assistant IT Director **Ron Melnar** and his End-User Support team have identified and configured four laptops with remote access capability, for the CBS department. The IT department is also testing WebEx Teams as a potential solution for collaborating and communicating with staff after hours. Another issue identified was our inability to execute agreements during the closure. A newly proposed Electronic Signature Policy will be presented to the Board of Trustees for approval at the July Board Meeting.

Assistant IT Director **Ron Melnar** worked with our vendor to complete the upgrade/replacement of all of the District Windows Server 2008 servers in the

branches. Mr. Melnar worked with our vendor, EnvisionWare, to upgrade the Branch Manager software, which controls the security gates, as we replaced the servers.

Systems and Network Security Analyst **Alfred Cruz** completed the District's annual Payment Card Industry Data Security Standard (PCI DSS) certification. The PCI DSS requirements are a set of guidelines that were developed to help organizations better protect credit card information and transactions, to reduce fraud, and allow merchants to evaluate their compliance with the over 220 requirements of the PCI DSS. Every organization that accepts credit card payment must complete an annual assessment statement indicating their compliance with the standards. Failure to comply with the applicable standards can result in fines and restrictions from processing credit card transactions.

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 prepared a data file for the Branding and Marketing department's bi-monthly *Check Out What's New @ LVCCCLD* eNewsletter provided Fines Analysis for Library Operations for the upcoming Fines Purge, and prepared the Sierra library services platform for this year's *Food For Thought* Program. Ms. Anderson continues to perform database cleanup activities in Sierra and for new eCard accounts. Finally, Ms. Anderson completed several tasks to facilitate the reopening of the District and the implementation of Curbside Pick-up Services at the North Las Vegas and Boulder City library districts. We had an unfortunate incident where one of our vendors mistakenly sent our eNewsletter to San Francisco Public Library (SFPL) customers. We received angry feedback from several SFPL customers who received the eNewsletter. Our vendor sent a follow-up e-mail to SFPL customers explaining the error and apologizing for the incident.

Ms. Anderson worked with our customer notification vendor, Patron Point, to implement a new service that will automatically renew the library cards for eligible customers with expiring library cards and additionally allow new customers to obtain a full-service library card without physically coming into the library. Both processes will use an identity verification service to confirm that the customers are eligible to receive our services. Ms. Anderson was working on this project before the pandemic which forced us to implement a rudimentary version of the eCard. We are very proud of these services and we believe that they will be very well received by our customers!

FY 2019-2020 ELECTRONIC RESOURCES STATISTICS
May 2020

Customer Support	May-19	May-20	% Change	FY18-19	FY19-20	% Change
Number of Phone Calls to Electronic Resources	133	0	-100.00%	1,802	1,211	-32.80%
Length of Calls in Hours, Minutes, and Seconds	20:54:44	0:00:00	-100.00%	214:13:03	130:40:24	-39.00%
Number of emails to ask@lvccld.org	497	1,447	191.15%	5,941	6,885	15.89%
Number of Classes	7	0		22	5	
Number of Attendees	64	0		170	14	

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

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	ReferenceUSA	1,329	35,208
Health and Wellness	Academic Search Main	188	108
Homework Help	IXL	76	37,964
Limitless Learning	Lynda.com	1,893	8,925
A-Z Resources (All Others)	Newsbank - LVRJ	1,737	26,807

Downloadables and Streaming Circulation	May-19	May-20	% Change	FY18-19	FY19-20	% Change
eBooks	111,551	146,688	31.50%	1,087,124	1,315,108	20.97%
Audiobooks	65,611	79,474	21.13%	620,134	930,460	50.04%
Magazines	7,934	12,377	56.00%	88,073	117,571	33.49%
Movies and TV	7,374	19,538	164.96%	64,194	151,295	135.68%
Music	28,141	28,986	3.00%	289,998	311,621	7.46%
Total	220,611	287,063	30.12%	2,149,523	2,826,055	31.47%

Online Resources Usage by Category	May-19		May-20		% Change		FY18-19		FY19-20		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	685	22,102	1,662	39,411	142.63%	78.31%	22,165	291,829	10,403	304,356	-53.07%	4.29%
Health and Wellness	328	466	1,033	162	214.94%	-65.24%	3,109	13,176	4,503	7,150	44.84%	-45.73%
Homework Help	400	26,480	458	41,317	14.50%	56.03%	6,570	312,992	7,288	391,766	10.93%	25.17%
Limitless Learning	3,167	9,912	3,991	9,588	26.02%	-3.27%	29,459	100,818	34,773	88,634	18.04%	-12.09%
A-Z Resources (All Others)	12,496	28,685	21,291	49,408	70.38%	72.24%	118,279	242,478	143,303	416,286	21.16%	71.68%

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 VII.A.3.a.

July 2020

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Floresto Cabias, Acting Chief Financial Officer

DATE: July 16, 2020

SUBJECT: Financial Services Report, July 2020

This report summarizes the Financial Services Department's activities and accomplishments in the month of June 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 16, 2020.

- 67 employees requested VESP payout information
- 30 formally accepted and chose a separation date
- 20 signed severance and release agreements
 - Separation dates vary through September 4
 - Five employees have already separated from the District
 - Some separation dates extended due to operational economical considerations
 - Annual personnel costs \$2.3M
 - Savings after 12 months total \$369K
 - Assuming the position is held vacant until FY 2022
 - Net benefits begin July 1, 2021

Administration

- Updated the District's cash flow analysis
- Published the Annual Financial Report of the General Fund per Nevada Administrative Code (NAC) requirement
- Prepared Fiscal Year 2020-2021 budget update
- Prepared info related to employees who are interested in the Voluntary Employee Separation Program (VESP)
- Prepared the Check Signing Resolution; sent Check Signing packet to Wells Fargo
- **Fred James** and **Floresto Cabias** met with the Executive Council, the Collective Bargaining Unit, and the District's legal counsel regarding the Fiscal Year 2020-2021 budget and adjustments needed to compensate for the challenging economic environment
- **Fred James** completed his assignment as Interim Human Resources Director
- **Fred James** was appointed Acting Executive Director
- **Floresto Cabias** was appointed Acting Chief Financial Officer

- **Floresto Cabias** and **Lynn Lucuara** worked with District staff regarding purchasing training and procedures
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

Accounting

- Coded and verified all transactions (\$2.3M for the month of June)
- 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: June 25, 2020

Subject: May 2020 Budget Status Report

Enclosed are the budget status reports for May 2020. General fund revenues indicate that 92% of budgeted revenue has been collected. As compared to May 2019, the District collected 8% more in property taxes. Consolidated Tax Revenue (CTX) shows 73% collected so far this fiscal year, lower than the 77% collected for the same period during last fiscal year. Financial Services staff is closely monitoring revenues.

General Fund expenditures indicate that 80% of the allocated budget has been spent. Based on ratable spending levels (spending occurs approximately at the same rate every month), General Fund expenditures are on target. All departments and library branches are within their budgets, and show between 2% and 43% left to spend.

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

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

General Fund - 100

From 05/01/2020 Through 05/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	45,803,839.16	44,855,000.00	(948,839.16)	-2.12%
Intergovernmental Revenue	17,957,521.59	24,557,500.00	6,599,978.41	26.88%
Charges for Services	44,617.28	40,700.00	(3,917.28)	-9.62%
Fines & Forfeits	543,058.79	900,000.00	356,941.21	39.66%
Miscellaneous	1,100,836.46	1,036,800.00	(64,036.46)	-6.18%
Total Revenues	65,449,873.28	71,390,000.00	5,940,126.72	8.32%
Expenditures				
Salaries	27,557,350.89	32,366,060.00	4,808,709.11	14.86%
Benefits	10,941,399.53	13,394,128.00	2,452,728.47	18.31%
Supplies & Services	10,905,315.56	16,203,089.00	5,297,773.44	32.70%
Capital Outlay	8,544,380.65	10,831,667.00	2,287,286.35	21.12%
Total Expenditures	57,948,446.63	72,794,944.00	14,846,497.37	20.39%
Exces (Deficit) Revenues of Expenditures	7,501,426.65	(1,404,944.00)	(8,906,370.65)	-12.07%
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 05/01/2020 Through 05/31/2020

			Dollar Budget Amount Remaining	Percent Budget Remaining
	YTD Actual	Budget		
110	Administration - Executive	512,410.75	830,987.00	318,576.25 38.34%
120	Administration - Library Operations	1,397,099.64	2,371,240.00	974,140.36 41.08%
200	Financial Services	1,309,030.06	1,765,231.00	456,200.94 25.84%
215	Community Outreach	439,519.71	773,521.00	334,001.29 43.18%
216	Youth Services	269,278.70	369,276.00	99,997.30 27.08%
220	Development and Planning	459,165.44	596,948.00	137,782.56 23.08%
240	General Services/Facilities	7,240,558.55	8,476,537.00	1,235,978.45 14.58%
250	Human Resources	1,663,847.98	2,539,542.00	875,694.02 34.48%
251	HR-Work Insurance	340,246.37	1,363,864.00	1,023,617.63 75.05%
260	Information Technology	3,485,182.98	3,941,669.00	456,486.02 11.58%
270	Literacy Department	292,050.26	381,284.00	89,233.74 23.40%
280	Branding and Marketing	1,545,815.87	2,232,694.00	686,878.13 30.76%
290	Access Services Department	911,472.92	1,041,903.00	130,430.08 12.52%
310	Collection and Bibliographic Services	10,442,856.76	13,053,821.00	2,610,964.24 20.00%
320	Gallery Services	149,403.89	185,473.00	36,069.11 19.45%
330	Facilities	2,573,785.36	3,114,887.00	541,101.64 17.37%
340	Community Engagement	284,215.12	482,558.00	198,342.88 41.10%
400	Library Operations	24,632,506.27	29,273,509.00	4,641,002.73 15.85%
Total		57,948,446.63	72,794,944.00	14,846,497.37 20.39%

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

General Fund - 100
Library Operations - Dept 400
From 05/01/2020 Through 05/31/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	88,814.95	99,973.00	11,158.05	11.16%
110	Bunkerville	55,768.40	84,673.00	28,904.60	34.14%
120	Clark County Library	2,459,771.62	2,939,461.00	479,689.38	16.32%
130	Enterprise Library	1,274,036.02	1,519,554.00	245,517.98	16.16%
140	Goodsprings	73,616.66	81,947.00	8,330.34	10.17%
160	Indian Springs	95,495.93	106,241.00	10,745.07	10.11%
180	Laughlin	665,140.32	765,807.00	100,666.68	13.15%
190	Mesquite	969,795.74	1,152,069.00	182,273.26	15.82%
200	Moapa Town	73,848.79	82,755.00	8,906.21	10.76%
210	Moapa Valley	287,076.47	342,813.00	55,736.53	16.26%
220	Mount Charleston	72,051.33	80,932.00	8,880.67	10.97%
230	Rainbow Library	1,787,943.50	2,059,131.00	271,187.50	13.17%
240	Sahara West Library	2,264,378.73	2,786,232.00	521,853.27	18.73%
250	Sandy Valley	81,135.88	89,443.00	8,307.12	9.29%
260	Searchlight	59,804.39	60,939.00	1,134.61	1.86%
270	Spring Valley Library	1,534,141.62	1,854,894.00	320,752.38	17.29%
280	Summerlin Library	1,384,992.90	1,650,793.00	265,800.10	16.10%
290	Sunrise Library	1,391,217.21	1,617,332.00	226,114.79	13.98%
300	West Charleston Library	1,607,936.40	1,901,430.00	293,493.60	15.44%
310	West Las Vegas Library	1,450,781.17	1,694,686.00	243,904.83	14.39%
320	Whitney Library	1,368,656.23	1,605,111.00	236,454.77	14.73%
360	Meadows Library	152,446.89	169,908.00	17,461.11	10.28%
370	Centennial Hills	1,845,580.07	2,227,501.00	381,920.93	17.15%
380	Windmill Library	1,787,571.51	2,212,165.00	424,593.49	19.19%
390	East Las Vegas Library	1,763,113.58	2,042,284.00	279,170.42	13.67%
605	City Misdemeanant	37,389.96	45,435.00	8,045.04	17.71%
Total		24,632,506.27	29,273,509.00	4,641,002.73	15.85%

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

General Fund - 100
From 05/01/2020 Through 05/31/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	21,441,180.04	24,544,911.00	3,103,730.96	12.65%
51200 Salaries - Part Time	5,421,154.05	6,519,525.00	1,098,370.95	16.85%
51300 Overtime Pay	36,480.17	55,000.00	18,519.83	33.67%
51400 Call Back Pay	6,790.09	8,595.00	1,804.91	21.00%
51500 Standby Pay	54,469.51	52,487.00	(1,982.51)	-3.78%
51600 Longevity Pay	345,511.55	373,422.00	27,910.45	7.47%
51700 Separation Pay	138,745.02	312,120.00	173,374.98	55.55%
51800 Leave Buyout	113,020.46	500,000.00	386,979.54	77.40%
55100 Employees Retirement	6,585,763.06	7,430,068.00	844,304.94	11.36%
55200 Group Insurance	3,582,869.81	4,819,973.00	1,237,103.19	25.67%
55300 Workers' Comp. Payments	86,872.92	271,544.00	184,671.08	68.01%
55400 Medicare Coverage Expense	681,120.96	797,543.00	116,422.04	14.60%
55500 Unemployment Insurance	4,772.78	75,000.00	70,227.22	93.64%
61100 Office Supplies	272,195.40	470,630.00	198,434.60	42.16%
61110 Operating Supplies	409,560.60	647,140.00	237,579.40	36.71%
61120 Software & User Licenses	408,896.81	573,100.00	164,203.19	28.65%
61130 Software Maintenance	673,980.47	814,410.00	140,429.53	17.24%
61200 Book Materials & Supplies	86,042.45	150,000.00	63,957.55	42.64%
61205 Interlibrary Loan	349.44	4,500.00	4,150.56	92.23%
61210 Small Equipment	202,327.40	517,050.00	314,722.60	60.87%
61400 Equipment Repair & Maint.	560,521.98	673,199.00	112,677.02	16.74%
61410 Contracted Services	4,485,554.99	5,621,592.00	1,136,037.01	20.21%
61420 Building Repair & Maint.	122,433.97	218,200.00	95,766.03	43.89%
61500 Rental Expenses	35,341.98	114,976.00	79,634.02	69.26%
61600 Telephone	636,953.65	563,436.00	(73,517.65)	-13.05%
61700 Utilities	1,400,103.52	2,109,118.00	709,014.48	33.62%
61800 Insurance & Bonds	316,321.70	356,000.00	39,678.30	11.15%
61900 Professional Services	216,616.74	973,200.00	756,583.26	77.74%
61910 Legal Services	126,243.35	598,350.00	472,106.65	78.90%
62200 Collection Agencies	76,673.25	200,000.00	123,326.75	61.66%
62300 Board Compensation	4,520.00	6,000.00	1,480.00	24.67%
62500 Postage	56,026.54	75,100.00	19,073.46	25.40%
62510 Advertising	33,709.22	188,700.00	154,990.78	82.14%
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	135,245.00	265,250.00	130,005.00	49.01%
62800 Travel & Transportation	127,138.62	253,663.00	126,524.38	49.88%
62900 Printing & Reproduction	141,699.23	256,750.00	115,050.77	44.81%
63000 Dues & Subscriptions	31,027.11	42,800.00	11,772.89	27.51%
65000 Miscellaneous Expenses	19,890.74	43,300.00	23,409.26	54.06%
65100 Bank Charges	1,341.48	20,000.00	18,658.52	93.29%
67000 Rental Expenses to QALICBs	215,000.00	315,000.00	100,000.00	31.75%
81700 Library Books	8,544,380.65	10,831,667.00	2,287,286.35	21.12%
Total	57,948,446.63	72,794,944.00	14,846,497.37	20.39%

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

Grant Fund - 220

From 05/01/2020 Through 05/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	744,935.21	1,800,000.00	1,055,064.79	58.61%
Miscellaneous	55,188.99	-	(55,188.99)	
Total Revenues	800,124.20	1,800,000.00	999,875.80	55.55%
Expenditures				
Salaries	274,803.56	477,171.84	202,368.28	42.41%
Benefits	123,945.88	212,828.16	88,882.28	41.76%
Supplies & Services	338,749.40	500,000.00	161,250.60	32.25%
Capital Outlay	97,562.93	610,000.00	512,437.07	84.01%
Total Expenditures	835,061.77	1,800,000.00	964,938.23	53.61%
Exces (Deficit) Revenues of Expenditures	(34,937.57)	-	34,937.57	1.94%

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

Grant Fund - 220
From 05/01/2020 Through 05/31/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100	Salaries - Full Time	257,888.94	477,171.84	219,282.90	45.95%
51200	Salaries - Part Time	15,688.36	-	(15,688.36)	
51300	Overtime Pay	111.42	-	(111.42)	
51600	Longevity Pay	1,114.84	-	(1,114.84)	
55100	Employees Retirement	79,932.39	155,621.57	75,689.18	48.64%
55200	Group Insurance	40,034.33	52,727.40	12,693.07	24.07%
55400	Medicare Coverage Expense	3,979.16	4,479.19	500.03	11.16%
61100	Office Supplies	2,013.33	4,379.09	2,365.76	54.02%
61120	Software & User Licenses	46,658.00	53,000.00	6,342.00	11.97%
61410	Contracted Services	221,413.50	422,700.00	201,286.50	47.62%
62700	Education & Training	56,929.89	-	(56,929.89)	
62800	Travel & Transportation	11,439.68	9,722.63	(1,717.05)	-17.66%
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	97,562.93	150,000.00	52,437.07	34.96%
Total		835,061.77	1,800,000.00	964,938.23	53.61%

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

Gift Fund - 230

From 05/01/2020 Through 05/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	234,180.75	815,000.00	580,819.25	71.27%
Total Revenues	234,180.75	815,000.00	580,819.25	71.27%
Expenditures				
Salaries	40,000.00	-	(40,000.00)	
Supplies & Services	268,158.41	715,000.00	446,841.59	62.50%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	308,158.41	815,000.00	506,841.59	62.19%
Exces (Deficit) Revenues of Expenditures	(73,977.66)	-	73,977.66	9.08%

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

Gift Fund - 230
From 05/01/2020 Through 05/31/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	40,000.00	-	(40,000.00)	
61100 Office Supplies	2,176.07	20,000.00	17,823.93	89.12%
61110 Operating Supplies	6,817.66	15,000.00	8,182.34	54.55%
61120 Software & User Licenses	3,129.24	-	(3,129.24)	
61210 Small Equipment	45,570.99	15,000.00	(30,570.99)	-203.81%
61410 Contracted Services	159,166.50	250,000.00	90,833.50	36.33%
61420 Building Repair & Maint.	7,177.00	-	(7,177.00)	
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61900 Professional Services	32,908.44	100,000.00	67,091.56	67.09%
62600 Community Events	743.43	-	(743.43)	
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	7,623.11	-	(7,623.11)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	308,158.41	815,000.00	506,841.59	62.19%

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

Capital Projects Fund - 510

From 05/01/2020 Through 05/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	351,783.41	50,000.00	(301,783.41)	-603.57%
Total Revenues	351,783.41	50,000.00	(301,783.41)	-603.57%
Expenditures				
Supplies & Services	2,756,400.09	3,881,200.00	1,124,799.91	28.98%
Capital Outlay	856,896.72	9,820,100.00	8,963,203.28	91.27%
Total Expenditures	3,613,296.81	13,701,300.00	10,088,003.19	73.63%
Exces (Deficit) Revenues of Expenditures	(3,261,513.40)	(13,651,300.00)	(10,389,786.60)	-677.19%
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 05/01/2020 Through 05/31/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	33,471.60	10,000.00	(23,471.60)	-234.72%
61120 Software & User Licenses	104,896.39	321,000.00	216,103.61	67.32%
61210 Small Equipment	433,962.77	1,497,700.00	1,063,737.23	71.02%
61400 Equipment Repair & Maint.	53,239.28	-	(53,239.28)	
61410 Contracted Services	42,773.51	50,000.00	7,226.49	14.45%
61420 Building Repair & Maint.	785,607.26	1,994,500.00	1,208,892.74	60.61%
61500 Rental Expenses	2,335.88	-	(2,335.88)	
61900 Professional Services	1,281,439.07	-	(1,281,439.07)	
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	3,613,296.81	13,701,300.00	10,088,003.19	73.63%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
1025 - East Las Vegas
510 - Capital Projects Fund
From 5/1/2020 Through 5/31/2020

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

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
2050 - Furniture Replacement
510 - Capital Projects Fund
From 5/1/2020 Through 5/31/2020

	<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 5/1/2020 Through 5/31/2020

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Small Equipment	25,946.96	185,000.00	159,053.04	85.97%
Professional Services	12,941.25		(12,941.25)	
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>76,112.64</u>	<u>305,000.00</u>	<u>228,887.36</u>	<u>75.05%</u>
Excess (Deficit) Revenues over Expenditures	<u>(76,112.64)</u>	<u>(305,000.00)</u>	<u>(228,887.36)</u>	<u>75.05%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
4010 - Tech Replacements Upgrades
510 - Capital Projects Fund
From 5/1/2020 Through 5/31/2020

	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	333,649.61	563,000.00	229,350.39	40.74%
Equipment Maint. & Repair	23,146.63		(23,146.63)	
Contracted Services	42,773.51	50,000.00	7,226.49	14.45%
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	1,082,161.31	1,927,000.00	844,838.69	43.84%
Excess (Deficit) Revenues over Expenditures	(1,082,161.31)	(1,927,000.00)	(844,838.69)	43.84%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5010 - Bldg Repair and Maintenance
510 - Capital Projects Fund
From 5/1/2020 Through 5/31/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Operating Supplies	33,197.34	10,000.00	(23,197.34)	-231.97%
Small Equipment	13,590.18	30,000.00	16,409.82	54.70%
Bldg. Maint. & Repair	659,027.82	1,994,500.00	1,335,472.18	66.96%
Professional Services	119,620.00		(119,620.00)	
Capital Improvements		648,000.00	648,000.00	100.00%
Capital Equipment - Major		20,000.00	20,000.00	100.00%
Total Expenditures	825,435.34	2,702,500.00	1,877,064.66	69.46%
Excess (Deficit) Revenues over Expenditures	(825,435.34)	(2,702,500.00)	(1,877,064.66)	69.46%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5015 - Facilities Master Plan
510 - Capital Projects Fund
From 5/1/2020 Through 5/31/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Revenues				
Interest Earnings	131,629.56	50,000.00	(81,629.56)	-163.26%
Unrealized Gain/(Loss) - Investments	220,153.85		(220,153.85)	
Total Revenues	<u>351,783.41</u>	<u>50,000.00</u>	<u>(301,783.41)</u>	<u>-603.57%</u>
Expenditures				
Professional Services	1,117,872.72		(1,117,872.72)	
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>1,117,872.72</u>	<u>7,887,100.00</u>	<u>6,769,227.28</u>	<u>85.83%</u>
Excess (Deficit) Revenues over Expenditures	<u>(766,089.31)</u>	<u>(7,837,100.00)</u>	<u>(7,071,010.69)</u>	<u>90.22%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5020 - PVS Projects
510 - Capital Projects Fund
From 5/1/2020 Through 5/31/2020

	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 5/1/2020 Through 5/31/2020

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

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

Debt Service Fund - 610

From 05/01/2020 Through 05/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	12.83	-	(12.83)	
Miscellaneous	4,032.24	10,000.00	5,967.76	59.68%
Total Revenues	4,045.07	10,000.00	5,954.93	59.55%
Expenditures				
Supplies & Services	4,742.97	10,000.00	5,257.03	52.57%
Debt Service	-	-	-	
Total Expenditures	4,742.97	10,000.00	5,257.03	52.57%
Exces (Deficit) Revenues of Expenditures	(697.90)	-	697.90	6.98%

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

Debt Service Fund - 610
From 05/01/2020 Through 05/31/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61900	Professional Services	242.97	-	(242.97)	
65100	Bank Charges	4,500.00	10,000.00	5,500.00	55.00%
Total		4,742.97	10,000.00	5,257.03	52.57%

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 05/28/2020 Through 06/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10257	6/1/2020	10011	ACT, Inc.	WorkKeys graph Feb 2020	36.00
10258	6/1/2020	10157	Isel Venema-Park	Virtual PD May 2020	54.00
10259	6/1/2020	10262	Eazylift Elevators	CC: Tech Booth Lift	290.00
10260	6/1/2020	10543	Kathleen San Nicolas	Virtual PD May 2020	54.00
10261	6/1/2020	10729	Linda C. Pelfrey	Virtual PD May 2020	54.00
10262	6/1/2020	10754	Nancy Elizabeth Suriano	Virtual PD May 2020	54.00
10263	6/1/2020	10864	Brian M. Wilson	Board Comp 05/21/20	40.00
10264	6/1/2020	10880	Michelle Holstein	Virtual PD May 2020	54.00
10265	6/1/2020	10970	Laura L. Nguyen	Virtual PD May 2020	54.00
10266	6/1/2020	11060	RATstands, Ltd.	Speedeck platform - 50% Final Pmt	4,469.75
10267	6/1/2020	1240	Brady Industries of Nevada, LLC	Stock 6475876 NO WO	5,729.89
10268	6/1/2020	1429	D.C. Thomas	BD Rent June 2020	1,468.00
10269	6/1/2020	1535	El Mundo	May purchasing ad	80.00
10270	6/1/2020	1620	Full Compass Systems Ltd	2-way PoE Receiver with RS-232 & IR ove	282.43
10271	6/1/2020	1647	Global Equipment Company Inc.	Mask Samples	43.93
10272	6/1/2020	1742	Ideal Supply Company Inc.	Various	3,147.95
10274	6/1/2020	2169	Nevada Illumination, Inc.	Install lamps and ballasts - WH	128.50
10275	6/1/2020	2307	Progressive Elevator	CC Elevator	697.00
10276	6/1/2020	2362	Refrigeration Supplies Distributor	WM WC	348.39
10277	6/1/2020	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	115.40
10278	6/1/2020	2698	Virgin Valley Disposal	Rental Fee/Toter Svc Apr 2020	133.65
10279	6/1/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	2,774.80
10280	6/1/2020	3677	Maria Cecilia P. Ordinario	Virtual PD May 2020	54.00
10281	6/1/2020	3770	Cox Communications of Las Vegas	Service 05/17/20-06/16/20	12,595.68
10282	6/1/2020	3776	Got Bugs LLC	MQ Pest Control	20.00
10283	6/1/2020	3856	Audio Xpert	Denon Mic Repair	75.00
10284	6/1/2020	4522	Quest Diagnostics	2 pre employment drug tests	171.24
10285	6/1/2020	5001	UniFirst Corporation	Uniform Rental	129.17
10286	6/1/2020	5244	A&B Printing & Mailing	Wait Here Floor Decals reorder	1,169.00
10287	6/1/2020	7289	Allison Socha	Virtual PD May 2020	54.00
10288	6/1/2020	7671	Western Exterminator Company	Pest Control	1,413.00
10289	6/1/2020	7943	Communication Electronic Systems Inc	CC: Replace fire alarm system	44,402.25
10290	6/1/2020	7975	Mary Gound	Virtual PD May 2020	54.00
10291	6/1/2020	8122	Staples Advantage Dept LA	Tape - CC	2,016.19
10292	6/1/2020	8155	Las Vegas Clark County Librar Dist Foundation	Foundation PPE Supply Reimbursement	1,520.40
10293	6/1/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	1,233.75
10294	6/1/2020	8575	Intermountain Lock and Security Supply	Van 59 Tools	29.30
10295	6/1/2020	8797	Natalia Hiscock	Virtual PD May 2020	54.00
10296	6/1/2020	8798	Alberto Angulo Hurtado	Virtual PD May 2020	54.00
10297	6/1/2020	8811	Shannon Bilbray-Axelrod	Board Comp 05/21/20	40.00
10298	6/1/2020	8945	Robin Wadley Munier	Board Comp 05/21/20	40.00
10299	6/1/2020	9101	O'Reilly Auto Parts	Various	147.09
10300	6/1/2020	9133	Ted Wiens Tire & Auto Centers	LOF	69.90
10301	6/1/2020	9279	Marilyn Francis Drake	Board Comp 05/21/20	40.00
10302	6/1/2020	9287	Otis Elevator Company	WMSC: OE PO	770.53
10303	6/1/2020	9332	Felipe A. Ortiz	Board Comp 05/21/20	40.00
10304	6/1/2020	9383	Office Plus	Cartridge, Ij,hp - DO	355.86
10305	6/1/2020	9511	Manny David Ford	Virtual PD May 2020	54.00
10306	6/1/2020	9566	Diana Marshall	Virtual PD May 2020	54.00
10307	6/1/2020	9729	Windstream	Service 05/15/20-06/14/20	684.88
10308	6/1/2020	9758	ConvergeOne, Inc.	SPF modules for QRADAR	1,177.50
10309	6/1/2020	9869	Unique Integrated Communications	Call Center Operations	19,172.24
10311	6/8/2020	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape	800.00
10313	6/8/2020	1064	Allied Refrigeration Inc.	HVAC	146.64
10314	6/8/2020	10686	NLS Grounds Management, LLC	Various Landscape	18,899.74
10315	6/8/2020	1180	Baron Pest Solutions, Inc.	LA Pest Control	37.00
10316	6/8/2020	1640	Gerald M. Welt, Chartered	Legal Svcs - May 2020	8,755.23
10317	6/8/2020	1742	Ideal Supply Company Inc.	Various	1,985.90
10318	6/8/2020	1854	Kamer Zucker Abbott	Legal Fees - May 2020	14,920.00
10319	6/8/2020	1897	Lakeshore Learning Materials	Rainbow Parachute - 12' in diameter - YS	121.55
10320	6/8/2020	2152	Nedco Supply	WH Lighting	88.34
10321	6/8/2020	2234	Overton Power District #5	Service 04/20/20-05/21/20 MT	94.87
10322	6/8/2020	2682	Valley Enterprises, Inc.	Janitorial	5,309.69
10323	6/8/2020	2698	Virgin Valley Disposal	Rental /Totter Svc May 2020	114.49
10324	6/8/2020	3435	Ace Fire Systems, Inc.	MQL Fire Sprinkler	90.00
10325	6/8/2020	5001	UniFirst Corporation	Uniform Rental	138.07
10326	6/8/2020	7687	United Lock and Security, Inc.	Keyfob	112.40
10327	6/8/2020	8155	Las Vegas Clark County Librar Dist Foundation	Covid Supply Reimbursement	9,604.00
10328	6/8/2020	9082	Central Station Monitoring	MQ Alarm Monitoring	134.85
10329	6/8/2020	9101	O'Reilly Auto Parts	VARIOUS	385.95
10330	6/8/2020	9180	MicroMain Corporation	Upgrade to Global	8,732.00
10331	6/8/2020	9730	Commercial Lighting Specialties	various	704.80
10332	6/8/2020	9907	PLIC-SBD Grand Island (Principal)	Premium June 2020	25,117.52
10333	6/15/2020	10179	Safe and Secure Alarms and Video	WC Burg Monitoring	486.00
10334	6/15/2020	10870	Communico LLC	Subscription Fee 7/1/20-06/30/21	32,000.00
10335	6/15/2020	10912	SNEZH, LLC	Raise3D Standard PLA 1.75 mm 1Kg Fila	299.88
10337	6/15/2020	1535	El Mundo	March 2020 purchasing ad	80.00
10338	6/15/2020	1757	Ingram Library Services	Materials for FY 2019-2020	37,564.28
10339	6/15/2020	1835	Johnson Controls	EN & WC: Annual Chiller Service	4,605.95
10340	6/15/2020	2215	OCLC Inc. # 774425	Cataloging/ ILL charges	9,287.91
10341	6/15/2020	2234	Overton Power District #5	Service 04/30/20-05/31/20 MQ	2,025.00
10342	6/15/2020	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	89.00
10343	6/15/2020	2733	Phoenix Fire Protection, LLC	SV Fire Sprinkler	375.00
10344	6/15/2020	2767	World Book, Inc.	World Book Encyclopedias 2020	27,972.00
10345	6/15/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	36,824.05
10347	6/15/2020	2887	West Payment Ctr	MISD-Library Plan Charges for FY2020	723.93
10348	6/15/2020	2914	Iron Mountain	Services May 2020	376.87

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 05/28/2020 Through 06/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10349	6/15/2020	3300	ProQuest LLC	Order PUR010788	58,414.10
10350	6/15/2020	3324	Rio Virgin Telephone Co.	Service June 2020	310.53
10351	6/15/2020	3355	Teamsters Security Fund S. Nevada	Premium June 2020	353,794.82
10352	6/15/2020	3435	Ace Fire Systems, Inc.	MQL Fire Sprinkler	180.00
10353	6/15/2020	3500	Garda CL West, Inc	Armored Transportation Svc - May 2020	1,447.68
10354	6/15/2020	4083	The Council for Comm. and Econ. Research	Cost of Living Index Print Editions	525.00
10355	6/15/2020	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	192.06
10356	6/15/2020	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Jun 2020	7,480.24
10357	6/15/2020	5001	UniFirst Corporation	Uniform Rental	138.07
10358	6/15/2020	5130	OverDrive Inc.	Materials for FY 2019-2020	164,021.17
10359	6/15/2020	5718	Tangerine Office Machines	Misc. Printer Parts/Repairs FY 19-20	740.00
10360	6/15/2020	5769	The Penworthy Company	Materials for FY 2019-2020	8,707.80
10361	6/15/2020	6777	Mailmax Mailing Solutions, LLC	SC: Mail Room Supplies	343.90
10362	6/15/2020	7188	Innovative Interfaces, Inc.	Materials for FY 2019-2020	435.00
10363	6/15/2020	7419	EDS Electronics Inc.	SW: Fire Alarm	330.00
10364	6/15/2020	8122	Staples Advantage Dept LA	144 Business card holder - ME	8,331.86
10365	6/15/2020	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Mar 2020	8,463.19
10366	6/15/2020	8235	ZOHO Corporation	Annual Maintenance for OpMgr, End: 7/6/2021	2,999.00
10367	6/15/2020	8438	Carrier Corporation	SM: Chiller PM	1,184.00
10368	6/15/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	308.75
10369	6/15/2020	8565	WT Cox Information Services	Materials for FY 2019-2020	125.00
10370	6/15/2020	9101	O'Reilly Auto Parts	SC: Windshield Wiper Fluid	9.98
10371	6/15/2020	9133	Ted Wiens Tire & Auto Centers	Annual Smog Checks (Bi / Flex / Unleaded)	34.00
10372	6/15/2020	9383	Office Plus	CrtDg.lsr,hp - SW	1,650.60
10373	6/15/2020	9648	Bailey Kennedy, LLP	Sprout Social Inc	2,000.00
10374	6/15/2020	9827	Vision Sign Inc.	SM Neon	210.00
10376	6/22/2020	1017	AAA Air Filter Company, Inc.	Various: Air Filters	16,550.00
10377	6/22/2020	10305	A Affordable Striping & Sealing LLC	DW	792.50
10379	6/22/2020	10864	Brian M. Wilson	Board Comp - June 2020	80.00
10380	6/22/2020	1429	D.C. Thomas	BD Rent July 2020	1,468.00
10381	6/22/2020	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	9,321.22
10382	6/22/2020	1742	Ideal Supply Company Inc.	Various	804.99
10383	6/22/2020	1757	Ingram Library Services	Materials for FY 2019-2020	51,912.69
10384	6/22/2020	1837	Johnstone Supply	Various	567.17
10385	6/22/2020	2098	Moapa Valley Water District	Service 05/06/20-06/09/20	185.27
10386	6/22/2020	2152	Nedco Supply	Various	159.54
10387	6/22/2020	2307	Progressive Elevator	CC Elevator	697.00
10388	6/22/2020	2362	Refrigeration Supplies Distributor	Various	164.44
10389	6/22/2020	2407	S & S Worldwide Inc.	Order PUR009899	327.74
10390	6/22/2020	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	178.00
10391	6/22/2020	2702	Grainger, Inc.	Various	248.89
10392	6/22/2020	2733	Phoenix Fire Protection, LLC	2020 Annual Backflow Certifications	2,040.00
10393	6/22/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	5,520.16
10394	6/22/2020	2803	Boulevard Trophy	Name Tag & Name Plate & Clock	253.50
10395	6/22/2020	2809	LVVWD	Services Apr 20 & May 20	18,064.68
10396	6/22/2020	2819	CenturyLink Communications, LLC	Service June 2020	2,983.17
10397	6/22/2020	2860	Las Vegas Review Journal	El Tiempo May 2020 ad	43.75
10398	6/22/2020	2891	AFLAC	Premium June 2020	1,471.30
10399	6/22/2020	4224	DataPLUS Communications	WH: Relocate camera	1,525.00
10400	6/22/2020	4604	Brodart Library Supplies & Furnishings	S Sign Holder 8/12" x 11H - LA	304.02
10401	6/22/2020	5130	OverDrive Inc.	Materials for FY 2019-2020	74,145.41
10402	6/22/2020	5718	Tangerine Office Machines	Misc. Printer Parts/Repairs FY 19-20	260.00
10403	6/22/2020	6253	Karen E. Whisenhunt	Commercial Digital/Analog Portable radio	259.00
10404	6/22/2020	6396	4Wall Entertainment, Inc.	Manufacturer upgrade to Windows 7	2,445.00
10405	6/22/2020	7943	Communication Electronic Systems Inc	CH: Replace bad Pull Station during QI	234.50
10406	6/22/2020	8010	Allied Universal Security Services	Security 04/17/20-04/30/20 - CH	259,818.12
10407	6/22/2020	8122	Staples Advantage Dept LA	Storage - CH	439.11
10408	6/22/2020	8438	Carrier Corporation	SM Service Call: Troubleshoot Chiller alarm and per	930.00
10409	6/22/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	337.50
10410	6/22/2020	8565	WT Cox Information Services	Materials for FY 2019-2020	73.50
10411	6/22/2020	8575	Intermountain Lock and Security Supply	Various	14.49
10412	6/22/2020	8811	Shannon Bilbray-Axelrod	Board Comp - June 2020	80.00
10413	6/22/2020	8945	Robin Wadley Munier	Board Comp - June 2020	80.00
10414	6/22/2020	9279	Marilyn Francis Drake	Board Comp - June 2020	80.00
10415	6/22/2020	9332	Felipe A. Ortiz	Board Comp - June 2020	80.00
10416	6/22/2020	9383	Office Plus	CrtDg.clr laserjet - EN	2,051.18
10417	6/22/2020	9730	Commercial Lighting Specialties	Various	165.70
10418	6/22/2020	9869	Unique Integrated Communications	Call Center Operations	3,797.62
10419	6/22/2020	9928	Stimulus Technologies	Service July 2020 MC	1,047.90
88089	5/28/2020	10162	CenturyLink	Service May 2020	202.44
88090	5/28/2020	10211	Miguel Alberto Delgado Perez	Virtual PD May 2020	54.00
88091	5/28/2020	10223	Boulevard Supply	WM Traffic Cones	387.50
88092	5/28/2020	10253	Elizabeth Ann Foyt	Board Comp 05/21/20	40.00
88093	5/28/2020	10809	Sandra Kay Ramaker	Board Comp 05/21/20	40.00
88094	5/28/2020	10927	CenturyLink	Service May 2020	1,845.12
88095	5/28/2020	11041	Martin Joseph Hafner	Virtual Pd May 2020	54.00
88096	5/28/2020	11042	Valeria Cristina Aguaiza Guerrero	Virtual PD May 2020	54.00
88097	5/28/2020	11055	Bryant K. Rogers	Board Comp 05/21/20	40.00
88098	5/28/2020	11076	Quadient, Inc.	Meter Rental 06/07/20-09/06/20	80.85
88099	5/28/2020	11082	East Wellington HOA	Refund 5/7/20 EN- COVID-19	45.00
88100	5/28/2020	11555	Gotta Dance	Refund 5/1-2/20 CC - COVID-19	930.00
88101	5/28/2020	11558	Drama Kids of LV	Refund Rooms May 2020 SM- COVID-19	3,180.00
88102	5/28/2020	11563	NV School of Dance (Sergey Popov)	Refund 6/6/20 SM - COVID-19	614.00
88104	5/28/2020	11568	Janelle Jaehn - Fullout Dance Academy	Refund 6/20/20 SM- COVID-19	420.00
88105	5/28/2020	11570	Zoneil Maharaj	INV 013 Chance's Chat Blogs	480.00
88106	5/28/2020	11813	Capitol Builders Hardware, Inc.	WC - Service Call: Troubleshoot east exter	1,496.00
88107	5/28/2020	11820	Andrea Balsa Rovzar	VO for Spanish PSA for eCard	450.00

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 05/28/2020 Through 06/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
88108	5/28/2020	11835	Juan Morillo	Refund 8/6/20 CC - COVID-19	780.00
88109	5/28/2020	1710	Henri Specialties	CC: Toilet staff partitions	3,418.00
88110	5/28/2020	1950	Liberty Lock and Security	Various: Misc service 61420	311.35
88111	5/28/2020	2494	Southwest Gas Corp.	Service 04/17/20-05/18/20 WV	333.73
88112	5/28/2020	2772	Xerox Corporation	Meter Read 03/21/20-04/29/20	298.25
88113	5/28/2020	2838	Verizon Wireless	Service 04/21/20-05/20/20	3,371.33
88114	5/28/2020	4117	Television Monitoring Services, Inc.	Invoice#30488 - 9 clips	450.00
88115	5/28/2020	5246	Kelly D. Benavidez	Board Comp - Feb 2020	80.00
88116	5/28/2020	6206	Vitral	Inv20030 Translation Curbside & SC PR	785.00
88117	5/28/2020	6817	Reliance Connects	Service June 2020	630.55
88118	5/28/2020	7369	SYNCHRONY BANK/AMAZON	Statement closing date 05/15/20	5,861.39
88119	5/28/2020	7677	Uline, Inc.	Hard Carts	282.01
88120	5/28/2020	9325	Squeaky Clean CC LLC	CC: Front Entry Pressure Washing	1,580.00
88121	5/28/2020	9711	Jose L. Melendrez	Board Comp 05/21/20	40.00
88124	6/4/2020	10217	T-Mobile	Service 04/21/20-05/20/20	1,105.68
88125	6/4/2020	10445	CenturyLink	Service Apr 2020 (Mar usage)	65.00
88127	6/4/2020	10989	Judy Chappell	Transcription - Brd Mtg 5/21/20	342.00
88128	6/4/2020	10998	Sprint	Service 02/27/20-03/26/20	55,812.36
88129	6/4/2020	11084	VZ Dance Studios Inc.	Refund Rental 10/24/20 CC - COVID-19	330.00
88130	6/4/2020	11085	Nevada Music Academy	Refund Rental 8/1-2/20 WH - COVID-19	720.00
88131	6/4/2020	11086	Ernest T. Sargent	PR Replacement 03/27/2020	1,124.16
88132	6/4/2020	11088	Landro Learning Center	Refund Rental 12/11/20 SM - COVID-19	330.00
88134	6/4/2020	11091	LVTA	Refund Rental 3/15, 03/22, 03/29 EN - COVID19	135.00
88135	6/4/2020	11559	Wonderland SW (Teresa Downs)	Refund Rental 05/11-14/20 SM - COVID-19	1,246.00
88136	6/4/2020	11565	Ron Evans - Great White	Refund Rental 7/7/20 SM - COVID-19	510.00
88137	6/4/2020	1201	Best Janitorial Services of Nevada	BD Janitorial	118,555.16
88138	6/4/2020	1950	Liberty Lock and Security	VARIOUS	26.75
88139	6/4/2020	2159	AT&T SBC	Service 05/25/20-06/24/20	288.23
88140	6/4/2020	2175	NV Energy	Service 04/20/20-05/20/20 CH	7,539.78
88141	6/4/2020	2494	Southwest Gas Corp.	Service 04/23/20-05/22/20 RB	795.25
88142	6/4/2020	2567	Teamsters Local Union #14	Union Dues - June 2020	9,477.00
88143	6/4/2020	2854	FastSigns	Curbside Phone Number Signs	54.14
88144	6/4/2020	3149	Midwest Tape	Materials for FY 2019-2020	13,288.62
88145	6/4/2020	3309	Batteries Plus	CC Stat Batteries	59.97
88146	6/4/2020	3559	Diane Dewar (Other-PC)	Replenish FAC Petty Cash	133.37
88147	6/4/2020	4117	Television Monitoring Services, Inc.	2 Clips on 5-22 & 5/24 SC	100.00
88148	6/4/2020	4633	Salt Lake County Library System - ILL	" ILL 200246381 damage ""R Tim Kool"	22.96
88149	6/4/2020	5026	Nevada State Treasurer	Mandated Court Payment	6.00
88150	6/4/2020	6646	Aqua Serv Engineers, Inc	Water Treatment	4,134.59
88151	6/4/2020	7677	Uline, Inc.	SAFETY VESTS	1,698.13
88152	6/4/2020	8441	Lego Education	Creative LEGO® DUPLO Brick Set - YS	69.95
88153	6/4/2020	8731	UNUM Life Insurance Co. of America	Premium June 2020	770.50
88154	6/4/2020	9538	Wex Bank	Final Payment	85.00
88155	6/4/2020	9895	National Benefit Services, LLC	Premium NBS May 2020	399.00
88156	6/4/2020	9937	AFLAC Premium Holding	Service May 2020	3,193.52
88157	6/4/2020	11089	David Patrick LeDe III	PR Replacement Check 052220	561.01
88159	6/11/2020	8192	AT&T	Service June 2020	40.81
88160	6/11/2020	10017	CDA Media Relations	June 2020 Purchasing Ad	350.00
88161	6/11/2020	10742	The Dr Shirley Linzy Young Artists Orchestra of LV	Room Cancellation 7/15,22/20 - COVID-19	240.00
88162	6/11/2020	10773	Johnsburg Public Library - ILL	"ILL loan fee ""Consumer Math""	5.00
88163	6/11/2020	10872	Radioactive Productions	Jesus Lopez On-Location Shoot/Editing	4,900.00
88164	6/11/2020	10881	Cosco Fire Protection, Inc.	EV: Fire Sprinkler	455.00
88165	6/11/2020	10930	Business Enterprises of Nevada - (DETR)	MQL: Management Fee - Monthly	1,172.00
88166	6/11/2020	10977	Epic Worldwide LLC	Vehicles 61 62	2,686.00
88167	6/11/2020	11000	Salsana LLC	Four 45 minute concerts - FEB 2020	2,000.00
88168	6/11/2020	11026	Ronald Gartner	Travel Expenses - May 2020	250.00
88169	6/11/2020	11072	DEKRA Certification, Inc.	Annual Smog Checks (Diesel)	117.00
88170	6/11/2020	11087	University of New Mexico Library ILL	ILL #194396486 lost book fee	100.00
88171	6/11/2020	11090	Jeffrey Serpico	Final interview for HR Dir. - May 2020	1,706.10
88172	6/11/2020	11092	Brandon Camarillo	Payroll replacement check 02/28/20	553.98
88173	6/11/2020	11093	Jayasankha Arachchige	Refund Cancellation 10/10/20 - COVID-19	400.00
88174	6/11/2020	11095	Patrick Schell	Final interview for HR Dir. - May 2020	702.91
88175	6/11/2020	11096	Ruby Cisneros	PR Replacement - 5/29/20	319.04
88176	6/11/2020	11097	Sherry J. Sell	PR Replacement - 5/29/20	326.69
88177	6/11/2020	11816	Purple Flare Agency	SC2020 SM, MED, LG signs	2,364.75
88178	6/11/2020	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service 07/01/20 to 09/30/20 SM	2,011.86
88179	6/11/2020	1474	Di Bella Flowers & Gifts	Sympathy Bouquet - K. Bramwell	97.99
88183	6/11/2020	1991	Lowe's Improvement	April - May 2020 Various	2,464.67
88184	6/11/2020	2117	Multi-Cultural Books & Videos, Inc.	Materials for FY 2019-2020	10,719.55
88186	6/11/2020	2354	Recorded Books	Materials for FY 2019-2020	2,580.20
88187	6/11/2020	2494	Southwest Gas Corp.	Service 04/29/20-05/29/20 BD	383.72
88188	6/11/2020	2772	Xerox Corporation	Meter Usage 04/29/20-05/21/20	298.48
88190	6/11/2020	2837	Republic Services 620	Recycling Svc 06/01-06/30 WM	5,153.28
88196	6/11/2020	3149	Midwest Tape	Materials for FY 2019-2020	53,907.72
88198	6/11/2020	3383	Home Depot Credit Services	April - May 2020 Various	1,381.60
88199	6/11/2020	3792	Texas A&M University Library (TAMU)	"ILL loan fee ""Brazos Cty"" microfilm reel"	20.00
88200	6/11/2020	4297	Priority Business Checks	Payroll and A/P checks	1,259.00
88201	6/11/2020	4676	Color Reflections	SC Banners, Clings, Opening Banners	2,902.50
88202	6/11/2020	6206	Vitral	FFT2020 Covid REBOOT - Translation	60.00
88203	6/11/2020	8441	Lego Education	DUPLO Brick Set - CH	226.85
88204	6/11/2020	8468	Southwest Backflow Service	LA: Annual Backflow Insp & Certification	65.00
88205	6/11/2020	9426	Rapid Color, Inc.	5,000 FFT Reboot ENG/SPAN handbills	3,254.00
88206	6/11/2020	9956	Cherry Lake Publishing	Order PUR010583	6,207.33
88207	6/11/2020	10144	CFRA	Materials for FY 2019-2020	1,450.00
88208	6/18/2020	1201	Best Janitorial Services of Nevada	ENHANCED MIDDAY SERVICE	3,462.88
88209	6/18/2020	10078	Hilburn & Lein, CPAs	Fnd audit and tax prep	10,500.00
88210	6/18/2020	10223	Boulevard Supply	3-50 bags of 1.5 white plastic chain -SM	90.00

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 05/28/2020 Through 06/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
88211	6/18/2020	10253	Elizabeth Ann Foyt	Board Comp - June 2020	80.00
88212	6/18/2020	10641	Quench USA, Inc.	Various Filtered Water	850.00
88213	6/18/2020	10809	Sandra Kay Ramaker	Board Comp - June 2020	80.00
88214	6/18/2020	10930	Business Enterprises of Nevada - (DETR)	MQL: Management Fee - Monthly	2,040.00
88215	6/18/2020	11055	Bryant K. Rogers	Board Comp - June 2020	40.00
88217	6/18/2020	11548	LibraryWorks, Inc.	Group Registration - How to Webinar	100.00
88218	6/18/2020	11567	Las Vegas Ballet Company	Refund 6/11-13/20 SM - COVID-19	886.00
88219	6/18/2020	11571	Carlos A. Ocampo	Pyroll replacement 03/09/20	1,165.54
88220	6/18/2020	11829	Nonprofit Megaphone LLC	Google Grant FY 2020-2021	4,491.00
88221	6/18/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,261.57
88222	6/18/2020	1577	FedEx	Express Services - May 2020	16.26
88223	6/18/2020	2175	NV Energy	Service 05/04/20-06/03/20 WM	73,323.12
88224	6/18/2020	2354	Recorded Books	Materials for FY 2019-2020	247.80
88225	6/18/2020	2494	Southwest Gas Corp.	Service 05/08/20-06/09/20 EV	829.81
88226	6/18/2020	2861	Jay D. Whipple	MV Pest Control	40.00
88227	6/18/2020	3149	Midwest Tape	Materials for FY 2019-2020	5,985.42
88228	6/18/2020	3559	Diane Dewar (Other-PC)	Replenish Petty Cash	99.05
88229	6/18/2020	4404	NVCPA	Dues 8/1/20-7/31/21 Mbr #601	250.00
88230	6/18/2020	5026	Nevada State Treasurer	Mandated Court Payment	8.00
88231	6/18/2020	5246	Kelly D. Benavidez	Board Comp - June 2020	80.00
88232	6/18/2020	6301	Cobalt Truck Equipment	#s 60 & 62: Install switch box in each vehicle	1,146.33
88233	6/18/2020	8718	Library Ideas, LLC	Materials for FY 2019-2020	6,807.60
88234	6/18/2020	9677	Elm USA, Inc.	Tubes & center seal	63.50
88235	6/18/2020	9711	Jose L. Melendrez	Board Comp - June 2020	80.00
88236	6/18/2020	9945	Texas Life Insurance Company	Texas Life Invoice	488.08
88237	6/18/2020	9710	Sphero, Inc.	STEAM Student Set Classroom Bundle	2,946.50
88239	6/23/2020	2175	NV Energy	voided	3,981.16
Total 100 - General Fund					1,928,357.17

Las Vegas - Clark County Library District
Check/Voucher Register

Grant Fund - 220
From 05/28/2020 Through 06/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10310	6/8/2020	10011	ACT, Inc.	CC WorkKeys 1 yr site license	5,000.00
10372	6/15/2020	9383	Office Plus	Crtgd,Isr,hp - SW	1,650.60
10383	6/22/2020	1757	Ingram Library Services	Materials for FY 2019-2020	51,912.69
88126	6/4/2020	10767	The International School of Hospit:Victoria P,	course tuition and textbooks	14,654.04
Total 220 - Grant Fund					73,217.33

Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230
From 05/28/2020 Through 06/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10364	6/15/2020	8122	Staples Advantage Dept LA	144 Business card holder - ME	8,331.86
88209	6/18/2020	10078	Hilburn & Lein, CPAs	Fnd audit and tax prep	10,500.00
88220	6/18/2020	11829	Nonprofit Megaphone LLC	Google Grant FY 2020-2021	4,491.00
Total 230 - Gift Fund					23,322.86

Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 05/28/2020 Through 06/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10273	6/1/2020	2015	Machabee Office Environments	MV: Living Room Furniture	6,094.55
10289	6/1/2020	7943	Communication Electronic Systems Inc	CC: Replace fire alarm system	44,402.25
10312	6/8/2020	10571	High Impact Sign & Design, LLC	BAM SIGN BID	900.00
10336	6/15/2020	1455	Dell Marketing L.P.	For CC VXRail Memory	5,471.76
10346	6/15/2020	2799	CDW Government Inc,	Replace End of Life Network Diagnostic Sol.	58,326.49
10375	6/15/2020	9875	Serenic Software, Inc.	Canon-IRIS integration	63.75
10378	6/22/2020	10701	Staples Technology Solutions	Lenovo ThinkPad P73 20QRCORE	2,227.92
88158	6/10/2020	10148	CORE Construction Services of Nevada, Inc.	East Las Vegas Construction	137,169.17
88216	6/18/2020	11062	Blue Planet Lighting, Inc.	ETC #4311A1021-US-Ion Xe 20 Console 2,048	8,045.00
Total 510 - Capital Projects Fund					262,700.89
Total - All Funds					2,287,598.25

ITEM VII.A.3.b.



MEMORANDUM

TO: Fred James, Acting Executive Director
FROM: Stephen J. Rice, General Services Director
DATE: June 25, 2020
SUBJECT: General Services Report, July 2020

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

CAPITAL REPAIR/IMPROVEMENT PROJECTS

Major Projects (work in progress):

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

FACILITIES MAINTENANCE DEPARTMENT

COVID – 19 Related Activities:

Phase 2 Reopening Preparation: In preparation for opening branches under Phase 2 guidelines, department staff:

- 1) Manufactured and installed additional barriers at branch service points, computer labs, etc.
- 2) Enhanced social distancing awareness by designating aisleways, cordoning off restricted areas, installing signage and floor decals, and rearranging or removing furniture to provide for 6-foot separation.

Janitorial Services: On June 4th, janitorial services were enhanced with additional mid-day cleaning/sanitizing of open public areas, public and staff restrooms, staff work areas, and all high touch surfaces.

Maintenance Work Order Activity – June 2020:

Corrective work requests received and converted to work orders - 287
Corrective work orders completed – 326

Preventive maintenance work orders generated – 229
Preventive maintenance work orders completed – 302

Minor Projects and Major Repairs Completed – June 2020:

Sahara West Library:	Repair sump pump controllers - \$4,149
Summerlin Library:	Repair HVAC system chiller - \$930

West Las Vegas Library: Repair automatic entrance door - \$500
 Replace car stops in parking lot - \$510

COURIER DEPARTMENT

Library Materials Moved Between Branches – May 2020:

	<u>May 2020*</u>	<u>May 2019</u>	<u>April 2020**</u>
Urban Branches	94,800	297,720	0
Outlying Branches	12,900	36,900	0
Contract/Other Libraries	7,680	55,620	0
To Storage for Future Sale	<u>12,160</u>	<u>50,960</u>	<u>0</u>
Total	127,540	441,200	0

*Courier Service Resumed on May 15th

**District Closed

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 \$150,048.

SAFETY AND SECURITY

COVID – 19 Related Activities:

Procedures/Protocols: Members of the Health and Safety Mitigation Team (HSMT) assisted with creating procedures/protocols and answering staff questions on the Phase 2 reopening of the branches.

Security Services: Allied Universal Security returned to normal post orders and shift schedules to coincide with branch reopening on June 4th. Security Officers will continue to provide staff escort for curbside deliveries at CC, WH, and WV libraries.

RISK MANAGEMENT

Insurance Policy Renewals: The District's property and casualty insurance and public officials and employment practices liability insurance policies are scheduled to renew on July 15, 2020.

Flood Insurance Coverage: At the June 11th meeting of the Board of Trustees' Risk Management Committee, an inquiry was made by Trustee Ortiz regarding "the need for and premium cost of flood insurance for properties not in designated flood zones." An Agenda Item regarding this matter will be presented to the Board of Trustees for consideration at the July 9th meeting.



ITEM VII.A.3.c.

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Jeff Serpico, Human Resources Director

DATE: July 9, 2020

SUBJECT: Human Resources Report, July 2020

This report covers activity from June 1 to June 30, 2020.

- Due to COVID-19, there was no extracurricular activity for Human Resources staff.
- The Executive Director search will begin with an initial meeting (Destiny Search) on July 9th.

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

Received 0 applications on the Kronos On-line Application System
Processed 0 job vacancies
Answered 125 calls on the incoming telephone lines
Sent out 0 recruitment result notifications
Conducted 0 interview selection procedures

	NEW HIRES	RE- HIRES	RESIGNATIONS/TERMINATIONS		
			Professional	Paraprofessional	Page
June 2020	1	0	0	0	2
2020 YEAR TO DATE	13	3	4	5	15

<u>Position</u>	<u>Location</u>	<u>Open Date</u>	<u>Close Date</u>	<u>Received</u>
Recruitment Closed				

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

Employee Orientation:

During this reporting period, two employee orientations were conducted on 6/3/2020 & 6/16/2020. The District had three new hires/rehires who 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 Policies and Procedures 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- .14 %
- Involuntary- 0 %
- Retirement- 0 %

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)
Cynthia Almodovar Carol Conzen Sasha Ferrell Amanda Howell Christy Means Fereshteh Sadeghi	Windmill Library West Charleston Library Windmill Library Collection and Bibliographic Services Collection and Bibliographic Services Clark County Library	World Book Training	March 2020
Cynthia Almodovar Vanessa Giebink	Windmill Library Mesquite Library	Graduate Courses	May 2020
Allison Boyer	Executive Administration	How To Design and Deliver Webinars that Engage Attendees and Exceed Training Expectations	June 2020
Claire Davies	Whitney Library	EdD Organizational Change and Leadership	May 2020
Tomeisha Davis Jessie Machado Angelica Neria Donu	Sahara West Library Sahara West Library East Las Vegas Library	Undergraduate Courses	May 2020

Name	Branch/Location	Course/Training Name	Date(s)
Irvin Guerrero-Vizcarra	Programming and Venues Services	New Hire Orientation	June 2020
Asa Zink	Centennial Hills Library		
Anthony Weitz	Information Technology	10985 Introduction to SQL (Structured Query Language) Database	March 2020

The District allocated \$5,293.14 for the above training.

Of the employees listed above who received training, the following is a breakout of their demographics.

RACE CATEGORIES	Female	Male
White	8	2
Black or African American	1	0
Asian	0	0
Native Hawaiian & Other Pacific Islander	0	0
American Indian & Alaska Native	0	0
Two or More Races	1	0
Hispanic or Latino	3	1
Subtotal	13	3
Grand Total	16	

Staff Diversity:

Most recent diversity statistics, as of June 23, 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 JUNE 2020*	LV-CCLD JUNE 2019
White	1,301,043 61.60%	380 51.91%	383 51.48%
Black or African American	237,543 11.20%	77 10.52%	78 10.48%
Asian	203,606 9.60%	81 11.07%	84 11.29%
Native Hawaiian & Other Pacific Islander	15,583 0.70%	11 1.50%	12 1.61%
American Indian & Alaska Native	13,399 .6%	4 0.55%	4 0.54%
Two or More Races	105,631 5.0%	22 3.01%	28 3.76%
Hispanic or Latino	648,211 30.70%	157 21.45%	155 20.83%
Total Population	2,211,436	732	744

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	<u>1</u>
Total	1

Resignations/Terminations

Demographics

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

New Hires:	1	
Rehires:	0	
Promotions, Demotions, Transfers, Reclassifications, Hours Increased:	0/0/0 0/0	
Leave without Pay:	1	
Merit Increases:	42	One-step merit increases
Evaluations for Employees At End of Pay Scale:	0	
Merit Increase Delay/Late Evaluation	0/0	
Resignations:	2	
Terminations:	0	
Retirements:	0	



ITEM IX.A.

AGENDA ITEM

JULY 23, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.A.: Appointment of East Las Vegas QALICB, Inc. Board of Directors

Background: 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

MOTION: Appoint the slate of Directors detailed above to the East Las Vegas QALICB, Inc.



ITEM IX.B.

AGENDA ITEM

JULY 23, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.B.: Discussion and possible Board action to retract approval for the Library District's closure on October 12, 2020 for Staff Development Day.

Background: 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 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.

Recommended Action: Motion to retract approval of October 12, 2020 as a closed day for the Library District.



ITEM IX.C.

AGENDA ITEM

JULY 23, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.C.: Discussion and possible Board action to adopt a new *Electronic Signature Policy*.

Background:

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.

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.

The attached policy defines how electronic signatures can be securely used by the District.

Recommended Action:

Motion to adopt the proposed *Electronic Signature Policy*.



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 9, 2020.



ITEM IX.D.

AGENDA ITEM

JULY 23, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.D.:

Discussion and possible Board action regarding modifying the District's flood insurance coverage.

Background:

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

Recommended Action:

Motion to authorize staff to purchase flood insurance coverage from Travelers Insurance for a policy limit of \$_____ at an annual premium of \$_____ for the policy year commencing on July 15, 2020.