

# ITEM III.

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Meeting  
June 11, 2020**

DATE: Thursday, June 11, 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 Summerlin Library (Trustees and required staff only) AND online via Webex. Connection information is listed on page 5.

Summerlin Library (Trustees only)  
1771 Inner Circle Drive  
Las Vegas, NV 89134

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](mailto: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, January 16, 2020
- B. Regular Session, February 13, 2020
- C. Regular Session, March 12, 2020
- D. Emergency Meeting, March 18, 2020
- E. Finance and Audit Committee, April 16, 2020
- F. Regular Session, April 16, 2020



- G. Special Session, April 28, 2020
- H. Regular Board Meeting, May 21, 2020
- I. Emergency Meeting, June 1, 2020.

V. Chair’s Report

- A. Possible Board discussion regarding the Chair’s report.

VI. Library Reports

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

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

A. Executive Director’s Report - Fred James, Acting Executive Director

- 1. Program and Delivery Services
  - a. Library Operations and Security Reports and Monthly Statistics
- 2. Program Support Services
  - a. Branding and Marketing Report and Monthly Statistics
  - b. Community Engagement Report and Monthly Statistics
  - c. Development and Planning Report
  - d. Information Technology Report
- 3. Administrative Support Services
  - a. Financial Services Report
  - b. General Services Report
  - c. Human Resources Report

VII. Unfinished Business

None

VIII. New Business

- A. Discussion and possible Board action to appoint Fred James as Acting Executive Director until such time as a permanent Executive Director is selected.
- B. Discussion and possible Board action to permit the use of DocuSign for signatures on the District’s legal documents.
- C. Discussion and possible Board action regarding contract award for



property and casualty insurance and public officials and employment practices liability insurance for the policy year commencing on July 15, 2020.

- D. Discussion and possible Board action regarding the approval for staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related infrastructure improvements over \$50,000 for Fiscal Year 2020-2021.
- E. Discussion and possible Board action regarding the election of Board officers for Fiscal Year 2020-2021 and accompanying Resolution 2020-01.
- F. Update on Voluntary Employment Separation Program (VESP) and Voluntary Temporary Furlough Program by Deputy Director/CFO/Interim Human Resources Director Fred James
- G. Discussion of the District’s budget and human resources issues related to the COVID-19 Pandemic. THIS WILL BE A CLOSED SESSION.
- H. Discussion and possible Board action regarding the District’s labor agreements with Teamsters 14.
- I. Discussion and information regarding the District’s budget update for Fiscal Year 2020-2021.

IX. Announcements

The next Board Meeting will be held Thursday, July 7, 2020, at 6:00 p.m. at a physical location TBD with Webex connections available.

X. Public Comment

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

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

the chair shall proportionately reduce the time allotted to the forty-five



minute maximum.

XI. 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](mailto: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](http://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 Saturday, June 9, 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](http://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): 146 026 1410

Password: NMCREG061120

Join by phone: +1 (408) 418-9388

Use same meeting number

Join from a video system or application:

Dial [1460261410@lvccld.webex.com](tel:1460261410)

You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.



**PROPOSED MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' MEETING  
LAS VEGAS, NEVADA  
January 16, 2020**

**ITEM IV.A.**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Clark County Library, Las Vegas, Nevada, at 6:15 p.m., Thursday, January 16, 2020.

**Present:**

Board:	F. Ortiz, Chair	S. Bilbray-Axelrod
	E. Foyt	R. Wadley-Munier
	M. Francis Drake	S. Ramaker
	B. Wilson	J. Meléndrez
	K. Rogers	
Counsel:	G. Welt	
Absent:	K. Benavidez - excused	
Staff:	Fred James, Deputy Director/Chief Financial Officer	
	Numerous Staff	
Guests:	Christina Lopez, Lt. Governor's Office	
	Anthony Ruiz, Nevada State College	

F. Ortiz, Chair, called the meeting to order at 6:15 p.m.

**Roll Call and Pledge of Allegiance (Item I.)**

All members listed above represent a quorum. Trustees Bilbray-Axelrod and Wilson attended via telephone. Trustee Benavidez had an excused absence. Executive Director Dr. Ron Heezen was unable to attend so Deputy Director/Chief Financial Officer Fred James substituted for him. Appendix A.

Chair Ortiz led attendees in the Pledge of Allegiance.

Chair Ortiz asked for a moment of silence for former Trustee Geno Withelder who had recently passed away.

**Public Comment (Item II.)**

None.

**Agenda (Item III.)**

Chair Ortiz removed Items IV.B, V.B., and IX.C from the Agenda. Trustee Rogers moved to approve the Agenda as updated. There was no opposition and the motion carried.

**Presentation and discussion of partnership with the Nevada System of Higher Education (NSHE) to implement a pilot student shuttle service program. (Item IV.A.)**

Community Engagement Director Matt McNally briefly discussed the background to this partnership briefing.

On September 27, 2019, Lieutenant Governor Kate Marshall convened stakeholders from her office, Councilwoman Olivia Diaz, Nevada State College, College of Southern Nevada, and the Library District at the East Las Vegas Library to foster support and begin implementing an express shuttle service for students. The program aims to improve students' access to public transportation both to and from Nevada institutions of higher education. It was noted that in some instances, the current travel time for students using public transportation from the East Las Vegas area to Nevada State College can take



approximately 105-110 minutes, one-way. This often acts as a barrier to student success.

NSHE plans to implement a pilot program to shuttle students to and from Nevada State College and College of Southern Nevada. The program will operate near the East Las Vegas Library and is run independently from Library District operations.

The Nevada System of Higher Education (NSHE) is planning to implement an express shuttle service to assist students traveling to the Nevada State College and the College of Southern Nevada. The proposed model will use RTC bus turnouts as pick-up and drop off locations for the safety of riders and vehicles. One of those proposed RTC locations is located adjacent to the East Las Vegas Library. If the pilot program is successful, NSHE may wish expand the program to other RTC stops located adjacent to other Las Vegas-Clark County Library District facilities.

Over the past few months, numerous discussions have occurred between the colleges and the Library District to plan for the pilot program implementation. The proposed partnership has no financial impact to the Library District. If necessary, a MOU can be reviewed by legal counsel and executed that clearly identifies the terms, responsibilities, and expectation details including insurance, liability, and security among other items.

Mr. McNally introduced the Lieutenant Governor's Chief of Staff Christina Lopez and Senior Advisor for Government Relations & Community Affairs from Nevada State College Anthony Ruiz, to discuss the shuttle service pilot program.

Ms. Lopez walked through the process that led to the decision to start this pilot program to provide transportation to the Nevada State College and the College of Southern Nevada (CSN) via a bus system from various points in the valley. The process started as an exercise to figure how higher education students could get to school instead of dropping out or delaying their education. Surveys and focus groups were utilized which determined that the amount of time required to use public transportation and the cost of public transportation and other options was a barrier to students and led them to drop out of the valley's higher education institutions. Also, there was a lack of communication at these institutions about the options and it was very hard to get to them. This pilot program, developed by many stakeholders, especially the students, is an attempt to resolve the transportation issue. The reason Ms. Lopez and Mr. Ruiz are at this meeting, is that the East Las Vegas Library is one of the stops along the route that was developed as part of the pilot program.

Mr. Ruiz then walked through how students would use the system, including how to reserve seats, calling up the schedule, and paying for their rides and their pass. He emphasized that this is a pilot program and things could change as the program moves forward.

The presentation by Ms. Lopez and Mr. Ruiz is attached as Appendix B.



After the presentation, Chair Ortiz opened the floor for questions and comments.

Trustees Foyt, Wadley-Munier, Meléndrez, and Francis Drake had questions on the hours the service would run, its frequency during that time, who could participate in the pilot, the Nevada Board of Regents involvement, price, how the transfers between the different buses on the two routes would work, how would riders reserves seats, the technology the program would use to implement this program, communication with the riders, and how any delays in the schedule would be communicated and handled.

Trustee Bilbray-Axelrod suggested looking into grants to help with the cost of the pilot program, to which Trustee Ramaker agreed.

Chair Ortiz thanked the Ms. Lopes and Mr. Ruiz, Lieutenant Governor Marshal, and the rest of the team for their long-term vision. He believes this is a viable and useful method to really improve attendance by students. Ortiz also asked staff to make sure that program representatives have security contacts at the District in case of issues.

Mr. Ruiz issued an invitation to the Groundbreaking event for the Campus Commuter program which will occur on Wednesday, January 22, 2020 at 10:00 a.m. at the East Las Vegas Library. All present are invited to attend.

For presentation and discussion only.

**Presentation by Las Vegas-Clark County Library District Foundation, Inc. Board President Keiba Crear. (Item IV.B.)**

Removed from Agenda. Will be presented at the February meeting.

**Presentation by Clark County Library Branch Manager Robin Gaebler. (Item IV.)**

Clark County Library Branch Manager Robbin Gaebler welcomed everyone to the Clark County Library. She hoped they noticed the new exterior paint job. Gaebler then went into her presentation on the branch, its staff, and the many activities that happen at the branch. She started in her current position in October 2018. This is actually the second time she has worked for the Las Vegas-Clark County Library District and the second time working in this branch.

Ms. Gaebler has been a librarian working in public libraries for almost thirty years, starting her career as a children's librarian at the Spokane Public Library where she worked for four years. She then spent a decade at the District from 1994-2004 as a Young People's Library (YPL) Department Head (mostly); she worked at the Green Valley, Sunrise, Clark County, and Sahara West libraries. She left the District to move up to the Northwest where she worked for two years in adult services in the Portland area and then for seven years in the Seattle area as a Branch Manager for the King County Library System. Gaebler moved back to the Southwest when she could not take one more rainy



grey winter in Issaquah – to Arizona where she worked for the Scottsdale Public Library for five years in administration as the manager of all branch operations.

Ms. Gaebler felt like the luckiest person in the world to have been given the opportunity to work for the District a second time. She said her experience at the District during the ten years she worked in Youth Services were some of the best years of her professional career as she was given opportunities to learn and contribute at many levels and participate fully on the team of an elite institution. She also said she was proud to say she has worked for two of the best public library systems in the country. Both the District and the King County Library System earned Library Journal's *Library of the Year* award during years that she worked for those organizations.

Ms. Gaebler then introduced Michael Marsteller, the Assistant Branch Manager (ABM). Originally from Youngstown, Ohio, Mr. Marsteller has lived in Las Vegas since 1990. Marsteller started with the District in 1995 as a Page at Summerlin. He left Las Vegas in 1998 for a few years but came back to work for the District in 2001. Since that time, he has worked as a Circulation Assistant, an Adult Services Assistant and a District-Wide Librarian (DWL), which means he has worked at every Urban Branch in the Library District and many of the Outlying Branches as well. During his tenure as a DWL he was often asked by staff which was his favorite branch – he always said Clark County. He's been at the branch for about one year as the ABM.

Lexi McEwen has been the Youth Services Manager for nearly six years at the Clark County Library, and she has worked for the Library District for over 16 years. She is a member of the Library District's Training Ambassador Team and the most recent training she conducted was on emotional intelligence. Lexi is the creator of the Library District's first toy library which began at Clark County in 2016; there are now eight other urban locations that have toy library collections. She is also piloting inclusion kits which are programs designed for children on the autism spectrum to use inside the library. This district-wide initiative is set to roll out very soon. Ms. McEwen provided a kit for Trustees to see, as well as a stress relieving sensory jar for each of them that were made by the tweens at the Clark County Library.

Megan Nykodym has been the Teen Services Department Head at the branch for two and a half years. Before she joined the Las Vegas Clark County Library District, she taught Social Studies for the Clark County School District for 12 years. Megan runs the Best Buy Teen Tech Center (BBTTC) and works with a creative team of teen specialists who strive to support teen's dreams and provide a safe space for them to learn and grow. Megan and a BBTTC Mentor, Brad Smith, have been conducting a "Music Making Boot Camp." This is a group of ten teens who create music in the recording studio at the BBTTC. Six months ago, staff took those teens to record at the recording studio in the Palms Hotel and Casino where they worked with six different Grammy-winning artists to create music. The teens have two original songs completed and are planning on releasing them in the summer. Ms. Nykodym also hosted a Regional Conference for the Clubhouse Network



for all BBTTTC's on the West Coast. This was a three-day event that includes Clubhouse Coordinators from California, Oregon, and Washington.

The Teen Services Staff and the BBTTTC teens would like to thank Trustees for their hard work and dedication to lifelong learning. Ms. Gaebler then presented Trustees with a box the teens designed in the BBTTTC and created with a new piece of equipment, a GlowForge 3D printer.

Gabe Castillo started at the Sahara West Library back in 2013 as a Reference/Reader Services Assistant. He has been the Customer Service (CS) Department Head for approximately one year now. As the CS Department Head Mr. Castillo manages the team that administers the flow of items through the building, creates new library cards, and provides account access. The CS staff is usually one of the first desk customers interact with when they enter the building.

Chris Carnell is the Computer Lab Department Head. Mr. Carnell has served in that role at the Clark County Library for almost 12 years. Prior to that Chris was a Security Officer at this branch for about three and a half years.

The Clark County Library's Programming and Venue Services Department (PVS) is made up of three talented and hardworking individuals – Suzanne Scott, PAC Coordinator; Julie Okabayashi, Programming Specialist; and Robert McNair, Scheduling Specialist. In 2019 they facilitated over 780 programs which more than 64,000 customers attended. In addition to assisting community groups use the branch venues, the PVS staff creates a variety of programming that ranges from the popular Vegas Valley Comic Book Festival (2020 will be the 13th year); information sessions on topics like Medicaid/Medicare and radon awareness; free films; to a monthly history program, Las Vegas Stories, attended by 120 people to listen to a talk from News 3's Tom Hawley on "Tales from Sunrise Mountain." The top programs in the Clark County Library's Theater are presented by the UNLV Jazz Band, the Las Vegas Brass Band, CCSD Mariachi performances, and the Comic Book Festival (which is largest event held in the Library District with approximately 3,500 attendees).

In addition, at the Clark County Library, there are Literacy classrooms that offer adult literacy programs, including English Language Learner classes. The branch has a 40-seat computer lab, study rooms, and meeting spaces, as well as the District's largest programming venue: a 399-seat Performing Arts Center. The Career Online High School Graduation is held in the Theater and is meaningful, emotional, and transformational, according to Ms. Gaebler. The Theater is filled with the family and coworkers of the graduates, who have made great sacrifices to complete their program. The Southern Nevada Non-Profit Information Center is located in the branch and offers a collection of non-profit/grant seeking materials and workshops free of charge. The Clark County Library is committed to early literacy endeavors and performs targeted outreach and in-house programs to preschoolers and school-aged children. The Youth Services Department partners with Three Square to provide children free lunches or healthy after school



snacks. Homework assistance is provided for school-aged children throughout the school year. In the coming year, Clark County Library will continue to focus on services provided to youth and families in its neighborhood by maintaining strong teen-oriented programming with the BBTC, and expansion of the toy library for children ages five and under. Additionally, a dedicated area for Workforce Connections will allow for onsite career and job assistance.

In closing, Ms. Gaebler read from an email she sent to Dr. Heezen last summer expressing her feelings about libraries: "the greatest moments happen in our library every day, but sometimes we have our heads so buried in the crises we are solving or the minutiae of building operations that we don't get a chance to see them. It never ceases to amaze me all the different ways the public library adds value to our community and makes people lives better or at least more enjoyable. We open our doors every day, the talented people who work here do their jobs, and I am super glad to be a part of it. So I just wanted to say thank you and tell you how proud I am to be part of the Las Vegas-Clark County Library District and the team that serves this community."

Chair Ortiz thanked Ms. Gaebler and her staff; he then commented that he comes out to the Comic Book Festival held annually at the Clark County and really enjoys that every year. Also, he said he comes to the branch quite a bit and appreciated the presentation.

Ms. Gaebler's presentation is attached as Appendix C.

**Approval of  
Proposed Minutes  
Finance and Audit  
Committee,  
November 14, 2019;  
Regular Session,  
November 14, 2020.  
(Item V.A-B.)**

Trustee Meléndrez moved to approve the Minutes of the Finance and Audit Committee Meeting held November 14, 2019. There was no opposition and the motion carried.

The consideration of the Minutes of the Regular Session, November 14, 2019 was removed from the Agenda.

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

Chair Ortiz listed the members of each Fiscal Year 2019-2020 Board Committee:

- Executive Committee: Chair Ortiz, plus Trustees Bilbray-Axelrod, Foyt, and Benavidez
- Finance and Audit Committee: Trustee Benavidez, Chair; plus Trustees Bilbray-Axelrod, Wadley-Munier, and Wilson. In response to Chair Ortiz' request, Trustee Rogers agreed to join this committee.
- Risk Management Committee: Trustee Francis Drake, Chair; plus Trustees Foyt and Ramaker. In response to Chair Ortiz' request, Trustee Meléndrez agreed to join this committee.
- Bylaws Committee: Trustee Bilbray-Axelrod, Chair; plus Trustees Foyt, Wadley-Munier, Wilson, and Counsel Gerald Welt.
- The Nominating Committee is appointed in May.



Chair Ortiz is an ex-officio member of all the above Committees.

There are also several ad-hoc Committees of the Whole:

- Purchasing Policy Committee of the Whole: Trustee Ortiz, Chair
- Naming Libraries Policy Committee: Trustee Benavidez, Chair

Chair Ortiz then emphasized how critical it was for Trustees to schedule and participate in an upcoming Board Retreat regarding the Facilities Master Plan projects. Staff would like to plan on a date in April. The retreat would take place from 9:00 a.m. - 4:00 p.m. on the selected date. Several dates were listed, April 23 (Thursday), 24 (Friday), 28 (Tuesday), or 30 (Thursday). A Doodle poll will be sent out so each Trustee can mark the dates that work best for them. Deputy Director/CFO Fred James requested that Trustees make the time to attend. The amount of money that will need to be generated for these renovations is large and staff needs Trustee input and direction before the decisions are made.

**Library Reports  
(Item VII.)**

Trustee Ramaker moved to accept Reports VII.A.1-3. There was no opposition and the reports were accepted.

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

Due to Dr. Heezen's absence, there were no comments on the Executive Director's report.

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

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

Trustee Wilson asked:

- Whether the new District trademark has been approved. Branding and Marketing Director Betsy Ward explained that staff are still waiting to hear back from outside counsel, but the District would probably not hear back until the new brand has been launched. The application has been accepted so the District owns the trademark and now the District needs to show use.
- What progress has been made on the newsletter email marketing software? Ms. Ward said appointments have been set up with OrangeBoy and BiblioCommons, the two companies staff have narrowed the selection down to.

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

Trustee Wilson asked how the new meeting room reservation system is working out. Community Engagement Director Matt McNally explained that the Communico platform has been fully implemented and, so far, has been working very well. The next stage will be to look at various improvements that have not been in the original scope of work, such as adding the District's performing arts centers and reviewing how that will function. Wilson then asked about customer feedback on Communico and McNally said that staff have received little to no



negative response, just anecdotal reports from customers who appreciate the information and photos available and the online check out process.

Trustee Foyt complimented Community Engagement staff on recent programming at the District. She mentioned the Las Vegas Jewish Film Festival, which had one event at the Windmill Library and complimented Windmill Performing Arts Center Manager Tony Allison for the smooth-running event.

Trustee Foyt also is thrilled with the card staff produced that promotes the District's meeting spaces for rent to the community, in addition to featuring the District programming. She commented that all sorts of groups can take advantage of the opportunity, noting that recent events have included presidential candidates and cannabis speakers.

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

Mr. James reported on a recent visit he made with Development and Planning Director Danielle Milam to the East Las Library with a member of the Federal Communications Commission (FCC). The Commissioner was present for the Consumer Electronics Show and requested a tour of the branch. When they reached the Tech Lab section in the building he really got into the DJ equipment! James commented that the District is receiving national accolades and that is something everyone should be proud of.

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

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

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

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

**Unfinished Business  
(Item VIII.)**

None.

**Discussion and  
possible Board  
action regarding  
approval to rename  
the Jewel Box  
Theater at the Clark  
County Library to  
the Paul C. Blau  
Theatre. (Item**

Chair Ortiz reported that the Naming Libraries Policy Committee of the Whole met and made a recommendation to recommend approval of the gift and renaming proposal for the Jewel Box Theater to Paul C. Blau Theatre upon the following terms:

**Paul C. Blau Theatre (located at the Clark County Library)**

1. Agreement to contribute a minimum of 51% of project costs.  
The Donor proposes a \$100,000 gift to rename the existing Jewel Box Theater in Clark County. Since the theater space has



IX.A.)

seen recent improvements to furniture and equipment, there are no proposed changes to the space, other than minor improvements that go with an aging building. The Donor Agreement accepts the space in its current condition and gives no right to object to or have input into any proposed future improvements which may improve the customer experience or functionality of this theater space.

2. Naming by geography or function. Signage for the Paul C. Blau Theatre retains the functional name for the space.
3. Signage consistent with Library District signage standards. Physical signage will be designed and installed by General Services in accordance with criteria of the District. The Library District's room reservation system and promotional materials will reflect this name change.
4. Term for 10 years. Upon consultation with the Executive Council, it was determined that a ten year term is appropriate for the total memorial gift of \$100,000, due in the first quarter of 2020. The term of this Naming Opportunity will be from January 2020 through December 2029.

Trustee Meléndrez moved to approve renaming the Jewel Box Theater at the Clark County Library the Paul C. Blau Theatre according to the terms outlined above. There was no opposition and the motion carried.

**Discussion and possible Board action to appoint members of the Mesquite QALICB, Inc. Board of Directors.  
(Item IX.B.)**

Development and Planning Director Danielle Milam explained In December 2017, the Library District entered into a New Markets Tax Credit transaction for the Mesquite 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 the MESQUITE QALICB, Inc. stipulates 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 item calls for the reappointment of directors on the existing Mesquite QALICB Board of Directors: Fred James, Keiba Crear, Randy Ence, Tim Wong, and Michael Saunders.



Chair Ortiz confirmed that each person named would accept the annual appointment. Ms. Milam reported that, since the project is complete, the QALICB Board would be in existence for six more years to complete the seven year lease.

Trustee Ramaker moved to appoint Fred James, Keiba Crear, Randy Ence, Tim Wong, and Michael Saunders as members of the Mesquite QALICB, Inc. Board of Directors. There was no opposition and the motion carried.

**Discussion and possible Board action regarding contract award for the HVAC system boiler and air handler replacement at the West Charleston Library.**  
**(Item IX.C.)**

This item will be brought back at the February Board of Trustees Meeting.

Removed from Agenda.

**Announcements**  
**(Item X.)**

Trustee Francis Drake reported that she attended Mayor Goodman's January 9, 2020, State of the City address to represent the District. The East Las Vegas Library was mentioned twice: first, in a list of events that occurred in 2019 and second, in a tribute to Councilman Crear. Francis Drake emphasized that the Mayor's office is noticing what the District is doing.

As mentioned in Item IV.A., Trustees are invited to attend the Groundbreaking Ceremony of the Campus Commuter Service at the East Las Vegas Library on Wednesday, January 22 at 10:00 a.m.

Trustees are invited to attend the Grand Opening of the Cox Teen Steam Lab at the Enterprise Library, 25 E. Shelbourne Ave., on Tuesday, January 28, 2020 at 4:00 p.m.

Trustee Ramaker announced that, on January 29 at 9:00 a.m. Governor Sisolak will be visiting Mesquite to open the first electric charging system for the Interstate system in Nevada. It will take place at Exit 18.

African American History Month takes places during February, 2020. Please see the attached flyer for information on programs.

The next Board Meeting will be held Thursday, February 13, 2020, at 6:00 p.m. in the West Charleston Library, 6301 West Charleston Blvd., Las Vegas, Nevada 89146. Chair Ortiz requested that Trustees make as many meetings in person as possible. It is so important to receive everyone's input due to the many projects that are planned. Attendance by phone is always good, but in person is better.

Trustee Meléndrez thanked the Summerlin Library staff on their outstanding job on the six Nutcracker performances at their facility by the Las Vegas Ballet. His daughter performs with that ballet company



and he was at every performance and noticed staff's phenomenal efforts.

Chair Ortiz and Ms. Milam then asked Trustees to mark their calendars for Friday, September 25 at the East Las Vegas Library. The Library District Foundation will be inviting Trustees to a very special donor event. Ms. Milam then asked each Trustees to put together a list of about 20 potential donors. The event will be a donor cultivation event to educate and inform invitees about the new story of the District, showcase the programs and services of the new library model, and also kick off the Foundation's Capital Campaign in concert with the work going on with the branch renovations.

**Public Comment**  
**(Item XI.)**

None.

**Executive Session**  
**(Item XII.)**

Removed from Agenda.

**Adjournment**  
**(Item XIII.)**

Chair Ortiz adjourned the meeting at 7:49 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary



# 2020 ATTENDANCE

Appendix A

January 16, 2020 Regular Board Meeting

2020		January 16 Naming Library Policy Cmt	January 16 Regular Board Mtg							
Benavidez	Kelly	A-E	A-E							
Bilbray-Ax	Shannon	P	P							
Drake	Marilyn	P	P							
Foyt	Elizabeth	P	P							
Meléndrez	José	P	P							
Ortiz	Felipe	P	P							
Wadley-M	Robin	P	P							
Ramaker	Sandra	P	P							
Wilson	Brian	P	P							
Rogers	Keith	P	P							

attended Committee meeting but not a member

A-E Excused Absence

A-U Unexcused Absense

as of January 17, 2020



# Campus Commuter Pilot Program Overview

# Campus Commuter





# Importance of Place

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In a large, continuing study of upward mobility based at Harvard, **commuting time has emerged as the single strongest factor in the odds of escaping poverty.** The longer an average commute in a given county, the worse the chances of low-income families there moving up the ladder.

Harvard University | The Impacts of Neighborhoods on Intergenerational Mobility (2015)



# Importance of Place

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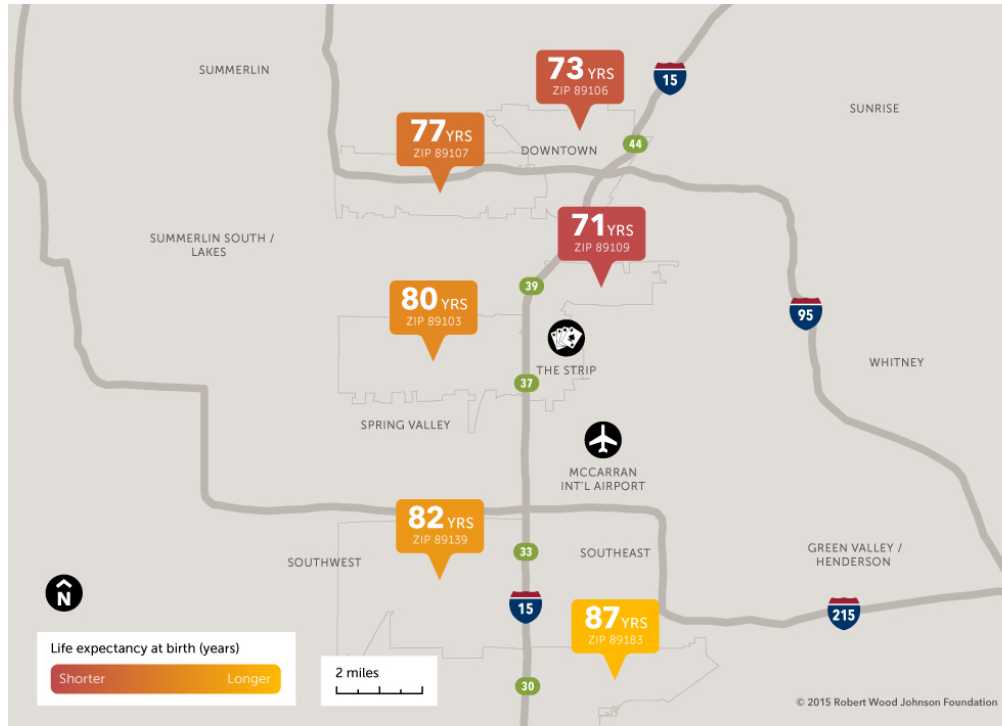


**The relationship between transportation and social mobility is stronger** than that between mobility and several other factors, like crime, elementary-school test scores or the percentage of two-parent families in a community, said Nathaniel Hendren, a Harvard economist and one of the researchers on the study.

Harvard University | The Impacts of Neighborhoods on Intergenerational Mobility (2015)



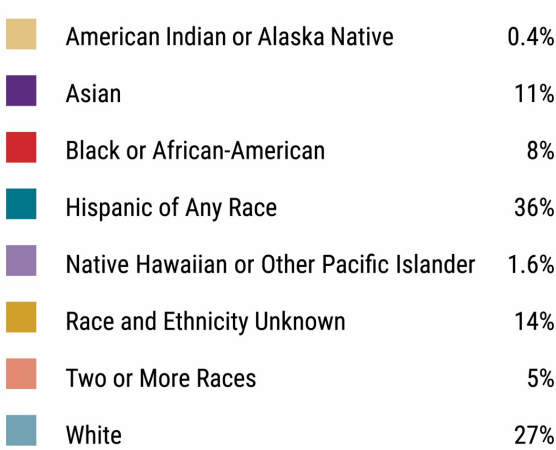
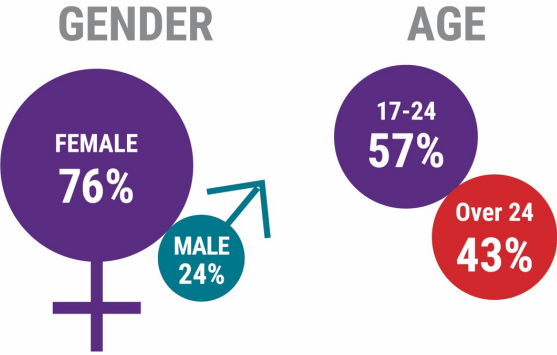
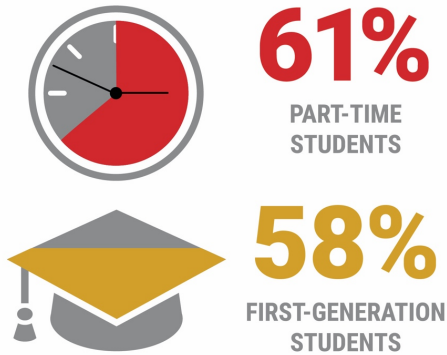
# Importance of Place



Life span disparities  
from zip code to zip code  
reflect differences in  
wealth, education and  
environment across all  
community residents.

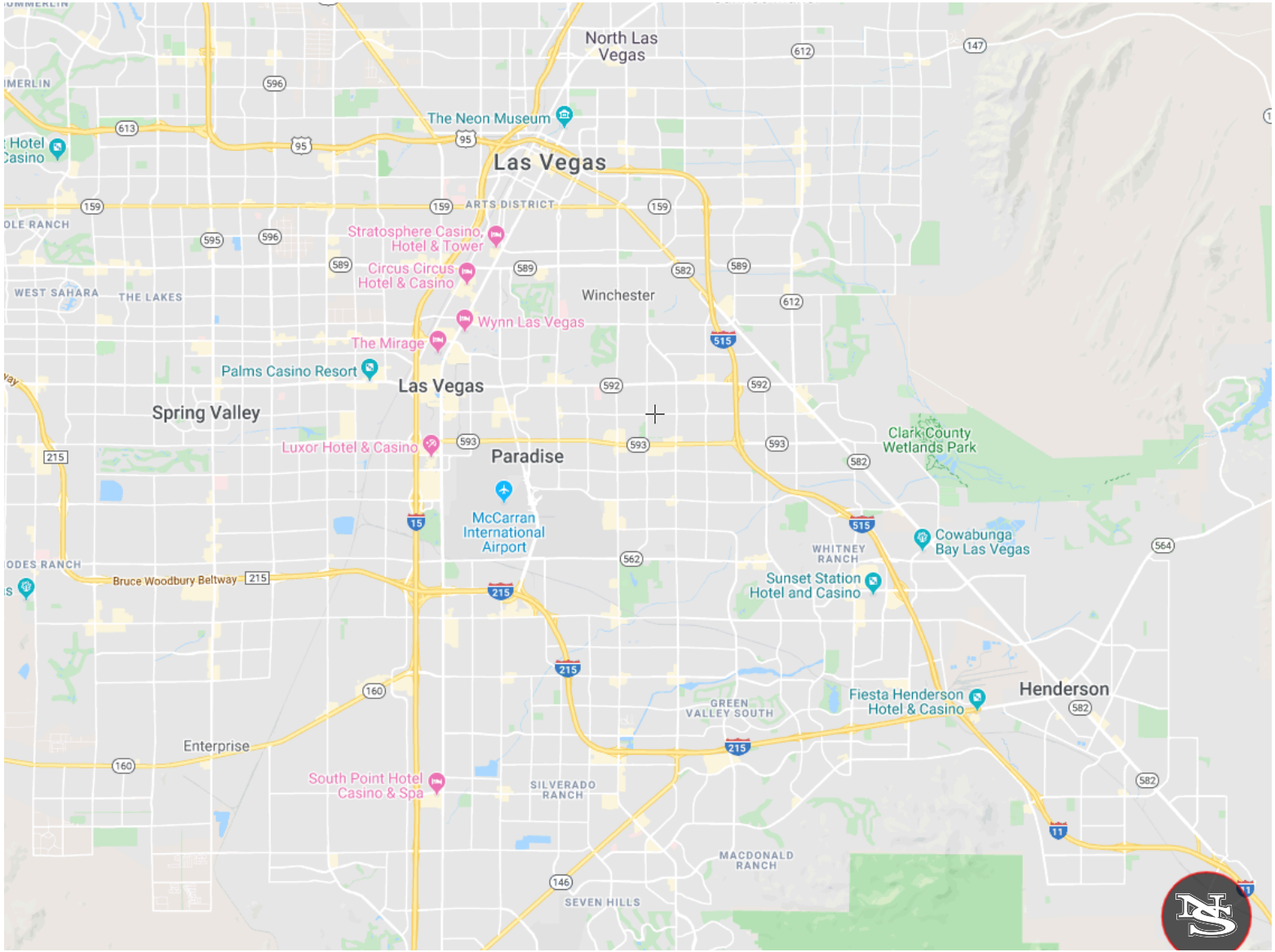
Virginia Commonwealth University Center on Society and Health (2015)





Data is from the fall 2019 student population.

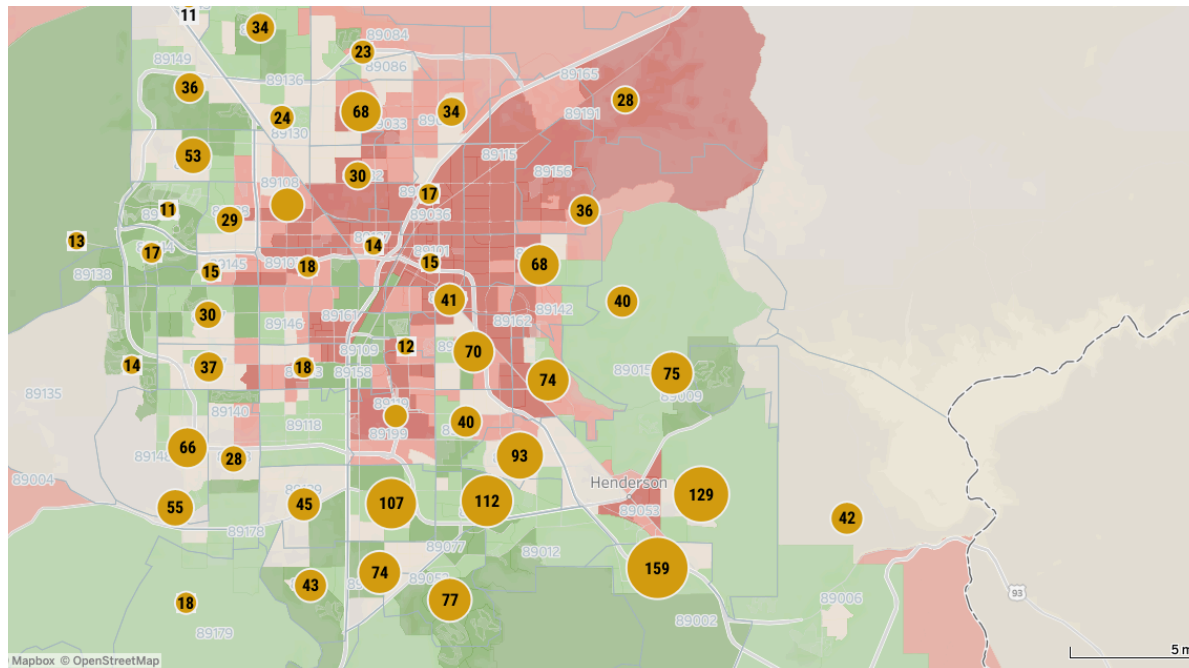




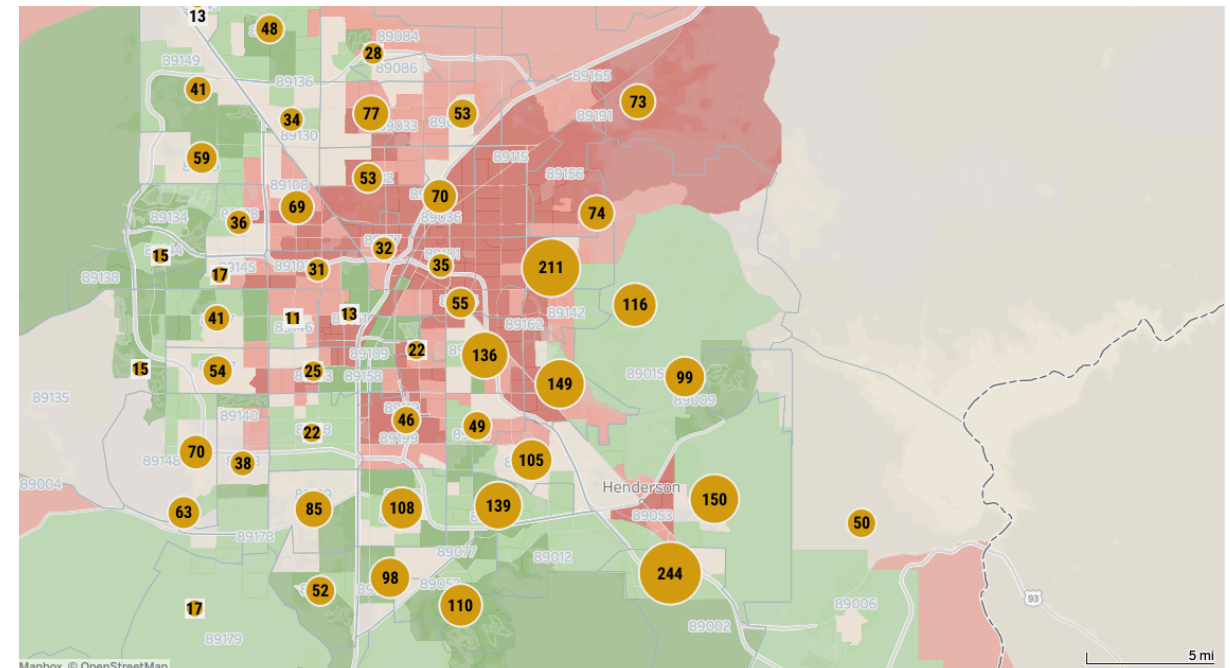


# Nevada State College Enrollment by Zip Code\*

Fall 2011



Fall 2019

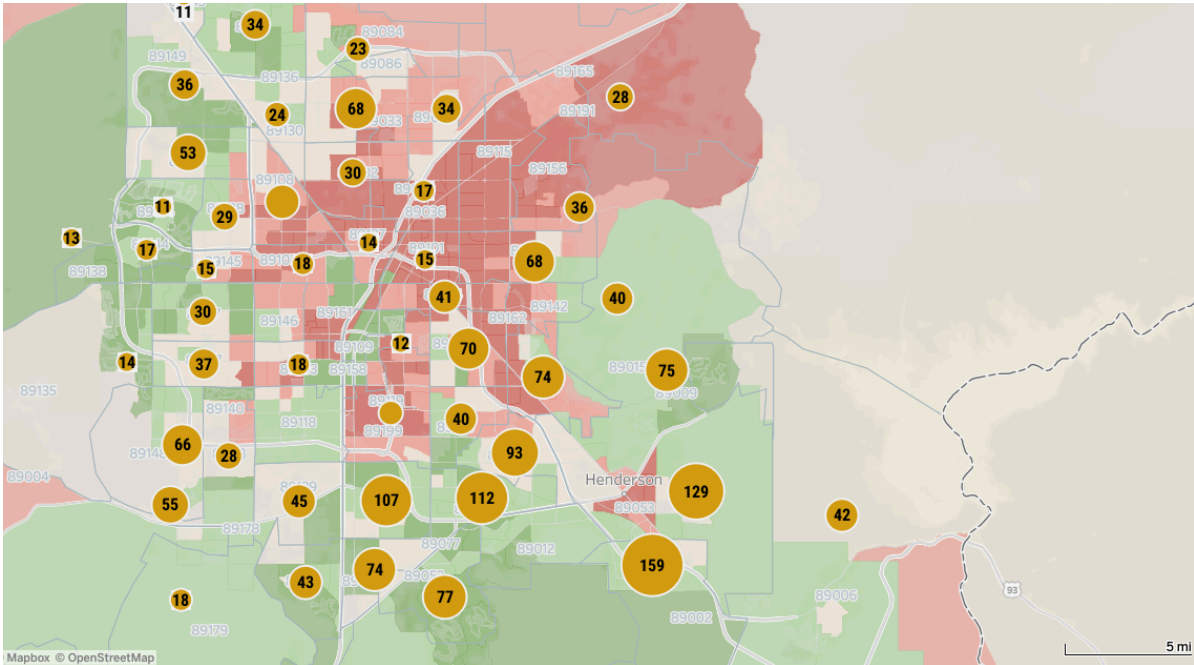


\*Excludes Dual Credit and Online Only Students

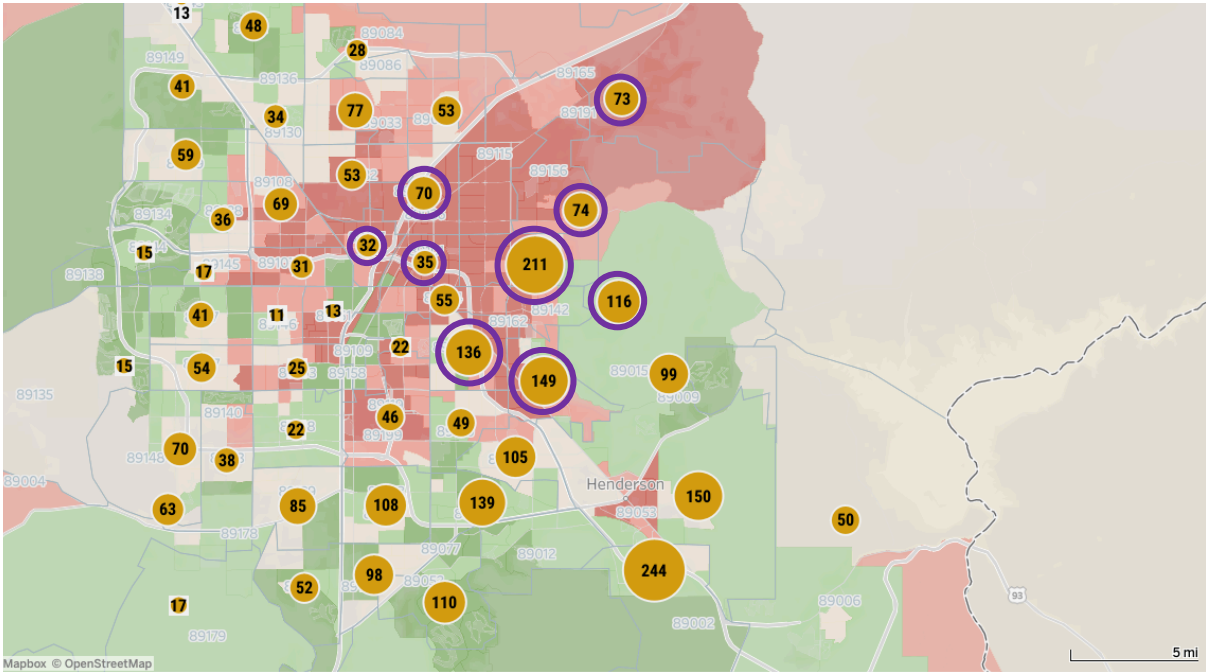


# Nevada State College Enrollment by Zip Code\*

Fall 2011



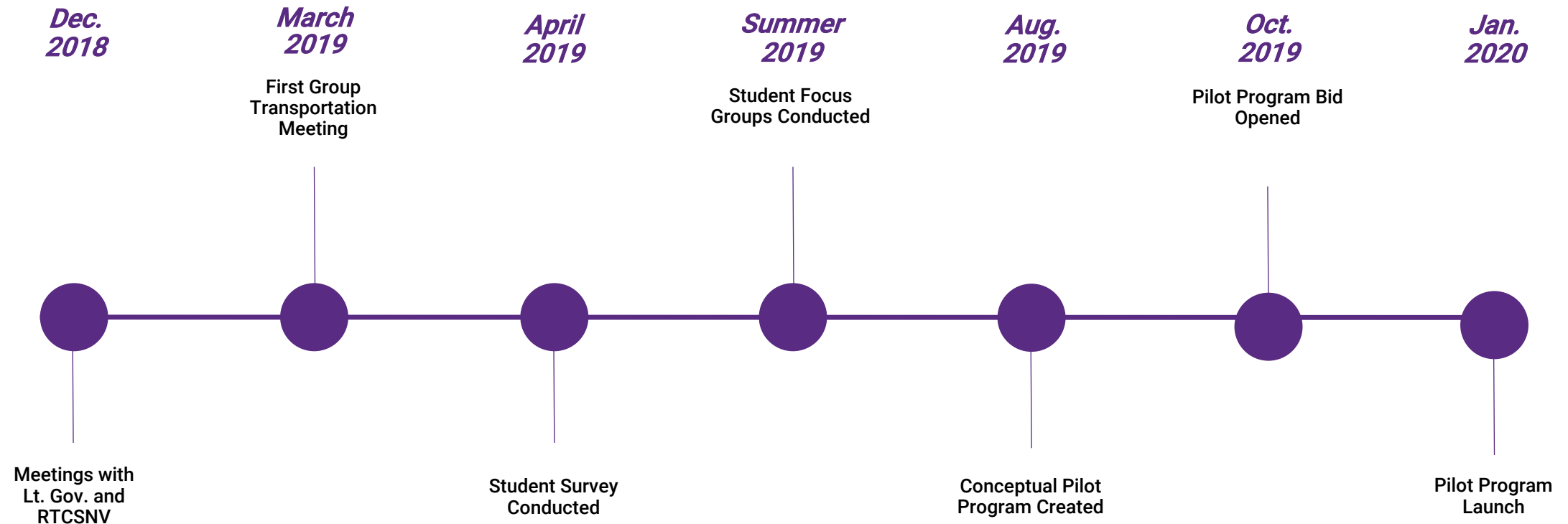
Fall 2019



\*Excludes Dual Credit and Online Only Students



# Timeline





# Student Survey

75%



An overwhelming percentage of currently enrolled students view transportation as a barrier.

79%



Currently enrolled students say that transportation makes college attendance difficult.

70%



Of prospective students rely on public transportation, rideshare, or family members to get to school.

Hickory Ridge Group LLC 2019 | Total Number of Students Surveyed: 502



# Student Focus Groups

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||

For me, the biggest issue [for commuting by bus] is **safety** on the buses themselves and the bus stops. A lot of bus stops are in high crime areas and I've been chased by homeless people, attacked by homeless people, and harassed by cops. And you know, a lot of students have computers, phones, chargers, a lot of expensive equipment that they need to excel academically.

Hickory Ridge Group LLC 2019 | Summer 2019 Focus Group Testimonial



# Student Focus Groups

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||

I think a campus circulator would be a **safer** option because you're in a place full of students and so I wouldn't really feel like I'd be at risk of my stuff getting stolen.

Hickory Ridge Group LLC 2019 | Summer 2019 Focus Group Testimonial



# Student Focus Groups

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||

There's a lot of park and rides where I'm from. And for me, I think that would be a huge benefit to RTC to have a lot more park and rides around the city itself to increase their clientele. Who wouldn't want to just park somewhere near my house, take the bus, get there, come back, get in the car and go home. I save on gas and mileage.

Hickory Ridge Group LLC 2019 | Summer 2019 Focus Group Testimonial



# Campus Commuter Pilot Program Features

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Reservation  
System



Hourly  
Service



Five Days a  
Week

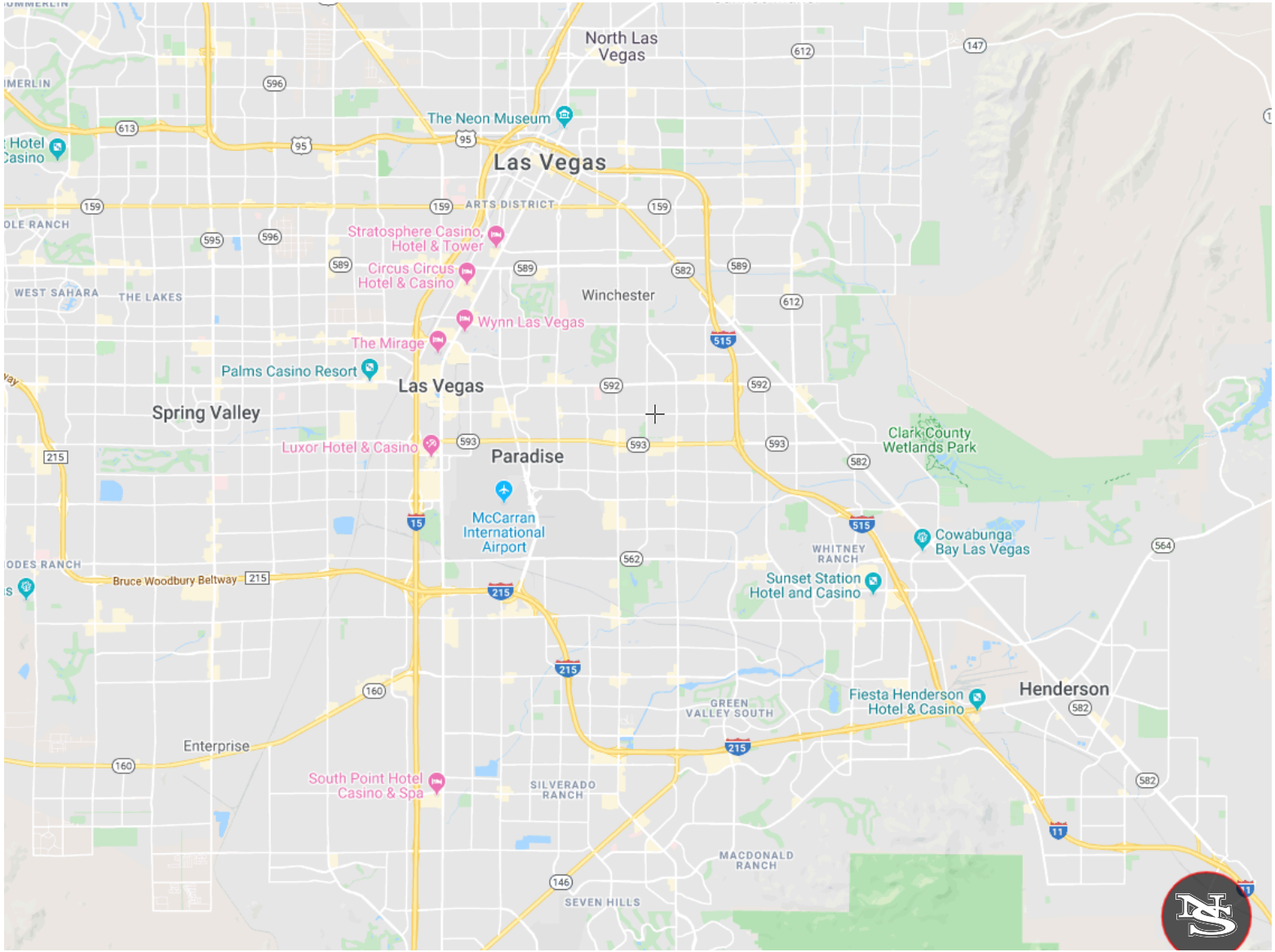


Partnership with  
CSN

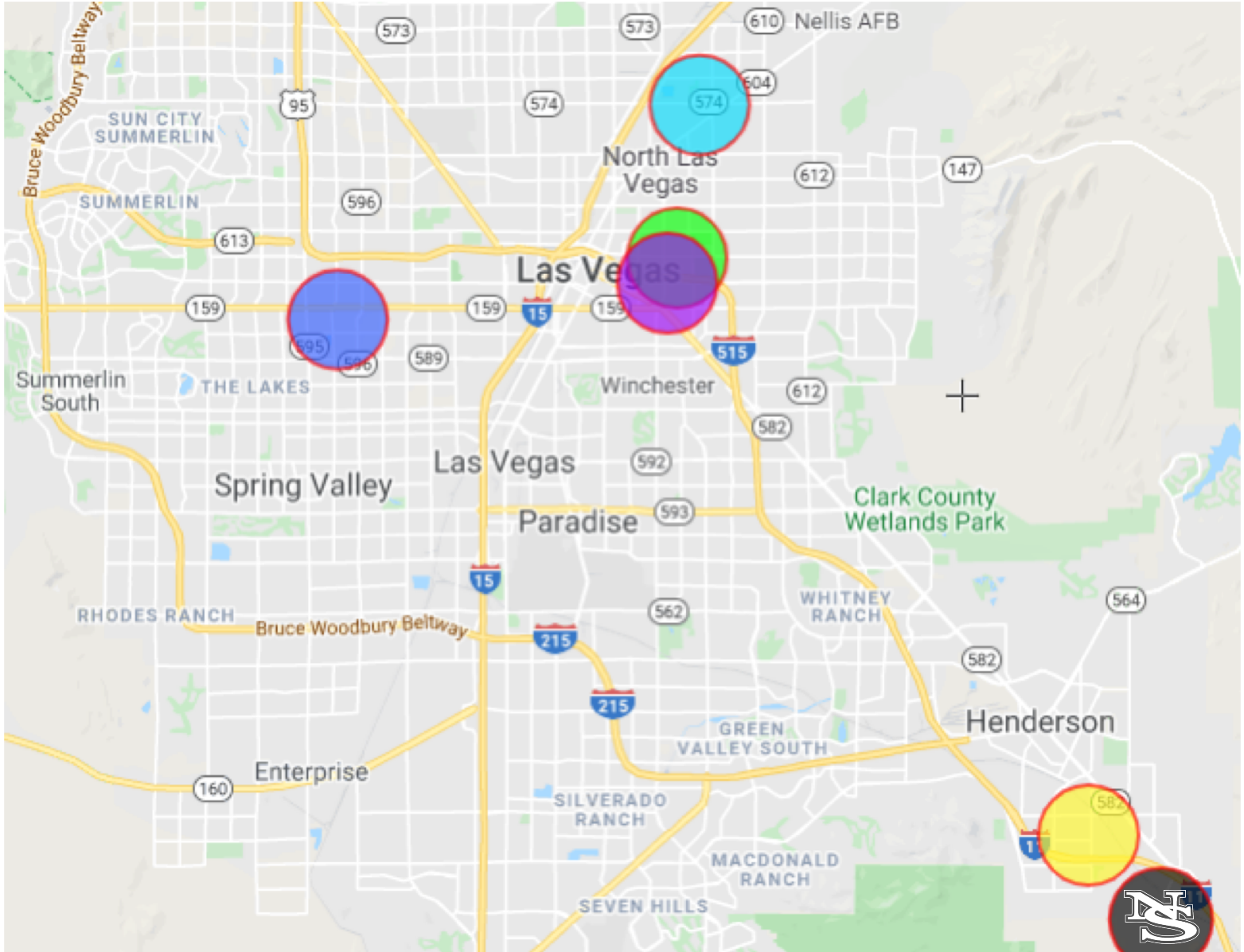


Affordable  
Pricing

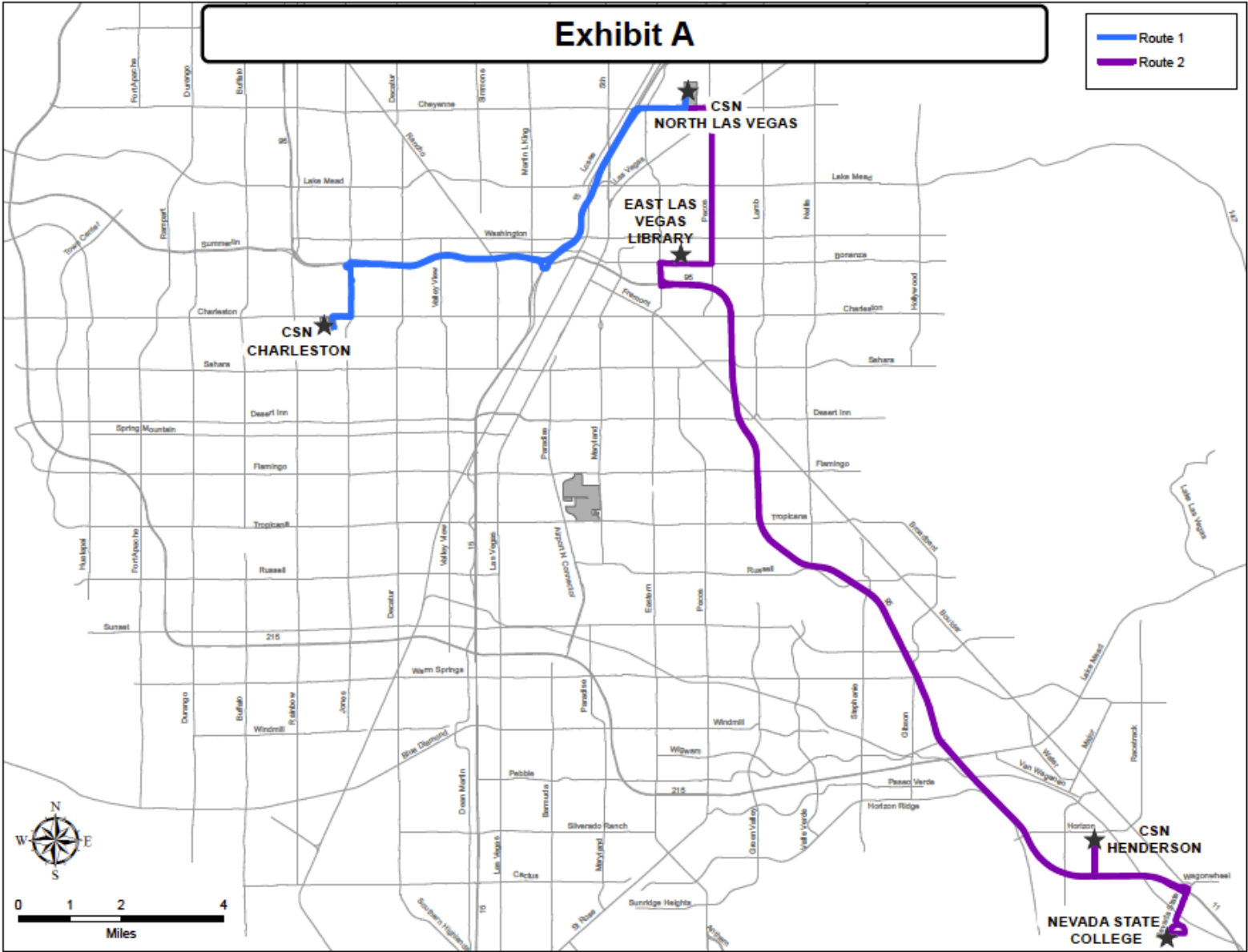




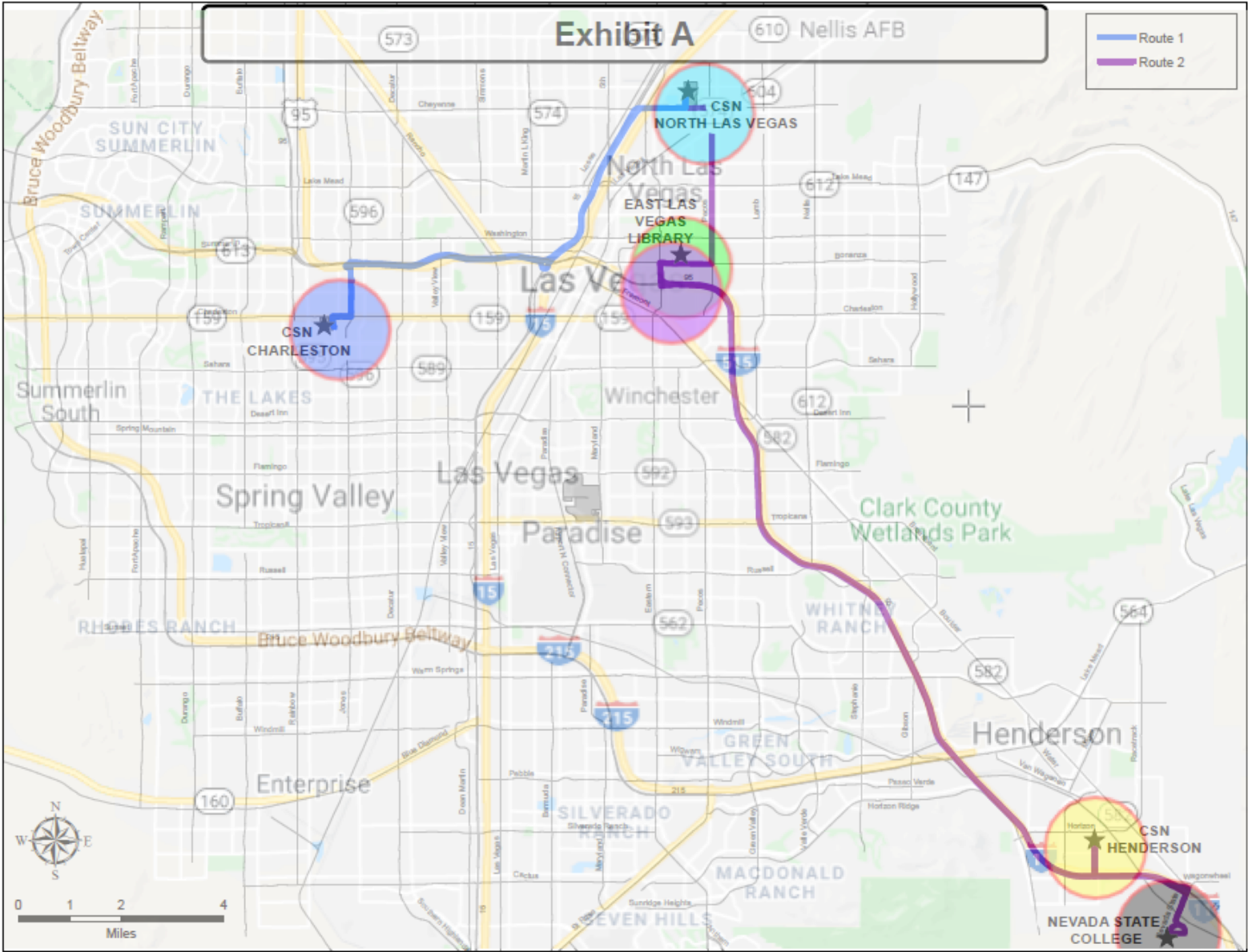






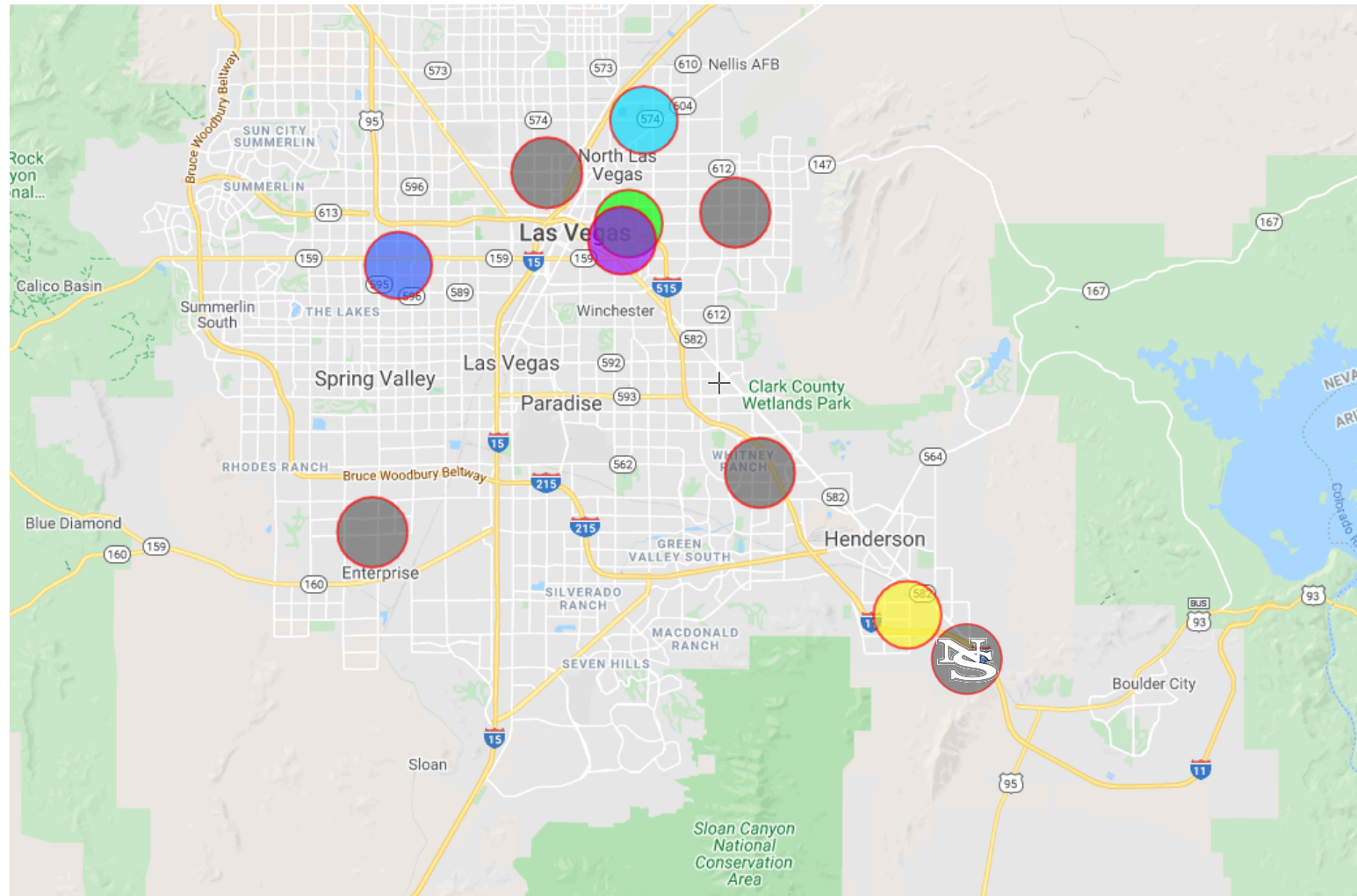








# Conceptual Stops



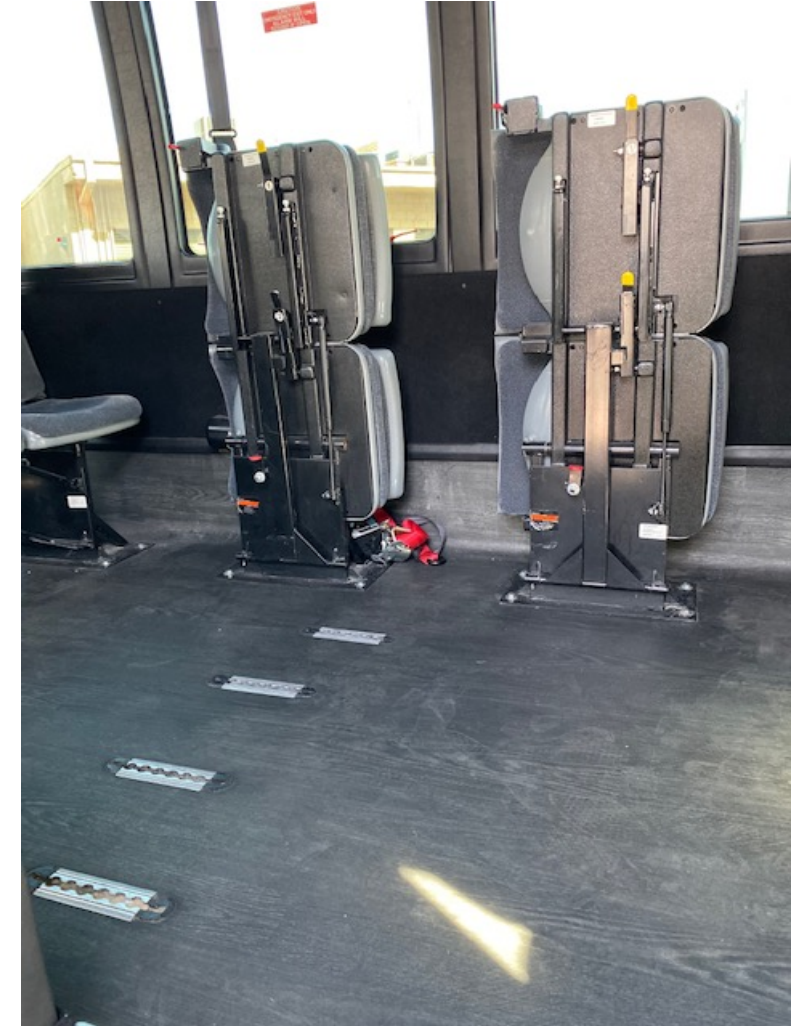




 **Campus Commuter**

**Be bold. Be great. Be *State*.**





 **Campus Commuter**

**Be bold. Be great. Be *State*.**



# Questions?

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The logo is a white, multi-lobed shape resembling a stylized flower or a seal, centered on a solid yellow background. The text "CLARK COUNTY" is written in a dark brown, sans-serif font across the top of the white shape, and "LIBRARY" is written in the same font across the bottom. The text is centered horizontally within the shape.

# CLARK COUNTY LIBRARY

**LVCCLD BOARD MEETING JANUARY 16**



# BRANCH STAFF

- Robbin Gaebler Branch Manager
- Michael Marstellar Assistant Branch Manager
- Lexi McEwen Youth Services Department Head
- Gabe Castillo Circulation Department Head
- Megan Nykodym Teen Services Department Head
- Chris Carnell Computer Center Department Head
- Suzanne Scott PAC Coordinator





# SHOW AND TELL

**GIFTS FOR THE TRUSTEES  
FROM THE BBTTC AND YPL DEPTS**









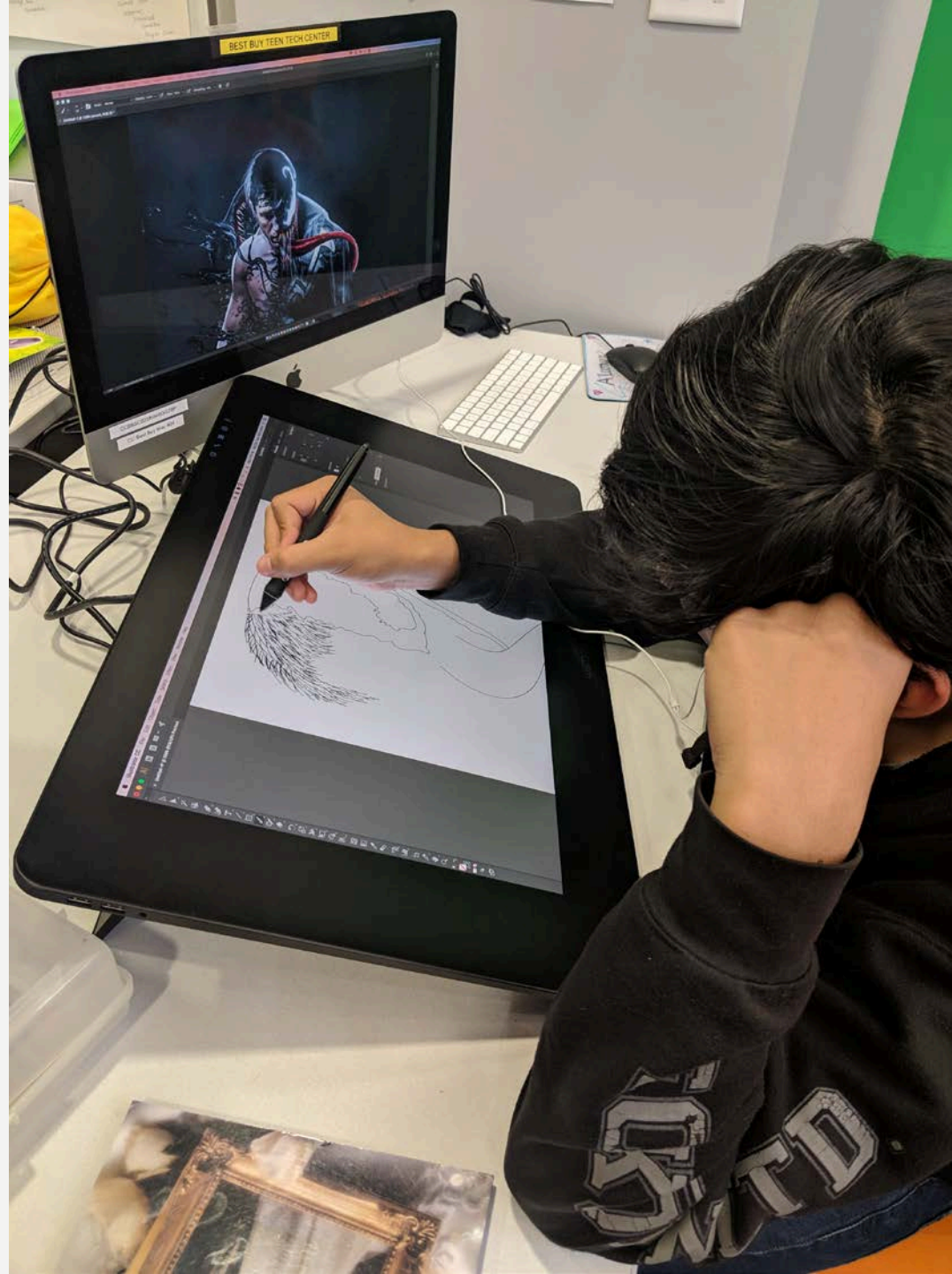




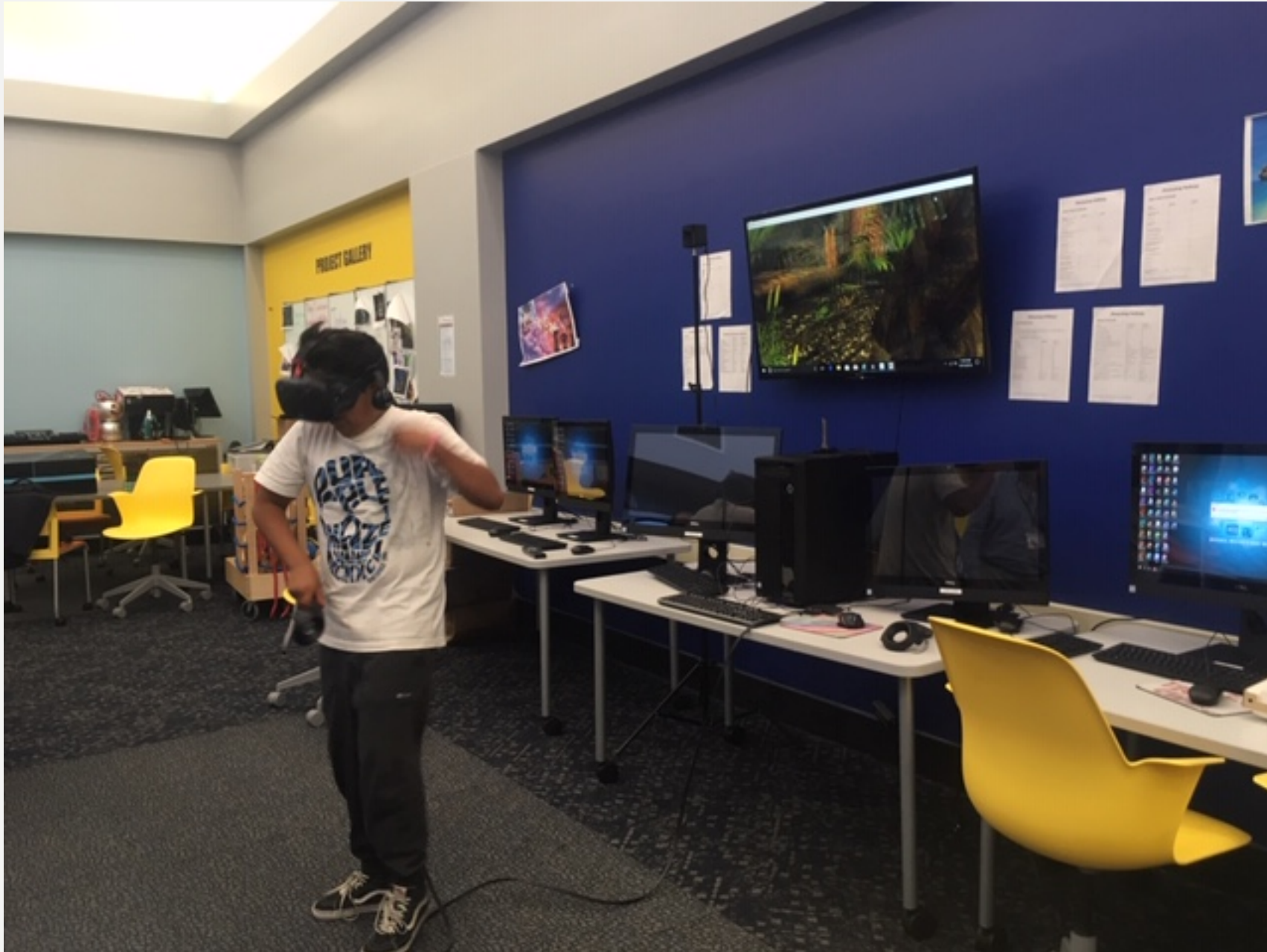















# SOME BASIC STATS & INFO

- 120,000 sq ft building
- Service Area Population 138,290, expected growth in 5 years 7.1% or 10,000 more people
- Computer Center – 40 stations
- Circulation – New Library Cards, 80% of our circ is Adult Materials, 60% of all circ is DVD's
- Community Partners – Three Square, Workforce Connections
- Theater (PVS)
  - Vegas Valley Comic Book Festival had 3,500 attendees in 2019
  - 399 Seat Theater hosts popular events Las Vegas Brass Band, UNLV Jazz Band, CCSD Mariachi
- Adult Learning Program (Formerly CALL)
  - English Language Classes
  - Career Online High School





# WHY THE LIBRARY MATTERS

**A FEW RECENT EXAMPLES OF THE  
LIBRARY IMPACTING LIVES**



## Adult Education & Employment Assistance

Adult Learning Program (formerly CALL)

Adult Basic Education (ABE)

Career Online High School

Learn English

Teach English

High School Equivalency (HSE)

eResources & Other Materials

Limitless Learning

Business & Career

One-Stop Career Centers

Nevada Career Explorer

Workforce Readiness

Reserve a Computer

## Career Online High School



That high school diploma can still be yours! The Las Vegas-Clark County Library District (LVCCLD) offers adults the opportunity to earn an accredited high school diploma and career certification online through Career Online High School (COHS), a FREE program that provides support every step of the way to help you achieve this important goal.

The Library District's COHS program provides a limited number of scholarships to qualified adult learners who are looking to expand their career opportunities, prepare for workforce entry, or continue their education. COHS is available to a limited number of adults per semester on a first-come, first-served basis. To qualify, you must: be a minimum of 19 years old; have successfully completed







**PROPOSED MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' EMERGENCY MEETING  
LAS VEGAS, NEVADA  
MARCH 18, 2020**

**ITEM IV.D.**

The Board of Trustees of the Las Vegas-Clark County Library District met in emergency session in the Windmill Library, 7060 W Windmill Lane, Las Vegas, Nevada, and over the telephone at 4:00 p.m., Wednesday, March 18, 2020.

**Present:**

Board:	F. Ortiz, Chair	S. Bilbray-Axelrod
	M. Francis Drake	S. Ramaker
	B. Wilson	K. Rogers

Counsel: G. Welt – via telephone

Absent:

K. Benavidez - excused
E. Foyt – excused
J. Meléndrez - excused
R. Wadley-Munier - excused

Staff:

Fred James, Deputy Director/CFO and Interim HR Director  
Dr. Ronald R. Heezen, Executive Director (via telephone)  
Jenn Schember, Library Operations Director (via telephone)  
Danielle Milam, Development and Planning Director (via telephone)  
Matt McNally, Community Engagement Director (via telephone)  
Betsy Ward, Branding and Marketing Director (via telephone)  
Al Prendergast, Information Technology Director/CIO (via telephone)  
Steve Rice, General Services Director (via telephone)  
Allison Boyer, Executive Assistant

Guests:

F. Ortiz, Chair, called the meeting to order at 4:04 p.m.

**Roll Call  
(Item I.)**

All members listed above represent a quorum. Chair Ortiz was present in the Windmill Service Center Boardroom for the meeting. All other Trustees attended via telephone. Trustees Benavidez, Foyt, Meléndrez, and Wadley-Munier had excused absences. Appendix A.

Deputy Director/CFO/Interim HR Director Fred James was present in the Boardroom, along with Executive Assistant Allison Boyer. Executive Director Dr. Heezen and the Executive Council members listed above attended via telephone.

**Public Comment  
(Item II.)**

None.

**Agenda  
(Item III.)**

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

**Discussion and possible Board action to ratify the Executive Director's decision to close the Las Vegas-Clark**

Based upon Nevada Governor Sisolak's emergency declaration and the school closures announced on March 15, 2020, Executive Director Dr. Ron Heezen closed the Las Vegas-Clark County Library District, beginning Monday, March 16th. Dr. Heezen reported that, on March 17, 2020, Governor Sisolak closed down everything not designated as essential and limited public gatherings to a maximum of 10 people.



**County Library  
District as of March  
16, 2020.  
(Item IV.A.)**

Libraries were not included in the list of areas designated as essential, and District buildings normally accommodate many more staff and customers. With Trustee approval, Dr. Heezen said the District will remain closed until April 16th, (initially April 6<sup>th</sup>), per the Governor's order. If the Governor lifted his order, the District could open earlier; or later, if the Governor extends his order.

The closure could extend for an unknown amount of time based upon the Health District's evaluation. Dr. Heezen initially thought to update Trustees if additional time is needed and ask for Board approval. With changes taking place very quickly, he now believed it was better to reword the motion to acknowledge that the closure could be shorter or longer than the 30 days decreed by the Governor.

The District's top priority is the health and safety of staff, volunteers, customers, and community partners. Maintaining social distancing, (defined as avoiding mass gatherings and maintaining a distance of six feet (or two meters) from others) is nearly impossible in public libraries with the number of District customers. The District's online resources will remain available and the District's Wi-Fi capabilities will be extended into the parking lots. Customers will also be asked to NOT return their borrowed materials until the emergency is mitigated. ALL fines for overdue materials will be forgiven during the shutdown. All staff will be paid during this closure.

Chair Ortiz commented that the District is a creation of the state, so it needs to follow the Governor's directives. He polled those Trustees present to see if any of them had anything to say. None did.

Trustee Wilson moved to ratify the Executive Director's decision to close the Las Vegas-Clark County Library District on March 16, 2020 to comply with the governor's order for 30 days or until the Governor or Health District advises otherwise. There was no opposition and the motion carried.

**Discussion and  
possible Board  
action regarding  
action to extend the  
previously approved  
Food for Thought  
program, which  
includes a waiver of  
\$2.00 of fines and  
fees for every food  
item a cardholder  
donates, originally  
scheduled for the  
month of April,  
through May 31,  
2020, due to the  
closures caused by  
the COVID-10 virus.  
(Item IV.B.)**

Dr. Heezen explained that, on February 13, 2020, the Board of Trustees approved the Food for Thought program. This is a food drive that includes a waiver of \$2.00 of fines and fees for every food item a cardholder donates during the month of April 2020, in celebration of National Library Week.

Due to the spread of the COVID-19 virus which has led to the closure of the Las Vegas-Clark County Library District until at least April 6, 2020, and the closure of other major businesses in the Clark County area due to the COVID-19 virus, the change in the date of the program will allow close to two months for donations to be received. Dr. Heezen hoped Trustees would extend this valuable program as he knows the community will be undergoing economic hardship due to the closures. In addition, summer is the worst time for food donations. He would like to continue the partnership with Three Square to help the community recover from this crisis and to also show District customers that the library believes in them by letting them return their items and reduce their fines.



All other terms of the Food for Thought program approved on February 13, 2020 are unchanged.

Trustee Wilson moved to change the end date of the Food for Thought food drive program from April 30, 2020 to May 31, 2020. There was no opposition and the motion carried.

**Public Comment  
(Item V.)**

None.

Trustee Wilson extended his thanks and appreciation to District staff and his fellow Trustees to make themselves available at any time necessary to move forward and get this meeting accomplished. Trustee Francis Drake agreed.

Dr. Heezen thanked Trustees, the Executive Council and all staff as he knows they will do what is necessary to get through this pandemic.

Chair Ortiz felt the Executive Council and staff were well-prepared for this event. Ortiz' threshold was the Governor's action. For the record, he hoped that staff feels better with what the Board has done to protect their health and safety. He hopes to see the staff back soon serving the community.

**Adjournment  
(Item VI.)**

Chair Ortiz adjourned the meeting at 4:15 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary



# 2020 ATTENDANCE

Appendix A

March 18, 2020 Emergency Board Meeting

2020		January 16 Naming Library Policy Cmt	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg	March 18 Emergency Board Mtg						
Benavidez	Kelly	A-E	A-E	P	P	A-E						
Bilbray-Axelrod	Shannon	P	P	P	A-E	P						
Francis Drake	Marilyn	P	P	P	P	P						
Foyt	Elizabeth	P	P	P	P	A-E						
Meléndrez	José	P	P	P	P	A-E						
Ortiz	Felipe	P	P	P	P	P						
Wadley-Munier	Robin	P	P	P	P	A-E						
Ramaker	Sandra	P	P	P	A-E	P						
Wilson	Brian	P	P	A-E	P	P						
Rogers	Keith	P	P	P	A-E	P						

attended Committee meeting but not a member

A-E Excused Absence  
A-U Unexcused Absense

as of March 18, 2020







**Minutes - Board of Trustees' Emergency Meeting**  
**June 2, 2020**  
**Page 2**

**Public Comment**  
**(Item XI.)**

None.

Several of the Trustees asked staff to investigate holding the next regularly scheduled Board Meeting, set for Thursday, June 11, 2020, at a physical location with appropriate social distancing if possible. Executive Assistant Allison Boyer said she would look into the request and let Trustees know when the next Board packet goes out.

**Adjournment**  
**(Item XIII.)**

Chair Ortiz adjourned the meeting at 3:59 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary



**ITEM VI.A.**



**THERE IS NO EXECUTIVE DIRECTOR'S REPORT IN THE  
PACKET.**

**MR. JAMES WILL GIVE HIS REPORT VERBALLY  
AT THE JUNE 11, 2020 BOARD MEETING.**





## MEMORANDUM

---

**TO:** Mr. Fred James, Acting Executive Director

**FROM:** Jennifer Schember, Library Operations Director

**DATE:** June 1, 2020

**SUBJECT:** Library Operations Activity Report, May 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 **May 1, 2020 – May 31, 2020**.

### LIBRARY OPERATIONS ADMINISTRATION

In May, Library Operations Administration focused on the District's three-phase reopening framework, which was approved by the Board of Trustees on April 28, 2020. Shortly after, the Governor released *Nevada United: Roadmap to Recovery* on April 30, which included four phases. Although the plan's first phase, which began on May 9, did not specify the reopening of libraries, the District received approval to launch curbside service on May 16.

Additionally, to align the District's reopening framework with the Governor's phases, the District adjusted its terminology without impacting timelines or content:

	Initial Plan	Revised Plan
<b>Pre-Opening Phase</b>		Staff and Building Preparations Begin on May 4 (all FT staff return onsite beginning May 11)
<b>Phase One</b>	Limited Services/Critical Needs (includes curbside service)	Curbside Service Begins on May 16 (no building access)
<b>Phase Two</b>	Expanded Services	Limited Building Access Begins on June 4 (critical needs)
<b>Phase Three</b>	New Normal	Expanded Services
<b>Phase Four</b>		New Normal



## PRE-OPENING PHASE

On May 4, essential staff returned to work onsite during the District's Pre-Opening Phase to conduct necessary preparations for the reopening of branch services.

Library Operations Administration met with **General Services** and **IT Departments** at all urban branches. The teams conducted week-long building walkthroughs and developed operational logistics, including occupancy levels, safety measures, quarantine areas, line management, new spaces for computer access, etc.

During the second week of May, all full-time Library Operations staff returned to work onsite for training and preparation. The Library Operations (LO) Administration Team visited all urban branches to welcome back staff and conduct training. LO Administration also conducted an orientation for urban and outlying branch staff that included an overview of the reopening framework, all safety measures, new procedures and guidelines, as well as new job duties and expectations.

Additionally, Library Operations Administration worked closely with **General Services** and the **Human Resources** Department to develop mandatory training for staff including COVID-19 education, how to protect self, proper use of PPE, best practices, and quarantine procedures.

## PHASE ONE

After two months of closure, the District kicked off its first phase of restoring library services on Saturday, May 16 with the launch of its new curbside service. All urban branch locations offered curbside service, in addition to Mesquite, Laughlin, and Moapa Valley Libraries.

Phase One included the following:

- Normal operating hours
- Closed building access to the public
- Curbside service with drive-through window opened at East Las Vegas Library
- Outdoor book drops reopened
- 4-day quarantine process for returned materials and donations
- No cash handling
- Phone lines opened at all curbside locations (curbside, hold inquiries, general questions, reference assistance)
- Virtual programming efforts to support the District's new YouTube Channel <https://www.youtube.com/TheLibraryDistrict>
- eResources and social media efforts continued
- Wi-Fi expansion continued into parking lots

Curbside service is currently available for all customers with a valid library card. Each participating branch has designated curbside pickup areas with assigned phone numbers. Guidelines are as follows:

- Customers must call in advance to schedule pickup of materials. Requests may include items currently on hold or new items that are available in the library.
- Pickups may be scheduled up to five days in advance.



- This service is available to customers who arrive on foot, via bicycle, or in any motorized vehicle.
- Staff will deliver items to the designated pickup location and are required to wear appropriate PPE
- All transactions are contactless.
- Curbside service ends 15 minutes before closing.

The first week of curbside service (May 16-22) was well-received. Staff experienced a high volume of phone calls with 12,292 items picked up by 3,005 customers. During the following week, 19,489 items were picked up by 4,298 customers. A full statistical report will be included next month.

On May 30, all remaining Library Operations staff were scheduled to return to work for training and preparation for Phase Two, which launches on Thursday, June 4. This phase will include limited building access by customers with a focus on critical services.

## **MONTHLY REPORTS**

With the District's reopening, staff are catching up on monthly statistical and security reports. Statistical reports are attached from February, 2020.

...



Monthly Statistics  
Year over Year  
February 2019/ February 2020

		Circulation				2019	2020			Gate Count				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	49,917	44,656	-5,261	-11%	424,546	388,277	-36,269	-9%	30,252	28,453	-1,799	-6%	269,535	251,401	-18,134	-7%
	Clark County	45,535	39,517	-6,018	-13%	403,144	318,544	-84,600	-21%	46,051	48,567	2,516	5%	377,074	378,932	1,858	0%
	Enterprise	33,137	28,408	-4,729	-14%	284,374	258,356	-26,018	-9%	25,410	27,389	1,979	8%	209,120	213,657	4,537	2%
	East Las Vegas	14,670	29,567	14,897	102%	127,763	255,403	127,640	100%	25,644	33,793	8,149	32%	231,524	277,389	45,865	20%
	Meadows	3,100	2,850	-250	-8%	27,233	44,293	17,060	63%	3,172	2,780	-392	-12%	27,097	22,743	-4,354	-16%
	Rainbow	44,109	38,015	-6,094	-14%	371,806	324,166	-47,640	-13%	44,000	37,044	-6,956	-16%	312,530	282,333	-30,197	-10%
	Sahara West	55,220	53,575	-1,645	-3%	484,535	453,270	-31,265	-6%	42,523	44,768	2,245	5%	366,057	366,180	123	0%
	Spring Valley	35,717	31,472	-4,245	-12%	314,657	266,189	-48,468	-15%	31,183	36,149	4,966	16%	247,214	258,708	11,494	5%
	Summerlin	28,950	30,000	1,050	4%	252,004	243,852	-8,152	-3%	20,747	15,692	-5,055	-24%	179,938	207,195	27,257	15%
	Sunrise	39,939	32,582	-7,357	-18%	359,107	281,468	-77,639	-22%	27,823	25,313	-2,510	-9%	231,183	216,781	-14,402	-6%
	West Charleston	30,469	29,734	-735	-2%	267,762	247,537	-20,225	-8%	47,239	25,753	-21,486	-45%	239,497	213,119	-26,378	-11%
	West Las Vegas	13,185	12,238	-947	-7%	119,407	106,614	-12,793	-11%	24,270	27,000	2,730	11%	191,138	202,873	11,735	6%
	Whitney	35,525	30,831	-4,694	-13%	314,751	264,836	-49,915	-16%	45,323	47,838	2,515	6%	393,038	390,635	-2,403	-1%
	Windmill	52,234	48,698	-3,536	-7%	440,492	414,157	-26,335	-6%	29,832	31,088	1,256	4%	241,660	254,524	12,864	5%
	Urban Totals	481,707	452,143	-29,564	-6%	4,191,581	3,866,962	-324,619	-8%	443,469	431,627	-11,842	-3%	3,516,605	3,536,470	19,865	1%
Outlying Branches	Blue Diamond	412	280	-132	-32%	2,794	2,438	-356	-13%	615	549	-66	-11%	5,552	4,870	-682	-12%
	Bunkerville	357	350	-7	-2%	4,397	3,805	-592	-13%	2,102	1,158	-944	-45%	17,951	12,837	-5,114	-28%
	Goodsprings	1,310	1,165	-145	-11%	8,556	9,262	706	8%	423	442	19	4%	3,603	3,724	121	3%
	Indian Springs	1,843	1,227	-616	-33%	15,083	11,340	-3,743	-25%	1,972	2,136	164	8%	16,722	19,123	2,401	14%
	Laughlin	11,594	10,995	-599	-5%	88,816	91,185	2,369	3%	9,350	8,882	-468	-5%	65,368	64,382	-986	-2%
	Mesquite	13,395	12,257	-1,138	-8%	106,706	94,767	-11,939	-11%	14,100	15,196	1,096	8%	109,607	126,888	17,281	16%
	Moapa Town	625	436	-189	-30%	6,457	4,595	-1,862	-29%	651	626	-25	-4%	5,183	4,925	-258	-5%
	Moapa Valley	7,357	6,085	-1,272	-17%	53,146	49,641	-3,505	-7%	10,403	7,234	-3,169	-30%	78,897	66,835	-12,062	-15%
	Mt. Charleston	309	426	117	38%	3,074	4,527	1,453	47%	716	496	-220	-31%	6,094	6,641	547	9%
	Sandy Valley	2,118	2,010	-108	-5%	17,116	15,199	-1,917	-11%	1,357	998	-359	-26%	10,906	9,489	-1,417	-13%
	Searchlight	795	640	-155	-19%	6,955	5,126	-1,829	-26%	1,031	1,368	337	33%	8,296	10,117	1,821	22%
	Outlying Totals	40,115	35,871	-4,244	-11%	313,100	291,885	-21,215	-7%	42,720	39,085	-3,635	-9%	328,179	329,831	1,652	1%
Misc.	Distribution Center	2	351	349	17450%	171	352	181	106%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	ILL	440	376	-64	-15%	3,467	2,946	-521	-15%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	2,221	2,448	227	10%	17,305	16,933	-372	-2%	44	27	-17	-39%	559	412	-147	-26%
	Outreach	4,931	4,792	-139	-3%	50,302	39,865	-10,437	-21%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	184,674	224,953	40,279	22%	1,513,323	1,872,683	359,360	24%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	193,249	206,813	13,564	7%	1,600,991	1,709,076	108,085	7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	385,517	439,733	54,216	14%	3,185,559	3,641,855	456,296	14%	44	27	-17	-39%	559	412	-147	-26%
	Grand Totals	907,339	927,747	20,408	2%	7,690,240	7,800,702	110,462	1%	486,233	470,739	-15,494	-3%	3,845,343	3,866,713	21,370	1%



Monthly Statistics  
Year over Year  
February 2019/ February 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	698	479	-219	-31%	4,363	3,714	-649	-15%	4,466	4,659	193	4%	35,849	37,638	1,789	5%
	Clark County	715	717	2	0%	6,225	5,744	-481	-8%	7,585	7,991	406	5%	66,728	64,295	-2,433	-4%
	Enterprise	469	348	-121	-26%	3,154	3,046	-108	-3%	2,909	3,198	289	10%	23,408	25,026	1,618	7%
	East Las Vegas	262	619	357	136%	2,497	5,586	3,089	124%	4,358	7,456	3,098	71%	39,165	61,718	22,553	58%
	Meadows	50	47	-3	-6%	342	387	45	13%	295	392	97	33%	2,796	3,022	226	8%
	Rainbow	541	462	-79	-15%	4,090	3,857	-233	-6%	4,057	4,376	319	8%	34,409	33,006	-1,403	-4%
	Sahara West	768	1,020	252	33%	5,056	5,566	510	10%	4,692	4,374	-318	-7%	39,068	36,419	-2,649	-7%
	Spring Valley	375	422	47	13%	3,193	3,004	-189	-6%	5,917	6,025	108	2%	51,986	48,539	-3,447	-7%
	Summerlin	297	230	-67	-23%	2,212	2,179	-33	-1%	1,741	1,974	233	13%	15,891	15,569	-322	-2%
	Sunrise	1,551	584	-967	-62%	6,790	3,801	-2,989	-44%	5,458	4,683	-775	-14%	46,351	38,607	-7,744	-17%
	West Charleston	340	343	3	1%	2,861	2,930	69	2%	3,262	3,609	347	11%	29,001	28,983	-18	0%
	West Las Vegas	259	229	-30	-12%	2,344	2,640	296	13%	4,623	4,725	102	2%	37,690	38,745	1,055	3%
	Whitney	599	382	-217	-36%	3,717	3,934	217	6%	4,163	4,437	274	7%	35,788	34,938	-850	-2%
	Windmill	856	608	-248	-29%	5,364	5,085	-279	-5%	5,088	5,551	463	9%	40,946	40,664	-282	-1%
	Urban Totals	7,780	6,490	-1,290	-17%	52,208	51,473	-735	-1%	58,614	63,450	4,836	8%	499,076	507,169	8,093	2%
Outlying Branches	Blue Diamond	3	2	-1	-33%	14	14	0	0%	23	49	26	113%	244	226	-18	-7%
	Bunkerville	2	0	-2	-100%	9	11	2	22%	51	35	-16	-31%	460	221	-239	-52%
	Goodsprings	1	0	-1	-100%	11	12	1	9%	7	19	12	171%	90	149	59	66%
	Indian Springs	2	3	1	50%	32	36	4	13%	174	148	-26	-15%	1,319	1,407	88	7%
	Laughlin	88	180	92	105%	590	700	110	19%	1,990	1,631	-359	-18%	12,897	12,794	-103	-1%
	Mesquite	180	113	-67	-37%	2,324	1,543	-781	-34%	2,154	2,383	229	11%	17,445	17,207	-238	-1%
	Moapa Town	99	0	-99	-100%	120	12	-108	-90%	73	79	6	8%	675	665	-10	-1%
	Moapa Valley	40	27	-13	-33%	197	188	-9	-5%	419	406	-13	-3%	3,665	3,342	-323	-9%
	Mt. Charleston	2	2	0	0%	19	16	-3	-16%	16	17	1	6%	93	152	59	63%
	Sandy Valley	6	6	0	0%	39	32	-7	-18%	102	76	-26	-25%	785	612	-173	-22%
	Searchlight	1	1	0	0%	28	13	-15	-54%	46	79	33	72%	366	655	289	79%
	Outlying Totals	424	334	-90	-21%	3,383	2,577	-806	-24%	5,055	4,922	-133	-3%	38,039	37,430	-609	-2%
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	158	206	48	30%	1,675	1,910	235	14%
	Outreach	302	774	472	156%	45,664	3,763	-41,901	-92%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	1,008	612	-396	-39%	5,118	4,779	-339	-7%	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	91,335	81,528	-9,807	-11%	773,841	660,305	-113,536	-15%
	Misc. Totals	1,310	1,386	76	6%	50,782	8,542	-42,240	-83%	91,493	81,734	-9,759	-11%	775,516	662,215	-113,301	-15%
Grand Totals		9,514	8,210	-1,304	-14%	106,373	62,592	-43,781	-41%	155,162	150,106	-5,056	-3%	1,312,631	1,206,814	-105,817	-8%



# ITEM VI.A.2.a.



## MEMORANDUM

**TO:** Fred James, Acting Executive Director

**FROM:** Betsy Ward, Branding and Marketing Director

**DATE:** June 4, 2020

**SUBJECT:** Branding and Marketing Activity Report, June 2020

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

### COVID-19 ACTIVITIES

#### Staff Communications During Library District Closure

- BAM continued to maintain the Staff Updates page on the website on behalf of all EC members, to keep their employees informed as new developments arise during the COVID-19 closure.
- 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 **7,532 unique page views** recorded from May 1-28. Staff have 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 May 28, it has received **19,690 unique page views**. Library Staff have 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.

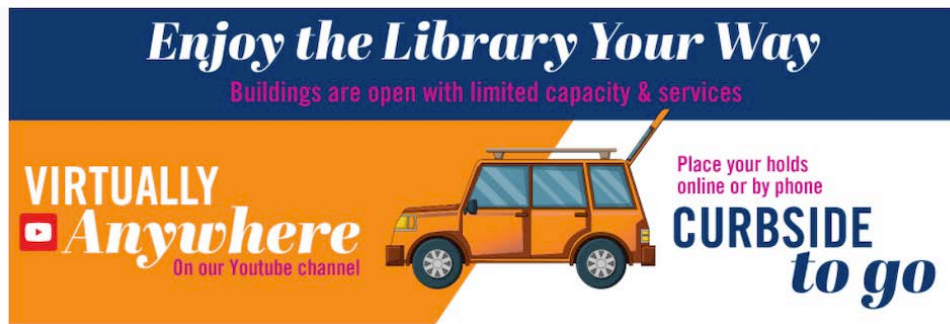
#### Preparations for Library District Reopening:

- **Signage for the Library District's reopening:**
  - Graphic Designers **Juanita Aiello** and **Cierra Pedro**, Web Designer **Gene Kilchenko**, and Assistant Branding & Marketing Director **Karen Bramwell** managed, edited, designed, proofed, obtained approval, printed, and prepared for delivery of print collateral materials on the following:
    - Finalized reopening signage
    - Reworked signs to be vertical
    - Created approved template for staff to be able to create more signs as needed



- “Social Distancing” tent card in (English and Spanish)
  - Hand wash signs in (English and Spanish)
  - STOP – wait to be called signs (English and Spanish)
  - Limited Occupancy signs (English and Spanish)
  - Sanitation station directional signs (English and Spanish)
  - Social Distancing signs (English and Spanish)
- **Dedicated Web Page**
  - The Curbside Pick-Up dedicated web page was designed to serve as a one-stop information collective on all aspects of the Library District’s closure status and reopening plan.
  - As BAM prepared to communicate with the media and the public about the District’s reopening, Betsy Ward updated all of the copy on the old Curbside page, including updated the Reopening Plan document (using information gathered by Library Operations Director **Jenn Schember** and her team), and realigned the phases to match the state’s plan.
  - The new page is known as the Partial-Reopening page, and the URL will be <https://lvccld.org/partial-reopening/>. It will go live on June 4, and will provide customers with: the up-to-date Reopening Plan in an expandable PDF format; rules and locations for our curbside services; a reassuring narrative that speaks to customers as if talking to an old friend; answers to common FAQs; and a unique section of quick links to a variety of sections throughout the website, aimed at customers who may be visiting for the first time.
  - **Betsy Ward** and **Karen Bramwell** worked with **Juanita Aiello** to create new header artwork that introduces the theme “Enjoy the Library Your Way,” which refers to the three ways that customers can connect with us: 1) In-person, with the branches now being open; 2) Curbside Service; and 3) On YouTube, for those missing our great programming in our meeting rooms and performing arts centers.
  - In addition, new copy concerning the reopening will be placed on the orange Announcement Bar at the top of the website.

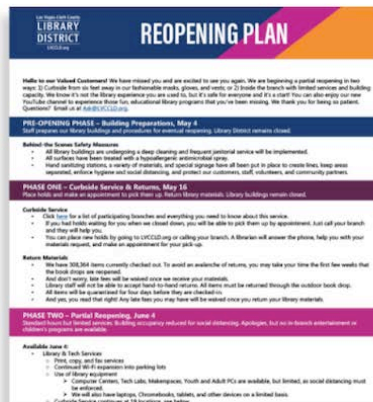




## Partial Library Reopening with Limited Capacity Starts June 4 Curbside Pick-Up Service & Book Returns Continue

**Slow and steady.** As of Thursday, June 4, the Library District will be opening 24 of our 25 library buildings. We know that you come to our libraries to learn, to grow, to find community, and to pursue your dreams, and we are here to help! But for a while, this will be a different kind of library experience than you're used to. Social distancing will be the "new normal," and to ensure everyone's safety, there will be no available spaces for reading or studying, and limited computer access, as we have had to move our computers six feet apart. Browsing isn't currently available because we need to keep our items sanitary, but our staff will help you select your items and pick them up at the library desk. Thank you for being patient with us as we figure this out together.

**So many ways to connect.** We have missed you and we look forward to serving you in this new environment! We also encourage you to take advantage of our Curbside Pick-Up Service; stream and download materials at [LVCCLD.org](http://LVCCLD.org); and enjoy our entertaining and



### Public Relations

- **Betsy Ward** prepared several press release drafts as information and our reopening status continued to evolve. The goal was to have the complexities of our reopening guidelines written as accurately as possible to be prepared for a quick turnaround.
- **Karen Bramwell** coordinated an interview with Centennial Hills Library Branch Manager **Ann LaGumina** and Assistant Manager **Jack Meyer** for a mommy blogger who was interested in curbside service at the Centennial Hills Library. Here is the Facebook post: <https://www.facebook.com/vegasmomdeals/posts/542069493029888>
- **Karen Bramwell** coordinated two interviews with Youth Services Manager **Shana Harrington** promoting Summer Challenge
  - a LIVE SKYPE interview with Co-anchor Krystal Allan of KSNV-News 3
  - a taped interview with reporter Steven Smallwood of KTNV-13
- For an overview of the print and broadcast stories that have run on our programs and services, please refer to the Media Coverage section of the website at <http://legacy.lvccld.org/media/coverages>.

### SUMMER CHALLENGE UPDATE

- **Brochure Redesign**
  - BAM printed 80,500 brochures for CCSD, to be distributed at the 32 food distribution sites that fall within our taxing district. We printed an additional 8,000 for



Community Engagement Director **Matt McNally** and **Shana Harrington** to distribute throughout the branches.

- **CCSD Partnership**

- Worked closely with Director of Strategic Project Communications & Government Relations Kori Klobberdanz to provide a second version of the Summer Challenge brochure, reformatted for CCSD to distribute digitally through their CCSD Reads website and Summer Connections eNewsletter. This will potentially reach the original 200,000+ students that we had hoped to reach with brochures in backpacks before school was closed early.
- The brochure this year includes audience sections specific to Kids and Teens, and this year we added a new Parents section to focus on Birth – Age 5. “Learning at Home,” continues to be a huge trending topic and a challenge for parents. Summer Challenge is the perfect answer, especially for the parent who might have a toddler, an elementary child, a tween, and a teen, all in the same household.
- The importance of this new exposure of the library and our resources to thousands of CCSD families, many for the first time, cannot be overstated.

- **Web Page**

- The new Summer Challenge web page focuses on Parents, Kids, Teens, and Español. The updated version include activities that toddlers, kids, and teens can do at home this summer.
- Senior Digital Projects Associate **Paula Loop** worked closely with **Shana Harrington** to populate these pages with dedicated content including eBooks, eResources, and activities that kids can do from home: <http://lvccld.org/summerchallenge>

## **YOUTUBE AND WEBSITE VIRTUAL PROGRAMMING**

- **Planning & Structure**

- The Library District’s new site went live on May 16 along with the Curbside Service announcement, and these two new ways to connect with the Library District garnered considerable media coverage.
- **Betsy Ward, Karen Bramwell, and Paula Loop** continue to work closely to guide the new channel toward a structure that will work well for all departments. Working with our BiblioCommons rep Erica Reynolds, we organized a conference call with San Mateo County Public Library Marketing Director Katie Woods, along with **Matt McNally**, Programming & Venues Manager **Ryan Neely**, **Shana Harrington**, Gallery Services Coordinator **Darren Johnson**, **Ryan Simoneau**, **Paula Loop**, **Juanita Aiello**, and **Cierra Pedro**. Everyone found her insights and challenges very helpful and relatable, and it demonstrated that all libraries are working hard toward reimagining how to present our programs and services via YouTube in the age of COVID-19.
- In order to assure the production of quality videos, and to give staff guidance on the dicey issue of copyright infringement when filming a book’s content, **Paula Loop** continues to give staff encouragement and feedback on the videos that they submit.
- The quality and quantity of staff produced content has really been exciting to see. We invite the board to enjoy it at [YouTube.com/TheLibraryDistrict](https://www.youtube.com/TheLibraryDistrict).
- Even after the COVID-19 crisis, the Library District’s YouTube channel will continue to evolve into a go-to source for educational programming for parents, and an entertainment outlet for customers who are not able to attend our live programming.



- The YouTube channel continues to be promoted through the website; on our Facebook, Twitter, and Instagram channels; and through outreach to the media.

#### eCARD LAUNCH

- The digital eCard page continues to see strong user engagement with both English and Spanish customers since it launched in March 2020. **Ryan Simoneau** and **Paula Loop** have ensured content to promote the digital eCard is added to each of the different audience web pages to increase user awareness. BAM is also continuing to promote the digital eCard on the Library District's social media channels and YouTube channel.
- The eCard page has received 40,369 unique page views through May 28, with an average dwell time of over two minutes.
- The English application page was launched on March 26, 2020, and has received 30,867 unique page views through May 28, with an average dwell time of nearly three minutes. The Spanish eCard sign-up page has received 250 unique page views through May 28, with an average dwell time of over three minutes.



#### Select language for library eCard application



#### GOOGLE AD WORDS GRANT UPDATE

- The latest Google Studio Data Report updates in real-time on our Google Grant Google AdWords campaigns can be viewed [HERE](#).
- Our next status update call with our Google Grant account manager Mackenzie Griffin will be on June 8. Our initial two months using our Google AdWords campaign have showed impressive results, and NonProfit Megaphone is currently working on compiling a case study on the Library District's performance using the Google Grant.
- Many thanks to Counsel **Jerry Welt** for his help in getting our new contract finalized with NPM.



## **BRANDING UPDATE**

### **Trademark Application**

- Though our Free To Be trademark application was extended in May by Greenberg Traurig Counsel Lauri Thompson, we anticipate that this will be the only time that this will be needed. We have redesigned the backs of the next batch of Library District library cards to include the Free To Be mark, which Ms. Thompson expects will qualify for our “public use” requirement.
- **Brand Signage for Branch Interiors & Exteriors**
  - Many thanks to General Services Director **Steve Rice**, Purchasing & Administration Manager **Nancy Hodges**, and Sean Coulter and Smiki Savicic of Simpson Coulter Studio for the help with this project.
  - At Steve Rice’s request, **Betsy Ward**, **Karen Bramwell**, and **Cierra Pedro** met to complete the remaining requirements for all 25 branches. These specs will be ready at such time that the brand project is able to restart, and will serve as the future blueprints for the building signage production and installation.
- **Employee Free To Be Campaign**
  - BAM received completed copy from Training and Development Manager **Keeley Walker** on the training guide that she will eventually need for employees on the Free To Be campaign. **Cierra Pedro** created a layout using this copy and submitted it to Keeley for review.
- **Public Free To Be Campaign**
  - **Cierra Pedro** continues her design work in preparation for the eventual launch of the new branding campaign.
  - In the meantime, the Free To Be brand colors are being incorporated on all materials and digital assets, as needed.

## **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:

### **Summer Challenge**

- Updated brochure to reflect stay-at-home orders
- Recreated brochure onto 8.5 x 11 sheets for distribution in CCSD downloadable academic packets
- Updated English and Spanish Summer Challenge assets to reflect new language
- Resized graphics for social media

### **LVCCLD Foundation**

- Resized Giving Tuesday art for Foundation, linked it to the donations page, and posted to the homepage spinner

### **YouTube Branding & Graphics**

- Created Curbside and YouTube Virtually Anywhere assets update to ensure copy was clear to customers
- Created curbside social media and web art with Spanish translation
- Developed a title card for new Virtually Anywhere Storytime series to give it a consistent and polished look



### PVS External Online Events Listed on LVCCCLD.org

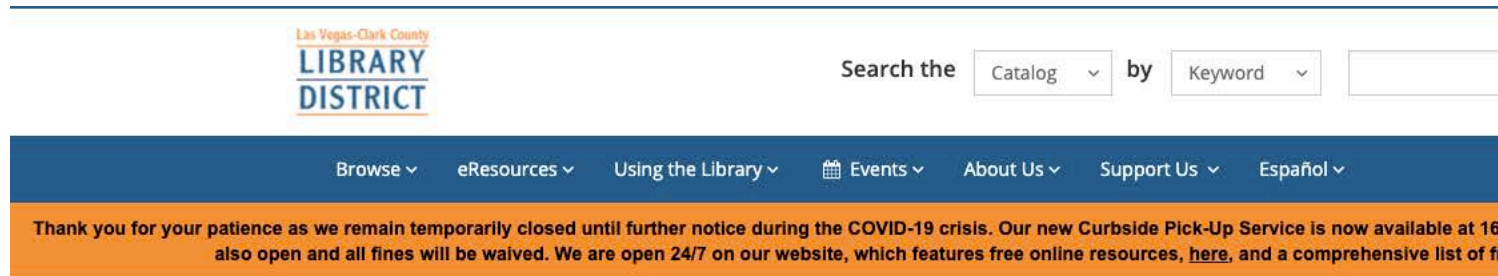
- Create web assets for BiblioEvent listings including the Hope Storytelling Project Poetry Workshop; Back to Normal, Better Than Ever Before; Conversations on Tap with Mercedes Ellington & Tony Waag; and Am I Black Enough For Ya?

### Library Cards

- Updated library card designs.

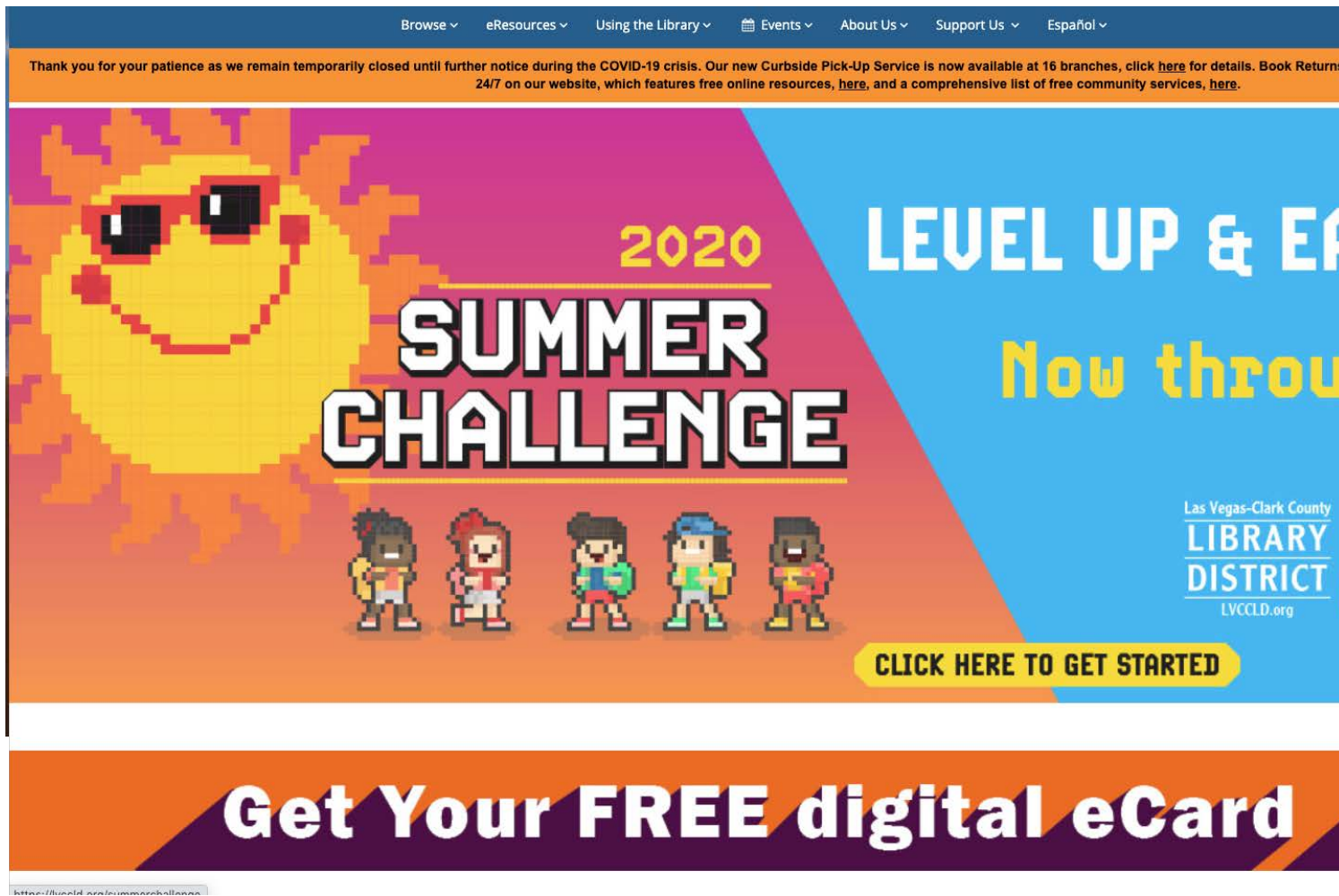
### WEBSITE & BACKEND UPDATES

- **Paula Loop** continued to add updates from Library District and local resources 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 May 29, this new blog post has proven to be very popular with over 9,000 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 and its effect on the economy: <https://lvccld.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/>



- Topics on the website homepage included:
  - Promoting the Library District's new curbside service
  - Summer Challenge 2020
  - Digital eCard
  - Spotlighting our resources for Asian American & Pacific Islander Heritage Month and Military Appreciation Month





- Additionally, **Ryan Simoneau** and **Paula Loop** have continued to promote the following priorities:
  - **Census 2020 & Censo 2020:**  
<https://lvccld.org/census>  
<https://lvccld.org/censo> (Spanish)
  - **Grab & Go Meals with Three Square:**  
<https://lvccld.org/blogs/post/grab-and-go-meals-for-kids/>
  - **Overdrive's New Deliver Later Feature:**  
<https://lvccld.org/blogs/post/new-feature-to-help-manage-your-digital-holds/>
  - **The Library District is Your Entertainment Resource:**  
<https://lvccld.org/blogs/post/the-library-is-your-entertainment-resource/>
  - **Kanopy Offers Unlimited Collection:**  
<https://lvccld.org/blogs/post/kanopy-offers-unlimited-collections/>
  - **Enjoy More Digital Titles With Hoopla Bonus Borrows Collection:**  
<https://lvccld.org/blogs/post/enjoy-more-digital-titles-with-hoopla-bonus-borrows-collection/>



- **Paula Loop** and **Ryan Simoneau** continue to perform weekly website audits on all the audience and format browse pages on LVCCLD.org, creating more content to share the Library District's eResources that can be accessed from home, as well as continuing to promote filling out the Census 2020 online.
- **Ryan Simoneau** and **Paula Loop** continued to ensure the Library District's COVID-19 alerts:
  - Monitored Google and Yelp listings, and hours on the website all reflecting the temporary closure due to COVID-19.
  - Updated closure language to these online listings.
  - Ready to update all branch hours of operation in each Google listing as soon as we reopen.
- **Gene Kilchenko** also worked on the following website projects through May 29:
  - Voyager documents posting and upgrade
  - Worked with **Betsy Ward** and **Karen Bramwell** to create Curbside and YouTube eBlast
  - Added new approved documents to curbside webpage
  - Added new videos to Media Coverage page
  - Revised home page
  - Created Census 2020 banner for website
  - Revised Summer Challenge audience browse page BiblioEvents widgets
  - Worked on creating a dedicated Polls page
  - Resized Social distancing monitor graphic and poster
  - Email signature update
  - Press Releases page update
  - BAM Work Order Application update

#### **Additional Website Updates:**

**Gene Kilchenko** and **Ryan Simoneau** added additional content to the Media Coverage page on the website to reflect news stories about the Library District, and added two new press releases:

<http://legacy.lvcclld.org/media/coverages>

**Ryan Simoneau** and **Paula Loop** continue to field questions and comments from the public, and have received 29 feedback emails through May 29.

Working with the Website Content Committee, 23 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 128,224 library card registrations as of May 29, an increase of 2% over the previous month. Card registration is not required for a customer to check out items, but registration does afford customers additional website benefits, such as managing their account, placing holds, and accessing eResources.

#### **SOCIAL MEDIA**

The top priority for the social media team in May was continuing to promote the Library District's new curbside service that began on May 16. Additional priorities included promoting the start of Summer Challenge, the Library District's digital eCard and free online resources and services while our branches remained closed for COVID-19 precautions. We also spotlighted our free resources

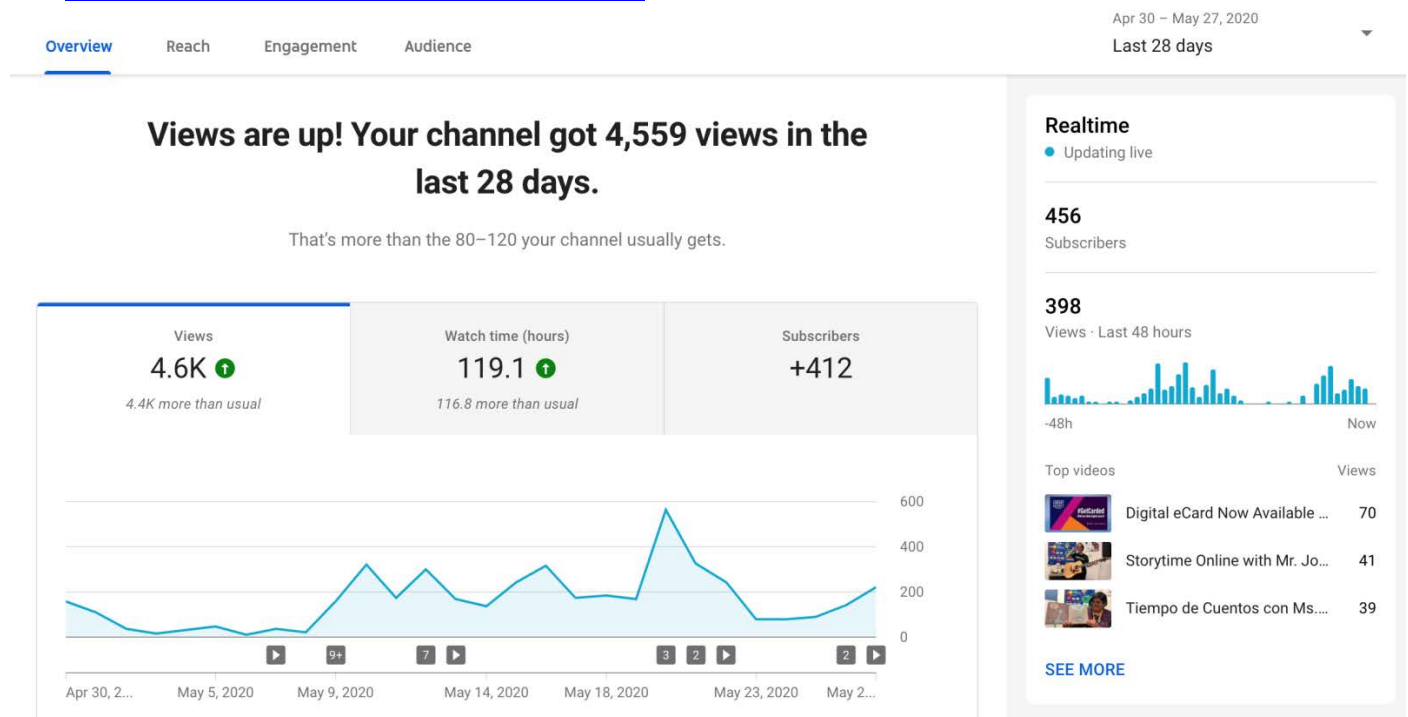


and services for Asian American & Pacific Islander Heritage Month, as well as Military Appreciation Month, along with our curbside closure in honor of Memorial Day.

**Ryan Simoneau** and **Paula Loop** continue to respond to all of the social media comments, questions, and direct messages about the Library District's new curbside services and temporary branch closures due to COVID-19 precautions. BAM is working with Library Operations and General Services to provide approved responses to each user question/comment that is received. **Ryan Simoneau** and **Paula Loop** are continuing to monitor the main LVCCLD Facebook page, as well as all 25 branch pages for new direct messages, user questions, and page reviews.

On May 22, BAM and Regional Library Operations Manager **Carlotta Dickerson** sent out an email update to the social media team (comprised of one volunteer from each of our 25 branches) that our branch Facebook pages would begin to be merged into the main Library District page moving forward to better serve our customers. The social media team will be an integral part of the Library District's increased digital content efforts moving forward and **Ryan Simoneau**, **Paula Loop**, and **Carlotta Dickerson** will be scheduling a video conference meeting in July with the team to do a creative brainstorm to help promote our individual branches on the Library District's primary social media pages and Virtually Anywhere YouTube channel.

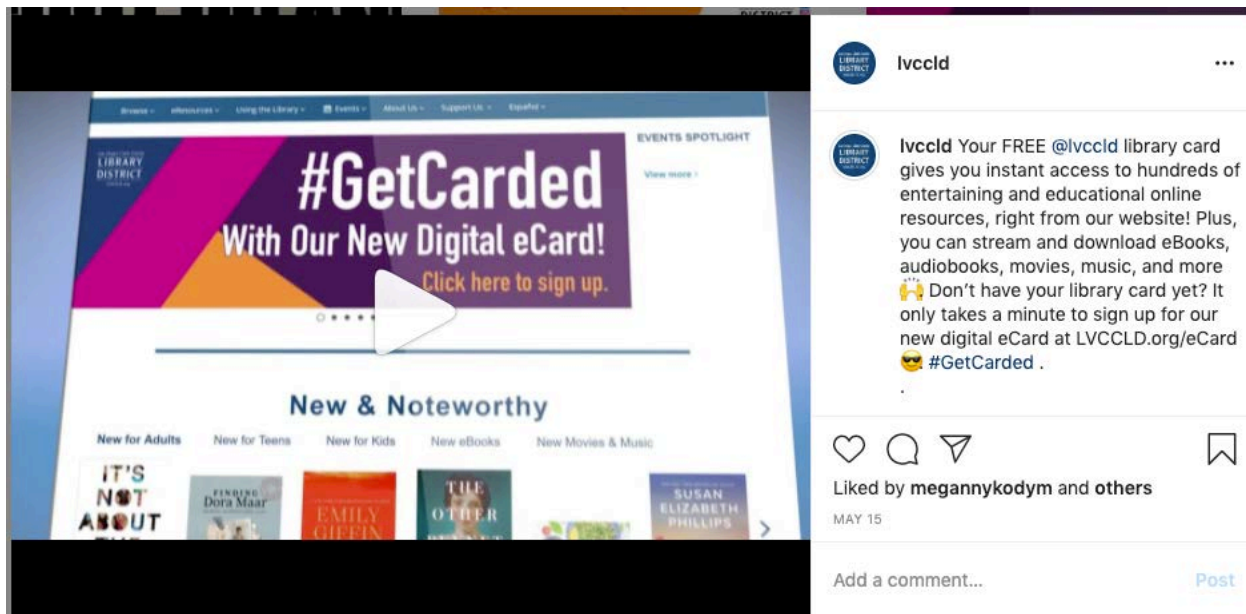
**Paula Loop** worked with **Betsy Ward** and **Karen Bramwell** to add new content to our YouTube Channel and secure a dedicated URL, and with the addition of dedicated online storytimes and educational online programming, we increased our total subscribers by 836% through May 28: <https://www.youtube.com/thelibrarydistrict>



**Betsy Ward** and **Karen Bramwell** worked with Radioactive Productions to create a PSA to promote the Library District's new digital eCard. These posts were well-received and got strong user engagement on all platforms. You can watch the video



at: <https://www.youtube.com/watch?v=Zq2gY6beHp0>



On May 20, we received our first celebrity storytime video from popular Las Vegas Strip magician, Murray Sawchuck. You can view his video at: <https://www.youtube.com/watch?v=OM3SAUKE-G0>



**Ryan Simoneau** and **Paula Loop** continued to compile and schedule social media posts



throughout the month that promote the Library District's online resources, new local resources, and encouraging our followers to fill out the Census 2020 form online.

### Social Media Highlights (May 2020):

We celebrated Asian American & Pacific Islander Heritage Month and Military Appreciation Month with our new dedicated webpage that features the Library District's free services and resources, curated staff picks, plus a listing of local and national resources, scholarship opportunities, and more.



Our online learning programs like Learn with Socrates have shared our social media posts to promote those free online resources:





We continue to promote our free employment assistance services and partners at One-Stop Career Center:



## Social Media Analytics (April 2020)

### Facebook:

LVCCCLD Facebook Page Fans: 12,153 (+.22%)

Total Facebook Page Fans (across all LVCCCLD branches): 39,650 (+.21%)

Total New Follower Increase: -.78%

Total Facebook Impressions: 189,934 (-65.7%)

Total Facebook Post Engagements: 6,426 (-81%)

Total Facebook Link Clicks: 450 (-63%)



Notes: Total new followers and user engagement went back down to normal monthly averages, as we didn't have the massive engagement spike from the previous month when we announced the temporary closure of our branches. Residents of Clark County became more familiar with our temporary closure and adjusted their social media viewing patterns under Nevada's stay-at-home directive.

**LVCCLD Twitter:**

Followers: 3,279 (+1%)

Total user engagements: 5,867 (+227%)

Organic Impressions: 184,470 (+93%)

Link clicks: 260 (-52%)

Notes: As with Facebook, our Twitter total followers and users engagement dipped back to more normal monthly numbers as people adjusted their daily social media usage under Nevada's stay-at-home directive.

**LVCCLD Instagram:**

Followers: 3,192 (+4%)

Total user engagement: 1,331 (53%)

Total impressions: 41,711 (-25%)

Top post engagement: 130 (-54%)

Total likes received to posts: 1,331 (-53%)

Total comments received to posts: 26 (-74%)

Notes: We continue to see strong user growth with Instagram each month and we are also posting more content to our Instagram stories to let our followers know about our latest updates, online resources, and Virtually Anywhere YouTube channel.

**LVCCLD's Top Posts (April 2020):**

**Facebook:**

The Library District's Facebook post that shared heartfelt messages from our staff was really well received by our customers. We continue to promptly respond to all Facebook user comments and direct messages within 24 hours.





### Twitter:

This tweet with messages from our staff was also a hit on Twitter! We continue to receive positive support from our followers for providing posts that spotlight how we are still serving them online while our branches remain closed.





### Instagram:

Our update on Instagram was also our top performing post in April.





### Website Analytics (April 2020)

Page Views: 643,454 (-53%)

Homepage Views: 99,221 (-64%)

Total Visitors: 62,071 (-62%)

Unique Visitors: 48,082 (-65%)

Average Dwell Time: 1:03 (+ 4 seconds across website) :53 (-11 seconds on homepage)

Note: Website traffic was down from last month as more Las Vegas-Clark County residents adjusted their online viewing usage/needs to adhere to Nevada's stay-at-home directive.

### CALCULATED PUBLICITY/ADVERTISING EQUIVALENCY VALUE

Based on the industry standard for public relations/advertising equivalency measurement, we received **\$109,320** for the month of April in advertising equivalency value. This number included brand messaging with backlit signage to travelers that utilize McCarran International Airport.



Las Vegas-Clark County Library District - April 2020 Calculated Publicity Values									
Earned Coverage									
Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
4/10/20	Internet	eltiempolv.com	Distrito Bibliotecario creó una nueva tarjeta electrónica instantánea	eResources with eCard	<a href="https://eltiempolv.com/noticias/distrito-bibliotecario-creo-una-nueva-tarjeta-electronica-instantanea-115633/">https://eltiempolv.com/noticias/distrito-bibliotecario-creo-una-nueva-tarjeta-electronica-instantanea-115633/</a>			34,620	\$1,038.60
4/16/20	Internet	ktnv.com	Online Learning Resources for Southern Nevada	eResources with eCard	<a href="https://www.ktnv.com/13connects/summer-rise/online-learning-resources-for-southern-nevada">https://www.ktnv.com/13connects/summer-rise/online-learning-resources-for-southern-nevada</a>			1,231,667	\$36,950.01
4/22/20	Television	KTNV-TV	13 Action News	11:07 a.m. - Free Wifi and eResources with eCard		27s	\$1,112.76	14,947	\$1,001.48
4/22/20	Internet	news.yahoo.com	Free wifi at the library	Free Wifi and eResources with eCard	<a href="https://news.yahoo.com/free-wifi-library-190903633.html">https://news.yahoo.com/free-wifi-library-190903633.html</a>			186,750,000	N/A
4/24/20	Internet	ktnv.com	Offline Learning Resources available for Southern Nevada students	Wifi access	<a href="https://www.ktnv.com/13connects/summer-rise/offline-learning-resources-for-southern-nevada">https://www.ktnv.com/13connects/summer-rise/offline-learning-resources-for-southern-nevada</a>			1,231,667	\$36,950.01
Monitored Coverage, Not Clipped									
Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
4/9/20	Newspaper	El Tiempo	Distrito Bibliotecario creó una nueva tarjeta electrónica instantánea	eResources with eCard				52,000	N/A
4/21/20	Television	KVVU-TV	More	10:06 a.m. - Library bingo		28s	\$1,096.26	16,927	\$1,023.18
4/22/20	Television	KTNV-TV	13 Action News	6:10 p.m. - Free Wifi and eResources with eCard		29s	\$2,100.96	25,564	\$2,030.93
4/23/20	Television	KTNV-TV	Good Morning Las Vegas	6:41 a.m. - Free Wifi and eResources with eCard		19s	\$513.77	13,159	\$325.39
Earned Digital									
Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
April	Duratron	McCarran International Airport		10 throughout the month					\$30,000.00
								189,370,551	\$109,319.60





## MEMORANDUM

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**TO:** Fred James, Acting Executive Director

**FROM:** Matt McNally, Community Engagement Director

**DATE:** May 28, 2020

**SUBJECT:** Community Engagement Report, June 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 **April 1, 2020 – April 31, 2020**.

In light of Covid-19 and Library District facility closure, Community Engagement staff participated in countless virtual planning meetings throughout the month. These included:

- Executive Council Meetings
- Community Engagement Administration Meetings
- Professional Development Webinars
- Community and Partnership Meetings
- Individual Staff Work Plan Meetings

Staff ensured that nearly 200 partners were contacted during the month. Personal phone calls and e-mails helped strengthen our relationship with partners by assuring them of our intent to support priority critical needs in accordance with social distancing expectations as library services resume. Specific plans were made with critical partners such as Workforce Connections to provide One-Stop Career Center services for job seeking and unemployment, Three Square for food sustainability programs, Clark County School District for early childhood education and the promotion of *Summer Challenge*, Nevada Partnership for Homeless Youth regarding Safe Place services, Census 2020, and the Clark County Elections Department for June voting.

Due to Covid-19 and the suspension of library services, many Community Engagement departments were unable to compile and report programming statistics within this reporting period. Captured data from these programs will be updated in subsequent Community Engagement Reports after staff return. Any statistics that could be obtained are reported herein.



**LITERACY SERVICES**

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

<b>High School Equivalency</b>	<b>April 2020</b>	<b>FY '19-'20 YTD</b>
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. Completion of this work is performed online and many customers were able to participate at home.

<b>Career Online High School</b>	<b>April 2020</b>	<b>FY '19-'20 YTD</b>	<b>Since Inception Dec '17</b>
Completed Self-Assessment	46	473	885
Completed Prerequisite Course	3	79	329
Approved Scholarship	0	47	119
Graduates	1	16	38

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' three students participating in the Hotel Operations course at TISOH moved to online coursework during March and completed their training on April 22, 2020. The NV-ACE pilot provides an opportunity for participants to earn a career certificate while receiving additional needed educational support.

<b>NV-ACE Pilot</b>	<b>April 2020</b>	<b>FY '19-'20 YTD</b>
TISOH Enrollment (HOC)	3	7
Milan Enrollment (CNA)	0	9
Certificate Completers	3	13

Literacy Services staff has continued conversations with administration at The Learning Center, which offers the only State approved registered IT and Cybersecurity apprenticeship. Literacy Services will partner with them in offering an Integrated Education and Training (IET) opportunity for their entry level courses offered online beginning in May, 2020. Although the NV-ACE pilot is scheduled to conclude on June 30, 2020, Literacy Services plans to continue offering IET as an option to students during fiscal year 2020-2021 and beyond.

Literacy Services Leadership staff participated in various online virtual trainings to develop and launch virtual adult education classes. Literacy Services set up virtual professional development for instructors interested in teaching a virtual English as a Second Language (ESL) class scheduled to launch June 1, 2020.

April statistics Literacy Services conducted the following educational opportunities and services in April 2020:



<b>Literacy Services</b>	Classes April 2020	Enrollment/ Attendance April 2020	Enrollment/ Attendance FY '19-'20 YTD
English Language Acquisition	---	---	1,343
Adult Basic Education*	---	---	76
Conversation Workshop	---	---	438
One-Stop Tutoring	---	---	209
Literacy Open Labs	---	---	1,670
*Includes HSE Students with 12 hours instruction			

Literacy Manager **Jill Hersha** and Director of Planning and Development **Danielle Milam** wrote and submitted the Adult Education and Family Literacy Act (AEFLA) basic grant request for proposal and submitted it to the State of Nevada on April 10, 2020.

As mentioned above Literacy staff participated in a number of online webinars and trainings during the month of April. Literacy Manager **Jill Hersha**, Literacy Trainers **Thomas Gaspar**, **Krysten Pinol**, and **Felicia Wilson**, and Literacy Coordinator **Julia Cordova** virtually attended the Nevada Adult Education Director's Meeting April 23-24. The above staff also attended virtual trainings provided by the Commission on Adult Basic Education (COABE) primarily focused on virtual classroom tools and implementation.

## **GALLERY SERVICES**

### New Exhibit Installations

Gallery Services programming scheduled to occur from April 1 through April 30 was suspended due to Library District covid-19 facility closure. April exhibits which were suspended include:

*3<sup>rd</sup> Annual LVAG Juried Spring Members Show*

Las Vegas Artists' Guild, Sahara West Library, 4/2/20 – 5/30/20

*Members' Exhibit*

The Fabulous Las Vegas Scribes, West Las Vegas Library, 4/7/20 – 6/2/20

*Life Is Colorful*

Jorge Betancourt-Polanco, Centennial Hills Library, 4/9/20 – 6/23/20

*Bouquet of Folly*

Sean Russell, Whitney Library, 4/16/20 – 6/30/20

*I Was Happy Then*

Krystal Ramirez, Laughlin Library, 4/19/20 – 6/27/20

*Lineup*

Las Vegas News Bureau, East Las Vegas Library, 4/23/20 – 7/5/20

*Beyond the Days*

Nevada Arts Academy, Windmill Library, 4/30/20 – 7/12/20



### Highlights

Gallery Services kept gallery artists and organizations updated throughout the month. Artists and organizations whose art remained in Library District galleries during the shutdown were assured that their art was secure and that insurance coverage would be extended until the art could be safely returned.

Artists and organizations with exhibit installations scheduled during April and early May were informed that they would not be able to install as scheduled. Arrangements were made on a case-by-case basis to reschedule exhibit installations or postpone the exhibits. All contacted artists and organizations responded with a great amount of kindness and understanding with respect to the unprecedented situation.

Gallery Services Manager **Darren Johnson** joined the Common Field Online Convening during the last week of April for programs such as *Let's Get Real about Community Engagement – Sharing Lessons* and *Collectivizing Cultural Work*. The mission of Common Field is to, "Connect, support, and advocate for the artist-centered field by providing a network for independent arts organizations and organizers."

On April 30, **Darren Johnson** joined Public Library Association's online presentation of *Virtual Platform Possibilities – Providing Digital Skilling Resources for Patrons*. The webinar discussed some of the many online platforms available for library programming and their individual attributes.

### **OUTREACH SERVICES**

Outreach Services programming that was scheduled to occur from April 1 through April 30 was suspended due to Library District covid-19 facility closure.

Outreach Services Manager **Glenda Billingsley** contacted all outreach partners including homebound customers, schools, preschools, senior facilities, training partners, and other programming partners to inform them of the Library District closure, suspension of services, and to strategize about .

**Glenda Billingsley** met with Youth Services Manager **Shana Harrington** and Youth Services Department Heads on April 30 to discuss the execution and promotion of *Summer Challenge*, and the future development of virtual programming. Additional time was spent creating and seeking programming content for the LVCCLD virtual programming YouTube page.

**Glenda Billingsley** met with Library District Planning and Development Director **Danielle Milam** on April 23 to discuss modifications including the direction and execution of the Bezos Family Foundation grant. Library District fulfillment of the grant will forego adding a new Outreach Education Trainer as initially planned. **Glenda** and the Outreach Education Coordinator **Kelly May** will work collaboratively and redirect efforts towards the creation, development, recording, and broadcast of virtual training and professional development using Mind in the Making and Vroom content using the grant funding.



**Glenda Billingsley** was actively involved in community outreach partnership meetings including the following organizations: Baby University, Discovery Children's Museum, Las Vegas Urban League, Nevada Hand, Southern Nevada Association for the Education of Young Children, and Vegas PBS.

## **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 April 1, 2020 through April 30, 2020.

Production Technician **Brian Zawistowski** worked with Executive Assistant **Allison Boyer** on improvements to utilize the WebEx platform for future Board of Trustees meetings.

The PVS department reached out to all major programming partners to provide updates regarding the Library District's closure and began developing virtual programs. These efforts included outreach to over 50 partnership organizations.

The PVS Department worked with partners to create prerecorded programming videos that can be posted on the Library District's YouTube page. In addition, the PVS Department began developing live virtual program events with community partners that will be made available to customers for long-term viewing.

## **YOUTH SERVICES**

Youth Services Manager **Shana Harrington** worked with the Branding and Marketing department to develop a Filming Guide for virtual programming. This was developed to help staff create content for the Library District's new YouTube page. The guide provides direction to help best showcase programs and our talented staff. In just the first few weeks, 12 story times were uploaded and received over 1,400 cumulative views!

Once the Filming Guide was created, **Shana** reached out to the Youth Services Department Heads and Youth Services Librarians District-wide to create a Slack channel. Slack enables participants to connect, collaborate, and keep track of various tasks. Currently 28 Youth Services staff are active on Slack, sharing programming ideas, troubleshooting various day-to-day tasks such as preparing for reopening, and most immediately, revamping *Summer Challenge* to meet the current needs of library customers.

Final preparations to launch *Summer Challenge* (the Library District's summer reading/learning program) occurred throughout the month. Eight Library District staff on the *Summer Challenge* committee collaborated virtually to revamp the program as the facility closure remained in place. **Shana Harrington** gathered Summerlin Library Youth Services Department Head and Committee Chair **Marisa Eytalis**, Centennial Library Youth Services Librarian and Co-Chair **Nikki Imber**, Whitney Library Youth Services Department Head **Erin Collins**, Sahara West Youth Services Librarian **Susan Thurnbeck**, Rainbow Library Youth Services Librarian **Antony Smith**, East Las Vegas Youth Services Librarian **Francis Reyes**, and Youth Services Specialist **Melissa Ramos**. These staff reworked the program so that the



learning activity portion met 'Stay at Home' guidelines and better promoted the District's e-resources.

**Shana Harrington** hosted a WebEx meeting on April 30, with the in-house team from the Branding and Marketing department, Community Engagement Director **Matt McNally**, and vital partners from the Clark County School District (CCSD) and Vegas PBS. With these partners added support, the Library District will reach far more people in Clark County. Vegas PBS has the unique ability to reach parents of children five and under through their phone app, *Bright by Text*, of which the District is a supporting partner. And CCSD will be placing the Summer Challenge brochure and log in the homework help packet that goes out to 32 of the 46 food sites coordinated by Three Square and reach customers in our service area. The *Summer Challenge* runs May 15 through July 31.

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Monthly Statistics  
Year over Year  
February 2019/ February 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	54	52	-2	-4%	337	342	5	1%	1,309	1,545	236	18%	9,426	10,094	668	7%
	Clark County	58	63	5	9%	439	498	59	13%	2,721	2,715	-6	0%	24,500	22,706	-1,794	-7%
	Clark County BBTC	86	151	65	76%	1,038	1,291	253	24%	1,633	2,144	511	31%	18,358	19,367	1,009	5%
	Enterprise	53	66	13	25%	361	382	21	6%	931	1,133	202	22%	6,676	6,297	-379	-6%
	East Las Vegas	46	51	5	11%	353	328	-25	-7%	234	651	417	178%	3,292	5,372	2,080	63%
	Meadows	0	0	0	N/A	0	4	4	N/A	0	0	0	N/A	0	110	110	N/A
	Rainbow	67	70	3	4%	486	498	12	2%	2,622	2,504	-118	-5%	17,472	18,253	781	4%
	Sahara West	72	79	7	10%	400	493	93	23%	1,918	2,511	593	31%	13,086	14,307	1,221	9%
	Spring Valley	66	67	1	2%	477	607	130	27%	2,014	2,349	335	17%	13,303	17,792	4,489	34%
	Summerlin	50	54	4	8%	333	350	17	5%	1,585	2,305	720	45%	10,891	16,634	5,743	53%
	Sunrise	42	49	7	17%	309	408	99	32%	679	1,154	475	70%	7,423	7,962	539	7%
	West Charleston	31	35	4	13%	201	228	27	13%	442	474	32	7%	3,360	3,518	158	5%
	West Las Vegas	52	47	-5	-10%	312	343	31	10%	666	468	-198	-30%	4,041	3,610	-431	-11%
	Whitney	72	89	17	24%	496	659	163	33%	1,996	2,827	831	42%	15,846	24,072	8,226	52%
	Windmill	47	48	1	2%	292	309	17	6%	1,653	2,372	719	43%	10,867	12,369	1,502	14%
	Urban Totals	796	921	125	16%	5,834	6,740	906	16%	20,403	25,152	4,749	23%	158,541	182,463	23,922	15%
Outlying Branches	Blue Diamond	1	2	1	100%	25	33	8	32%	20	6	-14	-70%	335	153	-182	-54%
	Bunkerville	7	1	-6	-86%	77	9	-68	-88%	28	10	-18	-64%	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	32	30	-2	-6%	196	260	64	33%	131	131	0	0%	761	1,482	721	95%
	Laughlin	18	24	6	33%	156	151	-5	-3%	274	345	71	26%	2,288	2,755	467	20%
	Mesquite	59	58	-1	-2%	456	453	-3	-1%	989	948	-41	-4%	10,186	8,262	-1,924	-19%
	Moapa Town	22	19	-3	-14%	137	140	3	2%	491	156	-335	-68%	1,398	1,180	-218	-16%
	Moapa Valley	30	28	-2	-7%	226	188	-38	-17%	355	441	86	24%	3,146	3,048	-98	-3%
	Mt. Charleston	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	18	0	-18	-100%
	Sandy Valley	4	2	-2	-50%	37	26	-11	-30%	10	7	-3	-30%	715	149	-566	-79%
	Searchlight	22	26	4	18%	157	210	53	34%	204	243	39	19%	1,365	2,026	661	48%
	Outlying Totals	195	190	-5	-3%	1,468	1,472	4	0%	2,502	2,287	-215	-9%	20,520	19,185	-1,335	-7%
Outreach	Outreach-Branch	126	26	-100	-79%	522	170	-352	-67%	7,155	1,914	-5,241	-73%	32,167	15,524	-16,643	-52%
	Outreach-Department	53	77	24	45%	542	646	104	19%	1,640	2,526	886	54%	24,209	26,811	2,602	11%
	Outreach-PVS	4	2	-2	-50%	35	30	-5	-14%	10	7	-3	-30%	674	1,550	876	130%
	Outreach-YS Admin.	2	1	-1	-50%	29	15	-14	-48%	200	52	-148	-74%	2,618	1,436	-1,182	-45%
	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	185	106	-79	-43%	1,128	861	-267	-24%	9,005	4,499	-4,506	-50%	59,668	45,321	-14,347	-24%
	Grand Totals	1,176	1,217	41	3%	8,430	9,073	643	8%	31,910	31,938	28	0%	238,729	246,969	8,240	3%



Monthly Statistics  
Year over Year  
February 2019/ February 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	29	7	32%	196	231	35	18%	597	633	36	6%	3,066	3,988	922	30%
	Clark County	177	456	279	158%	1,180	1,687	507	43%	5,688	7,308	1,620	28%	44,593	50,296	5,703	13%
	Enterprise	40	129	89	223%	303	419	116	38%	717	2,730	2,013	281%	7,297	9,684	2,387	33%
	East Las Vegas	23	50	27	117%	174	753	579	333%	282	2,057	1,775	629%	1,864	16,528	14,664	787%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	61	68	7	11%	434	371	-63	-15%	1,430	1,325	-105	-7%	11,584	6,448	-5,136	-44%
	Sahara West	106	121	15	14%	779	832	53	7%	2,210	4,747	2,537	115%	24,329	20,200	-4,129	-17%
	Spring Valley	43	55	12	28%	360	322	-38	-11%	655	736	81	12%	5,455	4,106	-1,349	-25%
	Summerlin	55	48	-7	-13%	397	376	-21	-5%	3,466	3,140	-326	-9%	23,528	30,025	6,497	28%
	Sunrise	33	45	12	36%	216	326	110	51%	1,058	2,026	968	91%	9,655	9,525	-130	-1%
	West Charleston	57	55	-2	-4%	320	416	96	30%	1,771	1,318	-453	-26%	7,711	8,862	1,151	15%
	West Las Vegas	64	60	-4	-6%	438	434	-4	-1%	2,783	3,906	1,123	40%	17,152	16,935	-217	-1%
	Whitney	61	63	2	3%	318	459	141	44%	1,167	1,505	338	29%	9,905	11,525	1,620	16%
	Windmill	59	73	14	24%	422	479	57	14%	2,371	3,587	1,216	51%	18,111	24,450	6,339	35%
	Urban Totals	801	1,252	451	56%	5,537	7,105	1,568	28%	24,195	35,018	10,823	45%	184,250	212,572	28,322	15%
Outlying Branches	Blue Diamond	2	3	1	50%	20	18	-2	-10%	27	33	6	22%	295	231	-64	-22%
	Bunkerville	0	0	0	N/A	0	1	1	N/A	0	0	0	N/A	0	29	29	N/A
	Goodsprings	2	1	-1	-50%	67	65	-2	-3%	25	29	4	16%	186	146	-40	-22%
	Indian Springs	2	2	0	0%	2	16	14	700%	9	9	0	0%	9	73	64	711%
	Laughlin	15	36	21	140%	151	217	66	44%	546	808	262	48%	4,585	3,372	-1,213	-26%
	Mesquite	25	41	16	64%	275	335	60	22%	299	598	299	100%	3,150	3,039	-111	-4%
	Moapa Town	0	0	0	N/A	4	3	-1	-25%	0	0	0	N/A	15	20	5	33%
	Moapa Valley	21	24	3	14%	126	179	53	42%	115	158	43	37%	688	723	35	5%
	Mt. Charleston	3	2	-1	-33%	20	23	3	15%	32	37	5	16%	320	431	111	35%
	Sandy Valley	4	2	-2	-50%	17	10	-7	-41%	45	12	-33	-73%	121	47	-74	-61%
	Searchlight	1	3	2	200%	18	20	2	11%	9	26	17	189%	69	154	85	123%
	Outlying Totals	75	114	39	52%	700	887	187	27%	1,107	1,710	603	54%	9,438	8,265	-1,173	-12%
Outreach	Outreach-Branch	12	8	-4	-33%	118	63	-55	-47%	640	95	-545	-85%	3,540	2,099	-1,441	-41%
	Outreach-Department	38	27	-11	-29%	278	231	-47	-17%	568	1,211	643	113%	3,216	3,793	577	18%
	Outreach-PVS	2	0	-2	-100%	25	14	-11	-44%	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	52	35	-17	-33%	421	309	-112	-27%	1,208	1,306	98	8%	9,154	7,065	-2,089	-23%
	Grand Totals	928	1,401	473	51%	6,658	8,301	1,643	25%	26,510	38,034	11,524	43%	202,842	227,902	25,060	12%





## ITEM VI.A.2.c.

### MEMORANDUM

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**TO:** Fred James, Acting Executive Director

**FROM:** Danielle Patrick Milam, Director of Development and Planning

**DATE:** June 1, 2020

**SUBJECT:** Development and Planning Department Report, June 2020

#### **Development and Planning Department Activities in May 2020**

Department Performance Measures (May 1, 2019 through April 30, 2020)

MEASURE TYPE	PRIMARY MEASURE	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2020 ACTUAL
Output	Amount of District Grant Awards	\$1,086,125	\$820,000	\$1,507,974
Output	Amount of Foundation Grant Awards	\$286,423	\$400,000	\$408,432
Output	Amount of Foundation Donations (254 donations including 189 new donors)	\$3,122,940	\$100,000	\$115,774
Output	Total Revenues from Book Sales	\$315,311	\$320,000	\$307,899**
Output	Total Volunteer Hours	37,433	33,000	38,269

\*\* 4<sup>th</sup> Quarter Online Book Sale Revenues from Friends of Phoenix not received yet

Despite the COVID-19 pandemic interruption of services beginning March 16, 2020, the Development and Planning Department hit all Performance Measures projected in the FY 2019-20 Annual Budget (while current revenues received from Book Sales fall a bit short, the check from the third party vendor for the 4<sup>th</sup> quarter is still outstanding and expected to exceed \$15,000).

Organization and Community Needs Assessment and Relief Request Planning. Development and Planning Director **Danielle Milam** continued to track COVID-19-related funding stream opportunities. At present, three requests are in formation:



1. FEMA-eligible expenses are being coded, working with Financial Services and other departments across the Library District, to prepare the Library District's Request for Public Assistance. The request will be reviewed by the Nevada Department of Emergency Management and then on to FEMA for further approval and reimbursement.
2. The Library District is working with State Librarian Tammy Westergard to understand what is happening in other state libraries across the nation and to influence the shape of state pass-through funding from the CARES Act appropriation of \$50,000,000 to the Institute for Museum and Library Services (IMLS). IMLS provided \$30,000,000 in pass-through relief funding to states. The total Nevada portion of that appropriation is \$273,000.
3. The second portion of the IMLS \$50,000,000 appropriation is a national grant round of \$20,000,000 focused on meeting community challenges exacerbated by COVID-19. The Library District is developing a grant proposal with the DISCOVERY Children's Museum, Las Vegas Urban League, Sunrise Children's Foundation, and the Outreach Services Department of the Library District to apply for community-led relief efforts in the area of early childhood education.

### **Department Activities in the Month of May:**

The Department received confirmation of three grant awards:

- \$844,744 to the Library District from the Nevada Department of Education to support one year of Adult Learning Program adult education and English classes in 18 locations and online.
- \$51,000 to the Library District from the Council on Libraries and Literacy that oversees the proposal review and awards of federal LSTA grant funds for the state of Nevada. The grant will provide support for the Family Adventure Pass collaboration with the DISCOVERY Children's Museum.
- \$25,000 to the Library Foundation to support COVID-19-related relief activities at the Best Buy Teen Tech Center at Clark County Library.

Director of Planning and Development **Danielle Milam** worked with Library Operations Director **Jennifer Schember** and Executive Assistant **Allison Boyer** to prepare the draft letters from Executive Director **Dr. Ronald R. Heezen** to Governor Steve Sisolak (and the Local Advisory Empowerment Panel) and County Commission Chairwoman Marilyn Kirkpatrick. The early May letter requested permission to launch curbside services and the letter last week requested permission to launch Phase Two services in early June.

Development Program Officer **Sherry Walker** prepared grant proposals submitted to Nevada Energy Foundation and the Union Pacific Foundation for STEAM lab support in FY 20-21.

The department director participated in many WebX meetings for Executive Council reopening and budget planning and two April Board of Trustee meetings to address the rapidly changing landscape of "Stay at Home Nevada" orders from Governor Sisolak. Ms. Walker also participated on a number of community web-based meetings with United Way of Southern Nevada. Ms. Milam participated on METRO chamber conversations with Governor Sisolak and County Commission Chairwoman Marilyn Kirkpatrick to understand the details of the Governor's Roadmap to Recovery documents for Phase One and Phase Two. Ms. Walker participated in a webinar on "Giving Opportunities of the CARES Act" which focused on tax-deductible giving available through December 31, 2020.



Ms. Milam and Ms. Walker participated in the virtual day-long symposium on local early education conditions and challenges hosted by UNLV's Institute for Children's Research and Policy. They also had a lengthy conversation with Kirsten Searer of the Public Education Foundation to understand the goals of that Foundation's efforts to close the digital divide for CCSD students. At this point, local data on the digital divide for CCSD students includes an estimate of 11,500 student households without Internet or devices. Additionally, CCSD has reported that over 100,000 of the 360,000 students never used the online student portal for assignments or communications after mid-March.

Ms. Milam participated on a "Fireside Chat" webinar hosted by local architecture firm LGA and principal Craig Galati: <https://www.youtube.com/watch?v=cMBV4KoljAI&feature=youtu.be>. The topic was "Reopening our Institutions." Other panelists included Head of School Jeremy Gregersen at The Meadows School; CEO Melissa Kaiser at the DISCOVERY Children's Museum; and CEO David Walker at the Nevada Institute of Art.

Ms. Milam assisted Deputy Director/CFO **Fred James** with development of the staff information and application packets for Voluntary Temporary Furlough and Voluntary Employment Separation Package (reviewed by all Executive Council members).

To close with exciting and cool news, this year, Library Foundation gave unrestricted scholar awards to six West Las Vegas students, sponsored by Tom and Bonnie Lawyer. This program started in 2009 when Tom Lawyer, one of the founders of the Library Foundation in 2003, created the scholar award program to honor the community spirit of West Las Vegas librarians who make that library a true hub of community learning, culture, and idea exchange. Over the past 11 years, the Lawyers have contributed \$85,000 towards 73 scholar awards to 45 scholars (some scholars have received multiple years of support). This year, six Tom and Bonnie Scholar Awards were given to local students Ricardo Avelar, Angelo Narcisco, Emmily Paniagua, Luis Soto, and Prinnes Wilson. Special thanks to the West Las Vegas team that helped score this year's scholar award applicants (amidst curbside service launch): Branch Manager **Chantel Clark**, Assistant Branch Manager **Carol Chambers**, and Youth Services Department Head **Marco Veyna-Reyes**.





## ITEM VI.A.2.d.

### MEMORANDUM

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**TO:** Fred James, Acting Executive Director

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

**DATE:** May 28, 2020

**SUBJECT:** Information Technology Report, June 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 May. Although the District was closed to the public on March 16, the IT division continued to work on several tasks:

#### **Branding and Marketing Support**

Head of CBS **Rebecca Colbert** continues to appear on the weekly segments of the Nevada Voice's radio show *Impact* on KUNV (91.5 FM) to discuss how the coronavirus is affecting the local community. This has been a good opportunity to remind the public of the District's resources as well as connect with other community partners to find positives in the shutdown and Ms. Colbert promoted the District's new Curbside Pick-up Service. The show is a nightly half-hour broadcast from 7 PM to 7:30 PM and will continue indefinitely

AS Manager **Sufa Anderson** worked with our vendor, Patron Point, to develop an improved holds pick-up e-mail notification which began going to customers on May 16. The service was later revised to include the Outlying branches beginning on May 23. The new notices are more customizable and visually appealing. An example of the old and new notices follows:



Old:

HOME LIBRARY: WINDMILL LIBRARY  
702-507-6030  
7060 W WINDMILL LN  
LAS VEGAS NV 89113-4678

01-22-20 0

HOLD NOTICE - Your hold has arrived. Please pick it up from the  
HOLDS PICK-UP area at your HOME LIBRARY within one week.

AUTHOR:	AUTHOR:
TITLE: The lighthouse [videodisc]	Jay & Silent Bob reboot [videodisc]
CALL NO: F	CALL NO: F
BARCODE: 31133607347376	BARCODE: 31133607364595
AUTHOR:	
TITLE: Countdown [videodisc]	
CALL NO: F	
BARCODE: 31133607362086	

New:

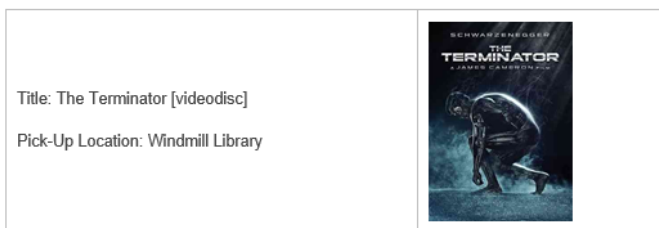


## Good News!

The items that you requested are ready for pickup.

While branches are closed, we are accepting appointments to  
pick up holds using our new Curbside Pick-Up Service, beginning  
Saturday, May 16.

Please visit [LVCCLD.org/curbside](http://LVCCLD.org/curbside) for a list of the participating  
library locations, their addresses, phone numbers, and hours.)



## Community Engagement Support

Programming and Venues Manager **Ryan Neely** approached the IT department to inquire about transferring very large files. Mr. Neely is working with partners to get video content for the District's YouTube page but was experiencing a problem because of the sheer size of the files. Systems and Network Supervisor **Gunnar Kim** created a secure file transfer (SFTP) server to allow for the file transfers.



### **Development and Planning Support**

AS Manager **Sufa Anderson** provided hotspot data and program information to Development and Planning Director **Danielle Milam** to assist with a hotspot funding campaign. One hundred new hotspots were ordered to augment the over 600 hotspots that we currently have in circulation and over 1,600 customers are waiting to borrow a hotspot!

### **Financial Services Support**

The IT Department worked with Financial Services' vendor to complete a refresh of the data on the development Serenic NAV accounting system. The data from the production system was copied onto the development system to help troubleshoot a problem with importing invoices.

### **General Services Support**

Assistant IT Director **Ron Melnar** continues to serve on the District's Health and Safety Mitigation Team (HSMT). The team continues to meet to discuss procedures for reopening the branches. Mr. Melnar accompanied General Services and Library Operations on visits to survey all urban branches to assess their readiness for reopening under our phased reopening framework. The team developed a plan for the delivery of Curbside Pick-up Service and for reconfiguring the public access computers to meet social distancing guidelines while maximizing the number of available computers.

### **Human Resources (HR) Support**

Assistant IT Director **Ron Melnar** worked with Human Resources Information System (HRIS) Manager **Glodia Thomas** and Kronos tech support to install two COVID-19 related tax updates to the development and production systems. The updates were needed to add some new statuses and codes related to COVID-19 and payroll.

### **Library Operations Support**

As expected, physical library material circulation for April was 0. All circulation data was derived from e-media use (e-books, e-audiobooks, streaming video, and digital magazines). A breakdown of circulation by format follows:

- E-Books - 142,037
- E-Audiobooks - 76,512
- Magazines - 12,927
- Music - 35,143
- Video - 20,329

There was an increase in the use of all electronic formats. Boulder City and North Las Vegas 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%.



In addition to placing OverDrive orders, Collection Development staff have submitted orders for popular DVD titles and high-interest upcoming print titles for adult and juvenile customers. Collection Development staff also added 4,182 e-books and e-audiobooks to the collection in April.

Multiple vendors were holding shipments during our closure. Head of CBS **Rebecca Colbert** contacted vendors in May and permitted them to release their shipments. Some vendors, including Ingram, Brodart, Midwest Tape, VOX books, and Penworthy have shipments en route and the department will be ready to process the items when the staff returns to work in the coming week. Additionally, some department staff came to work during the closure to pay invoices, unpack materials, process purchase orders, and investigate shipping issues. Some high interest, shelf-ready titles have been received and sent to fill holds requested in the branches in anticipation of Curbside Pick-up Service demand.

Ms. Colbert has been tracking daily Curbside Pick-up Service statistics. Each day of Curbside Pick-up Service has shown an increase in usage and we expect circulation statistics to increase as news of the service spreads. When compared to normal daily circulation, Curbside Pick-up Service generated about 13% of traditional circulation. The Curbside Pick-up Service circulation statistics will be included in next month's report.

Distribution Center (DC) Librarian **Raychel Lendis** returned to work in May to prepare the DC for operations. Ms. Lendis established safety protocols for staff to return to work, which included ensuring PPE is available for use, proper social distancing, and sanitation of the equipment. Other DC staff returned for safety training and to review new department guidelines. With the opening of the Curbside Pick-up Service, the DC is actively pulling and transferring items daily to fill customers' holds requests.

Ms. Lendis assigned the *6 Month Missing* collectionHQ report to the branches in March before our closure. The deadline was extended and the staff was reminded to complete the task during our pre-opening phase.

AS Manager **Sufa Anderson** established safety protocols for staff to return to work and Interlibrary Loan (ILL) services resumed in May. ILL staff began filling customer requests for ILL items via Curbside Pick-up Service and all ILL items on the holdshelf were extended to June 15 to allow customers ample time to pick up their holds.

The Electronic Resources (ER) department continues to provide a high level of customer service during the COVID-19 closure. ER Manager **Jocelyn Bates** and ER Librarian **Ria Eufemio** created IXL (K-12 math and English) and Treehouse accounts for customers, answered reference questions, and continue to assist customers with their accounts. Additionally, ER staff responded to customer inquiries via our "Ask" e-mail account and provided quality assurance reviews of customer service calls that are answered by the Unique Call Center. For April, many learning resources saw a marked increase, including IXL and Lynda.com, both were promoted on social media.

The ER department disabled the *Fresh Picks* eNewsletter during our closure to prevent customers from receive e-mails for items they could not place on hold.



However, since Curbside Pick-up Service is now available and we are allowing customers to request physical items, the eNewsletters have resumed.

The ER department launched *Niche Academy* in November 2018. *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://lvccld.org/tutorials/>. The most popular tutorials in April were *Great Courses* (with 42 unique views), *Lynda.com* (41 unique views), and *Rosetta Stone* (39 unique views).

The IT department began staffing the Help Desk to provide support for branch staff providing Curbside Pick-up Service. IT Help Desk staff availability parallels the hours available for Curbside Pick-up Service. Microcomputer and Network Analyst **Jamesel Lighten** work with Library Operations Administration to reprogram the telephones to accommodate Curbside Pick-up Service. Additionally, AS Manager **Sufa Anderson** has performed several tasks to facilitate the continued closure of our branches and to prepare for Curbside Pick-up Service, including:

- Assisting with the development of Curbside Pick-up Service Procedures and logistics
- Creating a macro or keyboard shortcut for staff to use when placing items in Curbside Pick-up Service status
- Updating the Days Closed table to reflect branches opened for Curbside Pick-up Service
- Extending holds pick-up by date to June 15 for all items currently on the holdshelf.
- Re-instating capability for placing holds from the BiblioCommons and Classic catalogs
- Providing branch staff with a list of holds requests that customers had canceled that needed to be pulled from the holdshelf
- Masking North Las Vegas and Boulder City libraries from the hold pick-up list at the request of the respective library directors

Ms. Anderson also provided circulation-related updates for Curbside Pick-up Service to staff, ensuring that all staff received the same information.

## IT Projects

The Executive Council has met regularly since the COVID-19 closure and created the *Communications Technology Team* (led by AS Manager **Sufa Anderson**) to identify and recommend technologies to increase staff collaboration and communication in the future. 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 two laptops, with remote access capability, for HR Managers **London Porter** and **Chris Dinino** and one laptop for Development Officer **Sherry Walker**. Additionally, two laptops were configured and assigned to Trustees Elizabeth Foyt and Robin Wadley-Munier to help facilitate remote access to virtual Board meetings. ER Manager **Jocelyn Bates** assisted trustees with iPad and laptop set-up and use.



The IT Department continues to take advantage of the branch closures by completing system upgrades, projects, and tasks. Systems and Network Analyst **Chet Buasri** continues to upgrade our virtualization infrastructure, Microcomputer and Network Analyst **Arul Prakash** continues to manage the weekly system backups, and Systems and Network Supervisor **Gunnar Kim** continues to follow-up on any network related issues. Assistant IT Director **Ron Melnar** worked with our vendor to upgrade\replace 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 replace the servers. Exception for the Mesquite Library, all branch servers were completed.

### **Miscellaneous**

AS Manager **Sufa Anderson** completed several end-of-month reports for the Library Operations division for April, including statistics for fines and new library card registrations. Ms. Anderson also pulled an eNewsletter file for Development and Planning with customer e-mail addresses for a Foundation eNewsletter. Ms. Anderson provided support to the North Las Vegas and Boulder City library districts, including closing locations in Sierra, and coordinating courier delivery services. Additionally, Ms. Anderson continues to perform database cleanup activities in Sierra and for the new eCard accounts.

AS Manager **Sufa Anderson** attended several professional webinars and Microcomputer Technician **Jodi Hafen** has completed her course work and is now a Microsoft Certified Solutions Associate (MCSA). Congratulations Jodi!



**FY 2019-2020 ELECTRONIC RESOURCES STATISTICS**  
**April 2020**

Customer Support	Apr-19	Apr-20	% Change	FY18-19	FY19-20	% Change
Number of Phone Calls to Electronic Resources	130	0	<b>-100.00%</b>	1,669	1,211	<b>-27.44%</b>
Length of Calls in Hours, Minutes, and Seconds	14:04:52	0:00:00	<b>-100.00%</b>	193:18:19	130:40:24	<b>-32.40%</b>
Number of emails to ask@lvccld.org	521	985	89.06%	5,444	5,438	<b>-0.11%</b>
Number of Classes	2	0		15	5	
Number of Attendees	34	0		106	14	

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

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	ReferenceUSA	690	23,448
Health and Wellness	Academic Search Main	30	108
Homework Help	IXL	80	44,507
Limitless Learning	Lynda.com	1,962	9,813
A-Z Resources (All Others)	Newsbank - LVRJ	1,524	22,463

Downloadables and Streaming Circulation	Apr-19	Apr-20	% Change	FY18-19	FY19-20	% Change
eBooks	105,418	142,037	34.74%	975,573	1,168,420	19.77%
Audiobooks	61,550	76,512	24.31%	554,523	850,986	53.46%
Magazines	7,067	12,927	82.92%	80,139	105,194	31.26%
Movies and TV	6,077	20,329	234.52%	56,820	131,757	131.88%
Music	27,786	35,143	26.48%	261,857	282,635	7.93%
<b>Total</b>	207,898	286,948	38.02%	1,928,912	2,538,992	31.63%

Online Resources Usage by Category	Apr-19		Apr-20		% Change		FY18-19		FY19-20		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	777	30,412	1,036	27,350	33.33%	<b>-10.07%</b>	21,480	269,727	7,790	232,721	<b>-63.73%</b>	<b>-13.72%</b>
Health and Wellness	468	1,047	145	257	<b>-69.02%</b>	<b>-75.45%</b>	2,781	12,710	2,845	5,530	2.30%	<b>-56.49%</b>
Homework Help	547	27,928	373	49,295	<b>-31.81%</b>	76.51%	6,170	286,512	6,105	320,322	<b>-1.05%</b>	11.80%
Limitless Learning	3,191	9,424	3,964	12,091	24.22%	28.30%	26,292	90,906	27,873	72,010	6.01%	<b>-20.79%</b>
A-Z Resources (All Others)	13,260	22,108	16,704	47,483	25.97%	114.78%	105,783	213,793	122,012	366,878	15.34%	71.60%

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

**Sessions:** the number of times an electronic resource is accessed





## ITEM VI.A.3.a.

June 2020

### MEMORANDUM

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**TO:** Fred James, Acting Executive Director

**FROM:** Fred James, Chief Financial Officer

**DATE:** May 28, 2020

**SUBJECT:** Financial Services Report, June 2020

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

#### Administration

- Updated the District's cash flow analysis
- Compiled information, projections, and forecasts for Fiscal Year 2020-2021 Final Budget
- Advertised the Budget Public Hearing notice
- Prepared the Budget Public Hearing and Budget Adoption agenda items
- Presented the Public Hearing on the Tentative Budget
- Filed the Fiscal Year 2020-2021 Final Budget with the State of Nevada Department of Taxation per NRS requirements; sent copies to Clark County and the city of Las Vegas
- Submitted the Fiscal Year 2020-2021 tax rate to Clark County
- Submitted the 3<sup>rd</sup> Quarter Economic Survey to the State of Nevada Department of Taxation
- Prepared the Check Signing Resolution
- **Fred James** and **Floresto Cabias** attended numerous meetings with the Executive Council, Human Resources staff, 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
- **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 (\$1.8M for the month of May)
- 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



## Financial Services Report

May 28, 2020

Page 2 of 2

- 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

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To: Dr. Ronald R. Heezen, Executive Director

From: Fred James, CPA  
Deputy Director, Chief Financial Officer

Date: May 28, 2020

Subject: April 2020 Budget Status Report

Enclosed are the budget status reports for April 2020. General fund revenues indicate that 88% of budgeted revenue has been collected. As compared to April 2019, the District collected 8% more in property taxes. Consolidated Tax Revenue (CTX) shows 66% collected so far this fiscal year, slightly lower than the 67% collected for the same period during last fiscal year. Financial Services staff is closely monitoring revenues.

General Fund expenditures indicate that 73% 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 10% and 48% 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 04/01/2020 Through 04/30/2020**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	45,077,185.78	44,855,000.00	(222,185.78)	-0.50%
Intergovernmental Revenue	16,221,072.48	24,557,500.00	8,336,427.52	33.95%
Charges for Services	44,617.28	40,700.00	(3,917.28)	-9.62%
Fines & Forfeits	550,891.56	900,000.00	349,108.44	38.79%
Miscellaneous	1,087,607.10	1,036,800.00	(50,807.10)	-4.90%
<b>Total Revenues</b>	<b>62,981,374.20</b>	<b>71,390,000.00</b>	<b>8,408,625.80</b>	<b>11.78%</b>
<b>Expenditures</b>				
Salaries	24,915,136.70	32,366,060.00	7,450,923.30	23.02%
Benefits	9,997,945.32	13,394,128.00	3,396,182.68	25.36%
Supplies & Services	9,921,611.84	16,203,089.00	6,281,477.16	38.77%
Capital Outlay	8,136,587.66	10,831,667.00	2,695,079.34	24.88%
<b>Total Expenditures</b>	<b>52,971,281.52</b>	<b>72,794,944.00</b>	<b>19,823,662.48</b>	<b>27.23%</b>
<b>Exces (Deficit) Revenues of Expenditures</b>	<b>10,010,092.68</b>	<b>(1,404,944.00)</b>	<b>(11,415,036.68)</b>	<b>-15.45%</b>
<b>Other Financing Sources (Uses)</b>				
Transfer to Other Funds	-	(6,000,000.00)	(6,000,000.00)	100.00%
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>(6,000,000.00)</b>	<b>(6,000,000.00)</b>	<b>100.00%</b>



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

**General Fund - 100**

**From 04/01/2020 Through 04/30/2020**

			Dollar Budget Amount Remaining	Percent Budget Remaining	
			YTD Actual	Budget	
110	Administration - Executive	468,814.45	830,987.00	362,172.55	43.58%
120	Administration - Library Operations	1,265,072.61	2,371,240.00	1,106,167.39	46.65%
200	Financial Services	1,198,491.49	1,765,231.00	566,739.51	32.11%
215	Community Outreach	401,220.19	773,521.00	372,300.81	48.13%
216	Youth Services	252,050.74	369,276.00	117,225.26	31.74%
220	Development and Planning	420,461.16	596,948.00	176,486.84	29.56%
240	General Services/Facilities	6,498,804.42	8,476,537.00	1,977,732.58	23.33%
250	Human Resources	1,553,477.04	2,539,542.00	986,064.96	38.83%
251	HR-Work Insurance	332,766.13	1,363,864.00	1,031,097.87	75.60%
260	Information Technology	3,212,729.76	3,941,669.00	728,939.24	18.49%
270	Literacy Department	275,126.55	381,284.00	106,157.45	27.84%
280	Branding and Marketing	1,439,572.55	2,232,694.00	793,121.45	35.52%
290	Access Services Department	840,136.67	1,041,903.00	201,766.33	19.37%
310	Collection and Bibliographic Services	9,881,505.48	13,053,821.00	3,172,315.52	24.30%
320	Gallery Services	136,028.54	185,473.00	49,444.46	26.66%
330	Facilities	2,361,811.03	3,114,887.00	753,075.97	24.18%
340	Community Engagement	267,907.72	482,558.00	214,650.28	44.48%
400	Library Operations	22,464,575.45	29,273,509.00	6,808,933.55	23.26%
Total		53,270,551.98	72,794,944.00	19,524,392.02	26.82%



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

**General Fund - 100  
Library Operations - Dept 400  
From 04/01/2020 Through 04/30/2020**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	80,769.80	99,973.00	19,203.20	19.21%
110	Bunkerville	51,137.38	84,673.00	33,535.62	39.61%
120	Clark County Library	2,248,172.47	2,939,461.00	691,288.53	23.52%
130	Enterprise Library	1,160,149.17	1,519,554.00	359,404.83	23.65%
140	Goodsprings	67,043.83	81,947.00	14,903.17	18.19%
160	Indian Springs	86,950.18	106,241.00	19,290.82	18.16%
180	Laughlin	606,582.91	765,807.00	159,224.09	20.79%
190	Mesquite	881,566.03	1,152,069.00	270,502.97	23.48%
200	Moapa Town	67,386.97	82,755.00	15,368.03	18.57%
210	Moapa Valley	260,808.66	342,813.00	82,004.34	23.92%
220	Mount Charleston	66,309.93	80,932.00	14,622.07	18.07%
230	Rainbow Library	1,629,793.97	2,059,131.00	429,337.03	20.85%
240	Sahara West Library	2,070,490.30	2,786,232.00	715,741.70	25.69%
250	Sandy Valley	73,919.77	89,443.00	15,523.23	17.36%
260	Searchlight	54,706.84	60,939.00	6,232.16	10.23%
270	Spring Valley Library	1,396,296.03	1,854,894.00	458,597.97	24.72%
280	Summerlin Library	1,258,436.57	1,650,793.00	392,356.43	23.77%
290	Sunrise Library	1,272,844.45	1,617,332.00	344,487.55	21.30%
300	West Charleston Library	1,463,901.81	1,901,430.00	437,528.19	23.01%
310	West Las Vegas Library	1,321,546.76	1,694,686.00	373,139.24	22.02%
320	Whitney Library	1,246,452.00	1,605,111.00	358,659.00	22.34%
360	Meadows Library	139,406.43	169,908.00	30,501.57	17.95%
370	Centennial Hills	1,681,455.77	2,227,501.00	546,045.23	24.51%
380	Windmill Library	1,638,719.65	2,212,165.00	573,445.35	25.92%
390	East Las Vegas Library	1,605,713.77	2,042,284.00	436,570.23	21.38%
605	City Misdemeanant	34,014.00	45,435.00	11,421.00	25.14%
Total		22,464,575.45	29,273,509.00	6,808,933.55	23.26%



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

**General Fund - 100**  
**From 04/01/2020 Through 04/30/2020**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100	Salaries - Full Time	19,444,398.24	24,544,911.00	5,100,512.76	20.78%
51200	Salaries - Part Time	4,925,156.29	6,519,525.00	1,594,368.71	24.46%
51300	Overtime Pay	35,297.86	55,000.00	19,702.14	35.82%
51400	Call Back Pay	6,790.09	8,595.00	1,804.91	21.00%
51500	Standby Pay	49,841.48	52,487.00	2,645.52	5.04%
51600	Longevity Pay	314,907.72	373,422.00	58,514.28	15.67%
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	6,028,906.74	7,430,068.00	1,401,161.26	18.86%
55200	Group Insurance	3,257,925.93	4,819,973.00	1,562,047.07	32.41%
55300	Workers' Comp. Payments	86,872.92	271,544.00	184,671.08	68.01%
55400	Medicare Coverage Expense	619,466.95	797,543.00	178,076.05	22.33%
55500	Unemployment Insurance	4,772.78	75,000.00	70,227.22	93.64%
61100	Office Supplies	262,827.76	470,630.00	207,802.24	44.15%
61110	Operating Supplies	350,854.65	647,140.00	296,285.35	45.78%
61120	Software & User Licenses	405,188.45	573,100.00	167,911.55	29.30%
61130	Software Maintenance	663,519.47	814,410.00	150,890.53	18.53%
61200	Book Materials & Supplies	85,858.95	150,000.00	64,141.05	42.76%
61205	Interlibrary Loan	349.44	4,500.00	4,150.56	92.23%
61210	Small Equipment	189,495.06	517,050.00	327,554.94	63.35%
61400	Equipment Repair & Maint.	559,676.83	673,199.00	113,522.17	16.86%
61410	Contracted Services	4,033,709.41	5,621,592.00	1,587,882.59	28.25%
61420	Building Repair & Maint.	113,987.72	218,200.00	104,212.28	47.76%
61500	Rental Expenses	33,606.74	114,976.00	81,369.26	70.77%
61600	Telephone	538,143.09	563,436.00	25,292.91	4.49%
61700	Utilities	1,320,112.67	2,109,118.00	789,005.33	37.41%
61800	Insurance & Bonds	314,195.70	356,000.00	41,804.30	11.74%
61900	Professional Services	211,012.68	973,200.00	762,187.32	78.32%
61910	Legal Services	102,568.12	598,350.00	495,781.88	82.86%
62200	Collection Agencies	76,673.25	200,000.00	123,326.75	61.66%
62300	Board Compensation	4,440.00	6,000.00	1,560.00	26.00%
62500	Postage	55,421.15	75,100.00	19,678.85	26.20%
62510	Advertising	33,158.97	188,700.00	155,541.03	82.43%
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	136,774.16	265,250.00	128,475.84	48.44%
62800	Travel & Transportation	129,315.41	253,663.00	124,347.59	49.02%
62900	Printing & Reproduction	139,832.23	256,750.00	116,917.77	45.54%
63000	Dues & Subscriptions	31,027.11	42,800.00	11,772.89	27.51%
65000	Miscellaneous Expenses	18,755.34	43,300.00	24,544.66	56.69%
65100	Bank Charges	1,507.56	20,000.00	18,492.44	92.46%
67000	Rental Expenses to QALICBs	186,250.00	315,000.00	128,750.00	40.87%
81700	Library Books	8,136,587.66	10,831,667.00	2,695,079.34	24.88%
<b>Total</b>		<b>53,270,551.98</b>	<b>72,794,944.00</b>	<b>19,524,392.02</b>	<b>26.82%</b>



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

**Grant Fund - 220**

**From 04/01/2020 Through 04/30/2020**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Intergovernmental Revenue	528,929.65	1,800,000.00	1,271,070.35	70.62%
Miscellaneous	55,188.99	-	(55,188.99)	
<b>Total Revenues</b>	584,118.64	1,800,000.00	1,215,881.36	67.55%
<b>Expenditures</b>				
Salaries	249,463.00	477,171.84	227,708.84	47.72%
Benefits	112,207.20	212,828.16	100,620.96	47.28%
Supplies & Services	288,836.21	500,000.00	211,163.79	42.23%
Capital Outlay	97,562.93	610,000.00	512,437.07	84.01%
<b>Total Expenditures</b>	748,069.34	1,800,000.00	1,051,930.66	58.44%
<b>Exces (Deficit) Revenues of Expenditures</b>	(163,950.70)	-	163,950.70	9.11%



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

**Grant Fund - 220**  
**From 04/01/2020 Through 04/30/2020**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	234,690.05	477,171.84	242,481.79	50.82%
51200 Salaries - Part Time	13,651.07	-	(13,651.07)	
51300 Overtime Pay	111.42	-	(111.42)	
51600 Longevity Pay	1,010.46	-	(1,010.46)	
55100 Employees Retirement	72,520.25	155,621.57	83,101.32	53.40%
55200 Group Insurance	36,069.41	52,727.40	16,657.99	31.59%
55400 Medicare Coverage Expense	3,617.54	4,479.19	861.65	19.24%
61100 Office Supplies	1,843.34	4,379.09	2,535.75	57.91%
61120 Software & User Licenses	21,306.00	53,000.00	31,694.00	59.80%
61410 Contracted Services	213,421.50	422,700.00	209,278.50	49.51%
62700 Education & Training	42,275.85	-	(42,275.85)	
62800 Travel & Transportation	9,944.52	9,722.63	(221.89)	-2.28%
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%
<b>Total</b>	<b>748,069.34</b>	<b>1,800,000.00</b>	<b>1,051,930.66</b>	<b>58.44%</b>



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

**Gift Fund - 230**

**From 04/01/2020 Through 04/30/2020**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	145,972.28	815,000.00	669,027.72	82.09%
<b>Total Revenues</b>	<u>145,972.28</u>	<u>815,000.00</u>	<u>669,027.72</u>	<u>82.09%</u>
<b>Expenditures</b>				
Salaries	40,000.00	-	(40,000.00)	
Supplies & Services	263,451.01	715,000.00	451,548.99	63.15%
Capital Outlay	-	100,000.00	100,000.00	100.00%
<b>Total Expenditures</b>	<u>303,451.01</u>	<u>815,000.00</u>	<u>511,548.99</u>	<u>62.77%</u>
<b>Exces (Deficit) Revenues of Expenditures</b>	<u>(157,478.73)</u>	<u>-</u>	<u>157,478.73</u>	<u>19.32%</u>



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

**Gift Fund - 230**  
**From 04/01/2020 Through 04/30/2020**

	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	6,367.11	15,000.00	8,632.89	57.55%
61120 Software & User Licenses	883.74	-	(883.74)	
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	31,358.44	100,000.00	68,641.56	68.64%
62600 Community Events	743.43	-	(743.43)	
62700 Education & Training	725.19	-	(725.19)	
62800 Travel & Transportation	1,176.72	-	(1,176.72)	
62900 Printing & Reproduction	545.10	-	(545.10)	
65000 Miscellaneous Expenses	7,560.72	-	(7,560.72)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
<b>Total</b>	<b>303,451.01</b>	<b>815,000.00</b>	<b>511,548.99</b>	<b>62.77%</b>



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

**Capital Projects Fund - 510  
From 04/01/2020 Through 04/30/2020**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	343,302.37	50,000.00	(293,302.37)	-586.60%
<b>Total Revenues</b>	<u>343,302.37</u>	<u>50,000.00</u>	<u>(293,302.37)</u>	<u>-586.60%</u>
<b>Expenditures</b>				
Supplies & Services	2,694,477.97	3,881,200.00	1,186,722.03	30.58%
Capital Outlay	794,449.05	9,820,100.00	9,025,650.95	91.91%
<b>Total Expenditures</b>	<u>3,488,927.02</u>	<u>13,701,300.00</u>	<u>10,212,372.98</u>	<u>74.54%</u>
<b>Exces (Deficit) Revenues of Expenditures</b>	<u>(3,145,624.65)</u>	<u>(13,651,300.00)</u>	<u>(10,505,675.35)</u>	<u>-661.14%</u>
<b>Other Financing Sources and (uses)</b>				
Transfer to Other Funds	-	(6,000,000.00)	(6,000,000.00)	100.00%
<b>Total Other Financing Sources and (uses)</b>	<u>-</u>	<u>(6,000,000.00)</u>	<u>(6,000,000.00)</u>	<u>100.00%</u>



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

**Capital Projects Fund - 510**  
**From 04/01/2020 Through 04/30/2020**

	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	104,605.54	321,000.00	216,394.46	67.41%
61210 Small Equipment	427,868.22	1,497,700.00	1,069,831.78	71.43%
61400 Equipment Repair & Maint.	53,239.28	-	(53,239.28)	
61410 Contracted Services	31,476.42	50,000.00	18,523.58	37.05%
61420 Building Repair & Maint.	743,767.26	1,994,500.00	1,250,732.74	62.71%
61900 Professional Services	1,281,375.32	-	(1,281,375.32)	
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	2,335.88	5,675,100.00	5,672,764.12	99.96%
81600 Capital Equipment - Major	792,113.17	2,345,000.00	1,552,886.83	66.22%
<b>Total</b>	<b>3,488,927.02</b>	<b>13,701,300.00</b>	<b>10,212,372.98</b>	<b>74.54%</b>



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
1025 - East Las Vegas  
510 - Capital Projects Fund  
From 4/1/2020 Through 4/30/2020

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



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
2050 - Furniture Replacement  
510 - Capital Projects Fund  
From 4/1/2020 Through 4/30/2020

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Small Equipment	54,681.47	200,000.00	145,318.53	72.66%
Bldg. Maint. & Repair	138.44		(138.44)	
<b>Total Expenditures</b>	<u>54,819.91</u>	<u>200,000.00</u>	<u>145,180.09</u>	<u>72.59%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(54,819.91)</u>	<u>(200,000.00)</u>	<u>(145,180.09)</u>	<u>72.59%</u>



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
2200 - Financial Services  
510 - Capital Projects Fund  
From 4/1/2020 Through 4/30/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
<b>Expenditures</b>				
Small Equipment	25,946.96	185,000.00	159,053.04	85.97%
Professional Services	12,877.50		(12,877.50)	
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%
<b>Total Expenditures</b>	<u>76,048.89</u>	<u>305,000.00</u>	<u>228,951.11</u>	<u>75.07%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(76,048.89)</u>	<u>(305,000.00)</u>	<u>(228,951.11)</u>	<u>75.07%</u>



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
4010 - Tech Replacements Upgrades  
510 - Capital Projects Fund  
From 4/1/2020 Through 4/30/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
<b>Expenditures</b>				
Operating Supplies	274.26		(274.26)	
Software & User Licenses	104,605.54	321,000.00	216,394.46	67.41%
Small Equipment	333,649.61	563,000.00	229,350.39	40.74%
Equipment Maint. & Repair	23,146.63		(23,146.63)	
Contracted Services	31,476.42	50,000.00	18,523.58	37.05%
Travel & Transportation		8,000.00	8,000.00	100.00%
Capital Equipment - Major	520,682.36	985,000.00	464,317.64	47.14%
<b>Total Expenditures</b>	<u>1,013,834.82</u>	<u>1,927,000.00</u>	<u>913,165.18</u>	<u>47.39%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(1,013,834.82)</u>	<u>(1,927,000.00)</u>	<u>(913,165.18)</u>	<u>47.39%</u>



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5010 - Bldg Repair and Maintenance  
510 - Capital Projects Fund  
From 4/1/2020 Through 4/30/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
<b>Expenditures</b>				
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	617,187.82	1,994,500.00	1,377,312.18	69.06%
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%
<b>Total Expenditures</b>	<b>783,595.34</b>	<b>2,702,500.00</b>	<b>1,918,904.66</b>	<b>71.00%</b>
<b>Excess (Deficit) Revenues over Expenditures</b>	<b>(783,595.34)</b>	<b>(2,702,500.00)</b>	<b>(1,918,904.66)</b>	<b>71.00%</b>



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5015 - Facilities Master Plan  
510 - Capital Projects Fund  
From 4/1/2020 Through 4/30/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Interest Earnings	120,311.16	50,000.00	(70,311.16)	-140.62%
Unrealized Gain/(Loss) - Investments	222,991.21		(222,991.21)	
<b>Total Revenues</b>	<u>343,302.37</u>	<u>50,000.00</u>	<u>(293,302.37)</u>	<u>-586.60%</u>
<b>Expenditures</b>				
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%
<b>Total Expenditures</b>	<u>1,117,872.72</u>	<u>7,887,100.00</u>	<u>6,769,227.28</u>	<u>85.83%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(774,570.35)</u>	<u>(7,837,100.00)</u>	<u>(7,062,529.65)</u>	<u>90.12%</u>



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5020 - PVS Projects  
510 - Capital Projects Fund  
From 4/1/2020 Through 4/30/2020

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
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)	
Professional Services	15,000.00		(15,000.00)	
Capital Improvements	2,335.88		(2,335.88)	
Capital Equipment - Major	21,882.61		(21,882.61)	
<b>Total Expenditures</b>	<u>195,752.14</u>	<u>479,700.00</u>	<u>283,947.86</u>	<u>59.19%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(195,752.14)</u>	<u>(479,700.00)</u>	<u>(283,947.86)</u>	<u>59.19%</u>



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
9010 - Vehicle Purchase and Replacement  
510 - Capital Projects Fund  
From 4/1/2020 Through 4/30/2020

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Capital Equipment - Major	230,998.10	200,000.00	(30,998.10)	-15.50%
<b>Total Expenditures</b>	<u>230,998.10</u>	<u>200,000.00</u>	<u>(30,998.10)</u>	<u>-15.50%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<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 04/01/2020 Through 04/30/2020**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	12.83	-	(12.83)	
Miscellaneous	4,009.35	10,000.00	5,990.65	59.91%
<b>Total Revenues</b>	4,022.18	10,000.00	5,977.82	59.78%
<b>Expenditures</b>				
Supplies & Services	4,742.97	10,000.00	5,257.03	52.57%
Debt Service	-	-	-	
<b>Total Expenditures</b>	4,742.97	10,000.00	5,257.03	52.57%
<b>Exces (Deficit) Revenues of Expenditures</b>	(720.79)	-	720.79	7.21%



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

**Debt Service Fund - 610**  
**From 04/01/2020 Through 04/30/2020**

		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%
<b>Total</b>		<b>4,742.97</b>	<b>10,000.00</b>	<b>5,257.03</b>	<b>52.57%</b>



**Las Vegas - Clark County Library District**  
**Check/Voucher Register**

**General Fund - 100**  
**From 04/28/2020 Through 05/27/2020**

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10145	4/30/2020	10535	Johnson Controls Fire Protection LP	EN Fire Alarm	159.50
10146	4/30/2020	10654	Educational Testing Service (ETS)	PBT Test February 2020	240.00
10147	4/30/2020	1429	D.C. Thomas	BD Rent May 2020	1,468.00
10148	4/30/2020	2234	Overton Power District #5	Service 03/20/20-04/20/20 MT	76.92
10149	4/30/2020	2307	Progressive Elevator	CC Elevator	697.00
10150	4/30/2020	2533	Suburban Propane - 1487	Propane - Apr 2020	1,964.97
10151	4/30/2020	2809	LVVWD	Service Feb 20 & Mar 20	16,874.31
10152	4/30/2020	2819	CenturyLink Communications, LLC	Service Apr 2020	16,793.82
10153	4/30/2020	3500	Garda CL West, Inc.	Armored Transportation Svc - Jan 2020	5,839.00
10154	4/30/2020	4061	RSVP Party Rentals, Inc.	chairs - SM	221.07
10156	4/30/2020	8010	Allied Universal Security Services	Security 04/03/20-04/16/20 - CH	87,329.08
10159	4/30/2020	9553	Ashworth and Belcastro Systems (ABS)	SU: Fire Alarm Monitor	135.00
10161	5/8/2020	10604	Johnson Controls Security Solutions LLC	Various Alarm response/repair 61420	64.95
10162	5/8/2020	10686	NLS Grounds Management, LLC	Various Landscape	19,344.74
10164	5/8/2020	1180	Baron Pest Solutions, Inc.	LA Pest Control	37.00
10166	5/8/2020	1620	Full Compass Systems Ltd	Rose Brand Gaffers Tape 55 yds	972.36
10167	5/8/2020	1627	Cengage Learning, Inc.	COHS Scholarship April	49,750.00
10168	5/8/2020	1640	Gerald M. Welt, Chartered	Legal Services - Apr 2020	2,257.73
10169	5/8/2020	2682	Valley Enterprises, Inc.	Janitorial	5,309.69
10171	5/8/2020	3048	Desert Boilers & Controls Inc.	RB: Replace part	97,145.00
10172	5/8/2020	3324	Rio Virgin Telephone Co.	Service May 2020	310.53
10173	5/8/2020	3355	Teamsters Security Fund S. Nevada	Premium May 2020	350,131.66
10174	5/8/2020	3500	Garda CL West, Inc.	Excess Service - Feb 2020	2,909.33
10175	5/8/2020	3770	Cox Communications of Las Vegas	Service 04/17/20-05/16/20	12,552.91
10176	5/8/2020	4224	DataPLUS Communications	WH: Fire panel trouble	237.50
10177	5/8/2020	4320	Kiesub Electronic Supply	PC 1500 AA SIZE CELL IND/ALK	1,983.48
10180	5/8/2020	7671	Western Exterminator Company	Pest Control	2,826.00
10181	5/8/2020	8010	Allied Universal Security Services	PVS Event Guards 03/06/20-03/19/20	1,018.29
10182	5/8/2020	8122	Staples Advantage Dept LA	Spec-order software - FAC	6,963.15
10183	5/8/2020	9082	Mastertech Security Services	MQ Alarm Monitoring	134.85
10184	5/8/2020	9191	Canon Solutions America, Inc.	Monthly Maint 01/31/20-02/28/20 - SU	133.82
10185	5/8/2020	9287	Otis Elevator Company	WMSC: OE PO	770.53
10186	5/8/2020	9383	Office Plus	OEM Toner HP410X - FS	785.96
10188	5/8/2020	9729	Windstream	Service 4/15/20-5/14/20	650.13
10189	5/8/2020	9758	ConvergeOne, Inc.	For People Counters Project	809.55
10190	5/8/2020	9827	Vision Sign Inc.	SM Neon	210.00
10191	5/14/2020	10129	Fun Express LLC	Tea Party Character Suckers - YS	36.77
10192	5/14/2020	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape	800.00
10194	5/14/2020	1064	Allied Refrigeration Inc.	various	1,389.49
10195	5/14/2020	10686	NLS Grounds Management, LLC	WC Replace Backflow	530.00
10196	5/14/2020	11030	Robco Electric Inc	CC	262.10
10197	5/14/2020	1240	Brady Industries of Nevada, LLC	Various	800.80
10198	5/14/2020	1457	Demco, Inc.	Quartet Education Markerboards - WM	1,357.00
10199	5/14/2020	1620	Full Compass Systems Ltd	Luminous 7 Haze Fluid, Case of 4x4L Bottles	372.98
10200	5/14/2020	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	8,746.26
10201	5/14/2020	1742	Ideal Supply Company Inc.	Various	602.26
10202	5/14/2020	1897	Lakeshore Learning Materials	Flex-Space Round Carpet - 6'Blue - SM	481.65
10203	5/14/2020	2098	Moapa Valley Water District	Service 04/11/20-05/05/20	226.16
10204	5/14/2020	2215	OCLC Inc. # 774425	Cataloging/ ILL charges	5,262.06
10205	5/14/2020	2234	Overton Power District #5	Service 03/30/20-04/30/20 MQ	418.61
10206	5/14/2020	2290	Precision Pump, Inc.	SW Sump Pump	280.00
10207	5/14/2020	2362	Refrigeration Supplies Distributor		219.88
10208	5/14/2020	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	141.80
10209	5/14/2020	2767	World Book, Inc.	E-books & Sci/Social Studies Online	9,811.25
10210	5/14/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	54,421.56
10211	5/14/2020	2809	LVVWD	Services Mar 20 & Apr 20	17,432.32
10212	5/14/2020	2819	CenturyLink Communications, LLC	Service May 2020	21,984.53
10213	5/14/2020	2887	West Payment Ctr	MISD-Library Plan Charges for FY2020	1,447.86
10214	5/14/2020	2914	Iron Mountain	Services Apr 2020	424.53
10215	5/14/2020	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	1,820.90
10216	5/14/2020	5130	OverDrive Inc.	Materials for FY 2019-2020	132,605.03
10217	5/14/2020	6224	Cambridge University Press	Hist Stats of the US Online Ed.	153.00
10218	5/14/2020	7188	Innovative Interfaces, Inc.	Materials for FY 2019-2020	405.00
10219	5/14/2020	7419	EDS Electronics Inc.	SW: Fire Alarm	330.00
10221	5/14/2020	8565	WT Cox Information Services	Materials for FY 2019-2020	85.60
10222	5/14/2020	8593	American Sign Language Communication	2 hr of ASL interpretation for WC storytime	170.00
10225	5/14/2020	9553	Ashworth and Belcastro Systems (ABS)	SU: Replace amplifier	1,800.00
10226	5/20/2020	10082	Puliz Records Mgt LV	Puliz-FEB 2020/ 3units	89.50
10227	5/20/2020	10305	A Affordable Striping & Sealing LLC	DW	6,600.00
10228	5/20/2020	10802	Verdek LLC	Fuel Charging Station Connection	1,300.00
10229	5/20/2020	1803	JanWay Company USA, Inc.	Curbside Pick-up bags - COVID-19	4,800.00
10230	5/20/2020	1854	Kamer Zucker Abbott	April 2020 Legal fees	6,740.00
10231	5/20/2020	1897	Lakeshore Learning Materials	Activity Scarves - YS/WC	32.28
10232	5/20/2020	2215	OCLC Inc. # 774425	Cataloging/ ILL charges	295.50
10233	5/20/2020	2234	Overton Power District #5	Service 03/30/20-04/30/20 MQ	1,320.17
10234	5/20/2020	2471	Silver State Glass & Mirror	CC: Theater Door Repairs	450.00
10235	5/20/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	54,277.71
10236	5/20/2020	2819	CenturyLink Communications, LLC	Service May 2020	140.17
10237	5/20/2020	2891	AFLAC	Premium May 2020	1,471.30
10238	5/20/2020	3776	Got Bugs LLC	MQ Pest Control	200.00
10239	5/20/2020	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - May 2020	7,480.24
10240	5/20/2020	5244	A&B Printing & Mailing	WAIT HERE ROUND FLOOR LABELS	1,169.00
10241	5/20/2020	6501	RGS ReproGraphic Solutions	Paper for HP printer	95.85
10242	5/20/2020	6704	Schneider Electric	FY20 Agreement	2,807.33
10244	5/20/2020	7655	Gill's Printing and Color Graphics	Social Distancing Table Tent QTY:500	698.00
10245	5/20/2020	8010	Allied Universal Security Services	Security 03/06/20-03/19/20 - CH	174,822.44
10246	5/20/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	675.00



**Las Vegas - Clark County Library District**  
**Check/Voucher Register**

General Fund - 100  
From 04/28/2020 Through 05/27/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10248	5/20/2020	9032	Creel Printing and Publishing Co. Inc.	Spring 2020 Hightlights QTY:71K	23,770.34
10249	5/20/2020	9225	Kronos	Kronos-mo. fee	1,169.00
10250	5/20/2020	9383	Office Plus	Crtgdg.lsr.s, prt - WH	1,501.48
10251	5/20/2020	9758	ConvergeOne, Inc.	Create Internal Analog phone line to mirror	500.00
10252	5/20/2020	9869	Unique Integrated Communications	Call Center Operations	1,028.91
10253	5/20/2020	9890	High Sierra Elevator Inspections	SW: Annual Permit Inspections	1,177.80
10254	5/20/2020	9928	Stimulus Technologies	Service June 2020 MC	1,047.90
10256	5/20/2020	9958	Enerspect Medical Solutions LLC	Thermometers	5,400.00
88026	5/6/2020	10162	CenturyLink	Service April 2020	191.44
88027	5/6/2020	10212	Virgin Valley Water District	Service 03/20/20-04/20/20	555.44
88028	5/6/2020	10217	T-Mobile	Service 03/21/20-04/20/20	1,105.68
88029	5/6/2020	10389	The Firm	Public Relations Svcs - Apr 2020	5,568.75
88030	5/6/2020	10927	CenturyLink	Service Apr 2020	1,845.12
88031	5/6/2020	10989	Judy Chappell	Transcription - 4/16 Board Meeting	902.00
88032	5/6/2020	11076	Quadient, Inc.	Meter Rental 05/25/20-08/24/20	180.00
88033	5/6/2020	11556	Rainbow Dreams Academy	Refund Room 5/14/20 WV- COVID-19	1,129.50
88034	5/6/2020	11557	Musical Friends	Refund Room 5/3/20 WC - COVID-19	100.00
88035	5/6/2020	11562	Kids Campus Learning Center	Refund Room 5/30/20 WV- COVID-19	449.00
88036	5/6/2020	11566	Strategic Dance Centre	Refund Room 6/10-11/20 CC - COVID-19	600.00
88037	5/6/2020	11833	Odyssey Charter Schools NV	Refund Room 5/19/20 WC - COVID-19	200.00
88038	5/6/2020	11840	Arizona College School of Nursing	Refund Room 5/18 & 9/14 WC - COVID-19	320.00
88040	5/6/2020	11854	Lauren Banning	Refund Room 8/18-29/20 WM - COVID-19	510.00
88041	5/6/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,163.72
88042	5/6/2020	1577	FedEx	Express Services - Apr 2020	524.54
88043	5/6/2020	2097	Moapa Valley Telephone Co. Inc.	Service 04/26/20-05/25/20	445.22
88044	5/6/2020	2175	NV Energy	Service 03/20/20-04/20/20 CH	7,001.83
88045	5/6/2020	2494	Southwest Gas Corp.	Service 03/27/20-04/27/20 SW	3,109.80
88047	5/6/2020	2772	Xerox Corporation	Meter Read 1/21-2/21/20	911.95
88048	5/6/2020	2838	Verizon Wireless	Service 03/21/20-04/20/20	3,157.52
88049	5/6/2020	5026	Nevada State Treasurer	Mandated Court Payment	6.00
88050	5/6/2020	6646	Aqua Serv Engineers, Inc	Water Treatment	640.00
88051	5/6/2020	6817	Reliance Connects	Service May 2020	630.55
88052	5/6/2020	8731	UNUM Life Insurance Co. of America	Premium May 2020	770.50
88053	5/6/2020	8770	BizLibrary	Annual Subscription - 3-11-20 - 3-10-21	38,220.00
88054	5/6/2020	9635	Frances L. Hall	3hrs wksh 2/9/20 @ WV	50.00
88055	5/6/2020	9696	Truly Superb Painting, LLC	CC: Front entry painting	7,595.00
88056	5/6/2020	2567	Teamsters Local Union #14	Unions Dues - May 2020	9,477.00
88057	5/12/2020	10641	Quench USA, Inc.	Various Filtered Water	850.00
88059	5/12/2020	11561	Socorro Ulloa Studios	Refund Room 5/24/20 CC - COVID-19	360.00
88060	5/12/2020	1201	Best Janitorial Services of Nevada	BD Janitorial	118,555.16
88061	5/12/2020	1991	Lowe's Improvement	April Statement	2,732.20
88062	5/12/2020	2097	Moapa Valley Telephone Co. Inc.	Service 04/26/20-05/25/20	2,122.81
88063	5/12/2020	2117	Multi-Cultural Books & Videos, Inc.	Materials for FY 2019-2020	4,328.67
88064	5/12/2020	2159	AT&T SBC	Service 04/25/20-05/24/20	292.05
88065	5/12/2020	2175	NV Energy	Service 03/26/20-04/27/20 EV	33,182.84
88066	5/12/2020	2354	Recorded Books	Materials for FY 2019-2020	85.40
88067	5/12/2020	2494	Southwest Gas Corp.	Service 03/31/20-04/29/20 WM	1,683.65
88069	5/12/2020	2837	Republic Services 620	Min Svc Fee 04/24/20 WM	5,265.40
88070	5/12/2020	3058	EBSCO Information Services	Flipster Archive Maintenance Fees	780.00
88071	5/12/2020	8192	AT&T	Service May 2020	41.90
88072	5/12/2020	9234	DP Air Corp.	CC, SW & SC: Annual Chiller Service	4,817.20
88073	5/18/2020	10641	Quench USA, Inc.	Various Filtered Water	850.00
88074	5/18/2020	10872	Radioactive Productions	Video Production Editing April 2020	4,000.00
88075	5/18/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,163.72
88076	5/18/2020	2159	AT&T SBC	Service 05/11/20-06/10/20	101.27
88077	5/18/2020	2175	NV Energy	Service 04/02/20-05/04/20 WM	8,126.22
88078	5/18/2020	2494	Southwest Gas Corp.	Service 04/09/20-05/08/20 EV	629.76
88079	5/18/2020	4117	Television Monitoring Services, Inc.	May 7 eCard Raw Clips KLAS KVVU	100.00
88080	5/18/2020	5026	Nevada State Treasurer	Mandated Court Payment	6.00
88082	5/18/2020	6206	Vitral	Translation Services Reopening Signs	585.00
88083	5/18/2020	7677	Uline, Inc.	Gloves, Tape, Vests	3,011.46
88084	5/18/2020	7948	Municipal Code Corporation	Clark Cty, NV Code of Ordinances	350.00
88085	5/18/2020	8263	Acoustic Eidolon Ltd.	Tour Exp. Cancelled 03/14/20 - COVID-19	350.00
88086	5/18/2020	9895	National Benefit Services, LLC	April 2020 Admin Fee	543.00
88087	5/18/2020	9945	Texas Life Insurance Company	Premium May 2020	488.08
<b>Total 100 - General Fund</b>					<b>1,546,118.71</b>



**Las Vegas - Clark County Library District**  
**Check/Voucher Register**

**Grant Fund - 220**  
**From 04/28/2020 Through 05/27/2020**

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10157	4/30/2020	8397	Cengage Learning, Inc.	Stand Out 3 Stbk/wkbk	6,832.93
10160	5/8/2020	10114	Vickie Thompson	CC Advisor 436 3/31-5/7/20	1,944.00
10163	5/8/2020	10852	Hannah Burke	TISOH 339-1 3/5-4/15 m-th 6-9pm	1,944.00
10182	5/8/2020	8122	Staples Advantage Dept LA	Spec-order software - FAC	6,963.15
10255	5/20/2020	9935	Burlington English Inc.	Burlington English seats	20,352.00
Total 220 - Grant Fund					38,036.08



**Las Vegas - Clark County Library District**  
**Check/Voucher Register**

**Gift Fund - 230**  
**From 04/28/2020 Through 05/27/2020**

<b>Check/Voucher #</b>	<b>Posting Date</b>	<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>
10155	4/30/2020	7777	AVID Products Inc.	Earbuds	1,013.70
10158	4/30/2020	8671	Eurie Creative, Inc.	Capital Campaign Design	500.00
10167	5/8/2020	1627	Cengage Learning, Inc.	COHS Scholarship April	49,750.00
10193	5/14/2020	10523	Blake Hament	BBTTC Instruction Apr 2020	800.00
10247	5/20/2020	8671	Eurie Creative, Inc.	Giving Tuesday Design	750.00
<b>Total 230 - Gift Fund</b>					<b>52,813.70</b>



**Las Vegas - Clark County Library District**  
**Check/Voucher Register**

**Capital Projects Fund - 510**  
**From 04/28/2020 Through 05/27/2020**

<b>Check/Voucher #</b>	<b>Posting Date</b>	<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>
10165	5/8/2020	1455	Dell Marketing L.P.	EV: Hard Drive Storage for Milestone Server	5,391.04
10170	5/8/2020	2686	Simply Covered, Inc.	SW: Reupholster Barrel Chairs	2,160.00
10171	5/8/2020	3048	Desert Boilers & Controls Inc.	RB: Replace part	97,145.00
10187	5/8/2020	9489	Teledata Technologies	Cabling for West Charleston Copier Network	6,295.00
10223	5/14/2020	9354	WestRock Longview, LLC	boxes	5,632.42
10224	5/14/2020	9489	Teledata Technologies	Cabling for CC Copier Network Connections	1,875.00
10243	5/20/2020	7371	EnvisionWare, Inc.	OneStop Product development enhancements	10,000.00
88039	5/6/2020	11851	Microshield 360	DW:	40,940.00
88046	5/6/2020	2726	Welles Pugsley Architects LLP	Branding Signage	6,400.00
88055	5/6/2020	9696	Truly Superb Painting, LLC	CC: Front entry painting	7,595.00
88058	5/12/2020	11014	Park Landscape LLC	WV: Landscape Refurbishment	8,870.08
88081	5/18/2020	6147	DG Koch Associates, LLC	RB	250.00
<b>Total 510 - Capital Projects Fund</b>					<b>192,553.54</b>
<b>Total - All Funds</b>					<b>1,829,522.03</b>



## ITEM VI.A.3.b.



### MEMORANDUM

---

**TO:** Fred James, Acting Executive Director  
**FROM:** Stephen J. Rice, General Services Director  
**DATE:** May 28, 2020  
**SUBJECT:** General Services Report, June 2020

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

#### **CAPITAL REPAIR/IMPROVEMENT PROJECTS**

Major Projects (completed):

- 1) Fire alarm system replacement – Clark County Library

Major Projects (contracts awarded/work in progress):

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

#### **FACILITIES MAINTENANCE DEPARTMENT**

##### **COVID – 19 Related Activities:**

District Curbside Pickup: In support of starting the curbside pickup of materials, department staff designed, fabricated, and installed parking lot signage at all urban branches as well as Laughlin, Mesquite, and Moapa Valley libraries. Personal protective equipment (PPE) such as vests, aprons, masks, and gloves were distributed to all branches.

Phase 1 Reopening Preparation: In preparation for opening branches under Phase 1 guidelines, department staff:

- 1) Manufactured and installed barriers at branch service points, computer labs, etc.
- 2) Established social distancing awareness through designated aisle ways, cordoning off restricted areas, installing signage and floor decals, and rearranging or removing furniture to provide for 6-foot separation.

Janitorial Services: Daily checks on janitorial services continue during the closure. Effective May 18th, scheduling of janitorial services returned to overnight with mid-day cleaning/sanitizing services modified to include staff restrooms, staff work areas, and high touch surface areas.



**Maintenance Work Order Activity – May 2020 (maintenance activity resumed on May 11<sup>th</sup>):**

Corrective work requests received and converted to work orders - 120

Corrective work orders completed – 150

Preventive maintenance work orders generated – 280

Preventive maintenance work orders completed – 174

**Minor Projects and Major Repairs Completed – May 2020:**

No activity to report due to District closure.

**COURIER DEPARTMENT**

Courier pickups and deliveries to all branches resumed on May 15<sup>th</sup>.

**PURCHASING AND ADMINISTRATION DEPARTMENT**

Activities continued to focus on procuring personal protective equipment (PPE) for staff (masks, gloves, aprons, etc.), supplies needed to sanitize and disinfect, and materials needed to establish social distancing protocols in the branches and Service Center. Total value of COVID-19 related procurements to date is \$122,775.

Revised the FY20/21 Fund 100 budget to include expenditure adjustments related to COVID-19 continued response and finalized the FY20/21 Fund 510 capital improvements budget.

**SAFETY AND SECURITY**

**Staff Safety Committee:** Safety inspections scheduled for May were postponed due to District closure.

**COVID – 19 Related Activities:**

Safety Training: Safety Manager **Nicole Baker** and Training Manager **Keeley Walker** created and assigned COVID-19 Safety Training for all staff to complete prior to returning to work and resuming their job duties. Training topics include:

- What You Need to Know about COVID-19 (Webinar)
- Protecting Yourself in Our Work Environment- LVCCLD (Webinar)
- Proper Use of Masks (Video Demonstration)

Procedures/Protocols: Members of the Health and Safety Mitigation Team (HSMT) assisted with creating procedures/protocols for curbside services and answering staff questions on returning to work.

Non-contact infrared thermometers were purchased and distributed to all branches and the Service Center. They are available to employees who would like to monitor their health conditions while at work. The use of a thermometer is for self-monitoring and is voluntary.

Security Services: Allied Universal Security continues to provide security officers at all urban branches. Security Officer post orders include: perform building inspections inside and outside and report problems, greet and inform customers who may not be aware of our closure, accept deliveries, and provide security for janitorial staff. Security Officer schedules were adjusted to provide staff escort for curbside deliveries at CC, WH, and WV libraries effective May 18<sup>th</sup>.





## ITEM VI.A.3.c.

### MEMORANDUM

**TO:** Fred James, Acting Executive Director

**FROM:** Fred James, Interim Human Resources Director

**DATE:** May 29, 2020

**SUBJECT:** Human Resources Report, June 2020

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

- Due to COVID-19, there was no extracurricular activity for Human Resources Staff.
- The Human Resources Director Position did continue through Destiny Search Recruitment Agency.

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

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

	NEW HIRES	RE- HIRES	RESIGNATIONS/TERMINATIONS		
			Professional	Paraprofessional	Page
May 2020	0	0	0	0	2
2020 YEAR TO DATE	12	3	4	5	13

**Position                      Location                      Open Date   Close Date   Received**

- There was no recruitment activity during the month of April.
- There was no interview selection activity during the month of April.

**Employee Orientation:**

During this reporting period, zero (0) employee orientations were conducted. The District had zero (0) new hires/rehires.

**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 - .27 %
- 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:

<b>Name</b>	<b>Branch/Location</b>	<b>Course/Training Name</b>	<b>Date(s)</b>
Ryusuke Abe	Windmill Library	Undergraduate Studies	May 2020
Jonna Arqueros Lynn Lucuara	Financial Services	Microsoft Publisher	May 2020
Samantha Clark Yanel Salazar	Mesquite Library Windmill Library	New Hire Orientation	February 2020
Julia Cordova de Salcedo Ana Lopez	CALL (Community Adult Learning in Libraries)	Nevada LACES (Literacy, Adult and Community Education System) Training	March 2020



Claire Davies	Whitney Library	Cultivating Protective Factors	March 2020
Claire Davies	Whitney Library	Body Odor: The Most Dreaded Conversation of All	March 2020
Carla Land	Summerlin Library		
Lisa Gibson	West Las Vegas Library	Toastmasters	February 2020
Larry Johnson	Enterprise Library		
Lorinda McCormick	Windmill Library		
Marie Reed	Indian Springs Library		
Jodi Hafen	Information Technology	Networking with Windows Server 2016 Certification	May 2020
Laura Rose	Whitney Library	Graduate Studies	May 2020

The District allocated \$2,846.11 for the above training.

RACE CATEGORIES	Female	Male
White	7	0
Black or African American	1	1
Asian	2	1
Native Hawaiian & Other Pacific Islander	0	0
American Indian & Alaska Native	0	0
Two or More Races	1	0
Hispanic or Latino	3	0
Subtotal	14	2
Grand Total	16	

### **Staff Diversity**

Most recent diversity statistics, as of May 29, 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:



	<b>CLARK COUNTY (Workforce Population)</b>	<b>LVCCLD MAY 2020</b>	<b>LVCCLD MAY 2019</b>
<b>White</b>	1,301,043 61.60%	381 51.91%	380 51.63%
<b>Black or African American</b>	237,543 11.20%	77 10.49%	78 10.60%
<b>Asian</b>	203,606 9.60%	81 11.04%	85 11.55%
<b>Native Hawaiian &amp; Other Pacific Islander</b>	15,583 0.70%	11 1.50%	11 1.49%
<b>American Indian &amp; Alaska Native</b>	13,399 .6%	4 0.54%	5 0.54%
<b>Two or More Races</b>	105,631 5.0%	22 3.00%	29 3.94%
<b>Hispanic or Latino</b>	648,211 30.70%	158 21.53%	149 20.24%
<b>Total Population</b>	<b>2,211,436</b>	<b>734</b>	<b>736</b>

**Personnel Transactions:**

**New Hires/Rehires Demographics**

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

**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	1
<b>Total</b>	<b>2</b>



<b>New Hires:</b>	<b>0</b>	
<b>Rehires:</b>	<b>0</b>	
<b>Promotions, Demotions, Transfers, Reclassifications, Hours Increased:</b>	<b>0/0/0 0/0</b>	
<b>Leave without Pay:</b>	<b>1</b>	
<b>Merit Increases:</b>	<b>24</b>	One-step merit increases
<b>Evaluations for Employees At End of Pay Scale:</b>	<b>0</b>	
<b>Merit Increase Delay/Late Evaluation</b>	<b>0/0</b>	
<b>Resignations:</b>	<b>2</b>	
<b>Terminations:</b>	<b>0</b>	
<b>Retirements:</b>	<b>0</b>	





## ITEM VIII.A.

### AGENDA ITEM

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#### **JUNE 11, 2020 MEETING OF THE BOARD OF TRUSTEES**

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

**Background:** Due to the decision of Executive Director Dr. Ronald Heezen to take a Voluntary Employment Separation Package (VESP) buyout, the Trustees wish to appoint Deputy Director/CFO Fred James as Acting Executive Director. Mr. James will serve as Acting Executive Director from June 3, 2020 until the Board of Trustees selects Dr. Heezen's replacement.

**Recommended Action:** Motion to appoint Deputy Director/CFO Fred James as Acting Executive Director.





## ITEM VIII.C.

### AGENDA ITEM

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#### JUNE 11, 2020 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item #VIII.C.:**

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

##### **Background:**

The District's property and casualty insurance and public officials and employment practices liability insurance policies renew on July 15<sup>th</sup>. 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. The Board of Trustees' Risk Management Committee is scheduled to meet with the Broker of Record prior to the Board meeting for presentation of the Broker's proposal and to 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 11<sup>th</sup> meeting.

##### **Recommended Action:**

Motion to authorize staff to award a contract for property and casualty insurance and public officials and employment practices liability insurance through USI Insurance Services to \_\_\_\_\_ \* at an annual premium, not to exceed \$\_\_\_\_\_, for the policy year commencing on July 15, 2020, subject to final review by Counsel.

\* Insurance companies and amount to be recommended by Risk Management Committee.



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 \$25,000 (except 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 (except Moapa \$2,200,000 / ded \$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.





# Las Vegas-Clark County Library District

## *Proposal of Insurance*

***Line(s) of Coverage:*** *Package, Auto, Umbrella, Management Liability, Cyber Liability, Environmental Liability, Crime Coverage, Kidnap & Ransom and Active Assailants Coverage*

***Policy Term:*** *July 15, 2020 to July 15, 2021*

Presented by:

Brandon Lewis, CPCU, ARM-P  
Vice President – Commercial Property & Casualty

Jennifer Fryer, CIC  
Account Executive – Service Team Lead

USI Insurance Services LLC  
5355 Kietzke Lane, Suite 101  
Reno, NV 89511  
Direct: (775) 335-2120  
Fax: (610) 537-2335

USI Insurance Services LLC  
8311 West Sunset Road, Suite 120  
Las Vegas, NV 89113  
Direct (775)-335-2120  
Fax: 610-537-2247

[www.usi.com](http://www.usi.com)

June 1, 2020

Products and services are offered through USI Insurance Services LLC.

This is a coverage summary, not a legal contract. This summary is provided to assist in your understanding of your insurance program. Please refer to the actual policies for specific terms, conditions, limitations and exclusions that will govern in the event of a loss. Specimen copies of all policies are available for review prior to the binding of coverage. Higher limits and additional coverage may be available. Please contact us if you are interested in additional quotes.

THE USI  ONE ADVANTAGE<sup>®</sup>

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# Table of Contents

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## Contents

Service Team .....	3
Marketing Summary .....	4
Premium Summary.....	5
Payment Information.....	9
Subjectivities .....	10
Named Insureds.....	11
Location Schedule .....	12
Commercial Property .....	13
Inland Marine .....	17
General Liability .....	18
Commercial Auto .....	21
Management (Public Entity Liability) .....	24
Employment Practices Liability .....	26
Excess/Umbrella Liability .....	28
Crime .....	30
Cyber Liability .....	31
Environmental Liability.....	33
Kidnap & Ransom (Including Threat Response) .....	34
Active Assailant Coverage .....	36
Tenant/User Liability.....	38
Coverage to Consider .....	42
Client Bind Authorization Form .....	43
Evaluating Financial Markets .....	44
USI Disclosure's .....	46
When to Notify USI .....	47
Terrorism Disclosure .....	48
Flood Placement Disclosure .....	50
Windstorm/Hail Placement Disclosure .....	51
Notice of Surplus Lines Placement.....	52
Who we are .....	54
The USI ONE Advantage® .....	55
Property and Casualty Resources .....	56
"Claims Made" Coverage Notice.....	57



## Service Team

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### **Sales Executives**

*Provides management of your overall account and brings all of our resources together for your benefit.*

### **Brandon Lewis, CPCU, ARM-P**

Direct: (775) 335-2113  
Mobile: (775) 453-4297  
[brandon.lewis@usi.com](mailto:brandon.lewis@usi.com)

### **Account Executive**

*Responsible for completing all technical transactions regarding the delivery and maintenance of insurance and underwriting services.*

### **Jennifer Fryer, CIC**

Direct: (775) 335-2107  
[jennifer.fryer@usi.com](mailto:jennifer.fryer@usi.com)

### **Account Representative**

*Primary contact for day-to-day service. Handles questions you may have, monitors your account, processes endorsement requests and invoices.*

### **Tracey Espinosa, CIC, CISR**

Direct: (775) 335-2106  
[tracey.espinosa@usi.com](mailto:tracey.espinosa@usi.com)

### **Risk Control**

*Conducts site inspections, provides loss control insights, and acts as your advocate in relation to carrier loss control representatives.*

### **Chris Gorham, CFPS CEAS**

Direct line: (916) 883-0570  
Cell 916-761-1564  
[chris.gorham@usi.com](mailto:chris.gorham@usi.com)

### **Certificates of insurance**

*Please contact your account team for any certificate needs.*

### **Office Telephone Numbers**

Main office: (775) 335-2120  
Fax: (610) 537-2335

### **Office hours**

8 a.m. to 5 p.m. Pacific Time Zone M-F



## Marketing Summary

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Insurer	Line(s) of Coverage	Response	Notes
Travelers Insurance Companies	Property General Liability Management Liability Umbrella Crime & Cyber Liability	Quoted	See Premium Summary
Great American	Assault Expense/Threat Response and Kidnap & Ransom	Quoted	See Premium Summary
Indian Harbor	Active Assailants Coverage	Quoted	See Premium Summary
Philadelphia / Tokyo Marine Specialty	Environmental Tank Coverage	Quoted	See Premium Summary



## Premium Summary

Coverage	Expiring Premiums 2019-2020	Renewal Premiums 2020-2021
<b>Insurance Carrier</b>	<b>Travelers</b>	<b>Travelers</b>
Property	\$156,067.00	\$159,019.00
Inland Marine	\$385.00	\$409.00
Commercial General liability	\$23,020.00	\$23,642.00
Commercial Automobile *	\$53,996.00	\$56,418.00
Executive Liability (Public Officials & Employment Practices Liability)	\$32,809.00	\$35,071.00
Commercial Umbrella/Excess Liability	\$30,040.00	\$33,235.00
<b>Subtotal</b>	<b>\$296,317.00</b>	<b>\$307,794.00</b>
Crime & Cyber Liability Package	\$11,392.00	\$13,476.00
<b>Insurance Carrier:</b>	<b>Tokio Marine</b>	<b>Tokio Marine</b>
Tank Environmental Liability (Windmill Library Location)	\$648.00	\$680.00
Broker Fee	\$150.00	\$150.00
NV Surplus Lines Tax	\$27.93	\$29.05
<u>NV Surplus Lines Filing Fee</u>	<u>\$3.19</u>	<u>\$3.32</u>
<b>Total Cost</b>	<b>\$829.12</b>	<b>\$862.37</b>
<b>Insurance Carrier</b>	<b>Great American</b>	<b>Great American</b>
Kidnap & Ransom <i>Includes Threat Response Coverage</i>	\$1,709.00	\$1,709.00
<b>Insurance Carrier</b>	<b>Indian Harbor</b>	<b>Indian Harbor</b>
Active Shooter/Assailant Coverage	\$5,252.00	\$5,252.00
Policy Fee	\$250.00	\$250.00
NV Surplus Lines Tax	\$192.57	\$192.57
<u>NV Surplus Lines Filing Fee</u>	<u>\$22.01</u>	<u>\$22.01</u>
<b>Total Cost</b>	<b>\$5,716.58</b>	<b>\$5,716.58</b>
<b>Insurance Carrier</b>	<b>Atlantic Specialty</b>	<b>Atlantic Specialty</b>
Tenant User Liability & Third-Party Property Damage (facility users pay premiums)	\$0 deposit	\$0 deposit
<b>Total Annual Cost</b>	<b>\$315,963.70</b>	<b>\$329,557.95</b>
	<i>Annual Variance</i>	<i>+4.30%</i>



## Premium Summary (Quote Options)

**Terrorism premiums included above except for Active Assailant Coverage – terrorism premium \$4,989 plus taxes and fees. Estimated annual premium including taxes and fees: \$10,900.15**

**Expiring Auto Premium has been annualized for comparison purposes. Actual premium paid for term \$51,180**

### Kidnap & Ransom Coverage (including Threat Response Coverage):

Coverage	Great American
Limit of Liability	\$1,000,000
Deductible	\$0
<b>Annual Premium</b>	<b>\$1,709</b>
<b>3 Year Pre-paid Premium</b>	<b>\$4,444</b>

### Tank Environmental Coverage Deductible Options (Windmill Library):

Coverage	2020-2021	2020-2021	2020-2021
<b>Insurance Carrier</b>	<b>Tokio Marine</b>	<b>Tokio Marine</b>	<b>Tokio Marine</b>
Aggregate Liability Limit	\$2,000,000	\$2,000,000	\$2,000,000
Each Incident Limit	\$1,000,000	\$1,000,000	\$1,000,000
Claim/Defense Expense	\$1,000,000	\$1,000,000	\$1,000,000
Loading & Unloading	Included	Included	Included
<b>Deductible</b>	<b>\$10,000 – current deductible</b>	<b>\$5,000</b>	<b>\$25,000</b>
Annual Premium	\$680.00	\$757.00	\$591.00
Policy Fee	\$150.00	\$150.00	\$150.00
NV Surplus Lines Tax	\$29.05	\$31.75	\$25.94
NV Surplus Lines Fee	\$3.32	\$3.63	\$2.96
<b>Total Estimated Premium</b>	<b>\$862.37</b>	<b>\$942.38</b>	<b>\$769.90</b>



## Exposure Summary

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Exposures	2019-2020	2020-2021
Property – Total Insured Value (TIV)	\$294,238,044	\$288,084,890
Permanent Art Inventory	\$747,836	\$757,086
# of Vehicles	38	33
Estimated Revenue	2018 = \$66,456,120	2019 = \$70,936,707
Number of Employees	FT = 339 <u>PT = 406</u> 745 Volunteers = 349	FT = 345 <u>PT = 392</u> 737 Volunteers = 533



## Premium Overview - Agency Bill Payment Options

---

We sincerely appreciate the opportunity to service your insurance needs. We believe good credit relationships are established by making our clients aware in advance of the terms of our payment procedures.

Please note that USI Insurance Services LLC and its subsidiaries and affiliates do not provide customer financing.

In some instances, you will receive invoices covering additions or changes to your coverage, endorsements. These invoices are payable upon receipt. You will receive a monthly statement of your account as a reminder as we realize that it is occasionally possible to miss a payment through oversight. Accounts with payments past due are subject to cancellation for non-payment. This is a serious situation as your insurer may refuse to reinstate coverage even if payment is made later. Accounts are subject, but not limited to, reasonable attorney fees, interest, collection fees and/or court costs incurred in connection with collection of past due balances.

**PAYMENTS:** Please remember to return the remittance copy of the invoice with your payment in the provided envelope. Otherwise, all payments will be applied to your oldest balance or left as unapplied if we cannot identify the applicable invoice being paid.

**CREDITS:** Credit invoices may be applied against other invoices due us. Please indicate in your remittance or contact us as to where to apply credit invoices on your account.

These payment procedures will apply for any and all policy renewals or future business written.

If you have any questions concerning our payment procedures or any other matters pertaining to account payments, please contact your insurance representative.



## Direct Bill and Premium Finance Notification

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If coverage is issued on a direct bill basis, i.e. billed to you directly by your insurance company, or if you select to have your premium financed through a premium finance company, please note the following information.

If your premium payment does not reach the carrier by the due date, they may send out a notice of late payment, or intent to cancel. Copies of these notices may not be received by USI Insurance until after the policy has been cancelled. In the event that you receive such a notice, please contact our office immediately.

## Payment Information

---

**Payment address:** USI Insurance Services, LLC  
P.O. Box 66119  
Virginia Beach, VA 23466

**Mailing and parcel delivery:** USI Insurance Services, LLC  
5355 Kietzke Lane, Suite 101  
Reno, NV 89511

**Wiring Instructions:** If you wish to wire your payment, please contact your service team member for wiring instructions.

**Premium due:** Policy Effective Date or Invoicing Date – whichever is later.  
Prompt payment is required. If you would like more information on payment options, please contact your sales executive.



## Subjectivities

The proposed coverage is subject to the following:

### Travelers – Package – Property – Liability, Auto & Umbrella:

- Sign bind order attached

### Commercial Automobile:

- This quotation is based on our understanding that all insured drivers have satisfactory driving records. As part of our underwriting review, we are obtaining Motor Vehicle Reports on all named drivers.

### Travelers – Cyber Liability / Crime:

- This quote is based on no changes to the most recent CyberRisk application completed by the insured organization. If anything has changed from the prior application please let us know.

### Great American – Kidnap & Ransom

- Please re-confirm no threats or incidents that could give rise to a claim under this policy on/after 6/15/2020, as we require this within 30 days of the effective date.

### Indian Harbor – Active Assailant Coverage

#### Subject to:

1. Warranted no known or reported losses, threats or incidents likely to give rise to a claim in the last 5 years whether Insured or not.

#### Notable conditions

- This is a Non-Admitted Company.
- Policy fees are fully earned at inception
- No flat cancellation.
- 100% minimum earned premium.
- Defense costs are inside the limit of liability.
- OFAC Endorsement
- Transmission & Distribution lines are excluded

### Disclosure of Premium for Certified Act(s) of Terrorism Coverage – **Not included in premium summary**

The premium charged for Certified Act(s) of Terrorism is **\$4,989** and does not include any charges for the portion of loss covered by the U.S. Federal Government as set forth in the federal Terrorism Risk Insurance Program (hereinafter the “Program”) established by TRIA.

*Coverage is excluded unless you include and pay the additional premium above.*

### Tokio Marine (Philadelphia ) Tank Environmental –

#### Subject to

- Signed application – received



## Named Insureds

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**Note:** Any entity not named as an insured may not be covered under this policy. This includes partnerships, joint ventures and newly formed entities of any type.

### Named Insureds

- **Las Vegas-Clark County Library District** (First Named Insured)

### Additional Named Insureds (Travelers)

- Mesquite QALICB, Inc. (location 160 W. First Street North, Mesquite, NV 89027)
- COCRF Investor 99, LLC (location 2851 E. Bonanza Road, Las Vegas, NV 89101)

**Only the Named Insureds shown above are included in this proposal. If any Named Insureds are not shown above and should be included for coverage, please notify us immediately.**



## Location Schedule

Loc #	Description	Address	City	State	Zip Code
1	Bunkerville Library	150 West Virgin St	Bunkerville	NV	89007
2	Blue Diamond Library	16A Cottonwood Dr	Blue Diamond	NV	89004
3	Centennial Hill Library	6711 N Buffalo Dr	Las Vegas	NV	89131-4083
4	Clark County Library	1401 E Flamingo	Las Vegas	NV	89119-5256
5	Enterprise Library	25 E Shelbourne Ave	Las Vegas	NV	89123-2139
6	Facilities Library	3148 N Buffalo Dr	Las Vegas	NV	89128-7821
7	Goodsprings Library	365 San Pedro St	Goodsprings	NV	89019-9800
8	Indian Springs Library	715 Gretta Ln	Indian Springs	NV	89018
9	Laughlin Library	2840 Needles Hwy	Laughlin	NV	89029-1230
10	Meadows Library	251 W Boston Ave	Las Vegas	NV	89102-4713
11	Mesquite Learning Center	121 W First North St	Mesquite	NV	89027-4759
12	Moapa Town Library	1340 E Hwy 168	Moapa	NV	89025
13	Moapa Valley Library	350 N Moapa Valley	Overton	NV	89040
14	Mt Charleston Library	75 Ski Chalet	Mt. Charleston	NV	89124-9253
15	Rainbow Library	3150 N Buffalo Dr	Las Vegas	NV	89128-7821
16	Sahara West Library	9600 W Sahara Ave	Las Vegas	NV	89117-5959
17	Sandy Valley Library	650 W Quartz Ave	Sandy Valley	NV	89019
18	Searchlight Library	200 Michael Wendell Way	Searchlight	NV	89046
19	Spring Valley Library	4280 S Jones Blvd	Las Vegas	NV	89103-3325
20	Summerlin Library	1771 Inner Circle Dr	Las Vegas	NV	89119-5256
21	Sunrise Library	5400 Harris Ave	Las Vegas	NV	89110-2543
22	West Charleston Library	6301 W Charleston Blvd	Las Vegas	NV	89146-1124
23	West Las Vegas Library	951 W Lake Mead Blvd	Las Vegas	NV	89106-2337
24	Whitney Library	5175 E Tropicana Ave	Las Vegas	NV	89122-6742
25	Windmill Library & Service Ctr.	7060 W Windmill Ln	Las Vegas	NV	89113-4678
26	Cactus S Library Future Site	S Jones Blvd/W Cactus Ave	Las Vegas	NV	89117
27	Mesquite Library	160 W 1st North St	Mesquite	NV	89027
28	East Las Vegas Library	2851 E Bonanza Rd	Las Vegas	NV	89101



## Commercial Property

Property insurance covers your interest against direct physical loss or damage by covered perils to named property that you own or are required to insure. **See attached schedule for locations to be covered.**

**Insurance Carrier:** The Phoenix Insurance Company (Travelers)

Coverage: Limits of Insurance	2020/2021
Blanket Building(s) and Business Personal Property (includes signs)	\$286,084,890
Equipment Breakdown	Included
Personal Property and Undescribed Premises – Art on Loan / On Display / at Exhibition	\$400,000
Personal Property in Transit	\$100,000
Accounts Receivable	\$250,000
Electronic Data Processing Data and Media	Included
Extra Expense	\$25,000
Ordinance or Law Coverage Coverage A – Loss to Undamaged Portion of Building Coverage B – Demolition Costs Coverage C – Increased Cost of Construction	A – Building limit B&C – combined <b>\$2,000,000</b>
Personal Effects	\$100,000
Valuable Papers and Records – Cost of Research At all described premises In transit or at all undescribed premises	\$250,000 \$250,000
Business Income (and Extra Expense) Rental Value & Ordinary Payroll – Included	\$2,000,000
Earthquake (applies to buildings all locations)	\$25,000,000 annual aggregate
Flood (All Locations Except Below)	\$15,000,000 annual aggregate
Flood (Location #14 (Moapa Valley Library))	\$2,200,000

Flood coverage does not apply to location# 27 - Cactus S Library Future Site

Terrorism coverage is included subject to the program terms and conditions.

Deductibles	2020/2021
General Deductible	\$5,000
Equipment Breakdown	\$5,000
Business Income	24 hours
Earthquake	\$50,000
Flood	\$25,000 all location except; Location #14 \$100,000
Electronic Data Processing Equipment	\$1,000
Electronic Data Processing Data and Media	\$1,000

**VALUATION:**

- Replacement Cost
- Actual Loss Sustained for Time Element Coverages



## Commercial Property (continued)

### Property Coverage Extensions include but not limited to:

*\*Included means included in applicable Covered Property Limit of Insurance*

<b><u>Coverage</u></b>	<b><u>Limit of Insurance</u></b>
Accounts Receivable:	
at all described premises	\$250,000
In transit or at all described premises	\$250,000
Appurtenant Buildings and Structures	\$100,000
Claim Data Expense	\$25,000
Covered Leasehold Interest – Undamaged Improvements & Betterments	
Lesser of Your Business Personal Property limit or:	\$100,000
Debris Removal (additional amount)	\$250,000
Deferred Payments	\$25,000
Duplicate Electronic Data Processing Data and Media	\$50,000
Electronic Data Processing Data and Media:	
At all described premises	Included*
Employee Tools:	
In any one occurrence	\$25,000
Any one item	\$2,500
Expediting Expenses	\$25,000
Extra Expense	\$25,000
Fine Arts:	
At all described premises	\$1,500,000
In transit	\$25,000
Fire Department Service Charge	Included*
Fire Protective Equipment Discharge	Included*
Green Building Alternatives – Increased Cost:	
Percentage 1%	
Maximum amount – each building	\$100,000
Green Building Reengineering and Recertification Expense	\$25,000
Limited Coverage for Fungus, Wet Rot or Dry Rot – Annual Aggregate	\$25,000
Loss of Master Key	\$25,000
Newly Constructed or Acquired Property:	
Buildings - each	\$2,000,000
Personal Property at each premise	\$1,000,000
Non-Owned Detached Trailers	\$25,000
Ordinance or Law Coverage (increased limit)	\$2,000,000



## Commercial Property (continued)

### Property Coverage Extensions include but not limited to:

*\*Included means included in applicable Covered Property Limit of Insurance*

<b><u>Coverage</u></b>	<b><u>Limit of Insurance</u></b>
Outdoor Property:	\$25,000
Any one tree, shrub or plant	\$2,500
Outside Signs - At all described premises	\$100,000
At all undescribed locations	\$5,000
Personal Effects	\$100,000
Personal Property at Premises Outside of the Coverage Territory	\$50,000
Personal Property in Transit Outside of the Coverage Territory	\$25,000
Pollutant Cleanup and Removal – Annual Aggregate	\$100,000
Preservation of Property	
Expenses to move and temporarily store property	\$250,000
Direct loss or damage to moved property	Included*
Reward Coverage - 25% of covered loss up to a maximum of:	\$25,000
Stored Water	\$25,000
Theft Damage to Rented Property	Included*
Undamaged Parts of Stock in Process	\$50,000
Valuable Papers and Records – Cost of Research	
At all described premises	\$250,000
In transit or at all undescribed premises	\$250,000
Water or Other Substance Loss – Tear Out and Replacement Expense	Included*

### AMENDMENTS:

CAUSES OF LOSS-EQUIPMENT BREAKDOWN DX T3 19

DELUXE ORDINANCE OR LAW COVERAGE DX T3 39

ELECTRONIC VANDALISM LIMITATION END T3 98

EXCL OF LOSS DUE TO VIRUS OR BACTERIA IL T3 82

AMNDT COMMON POLICY COND-PROHIBITED COV G IL T4 12

CAP ON LOSSES CERTIFIED ACT OF TERRORISM IL T4 14



## Commercial Property (continued)

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### **Business Income Coverage Extensions include but not limited to:**

*\*Included means included in applicable Covered Property Limit of Insurance*

<b><u>Coverage</u></b>	<b><u>Limit of Insurance</u></b>
Business Income from Dependent Property	
At Premises Within the Coverage Territory	\$250,000
At Premises Outside of the Coverage Territory	\$100,000
Civil Authority	
Coverage Period	30 days
Coverage Radius	100 miles
Claim Data Expense	\$25,000
Contract Penalties	\$25,000
Extended Business Income Coverage Period	180 days
Fungus, Wet Rot or Dry Rot – Amended Period of Restoration Coverage Period	30 days
Green Building Alternatives – Increased Period of Restoration Coverage Period	30 days
Ingress or Egress	\$25,000
Coverage Radius	1 mile
Newly Acquired Locations	\$500,000
Ordinance or Law - Increased Period of Restoration	\$250,000
Pollutant Cleanup and Removal – Annual Aggregate	\$25,000
Transit Business Income	\$25,000
Undescribed Premises	\$25,000



## Inland Marine

Property insurance covers your interest against direct physical loss or damage by covered perils to named property that you own or are required to insure. **See attached schedule for locations to be covered.**

**Insurance Carrier:** The Phoenix Insurance Company (Travelers)

Coverage	Limits of Insurance
<b>Scheduled Items</b>	<b>\$31,693</b>
Flood	\$31,693
Earth Movement	\$31,693
<b>Fine Arts</b>	<b>\$757,086</b>
Flood	\$757,086
Earth Movement	\$757,086

Deductibles	2020/2021
General Deductible (unless a more specific deductible applies)	\$1,000
Earth Movement	\$10,000
Flood	\$10,000
Windstorm deductible	\$1,000

General Terms & Conditions	2019/20
Policy Form	IMPAK® Coverage Form CM T1 43 08 96
Perils covered	Risks of direct physical loss or damage except those causes listed in the exclusions or for which no coverage is shown in the Declarations
Coinsurance requirement	Waived (no coinsurance penalty)
Scheduled Equipment Valuation	Actual Cash Value
Scheduled Fine Arts Valuation	Agreed (Scheduled) Amount
Terrorism Risk Insurance Act Coverage:	Included
Extensions or Exclusions:	Per policy terms and conditions

**Carrier endorsements include, but not limited to:**

EXCL OF LOSS DUE TO VIRUS OR BACTERIA  
 AMNDT COMMON POLICY COND-PROHIBITED COVG  
 CAP ON LOSSES CERTIFIED ACT OF TERRORISM

ILT3 82  
 ILT4 12  
 ILT4 14



## General Liability

Your legal liability to members of the public for claims arising from your premises, operations, products, or completed operations.

**Insurance Carrier:** The Phoenix Insurance Company (Travelers)

Coverage	Limits of Insurance
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal/Advertising Injury - Each Wrongful Act	\$2,000,000
Bodily Injury & Property Damage -Each Occurrence	\$2,000,000
Damage to Rented Premises (any one premises)	\$300,000
Medical Expense (any one person)	\$5,000
Limited Abuse or Molestation Liability	\$2,000,000 – Aggregate Limit \$2,000,000 - Each Offense or Related Offense Limit
Employee Benefits Liability	\$1,000,000 each employee \$1,000,000 aggregate
Retroactive Date: 07/15/2009	

Deductibles/Retentions	2020/2021
Each Occurrence	None
Employee Benefits Liability (each employee)	\$1,000

General Terms & Conditions	2020/2021
General Liability Policy Form	Occurrence
Employee Benefits Policy Form	Claims Made
Defense Costs	Outside Policy Limits
Law Enforcement Activities or Operations Exclusion	Coverage is Excess - see endorsement CG D7 29 06 14



## General Liability (continued)

General Terms & Conditions	2020/2021
Premium subject to audit?	NO
Rating Basis	Rated based on location sq. ft.

### **General Liability**

#### **Who is an Insured:**

- Elected or Appointed Officials
- Board Members
- Owners, Managers or Lessors of Premises
- Public Entity
- Employees & Volunteer Workers
- Lessors of Leased Equipment

#### **PUBLIC ENTITIES XTEND ENDORSEMENT - Includes:**

- A. Owned Watercraft Less Than 25 Feet
- B. Damage to Premises Rented to You
- C. Who Is an Insured – Public Entities, Elected or Appointed Officials, And Members of Your Boards
- D. Who Is An Insured – Employees And Volunteer Workers
- E. Blanket Additional Insured – Owners, Managers Or Lessors Of Premises
- F. Blanket Additional Insured – Lessors Of Leased Equipment
- G. Blanket Additional Insured – Persons Or Organizations For Your Ongoing Operations As Required By Written Contract Or Agreement
- H. Contractual Liability – Railroads
- I. Knowledge And Notice Of Occurrence Or Offense
- J. Blanket Waiver of Subrogation

### **Employee Benefits Liability:**

#### **Coverage Form includes but not limited to:**

This coverage form is designed to provide coverage for damages that the insured is legally obligated to pay because of a negligent act, error or omission committed in the administration of the named insured's employee benefit program, as that term is defined in the coverage form. Administration includes counseling employees, including their dependents and beneficiaries, with respect to the employee benefit program and handling records about the employee benefit program.

#### **Who is an Insured**

- Public Entity
- Employees



## General Liability (continued)

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### General Liability Endorsements and Exclusions (including but not limited to):

- EXCLUSION-LEAD CG D0 76
- EXCLUSION – DISCRIMINATION CG D1 42
- AMEND-NON CUMULATION OF EACH OCC CG D2 03
- FUNGI OR BACTERIA EXCLUSION CG D2 43
- LIMITED ABUSE OR MOLESTATION LIAB COV G CG D3 83
- AMEND CONTRA LIAB EXCL-EXC TO NAMED INS CG D4 21
- EXCL-EMPLOYEES & VOLUNTEER WORK AS IN SDS CG D4 70
- EXCL - LAW ENFORCEMENT ACTIVITIES OR OPS CG D4 72
- EXCL-MEDICAL PAYMENTS TO CERTAIN PERSONS CG D4 73
- MOBILE EQUIP REDEFINED - PUBLIC ENTITIES CG D4 74
- EXCL - HEALTH CARE SERV - PUBLIC ENTITIES CG D4 75
- EXCL - PUBLIC USE OF PRIVATE PROPERTY CG D4 76
- AMEND - POLL EXCL - INCL LTD POLL COSTS CG D4 78
- PUBLIC ENTITIES XTEND ENDORSEMENT CG D4 80
- EXCL-VIOLATION OF CONSUMER FIN PROT LAWS CG D6 18
- SECURITY AND LAW ENFORCEMENT SERV COV CG D7 29
- COMMERCIAL GENERAL LIABILITY COV FORM CG T1 00
- NUCLEAR ENERGY LIABILITY EXCLUSION IL 00 21
- COMMON POLICY CONDITIONS-DELUXE IL T3 18
- AMNDT COMMON POLICY COND-PROHIBITED COV G IL T4 12
- CAP ON LOSSES CERTIFIED ACT OF TERRORISM IL T4 14



## Commercial Auto

Automobile bodily injury and property damage liability, subject to terms, conditions, and limitations of the policy.

**Insurance Carrier:** Travelers Indemnity Company

### Auto Liability Coverage

Coverage	Covered Autos Symbol	Limits of Insurance
Combined Single Limit	1 – any auto	\$1,000,000
Non-Owned Automobile Liability		Included
Hired Automobile Liability		Included
Uninsured/Underinsured Motorists Liability	2 - Owned Autos	\$1,000,000
Medical Payments	2 - Owned Autos	\$5,000

### Physical Damage Coverage

Coverage	Covered Autos	Deductible
Comprehensive Coverage	7 – Scheduled & Hired	\$1,000
Collision Coverage	7 – Scheduled & Hired	\$1,000
Hired Automobile Physical Damage	7 & 8 – Scheduled & Hired	Collision \$1,000 Comprehensive \$1,000

General Terms & Conditions	2020/2021
Valuation	Actual cash value or cost to repair, whichever is less, subject to any applicable maximum coverage amounts, minus deductible for each covered auto.
Rental Reimbursement	30 days max / \$30 per day
<b>Endorsements Include:</b>	
Employee Hired Autos	Yes
Additional Insured	Blanket not available under the Public Entity Form Scheduled: Ryder Truck Rental
Fellow Employee Coverage	No
Waiver of Subrogation	No



## Commercial Auto (Vehicle Schedule)

#	Year	Make	Model	Type	VIN #	Liability/ UM-UIM/ Med Pay	Physical Damage
1	2001	Chevrolet	Moving Van	Van	J8BF5C13717700975	Yes	Yes
2	2002	Chevrolet	Cargo Van	Van	1GCHG35R221199282	Yes	Yes
3	2004	Chevrolet	Express G3500	Van	1GCHG35U941151009	Yes	Yes
4	2004	Ford	F150	Heritage 4x2	2FTPF17Z64CA72603	Yes	Yes
5	2008	Ford	E350SD	Truck	1FBNE31P28DA58852	Yes	Yes
6	2008	Chevrolet	Cargo Van	Van	1GCHG396481167037	Yes	Yes
7	2008	Chevrolet	Cargo Van	Van	1GCHG396781166058	Yes	Yes
8	2004	Trailer	Trailer	Trailer	5DYAA17245C001070	Yes	Yes
9	2011	Isuzu	NPR		JALC4W151B7001187	Yes	Yes
10	2013	Ford	F-350	4x2 SD Chassis	1FDBF3A64DEA80869	Yes	Yes
11	2013	Ford	F-350	4x2 SD Chassis	1FDBF3A62DEA80868	Yes	Yes
12	2013	Ford	F-350	4x2 SD Chassis	1FDBF3A60DEA80870	Yes	Yes
13	2013	Ford	Escape SE		1FMCU0G95DUD03307	Yes	Yes
14	2013	Ford	Escape SE		1FMCU0G97DUD03308	Yes	Yes
15	2014	Ford	Econoline E350	Truck	1FBNE3BL4EDA50873	Yes	Yes
16	2014	Ford	F150	Truck	1FTNF1CF1EKD62229	Yes	Yes
17	2014	Ford	F350	Super Duty Truck	1FDBF3A62EEB47096	Yes	Yes
18	2014	Ford	F150	4x2 Regular Cab	1FTNF1CF9EKD11237	Yes	Yes
19	2014	Ford	Econoline E250	Van	1FTNE2EL8EDA59092	Yes	Yes
20	2014	Ford	F450	Super Duty	1FDFU4GYXEEB67216	Yes	Yes
21	2015	Ford	Transit Van	1 Ton, Med Roof	1FTSW2CM8FKA64415	Yes	Yes
22	2016	Ford	Explorer	4WD	1FM5K8B88GGC92270	Yes	Yes
23	2016	Ford	Explorer	FWD	1FM5K7B87GGC92268	Yes	Yes
24	2016	Ford	Explorer	FWD	1FM5K7B89GGC92269	Yes	Yes
25	2018	Ford	Transit 250	Van	1FTYR2YG2JKA23422	Yes	Yes
26	2018	Ford	Transit 350 WGN	Van	1FTBW2CM5JKB08332	Yes	Yes
27	2018	Ford	Transit 350 WGN	Van	1FTBW3XV6JKB08333	Yes	Yes
28	2019	Ford	Transit T-250	Van	1FTYR2CM1KKA28545	Yes	Yes
29	2019	Chevrolet	550 XD	Truck	JALEEW168L7301607	Yes	Yes
30	2019	Ford	Cargo Van	Van	1FTYE2YM3KKA28535	Yes	Yes
31	2020	Ford	Explorer	Truck	1FMSK7BH9LGB66829	Yes	Yes
32	2020	Ford	Ford	F250	1FTBR1YG1LKA25438	Yes	Yes
33	2020	Chevy	Chevy 5500XD	Truck	JALEEW160L7302329	Yes	Yes

**The following units were removed from renewal, as it noted they will be sold as of 06/30/2020;**

2000	Chevrolet	Cargo Van	Van	1GCHG35F2Y1150033
2001	Chevrolet	Astro Van	Van	1GNDM19W61B105450
2004	Chevrolet	Express G3500	Van	1GCHG35U641150030
2009	Chevrolet	T-Series F7B042	Truck	1GBJ7F1B29F411451
2009	Chevrolet	T-Series F7B042	Truck	1GBJ7F1B89F411454



# Commercial Auto

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## **Auto Liability**

### **Who is an Insured for Auto Liability?**

- Public Entity
- Any permitted user
- Board Members
- Elected or Appointed Officials
- Volunteer Workers (for use of a covered auto)
- Owners of Commandeered Autos

### **Notable Items:**

- Professional Services Not Covered
- Amendment of Employee Definition

### **Carrier endorsements and exclusions include but not limited to:**

- MANUSCRIPTENDORSEMENT - ADDITIONALINSURED – OTHER CA T8 04
- MANUSCRIPTENDORSEMENT - NAMEDINSURED - IL T8 03
- AMENDMENT OF BODILY INJURY DEFINITION - CA T4 43
- BA/AD/MCCOV PART SUPPL SCH - ITEM TWO - CA To 30
- ADDL INSD COV DAUTO LIAB COVG-DESGN PERS - CA T3 01
- PUBLIC ENTITY AUTO EXTENSION ENDORSEMENT - CA T4 46
- AMENDMENT OF EMPLOYEE DEFINITION - CA T4 59
- BUSINESS AUTO COVERAGE FORM - CA 00 01
- PROFESSIONAL SERVICES NOT COVERED - CA 20 18
- VOL FIREFIGHTERS/WORKERS INJURIES EXC - CA 20 30
- EMPLOY EE HIRED AUTOS - CA 20 54
- NEVADA UNINSURED MOTORISTS COVERAGE - CA 21 27
- PUBLIC TRANSPORTATION AUTOS - CA 24 02
- AUTO MEDICAL PAYMENTS COVERAGE - CA 99 03
- LOSS PAYABLE CLAUSE - CA 99 44
- AMNDT COMMON POLICY COND-PROHIBITED COVG - IL T4 12
- NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT - IL 00 21
- NEVADA CHANGES-CANCELLATION/NONRENEWAL - IL 02 51



## Management Liability (Public Officials Liability)

**Insurance Carrier:** Travelers Indemnity Company

Coverage	Limits of Insurance
Public Entity Management Liability (Public Officials)	\$1,000,000 each wrongful act \$1,000,000 aggregate
Deductibles:	\$50,000 Each Wrongful Act Deductible - Damages and Defense Expenses

Terms & Conditions	2020/2021
Retroactive Date	07/15/2009
Claims Made Policy	Yes
Duty to Defend	Yes
Defense Costs	Inside the policy limits

Umbrella policy is excess

### Who is An Insured :

- Public Entity
- Boards and Board Members
- Elected and Appointed Officials, Executive Officers and Directors
- Volunteer Workers
- Employees (including employees of the entity's boards)
- Legal Representatives

### Other terms and conditions:

- Pay on Behalf of basis (Deductible options only)
- Duty to defend claims or suits even if allegations are groundless, false, or fraudulent.
- Professional health care services and law enforcement activities or operations exclusions apply.
- Taking of private property for public use or benefit (eminent domain), diminution in value and inverse condemnation are excluded



## Management Liability (continued)

### Public Entity Management Coverage Forms

PUBLIC ENTITY MANAGEMENT LIABILITY COVERAGE PART DECLARATIONS (CLAIMS-MADE)	PR T0 03
PUBLIC ENTITY MANAGEMENT LIABILITY COVERAGE FORM (CLAIMS-MADE)	PR T1 06
AMENDMENT OF JOINT POWERS AUTHORITY DEFINITION	PR T5 76
AMENDMENT OF NETWORK AND INFORMATION SECURITY WRONGFUL ACT DEFINITION	PR T4 27
LIMITED SPECIAL EXPENSES COVERAGE- KEY EMPLOYEE	PR T5 07
AMENDMENT OF LAW ENFORCEMENT ACTIVITIES OR OPERATIONS DEFINITION	PR T5 45
CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM	IL T4 14

Coverage is written on a **CLAIMS MADE** policy form. In order to trigger coverage, a claim must first be made against the insured(s) during the policy period or during the Extended Reporting Period, if purchased. Coverage is subject to the terms and conditions of the policy "Retroactive Date". Furthermore, such claims must also be reported by the insured to the insurer as soon as practicable during the policy period or Extended Reporting period (if applicable) in order for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.

This coverage is designed to cover damages any insured is legally required to pay for covered loss that is caused by a wrongful act committed while conducting duties by or on behalf of a public entity or its boards. Wrongful act is defined as any act, error or omission. (Excludes coverage for bodily injury, personal injury, advertising injury, property damage and employment-related loss.)



## Management Liability (Employment Practices Liability)

**Insurance Carrier:** Travelers Indemnity Company

Coverage	Limits of Insurance
Employment Practices Liability	\$1,000,000 each wrongful act \$1,000,000 aggregate
Deductible	\$50,000 Each Wrongful Act Deductible – Damages and Defense Expenses

Terms & Conditions	2020/2021
Third Party Liability - Employment Practices	Included
Retroactive Date	07/15/2009
Claims Made Policy	Yes
Duty to Defend	Yes
Defense Costs	Inside Policy Limits

Umbrella policy is excess

### Who is An Insured:

- Public Entity
- Boards and Board Members
- Volunteer Workers
- Elected and Appointed Officials, Executive Officers and Directors
- Employees (including employees of the entity's boards)
- Legal Representatives

### Other terms and conditions:

- Pay on Behalf of basis (Deductible options only)
- Duty to defend claims or suits even if allegations are groundless, false, or fraudulent.
- Duty to defend suits that are governmental administrative hearings seeking injunctive relief, such as EEOC proceedings.
- Injunctive and other non-monetary relief costs are excluded
- Defense expenses are payable within the limits of insurance. Damages include attorney's fees or the person making or bringing the claim or suit if the insured is legally required to pay them under the law which was violated.



## Employment Practices Liability (continued)

### Public Entity Employment Practice Liability Coverage Forms

PUBLIC ENTITY EMPLOYMENT-RELATED PRACTICES LIABILITY COVERAGE PART DECLARATIONS (CLAIMS-MADE)	PR T0 05
PUBLIC ENTITY EMPLOYMENT-RELATED PRACTICES LIABILITY COVERAGE FORM (CLAIMS-MADE)	PR T1 08
GOVERNMENTAL UNITS OR DEPARTMENTS	
AMENDMENT OF COVERAGE – NON-EMPLOYMENT-RELATED SEXUAL HARASSMENT	PR T3 75

Coverage is written on a **CLAIMS MADE** policy form. In order to trigger coverage, a claim must first be made against the insured(s) during the policy period or during the Extended Reporting Period, if purchased. Coverage is subject to the terms and conditions of the policy "Retroactive Date". Furthermore, such claims must also be reported by the insured to the insurer as soon as practicable during the policy period or Extended Reporting period (if applicable) in order for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.

This coverage is designed to cover damages any insured is legally required to pay for covered loss that is caused by a wrongful act committed while conducting duties by or on behalf of a public entity or its boards. Wrongful act is defined as any act, error or omission. (Excludes coverage for bodily injury, personal injury, advertising injury, property damage and employment-related loss.)



## Commercial Umbrella/Excess Liability

Excess coverage for your legal liability to members of the public for claims arising from your premises, operations, products, or completed operations.

**Insurance Carrier:** Travelers Indemnity Company

Coverage	Limits of Insurance
General Aggregate	\$20,000,000
Products/Completed Operations Aggregate	\$20,000,000
Personal/Advertising Injury - Each Wrongful Act	\$20,000,000
Each Occurrence	\$20,000,000
Crisis Management Services Expense Limit	\$50,000
<i>Self-Insured Retention (if applicable)</i>	<i>\$10,000</i>

Note: Retained Limit Any One Occurrence or Offense applies only to losses covered by the Umbrella/ Excess but not covered under the primary.

General Terms & Conditions	2020/2021
Coverage Form	Umbrella / Excess Liability
Subject to audit?	NO
Who is an Insured	Follows primary policies

### Coverage:

This coverage is designed to provide excess limits above primary coverage for bodily injury, property damage, personal and advertising injury that results from a catastrophic event. "Drop down" coverage responds to a reduction in the available primary insurance limit as a result of an impaired each event limit and replaces the primary insurance should the underlying total limit be exhausted. Coverage is on a **broader than primary** basis.

Underlying Insurance	2020/2021
General Liability	Each Occurrence: \$2,000,000 Personal/Advertising Injury: \$2,000,000 General Aggregate: \$2,000,000 Products/Completed Ops Aggregate: \$2,000,000
Commercial Auto Liability	Combined Single Limit: \$1,000,000
Employee Benefits Liability	Each Wrongful Act: \$1,000,000 Aggregate Limit: \$1,000,000
Public Entity Management Liability	Each Wrongful Act: \$1,000,000 Aggregate \$1,000,000
Employment Practices Liability	Each Wrongful Act: \$1,000,000 Aggregate: \$1,000,000



## Commercial Umbrella/Excess Liability

### Carrier Terms & Conditions:

<b>Travelers Policy Form</b>	EU 00 01
<b>Amendments:</b>	
POLICY DECLARATIONS - EXCESS FOLLOW-FORM AND UMBRELLA LIABILITY	EU 00 02
SCHEDULE OF UNDERLYING INSURANCE	EU 00 03
POLICY JACKET EXCESS FOLLOW-FORM AND UMBRELLA LIABILITY INSURANCE	EU 00 06
SCHEDULE OF UNDERLYING INSURANCE CONTINUED	EU 00 04
CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM AND EXCLUSION OF OTHER ACTS OF TERRORISM COMMITTED OUTSIDE THE UNITED STATES	EU 00 07
ABUSE OR MOLESTATION EXCLUSION – COVERAGES A AND B	EU 01 02
COVERAGE FOR FINANCIAL INTEREST IN FOREIGN INSURED ORGANIZATIONS	EU 01 44
FUNGI OR BACTERIA EXCLUSION – COVERAGES A AND B	EU 01 89
NUCLEAR ENERGY LIABILITY EXCLUSION (BROAD FORM) – COVERAGES A AND B	EU 02 09
AMENDMENT OF COVERAGE – DEFINITIONS	EU 02 34
PUBLIC USE OF PRIVATE PROPERTY EXCLUSION – COVERAGES A AND B	EU 02 50
WATERCRAFT LIABILITY EXCLUSION – COVERAGE B	EU 02 90
AMENDMENT OF UNDERLYING INSURANCE DEFINITION	EU 03 15
AMENDMENT OF WHO IS AN INSURED – EMPLOYEES AND VOLUNTEER WORKERS – COVERAGE B	EU 03 17
DISCRIMINATION EXCLUSION – COVERAGE B	EU 03 31
LAW ENFORCEMENT ACTIVITIES OR OPERATIONS EXCLUSION – COVERAGE B	EU 03 43
LEAD EXCLUSION – COVERAGE B	EU 03 44
NON CUMULATION OF OCCURRENCE LIMIT	EU 03 46
PROFESSIONAL HEALTH CARE SERVICES EXCLUSION WITH LIMITED EXCEPTION FOR DESIGNATED PROFESSIONALS – COVERAGES A AND B	EU 03 55
FEDERAL TERRORISM RISK INSURANCE DISCLOSURE	ILT3 68
AMENDMENT OF EMPLOYMENT-RELATED PRACTICES EXCLUSION – FOLLOW FORM EXCEPTION COVERAGE A	EU 03 13

This proposal is merely a descriptive summary of coverage provided by the insurance companies being proposed and should be used for reference purposes only. This is a quotation of coverage only. It is not a binder. This proposal does not amend or alter the insurance contract. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.  
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## Crime

**Insurance Carrier:** Travelers Casualty & Surety Company of America

Coverage	Limit	Deductible
Employee Theft –Per Loss Coverage	\$1,000,000	\$10,000
ERSIA Fidelity	<i>Not quoted - please advise if you would like a quote</i>	
Employee Theft of Client Property	<i>Not quoted - please advise if you would like a quote</i>	
Forgery or Alteration	\$1,000,000	\$10,000
On Premises	\$1,000,000	\$10,000
In Transit	\$1,000,000	\$10,000
Money Orders and Counterfeit Money	\$1,000,000	\$10,000
Computer Crime		
1. Computer Fraud	\$1,000,000	\$10,000
2. Computer Program and Electronic Data Restoration Expense	\$1,000,000	\$10,000
Personal Accounts Forgery or Alteration	\$1,000,000	\$10,000
Funds Transfer Fraud	\$1,000,000	\$10,000
Claim Expense	\$5,000	\$0
<b>Social Engineering</b>	<b>\$100,000</b>	<b>\$10,000</b>

Loss Discovered Form

### Carrier endorsements applicable to quote:

CRI-19072-0315	Global Coverage Compliance Endorsement – Adding Financial Interest Coverage and Sanctions Condition and Amending Territory Condition
CRI-19085-0516	Social Engineering Fraud Insuring Agreement Endorsement
CRI-19097-0517	Replace Exclusion BB. Endorsement
CRI-19101-1117	Amendatory Endorsement for Certain ERISA Considerations
CRI-5029-0613	Nevada Cancellation or Termination Endorsement
CRI-7125-0109	Government Entity Crime Endorsement
CRI-7126-0109	Government Entity Crime Endorsement - Faithful Performance of Duty



# Cyber Liability

**Insurance Carrier:** Travelers Casualty & Surety Company of America

Coverage	Limits of Insurance	Retention
<b><u>Third-Party Liability Coverage Form:</u></b>		
Privacy & Security	\$1,000,000	\$5,000
Payment Card Cost	\$500,000	Subjective to Privacy & Security Retention
Regulatory Defense Expenses	\$500,000	\$5,000
Media	Not Covered	
<b><u>Breach Response:</u></b>		
Security Breach/Notification/Remediation Expenses	\$500,000	\$5,000
Computer and Legal Experts	\$500,000	\$5,000
Betterment	\$100,000	
Cyber Extortion	\$500,000	\$5,000
Data Restoration	\$500,000	\$5,000
Public Relations	\$500,000	\$5,000
<b><u>Business Loss</u></b>		
Business Interruption	\$500,000	8 hr.
Dependent Business Interruption	\$100,000	8 hr.
Dependent Business Interruption System Failure	\$100,000	8 hr.
Dependent Business Interruption – Outsource Provider	\$100,000	8 hr.
Reputation Harm	\$250,000	\$5,000
System Failure	\$500,000	8 hr.

Conditions	2019/2020
Defense Costs	Inside Policy Limits
Retroactive Date/ Knowledge Date/ P&P Date	07/15/2009

## Claims Made Coverage:

This coverage is written on a **claims made** coverage form. In order to trigger coverage, a claim must first be made against the insured(s) during the policy period or the Extended Reporting Period, if purchased, and the act(s) which lead to the claim must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported by the insured to the insurer during the policy period or Extended Reporting period as soon as practicable for coverage to apply. Please be aware that late reporting could result in a disclaimer of coverage from the insurer.



## Cyber Liability (continued):

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### Additional First Party Provisions:

- Accounting Costs Limit: \$25,000
- Betterment Co-participation: 50%
- Period Of Restoration: 180 days
- Period Of Indemnity: 30 days
- Wait Period: 8 hours
- Duty to Defend

### **EXTENDED REPORTING PERIOD AND RUN-OFF:**

Extended Reporting Period for Cyber Coverage:	Additional Premium Percentage:	75%
	Additional Months:	12

### Cyber General Terms and conditions applicable to quote:

CYB-19102-0119	Dependent Business Interruption - System Failure Endorsement
CYB-19104-0219	Dependent Business Interruption - Outsource Provider With System Failure Endt.
CYB-19105-0119	Conviction Reward Endorsement
CYB-19123-0519	Bricked Equipment Endorsement - new

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## Crime & Cyber Liability – Travelers

### Package - General Terms and conditions applicable to quotes:

ACF-7006-0511	Removal of Short-Rate Cancellation Endorsement
ACF-7007-0811	Cross-Coverage Notice Endorsement
LIA-4018-0109	Nevada Changes Endorsement
LIA-5027-1107	Nevada Cancellation and Nonrenewal Endorsement
ACF-2001-0119	Modular Declarations Page
AFE-16001-0119	General Conditions
AFE-19029-0119	Cap On Losses From Certified Acts Of Terrorism Endorsement
AFE-19030-0119	Federal Terrorism Risk Insurance Act Disclosure Endorsement
CRI-3001-0109	Crime Policy Form
CYB-16001-0119	CyberRisk Coverage



## Environmental Liability

**Insurance Carrier:** Tokio Marine Specialty / Philadelphia - Non-Admitted

<b>Insurance Carrier: Philadelphia / Tokyo Marine Specialty Insurance Company Non-Admitted</b>	
<b>Coverage and Limits of Insurance</b>	
A. Corrective Action: Storage Tank	\$1,000,000
Aggregate Limit	\$2,000,000
B. Bodily Injury & Property Damage	\$1,000,000 per Contamination Incident
C. Defense Expense	\$1,000,000 per Confirmed Release or Contamination Incident
D. Image Restoration	\$25,000 per Confirmed Release or Contamination Incident
<b>Deductibles:</b>	
Corrective Action Deductible	\$10,000
Bodily Injury / Property Damage Deductible	\$10,000
Defense Expense Deductible	\$10,000
Image Restoration Coverage Deductible	\$10,000
Retro Active Date	
See below	

Location	Tank ID #	Capacity (gal.)	Contents	Tank Type (UST or AST)	Retroactive Date
7060 W Windmill Ln Las Vegas NV 89113	1	5,000	Unleaded	UST	05/03/2011
7060 W Windmill Ln Las Vegas NV 89113	2	5,000	Diesel	UST	05/03/2011

### Policy Highlights:

- Claims-Made Coverage
- Includes Loading & Unloading Coverage
- Natural Resources Damage Coverage
- Terrorism Coverage included

### Policy Forms & Endorsements:

PIC-STEP-001	Storage Tank Environmental Policy Declarations
PIC-STEP-002	Storage Tank Coverage
PIC-STEP-003	Additional Insured (if applicable)
PIC-STEP-004	Additional Named Insured Schedule (if applicable)
PIC-STEP-005	Storage Tank Schedule
PIC-STEP-010	Cap on Certified Acts of Terrorism
PICTMNOTICE	Privacy Notice for Commercial Lines
SOS	State-specific Service of Suit (if applicable)

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## Kidnap & Ransom (Includes Assault Expense and Threat Response)

**Insurance Carrier:** Great American

Coverage	Limits of Insurance
<b>Coverage</b>	
Ransom	\$1,000,000 each insured event
Ransom in Transit	\$1,000,000 each insured event
Security Consultant Fees and Expenses	\$1,000,000 each insured event
Additional Expenses	\$1,000,000 each insured event
Child Abduction – Security Consultant Fees and Expenses (Shared limit for Security Consultant fees and expenses and additional expenses)	\$1,000,000 each insured event
Disappearance - Security Consultant Fees and Expenses (Shared limit for Security Consultant fees and expenses and additional expenses)	\$1,000,000 per insured event
Legal Liability – resulting from Kidnap/Extortion/Detention/Hijack/Hostage Crisis	\$1,000,000 each insured event
Personal Accident Losses	\$250,000 per insured person \$1,250,000 each insured event aggregate
Alternate Loss of Earnings Endorsement	\$1,000,000 each insured event 120-day indemnity period 6 hour waiting period
<b>Threat Response Expense Endorsement</b>	\$100,000 per insured event 90-day indemnity period
<b>Assault Expense Coverage (insured losses and relevant expenses)</b>	\$500,000 per insured event
<b>Personal Accident Losses</b>	\$100,000 per insured person \$500,000 each insured event aggregate
Who is an insured	Employee, relative, guest, directors, officers, volunteers
<b>Insured's Retention</b>	<b>\$0</b>

Please refer to policy for complete terms and conditions



## **Kidnap & Ransom (including Threat Response):**

### **Carrier Terms and Conditions:**

<b>SEQ</b>	<b>FORM</b>	<b>DESCRIPTION</b>
1	790FIC	Great American Insurance Fidelity & Crime Policy Cover
2	SDM823	Important Notice Fidelity Crime Division Claims
3	SDM823	Emergency Contact Details
4	CR7935	Great American Kidnap, Ransom & Extortion Declarations Page
5	CR7813	Great American Kidnap, Ransom & Extortion Policy
6	IL0952	Cap On Losses From Certified Acts Of Terrorism
7	CR8801	Forms And Endorsement Schedule
8	CR7865	Threat Response Expense Endorsement
9	CR7876	Alternative Loss Of Earnings Endorsement
10	CR7879	Travel Security Evacuation Endorsement
11	CR7943	Broad Named Insured
12	CR7957	Assault Expense Endorsement
13	IL7347	Disclosure Pursuant To Terrorism Risk Insurance Act
14	IL7268	In Witness Clause

### **Additional Coverage Information:**

**Threat Response Expense** provides coverage for the services of Control Risks to assess a threat and could pay for the cost of temporary security protection.

**Assault Expense** provides coverage for Additional Fees & Expenses, Personal Accident and Control Risks Fees to indemnify the Insured from a physical attack by a person armed with a weapon.



## Active Assailant(s) Coverage

**Carrier:** Indian Harbor Insurance Company (Non-Admitted)

### Perils

The Insurers will indemnify the Insured up to the Overall Limit of Liability for the following losses occurring during the Policy Period:

### Property Damage, Business Interruption & Additional Special Coverage (see below)

*Coverage includes Clean-up costs/expenses due to an insured event, up to the policy limit.*

*Coverage also includes loss resulting from an Active Assailant Event within 350 feet of an insured premises.*

**Policy does not cover demolition of building(s).**

	Limits of Coverage
Policy Limit	\$1,000,000 per occurrence and in the aggregate <i>Excess of deductible</i>
Deductible	\$25,000 per occurrence
Waiting Period	Ingress/Egress 12 hour waiting period

### Additional Special Coverage/Sub-limits

The following extra costs and expenses (provided they are reasonable and necessary), solely and directly caused by an Active Assailant Event or Ingress/Egress occurring within three hundred and fifty (350) feet of the Premises during the Policy Period, incurred by the Insured:

Additional Special Coverage/Sub-limits	
Ingress/Egress	25% of the Overall Limit of Liability subject to a maximum limit of \$1,000,000 in the aggregate for the Policy Period
Public Relations Consultancy Costs	\$100,000 per occurrence and in the policy aggregate
Counselling Costs	\$10,000 per person
Medical expenses	\$10,000 per person
Employee Retraining Costs	\$10,000 per person
Security Costs	\$25,000 per occurrence and in the policy aggregate



## Active Assailant(s) Coverage

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### Carrier terms and conditions:

- Any Newly Acquired Locations / Miscellaneous Unnamed Locations in Referral Areas require prior agreement from the Company prior to inception of coverage. Referral Areas: Afghanistan, Algeria, Burundi, Cabinda, Central African Republic, Colombia, Congo, Cuba, Democratic Republic of Congo, Ecuador, Egypt, Eritrea, Ethiopia, Georgia, Iraq, Ivory Coast, Jammu and Kashmir, Liberia, Libya, Mali, Mauritania, Myanmar, Nagorno-Karabakh, Nigeria, North Caucasian Federal District, Ukraine, Pakistan, Palestine, Russia, Somalia, South Sudan, Syria, The Republic of Sudan, Yemen, Boston 02108, 02109, 02110, 02111, 02116, Calgary T2, Chicago 60601 through to 60611, London Zone A (E1, E14, EC1, EC2, EC3, EC4, SE1, SW1, W1, WC1 and WC2), New York City 10001 through to 10029, 10036, 10038, 10047, 10048 and zip codes beginning 101 and 102, San Francisco 94102, 94103, 94104, 94105, 94107, 94108, 94109, 94110 and 94111, Singapore 01 through to 06, Toronto M5.
- Locations with no values declared in the submitted schedule of values are not covered under this policy.
- Minimum earned premium 100%
- No flat cancellations
- Policy Wording per attached Property/Terrorism Policy Form – final wording to be reviewed and agreed and Company's Active Assailant(s) Form Wording.
- Premiums within this quote are based on Terrorism cover either purchased via TRIPRA or Stand-Alone, pricing subject to change, if there is no Terrorism coverage in place.
- This quotation is based upon the information received 05/15/2020. The Company reserves the right to amend this quotation if there is any material change to the information provided by the Producer.
- It should not be construed that this quotation meets or exceeds all terms and conditions requested in the submission. Please review carefully prior to binding.
- This document is a quotation; it is not a binder of coverage. Insurance coverage is not effective until the Insured or Producer receives written confirmation from the Company.

### Disclosure of Premium for Certified Act(s) of Terrorism Coverage

The premium charged for Certified Act(s) of Terrorism is \$4,989 (plus surplus lines taxes and fees) and does not include any charges for the portion of loss covered by the U.S. Federal Government as set forth in the federal Terrorism Risk Insurance Program (hereinafter the "Program") established by TRIA.



## Active Assailant(s) Coverage

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### Key Terms and Conditions:

#### Territory

The fifty (50) states of the United States of America, the District of Columbia, the United States Virgin Islands, Canada, and Puerto Rico.

#### Total Insurable Value (Rating Basis): \$288,084,890

Per schedule of locations on file with this Company submitted 05/2020

**Active Assailant** means a person or group of persons actively engaged in killing or attempting to kill or cause serious bodily injury to a person or group of persons.

#### Active Assailant Event means:

(a) a premeditated malicious physical attack by an Active Assailant who is physically present and armed with a Hand-Held Weapon; and

(b) any action of the Relevant Authority taken in suppressing, controlling or minimizing the immediate consequences of such an attack; which causes Damage and/or bodily injury or death, and which affects three (3) or more persons (other than the Active Assailant) physically present during the attack.

**Hand-Held Weapon** means any hand-held instrument or hand-held explosive device or explosive device worn on the body that is used by the Active Assailant to cause direct physical loss or physical damage and/or bodily injury or death. Hand-Held Weapon includes any Road Vehicle that is used by the Active Assailant to cause, and is occupied by the Active Assailant at the time of, Damage and/or bodily injury or death.

**Ingress/Egress** means a determination by the Relevant Authority that, in consequence of an Active Assailant Event occurring within one thousand five hundred (1,500) feet of the Premises during the Policy Period, the Insured's operations conducted at the Premises must be temporarily or permanently ceased in whole or in part.

#### Who is Insured:

(a) a person under a contract of employment or contract of service or apprenticeship with the **Insured**;

(b) a person deemed to be an employee under any workers' compensation, unemployment compensation, social security, disability or similar laws; or

(c) any volunteer or person undertaking work experience with the **Insured**; working for and under the control of the **Insured** in connection with the **Business**.



## Tenant/User Liability

Provides general liability coverage for temporary tenants/users of District facilities for meetings, events and other short-term uses. Automatically includes the District as an insured for coverage. Premiums are paid by the tenant/users of District facilities.

**Insurance Carrier:** Atlantic Specialty Insurance Company

Named Insured: Las Vegas Clark County Library District, Tenant/ User Of

Coverage	Limits of Insurance
Each Occurrence – Bodily Injury	\$1,000,000
Property Damage – See Property Quote	
Personal and Advertising Injury	\$1,000,000
General Aggregate	None
Products/Completed Operations Aggregate	\$1,000,000
Fire Damage to Rented Premises	\$50,000
Medical Expenses	Excluded

Liquor Liability	Limits of Insurance
Liquor Liability – Each Common Cause	\$1,000,000
Liquor Liability – Aggregate	\$1,000,000

Retentions	Deductible
Bodily Injury and/or Property Damage	N/A
Liquor Liability	N/A

The intent of this program is to provide low-cost general liability insurance to “third party” users of (users of public venues or facilities) venues and facilities. It is designed to protect both the user and the (Entity) against claims by other third parties who may be injured as a result of attending the event.

Events may range from very low risk activities, such as seminars, receptions or weddings, to higher risk events including camps, sports events and concerts. The premium is based upon the risk associated with the event or activity, the number of days needed, the number of attendees and if there are any special requirements, including alcohol liability, food service, etc.



## Tenant/User Property Damage

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Provides property damage coverage for temporary tenants/users of District facilities for meetings, events and other short-term uses. Automatically includes the District as an insured for coverage. Premiums are paid by the tenant/users of District facilities.

Third Party Property Damage	Limits of Insurance
Tenant/User Third Party Property Damage	\$1,000,000 Aggregate Loss limit per Event/ Occurrence
Retentions	Deductible
Tenant/User Property Damage	\$1,000 per claim

### Third Party Property Damage Terms and Conditions (including but not limited to):

- Personal Property Floater Declarations -
- Disclosure Pursuant To Terrorism Risk Insurance Act
- Third Party Property Damage Coverage Form
- Earth Movement/Volcanic Eruption/Flood Exclusion
- Personal Property Floater Policy
- Limited Exclusion of Acts of Terrorism (Other than Certified Acts of Terrorism); Cap on Losses from Certified Acts of Terrorism
- Exclusion of Certain Computer Related Losses
- Nevada Changes - Cancellation and Nonrenewal
- Nevada Changes - Concealment, Misrepresentation or Fraud



## Attachments

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1. Coverage to consider
2. Client authorization to bind coverage
3. Evaluating financial strength and capacity of insurance markets
4. Insurance company financial information
5. USI Disclosures
6. When to notify USI Insurance Services
7. Terrorism Risk and Insurance Act 2015 (TRIA) coverage options
8. Selection or Rejection of Terrorism Insurance Coverage
9. Flood insurance selection/rejection form
10. Windstorm/hail acknowledgement form
11. Notice of surplus lines placement
12. General Provisions
13. Who We Are
14. The USI ONE Advantage
15. Property and Casualty Resources
16. "Claims Made" Coverage



## Coverage to Consider

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In evaluating your exposures to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention.

**Specifically, we ask that you review the following items:**

<b>Higher limits:</b>	In today's litigious society, many businesses have found it necessary to increase the limits of liability to ensure they are adequate to protect their assets in the event of a loss. Higher limits of liability may be available. Please carefully review the limits to ensure your level of comfort with the limits.
<b>Cyber liability/ network security:</b>	<b>Media &amp; Content liability:</b> Damages and defense costs arising from claims of libel, copyright or trademark infringement, or defamation; damages to a website by a hacker or disgruntled employee
<b>Excess/umbrella liability:</b>	This coverage provides additional protection when your business or organization exceeds insurance limits on an underlying policy.
<b>Pollution legal liability:</b>	This coverage helps mitigate the environmental risks that come with owning or operating a real estate facility or site. We can design a policy to provide coverage for pre-existing unknown conditions, new conditions, on-site and off-site third-party coverage for cleanup costs, bodily injury, and property damage.



## Client Authorization to Bind Coverage

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TO: USI Insurance Services  
5355 Kietzke Lane, Suite 101, Reno, NV, 89511  
RE: Insurance Proposal

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This proposal contains proprietary confidential information concerning USI Insurance Services USA, Inc. ("USI") and our Clients. It may not be distributed or reproduced without the express prior written consent of USI Insurance Services. No disclosure concerning this proposal shall be made without the express prior written consent of USI Insurance Services.

The intent of this proposal is to provide a highlight of the coverage offered in our insurance program, and is not meant to be all-inclusive. Please read your actual policy(ies) for complete details including terms, conditions, limitations, and exclusions.

Exposure information, including but not limited to property values, auto schedules, payroll, and revenues, used in the proposal were those presented by you and should be carefully reviewed and/or appraised for adequacy.

I have read and understand the terms and conditions of this proposal and the compensation USI Insurance Services may receive in connection with USI Insurance's services described in this proposal. All questions and concerns I had regarding any of the terms outlined above have been discussed and addressed with USI Insurance Services.

### **Please mark selected options:**

After careful review of your proposal dated **June 1, 2020** we have decided to accept the following proposal options:

- ☐ Travelers: Package, Auto, Liability, Management Liability & Umbrella: Annual Premium:
- ☐ Travelers: Crime & Cyber Liability: Annual Premium:
- ☐ Tokyo Marine: Tank Environmental Liability Annual Premium, Taxes & Fees: \$862.37

### **Kidnap, Ransom & Extortion (Including Assault Response) (Great American)**

- ☐ \$1,000,000 limit, annual term: \$1,709      ☐ \$1,000,000 limit, three-year term: \$4,444
- ☐ Indian Harbor, Active Assailant Coverage: Annual Premium, Taxes & Fees: \$5,716.58
- ☐ Atlantic Specialty: Tenant/User Liability & Property Damage: \$0.00 (premiums paid by users)

### **Policy delivery (please select your preferred options)**

- ☐ Electronically via email      ☐ Paper copy in 3-ring binder      ☐ Via CD or file sharing service

Please have binders and your invoice prepared for the agreed-upon coverage.

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**Customer Signature**

**Name**

**Date**

Las Vegas-Clark County Library District

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**Company**

**Title**



# Evaluating Financial Strength and Capacity of Insurance Markets

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USI Insurance Services' objective is to place Clients risks with insurers that are financially sound. In assessing the financial strength of insurers, USI Insurance Services relies upon statutory financial statements as well as the opinions and assessments of recognized rating agencies and other carrier review companies. USI Insurance Services authorizes insurers that it believes, at the time of placement, have the financial ability to fulfill their claim payment obligations to our clients. USI Insurance Services is not a guarantor of the solvency of insurers with which its brokers place business. However, our goal is to use reasonable measures to do business with financially healthy insurers. Our recommendations are based on financial and other relevant information that is available at the time of placement.

USI Insurance Services has appointed a group of experienced insurance professionals to serve on a Market Security Committee. This Committee is responsible for establishing and utilizing guidelines for the selection of insurers and supporting employees in their efforts to utilize financially sound insurers. In assessing the financial strength of insurers, the Committee relies upon the opinions and assessments of recognized rating agencies and other carrier review companies.



# Insurance Company Financial Information

## Objective assessments help insurance buyers make informed decisions

As your insurance broker, one of our objectives is to provide you with information and assessments published by rating agencies on the financial stability of the insurers currently underwriting your coverage's, or of those insurers we recommend you consider.

**The A.M. Best rating for the insurance companies represented in this proposal are as follows:**

Insurance Carrier	A.M. Best Rating
The Travelers Indemnity Company	A++(Superior)
Travelers Casualty and Surety Co of America	A++(Superior)
The Phoenix Insurance Company	A++(Superior)
Great American Insurance Company	A+XV (Superior)
Indian Harbor Insurance Co.	A+XV (Superior)
One Beacon Insurance Company	A X
Tokyo Marine Specialty	A++XV (Superior)

## Financial strength ratings

A.M. Best rating	S&P rating	Rating agency assessment
A++, A+	AAA	Superior
A, A-	AAA, AA, AA-	Excellent
B++, B+	A+, A, A-	Good
B, B-	BBB+, BBB, BBB-	Fair, vulnerable to adverse conditions
C++, C+	BB+, BB, BB-	Marginal, financial security may be adequate
C, C-	B+, B, B-	Weak, vulnerable
D, E, F	CCC, CC, C	Poor, extremely vulnerable or failed

## Financial size ratings

A.M. Best also assigns categories to insurance companies to indicate levels of statutory surplus and related funds.

A.M. Best financial size category	Adjusted policyholder surplus (in millions)	A.M. Best financial size category	Adjusted policyholder surplus (in millions)
I	Less than \$1	IX	\$250 - \$500
II	\$1 - \$2	X	\$500 - \$750
III	\$2 - 5	XI	\$750 - \$1,000
IV	\$5 - \$10	XII	\$1,000 - \$1,250
V	\$10 - \$25	XIII	\$1,250 - \$1,500
VI	\$25 - \$50	XIV	\$1,500 - \$2,000
VII	\$50 - \$100	XV	Above \$2,000
VIII	\$100 - \$250		



## USI Disclosures

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**Surplus Lines DISCLOSURE:** Insurance is issued pursuant to the Surplus Lines Laws. Persons insured by Surplus Lines Carriers do not have the protection of the Insurance Guaranty Act to the extent of any right of recovery for the obligation of an insolvent unlicensed insurer. Surplus Lines policies that are subject to audit provide for additional premium charges, but may not allow for return premium.

**Information Concerning Our Fees:** As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. Our compensation for placement of insurance coverage, unless otherwise specifically negotiated and agreed to with our client, is customarily based on commission calculated as a percentage of the premium collected by the insurer and is paid to us by the insurer. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

**Information Concerning Our Fees:** As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. You have agreed to pay compensation to USI, for the placement of insurance, pursuant to a written agreement. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

**Reviewing Client Contracts DISCLOSURE:** As a service to our clients, upon their request, USI will review those portions of your contract regarding the insurance and indemnity requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.



## When to Notify USI Insurance Services

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It is important that you advise USI Insurance Services of any material changes in your operations which may have a bearing on your insurance program. Your insurers have evaluated and accepted the risks on the basis of the information given. Any variation of these details could lead to complication in the event of a loss.

These changes may include, but are not limited to:

- Changes of personnel affecting responsibility for insurance decisions.
- Personnel traveling overseas/on temporary assignment overseas/working on military bases.
- Acquisition or creation of new companies or subsidiaries and/or mergers in which you are involved or any legal change in the corporate structure.
- Purchase, sale, lease, construction, or occupancy of new premises; real estate alteration, vacating the premises, or temporary unoccupancy; extension or demolition of existing premises. This applies for both domestic and foreign locations.
- Increase in values of building, business personal property, or inventory for both scheduled and unnamed locations.
- Removal of business personal property or stock to new or temporary locations.
- Addition of new locations, equipment, or vehicles, whether hired, purchased, leased, or borrowed.
- Changes in processes, occupancy, products, revenue, sales, or business operations.
- Addition, alteration, or temporary disconnection of fire or burglary protection systems.
- Use of owned or non-owned aircraft or watercraft.
- Major changes in value or nature of goods being shipped.
- Employment of personnel in states in which you were previously not doing business.
- Election or appointment of a new C.E.O. or C.O.O., or change in control of either the Board of Directors or the stock ownership of the company.
- Changes in ERISA Plan Assets.
- Any written contracts executed with contractor, subcontractors, suppliers, or others.



## Terrorism Risk and Insurance Act 2015 (TRIA) coverage options

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The Terrorism Risk Insurance Act establishes a program within the Department of the Treasury, under which the federal government shares, with the insurance industry, the risk of loss from future terrorist attacks. The Act applies when the Secretary of the Treasury certifies that an event meets the definition of an act of terrorism. The Act provides that, to be certified, an act of terrorism must cause losses of at least 5 million dollars and must have been committed by an individual or individuals, as part of an effort to coerce the government or population of the United States.

The United States Government, Department of the Treasury, will pay a share of terrorism losses insured under the federal program. The federal share equals 85% of that portion of the amount of such insured losses that exceeds the applicable insurer retention. This will decrease to 80% by 2020.

The Terrorism Risk Insurance Act, as amended in 2007, contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced. If insured losses are less than \$27.5 billion (\$37.5 billion by 2020), the government is required to recoup 140% of government outlays. There are instances in which the level of loss would not require the government to recoup outlays, but it would retain the authority to do so.

In accordance with the Terrorism Risk Insurance Act, we are required to offer you coverage for losses resulting from an act of terrorism **that is certified under the federal program** as an act of terrorism. The policy's other provisions will still apply to such an act.

See the section of this notice titled **Selection or rejection of terrorism insurance coverage**. If you choose to accept this offer of coverage, your premium will include the additional premium for terrorism as stated in this disclosure.

Failure to pay the premium by the due date will constitute rejection of the offer and your policy will be written to exclude the described coverage.



## Selection or Rejection of Terrorism Insurance Coverage

Line of Coverage	Annual Premium	Accept	Reject
Property	Included	X	
General Liability	Included	X	
Automobile Liability	Included	X	
Workers' Compensation			
Umbrella or Excess Liability	Included	X	
Crime	Included	X	
Fiduciary			
K&R	Included	X	
E&O			
Cargo			
D&O	Included	X	
Other (specify) Pollution	Quoted	X	
Active Assailant	\$4,989 + taxes and fees	X	
<b>Total Cost</b>			

\_\_\_\_\_ Please check here if you **do** wish to include this coverage and specify above which lines of coverage.  
Please sign and date below.

\_\_\_\_\_ Check here if you **do not** wish to include Terrorism coverage. Please sign and date below.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## Flood Insurance Selection/Rejection Form

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Standard property policies including, but not limited to, homeowners policies, dwelling policies, or commercial property insurance policies exclude coverage for flooding events.

As your insurance professionals, we strongly recommend that you purchase flood insurance.

I understand that flood insurance coverage is available for the property located at the address below. I make the elections or rejections for coverage as indicated below. I also understand that my election and/or rejection of this coverage will apply to all future renewals, continuations, and changes unless I notify my insurance brokerage firm otherwise in writing.

<b><u>Type of coverage</u></b>	<b><u>Accept</u></b>	<b><u>Reject</u></b>	<b><u>Unavailable</u></b>
Building coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contents/personal property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excess building coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excess contents/personal property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Applicant's signature

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Date

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Address of property

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Sales Executive/Account Executive/Representative's  
signature

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Date

**Coverage quoted – see Property for quoted sub-limits**



## Windstorm/Hail Acknowledgement Form

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Property policies, such as homeowners policies, dwelling policies, and commercial property insurance policies may exclude coverage for windstorm and hail events (including, but not limited to, hurricane and tornado). As your insurance brokerage firm, we strongly recommend that you purchase this important coverage. It is possible that coverage as recommended below may not be available from the carriers we represent.

I hereby acknowledge the acceptance, rejection, or unavailability of windstorm and hail coverage as indicated below. It will be conclusively presumed this election, rejection, and/or acknowledgement of unavailability will apply to all future renewals, continuations, changes or replacements thereof.

<b><u>Type of coverage</u></b>	<b><u>Accept</u></b>	<b><u>Reject</u></b>	<b><u>Unavailable</u></b>
Building coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Applicant's signature

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Date

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Address of property

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Sales Executive/Account Executive/Representative's signature

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Date

### Coverage quoted



## Notice of Surplus Lines Placement

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USI Insurance Services.  
5355 Kietzke Lane, Suite 101  
Reno, NV 89511  
Office: (775) 335-2120  
Fax: (610) 537-2335



June 1, 2020

Las Vegas-Clark County Library District

Dear Steve,

We have offered you insurance coverage with Indian Harbor Insurance Company and Tokio Marine Specialty. We want you to know that this is a surplus lines insurer, and that it does meet the financial strength requirements that we usually require of insurers with whom we place our customer's risks.

We exercise caution in placing insurance with a surplus lines insurer, because in the event this insurer becomes insolvent, the provisions of the state insurance guaranty associations **will not** apply. The state insurance guaranty associations provide for the payment of certain covered claims (up to a certain dollar amount) when a carrier becomes insolvent, but this protection is **not** available for surplus lines insurers.

Indian Harbor Insurance Company is rated A +XV and Tokio Marine is A++ XV by AM Best, an independent insurer-rating organization that evaluates the financial strength of insurers. Insurers are not required to obtain a rating, and ratings are not a guarantee of an insurer's financial status. Some insurers who became insolvent have previously had high ratings; however, ratings are a tool that helps us make an objective evaluation of an insurer.

We want you to have this information so you can make an informed decision about whether to have your insurance placed with Indian Harbor Insurance Company and Tokio Marine Specialty. If you should have any questions regarding this surplus lines placement, please contact me directly.

Thank you for your careful consideration of this matter.

Very truly yours,

Brandon Lewis, CPCU, ARM  
USI Insurance Services.



## General Provisions

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Please read this document carefully, and advise if any provisions contained herein are unclear or incorrect, and advise your USI ("USI Insurance Services") team immediately if any coverage is not reflected correctly or if any risks or potential risks have not been identified.

This document states the A. M. Best Company rating for each listed insurance company. Ratings are based on overall performance and financial strength. Performance ratings range from a low of "C-" to the highest rating assigned, "A++." Some insurance companies are subject to "Not-Assigned" categories. Financial size categories range from "I" (up to \$1,000,000 in surplus) to "XV" (\$2,000,000,000 or more in surplus).

Admitted insurance companies afford certain regulatory protection not extended to non-admitted insurance companies. For example, your state's Insurance Guarantee Association does not offer its loss protection to non-admitted insurance companies in the event of insolvency.

When, in USI's judgment, it is necessary or beneficial to do so, we will utilize the services of other intermediaries, sometimes referred to as Wholesalers or Managing General Agents (MGA's), to assist in accessing coverage for insureds or prospects. Such wholesale intermediaries may or may not be affiliated with USI, and would be compensated by the insurance company out of insured-paid premiums.

In some instances, insurance coverage placements made by USI require the payment of state surplus lines tax and fees, in addition to the insurance premium itself. USI will attempt to identify any such applicable tax and fees in advance of requesting coverage bound. In all instances, however, payment of any surplus lines tax and fees is the sole responsibility of the insured.



## Who we are

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USI is a leading local, national and global insurance brokerage and consulting firm delivering property and casualty, employee benefits, personal risk, program and retirement solutions to large risk management clients, middle market companies, smaller firms and individuals. Headquartered in Valhalla, New York, USI connects together over 6,000 industry leading professionals across more than 150 offices. USI has become a premier insurance brokerage and consulting firm approaching \$2 billion in revenue by leveraging the USI ONE Advantage®, an interactive platform that integrates proprietary and innovative client solutions, networked local resources and expertise, and enterprise-wide collaboration to deliver customized results with positive, bottom line impact. USI attracts best-in-class industry talent with a long history of deep and continuing investment in our local communities. For more information, visit [usi.com](http://usi.com).

USI products and services include:

- **Commercial Property & Casualty:** including workers' compensation, property coverage, general liability, auto liability, umbrella/excess, management professional services (MPS), cyber risk, environmental, product liability, international, claims and risk control, and more.
- **Employee Benefits:** including underwriting and analytics, HR services, population health management, compliance/healthcare reform, healthcare cost management, pharmacy benefit consulting, ancillary benefit consulting.
- **Personal Risk:** including property, homeowners, farm and ranch, automobile, umbrella, recreational, workers' compensation for household staff, directors & officers/executive risk, and such specialized products as family office group excess, kidnap and ransom, identity theft and private collections.
- **Retirement Consulting:** including defined benefit, defined contribution, investment advisory, health and welfare administration, regulatory and compliance, employee communications and church plan solutions.
- **Affinity Programs:** providing a single source of comprehensive insurance and financial services products, member service and advocacy, persona-based strategic marketing, risk management and financial wellness tools for associations, affinity groups and select industries.

While USI is a full-service brokerage operation, we have developed specialty operations within each region based upon local niche demographics.



## The USI ONE Advantage®

What truly distinguishes USI as a leading middle market insurance brokerage and consulting firm is the USI ONE Advantage, a game-changing value proposition that delivers clients a robust set of risk management and benefit solutions and exclusive resources with financial impact. USI ONE® represents **Omni, Network, Enterprise**—the three key elements that create the USI ONE Advantage and set us apart from the competition.

### ***Omni Knowledge Engine™ – USI's Proprietary Analytics***

Omni, which means “all,” is USI’s one-of-a-kind solutions platform—real time, interactive, dynamic and evolving, and customized for each client. Built in-house by USI subject matter experts, Omni captures the experience of more than 150,000 clients, more than 6,000 professionals and over 100 years of business activity through our acquired agencies into targeted, actionable solutions.

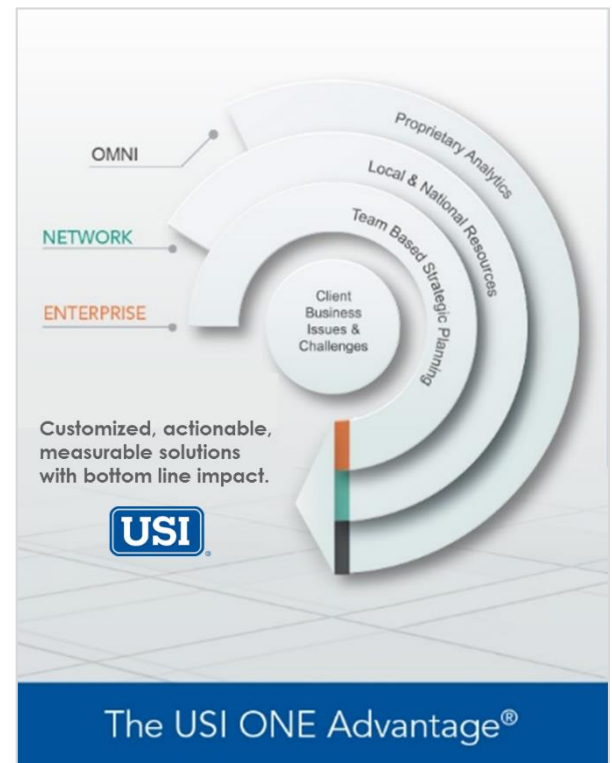
### ***Network – USI's Local and National Resources***

USI has made a very large investment in local resources and technical expertise, with more than 4,400 professionals networked nationally to build strong vertical capabilities and integrated account teams. Our local and regional experts ensure account team availability, hands-on service, and ongoing diligent follow-through so we can deliver on the solutions we customize for our clients.

### ***Enterprise – USI's Team Based Strategic Planning***

USI’s enterprise planning is a disciplined, focused, analysis centered on our client’s issues and challenges. Highly consultative meetings integrate USI’s Omni analytics with our broad resource network to build a risk management strategy aligned with client business needs. Our enterprise process is a proven method for identifying, quantifying and minimizing client risk exposures.

The USI ONE Advantage—our **Omni** knowledge engine, with our **Network** of local and national resources, delivered to our clients through our **Enterprise** planning process gives USI fundamentally different solutions, the resources to deliver, and a process to bring superior results to our clients





## Property and Casualty Resources

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### Risk Management Center

Web-based, enhanced safety resource providing access to safety policies and programs, online training resources, streaming safety videos, Learning Management System (LMS), audits and safety observations, certificate of insurance tracking, incident/accident reporting, safety data sheet (SDS) tracking, OSHA recordkeeping, HR and benefits resources and “Ask the Expert”.

### Risk Management

Insurance premiums represent only one component within your Total Cost of Risk. The risks that you retain in the form of deductibles or retentions represent significant opportunities for risk control and expense management.

USI will tailor a service plan to meet your needs. The following is a sample of additional services that we provide.

- Risk control and engineering
  - Risk evaluation and assessment
  - Environmental, health, and safety training advisors
  - Consulting on property protection and engineering
  - Regulatory review and compliance services
  - Fleets and transportation risk
- Claims consulting and solutions
  - Claims program best practices
  - Claims services administrator marketing and selection
  - Claims services provider auditing and quality measurement
  - Claims program analytics and metrics
- Financial analytics
  - Loss forecast and accrual analysis
  - Risk retention analysis
  - Program comparison and cash flow modeling
  - Cost of risk allocation
  - Risk bearing capacity analysis
  - Benchmarking

*\*Some services require additional fees and may be offered directly through third-party providers.*



## “Claims Made” Coverage Notice

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Some of the quotes provided in this proposal **may be** offered on a Claims Made or a Claims Made and Reported basis.

A brief description of Claims Made and Claims Made and Reported forms is included below for your reference.

### Claims Made

1. Under a **claims-made** form, the policy that is in effect at the time that a claim is made against you is the policy that will respond to that claim, regardless of when the wrongful act occurred (subject to any retroactive date). This differs from an **occurrence** form, which responds to claims resulting from accidents, incidents or injuries occurring while the policy was in effect, regardless of when a claim for damages is brought.
2. If your policy has a **retroactive date**, the wrongful act must have occurred after the retroactive date in order for the policy to respond to a claim.

You may have the right to purchase an extended reporting period (ERP) endorsement if the policy is cancelled or not renewed. This endorsement will provide a period of time to continue to report claims that arise resulting from wrongful acts that occurred after any retroactive date and before the end of your policy period. The ERP (often called “tail” coverage) must be requested within a specific time frame and the additional premium, which typically is required prior to the tail period begins, is fully earned.

### Claims Made and Reported

A type of claims made policy in which a claim must be both made against the insured and reported to the insurer during the policy period for coverage to apply.\*

*\*Source: IRMI Glossary of Insurance and Risk Management Terms.*





## AGENDA ITEM

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### JUNE 11, 2020 MEETING OF THE BOARD OF TRUSTEES

#### **Agenda Item #VIII.D.:**

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

#### **Background:**

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

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

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

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



The items budgeted for Fiscal Year 2021 are:

<b>Technology Replacements/Upgrades</b>	
<del>Cashless Pilot Program Expansion (5 branches)</del>	<del>\$90,000.00</del>
<del>Self-check expansion (20 units)</del>	<del>\$120,000.00</del>
End of life server\VxRail Expansion	\$150,000.00
End of life tape library	\$20,000.00
Reconfigure ILS Training server	\$30,000.00
End of life network infrastructure management system	\$20,000.00
Replacement end of life DNS\DHCP servers	\$75,000.00
End of life sorter replacements (WV & CH)	\$300,000.00
End of life security gate replacements ((WC & SM)	\$40,000.00
Replacement People Counters (urban branches)	\$25,000.00
<del>Tablet lending program</del>	<del>\$20,000.00</del>
Library document stations (6 locations)	\$42,000.00
<del>PC Replacements</del>	<del>\$350,000.00</del>
<del>Disaster Recovery expansion</del>	<del>\$50,000.00</del>
End of life network diagnostic solution	\$150,000.00
<del>Network DDoS security solution</del>	<del>\$100,000.00</del>
<del>LO Supplemental requests</del>	<del>\$98,000.00</del>
<del>GE Supplemental Requests</del>	<del>\$12,000.00</del>
<del>Electronic Signature Pilot</del>	<del>\$10,000.00</del>
Contracted Services - support for various capital projects	\$25,000.00
<del>Possible rebranding expenses</del>	<del>\$20,000.00</del>
<b>Grand Total</b>	<b>\$877,000.00</b>

**Recommended Action:**

Motion to authorize staff to make ongoing purchases of computer hardware and software, telecommunications hardware, and other related technology infrastructure improvements over \$50,000 for Fiscal Year 2019-2020, as approved in the District's Adopted Budget by the Board of Trustees.





## AGENDA ITEM

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### JUNE 11, 2020 MEETING OF THE BOARD OF TRUSTEES

#### **Agenda Item #VIII.E.:**

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

#### **Background:**

The Nominating Committee will provide a report presenting a proposed slate of officers to serve in Fiscal Year 2019-2020.

As outlined in the Bylaws, Trustees may make additional nominations from the floor. Such nominations may be made by individual Board members in their own name or by nominating another Board member; however, a Board member may be nominated to run for only one office at a time. No officer can be elected to office for more than two consecutive terms.

Elections for the officers of the Board shall be held immediately subsequent to the close of nominations at the June meeting. Elections shall be in the following order:

Chair, Vice Chair, Secretary, Treasurer

#### **Recommended Action:**

1. Motions calling for additional nominations for Chair, Vice Chair, Secretary, and Treasurer from the floor. Calls for officers must be made separately.

Motion to close the nominations.

In the event there are additional nominations from the floor, separate motions to elect officers are required for each affected office. If no additional nominations are made from the floor, the slate of officers proposed by the Nominating Committee may be considered in one motion.

2. Motion to pass Resolution 2020-01 authorizing Floresto Cabias, Acting CFO, and newly elected Treasurer \_\_\_\_\_ to execute checks on behalf of the Library District. In the event that the Library Board Treasurer is unable to perform the duties of Treasurer, or that the position of Treasurer is vacant for any reason, then, in that event, the Secretary of the Library Board of Trustees \_\_\_\_\_ is authorized to execute checks on behalf of the Library District until June 30, 2021 or until a new Treasurer is elected.



## **Resolution 2020-01 Authorizing Checking Account Signature**

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

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

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

Floresto Cabias, Acting Chief Financial Officer, and \_\_\_\_\_, Treasurer of the LVCCLD Board of Trustees

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

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

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

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

PASSED, ADOPTED and APPROVED, this 11<sup>th</sup> day of June 2020, LVCCLD Trustees.

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Felipe A. Ortiz, Chair

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Attest: Member, Board of Trustees





## ITEM VIII.H.

### AGENDA ITEM

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#### JUNE 11, 2020 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #VIII.H.:**

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

**Background:**

The attorney representing the District in talks with union representatives is Scott Abbott, of Kemer Zucker Abbott. Mr. Abbott and the District's Deputy Director/CFO, Fred James, met with union representatives several times over the last month. Mr. Abbott will present the proposed Memorandum of Understanding (MOU) tentatively agreed to by Teamsters 14 with an effective date of July 1, 2020.

A copy of the proposed MOU is attached.

**Recommended Action:** Motion to approve the MOU with Teamsters 14, subject to approval by counsel.



## MEMORANDUM OF UNDERSTANDING

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

### RECITALS

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

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

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

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

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

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

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

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

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



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

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

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

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

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

Las Vegas-Clark County Library District

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

By: \_\_\_\_\_

Its: \_\_\_\_\_

Tentatively Agreed to by:

\_\_\_\_\_  
Teamsters Local Union No. 14

\_\_\_\_\_  
Las Vegas-Clark County Library District



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Date

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Date



# ITEM VIII.I.



## AGENDA ITEM

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### JUNE 11, 2020 MEETING OF THE BOARD OF TRUSTEES

**Agenda Item #VIII.I.:** Discussion and information regarding the Budget update for Fiscal Year 2020-2021.

#### **Recommended Action:**

This item is for discussion and informational purposes only. No action is required.