

ITEM III.

**PROPOSED AGENDA
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
Board of Trustees' Meeting
March 12, 2020**

DATE: Thursday, March 12, 2020

TIME: 6:00 p.m.

PLACE: Sahara West Library
9600 West Sahara Avenue
Las Vegas, NV 89117

I. Roll Call and Pledge of Allegiance

II. Public Comment

Topics raised under this item must be limited to matters on today's Agenda. Persons wishing to speak in public comment must sign in on the sign-in sheet before this item is addressed.

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

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

IV. Presentations

A. Presentation on the Spring Valley Library by Branch Manager Leah Ciminelli

B. Briefing on Diligent Platform by Phil Sandusky, Customer Success Manager

V. Approval of Proposed Minutes (For possible action)

A. Regular Session, November 14, 2019

B. Naming Library Policy Committee Meeting, January 16, 2020

C. Regular Session, January 16, 2020

D. Regular Session, February 13, 20220

VI. Chair’s Report

- A. Oral report by Trustee Francis Drake on the Public Library Association’s Conference (Nashville, TN).
- B. Possible Board discussion regarding the Chair’s report.

VII. Library Reports

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

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

A. 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

VIII. Unfinished Business

None

IX. New Business

- A. Discussion and possible Board action regarding the closing of the East Las Vegas Library at 3:00 p.m. on Friday, September 25, 2020.
- B. Discussion and possible Board action regarding authorization to extend the appointment of the District’s current auditor, Piercy Bowler Taylor & Kern, for one year, for the fiscal year ending June 30, 2020.
- C. Discussion and possible Board action regarding changes to the current address of the Enterprise Library.

X. Announcements

The next Finance and Audit Committee Meeting will be held Thursday, April 16, 2020 at 6:000 p.m. in the Rainbow Library, 3150 N. Buffalo Dr., Las Vegas, Nevada 89128.

The next Board Meeting will be held Thursday, April 16, 2020, at 6:15 p.m. in the Rainbow Library, 3150 N. Buffalo Dr., Las Vegas, Nevada 89128.

The Board Retreat has been scheduled for Tuesday, April 28, 2020 from 8:00 a.m. to 3:00 p.m. at a location to be announced at the Board Meeting.

XI. Public Comment

Topics raised under this item cannot be acted upon until the notice provisions of the open meeting law have been met. Persons wishing to speak in public comment must sign in on the sign-in sheet before this item is addressed.

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

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

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. SUPPORTING MATERIAL WILL BE MADE AVAILABLE AT THE MEETING LOCATION ON THE DAY OF THE MEETING AFTER 3:00 P.M.

Pursuant to NRS 241.020, written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Friday, March 6, 2020, i.e., given at least three (3) working days before the meeting, including in the notice the time, place, location and agenda of the meeting:

- A. By delivering a copy of the notice to each Library Trustee;
- B. By posting a copy of the notice at the principal office of the Library Trustees, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:

1. Clark County Library
1401 E. Flamingo Road
Las Vegas, NV 89119
2. East Las Vegas Library
2851 E Bonanza Road
Las Vegas, NV 89101
3. Sahara West Library
9600 West Sahara Avenue
Las Vegas, NV 89117
4. Sunrise Library
5400 Harris Avenue
Las Vegas, NV 89110
5. West Charleston Library
6301 W. Charleston Boulevard
Las Vegas, NV 89146
6. West Las Vegas Library
951 W. Lake Mead Boulevard
Las Vegas, NV 89106
7. Windmill Library
7060 W. Windmill Lane
Las Vegas, NV 89113
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.

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

ITEM V.B.

The Board of Trustees' Naming Libraries Policy Committee Meeting of the Whole of the Las Vegas-Clark County Library District met in regular session in the Clark County Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, January 16, 2020.

Present: Committee: F. Ortiz, Chair
E. Foyt
M. Francis Drake
S. Ramaker
K. Rogers
S. Bilbray-Axelrod
R. Wadley-Munier
C. Brooks
B. Wilson

Counsel: G. Welt

Absent: K. Benavidez
R. Heezen, Executive Director

Staff: Mr. Fred James, Deputy Director/CFO
Numerous Staff

Guests:

F. Ortiz, Chair, called the meeting to order at 6:00 p.m.

**Roll Call
(Item I.)** All members listed above represent a quorum. Trustee Wilson attended via telephone. Trustee Benavidez had an excused absence. Executive Director Dr. Heezen was ill and unable to attend.

**Public Comment
(Item II.)** None.

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

**Discussion and possible Committee action regarding recommendation of a naming opportunity for the Jewel Box Theater at the Clark County Library.
(Item IV.A.)** Development and Planning Director Danielle Milam explained that she has been working with the family of Paul Charles Blau since July 2019 on this donation. Mr. Blau had frequented the Clark County Library on many occasions. He was an avid learner and reader, loved the reading room in this library, and was also very involved with the theater. After touring Mrs. Constance Blau and Ms. Elizabeth Blau through the building, decided they liked the Jewel Box Theater and wanted their memorial gift to be associated with that location. Since the Jewel Box Theater had recently been renovated, this was not an ongoing project, needing money but, upon discussion with legal counsel, the Executive Council, and the donor, a gift of \$100,000 along with the naming rights for ten years were discussed.

The *Naming Opportunities Policy* stipulates that all Naming Opportunity proposals will be submitted to the Naming Libraries Policy Committee in writing, and each shall contain justification compliant with the criteria, terms, and purposes set forth in the policy. The proposal provides details related to criteria and terms for Trustees' consideration. The purpose of this Naming Opportunity is to honor the memory of the

donor's late husband, Paul Charles Blau. A *New York Times* obituary for Mr. Blau is attached to these minutes as Exhibit A.

Consideration of Proposals: To qualify for a naming opportunity, a proposal must demonstrate four things: 1) donors are willing to enter into an agreement to contribute at least 51% of the actual or estimated project costs; 2) geographical or functional names should be included in the agreement; 3) donor recognition signage will be consistent with Library District signage standards, and 4) the term of the agreement shall take into consideration the estimated life of the building or project area.

This memo outlines the details of the terms proposed for the proposed Blau Agreement, in alignment with the four policy criteria:

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

1. Agreement to contribute a minimum of 51% of project costs.
The Donor proposes a \$100,000 gift to rename the existing Jewel Box Theater in the Clark County Library to the Paul C. Blau Theatre. The donor preferred "re" be used rather than "er" at the end of theater. Since the theater space has seen recent improvements to furniture and equipment, there are no proposed changes to the space, other than minor improvements that go with an aging building. The Agreement with the Donor accepts the space as is and does not provide the Donor any right to object to any proposed future improvements which may improve the customer experience or functionality of this theater space.
2. Naming by geography or function. Signage for the Paul C. Blau Theatre retains the functional name for the space.
3. Signage consistent with Library District signage standards. Physical signage will be designed and installed by General Services in accordance with criteria of the District. The Library District's room reservation system and promotional materials will reflect this name change.
4. Term for 10 years. Upon consultation with the Executive Council, it was determined that a ten year term is appropriate for the total memorial gift of \$100,000, due in the first quarter of 2020. The term of this Naming Opportunity will be from January 2020 through December 2029.

Trustee Bilbrary-Axelrod thought this was a fabulous use of the District's naming policy. She added that the Blau family has given much to Las Vegas, stated the gift and theater name is a fitting tribute, and thanked Danielle for fostering the gift.

Trustee Wilson asked about the costs to rebrand the theater. Ms. Milam explained it would just be the signage that would need to be changed, along with the programming of the room reservation system. Per General Services, the cost would run about \$1,000.

Trustee Meléndrez thanked the family for their willingness to continue supporting the library.

Trustees Wadley-Munier felt the donation was a really good use of the policy and thanked Ms. Milam for her work on this. Trustee Foyt was very pleased to hear about this donation as well.

Chair Ortiz confirmed that, for events taking place in the Paul C. Blau Theatre, the name would be on the brochures, flyer, any programming or promotions for its use with Community Engagement Director Matt McNally. He also confirmed that everything was in order legally with Counsel Welt who agreed that the proposed agreement was based upon the District's *Naming Opportunities Policy*.

Chair Ortiz, after determining that family was not in attendance, requested Ms. Milam thank them for their generosity. Ms. Milam advised the Committee that there will be a naming event in the future at which the entire Board will be invited.

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

**Public Comment
(Item V.)**

None.

**Adjournment
(Item VI.)**

Chair Ortiz adjourned the meeting at 6:14 p.m.

Respectfully submitted,

Felipe Ortiz, Committee Chair

PAUL BLAU



BLAU--Paul Charles. Paul Charles Blau, born in Brooklyn, New York, died in Las Vegas, Nevada, March 26, 2018. Paul Charles Blau loved the sunshine. He lived in the Las Vegas sunshine for 40 years and died in the Las Vegas sunshine on March 26th, 2018 after suffering complications from a stroke. Paul was surrounded by his family when he departed, leaving behind his wife of 37 years, Constance Simpson Blau, and his four beloved children, his daughter Elizabeth Sarah Blau Ogilvie, his son Matthew Menachem Blau, and his two step-daughters, Amanda Lea Robinson and Liza Jane Robinson. Paul leaves behind his two grandsons, Phillip and Peter Blau, his beloved son-in-law Michael Ogilvie and daughter-in-law Bridget Blau, and five step-grandchildren, Bronwen, Eva, and Gus Green, Ilona and Amanda Stoffa. Paul was preceded in death by his parents, Maurice and Helen Blau, and his brother, Ronald Blau. Paul is also survived by a nephew, two nieces, and their families. Fiercely proud of being a New York Jew, Paul's adventurous spirit led him from military service to a potential career as an accountant in Manhattan, to the Peace Corps in Columbia, to an entrepreneur educator in Germany, to the movie business in San Francisco, to professional gambler in Las Vegas, then as a forever educator at his home and with his family. He completed degrees from Hofstra University, the University of Pennsylvania and the University of Nevada Las Vegas. Paul Charles Blau was passionate about conversation, history, politics, the NFL, tennis, film, theatre, loyalty, truth, but most passionate about reading. He read everything, anywhere, all the time. His family, friends, and acquaintances often heard him warn, "Be sure to take something to read!" He was a natural educator and found an opportunity in every moment to remind those around him of historical events that shaped the present. Paul's enthusiasm for life was contagious and his curiosity boundless. He lived a life of wonder and appreciation, and instilled this in others. Paul took to heart John F. Kennedy's statement, "Ask not what your country can do for you, but what you can do for your country." Paul was a fierce patriot. He advocated for political justice and democracy, often volunteering for local politics. Paul's devotion to his family was inspiring. Paul's love was precious. Since love never dies, Paul Charles Blau will forever be surrounded by our love and forever in our hearts.

Published in The New York Times on Mar. 24, 2019



ITEM VII.A. EXECUTIVE DIRECTOR'S REPORT

MEMORANDUM

DATE: March 6, 2020
TO: Board of Trustees
FROM: Dr. Ronald R. Heezen
SUBJECT: Executive Director's Monthly Report

This report gives you a quick review of my activities and the accomplishments of Library District Staff for your review and discussion at the District Board of Trustees' March 12th meeting. I have supplemented this with information in the board packet (numbered VII.A.1-3) and distributed to Trustees.

MEETINGS, ACTIVITIES & OTHER TOPICS

COVID19. I was at Sam's Club last weekend and, while the store often has late evening shoppers, that Saturday it was PACKED! Yet, the shelves were the emptiest I've ever seen them. Customers had carts full of bottled water and paper products and heaven knows what else. I had come in only to restock my lunch shelves (you know how much I "love" those Atkins bars and shakes) and to get some replacement facial tissue (of which they were completely out of stock). With my Atkins in hand, though, I had to wait in line to check out for almost twenty minutes. I asked the clerk what was going on and she said, "Everyone is preparing for the pandemic."

I had just released my report (*For the Record*) to the staff and board and was a little surprised to see what the Germans have called *Hamsterkauf* (panic buying) this early. I posted a notice on Facebook that deaths from coronavirus are way below deaths from the flu! Nevertheless, people are getting more and more worried about the growing threat from this disease. We had originally scheduled interim director of the Southern Nevada Health District, Dr. Fermin Leguen to speak to the District Department Heads meeting on March 18th. A special event came up and he has to be there so his associate Dr. Vit Kraushaar will be with us instead. In the District, we have a protocol for responding to pandemics. I will share the full document with you via your devices at this month's meeting.

Long Sought Partnership with Clark County School District (CCSD) Now Closer.

Thanks to the hard work of Youth Services Manager **Shana Harrington**, her associate YPL Youth Services Specialist **Melissa Ramos**, and Community Engagement Director **Matt McNally**, we now have CCSD's full cooperation on involving their students in our Summer Challenge Program. CCSD even invited us to participate in the filming of a Summer Challenge promotional video at Vegas PBS. Branding & Marketing Director **Betsy Ward** worked with CCSD's Director of Special Projects Kori Kloberdanz to write a script for me to appear with Superintendent of Schools Dr. Jesus Jara in the video. They are very kindly allowing each library district in Clark County to create their own version of this video. In

ours, I explain the details of Summer Challenge and encourage kids to sign up. Betsy tells me that it will appear on our website and social media channels in the coming months.

The key to getting the word out to CCSD students is our Summer Challenge brochure, which explains what kids need to know to participate and win prizes. BAM Director **Betsy Ward**, Assistant BAM Director **Karen Bramwell**, and Graphic Designer **Juanita Aiello** worked throughout the month of February on rewriting and redesigning the new Summer Challenge brochure based on the ingenious theme suggested by **Shana Harington** and her **Summer Challenge Committee**. It's based on "retro video games." (Remember the old pixelated Donkey Kong and Mario Brothers? I think I saw my daughter play these.) They landed on this creative idea because kids have rediscovered these old games and are making them popular again. The great part about this theme is that parents will love it, too, as they will have grown up with those old games. Betsy, Karen, and Juanita were so inspired by this fresh idea and the new CCSD partnership, and they wanted to make distribution of the brochure and the accompanying log easy for the schools to distribute. Juanita developed a new design that incorporates a detachable log, and also a detachable section just for teens that they can separate from the kids' section. The BAM team also added a new audience this year... Parents! This is aimed at parents who may have a baby through age 5 at home. So when that brochure comes home in their older child's backpack, we want parents to know that they can take their little one to Summer Challenge at the library, too! Branding & Marketing will be printing and drop shipping 250,000 copies of the Summer Challenge brochure directly to CCSD's central mailing department, where they will be distributed directly to all schools in our taxing district. Bravo to all who were involved in getting this important program and partnership off the ground this year!

States Shifting Toward Censorship. It always starts with one rock plopping into the pond and the ripples spreading. The State of Missouri unveiled a proposed new statute in January, ***The Parental Oversight of Public Libraries Act***. According to *Publisher's Weekly* this law "establishes an elected review board to decide which 'age-appropriate' materials can be accessible to minors within a public library, with librarians who don't comply with the board's decisions subject to prison time." In February, the state of Tennessee followed suit by introducing a clone of the Missouri bill. Word is that other states are currently considering this act, as well. Public Libraries have long taken the position that only PARENTS can determine when their own children are ready (or not ready) to encounter ideas that are contrary to what that family believes or supports. That means librarians do NOT stand *in loco parentis* (in place of the parents). In the legislation as drafted, in neither state will librarians be allowed to sit on the committee! We will keep you apprised of how this trend is moving.

Trustee Request for Name Change for Street of Enterprise Library. At our last meeting Trustee **Elizabeth Foyt** requested that the name of the Street for the Enterprise Library be changed from "Shelbourne Ave." to "Las Vegas Boulevard." Purchasing and Administration Manager **Nancy Hodges** contacted the Clark County Comprehensive Planning Department and explained our request. The representative responded "that street assignments are based upon the following criteria, which takes emergency service response into consideration:

- Street used to access main entrance
- Direction main entrance faces
- Main entrance distance from the street

In our case, main entry is accessed from Shelbourne, it faces Shelbourne, and it is closer to Shelbourne than Las Vegas Boulevard."

The representative with whom Nancy spoke does not have the authority to submit a 'change request' because the above criteria shows Shelbourne Avenue is the correct street name. This being said, there have been times when a change like this was made after the request filtered down from the County Commission. Keeping that in mind, please direct me if you want me to speak with Commissioner Naft. I've put an item on the agenda for this.



Board Reporting. This month is scheduled for the test release of the new, tree-friendly, board iPads using the Diligent software. I'm writing this before the iPads have actually arrived, so I'm doing this with fingers crossed. A Diligent representative, Phil Sandusky, will be with us on site at Thursday's meeting to help set things up. Executive Assistant **Allison Boyer** and **Tammy Jarman** are working hard to upload the information for you. The reason we went with District-only-iPads rather than providing this for use on your own device was to protect you from an open records request which would make everything on your personal device searchable.

LAS VEGAS BOOK FESTIVAL. With all the changes in the city organization, our success as a partner with the city's Office of Cultural Affairs for the Las Vegas Book Festival has been challenged. To remove many of the problems with which we had to deal in previous years, this past year we opted to be the top "sponsor" rather than a "partner." We provided the same level of funding as in the past, but unfortunately we again did not receive the proper return on investment for this level of funding. (In fact, we have not received an appropriate ROI in the last four years.) Even so, we were, again, left out of the decision making process and weren't even informed of the VIP celebration ceremony until the day before it occurred. We will soon be engaging in what may be our final conversation with the city's employees over our participation at any level. Should we decide NOT to participate, we will investigate the launch of another sort of literary program for which we will be the sole sponsor (or perhaps done with the other library districts).

SAD NEWS. Many of you know **Verlia Davis-Hoggard**, who served as a Library District Trustee from March 2003 to August 2011. She was a strong community leader and advocate for positivity in Clark County for many years. As she exited the Board, then Chair

Kelly Benavidez pointed out that Verlia had served two terms as Chair, two terms as Vice Chair, and two terms as Treasurer. She credited Ms. Davis-Hoggard as:

Supporting the District's diversity initiatives

Acquiring funding from the 2005 Nevada Legislature that helped create the District's first Homework Help Center at the West Las Vegas Library

Bringing badly needed library services to underserved areas of the valley through two new branches: the Centennial Hills area in the northwest and in the southwest at the Windmill Library

Participating actively in library conferences and in the Association of Library Trustees and Advocates

Being selected as Trustee of the Year by the Nevada Library Association

Guiding the District through the most difficult economic challenges in its history

Advocating staunchly for the West Las Vegas Library and its community and the work of the District to bring needed services to all residents.

Verlia passed away February 27th. The District will be sending flowers for her funeral. Her loss is a tragedy for all of us.

AWARD for East Las Vegas. This was in my "For the Record," but it deserves repeating. We received the Mayor's Award for Urban Design – Public Places at the City Council meeting on February 19th. Thanks, Felipe for making this building happen!



FOR YOUR CALENDAR. April will be the Annual **Food for Thought Program** (which you approved for this year in last month's meeting). 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.

Our April **Board of Trustees meeting** will be on the 16th (the third Thursday) instead of the 9th (the second Thursday). This year the second Thursday landed right in the middle of CCSD's spring break.

Executive Director's Activities

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

- Conferred with **attorneys** over various legal issues on several occasions.
- Attended a Chamber of Commerce meeting.
- Visited with staff and delivered cakes to nine branches/departments. Those departments and branches included: Enterprise; West Charleston; General Services; Electronic Resources; Development; IT; CBS; Venue Services; and, East Las Vegas.
- Convened the **Executive Council** for one regular meeting during the month and one retreat off-site.
- Prepared and distributed the monthly issue of ***For the Record*** to distribute to Trustees and Staff.

- Continued work with Kathi Thomas-Gibson, City of Las Vegas—Office of Community Services, from the *Mayor's Committee on the Homeless*, serving as Chair of the Critical Needs Subcommittee
- Attended various **administrative and service planning meetings** with Executive Council and other staff members:
 - Budget Discussions
 - Vendor meetings to ascertain potential for better service
- Conferred with direct reports, one-on-one, in the **Workplan Process**. This is a monthly practice. I do, for the most part, meet more frequently with Library Operations Director **Jenn Schember** and Assistant Director/CFO/Interim Human Resources Director **Fred James**, as our meetings tend to be more in depth.
- Reviewed various legal documents including further proposed responses to lawsuits and proposed contracts for services.
- Participated in the semi-**Monthly Department Heads** meeting—a convocation of the District's leaders from throughout the County.
- **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: March 1, 2020

SUBJECT: Library Operations Activity Report, February 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 **February 1, 2020 – February 29, 2020**.

LIBRARY OPERATIONS ADMINISTRATION

In February, the Library Operations Administration Team focused on the following:

- Dedicated several weeks to finalize a branch staffing analysis to determine future personnel needs to support the upcoming Facilities Master Plan rollout. This project will create a balance of staffing throughout the branches to ensure that each location has the right type and number of positions. This analysis was conducted by Library Operations Administration, with input from Branch Managers, developed a plan to convert and/or reallocate existing positions as they become vacant, and will be working closely with Human Resources and Financial Services Departments.
- Finalized FY2020-2021 budget submissions for the Library Operations Department, which includes all branch libraries. Met with General Services, IT, and Community Engagement Departments to review branch supplemental requests.
- Conducted onsite budget training/refresher and money handling review for Branch Managers and Outlying Branch Associates.
- Finalized temporary employment position requirements to cover long-term branch shortages; four positions were posted in February with interviews scheduled in March. These positions will be assigned to the East Las Vegas Library for up to one year.
- Finalized the last phase of the Passport Services expansion at the Centennial Hills Library. The branch is scheduled to go live in March.

Regional Manager Updates

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

- Conducted site visit to Mt. Charleston Library
- Conducted Outlying Branch Associates Meeting
- Attended Kronos Workforce Ready Demo
- Attended Library Operations Team meeting
- Attended Employee Relations meetings with Human Resources
- Attended Human Resources and Library Operations joint meeting
- Attended branch visit with HR
- Participated on numerous Library Operations staff evaluation and budget meetings
- Ordered small equipment requests for four branches
- Worked with GS and IT to refresh Goodsprings Library
- Worked with Centennial Hills Library to finalize Passport Services implementation
- Fielded Person-In-Charge (PIC) and branch operations calls
- Out on leave for an extended amount of time

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

- Conducted evaluation and workplan meeting for City Misdemeanant Library staff
- Attended and participated in City of Las Vegas' "Hundred Plan in Action" meeting at City Hall
- Attended Library Operations Team meeting
- Attended Outlying Branch Associates Meeting
- Attended Board of Trustees Meeting at West Charleston Library
- Attended Kronos Workforce Ready Demo
- Attended VR Programming Planning meeting with Library District Foundation
- Attended branch visit with HR
- Attended Employee Relations meetings with Human Resources
- Attended Human Resources and Library Operations joint meeting
- Attended and participated in budget meeting with the IT Department
- Attended and participated in Strategic Planning Meeting
- Participated on numerous Library Operations staff evaluation and budget meetings
- Met with Technology vendor from Troxell
- Assisted with purchases of 3D printers and STEAM equipment for various branches
- Successfully completed CPR/AED recertification training
- Fielded Person-In-Charge (PIC), branch operations calls, and customer calls to Administration
- Reviewed and approved 52 branch incident reports and provided follow-up training and instruction, when necessary

STAFF AND BRANCH HIGHLIGHTS

West Las Vegas Library Branch Manager **Chantel Clark** was selected to represent the District in this year's Mountain Plains Library Association (MPLA) Leadership Institute. There were only 30 slots available, and through a competitive process across multiple states, she will be participating in a week-long institute in Arizona from June 7-12, 2020.

Library Operations staff attended the **Public Library Association (PLA) 2020 Conference** in Nashville, TN from February 25-29, 2020:

Salvador Avila	Branch Manager	East Las Vegas Library
Tom Sommer	Branch Manager	Summerlin Library
Claire Davies	Branch Manager	Whitney Library
Megan Nykodym	Teen Services Dept. Head	Clark County Library
Lexi McEwen	Youth Services Dept. Head	Clark County Library
Marisa Eytalis	Youth Services Dept. Head	Summerlin Library
Natalia Tabisaura	Youth Services Dept. Head	Sunrise Library
Noel Jones	Youth Services Librarian	Sunrise Library

Additionally, **Salvador Avila** participated on a PLA Conference panel discussion, "Inclusionary Tactics that Flip the Script for Library Facility Planning," along with Development Director **Danielle Milam**, which highlighted the East Las Vegas Library: <https://americanlibrariesmagazine.org/blogs/the-scoop/pla-2020-human-centered-spaces/>.

MONTHLY STATISTICS

January 2020

The total circulation for January 2020 was 967,281, which is a -1% decrease from the January 2019 circulation of 977,415. Of this total, eMedia circulation was 239,688, which is a 19% increase from the prior year's 200,689 total.

In January, 472,281 patrons entered our libraries, which is equivalent to the prior year's January gatecount of 471,106. Staff issued 1,240 new library cards, conducted 58 computer classes for 165 participants, and answered 51,810 reference questions. Internet sessions in the library during the month totaled 67,699. Wi-Fi usage recorded at 81,587.

The Best Buy Teen Tech Center staff offered 157 programs with a total attendance of 2,110 teens.

Additionally, the Windmill Library staff issued 85 passports for a total of \$3,767 in execution and photo fees.

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Monthly Statistics
Year over Year
January 2019/ January 2020

		Circulation				2019	2020			Gatecount				2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	53,282	45,621	-7,661	-14%	374,629	343,621	-31,008	-8%	32,569	29,783	-2,786	-9%	239,283	222,948	-16,335	-7%
	Clark County	47,475	39,302	-8,173	-17%	357,609	279,027	-78,582	-22%	45,553	51,769	6,216	14%	331,023	330,365	-658	0%
	Enterprise	35,984	32,625	-3,359	-9%	251,237	229,948	-21,289	-8%	26,094	27,016	922	4%	183,710	186,268	2,558	1%
	East Las Vegas	16,143	32,129	15,986	99%	113,093	225,836	112,743	100%	27,976	32,959	4,983	18%	205,880	243,596	37,716	18%
	Meadows	3,324	2,595	-729	-22%	24,133	41,443	17,310	72%	3,840	2,631	-1,209	-31%	23,925	19,963	-3,962	-17%
	Rainbow	46,597	39,818	-6,779	-15%	327,697	286,151	-41,546	-13%	37,190	37,774	584	2%	268,530	245,289	-23,241	-9%
	Sahara West	59,426	56,330	-3,096	-5%	429,315	399,695	-29,620	-7%	44,783	43,872	-911	-2%	323,534	321,412	-2,122	-1%
	Spring Valley	40,420	33,031	-7,389	-18%	278,940	234,717	-44,223	-16%	30,608	29,537	-1,071	-3%	216,031	222,559	6,528	3%
	Summerlin	31,908	30,166	-1,742	-5%	223,054	213,852	-9,202	-4%	19,970	19,747	-223	-1%	159,191	191,503	32,312	20%
	Sunrise	44,773	34,916	-9,857	-22%	319,168	248,886	-70,282	-22%	28,621	26,697	-1,924	-7%	203,360	191,468	-11,892	-6%
	West Charleston	32,883	30,330	-2,553	-8%	237,293	217,803	-19,490	-8%	27,075	26,052	-1,023	-4%	192,258	187,366	-4,892	-3%
	West Las Vegas	14,993	12,974	-2,019	-13%	106,222	94,376	-11,846	-11%	25,405	25,400	-5	0%	166,868	175,873	9,005	5%
	Whitney	38,530	31,787	-6,743	-18%	279,226	234,005	-45,221	-16%	48,531	48,082	-449	-1%	347,715	342,797	-4,918	-1%
	Windmill	55,805	51,942	-3,863	-7%	388,258	365,459	-22,799	-6%	30,614	31,135	521	2%	211,828	223,436	11,608	5%
	Urban Totals	521,543	473,566	-47,977	-9%	3,709,874	3,414,819	-295,055	-8%	428,829	432,454	3,625	1%	3,073,136	3,104,843	31,707	1%
Outlying Branches	Blue Diamond	445	323	-122	-27%	2,382	2,158	-224	-9%	700	622	-78	-11%	4,937	4,321	-616	-12%
	Bunkerville	607	341	-266	-44%	4,040	3,455	-585	-14%	1,868	1,197	-671	-36%	15,849	11,679	-4,170	-26%
	Goodsprings	1,258	1,380	122	10%	7,246	8,097	851	12%	496	475	-21	-4%	3,180	3,282	102	3%
	Indian Springs	2,008	1,346	-662	-33%	13,240	10,113	-3,127	-24%	1,968	2,151	183	9%	14,750	16,987	2,237	15%
	Laughlin	11,697	11,534	-163	-1%	77,222	80,190	2,968	4%	8,804	8,214	-590	-7%	56,018	55,500	-518	-1%
	Mesquite	14,363	13,244	-1,119	-8%	93,311	82,510	-10,801	-12%	15,139	16,296	1,157	8%	95,507	111,692	16,185	17%
	Moapa Town	666	552	-114	-17%	5,832	4,159	-1,673	-29%	647	633	-14	-2%	4,532	4,299	-233	-5%
	Moapa Valley	6,688	6,061	-627	-9%	45,789	43,556	-2,233	-5%	9,541	7,641	-1,900	-20%	68,494	59,601	-8,893	-13%
	Mt. Charleston	426	848	422	99%	2,765	4,101	1,336	48%	843	550	-293	-35%	5,378	6,145	767	14%
	Sandy Valley	2,493	1,692	-801	-32%	14,998	13,189	-1,809	-12%	1,201	919	-282	-23%	9,549	8,491	-1,058	-11%
	Searchlight	831	663	-168	-20%	6,160	4,486	-1,674	-27%	1,024	1,102	78	8%	7,265	8,749	1,484	20%
	Outlying Totals	41,482	37,984	-3,498	-8%	272,985	256,014	-16,971	-6%	42,231	39,800	-2,431	-6%	285,459	290,746	5,287	2%
Misc.																	
	ILL	393	393	0	0%	3,027	2,570	-457	-15%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	2,046	1,726	-320	-16%	15,084	14,485	-599	-4%	46	27	-19	-41%	515	385	-130	-25%
	Outreach	6,627	5,091	-1,536	-23%	45,371	35,073	-10,298	-23%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	200,689	239,688	38,999	19%	1,328,649	1,647,730	319,081	24%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	204,635	208,833	4,198	2%	1,407,742	1,502,263	94,521	7%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	414,390	455,731	41,341	10%	2,799,873	3,202,121	402,248	14%	46	27	-19	-41%	515	385	-130	-25%
	Grand Totals	977,415	967,281	-10,134	-1%	6,782,732	6,872,954	90,222	1%	471,106	472,281	1,175	0%	3,359,110	3,395,974	36,864	1%

Monthly Statistics
Year over Year
January 2019/ January 2020

		New Library Card				2019	2020			PC Internet Sessions				2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	497	468	-29	-6%	3,665	3,235	-430	-12%	4,040	4,259	219	5%	31,383	32,979	1,596	5%
	Clark County	670	707	37	6%	5,510	5,027	-483	-9%	8,261	7,813	-448	-5%	59,143	56,304	-2,839	-5%
	Enterprise	402	435	33	8%	2,685	2,698	13	0%	2,904	3,327	423	15%	20,499	21,828	1,329	6%
	East Las Vegas	266	651	385	145%	2,235	4,967	2,732	122%	4,990	7,765	2,775	56%	34,807	54,262	19,455	56%
	Meadows	41	58	17	41%	292	340	48	16%	362	384	22	6%	2,501	2,630	129	5%
	Rainbow	524	517	-7	-1%	3,549	3,395	-154	-4%	4,298	4,187	-111	-3%	30,352	28,630	-1,722	-6%
	Sahara West	640	807	167	26%	4,288	4,546	258	6%	4,720	4,463	-257	-5%	34,376	32,045	-2,331	-7%
	Spring Valley	518	352	-166	-32%	2,818	2,582	-236	-8%	6,609	6,213	-396	-6%	46,069	42,514	-3,555	-8%
	Summerlin	264	281	17	6%	1,915	1,949	34	2%	1,991	1,894	-97	-5%	14,150	13,595	-555	-4%
	Sunrise	494	396	-98	-20%	5,239	3,217	-2,022	-39%	5,694	4,725	-969	-17%	40,893	33,924	-6,969	-17%
	West Charleston	379	350	-29	-8%	2,521	2,587	66	3%	3,663	3,318	-345	-9%	25,739	25,374	-365	-1%
	West Las Vegas	278	262	-16	-6%	2,085	2,411	326	16%	4,628	4,658	30	1%	33,067	34,020	953	3%
	Whitney	454	927	473	104%	3,118	3,552	434	14%	4,516	4,461	-55	-1%	31,625	30,501	-1,124	-4%
	Windmill	653	624	-29	-4%	4,508	4,477	-31	-1%	5,163	5,034	-129	-2%	35,858	35,113	-745	-2%
	Urban Totals	6,080	6,835	755	12%	44,428	44,983	555	1%	61,839	62,501	662	1%	440,462	443,719	3,257	1%
Outlying Branches	Blue Diamond	0	6	6	N/A	11	12	1	9%	11	35	24	218%	221	177	-44	-20%
	Bunkerville	0	6	6	N/A	7	11	4	57%	59	35	-24	-41%	409	186	-223	-55%
	Goodsprings	2	0	-2	-100%	10	12	2	20%	13	19	6	46%	83	130	47	57%
	Indian Springs	4	6	2	50%	30	33	3	10%	176	169	-7	-4%	1,145	1,259	114	10%
	Laughlin	80	75	-5	-6%	502	520	18	4%	1,966	1,618	-348	-18%	10,907	11,163	256	2%
	Mesquite	151	172	21	14%	2,144	1,430	-714	-33%	2,037	2,344	307	15%	15,291	14,824	-467	-3%
	Moapa Town	6	4	-2	-33%	21	12	-9	-43%	104	69	-35	-34%	602	586	-16	-3%
	Moapa Valley	22	24	2	9%	157	161	4	3%	419	470	51	12%	3,246	2,936	-310	-10%
	Mt. Charleston	0	0	0	N/A	17	14	-3	-18%	13	22	9	69%	77	135	58	75%
	Sandy Valley	6	3	-3	-50%	33	26	-7	-21%	71	76	5	7%	683	536	-147	-22%
	Searchlight	7	2	-5	-71%	27	12	-15	-56%	52	66	14	27%	320	576	256	80%
	Outlying Totals	278	298	20	7%	2,959	2,243	-716	-24%	4,921	4,923	2	0%	32,984	32,508	-476	-1%
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	219	275	56	26%	1,517	1,704	187	12%
	Outreach	25,385	556	-24,829	-98%	45,362	2,989	-42,373	-93%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	612	684	72	12%	4,110	4,167	57	1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	WiFi	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	97,965	81,587	-16,378	-17%	682,506	578,777	-103,729	-15%
	Misc. Totals	25,997	1,240	-24,757	-95%	49,472	7,156	-42,316	-86%	98,184	81,862	-16,322	-17%	684,023	580,481	-103,542	-15%
Grand Totals		32,355	8,373	-23,982	-74%	96,859	54,382	-42,477	-44%	164,944	149,286	-15,658	-9%	1,157,469	1,056,708	-100,761	-9%



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Jennifer Schember, Library Operations Director

DATE: March 1, 2020

SUBJECT: Security Report, March 2020

This report provides information regarding security and/or safety-related incidents that occurred in District branches from **January 1, 2020 – January 31, 2020**.

In January, there were **68** incidents, which is a **4% decrease** from the prior year of 71 incidents. During this period, the District recorded **472,281** in-person visits. **This ratio is one incident for every 6,945 visits.**

The **Clark County Library** and **Whitney Library** experienced the **highest number of incidents**, in which each branch recorded 13 incidents. The remaining branches reported between 0-9 incidents.

District branches encountered the following types of incidents this month:

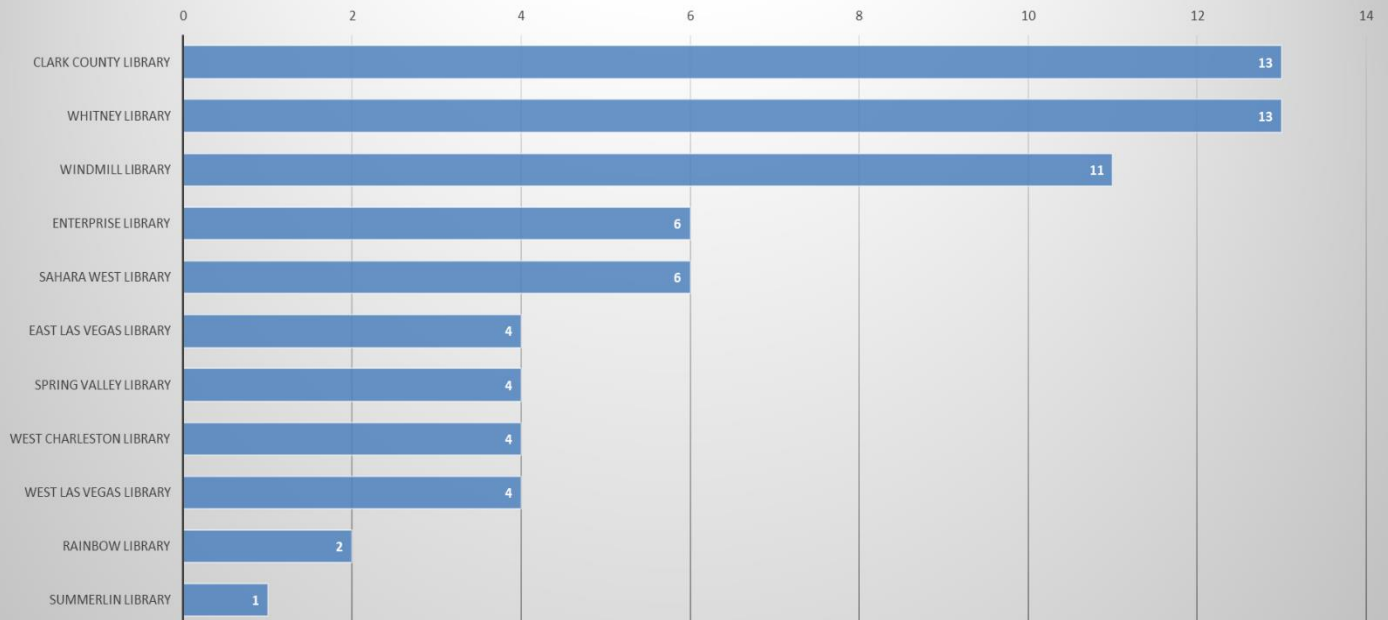
- Patron Disturbance
- Patron Illness (health or medical emergency)
- Patron Injury
- Library Property Damage (includes graffiti)
- Theft of Patron Property
- Other (Safe Place, CPS, Code Adam, etc.)

Of the above incident types, staff handled **39** patron disturbances, which accounts for the majority of incident types at 57%. **This ratio is one disturbance for every 12,110 visits.**

Trespasses (one year) and bans (less than one year) were issued to 13 patrons. A Required Parent Conference was issued to nine minors. Staff made five calls to law enforcement. There were no requests for Safe Place services this month.

...

Incidents By Branch January 2020

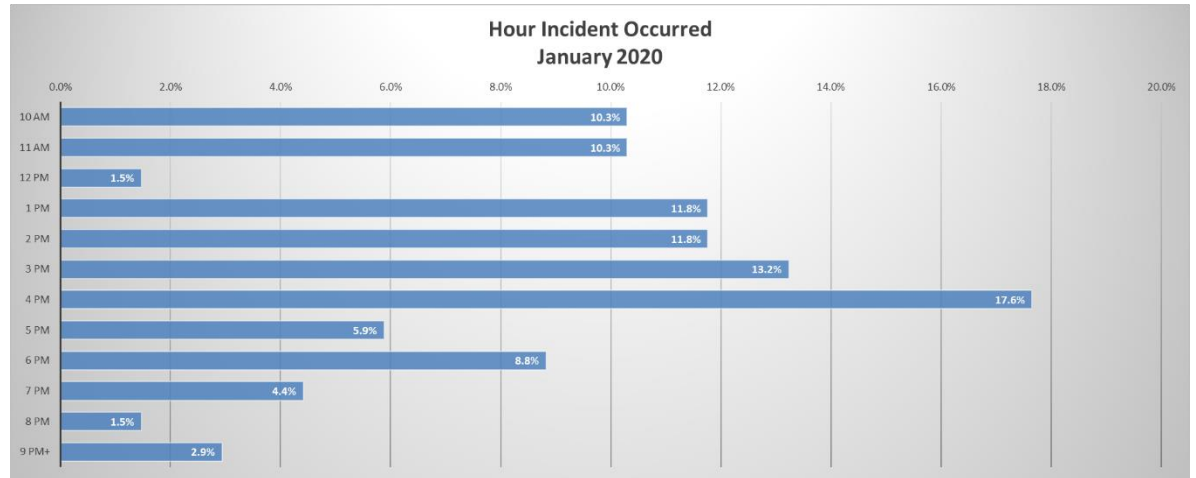


	Branch	Incident Reports				Feb-18		Feb-19			
		Jan-19	Jan-20	Difference	% Change	to Jan 2019	to 1/1/2020	Difference	% Change		
Urban Branches	CENTENNIAL HILLS LIBRARY	0	0	0	0.0%	22	24	2	9.1%		
	CLARK COUNTY LIBRARY	17	13	-4	-23.5%	221	189	-32	-14.5%		
	EAST LAS VEGAS LIBRARY	11	4	-7	-63.6%	*98	61	-37	-37.8%		
	ENTERPRISE LIBRARY	2	6	4	200.0%	31	56	25	80.6%		
	MEADOWS	0	0	0	0.0%	0	3	3	100.0%		
	RAINBOW LIBRARY	0	2	2	100.0%	25	32	7	28.0%		
	SAHARA WEST LIBRARY	7	6	-1	-14.3%	48	47	-1	-2.1%		
	SPRING VALLEY LIBRARY	4	4	0	0.0%	44	46	2	4.5%		
	SUMMERLIN	2	1	-1	-50.0%	24	23	-1	-4.2%		
	SUNRISE LIBRARY	3	0	-3	-100.0%	34	24	-10	-29.4%		
	WEST CHARLESTON LIBRARY	2	4	2	100.0%	37	60	23	62.2%		
	WEST LAS VEGAS LIBRARY	3	4	1	33.3%	56	83	27	48.2%		
	WHITNEY LIBRARY	9	13	4	44.4%	98	135	37	37.8%		
	WINDMILL LIBRARY	11	11	0	0.0%	50	39	-11	-22.0%		
	Grand Total	71	68	-3	-4.2%	690	822	132	19.1%		

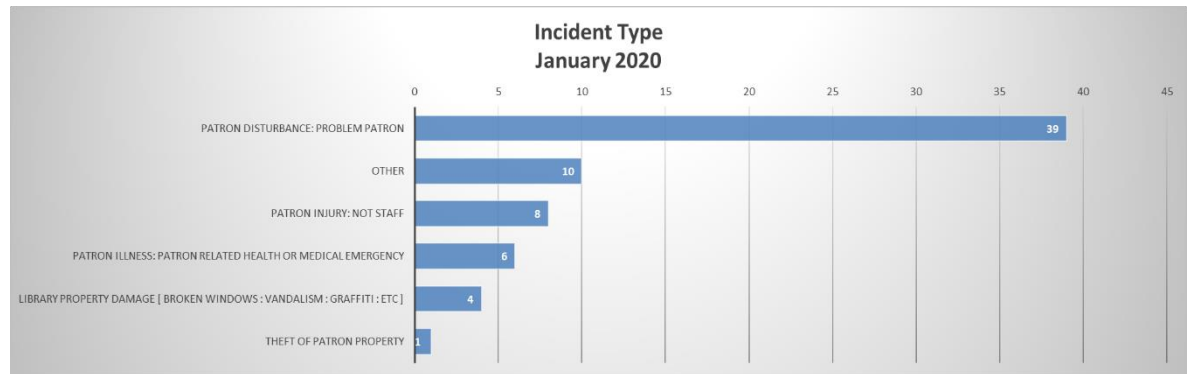
*Las Vegas Library

	Branch	Incident Reports				Feb-18		Feb-19			
		Jan-19	Jan-20	Difference	% Change	thru Jan 2020	thru Jan 2020	Difference	% Change		
Outlying Branches	GOODSPRINGS	0	0	0	0.0%	1	0	-1	-100.0%		
	INDIANSPRINGS	0	0	0	0.0%	1	0	-1	-100.0%		
	LAUGHLIN LIBRARY	2	0	-2	-100.0%	10	11	1	10.0%		
	MESQUITE LIBRARY	1	0	-1	-100.0%	22	37	15	68.2%		
	MT CHARLESTON	1	0	-1	-100.0%	1	1	0	0.0%		
	SANDY VALLEY LIBRARY	0	0	0	0.0%	0	1	1	100.0%		
	Grand Total	4	0	-4	-100.0%	35	50	15	42.9%		

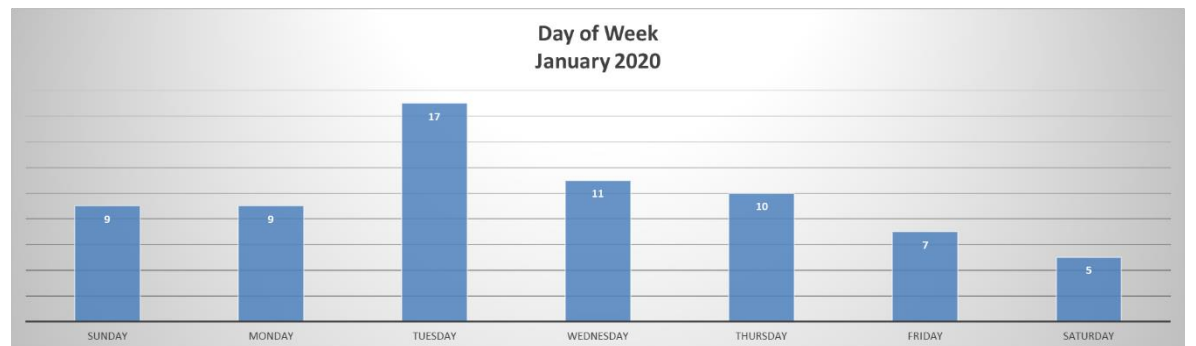
Hour Incident Occurred	Total	%
10 AM	7	10.3%
11 AM	7	10.3%
12 PM	1	1.5%
1 PM	8	11.8%
2 PM	8	11.8%
3 PM	9	13.2%
4 PM	12	17.6%
5 PM	4	5.9%
6 PM	6	8.8%
7 PM	3	4.4%
8 PM	1	1.5%
9 PM+	2	2.9%
Grand Total	68	100.0%



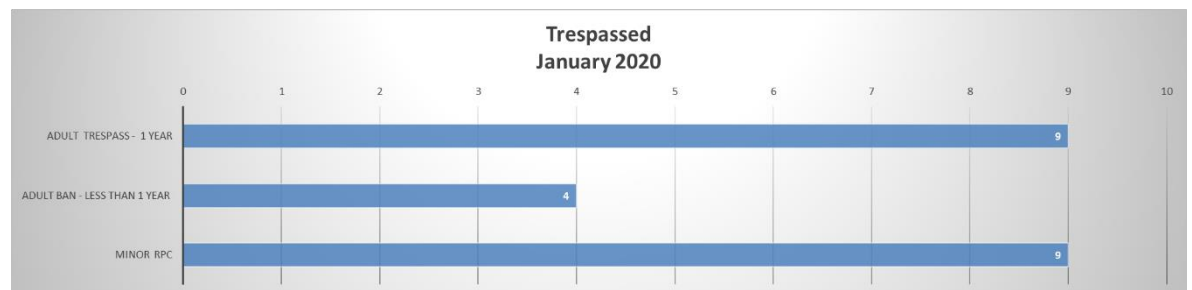
Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	39	57.4%
OTHER	10	14.7%
PATRON INJURY: NOT STAFF	8	11.8%
PATRON ILLNESS: PATRON RELATED HEALTH OR LIBRARY PROPERTY DAMAGE	6	8.8%
[BROKEN WINDOWS : THEFT OF PATRON PROPERTY	4	5.9%
SAFE PLACE	1	1.5%
	0	0.0%
Grand Total	68	100.0%
Police Called	5	



Day of Week	Total	%
Sunday	9	13.2%
Monday	9	13.2%
Tuesday	17	25.0%
Wednesday	11	16.2%
Thursday	10	14.7%
Friday	7	10.3%
Saturday	5	7.4%
Grand Total	68	100.0%



Trespass or Banned	Total
ADULT TRESPASS - 1	9
ADULT BAN - LESS THAN 1 YEAR	4
Minor RPC	9



ITEM VII.A.2.a.



MEMORANDUM

TO: Dr. Ronald Heezen, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: February 28, 2020

SUBJECT: Branding and Marketing Activity Report for March 12, 2020 Meeting

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

VEGAS GOLDEN KNIGHTS UPDATE

- **Player Bookmarks**

The debut of the bookmarks, which featured defenseman **Deryk Engelland**, were wildly popular, with multiple branches running out within the first week they were available. This was a great problem to have but also a learning experience for BAM. We are now printing dramatically larger batches in order to keep up with demand. The Jon Merrill card launches on March 1, (sample will be provided at the Board meeting) and we will continue to do media outreach every month through June as a new player is added to the collection.

- The Chance's Chat monthly blog, "written" by Chance the Gila Monster, is off to a huge start! From February 2 – 27, this page saw 3,467 clicks and 3,065 unique visits. There is a high possibility that these unique visitors are people who have never been to our site before. Chance's Chat also saw a spike in unique visits on 2/18, which coincided with Digital Content Manager **Ryan Simoneau's** multiple morning live shots that day on FOX5 News (to view, please go to <http://legacy.lvccld.org/media/coverages.cfm>).
- The BAM team will continue to attend the monthly pre-game festival on Toshiba Plaza to pass out bookmarks and share all of the amazing free benefits of having a library card. We passed out 300 bookmarks at the 2/13 VGK pre-game event, and anecdotally, the vast majority of these people were not familiar with what the Library District offers.
- Branches will continue to showcase the VGK bookmark street banners, desk displays, window clings, and lobby displays featuring all five player bookmarks through June, and likely until the new season starts in October 2020.
- BAM has created a special handout to help explain the bookmark and blog, and tout the great FREE products and services that the public can enjoy with a library card. These will continue to be available at all branches.

SUMMER CHALLENGE

CCSD/Summer Challenge Partnership

- Branding & Marketing Director **Betsy Ward** worked with CCSD Director of Special Projects **Kori Klobberdanz** to coordinate a special Summer Challenge video featuring CCSD Superintendent **Dr. Jesus Jara**, LVCCLD Executive Director **Dr. Ron Heezen**, along with several CCSD students. BAM will be editing this video and placing it on our website and social media feeds.

Brochure Redesign

- **Betsy Ward**, Assistant Branding & Marketing Director **Karen Bramwell**, and Graphic Designer **Juanita Aiello** worked closely throughout the month of February with Community Engagement Director **Matt McNally**, Youth Services Manager **Shana Harrington**, and Youth Services Assistant **Melisa Ramos** to redesign the Summer Challenge brochure.
- Since the new brochure will be distributed to 250,000 CCSD students K-12 (in our taxing district), we decided to segment the audiences by Kids, Teens, and Parents. The goal is to target parents who may have babies through age 5 at home, to let them know that ALL of their children can participate in Summer Challenge!
- The new design also has two new features:
 - **Theme** – The theme is a retro video games, which was identified by **Shana Harrington** and her Summer Challenge Committee as a trending topic. This will delight kids, who are making these games popular again, as well as their parents, who grew up playing them.
 - **Detachable Log & Teen Brochure** – Since the majority of participants use a paper log, it was important to have the log attached to the brochure, so that CCSD doesn't have to distribute 250,000 separate logs and brochures. Thanks to Juanita's design ingenuity, we worked out a way to add a perforated, tear-off log AND create a perforated tear-off section targeted only to teens.

Website Landing Page

- Web Designer **Gene Kilchenko** continues to amaze us with his coding and design abilities, and he has created a masterpiece that will appeal to all ages!
- BAM worked with Radioactive Productions to film, edit, and produce a Summer Challenge sizzle reel that can be used to help promote the 2020 program on the LVCCLD website and on social media: <https://www.youtube.com/watch?v=lq6bGBDv-yQ>
- Additionally, the new Summer Challenge landing page also targets these audiences, PLUS our Español segment, which we added for the first time last year. Each of these audience segments feature events, and content from our catalog, targeted for each group.



LAS VEGAS LIGHTS CARD LAUNCH

- The new Las Vegas Lights library card is in production and it will launch this summer.
 - BAM will be using this card to target the Latinx community using direct mail and media coverage to generate interest and excitement using this popular sports brand.
- The LV Lights donated Anytime Pass booklets for use as a Summer Challenge Grand Prize. This booklet is filled with free game passes, discounts on food and team merchandise, a free parking pass, and a free souvenir LV Lights scarf.

BRANDING UPDATE

- **Employee *Free To Be* Campaign**
 - BAM continues to work closely with Acting HR Director/CFO **Fred James** and 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. More details to come.
- **Pending Domain Change**
 - **Gene Kilchenko**, **Ryan Simoneau**, and Senior Digital Projects Associate **Paula Loop** are working with IT Director **Al Prendergast** and Assistant IT Director **Ron Melnar** to develop the timeline for migrating LVCCLD.org to our new registered web domain — TheLibraryDistrict.org.
 - All changes must be in place in time for the September 1, 2020, launch of the Library District's new branding campaign.
 - On February 24, **Ron Melnar** provided BiblioCommons with an initial list of the domains and catalog URLs that would need to be updated to "TheLibraryDistrict."
 - In addition to the required DNS updates, BAM and IT will be meeting to discuss updating the Library District's catalog domain, company email address, and email signatures to reflect the forthcoming URL change.
- **Branch Brand Signage**
 - **Betsy Ward**, **Karen Bramwell**, and Graphic Designer **Cierra Pedro** continue to work with **Smiki Savicic** and **Sean Coulter** from Simpson Coulter Studio on the signage templates that will serve various branch needs.
 - The branch templates are coming along beautifully and will bring a dynamic, exciting look and feel to all of our buildings.

LIBRARY

Highlights

A MAGAZINE FOR ALL AGES



Susan Anton
Canyon of Dreams Comes to Life
PAGE 10



Blue13 Dance Company
Travel From America to India Through Dance
PAGE 11



Streetlight Cadence
A Quartet Forged on the Streets of Waikiki
PAGE 12



Jennifer Singer
Setting Love Notes to a Tune
PAGE 13

Spring 2020
MARCH | APRIL | MAY

Las Vegas-Clark County
LIBRARY DISTRICT
LVCCCLD.org



LIBRARY HIGHLIGHTS MAGAZINE

Betsy Ward, Karen Bramwell, and Juanita Aiello worked on the spring edition of *Library Highlights* that went to press on February 3, and was delivered to branches on February 17. As always, we continue to promote items in the catalog, our growing eResources collection, and our program partners, especially the Three Square Food Bank. The current edition features a guest article by Three Square's Vice President of Strategic Initiative **Jodi Tyson** and a side bar featuring the library locations of the mobile pantry distribution and childhood nutrition programs.

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:

Food For Thought; Spring Storytime in Spanish/English; Summer Challenge; Spring Library Highlights; World Beat Drum Circle; Las Vegas Brass Band Spring Concert; Finnegan Blue; UNLV Jazz Concert Series; APF Staged Reading The Children; Acoustic Eidolon; The Art of Latinx Identity; Nevada ArtStops; How Incarceration Affects Everyone; Women's Conference; Blue13 Dance Company; Gary Haleamau : Kawili and Halau Hula 'O Kaleimomi; Mother's Day Spring Concert; LV Classical Guitar Ensemble; Let's Discover STEM; Russian Jewish Seasons; Wi-Fi To Go; Ballet

Folklorico; Mariachi Garibaldi; Coding Club; Vancouver Film Festival; Fun to Play; Positive Connections for Parents and Teenagers; Las Vegas Stories; Howard Hughes; Game Show Night; Soul Sacred Rhythms; Family Music Festival; and Bioelectricity.

Other major projects included:

- **Juanita Aiello** created Summer Challenge brochure and obtained cost estimates for printing.
- **Gene Kilchenko** created Volunteer Certificates.
- **Juanita Aiello** designed the English/Spanish spring storytime flyer.
- **Juanita Aiello** designed the spring issue of *Library Highlights*.
- **Cierra Pedro** worked on Brand campaign:
 - Edited Brand handbook
 - Updated back of Library Card design for Las Vegas Lights
 - Research mascot vendors for new Neon costume
 - Reworked Employee Campaign using new words and descriptions
 - Updated timeline spreadsheet
 - Worked on signage design concepts
 - Obtained quotes on retractable employee badge holders
 - Continued working on t-shirts and created physical mockups for review design
 - Sent out request for quotes on vehicle wraps to vendors

WEBSITE AND BACKEND DEVELOPMENT

Gene Kilchenko completed voyager documents posts and upgrades, as well as posting and upgrading the browse pages and updating the content cards on the website.

Gene Kilchenko added 10 new pieces of content to the Media Coverage page on the website to reflect news stories about the Library District in the month of February 2020. He also added one new press release.

Coverage on the website homepage included promoting the launch of the Library District's new collectible Vegas Golden Knights player bookmarks, which feature a different player each month. **Cierra Pedro** created a hero image for the homepage to give this new promotion priority placement on both desktop and mobile formats:




Gene Kilchenko created a dedicated Vegas Golden Knights landing page on the website that features each of the VGK players in the series and includes a link to Chance's

Chat: <https://lvccld.org/VGK>



Gene Kilchenko created the design for "Chance's Chat," our new monthly blog from the Vegas Golden Knight's beloved mascot who will be sharing an exclusive Q&A with each player featured in the bookmark series.

Chance's Chat with Deryk Engelland



Chance's Chat

It is with enormous pride that I announce one of the most exciting things to happen to the Vegas Golden Knights since we went to the Stanley Cup Finals during our inaugural season. The Las Vegas-Clark County Library District is showing its support for the black and gold by launching a Vegas Golden Knights Collectible Team Bookmark series. It's as cool as the ice at City National Arena! Each bookmark will spotlight a different player along with his favorite books, movies, and music. Smoooooth!

And I'm thrilled to announce the very first Golden Knight to get his bookmark salute is defenseman Deryk Engelland, and I was lucky enough to interview him. I haven't been this excited since the book "Z is for Zamboni" came out. But first, let me tell you a little bit about Deryk. He came home to Las Vegas from the Calgary Flames at age 35 to play the best season of his NHL career. We call Deryk our hometown hero because he played two seasons with the Las Vegas Wranglers from 2003-05 and then settled here.

During his first season with the Golden Knights, Deryk was named an alternate captain and had his best offensive season in the NHL, finishing with 23 points (five goals, 18 assists) in 79 games. He accepted the Clarence S. Campbell Bowl when the Golden Knights defeated the Winnipeg Jets to win the Western Conference Final. Deryk also won the Mark Messier Leadership Award, which recognizes an individual as a superior leader within their sport, and as a contributing member of society.

In fact, Deryk's leadership goes beyond the ice and into the community. "Going to the library is cool for all ages," he told me. "And it's a fun place to learn! You should always take advantage of the resources around you, and these free library services can help you in school and in life," he said, emphasizing the free technology, tutoring, and programs offered at local library branches across the valley.

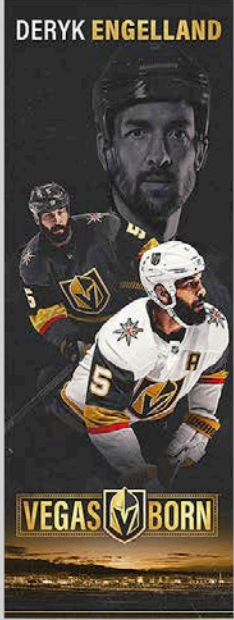
He also encourages kids to stay in school. "School is extremely important, but as an athlete, you should never rely on your athletic ability," he explained. "School prepares you for life after sports."

Now let's get to the interview and learn a little bit more about Deryk!

What are your current favorite books, movies, and music?
 Books: Dr. Seuss (read to my kids)
 Movie: 12 Strong
 Music: Luke Combs

What was your favorite book, movie, or music as a child or teen?
 Book: Green Eggs and Ham

VISIT A LIBRARY BRANCH NEAR YOU
TO GET THIS COLLECTABLE BOOKMARK.



Darth Vader.

Do you currently have a favorite author? If so, why do you love their books?
 Dr. Seuss - My kids love it when I read these books to them.

What movies or TV series have left a huge impression on you?
 Don Cherry's Rock'em Sock'em Hockey

What was your first concert?
 Shania Twain

Most recent concert?
 Guns N' Roses


What would be a good "theme song" for the hockey life?
 "We Are Family" by Sister Sledge

What pro hockey player did you idolize growing up?
 Mid-80's Edmonton Oilers teams.


Stay tuned for next month's blog and if you haven't already, get your official Vegas Golden Knights "Vegas Born" library card at your nearest LVCCLD library branch! Get started online today and you can find the library branch nearest you at: <https://lvccld.org/locations>.

DERYK'S FAVORITES AT THE LIBRARY


Book
One Fish, Two Fish, Red Fish, Blue Fish
 by Dr. Seuss




Book
Oh, the Places You'll Go!
 by Dr. Seuss



Movie
Home
 by Movie




Album
This One's for You
 by Luke Combs




Album
If I Know Me
 by Morgan Wallen

Book
The Book With No Pictures
 by B.J. Novak



CHANCE IN THE LIBRARY



Additional website priorities for the month included promoting the Library District's programs and events in celebration of African American Heritage Month; spotlighting what's happening at the new COX Teen STEAM Lab at Enterprise Library; driving awareness for the Library District's U.S. Census

2020 Information Sessions (which are continuing through March leading up to Census on April 1); and sharing general information/videos provided by the U.S. Census.

Other priorities included promoting the upcoming spring art exhibits; the availability of the Library District's spring *Library Highlights* issue, which can also be read online; our *Fresh Picks For You* eNewsletter to help drive awareness and increase user sign-ups; along with the availability of the new Family Adventure Pass that can be checked out from all LVCCLD branches, which gives customers free admission for up to four family members to the DISCOVERY Children's Museum.

BAM also continues to update each of the audience browse pages on the website each month to provide tailored content (events, programs, Staff Picks, news, etc.) for each demographic. Additional continued website priority promotions include the Library District's Communico room reservation software and available rental spaces to the public; upcoming STEAM programming; spotlights on new releases to our catalog; and our holiday closure for Presidents Day.

Each month we are continuing to promote our One-Stop Career Center locations and services; the Library District's Tools For School Success including a free drop-in tutoring schedule from the Las Vegas-Clark County Library District Foundation; our "Safe Place" partnership with Nevada Partnership for Homeless Youth; and promoting all of the Library District's priority events and programs for the month as determined by the PVS/YS departments.

Ryan Simoneau started website training with BAM's new Senior Digital Projects Associate **Paula Loop** on Monday, February 10. **Paula Loop** worked at Clark County Library in adult services and has served as a valued member of the Library District's Social Media Team over the last two years, contributing content to the branch's Facebook page. She has hit the ground running and is already assisting with the following website tasks:

- Updating the homepage and browse pages
- Upload relevant images to BiblioEvent listings
- Working on the 2020 Summer Challenge page(s)
- Content cards (Events/Programs/News)
- Staff Lists
- Blog posts

Additional Website Updates

Gene Kilchenko, Ryan Simoneau, and Paula Loop will be working on adding a dedicated Spanish content carousel to the homepage and Español browse page, as well as creating new audience browse pages for our local African American, Asian Pacific Islander, and Native American communities. Forthcoming website projects that are being worked on include a new page for the Library District's Homework Help resources and drop-in tutoring services, along with an "Expect the Unexpected With Your Library Card" page that spotlights the Library District's unique services. Additionally, we will also be working to redesign all of the current audience browse pages to include age-specific upcoming BiblioEvents, as well as embedded YouTube videos.

Ryan Simoneau continued to field questions and comments from the public, and has received 24 feedback emails through February 25.

Working with the Website Content Committee, we created and added 30 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 121,717 library card registrations as of February 25, an increase of 2% over the previous month. Card registration is not required for a customer to check out items, but

registration does afford customers additional website benefits, such as managing their account, placing holds, and accessing eResources.

SOCIAL MEDIA

The top priority for the social media team in January was promoting the Library District's new collectible bookmark series with the Vegas Golden Knights.

Facebook



Las Vegas-Clark County Library District
Published by Sprout Social [?] · February 5 at 10:00 AM · 🌐

Want to learn more about your favorite [Vegas Golden Knights](#) players? The library has the scoop! Check out our new series of collectible [Vegas Golden Knights](#) bookmarks, one player spotlighted per month through June 2020. You'll find exclusive details about their favorite library items—movies, music, books, fictional characters, and more. Stop by any of the 25 [Las Vegas-Clark County Library District](#) branches to get this month's featured player, star defenseman [#DerykEngelland](#) and you'll learn which famous villain he would most like to meet. For more Q&A with Deryk, go to Chance's Chat at <https://lvccld.org/vgk>, our new monthly blog from the beloved [#VGK](#) mascot. 🦖

And if you haven't already, be sure to get your official [#VegasBorn](#) library card when you pick up your limited edition bookmark — both FREE from the Library District! [#GetCarded](#)



2,113
People Reached

185
Engagements

Boost Post

2,113
People Reached

185
Engagements

Boost Post

Twitter:



Instagram:



Vegas Golden Knights:



To help support the launch of the first player bookmark, **Ryan Simoneau** and **Paula Loop** worked with **Andrew Brannon** from the Outreach department to pass out the bookmarks at the Toshiba Plaza outside of T-Mobile Arena during the pre-game festivities before the Vegas Golden Knights game on Thursday, February 13 from 3:30 p.m. – 7 p.m.



BAM's other social media priorities included promoting the Library District's Census 2020 informational sessions, which will be running through March leading up to the U.S. Census on April

1; the continued promotion of the Family Adventure Pass in partnership with the LVCCLD Foundation and DISCOVERY Children's Museum; and our free Tools for School Success including Drop-in tutoring, as well as online resources like Brainfuse and Socrates. We continue to promote, our One-Stop Career Centers and online employment resources like Nevada CareerExplorer, spotlighting upcoming art openings and featured exhibits across the Library District, as well as the availability of our electronic resources.

Additionally, each month we promote all of the Library District's priority events — as both **Ryan Simoneau** and **Paula Loop** create correlating Facebook Event listings on each branch page. For all of these District priorities, BAM designers create approved assets which **Ryan Simoneau and Paula Loop** then share sample copy and the approved creative assets with the social media team (consisting of 25 staff volunteers) to post on their respective branch Facebook pages. We also continue to promote and share timely content from existing eResource services, such as Overdrive, Hoopla Digital, Kanopy, PressReader, Historical Las Vegas Review-Journal, The New York Times, Creativebug, Ancestry Library Edition, and more.

Social Media Highlights (January 2020):

The city of Las Vegas and Mayor Carolyn Goodman awarded the East Las Vegas Library with the 2020 Mayor's Urban Design Award for "best Public Places." We shared this on the Library District social media channels and with the Social Media Team as well:



FCC Commissioner Geoffrey Starks visited the East Las Vegas Library and toured the Built from Scratch Tech Lab:



Geoffrey Starks
@GeoffreyStarks

Seeing innovation @ #CES2020 🇺🇸 strengthens my commitment to ensuring access for all Americans. Yesterday, I visited @LVCCLD East Las Vegas Library, which is using high tech tools, hotspots, WiFi & great staff to combat #internetinequality. Thanks for letting me try the DJ gear!



The Mesquite Chamber of Commerce honored the Mesquite Library with their 2019 Best of Mesquite Chamber Award for “Non-Profit of the Year”:



mesquitenvchamber • Follow
Eureka Casino Resort

...



mesquitenvchamber Congratulations 2019 Best of Mesquite Chamber Award winner for Non-Profit of the Year - Mesquite Library of @lvccld • #bestof #2019 #bestof2019 #nonprofit #mesquitenv #chamberofcommerce #luncheon #MesquiteChamberAwards

3m



Liked by lava.jato.do_heldin and others

3 MINUTES AGO

Add a comment...

Post

The COX Teen STEAM Lab Grand Opening Received Media Coverage:



SOCIAL MEDIA ANALYTICS (JANUARY 2020)

Facebook

LVCCLD Facebook Page Fans: 11,851 (+.19%)
Total Facebook Page Fans (across all LVCCLD branches): 38,839 (+1%)
Total New Follower Increase: 1% (No change)
Total Facebook Impressions: 477,142 (-3%)

Total Facebook Post Engagements: 19,914 (-5%)

Total Facebook Link Clicks: 1,491 (+11%)

Notes: As previously noted, our overall growth rate on this social media platform has slowed as Facebook's algorithm continues to shift. BAM feels that having 25 separate branch Facebook pages could also be contributing to this, as having multiple Facebook pages 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.

LVCCLD Twitter

Followers: 3,052 (+1%)

Total user engagements: 1,425 (+14%)

Organic Impressions: 118,379 (+11%)

Link clicks: 143 (+44%)

Notes: We are continuing to see more user engagement on this platform, which is also where we get the bulk of our @ mentions.

LVCCLD Instagram

Followers: 2,749 (+3%)

Total user engagement: 1,970 (+8%)

Total impressions: 57,430 (+41%)

Top post engagement: 180 (-33%)


Total likes received to posts: 1,815 (+5%)

Total comments received to posts: 75 (+92%)

Notes: We are continuing to work to share more content to our Instagram Stories to spotlight what's currently happening across our branches thanks to the Library District's revised Photography & Video Procedure. BAM is working to help provide the Library District's Social Media Team with more examples of photos/video that would be ideal to help promote our upcoming events, programs and services.


LVCCLD's Top Posts (January 2020)

Facebook:



Las Vegas-Clark County Library District
Published by Sprout Social [?] · January 24 ·




Did you know that you can learn how to sew at the Library District?! No previous experience is necessary and all materials will be provided, but registration is required. See all our upcoming classes at:
<https://bit.ly/2xN9feo> 📍 Whitney Library #SewingLessons
#LibrariesDoThat



2,470
People Reached

377
Engagements

Boost Post

   52

11 Comments 14 Shares

Twitter



Instagram



Website Analytics (January 2020)

Page Views: 2,040,344 (+12%)

Homepage Views: 418,543 (+15%)

Total Visitors: 226,311 (+14%)

Unique Visitors: 198,630 (+12%)

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

Note: Website traffic was up from December as all CCSD schools were back from their holiday break, which means more parents/students were using our website.

CALCULATED PUBLICITY/ADVERTISING EQUIVALENCY VALUE

Based on the industry standard for public relations/advertising equivalency measurement, we received **\$734,775** for the month of January 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 - January 2020 Calculated Publicity Values

Earned Coverage

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
1/9/20	Magazine	Las Vegas Weekly	VegasInc Notes	2019 MarCom Award				59,000	\$1,095.00
1/13/20	Internet	vegasinc.lasvegassun.com	The Notes: Jan. 13, 2020	2019 MarCom Award	https://vegasinc.lasvegassun.com/business/notes/2020/jan/13/the-notes			65,833	\$1,974.99
1/25/20	Internet	lasvegassun.com	These books were the most borrowed at Las Vegas-area libraries	Most checked out books of 2019	https://lasvegassun.com/news/2020/jan/25/books-most-borrowed-list-las-vegas-libraries-2019/			1,011,667	\$30,350.01
1/27/20	Television	KTNV-TV	Good Morning Las Vegas	5:14 a.m. - COX Teen Steam Room; Enterprise Library		2m 21s	\$566.16	17,100	\$2,660.95
1/27/20	Television	KTNV-TV	Good Morning Las Vegas	6:14 a.m. - COX Teen Steam Room; Enterprise Library		2m 13s	\$449.54	8,801	\$1,992.96
1/27/20	Internet	ktnv.com	Las Vegas Clark County Library District opens new COX STEAM Teen Lab	COX Teen Steam Room; Enterprise Library	https://www.ktnv.com/news/las-vegas-clark-county-library-district-opens-new-cox-steam-teen-lab			1,198,333	\$35,949.99
1/27/20	Television	KTNV-TV	Action News	3:15 p.m. - COX Team Steam Room; Enterprise Library		45s	\$809.36	10,408	\$1,214.04
1/27/20	Television	KTNV-TV	Action News	5:14 p.m. - COX Team Steam Room; Enterprise Library		1m 46s	\$2,435.00	33,653	\$8,603.67
1/28/20	Television	KTNV-TV	Good Morning Las Vegas	4:36 a.m. - COX Team Steam Room; Enterprise Library		28s	\$311.88	6,931	\$291.09
1/28/20	Television	KTNV-TV	Good Morning Las Vegas	5:08 a.m. - COX Team Steam Room; Enterprise Library		24s	\$319.13	7,480	\$255.30
1/28/20	Television	KVVU-TV	FOX5 News This Morning	5:15 a.m. - COX Team Steam Room; Enterprise Library; Interview with Marie Lyman		3m	\$562.01	16,958	\$3,372.06
1/28/20	Television	KVVU-TV	FOX5 News This Morning	6:15 a.m. - COX Team Steam Room; Enterprise Library; Interview with Marie Lyman		2m 53s	\$1,013.27	31,325	\$5,843.19
1/28/20	Television	KTNV-TV	Good Morning Las Vegas	8:28 a.m. - COX Team Steam Room; Enterprise Library		25s	\$1,043.97	28,217	\$869.98
1/28/20	Television	KVVU-TV	FOX5 News This Morning	8:36 a.m. - COX Team Steam Room; Enterprise Library		3m 19s	\$1,202.67	34,818	\$7,977.71
1/28/20	Television	KVVU-TV	MORE	9:39 a.m. - COX Team Steam Room; Enterprise Library; Interview with Marie Lyman		3m 4s	\$2,110.23	34,578	\$12,942.74
1/28/20	Internet	fox5vegas.com	New STEAM lab for teens opens in Las Vegas	COX Teen Steam Room; Enterprise Library	https://www.fox5vegas.com/news/new-steam-lab-for-teens-opens-in-las-vegas/video_b6ff923f-8a20-5bd8-84c3-b96d233adad8.html			1,216,667	\$36,500.01
1/28/20	Internet	cwlasvegas.com	Celebrating the opening of the COX TEEN STEAM LAB	COX Teen Steam Room; Enterprise Library; in-studio interview with Danielle Milam	http://cwlasvegas.com/news/wake-up-with-the-cw/celebrating-the-opening-of-the-cox-teen-steam-lab			5,700	\$171.00
1/28/20	Internet	vegasfamilyevents.com	This week's #vegasfamilyguide	COX Teen Steam Room; Enterprise Library	http://vegasfamilyevents.com			38,670	\$1,160.10
1/28/20	Internet	news3lv.com	Celebrating the opening of the COX TEEN STEAM LAB	COX Teen Steam Room; Enterprise Library; in-studio interview with Danielle Milam	https://news3lv.com/news/videos/celebrating-the-opening-of-the-cox-teen-steam-lab			1,241,667	\$37,350.01
1/28/20	Internet	news3lv.com	Enterprise Library visitors will be able to build drones, make music and more at new lab	COX Teen Steam Room; Enterprise Library	https://news3lv.com/news/local/enterprise-library-visitors-will-be-able-to-build-drones-make-music-and-more-at-new-lab			1,241,667	\$37,350.01
1/30/20	Internet	facebook.com	Vegas Mom Deals	COX Teen Steam Room; Enterprise Library	https://www.facebook.com/vegasmomdeals/posts/477758112794360			N/A	N/A
1/31/20	Internet	ktnv.com	Black History Month Events in Las Vegas I 2020	41st Annual Mid-Day Inspirational Showcase & Luncheon; Black Weekend 2020: Kemet in the Desert Series; Night of Expressions Youth Talent Showcase	https://www.ktnv.com/positivelylv/black-history-month-events-in-las-vegas-2020			1,198,333	\$35,949.99

Monitored Coverage, Not Clipped									
Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
1/1/20	Magazine	Desert Companion	Culture	Opera Legends in Black at Windmill Library				50,000	\$4,260.00
1/1/20	Magazine	DAVID	EXPLORE	General Library events and activities at various branches				70,000	N/A
1/3/20	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
1/9/20	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
1/9/20	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
1/9/20	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
1/9/20	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
1/9/20	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
1/9/20	Internet	ktnv.com	13 Things To Do This Week In Las Vegas for Jan. 10-16	Coffee & Comics	https://www.ktnv.com/positivelylv/13-things-to-do-this-week-in-las-vegas-for-jan-10-16			1,198,333	\$35,949.99
1/10/20	Magazine	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
1/16/20	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
1/16/20	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
1/16/20	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
1/16/20	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
1/16/20	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
1/17/20	Magazine	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
1/23/20	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
1/23/20	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
1/23/20	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
1/23/20	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
1/23/20	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
1/24/20	Magazine	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
1/27/20	Television	KTNV-TV	Action News	5:10 p.m. - COX Team Steam Room; Enterprise Library (Teaser)		10s	\$2,435.00	33,653	\$811.67
1/28/20	Television	KVCW-TV	Wake Up with the CW	7:00 a.m. - COX Teen Steam Room; Enterprise Library; in-studio interview with Danielle Milam		3m 26s	\$225.00	N/A	\$1,545.00
1/30/20	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
1/30/20	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$16,329.00
1/30/20	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$16,329.00
1/30/20	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$16,329.00
1/30/20	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$3,780.00
1/30/20	Magazine	Las Vegas Weekly	Vegas Inc. Giving Notes	United Way partnership				59,000	\$1,095.00
1/31/20	Magazine	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
January	Duratron	McCarran International Airport		10 throughout the month					\$30,000.00
								10,789,558	\$734,775.46



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: February 27, 2020

SUBJECT: Community Engagement Report, March 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 **January 1, 2020 – January 31, 2020**.

Matt McNally attended the Association of Performing Arts Professionals (APAP) conference from January 9-14. The conference provides an opportunity for arts presenting organizations to meet with artists/agents, build relationships, evaluate showcase performances, and learn about trends in the arts field.

Community Engagement is coordinating with Planning and Development Director **Danielle Milam** to implement a three year grant-funded position courtesy of the Bezos Foundation. The position will focus on delivering early childhood education and training for early childhood education providers.

Dr. Ronald R. Heezen, Danielle Milam, and Matt McNally met with County Commissioner Jones on January 23. The group discussed library opportunities for workforce development and education, and future initiatives such as the Library District strategic and facility master plans.

Preparations for the summer learning program, *Summer Challenge*, are well underway. Staff from the Library District met with staff from Clark County School District on January 24 with the intention of developing a stronger partnership to better promote the program and engage more youth.

LITERACY SERVICES

The HiSET was administered to assess students in pursuit of earning a Certificate of High School Equivalency (HSE). 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 administration is offered monthly during the first or second week of the month.

High School Equivalency	January 2020	FY '19-'20 YTD
Test Takers	5	14
Tests Administered	14	44
Tests Passed	11	38
HSE Certificates Earned	3	10

The Career Online High School (COHS) program was administered to assist students in pursuit of completing a high school diploma.

Career Online High School	January 2020	FY '19-'20 YTD	Since Inception Dec '17
Completed Self-Assessment	8	336	748
Completed Prerequisite Course	8	68	318
Approved Scholarship	2	43	115
Graduates	3	9	31

Literacy Services continued employment certificate partnership opportunities for literacy students with The International School of Hospitality (TISOH) and Milan Institute as part of the Nevada Accelerated Career Education pilot (NV-ACE). The NV-ACE pilot provides an opportunity for participants to earn a career certificate while receiving additional needed educational support.

NV-ACE Pilot	January 2020	FY '19-'20 YTD
TISOH Enrollment (HOC)	3	7
Milan Enrollment (CNA)	3	9
Certificate Completers	0	7

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 began pursuing other possible partners and local training providers that can offer students the educational support provided through Integrated Education and Training (IET) strategies. The NV-ACE pilot is scheduled to conclude on June 30, 2020.

Literacy Services hosted thirty orientation and testing sessions throughout Las Vegas during the month of January. Over five-hundred new customers registered through online registration and 420 of those customers were assessed at one of the literacy sites. Additional enrollments were made up of returning students. 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 January 2020:

Literacy Services	Classes January 2020	Enrollment/ Attendance January 2020	Enrollment/ Attendance FY '19-'20 YTD
English Language Acquisition	28	478	1,343
Adult Basic Education*	2	7	70
Conversation Workshop	2	36	301
One-Stop Tutoring	---	30	162
Literacy Open Labs	---	355	1,487
*Includes HSE Students with 12 hours instruction			

Literacy Services provided professional development training for instructors on January 17. The American Institute for Research (AIR) coordinated the training on using data to collaborate and improve instruction. Nineteen instructors attended the five hour training.

Literacy Assistant **Nancy Morales** participated in the Deferred Action for Childhood Arrivals (DACA) Fair at College of Southern Nevada (CSN) on January 30 and provided information about the Adult Learning Program and Library services.

GALLERY SERVICES

New Exhibit Installations

DREAMS OF INK + FLOWERS

Javiera Estrada, Sahara West Library, 1/10/20 – 3/21/20

Promised Land

Jenny Baham, Sahara West Library, 1/14/20 – 3/29/20

Awaiting the Flowers

Clay Arts Vegas, Sahara West Library, 1/16/20 – 3/21/20

2019 Focus on Nevada Photo Showcase

Desert Companion, Clark County Library, 1/23/20 – 3/17/20

Life Is Colorful

Jorge A. Betancourt-Polanco, West Las Vegas Library, 1/28/20 – 4/4/20



Viva Las Vegas

Doug Waterfield, Centennial Hills Library, 1/30/20 – 4/7/20

Events

Reception: *DREAMS OF INK + FLOWERS*, Javiera Estrada; *Promised Land*, Jenny Baham; *Awaiting the Flowers*, Clay Arts Vegas, Sahara West Library, 197 customers in attendance, 1/16/20 (photo left)

Tour: *DREAMS OF INK + FLOWERS*, Javiera Estrada, Sahara West Library, 10 customers in attendance, 1/16/20 (photo top right)



Highlights

On January 4, Gallery Services Manager **Darren Johnson** volunteered at the Springs Preserve as a judge for the Scholastic Art and Writing Awards of Southern Nevada. Over a thousand submissions were reviewed from students across Southern Nevada. The Scholastic Awards are the nation's longest-running recognition program for creative teens. Winners from the Southern Nevada region advanced to the national competition and are displayed at the Springs Preserve. (photo bottom right)

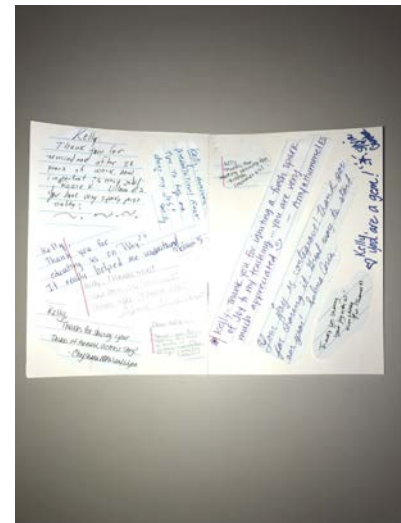


Darren Johnson attended the *My Two Cents* reception at Core Contemporary on January 10. The *My Two Cents* exhibit explores free speech and how the 25 participating artists express cultural, societal, and political observations through their art.

OUTREACH SERVICES

Outreach Education Coordinator **Kelly May** shared engagement strategies with 22 enthusiastic staff from Clark County School District at the Windmill Library Service Center on January 13. Participants thoroughly enjoyed the training and afterwards sent a personalized thank you card to let her know.

Outreach Services Specialist **Andrew Brannon** and **Kelly May** issued library cards, Vroom parenting tip keychains, programming information, and interactive language-rich family story times with 52 caregivers and young children on January 17 at Manch Elementary School and on January 24 at Dondero Elementary School.



Outreach Specialist **Nina Guevara** and Outreach Services Manager **Glenda Billingsley** distributed board books, and helpful information such as Vroom parenting tips and free Library District resources, performances, and programs with approximately 500 new families at the *Community Baby Shower* event hosted by Parkdale Community Center on January 25. Literacy Services Manager **Jill Hersha** served as a liaison to the event.



Outreach Specialist **Andrew Brannon** distributed Quick Start cards and connected 762 middle school students at Johnson Middle School with Library District resources on January 10, 27, and 31. Teacher-librarian, Kristy Miller was effusive in her praise of Andrew's presentation and the positive impact of the Library District's Outreach program which is noted in her letter of appreciation.

Nina Guevara and **Andrew Brannon** shared library resources with eight teens at the Nevada Partnership for Homeless Youth (NPHY) drop-in center on January 28. Teens lit up when Nina and Andrew walked in with 3-D pens, button making supplies, and Cubelets.

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

Limitless Learning	Sessions	Attendance
Pre-school Visits	60	1,314
Elementary School Visits	12	257
Middle School Visits	27	847
High School Visits	1	8
Adult Visits	4	92

Community & Culture	Sessions	Attendance
Promotional Booth Events	3	552

Circulation	Circulation	Sessions	Attendance
Senior Apartment Lobby Visits	987	22	173
Homebound Services	282	---	---

PROGRAMMING AND VENUES SERVICES (PVS)

PVS organized 883 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 24,504 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	571	17,013	1,695
Rentals	259	6,911	820
Staff Usage	53	580	260

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	129	2,624
Business and Career Success	61	749
Government and Social Services	88	6,513
Community and Culture	92	4,304

Of these library adult programs, 40 were diversity events impacting 2,864 customers.

PVS provided technical support for 71 Library District programming events and 15 rental events totaling 443.25 event hours. Technical staff committed a total of 849.75 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 31-day period with two holidays was 1,578.75 hours and included 152 technician assignments. The ability to request technicians was closed to scheduling staff for four days since peak technician availability was reached.

Major Programming Highlights

Las Vegas Jewish Film Festival



Windmill Library welcomed back the Las Vegas Jewish Film Festival to present two documentaries selected by Executive Director Joshua Abbey. On January 12, 136 viewers enjoyed *Joachim Prinz: I Shall Not Be Silent*, a powerful portrait of a refugee from Nazi Germany who became a leader of the Civil Rights movement and spoke at the 1963 March on Washington. On January 19, 127 attendees saw *Picture of His Life*, chronicling veteran nature photographer Amos Nachoum's bid to

photograph a polar bear in the wild. Both screenings were followed by lively question and answer sessions for the audience members.

Cooking with Calnificents

Chef Calious is making great use of East Las Vegas Library's demonstration kitchen! He is taking customers on a six-week culinary journey through New Orleans between January 8 and February 12. The course includes cooking demonstrations highlighting Creole dining on a budget. During the month of January 51 customers attended these events.



The Life-changing Magic of Tidying Up: Using the KonMari Method

Ms. Laura Larson appeared at the Sahara West Library on January 16 to discuss and teach customers about the KonMari method from the #1 New York Times bestselling book, *The Life-Changing Magic of Tidying Up*, by Marie Kondo. Customers learned

about the KonMari Method of organizing their homes and keeping only those things that speak to the heart. In total, 52 customers attended and gained a wealth of information about tidying up!

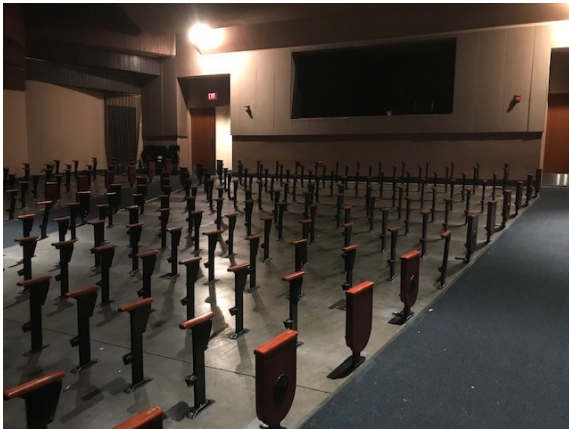
Major Department Highlights

The National Association of Music Merchants (NAMM) conference

Technical Equipment Coordinator **Jerome Eadeh** attended the NAMM conference in Anaheim, CA. The conference provided him the opportunity to preview the latest audio, visual, and lighting equipment technologies from the world's preeminent music and theatrical vendors. Line array speakers from Nexxo and Meyer drew particular interest. Attending the conference allows the PVS department to make more informed equipment purchases in the future for sound and lighting equipment.

Summerlin Seating

The General Services Department supported the PVS department and Summerlin Library in January by reupholstering all 238 seats in the Performing Arts Center (PAC). The new fabric beautifully matches the main curtain giving the venue a cohesive look. In addition to the reupholster project, the General Services Department patched sections of and resealed the flooring. The refurbishment of the audience area has revitalized the venue for customers.



YOUTH SERVICES

Youth Services conducted 1,091 programs serving 24,907 customers at library branches throughout the District during the month of January. 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	Patron Attendance
Limitless Learning	808	16,460
Business and Career Success	10	24
Government and Social Services	179	6,726
Community and Culture	94	1,697

District-Wide Programming Highlights

The 4th annual *Winter Reading Challenge* took place from January 2-31 and was a huge success. Through the District's strengthening partnership with Clark County School District, marketing materials were shared with all school librarians and administrators. Library staff in every youth services department promoted the *Winter Reading Challenge* during all January programs resulting in more than doubling the books read by young customers this year from 5,025 to 11,794!



Among the most successful partnerships that Youth Services Administration facilitates is with Three Square Food Bank to provide afterschool and summer meals for children. During the school year, the Library District and Three Square provide after school meals at six library branches (CC, SV, WH, SE, IS, and MQ) and during the summer Three Square provides lunches at eight locations (CC, RB, SV, SU, WH, SE, IS, and MQ). During the month of January, Youth Services Manager **Shana Harrington** and Enterprise Library Branch Manager **Marie Nicholl-Lynam** were able to add one more branch to that list bringing the totals to seven and nine library branches respectively. The Enterprise Library will officially start serving afterschool meals to children and teens on February 18 and will continue to serve lunches during the summer.

Last year the Library District officially shifted focus from summer reading to summer learning to better reflect our expanding programs and services. The Summer Challenge committee is well on its way to planning another amazing program this year. Clark County School District has officially agreed to partner with the Library District to distribute summer marketing materials such as brochures and logs by May 1, to approximately 245,000 students in the Las Vegas-Clark County Library District's service area.

Youth Services Administration facilitates partnerships District-wide with 46 cooperative partners who provide programs in the library, and which youth services staff visit to provide programs in their locations. Examples of these partners are University of Nevada Cooperative Extension, Partners in Parenting, Nevada Partnership for Homeless Youth: Power On, and the Wetlands Park. In the month of January, 43 of these partner programs took place for 1,430 customers. Many of these programs were STEAM events, parent workshops, or teen mentoring classes.

Branch Programming Highlights:

Summerlin Youth Services Department Head **Marisa Eytalis** reports, "Summerlin Library Youth Services was hopping on New Year's Eve for their Countdown to Noon program! With over 250 children and their families showing up, Youth Services staff had to move the party from the story room to the entire Youth Services area! Working together, library branch staff created more crafts at the last minute so all the children could have something to take home. All that hard work paid off as families had a great time saying goodbye to 2019!"

West Charleston Library Youth Services Department Head **Joanna Goddard** offered insight about the District-wide Toy Library initiative, “West Charleston was the eighth library in the District to launch a Toy Library and we saw an 80% checkout rate in the first three weeks of launching the program.”

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Monthly Statistics
Year over Year
January 2019/ January 2020

		Youth Services Programs				2019	2020			Youth Services Attendance				2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	54	52	-2	-4%	283	290	7	2%	1,388	1,431	43	3%	8,117	8,549	432	5%
	Clark County	57	66	9	16%	381	435	54	14%	2,764	2,564	-200	-7%	21,779	19,991	-1,788	-8%
	Clark County BBTC	126	157	31	25%	952	1,140	188	20%	2,235	2,110	-125	-6%	16,725	17,223	498	3%
	Enterprise	58	58	0	0%	308	316	8	3%	864	809	-55	-6%	5,745	5,164	-581	-10%
	East Las Vegas	40	46	6	15%	307	277	-30	-10%	217	706	489	225%	3,058	4,721	1,663	54%
	Meadows	0	0	0	N/A	0	4	4	N/A	0	0	0	N/A	0	110	110	N/A
	Rainbow	73	71	-2	-3%	419	428	9	2%	2,433	2,497	64	3%	14,850	15,749	899	6%
	Sahara West	53	69	16	30%	328	414	86	26%	1,903	1,945	42	2%	11,168	11,796	628	6%
	Spring Valley	74	78	4	5%	411	540	129	31%	1,935	2,503	568	29%	11,289	15,443	4,154	37%
	Summerlin	52	56	4	8%	283	296	13	5%	1,778	1,964	186	10%	9,306	14,329	5,023	54%
	Sunrise	45	46	1	2%	267	359	92	34%	858	854	-4	0%	6,744	6,808	64	1%
	West Charleston	34	31	-3	-9%	170	193	23	14%	386	389	3	1%	2,918	3,044	126	4%
	West Las Vegas	46	46	0	0%	260	296	36	14%	515	494	-21	-4%	3,375	3,142	-233	-7%
	Whitney	71	79	8	11%	424	570	146	34%	2,006	2,917	911	45%	13,850	21,245	7,395	53%
	Windmill	51	49	-2	-4%	245	261	16	7%	1,909	1,602	-307	-16%	9,214	9,997	783	8%
	Urban Totals	834	904	70	8%	5,038	5,819	781	16%	21,191	22,785	1,594	8%	138,138	157,311	19,173	14%
Outlying Branches	Blue Diamond	1	2	1	100%	24	31	7	29%	6	4	-2	-33%	315	147	-168	-53%
	Bunkerville	9	0	-9	-100%	70	8	-62	-89%	35	0	-35	-100%	280	101	-179	-64%
	Goodsprings	0	0	0	N/A	0	2	2	N/A	0	0	0	N/A	0	19	19	N/A
	Indian Springs	32	31	-1	-3%	164	230	66	40%	100	152	52	52%	630	1,351	721	114%
	Laughlin	23	16	-7	-30%	138	127	-11	-8%	292	302	10	3%	2,014	2,410	396	20%
	Mesquite	63	63	0	0%	397	395	-2	-1%	955	956	1	0%	9,197	7,314	-1,883	-20%
	Moapa Town	1	17	16	1600%	115	121	6	5%	10	136	126	1260%	907	1,024	117	13%
	Moapa Valley	29	31	2	7%	196	160	-36	-18%	405	351	-54	-13%	2,791	2,607	-184	-7%
	Mt. Charleston	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	18	0	-18	-100%
	Sandy Valley	4	0	-4	-100%	33	24	-9	-27%	0	0	0	N/A	705	142	-563	-80%
	Searchlight	25	27	2	8%	135	184	49	36%	221	221	0	0%	1,161	1,783	622	54%
	Outlying Totals	187	187	0	0%	1,273	1,282	9	1%	2,024	2,122	98	5%	18,018	16,898	-1,120	-6%
Outreach	Outreach-Branch	77	24	-53	-69%	396	144	-252	-64%	2,772	1,294	-1,478	-53%	25,012	13,610	-11,402	-46%
	Outreach-Department	66	103	37	56%	489	569	80	16%	1,893	2,978	1,085	57%	22,569	24,285	1,716	8%
	Outreach-PVS	4	0	-4	-100%	31	28	-3	-10%	0	0	0	N/A	664	1,543	879	132%
	Outreach-YS Admin.	1	1	0	0%	27	14	-13	-48%	50	91	41	82%	2,418	1,384	-1,034	-43%
	Outreach-Literacy	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	148	128	-20	-14%	943	755	-188	-20%	4,715	4,363	-352	-7%	50,663	40,822	-9,841	-19%
	Grand Totals	1,169	1,219	50	4%	7,254	7,856	602	8%	27,930	29,270	1,340	5%	206,819	215,031	8,212	4%

Monthly Statistics
Year over Year
January 2019/ January 2020

		Adult Programs				2019	2020			Adult Attendance				2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	25	23	-2	-8%	174	202	28	16%	324	377	53	16%	2,469	3,355	886	36%
	Clark County	177	169	-8	-5%	1,003	1,231	228	23%	4,734	6,099	1,365	29%	38,905	42,988	4,083	10%
	Enterprise	31	47	16	52%	263	290	27	10%	572	908	336	59%	6,580	6,954	374	6%
	East Las Vegas	20	93	73	365%	151	703	552	366%	253	3,007	2,754	1089%	1,582	14,471	12,889	815%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	51	28	-23	-45%	373	303	-70	-19%	701	650	-51	-7%	10,154	5,123	-5,031	-50%
	Sahara West	91	100	9	10%	673	711	38	6%	2,556	2,532	-24	-1%	22,119	15,453	-6,666	-30%
	Spring Valley	50	34	-16	-32%	317	267	-50	-16%	619	290	-329	-53%	4,800	3,370	-1,430	-30%
	Summerlin	42	41	-1	-2%	342	328	-14	-4%	1,508	592	-916	-61%	20,062	26,885	6,823	34%
	Sunrise	26	38	12	46%	183	281	98	54%	1,071	1,627	556	52%	8,597	7,499	-1,098	-13%
	West Charleston	47	48	1	2%	263	361	98	37%	1,101	1,262	161	15%	5,940	7,544	1,604	27%
	West Las Vegas	52	57	5	10%	374	374	0	0%	1,538	1,164	-374	-24%	14,369	13,029	-1,340	-9%
	Whitney	51	43	-8	-16%	257	396	139	54%	1,344	1,372	28	2%	8,738	10,020	1,282	15%
	Windmill	45	60	15	33%	363	406	43	12%	2,341	3,536	1,195	51%	15,740	20,863	5,123	33%
	Urban Totals	708	781	73	10%	4,736	5,853	1,117	24%	18,662	23,416	4,754	25%	160,055	177,554	17,499	11%
Outlying Branches	Blue Diamond	3	3	0	0%	18	15	-3	-17%	73	47	-26	-36%	268	198	-70	-26%
	Bunkerville	0	1	1	N/A	0	1	1	N/A	0	29	29	N/A	0	29	29	N/A
	Goodsprings	18	0	-18	-100%	65	64	-1	-2%	22	0	-22	-100%	161	117	-44	-27%
	Indian Springs	0	2	2	N/A	0	14	14	N/A	0	16	16	N/A	0	64	64	N/A
	Laughlin	19	32	13	68%	136	181	45	33%	397	418	21	5%	4,039	2,564	-1,475	-37%
	Mesquite	27	33	6	22%	250	294	44	18%	222	346	124	56%	2,851	2,441	-410	-14%
	Moapa Town	0	2	2	N/A	4	3	-1	-25%	0	16	16	N/A	15	20	5	33%
	Moapa Valley	19	24	5	26%	105	155	50	48%	70	137	67	96%	573	565	-8	-1%
	Mt. Charleston	3	2	-1	-33%	17	21	4	24%	53	61	8	15%	288	394	106	37%
	Sandy Valley	0	0	0	N/A	13	8	-5	-38%	0	0	0	N/A	76	35	-41	-54%
	Searchlight	4	3	-1	-25%	17	17	0	0%	37	18	-19	-51%	60	128	68	113%
	Outlying Totals	93	102	9	10%	625	773	148	24%	874	1,088	214	24%	8,331	6,555	-1,776	-21%
Outreach	Outreach-Branch	9	4	-5	-56%	106	55	-51	-48%	296	80	-216	-73%	2,900	2,004	-896	-31%
	Outreach-Department	44	26	-18	-41%	240	204	-36	-15%	468	264	-204	-44%	2,648	2,582	-66	-2%
	Outreach-PVS	2	0	-2	-100%	23	14	-9	-39%	0	0	0	N/A	2,398	873	-1,525	-64%
	Outreach-YS Admin.	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach-Literacy	0	0	0	N/A	0	1	1	N/A	0	0	0	N/A	0	300	300	N/A
	Outreach-Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	55	30	-25	-45%	369	274	-95	-26%	764	344	-420	-55%	7,946	5,759	-2,187	-28%
	Grand Totals	856	913	57	7%	5,730	6,900	1,170	20%	20,300	24,848	4,548	22%	176,332	189,868	13,536	8%



ITEM VII.A.2.c.

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Danielle Patrick Milam, Director of Development and Planning

DATE: March 3, 2020

SUBJECT: Development and Planning Department Report, March 2020

Development and Planning Department Activities in February 2020

- Development and Planning Department Director **Danielle Milam** presented at the Public Libraries Conference in Nashville, Tennessee, on Friday, February 28th. Panel members included East Las Vegas Branch Manager **Sal Avila**, Margaret Sullivan of Margaret Sullivan Studios, Richland County South Carolina's Library Director Melanie Huggins, and ArchNexus principal architect Jeff Davis to a packed audience on Friday, February 28th. The panel, "Inclusionary Tactics that Flip the Script on Library Facility Planning," focused on the need for libraries to lead design processes based on customer interests and community needs. An *American Libraries* article that covered the panel discussion is attached to this report.
- Ms. Milam met with the Channel 13 KNTV team that is putting together the public awareness announcements for the second annual "Summer Rise" campaign that will air in the month of June. The station will feature Library Summer Challenge programs that keep students learning and on grade level over the summer months. The campaign seeks to raise parent awareness of "Summer Slide," a documented phenomenon that shows how students lose academic ground in the summer months.
- Development Program Officer **Sherry Walker** met with Cure 4 the Kids. The Library Foundation will partner with the organization to establish a library for children who are missing large blocks of school-time due to cancer treatment. The Library District's Outreach Services team will visit monthly for story times and tech activities.
- Bookstore Operations Manager **Leslie Valdes** provided book donations to Clark County Commissioner Marilyn Kirkpatrick to distribute in a wide variety of community settings (even barbershops!) during Nevada Reading Week.
- Both Ms. Milam and Ms. Walker attended City of Las Vegas Ward 5 Councilman Cedric Crear's workshop on the "Hundred Plan" that includes the development of a new African American museum and performance venue for Ward 5. The Councilman also voiced interest in bringing a new library to his ward.

- Centennial Hills Adult Services Librarian **Evelyn Moschella** led her volunteer team for a record-breaking used book sale that brought in \$1,700.
- Office staff have been working with San Francisco Federal Reserve Bank Field Director and Community Development liaison Joselyn Cousins to host a roundtable for Community Reinvestment Act bankers at the East Las Vegas library on March 30. Representatives from the LVCCLD Foundation, City of Las Vegas, City of North Las Vegas, College of Southern Nevada, and Workforce Connections of Southern Nevada will provide bankers with information on programs and projects they are working on in distressed census tracts.
- The September 25, 2020 Donor Cultivation Party was the topic of the Library Foundation Board of Directors meeting at noon on February 13th. Later in the evening, Foundation President **Keiba Crear** briefed the Library District Board of Trustees about the party plans. She also showed the Foundation's video on the Vision 2020 Awards for FY 2018-19. The Foundation's Event Committee is being led by co-chairs **Felipe Ortiz**, Board Chair for the Library District Board of Trustees, and **Keiba Crear**, Foundation President. Other members include **Shannon Bilbray-Axelrod**, **Chaka Crome**, and **Nicole Rogers**.

Article in *American Libraries*

<https://americanlibrariesmagazine.org/blogs/the-scoop/pla-2020-human-centered-spaces/>

HUMAN-CENTERED SPACES

Public libraries are leading inclusive, strategic building design

By [Terra Dankowski](#) | February 29, 2020



L to R: Jeffery Davis, Margaret Sullivan, Salvador Avila, Melanie Huggins, and Danielle Milam.

In the past, it was all about what the architect thought would be cool,” said Danielle Milam, director of development and planning for Las Vegas-Clark County Library District. But now, she said, library design is shifting from the architect-led to the human-centered and community-focused.

“Architecture isn’t about buildings, it’s about people,” said Jeffery Davis, library planner and designer at Architectural Nexus in Salt Lake City. Davis, Milam, and fellow panelists at “Inclusionary Tactics that Flip the Script for Library Facility Planning,” a February 28 program of the Public Library Association 2020 Conference in Nashville, emphasized that library design’s new direction is embracing inclusion, strategic plans, and specific neighborhood needs.

“[In the past, architects were] often asking about linear shelving. I didn’t want that to be the thing that led community design,” said Melanie Huggins, executive director of Richland Library in Columbia, South Carolina, whose own system allocated \$66 million for construction and renovation on all facilities. “How do we want the space to feel? What do we want people to achieve in this space?”

In envisioning and planning new spaces, Huggins and her teams consulted many resources—the library’s strategic plan, United Nations Sustainable Development Goals, the Knight Foundation’s *Soul of the Community* study—as well as solicited feedback from local stakeholders.

“We talked to 30 leaders and got some real in-depth feedback for our plan and goals,” she said. “Tell us the top three things of concern to you as chief of police. Tell us the top three things of concern to you as superintendent of schools.”

Based on brainstorming and responses, Richland Library began to think of branch libraries as “independent community engagement engines,” with different focuses. For example, the North Main branch, in a predominantly African-American neighborhood, would emphasize teen engagement and business development. “We knew when we redesigned and renovated, we needed it to be a vibrant community center,” said Huggins. The Northeast branch, in a neighborhood where many

languages are spoken, showcases a children's room and teaching kitchen, designed to bring people of all culinary backgrounds together.

Margaret Sullivan of design firm Margaret Sullivan Studio in New York City proclaimed this type of thinking the next era of social impact design. "[We're] activating every square foot of public library space for the public good," she said. "Who is ready to lead with your unwavering values of community and inclusion?"

Inclusion underscores the transformation of the East Las Vegas (Nev.) Library (ELVL), a 41,000-square-foot construction that cost \$26 million and opened in 2019.

"It's owned by the community," said Salvador Avila, branch manager. "I know all of these folks on a first-name basis. [They] grew up on the same property where the library stands."

Avila said opening the library, now one of the busiest in the state, was just the first step. The goal of the new space and its amenities—which include a sound booth, green screen, podcast room, study rooms, DJ-ing equipment, and multigenerational living room—was giving the majority-Latinx population "reasons to succeed."

"The library thrives on a culture of creation rather than consumption," Avila said. "It serves as a hub, it's all digital." He joked, "Not one Post-It will be found in this building."

Avila's advice for those planning facilities? Take risks. For example, ELVL has extended hours to accommodate certain programs, and it invited the governor to sign two bills into law in the library space—one of which prohibited denying professional licensing based on immigration status—as a way to build trust in the community and get people to see the library supports them.

"Do not play it safe," Avila said.

Ed. note: Salvador Avila is a current member of the American Libraries Advisory Committee.



ITEM VII.A.2.d.

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

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

DATE: February 27, 2020

SUBJECT: Information Technology Report, March 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 February:

Branding and Marketing Support

The IT Division continues to work on the District's rebranding project. The IT department has completed the website redirection for the new domain, <http://thelibrarydistrict.org> now redirects to our current lvccld.org website and we can send e-mails to @thelibrarydistrict.org internally. We're currently working with our e-mail security vendor to enable the external delivery of e-mails to the @thelibrarydistrict.org domain. The IT department also worked with Digital Content Manager **Ryan Simoneau** and BiblioCommons to renewed the security certificate for our BiblioCommons website. The security certificate will need to be renamed when we go-live with the new thelibrarydistrict.org domain for the website.

Digital Content Manager **Ryan Simoneau** requested help from CBS with increasing participation on the Content Creation Committee, which is responsible for submitting staff lists to be posted on our BiblioCommons website. Head of CBS **Rebecca Colbert** attended the YPL Department Heads meeting, Outlying Branch Associates meeting, Adult Services Task Force meeting, and the Adult Collection Development meeting and solicited staff participation. Ms. Colbert also solicited staff participation via this month's *Primary Source* newsletter. There are opportunities to display 112 separate staff lists on our website simultaneously and there is a continued need for lists of cultivated materials to highlight items available in our catalog.

Development and Planning Support

I worked with Development and Planning Director **Danielle Milam** and the District's E-Rate consultant to solicit proposals for the District's eligible telecommunication services and equipment and we are currently reviewing the proposals. This year's

application includes a request for additional Category 2 equipment, including network switches and a network security solution.

Financial Services Support

Assistant IT Director **Ron Melnar** and I met with Community Engagement Director **Matt McNally** and Library Operations Director **Jenn Schember** to review their division's supplemental technology requests for the Fiscal Year 2021 budget.

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." The majority of the system was installed, but we are currently working with the vendor to resolve a few outstanding issues and the vendor representative that we were working with resigned from the company. We'll complete the system documentation and staff training after the few remaining items are resolved, before going live.

The IT department deployed a new computer and telephone for newly hired Financial Services Senior Accountant **Jonna Arquerros**.

General Services Support

Assistant IT Director **Ron Melnar** worked with Maintenance Supervisor **Truman Driver** and Senior Project Associate **Paula Loop** to configure their smartphones to receive District e-mail. Purchasing and Administration Manager **Nancy Hodges** is working with their vendor to upgrade the department's work order system and Mr. Melnar and IT Assistant **Nadine Griego** are working with Ms. Hodges to replace their 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.

Assistant IT Director **Ron Melnar** worked with Assistant General Services Director **John Vino** and the vendor for several months to resolve a problem with networking the external electronic sign at the East Las Vegas Library. Web Designer **Gene Kilchenko** is now able to update content on the sign from his offices at the Windmill Service Center.

CFO **Fred James** and I met with General Service Director **Steve Rice** and USI Insurance to review the District's insurance policy as it relates to employment-related practices and cybersecurity.

Human Resources (HR) Support

The IT Department hosted Clark County Library's Computer Center Assistant **Stanley Kan** for job shadowing. Mr. Kan was appreciative of the opportunity and impressed with the scope of responsibility of the IT Department. ILL staff hosted staff from Henderson Libraries for job shadowing and a discussion of departmental operations and best practices.

Microcomputer Technician **Robert Boske**, who was recently hired, has resigned from the District. Assistant IT Director **Ron Melnar** is currently working with HR to recruit candidates for the vacancy.

The Facilities department create a new cubicle in HR and the IT department deployed a new computer and telephone for HR Receptionist **Joy LeFave** when she relocated within the department.

Library Operations Support

The District's circulation for January was 965,487, of which 25% 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 7.9% of our OverDrive circulation while Boulder City Library District customers accounted for approximately 1.9%. In January, 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 17.8% of North Las Vegas Library District's circulation.

CBS staff added 4,662 titles with 18,199 new items to the collection, while 19,696 items were withdrawn from the library catalog. Senior Cataloger **Monica Song** also added 427 unique titles for the Boulder City Library District and 359 titles with 726 items for the North Las Vegas Library District to the catalog. Collection Development staff added 4,326 e-books and e-audiobooks to the collection in January. Ms. Song and Cataloger **Kevin Bowman** also added 395 Government Document records to the catalog.

Head of CBS **Rebecca Colbert** held a conference call with Ingram to set up cataloging and processing specifications. Ingram currently serves as a supplemental vendor to Brodart, but because of our ongoing fulfillment and delivery challenges with Brodart, we are increasing our purchasing from Ingram. The next steps in the process are to set up EDI ordering and invoicing with Ingram, followed by a pre-processed account, then finally a shelf ready account. Ingram representatives will visit in March to provide further staff training on their ordering site.

The Distribution Center's (DC) collection consists of 92,748 items, with 11,977 items circulating and 5,680 items filling customers Holds requests in January.

In February, the outlying branches returned 1,100 of their less popular items of various formats to the DC and the DC sent the branches an equivalent quantity of items to refresh their collections.

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 January, the branches requested 1,114 items to supplement their collections and the DC redistributed an additional 1,236 popular items to the branches where they are likely to circulate.

DC Librarian **Raychel Lendis** provided training for staff on the use of District software tools to assist with maintaining a healthy collection and taught workshops

on the evaluation and deselection of materials. In February, Ms. Lendis provided one *Collection Maintenance 1: Weeding 101* and one *Collection Maintenance 3: Assess Your Collection* training classes for District-wide staff.

Ms. Lendis assigned the *Dead Items Removal* collectionHQ report to the branches in February. This report requires branch staff to check for items that have not circulated in the last year and consider them for removal. Items that are in good condition that should be considered for redistribution are sent to the DC.

In January, the Interlibrary Loan (ILL) department received 467 requests from District customers to borrow materials from other libraries, and we were able to fill 81% of our customers' requests. Of the requests that were filled, 87% of the items were checked out by our customers. The District received 811 requests from other libraries to borrow the District's materials. The average turnaround time (the time between when we receive a request, obtain the item, and prepare it to be shipped) was about 1 day and 16 hours. There were 59 new ILL users in January.

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.

The ER department held its first monthly staff training this month. The *Ancestry Library Edition* webinar, hosted by ProQuest, was attended by over 25 staff who received information that will increase their confidence when assisting customers with our largest genealogy database.

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 offers video instructional tutorials on many of our eResources. The most popular tutorials in January were *Brainfuse* (with 14 unique views), *Learning Express* (6 unique views), and *Hoopla* (2 unique views). The number of views for Niche Academy was down significantly in January because of a script conflict between Niche Academy and the recently completed BiblioCommons Version 3 upgrade. ER Librarian **Jocelyn Bates** was able to find a work-around by creating a dedicated tutorials page on our website, <https://lvccld.org/tutorials>. ER staff participated in a conference call with Niche Academy to review a new feature called Sequence. Sequence can be used to create a learning path as customers watch various tutorials on their learning journey.

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 January, 6,160 *Fresh Picks* eNewsletters were sent to customers. The most popular eNewsletters were *Staff Picks* (with an open rate of 61%), *New York Times Fiction* (with an open rate of 56%), and *Thrillers and Suspense* (with an open rate of 53%). There were 109 new *Fresh Picks* subscriptions in January, with 696 unique subscribers accounting for

5,053 monthly subscriptions. To subscribe to *Fresh Picks*, visit <http://www.lvcclid.org/freshpicks> and choose your favorite topics.

ER Manager **Jocelyn Bates** continues to lead our efforts in the implementation of the OpenAthens solution. Ms. Bates, AS Manager **Sufa Anderson**, Assistant Information Technology Director **Ron Melnar**, and Network and ILS Analyst **Sloan Sakamoto** met with EBSCO Project Manager Chris Shatswell for the kick-off meeting. OpenAthens will replace our existing solution for providing customers with remote access to our eResources.

AS Manager **Sufa Anderson**, Adult Collection Development Librarian **Teresa Handleman**, YPL Collection Development Librarian **Kathy DiGeorge**, DC Librarian **Raychel Lendis**, and ER Manager **Jocelyn Bates** contributed content for the 13th volume of our *Primary Source* staff eNewsletter. This month's highlights included information regarding changes to OverDrive holds and upcoming eResources training for staff.

iPad circulation for January was 410 and Hotspot circulation was 616.

AS Manager **Sufa Anderson** conducted the quarterly Computer Center Department Heads meeting at the Clark County Library. The group discussed a wide array of technological and operational issues, including monthly eResources training for staff and scheduled closing announcements for the urban branches. Ms. Anderson also worked with the urban branches to identify locations for adding library document stations. Assistant IT Director **Ron Melnar** attended the meeting and provided an update on IT Projects, including replacements for the public payphones and the department's new trouble ticket system. ER Librarian **Jocelyn Bates** attended the meeting and presented information about the eResource *Hobbies and Crafts Reference Center* and the Android tablet lending pilot.

Adult Collection Development Librarian **Teresa Handleman** conducted the quarterly Adult Collection Development meeting. The group discussed new items that were added to the collection and customer service practices to get the most out of the collection. Ms. Handleman discussed the District's transition to new vendors and explained forthcoming changes in our purchasing for the branches. Collection Development will perform more centralized reorders and make greater selection decisions on behalf of branches and once Ingram is fully on board as a vendor, branches should see an increase in the amount and variety of materials on the 14-Day shelves as well as a greater depth in parts of our collection. DC Librarian **Raychel Lendis** attended the meeting and presented new weeding documents to staff and stressed the importance of attending collection maintenance classes at the DC.

AS Manager **Sufa Anderson** attended the Outlying Associates meeting and provided updates on the iPad and Hotspot Lending programs, library card expiration and renewal procedures, new barcode cloners, and upcoming training provided by Access Services.

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:

- Centennial Hills Distribution Center – 4 Staff laptops
- Sahara West – 26 CL Public computers and 3 CL Staff computers
- West Charleston – 6 YS Public computers
- Whitney - 8 YS Public computers and 4 YS Staff computers

As a part of the Library Operations Supplemental Budget Requests for this fiscal year, the IT department installed a new color printer for staff at the Clark County and Centennial Hills libraries. Additionally, two all-in-one desktop computers were deployed to the *Robot Lab Powered by Switch* at the West Las Vegas Library.

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 servers at the Centennial Hills, Rainbow, and Summerlin libraries were 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 14 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. Ms. Anderson and I met with our customer notification vendor, Patron Point, to discuss a project that would enable customers to renew their library cards online and additionally apply for and receive a new library card without physically coming into the library.

ER Manager **Jocelyn Bates** and DC Librarian **Raychel Lendis** attended a Customer Service Team meeting and a Strategic Planning Committee meeting in February.

The IT department continues to provide support to the AARP Foundation Tax-Aide Program. This Program is available in many of the urban branches and offers free tax preparation assistance to low-to-moderate-income taxpayers. The volunteer tax preparers informed us that they were using a new Chromebook system with wireless printers this year. Unfortunately, their new system was not compatible with the security settings on our wireless network which required us to redesign the wireless network that was created for them and they are now able to print to their wireless printers.

The IT department worked with the Clark County Election Department to provide network connections to allow them to conduct early voting for the Democratic Caucus at the East Las Vegas, Enterprise, Laughlin, and Sahara West libraries. We are also working with the Election Department to provide connections for voting in the Primary and General elections later this year at the East Las Vegas, Enterprise, Laughlin, Rainbow, Sahara West, and Windmill libraries.

AS Manager **Sufa Anderson**, ER Manager **Jocelyn Bates**, and I joined staff from several other departments in a meeting with Unique Management Services to review our account and issues related to the Unique Call Center operations and materials recovery.

The last comprehensive computer security assessment completed by the District was over 15 years ago. The IT department solicited bids for a security assessment and selected a vendor to perform a new assessment. The new assessment will complete and external, internal, and wireless analysis of our security posture. Systems and Network Security Analyst **Al Cruz**, Systems and Network Supervisor **Gunnar Kim**, and Assistant IT Director **Ron Melnar** participated in the project kick-off meeting this month.

The IT department installed the District's first mobile device charging locker with the grand opening of the Mesquite Library and Learning Center in May 2018. A charging locker was subsequently installed at all of the urban branches. The District has experienced numerous issues with the lockers since their installation. We are currently assessing the viability of keeping the lockers in the branches and will make every effort to keep them, however, if we are not able to mitigate the number of incidents related to them, we may have to remove them.

FY 2019-2020 ELECTRONIC RESOURCES STATISTICS
January 2020

Customer Support	Jan-19	Jan-20	% Change	FY18-19	FY19-20	% Change
Number of Phone Calls to Electronic Resources	150	121	-19.33%	1,144	969	-15.30%
Length of Calls in Hours, Minutes, and Seconds	19:07:26	10:03:13	-47.43%	143:21:44	101:33:25	-29.16%
Number of emails to ask@lvccld.org	577	472	-18.20%	3,537	2,701	-23.64%
Number of Classes	1	1		11	5	
Number of Attendees	1	9		67	14	

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

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	ReferenceUSA	584	15,266
Health and Wellness	Academic Search Main	69	189
Homework Help	IXL	100	37,857
Limitless Learning	Lynda.com	1,412	5,671
A-Z Resources (All Others)	Newsbank - LVRJ	1,221	17,649

Downloadables and Streaming Circulation	Jan-19	Jan-20	% Change	FY18-19	FY19-20	% Change
eBooks	100,627	115,369	14.65%	673,557	807,912	19.95%
Audiobooks	59,703	79,689	33.48%	377,355	510,416	35.26%
Magazines	8,653	8,582	-0.82%	56,073	66,620	18.81%
Movies and TV	6,376	9,771	53.25%	39,304	70,586	79.59%
Music	25,330	26,277	3.74%	182,360	192,196	5.39%
Total	200,689	239,688	19.43%	1,328,649	1,647,730	24.02%

Online Resources Usage by Category	Jan-19		Jan-20		% Change		FY18-19		FY19-20		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	1,007	30,174	741	19,683	-26.42%	-34.77%	19,115	184,513	5,897	178,335	-69.15%	-3.35%
Health and Wellness	335	839	273	482	-18.51%	-42.55%	1,308	8,800	2,165	4,058	65.52%	-53.89%
Homework Help	626	32,129	500	46,478	-20.13%	44.66%	4,221	199,518	4,535	230,154	7.44%	15.36%
Limitless Learning	2,411	9,159	2,991	7,095	24.06%	-22.54%	17,368	59,449	21,000	52,883	20.91%	-11.04%
A-Z Resources (All Others)	12,109	21,179	12,505	35,444	3.27%	67.35%	65,743	137,942	81,406	255,337	23.82%	85.10%

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

Sessions: the number of times an electronic resource is accessed



ITEM VII.A.3.a.

March 2020

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Fred James, Chief Financial Officer

DATE: February 27, 2020

SUBJECT: Financial Services Report, March 2020

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

Follow-up from February 13, 2020 Board of Trustees meeting

At the February 13, 2020 Board of Trustees meeting, the Board requested detail regarding the Legal Services budget in the General Fund. Through January 31, 2020, the District spent \$61,942 for legal services in the following departments:

- Human Resources \$36,674 (Kamer Zucker Abbott)
- Executive Director's Office \$24,269 (Gerald M. Welt, Bailey Kennedy)
- Financial Services \$999 (Bailey Kennedy, Kamer Zucker Abbott)

Administration

- Updated the District's cash flow analysis
- Submitted the Quarterly Economic Survey to the State of Nevada Department of Taxation, per NRS requirement
- Submitted required quarterly financial statements and annual tax returns for the Mesquite and East Las Vegas QALICBs, per New Markets Tax Credits regulations
- Staff met remotely with representatives from Microsoft Serenic Navigator regarding purchasing software systems integration
- Staff met with representatives of Unique Management Services regarding collections and call center services
- **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** trained with Executive Assistant **Allison Boyer** on Diligent Board meeting software procedures

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

Accounting

- Coded and verified all transactions (\$3.2M for the month of February)
- Performed all payroll related duties
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits
- Provided detail budget status for staff as required
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed Financial Services 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: February 27, 2020

SUBJECT: January 2020 Budget Status Report

Enclosed are the budget status reports for January 2020. General fund revenues indicate that 55% of budgeted revenue has been collected. As compared to January 2019, the District collected 10% more in property taxes. Consolidated Tax Revenue (CTX) shows 41% collected so far this fiscal year, which matches the 41% collected for the same period during last fiscal year. Financial Services staff is closely monitoring revenues.

General Fund expenditures indicate that 54% 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 37% and 63% 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 01/01/2020 Through 01/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	28,261,915.60	44,855,000.00	16,593,084.40	36.99%
Intergovernmental Revenue	10,078,533.85	24,557,500.00	14,478,966.15	58.96%
Charges for Services	37,474.15	40,700.00	3,225.85	7.93%
Fines & Forfeits	446,316.38	900,000.00	453,683.62	50.41%
Miscellaneous	342,563.86	1,036,800.00	694,236.14	66.96%
Total Revenues	39,166,803.84	71,390,000.00	32,223,196.16	45.14%
Expenditures				
Salaries	17,739,981.24	32,366,060.00	14,626,078.76	45.19%
Benefits	7,179,349.81	13,394,128.00	6,214,778.19	46.40%
Supplies & Services	7,643,825.06	16,203,089.00	8,559,263.94	52.82%
Capital Outlay	6,664,780.73	10,831,667.00	4,166,886.27	38.47%
Total Expenditures	39,227,936.84	72,794,944.00	33,567,007.16	46.11%
Exces (Deficit) Revenues of Expenditures	(61,133.00)	(1,404,944.00)	(1,343,811.00)	-0.97%
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 01/01/2020 Through 01/31/2020

			Dollar Budget Amount Remaining	Percent Budget Remaining	
			YTD Actual	Budget	
110	Administration - Executive	335,768.14	830,987.00	495,218.86	59.59%
120	Administration - Library Operations	905,496.21	2,371,240.00	1,465,743.79	61.81%
200	Financial Services	872,101.16	1,765,231.00	893,129.84	50.60%
215	Community Outreach	287,279.53	773,521.00	486,241.47	62.86%
216	Youth Services	195,289.50	369,276.00	173,986.50	47.12%
220	Development and Planning	287,618.17	596,948.00	309,329.83	51.82%
240	General Services/Facilities	4,696,000.28	8,476,537.00	3,780,536.72	44.60%
250	Human Resources	1,057,940.31	2,539,542.00	1,481,601.69	58.34%
251	HR-Work Insurance	306,560.80	1,363,864.00	1,057,303.20	77.52%
260	Information Technology	2,476,050.18	3,941,669.00	1,465,618.82	37.18%
270	Literacy Department	179,363.63	381,284.00	201,920.37	52.96%
280	Branding and Marketing	1,081,412.35	2,232,694.00	1,151,281.65	51.56%
290	Access Services Department	627,019.83	1,041,903.00	414,883.17	39.82%
310	Collection and Bibliographic Services	7,917,848.15	13,053,821.00	5,135,972.85	39.34%
320	Gallery Services	95,589.35	185,473.00	89,883.65	48.46%
330	Facilities	1,669,707.10	3,114,887.00	1,445,179.90	46.40%
340	Community Engagement	213,108.71	482,558.00	269,449.29	55.84%
400	Library Operations	16,023,783.44	29,273,509.00	13,249,725.56	45.26%
Total		39,227,936.84	72,794,944.00	33,567,007.16	46.11%

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

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

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	55,200.74	99,973.00	44,772.26	44.78%
110	Bunkerville	36,990.31	84,673.00	47,682.69	56.31%
120	Clark County Library	1,644,422.78	2,939,461.00	1,295,038.22	44.06%
130	Enterprise Library	828,957.61	1,519,554.00	690,596.39	45.45%
140	Goodsprings	47,291.93	81,947.00	34,655.07	42.29%
160	Indian Springs	60,781.39	106,241.00	45,459.61	42.79%
180	Laughlin	429,951.55	765,807.00	335,855.45	43.86%
190	Mesquite	628,775.62	1,152,069.00	523,293.38	45.42%
200	Moapa Town	47,688.11	82,755.00	35,066.89	42.37%
210	Moapa Valley	185,274.99	342,813.00	157,538.01	45.95%
220	Mount Charleston	46,824.44	80,932.00	34,107.56	42.14%
230	Rainbow Library	1,161,151.04	2,059,131.00	897,979.96	43.61%
240	Sahara West Library	1,489,512.88	2,786,232.00	1,296,719.12	46.54%
250	Sandy Valley	52,856.98	89,443.00	36,586.02	40.90%
260	Searchlight	38,540.86	60,939.00	22,398.14	36.76%
270	Spring Valley Library	983,655.04	1,854,894.00	871,238.96	46.97%
280	Summerlin Library	890,421.81	1,650,793.00	760,371.19	46.06%
290	Sunrise Library	910,827.00	1,617,332.00	706,505.00	43.68%
300	West Charleston Library	1,029,610.66	1,901,430.00	871,819.34	45.85%
310	West Las Vegas Library	934,232.78	1,694,686.00	760,453.22	44.87%
320	Whitney Library	879,878.19	1,605,111.00	725,232.81	45.18%
360	Meadows Library	98,888.83	169,908.00	71,019.17	41.80%
370	Centennial Hills	1,197,381.99	2,227,501.00	1,030,119.01	46.25%
380	Windmill Library	1,181,105.66	2,212,165.00	1,031,059.34	46.61%
390	East Las Vegas Library	1,140,003.28	2,042,284.00	902,280.72	44.18%
605	City Misdemeanant	23,556.97	45,435.00	21,878.03	48.15%
Total		16,023,783.44	29,273,509.00	13,249,725.56	45.26%

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

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

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100	Salaries - Full Time	13,721,432.96	24,544,911.00	10,823,478.04	44.10%
51200	Salaries - Part Time	3,479,271.13	6,519,525.00	3,040,253.87	46.63%
51300	Overtime Pay	28,566.01	55,000.00	26,433.99	48.06%
51400	Call Back Pay	6,730.31	8,595.00	1,864.69	21.70%
51500	Standby Pay	34,051.99	52,487.00	18,435.01	35.12%
51600	Longevity Pay	221,927.97	373,422.00	151,494.03	40.57%
51700	Separation Pay	134,980.41	312,120.00	177,139.59	56.75%
51800	Leave Buyout	113,020.46	500,000.00	386,979.54	77.40%
55100	Employees Retirement	4,369,706.31	7,430,068.00	3,060,361.69	41.19%
55200	Group Insurance	2,287,288.04	4,819,973.00	2,532,684.96	52.55%
55300	Workers' Comp. Payments	77,013.01	271,544.00	194,530.99	71.64%
55400	Medicare Coverage Expense	440,569.67	797,543.00	356,973.33	44.76%
55500	Unemployment Insurance	4,772.78	75,000.00	70,227.22	93.64%
61100	Office Supplies	218,246.92	470,630.00	252,383.08	53.63%
61110	Operating Supplies	257,555.32	647,140.00	389,584.68	60.20%
61120	Software & User Licenses	361,366.22	573,100.00	211,733.78	36.95%
61130	Software Maintenance	517,930.24	814,410.00	296,479.76	36.40%
61200	Book Materials & Supplies	74,041.34	150,000.00	75,958.66	50.64%
61205	Interlibrary Loan	349.44	4,500.00	4,150.56	92.23%
61210	Small Equipment	137,419.24	517,050.00	379,630.76	73.42%
61400	Equipment Repair & Maint.	529,727.44	673,199.00	143,471.56	21.31%
61410	Contracted Services	2,849,809.40	5,621,592.00	2,771,782.60	49.31%
61420	Building Repair & Maint.	90,915.71	218,200.00	127,284.29	58.33%
61500	Rental Expenses	24,530.85	114,976.00	90,445.15	78.66%
61600	Telephone	378,620.20	563,436.00	184,815.80	32.80%
61700	Utilities	969,415.84	2,109,118.00	1,139,702.16	54.04%
61800	Insurance & Bonds	314,195.70	356,000.00	41,804.30	11.74%
61900	Professional Services	157,305.50	973,200.00	815,894.50	83.84%
61910	Legal Services	61,942.20	598,350.00	536,407.80	89.65%
62200	Collection Agencies	57,125.25	200,000.00	142,874.75	71.44%
62300	Board Compensation	2,720.00	6,000.00	3,280.00	54.67%
62500	Postage	28,091.51	75,100.00	47,008.49	62.59%
62510	Advertising	26,706.35	188,700.00	161,993.65	85.85%
62600	Community Events	47,465.00	66,000.00	18,535.00	28.08%
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	92,679.95	265,250.00	172,570.05	65.06%
62800	Travel & Transportation	93,977.66	253,663.00	159,685.34	62.95%
62900	Printing & Reproduction	89,789.77	256,750.00	166,960.23	65.03%
63000	Dues & Subscriptions	28,095.47	42,800.00	14,704.53	34.36%
65000	Miscellaneous Expenses	14,993.93	43,300.00	28,306.07	65.37%
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	6,664,780.73	10,831,667.00	4,166,886.27	38.47%
Total		39,227,936.84	72,794,944.00	33,567,007.16	46.11%

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

Grant Fund - 220

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

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	320,216.85	1,800,000.00	1,479,783.15	82.21%
Miscellaneous	55,188.99	-	(55,188.99)	
Total Revenues	375,405.84	1,800,000.00	1,424,594.16	79.14%
Expenditures				
Salaries	172,862.31	477,171.84	304,309.53	63.77%
Benefits	76,813.45	212,828.16	136,014.71	63.91%
Supplies & Services	214,362.72	500,000.00	285,637.28	57.13%
Capital Outlay	32,640.00	610,000.00	577,360.00	94.65%
Total Expenditures	496,678.48	1,800,000.00	1,303,321.52	72.41%
Exces (Deficit) Revenues of Expenditures	(121,272.64)	-	121,272.64	6.74%

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

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

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100	Salaries - Full Time	165,241.27	477,171.84	311,930.57	65.37%
51200	Salaries - Part Time	6,812.30	-	(6,812.30)	
51300	Overtime Pay	111.42	-	(111.42)	
51600	Longevity Pay	697.32	-	(697.32)	
55100	Employees Retirement	50,114.50	155,621.57	105,507.07	67.80%
55200	Group Insurance	24,174.65	52,727.40	28,552.75	54.15%
55400	Medicare Coverage Expense	2,524.30	4,479.19	1,954.89	43.64%
61100	Office Supplies	1,042.98	4,379.09	3,336.11	76.18%
61120	Software & User Licenses	21,306.00	53,000.00	31,694.00	59.80%
61410	Contracted Services	144,450.00	422,700.00	278,250.00	65.83%
62700	Education & Training	42,275.85	-	(42,275.85)	
62800	Travel & Transportation	5,242.89	9,722.63	4,479.74	46.08%
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	32,640.00	150,000.00	117,360.00	78.24%
Total		496,678.48	1,800,000.00	1,303,321.52	72.41%

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

Gift Fund - 230

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

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	139,206.48	815,000.00	675,793.52	82.92%
Total Revenues	139,206.48	815,000.00	675,793.52	82.92%
Expenditures				
Supplies & Services	175,647.25	715,000.00	539,352.75	75.43%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	175,647.25	815,000.00	639,352.75	78.45%
Exces (Deficit) Revenues of Expenditures	(36,440.77)	-	36,440.77	4.47%

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

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

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61100 Office Supplies	2,176.07	20,000.00	17,823.93	89.12%
61110 Operating Supplies	4,722.10	15,000.00	10,277.90	68.52%
61210 Small Equipment	35,314.68	15,000.00	(20,314.68)	-135.43%
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	17,677.44	100,000.00	82,322.56	82.32%
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	13,606.02	-	(13,606.02)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	175,647.25	815,000.00	639,352.75	78.45%

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

**Capital Projects Fund - 510
From 01/01/2020 Through 01/31/2020**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	150,997.37	50,000.00	(100,997.37)	-201.99%
Total Revenues	150,997.37	50,000.00	(100,997.37)	-201.99%
Expenditures				
Supplies & Services	1,205,926.04	3,881,200.00	2,675,273.96	68.93%
Capital Outlay	372,699.60	9,820,100.00	9,447,400.40	96.20%
Total Expenditures	1,578,625.64	13,701,300.00	12,122,674.36	88.48%
Exces (Deficit) Revenues of Expenditures	(1,427,628.27)	(13,651,300.00)	(12,223,671.73)	-290.47%
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 01/01/2020 Through 01/31/2020

	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	400,831.32	1,497,700.00	1,096,868.68	73.24%
61400 Equipment Repair & Maint.	52,994.58	-		
61410 Contracted Services	1,891.42	50,000.00	48,108.58	96.22%
61420 Building Repair & Maint.	280,437.28	1,994,500.00	1,714,062.72	85.94%
61900 Professional Services	341,441.76	-	(341,441.76)	
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	370,363.72	2,345,000.00	1,974,636.28	84.21%
Total	1,578,625.64	13,701,300.00	12,122,674.36	88.48%

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

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

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

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Small Equipment	39,759.18	200,000.00	160,240.82	80.12%
Bldg. Maint. & Repair	138.44		(138.44)	
Total Expenditures	<u>39,897.62</u>	<u>200,000.00</u>	<u>160,102.38</u>	<u>80.05%</u>
Excess (Deficit) Revenues over Expenditures	<u>(39,897.62)</u>	<u>(200,000.00)</u>	<u>(160,102.38)</u>	<u>80.05%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
2200 - Financial Services
510 - Capital Projects Fund
From 1/1/2020 Through 1/31/2020

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Small Equipment	22,369.64	185,000.00	162,630.36	87.91%
Professional Services	8,733.75		(8,733.75)	
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>63,555.75</u>	<u>305,000.00</u>	<u>241,444.25</u>	<u>79.16%</u>
Excess (Deficit) Revenues over Expenditures	<u>(63,555.75)</u>	<u>(305,000.00)</u>	<u>(241,444.25)</u>	<u>79.16%</u>

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

	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	325,112.32	563,000.00	237,887.68	42.25%
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>619,927.67</u>	<u>1,927,000.00</u>	<u>1,307,072.33</u>	<u>67.83%</u>
Excess (Deficit) Revenues over Expenditures	<u>(619,927.67)</u>	<u>(1,927,000.00)</u>	<u>(1,307,072.33)</u>	<u>67.83%</u>

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

	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	274,499.09	1,994,500.00	1,720,000.91	86.24%
Professional Services	32,509.00		(32,509.00)	
Capital Improvements		648,000.00	648,000.00	100.00%
Capital Equipment - Major		20,000.00	20,000.00	100.00%
Total Expenditures	337,517.15	2,702,500.00	2,364,982.85	87.51%
Excess (Deficit) Revenues over Expenditures	(337,517.15)	(2,702,500.00)	(2,364,982.85)	87.51%

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

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Revenues				
Interest Earnings	84,647.24	50,000.00	(34,647.24)	-69.29%
Unrealized Gain/(Loss) - Investments	66,350.13		(66,350.13)	
Total Revenues	<u>150,997.37</u>	<u>50,000.00</u>	<u>(100,997.37)</u>	<u>-201.99%</u>
Expenditures				
Professional Services	273,626.78		(273,626.78)	
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>273,626.78</u>	<u>7,887,100.00</u>	<u>7,613,473.22</u>	<u>96.53%</u>
Excess (Deficit) Revenues over Expenditures	<u>(122,629.41)</u>	<u>(7,837,100.00)</u>	<u>(7,714,470.59)</u>	<u>98.44%</u>

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

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Small Equipment		479,700.00	479,700.00	100.00%
Equipment Maint. & Repair	29,847.95		(29,847.95)	
Bldg. Maint. & Repair	5,799.75		(5,799.75)	
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>68,866.19</u>	<u>479,700.00</u>	<u>410,833.81</u>	<u>85.64%</u>
Excess (Deficit) Revenues over Expenditures	<u>(68,866.19)</u>	<u>(479,700.00)</u>	<u>(410,833.81)</u>	<u>85.64%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
9010 - Vehicle Purchase and Replacement
510 - Capital Projects Fund
From 1/1/2020 Through 1/31/2020

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Capital Equipment - Major	157,662.25	200,000.00	42,337.75	21.17%
Total Expenditures	<u>157,662.25</u>	<u>200,000.00</u>	<u>42,337.75</u>	<u>21.17%</u>
Excess (Deficit) Revenues over Expenditures	<u>(157,662.25)</u>	<u>(200,000.00)</u>	<u>(42,337.75)</u>	<u>21.17%</u>

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

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

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	9.63	-	(9.63)	
Miscellaneous	3,374.29	10,000.00	6,625.71	66.26%
Total Revenues	3,383.92	10,000.00	6,616.08	66.16%
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	(153.03)	-	153.03	1.53%

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

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

		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 01/22/2020 Through 02/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87505	1/23/2020	10017	CDA Media Relations	Black Image Jan fp ad	2,250.00
87506	1/23/2020	10445	CenturyLink	Service Jan 2020	325.00
87507	1/23/2020	10483	Randy Riggie	"The Nostalgia Show" 1/22/20 @ CC	1,000.00
87508	1/23/2020	10630	Desert Space Foundation	Two film fest screenings 1/12 & 1/19 WM	1,000.00
87509	1/23/2020	10641	Quench USA, Inc.	Various Filtered Water	850.00
87510	1/23/2020	10782	World Archives / Newspaper Archive	Newspaper Archive 1/1/20-12/31/20	8,155.00
87511	1/23/2020	10885	Geralyn Giovannetti	Two performances 1/17 & 1/18 SW	2,000.00
87512	1/23/2020	10982	Laura Jane Larson	One 2hr Lecture 1/16/20 @ SW	200.00
87513	1/23/2020	10990	Repertory Dance Theatre	One 60min production "Voyage" 1/27/20	1,000.00
87514	1/23/2020	11032	PK Delp Structural Engineering, LLC	EV: Glass Door Break Investigation	1,520.00
87515	1/23/2020	11045	Jenny Beissel-Rosales	Refund for returned item	32.10
87516	1/23/2020	11046	Joan Donndelinger Hendricks	Refund for returned item	38.99
87517	1/23/2020	1710	Henri Specialties	EN: (6) Classic Liquid Soap Dispensers	120.00
87518	1/23/2020	1950	Liberty Lock and Security	Various: Misc service 61420	176.80
87519	1/23/2020	2111	Morningstar, Inc.	12/31/19-12/31/20	9,770.00
87520	1/23/2020	2159	AT&T SBC	Service 01/11/20-02/10/20	418.51
87521	1/23/2020	2354	Recorded Books	Materials for FY 2019-2020	42.00
87522	1/23/2020	2494	Southwest Gas Corp.	Service 12/09/19-01/10/20 EV	4,647.37
87523	1/23/2020	2854	FastSigns	Various	45.00
87534	1/23/2020	3149	Midwest Tape	Materials for FY 2019-2020	60,097.86
87535	1/23/2020	4117	Television Monitoring Services, Inc.	Inv#30230 Civil Rights FF clips	150.00
87536	1/23/2020	4540	Office Team	Tammy Jarman - 5.50 hrs	145.48
87537	1/23/2020	8718	Library Ideas, LLC	Materials for FY 2019-2020	7,430.40
87538	1/23/2020	9428	Pro Expo, Inc.	Senior expo @ Suncoast Feb 2020	200.00
87539	1/23/2020	9567	Lynn McConnell	Balance due - Moscow Nights Jan 2020	1,000.00
87540	1/23/2020	9696	Truly Superb Painting, LLC	WV: Green Room Doors	200.00
87543	1/30/2020	10217	T-Mobile	Service 12/21/19-01/20/20	6,534.90
87544	1/30/2020	10253	Elizabeth Ann Foyt	Board comp Jan 2020	783.46
87545	1/30/2020	10590	Patti A. Kennedy	JAN AIR Collaboration 1/17/20	135.00
87546	1/30/2020	10742	The Dr Shirley Linzy Young Artists Orchestra of LV	Inside Beethoven's Mind" @ WM 1/25/20	2,000.00
87547	1/30/2020	10745	HESC	Mandated Court Payment	211.50
87549	1/30/2020	10809	Sandra Kay Ramaker	Board comp Jan 2020	80.00
87550	1/30/2020	10877	Findaway World, LLC	Library materials for FY20	6,600.08
87551	1/30/2020	10927	CenturyLink	Service Jan 2020	1,866.02
87552	1/30/2020	10989	Judy Chappell	Transcript for board of trustee	395.75
87553	1/30/2020	11015	Tammy Jarman	Mileage RMB 01/10/20	25.30
87554	1/30/2020	11033	Music 4 Life Inc.	Solo Music Therapy 1/19/20	150.00
87555	1/30/2020	11041	Martin Joseph Hafner	JAN AIR Collaborations 1/17/20	148.50
87556	1/30/2020	11042	Valeria Cristina Aguila Guerrero	5h AIR Collaborations 1/17/20	135.00
87557	1/30/2020	11804	U.S. Dept. of Education AWG	Mandated Court Payment	249.76
87558	1/30/2020	1353	City Of Las Vegas	Stupak lease 2020	12.00
87559	1/30/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,271.26
87560	1/30/2020	2354	Recorded Books	Materials for FY 2019-2020	206.47
87561	1/30/2020	2494	Southwest Gas Corp.	Service 12/17/19-01/20/20 WV	4,141.39
87562	1/30/2020	2772	Xerox Corporation	Meter Usage 11/21/19-12/21/19	495.09
87563	1/30/2020	2838	Verizon Wireless	Service 12/21/19-01/20/20	2,205.78
87569	1/30/2020	3149	Midwest Tape	Materials for FY 2019-2020	27,016.69
87570	1/30/2020	4111	Lied Discovery Children's Museum	Passport Admissions	30,000.00
87571	1/30/2020	4540	Office Team	Tammy Jarman 30.51 hrs	1,308.02
87576	1/30/2020	7369	SYNCHRONY BANK/AMAZON	Galadim Pinking Shears Set - CC	6,060.48
87577	1/30/2020	8731	UNUM Life Insurance Co. of America	Premium February 2020	770.50
87578	1/30/2020	9711	Jose L. Melendrez	Board comp Jan 2020	80.00
87579	1/30/2020	9937	AFLAC Premium Holding	Premium January 2020	3,193.52
87580	2/6/2020	10017	CDA Media Relations	Feb purchasing ad	350.00
87581	2/6/2020	10084	A Public Fit	Stage Reading "Cry Ir Out" 1/31/20	500.00
87582	2/6/2020	10212	Virgin Valley Water District	Service 12/20/19-01/20/20	521.14
87584	2/6/2020	10778	Christopher J. Vallillo	Two Musical - Oh Freedom @ WV & WM	5,000.00
87585	2/6/2020	10877	Findaway World, LLC	Library materials for FY20	296.94
87586	2/6/2020	10942	Rene L. Toledo	One 75min musical concert 2/9/20	1,750.00
87587	2/6/2020	11047	Roxandra King	60min rock music @WH 1/25/20	500.00
87589	2/6/2020	11055	Bryant K. Rogers	Board comp - Nov 2019	120.00
87590	2/6/2020	1131	Neopost USA Inc	Meter rental 02/25/20-05/24/20	180.00
87591	2/6/2020	11814	McCormick's Group, LLC	Double Deck music stand rack	594.99
87592	2/6/2020	11815	Gema Balenbin	Reimbursement for background check	17.00
87593	2/6/2020	11816	Purple Flare Agency	VGK Bookmark large items	5,284.00
87594	2/6/2020	1201	Best Janitorial Services of Nevada	BD Janitorial	118,555.16
87595	2/6/2020	1462	Department of Employment Training & Rehabilitation	Unemployment Insurance	2,061.87
87596	2/6/2020	1710	Henri Specialties	CC: Restroom Partition Shoes & Hardware	153.10
87597	2/6/2020	1950	Liberty Lock and Security	Various	50.30
87600	2/6/2020	1991	Lowe's Improvement	January 2020 Various	807.84
87601	2/6/2020	2095	Mity-Lite	SV: Folding Tables	1,772.68
87602	2/6/2020	2097	Moapa Valley Telephone Co. Inc.	Service 01/26/20-02/25/20	1,282.37
87603	2/6/2020	2117	Multi-Cultural Books & Videos, Inc.	Materials for FY 2019-2020	2,859.12
87604	2/6/2020	2159	AT&T SBC	Service 01/25/20-02/24/20	287.41
87605	2/6/2020	2175	NV Energy	Service 12/18/19-01/21/20 CH	10,836.07
87606	2/6/2020	2494	Southwest Gas Corp.	Service 12/23/19-01/24/20 RB	11,184.00
87607	2/6/2020	2648	United Parcel Service	Increase Deposit - Shipper #864045	1,000.00
87608	2/6/2020	2854	FastSigns	Various	155.24
87609	2/6/2020	3106	Grey House Publishing, Inc.	Consumer Box Set Fall 2019	2,449.55
87611	2/6/2020	3149	Midwest Tape	Soundsafe 6 Audiobook case	19,862.03
87612	2/6/2020	3426	Urban Chamber of Commerce	Membership renewal 2020	450.00
87613	2/6/2020	3495	GFOA	Annual renewal thru 03/31/21	500.00
87614	2/6/2020	4117	Television Monitoring Services, Inc.	Inv30249 VGK Jesus at EV 3 clips	150.00
87615	2/6/2020	4540	Office Team	Tammy Jarman 26.34 hrs	696.69
87616	2/6/2020	6331	Institute of Management Accountants (IMA)	Membership renewal - F. James	230.00
87617	2/6/2020	6646	Aqua Serv Engineers, Inc.	Water Treatment	3,140.53
87618	2/6/2020	6782	McFadden-Dale Industrial Hardware	CC: Restroom Partition Repairs	60.48

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 01/22/2020 Through 02/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87619	2/6/2020	6817	Reliance Connects	Service Feb 2020	630.25
87620	2/6/2020	7740	Gaudin Ford	Various	147.56
87621	2/6/2020	8437	Super Cleaners	SC: Dry Cleaning (Skirts & Tablecloths)	288.00
87622	2/6/2020	9046	Academy Stone and Tile, Inc.	CH: Repairs to exterior block wall	1,826.42
87623	2/13/2020	10161	MLAM	Concerts by LP/Vinyl Feb 2020	2,750.00
87624	2/13/2020	10233	Elizabeth Schwartz	Inv#02 Spring20 Highlights 6 stories	1,000.00
87625	2/13/2020	10745	HESC	Mandated Court Payment	212.32
87627	2/13/2020	10781	Rex Arthur Havens	Comedy Show - Feb 2020	3,600.00
87628	2/13/2020	10877	Findaway World, LLC	Library materials for FY20	269.94
87631	2/13/2020	11043	JMX Media, LLC	Jan 2020 HL Distribution-Grocery	276.00
87632	2/13/2020	11050	Robert Barnes	Spring Highlights Proofreading	157.50
87633	2/13/2020	11057	Simmons Group, LLC	Exec Committee Retreat- Feb 6th	5,370.00
87634	2/13/2020	11804	U.S. Dept. of Education AWG	Mandated Court Payment	243.20
87635	2/13/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,163.72
87636	2/13/2020	1577	FedEx	Express Service - Jan 2020	132.04
87637	2/13/2020	1950	Liberty Lock and Security	Various: Misc service 61420	118.95
87638	2/13/2020	2175	NV Energy	Summary Billing Dec 19 & Jan 20	46,951.40
87639	2/13/2020	2354	Recorded Books	Materials for FY 2019-2020	30.45
87640	2/13/2020	2494	Southwest Gas Corp.	Service 01/02/20-01/31/20 SV	1,642.23
87641	2/13/2020	2567	Teamsters Local Union #14	Union Dues - Feb 2020	9,557.00
87642	2/13/2020	2772	Xerox Corporation	Meter 12/21/19-01/21/20	774.97
87644	2/13/2020	2837	Republic Services 620	Container Delivery - SW	5,305.62
87645	2/13/2020	3058	EBSCO Information Services	OpenAthens	26,500.00
87651	2/13/2020	3149	Midwest Tape	Materials for FY 2019-2020	33,273.44
87652	2/13/2020	4540	Office Team	Tammy Jarman 29.67 hrs	1,450.78
87653	2/13/2020	5026	Nevada State Treasurer	Mandated Court Payment	6.00
87654	2/13/2020	6745	PERS	2020 Liaison Officer Conference	300.00
87655	2/13/2020	6845	Contemporary West Dance Theatre	A.A. History Month Concert series	4,000.00
87656	2/13/2020	8192	AT&T	Service 02/01/20-02/29/20	52.48
87657	2/13/2020	8718	Library Ideas, LLC	Materials for FY 2019-2020	1,420.20
87659	2/13/2020	9687	The Network Architect, Inc.	Annual Renewal: Period 3/14/2020-3/13/2021	2,996.25
87660	2/13/2020	9836	Sean Gaskell	1hr African harp concerts Feb 13-15	975.00
87661	2/13/2020	9895	National Benefit Services, LLC	2020 Debit Card Fees	1,961.50
87662	2/13/2020	9945	Texas Life Insurance Company	Premium February 2020	488.08
87663	2/13/2020	11813	Capitol Builders Hardware, Inc.	RB: Service Call - Troubleshoot main entry exter	3,545.31
87664	2/20/2020	10141	Team Payne	Defensive Driving Jeff Steiner	250.00
87665	2/20/2020	10225	Pakor	Passport Camera Film	269.95
87666	2/20/2020	10389	The Firm	Public Relations Svcs - Dec 2019	5,115.00
87667	2/20/2020	10445	CenturyLink	Pay Phone - Feb 2020 (Jan usage)	325.00
87668	2/20/2020	10633	Anthony R. Maldonado	Three 90min Screenwriting @ SM	225.00
87669	2/20/2020	10641	Quench USA, Inc.	Various Filtered Water	850.00
87670	2/20/2020	10974	Sally Annette Ethridge	The Piano Woman Series - Feb 11th	200.00
87671	2/20/2020	11033	Music 4 Life Inc.	Three 75min Solo music therapy - Feb 16th	150.00
87672	2/20/2020	11039	Craig Hyman	One 75min Duo Persian Concert	1,250.00
87674	2/20/2020	11048	Callous Berry Jr.	Cooking Demonstrations	600.00
87676	2/20/2020	1950	Liberty Lock and Security	Various: Misc service 61420	115.00
87677	2/20/2020	2159	AT&T SBC	Service 02/11/20-03/10/20	239.43
87678	2/20/2020	2175	NV Energy	Service 01/03/20-02/03/20 WM	8,648.69
87679	2/20/2020	2494	Southwest Gas Corp.	Service 01/10/20-02/10/20 EV	1,455.65
87683	2/20/2020	3149	Midwest Tape	Materials for FY 2019-2020	322,749.77
87684	2/20/2020	3515	Burrelle's	Inv#19052154 Dec 2019 Clippings	324.84
87685	2/20/2020	4676	Color Reflections	Inv 579206 MQ Chamber award banner	87.00
87687	2/20/2020	6301	Cobalt Truck Equipment	#24: U-Bolt for Liftgate Repair	35.28
87688	2/20/2020	6689	Eugene Shapiro	90min Musical event - Feb 16th	1,000.00
87689	2/20/2020	7465	Bell Trans	Transportation for Akropolisartists	484.00
9578	1/27/2020	10129	Fun Express LLC	DIY SMALL FOAM BALLS - CH	391.56
9579	1/27/2020	10144	CFRA	Stock Reports for RB	1,345.00
9580	1/27/2020	10174	Sovos Compliance, LLC	1099s 2019	9,492.68
9582	1/27/2020	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	1,861.97
9583	1/27/2020	1837	Johnstone Supply	Various	180.04
9585	1/27/2020	2152	Nedco Supply	Various	689.56
9586	1/27/2020	2169	Nevada Illumination, Inc.	CH: Service Call for parking lot lighting	113.00
9587	1/27/2020	2307	Progressive Elevator	CC: Annual Permit Inspections	1,500.00
9588	1/27/2020	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	105.25
9589	1/27/2020	2702	Grainger, Inc.	Various	344.55
9590	1/27/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	50,628.17
9591	1/27/2020	2819	CenturyLink Communications, LLC	Service Jan 2020	2,959.39
9592	1/27/2020	2860	Las Vegas Review Journal	Jan Purchasing ad	43.75
9593	1/27/2020	2887	West Payment Ctr	Bankruptcy Code Rules & Forms 2020	328.00
9594	1/27/2020	3435	Ace Fire Systems, Inc.	CC Fire Sprinkler	325.00
9595	1/27/2020	3500	Garda CL West, Inc	Excess Service - Dec 2020	118.18
9597	1/27/2020	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	1,422.20
9598	1/27/2020	5001	UniFirst Corporation	Uniform Rental	134.76
9599	1/27/2020	5130	OverDrive Inc.	Materials for FY 2019-2020	167,453.47
9600	1/27/2020	7188	Innovative Interfaces, Inc.	Materials for FY 2019-2020	1,809.00
9602	1/27/2020	7655	Gill's Printing and Color Graphics	Winter Challenge Bookmarks Reprint 2500	401.00
9603	1/27/2020	7671	Western Exterminator Company	SW: Semi Annual Scorpion Treatment	360.00
9604	1/27/2020	7687	United Lock and Security, Inc.	WM: replace power supply receiver (DVR)	3,040.20
9605	1/27/2020	7943	Communication Electronic Systems Inc	CH WM Monitoring	130.00
9606	1/27/2020	8122	Staples Advantage Dept LA	12x12 Cardstock sunflower - CC	5,245.02
9608	1/27/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	168.75
9609	1/27/2020	8565	WT Cox Information Services	Materials for FY 2019-2020	757.68
9610	1/27/2020	9101	O'Reilly Auto Parts	Various	156.08
9611	1/27/2020	9133	Ted Wiens Tire & Auto Centers	Various	125.85
9612	1/27/2020	9383	Office Plus	CrtDg.clr laserJet, bk - WH	1,420.25
9613	1/27/2020	9397	Hanafi Shakur	Sub CC Conv 230 11/1/-12/20	540.00
9614	1/27/2020	9588	Vocera Communications, Inc.	B3000 Series Battery, Black	1,051.33

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 01/22/2020 Through 02/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
9615	1/27/2020	9729	Windstream	Service 12/15/19-01/14/20	1,300.97
9616	1/27/2020	9730	Commercial Lighting Specialties	Various	2,200.04
9617	1/27/2020	9758	ConvergeOne, Inc.	For 10Gbit SFP Adapter for the Firewall Switch	800.80
9620	2/3/2020	10157	Isel Venema-Park	Jan AIR Collaborations 1/17/20	135.00
9621	2/3/2020	10478	Renovation Piano Services	Piano Tuning - CC	515.00
9622	2/3/2020	10543	Kathleen San Nicolas	Jan AIR Collaborations	135.00
9623	2/3/2020	10604	Johnson Controls Security Solutions LLC	Various Alarm response/repair 61420	56.85
9625	2/3/2020	10640	Susan Joan Hatch	JAN AIR COLLABORATIONS 1/17/20	135.00
9626	2/3/2020	10654	Educational Testing Service (ETS)	PBT Test Dec 2019	255.00
9627	2/3/2020	10729	Linda C. Pelfrey	Jan AIR Collaborations 1/17/20	135.00
9628	2/3/2020	10751	Main Electric Supply Co. LLC	SM - Theater Dressing Room: LED Light Conversion	738.10
9629	2/3/2020	10754	Nancy Elizabeth Suriano	Jan AIR Collaborations 1/17/20	135.00
9630	2/3/2020	10829	Ewa Honik	Jan AIR Collaborations 01/17/20	135.00
9631	2/3/2020	10852	Hannah Burke	Jan AIR Collaborations 1/17/20	135.00
9632	2/3/2020	10864	Brian M. Wilson	Board comp Jan 2020	80.00
9633	2/3/2020	10970	Laura L. Nguyen	Jan AIR Collaborations	135.00
9634	2/3/2020	11006	Michael Shon Thrower	Jan AIR Collaborations 1/17/20	135.00
9635	2/3/2020	1620	Full Compass Systems Ltd	SKM100-G4 HH transmitter w/o Microphone cap	1,512.12
9636	2/3/2020	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	3,784.11
9637	2/3/2020	1753	InfoUSA Marketing, Inc.-A Sub of Infogroup Inc.	City Directories Annual 2020	2,915.00
9638	2/3/2020	1757	Ingram Library Services	Materials for FY 2019-2020	14,536.40
9639	2/3/2020	1897	Lakeshore Learning Materials	Magnetic Counting Maze RB/YS	234.55
9640	2/3/2020	2015	Machabee Office Environments	MT Strive Chairs	505.00
9641	2/3/2020	2215	OCLC Inc. # 774425	Cataloging/ ILL charges	4,654.08
9642	2/3/2020	2234	Overton Power District #5	Service 12/19/19-01/19/20 MT	308.92
9643	2/3/2020	2290	Precision Pump, Inc.	EN: Hot water pump seal	203.00
9644	2/3/2020	2307	Progressive Elevator	CC Elevator	697.00
9645	2/3/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	51,752.91
9646	2/3/2020	2822	City of Mesquite Sanitation	Service Jan,Feb,Mar 2020	378.64
9647	2/3/2020	3677	Maria Cecilia P. Ordinario	Jan AIR Collaborations 1/17/20	135.00
9648	2/3/2020	3770	Cox Communications of Las Vegas	Service 01/17/20-02/16/20	13,281.58
9649	2/3/2020	3776	Got Bugs LLC	MQ Pest Control	200.00
9650	2/3/2020	4108	American Library Association	Mbr renewal #1128578 K. Benavidez	199.00
9651	2/3/2020	5001	UniFirst Corporation	Uniform Rental	253.47
9652	2/3/2020	5769	The Penworthy Company	Materials for FY 2019-2020	12,488.02
9653	2/3/2020	7289	Allison Socha	JAN AIR Collaborations 1/17/20	135.00
9654	2/3/2020	7687	United Lock and Security, Inc.	WM: Relocate Camera	270.00
9655	2/3/2020	7975	Mary Gound	Jan AIR Collaborations 1/17/20	135.00
9656	2/3/2020	8010	Allied Universal Security Services	PVS Event Guards 01/10/20-01/23/20	81,934.11
9657	2/3/2020	8122	Staples Advantage Dept LA	Staples jmb ppr clip - HR	11,312.42
9658	2/3/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	168.75
9659	2/3/2020	8797	Natalia Hiscock	Jan AIR Collaborations 1/17/20	94.50
9660	2/3/2020	8811	Shannon Bilbray-Axelrod	Board comp Jan 2020	80.00
9661	2/3/2020	8945	Robin Wadley Munier	Board comp Jan 2020	80.00
9662	2/3/2020	8974	Service Station Compliance Testing	SC: Ann'l Fuel System Compliance Testing	700.00
9663	2/3/2020	9133	Ted Wiens Tire & Auto Centers	#40: Replace Nox Sensors	2,051.40
9665	2/3/2020	9279	Marilyn Francis Drake	Board comp Jan 2020	80.00
9666	2/3/2020	9287	Otis Elevator Company	WMSC: OE PO	770.53
9668	2/3/2020	9332	Felipe A. Ortiz	Board comp Jan 2020	80.00
9669	2/3/2020	9383	Office Plus	Crtgd.Jh,hp 90a bk - RB	436.97
9670	2/3/2020	9397	Hanafi Shakur	Jan AIR Collaborations 1/17/20	135.00
9671	2/3/2020	9431	B&H Photo-Video	"LG 27"" ULTRA HD IPS 4K FREESYNC MONI	2,424.76
9672	2/3/2020	9511	Manny David Ford	Jan AIR Collaborations 1/17/20	135.00
9673	2/3/2020	9827	Vision Sign Inc.	SM Neon	210.00
9674	2/3/2020	9907	PLIC-SBD Grand Island (Principal)	Premium Feb 2020	24,163.42
9675	2/3/2020	9924	Modular Robotics	Cubelets Inspired Inventors Pack	3,900.00
9676	2/10/2020	10082	Puliz Records Mgt LV	12.31.2019: 1 destruction unit	65.00
9677	2/10/2020	10129	Fun Express LLC	"DIY Cardboard Puzzles - 8"" x 10" - SU	400.54
9678	2/10/2020	10650	Fun City Distribution, Inc.	Feb Highlights Distribution	740.00
9679	2/10/2020	10686	NLS Grounds Management, LLC	EV: Undeveloped land	17,894.74
9681	2/10/2020	1157	AZ Partsmaster	Various	307.13
9682	2/10/2020	1180	Baron Pest Solutions, Inc.	LA Pest Control	37.00
9683	2/10/2020	1457	Demco, Inc.	LA RB Benches	3,313.99
9684	2/10/2020	1518	ECR	FS-1450 Ribbon	84.55
9685	2/10/2020	1580	Ferguson Enterprises, LLC	Various	1,137.48
9686	2/10/2020	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	1,934.40
9687	2/10/2020	1757	Ingram Library Services	Materials for FY 2019-2020	5,523.85
9689	2/10/2020	1837	Johnstone Supply	Various	115.89
9690	2/10/2020	1897	Lakeshore Learning Materials	Laughlin - Play Kitchen - YS	1,527.51
9691	2/10/2020	2015	Machabee Office Environments	EV: KI Strive chairs and dollys	4,110.98
9692	2/10/2020	2152	Nedco Supply	Various	289.44
9693	2/10/2020	2169	Nevada Illumination, Inc.	CH: Parking Lot Lights	648.20
9694	2/10/2020	2682	Valley Enterprises, Inc.	Janitorial	5,309.69
9696	2/10/2020	2809	LVVWD	Service 12/18/19-01/21/20	1,258.77
9697	2/10/2020	3307	Unique Management Services, Inc.	Placements - Jan 2020	8,552.25
9698	2/10/2020	3324	Rio Virgin Telephone Co.	Service Feb 2020	314.68
9699	2/10/2020	4043	Won-Door Corporation	SW: Annual Elevator Smoke Test	339.00
9700	2/10/2020	4224	DataPLUS Communications	WMSC: install door access control	41,885.00
9701	2/10/2020	4604	Brodart Library Supplies & Furnishings	Disp white cotton glove - WM	2,968.94
9702	2/10/2020	4723	Purvis Industries - Las Vegas NV	Various	106.39
9703	2/10/2020	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Feb 2020	7,480.24
9704	2/10/2020	5001	UniFirst Corporation	Uniform Rental	148.27
9705	2/10/2020	5244	A&B Printing & Mailing	Dec Bus Cards	415.00
9706	2/10/2020	5976	SHRM Learning Systems	SHRM Ann Membership-G.Thomas	219.00
9707	2/10/2020	6091	BayScan Technologies, LLC	Bayscan Wireless Barcode Duplicator	3,614.50
9708	2/10/2020	6687	Marina G. Verenikina Baker	Three thr concerts 1/24-1/26	3,000.00
9709	2/10/2020	6704	Schneider Electric	FY20 Agreement	2,807.33

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 01/22/2020 Through 02/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
9710	2/10/2020	7371	EnvisionWare, Inc.	RFID tags 2x3bl	24,401.42
9711	2/10/2020	7655	Gill's Printing and Color Graphics	Inv#148840 Wifi to go bookmarks	311.00
9712	2/10/2020	7687	United Lock and Security, Inc.	Various	22.50
9713	2/10/2020	7943	Communication Electronic Systems Inc	CH: Fire Alarm	1,080.00
9714	2/10/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	168.75
9715	2/10/2020	8575	Intermountain Lock and Security Supply	Various	80.40
9716	2/10/2020	8593	American Sign Language Communication	2 hrs of interpretation at WC storytime	340.00
9717	2/10/2020	9133	Ted Wiens Tire & Auto Centers	Various	42.85
9718	2/10/2020	9159	Mesquite Lumber /Ace Hardware	MQL: Relief Valve for plumbing repair to water he	14.99
9720	2/10/2020	9225	Kronos	Kronos-app config mo fee	1,169.00
9721	2/10/2020	9383	Office Plus	Oem toner hp 648a cyan - SV	2,382.73
9722	2/10/2020	9431	B&H Photo-Video	SC: Replacement amplifier (IT)	411.91
9723	2/10/2020	9553	Ashworth and Belcastro Systems (ABS)	SU: Replace (2) FACP Batteries	130.00
9724	2/10/2020	9730	Commercial Lighting Specialties	Various	287.00
9726	2/18/2020	10011	ACT, Inc.	WorkKeys Graphic N.Wood - Jan 2020	36.00
9727	2/18/2020	10129	Fun Express LLC	Bright Self-Adhesive Heart Shapes - SW	83.29
9728	2/18/2020	10228	Sterling Volunteers	Volunteer Background Check -JAN 20	348.00
9729	2/18/2020	10442	LV.Net	Invoice P1021069	1,026.00
9730	2/18/2020	10522	Diligent Corp.	Annual Fee 2/28/20-2/27/21	19,575.21
9731	2/18/2020	10576	Guitar Center Stores, Inc.	BOSE S1 PRO PWRD PA SYS W/BATT	2,396.00
9732	2/18/2020	1429	D.C. Thomas	BD Rent Mar 2020	1,468.00
9733	2/18/2020	1457	Demco, Inc.	Fun Builder Table - WH	1,530.17
9734	2/18/2020	1574	Fasteners, Inc.	#52: Tool - Safety Cable & Lanyard	347.70
9735	2/18/2020	1757	Ingram Library Services	Materials for FY 2019-2020	3,928.97
9736	2/18/2020	1897	Lakeshore Learning Materials	Play Kitchen -SW	692.55
9738	2/18/2020	2098	Moapa Valley Water District	Service 01/11/20-02/04/20	230.01
9739	2/18/2020	2234	Overton Power District #5	Service 12/29/19-01/29/20 MV	2,670.84
9740	2/18/2020	2533	Suburban Propane - 1487	Propane - Jan 2020	2,079.97
9741	2/18/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	85,095.80
9742	2/18/2020	2809	LWWWD	Service Dec 19 & Jan 20	16,590.11
9743	2/18/2020	2819	CenturyLink Communications, LLC	Service Feb 2020	10,839.54
9744	2/18/2020	2887	West Payment Ctr	MISD-Library Plan Charges for FY2020	723.93
9745	2/18/2020	2914	Iron Mountain	Services Jan 2020	428.54
9746	2/18/2020	3020	Discount School Supply	Sensory Tiles set of 4 - YS/CC	141.52
9747	2/18/2020	3143	FedEx Office - Customer Admin Svcs	2019 CAFR books	752.52
9748	2/18/2020	3355	Teamsters Security Fund S. Nevada	Premium February 2020	349,215.87
9749	2/18/2020	4224	DataPLUS Communications	WH Fire Alarm	425.00
9750	2/18/2020	4517	Fingerprint Pros, Inc.	8 Pre-employment finger prints	628.00
9751	2/18/2020	4522	Quest Diagnostics	Pre-employment drug tests	587.29
9753	2/18/2020	5001	Unifirst Corporation	Uniform Rental	129.17
9754	2/18/2020	5130	OverDrive Inc.	Materials for FY 2019-2020	74,519.76
9755	2/18/2020	5718	Tangerine Office Machines	Misc. Printer Parts/Repairs FY 19-20	1,004.90
9756	2/18/2020	7188	Innovative Interfaces, Inc.	Materials for FY 2019-2020	1,966.50
9757	2/18/2020	7687	United Lock and Security, Inc.	SU: Add hardware new staff door	4,100.13
9758	2/18/2020	7800	The Printer Place	Annual Maintenance Renewal. Exp: 12/30/2020	805.00
9759	2/18/2020	8010	Allied Universal Security Services	PVS Event Guards 01/24/20-02/06/20	1,094.35
9760	2/18/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	308.75
9761	2/18/2020	8565	WT Cox Information Services	Materials for FY 2019-2020	70.00
9762	2/18/2020	9133	Ted Wiens Tire & Auto Centers	#31: LOF and Misc Maintenance	1,018.17
9763	2/18/2020	9191	Canon Solutions America, Inc.	Monthly Maint 12/15/19-01/14/20 - LA/FS	4,749.55
9764	2/18/2020	9383	Office Plus	Crtgd.clr laserjet - WV	3,719.40
9767	2/18/2020	9869	Unique Integrated Communications	Call Center Operations	12,541.77
9768	2/18/2020	9890	High Sierra Elevator Inspections	WMSC: Annual Elevator Inspection Permit	1,437.50
9770	2/18/2020	9958	Enerspect Medical Solutions LLC	Safety Stock: (1) Fast Response Kit	15.00
9771	2/24/2020	1017	AAA Air Filter Company, Inc.	Various: Air Filters	1,029.00
9772	2/24/2020	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape	800.00
9776	2/24/2020	1620	Full Compass Systems Ltd	LECTERNWHEELSET WHEEL SET,DENON LECTERN	2,000.05
9777	2/24/2020	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	3,415.23
9778	2/24/2020	1757	Ingram Library Services	Materials for FY 2019-2020	665.17
9779	2/24/2020	1897	Lakeshore Learning Materials	LKSHR BLK PLAY PEOPLE DIF ABIL - Sm	628.78
9780	2/24/2020	2215	OCLC Inc. # 774425	Cataloging/ ILL charges	258.50
9781	2/24/2020	2234	Overton Power District #5	Service 01/05/20-02/05/20 MV	239.94
9782	2/24/2020	2307	Progressive Elevator	CC Elevator	697.00
9783	2/24/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	48,649.69
9784	2/24/2020	2819	CenturyLink Communications, LLC	Service Feb 2020	2,959.43
9786	2/24/2020	4604	Brodart Library Supplies & Furnishings	SF Bktk 3slp shlf - SM	4,471.77
9787	2/24/2020	5001	Unifirst Corporation	Uniform Rental	129.17
9788	2/24/2020	6777	Mailmax Mailing Solutions, LLC	Maint 04/02/20 to 04/01/21 - Formax Check Folder	805.00
9789	2/24/2020	7671	Western Exterminator Company	Pest Control	1,413.00
9790	2/24/2020	7687	United Lock and Security, Inc.	SC: CBS Door Handle Repair	3,107.52
9791	2/24/2020	7943	Communication Electronic Systems Inc	CH WM Monitoring	130.00
9792	2/24/2020	8010	Allied Universal Security Services	Security 01/24/20-02/06/20 - CH	85,308.37
9793	2/24/2020	8122	Staples Advantage Dept LA	Jazzy giraffemth planner - EV	7,795.71
9794	2/24/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	168.75
9797	2/24/2020	9082	Mastertech Security Services	MQ Alarm Monitoring	134.85
9798	2/24/2020	9133	Ted Wiens Tire & Auto Centers	Annual Smog Checks (Bi / Flex / Unleaded)	39.90
9799	2/24/2020	9383	Office Plus	Oem tonerhp 410x black - EV	4,497.47
9801	2/24/2020	9431	B&H Photo-Video	Sennheiser Drum Mic Kit	4,583.46
9802	2/24/2020	9729	Windstream	Service 02/15/20-03/14/20	650.29
9803	2/24/2020	9827	Vision Sign Inc.	SM Neon	210.00
9805	2/24/2020	9928	Stimulus Technologies	Service Mar 2020 MC	1,047.95
Total 100 - General Fund					2,328,366.79

Las Vegas - Clark County Library District
Check/Voucher Register

Grant Fund - 220
From 01/22/2020 Through 02/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87548	1/30/2020	10767	The International School of Hospit	Hotel Operations SP 2020 (Jan 22-Apr15)	10,747.02
87583	2/6/2020	10590	Patti A. Kennedy	2.5 hrs Sub CC PM ADV 303 1/27/20	67.50
87626	2/13/2020	10768	Milan Institute	Palmario Ma Corina Nursing Assit 1/6-2/18	7,989.66
87630	2/13/2020	11042	Valeria Cristina Aguaiza Guerrero	Sub CAM RC 325 2/5 & 2/6	162.00
87673	2/20/2020	11042	Valeria Cristina Aguaiza Guerrero	Sub ELVL S&L 335 2/13/20	81.00
9624	2/3/2020	10619	David Terrance Cassell	ABE/HSE Basic Math Inst Lab 326-1	648.00
9680	2/10/2020	10879	Tara Barrett	MILAN 337 1/6-1/27	1,620.00
9766	2/18/2020	9511	Manny David Ford	Sub 303 2-5 2/5/20	67.50
9769	2/18/2020	9946	Andre-Ashley Tarvin-Pyles	2.5 h sub ELVL PM ADV 2/6/20	67.50
9796	2/24/2020	8798	Alberto Angulo Hurtado	Sub CC AM BEG 312 2/10/20	81.00
Total 220 - Grant Fund					21,531.18

Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230
From 01/22/2020 Through 02/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87576	1/30/2020	7369	SYNCHRONY BANK/AMAZON	Galadim Pinking Shears Set - CC	6,060.48
9618	1/27/2020	9821	Liquid Courage	Gallery Opening 1/16/20	1,275.00
9657	2/3/2020	8122	Staples Advantage Dept LA	Staples jmb ppr clp - HR	11,312.42
9667	2/3/2020	9297	Emily Wilson	Monthly photography	400.00
9750	2/18/2020	4517	Fingerprint Pros, Inc.	8 Pre-employment finger prints	628.00
9793	2/24/2020	8122	Staples Advantage Dept LA	Jazzy giraffemth planner - EV	7,795.71
Total 230 - Gift Fund					27,471.61

Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 01/22/2020 Through 02/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87564	1/30/2020	2881	Piercy Bowler Taylor & Kern	ELV QALICB Tax preparation	3,262.10
87588	2/6/2020	11049	Expansion Specialties, Inc.	SC: Expansion joint repairs	4,705.00
87629	2/13/2020	10887	Sierra School Equipment Company	SM: Theater Seats	71,004.00
87658	2/13/2020	9202	Ford Country	FAC: New 2020 250 Transit Van	61,508.50
87675	2/20/2020	11053	Vegas Hardscape, LLC	SM: Theater Floor Strip Seal	4,000.00
87686	2/20/2020	6147	DG Koch Associates, LLC	WC AHU 4 and Boiler	1,000.00
87690	2/20/2020	9234	DP Air Corp.	SC: Replace compressors on Chiller 2	93,418.75
9581	1/27/2020	11030	Robco Electric Inc	SM: Dimmer System Replacement	3,614.75
9584	1/27/2020	2015	Machabee Office Environments	CC: YS Furniture	1,177.89
9596	1/27/2020	4224	DataPLUS Communications	LA: Add Door Access Control	4,575.00
9597	1/27/2020	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	1,422.20
9601	1/27/2020	7285	Henriksen Butler Nevada	SC: Additional parts	337.72
9619	1/27/2020	9875	Serenic Software, Inc.	Canon-IRIS integration	637.50
9664	2/3/2020	9226	LGA	LA: Architectural Services	187,075.00
9683	2/10/2020	1457	Demco, Inc.	LA RB Benches	3,313.99
9688	2/10/2020	1835	Johnson Controls	CH: HVAC - Upgrade to latest version of Metasys	1,654.72
9691	2/10/2020	2015	Machabee Office Environments	EV: KI Strive chairs and dollys	4,110.98
9695	2/10/2020	2686	Simply Covered, Inc.	WC: Reupholster Low Chairs	992.50
9700	2/10/2020	4224	DataPLUS Communications	WMSC: install door access control	41,885.00
9710	2/10/2020	7371	EnvisionWare, Inc.	RFID tags 2x3bl	24,401.42
9719	2/10/2020	9191	Canon Solutions America, Inc.	Staff copier - SU	7,154.64
9725	2/10/2020	9827	Vision Sign Inc.	MV: Retrofit PL Lights to LED	2,650.00
9737	2/18/2020	2015	Machabee Office Environments	CC: Transaction Counter	393.38
9752	2/18/2020	4604	Brodart Library Supplies & Furnishings	SM: Table and CPU Holders	1,022.49
9757	2/18/2020	7687	United Lock and Security, Inc.	SU: Add hardware new staff door	4,100.13
9765	2/18/2020	9489	Teledata Technologies	Cabling for LA Copier Network Connections	1,375.00
9773	2/24/2020	11028	Lakeland Electric, Inc.	SM: Generator Replacement Bid No 20-02	41,324.05
9774	2/24/2020	11030	Robco Electric Inc	SM: Dimmer System Replacement	113,544.00
9775	2/24/2020	1455	Dell Marketing L.P.	For Monitor Replacements	8,537.29
9785	2/24/2020	4224	DataPLUS Communications	WV: Move prox card reader	3,365.00
9795	2/24/2020	8789	Findlay Chevrolet	Courier: New 2020 Chevrolet 5500XD Box Truck	67,818.00
9800	2/24/2020	9403	Rose Brand Wipers, Inc.	Drapes for CC Theatre	18,485.00
9804	2/24/2020	9875	Serenic Software, Inc.	Canon-IRIS integration	3,442.50
Total 510 - Capital Projects Fund					787,308.50

Las Vegas - Clark County Library District
Check/Voucher Register

Debt Service Fund - 610
From 01/22/2020 Through 02/24/2020

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
9607	1/27/2020	8531	FHN Financial Main Street Advisors, LLC	Investment Advisory Services Oct-Dec 2019	81.01
Total 610 - Debt Service Fund					81.01
Total - All Funds					<u>3,164,759.09</u>



ITEM VII.A.3.b.

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director
FROM: Stephen J. Rice, General Services Director
DATE: February 27, 2020
SUBJECT: General Services Report, March 2020

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

FACILITIES MASTER PLAN IMPROVEMENT PROJECTS

The program verification/schematic design process for the thirteen library branch renovations identified in the Facilities Master Plan is completed. The architects have submitted their completed Schematic Design Phase documents. The documents are in the process of being reviewed. The Executive Council will be developing project budgets and a proposed schedule for completion of all library branch projects based on projected available funding. The proposed schematic designs, budgets, and completion schedule will be presented to the Board of Trustees' for consideration at the planning retreat in April.

REPAIR/IMPROVEMENT PROJECTS

Major Projects (completed):

- 1) Generator replacement – Summerlin Library
- 2) Theater lighting dimming system replacement – Summerlin Library
- 3) Theater seat re-upholstery – Summerlin Library

Major Projects (contracts awarded/work in progress):

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

FACILITIES MAINTENANCE DEPARTMENT

Maintenance Work Order Activity – February 2020:

Corrective work requests received and converted to work orders - 477
Corrective work orders completed – 444

Preventive maintenance work orders generated – 281
Preventive maintenance work orders completed – 258

Minor Projects and Major Repairs Completed:

Centennial Hills Library:	Repair HVAC system condenser motor - \$5,255
East Las Vegas Library:	Resolve access control system interface issue - \$500
Rainbow Library:	Repair automatic entrance doors – \$1,614
Summerlin Library:	Repair automatic entrance doors - \$675
	Replace electric strike on staff entrance door - \$547
	Strip and reseal floor in theater seating area - \$4,005
Sunrise Library:	Replace hinges and coordinator on staff entrance door - \$1,890

COURIER DEPARTMENT

Library Materials Moved Between Branches – January 2020:

	<u>January 2020</u>	<u>January 2019</u>	<u>December 2019</u>
Urban Branches	288,600	295,440	272,820
Outlying Branches	36,120	36,300	36,660
Contract/Other Libraries	52,800	49,200	53,100
To Storage for Future Sale	<u>25,720</u>	<u>44,720</u>	<u>28,400</u>
Total	403,240	425,660	390,980

PURCHASING AND ADMINISTRATION DEPARTMENT

Procurements in Progress:

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

Coordinated re-upholstery of furniture at Rainbow Library.

In the process of upgrading interface devices and transferring data to the recently upgraded Micromain Global work order system.

SAFETY AND SECURITY DEPARTMENT

Staff Safety Committee: Conducted safety inspection at West Charleston Library.

Safety Training:

Completed CPR training for 42 staff members.

Nicole Baker, Safety Manager, was recertified as a trainer for OSHA 503 General Industry and Adult/Child First Aid/CPR/AED.

Pandemic Preparation Update:

In preparation for a possible escalation of the COVID-19 virus to a pandemic level event, the District is taking the following actions. The District's Pandemic Response Plan is being revised and updated as needed. The District's Pandemic Response Task Force will meet as needed to ensure a measured and effective response to an event.

In addition, staff is monitoring information provided by the CDC, the Southern Nevada Health District, and the World Health Organization. A representative from SNHD will be providing an

informational presentation about the COVID-19 virus at the upcoming Department Heads meeting on March 18th. The Safety Manager is overseeing the preparation informational materials for distribution to staff and the public on prevention guidelines.

Vehicle Accident:

On January 31th, a District vehicle with two General Services maintenance technicians was struck by a vehicle that ran a red light at the intersection of Nellis and Bonanza. Both technicians were transported to the UMC Trauma Center for evaluation. One technician was out on medical leave due to his injuries until February 17th when he was cleared to return with no restrictions. The second technician remains out due to his injuries. The District vehicle sustained approximately \$7,000 in damage and is being repaired.



ITEM VII.A.3.c.

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Fred James, Interim Human Resources Director

DATE: February 27, 2020

SUBJECT: Human Resources Report, March 2020

This report covers activity from February 1 to February 29, 2020.

- Human Resources Office Assistant III, **Abigail Rodriguez**, volunteered at Veteran's Village feeding the homeless, February.
- Human Resources Receptionist, **Joy LeFave**, volunteered at Refuge to provide English Language Speaking and Citizenship classes to refugees in February.
- Human Resources Manager, **London Porter**, attended the Public Library Association in Nashville, in February
- Human Resources Manager, **London Porter**, volunteered at Metro Chamber of Commerce-Leadership of Las Vegas' Gaming Day preparation, February.

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

Received 1,382 applications on the Kronos On-line Application System
Processed 8 job vacancies
Answered 118 calls on the incoming telephone lines
Sent out 1016 recruitment result notifications
Conducted 3 interview selection procedures

	NEW HIRES	RE- HIRES	RESIGNATIONS/TERMINATIONS		
			Professional	Paraprofessional	Page
January 2020	3	2	1	3	4
2020 YEAR TO DATE	9	2	2	4	8

Position	Location	Open Date	Close Date	Received
F/T Asst. Branch Manager	Mesquite	1/13/2020	2/11/2020	20
P/T Computer Lab Assistant	Sahara West	1/15/2020	1/28/2020	230
F/T YPL Dept. Head	Enterprise	1/22/2020	2/5/2020	19
F/T Programming Specialist	PVS	1/27/2020	2/10/2020	84

P/T Circulation Assistant	Rainbow	1/27/2020	2/10/2020	252
P/T Multiservices Assistant	Whitney	1/28/2020	2/11/2020	88
F/T Multiservices Assistant	Sahara West	1/28/2020	2/11/2020	176
P/T Comp. Lab Assistant	West Las Vegas	2/6/2020	2/20/2020	147
F/T Microcomputer Tech.	IT	2/6/2020	2/27/2020	36*
F/T YPL Children's Serv. Asst.	East Las Vegas	2/16/2020	2/29/2020	72*
P/T YPL Children's Serv. Asst.	East Las Vegas	2/16/2020	2/29/2020	85*
P/T Computer Lab Assistant	East Las Vegas	2/16/2020	2/29/2020	72*
P/T Computer Lab Assistant	Centennial Hills	2/20/2020	3/5/2020	47*
F/T Marketing Coordinator	BAM	2/20/2020	3/5/2020	27*
P/T Page	East Las Vegas	2/20/2020	3/5/2020	27*

* 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:

Windmill	F/T YPL Children's Librarian
Windmill	P/T Page
Sahara West	P/T Computer Lab Assistant

Employee Orientation

During this reporting period, one employee orientation was conducted on 2/11/2020-2/12/2020. The District had five new hires/rehires participate in the orientation.

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

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

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

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

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

Turnover Rates:

In an effort to ensure that the Library District attracts and retains the best talent, the Human Resources Department reports on the Library District's monthly turnover rate. The turnover rate reflects voluntary, involuntary, and retirement percentages for the reporting period. For definition purposes, voluntary terminations reflect those employees who have elected to leave the Library District for personal reasons. Employees who involuntarily leave the Library District are those employees who were terminated as per the Library District's Policies and Procedures Manual or those employees who did not satisfactorily pass their six

(6) month probationary period. Lastly, retired employees reflect those who have made a personal decision to withdraw from their occupation or job.

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

- Voluntary- .54 %
- Involuntary- .14 %
- 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)
Monica Anchondo	Summerlin Library	InterLibrary Loan Training	January 2020
Mikako Harding	Sahara West Library		
Misty Hayes	Mount Charleston Library		
Alicia Matthews	Bunkerville Library		
Christy Means	Collection and Bibliographic Services		
Uilani Sonoda	Sahara West Library		
Dan Wiig	Collection and Bibliographic Services		

Name	Branch/Location	Course/Training Name	Date(s)
Nicole Baker	General Services	OSHA 503: Update for General Industry Outreach Trainers CPR/AED (Automated External Defibrillator/Cardiopulmonary Resuscitation) Certification: "Train the Trainer"	February 2020
Nivia Balsera John Culliver Chris Felipe Angelica Hernandez Jan Johnson Michael Marsteller Keeley Walker Susan Williams	Bunkerville Library West Charleston Library Enterprise Library Rainbow Library Moapa Town Library Clark County Library Human Resources Summerlin Library	Managing Employee Performance	February 2020
Glenda Billingsley Kelly May	Outreach Services	Early Childhood Trainer Professional Learning Community Training	February 2020
Erika Blache Chris Felipe Gwen Glantz Larry Johnson Kim McGowan Natalia Valencia Chris Zahedi	Enterprise Library	Cricut Training	January 2020
Erin Collins Elizabeth Rickling	Whitney Library	Transformative Strategies for Awareness, Action and Alliances	January 2020
Erin Collins Claire Davies Carla Land	Whitney Library Whitney Library Summerlin Library	Homelessness 201: Deeper Understanding of People Experiencing Homelessness	February 2020

Name	Branch/Location	Course/Training Name	Date(s)
Julia Cordova de Salcedo	Community Adult Learning in Libraries	2020 Nevada ACT (American College Testing) Conference	January 2020
Claire Davies	Whitney Library	EdD Organizational Change and Leadership	February 2020
Nancy Hodges Lisa True	General Services	Ionwave NGEM (Nevada Government eMarketplace) Training	February 2020
Carla Land Christy Means	Summerlin Library Collection and Bibliographic Services	Collection Maintenance 3: Assess Your Collection	February 2020
Carla Land	Summerlin Library	Advanced Body Language	December 2019
Kim McGowan	Enterprise Library	3D Printing Training	December 2019
Stacie Schwartz	InterLibrary Loan	Fine-Tune Your Policies and Deflections	January 2020

Account 62800 – Employee Travel

The following employees were approved to attend the Conference(s) listed below:

Name	Branch/Location	Course/Training Name	Date(s)
Faith Barrow-Waheed Kristy Calhoun Steven Matview Keenan Moore Seungyeon Yang-Peace	Whitney Library Sunrise Library Whitney Library Whitney Library Windmill Library	ALA (American Library Association) Midwinter Conference	January 2020

- 8 employees attended "Toastmasters"
- 9 employees and one intern attended "New Hire Orientation"
- 27 employees attended "CPR/AED Training"

The District allocated \$1,119.00 for the above training.

Of the employees listed above who received training, the following is a breakout of their demographics. Note: The demographics do not include "Toastmasters", "New Hire Orientation", or "CPR/AED Training".

RACE CATEGORIES	Female	Male
White	25	4
Black or African American	3	3
Asian	2	2
Native Hawaiian & Other Pacific Islander	1	0
American Indian & Alaska Native	0	0
Two or More Races	1	0
Hispanic or Latino	4	0
Subtotal	36	9
Grand Total	45	

Staff Diversity

Most recent diversity statistics, as of February 25, 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 February 2020*	LV-CCLD February 2019
White	1,301,043 61.60%	382 51.90%	381 51.77%
Black or African American	237,543 11.20%	77 10.46%	75 10.19%
Asian	203,606 9.60%	82 11.14%	82 11.14%
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%	21 2.85%	30 4.08%
Hispanic or Latino	648,211 30.70%	159 21.66%	152 20.65%
Total Population	2,211,436	736	736

Personnel Transactions:

New Hires/Rehires Demographics

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

**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	1
White	3
Total	<u>8</u>

New Hires:	3	
Rehires:	2	
Promotions, Demotions, Transfers, Reclassifications, Hours Increased:	2/0/1 0/1	
Leave without Pay:	4	
Merit Increases:	31	One-step merit increases
Evaluations for Employees At End of Pay Scale:	0	
Merit Increase Delay/Late Evaluation	4/8	
Resignations:	6	
Terminations:	2	
Retirements:	0	



ITEM IX.A

AGENDA ITEM

MARCH 13, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.A: Discussion and possible Board action regarding the closing of the East Las Vegas Library at 3:00 p.m. on Friday, September 25, 2020.

Background:

The Las Vegas-Clark County Library District Foundation, Inc. (the Foundation), an independent 501(c)(3) non-profit corporation, was chartered in 2003 to "aid, support and assist the promotion, growth, and improvement of the Las Vegas-Clark County Library District (the Library District)," and to serve as an "innovative, flexible, and efficient vehicle to facilitate the solicitation and management of gifts, grants, bequests, and devises for the benefit of the District."

Foundation Donor Cultivation Event. In September, 2019, the Library Foundation board considered and approved the idea of creating a donor cultivation event to introduce and showcase the new library service model and spaces, including 1) Interactive family learning environments; 2) Teen tech labs; 3) Homework Help Rooms; 4) Computer Labs; 5) Adult Learning Center and One-Stop Career Center classrooms and cubicles; 6) Consultation rooms, meeting rooms, and study rooms; Art Gallery; Community Rooms; and Performance Spaces.

Over the past few months an event committee has been formed, with co-chairs **Felipe Ortiz**, Chair of the Library District Board of Trustees, and **Keiba Crear**, Library Foundation President, and members including **Shannon Bilbray-Axelrod, Chaka Crome, and Nicole Rogers**. The event will take place on Friday, September 25, 2020, from 6:00-8:00 p.m. at the East Las Vegas Library. The event will highlight six unexpected and surprising library experiences within the building to give potential donors ways to explore and understand the powerful roles libraries play today.

Attendees will be invited to roam freely, interactively engage in new learning environments, and ultimately gather in the Community Room for a brief program. The event will also serve as a launch for the Library Foundation's Capital Campaign that will complement the Library District's efforts to renovate 13 branches and activate new service models in 13 existing branches.

To accomplish the set up of these learning activities, technology, food, and beverage stations for a 6:00 p.m. start, it is necessary to close the East Las Vegas Library early. Staff recommendation is to close the facility at 3:00 p.m. The Library District Board of Trustees has the sole power to adjust library facility hours of operation.

Recommended Action:

Motion to approve a 3:00 PM closing of the East Las Vegas Library on Friday, September 25, 2020, to facilitate a Library Foundation donor cultivation event.



AGENDA ITEM

MARCH 12, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.B: Discussion and possible Board action regarding authorization to extend the appointment of the District's current auditor, Piercy Bowler Taylor & Kern, for one year, for the fiscal year ending June 30, 2020.

Background: Nevada Revised Statutes (NRS 354.624) require the Board of Trustees to designate its auditor or firm no later than three months before the close of the fiscal year for which the audit is to be made. In March 2013, the Board approved Piercy Bowler Taylor & Kern as the District's auditors. The Request for Proposal called for an initial appointment for auditing services for the year ending June 30, 2013, with four one-year renewal options.

At the March 8, 2018 Board meeting, the Board approved an extension for the year ending June 30, 2018. At the March 14, 2019, Board meeting, the Board approved an extension for the year ending June 30, 2019. Staff wishes to extend the appointment of Piercy Bowler Taylor & Kern for one additional year, to audit the District's June 30, 2020 financial statements.

Piercy Bowler Taylor & Kern's fees for the fiscal year ending June 30, 2020, are \$50,000 for audits and GFOA assistance for the District, and \$4,000 for any required Federal Financial Assistance Audit reports and procedures. The fees for the fiscal year ended June 30, 2019 were \$50,000 for audit and GFOA assistance and \$4,000 for required Federal Financial Assistance Audit reports and procedures.

Recommended Action: Motion to authorize staff to appoint Piercy Bowler Taylor & Kern for auditing services for the fiscal year ending June 30, 2020.



ITEM IX.C.

AGENDA ITEM

MARCH 12, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.C.:

Discussion and possible Board action regarding changes to the current address of the Enterprise Library.

Background:

At the February 13th Trustee meeting, Trustee Elizabeth Foyt requested that the name of the street for the Enterprise Library be changed from "Shelbourne Ave." to "Las Vegas Boulevard." Purchasing and Administration Manager Nancy Hodges contacted the Clark County Comprehensive Planning Department to discuss the request. Ms. Hodges was told that street assignments are based upon the following criteria, which takes emergency service response into consideration:

- Street used to access main entrance

- Direction main entrance faces

- Main entrance distance from the street

In the District's case, the Enterprise Library's main entry is accessed from Shelbourne, the main entry faces Shelbourne, and it is closer to Shelbourne than Las Vegas Boulevard (see photo on the next page).

The representative with whom Ms. Hodges spoke does not have the authority to submit a 'change request' because the above criteria shows that Shelbourne Avenue is the correct street name. This being said, according to the representative, there have been times when a change like this was made. Keeping that in mind, staff would like direction from the Board.

Recommended Action:

Motion to direct staff to work with Clark County Commission and staff to change the Enterprise Library address from Shelbourne Avenue to Las Vegas Boulevard.

