

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
April 16, 2020**

DATE: Thursday, April 16, 2020

TIME: 5:00 p.m.

PLACE: Pursuant to the Governor's Emergency Directive on Public Meetings, [http://gov.nv.gov/News/Emergency_Orders/2020/2020-03-22 - COVID-19 Declaration of Emergency Directive 006/](http://gov.nv.gov/News/Emergency_Orders/2020/2020-03-22_-_COVID-19_Declaration_of_Emergency_Directive_006/) this meeting will take place online only via Webex. Connection information is listed on page 4.

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 marked, "For Possible Action" appearing on this agenda, you may send an email to boardcomments@lvccld.org. Please identify on which agenda item you are commenting. Any comments not so identified will be read at the end of this meeting.

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

IV. Executive Session - Discussion of current labor issues in view of the COVID-19 Pandemic and resulting State of Emergency and Directives issued by the Governor. THIS WILL BE A CLOSED SESSION.

V. Presentation on District Brand Signage Design Project by Branding and Marketing Director Betsy Ward.

VI. Approval of Proposed Minutes (For possible action)

- A. Regular Session, November 14, 2019
- B. Regular Session, January 16, 2020
- C. Regular Session, February 13, 2020
- D. Regular Session, March 12, 2020
- E. Emergency Meeting, March 18, 2020

VII. Chair's Report

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

VIII. 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 - Dr. Ronald R. Heezen

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

IX. Unfinished Business

None

X. New Business

- A. Discussion and possible Board action regarding entering into a lease agreement for building space for the Blue Diamond Library.
- B. Discussion and possible Board action regarding authorization to joinder onto Clark County’s contract with FHN Financial Main Street Advisors, LLC (FHN) for investment advisory services.
- C. Discussion and possible Board action to extend the closing of the Las Vegas-Clark County Library District past April 16, 2020.
- D. Presentation and discussion regarding the reopening of the Las Vegas-Clark Library District with temporary operating procedures, guidelines, and safety measures as a result of the COVID-19 global pandemic, and

in conjunction with Nevada Governor Sisolak’s and Southern Nevada

Health District’s guidelines.

XI. Announcements

There will be a Special Board Meeting on Tuesday, April 28, 2020 at noon. This meeting will take place online and connection will be via Webex. Details will be provided shortly.

The next Board Meeting will be held Thursday, May 21, 2020, at 6:00 p.m. in the Windmill Library, 7060 West Windmill Lane, Las Vegas, Nevada 89113 or via Webex.

XII. Public Comment

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

XIII. Adjournment

NOTE: AT ANY TIME, ANY ITEM ON THIS AGENDA MAY BE TAKEN OUT OF ORDER, COMBINED WITH ONE OR MORE OTHER ITEMS ON THE AGENDA OR REMOVED FROM THE AGENDA, EITHER AT THE DISCRETION OF THE CHAIR OR BY VOTE OF THE BOARD.

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

NOTE: PLEASE CONTACT ALLISON BOYER AT (702) 507-6186 OR boyera@lvccld.org TO REQUEST THE SUPPORTING MATERIAL FOR THIS MEETING.

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, www.lvccld.org and at Nevada Public Notice at <https://notice.nv.gov>. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Friday, April 10, 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 location of 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. Sunrise Library
5400 Harris Avenue
Las Vegas, NV 89110
 4. West Charleston Library
6301 W. Charleston Boulevard
Las Vegas, NV 89146
 5. West Las Vegas Library
951 W. Lake Mead Boulevard
Las Vegas, NV 89106
 6. Windmill Library
7060 W. Windmill Lane
Las Vegas, NV 89113
 7. Las Vegas-Clark County Library District website
www.lvccld.org
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.
- D. Webex Connection information:
<https://lvccld.webex.com>
Meeting number (access code): 260 796 808
Meeting password: 4ETgpKuC2p5
Join by phone:
+1-408-418-9388 United States Toll
Join from a video system or application:
Dial [260796808@lvccld.webex.com](https://lvccld.webex.com)
Join using Microsoft Lync or Microsoft Skype for Business:
Dial 260796808.lvccld@lync.webex.com



ITEM V.

AGENDA ITEM

APRIL 16, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #V.: Presentation on District Brand Signage Design Project by Branding and Marketing Director Betsy Ward.

This item is an update of progress on the Branding & Marketing Department's project with Simpson Coulter Studio to design, quantify, and determine locations for new brand signage throughout the Las Vegas-Clark County Library District's 25 buildings. The goal for this project is two-fold:

- 1) To reinforce the new Free To Be brand messaging
- 2) To clearly identify all our buildings as part of the Library District

Background:

The Branding & Marketing Department has begun work on the implementation of the new branding campaign. It is critically important that we establish public awareness that all 25 of our library buildings are part of the Las Vegas-Clark County Library District. Currently, there is no visual thread that connects these buildings in our customers' minds. The most dramatic, visual, and cost effective way to achieve this is by designing, producing, and installing colorful brand signage for the interior and exterior of our branches.

To achieve this goal, we contracted with Simpson Coulter Studio for their experience with, and knowledge of, our buildings. The process has required the study of each structure's individual needs, which informed the creation of Design & Installation documents that provide specific guidelines to the bidders. The resulting Invitation to Bid requires a response on signage design, production, installation, and the hardware that secures the signage, for both the interiors and exteriors of all 25 branches.

This signage project is strictly for brand identity purposes and not for wayfinding, which is part of the Master Facilities Plan. However, these designs will provide aesthetic guidance to the vendors who will eventually produce the wayfinding signage.

Working with General Services Director Steve Rice, the Branding & Marketing team, and Simpson Coulter Studio, Purchasing and Administration Manager Nancy Hodges created an Invitation to Bid that was advertised on March 29, 2020 and posted on the Nevada Government eMarketplace (NGEM) system on March 30, 2020. The bid opening date is Friday, April 17, and we will have a recommendation for the board to consider at the special meeting on Tuesday, April 28, 2020.

Recommended Action: This item is for discussion only.



ITEM VIII.A. EXECUTIVE DIRECTOR'S REPORT

MEMORANDUM

DATE: April 10, 2020
TO: Board of Trustees
FROM: Dr. Ronald R. Heezen
SUBJECT: Executive Director's Monthly Report

This report gives you a very quick review of my activities and the accomplishments of the Library District Staff for your consideration and discussion at the District Board of Trustees' April 16th meeting. I have supplemented this with information in the board packet (numbered VIII.A.1-3) and distributed to Trustees on April 10, 2020.

MEETINGS, ACTIVITIES & OTHER TOPICS

Highlights Placed on Hold. Due to the uncertainties accompanying this pandemic, we have opted to place a hold on the publication of the District's popular magazine. With all programs cancelled through the end of July and uncertainties surrounding even our opening schedule, this is a cost and time saving measure, particularly since the Branding and Marketing Department has been extremely busy. Those staff members who have visited grocery stores and other locations where such magazines are distributed have noticed and reported that the free racks are empty of all publications.

Unveiling the eLibrary. Now, more than ever, we have to be ready to serve customers remotely. Our departments have been working overtime, collaborating to make sure all our taxpayers can access resources to help them in their sheltered time at home. Potential users can now register online for our borrower's card which will allow them to download digital content. We've heard that kids are bouncing off the walls wanting a change of pace. Using the resources at our disposal, our staff members are offering storytimes on YouTube, as well as providing increased e-content for activities and learning on our website. The teams in Information Technology, Branding and Marketing, Access Services, Collection and Bibliographic Services, Community Engagement, and eResources worked diligently to assure we are doing all we can for our wonderful customers.

Payback Is Not Always a B@+*#. Because the District has led the way statewide in sharing resources and ideas (for example, we encouraged all libraries to participate with Socrates), we are currently being offered access to additional eBooks. Our friends in Northern Nevada have reached out to us with this platform and we hope to be able to implement the program and offer additional titles for our online users.

BiblioCommons. I'm not sure whether or not I shared the fact that our web provider had been acquired by another company, one that has a history of acquiring smaller, successful firms and keeping them in robust shape for the future. This is not one of those corporate

snakes which buys companies just to tear them apart and sell the pieces. We are confident of a strong, continued partnership.

Food for Thought. We sincerely appreciate your extension (in the March 18th emergency meeting) of our annual *Food for Thought Program*. If you have seen the news (which I'm sure you have), you have noticed the lines at food banks across the country. With unemployment soaring in Clark County, we must all work together for the good of those we serve. While all the staff is anxious to return to their role of empowering our customers, we are waiting for the appropriate time. When that occurs, please remind your friends and neighbors that this opportunity to clear fines AND help those who would otherwise go hungry is a great time to become involved and to rediscover what the library has to offer. If our reopening is delayed again, we will most likely come back to you for still another extension.

Board Concerns. Please share those questions you might have for me via email, text, or telephone.

FOR YOUR CALENDAR. Please put April 28th at noon on your calendar, as we will be having a Special Board Meeting to address several issues which cannot wait until the May 21st meeting.

Executive Director's Activities

As always, the accomplishments of our extraordinary staff should make us all proud and my much reduced activities are just a tiny reflection of what they have achieved:

- Conferred with **attorneys** over various legal issues on several occasions.
- Visited with staff and delivered cakes to five branches/departments prior to the closure.
- Convened the **Executive Council** for four special meetings during the month.
- Prepared and distributed the monthly issue of ***For the Record*** to distribute to Trustees and Staff.
- Conferred with direct reports, via telephone on multiple occasions.
- Reviewed various **legal documents** including proposed contracts for services.
- Postponed the March 18th **Monthly Department Heads** meeting—a convocation of the District's leaders from throughout the County, due to the closure.
- **Reviewed and signed Agreements for Services** with independent service providers for literacy instruction, District-wide performances, events, etc.
- Continued in my position as **President** for the *Las Vegas WON (Where Opportunity Networks) Rotary Club*.



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Jennifer Schember, Library Operations Director

DATE: April 1, 2020

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

LIBRARY OPERATIONS ADMINISTRATION

Recently, **Library Operations (LO) Administration** finalized a branch staffing analysis to determine personnel needs to support the upcoming Facilities Master Plan rollout. This analysis was shared with **Branch Managers** and implemented in early March. Working closely with **Human Resources** and **Financial Services** Departments, **LO Administration** is converting and/or reallocating existing positions as they become vacant. This process will create a balance of staffing throughout the branches to ensure that each location has the right type and number of positions for future service models.

Also, in early March, the District encountered a "First Amendment Audit" at the Clark County Library. This audit included some guys who entered the building with the intent to film staff and security officers for social media purposes, which is legally permissible. Shortly after the audit, **LO Administration** and Asst. General Services Director **John Vino** met with Clark County Library staff to discuss the incident and answer any questions or concerns. Our team created draft guidelines, working closely with legal counsel, to assist staff with a variety of customer interactions. These include handling customers that exercise their constitutional rights to film/videotape or audio record in open public areas. **LO Administration** will implement the new set of guidelines when the District reopens.

Additionally, **LO Administration** received an open invitation to attend quarterly Labor Management meetings with Teamsters Local 14 **Union Shop Stewards** and **Human Resources** staff. On March 11, Regional Library Operations Manager **Leo Segura** participated in the first meeting of the year. A representative from LO Administration will attend all quarterly meetings.

STAFF HIGHLIGHTS

We are pleased to announce two promotions this month. **Carlito Sanchez** was awarded the Mesquite Library Assistant Branch Manager position. Mr. Sanchez was formerly an Adult Services Librarian at the Clark County Library and a Circulation Department Head at the West Charleston Library. **Seungyeon (Sue) Yang-Peace** was selected as the new Youth Services Department Head at the Enterprise Library. Ms. Yang-Peace was formerly a Youth Services Librarian at the Windmill Library. Congratulations to both staff who will start in their new roles when the District reopens.

Regional Library Operations Manager **Carlotta Dickerson** reported the following highlights this month:

- Conducted site visit to Blue Diamond Library
- Conducted one workplan meeting with staff
- Attended Library Operations Team meeting
- Attended Customer Service Team meeting
- Attended Employee Relations meeting with Human Resources
- Attended Social Media and Signage meeting between LO Administration and Branding & Marketing Team
- Attended Health and Safety Mitigation Taskforce meetings
- Attended branch visit with Clark County Library staff regarding First Amendment filming in libraries
- Distributed COVID-19 information posters to branches
- Field customer hotspot inquiries
- Fielded Person-In-Charge (PIC) and branch operations calls

Regional Library Operations Manager **Leo Segura** reported the following highlights:

- Visited Mesquite Library and conducted workplan meeting with the Branch Manager
- Conducted interviews for Mesquite Library Assistant Branch Manager vacancy
- Attended Library Operations Team meeting
- Attended Ryan Dowd training, "Body Odor: The most dreaded conversation of all time"
- Attended Employee Relations meeting with Human Resources
- Attended Social Media and Signage meeting between LO Administration and Branding & Marketing Team
- Attended Health and Safety Mitigation Taskforce meetings
- Attended Workforce Connections Business Services Model Tour at Sahara West Library
- Attended branch visit with Clark County Library staff regarding First Amendment filming in libraries
- Attended tour at Sacramento Public Library to review their book bidding and publishing business
- Distributed COVID-19 information posters to branches
- Fielded Person-In-Charge (PIC), branch operations calls, and customer calls to Administration
- Reviewed and approved 27 branch incident reports and provided follow-up training and instruction, when necessary

PANDEMIC PREPARATION AND TRANSITION

On March 13, in response to the World Health Organization's declaration of the COVID-19 virus reaching pandemic status, **LO Administration** participated and worked closely with members of the District's **Health & Safety Mitigation Taskforce (HSMT)**. As a result, Library Operations staff implemented the following measures:

- Shut down every other public computer station to allow more space between customers
- Removed and reconfigured seating to establish a 4-6 foot distance between customers
- Removed all family engagement items including toys, puppets, dolls, and robotics from public areas
- Removed the circulating toy collection and American Girl dolls
- Increased cleaning and sanitization procedures
- Allowed customers and staff to wear medical masks (N95 masks for staff required signed waivers) and gloves
- Suspended programs that draw large audiences including storytimes
- Suspended all branch outreach activities including school visits
- Study rooms remained open as long as social distancing was possible
- Makerspace/Tech Labs (Best Buy Teen Tech Center, EL28, Built from Scratch, Cox Teen STEAM Lab, Robot Lab Powered by SWITCH) remained open with specific guidelines
- Volunteers and book donations were still welcome

The March 18 District Department Heads meeting was canceled due to a large number of expected attendees, which would have precluded appropriate social distancing. Numerous Library Operations committee meetings were also canceled.

Furthermore, **LO Administration** worked with the **HSMT** to develop Staff FAQs related to COVID-19 and the District's mitigation strategies, which were distributed to staff and posted on the District's intranet.

On Sunday evening, March 15, **LO Administration** and the **HSMT** met for an emergency meeting after Governor Sisolak declared a statewide emergency. **LO Administration** activated a phone tree/mass text system, with assistance from **Branch Managers and Associates**, to communicate with over 550 staff members in this department regarding the District's closure, which went into effect the following morning. This method is currently in use for ongoing communication and updates.

During the first day of closure, **LO Administration** scheduled two staff members (one of whom was a **Branch Manager, Assistant Branch Manager** or **Branch Associate**) at each location to assist with the Branch Hibernation process, in which staff:

- Posted closure signs on all entrance doors and bookdrops
- Emptied and locked bookdrops; backdated materials; and posted signs to encourage customers to keep their items until we reopen, as they will not be charged late fees
- Conducted payroll approvals for all branch staff through April 6

- Performed cash handling procedures including preparing copy machine counts and bank deposits
- Processed interoffice mail
- Allowed other branch staff to collect personal belongings within a specific timeframe
- Posted signage referring customers to different locations
- Canceled and rescheduled Passport Services appointments

Moreover, **LO Administration**:

- Worked with remote Call Center operations to handle all branch incoming calls
- Suspended all customer collection agency activity
- Suspended services at the Misdemeanant Jail Library
- Worked with the **Human Resources Department** to cancel Library Operations job interviews scheduled during the closure period
- Worked with the **Human Resources Department** to develop payroll procedures during the closure period
- Worked with the **IT Department** to establish phone scripts and other technical needs
- Assisted **Branding & Marketing** with social media inquiries and other communications
- Handled customer inquiries via email and phone regarding the closure
- Worked with **General Services** to arrange for the removal of perishable items from staff lounges and Three Square refrigerators (Three Square perishable items were distributed to the homeless community)
- Coordinated weekly outlying branch check-ins during the closure
- Handled staff inquiries regarding the closure
- Developed FAQs for staff

During the closure, Indian Springs Library Associate **Marie (Jett) Reed** worked with Clark County Parks and Recreation and Three Square to continue to provide shelf-stable meals-to-go for kids. Ms. Reed and Library Assistant **Julie Sawyer** currently distribute meals on Tuesdays, Wednesdays, and Thursdays from 3:30-4:30 p.m. and on Saturdays from 12-12:30 p.m. They distributed 38 meals during the first week of closure and 61 meals the second week.

Also during this period, Bunkerville Library Associate **Nivia Balsera** partnered with CCSD's Virgin Valley High School by loaning its bookdrop to the school for use as a scholarship drop-off. The principal found a creative way for 170 senior students to drop off their scholarship applications while maintaining social distance. The students applied for 20 various scholarships offered by the City of Mesquite. The principal was very grateful for the District's support!

LO Administration is working remotely to complete projects that have been delayed or put on hold. With the assistance of **Branch Managers** and **Branch Associates**, the teams are researching other library systems and discussing ways to provide remote services and other activities during the coming weeks.

MONTHLY REPORTS

Due to the District's closure, monthly statistical and security reports will not be available until reopening.

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ITEM VIII.A.2.a.



MEMORANDUM

TO: Dr. Ronald Heezen, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: April 3, 2020

SUBJECT: Branding and Marketing Department Report, April, 2020

This memorandum reports on the Branding and Marketing Department's (BAM) activities and project updates for the month of March and statistics for the period from February 1-29, 2020.

COVID-19 ACTIVITIES

Establishing Staff Communications During Library District Closure

- Since the majority of Library District staff do not have access to their District email once they leave work, it was critical to quickly establish a direct line of communication between **Dr. Heezen**, the Executive Council, and the employees. Working round the clock, BAM created a dedicated Staff Updates web page on LVCCLD.org, within three days of the District closure on March 16. The page is divided into drop down menus for each department, which allows staff to get updates on their own departments and to read what other departments are doing to manage the COVID-19 crisis. The design also highlights for staff when new updates become available in each department and the date that these updates are posted.
- Branding & Marketing Director **Betsy Ward** assisted Web Designer **Gene Kilchenko** in designing the page layout and functionality and worked with Digital Content Manager **Ryan Simoneau** on formatting and uploading the information. **Betsy Ward** worked closely with the Executive Council, with special assistance from Library Operations Director **Jenn Schember**, to compile and proof all EC updates for their respective staff members. Digital Content Manager **Ryan Simoneau** continues to upload the content in the specified sections as new information becomes available.
- This page went live on Thursday, March 19. As of March 30, the page has already amassed over 4,382 unique page views. Staff have stayed on this page for an average time of nearly four minutes. <https://lvccld.org/staffupdates/>

eBlast Communications to Customers

- Due to the COVID-19 outbreak, two more additional eNewsletters went out to library cardholders.
- On March 13, BAM issued an eBlast informing customers that libraries would remain open, but that we were canceling all group activities, programs, events, rentals of meeting rooms

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- On March 13, BAM issued an eBlast informing customers that libraries would remain open, but that we were canceling all group activities, programs, events, rentals of meeting rooms

and performing arts centers, art gallery receptions, and community outreach activities through June 30, 2020.

- Then on March 16, we sent a follow-up eBlast advising customers that all 25 branches were closed until further notice, and reminding our customers that our online eResources are available 24/7.

Summer Challenge Pivot

- **Brochure Redesign**
 - As soon as the Library District cancelled all programs until June 30, **Betsy Ward**, Assistant Branding & Marketing Director **Karen Bramwell**, and Graphic Designer **Juanita Aiello** set about redesigning the Summer Challenge brochure. The brochure was already at the printer, but we were able to pull it back and revamp the content, removing all May and June events and replacing them with activities that kids can do from home.
 - We worked closely on this effort with Community Engagement Director **Matt McNally** and Youth Services Manager **Shana Harrington**, who provided us with a list of approved activities that would enable kids to fill in their Summer Challenge logs and qualify for great prizes.
 - The goal was to salvage the program and still keep on schedule to deliver the brochures to CCSD by April 1. Within 24 hours, however, CCSD announced that they were closing down. Fortunately, we were able to pull the brochure from the printer once again without added cost.
 - The brochure is on hiatus until we see what the future holds. In case that might mean a 100 percent online Summer Challenge experience for kids, we are prepared to accommodate this shift. This pause also gives us time to incorporate helpful feedback from **Dr. Heezen**, and to add eResources into the brochure.

Web Page

- In the meantime, **Betsy Ward** worked closely with **Gene Kilchenko** to design a new Summer Challenge page that focuses on the various audiences that we want to attract: Parents, Kids, Teens, and Español. **Gene Kilchenko** did a fantastic job creating a fun, eye-catching animated design.
- **Gene Kilchenko** worked closely with **Ryan Simoneau** and Senior Digital Projects Associate **Paula Loop** to populate these pages with dedicated content including eBooks, eResources, and activities that kids can do from home. The results are fantastic! <http://legacy.lvccld.org/sc/>

CCSD/Summer Challenge Partnership

- **Betsy Ward** contacted CCSD Communications and Government Affairs Officer **Maria Marinch**, CCSD Director of Special Projects **Kori Kloberdanz**, and CCSD Librarian **Robert Jones** about the possibility of working together to promote the Library District's new eCard to CCSD families via their email outreach system. Updates to come.

Virtual Library on YouTube

- BAM has been working on the redesign and relaunch of the Library District's YouTube Channel for several months, but we were waiting for the right promotion with which to launch it. We have also been ramping up our video production content, with the support and encouragement of **Dr. Heezen**. These two goals came together with the closure of the Library District and the search for new ways to serve our customers remotely.
- Creating a Virtual Library on our YouTube Channel will provide a creative outlet for staff to shoot their own Storytimes, done simply with an iPhone at home. This will not only

showcase our staff and their creativity, it will give the public a feel for our culture and personality.

- BAM is also reaching out to celebrities and dignitaries in the community to have them record storytimes as well. We hope that Board members will also want to participate in these Virtual Storytimes!
- Even after this the COVID-19 crisis passes, the Virtual Library will continue to grow. It will provide an ideal alternative to video games to entertain kids.
- BAM is working with **Jenn Schember** and her team and **Shana Harrington** and her team on this project.
- Once we have an inventory of content, we will announce it to the media. More updates on this to come.

New eCard Launch

- **Betsy Ward**, **Karen Bramwell**, and **Gene Kilchenko** worked closely with IT Director and Chief Information Officer **Al Prendergast** and Access Services Manager **Sufa Anderson** to assist them in launching a new digital eCard, which can be accessed directly through the Library District website.
- This is a huge customer service achievement for the Library District, toward the goal of easing barriers to help new customers discover our life-changing services and programs. It is especially important during this challenging period where schools are closed, people are being laid off from their jobs, and Southern Nevadans are in need of a way to connect, learn new things, and build new skills. Our communities need us more than ever and the digital eCard is making that possible.
- By making the sign-up process easy and instant, it gives new customers a chance to “test drive” their library experience, which is critical for those with no prior interaction with, or understanding of, what a library offers to the public free of charge.
- **Gene Kilchenko** worked closely with **Sufa Anderson**, **Betsy Ward**, and **Karen Bramwell** to design the eCard application page and confirmation letter that the customer receives once the eCard is verified. The English eCard application went live on March 23 on LVCCLD.org, and was pushed out to the media the same day. BAM then worked with **Vitral Multicultural Marketing** to translate the application and confirmation letter into Spanish. **Gene Kilchenko** duplicated the letter design and worked closely with both the translator and **Paula Loop**, who created the eCard social media assets in English and Spanish.
- **Paula Loop** and **Ryan Simoneau** worked with **Betsy Ward** to ensure that links to both cards were easily discoverable by the target audiences. The Spanish language eCard launched April 1, and outreach to the Spanish language media is ongoing. BAM & IT received helpful feedback and suggestions from **Trustee Shannon Bilbray-Axelrod**, which were greatly appreciated. The new English application page has received **14,459 unique page views with an average dwell time over five minutes, and 7,020 eCard registration forms were submitted:** <https://lvccld.org/getcarded>.



#GetCarded by Signing Up for Our New Instant eCard!

Sign up below and enjoy instant access to download or stream everything from our digital collection — from eBooks, audio books, comic books, magazines & newspapers to movies, TV shows, music, and eResources that help you learn new skills and sharpen old ones, such as Lynda.com, Rosetta Stone, and Socrates, which helps kids practice math, science, and English language arts while playing games (just one of the many learning options available for kids and teens)!

This special eCard has been created during the COVID-19 crisis and will be valid until June 30, 2020. As soon as the Library District reopens, we invite you to come in to your nearest branch and complete the sign-up process for a permanent library card. Just bring a valid photo ID and proof of address.

Thank you and welcome to the Library District!

Library eCard Application

Please read the instructions and fill out the form below to sign up for your free library eCard.

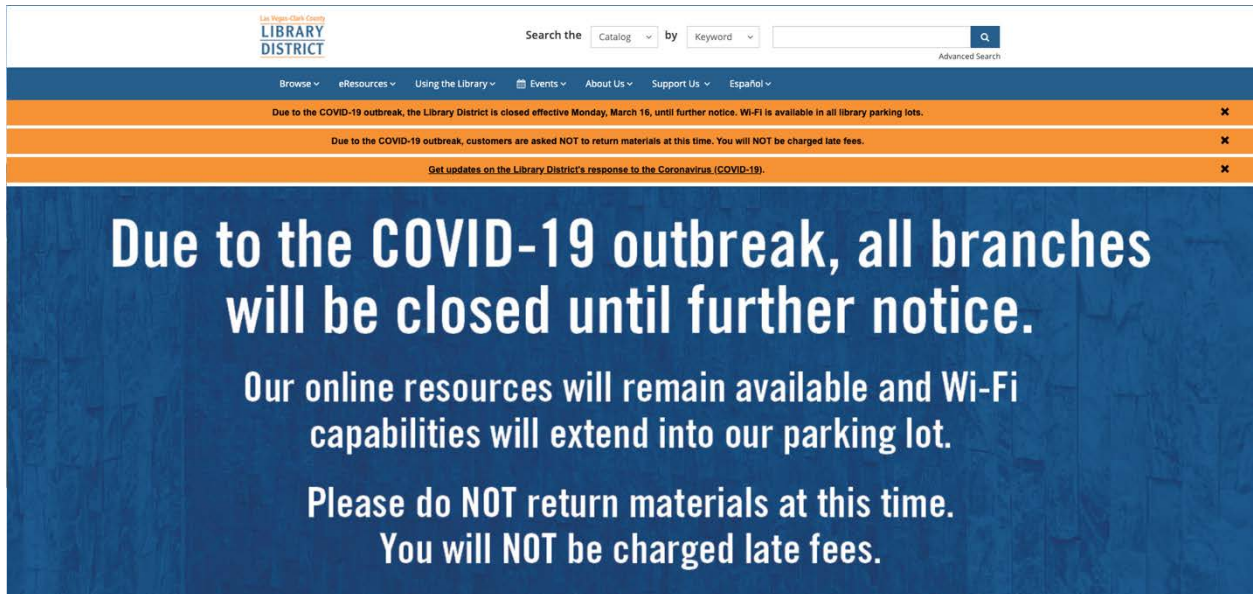
This eCard entitles you to access the many eResources your library provides via our [website](#).

Instructions:

- If you are a resident of the Las Vegas-Clark County Library District's taxing district, you are eligible to sign up for an eCard.
- If you are under 14, your parent or legal guardian needs to complete this application for you.

Website Adjustments

- Coverage on the website homepage included promoting the Library District's closure for COVID-19 precautions. Graphic Designer **Cierra Pedro** created a hero banner for the homepage, and **Gene Kilchenko** added three system message banners that provide information and updates on the Library District's closure:



To share the latest updates from Library District and local resources, **Paula Loop** created a dedicated For Your Information blog that is linked from the system notification banners as well as the hero banner. From March 16-30, this new blog post has proven to be very popular with over **10,000 unique page views and an average dwell time of over two minutes**. This blog will continue to be updated throughout the Library District's closure and BAM will provide additional updates and local resources as they become available:

<https://lvccld.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/>

- Starting on March 16, when the Library District closed, **Paula Loop** and **Ryan Simoneau** completed a full website and social media audit on the Library District's 26 Facebook pages to remove any upcoming program events through June 30, and "pinned" the closure notice to the top of each page.
- BAM also created blog pages that gathered a variety of information for the public, including community resources, the Library District's eResources, employment services, and encouragement to residents to complete the Census 2020 online:

For Your Information:

<https://lvccld.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/>
<https://lvccld.org/blogs/post/respuesta-del-distrito-bibliotecario-ante-el-coronavirus-covid-19/> (Spanish)

Stay at Home For Nevada:

<https://lvccld.org/blogs/post/stayathomerresources/>

Wash Your Hands Video:

<https://www.youtube.com/watch?v=xVX05uZYY2k> (Spanish – Created by NY Dept. of Health, compliments of our Spanish-language voice over talent Andrea Balsa)

Keep Your School Skills Sharp At Home:

<https://lvccld.org/blogs/post/keep-your-school-skills-sharp-at-home/>

Get Job Ready with These Free Employment Resources:

<https://lvccld.org/blogs/post/get-job-ready-with-these-free-employment-eresources/>

Census 2020:

<https://lvccld.org/census>

<https://lvccld.org/censo> (Spanish)

Overdrive's New Deliver Later Feature:

<https://lvccld.org/blogs/post/new-feature-to-help-manage-your-digital-holds/>

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/>

Grab & Go Meals with Three Square:

<https://lvccld.org/blogs/post/grab-and-go-meals-for-kids/>

- **Ryan Simoneau** and **Paula Loop** also worked to ensure the Library District's Google, Yelp, and website hours all reflected the temporary closure for the branches due to the COVID-19 precautions. These hours of operation will be re-added as soon as the Library District reopens.

BRANDING UPDATE

- **Brand Signage for Branch Interiors & Exteriors**
 - As a brief review, this project is a key part of the new brand implementation. Representation of the brand messaging, logo, and colors on all 25 of our buildings will educate the public that we are one Library District, spanning both urban and rural communities.
 - **Betsy Ward**, **Karen Bramwell**, and **Cierra Pedro** have been working closely with **Sean Coulter** and **Smiki Savicic** from architectural firm Simpson Coulter Studio (SCS) as part of their contract to assist BAM and General Services Director **Steve Rice** to create an RFP to hire a contractor for production and installation of this project. BAM has also benefitted greatly from assistance by Purchasing & Administration Manager **Nancy Hodges**.
 - **Betsy Ward**, **Karen Bramwell**, **Cierra Pedro**, and **Smiki Savicic** conducted a workshop on March 5 to discuss signage templates and make final recommendations on the various branch needs. This information was then used to create the Bid Set documents.
 - **Betsy Ward** and **Karen Bramwell** reviewed Bid Set documents for all 25 branches covering the interior and exterior signage.
 - **Betsy Ward** and **Karen Bramwell** participated in a telephone conference with **Steve Rice**, **Nancy Hodges**, and **Smiki Savicic** to discuss timeline and outstanding issues in the documents.
 - Bid opening for the brand signage is April 17.
- **Employee Free To Be Campaign**
 - BAM continues to work closely with Training and Development Manager **Keeley Walker** on an employee version of the *Free To Be* campaign.

- This will be a series of ads and other creative executions that will reinforce the Customer Service Training program that **Keeley Walker** is developing.
- BAM is working with Keeley Walker to develop a Customer Service Training Guide, which will be distributed to each employee for easy reference.
- **Pending Domain Change**
 - **Gene Kilchenko**, **Ryan Simoneau**, and **Paula Loop** are working with **Al Prendergast** and Assistant IT Director **Ron Melnar** to develop the timeline for migrating LVCCLD.org over to our new registered web domain — TheLibraryDistrict.org.
 - **Ryan Simoneau** renewed all of our TheLibraryDistrict domain names on GoDaddy (including .com, .net, .vegas, etc.). He also worked with **Ron Melnar** to schedule a meeting with BAM and IT to discuss updating the Library District's catalog domain, company email address, and email signatures to reflect the coming URL change.
 - All changes must be in place in time for the September 1, 2020, launch of the Library District's new branding campaign.

QUARTERLY PROGRAMMING MEETING

Karen Bramwell, **Juanita Aiello**, **Cierra Pedro**, **Ryan Simoneau**, and **Paula Loop** met with Programming & Venue Services Manager **Ryan Neely**, Adult Programming Supervisor **Jennifer Weitz**, Youth Services Manager **Shana Harrington**, and Youth Services Specialist **Melissa Ramos** to discuss the summer programming graphic and social media support.

LAS VEGAS BOOK FESTIVAL

Matt McNally, **Betsy Ward**, and **Karen Bramwell** met with committee members from the city of Las Vegas to discuss the District's involvement in the upcoming Book Festival in October, and the return on investment in last year's festival.

eNEWSLETTERS

Betsy Ward, **Karen Bramwell**, and **Juanita Aiello** wrote copy, while **Gene Kilchenko** designed and formatted the March/April eNewsletter that went out to approximately 300,000 library cardholders, which featured Susan Anton's *Canyon of Dreams*, *Acoustic Eidolon*, *Blue 13 Dance Company*, *Food For Thought*, *Census 2020*, *Steam Month*, *Streetlight Cadence*, and *El Día de los Niños*. **Betsy Ward**, **Karen Bramwell**, **Ryan Simoneau**, and **Paula Loop** edited and proofed the copy.

PUBLIC RELATIONS

- **Gene Kilchenko** and **Ryan Simoneau** added eight new pieces of content and one press release to the Media Coverage page on the website to reflect news stories about the Library District in the month of March 2020.
- The eCard launch is still underway. English eCard coverage ran the week of 3/26 and Spanish eCard outreach will take place in April.
- Also included in this media report was the launch of the Vegas Golden Knights bookmark series.
- Please see current coverage here: <http://legacy.lvccld.org/media/coverages>

PRINT COLLATERAL MATERIALS AND 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:

Game Show Night; Opera Meets Broadway, Toned Down Tuesday; Las Vegas Valley Rose Society; Bremen Town Musicians, Create a Change Chef; Folias Duo; Bioelectricity; Streetlight Cadence; STEAM Carnival; Three Square Meals; and Parenting Projects.

WEBSITE & BACKEND DEVELOPMENT

Gene Kilchenko worked on the following projects through March 30, 2020:

- Summer Challenge landing page
- COVID-19 (2) pages on Voyager and banners
- COVID-19 Staff Updates page
- Library District's new digital eCard page + Spanish version
- New Voyager design (part of branding campaign)
- ILL Request Form updates (related to Library District closing for COVID-19)
- Bulk events extraction from BiblioEvents code
- Classic Catalog updates
- Food for Thought web spinner

BAM continues to update each of the audience browse pages on the website spinner each month to provide tailored content for each demographic, including our Español audience. We also continue to spotlight all of our newest releases to the Library District catalog, our Three Square partnership to let our customers know where they can go to access free meals, along with all of the Library District's upcoming priorities.

Gene Kilchenko updated our Vegas Golden Knights blog to include the March featured player, Jon Merrill, as well as the new Chance's Chat, which features each of the VGK players in the series that includes a link to Chance's Chat: <https://lvccld.org/VGK>

The screenshot shows a webpage titled "Chance's Chat" with a cartoon mascot logo. The page features an interview with Jon Merrill, a Vegas Golden Knights player. The text includes a welcome message, a brief biography of Jon Merrill, and a list of his favorite books, music, and movies. On the right side, there is a vertical banner for Jon Merrill with the text "VISIT A LIBRARY BRANCH NEAR YOU TO GET THIS COLLECTABLE BOOKMARK." and "JON MERRILL". The banner also features a photo of Jon Merrill in his Vegas Golden Knights uniform and the "VEGAS BORN" logo.

Gene Kilchenko, Ryan Simoneau, and Paula Loop added a dedicated Spanish content carousel to the Español browse page. They will be working to create new audience browse pages for our

heritage months. Website projects on which the team is now workingn include a resource page for veterans that will launch in May for National Military Appreciation Month, a new page for the Library District's home Makerspace resources, along with an "Expect the Unexpected With Your Library Card" page that spotlights the Library District's unique services.

Ryan Simoneau continued to field questions and comments from the public and has received 14 feedback emails through March 30.

Working with the Website Content Committee, we created and added 37 new staff lists to the website and rotated them out 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 125,211 library card registrations as of March 30, an increase of 3% 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 March was promoting the Library District's closure for COVID-19 precautions, as well as the launch of the Library District's new digital eCard. BAM worked with Library Operations and General Services to provide approved responses to each question that was received. We received an outpouring of support to our social media posts about the closure on the Library District's Facebook, Twitter, and Instagram pages. **Ryan Simoneau** and **Paula Loop** also pinned these closure notifications to the top of each branch Facebook page and set up direct message responses so that any new messages that are sent to the branch pages are instructed to contact the main Library District Facebook page to receive a faster response.

Facebook:



Las Vegas-Clark County Library District
Published by Ryan Simoneau · 7 · March 15 at 9:19 PM · 🌐

Due to the outbreak of COVID-19, the Library District is closed effective Monday, March 16, until further notice. Customers are asked NOT to return materials at this time. You will NOT be charged late fees. Our free online resources will remain available at LVCCCLD.org and Wi-Fi will extend into all library parking lots.



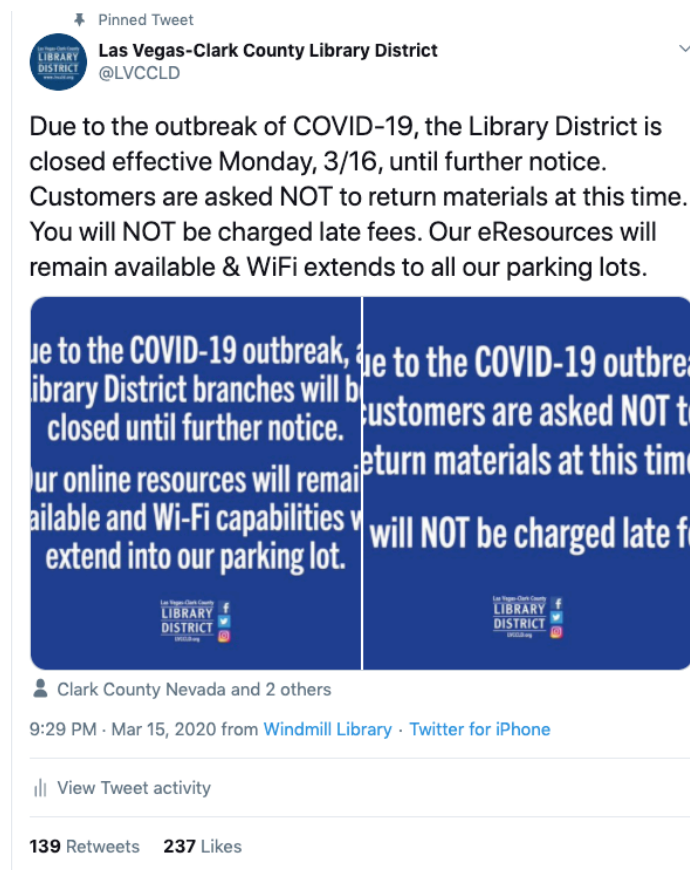
47,188
People Reached

7,678
Engagements

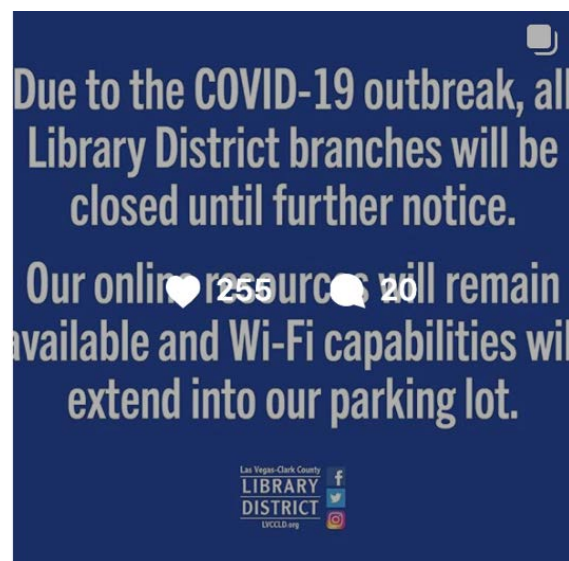
Boost Post

27272 Comments 472 Shares

Twitter:



Instagram:



BAM's other social media priorities included removing all event and branch service-related scheduled social media posts from our 26 branch Facebook pages, as well as the Library District's Twitter and Instagram accounts. **Ryan Simoneau** and **Paula Loop** worked to compile and schedule new posts that focus on our online resources, new eCard, local resources, and encouraging our followers to fill out the Census 2020 form online.

To promote the launch of the second Vegas Golden Knights player bookmark (Jon Merrill), **Ryan Simoneau** and **Paula Loop** passed out the bookmarks at the Toshiba Plaza outside of T-Mobile Arena during the pre-game festivities before the Vegas Golden Knights game on Tuesday, March 3 from 3:30 p.m. - 7 p.m. These were enormously popular and they gave out over 3,000 bookmarks.

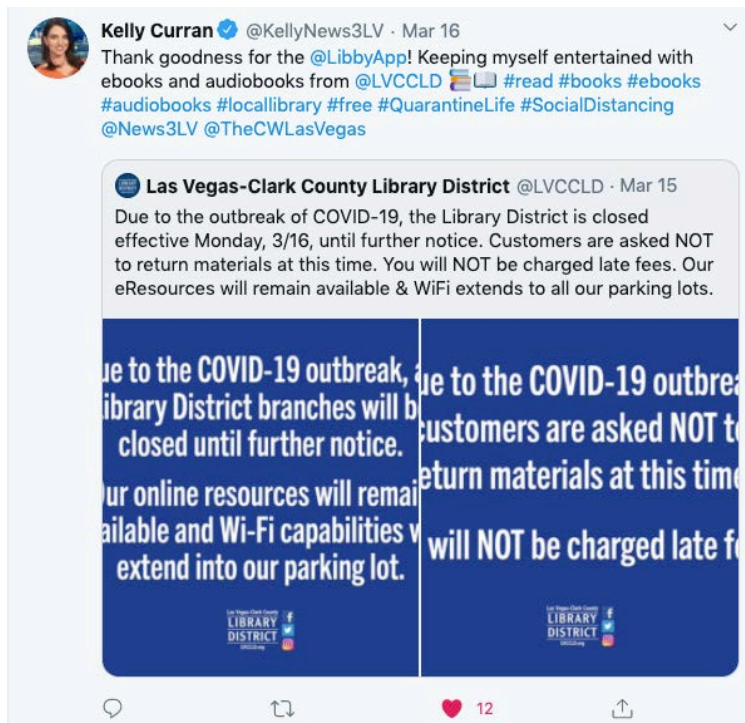


Social Media Highlights (March 2020):

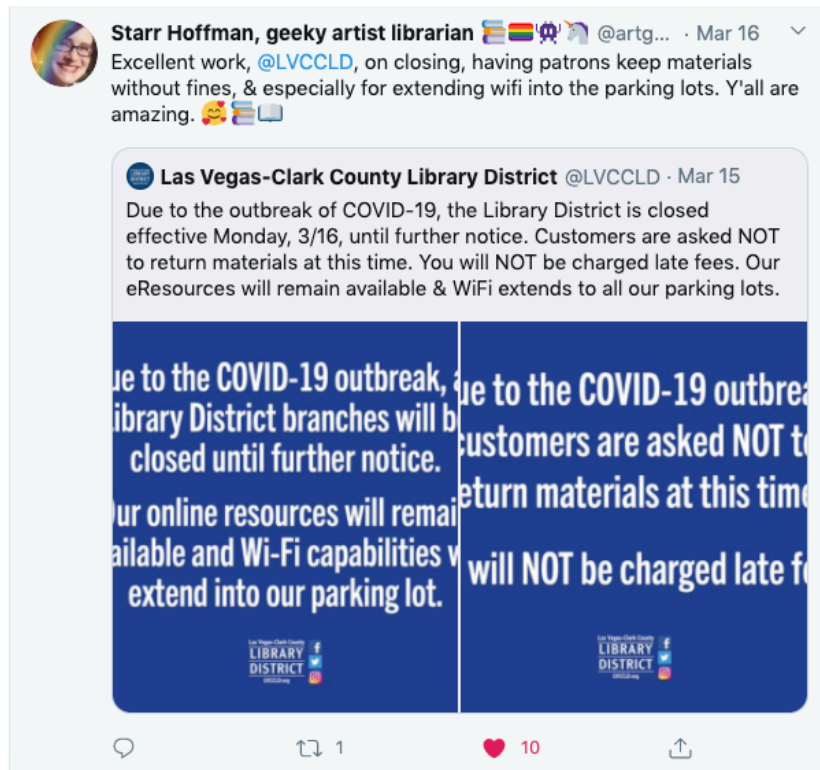
News 3 KSNV shared that the Library District is now offering digital eCards:

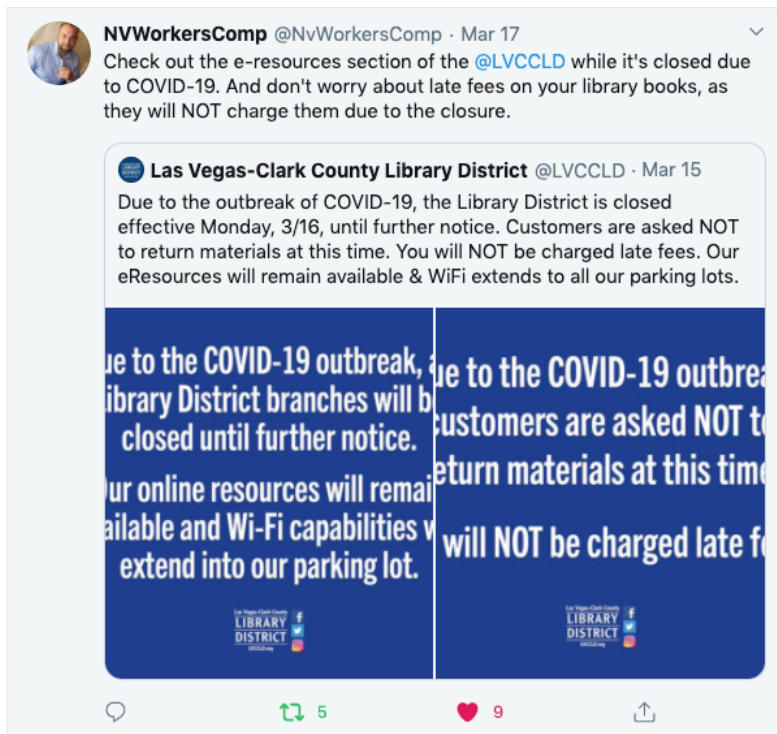


News 3 KSNW anchor Kelly Curran posted about the Library District's free online resources:



Customers shared their support and thanks to the Library District during our COVID-19 closure:







Social Media Analytics (February 2020)

Facebook:

LVCCCLD Facebook Page Fans: 11,884 (+.28%)

Total Facebook Page Fans (across all LVCCCLD branches): 39,053 (+1%)

Total New Follower Increase: 1% (No change)

Total Facebook Impressions: 560,264 (+17%)

Total Facebook Post Engagements: 22,763 (+14%)

Total Facebook Link Clicks: 993 (-33%)

Notes: Our user engagement and total reach on this platform, but BAM feels that having 25 separate branch Facebook dilutes our presence on this platform as opposed to giving customers one dedicated Library District page to follow as we do with our other primary social media channels. This is especially important when the Library District is closed.

LVCCCLD Twitter:

Followers: 3,094 (+2%)

Total user engagements: 1,734 (+20%)

Organic Impressions: 93,532 (-21%)

Link clicks: 185 (+29%)

Notes: Our monthly user engagement on this platform continues to rise and we are seeing more user interactions especially while the Library District is closed for COVID-19 virus.

LVCCLD Instagram:

Followers: 2,842 (+3%)

Total user engagement: 2,090 (+6%)

Total impressions: 42,796 (-25%)

Top post engagement: 247 (+37%)

Total likes received to posts: 1,940 (+7%)

Total comments received to posts: 59 (-21%)

Notes: We are rapidly approaching surpassing our total Twitter followers on this platform, which is an important milestone as this platform was the Library District's least followed social media account as of December 2017.

LVCCLD's Top Posts (February 2020):

Facebook:

The free violin lessons at East Las Vegas Library are very popular and another example of something that makes people say, "I didn't know the library offered that!"

**Las Vegas-Clark County Library District** is with Erika Syroid. ...
Published by Sprout Social [?] · February 24 · 🌐

Did you know that kids can take FREE violin lessons at East Las Vegas Library? Thank you Foundation to Assist Young Musicians ("FAYM") for helping us connect the community of #EastLasVegas through the power of music 🎻🎵. #FreeViolinLessons #LibrariesDoThat



3,145
People Reached

434
Engagements

Boost Post

 58

5 Comments 31 Shares

Twitter:

The city of Las Vegas awarded the East Las Vegas Library with the 2020 Urban Design Award for "Best Public Place."



Instagram:

Ryusuke Abe, the Windmill Library volunteer on the Library District's social media team created this timely meme right after the Grammys to promote library services and showed that the Library District has the finger on the pulse of trending topics in pop culture.



Website Analytics (February 2020)

Page Views: 1,809,980 (-11%)

Homepage Views: 401,761 (-4%)

Total Visitors: 205,879 (-9%)

Unique Visitors: 178,776 (-10%)

Average Dwell Time: :54 (+ 2 seconds across website) 1:06 (-2 seconds on homepage)

Note: Website traffic was down slightly from last month, but February 2020 also had two fewer days for us to compile stats of additional traffic.

CALCULATED PUBLICITY/ADVERTISING EQUIVALENCY VALUE

Based on the industry standard for public relations/advertising equivalency measurement, we received **\$924,714** for the month of February in advertising equivalency value. This number included brand messaging with backlit signage to 50+ million annual travelers that utilize McCarran International Airport.

Las Vegas-Clark County Library District - February 2020 Calculated Publicity Values									
Earned Coverage									
Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
2/1/20	Magazine	Business Voice	Member News	2019 MarCom Award				3,000	\$937.50
2/5/20	Television	KLAS-TV	Good Day Las Vegas	4:40 a.m. - VGK Bookmark Series; Vegas Born library card mention				11,890	\$413.90
2/5/20	Television	KLAS-TV	Good Day Las Vegas	5:39 a.m. - VGK Bookmark Series (Teaser)				10,029	\$105.98
2/5/20	Television	KLAS-TV	Good Day Las Vegas	5:54 a.m. - VGK Bookmark Series; Vegas Born library card mention				10,029	\$247.30
2/5/20	Internet	8newsnow.com	Golden Knights release bookmark series at Las Vegas libraries	VGK Bookmark Series; Vegas Born library card	https://www.8newsnow.com/news/local-news/golden-knights-release-bookmark-series-at-las-vegas-libraries/			676,667	\$20,300.01
2/5/20	Internet	news3lv.com	Get collectible Vegas Golden Knights bookmarks at Las Vegas libraries	VGK Bookmark Series; Vegas Born library card	https://news3lv.com/news/local/get-collectible-vegas-golden-knights-bookmarks-at-las-vegas-libraries			1,225,000	\$36,750.00
2/6/20	Television	KSNV-TV	News 3 Today	5:37 a.m. - VGK Bookmark Series; Vegas Born library card mention				15,102	\$680.63
2/18/20	Television	KVVU-TV	FOX5 News This Morning	7:40 a.m. - VGK Bookmark Series; Live-shot at Windmill library (teaser)		40s	\$1,127.81	30,038	\$1,503.75
2/18/20	Television	KVVU-TV	FOX5 News This Morning	8:43 a.m. - VGK Bookmark Series; Live-shot at Windmill library		2m 56s	\$1,202.67	34,818	\$7,055.66
2/18/20	Television	KVVU-TV	More	9:10 a.m. - VGK Bookmark Series; Live-shot at Windmill library (teaser)		23s	\$2,110.23	34,578	\$1,617.84
2/18/20	Television	KVVU-TV	More	9:18 a.m. - VGK Bookmark Series; Live-shot at Windmill library		3m	\$2,110.23	34,578	\$12,661.38
2/18/20	Television	KVVU-TV	FOX5 News	5:40 p.m. - VGK Bookmark Series; Live-shot at Windmill library		55s	\$1,489.62	23,416	\$2,730.97
2/18/20	Internet	fox5vegas.com	FREE VGK bookmarks at Clark County libraries	VGK bookmark Series	https://www.fox5vegas.com/video/free-vgk-bookmarks-at-clark-county-libraries/video_f067c774-741b-51d4-b597-d2d41b711752.html			1,458,333	\$43,749.99
2/25/20	Internet	thenevadaindependent.com	How a new shuttle service could help close transportation gaps at Las Vegas community colleges	Campus Commuter Shuttles	https://thenevadaindependent.com/article/how-a-new-shuttle-service-could-help-close-transportation-gaps-at-las-vegas-community-colleges			208,333	\$6,249.99
Monitored Coverage, Not Clipped									
Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
2/3/20	Internet	vegasinc.lasvegassun.com	The Notes: Philanthropy, Feb. 3, 2020	United Way partnership				65,833	\$1,974.99
2/6/20	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
2/6/20	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$26,460.00
2/6/20	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
2/6/20	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
2/6/20	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
2/7/20	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
2/13/20	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
2/13/20	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
2/13/20	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
2/13/20	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
2/13/20	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
2/14/20	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
2/18/20	Television	KVVU-TV	FOX5 News This Morning	8:39 a.m. - VGK Bookmark Series; Live-shot at Windmill library (teaser)		23s	\$1,202.67	34,818	\$922.05
2/18/20	Television	KVVU-TV	FOX5 News	6:25 p.m. - VGK Bookmark Series; Live-shot at Windmill library		43s	\$1,255.82	20,839	\$1,800.01
2/20/20	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
2/20/20	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
2/20/20	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
2/20/20	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
2/20/20	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
2/20/20	Internet	reviewjournal.com	This week's 5 best bets for arts & culture in Las Vegas	123 Andres performing at Sunrise, Summerlin, West Las Vegas and Enterprise Library; 'Night at the Opera' at Windmill Library	https://www.reviewjournal.com/entertainment/arts-culture/this-weeks-5-best-bets-for-arts-culture-in-las-vegas-1961725/			2,908,333	\$87,249.99
2/21/20	Newspaper	Las Vegas Review-Journal - NEON	Roundup, Arts & Leisure	123 Andres performing at Sunrise, Summerlin, West Las Vegas and Enterprise Library				77,846	\$3,780.00
2/21/20	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
2/21/20	Internet	ktnv.com	13 Things To Do This Week In Las Vegas For Feb. 21-27	Black Weekend 2020: Kemet in the Desert Series; West Las Vegas Library	https://www.ktnv.com/positivelylv/13-things-to-do-this-week-in-las-vegas-for-feb-21-27			1,231,667	\$36,950.01
2/24/20	Internet	ktnv.com	Couple teaches new languages to kids through song	123 Andres performing at Sunrise, Summerlin, West Las Vegas and Enterprise Library	https://www.ktnv.com/interviews/couple-teaches-new-languages-to-kids-through-song			1,231,667	\$36,950.01
2/24/20	Television	KTNV-TV	Action News	11:49 a.m. - 123 Andres in-studio		3m 34s	\$1,716.87	26,909	\$12,247.01
2/24/20	Television	KLAS-TV	Las Vegas Now	3:19 p.m. - 123 Andres in-studio		3m 47s	\$370.71	10,581	\$2,805.04
2/24/20	Internet	8newsnow.com	Latin Grammy award-winning 1,2,3 Andres	123 Andres in-studio	https://www.8newsnow.com/news/las-vegas-now/latin-grammy-award-winning-123-andres/			676,667	\$20,300.01
2/24/20	Internet	reviewjournal.com	Las Vegas art museum's director reflects on 1st year of work	Art Exhibits	https://www.reviewjournal.com/entertainment/arts-culture/las-vegas-art-museums-director-reflects-on-1st-year-of-work-1965242/			2,908,333	\$87,249.99
2/26/20	Television	KVVU-TV	FOX5 News This Morning	7:35 a.m. - Night of Expressions Youth Talent Showcase		2m 49s	\$1,132.29	34,082	\$6,378.57
2/26/20	Television	KVVU-TV	FOX5 News This Morning	8:35 a.m. - Night of Expressions Youth Talent Showcase		3m 17s	\$1,238.55	36,118	\$8,133.15
2/26/20	Television	KVVU-TV	More	9:18 a.m. - Night of Expressions Youth Talent Showcase		3m 8s	\$2,211.40	30,990	\$13,858.11
2/27/20	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
2/27/20	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
2/27/20	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
2/27/20	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
2/27/20	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
2/28/20	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00

Earned Digital									
Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
February	Duratron	McCarran International Airport		10 throughout the month					
								14,863,414	\$924,713.84

ITEM VIII.A.2.b.



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: March 26, 2020

SUBJECT: Community Engagement Report, April 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 **February 1, 2020 – February 29, 2020**.

Matt McNally joined East Las Vegas Library Branch Manager **Sal Avila**, Clark County Library Branch Manager **Robbin Gaebbler**, West Las Vegas Library Branch Manager **Chantel Clark**, and Mesquite Library Branch Manager **Judith Sargent** in a strategic planning meeting with Workforce Connections and ResCare staff on February 3 to discuss the operational advancement of One-Stop Career Centers.

A Leadership Las Vegas Education Day committee meeting occurred on February 4. **Matt McNally** attended the meeting and advocated for the Library District to play a prominent role during the March 13 session day. Classmates of the program will be required to attend one of ten planned educational activities throughout the Library District. These activities include attending a story time, learning about adult literacy services, participating in teacher professional development, recording a podcast, filming/editing using a green screen, and others. Then, on the March 13 session day, classmates will report back to the class by providing a 5-minute oral report with pictures, videos, and testimonials of their experience.



Trustee **Marilyn Francis-Drake** and **Matt McNally** represented the Library District and attended the Asian Chamber Gala annual event at the Orleans Hotel & Casino on February 7.

Community Engagement staff participated in various budget planning meetings throughout the month.

Matt McNally joined Youth Services staff during various *Summer Challenge* planning meetings throughout February.



Youth Services Manager **Shana Harrington** and **Matt McNally** attended the Vegas Golden Knights *Knight to Remember* gala at the Wynn/Encore on February 18. Each provided partnership



support for the hockey team's commitment to library card promotion, youth hockey clinics, and adult programs. VGK Team President Kerry Bubolz was very excited and impressed with the latest 5-month bookmark campaign between the Library District and the Vegas Golden Knights. The first bookmark in the series features defenseman Deryk Engelland.



Matt McNally led the planning efforts for East Las Vegas Library to host Nevada State College and College of Southern Nevada and conduct the public opening launch of the Campus Commuter express shuttle service to each college. **Dr.**

Ronald R. Heezen welcomed a group of approximately 50 individuals to learn about and celebrate the launch of the new service. Dignitary speakers included Congresswoman Susie Lee, Nevada Lieutenant Governor Kate Marshall, Las Vegas Councilwoman Oliva Diaz, student



representatives Andrew Sierra and Alexander Lum, and college Presidents Dr. Federico Zaragoza and Bart Patterson.

Nevada Arts Council asked **Matt McNally** to serve on a new Community Collaborations and Involvement committee. The group met via teleconference on February 27 to discuss capturing and better promoting the numerous arts programs across the state in the categories of public support, educational offerings, presenting venues, performance, music, dance, spoken word, and visual arts.

LITERACY SERVICES

The HiSET was administered to assess students in pursuit of earning a Certificate of High School Equivalency (HSE). The Adult Learning Program staff administered the HiSET to two first-time test-takers in February and three returning test-takers. The

HiSET consists of five subject tests in the areas of Reading, Writing, Math, Science, and Social Studies. In order to earn a High School Equivalency certificate, a student must pass all five subject areas. Test administrations are offered monthly during the first or second week of the month.

High School Equivalency	February 2020	FY '19-'20 YTD
Test Takers	5	19
Tests Administered	17	61
Tests Passed	13	51
HSE Certificates Earned	1	11

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

Career Online High School	February 2020	FY '19-'20 YTD	Since Inception Dec '17
Completed Self-Assessment	43	379	791
Completed Prerequisite Course	5	73	323
Approved Scholarship	4	47	119
Graduates	3	11	33

Literacy Services continued their partnership with The International School of Hospitality (TISOH) and Milan Institute as part of the Nevada Accelerated Career Education pilot (NV-ACE). The three students participating in the Certified Nursing Program at Milan completed their coursework on February 18. The NV-ACE pilot provides an opportunity for participants to earn a career certificate while receiving additional needed educational support.

NV-ACE Pilot	February 2020	FY '19-'20 YTD
TISOH Enrollment (HOC)	3	7
Milan Enrollment (CNA)	3	9
Certificate Completers	3	10

As mentioned in last month's report, the Certified Nursing Program at Milan Institute notified Literacy Services that the program would no longer be offered as of mid-February, 2020. In response, Literacy Services staff is pursuing other local education and training programs as potential partners who are willing to offer shared students the educational support Adult Learning Program instructors are able to provide through Integrated Education and Training (IET) strategies. The NV-ACE pilot is scheduled to conclude on June 30, 2020.

Literacy Services conducted over thirty classes and workshops throughout Las Vegas during the month of February. Classes continue to be held in nine library sites (CC, EV, RB, SU, SV, SW, WC, WH, and WM), two community centers (Cambridge and East Las Vegas), and the Asian Community Development Council. Additional one-on-one tutoring was offered at the One-Stop Career Center on West Charleston Boulevard.

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

Literacy Services	Classes February 2020	Enrollment/ Attendance February 2020	Enrollment/ Attendance FY '19-'20 YTD
English Language Acquisition	27	337	1,343
Adult Basic Education*	3	6	76
Conversation Workshop	2	137	438
One-Stop Tutoring	---	47	209
Literacy Open Labs	---	183	1,670
*Includes HSE Students with 12 hours instruction			

Literacy Services staff attended the Mountain Plains Adult Education Association's 2020 Conference hosted by the New Mexico Adult Education Association at the Tamaya Resort, just outside of Albuquerque. Literacy Manager **Jill Hersha**, Literacy Coordinator **Julia Cordova**, Literacy Accountability Specialist **Vickie Ford**, and Literacy Trainers **Krysten Pinol** and **Felicia Wilson** attended the conference. Best practices from other adult education providers were shared during breakout sessions. Critical Workforce Innovation and Opportunity Act (WIOA) performance measure updates and new programming requirements were shared during the *Director of the Office of Career Technical and Adult Education's (OCTAE)* keynote address.

GALLERY SERVICES

New Exhibit Installations

Serendipity

Vija Hamilton, Laughlin Library, 2/2/20 – 4/18/20

What a Wonderful World

Donita Murphy and Patty Stroupe, Whitney Library, 2/4/20 – 4/14/20

Suchness of Light

Yasmina Chavez, East Las Vegas Library, 2/11/20 – 4/21/20

Springtime Fanfare

Lisa Fields Clark, Windmill Library, 2/13/20 – 4/28/20

Multimedia Art Therapy: Beyond Emotions

The Rawson-Neal Psychiatric Hospital, Spring Valley Library, 2/20/20 – 5/3/20

Etcetera – Photographs of Repetitive Patterns

Armand Thomas, West Charleston Library, 2/25/20 – 5/5/20

Desert Transplant

Mark Martin, Enterprise Library, 2/27/20 – 5/10/20

Events

Reception: *What a Wonderful World*, Donita Murphy and Patty Stroupe, Whitney Library, 37 people in attendance, 2/4/20

Workshop and tour: Sahara West Library, 25 customers in attendance, 2/9/20

Reception: *Multimedia Art Therapy: Beyond Emotions*, The Rawson-Neal Psychiatric Hospital, Spring Valley Library, 18 people in attendance, 2/20/20

Reception: *Desert Transplant*, Mark Martin, Enterprise Library, 14 people in attendance, 2/27/20

Highlights

On February 7 Nevada Museum of Art Las Vegas (NMALV) Director Heather Harmon and Special Projects Manager Carmen Beals toured the West Charleston, Enterprise, Windmill, and Summerlin Library galleries with Gallery Services Manager **Darren Johnson**. The NMALV, in their quest to build a new museum, expressed interest in partnering with LVCCLD on programs so they have a visible presence in the city. Gallery Services will be partnering with them to meet that mission.

Darren Johnson attended the Wade Hampton exhibit reception and artist talk at Left of Center Gallery in North Las Vegas on February 8. Wade Hampton's painting exhibit toured Library District galleries in 2019 from February 7 to September 17.



exhibit *Awaiting the Flowers*, and Javiera Estrada's exhibit *DREAMS OF INK + FLOWERS* discussing the artistic mediums, the history of the works, and the content behind the creations. The scouts then participated in a workshop where they drew or wrote out their dreams on paper, crumpled them up, and then through them onto Estrada's installation *Dream Bed*.

Cub Scouts Pack 99 of Las Vegas and their families toured the galleries of Sahara West Library on February 9.

Darren Johnson led the group through Jenny Baham's exhibit *Promised Land, Clay Art* Vegas's



On February 11, international artist Laurens Tan installed his 16' inflatable *See No Evil Monkey* in the Sahara West Library lobby. Tan's *Three Wise Monkeys* lanterns were commissioned by the city of Sydney, Australia for the 2016 Lunar Lantern Festival. Originally displayed outside the Sydney Opera House, the lanterns are now in Las Vegas and will be displayed separately in three different locations through a collaboration with the City of Las Vegas, Clark County Parks and Recreation, and the

Las Vegas-Clark County Library District. The *Speak No Evil Monkey* lantern will be displayed in the Historic Fifth Street School at 401 S. 4th St, and the *Hear No Evil Monkey* lantern will be displayed in the Hollywood Recreation Center at 1650 S. Hollywood Blvd. The lanterns are scheduled to be displayed through May 7.

Darren Johnson joined *inConversation* at Juhl Las Vegas with Eric Strain of the UNLV School of Architecture, Alisha Kerlin of the Marjorie Barrick Museum of Art, and Tarissa Tiberti of MGM Resorts on February 26. Attendees discussed the past, present, and future of Las Vegas arts.



OUTREACH SERVICES

Outreach Education Coordinator **Kelly May** conducted four professional development sessions on *The Growing Brain*, for 78 teachers and child care providers of CCSD, CSN, Nevada Association for the Education of Young Children, and Las Vegas Urban League on February 3, 4, and 7.

Outreach Specialist **Andrew Brannon** engaged 50 veterans by sharing Library District materials and resources including free class offerings, performances, and art exhibits at The Veteran's Resource Fair. The event was hosted at Las Vegas City Hall on February 8.

Outreach Specialist **Sylvia Riesselmann** represented The Library District at The bi-annual Senior Expo attended by 500 adults on February 12. The event was hosted at the Suncoast Hotel and Casino.

Kelly May recognized that preschoolers who attend weekly Library District outreach story times have families that may be unaware of our vast collection, resources, classes, and family programming. She addressed this community need by initiating and hosting Library District resource and information centers before or after outreach story time sessions. Kelly conducted the first two information booths of this kind at Herb Kaufmann Headstart and Walnut Headstart on February 12 and 25, serving 135 families.

Andrew Brannon, along with Branding & Marketing Digital Content Manager **Ryan Simoneau** and Senior Project Associate **Paula Loop**, engaged 300 fans and potential library customers by distributing the new Vegas Golden Knights bookmarks at a Vegas Golden Knights pre-game event on February 13.

Outreach Services Manager **Glenda Billingsley**, and **Sylvia Riesselmann** hosted Leadership Las Vegas team members Julie Cane and Ed McSwain who enjoyed participating and interacting with ten school aged children during a Library District Outreach STEAM program conducted at Lummis Elementary School on February 27 (pictured right).



Outreach Services formed a new partnership with Puentes, an organization dedicated to serving the needs of the underserved Latino community in Las Vegas. Outreach Services will conduct a regular presence at the Broad Acres Open Air Market. On February 29 **Andrew Brannon** met with approximately 40 members of the community and shared information about free Library District performances, art exhibits, homework help, English as a Second Language (ESL) classes, the U.S. Census, and made buttons with attendees.

Outreach Services also conducted the following regularly occurring services in the month of February 2020:

Limitless Learning	Sessions	Attendance
Pre-school Visits	49	1102
Elementary School Visits	14	374
Middle School Visits	9	118
High School Visits	0	0
Adult Visits	4	78

Community & Culture	Sessions	Attendance
Promotional Booth Events	6	1025

Circulation	Circulation	Sessions	Attendance
Senior Apartment Lobby Visits	980	18	148
Homebound Services	250	---	---

PROGRAMMING AND VENUES SERVICES (PVS)

PVS organized 1,366 events in library spaces they manage. These spaces include performing arts centers, auditoriums, lecture halls, concert halls, meeting rooms, and special event areas. The events brought 36,728 attendees to the District with 2,775 hours of venue usage. These events are categorized into library adult programs, rentals, and staff usage.

	Events	Attendance	Hours
Library Adult Programs	727	5,670	2,3947
Rentals	245	11,999	732
Staff Usage	47	279	160

Included in the monthly total of library adult programs above, PVS offered adult and family programs at branches throughout the District that specifically impacted customers in regards to the V.2020 strategic initiatives.

	Programs	Patron Attendance
Limitless Learning	83	1,979
Business and Career Success	53	903
Government and Social Services	95	7,644
Community and Culture	107	8,254

Of these Library Adult Programs, 47 were diversity events impacting 279 customers.

PVS provided technical support for 84 Library District programming events and 18 rental events totaling 584.25 event hours. Technical staff committed a total of 1,066 hours to cover these events. Additionally, PVS provided technical support for ten occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 29-day period with one holiday was 1,527 hours and included 185 technician assignments. The ability to request technicians was closed to scheduling staff for 26 days since peak technician availability was reached.

Major Programming Highlights

Census 2020 Information Sessions

In support of the upcoming count, the Library District hosted six Census 2020 Information Sessions at Clark County, Enterprise, Rainbow, Centennial Hills, West Charleston, and Whitney libraries. Attendees received valuable information and had their questions answered by an expert in the field. In total, 43 customers attended.

Nellie McKay Live In Concert

Award-winning singer-songwriter and Broadway performer Nellie McKay, whose work has been featured on top television shows like *Grey's Anatomy*, *Mad Men*, *Weeds*, and *Boardwalk Empire* entertained library customers on February 20 at Clark County Library, February 21 at West Charleston Library, and February 22 at Centennial Hills Library. Influenced by throwback jazz, pop, and indie rock, McKay thrilled audiences with her melancholy variations of the Great American Songbook and gave them a much-needed laugh with her satirical songs poking fun at politics and society. The three concerts were enjoyed by 228 people.



The History of the American Negro Spiritual and Beyond through Performance



On February 23 as part of the Library District's celebration of African American History Month, the West Las Vegas Library presented a program about the legacy of the American Negro spiritual and its profound effect on modern music and culture. This captivating and educational program was created by accomplished duo, bass-baritone Rodney Arnett Jr. and percussionist Ricardo Reese, and their skilled ensemble of musical artists. The program drew 201 customers and featured performances of *Lift Every Voice and Sing*. The essence of the Negro spiritual heartened an impassioned audience.

Opera Legends in Black

Windmill Library rounded out the District's celebration of African-American History Month on February 28, when 111 customers enjoyed Opera Las Vegas' exploration of *Opera Legends in Black*. Sopranos Sheronda McKee and Monica McCulloch, tenor Albert Lee, and bass-baritone Aaron Pendleton gave excellent renditions of familiar arias from Mozart to Gershwin. Executive Director Jim Sohre

offered an informative commentary detailing the inspirational stories of such beloved singers as Marion Anderson, Jessye Norman, Leontyne Price, and William Warfield, and composers William Grant Still and Scott Joplin, who all triumphed in spite of challenging routes to fostering inclusion.



YOUTH SERVICES

Youth Services conducted 1,111 programs serving 27,439 customers at library branches throughout the District during the month of February. Youth Services offered youth and family programs at branches throughout the District that specifically impacted customers in regards to the Vision 2020 strategic initiatives.

	Programs	Attendance
Limitless Learning	795	17,789
Business and Career Success	10	27
Government and Social Services	199	7,917
Community and Culture	107	1,706

District-Wide Programming Highlights



Andrés and Christina, the Latin Grammy-winning music duo *123 Andrés*, visited four libraries in February and had 473 kids and parents dancing to their fun and energetic songs.

One of the District-wide initiatives that Youth Services Administration oversees is the reservation and facilitation of 27 STEAM and maker kits. This includes Tech Art labs, 3D pens, button makers, Snap Circuits, coding computer labs and

more. Sahara West and Laughlin libraries used these kits for highlighted programs as described below. Sahara West held a hologram making program using PBS Scratch Jr. tablets. Sahara West Youth Services Assistant **Kristy Veiga** notes, "Using YouTube videos [projected] from the tablet, the plastic reflects an image off of a surface to create an illusion of a 3D object floating in physical space. I had a total of 30 [customers] join for the activity." Laughlin library associate **Tracy Thomas** used a School Age STEAM kit during a program called *STEAM in the Afternoon*. It's so popular they are going to



continue the program regularly.

Youth Services Administration facilitates partnerships District-wide with 46 cooperative partners who provide programs in libraries and with organizations which Youth Services staff visit and provide programs at their location. In the month of February, 62 programs took place for 2,338 attendees. Two programs are being highlighted this month: *ASL Story Time* at the West Charleston Library and *Pizza and Poetry* at the Whitney Library. *ASL story time* is similar to other regular story times offered throughout the Library District with the exception that an American Sign Language (ASL) interpreter is hired through ASL Communication and interprets the story time for customers in attendance. Partners help promote the program. This helps to better serve the deaf and hard of hearing community and fosters community interest in the language. West Charleston Library Youth Services Department Head **Joanna Goddard** sent in a library customer comment card that stated among other things, "Please keep ASL story time." This initiative has increased attendance at this story time from a regular attendees of 10-18 to an average of 48 in February. Whitney Library Youth Services Librarian **Emily Matview** wrote about *Pizza and Poetry*, "We had Clark County Poet Laureate Heather Lang-Cassera as our special guest. Lang-Cassera read some of her own poetry and a few favorites by other poets. She focused mostly on animal poems because, as she said, 'Everyone loves animals!' Our volunteers passed out pizza provided by our sponsor/partner Evel Pie to the 40+ young people in attendance while Heather read. Afterwards, the young people wrote their own poems and hung them on our poet-tree."



Searchlight Library Branch Associate **Kelli Carlson** commented on how their customers have tapped in to their artistic side and created paintings for Valentine's Day. "The kids love them. We have fine-tuned the process by pre-tracing the main design, then letting the kids fill in as they wish. This has been very popular."

Sewing programs are increasing in popularity at Library District branches. Sahara West Library Youth Services Assistant **Kathryn Tilton** recently held a *Valentine Cat Buddies* sewing program. The program drew ten teens who earned their "sewing license" by testing their skill set on the library sewing machines, and then made their own craft artistic friends to take home.



Monthly reports: Due to the District's closure, monthly statistical reports will not be available until reopening.



ITEM VIII.A.2.c.

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Danielle Patrick Milam, Director of Development and Planning

DATE: April 3, 2020

SUBJECT: Development and Planning Department Report, April 2020

Development and Planning Department Activities in March 2020

COVID19 Response:

Volunteer Communications. Thanks to Program Officer **Sherry Walker**'s implementation of Better Impact volunteer management system, staff was able to alert library branch-based youth and adult volunteer coordinators and 533 active volunteers via email about the library facility closures. We will use the same system to alert them to the reactivation of Library District services when we reopen.

Book Donations. The Library District's website alerted the public that donations of books and DVDs will not be accepted until branch facilities are reopened.

Online Book Sales. Bookstore Operations Manager **Leslie Valdes** and her team shipped out remaining packages on Monday, March 16th, and closed down the Foundation online book sales.

Foundation Priority Program Vendors. Both Andson, Inc., supplier of Teacher Tutors at eight branch sites, and UNLV "America Reads America Counts" program managers, supplier of School of Education students as homework help tutors at 12 branch sites, were notified of service suspension due to branch closures. Mentors and vendors for COX Teen Tech Center at the Enterprise Library, the Robot Labs at East Las Vegas and West Las Vegas libraries, and the Best Buy Teen Tech Center programs were notified of branch closures.

Foundation Board Meeting Cancelled. The Foundation's March meeting was cancelled. On March 6, the Event Committee, chaired by LVCCLD Board of Trustee Chair **Felipe Ortiz** and Foundation President **Keiba Crear**, met at the East Las Vegas Library to review designed collateral materials for the Foundation's proposed 2020 Donor Event at ELV on September 25, 2020. Subsequently, the LVCCLD Board of Trustees approved an early closure of the ELV library at their March board meeting.

Over the past week, the Foundation has received notices from several local Foundations that they are suspending their usual grant rounds to give to direct funding to emergency food, shelter, and health service providers. Given these new local health and economic crisis conditions, and the likelihood that the District's branch renovation program will be delayed a year due to tax revenue

losses, the Foundation will reconsider this event for 2020 and move it and the proposed capital campaign back to 2021.

Cancelled Roundtable with Community Reinvestment Act Bankers: On advice of Joselyn Cousins from the San Francisco Federal Reserve, the March 31st Banker Roundtable event (with 18 bank representatives) they were co-sponsoring with the Library District Foundation was cancelled. The purpose of the event was to solicit Community Reinvestment Act funding for Library District branch renovations planned for seven library branch facilities located in distressed census tract areas of Las Vegas and Clark County (the branches are Clark County, East Las Vegas, Rainbow, Sunrise, West Charleston, West Las Vegas, and Whitney).

Organization and Community Needs Assessment and Relief Request Planning. Development and Planning Director **Danielle Milam** attended March zoom calls to track funding and community needs assessment activities tied to COVID-19 community impacts, as follows:

- United Way of Southern Nevada and Southern Nevada Forum meetings with 150 agencies and non-profits to contribute Library District data, feedback, and information to regional relief proposals to federal, state, and philanthropic organizations
- METRO Chamber briefing on SBA loans and other aspects of the CARES federal relief response act with Congresswoman Susie Lee
- FCC updates on changes to eRate funding
- International City and County Managers Association workshop on FEMA relief funding

Department Activities in the Month of March:

- Ms. Walker attended NonProfit Lab sessions on capital campaigns, event management, and donor cultivation.
- Ms. Milam briefed Branding and Marketing staff on the Channel 13 KNTV planning session for a public awareness campaign, Summer Rise, to let parents know of Library District programs that can boost their child's learning and retention of grade level knowledge over the summer months. She participated on a conference call with Station Manager and Foundation board member **Chris Way** and his team, along with Sr. Digital Projects Associate **Paula Loop** and Head of Collection and Bibliographic Services, **Rebecca Colbert**. Paula provided a briefing paper on the e-Resources for student support and parent engagement which Chris Way shared in a meeting he convened with all other local broadcasters to respond more effectively to information needs and news in the current health and economic crisis. Special thanks to Paula and Web Designer, **Gene Kilchenko**, who have created a very robust blog that helps the community easily find COVID-19, library home learning resources, library employment resources, and other free local, state, and national resources related to pressing COVID-19 community needs.
- The District submitted a 2020 LSTA grant to the State Library, Archives, and Public Records for support of the Museum Family Adventure Pass in FY20-21.
- The Foundation submitted their third quarter grant status report to United Way of Southern Nevada, on the Teachers in Libraries program. The program has already surpassed the grant year goals with 1,911 students from over 700 local schools served as of March 16, 2020. There were a total of 11,595 tutor visits to date, and a record number of visits in the third quarter (4,832). Special kudos to the youth services staff led by branch department head **Mary Rowan** at Rainbow Library, for doubling the number of tutor sessions to students in the third quarter. Overall, 16,567 homework sessions have

been delivered since July 1, 2019, with 56% for math homework and 27% sessions focused on reading assignments. This year's \$220,000/year program delivered services to eight branches, with \$30,000 in support from United Way of Southern Nevada; \$100,000 from Windsong Trust; and the remaining funding coming from Foundation sales of used books.

- Ms. Milam is working with Adult Learning Center Manager **Jill Hersha** on a three-year, million dollar per year grant to keep the Library District's English language instruction, adult education, and citizenship classes going in 18 community locations.
- Ms. Milam attended the Workforce Connections planning meeting with 10 community partners (including Las Vegas Global Business Alliance; METRO Chamber; College of Southern Nevada; UNLV Business School; Nevada State University; and Governor's offices of GOED, OWINN, DETR, and DHHS, among others). The focus of the meeting was to gather information on space use needs and activities in order to launch a new center for small business development and assistance at Sahara West Library this year. Financial support for the project will come from Workforce Connections of Southern Nevada. Personnel for the proposed Center will be supported by LVGEA and the METRO chamber.
- Department staff are developing the Library Foundation's Fiscal Year 2020-2021 budget.
- The Library Foundation sponsored a table for the UWSN "Empowering Women" event held on March 6. LVCCLD Trustees and Foundation Board members who attended include **Kelly Benavidez, Shannon Bilbray-Axelrod, Keiba Crear, Chaka Crome,** and **Nicole Rogers** (see photo to the right).
- Ms. Milam submitted the annual Community Benefits Report for the Mesquite QALICB project to Clearinghouse Community Development Corporation and JP Morgan Chase NA.





ITEM VIII.A.2.d.

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

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

DATE: April 3, 2020

SUBJECT: Information Technology Report, April 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 March:

Branding and Marketing Support

The IT Division continues to work on the District's rebranding project. The IT department worked with our e-mail security vendor to complete the configuration of our mail server and we can send e-mails to @thelibrarydistrict.org internally and externally. The team continues to reach out to our vendors to identify related tasks.

Head of CBS **Rebecca Colbert** joined Development and Planning Director **Danielle Milam** and Senior Project Associate **Paula Loop** for a conference call with KTNV and community partners to discuss *Summer Rise*. *Summer Rise* is a KTNV initiative that originated last year as a way to help keep students engaged in learning over the summer. This year's focus will likely be on how to enrich educational opportunities for those impacted by the business and community shutdowns in Nevada. The focus for the District was on increased electronic content as well as highlighting three databases that offer solid, pre-planned curriculum: *Brainfuse*, *Learning Express*, and *Socrates*.

Head of CBS **Rebecca Colbert** continues to appear on 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. The show is a nightly half-hour broadcast from 7 PM to 7:30 PM and will continue indefinitely.

Development and Planning Support

I worked with Development and Planning Director **Danielle Milam** and our consultant to complete the District's E-Rate application. This year's application, for FY23, includes a one-year contract extension for data services for the Mt. Charleston and Indian Springs libraries.

Financial Services Support

The IT department continues to work with AS Manager **Sufa Anderson**, Financial Services, and the staff at the East Las Vegas Library on the implementation of the pilot *Cashless System*. We worked with our vendor to resolve the remaining issues and the only outstanding issue is conducting staff training before we go live.

Head of CBS **Rebecca Colbert** and Acquisition Librarian **Heather Brooks** met with Financial Services to discuss transitioning to the District's new electronic invoicing system. The group developed new procedures for the transition and plans to implement the new process before the start of the new fiscal year.

General Services Support

Assistant IT Director **Ron Melnar** and IT Assistant **Nadine Griego** worked with Maintenance Supervisor **Truman Driver** to complete the replacement of the technicians' laptops with smartphones, to take advantage of the new work order system's mobile application and the ability to use the camera and other features of the smartphones.

The IT Division worked with Assistant General Services Director **John Vino**, Courier Supervisor **Keith Williams**, and our vendor to complete the replacement of our end-of-life central automated materials handling system (sorter) at the Windmill Service Center. This project's priority and execution were moved up radically due to the lead technician (Jacob Norman) being from Denmark and being recalled back to his country because of the COVID-19 outbreak. Mr. Norman and our local EnvisionWare Field Technician Mike Carl worked diligently to complete the installation so that Mr. Norman could return home. AS Manager **Sufa Anderson** worked with the team to complete the installation with **NO** downtime! Ms. Anderson also worked with the team to complete the staff training and acceptance testing. Systems and Network Supervisor **Gunnar Kim** worked with Mr. Vino and our contractor to complete the installation of the required power and data connections.

Assistant IT Director **Ron Melnar** worked with the Facilities Department to reconfigure two of the four digital advertising screens at the Windmill Library. The monitors, which were installed when the branch opened, recently failed. Mr. Melnar had to redesign the connectivity for the system because the interface on the new screens uses current technology.

Human Resources (HR) Support

The IT Department hosted Centennial Hills Library Page **Kevin Lin** for job shadowing. Mr. Lin was appreciative of the opportunity and impressed with the scope of responsibility of the IT Department.

Library Operations Support

The District's circulation for February was 921,879, of which 24% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Boulder City and North Las Vegas customers have access to the District's OverDrive e-media collection, and North Las Vegas Library District customers accounted for approximately 7.7% of our OverDrive circulation while Boulder City Library District customers accounted for approximately 1.9%. In February, the District's materials accounted for approximately 97.2% of our circulation, while Boulder City Library District items accounted for approximately 1.3%, and North Las Vegas Library District items accounted for 1.5% of the materials circulated to our customers. The District's materials accounted for approximately 15.6% of Boulder City Library District's circulation and 17% of North Las Vegas Library District's circulation.

CBS staff added 2,919 titles with 9,390 new items to the collection, while 15,350 items were withdrawn from the library catalog. Senior Cataloger **Monica Song** also added 240 unique titles for the Boulder City Library District and 60 titles with 78 items for the North Las Vegas Library District to the catalog. Collection Development staff added 4,236 e-books and e-audiobooks to the collection in February. Ms. Song and Cataloger **Kevin Bowman** also added 395 Government Document records to the catalog.

CBS staff is developing Book Club Kits for the branches. Collection Development Librarian **Debbie Tinsler** selected the titles for the first kit. These kits will include 25-30 copies of one title in a large container and stored at the Distribution Center for the branches to request and use for book club facilitation. Each kit will include regular, large print, paperback (where possible), and audio versions of the title, as well as reading group guides and discussion questions. Thirty kits were ordered and are awaiting processing, with plans for an additional 20 kits this year.

The Distribution Center's (DC) collection consists of 96,345 items, with 12,987 items circulating and 6,265 items filling customers Holds requests in February.

DC Librarian **Raychel Lendis** met with Head of CBS **Rebecca Colbert** and Digital Collection Development Librarian **Dan Wiig** at the DC to evaluate the collection and discuss portions of the branch collections to be sent to the DC. The branches were encouraged to weed their adult and juvenile audiobook collections and retain only the most recent two years onsite while sending the others to the DC. The redistribution of DVDs was also discussed.

In March, the outlying branches returned 360 of their less popular items in various formats to the DC and the DC sent the branches an equivalent quantity of items to refresh their collections.

Another role of the DC is to redistribute materials back to the branches to assist with filling gaps in their collections that are created when materials float out to other locations. Many branches also request materials from the DC for their collections, and there are materials at the DC that generate a large number of circulations and should be available for browsing in a branch. In February, the branches requested 978 items to supplement their collections and the DC redistributed an additional 1,327 popular items to the branches where they are likely to circulate.

DC Librarian **Raychel Lendis** oversees collection maintenance activities District-wide. Ms. Lendis compiled and assigned the *Missing* collectionHQ report to the branches in March. This report identifies items that have been in missing status for longer than six months without any additional activity on the item. Additionally, the Centennial Hills, Enterprise, Rainbow, Summerlin, and Windmill libraries were assigned the *Rebalance Pull* collectionHQ activity to request nonfiction adult materials from the DC to supplement gaps in their collections. Finally, Ms. Lendis performed reverse inventories on the Adult Periodical and YA Uncatalogued Graphic Novels collections at the West Las Vegas Library.

In February, the Interlibrary Loan (ILL) department received 460 requests from District customers to borrow materials from other libraries and the District received 800 requests from other libraries to borrow our materials. The average turnaround time (the time between when we receive a request, obtain the item, and prepare it to be shipped) was less than two days and there were 68 new ILL users in February.

The Electronic Resources (ER) department continues to merge eMedia accounts for customers who elect to receive new library cards to ensure customers can continue to enjoy their access to our large, diverse collection of eResources. 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. The ER department also continues to evaluate new eResources to add to our collection. This month, the department added four new resources: *Archives of Sexuality and Gender*, *African American Historical Series Collection*, *Ebony Magazine Archive*, and *Arte Publico Hispanic Historical Collection*.

The ER department continues with monthly staff training. This month, the department hosted a *WorldBook* training session for staff at the Windmill Service Center.

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 most popular tutorials in February were *Lynda* (with 32 unique views), *Hoopla* (29 unique views), and *Acorn TV* (25 unique views).

The ER department transitioned to the *Fresh Picks* eNewsletter reading recommendation solution in November 2018. *Fresh Picks* has over 20 categories of eNewsletters that are delivered weekly, bi-weekly, monthly, and bi-monthly and offers recommendations for a variety of genres and ages. In February, 6,896 *Fresh Picks* eNewsletters were sent to customers. The most popular eNewsletters were *Historical Fiction* (with an open rate of 53%), *Mystery and Fiction A-Z* (tied with an open rate of 52%), and *New York Times Fiction* (with an open rate of 50%). There were 164 new *Fresh Picks* subscriptions in February, with 697 unique subscribers accounting for 5,105 monthly subscriptions. To subscribe to *Fresh Picks*, visit <http://www.lvccld.org/freshpicks> and choose your favorite topics.

ER Manager **Jocelyn Bates** continues to lead our efforts in the implementation of the OpenAthens remote customer authentication solution. Ms. Bates met with EBSCO and over half of our database vendors have been contacted. Ms. Bates and

Network and ILS Analyst **Sloan Sakamoto** have also started to work on the local authentication.

iPad circulation for February was 366 and Hotspot circulation was 568.

AS Manager **Sufa Anderson** conducted the quarterly Technology Advisory Committee (TAC) meeting at the Windmill Library. The TAC discussed technology challenges in the branches and Ms. Anderson led the discussion on several District projects, including newly added Resources and staff eResources training. IT Director **Ron Melnar** attended the meeting and provided an update on IT projects, including the pilot payphone replacement, staff copiers connected to the network, and the annual PC Replacement Program. Mr. Melnar also provided input from an IT perspective on several Library Operations projects and answered questions about the challenges they are having at their branches.

IT Projects

The Annual Computer Refresh/Replacement Project for this fiscal year is approaching completion. The District is on a five-year replacement cycle, so all systems that are older than five years will be replaced. The replacement project for this fiscal year includes the replacement of all computers in Youth Services (YS) and the computer labs (CL) District-wide and laptops in several Homework Help Centers (HHC) and Literacy. The total number of replacements for this fiscal year is over 300 computers and laptops. The following locations were completed this month:

- Sahara West – 5 YS Staff computers
- West Charleston – 3 YS Staff computers
- West Las Vegas - 20 HHC Public laptops and 1 CL Staff laptop

The IT department redeployed 12 laptops and a charging cart, which was previously assigned to the Las Vegas Library's Adult Learning Program, to the ER department. The laptops will be used to provide training for staff and the public.

Support for *Windows Server 2008* ended in January 2020. The IT Department continues to upgrade all of the District's Windows 2008 servers. We are currently working with our vendor, EnvisionWare, to upgrade the Branch Manager software which controls the security gates as we replace the servers. The server at the Sahara West Library was completed this month.

Miscellaneous

AS Manager **Sufa Anderson** completed several end-of-month reports for the Library Operations Division, including statistics for fines, new library cards, and computer use. Ms. Anderson prepared and distributed Quick Start Library Cards for 7 branches to share access to electronic resources with youth at outreach events to schools and other locations. Additionally, Ms. Anderson continues to work with the Sierra Cleanup Committee to perform database cleanup activities in Sierra

Assistant IT Director **Ron Melnar**, ER Manager **Jocelyn Bates**, and IT Assistant **Nadine Griego** purchased and configured 12 iPads for use by the Board of Trustees with the new *Diligent Boards* application. All iPads were personalized with District e-mail addresses as the Apple ID.

Systems and Network Analyst **Chet Buasri** attended a week-long virtual Microsoft SQL Administration training class through the New Horizons Computer Learning Center in Las Vegas.

Regional Library Operations Manager **Leo Segura** and I visited the *I Street Press* at the Sacramento Public Library. *I Street Press* is an in-library printing press that prints over 4,000 customer books annually. We met with Special Projects Librarian Gerald Ward at the Central Library. Mr. Ward provided a wealth of information on the book creation process, including staff and equipment requirements, and copyright and International Standard Book Number (ISBN) considerations.

The District received notification from CenturyLink that it was no longer economically feasible to provide payphone services in our branches. CenturyLink has removed the payphones from the branches and the IT department is currently testing a District-provided replacement at the Clark County Library.

AS Manager **Sufa Anderson** and DC Librarian **Raychel Lendis** attended the Public Library Association (PLA) Conference in Nashville, TN. Ms. Anderson and Ms. Lendis met with several of our current vendors and reviewed the offerings of other potential vendors.

Assistant IT Director **Ron Melnar** serves the District's Health and Safety Mitigation Team (formerly the Pandemic Response Team). The Team met several times to review directives from the Governor's Office, the Centers for Disease Control and Prevention, and the World Health Organization and made recommendations regarding our response to the COVID-19 Pandemic. The IT Division completed several tasks related to the District's closure caused by the Pandemic:

- Access Services:
 - Turned off all notices in Sierra for the District, Boulder City, and North Las Vegas library districts
 - Updated the *Days Closed* table to reflect branch closures
 - Removed capability for placing holds from BiblioCommons and the Classic Catalog
 - Removed staff capability for clearing holds from the Holdshelf
 - Suspended all Welcome and Library Card Expiration e-mails
 - Updated library card expiration dates to June 30, 2020 to continue to provide services to customers during the closure
 - Changed *In Transit Too Long* to prevent items in transit from automatically changing to a missing status during closure
 - Waived late fines/fees for March as a courtesy for the District, Boulder City and North Las Vegas library districts
 - Extended due dates for materials checked out to customers to April 30, 2020
 - Forwarded all ER calls to the Unique Call Center
 - Turned off *Fresh Picks* so customers did not receive emails for items they could not place on hold
 - ER staff continues to reply to customer e-mails to the "Ask" account
- Collection and Bibliographic Services:
 - Postponed all vendor visits
 - Suspended shipments of materials that were not already in-transit

- Doubled Hoopla checkout limits to 20 items per month and highlighted special cultivated collections in Hoopla, Kanopy, and OverDrive on our website
- Purchased new OverDrive content
- IT department:
 - Added out-of-office messages for all staff e-mail accounts
 - Updated the telephone tree messages
 - Built and distributed several laptops and granted remote (VPN) access to staff
 - Extended Wi-Fi access to cover the parking lots
 - Disabled access to the PC Reservation System
 - Planned for the continued operations of critical IT systems during the closure, including system backups

AS Manager **Sufa Anderson** worked with Branding and Marketing and our vendor to create an eCard allowing new customers access to eResources during Library closure. The eCard was well received and Ms. Anderson worked with the Team to also develop a Spanish version of the eCard. This eCard will expand services to our community while we're closed. To date, over 7,000 eCards have been created.

FY 2019-2020 ELECTRONIC RESOURCES STATISTICS
February 2020

Customer Support	<i>Feb-19</i>	<i>Feb-20</i>	<i>% Change</i>	<i>FY18-19</i>	<i>FY19-20</i>	<i>% Change</i>
Number of Phone Calls to Electronic Resources	219	143	-34.70%	1,363	1,112	-18.42%
Length of Calls in Hours, Minutes, and Seconds	17:26:36	16:08:59	-7.42%	160:48:20	117:42:24	-26.80%
Number of emails to ask@lvccld.org	829	328	-60.43%	4,366	3,029	-30.62%
Number of Classes	0	0		11	5	
Number of Attendees	0	0		67	14	

Downloadables and Streaming Circulation	<i>Feb-19</i>	<i>Feb-20</i>	<i>% Change</i>	<i>FY18-19</i>	<i>FY19-20</i>	<i>% Change</i>
eBooks	93,406	105,854	13.33%	766,963	913,766	19.14%
Audiobooks	54,131	74,648	37.90%	431,486	585,064	35.59%
Magazines	8,014	8,992	12.20%	64,087	75,612	17.98%
Movies and TV	4,864	9,102	87.13%	44,168	79,688	80.42%
Music	24,259	26,357	8.65%	206,619	218,553	5.78%
Total	184,674	224,953	21.81%	1,513,323	1,872,683	23.75%

Online Resources Usage by Category	<i>Feb-19</i>		<i>Feb-20</i>		<i>% Change</i>		<i>FY18-19</i>		<i>FY19-20</i>		<i>% Change</i>	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	817	25,847	857	27,036	4.90%	4.60%	19,932	210,360	6,754	205,371	-66.11%	-2.37%
Health and Wellness	474	1,598	535	1,215	12.87%	-23.97%	1,782	10,398	2,700	5,273	51.52%	-49.29%
Homework Help	735	31,591	1,197	40,873	62.86%	29.38%	4,956	231,109	5,732	271,027	15.66%	17.27%
Limitless Learning	2,707	9,826	2,909	7,036	7.46%	-28.39%	20,075	69,275	23,909	59,919	19.10%	-13.51%
A-Z Resources (All Others)	12,996	28,972	11,951	32,029	-8.04%	10.55%	78,739	166,914	93,357	287,366	18.57%	72.16%

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 VIII.A.3.a.

April 2020

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Fred James, Chief Financial Officer

DATE: March 30, 2020

SUBJECT: Financial Services Report, April 2020

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

Administration

- Updated the District's cash flow analysis
- Submitted the auditing firm selection to the State Department of Taxation
- Prepared the Finance and Audit Committee agenda and agenda item related to the Fiscal Year 2020-2021 tentative budget
- Submitted the Annual Report to the Securities and Exchange Commission
- **Fred James** held numerous meetings with Human Resources (HR) staff
- **Floresto Cabias** created and updated staff user accounts in the Microsoft Serenic Navigator system purchasing component
- **Floresto Cabias** and **Lynn Lucuara** worked with District staff regarding purchasing training and procedures
- **Lynn Lucuara** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Lucuara** created and updated staff user accounts for online ordering of supplies from Staples, Office Plus, and Brodart (contract vendors); worked with District staff and vendors to update information and resolve issues
- **Lynn Lucuara** prepared and followed up on Agreements for Services for Literacy instructors and for performances scheduled for District-wide events
- **Lynn Lucuara** prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

Accounting

- Coded and verified all transactions (\$2.6M for the month of March)
- Performed all payroll related duties
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits

Financial Services Report

March 30, 2020

Page 2 of 2

- Provided detail budget status for staff as required
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed Financial Services and Programming & Venues Services (PVS) invoices
- Reviewed e-fines and patron inquiries regarding online payments
- Reconciled copier meter reading reports from branches/departments to invoices
- Staff cross-trained in payroll, fixed assets, cash receipts, and other Financial Services procedures



MEMORANDUM

To: Dr. Ronald R. Heezen, Executive Director

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

Date: March 30, 2019

Subject: February 2020 Budget Status Report

Enclosed are the budget status reports for February 2020. General fund revenues indicate that 61% of budgeted revenue has been collected. As compared to February 2019, the District collected 10% more in property taxes. Consolidated Tax Revenue (CTX) shows 51% collected so far this fiscal year, which matches the 51% collected for the same period during last fiscal year. Financial Services staff is closely monitoring revenues.

General Fund expenditures indicate that 61% 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 27% and 58% 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 02/01/2020 Through 02/29/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	35,896,047.44	44,855,000.00	8,958,952.56	19.97%
Intergovernmental Revenue	12,530,186.69	24,557,500.00	12,027,313.31	48.98%
Charges for Services	42,934.06	40,700.00	(2,234.06)	-5.49%
Fines & Forfeits	506,600.68	900,000.00	393,399.32	43.71%
Miscellaneous	1,027,966.60	1,036,800.00	8,833.40	0.85%
Total Revenues	50,003,735.47	71,390,000.00	21,386,264.53	29.96%
Expenditures				
Salaries	20,051,085.56	32,366,060.00	12,314,974.44	38.05%
Benefits	8,117,430.52	13,394,128.00	5,276,697.48	39.40%
Supplies & Services	8,508,430.64	16,203,089.00	7,694,658.36	47.49%
Capital Outlay	7,467,577.71	10,831,667.00	3,364,089.29	31.06%
Total Expenditures	44,144,524.43	72,794,944.00	28,650,419.57	39.36%
Exces (Deficit) Revenues of Expenditures	5,859,211.04	(1,404,944.00)	(7,264,155.04)	-9.40%
Other Financing Sources (Uses)				
Transfer to Other Funds	-	(6,000,000.00)	(6,000,000.00)	100.00%
Total Other Financing Sources (Uses)	-	(6,000,000.00)	(6,000,000.00)	100.00%

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

General Fund - 100

From 02/01/2020 Through 02/29/2020

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
110	Administration - Executive	373,619.42	830,987.00	457,367.58	55.04%
120	Administration - Library Operations	1,033,435.85	2,371,240.00	1,337,804.15	56.42%
200	Financial Services	955,210.50	1,765,231.00	810,020.50	45.89%
215	Community Outreach	325,338.41	773,521.00	448,182.59	57.94%
216	Youth Services	213,853.51	369,276.00	155,422.49	42.09%
220	Development and Planning	324,921.33	596,948.00	272,026.67	45.57%
240	General Services/Facilities	5,277,394.22	8,476,537.00	3,199,142.78	37.74%
250	Human Resources	1,246,824.28	2,539,542.00	1,292,717.72	50.90%
251	HR-Work Insurance	316,471.50	1,363,864.00	1,047,392.50	76.80%
260	Information Technology	2,737,023.72	3,941,669.00	1,204,645.28	30.56%
270	Literacy Department	202,399.52	381,284.00	178,884.48	46.92%
280	Branding and Marketing	1,179,444.99	2,232,694.00	1,053,249.01	47.17%
290	Access Services Department	694,849.24	1,041,903.00	347,053.76	33.31%
310	Collection and Bibliographic Services	8,904,353.74	13,053,821.00	4,149,467.26	31.79%
320	Gallery Services	109,214.93	185,473.00	76,258.07	41.12%
330	Facilities	1,928,546.76	3,114,887.00	1,186,340.24	38.09%
340	Community Engagement	230,668.14	482,558.00	251,889.86	52.20%
400	Library Operations	18,090,954.37	29,273,509.00	11,182,554.63	38.20%
Total		44,144,524.43	72,794,944.00	28,650,419.57	39.36%

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

General Fund - 100
Library Operations - Dept 400
From 02/01/2020 Through 02/29/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	63,200.47	99,973.00	36,772.53	36.78%
110	Bunkerville	42,410.12	84,673.00	42,262.88	49.91%
120	Clark County Library	1,818,714.52	2,939,461.00	1,120,746.48	38.13%
130	Enterprise Library	938,022.75	1,519,554.00	581,531.25	38.27%
140	Goodsprings	53,826.03	81,947.00	28,120.97	34.32%
160	Indian Springs	69,188.95	106,241.00	37,052.05	34.88%
180	Laughlin	487,770.29	765,807.00	278,036.71	36.31%
190	Mesquite	705,994.71	1,152,069.00	446,074.29	38.72%
200	Moapa Town	54,514.42	82,755.00	28,240.58	34.13%
210	Moapa Valley	209,931.17	342,813.00	132,881.83	38.76%
220	Mount Charleston	52,759.56	80,932.00	28,172.44	34.81%
230	Rainbow Library	1,313,631.78	2,059,131.00	745,499.22	36.20%
240	Sahara West Library	1,673,030.12	2,786,232.00	1,113,201.88	39.95%
250	Sandy Valley	59,596.85	89,443.00	29,846.15	33.37%
260	Searchlight	44,617.80	60,939.00	16,321.20	26.78%
270	Spring Valley Library	1,118,557.65	1,854,894.00	736,336.35	39.70%
280	Summerlin Library	1,010,029.75	1,650,793.00	640,763.25	38.82%
290	Sunrise Library	1,031,048.43	1,617,332.00	586,283.57	36.25%
300	West Charleston Library	1,169,570.13	1,901,430.00	731,859.87	38.49%
310	West Las Vegas Library	1,059,146.93	1,694,686.00	635,539.07	37.50%
320	Whitney Library	999,355.32	1,605,111.00	605,755.68	37.74%
360	Meadows Library	112,688.11	169,908.00	57,219.89	33.68%
370	Centennial Hills	1,350,562.17	2,227,501.00	876,938.83	39.37%
380	Windmill Library	1,334,229.98	2,212,165.00	877,935.02	39.69%
390	East Las Vegas Library	1,291,706.45	2,042,284.00	750,577.55	36.75%
605	City Misdemeanant	26,849.91	45,435.00	18,585.09	40.90%
Total		18,090,954.37	29,273,509.00	11,182,554.63	38.20%

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

General Fund - 100
From 02/01/2020 Through 02/29/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	15,521,194.25	24,544,911.00	9,023,716.75	36.76%
51200 Salaries - Part Time	3,947,030.45	6,519,525.00	2,572,494.55	39.46%
51300 Overtime Pay	32,334.83	55,000.00	22,665.17	41.21%
51400 Call Back Pay	6,651.97	8,595.00	1,943.03	22.61%
51500 Standby Pay	39,742.67	52,487.00	12,744.33	24.28%
51600 Longevity Pay	253,700.06	373,422.00	119,721.94	32.06%
51700 Separation Pay	137,410.87	312,120.00	174,709.13	55.97%
51800 Leave Buyout	113,020.46	500,000.00	386,979.54	77.40%
55100 Employees Retirement	4,919,702.43	7,430,068.00	2,510,365.57	33.79%
55200 Group Insurance	2,610,341.13	4,819,973.00	2,209,631.87	45.84%
55300 Workers' Comp. Payments	84,536.32	271,544.00	187,007.68	68.87%
55400 Medicare Coverage Expense	498,077.86	797,543.00	299,465.14	37.55%
55500 Unemployment Insurance	4,772.78	75,000.00	70,227.22	93.64%
61100 Office Supplies	244,018.20	470,630.00	226,611.80	48.15%
61110 Operating Supplies	281,351.59	647,140.00	365,788.41	56.52%
61120 Software & User Licenses	390,543.08	573,100.00	182,556.92	31.85%
61130 Software Maintenance	612,114.16	814,410.00	202,295.84	24.84%
61200 Book Materials & Supplies	78,330.42	150,000.00	71,669.58	47.78%
61205 Interlibrary Loan	349.44	4,500.00	4,150.56	92.23%
61210 Small Equipment	161,485.96	517,050.00	355,564.04	68.77%
61400 Equipment Repair & Maint.	539,627.94	673,199.00	133,571.06	19.84%
61410 Contracted Services	3,248,453.01	5,621,592.00	2,373,138.99	42.21%
61420 Building Repair & Maint.	98,657.17	218,200.00	119,542.83	54.79%
61500 Rental Expenses	26,515.53	114,976.00	88,460.47	76.94%
61600 Telephone	441,757.02	563,436.00	121,678.98	21.60%
61700 Utilities	1,071,643.00	2,109,118.00	1,037,475.00	49.19%
61800 Insurance & Bonds	314,195.70	356,000.00	41,804.30	11.74%
61900 Professional Services	185,949.76	973,200.00	787,250.24	80.89%
61910 Legal Services	73,579.70	598,350.00	524,770.30	87.70%
62200 Collection Agencies	65,677.50	200,000.00	134,322.50	67.16%
62300 Board Compensation	3,200.00	6,000.00	2,800.00	46.67%
62500 Postage	29,269.17	75,100.00	45,830.83	61.03%
62510 Advertising	27,180.10	188,700.00	161,519.90	85.60%
62600 Community Events	48,465.00	66,000.00	17,535.00	26.57%
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	92,047.61	265,250.00	173,202.39	65.30%
62800 Travel & Transportation	109,189.58	253,663.00	144,473.42	56.95%
62900 Printing & Reproduction	98,416.09	256,750.00	158,333.91	61.67%
63000 Dues & Subscriptions	29,800.11	42,800.00	12,999.89	30.37%
65000 Miscellaneous Expenses	17,805.19	43,300.00	25,494.81	58.88%
65100 Bank Charges	1,164.69	20,000.00	18,835.31	94.18%
67000 Rental Expenses to QALICBs	157,500.00	315,000.00	157,500.00	50.00%
81700 Library Books	7,467,577.71	10,831,667.00	3,364,089.29	31.06%
Total	44,144,524.43	72,794,944.00	28,650,419.57	39.36%

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

Grant Fund - 220

From 02/01/2020 Through 02/29/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	528,929.65	1,800,000.00	1,271,070.35	70.62%
Miscellaneous	55,188.99	-	(55,188.99)	
Total Revenues	584,118.64	1,800,000.00	1,215,881.36	67.55%
Expenditures				
Salaries	198,567.42	477,171.84	278,604.42	58.39%
Benefits	88,664.02	212,828.16	124,164.14	58.34%
Supplies & Services	219,841.48	500,000.00	280,158.52	56.03%
Capital Outlay	90,730.00	610,000.00	519,270.00	85.13%
Total Expenditures	597,802.92	1,800,000.00	1,202,197.08	66.79%
Exces (Deficit) Revenues of Expenditures	(13,684.28)	-	13,684.28	0.76%

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

Grant Fund - 220
From 02/01/2020 Through 02/29/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	188,390.85	477,171.84	288,780.99	60.52%
51200 Salaries - Part Time	9,263.45	-	(9,263.45)	
51300 Overtime Pay	111.42	-	(111.42)	
51600 Longevity Pay	801.70	-	(801.70)	
55100 Employees Retirement	57,633.25	155,621.57	97,988.32	62.97%
55200 Group Insurance	28,139.57	52,727.40	24,587.83	46.63%
55400 Medicare Coverage Expense	2,891.20	4,479.19	1,587.99	35.45%
61100 Office Supplies	1,523.68	4,379.09	2,855.41	65.21%
61120 Software & User Licenses	21,306.00	53,000.00	31,694.00	59.80%
61410 Contracted Services	148,473.00	422,700.00	274,227.00	64.88%
62700 Education & Training	42,275.85	-	(42,275.85)	
62800 Travel & Transportation	6,217.95	9,722.63	3,504.68	36.05%
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	90,730.00	150,000.00	59,270.00	39.51%
Total	597,802.92	1,800,000.00	1,202,197.08	66.79%

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

Gift Fund - 230

From 02/01/2020 Through 02/29/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	145,972.28	815,000.00	669,027.72	82.09%
Total Revenues	145,972.28	815,000.00	669,027.72	82.09%
Expenditures				
Salaries	40,000.00	-	(40,000.00)	
Supplies & Services	183,172.63	715,000.00	531,827.37	74.38%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	223,172.63	815,000.00	591,827.37	72.62%
Exces (Deficit) Revenues of Expenditures	(77,200.35)	-	77,200.35	9.47%

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

Gift Fund - 230
From 02/01/2020 Through 02/29/2020

	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	5,353.41	15,000.00	9,646.59	64.31%
61120 Software & User Licenses	399.98	-	(399.98)	
61210 Small Equipment	42,380.68	15,000.00	(27,380.68)	-182.54%
61410 Contracted Services	91,783.50	250,000.00	158,216.50	63.29%
61420 Building Repair & Maint.	7,177.00	-	(7,177.00)	
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61900 Professional Services	23,508.44	100,000.00	76,491.56	76.49%
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	7,203.11	-	(7,203.11)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	223,172.63	815,000.00	591,827.37	72.62%

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

Capital Projects Fund - 510
From 02/01/2020 Through 02/29/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	223,573.62	50,000.00	(173,573.62)	-347.15%
Total Revenues	223,573.62	50,000.00	(173,573.62)	-347.15%
Expenditures				
Supplies & Services	1,697,042.09	3,881,200.00	2,184,157.91	56.28%
Capital Outlay	440,517.60	9,820,100.00	9,379,582.40	95.51%
Total Expenditures	2,137,559.69	13,701,300.00	11,563,740.31	84.40%
Exces (Deficit) Revenues of Expenditures	(1,913,986.07)	(13,651,300.00)	(11,737,313.93)	-431.55%
Other Financing Sources (Uses)				
Transfer from Other Funds	-	6,000,000.00	6,000,000.00	100.00%
Total Other Financing Sources (Uses)	-	6,000,000.00	6,000,000.00	100.00%

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

Capital Projects Fund - 510
From 02/01/2020 Through 02/29/2020

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	17,043.88	10,000.00	(7,043.88)	-70.44%
61120 Software & User Licenses	97,383.54	321,000.00	223,616.46	69.66%
61210 Small Equipment	422,240.99	1,497,700.00	1,075,459.01	71.81%
61400 Equipment Repair & Maint.	53,239.28	-	(53,239.28)	
61410 Contracted Services	1,891.42	50,000.00	48,108.58	96.22%
61420 Building Repair & Maint.	522,124.03	1,994,500.00	1,472,375.97	73.82%
61900 Professional Services	569,216.69	-	(569,216.69)	
62800 Travel & Transportation	-	8,000.00	8,000.00	100.00%
65100 Bank Charges	13,902.26	-	(13,902.26)	
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	438,181.72	2,345,000.00	1,906,818.28	81.31%
Total	2,137,559.69	13,701,300.00	11,563,740.31	84.40%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
1025 - East Las Vegas
510 - Capital Projects Fund
From 2/1/2020 Through 2/29/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Professional Services	17,572.23		(17,572.23)	
Total Expenditures	17,572.23	0.00	(17,572.23)	0.00
Excess (Deficit) Revenues over Expenditures	(17,572.23)	0.00	17,572.23	0.00

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
2050 - Furniture Replacement
510 - Capital Projects Fund
From 2/1/2020 Through 2/29/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Small Equipment	49,054.24	200,000.00	150,945.76	75.47%
Bldg. Maint. & Repair	138.44		(138.44)	
Total Expenditures	49,192.68	200,000.00	150,807.32	75.40%
Excess (Deficit) Revenues over Expenditures	(49,192.68)	(200,000.00)	(150,807.32)	75.40%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
2200 - Financial Services
510 - Capital Projects Fund
From 2/1/2020 Through 2/29/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Small Equipment	25,946.96	185,000.00	159,053.04	85.97%
Professional Services	12,176.25		(12,176.25)	
Bank Charges	13,902.26	40,000.00	26,097.74	65.24%
Capital Equipment - Major	18,550.10	80,000.00	61,449.90	76.81%
Total Expenditures	<u>70,575.57</u>	<u>305,000.00</u>	<u>234,424.43</u>	<u>76.86%</u>
Excess (Deficit) Revenues over Expenditures	<u>(70,575.57)</u>	<u>(305,000.00)</u>	<u>(234,424.43)</u>	<u>76.86%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
4010 - Tech Replacements Upgrades
510 - Capital Projects Fund
From 2/1/2020 Through 2/29/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Operating Supplies	125.00		(125.00)	
Software & User Licenses	97,383.54	321,000.00	223,616.46	69.66%
Small Equipment	333,649.61	563,000.00	229,350.39	40.74%
Equipment Maint. & Repair	23,146.63		(23,146.63)	
Contracted Services	1,891.42	50,000.00	48,108.58	96.22%
Travel & Transportation		8,000.00	8,000.00	100.00%
Capital Equipment - Major	172,268.76	985,000.00	812,731.24	82.51%
Total Expenditures	<u>628,464.96</u>	<u>1,927,000.00</u>	<u>1,298,535.04</u>	<u>67.39%</u>
Excess (Deficit) Revenues over Expenditures	<u>(628,464.96)</u>	<u>(1,927,000.00)</u>	<u>(1,298,535.04)</u>	<u>67.39%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5010 - Bldg Repair and Maintenance
510 - Capital Projects Fund
From 2/1/2020 Through 2/29/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Operating Supplies	16,918.88	10,000.00	(6,918.88)	-69.19%
Small Equipment	13,590.18	30,000.00	16,409.82	54.70%
Bldg. Maint. & Repair	395,544.59	1,994,500.00	1,598,955.41	80.17%
Professional Services	33,020.00		(33,020.00)	
Capital Improvements		648,000.00	648,000.00	100.00%
Capital Equipment - Major		20,000.00	20,000.00	100.00%
Total Expenditures	<u>459,073.65</u>	<u>2,702,500.00</u>	<u>2,243,426.35</u>	<u>83.01%</u>
Excess (Deficit) Revenues over Expenditures	<u>(459,073.65)</u>	<u>(2,702,500.00)</u>	<u>(2,243,426.35)</u>	<u>83.01%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5015 - Facilities Master Plan
510 - Capital Projects Fund
From 2/1/2020 Through 2/29/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Revenues				
Interest Earnings	96,413.29	50,000.00	(46,413.29)	-92.83%
Unrealized Gain/(Loss) - Investments	127,160.33		(127,160.33)	
Total Revenues	<u>223,573.62</u>	<u>50,000.00</u>	<u>(173,573.62)</u>	<u>-347.15%</u>
Expenditures				
Professional Services	497,448.21		(497,448.21)	
Construction in Progress		1,800,000.00	1,800,000.00	100.00%
Capital Improvements		5,027,100.00	5,027,100.00	100.00%
Capital Equipment - Major		1,060,000.00	1,060,000.00	100.00%
Total Expenditures	<u>497,448.21</u>	<u>7,887,100.00</u>	<u>7,389,651.79</u>	<u>93.69%</u>
Excess (Deficit) Revenues over Expenditures	<u>(273,874.59)</u>	<u>(7,837,100.00)</u>	<u>(7,563,225.41)</u>	<u>96.51%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5020 - PVS Projects
510 - Capital Projects Fund
From 2/1/2020 Through 2/29/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Small Equipment		479,700.00	479,700.00	100.00%
Equipment Maint. & Repair	30,092.65		(30,092.65)	
Bldg. Maint. & Repair	126,441.00		(126,441.00)	
Professional Services	9,000.00		(9,000.00)	
Capital Improvements	2,335.88		(2,335.88)	
Capital Equipment - Major	21,882.61		(21,882.61)	
Total Expenditures	<u>189,752.14</u>	<u>479,700.00</u>	<u>289,947.86</u>	<u>60.44%</u>
Excess (Deficit) Revenues over Expenditures	<u>(189,752.14)</u>	<u>(479,700.00)</u>	<u>(289,947.86)</u>	<u>60.44%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
9010 - Vehicle Purchase and Replacement
510 - Capital Projects Fund
From 2/1/2020 Through 2/29/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Capital Equipment - Major	225,480.25	200,000.00	(25,480.25)	-12.74%
Total Expenditures	225,480.25	200,000.00	(25,480.25)	-12.74%
Excess (Deficit) Revenues over Expenditures	(225,480.25)	(200,000.00)	25,480.25	-12.74%

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

Debt Service Fund - 610

From 02/01/2020 Through 02/29/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	12.16	-	(12.16)	
Miscellaneous	3,749.75	10,000.00	6,250.25	62.50%
Total Revenues	3,761.91	10,000.00	6,238.09	62.38%
Expenditures				
Supplies & Services	3,536.95	10,000.00	6,463.05	64.63%
Debt Service	-	-	-	
Total Expenditures	3,536.95	10,000.00	6,463.05	64.63%
Exces (Deficit) Revenues of Expenditures	224.96	-	(224.96)	-2.25%

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

Debt Service Fund - 610
From 02/01/2020 Through 02/29/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61900	Professional Services	161.95	-	(161.95)	
65100	Bank Charges	3,375.00	10,000.00	6,625.00	66.25%
Total		3,536.95	10,000.00	6,463.05	64.63%

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 02/25/2020 Through 03/25/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10000	3/25/2020	2486	Sonitrol Of Southern NV	Various Alarm Monitoring	3,693.00
10002	3/25/2020	2702	Grainger, Inc.	Various	1,372.14
10003	3/25/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	2,172.70
10004	3/25/2020	2809	LVVWD	Service Jan 20 & Feb 20	15,351.14
10005	3/25/2020	2891	AFLAC	Premium March 2020	1,471.30
10006	3/25/2020	3500	Garda CL West, Inc	Armored Transportation Svc - Feb 2020	2,895.35
10007	3/25/2020	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	745.08
10008	3/25/2020	4723	Purvis Industries - Las Vegas NV	Various	509.41
10009	3/25/2020	5001	UniFirst Corporation	Uniform Rental	129.17
10010	3/25/2020	5130	OverDrive Inc.	Materials for FY 2019-2020	177,674.49
10011	3/25/2020	6253	Karen E. Whisenhunt	Radios and Mics	812.00
10012	3/25/2020	6704	Schneider Electric	FY20 Agreement	2,807.33
10014	3/25/2020	7943	Communication Electronic Systems Inc	CH WM Monitoring	130.00
10016	3/25/2020	8122	Staples Advantage Dept LA	Clssic red 2 ply lunch - SW	996.17
10017	3/25/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	337.50
10018	3/25/2020	8575	Intermountain Lock and Security Supply	Various	468.00
10021	3/25/2020	8811	Shannon Bilbray-Axelrod	Board Comp - 3/18/20 Emergency Mtg	40.00
10022	3/25/2020	8945	Robin Wadley Munier	Board Comp - 03/12/20	40.00
10023	3/25/2020	9082	Mastertech Security Services	MQ Alarm Monitoring	134.85
10024	3/25/2020	9101	O'Reilly Auto Parts	Various	51.96
10025	3/25/2020	9133	Ted Wiens Tire & Auto Centers	Various	70.90
10027	3/25/2020	9279	Marilyn Francis Drake	Travel RMB -PLA Meeting Nashville	1,768.77
10028	3/25/2020	9332	Felipe A. Ortiz	Board Comp - 03/12/20	80.00
10029	3/25/2020	9383	Office Plus	Crtchg.lsr,bk,hp 37a - SW	340.88
10032	3/25/2020	9648	Bailey Kennedy, LLP	10912-015 /Policies/Procedures	480.00
10033	3/25/2020	9729	Windstream	Services 03/15/20-04/14/20	650.29
10037	3/25/2020	9928	Stimulus Technologies	Services Apr 2020 - MC	1,047.95
87691	2/25/2020	11069	Ms. Douglas Lam	Refund money on PCRes account	5.20
87692	2/27/2020	10100	Long Range Systems, LLC (LRS)	Adver-Teaser Guest Pager	839.96
87693	2/27/2020	10245	Mosby Music Group	Three 60min Valentine's Day concerts	9,600.00
87694	2/27/2020	10253	Elizabeth Ann Foyt	Board Comp Feb 2020	40.00
87695	2/27/2020	10297	Susan Anton, Inc.	Two 75min concerts @ SM 3/7 & 3/8	3,750.00
87696	2/27/2020	10363	Adam Schroeder	"Journey Through Jazz" - CC 2/18/20	500.00
87697	2/27/2020	10459	Batteries Plus Bulbs 696	Various	172.97
87699	2/27/2020	10742	The Dr Shirley Linzy Young Artists Orchestra of LV	"An Afternoon w/the Opera Stars" 2/23/20	500.00
87700	2/27/2020	10745	HESC	Mandated Court Payment	211.99
87701	2/27/2020	10809	Sandra Kay Ramaker	Board Comp Feb 2020	40.00
87702	2/27/2020	10930	Business Enterprises of Nevada - (DETR)	MLQ: Management Fee - Monthly	612.00
87703	2/27/2020	10945	UNLV Board of Regents	Jazz Combo Concert @ WM 2/24/20	300.00
87704	2/27/2020	10989	Judy Chappell	Transcription - Board Mtg Feb 2020	321.50
87705	2/27/2020	11007	Jesus Jose Sutherland	Freelance Design Work Various 9hrs57min	497.50
87706	2/27/2020	11015	Tammy Jarman	Mileage RMB 02/21/20	31.63
87707	2/27/2020	11019	Shannan L. Gloyd Verley	Kemet in the Desert Series - Feb 21 & 22	500.00
87708	2/27/2020	11055	Bryant K. Rogers	Board Comp Feb 2020	40.00
87709	2/27/2020	11552	Destiny Executive Search Group, Inc.	Retainer - HR Director search	15,333.00
87710	2/27/2020	11804	U.S. Dept. of Education AWG	Mandated Court Payment	269.25
87711	2/27/2020	1201	Best Janitorial Services of Nevada	Extra Janitorial Services - January 2020	828.00
87712	2/27/2020	1458	State Collections & Disbursement Unit	Mandated Court payment	1,163.72
87713	2/27/2020	1474	Di Bella Flowers & Gifts	Sympathy Flowers - Jan 2020	205.96
87714	2/27/2020	1577	FedEx	Express services - Jan 2020	45.62
87715	2/27/2020	2494	Southwest Gas Corp.	Service 01/15/20-02/13/20 CC	3,297.13
87719	2/27/2020	3149	Midwest Tape	Materials for FY 2019-2020	26,891.34
87720	2/27/2020	3309	Batteries Plus	Various	41.97
87721	2/27/2020	4117	Television Monitoring Services, Inc.	Cox Teen Lab Transfers	800.00
87722	2/27/2020	4540	Office Team	Tammy Jarman 23.43 hrs	619.72
87723	2/27/2020	5026	Nevada State Treasurer	Mandated Court Payment	6.00
87724	2/27/2020	5246	Kelly D. Benavidez	Board Comp - Feb 2020	40.00
87725	2/27/2020	6206	Vitral	Translation Services Discover STEM, Rules	242.00
87731	2/27/2020	7369	SYNCHRONY BANK/AMAZON	Cosco Rolling ommercial Step - FAC	11,286.38
87732	2/27/2020	7677	Uline, Inc.	For Inventory Storage Cage	1,178.99
87733	2/27/2020	8437	Super Cleaners	Dry Cleaning Services for PVS/SPS	31.00
87734	2/27/2020	8441	Lego Education	WeDo 2.0 ReadyGo 24-Student Pack	3,866.00
87735	2/27/2020	8731	UNUM Life Insurance Co. of America	Unum March 2020	770.50
87736	2/27/2020	9426	Rapid Color, Inc.	INV 123143 VGK Library Card Flyer QTY 5000	3,654.00
87737	2/27/2020	9711	Jose L. Melendrez	Board Comp Feb 2020	40.00
87738	2/27/2020	9937	AFLAC Premium Holding	Premium February 2020	3,193.52
87739	2/27/2020	9966	The Sherwin-Williams Co.	Various	177.19
87740	3/5/2020	10162	CenturyLink	Service Feb 2020	189.38
87741	3/5/2020	10176	Jonathan Karrant	One 75min concert 3/15/20 SM	2,800.00
87742	3/5/2020	10212	Virgin Valley Water District	Service 01/20/20-02/20/20	543.65
87743	3/5/2020	10217	T-Mobile	Service 01/21/20-02/20/20	2,750.98
87744	3/5/2020	10336	Opera Las Vegas	"Opera Legends in Black" 2/28/20	1,000.00
87745	3/5/2020	10389	The Firm	Public Relations Svcs - Feb 2020	6,685.80
87746	3/5/2020	10781	Rex Arthur Havens	Comedy Show - Feb 2020	3,600.00
87747	3/5/2020	10872	Radioactive Productions	Video shoot - Cox STEAM	550.00
87748	3/5/2020	10927	CenturyLink	Service Feb 2020	1,866.02
87749	3/5/2020	10972	Black Knights Sports Arena	Chance Dolls QTY 40	1,280.00
87750	3/5/2020	10998	Sprint	Service 11/27/19-01/26/20	39,958.54
87751	3/5/2020	11021	Nellie McKay	Three 60min solo musical	3,000.00
87752	3/5/2020	11042	Valeria Cristina Aguazua Guerrero	5h AIR Collaborations 1/17/20	135.00
87753	3/5/2020	11060	RATstands, Ltd.	Speeddeck platform - 50% Pre-Payment	4,469.75
87754	3/5/2020	11813	Capitol Builders Hardware, Inc.	CH: Emergency Service Call to troubleshoot	244.95
87755	3/5/2020	1201	Best Janitorial Services of Nevada	BD Janitorial	118,555.16
87756	3/5/2020	1556	Ewing Bros. Inc.	#43: Tow to SC	105.00
87757	3/5/2020	1854	Kamer Zucker Abbott	Legal Fees - Jan & Feb 2020	11,637.50
87759	3/5/2020	1991	Lowe's Improvement	Various	1,012.73
87760	3/5/2020	2097	Moapa Valley Telephone Co. Inc.	Service 02/26/20-03/25/20	1,188.64
87761	3/5/2020	2175	NV Energy	Invoice P1021249	6,007.98

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 02/25/2020 Through 03/25/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87762	3/5/2020	2494	Southwest Gas Corp.	Service 01/24/20-02/25/20 CH	3,905.92
87763	3/5/2020	2838	Verizon Wireless	Service 01/21/20-02/20/20	7,054.69
87766	3/5/2020	3149	Midwest Tape	Materials for FY 2019-2020	13,146.25
87767	3/5/2020	3515	Burrelle's	Clip Transactions QTY 55 - Feb 2020	220.14
87768	3/5/2020	4540	Office Team	Tammy Jarman 21.25 hrs	562.06
87769	3/5/2020	4676	Color Reflections	VKG Bookmark Banners	601.50
87770	3/5/2020	6206	Vitral	123 Andres translation	50.00
87771	3/5/2020	6646	Aqua Serv Engineers, Inc	Water Treatment	2,306.85
87772	3/5/2020	6817	Reliance Connects	Service Mar 2020	630.25
87773	3/5/2020	7872	Franco Valeriani	30min Music @ Garden Mkt 02/29/20	100.00
87774	3/5/2020	8637	LYRASIS	PLAmetrics Annual Sub. 02-01-20 to 02-01-21	200.00
87775	3/5/2020	9677	Elm USA, Inc.	Water bottle cap module	30.09
87776	3/5/2020	9997	Ryan Guzman Seco	30min Music @ Garden Mkt - 2/29/20	100.00
87783	3/12/2020	10745	HESC	Mandated Court Payment	211.99
87793	3/12/2020	2053	Matthew Bender & Co., Inc.	Moore's Federal Rules Pamphlet 2020ed	1,883.98
87795	3/12/2020	2117	Multi-Cultural Books & Videos, Inc.	Materials for FY 2019-2020	4,995.71
87797	3/12/2020	2175	NV Energy	Service 01/27/20-02/25/20 EV	47,947.16
87798	3/12/2020	2354	Recorded Books	Materials for FY 2019-2020	3,775.10
87802	3/12/2020	2837	Republic Services 620	Current Svc/Rent 02/01-03/31 SJ	6,138.63
87807	3/12/2020	3309	Batteries Plus	Various	85.80
87812	3/12/2020	4435	Film Ideas, Inc	Library Books	332.60
87814	3/12/2020	5026	Nevada State Treasurer	Mandated Court Payment	6.00
87817	3/12/2020	9601	Steve Spangler Science	Insta-Snow Powder (XS)	478.00
87821	3/13/2020	10995	Mosyle Corporation	For remote management of Mac fleet	720.00
87822	3/23/2020	10161	MLAM, Inc.	Bal. Due - 72min Concerts 03/07 & 03/08	7,750.00
87824	3/23/2020	10253	Elizabeth Ann Foyt	Board Comp - 03/12/20	40.00
87825	3/23/2020	10389	The Firm	Public Relations Svcs - Jan 2020	5,988.95
87826	3/23/2020	10445	CenturyLink	Service Mar 2020 (Feb usage)	325.00
87827	3/23/2020	10493	CMRS-POC	Postage for WM Meter - Acct# 8050091	25,000.00
87829	3/23/2020	10641	Quench USA, Inc.	Various Filtered Water	850.00
87830	3/23/2020	10745	HESC	Mandated Court Payment	213.84
87831	3/23/2020	10809	Sandra Kay Ramaker	Board Comp - 3/18/20 Emergency Mtg	40.00
87832	3/23/2020	10974	Sally A. Ethridge	The Piano Woman Series - Feb 11th	200.00
87833	3/23/2020	11015	Tammy Jarman	Mileage RMB 03/09 & 03/12	24.15
87834	3/23/2020	11026	Ronald Gartner	Travel Expenses - May 2020	250.00
87837	3/23/2020	11054	SkillPath	Books from Admin Conference	159.95
87838	3/23/2020	11055	Bryant K. Rogers	Board Comp - 3/18/20 Emergency Mtg	40.00
87839	3/23/2020	11073	Mariah Nichole Garnett	Refund for returned items	39.90
87840	3/23/2020	11076	Quadiant, Inc.	Meter rental 03/07/20-06/06/20	80.85
87841	3/23/2020	11804	U.S. Dept. of Education AWG	Mandated Court Payment	458.23
87842	3/23/2020	11813	Capitol Builders Hardware, Inc.	SU: Replace door closer on interior manual	370.01
87843	3/23/2020	11820	Andrea Balsa Rovzar	INV 242 LVCCCL Emergency VO Spanish	200.00
87844	3/23/2020	11821	Alexander Barnes	Overpayment on Library Acct	205.90
87845	3/23/2020	11822	Scotfield Realty, Inc.	Overpayment on Library Acct.	37.45
87846	3/23/2020	1201	Best Janitorial Services of Nevada	Extra Janitorial Services - February 2020	391.00
87847	3/23/2020	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Services 04/01/20-06/30/20 SW	1,986.86
87848	3/23/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	2,327.44
87849	3/23/2020	1474	Di Bella Flowers & Gifts	Sympathy flowers - V. Davis-Hoggard	97.99
87850	3/23/2020	1577	FedEx	Express Services - Feb 2020	393.67
87851	3/23/2020	1710	Henri Specialties	SW: (6) Soap Dispensers	120.00
87852	3/23/2020	1950	Liberty Lock and Security	Various	27.00
87853	3/23/2020	2097	Moapa Valley Telephone Co. Inc.	Service 02/26/20-03/25/20	93.73
87854	3/23/2020	2159	AT&T SBC	Service 02/25/20-03/24/20	288.92
87855	3/23/2020	2175	NV Energy	Service 02/03/20-03/04/20 WM	8,321.16
87856	3/23/2020	2354	Recorded Books	Materials for FY 2019-2020	112.28
87857	3/23/2020	2494	Southwest Gas Corp.	Service 01/28/20-02/27/20 SW	10,214.98
87858	3/23/2020	2567	Teamsters Local Union #14	Unions Dues - March 2020	9,627.00
87860	3/23/2020	2858	Jay O'Day, Inc.	English Webster's New English Dictionary	534.00
87866	3/23/2020	3149	Midwest Tape	Materials for FY 2019-2020	33,562.80
87869	3/23/2020	3383	Home Depot Credit Services	January - February 2020 Various	2,513.16
87870	3/23/2020	3559	Nancy Hodges (Other-PC)	Replenish Petty Cash	148.87
87871	3/23/2020	3649	Las Vegas Review Journal	INV 267838 RackLease 2/20	1,560.00
87872	3/23/2020	4540	Office Team	Tammy Jarman 11.92	2,132.13
87873	3/23/2020	5026	Nevada State Treasurer	Mandated Court Payment	6.00
87874	3/23/2020	5246	Kelly D. Benavidez	Board Comp - 03/12/20	40.00
87875	3/23/2020	5463	Displays2Go	LA: Literature Displays	1,133.97
87877	3/23/2020	6206	Vitral	Translation Services Summer Challenge	377.00
87879	3/23/2020	7812	eRate 360 Solutions	e-rate forms processing	18,000.00
87880	3/23/2020	8192	AT&T	Service 03/01/20-03/31/20	50.96
87881	3/23/2020	8343	The National Enquirer	14 National Enquirer subs	1,812.86
87882	3/23/2020	8718	Library Ideas, LLC	Materials for FY 2019-2020	9,234.60
87883	3/23/2020	9117	Thomson Reuters Tax & Accounting Inc-Checkpnt	CPL Premier - F. James 6/22/20-6/21/21	359.00
87884	3/23/2020	9538	Wex Bank	Vehicle Fuel in MQ	33.72
87885	3/23/2020	9711	Jose L. Melendrez	Board Comp - 03/12/20	40.00
87886	3/23/2020	9788	Matias Rodriguez	#62: Tint windows and add glare strip	90.00
87887	3/23/2020	9895	National Benefit Services, LLC	Admin Fee Feb 2020	507.00
87888	3/23/2020	9945	Texas Life Insurance Company	Premium March 2020	488.08
87889	3/23/2020	9966	The Sherwin-Williams Co.	Various	109.44
87890	3/24/2020	10413	Chadwick Music Events LLC	Refund for PAC 5/29/20 - Covid-19	273.75
87891	3/24/2020	11007	Jesus Jose Sutherland	Freelance Work 5 Events Mar. 2020	417.50
87892	3/24/2020	11823	Javier Estrada	Transportation expenses - Exhibit @ SW	1,200.00
87893	3/24/2020	10834	Brittany Mangelson	Transcription Mar 12, 2020 - Regular Mtg	345.50
87894	3/24/2020	11078	Miss Marsha's Mini School LLC	Refund for PAC 5/12-14/20 - Covid-19	420.00
87895	3/24/2020	11079	J.O.Y. Academy of S. NV.	Refund for PAC 5/19/20 - Covid-19	240.00
87896	3/24/2020	11824	French Congregation of Jehovah's Witnesses	Refund for CR 4/7/20 - Covid-19	505.00
87897	3/24/2020	11825	Leadership Academy of Nevada	Refund for CR & PAC 5/22/20 - Covid-19	380.00
87898	3/24/2020	11826	Earnest Monroe	Refund for PAC 3/13 & 5/09- Covid-19	440.00
87899	3/24/2020	11827	Mars Dance, Inc.	Refund for PAC 6/25-26/20 - Covid-19	390.00

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
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Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
9806	3/2/2020	10082	Puliz Records Mgt LV	JAN 2020 destruction units	102.50
9807	3/2/2020	10478	Renovation Plano Services	high quality grilled uncover	699.18
9809	3/2/2020	1064	Allied Refrigeration Inc.	Various	1,153.05
9810	3/2/2020	1157	AZ Partsmaster	Various	152.18
9811	3/2/2020	1240	Brady Industries of Nevada, LLC	Various	230.62
9812	3/2/2020	1244	Bron Tapes, Inc.	Bron tape - Book binding tape	979.20
9813	3/2/2020	1535	El Mundo	Feb Purchasing Ad	80.00
9814	3/2/2020	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	44,514.76
9815	3/2/2020	1742	Ideal Supply Company Inc.	Various	618.32
9816	3/2/2020	1757	Ingram Library Services	Materials for FY 2019-2020	11,910.38
9817	3/2/2020	1837	Johnstone Supply	Various	418.48
9818	3/2/2020	1897	Lakeshore Learning Materials	Pretend & Play Combo Kitchern -YS	734.78
9819	3/2/2020	2152	Nedco Supply	Various	2,013.15
9820	3/2/2020	2215	OCLC Inc. # 774425	Cataloging/ ILL charges	4,654.08
9821	3/2/2020	2698	Virgin Valley Disposal	Rental Fee/Toter Svc Jan 2020	136.50
9822	3/2/2020	2702	Grainger, Inc.	Various	1,724.25
9823	3/2/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	47,775.15
9824	3/2/2020	2803	Boulevard Trophy	Name Tags, Plates, Panels	44.50
9825	3/2/2020	2860	Las Vegas Review Journal	Feb Purchasing ad - El Tiempo	43.75
9826	3/2/2020	2891	AFLAC	Premium Feb 2020	1,474.30
9827	3/2/2020	3020	Discount School Supply	Metallic Washable Stamp Pads - SU	62.33
9828	3/2/2020	3770	Cox Communications of Las Vegas	Service 02/17/20-03/16/20	13,382.33
9829	3/2/2020	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	3,057.88
9830	3/2/2020	4723	Purvis Industries - Las Vegas NV	Various	109.94
9831	3/2/2020	5130	OverDrive Inc.	Materials for FY 2019-2020	62,654.43
9832	3/2/2020	5718	Tangerine Office Machines	Misc. Printer Parts/Repairs FY 19-20	654.98
9833	3/2/2020	5769	The Penworthy Company	Materials for FY 2019-2020	19,275.47
9834	3/2/2020	6055	WebTrends, Inc. #774504	Webtrends Maintenance-Ends: 12/1/20	2,711.16
9835	3/2/2020	7188	Innovative Interfaces, Inc.	Decision Center Sub 3/1/20-3/31/21	26,953.04
9836	3/2/2020	7655	Gill's Printing and Color Graphics	5,000 V GK Bookmarks Engelland	3,790.00
9837	3/2/2020	8010	Allied Universal Security Services	PVS Event Guards 02/07/20 - 02/20/20	2,034.05
9839	3/2/2020	8789	Findlay Chevrolet	Various	254.98
9840	3/2/2020	8811	Shannon Bilbray-Axelrod	Board Comp Feb 2020	40.00
9841	3/2/2020	8945	Robin Wadley Munier	Board Comp Feb 2020	40.00
9842	3/2/2020	9101	O'Reilly Auto Parts	Various	22.98
9843	3/2/2020	9133	Ted Wiens Tire & Auto Centers	Various	1,372.97
9844	3/2/2020	9139	SHI International Corp.	Nessus Vulnerability Scan Renewal: Exp: 01/21	1,991.67
9845	3/2/2020	9159	Mesquite Lumber /Ace Hardware	MQLC: Water Heater Repair	122.53
9846	3/2/2020	9225	Kronos	Software Support Services	65,411.00
9847	3/2/2020	9279	Marilyn Francis Drake	Board Comp Feb 2020	40.00
9848	3/2/2020	9332	Felipe A. Ortiz	Board Comp Feb 2020	40.00
9849	3/2/2020	9383	Office Plus	Oem toner hp 648a cyan - WH	1,609.84
9851	3/2/2020	9730	Commercial Lighting Specialties	Various	3,283.74
9852	3/2/2020	9907	PLIC-SBD Grand Island (Principal)	Premium Mar 2020	24,403.20
9854	3/9/2020	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape	800.00
9855	3/9/2020	10478	Renovation Plano Services	Additional Hammers for CC piano	109.00
9856	3/9/2020	10650	Fun City Distribution, Inc.	Library Highlights Distribution Spring20	1,480.00
9857	3/9/2020	10654	Educational Testing Service (ETS)	PBT Test January 2020	180.00
9858	3/9/2020	10686	NLS Grounds Management, LLC	WM: Replace missing tree next to main entrance	18,309.74
9861	3/9/2020	10912	SNEZH, LLC	FlashForge New Creator Pro Dual Extruder	888.95
9862	3/9/2020	1180	Baron Pest Solutions, Inc.	LA Pest Control	37.00
9863	3/9/2020	1457	Demco, Inc.	Bean Bags for WH Teen Zone - WH	168.00
9864	3/9/2020	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	1,875.17
9865	3/9/2020	1757	Ingram Library Services	Materials for FY 2019-2020	8,291.38
9866	3/9/2020	2307	Progressive Elevator	CC: 3-Stop Elev	400.00
9867	3/9/2020	2471	Silver State Glass & Mirror	WH Service Call: Teen Zone door is not consis	150.00
9868	3/9/2020	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	119.69
9869	3/9/2020	2682	Valley Enterprises, Inc.	Janitorial	5,309.69
9870	3/9/2020	2698	Virgin Valley Disposal	Rental Fee/Toter Svc Feb 2020	116.18
9871	3/9/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	15,613.92
9872	3/9/2020	3324	Rio Virgin Telephone Co.	Service Mar 2020	314.68
9873	3/9/2020	3776	Got Bugs LLC	MQ Pest Control	200.00
9874	3/9/2020	3856	Audio Xpert	OSC Amp Repair WV	490.00
9875	3/9/2020	4108	American Library Association	Mbrshp renewal - E. Foyt	597.00
9877	3/9/2020	4517	Fingerprint Pros, Inc.	4 Pre-Employment Fingerprints	236.00
9878	3/9/2020	4522	Quest Diagnostics	10 pre-employment drug tests	830.05
9879	3/9/2020	5001	UniFirst Corporation	Uniform Rental	258.34
9880	3/9/2020	6396	4Wall Entertainment, Inc.	D40XTI MEDIUM, ROUND DIFFUSER KIT	1,696.00
9881	3/9/2020	6704	Schneider Electric	FY20 Agreement	2,807.33
9883	3/9/2020	7687	United Lock and Security, Inc.	Various: Misc repair service 61420	149.00
9884	3/9/2020	8010	Allied Universal Security Services	Security 02/07/20-02/20/20 - CH	81,908.42
9885	3/9/2020	8122	Staples Advantage Dept LA	16 ct Twist up crayon - LA	8,519.03
9886	3/9/2020	8354	Gruber Technical Inc.	CC CH SM WM UPS	4,644.00
9888	3/9/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	602.50
9889	3/9/2020	9133	Ted Wiens Tire & Auto Centers	Repair/ Service	121.95
9890	3/9/2020	9159	Mesquite Lumber /Ace Hardware	MQL: Drain Cleaner	21.98
9892	3/9/2020	9287	Otis Elevator Company	WMSC: Annual permit test wheelchair lift	1,210.66
9893	3/9/2020	9383	Office Plus	Crtdgs.dsntjt, hp 711 - EV	4,897.68
9894	3/9/2020	9431	B&H Photo-Video	SONY 4K ES BLU-RAY PLAYER w/HIGH RES/REG	387.33
9898	3/9/2020	9827	Vision Sign Inc.	RB: Service Call - YPL Neon Sign Repairs	447.29
9899	3/16/2020	10129	Fun Express LLC	Foam Teapot Magnet Craft Kit - SV	640.97
9901	3/16/2020	1017	AAA Air Filter Company, Inc.	Various: Air Filters	1,388.50
9902	3/16/2020	10228	Sterling Volunteers	17 Volunteer background checks	289.00
9906	3/16/2020	10604	Johnson Controls Security Solutions LLC	Alarm Monitoring	362.12
9915	3/16/2020	1157	AZ Partsmaster	Various	944.68
9916	3/16/2020	1240	Brady Industries of Nevada, LLC	Various	1,362.33
9917	3/16/2020	1429	D.C. Thomas	BD Rent Apr 2020	1,468.00
9918	3/16/2020	1457	Demco, Inc.	Supplies	421.80

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
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Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
9919	3/16/2020	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	11,251.01
9920	3/16/2020	1640	Gerald M. Welt, Chartered	Legal Services - Feb 2020	2,580.73
9921	3/16/2020	1742	Ideal Supply Company Inc.	Various	365.29
9922	3/16/2020	1757	Ingram Library Services	Materials for FY 2019-2020	13,118.96
9923	3/16/2020	1897	Lakeshore Learning Materials	LA YPL Rug - LA	1,289.09
9925	3/16/2020	2015	Machabee Office Environments	RB: Guard Chair Seat Repair	681.63
9926	3/16/2020	2152	Nedco Supply	Various	50.29
9927	3/16/2020	2215	OCLC Inc. # 774425	Cataloging/ ILL charges	5,113.83
9928	3/16/2020	2234	Overton Power District #5	Service 01/29/20-02/28/20 MV	2,418.07
9929	3/16/2020	2362	Refrigeration Supplies Distributor	Various	277.40
9930	3/16/2020	2471	Silver State Glass & Mirror	CC: Theater door	825.00
9931	3/16/2020	2702	Grainger, Inc.	Various	47.34
9932	3/16/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	65,417.33
9933	3/16/2020	2799	CDW Government Inc,	UPS Replacement for Mobile RFID Cart	20,426.41
9934	3/16/2020	2809	LVVWD	Service 01/22/20-02/19/20 EV	1,070.52
9935	3/16/2020	2819	CenturyLink Communications, LLC	Service Mar 2020	10,782.46
9936	3/16/2020	2887	West Payment Ctr	MISD-Library Plan Charges for FY2020	723.93
9937	3/16/2020	2914	Iron Mountain	Services Feb 2020	382.27
9938	3/16/2020	3307	Unique Management Services, Inc.	Placements - Feb 2020	7,938.00
9939	3/16/2020	3355	Teamsters Security Fund S. Nevada	Premium March 2020	351,180.22
9940	3/16/2020	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	911.97
9941	3/16/2020	4723	Purvis Industries - Las Vegas NV	Various	43.24
9942	3/16/2020	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Mar 2020	7,480.24
9943	3/16/2020	5001	Unifirst Corporation	Uniform Rental	129.17
9944	3/16/2020	5244	A&B Printing & Mailing	INV 128662 Mailing Labels QTY 500	159.30
9945	3/16/2020	5718	Tangerine Office Machines	Misc. Printer Parts/Repairs FY 19-20	324.99
9946	3/16/2020	5769	The Penworthy Company	Materials for FY 2019-2020	7,917.94
9947	3/16/2020	6254	College of Southern Nevada	Sewer Services 01/01/20-06/30/20 WC	3,038.72
9948	3/16/2020	7188	Innovative Interfaces, Inc.	Materials for FY 2019-2020	1,918.50
9950	3/16/2020	7655	Gill's Printing and Color Graphics	INV 149700 Census Table Tents QTY 350	539.00
9951	3/16/2020	8010	Allied Universal Security Services	PVS Event Guards 02/21/20-03/05/20	88,183.20
9952	3/16/2020	8155	Las Vegas Clark County Librar Dist Foundation	Bookstore Sales - Jan 2020	31,655.06
9953	3/16/2020	8235	ZOHO Corporation	Support for ADAudit Plus, Exp: Feb. 2021	1,916.00
9954	3/16/2020	8511	GHA Technologies	For VERITAS System Recovery , End: 5/3/21	2,350.00
9955	3/16/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	308.75
9956	3/16/2020	8565	WT Cox Information Services	Materials for FY 2019-2020	58.14
9957	3/16/2020	8575	Intermountain Lock and Security Supply	Operating Supplies	119.42
9958	3/16/2020	8593	American Sign Language Communication	ASL storytime at WC	170.00
9959	3/16/2020	9101	O'Reilly Auto Parts	Various	7.99
9960	3/16/2020	9133	Ted Wiens Tire & Auto Centers	Various	212.80
9961	3/16/2020	9191	Canon Solutions America, Inc.	Monthly Maint 01/16/20-02/15/20 - WV	4,233.42
9962	3/16/2020	9225	Kronos	Kronos-App Config mo fee	1,169.00
9964	3/16/2020	9383	Office Plus	Crtgdg. ij, hp 90a, bk - RB	2,703.56
9966	3/16/2020	9730	Commercial Lighting Specialties	Various	982.75
9969	3/25/2020	10378	Hufcor Inc.	SU: Retractable Wall Repair	580.00
9970	3/25/2020	10442	LV.Net	Services 4/1/20-5/1/20	1,026.00
9971	3/25/2020	10478	Renovation Piano Services	Piano Tuning - SM	270.00
9975	3/25/2020	1064	Allied Refrigeration Inc.	Various	79.28
9978	3/25/2020	10804	The Lindi Corporation	MQ: Annual Backflow Inspections	147.00
9979	3/25/2020	10864	Brian M. Wilson	Board Comp - 03/12/20	80.00
9985	3/25/2020	11075	Cadient Talent, LLC	Cadient-Annual Service Fee	26,000.00
9986	3/25/2020	11552	Destiny Executive Search Group, Inc.	Retainer 2nd Pmt - HR Director search	15,333.00
9987	3/25/2020	1157	AZ Partsmaster	Various	88.63
9988	3/25/2020	1240	Brady Industries of Nevada, LLC	Various	2,122.74
9989	3/25/2020	1457	Demco, Inc.	Supplies	788.21
9990	3/25/2020	1640	Gerald M. Welt, Chartered	Legal Svcs - Jan 2020	2,909.23
9991	3/25/2020	1742	Ideal Supply Company Inc.	Various	292.45
9992	3/25/2020	1757	Ingram Library Services	Materials for FY 2019-2020	15,772.08
9993	3/25/2020	1994	Lowry Solutions, Inc.	2x1mil, 14 digit barcodes, 1000 labels per roll	3,752.54
9994	3/25/2020	2098	Moapa Valley Water District	Service 02/05/20-03/10/20	259.14
9995	3/25/2020	2152	Nedco Supply	Various	216.06
9996	3/25/2020	2234	Overton Power District #5	Service 01/19/20-02/19/20 MT	501.53
9997	3/25/2020	2350	Rebel Oil Company	SC: Unleaded Fuel	10,900.73
9998	3/25/2020	2362	Refrigeration Supplies Distributor	Various	160.46
9999	3/25/2020	2465	Russell Sigler Inc.	MT: Indoor Fan Motor	253.22
Total 100 - General Fund					2,023,429.07

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Grant Fund - 220
From 02/25/2020 Through 03/25/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10013	3/25/2020	7289	Allison Socha	SW AM INT 310 1/28-3/10	3,834.00
10015	3/25/2020	7975	Mary Gound	SU PM 307 1/23-3/12	1,890.00
10019	3/25/2020	8797	Natalia Hiscock	SV PM INT 324 1/27-3/16	1,890.00
10020	3/25/2020	8798	Alberto Angulo Hurtado	ELVCC PM 305 1/21-3/24	1,890.00
10030	3/25/2020	9397	Hanafi Shakur	ELVL PM ADV 303 1/21-3/10	3,321.00
87716	2/27/2020	3058	EBSCO Information Services	Perpetual Serial Collection	19,090.00
87782	3/12/2020	10590	Patti A. Kennedy	WC AM BEG 321 1/28-3/6	1,944.00
87823	3/23/2020	10211	Miguel Alberto Delgado Perez	Sub RB AM 308 3/2	1,917.00
87835	3/23/2020	11041	Martin Joseph Hafner	CC PM ADV 318 1/21-3/10	1,890.00
87836	3/23/2020	11042	Valeria Cristina Aguaiza Guerrero	3h sub RB AM 308 3/3/20, 10:15A-1:15P	2,848.50
87878	3/23/2020	7553	Jonathan Tharp	SV AM BEG 322 1/23-3/5	1,944.00
9814	3/2/2020	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	44,514.76
9853	3/9/2020	10114	Vickie Thompson	CC ADV 340 1/7-2/13/20	1,944.00
9859	3/9/2020	10829	Ewa Honik	CC S&L 336 1/16-3/2/20	1,944.00
9860	3/9/2020	10879	Tara Barrett	MILAN 337-1 1/28-2/18/20	1,620.00
9885	3/9/2020	8122	Staples Advantage Dept LA	16 ct Twist up crayon - LA	8,519.03
9895	3/9/2020	9511	Manny David Ford	ELVL AM ADV 301 1/21-3/3/20	1,944.00
9896	3/9/2020	9566	Diana Marshall	CC AM ADV 314 1/21-3/3/20	1,944.00
9900	3/16/2020	10157	Isel Venema-Park	CC AM INT 313 1/22-3/4	1,782.00
9905	3/16/2020	10543	Kathleen San Nicolas	69H RB AM BEG 308 1/27-3/9	1,863.00
9907	3/16/2020	10619	David Terrance Cassell	Basic Math/Science Inst Lab 326 1/21-3/3	1,944.00
9908	3/16/2020	10683	Raul Eduardo Cannon-Perez	ELVL AM INT 300 1/22-3/4	1,944.00
9909	3/16/2020	10754	Nancy Elizabeth Suriano	WH AM BEG 327 1/27-3/9	1,944.00
9910	3/16/2020	10852	Hannah Burke	CC AM BEG 312 1/23-3/5	3,888.00
9911	3/16/2020	10880	Michelle Holstein	ELVL S&L 335 1/16-3/2/20	1,863.00
9912	3/16/2020	10978	Iretta Pearson	OSCC Acad Adv 342 1/6-3/3 M&T	1,701.00
9967	3/25/2020	10114	Vickie Thompson	ACAD ADV CC 340-1 2/18-3/26	1,728.00
9968	3/25/2020	10157	Isel Venema-Park	CC CONV 330 1/24-3/13	864.00
9973	3/25/2020	10543	Kathleen San Nicolas	RB PM 309 1/27-3/18	1,822.50
9974	3/25/2020	10619	David Terrance Cassell	ABE/HSE Math Inst Lab	810.00
9976	3/25/2020	10640	Susan Joan Hatch	ACDC AM ADV 332 1/29-3/11	1,944.00
9980	3/25/2020	10970	Laura L. Nguyen	ACDC PM BEG 323 1/29-3/11	1,944.00
9981	3/25/2020	11006	Michael Shon Thrower	WH PM 328 1/27-3/19	1,890.00
Total 220 - Grant Fund					132,819.79

Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230
From 02/25/2020 Through 03/25/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10031	3/25/2020	9618	Andson, Inc.	After School Tutoring	42,508.00
87698	2/27/2020	10539	Jonathan Watson	EN DJ Instruction	200.00
87828	3/23/2020	10539	Jonathan Watson	EN DJ Instruction	437.50
9808	3/2/2020	10536	Ivan Aguirre	EN DJ Instruction	275.00
9838	3/2/2020	8671	Eurie Creative, Inc.	Cox Teen Tech Lab	5,200.00
9885	3/9/2020	8122	Staples Advantage Dept LA	16 ct Twist up crayon - LA	8,519.03
9903	3/16/2020	10523	Blake Hament	BBTTC Instruction - Jan & Feb 2020	1,600.00
9904	3/16/2020	10536	Ivan Aguirre	EN DJ Instruction - Feb 2020	262.50
9963	3/16/2020	9297	Emily Wilson	Foundation Photography	400.00
9972	3/25/2020	10536	Ivan Aguirre	EN DJ Instruction - Mar 2020	250.00
9977	3/25/2020	10746	Santiago Ricoy	EV Robotics Instruction	2,200.00
9984	3/25/2020	11074	Indu5try	VR programming at EV	1,000.00
Total 230 - Gift Fund					62,852.03

Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 02/25/2020 Through 03/25/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10001	3/25/2020	2686	Simply Covered, Inc.	RB Upholstery	592.00
10026	3/25/2020	9226	LGA	LA: Architectural Services	223,821.43
10036	3/25/2020	9875	Serenic Software, Inc.	Canon-IRIS integration Feb.	573.75
87859	3/23/2020	2726	Welles Pugsley Architects LLP	Branding Signage	79,700.00
87876	3/23/2020	6147	DG Koch Associates, LLC	SM Generator Replacement	511.00
9850	3/2/2020	9655	Worthington Direct Holdings, LLC	GS MV MC Study Carrels	3,004.76
9882	3/9/2020	7285	Henriksen Butler Nevada	SC: HR new workstation	6,414.16
9887	3/9/2020	8502	Regina L. Schweska	SM: DImmer Project Labor Compliance	816.00
9891	3/9/2020	9191	Canon Solutions America, Inc.	Staff copier - WC	3,577.32
9897	3/9/2020	9617	Ashlan Concrete Cutting	SW: Install exterior drain outside Staff Lounge	2,265.00
9913	3/16/2020	11028	Lakeland Electric, Inc.	SM: Generator Replacement Bid No 20-02	2,587.45
9914	3/16/2020	11030	Robco Electric Inc	SM: Dimmer System Replacement	6,281.25
9924	3/16/2020	1954	The Library Store Inc.	RB: 4 new chair	1,741.86
9925	3/16/2020	2015	Machabee Office Environments	RB: Guard Chair Seat Repair	681.63
9949	3/16/2020	7285	Henriksen Butler Nevada	MQL Replacement Table Top	1,139.04
9965	3/16/2020	9403	Rose Brand Wipers, Inc.	additional freight charges for CC Drapes	244.70
9982	3/25/2020	11030	Robco Electric Inc	SC: Relocate power in Central Sort	4,190.00
9983	3/25/2020	11064	Las Vegas Car Wraps	25: Remove wrap	500.00
Total 510 - Capital Projects Fund					338,641.35
Total - All Funds					2,557,742.24

ITEM VIII.A.3.b.



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director
FROM: Stephen J. Rice, General Services Director
DATE: April 3, 2020
SUBJECT: General Services Report, April 2020

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

FACILITIES MASTER PLAN IMPROVEMENT PROJECTS

Given the uncertainty of the economic impact on District revenues resulting from the COVID-19 related closures throughout Clark County, the Executive Council (EC) will be recommending to the Board of Trustees that the planning retreat scheduled for April 28th be postponed until September or October to allow time to get a better handle on the impact. In the meantime, the EC will continue with the planning process and has scheduled monthly planning meetings with Margaret Sullivan Studio. The EC will develop project budgets and a proposed schedule for completion of library branch projects based on the revised projected available funding.

REPAIR/IMPROVEMENT PROJECTS

Major Projects (contracts awarded/work in progress):

- 1) HVAC system boiler replacement – Rainbow Library
- 2) Fire alarm system replacement – Clark County Library
- 3) Concrete sidewalk and stair replacement – Clark County Library
- 4) HVAC system boiler and air handler replacement – West Charleston Library

FACILITIES MAINTENANCE DEPARTMENT

Maintenance Work Order Activity – March 2020:

Corrective work requests received and converted to work orders - 306
Corrective work orders completed – 338

Preventive maintenance work orders generated – 249
Preventive maintenance work orders completed – 263

Minor Projects and Major Repairs Completed:

Centennial Hills Library:	Repair fire alarm system - \$960
Enterprise Library:	Repair exterior door - \$1,087
	Replace irrigation backflow enclosure - \$830
Sahara West Library:	Repair emergency generator – \$954
	Repair sewer line - \$505
Whitney Library:	Replace four vandalized windows - \$2,100
Windmill Library:	Repair HVAC system duct detector - \$550
Sunrise Library:	Repair story room operable wall - \$580

COURIER DEPARTMENT

Library Materials Moved Between Branches – January 2020:

	<u>February 2020</u>	<u>February 2019</u>	<u>January 2020</u>
Urban Branches	278,100	277,920	288,600
Outlying Branches	35,760	34,260	36,120
Contract/Other Libraries	49,080	48,780	52,800
To Storage for Future Sale	<u>30,840</u>	<u>45,040</u>	<u>25,720</u>
Total	393,780	406,000	403,240

PURCHASING AND ADMINISTRATION DEPARTMENT

Procurements in Progress:

- 1) Branding Implementation Signage – Branding and Marketing
- 2) LED Display Pylon Signs – Phase I – Centennial Hills, Clark County, Enterprise, West Charleston, West Las Vegas, and Whitney libraries.
- 3) Printing Services – Branding and Marketing

Coordinated re-upholstery of furniture at Rainbow Library.

Worked extensively to procure disinfecting and personal protective supplies for staff to address the COVID-19 challenges.

SAFETY AND SECURITY

Staff Safety Committee: Safety inspections scheduled for March were postponed.

Safety Training: Safety training scheduled for March was postponed.

COVID – 19 Preparation and Response:

Safety Manager **Nicole Baker** attended various meetings as part of the District's Health and Safety Mitigation Task Force to address pandemic policies and procedures and the District closure.

Safety Manager **Nicole Baker** prepared informational materials for distribution to staff and the public on prevention guidelines.

Activities prior to closing:

General Services management team met March 16th to discuss District closure, specifically building hibernation and the continuation of essential contracted services.

On March 16th and 17th, maintenance technicians were instructed to thoroughly inspect their assigned buildings and perform various tasks necessary to put the buildings into hibernation. Our janitorial and security services contractors were asked to confirm they would continue to provide requested services. All companies sent written confirmation stating their services were considered essential due to the health, safety, and security related services they perform and that they would continue to provide services for the District as directed.

Activities during the closure:

Janitorial service contractors are instructed to deep clean and sanitize all 25 branches and maintain the cleanliness of the exterior grounds. Allied Universal Security will continue providing 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.

General Services' managers are working from home and responding to branches for periodic inspections of buildings, contractor support, and other matters as required. Building inspections for all District owned outlying branch buildings are being performed periodically with the assistance of janitorial staff and Library Operations management staff. Additionally, General Services' managers are prepared to respond at any time should an urgent or emergency situation arise.



ITEM VIII.A.3.c.

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Fred James, Interim Human Resources Director

DATE: April 10, 2020

SUBJECT: Human Resources Report, April, 2020

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

- Human Resources Office Assistant III, **Abigail Rodriguez**, volunteered at Veteran's Village feeding the homeless, March.
- Human Resources Manager, **London Porter**, volunteered for Project 150 and Leadership Las Vegas Food Pantry Event in March.
- Human Resources Manager, **London Porter**, volunteered at Metro Chamber of Commerce-Leadership of Las Vegas' Education Day, March.

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

Received 894 applications on the Kronos On-line Application System
 Processed 7 job vacancies
 Answered 120 calls on the incoming telephone lines
 Sent out 894 recruitment result notification
 Conducted 5 interview selection procedures

	NEW HIRES	RE- HIRES	RESIGNATIONS/TERMINATIONS		
			Professional	Paraprofessional	Page
April 2020	3	1	2	1	3
2020 YEAR TO DATE	12	3	4	5	11

Position	Location	Open Date	Close Date	Received
F/T Microcomputer Tech.	IT	2/6/2020	2/27/2020	49
F/T YPL Children's Serv. Asst.	East Las Vegas	2/16/2020	2/29/2020	112
P/T YPL Children's Serv. Asst.	East Las Vegas	2/16/2020	2/29/2020	120
P/T Computer Lab Assistant	East Las Vegas	2/16/2020	2/29/2020	102
P/T Computer Lab Assistant	Centennial Hills	2/20/2020	3/5/2020	148
F/T Marketing Coordinator	BAM	2/20/2020	3/5/2020	243
P/T Page	East Las Vegas	2/20/2020	3/5/2020	120

* This recruitment is still open at the time of this report; figures represent the number of applications received thus far.

Staff conducted interview selection procedures for the following positions:

Enterprise	F/T YPL Children's Department Head
Programing & Venues	F/T Programing Specialist Venue
Rainbow	P/T Circulation Assistant
Whitney	P/T Multiservice Assistant
Sahara West	F/T Multiservice Assistant

Employee Orientation:

During this reporting period, one employee orientation were conducted on 2/26/2020. The District had two new hires/rehires participated in the orientation.

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

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

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

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

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

Turnover Rates:

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

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

- Voluntary- .82 %
- Involuntary- 0 %
- Retirement- 0 %

Employee Training:

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

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

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

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

Name	Branch/Location	Course/Training Name	Date(s)
Stefanie Bailey Austin Meeker Elizabeth Rickling	Windmill Library East Las Vegas Library Whitney Library	Nevada CSLP 2020 Summer Reading Workshop	March 2020
Nicole Baker	General Services	MOAB (Management of Aggressive Behavior) 1-Day Instructor Re-Certification	March 2020
Pichest Buasri	Information Technology	20764 Administering a SQL (Structured Query Language) Database Infrastructure	March 2020
Erin Collins	Whitney Library	Supporting Immigrant Families in the Current Immigration Landscape Library 2.020 Mini Conference: Wholehearted Libraries Body Odor: The Most Dreaded Conversation of All Time	March 2020

Name	Branch/Location	Course/Training Name	Date(s)
Julia Cordova de Salcedo Vickie Ford Jill Hersha Krysten Pinol Felicia Wilson	Adult Learning Program	MPAEA (Mountain Plains Adult Education Association) Conference	February 2020
Denise Lewis	Library Operations	How to Excel at Managing and Supervising People	March 2020
Minh Phuong Trinh Nguyen	Laughlin Library	I Always Wondered About That (Sierra Webinar)	January 2020
Stacie Schwartz	InterLibrary Loan	OCLC (Online Computer Library Center) Workshop Series Part 2: Construct Your Custom Holdings webinar	February 2020
Leanne Thacker	Summerlin Library	Collection Maintenance 1: Weeding 101 Workshop World Book Training	March 2020
Rhoda Thomka	Rainbow Library	Spanish Conversation for Beginners	March 2020
Terry Thornock	Summerlin Library	Brainfuse Training	March 2020
Anthony Weitz	Information Technology	10985 Introduction to SQL (Structured Query Language) Databases	March 2020

Covered under the Community

- 8 employees attended "Toastmasters"
- 11 employees attended "Won't You Be My Neighbor Training"
- 13 employees attended "PLA (Public Library Association) Conference"
- 20 employees attended "Recognizing and Reporting Child Maltreatment"
- 25 employees attended "Ancestry Library Edition Training"

The District allocated \$19,925 for the above training.

Of the employees listed above who received training, the following is a breakout of their demographics. Note: The demographics do not include "Toastmasters", "Won't You Be My Neighbor Training", "PLA Conference", "Recognizing and Reporting Child Maltreatment", or "Ancestry Library Edition Training".

RACE CATEGORIES	Female	Male
White	7	3
Black or African American	3	0
Asian	1	1
Native Hawaiian & Other Pacific Islander	0	0
American Indian & Alaska Native	0	0
Two or More Races	0	0
Hispanic or Latino	3	0
Subtotal	0	0
Grand Total	18	

Staff Diversity:

Most recent diversity statistics, as of April 10, 2020 according to the U.S. Census Bureau, Equal Employment Opportunity (EEO) Tabulation 2010-2018 (American Community Survey 5-Year Estimates), and the District's Human Resources Information System (HRIS), shows the following:

	CLARK COUNTY (Workforce Population)	LV-CCLD APRIL 2020*	LV-CCLD APRIL 2019
White	1,301,043 61.60%	382 51.76%	382 51.69%
Black or African American	237,543 11.20%	77 10.43%	75 10.15%
Asian	203,606 9.60%	82 11.11%	85 11.50%
Native Hawaiian & Other Pacific Islander	15,583 0.70%	11 1.49%	11 1.49%
American Indian & Alaska Native	13,399 .6%	4 0.54%	5 0.68%
Two or More Races	105,631 5.0%	22 2.98%	30 4.06%
Hispanic or Latino	648,211 30.70%	160 21.68%	151 20.43%
Total Population	2,211,436	738	739

Personnel Transactions:

New Hires/Rehires Demographics

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

**Resignations/Terminations
 Demographics**

American Indian/Alaska Native	0
Asian	1
Black/African American	0
Hispanic	3
Native Hawaiian/Pacific Islander	0
Two or More Races	0
White	<u>2</u>
Total	6

New Hires:	3	
Rehires:	1	
Promotions, Demotions, Transfers, Reclassifications, Hours Increased:	5/0/0 0/0	
Leave without Pay:	2	
Merit Increases:	98	One-step merit increases
Evaluations for Employees At End of Pay Scale:	0	
Merit Increase Delay/Late Evaluation	0/8	
Resignations:	6	
Terminations:	0	
Retirements:	0	



ITEM X.A.

AGENDA ITEM

APRIL 16, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #X.A.:

Discussion and possible Board action regarding entering into a lease agreement for building space for the Blue Diamond Library.

Background:

In April 2012, the Library District entered into a lease agreement for 1,440 square feet of building space for the Blue Diamond Library. The initial term of the agreement was for two years with the option to renew for three additional two-year terms. In May 2018, the Library District exercised the third and final two-year renewal option that expires April 30, 2020. Staff is recommending that a new lease agreement be entered into for the current location in order to continue providing library services within the Blue Diamond community. Staff has negotiated the following primary terms and conditions with Daniel Thomas, Owner, subject to Board approval:

- 1) Initial term shall be two years with an option to renew for three additional two-year terms.
- 2) Monthly rental amount during the initial term shall remain the same as the current amount, \$1,468.00. Upon renewal there may, at the Owner's discretion, be an increase that reflects the change in CPI (Consumer Price Index for All Urban Consumers (CPI-U) U.S. City Average (not seasonally adjusted)) over the previous term plus the proportionate increase in property taxes, if any, during the previous term.
- 3) Owner to provide fire and casualty insurance on the premises. Library District to be responsible for its contents and liability within the leased space.
- 4) Owner to maintain the building exterior to include walls, roof, mechanical systems, parking lot and grounds, etc. Library District to maintain the interior of leased space.

The lease document shall include the above terms and conditions and other typical language recommended and approved by Counsel. Staff will present to the Board of Trustees its recommendation regarding exercising future renewal options prior to the expiration of the then current term.

Recommended Action:

Motion to authorize staff to enter into a lease agreement for building space for the Blue Diamond Library for a term of two years beginning May 1, 2020, at a monthly rental amount of \$1,468.00, subject to review by Counsel.



AGENDA ITEM

APRIL 16, 2020 MEETING OF THE BOARD OF TRUSTEES

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

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

The approval of this agreement will ensure that the District will be provided investment services at competitive costs.

Recommended Action:

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

ADDENDUM

**To Conjoin To Clark County Nevada's:
Contract for Cash and Investment Manager
With FHN Financial Main Street Advisors, LLC**

Account Size Minimum: \$5,000,000

Fee: The investment management fee shall be:


10 basis (.1%) points annually of the total market value of the account for balances of \$0 to \$10 million

7 basis points (.07%) annually of the total market value of the account for balances over \$10 million

Paid quarterly in arrears

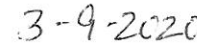
Investment Benchmark: To be determined

Las Vegas-Clark County Library District



Rick Phillips, President
FHN Financial Main Street Advisors, LLC

Date



Date

CLARK COUNTY, NEVADA

**CONTRACT FOR
INSTITUTIONAL FIXED INCOME CASH AND INVESTMENT MANAGER SERVICES
CBE NO. 605439-19**

FHN FINANCIAL MAIN STREET ADVISORS, LLC
NAME OF FIRM
Rick Phillips
DESIGNATED CONTACT, NAME AND TITLE (Please type or print)
10655 Park Run Drive, Suite 120 Las Vegas, Nevada 89144
ADDRESS OF FIRM INCLUDING CITY, STATE AND ZIP CODE
(702) 575-6666
(AREA CODE) AND TELEPHONE NUMBER
(702) 575-6670
(AREA CODE) AND FAX NUMBER
<u>Rick.Phillips@fhnmainstreet.com</u>
E-MAIL ADDRESS

CONTRACT FOR INSTITUTIONAL FIXED INCOME CASH AND INVESTMENT MANAGER SERVICES

This Contract is made and entered into this 25th day of November 2019, by and between CLARK COUNTY, NEVADA (hereinafter referred to as COUNTY), and FHN FINANCIAL MAIN STREET ADVISORS, LLC (hereinafter referred to as PROVIDER), for INSTITUTIONAL FIXED INCOME CASH AND INVESTMENT MANAGER SERVICES (hereinafter referred to as PROJECT).

WITNESSETH:

WHEREAS, PROVIDER has the personnel and resources necessary to accomplish the PROJECT; and

WHEREAS, PROVIDER has the required licenses and/or authorizations pursuant to all federal, State of Nevada and local laws in order to conduct business relative to this Contract.

NOW, THEREFORE, COUNTY and PROVIDER agree as follows:

SECTION I: TERM OF CONTRACT

COUNTY agrees to retain PROVIDER for the period from January 1, 2020 through December 31, 2022, with the option to renew for two (2), one-year periods subject to the provisions of Sections II and VIII herein. During this period, PROVIDER agrees to provide services as required by COUNTY within the scope of this Contract. COUNTY reserves the right to extend the Contract for up to an additional three (3) months for its convenience.

SECTION II: COMPENSATION AND TERMS OF PAYMENT

A. Compensation

COUNTY agrees to pay PROVIDER for the performance of services described in the Scope of Work (Exhibit A) in accordance with the fee schedule listed in Exhibit A. COUNTY'S obligation to pay PROVIDER cannot exceed the fixed schedule amount. It is expressly understood that the entire work defined in Exhibit A must be completed by PROVIDER and it shall be PROVIDER'S responsibility to ensure that hours and tasks are properly budgeted so the entire PROJECT is completed for the said fee.

B. Progress Milestone Payments

PROVIDER will be entitled to periodic payments for work completed in accordance with the completion of tasks indicated in the Scope of Work (Exhibit A).

PROVIDER will be entitled to periodic payments for work completed in accordance with the completion of tasks in the Milestones exhibit (Exhibit D) Milestone/Deliverable Invoicing Schedule.

C. Terms of Payments

1. Payment of invoices will be made within thirty (30) calendar days after receipt of an accurate invoice that has been reviewed and approved COUNTY.
2. COUNTY, at its discretion, may not approve or issue payment on invoices if PROVIDER fails to provide the following information required on each invoice:
 - a. The title of the PROJECT as stated in Exhibit A, Scope of Work, COUNTY'S Contract Number, Project Number, Purchase Order Number, Invoice Date, Invoice Period, Invoice Number, and the Payment Remittance Address. COUNTY'S representative shall notify PROVIDER in writing within fourteen (14) calendar days of any disputed amount included on the invoice. PROVIDER must submit a new invoice for the undisputed amount which will be paid in accordance with paragraph C.1 above. Upon mutual resolution of the disputed amount PROVIDER will submit a new invoice for the agreed to amount and payment will be made in accordance with paragraph C.1 above.
3. No penalty will be imposed on COUNTY if COUNTY fails to pay PROVIDER within thirty (30) calendar days after receipt of a properly documented invoice, and COUNTY will receive no discount for payment within that period.

4. In the event that legal action is taken by COUNTY or PROVIDER based on a disputed payment, the prevailing party shall be entitled to reasonable attorneys' fees and costs subject to COUNTY'S available unencumbered budgeted appropriations for the PROJECT.
5. COUNTY shall subtract from any payment made to PROVIDER all damages, costs and expenses caused by PROVIDER'S negligence, resulting from or arising out of errors or omissions in PROVIDER'S work products, which have not been previously paid to PROVIDER.
6. COUNTY shall not provide payment on any invoice PROVIDER submits after six (6) months from the date PROVIDER performs services, provides deliverables, and/or meets milestones, as agreed upon in Exhibit A, Scope of Work.
7. Invoices shall be submitted to: Clark County Treasurer's Office, Attention: Laura Fitzpatrick, Treasurer, 500 South Grand Central Parkway, 1st Floor, Las Vegas, Nevada 89106.
8. COUNTY offers electronic payment to all suppliers. Payments will be deposited directly into your bank account via the Automated Clearing House (ACH) network. PROVIDER will be provided information on how to enroll at time of award.

D. COUNTY'S Fiscal Limitations

1. The content of this section shall apply to the entire Contract and shall take precedence over any conflicting terms and conditions, and shall limit COUNTY'S financial responsibility as indicated in Sections 2 and 3 below.
2. Notwithstanding any other provisions of this Contract, this Contract shall terminate and COUNTY'S obligations under it shall be extinguished at the end of the fiscal year in which COUNTY fails to appropriate monies for the ensuing fiscal year sufficient for the payment of all amounts which will then become due.
3. COUNTY'S total liability for all charges for services which may become due under this Contract is limited to the total maximum expenditure(s) authorized in COUNTY'S purchase order(s) to PROVIDER.

SECTION III: SCOPE OF WORK

Services to be performed by PROVIDER for the PROJECT shall consist of the work described in the Scope of Work as set forth in Exhibit A of this Contract, attached hereto.

SECTION IV: CHANGES TO SCOPE OF WORK

- A. COUNTY may at any time, by written order, make changes within the general scope of this Contract and in the services or work to be performed. If such changes cause an increase or decrease in PROVIDER'S cost or time required for performance of any services under this Contract, an equitable adjustment limited to an amount within current unencumbered budgeted appropriations for the PROJECT shall be made and this Contract shall be modified in writing accordingly. Any claim of PROVIDER for the adjustment under this clause must be submitted in writing within thirty (30) calendar days from the date of receipt by PROVIDER of notification of change unless COUNTY grants a further period of time before the date of final payment under this Contract.
- B. No services for which an additional compensation will be charged by PROVIDER shall be furnished without the written authorization of COUNTY.

SECTION V: RESPONSIBILITY OF PROVIDER

- A. It is understood that in the performance of the services herein provided for, PROVIDER shall be, and is, an independent contractor, and is not an agent, representative or employee of COUNTY and shall furnish such services in its own manner and method except as required by this Contract. Further, PROVIDER has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons employed by PROVIDER in the performance of the services hereunder. PROVIDER shall be solely responsible for, and shall indemnify, defend and hold COUNTY harmless from all matters relating to the payment of its employees, including compliance with social security, withholding and all other wages, salaries, benefits, taxes, demands, and regulations of any nature whatsoever.

- B. PROVIDER shall appoint a Manager, upon written acceptance by COUNTY, who will manage the performance of services. All of the services specified by this Contract shall be performed by the Manager, or by PROVIDER'S associates and employees under the personal supervision of the Manager. Should the Manager, or any employee of PROVIDER be unable to complete his or her responsibility for any reason, PROVIDER must obtain written approval by COUNTY prior to replacing him or her with another equally qualified person. If PROVIDER fails to make a required replacement within thirty (30) calendar days, COUNTY may terminate this Contract for default.
- C. PROVIDER has, or will, retain such employees as it may need to perform the services required by this Contract. Such employees shall not be employed by COUNTY.
- D. PROVIDER agrees that its officers and employees will cooperate with COUNTY in the performance of services under this Contract and will be available for consultation with COUNTY at such reasonable times with advance notice as to not conflict with their other responsibilities.
- E. PROVIDER will follow COUNTY'S standard procedures as followed by COUNTY'S staff in regard to programming changes; testing; change control; and other similar activities.
- F. PROVIDER shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all services furnished by PROVIDER, its subcontractors and its and their principals, officers, employees and agents under this Contract. In performing the specified services, PROVIDER shall follow practices consistent with generally accepted professional and technical standards.
- G. It shall be the duty of PROVIDER to assure that all products of its effort are technically sound and in conformance with all pertinent Federal, State and Local statutes, codes, ordinances, resolutions and other regulations. PROVIDER will not produce a work product which violates or infringes on any copyright or patent rights. PROVIDER shall, without additional compensation, correct or revise any errors or omissions in its work products.
1. Permitted or required approval by COUNTY of any products or services furnished by PROVIDER shall not in any way relieve PROVIDER of responsibility for the professional and technical accuracy and adequacy of its work.
 2. COUNTY's review, approval, acceptance, or payment for any of PROVIDER'S services herein shall not be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and PROVIDER shall be and remain liable in accordance with the terms of this Contract and applicable law for all damages to COUNTY caused by PROVIDER'S performance or failures to perform under this Contract.
- H. All materials, information, and documents, whether finished, unfinished, drafted, developed, prepared, completed, or acquired by PROVIDER for COUNTY relating to the services to be performed hereunder and not otherwise used or useful in connection with services previously rendered, or services to be rendered, by PROVIDER to parties other than COUNTY shall become the property of COUNTY and shall be delivered to COUNTY'S representative upon completion or termination of this Contract, whichever comes first. PROVIDER shall not be liable for damages, claims, and losses arising out of any reuse of any work products on any other project conducted by COUNTY. COUNTY shall have the right to reproduce all documentation supplied pursuant to this Contract.
- The rights and remedies of COUNTY provided for under this section are in addition to any other rights and remedies provided by law or under other sections of this Contract.

SECTION VI: SUBCONTRACTS

- A. Services specified by this Contract shall not be subcontracted by PROVIDER, without prior written approval of COUNTY.
- B. Approval by COUNTY of PROVIDER'S request to subcontract, or acceptance of, or payment for, subcontracted work by COUNTY shall not in any way relieve PROVIDER of responsibility for the professional and technical accuracy and adequacy of the work. PROVIDER shall be and remain liable for all damages to COUNTY caused by negligent performance or non-performance of work under this Contract by PROVIDER'S subcontractor or its sub-subcontractor.
- C. The compensation due under Section II shall not be affected by COUNTY'S approval of PROVIDER'S request to subcontract.

SECTION VII: RESPONSIBILITY OF COUNTY

- A. COUNTY agrees that its officers and employees will cooperate with PROVIDER in the performance of services under this Contract and will be available for consultation with PROVIDER at such reasonable times with advance notice as to not conflict with their other responsibilities.
- B. The services performed by PROVIDER under this Contract shall be subject to review for compliance with the terms of this Contract by COUNTY'S representative, Laura Fitzpatrick, Treasurer, telephone number (702) 455-5531 or their designee. COUNTY'S representative may delegate any or all of his responsibilities under this Contract to appropriate staff members, and shall so inform PROVIDER by written notice before the effective date of each such delegation.
- C. The review comments of COUNTY'S representative may be reported in writing as needed to PROVIDER. It is understood that COUNTY'S representative's review comments do not relieve PROVIDER from the responsibility for the professional and technical accuracy of all work delivered under this Contract.
- D. COUNTY shall assist PROVIDER in obtaining data on documents from public officers or agencies, and from private citizens and/or business firms, whenever such material is necessary for the completion of the services specified by this Contract.
- E. PROVIDER will not be responsible for accuracy of information or data supplied by COUNTY or other sources to the extent such information or data would be relied upon by a reasonably prudent PROVIDER.

SECTION VIII: SUSPENSION AND TERMINATION

A. Suspension

COUNTY may suspend performance by PROVIDER under this Contract for such period of time as COUNTY, at its sole discretion, may prescribe by providing written notice to PROVIDER at least 10 working days prior to the date on which COUNTY wishes to suspend. Upon such suspension, COUNTY shall pay PROVIDER its compensation, based on the percentage of the PROJECT completed and earned until the effective date of suspension, less all previous payments. PROVIDER shall not perform further work under this Contract after the effective date of suspension until receipt of written notice from COUNTY to resume performance. In the event COUNTY suspends performance by PROVIDER for any cause other than the error or omission of the PROVIDER, for an aggregate period in excess of thirty (30) days, PROVIDER shall be entitled to an equitable adjustment of the compensation payable to PROVIDER under this Contract to reimburse PROVIDER for additional costs occasioned as a result of such suspension of performance by COUNTY based on appropriated funds and approval by COUNTY.

B. Termination

- 1. This Contract may be terminated in whole or in part by either party in the event of substantial failure or default of the other party to fulfill its obligations under this Contract through no fault of the terminating party; but only after the other party is given:
 - a. not less than ten (10) calendar days written notice of intent to terminate; and
 - b. an opportunity for consultation with the terminating party prior to termination.
- 2. **Termination for Convenience**
 - a. This Contract may be terminated in whole or in part by COUNTY for its convenience; but only after PROVIDER is given:
 - i. not less than ten (10) calendar days written notice of intent to terminate; and
 - ii. an opportunity for consultation with COUNTY prior to termination.
 - b. If termination is for COUNTY'S convenience, COUNTY shall pay PROVIDER that portion of the compensation which has been earned as of the effective date of termination but no amount shall be allowed for anticipated profit on performed or unperformed services or other work.

Termination for Default

- a. If termination for substantial failure or default is effected by COUNTY, COUNTY will pay PROVIDER that portion of the compensation which has been earned as of the effective date of termination but:
 - i. No amount shall be allowed for anticipated profit on performed or unperformed services or other work; and
 - ii. Any payment due to PROVIDER at the time of termination may be adjusted to the extent of any additional costs occasioned to COUNTY by reason of PROVIDER'S default.
- b. Upon receipt or delivery by PROVIDER of a termination notice, PROVIDER shall promptly discontinue all services affected (unless the notice directs otherwise) and deliver or otherwise make available to COUNTY'S representative, copies of all deliverables as provided in Section V, paragraph H.
- c. If after termination for failure of PROVIDER to fulfill contractual obligations it is determined that PROVIDER has not so failed, the termination shall be deemed to have been effected for the convenience of COUNTY.
3. Upon termination, COUNTY may take over the work and execute the same to completion by agreement with another party or otherwise. In the event PROVIDER shall cease conducting business, COUNTY shall have the right to make an unsolicited offer of employment to any employees of PROVIDER assigned to the performance of this Contract.
4. The rights and remedies of COUNTY and PROVIDER provided in this section are in addition to any other rights and remedies provided by law or under this Contract.
5. Neither party shall be considered in default in the performance of its obligations hereunder, nor any of them, to the extent that performance of such obligations, nor any of them, is prevented or delayed by any cause, existing or future, which is beyond the reasonable control of such party. Delays arising from the actions or inactions of one or more of PROVIDER'S principals, officers, employees, agents, subcontractors, vendors or suppliers are expressly recognized to be within PROVIDER'S control.

SECTION IX: INSURANCE

- A. PROVIDER shall obtain and maintain the insurance coverage required in Exhibit B incorporated herein by this reference. PROVIDER shall comply with the terms and conditions set forth in Exhibit B and shall include the cost of the insurance coverage in their prices.
- B. If PROVIDER fails to maintain any of the insurance coverage required herein, COUNTY may withhold payment, order PROVIDER to stop the work, declare PROVIDER in breach, suspend or terminate Contract.

SECTION X: NOTICES

Any notice required to be given hereunder shall be deemed to have been given when received by the party to whom it is directed by personal service, hand delivery, certified U.S. mail, return receipt requested or facsimile, at the following addresses:

TO COUNTY: Clark County Treasurer's Office
Attn: Laura Fitzpatrick, Treasurer
500 South Grand Central Parkway, 1st Floor
Las Vegas, Nevada 89155

TO PROVIDER: FHN Financial Main Street Advisors, LLC
Attn: Rick Phillips, President and Chief Investment Officer
10655 Park Run Drive, Suite 120
Las Vegas, Nevada 89144

SECTION XII: MISCELLANEOUS

A. Independent Contractor

PROVIDER acknowledges that PROVIDER and any subcontractors, agents or employees employed by PROVIDER shall not, under any circumstances, be considered employees of COUNTY, and that they shall not be entitled to any of the benefits or rights afforded employees of COUNTY, including, but not limited to, sick leave, vacation leave, holiday pay, Public Employees Retirement System benefits, or health, life, dental, long-term disability or workers' compensation insurance benefits. COUNTY will not provide or pay for any liability or medical insurance, retirement contributions or any other benefits for or on behalf of PROVIDER or any of its officers, employees or other agents.

B. Immigration Reform and Control Act

In accordance with the Immigration Reform and Control Act of 1986, PROVIDER agrees that it will not employ unauthorized aliens in the performance of this Contract.

C. Non-Discrimination/Public Funds

The BCC is committed to promoting full and equal business opportunity for all persons doing business in Clark County. PROVIDER acknowledges that COUNTY has an obligation to ensure that public funds are not used to subsidize private discrimination. PROVIDER recognizes that if they or their subcontractors are found guilty by an appropriate authority of refusing to hire or do business with an individual or company due to reasons of race, color, religion, sex, sexual orientation, gender identity or gender expression, age, disability, national origin, or any other protected status, COUNTY may declare PROVIDER in breach of the Contract, terminate the Contract, and designate PROVIDER as non-responsible.

D. Assignment

Any attempt by PROVIDER to assign or otherwise transfer any interest in this Contract without the prior written consent of COUNTY shall be void.

E. Indemnity

PROVIDER does hereby agree to defend, indemnify, and hold harmless COUNTY and the employees, officers and agents of COUNTY from any liabilities, damages, losses, claims, actions or proceedings, including, without limitation, reasonable attorneys' fees, that are caused by the negligence, errors, omissions, recklessness or intentional misconduct of PROVIDER or the employees or agents of PROVIDER in the performance of this Contract.

F. Governing Law

Nevada law shall govern the interpretation of this Contract.

G. Covenant Against Contingent Fees

PROVIDER warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, COUNTY will have the right to void this Contract without liability or in its discretion, deduct from the Contract price or consideration or otherwise recover the full amount of such commission, percentage, brokerage fee or contingent fee.

H. Gratuities

1. COUNTY may, by written notice to PROVIDER, terminate this Contract if it is found after notice and hearing by COUNTY that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by PROVIDER or any agent or representative of PROVIDER to any officer or employee of COUNTY with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending or making of any determinations with respect to the performance of this Contract.
2. In the event this Contract is terminated as provided in paragraph 1 hereof, COUNTY shall be entitled:
 - a. to pursue the same remedies against PROVIDER as it could pursue in the event of a breach of this Contract by PROVIDER; and

b. as a penalty in addition to any other damages to which it may be entitled by law, to exemplary damages in an amount (as determined by COUNTY) which shall be not less than three (3) nor more than ten (10) times the costs incurred by PROVIDER in providing any such gratuities to any such officer or employee.

3. The rights and remedies of COUNTY provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

I. Audits

The performance of this Contract by PROVIDER is subject to review by COUNTY to ensure contract compliance. PROVIDER agrees to provide COUNTY any and all information requested that relates to the performance of this Contract. All requests for information will be in writing to PROVIDER. Time is of the essence during the audit process. Failure to provide the information requested within the timeline provided in the written information request may be considered a material breach of Contract and be cause for suspension and/or termination of the Contract.

J. Covenant

PROVIDER covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. PROVIDER further covenants, to its knowledge and ability, that in the performance of said services no person having any such interest shall be employed.

K. Confidential Treatment of Information

PROVIDER shall preserve in strict confidence any information obtained, assembled or prepared in connection with the performance of this Contract.

L. ADA Requirements

All work performed or services rendered by PROVIDER shall comply with the Americans with Disabilities Act standards adopted by Clark County. All facilities built prior to January 26, 1992 must comply with the Uniform Federal Accessibility Standards; and all facilities completed after January 26, 1992 must comply with the Americans with Disabilities Act Accessibility Guidelines.

M. Subcontractor Information

PROVIDER shall provide a list of the Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Physically-Challenged Business Enterprise (PBE), Small Business Enterprise (SBE), Veteran Business Enterprise (VET), Disabled Veteran Business Enterprise (DVET), and Emerging Small Business Enterprise (ESB) subcontractors for this Contract utilizing the attached format (Exhibit C). The information provided in Exhibit C by PROVIDER is for COUNTY'S information only.

N. Disclosure of Ownership Form

PROVIDER agrees to provide the information on the attached Disclosure of Ownership/Principals form prior to any contract and/or contract amendment to be awarded by the Board of County Commissioners.

O. Authority

COUNTY is bound only by COUNTY agents acting within the actual scope of their authority. COUNTY is not bound by actions of one who has apparent authority to act for COUNTY. The acts of COUNTY agents which exceed their contracting authority do not bind COUNTY.

P. Force Majeure

PROVIDER shall be excused from performance hereunder during the time and to the extent that it is prevented from obtaining, delivering, or performing, by acts of God, fire, war, loss or shortage of transportation facilities, lockout or commandeering of raw materials, products, plants or facilities by the government. PROVIDER shall provide COUNTY satisfactory evidence that nonperformance is due to cause other than fault or negligence on its part.

Q. Severability

If any terms or provisions of Contract shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of Contract shall remain in full force and effect.

R. Non-Endorsement

As a result of the selection of PROVIDER to supply goods or services, COUNTY is neither endorsing nor suggesting that PROVIDER'S service is the best or only solution. PROVIDER agrees to make no reference to COUNTY in any literature, promotional material, brochures, sales presentations, or the like, without the express written consent of COUNTY.

S. Public Records

COUNTY is a public agency as defined by state law, and as such, is subject to the Nevada Public Records Law (Chapter 239 of the Nevada Revised Statutes). Under the law, all of COUNTY'S records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. All bid documents are available for review following the bid opening.


T. Companies that Boycott Israel

PROVIDER certifies that, at the time it submitted its Bid, it was not engaged in, and agrees for the duration of the Contract, not to engage in, a boycott of Israel. Boycott of Israel means, refusing to deal or conduct business with, abstaining from dealing or conducting business with, terminating business or business activities with or performing any other action that is intended to limit commercial relations with Israel; or a person or entity doing business in Israel or in territories controlled by Israel, if such an action is taken in a manner that discriminates on the basis of nationality, national origin or religion. It does not include an action which is based on a bona fide business or economic reason; is taken pursuant to a boycott against a public entity of Israel if the boycott is applied in a nondiscriminatory manner; or is taken in compliance with or adherence to calls for a boycott of Israel if that action is authorized in 50 U.S.C. § 4607 or any other federal or state law.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed the day and year first above written.

COUNTY:

CLARK COUNTY, NEVADA

By: 
JESSICA COLVIN
Chief Financial Officer

11/25/19
DATE

PROVIDER:

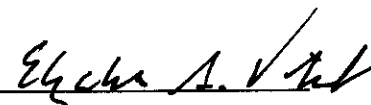
FHN FINANCIAL MAIN STREET ADVISORS, LLC

By: 
RICK PHILLIPS
President and Chief Investment Officer

DATE

APPROVED AS TO FORM:

STEVEN B. WOLFSON
District Attorney

By: 
ELIZABETH A. VIBERT
Deputy District Attorney

11-22-19
DATE

EXHIBIT A
INSTITUTIONAL FIXED INCOME CASH AND INVESTMENT MANAGER SERVICES
SCOPE OF WORK

Clark County through the Treasurer's Office is responsible for directing the investment of County monies. PROVIDER will work closely with the Treasurer's Office in providing the required services listed in this Scope of Work.

COUNTY'S total investment portfolio ("Total Portfolio") is comprised of the following individual portfolios/sub-portfolios:

Investment Pool: Cash Management, Core
Various County Bond Funds
McCarran Airport Bond Funds
Tax Receiver
Water Reclamation District

The number of individual portfolios/sub-portfolios may be subject to change throughout the term of the Contract, as determined by COUNTY and PROVIDER.

The portfolios/sub-portfolios in the Total Portfolio shall be managed in accordance with Nevada Revised Statutes, the County Investment Policy, bond covenants, and guidelines provided by the Treasurer.

REQUIRED SERVICES

PROVIDER shall provide all of, but not limited to, the following services described herein:

Daily

- Query COUNTY'S commercial bank to obtain previous day and current day transactions and balances to determine COUNTY'S daily cash flow needs and funds available for investment. Prepare a funding requirement report to send to COUNTY'S representative.
- Interact with various COUNTY departments and agencies to determine upcoming cash flow requirements for all funds overseen by COUNTY'S representative (Investment Pool, Tax Receiver, Clark County Water Reclamation District, segregated McCarran Airport Bond Funds, and Various Other Bond Issue Funds).
- Update COUNTY'S 12 month rolling cash flow analysis with historical actuals and projected.
- Invest COUNTY'S available funds on a discretionary basis within the parameters of applicable Nevada Revised Statutes, COUNTY'S Investment Policy, Bond Covenants, and COUNTY'S direction.
- Monitor trade/transaction settlements.
- Send COUNTY representative trade/transaction tickets, security descriptions, and investment accounting information for all purchases, sells, maturities, calls, and interest transactions.
- Send trade/transaction information to COUNTY'S custodian.
- Provide COUNTY brief explanation/justification of buys and sells.
- Reconcile all daily investment activity with COUNTY'S custodian.
- Monitor credit exposure and risk of Total Portfolio, and report material events to COUNTY'S representative.
- Be available to answer questions of COUNTY staff as needed.

Weekly

- Provide COUNTY one-page portfolio analysis reports for each of the portfolios/sub-portfolios in the Total Portfolio.
- Provide COUNTY a summary economic and market update report.

Monthly

- Provide COUNTY a summary Monthly Investment Report for distribution and posting on COUNTY'S website.

- Provide COUNTY a Monthly Detail Report for COUNTY for the Investment Pool and the Water Reclamation District portfolios. The Monthly Detail Report is a comprehensive investment accounting, analytic, compliance and performance report.
- Reconcile PROVIDER'S investment accounting system to custodian's audited monthly reports for each portfolio/sub-portfolio in the Total Portfolio. Reconcile reports of any separate Investment Managers to COUNTY custodian.
- Provide interest earning reports to COUNTY for Investment Pool's monthly interest allocation report.
- Provide realized gains and losses report on the sale of assets during the month.
- Provide detailed amortization schedules.
- Provide a monthly analysis of the Nevada Local Government Investment Pool (if applicable).
- Work with COUNTY'S representative to analyze COUNTY'S depository bank's account analysis statements to determine appropriate compensating balances.
- Be available to meet with COUNTY'S representative to discuss COUNTY'S investment program, including investment strategy and performance, economic and market conditions, cash flow information, bond proceeds analysis, and other investment related information.
- Provide firm's list of approved issuers, and repurchase agreement counterparties.

Quarterly

- Compile separate Quarterly Detail Reports for COUNTY for the Tax Receiver, Various Clark County Bond Funds, and McCarran Airport Bond Funds portfolios. The Quarterly Detail Report is a comprehensive investment accounting, analytic, compliance and performance report.
- Provide detailed billing information which allows COUNTY to easily identify and verify the calculation of the fees charged for services rendered.

Semi-Annually

- Meet with the McCarran Airport's financial management personnel to discuss the investment of the Airport's bond funds.
- Meet with the Water Reclamation District's financial management personnel to discuss the investment of the District's funds.

Annually

- Assist COUNTY'S Treasurer, Comptroller, and internal and external auditors with COUNTY'S Comprehensive Annual Financial Report which includes calculating the accounting entries and/or drafting the narratives for GASB 31 (mark-to-market), GASB 40 (investment risk disclosure), and other GASB Statements as necessary.
- Assist with budgeting interest income.
- Assist COUNTY with any necessary Investment Policy changes.
- Provide a list of approved broker/dealers.
- Provide most recent SEC Form ADV Part 2.

Ad Hoc

- Perform special projects, which could include consultation for like services.
- Serve as a general resource to COUNTY staff for information and training.
- Assist in presentations to rating agencies.
- Assist in analyzing proposed Nevada legislative bills which many have a potential impact on COUNTY'S investments and/or banking requirements.

- Prepare special analyses and reports as requested by COUNTY.

FEE

The fixed fee for the all the services identified herein shall be based on a Fixed Annual Basis Points Fee of 1.2 basis point, which shall remain firm for the term of the Contract, of the Total Portfolio's quarterly average total market value (including accrued interest) as determined by COUNTY'S custodial bank on the last day of each month – fees to be paid quarterly, in arrears. The said fee amount may be reduced due to new issues affiliated trade credits as mutually agreed upon by PROVIDER and COUNTY.

Client#: 25306

FIRSHOR

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/06/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Crichton Group 3011 Armory Drive Suite 250 Nashville, TN 37204		CONTACT NAME: Susan Ott PHONE (A/C, No, Ext): 615 383-9761 FAX (A/C, No): 615 383-4628 E-MAIL ADDRESS: sott@thecrichtongroup.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : The Phoenix Insurance Company	
		INSURER B : Travelers Property Casualty Company of	
		INSURER C : Trumbull Insurance Company	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			H6603H224500PHX19	06/01/2019	06/01/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			H8100N810834	06/01/2019	06/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000			CUP9K544465	06/01/2019	06/01/2020	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	20WNJ76704	06/01/2019	06/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: CBE No. 605439-19, Institutional Fixed Income Cash Investment Manager Services

APPROVED DEC 18 2019

The Certificate Holder is included as Additional Insured for General Liability and Automobile Liability, when required by a written contract or agreement that has been executed prior to a loss, and as outlined in the policy forms referenced below. Additional Insured status is not applicable to Workers Compensation. (See Attached Descriptions)

CERTIFICATE HOLDER Clark County, Nevada Purchasing & Contracts 500 S Grand Central PKWY 4th FL PO BOX 551217 Las Vegas, NV 89155-0000	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Daniel D. Hite</i>
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DESCRIPTIONS (Continued from Page 1)

Deductible is \$0 on the Auto and CGL policy.

As respects General Liability:

Blanket Additional Insured - Owners, Managers and Lessors of Premises (per Form CG T1 00 02 19)

Blanket Additional Insured - Lessors of Leased Equipment (per Form CG T1 00 02 19)

Blanket Additional Insured - Persons or Organizations For the Named Insured's Ongoing Operations As Required By Written Contract or Agreement (per Form CG D5 52)

Blanket Waiver of Subrogation as Required by Written Contract or Agreement (per Form CG D5 52)

Blanket Primary, Non-Contributory Status as Required by Written Contract (per Form CG T1 00 02 19)

As Respects Auto Liability:

Blanket Additional Insured When Required by Written Contract or Agreement (per Form CA T3 53)

Blanket Waiver of Subrogation When Required by Written Contract (per Form CA T3 53)

As Respects Workers' Compensation:

Blanket Waiver of Subrogation (per Form WC 00 03 13) - as allowable by law

Blanket Waiver of Subrogation (per Form WC 42 03 04 B) - applicable to Texas

Blanket Waiver of Subrogation (per Form WC 04 03 06) - applicable to California

Blanket Waiver of Subrogation (per Form WC 43 03 05) - applicable to Utah

Blanket Alternate Employer Endorsement (per Form WC 03 01 A) - as allowable by law

As Respects Umbrella/Excess Liability:

The Umbrella/Excess Liability provides excess limits over the underlying General Liability, Auto Liability and Employers Liability.

Coverage is subject to all of the terms, conditions, exclusions and definitions of the above-referenced policies, as issued by the carrier(s).

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

XTEND ENDORSEMENT FOR FINANCIAL INSTITUTIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- A. Repossessed Watercraft – 25 Feet Long Or Less**
- B. Who Is An Insured – Employees And Volunteer Workers – Bodily Injury To Co-Employees And Co-Volunteer Workers**
- C. Blanket Additional Insured – Persons Or Organizations For Your Ongoing Operations As Required By Written Contract Or Agreement**
- D. Blanket Waiver Of Subrogation**
- E. Contractual Liability – Railroads**
- F. Damage To Premises Rented To You**

PROVISIONS

A. REPOSSESSED WATERCRAFT – 25 FEET LONG OR LESS

The following replaces Paragraph (1) of Exclusion g., **Aircraft, Auto Or Watercraft**, in Paragraph 2. of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

- (1) A watercraft that is:
- (a) Ashore on premises you own or rent; or
 - (b) Repossessed by you or the insured that is:
 - (i) 25 feet long or less; and
 - (ii) Ashore on premises you do not own or rent;

B. WHO IS AN INSURED – EMPLOYEES AND VOLUNTEER WORKERS – BODILY INJURY TO CO-EMPLOYEES AND CO-VOLUNTEER WORKERS

The following is added to Paragraph 2.a.(1) of **SECTION II – WHO IS AN INSURED**:

Paragraphs (1)(a), (b) and (c) above do not apply to "bodily injury" to a co-"employee" while in the course of the co-"employee's" employment by you or performing duties related to the conduct of your business, or to "bodily injury" to your other

"volunteer workers" while performing duties related to the conduct of your business.

C. BLANKET ADDITIONAL INSURED – PERSONS OR ORGANIZATIONS FOR YOUR ONGOING OPERATIONS AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that is not otherwise an insured under this Coverage Part and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury", "property damage", or "personal and advertising injury" that:

- a. Is "bodily injury" or "property damage" that occurs, or is "personal and advertising injury" caused by an offense that is committed, subsequent to the signing of the contract or agreement; and
- b. Is caused, in whole or in part, by your acts or omissions in the performance of your ongoing operations to which that contract or agreement applies or the acts or omissions of any person or organization performing such operations on your behalf.

The limits of insurance provided to such insured will be the minimum limits that you agreed to provide in the written contract or agreement, or

COMMERCIAL GENERAL LIABILITY

the limits shown in the Declarations, whichever are less.

D. BLANKET WAIVER OF SUBROGATION

The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

If the insured has agreed in a contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

- a. "Bodily injury" or "property damage" that occurs; or
- b. "Personal and advertising injury" caused by an offense that is committed;

subsequent to the execution of the contract or agreement.

E. CONTRACTUAL LIABILITY – RAILROADS

1. The following replaces Paragraph c. of the definition of "insured contract" in the **DEFINITIONS** Section:
 - c. Any easement or license agreement;
2. Paragraph f.(1) of the definition of "insured contract" in the **DEFINITIONS** Section is deleted.

F. DAMAGE TO PREMISES RENTED TO YOU

The following replaces the definition of "premises damage" in the **DEFINITIONS** Section:

"Premises damage" means "property damage" to:

- a. Any premises while rented to you or temporarily occupied by you with permission of the owner; or
- b. The contents of any premises while such premises is rented to you, if you rent such premises for a period of seven or fewer consecutive days.

COMMERCIAL GENERAL LIABILITY

c. Method Of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

d. Primary And Non-Contributory Insurance If Required By Written Contract

If you specifically agree in a written contract or agreement that the insurance afforded to an insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such insured which covers such insured as a named insured, and we will not share with that other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal and advertising injury" for which coverage is sought is caused by an offense that is committed;

subsequent to the signing of that contract or agreement by you.

5. Premium Audit

- a. We will compute all premiums for this Coverage Part in accordance with our rules and rates.
- b. Premium shown in this Coverage Part as advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period and send notice to the first Named Insured. The due date for audit and retrospective premiums is the date shown as the due date on the bill. If the sum of the advance and audit premiums paid for the policy period is greater than the earned premium, we will return the excess to the first Named Insured.
- c. The first Named Insured must keep records of the information we need for premium computation, and send us copies at such times as we may request.

6. Representations

By accepting this policy, you agree:

- a. The statements in the Declarations are accurate and complete;
- b. Those statements are based upon representations you made to us; and
- c. We have issued this policy in reliance upon your representations.

The unintentional omission of, or unintentional error in, any information provided by you which we relied upon in issuing this policy will not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or to exercise our rights of cancellation or nonrenewal in accordance with applicable insurance laws or regulations.

7. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom claim is made or "suit" is brought.

8. Transfer Of Rights Of Recovery Against Others To Us

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

9. When We Do Not Renew

If we decide not to renew this Coverage Part, we will mail or deliver to the first Named Insured shown in the Declarations written notice of the nonrenewal not less than 30 days before the expiration date.

If notice is mailed, proof of mailing will be sufficient proof of notice.

SECTION V – DEFINITIONS

1. "Advertisement" means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purposes of this definition:
 - a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and
 - b. Regarding websites, only that part of a website that is about your goods, products or services for the purposes of attracting customers or supporters is considered an advertisement.

COMMERCIAL AUTO

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- A. BROAD FORM NAMED INSURED**
- B. BLANKET ADDITIONAL INSURED**
- C. EMPLOYEE HIRED AUTO**
- D. EMPLOYEES AS INSURED**
- E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS**
- F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS**
- G. WAIVER OF DEDUCTIBLE – GLASS**

- H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT**
- I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT**
- J. PERSONAL PROPERTY**
- K. AIRBAGS**
- L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS**
- M. BLANKET WAIVER OF SUBROGATION**
- N. UNINTENTIONAL ERRORS OR OMISSIONS**

PROVISIONS

A. BROAD FORM NAMED INSURED

The following is added to Paragraph A.1., **Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any organization you newly acquire or form during the policy period over which you maintain 50% or more ownership interest and that is not separately insured for Business Auto Coverage. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

B. BLANKET ADDITIONAL INSURED

The following is added to Paragraph c. in A.1., **Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to be named as an additional insured is an "insured" for Covered Autos Liability Coverage, but only for damages to which

this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

C. EMPLOYEE HIRED AUTO

1. The following is added to Paragraph A.1., **Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

An "employee" of yours is an "insured" while operating an "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

2. The following replaces Paragraph b. in B.5., **Other Insurance**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

- b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

- (1) Any covered "auto" you lease, hire, rent or borrow; and
- (2) Any covered "auto" hired or rented by your "employee" under a contract in an "employee's" name, with your

COMMERCIAL AUTO

permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

D. EMPLOYEES AS INSURED

The following is added to Paragraph A.1., **Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

E. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

1. The following replaces Paragraph A.2.a.(2), of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

2. The following replaces Paragraph A.2.a.(4), of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

F. HIRED AUTO – LIMITED WORLDWIDE COVERAGE – INDEMNITY BASIS

The following replaces Subparagraph (5) in Paragraph B.7., **Policy Period, Coverage Territory**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

(5) Anywhere in the world, except any country or jurisdiction while any trade sanction, embargo, or similar regulation imposed by the United States of America applies to and prohibits the transaction of business with or within such country or jurisdiction, for Covered Autos Liability Coverage for any covered "auto" that you lease, hire, rent or borrow without a driver for a period of 30 days or less and that is not an "auto" you lease, hire, rent or borrow from any of your "employees", partners (if you are a partnership), members (if you are a limited liability company) or members of their households.

(a) With respect to any claim made or "suit" brought outside the United States of America, the territories and possessions of the United States of America, Puerto Rico and Canada:

(i) You must arrange to defend the "insured" against, and investigate or settle any such claim or "suit" and keep us advised of all proceedings and actions.

(ii) Neither you nor any other involved "insured" will make any settlement without our consent.

(iii) We may, at our discretion, participate in defending the "insured" against, or in the settlement of, any claim or "suit".

(iv) We will reimburse the "insured" for sums that the "insured" legally must pay as damages because of "bodily injury" or "property damage" to which this insurance applies, that the "insured" pays with our consent, but only up to the limit described in Paragraph C., **Limits Of Insurance**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**.

(v) We will reimburse the "insured" for the reasonable expenses incurred with our consent for your investigation of such claims and your defense of the "insured" against any such "suit", but only up to and included within the limit described in Paragraph C., **Limits Of Insurance**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**, and not in addition to such limit. Our duty to make such payments ends when we have used up the applicable limit of insurance in payments for damages, settlements or defense expenses.

(b) This insurance is excess over any valid and collectible other insurance available to the "insured" whether primary, excess, contingent or on any other basis.

(c) This insurance is not a substitute for required or compulsory insurance in any country outside the United States, its territories and possessions, Puerto Rico and Canada.

You agree to maintain all required or compulsory insurance in any such country up to the minimum limits required by local law. Your failure to comply with compulsory insurance requirements will not invalidate the coverage afforded by this policy, but we will only be liable to the same extent we would have been liable had you complied with the compulsory insurance requirements.

- (d) It is understood that we are not an admitted or authorized insurer outside the United States of America, its territories and possessions, Puerto Rico and Canada. We assume no responsibility for the furnishing of certificates of insurance, or for compliance in any way with the laws of other countries relating to insurance.

G. WAIVER OF DEDUCTIBLE – GLASS

The following is added to Paragraph D., **Deductible**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT

The following replaces the last sentence of Paragraph A.4.b., **Loss Of Use Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

However, the most we will pay for any expenses for loss of use is \$65 per day, to a maximum of \$750 for any one "accident".

I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT

The following replaces the first sentence in Paragraph A.4.a., **Transportation Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

We will pay up to \$50 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

J. PERSONAL PROPERTY

The following is added to Paragraph A.4., **Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Personal Property

We will pay up to \$400 for "loss" to wearing apparel and other personal property which is:

- (1) Owned by an "insured"; and

- (2) In or on your covered "auto".

This coverage applies only in the event of a total theft of your covered "auto".

No deductibles apply to this Personal Property coverage.

K. AIRBAGS

The following is added to Paragraph B.3., **Exclusions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Exclusion 3.a. does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs A.1.b. and A.1.c., but only:

- a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
- b. The airbags are not covered under any warranty; and
- c. The airbags were not intentionally inflated.

We will pay up to a maximum of \$1,000 for any one "loss".

L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS

The following is added to Paragraph A.2.a., of **SECTION IV – BUSINESS AUTO CONDITIONS**:

Your duty to give us or our authorized representative prompt notice of the "accident" or "loss" applies only when the "accident" or "loss" is known to:

- (a) You (if you are an individual);
- (b) A partner (if you are a partnership);
- (c) A member (if you are a limited liability company);
- (d) An executive officer, director or insurance manager (if you are a corporation or other organization); or
- (e) Any "employee" authorized by you to give notice of the "accident" or "loss".

M. BLANKET WAIVER OF SUBROGATION

The following replaces Paragraph A.5., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by

COMMERCIAL AUTO

such contract. The waiver applies only to the person or organization designated in such contract.

N. UNINTENTIONAL ERRORS OR OMISSIONS

The following is added to Paragraph **B.2., Concealment, Misrepresentation, Or Fraud**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.



**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY**

ENDORSEMENT WC 00 03 13 (00)-01

POLICY NUMBER: 20WVNJ76704

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit any one not named in the Schedule.

SCHEDULE

DESIGNATED PERSON:

DESIGNATED ORGANIZATION:

ANY PERSON OR ORGANIZATION FOR WHICH THE NAMED INSURED HAS
AGREED IN A WRITTEN CONTRACT EXECUTED PRIOR TO LOSS TO
PROVIDE THIS WAIVER

DATE OF ISSUE:

ST ASSIGN:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/13/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH, INC. 1801 WEST END AVE., SUITE 1400 NASHVILLE, TN 37203 Attn: Nashville.certrequest@marsh.com/Fax 212-948-0527 CN101851001-BleFI-19-20	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED FHN Financial Main Street Advisors Tonya Dazzio 702-575-6592 10655 Park Run Dr, Suite 120 Las Vegas, NV 89144	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : (See Additional Page Text)	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** ATL-004462341-32 **REVISION NUMBER:** 18

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Blended Program Primary F.I. Bond			See Attached	08/01/2019	08/01/2020	Combined Limit See addl page text 15,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: RFP #603046-13; contract for institutional fixed income cash and investment manager.
Bankers Professional Liability coverage is Errors and Omissions coverage. FHN Financial Main Street Advisors, a subsidiary of First Horizon Bank, is an insured under these policies.

APPROVED DEC 18 2019

CERTIFICATE HOLDER Clark County, Nevada Attn: Purchasing and Contracts Division 500 S. Grand Central Parkway - 4th Floor P.O. Box 551217 Las Vegas, NV 89155-1217	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Stephen R. Earp <i>Stephen R. Earp</i>
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AGENCY CUSTOMER ID: CN101851001

LOC #: Nashville



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH, INC.		NAMED INSURED FHN Financial Main Street Advisors Tonya Dazzio 702-575-6592 10655 Park Run Dr, Suite 120 Las Vegas, NV 89144
POLICY NUMBER		
CARRIER	NAIC CODE	
EFFECTIVE DATE:		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Policy Period: August 1, 2019 - August 1, 2020

Primary Coverage: Bankers Professional Liability (BPL), Directors & Officers Liability, Fiduciary Liability (subject to Tie-In of Limits)

Carrier: Berkshire Hathaway Specialty Insurance

Policy Number: 47-EPF-301701-05

Limit of Insurance: \$15,000,000 Aggregate and Per Claim

Retentions per Claim:

D&O (B&C) - \$10,000,000

BPL - \$10,000,000

Fiduciary - \$1,000,000/\$5,000,000

Coverage: Primary F.I. Bond

Carrier: Berkshire Hathaway Specialty Insurance

Policy Number: 47-EPF-301701-05

Limit of Insurance: \$15,000,000 Single/\$30,000,000 Aggregate



ITEM X.C.

AGENDA ITEM

APRIL 16, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #X.C.: Discussion and possible Board action to extend the closing of the Las Vegas-Clark County Library District past April 16, 2020.

Background: Based upon Nevada Governor Sisolak's emergency declaration issued on March 12, 2020, 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. At an Emergency Board Meeting on Wednesday, March 18, 2020, Trustees ratified the Executive Director's decision to close the District. Trustees approved a closure of at least 30 days or until the Governor and Health District advise otherwise.

Dr. Heezen advised Trustees he would update them if additional time is needed and ask for Board approval.

On March 31, Governor Sisolak issued a Stay At Home order and extended the State of Emergency until April 30, 2020. This covered non-essential operations for businesses. Dr. Heezen is requesting Trustee approval to extend the closure until Governor Sisolak lifts the Stay at Home order for schools AND businesses.

The District's top priority is the health and safety of staff, volunteers, customers, and community partners. Maintaining social distancing is nearly impossible in public libraries with the numbers of District customers. The District's online resources will remain available and the District's WiFi 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.

Recommended Action:

Motion to approve the Executive Director's request to extend the closure of the Las Vegas-Clark County Library District until Governor Sisolak lifts the Stay At Home order for schools and businesses.



AGENDA ITEM

APRIL 16, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.D.:

Presentation and discussion regarding the reopening of the Las Vegas-Clark Library District with temporary operating procedures, guidelines, and safety measures as a result of the COVID-19 global pandemic, and in conjunction with Nevada Governor Sisolak's and Southern Nevada Health District's guidelines.

Background:

Based upon Nevada Governor Sisolak's emergency declaration announced on March 15, 2020, Executive Director Dr. Ronald Heezen closed the Las Vegas-Clark County Library District beginning on March 16, 2020. With Trustee approval, the District will remain closed at least through April 30, or until the Governor's mandatory shutdown of non-essential businesses and Stay-at-Home directive has been lifted.

The District's top priority is the health and safety of staff, volunteers, customers, and community partners. As the District prepares to tentatively reopen, maintaining social distancing will be a challenge with the number of District customers. As a result, staff recommends:

- 1.) A phased reopening with partial services
- 2.) Limiting the number of customers allowed into a library at any given time
- 3.) Limiting the number of customers within designated zones
- 4.) Prohibiting loitering within the buildings
- 5.) Installing barriers and signage to enforce social distancing
- 6.) Implementing revised sanitization procedures
- 7.) Allowing staff, volunteers, customers, and community partners to wear personal protective equipment
- 8.) Establishing new employee leave guidelines, as per the Emergency Leave Act, with the guidance of District legal counsel

The District intends to take these measures in compliance with Governor Sisolak, the Southern Nevada Health District, and the Centers for Disease Control and Prevention guidelines and public health and safety best practices.

Recommended Action:

For presentation and discussion only.