

ITEM III.

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

DATE: Thursday, January 16, 2020

TIME: 6:15 p.m.

PLACE: Clark County Library
1401 East Flamingo Road
Las Vegas, NV 89119

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

B. Presentation by Las Vegas-Clark County Library District Foundation, Inc. Board President Keiba Crear

C. Presentation by Clark County Library Branch Manager Robin Gaebbler

V. Approval of Proposed Minutes (For possible action)

A. Finance and Audit Committee, November 14, 2019

B. Regular Session, November 14, 2019

VI. Chair's Report

- A. Committee list update.
- B. Scheduling an April Board of Trustees Retreat.
- C. 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 approval to rename the Jewel Box Theater at the Clark County Library to the Paul C. Blau Theatre.
- B. Discussion and possible Board action to appoint members of the Mesquite QALICB, Inc. Board of Directors.
- C. Discussion and possible Board action regarding contract award for the HVAC system boiler and air handler replacement at the West Charleston Library.

X. Announcements

Trustees are invited to attend the Grand Opening of the Teen Tech Lab powered by Cox at the Enterprise Library, 25 E. Shelbourne Ave., on Thursday, January 23, 2020 at 4:00 p.m.

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

The next Board Meeting will be held Thursday, February 13, 2020, at 6:00 p.m. in the West Charleston Library, 6301 West Charleston Blvd., Las Vegas, Nevada 89146.

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, January 10, 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. Sunrise Library
5400 Harris Avenue
Las Vegas, NV 89110
 - 4. West Charleston Library
6301 W. Charleston Boulevard
Las Vegas, NV 89146
 - 5. West Las Vegas Library
951 W. Lake Mead Boulevard
Las Vegas, NV 89106
 - 6. Windmill Library
7060 W. Windmill Lane
Las Vegas, NV 89113
 - 7. Las Vegas-Clark County Library District website
www.lvccld.org
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.



AGENDA ITEM

JANUARY 16, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IV.A.:

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

Background:

On September 27, 2019, Lieutenant Governor Kate Marshall convened stakeholders from her office, Councilwoman Olivia Diaz, Nevada State College, College of Southern Nevada, and the Library District at the East Las Vegas Library to foster support and begin implementing an express shuttle service for students. The program aims to improve students' access to public transportation both to and from Nevada institutions of higher education. It was noted that in some instances, the current travel time for students using public transportation from the East Las Vegas area to Nevada State College can take approximately 105-110 minutes, one-way. This often acts as a barrier to student success.

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

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

Recommended Action:

For presentation and discussion only.

**PROPOSED MINUTES
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES' FINANCE AND AUDIT COMMITTEE MEETING
LAS VEGAS, NEVADA
November 14, 2019**

ITEM V.A.

The Board of Trustees' Finance and Audit Committee of the Las Vegas-Clark County Library District met in the Las Vegas Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, November 14, 2019.

Present: Committee: K. Benavidez, Chair S. Bilbray-Axelrod
R. Wadley-Munier B. Wilson
F. Ortiz, ex-officio

Board: E. Foyt M. Francis Drake
S. Ramaker J. Mélendrez

Counsel: G. Welt

Absent:

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

Guests: Martha Ford, Piercy Bowler Taylor and Kern

K. Benavidez, Chair, called the meeting to order at 6:00 p.m.

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

Public Comment None.
(Item II.)

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

Discussion and possible Committee action regarding a recommendation to accept the Fiscal Year 2018-2019 Audit Report and recommend approval of the Fiscal Year 2018-2019 Audit Report at the Board of Trustees' meeting on November 14, 2019.
(Item IV.)

Deputy Director/CFO Fred James introduced Martha Ford from Piercy Bowler Taylor and Kern (PBTk) to give a report on the District's financial statements for the Fiscal Year 2018-2019.

Ms. Ford reported that her firm has completed their audit of the District's financial statements for the fiscal year ended June 30, 2019. Trustees have received the draft documents with a date stamp of November 7, 2019 which include the reports and any other comments from PBTk. She opened the floor for questions.

Trustee Mélendrez moved to accept the Fiscal Year 2018-2019 Audit Report and recommend approval of the Fiscal Year 2018-2019 Audit as presented by the auditors at the Board of Trustees' meeting on November 14, 2019. There was no opposition and the motion carried.

Public Comment None.
(Item V.)

Minutes - Board of Trustees' Finance and Audit Committee Meeting
November 14, 2019
Page 2

Adjournment
(Item VI.)

Chair Benavidez adjourned the meeting at 6:05 p.m.

Respectfully submitted,

Kelly Benavidez, Committee Chair



ITEM VII.A. EXECUTIVE DIRECTOR'S REPORT December 2019 and January 2020

MEMORANDUM

DATE: January 10, 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' January 16th meeting. I have supplemented this with information in the board packet (numbered VII.A.1-3) and distributed to Trustees on January 10, 2020.

MEETINGS, ACTIVITIES & OTHER TOPICS

FACILITIES MASTER PLAN (FMP) PROGRAM VERIFICATION WORKSHOPS. This month we will be completing the workshop portion of this process. Staff has been moving forward with the FMP Workshops with the three architectural firms approved by the Board. Two full weeks were scheduled each month in September and November with a final week scheduled this month. We are on target to share the schematic designs prepared by the architects at our retreat tentatively scheduled for April. Schematics are NOT blueprints but will give us a much better cost estimate for achieving the goals you have outlined. As I shared with you before, between these workshops and conferences mentioned below, the offices of the Executive Council (EC) have seemed somewhat vacant for the past several months.

CONFERENCES. Just to refresh your memory, many of the Executive Council Members have been involved in Fall conferences. Of course, the annual Nevada Library Association convention was held in Reno this year. It is in the northern area of the state one year and in the southern area the next to make it easier for staffers from both sides of the state to participate. Thirteen staff members and myself attended along with Trustee **Elizabeth Foyt** (who reported on her attendance at the November 2019 meeting). A number of staff members were involved as program presenters. The staff members who attended are:

Allison Boyer	Executive Assistant	Windmill Service Center
Marci Chiarandini	PAC Manager	Whitney Library
Nanci De La Cruz	Youth Services Assistant	Whitney Library
Kristine Gibson	Adult Services Librarian	Clark County
Eric Howes	Adult Services Librarian	Windmill Library

Noel Jones	YPL Librarian	Sunrise Library
Carla Land	Assistant Branch Manager	Summerlin Library
Leo Segura	Regional Library Operations Manager	Windmill Service Center
Soraya Silverman-Montano	YPL Department Head	Spring Valley Library
Tom Sommer	Branch Manager	Summerlin Library
Joseph Tracy	Adult Services Librarian	Whitney Library
Jen Weitz	Programming Supervisor	Windmill Service Center
Rebecca Zisch	Adult Services Assistant	Sunrise Library

Director of Development and Planning **Danielle Milam** was a featured speaker in two conferences, one in California (California Library Association) and the other in Minnesota.

Community Engagement Director **Matt McNally** attended two conferences to preview potential performers for our District.

THANKS TO FRED JAMES AND STAFF. Once again, I have to give a huge shout out to CFO/Associate District Director/Interim Human Resources Director **Fred James** and his awesome teams in Finance and Human Resources. When he agreed to take on the supervision of Human Resources, he had a pretty good idea what he was getting into. Yet, he didn't blink and stepped into the role without a single complaint. He has rallied the teams in both his departments and they have stepped up their game to achieve continued excellence. Thanks to all of you!

TRUSTEES MARILYN FRANCIS DRAKE AND BRIAN WILSON. While we are mentioning exceptional service, I would be remiss to not recognize Trustees **Marilyn Francis Drake** and **Brian Wilson**. **Marilyn** (and her husband Rodney) not only try to attend every program possible, they both volunteer at the warehouse for our Foundation Book Sales. That's not just a once-in-a-while thing, either. They are diligent and present to help every single week. Thank you, both! And then there is another selfless volunteer. Trustee **Brian Wilson** has assisted staff in resolving deep programming problems with our website provider and has improved our service tremendously through his efforts. I believe you can read all about these two wunderkind representatives in reports from Branding and Marketing and Planning and Development.

BRANDING UPDATE. Our tagline ("Free to be") has received approval from the Trademark Examiners Office, pending our public rollout. The ball is in the Human Resources (HR) Department's court waiting for the completion of the customer service training (which will make sure all staff members are singing from the same sheet music). A brand is a promise and our ultimate goal is to keep all staff together to observe and keep that promise. The absence of the permanent HR Director doesn't seem to be slowing down their efforts to keep this project on target. Training Manager **Keeley Walker** is doing an excellent job of working with the different departments to help us do our best.

Another important part of this project is adapting our domain names and email accounts. Fortunately, we have the best IT Director in the country and **Al Prendergast** is working hard on that part of the project. We need to thank Branding and Marketing's Director **Betsy**

Ward and Assistant Director **Karen Bramwell** who, with their team, have moved heaven and earth to make this change happen.

EAST LAS VEGAS LIBRARY. We can't have a single report without mentioning our newest branch, East Las Vegas! Not only did it get kudos from Senator Jackie Rosen on her website (which included a photo of Branch Manager **Salvador Avila**) it hosted a special soiree for the *Workforce Connections: The Great Job and Career Match*. Check the list of dignitaries present for this auspicious event: U. S. Senator Jackie Rosen; U. S. Representative Dina Titus; Nevada State Senator (and Library District Hero) Mo Denis; State Assembly Members Edgar Flores and Bea Duran; Councilwoman Olivia Diaz; CCSD Superintendent Jesus Jara; Latin Chamber of Commerce Peter Guzman; and, our friend and partner Workforce Connections Executive Director Jaime Cruz. Many others were there as well. The event introduced twenty employers to a wellspring of talent in an underserved neighborhood. Over 120 participants showed for this awesome gathering. But, I have to remind everyone who gives shoutouts for this library of the future, it NEVER would have happened without the dedicated efforts of our outstanding Chair of the LVCCLD Board of Trustees, **Felipe Ortiz**.

MESQUITE LIBRARY RECOGNIZED. Our second newest library has also received kudos. The Mesquite Library Campus was recognized by the city's Chamber of Commerce as the 2019 Non-Profit of The Year! But, it takes more than an exciting new building to get a town to rally with this kind of appreciation. This is because we have a staff there that is intent on serving our customers exceptionally. Branch Manager **Judi Sargent** and her team totally ROCK!

MORE FRED. You may remember at our May, 2019 meeting, I had announced that CFO/Deputy Director/Interim HR Director Fred James had been recognized with a Hero Award by the national Government Finance Officers Association. Local publication *Las Vegas Black Image* has recognized this achievement in their January issue with a nice article about Fred and the District.

FOR YOUR CALENDAR:

District Libraries will be CLOSED Monday January 20, 2020 for Martin Luther King, Jr. Day. (Interesting date, don't you think? 20 20 20!)

Trustees are invited to attend the Grand Opening of the Teen Tech Lab powered by Cox at the Enterprise Library, 25 E. Shelbourne Ave., on Thursday, January 23, 2020 at 4:00 p.m.

February is African American History Month and the District has a wide variety of activities. Flyers have been distributed.

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.
- Visited with staff and delivered cakes to twelve branches/departments.
- Convened the **Executive Council** for regular meetings in November and December.
- Addressed those attending the bi-monthly **District Department Heads Meeting**.

- Prepared and distributed the most recent 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
- Met with **vendors** to ascertain potential for improved services.
- 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 CFO/Deputy Director/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.
- **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*.



ITEM VII.A.1.a.

December 2019 & January 2020

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Jennifer Schember, Library Operations Director

DATE: January 1, 2020

SUBJECT: Library Operations Activity Report, January 2020

This report provides an overview of the Library Operations Department and includes project updates, branch activity, and staff highlights for a two-month period from **November 1, 2019 – December 31, 2019**.

LIBRARY OPERATIONS ADMINISTRATION

In November and December, the Library Operations Administration Team focused on the following:

- Assisted with final preparations for West Las Vegas Library's *Robot Lab Powered by Switch* Grand Opening held on November 5.
- Dedicated several weeks to Facilities Master Planning. From November 12-20, Workshop #2 of the branch renovation series occurred onsite at all 13 branches. MSS Studio conducted four-hour workshops at each location, which focused on developing ideal adjacencies and functionality throughout the buildings. Branch staff worked with the designated design teams, Executive Council members, and various administrative staff. Numerous follow-up meetings occurred in December between the design teams and Executive Council to discuss/review the results of Workshop #2 and coordinate the final set of workshops (#3) in this series, scheduled during the week of January 13.
- Drafted new job descriptions for Multiservices positions to support combined service desks and a flexible staffing model. Multiservices staff will be able to work any service desk, which will allow expanded coverage and improved customer service throughout a branch.
- Conducted job interviews for the Spring Valley and Windmill Library Youth Services Department Head positions.
- Assisted with preparations for Enterprise Library's upcoming *Cox Technology Lab* Grand Opening scheduled on January 23.
- Conducted incident report analysis for the Clark County Library (attached).

Additional projects included:

- Passport Services expansion (in-progress)
- Onsite budget training/refresher and money handling review for all Branch Managers (in-progress)
- Developing temporary employment positions to cover long-term branch shortages (in-progress)
- Immigration Services implementation at the East Las Vegas Library (in-progress)

Regional Manager Updates

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

- Conducted site visits to:
 - Blue Diamond Library
 - Goodsprings Library
 - Indian Springs Library
 - Laughlin Library
 - Mt. Charleston Library
 - Sandy Valley Library
 - Searchlight Library
- Conducted nine workplan meetings with Outlying Associates
- Conducted Outlying Branch Associates Meeting
- Coordinated furniture layout for Passport Services at Centennial Hills Library
- Attended District Department Heads Meeting
- Attended Master Plan workshops at Rainbow and Laughlin Libraries
- Attended Point-of-Sale demonstration with IT staff
- Met with East Las Vegas Library Assistant Branch Manager to discuss Immigration Services implementation
- Fielded Person-In-Charge (PIC) and branch operations calls

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

- Conducted site visits to:
 - East Las Vegas Library
 - Meadows Library
 - Moapa Valley Library
 - Summerlin Library
- Conducted three workplan meetings with Outlying Associates
- Conducted Outlying Branch Associates Meeting
- Coordinated Discipline and Security Team review of two trespass appeals
- Attended and presented at the Nevada Library Association Conference
- Attended and participated in City of Las Vegas' *Hundred Plan in Action: An Implementation Strategy for the Historic Westside* day-long planning meeting
- Attended *Robot Lab Powered by Switch* Grand Opening at West Las Vegas Library on November 5

- Attended Master Plan workshops at Clark County, West Las Vegas, and Windmill Libraries
- Attended District Department Heads and Safety Committee meetings
- Attended Board Meeting at Centennial Hills Library
- Worked on final grant purchases for Enterprise Library's Cox Technology Lab Grand Opening, scheduled on January 23
- Assisted Best Buy Teen Tech Center (BBTTC) staff to identify programs and location visits for the Clubhouse Network Western Regional Conference
- Set up Glowforge filter for BBTTC
- Participated in interview panel for Moapa Town Library's part-time vacancy
- Attended Point-of-Sale demonstration with IT staff
- Fielded customer complaints via x4400, ASK, and direct calls
- Fielded Person-In-Charge (PIC) and branch operations calls
- Reviewed and approved branch incident reports and provided follow-up training and instruction, when necessary

STAFF AND BRANCH HIGHLIGHTS

Numerous Library Operations staff attended the Nevada Library Association Conference 2019 in Reno, Nevada on November 3 and 4:

Leo Segura	Regional LO Manager	Administration
Tom Sommer	Branch Manager	Summerlin Library
Carla Land	Assistant Branch Manager	Summerlin Library
Lisa Gibson	Computer Center Dept Head	West Las Vegas Library
Joseph Tracy	Adult Services Librarian	Whitney Library
Eric Howes	Adult Services Librarian	Windmill Library
Noel Jones	Youth Services Librarian	Sunrise Library
Nanci De la Cruz	Youth Services Assistant	Whitney Library
Rebecca Zisch	Adult Services Assistant	Sunrise Library

The staff at Clark County Library's Best Buy Teen Tech Center (BBTTC) did an amazing job hosting the Clubhouse Network's Western Regional Conference from November 18-20. The conference included an exploration of BBTTC's technology and innovation, the branch's Performing Arts Center, UNLV's Robotics Lab, the Mob Museum, and Neon Light Museum. Participants also enjoyed tinkering, experimenting with several gadgets, creating Cosplay costumes, and listening to a guest panel. A special thank you to Teen Services Department Head **Megan Nykodym** and her team for spearheading this regional event.



Library Operations Activity Report
January 1, 2020 – Page 4

On December 18, the Summerlin Library staff transformed the entire building into Hogwarts! Approximately 500 people attended this *Winter at Hogwarts* event which included everything from a Sorting Hat ceremony in the theater (with a line of “students” waiting to be sorted) to robotic Quidditch matches in the story room (where everyone cheered their favorite House Team). Staff received an overwhelming amount of positive feedback including a Facebook shout out!



The Mt. Charleston Library experienced heavy snowfall throughout November and December. On December 16, the branch served as an emergency backup site for the Mt. Charleston Elementary School during a power outage, which left the school without heat.

Library Front Entrance



Back Area



The Meadows Library closed from December 23-28 due to the Stupak Community Center's annual gym floor resurfacing project.

On November 29, staff said farewell to Spring Valley Library Youth Services Department Head **Soraya Silverman-Montano**. After 17 years with the District, Soraya accepted a Branch Administrator position at the Multnomah County Library District in Portland, Oregon. We appreciate Soraya's hard work and dedication over the years and wish her the very best!

New Youth Services Departments Heads were hired in December. Congratulations to **Stefanie Bailey**, who was selected for Windmill Library, and to **Juliette Swett**, who was awarded the Spring Valley Library position. Stefanie and Juliette were formerly the Youth Services Librarians at these respective branches.

MONTHLY STATISTICS

October 2019

The total circulation for October 2019 was 981,098, which is a 2% increase from the October 2018 circulation of 964,979. Of this total, eMedia circulation was 233,567, which is a 24% increase from the prior year's 188,040 total.

In October, 505,425 patrons entered our libraries, which is a 1% increase from the prior year's October gatecount of 498,993. Staff issued 7,494 new library cards, conducted 75 computer classes for 148 participants, and answered 56,383 reference questions. Internet sessions in the library during the month totaled 70,293. Wi-Fi usage recorded at 89,802.

The Best Buy Teen Tech Center staff offered 185 programs with a total attendance of 2,938 teens.

Additionally, the Windmill Library staff issued 82 passports for a total of \$3,518 in execution and photo fees.

November 2019

The total circulation for November 2019 was 943,807, which is a 3% increase from the November 2018 circulation of 912,603. Of this total, eMedia circulation was 223,047, which is a 25% increase from the prior year's 178,824 total.

In November, 454,323 patrons entered our libraries, which is a 3% decrease from the prior year's November gatecount of 468,885. Staff issued 7,443 new library cards, conducted 39 computer classes for 94 participants, and answered 45,376 reference questions. Internet sessions in the library during the month totaled 60,184. Wi-Fi usage recorded at 75,111.

The Best Buy Teen Tech Center staff offered 160 programs with a total attendance of 2,353 teens.

Additionally, the Windmill Library staff issued 65 passports for a total of \$2,957 in execution and photo fees.

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Monthly Statistics
Year over Year
October 2018/ October 2019

		Circulation				2018	2019			Gatecount				2018	2019		
	Library	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	54,026	50,193	-3,833	-7%	230,753	213,381	-17,372	-8%	33,838	32,653	-1,185	-4%	140,113	136,488	-3,625	-3%
	Clark County	49,785	39,218	-10,567	-21%	215,218	165,279	-49,939	-23%	48,585	49,322	737	2%	193,844	191,561	-2,283	-1%
	Enterprise	34,508	32,551	-1,957	-6%	150,613	137,935	-12,678	-8%	26,297	27,516	1,219	5%	107,599	111,784	4,185	4%
	East Las Vegas	15,315	32,169	16,854	110%	67,724	133,876	66,152	98%	28,035	37,314	9,279	33%	113,533	153,894	40,361	36%
	Meadows	3,692	2,968	-724	-20%	14,577	11,027	-3,550	-24%	3,453	3,633	180	5%	14,190	13,183	-1,007	-7%
	Rainbow	44,716	39,423	-5,293	-12%	195,998	173,269	-22,729	-12%	38,383	34,395	-3,988	-10%	163,740	146,252	-17,488	-11%
	Sahara West	60,955	56,175	-4,780	-8%	260,343	240,685	-19,658	-8%	53,058	49,282	-3,776	-7%	196,057	193,897	-2,160	-1%
	Spring Valley	40,238	33,779	-6,459	-16%	164,621	138,082	-26,539	-16%	29,039	32,426	3,387	12%	129,999	138,530	8,531	7%
	Summerlin	31,050	30,944	-106	0%	135,994	131,870	-4,124	-3%	25,875	30,563	4,688	18%	98,224	128,434	30,210	31%
	Sunrise	45,922	35,595	-10,327	-22%	188,933	148,067	-40,866	-22%	30,419	27,863	-2,556	-8%	115,740	111,850	-3,890	-3%
	West Charleston	34,446	30,473	-3,973	-12%	144,687	129,972	-14,715	-10%	28,631	23,143	-5,488	-19%	113,343	109,645	-3,698	-3%
	West Las Vegas	15,809	12,691	-3,118	-20%	64,462	56,625	-7,837	-12%	25,733	25,000	-733	-3%	98,067	102,227	4,160	4%
	Whitney	40,355	33,632	-6,723	-17%	166,939	142,402	-24,537	-15%	49,222	52,338	3,116	6%	210,031	212,550	2,519	1%
	Windmill	54,634	53,110	-1,524	-3%	234,763	224,879	-9,884	-4%	32,563	32,503	-60	0%	127,826	138,402	10,576	8%
	Urban Totals	525,451	482,921	-42,530	-8%	2,235,625	2,047,349	-188,276	-8%	453,131	457,951	4,820	1%	1,822,306	1,888,697	66,391	4%
Outlying Branches	Blue Diamond	344	342	-2	-1%	1,306	1,186	-120	-9%	912	693	-219	-24%	2,702	2,486	-216	-8%
	Bunkerville	506	482	-24	-5%	2,552	2,138	-414	-16%	2,717	2,473	-244	-9%	9,089	4,470	-4,619	-51%
	Goodsprings	1,113	1,114	1	0%	3,689	4,840	1,151	31%	565	517	-48	-8%	1,856	1,962	106	6%
	Indian Springs	1,910	1,510	-400	-21%	7,572	5,809	-1,763	-23%	2,391	2,556	165	7%	9,239	11,079	1,840	20%
	Laughlin	11,190	11,437	247	2%	43,817	46,328	2,511	6%	9,878	8,066	-1,812	-18%	30,335	31,415	1,080	4%
	Mesquite	12,656	11,095	-1,561	-12%	54,353	47,576	-6,777	-12%	15,200	16,789	1,589	10%	56,259	66,603	10,344	18%
	Moapa Town	729	731	2	0%	3,853	2,789	-1,064	-28%	735	699	-36	-5%	2,861	2,506	-355	-12%
	Moapa Valley	6,202	6,356	154	2%	27,463	26,202	-1,261	-5%	10,081	8,379	-1,702	-17%	41,289	32,792	-8,497	-21%
	Mt. Charleston	373	630	257	69%	1,763	2,198	435	25%	511	865	354	69%	2,893	3,841	948	33%
	Sandy Valley	2,033	2,025	-8	0%	8,524	8,273	-251	-3%	1,678	1,448	-230	-14%	5,878	5,689	-189	-3%
	Searchlight	912	706	-206	-23%	3,825	2,607	-1,218	-32%	1,110	1,947	837	75%	4,549	5,383	834	18%
	Outlying Totals	37,968	36,428	-1,540	-4%	158,717	149,946	-8,771	-6%	45,778	44,432	-1,346	-3%	166,950	168,226	1,276	1%
Misc.	ILL	428	378	-50	-12%	1,827	1,463	-364	-20%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	2,473	2,641	168	7%	9,159	9,504	345	4%	84	57	-27	-32%	311	298	-13	-4%
	Outreach	6,991	5,539	-1,452	-21%	28,819	22,037	-6,782	-24%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	188,040	233,567	45,527	24%	763,805	958,776	194,971	26%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	203,628	219,624	15,996	8%	801,457	870,455	68,998	9%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	401,560	461,749	60,189	15%	1,605,067	1,862,235	257,168	16%	84	57	-27	-32%	311	298	-13	-4%
	Grand Totals	964,979	981,098	16,119	2%	3,999,409	4,059,530	60,121	2%	498,993	502,440	3,447	1%	1,989,567	2,057,221	67,654	3%

Monthly Statistics
Year over Year
October 2018 / October 2019

		New Library Card				2018	2019			PC Internet Sessions				2018	2019		
	Library	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	558	457	-101	-18%	2,488	2,118	-370	-15%	5,170	5,345	175	3%	19,527	20,239	712	4%
	Clark County	767	771	4	1%	3,482	3,056	-426	-12%	8,739	8,575	-164	-2%	35,573	34,016	-1,557	-4%
	Enterprise	381	322	-59	-15%	1,724	1,660	-64	-4%	3,069	3,270	201	7%	12,042	12,592	550	5%
	East Las Vegas	383	661	278	73%	1,384	3,275	1,891	137%	4,892	7,823	2,931	60%	20,402	33,290	12,888	63%
	Meadows	36	60	24	67%	200	217	17	9%	369	492	123	33%	1,496	1,709	213	14%
	Rainbow	467	499	32	7%	2,201	2,192	-9	0%	4,316	3,979	-337	-8%	18,214	17,524	-690	-4%
	Sahara West	632	567	-65	-10%	2,739	2,846	107	4%	4,975	4,602	-373	-7%	20,874	19,425	-1,449	-7%
	Spring Valley	467	365	-102	-22%	1,715	1,666	-49	-3%	6,873	6,069	-804	-12%	27,296	25,847	-1,449	-5%
	Summerlin	271	236	-35	-13%	1,287	1,335	48	4%	2,094	2,027	-67	-3%	8,673	8,516	-157	-2%
	Sunrise	776	451	-325	-42%	2,739	2,208	-531	-19%	6,030	5,060	-970	-16%	24,626	21,109	-3,517	-14%
	West Charleston	330	350	20	6%	1,598	1,665	67	4%	3,713	3,779	66	2%	15,454	15,699	245	2%
	West Las Vegas	395	746	351	89%	1,361	1,741	380	28%	4,962	5,028	66	1%	20,154	20,843	689	3%
	Whitney	441	395	-46	-10%	1,981	1,732	-249	-13%	4,628	4,343	-285	-6%	18,559	18,192	-367	-2%
	Windmill	564	832	268	48%	2,976	2,996	20	1%	5,589	5,020	-569	-10%	21,367	21,321	-46	0%
	Urban Totals	6,468	6,712	244	4%	27,875	28,707	832	3%	65,419	65,412	-7	0%	264,257	270,322	6,065	2%
Outlying Branches	Blue Diamond	4	0	-4	-100%	10	3	-7	-70%	71	16	-55	-77%	155	91	-64	-41%
	Bunkerville	1	0	-1	-100%	2	3	1	50%	63	25	-38	-60%	241	74	-167	-69%
	Goodsprings	3	2	-1	-33%	7	10	3	43%	10	20	10	100%	44	81	37	84%
	Indian Springs	6	5	-1	-17%	16	20	4	25%	204	155	-49	-24%	736	815	79	11%
	Laughlin	86	72	-14	-16%	273	324	51	19%	1,534	1,764	230	15%	5,806	6,869	1,063	18%
	Mesquite	597	127	-470	-79%	1,698	1,035	-663	-39%	2,179	1,907	-272	-12%	9,342	8,699	-643	-7%
	Moapa Town	2	1	-1	-50%	11	7	-4	-36%	67	82	15	22%	373	441	68	18%
	Moapa Valley	24	13	-11	-46%	98	91	-7	-7%	418	412	-6	-1%	1,974	1,700	-274	-14%
	Mt. Charleston	0	5	5	N/A	10	11	1	10%	8	22	14	175%	47	90	43	91%
	Sandy Valley	3	2	-1	-33%	22	18	-4	-18%	106	84	-22	-21%	465	356	-109	-23%
	Searchlight	3	0	-3	-100%	16	4	-12	-75%	65	140	75	115%	185	366	181	98%
	Outlying Totals	729	227	-502	-69%	2,163	1,526	-637	-29%	4,725	4,627	-98	-2%	19,368	19,582	214	1%
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	265	254	-11	-4%	809	976	167	21%
	Outreach	111	5	-106	-95%	19,811	642	-19,169	-97%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	557	550	-7	-1%	2,516	2,579	63	3%	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	103,940	89,802	-14,138	-14%	399,581	348,655	-50,926	-13%
	Misc. Totals	668	555	-113	-17%	22,327	3,221	-19,106	-86%	104,205	90,056	-14,149	-14%	400,390	349,631	-50,759	-13%
	Grand Totals	7,865	7,494	-371	-5%	52,365	33,454	-18,911	-36%	174,349	160,095	-14,254	-8%	684,015	639,535	-44,480	-7%

Monthly Statistics
Year over Year
November 2018/ November 2019

		Circulation				2018	2019			Gatecount				2018	2019		
	Library	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	48,414	45,197	-3,217	-7%	279,167	258,578	-20,589	-7%	33,000	30,777	-2,223	-7%	173,113	167,265	-5,848	-3%
	Clark County	48,105	37,025	-11,080	-23%	263,323	202,304	-61,019	-23%	47,834	44,161	-3,673	-8%	241,678	235,722	-5,956	-2%
	Enterprise	33,845	29,945	-3,900	-12%	184,458	167,880	-16,578	-9%	27,460	25,118	-2,342	-9%	135,059	136,902	1,843	1%
	East Las Vegas	14,447	30,375	15,928	110%	82,171	164,251	82,080	100%	31,042	29,905	-1,137	-4%	144,575	183,799	39,224	27%
	Meadows	3,404	25,363	21,959	645%	17,981	36,390	18,409	102%	3,018	2,079	-939	-31%	17,208	15,262	-1,946	-11%
	Rainbow	43,589	36,771	-6,818	-16%	239,587	210,040	-29,547	-12%	35,428	32,920	-2,508	-7%	199,168	179,172	-19,996	-10%
	Sahara West	56,234	53,061	-3,173	-6%	316,577	293,746	-22,831	-7%	44,031	46,353	2,322	5%	240,088	240,250	162	0%
	Spring Valley	36,472	32,029	-4,443	-12%	201,093	170,111	-30,982	-15%	31,125	28,584	-2,541	-8%	161,124	167,114	5,990	4%
	Summerlin	29,207	26,963	-2,244	-8%	165,201	158,833	-6,368	-4%	21,004	22,780	1,776	8%	119,228	151,214	31,986	27%
	Sunrise	43,972	33,660	-10,312	-23%	232,905	181,727	-51,178	-22%	30,369	29,611	-758	-2%	146,109	141,461	-4,648	-3%
	West Charleston	30,657	28,956	-1,701	-6%	175,344	158,928	-16,416	-9%	29,165	25,760	-3,405	-12%	142,508	138,390	-4,118	-3%
	West Las Vegas	13,591	12,546	-1,045	-8%	78,053	69,171	-8,882	-11%	20,453	23,401	2,948	14%	118,520	125,628	7,108	6%
	Whitney	38,029	30,786	-7,243	-19%	204,968	173,188	-31,780	-16%	45,677	42,038	-3,639	-8%	255,708	254,588	-1,120	0%
	Windmill	51,679	47,735	-3,944	-8%	286,442	272,614	-13,828	-5%	27,606	29,172	1,566	6%	155,432	167,574	12,142	8%
	Urban Totals	491,645	470,412	-21,233	-4%	2,727,270	2,517,761	-209,509	-8%	427,212	412,659	-14,553	-3%	2,249,518	2,304,341	54,823	2%
Outlying Branches	Blue Diamond	324	330	6	2%	1,630	1,516	-114	-7%	626	453	-173	-28%	3,328	2,939	-389	-12%
	Bunkerville	452	516	64	14%	3,004	2,654	-350	-12%	2,575	2,751	176	7%	11,664	7,221	-4,443	-38%
	Goodsprings	1,122	838	-284	-25%	4,811	5,678	867	18%	466	434	-32	-7%	2,322	2,396	74	3%
	Indian Springs	1,860	1,409	-451	-24%	9,432	7,218	-2,214	-23%	1,997	2,049	52	3%	11,236	13,128	1,892	17%
	Laughlin	10,832	11,008	176	2%	54,649	57,336	2,687	5%	9,114	8,229	-885	-10%	39,449	39,644	195	0%
	Mesquite	12,399	10,818	-1,581	-13%	66,752	58,394	-8,358	-13%	14,638	15,701	1,063	7%	70,897	82,304	11,407	16%
	Moapa Town	640	374	-266	-42%	4,493	3,163	-1,330	-30%	526	625	99	19%	3,387	3,131	-256	-8%
	Moapa Valley	5,972	5,847	-125	-2%	33,435	32,049	-1,386	-4%	8,886	8,440	-446	-5%	50,175	41,232	-8,943	-18%
	Mt. Charleston	212	563	351	166%	1,975	2,761	786	40%	620	833	213	34%	3,513	4,674	1,161	33%
	Sandy Valley	1,872	1,684	-188	-10%	10,396	9,957	-439	-4%	1,349	980	-369	-27%	7,227	6,669	-558	-8%
	Searchlight	728	670	-58	-8%	4,553	3,277	-1,276	-28%	794	1,132	338	43%	5,343	6,515	1,172	22%
	Outlying Totals	36,413	34,057	-2,356	-6%	195,130	184,003	-11,127	-6%	41,591	41,627	36	0%	208,541	209,853	1,312	1%
Misc.	ILL	331	306	-25	-8%	2,158	1,769	-389	-18%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	1,665	1,784	119	7%	10,824	11,288	464	4%	82	37	-45	-55%	393	335	-58	-15%
	Outreach	5,574	4,665	-909	-16%	34,393	26,702	-7,691	-22%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	178,824	223,047	44,223	25%	942,629	1,181,823	239,194	25%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	198,151	209,536	11,385	6%	999,608	1,079,991	80,383	8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	384,545	439,338	54,793	14%	1,989,612	2,301,573	311,961	16%	82	37	-45	-55%	393	335	-58	-15%
	Grand Totals	912,603	943,807	31,204	3%	4,912,012	5,003,337	91,325	2%	468,885	454,323	-14,562	-3%	2,458,452	2,514,529	56,077	2%

Monthly Statistics
Year over Year
November 2018/ November 2019

		New Library Card				2018	2019			PC Internet Sessions				2018	2019		
	Library	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	403	388	-15	-4%	2,891	2,506	-385	-13%	4,041	4,358	317	8%	23,568	24,597	1,029	4%
	Clark County	828	662	-166	-20%	4,310	3,718	-592	-14%	7,572	7,170	-402	-5%	43,145	41,186	-1,959	-5%
	Enterprise	308	327	19	6%	2,032	1,987	-45	-2%	2,799	2,898	99	4%	14,841	15,490	649	4%
	East Las Vegas	304	538	234	77%	1,688	3,813	2,125	126%	4,693	6,773	2,080	44%	25,095	40,063	14,968	60%
	Meadows	34	31	-3	-9%	234	248	14	6%	316	252	-64	-20%	1,812	1,961	149	8%
	Rainbow	486	360	-126	-26%	2,687	2,552	-135	-5%	3,978	3,555	-423	-11%	22,192	21,079	-1,113	-5%
	Sahara West	491	479	-12	-2%	3,230	3,325	95	3%	4,378	4,145	-233	-5%	25,252	23,570	-1,682	-7%
	Spring Valley	321	328	7	2%	2,036	1,994	-42	-2%	6,142	5,272	-870	-14%	33,438	31,119	-2,319	-7%
	Summerlin	204	179	-25	-12%	1,491	1,514	23	2%	1,826	1,587	-239	-13%	10,499	10,103	-396	-4%
	Sunrise	1,664	336	-1,328	-80%	4,403	2,544	-1,859	-42%	5,280	3,970	-1,310	-25%	29,906	25,079	-4,827	-16%
	West Charleston	311	330	19	6%	1,909	1,995	86	5%	3,359	3,060	-299	-9%	18,813	18,759	-54	0%
	West Las Vegas	261	207	-54	-21%	1,622	1,948	326	20%	4,117	4,165	48	1%	24,271	25,008	737	3%
	Whitney	395	585	190	48%	2,376	2,317	-59	-2%	4,346	3,981	-365	-8%	22,905	22,173	-732	-3%
	Windmill	479	483	4	1%	3,455	3,479	24	1%	4,688	4,512	-176	-4%	26,055	25,833	-222	-1%
	Urban Totals	6,489	5,233	-1,256	-19%	34,364	33,940	-424	-1%	57,535	55,698	-1,837	-3%	321,792	326,020	4,228	1%
Outlying Branches	Blue Diamond	1	2	1	100%	11	5	-6	-55%	21	16	-5	-24%	176	107	-69	-39%
	Bunkerville	3	1	-2	-67%	5	4	-1	-20%	55	31	-24	-44%	296	105	-191	-65%
	Goodsprings	1	0	-1	-100%	8	10	2	25%	16	17	1	6%	60	98	38	63%
	Indian Springs	7	6	-1	-14%	23	26	3	13%	146	144	-2	-1%	882	959	77	9%
	Laughlin	79	72	-7	-9%	352	396	44	13%	1,485	1,653	168	11%	7,291	8,522	1,231	17%
	Mesquite	171	113	-58	-34%	1,869	1,148	-721	-39%	1,989	1,788	-201	-10%	11,331	10,487	-844	-7%
	Moapa Town	0	0	0	N/A	11	7	-4	-36%	66	36	-30	-45%	439	477	38	9%
	Moapa Valley	22	23	1	5%	120	114	-6	-5%	436	421	-15	-3%	2,410	2,121	-289	-12%
	Mt. Charleston	3	3	0	0%	13	14	1	8%	9	15	6	67%	56	105	49	88%
	Sandy Valley	3	2	-1	-33%	25	20	-5	-20%	67	46	-21	-31%	532	402	-130	-24%
	Searchlight	3	5	2	67%	19	9	-10	-53%	46	72	26	57%	231	438	207	90%
	Outlying Totals	293	227	-66	-23%	2,456	1,753	-703	-29%	4,336	4,239	-97	-2%	23,704	23,821	117	0%
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	268	247	-21	-8%	1,077	1,223	146	14%
	Outreach	161	1,514	1,353	840%	19,972	2,156	-17,816	-89%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	589	469	-120	-20%	3,105	3,048	-57	-2%	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	92,535	75,111	-17,424	-19%	492,116	423,766	-68,350	-14%
	Misc. Totals	750	1,983	1,233	164%	23,077	5,204	-17,873	-77%	92,803	75,358	-17,445	-19%	493,193	424,989	-68,204	-14%
Grand Totals		7,532	7,443	-89	-1%	59,897	40,897	-19,000	-32%	154,674	135,295	-19,379	-13%	838,689	774,830	-63,859	-8%



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Jennifer Schember, Library Operations Director

DATE: January 1, 2020

SUBJECT: Security Report, January 2020

This report provides information related to security and/or safety-related incidents that occurred in District branches from **October 1, 2019 – November 30, 2019**. During this two-month reporting period, there were a total of **133** incidents.

The District currently categorizes 11 incident types:

- Patron Disturbance
- Patron Illness (health or medical emergency)
- Patron Injury
- Theft of Patron Property
- Safety (alarms, evacuation, lockdowns, misc. hazards)
- Library Property Damage (includes graffiti)
- Theft of District Property (library materials)
- Theft of IT Property (computer equipment)
- Building Lockdowns
- Building Security (attempted break-ins, unsecure doors)
- Other

October 2019

In October, there were 69 incidents with 505,425 in-person library visits recorded. **This ratio is one incident for every 7,325 visits.**

During the month, the **Whitney Library** experienced the highest number of incidents (17 of 69), which accounts for 25% of all incidents reported. The remaining branches reported between 0-14 incidents.

Staff handled **31** patron disturbances, which accounts for the majority of incidents at 45%. **This ratio is one disturbance for every 16,304 visits.** Trespasses (one year) and bans (less than one year) were issued to seven customers. A Required Parent Conference was issued to five minors. Staff made 10 calls to law enforcement and one call for Safe Place services.

Security Report, January 2020
January 1, 2020 – Page 2

November 2019

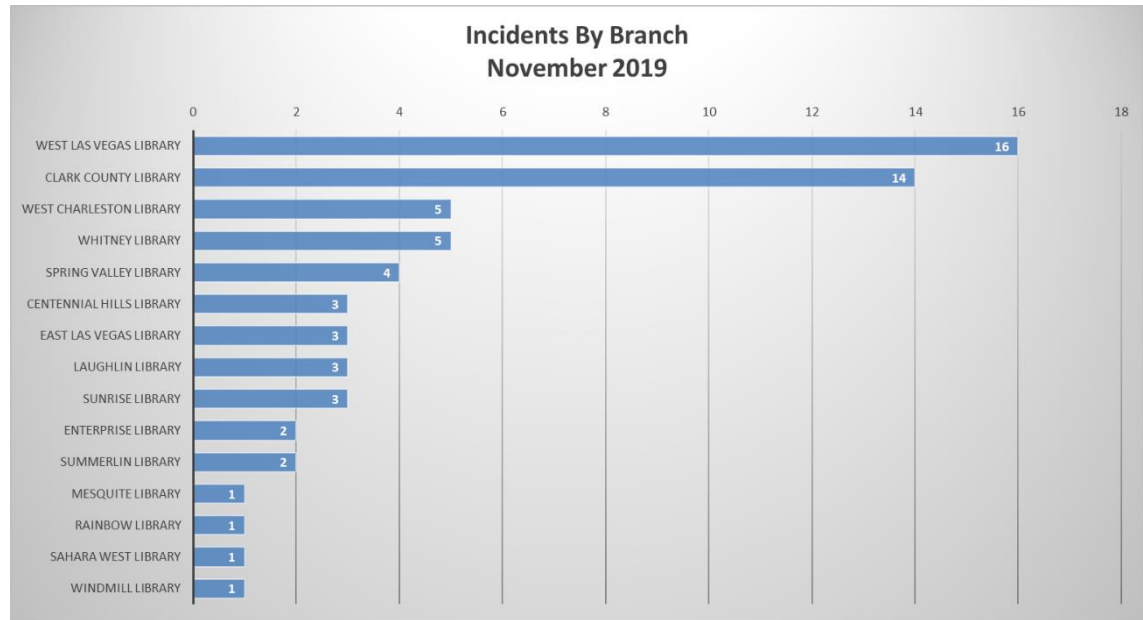
In November, there were 64 incidents with 454,323 in-person library visits recorded. **This ratio is one incident for every 7,099 visits.**

During the month, the **West Las Vegas Library** experienced the highest number of incidents (16 of 64), which accounts for 25% of all incidents reported. The remaining branches reported between 0-14 incidents.

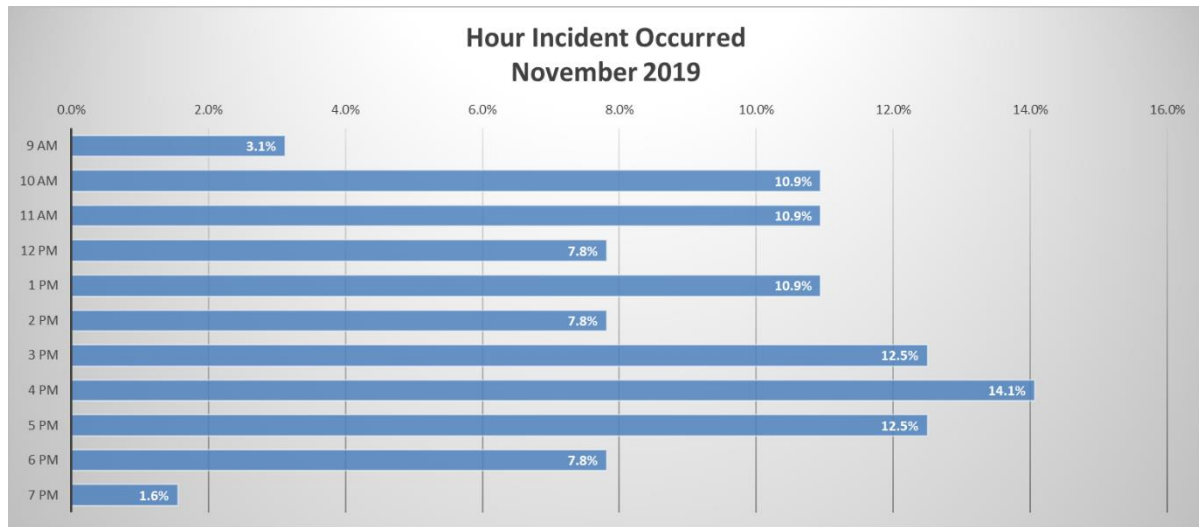
Staff handled **25** patron disturbances, which accounts for the majority of incidents at 39%. **This ratio is one disturbance for every 18,173 visits.** Trespasses (one year) and bans (less than one year) were issued to six customers. A Required Parent Conference was issued to three minors. Staff made seven calls to law enforcement and one call for Safe Place services.

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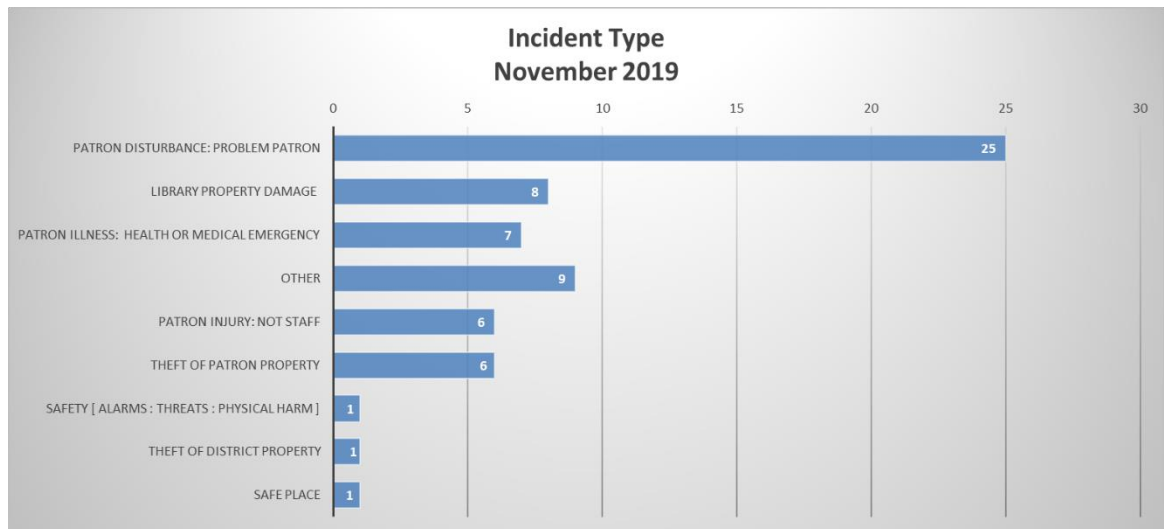
Branch	Total	%
WEST LAS VEGAS LIBRARY	16	25.0%
CLARK COUNTY LIBRARY	14	21.9%
WEST CHARLESTON LIBRARY	5	7.8%
WHITNEY LIBRARY	5	7.8%
SPRING VALLEY LIBRARY	4	6.3%
CENTENNIAL HILLS LIBRARY	3	4.7%
EAST LAS VEGAS LIBRARY	3	4.7%
LAUGHLIN LIBRARY	3	4.7%
SUNRISE LIBRARY	3	4.7%
ENTERPRISE LIBRARY	2	3.1%
SUMMERLIN LIBRARY	2	3.1%
MESQUITE LIBRARY	1	1.6%
RAINBOW LIBRARY	1	1.6%
SAHARA WEST LIBRARY	1	1.6%
WINDMILL LIBRARY	1	1.6%
Grand Total	64	100.00%



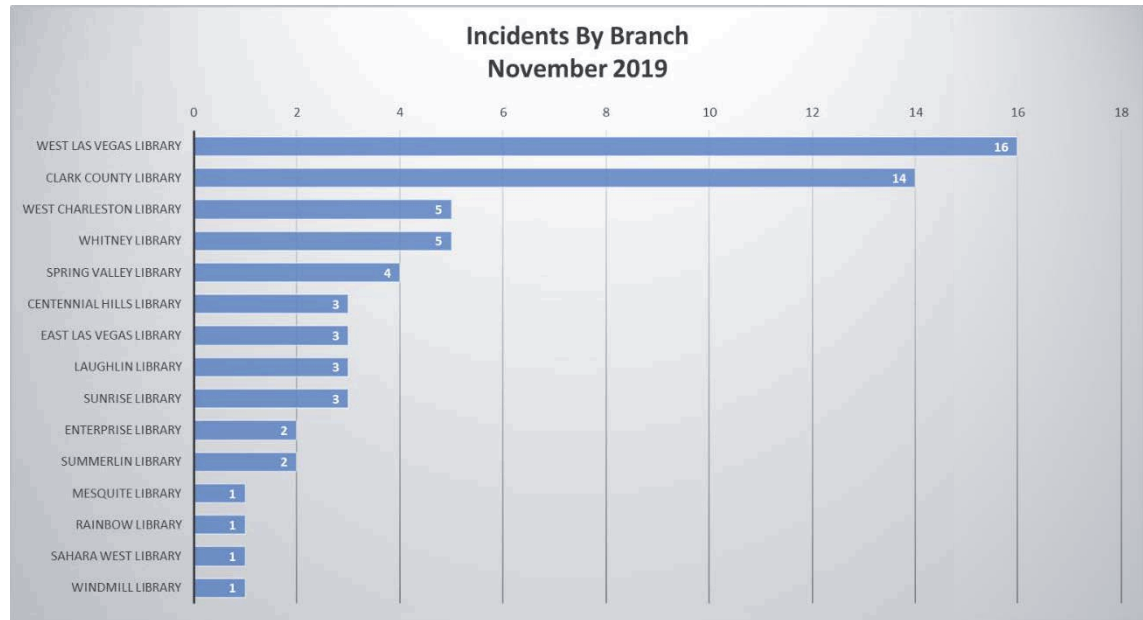
Hour	Total	%
9 AM	2	3.1%
10 AM	7	10.9%
11 AM	7	10.9%
12 PM	5	7.8%
1 PM	7	10.9%
2 PM	5	7.8%
3 PM	8	12.5%
4 PM	9	14.1%
5 PM	8	12.5%
6 PM	5	7.8%
7 PM	1	1.6%
Total	64	100.0%



Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	25	39.1%
LIBRARY PROPERTY DAMAGE	8	12.5%
PATRON ILLNESS: HEALTH OR MEDICAL EMERGENCY	7	10.9%
OTHER	9	14.1%
PATRON INJURY: NOT STAFF	6	9.4%
THEFT OF PATRON PROPERTY	6	9.4%
SAFETY [ALARMS : THREATS : PHYSICAL HARM]	1	1.6%
THEFT OF DISTRICT PROPERTY	1	1.6%
Safe Place	1	1.6%
Grand Total	64	100.0%
Police Called	7	



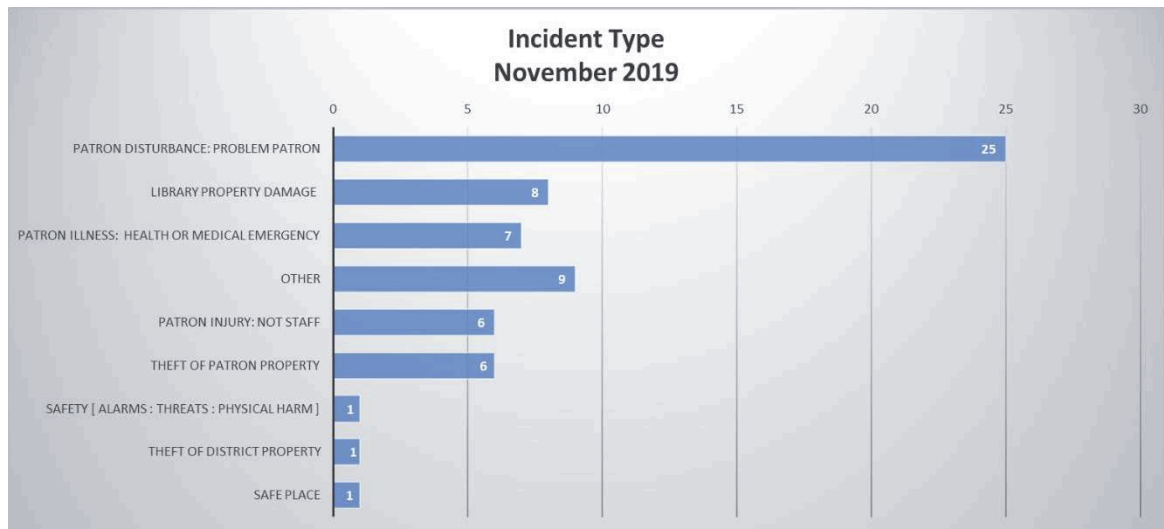
Branch	Total	%
WEST LAS VEGAS LIBRARY	16	25.0%
CLARK COUNTY LIBRARY	14	21.9%
WEST CHARLESTON LIBRARY	5	7.8%
WHITNEY LIBRARY	5	7.8%
SPRING VALLEY LIBRARY	4	6.3%
CENTENNIAL HILLS LIBRARY	3	4.7%
EAST LAS VEGAS LIBRARY	3	4.7%
LAUGHLIN LIBRARY	3	4.7%
SUNRISE LIBRARY	3	4.7%
ENTERPRISE LIBRARY	2	3.1%
SUMMERLIN LIBRARY	2	3.1%
MESQUITE LIBRARY	1	1.6%
RAINBOW LIBRARY	1	1.6%
SAHARA WEST LIBRARY	1	1.6%
WINDMILL LIBRARY	1	1.6%
Grand Total	64	100.00%



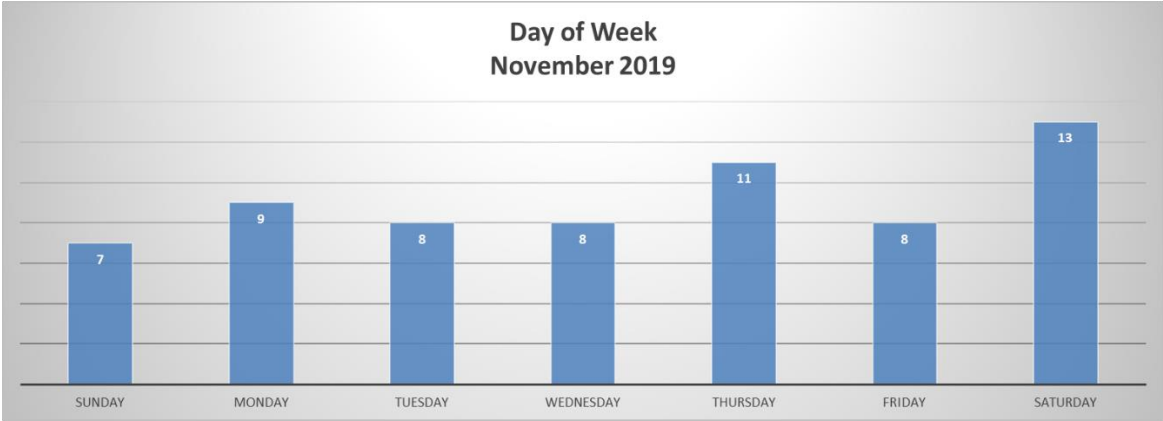
Hour	Total	%
9 AM	2	3.1%
10 AM	7	10.9%
11 AM	7	10.9%
12 PM	5	7.8%
1 PM	7	10.9%
2 PM	5	7.8%
3 PM	8	12.5%
4 PM	9	14.1%
5 PM	8	12.5%
6 PM	5	7.8%
7 PM	1	1.6%
Total	64	100.0%



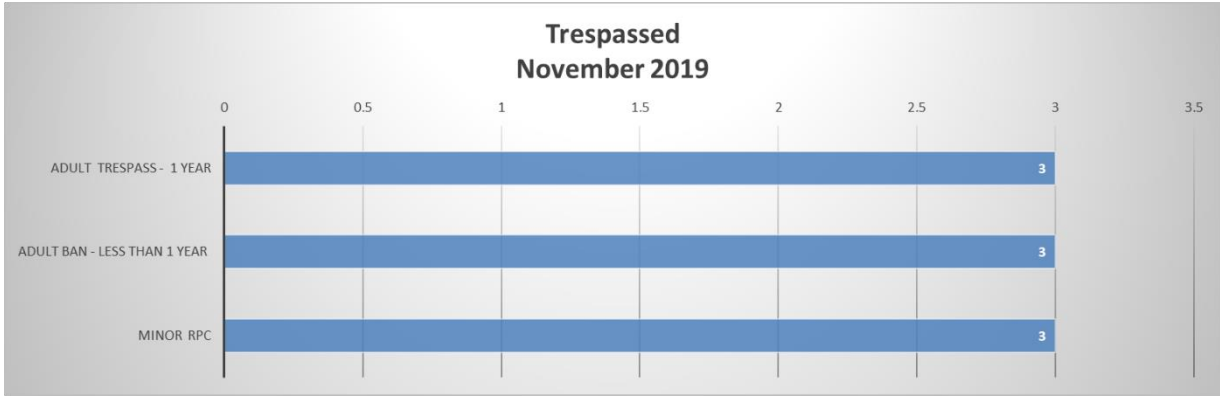
Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	25	39.1%
LIBRARY PROPERTY DAMAGE	8	12.5%
PATRON ILLNESS: HEALTH OR MEDICAL EMERGENCY	7	10.9%
OTHER	9	14.1%
PATRON INJURY: NOT STAFF	6	9.4%
THEFT OF PATRON PROPERTY	6	9.4%
SAFETY [ALARMS : THREATS : PHYSICAL HARM]	1	1.6%
THEFT OF DISTRICT PROPERTY	1	1.6%
Safe Place	1	1.6%
Grand Total	64	100.0%
Police Called	7	



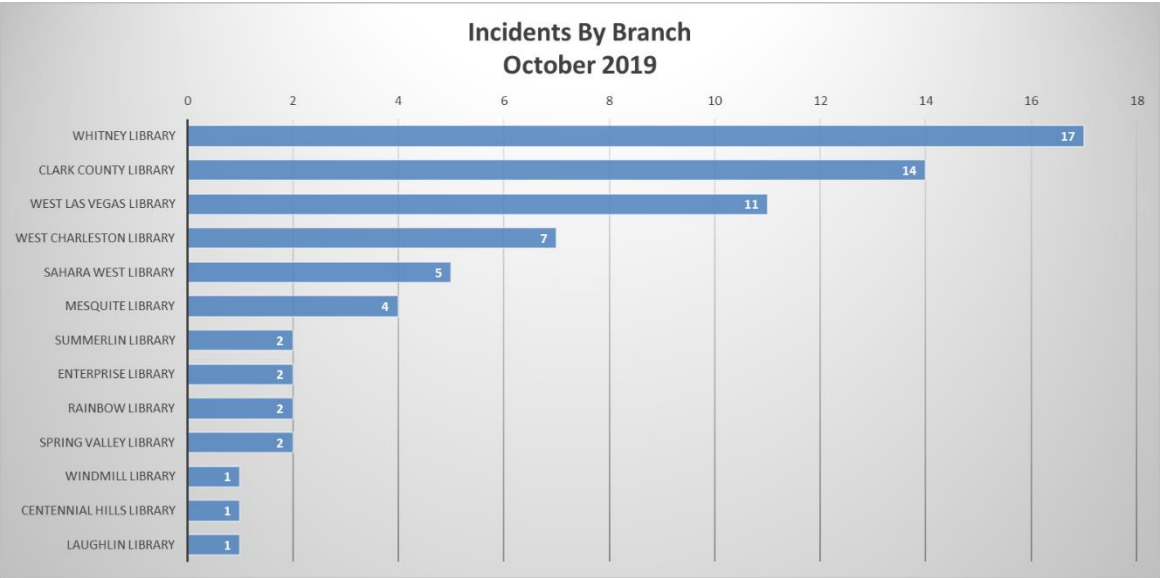
Day of Week	Total	%
Sunday	7	10.9%
Monday	9	14.1%
Tuesday	8	12.5%
Wednesday	8	12.5%
Thursday	11	17.2%
Friday	8	12.5%
Saturday	13	20.3%
Grand Total	64	100.0%



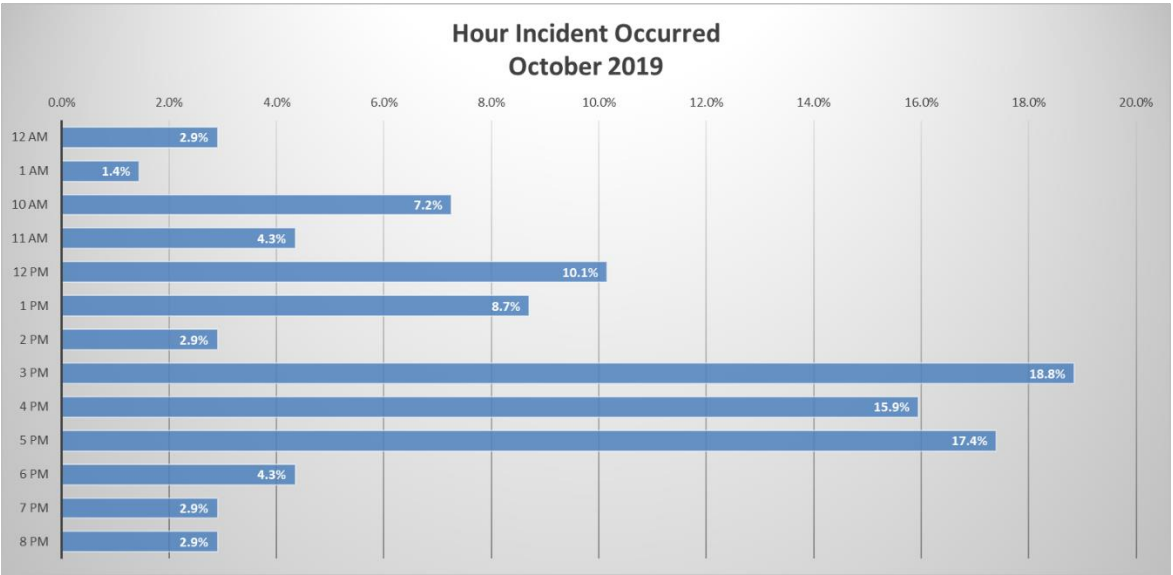
Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	3
ADULT BAN - LESS THAN 1 YEAR	3
Minor RPC	3



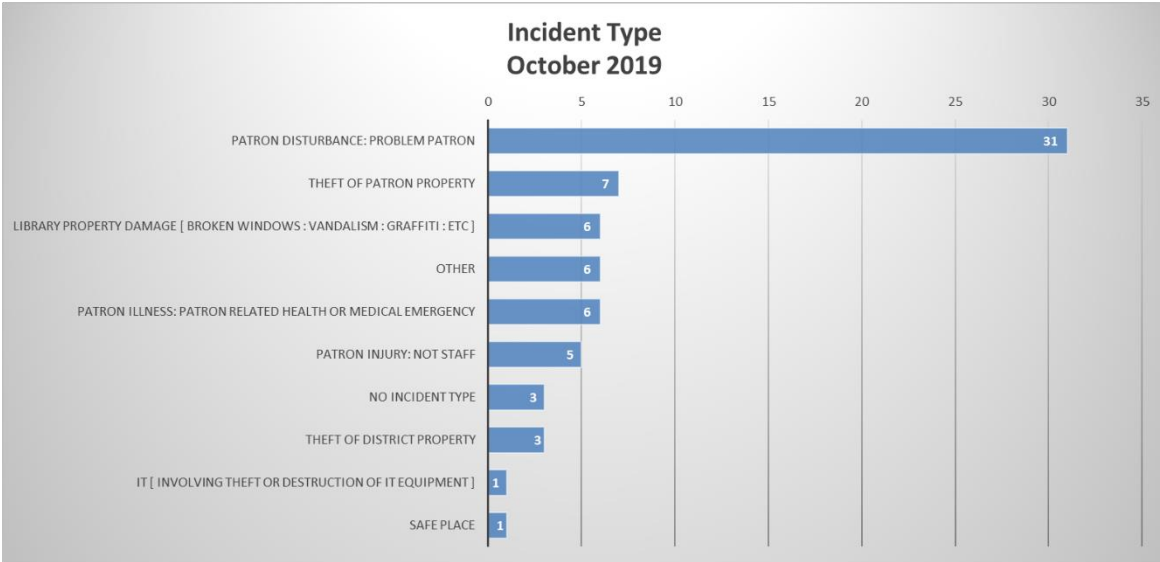
Branch	Total	%
WHITNEY LIBRARY	17	24.6%
CLARK COUNTY LIBRARY	14	20.3%
WEST LAS VEGAS LIBRARY	11	15.9%
WEST CHARLESTON LIBRARY	7	10.1%
SAHARA WEST LIBRARY	5	7.2%
MESQUITE LIBRARY	4	5.8%
SUMMERLIN LIBRARY	2	2.9%
ENTERPRISE LIBRARY	2	2.9%
RAINBOW LIBRARY	2	2.9%
SPRING VALLEY LIBRARY	2	2.9%
WINDMILL LIBRARY	1	1.4%
CENTENNIAL HILLS LIBRARY	1	1.4%
LAUGHLIN LIBRARY	1	1.4%
Grand Total	69	100.00%



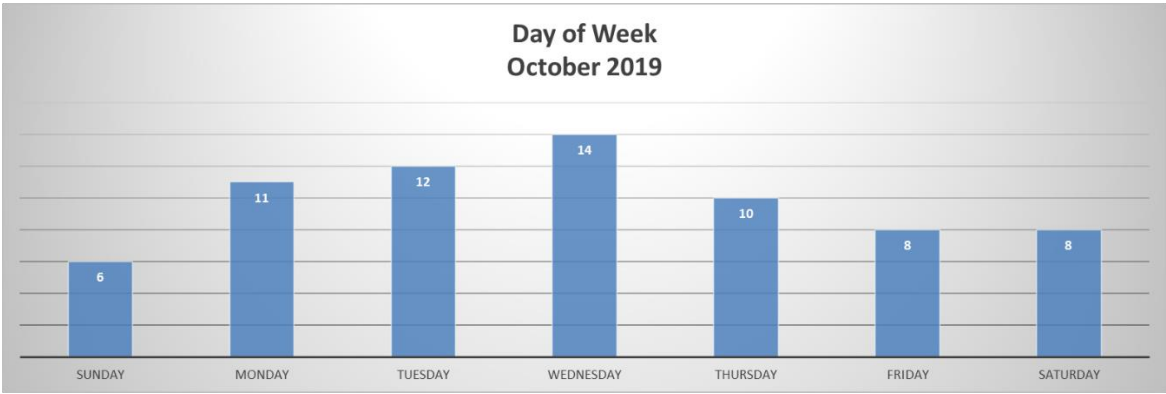
Hour Incident Occurred	Total	%
12 AM	2	2.9%
1 AM	1	1.4%
10 AM	5	7.2%
11 AM	3	4.3%
12 PM	7	10.1%
1 PM	6	8.7%
2 PM	2	2.9%
3 PM	13	18.8%
4 PM	11	15.9%
5 PM	12	17.4%
6 PM	3	4.3%
7 PM	2	2.9%
8 PM	2	2.9%
Grand Total	69	100.0%



Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	31	44.9%
THEFT OF PATRON PROPERTY	7	10.1%
LIBRARY PROPERTY DAMAGE [BROKEN WINDOWS : VANDALISM : GRAFFITI :]	6	8.7%
OTHER	6	8.7%
PATRON ILLNESS: PATRON RELATED HEALTH OR MEDICAL EMERGENCY	6	8.7%
PATRON INJURY: NOT STAFF	5	7.2%
No Incident Type	3	4.3%
THEFT OF DISTRICT PROPERTY	3	4.3%
IT [INVOLVING THEFT OR DESTRUCTION OF IT EQUIPMENT]	1	1.4%
Safe Place	1	1.4%
Grand Total	69	100.0%
Police Called	10	



Day of Week	Total	%
Sunday	6	8.7%
Monday	11	15.9%
Tuesday	12	17.4%
Wednesday	14	20.3%
Thursday	10	14.5%
Friday	8	11.6%
Saturday	8	11.6%
Grand Total	69	100.0%



Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	6
ADULT BAN - LESS THAN 1 YEAR	1
Minor RPC	5





MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Jennifer Schember, Library Operations Director

DATE: January 1, 2020

SUBJECT: Clark County Library Incident Report Analysis

Library Operations Administration analyzed the number and nature of incidents that recently occurred at the Clark County Library, as requested by the Board of Trustees during the November 14, 2019 Board Meeting.

Background

In 2017, District branches experienced a significant increase of 27% in the total number of incidents, with a 40% increase in patron disturbances. Per the *Library Rules of Conduct*, last revised and approved by the Board of Trustees on April 11, 2019, a patron disturbance is conduct that endangers or disturbs library users or staff in any way, or that hinders others from using the library or its resources. Due to the significant increase, Library Operations Administration teamed up with the General Services Department to increase security, provide additional training for staff, and replace the District's incident report system.

In July 2017, the District contracted with Allied Universal and upgraded to armed Security Officers for all urban branches (except for the West Charleston Library due to its location on the CSN Campus). The Clark County Library received three armed Security Officers while the other branches received two.

With high priority, Assistant General Services Director **John Vino** and Safety Manager **Nicole Baker** spearheaded the development of a Workplace Violence Prevention Program (WVPP) with input from the Discipline and Security Team, which consists of administrative staff from Library Operations, General Services, and Community Engagement in addition to numerous Branch Managers. This comprehensive program created awareness and training for staff regarding potentially violent situations. From October 2017 to January 2018, Mr. Vino and Ms. Baker conducted WVPP site-specific training at all branches that emphasized de-escalation techniques, active shooter awareness, shelter-in-place, escape routes, and building lockdown procedures.

In conjunction with the WVPP implementation, the Library Operations and General Services Departments worked closely with IT Director **Al Prendergast** to replace the District's former incident report system, which outgrew its capabilities. The District selected Report Exec (now Omnigo), a robust software suite that meets current and

future needs with enhanced search features, filtering, and a variety of reporting tools. The implementation team included Safety Manager **Nicole Baker** and Regional Library Operations Managers **Carlotta Dickerson** and **Leo Segura**. Mr. Segura customized the system and conducted extensive training for branch staff that standardized procedures and report submissions. The new system rollout occurred on January 1, 2018.

In July 2018, Regional Library Operations Manager **Leo Segura** also launched a new training program for branch PICs (Person-in-Charge). A PIC is any staff member in a supervisory-level position designated as "manager-on-duty" in the absence of a Branch Manager or Assistant Manager. Due to numerous staff and procedural changes during the previous year, Library Operations Administration designed the workshops to ensure that staff had the necessary tools and resources to handle a variety of safety- and security-related incidents. There are approximately 115 branch PICs with an average of eight PICs per urban location, including Mesquite and Laughlin Libraries, and one-two PICs in the remaining outlying branches.

Additional training for staff included handling difficult situations, dealing with aggressive behaviors, homelessness sensitivity, child safety/maltreatment awareness, body language communication, teen behavior, suicide awareness and prevention, domestic violence, and a variety of other social services training. Safety and security training continues to be a priority for branch staff.

Statistical Comparison

As part of the incident report analysis for the Clark County Library, the Library Operations Administration team reviewed numerous statistics and reports for all branches.

The following table shows a comparison between system-wide and Clark County Library (CC) incidents during the past five calendar years (2015-2019):

	2015	2016	*2017	**2018	***2019
All Incidents	844	801	1020	770	808
CC Incidents	172	150	250	207	171
	2015	2016	*2017	**2018	***2019
All Patron Disturbances	312	329	459	378	390
CC Patron Disturbances	83	90	130	104	91

*Upgraded to armed Security Officers in July 2017

**Implemented new training programs and upgraded incident report system

***Transitioned from Las Vegas Library to East Las Vegas Library (April 2019)

Note: The Omnigo system uses "patron" to define specific types of incidents. The Library District is moving from the use of "patron(s)" to "customer(s)" to define its guests. For consistency purposes, "patron(s)" is used throughout this document.

As previously noted, in 2017, the District experienced an increase in overall incidents (27%) and patron disturbances (40%) from the prior calendar year. More significantly, the Clark County Library experienced dramatic increases in overall incidents (67%) and patron disturbances (44%).

In 2018, through staff training and procedure changes, there were fewer incidents (25%) and patron disturbances (18%) throughout the District. The Clark County Library experienced a decrease in incidents (17%) and a decrease in patron disturbances (20%). Furthermore, with the implementation of a new incident report software, the District can track incidents involving juveniles. With the previous system, there was no way to isolate this information. Of the 770 total incidents, 105 were juvenile-related (14%).

In 2019, the District once again experienced an increase in overall incidents (5%) and patron disturbances (3%). However, there was a dramatic increase (58%) in juvenile-related incidents, which attributed to the overall increase. During the past two years, staff has noticed a surge in the volume of youth, families, and teens using District services and spaces dedicated to these age groups. These incidents include child/teen safety, behavior issues, Safe Place assistance, and more. Although the number of incidents **increased** overall, the Clark County Library **decreased** their incidents by 17% and patron disturbances by 13%.

The following table shows a comparison of all urban branches, in addition to Mesquite and Laughlin Libraries, ranked by the highest number of incidents in calendar year 2019:

CY 2019				
Library	Annual Total	Monthly Average	Monthly Range	Daily Frequency
Clark County	171	14	12-26	1 every 2 days
Whitney	126	11	5-24	1 every 3 days
West Las Vegas	74	6	2-16	1 every 5 days
Enterprise	48	4	1-11	1 every 8 days
West Charleston	48	4	1-7	1 every 8 days
Sahara West	46	4	1-7	1 every 8 days
Spring Valley	40	3	1-6	1 every 9 days
Windmill	36	3	1-13	1 every 10 days
Mesquite	35	3	1-8	1 every 10 days
Rainbow	28	2	1-8	1 every 13 days
East Las Vegas	25	2	1-8	1 every 14 days
Sunrise	25	2	1-4	1 every 14 days
Summerlin	23	2	1-6	1 every 16 days
Centennial Hills	22	2	1-5	1 every 16 days
Laughlin	13	1	1-3	1 every 28 days

In 2019, the Clark County Library experienced the highest number of incidents (171) of all branches, with a monthly average of 14 incidents per month. In April, staff experienced the fewest number of incidents (12). The highest number of incidents

(26) occurred in February. On average, the staff at this branch encountered one incident every two days.

In 2019, the Whitney Library (126) and West Las Vegas Library (74) also experienced a significant number of incidents. The Whitney Library averaged 11 incidents per month while the West Las Vegas Library averaged six. Additionally, the Whitney Library staff encountered one incident every three days. The West Las Vegas Library staff encountered one incident every five days.

Incident Types

The District categorizes 11 types of incidents:

- Patron Disturbance (multiple warnings, bans, trespasses)
- Patron Illness (health or medical emergency)
- Patron Injury
- Library Property Damage (includes graffiti)
- Theft of Patron Property
- Theft of District Property (library materials)
- Theft of IT Equipment (computer equipment)
- Safety (alarms, evacuation, lockdowns, misc. hazards)
- Building Security (attempted break-ins, doors left unsecured)
- Building Lockdown
- Other (Safe Place, CPS, Code Adam, staff property damage, etc.)

The following table shows a comparison of incident types for individual branches ranked by the highest number of incidents for calendar year 2019:

Branch Incident Type Comparisons - CY2019												
Branch	DISTURBANCE	ILLNESS	INJURY	PROPERTY DAMAGE	THEFT OF PATRON PROPERTY	THEFT OF DISTRICT PROPERTY	THEFT OF IT EQUIPMENT	SAFETY	BUILDING SECURITY	LOCKDOWN	OTHER	Grand Total
Clark County	91	25	13	20	9	1	1			1	10	171
Whitney	74	14	3	6	17	2				1	9	126
West Las Vegas	27	15	7	4	2	1		1		2	15	74
West Charleston	25	4	2		5	3		1			8	48
Enterprise	28	5	7	1	1						6	48
Sahara West	24	7	4	3	3						5	46
Spring Valley	19	6	1	1	4	3					6	40
Las Vegas	17	9	1		2						10	39
Windmill	15	4	3	2	1						11	36
Mesquite	17	4	5	1		1					7	35
Rainbow	3	6	9	2	2		1				5	28
East Las Vegas	13	4		5	1						2	25
Sunrise	10	1	5	3	1	2				1	2	25
Summerlin	9	5	5				1				3	23
Centennial Hills	13	1	3	1	2	1					1	22
Laughlin	4	1	3	1	1						3	13
Other	1	2	1	1		1			1	1	1	9
TOTALS	390	113	72	51	51	15	3	2	1	6	104	808

As previously mentioned, the Clark County Library experienced 171 overall incidents, which included nine incident types. System-wide, this branch encountered the highest number of incidents in the following categories system-wide: patron disturbances (91), patron illnesses (25), patron injuries (13), and library property damage (20).

Whitney Library also handled a significant number of incidents (126) with 74 patron disturbances. System-wide, this branch encountered the highest number of incidents related to theft of patron property (17).

The West Las Vegas Library encountered 74 incidents with 27 patron disturbances. System-wide, this branch handled the highest number of building lockdowns (2).

Gate Count

Gate Count is a standard performance measure used in libraries nationally and defined as the number of patrons visiting library branches.

The following table shows a gate count comparison to the number of incidents for individual branches during the past two calendar years (2018-2019):

Gatecount Comparison						
Branch	2018			2019		
	Incidents	Gatecount	Ratio	Incidents	Gatecount	Ratio
Centennial	26	380,553	1 : 14,640	22	365,517	1 : 16,614
Clark County	207	537,890	1 : 2,599	171	489,391	1 : 2,862
East Las Vegas				25	385,134	1 : 15,405
Enterprise	29	289,638	1 : 9,988	48	297,819	1 : 6,205
Laughlin	7	89,835	1 : 12,834	13	91,205	1 : 7,016
Mesquite	21	140,064	1 : 6,670	35	170,014	1 : 4,858
Rainbow	25	436,513	1 : 17,461	28	414,550	1 : 14,805
Sahara West	43	507,172	1 : 11,795	46	512,454	1 : 11,140
Spring Valley	43	357,541	1 : 8,315	40	367,643	1 : 9,191
Summerlin	23	266,445	1 : 11,585	23	285,817	1 : 12,427
Sunrise	31	319,320	1 : 10,301	25	309,461	1 : 12,378
West Charleston	36	328,453	1 : 9,124	48	315,155	1 : 6,566
West Las Vegas	59	275,747	1 : 4,674	74	267,073	1 : 3,609
Whitney	96	554,664	1 : 5,778	126	542,787	1 : 4,308
Windmill	38	333,289	1 : 8,771	36	353,397	1 : 9,817
Other	86			48		
TOTALS	770	4,817,124	1 : 6,256	808	5,167,417	1 : 6,395

Although the Clark County Library does not rank the highest in gate count, it is consistently within the top three branches, along with Whitney Library and Sahara West Library.

In 2018, the Clark County Library recorded 537,890 patron visits. This ratio is one incident for every 2,599 visits. Last year, a gate count of 489,391 was recorded, which is a ratio of one incident for every 2,862 visits.

Summary

The Clark County Library is one of the District's largest, busiest, and most challenging libraries for staff and patrons alike. The branch experiences the highest number of incidents per year and handles the greatest number of patron disturbances. For the past five years, approximately 22% of the District's incidents and 26% of the District's patron disturbances occurred at this location. The Whitney Library and West Las Vegas Library also encounter a large number of incidents and patron disturbances.

In 2017, the District experienced a significant increase (27%) in the number of branch incidents. Additionally, patron disturbances increased by 40%. Furthermore, the Clark County Library experienced dramatic increases in overall incidents (67%) and patron disturbances (44%). As a result, the District took measures to ensure staff and patron safety which included upgrading to armed Security Officers (three were assigned to Clark County Library while other urban branches received two); implementing a Workforce Violence Prevention Program; providing extensive staff training and awareness; and replacing an outdated incident report system, which helped standardize procedures and report submissions.

Due to staff training and procedure changes, the District reduced incidents (25%) and patron disturbances (18%) the following year in 2018. Additionally, the Clark County Library experienced a decrease in incidents (17%) and patron disturbances (20%). For the first time, with new reporting software, the District was able to separate juvenile-related incidents (14%).

In 2019, the District encountered increases again: overall incidents (5%), patron disturbances (3%), and juvenile-related incidents (58%). Due to the popularity of new services, programs, and spaces for youth and teens, there was a surge in visits and incidents related to these age groups.

Although there was an overall increase in incidents in 2019, the Clark County Library experienced a decrease in incidents (17%) and patron disturbances (13%). However, this branch continued to experience the highest number of incidents (171) above Whitney (126) and West Las Vegas (74).

The Clark County Library averaged 14 incidents per month and encountered one incident every two days. The majority of incidents were patron disturbances (91), but the branch also experienced the highest number of the following incident types: patron illness (25), patron injury (13), and property damage (20).

While the Clark County Library does not rank the highest in gate count, it is consistently within the top three branches. In 2019, the branch recorded a gate count of 489,391, which is a ratio of one incident for every 2,862 visits.

Additionally, there are approximately 115 PICs (Person-in-Charge) system-wide with an average of eight PICs per urban location. The Clark County Library has 13 PICs due to the number of incidents, high gate count, and building size. On average, each PIC at this branch handled 13 incidents during the year.

The District appreciates Trustees' focus on staff and patron safety and the opportunity to review and analyze branch incidents. District Administration will continue to monitor incidents carefully and provide staff with necessary training and

support. Additionally, the District will conduct a thorough review of its policies and procedures, including the *Library Rules of Conduct*, for possible future revisions. Furthermore, the District will need to evaluate the rise in juvenile-related incidents due to the increased popularity of branch spaces, particularly with the rollout of the upcoming branch renovations.

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ITEM VII.A.2.a.

December 2019



MEMORANDUM

TO: Dr. Ronald Heezen, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: November 20, 2019

SUBJECT: Branding and Marketing Activity Report, December 2019

This memorandum reports the Branding and Marketing Department's (BAM) activities and project updates for the month of November and statistics for the period from October 1-31, 2019.

BRANDING UPDATE

The BAM Department continues to move forward on the implementation of the new branding campaign, with the following updates:

Brand Signage RFP — Work continues in preparation for the Brand Signage RFP, which we anticipate releasing for bid in February 2020. Meetings took place in November with **Smiki Smiljana** of Simpson Coulter Studio regarding next steps on this project. These meetings included **Betsy Ward**, **Karen Bramwell**, Facilities Director **Steve Rice**, and Graphic Designer **Cierra Pedro**. **Smiki** completed her research visits to each branch, to study their physical space for potential signage locations. The goal for each building, no matter its size, will be to create a splash of color and brand messaging as soon as the customer walks in, and then (as appropriate to each branch's size), to thread the brand message and colors throughout the building.

Trademark — We are thrilled to share that we have received notice from Greenberg Traurig Law Firm that we have been approved by the Trademark Examiner's Office to move forward with our trademark application for the Free To Be tagline. The next step in the process will be for us to alert the Examiner once we begin public use of the Free To Be tagline. Greenberg Traurig has alerted the Examiner that we launched the tagline to our employees during Staff Day, and that the majority of employees are wearing the tagline on their new lanyards and lapel pins. If the Examiner will accept this as a "public use," then we will move to the final phase of trademark approval. If the Examiner doesn't accept this, we will contact Greenberg Traurig with examples of public use as soon as we launch the brand in 2020.

Brand Handbook — Work continues on this document, which will be the ultimate guide for all staff on the new brand, regarding use of the logo, colors, and tagline, as well as messaging and copy points. **Karen Bramwell**, Acting HR Director **Fred James**, HR Manager **London Porter**, HR Trainer **Keeley Walker**, and Graphic Designer **Cierra Pedro** met to go over the timeline and

deliverables, which include training materials from HR, and the employee version of the Free To Be campaign from BAM.

LAS VEGAS LIGHTS LIBRARY CARD – Looking ahead to 2020, **Betsy Ward**, **Karen Bramwell**, Digital Content Manager **Ryan Simoneau**, and Graphic Designer **Juanita Aiello** met with the Las Vegas Lights marketing team about creating and launching a library card with them. This would be a high profile way to reach out to our Latinx neighborhoods and create awareness of, and excitement for, their neighborhood branches. Stay tuned for more updates!

WEBSITE UPDATES

TECHNICAL SUPPORT FROM TRUSTEE BRIAN WILSON

- Thanks to Trustee **Brian Wilson**, who worked closely with BAM and the BiblioCommons product team to update some incorrect coding on the backend of our website, we now have complete Google cross-domain analytics fully implemented. With this in place, we knew we would see the increased activity that we had been missing due to the coding error. However, we were thrilled to see an enormous month-over-month spike of 146% in homepage views with significant increases in both unique and total website visitors. With this new analytics tool in place and more accurate coding in the backend of the site, BAM is now better able to track the performance of our web pages and to see what content our customers are engaging with the most. This invaluable feedback will enable us to provide the type of content that our customers are looking for. The Library District is greatly indebted to **Trustee Wilson** for volunteering his time and expertise!

BIBLIOCOMMONS v3 MIGRATION

- **Ryan Simoneau** and Web Designer **Gene Kilchenko** continue to work on migrating all of the card-based programs and audience browse pages currently on LVCCLD.org over to the new v3 platform using the layout templates that have been provided by BiblioCommons resulting in 27 browse pages created, as well as four static pages updated to insert page modules that will improve usability. **Gene Kilchenko** also created two templates for two types of browse pages, a new featured image for each page using the new Library District branding colors, as well as carousels and Staff Lists on each v3 page according to the current v2 page content.

BAM has worked with BiblioCommons to confirm Tuesday, December 3, as the date for the v3 migration. **Ryan Simoneau** and **Gene Kilchenko** will be working with the BiblioCommons product team to perform the v3 migration starting at 6:30 a.m. PST to ensure the downtime of the website is minimized for library customers ahead of our branches opening at 10 a.m. These website updates will continue to be worked on behind-the-scenes and out of sight of the public.

- Ahead of the v3 migration, **Betsy Ward** provided staff with details about the scheduled maintenance. **Ryan Simoneau** will add a system message to the website one week in advance of the scheduled maintenance to let our website visitors know about this downtime. Additionally, **Ryan Simoneau** is compiling best practice page examples from other major libraries — including Chicago Public Library, King County Library System, Arapahoe Libraries — who are current Biblio subscribers and have already completed their v3 migration. **Betsy Ward** and **Karen Bramwell** will be reviewing these for ways to refresh the existing site using the new v3 tools.
- **Ryan Simoneau** continues to field questions and comments from the public, and received and responded to seven feedback emails through November 19.

- The website recorded 112,763 library card registrations as of November 19, an increase of more than 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 and placing holds.

LIBRARY HIGHLIGHTS

- The Library District's quarterly magazine, *Library Highlights*, went to press on 11/5, and was distributed to grocery stores, doctor and dentist offices, and select restaurants. It will also be mailed with the December issue of KNPR's *Desert Companion* magazine.
- Our distribution channels have changed. Smith's grocery stores has stopped displaying community publications. **Karen Bramwell** and **Juanita Aiello** have obtained space through the Las Vegas Review-Journal to display our magazine with Albertsons, Vons, and Terrible Herbst's McDonald's Restaurants in our Library District taxing area.



eNEWSLETTER

Betsy Ward and **Karen Bramwell** wrote copy, while Web Designer **Gene Kilchenko** designed and formatted the November/December eNewsletter, which features *The Swing It! Girls*, *Saluting our Veterans*, *Ruploops*, *Census 2020*, *Hoopla Digital*, *Jessica Fichot*, *Fresh Picks*, and *Celebrate the Season*. **Betsy Ward**, **Karen Bramwell**, and **Ryan Simoneau** edited and proofed the copy and worked with **Gene Kilchenko** on formatting. This issue of the eNewsletter went to 311,321 email addresses.

PRINT COLLATERAL MATERIALS AND SOCIAL MEDIA/WEBSITE ASSETS

Juanita Aiello, **Cierra Pedro**, **Gene Kilchenko**, **Molly Malloy**, and **Karen Bramwell** managed, edited, designed, proofed, obtained approval, printed, and prepared for delivery of print collateral materials on the following:

Acoustic Christmas w/ Almeda Bradshaw; AfroJazz w/ Rene Toledo; Palo Verde High School Band Honors Recital; Winter Weekly Storytime; Tour de Force - An Anti-Bullying Cirque Performance; The Battle is Not Yours; Jessica Fichot; Cooking with Calnificents; Exploring Safety; Little Books and Little Cooks; Sundance Trio; Voices of Women Coretta Scott King; What Film School Didn't Tell You; The Roxy Gunn Project; Higher Ground Residency; UNLV Jazz Concert Series; LV Brass Band Holiday Concert; Tales of Billy Hayes Cannabis Activist; Toned Down Tuesday; Civil Rights Film Fest; Music and History of the West African Kora; Rex Havens: Women & Children First; Leap to the Market; ASL Family Storytime; Screen Time Smarts; Sundae + Mr. Goessl; Adult EFNEP; Sunrise Music Society; Influence Your Genes & Better Health; Intro Meditation & Energy Healing; STEAM Workshops; Let's Discover STEM; Fishnets and Spotlights; Las Vegas Stories; Peace Week 2020; Mariachi Winter Festival; Soul of Rock 'N' Roll; Akropolis Reed Quintet; LP and the Vinyl; and Winter Reading Challenge.

Other major projects included:

- **Cierra Pedro** created new desk display signs for all the branches promoting the Vegas Golden Knights card and the collectible team bookmarks.
- **Gene Kilchenko** designed directional signs and flyer handouts for the Vegas Valley Comic Book Festival event.
- **Gene Kilchenko** developed eBook embargo content card and web page design.
- **Juanita Aiello** designed a new flyer for the passport services including social media assets; and **Gene Kilchenko** created a web page to incorporate the software for customers to make appointments for staff to review passport applications.
- **Gene Kilchenko** created social media assets for library closures in November and December, and **Cierra Pedro** designed the signs and social media assets for 2020.
- **Juanita Aiello** redesigned the Safety Newsletter.
- **Gene Kilchenko** designed a Census 2020 landing page design for the website.
- **Cierra Pedro** made edits on the Mesquite Library Café digital menu, and created a holiday events ad to run in the December issue of Desert Companion.
- **Molly Malloy** ordered signage and name plate for new trustee B. Keith Rogers, PhD.

BACKEND DEVELOPMENT

Gene Kilchenko completed the following implementation, upgrades, or updates: Voyager documents posting and upgrade, documents on website posting and upgrade, including news and media coverage on administration page. Gene continues to update content cards and pages for V3 migration.

WEBSITE

Coverage on the website homepage included: Promoting the Library District's Fresh Picks For You eNewsletter to help drive awareness and increase user sign-ups. **Web Designer Gene Kilchenko** created a new image that was added to the website homepage spinner to ensure high visibility from website visitors.

Other priorities included promoting the 12th Annual Vegas Valley Comic Book Festival at Clark County Library on Saturday, November 2, the opening of the new ROBOT LAB Powered by SWITCH at West Las Vegas Library, our Native American Heritage Month programming and Staff Lists, 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. To help support the upcoming 2020 Census, **Gene Kilchenko** created a dedicated page on LVCCLD.org to share the Library District's upcoming Information Sessions and the importance of the Census:

<https://lvccld.org/census/>

Additionally, we continued to spotlight our blog post to let customers known about Macmillan Publishers' recent eBook embargo, which started on November 1, 2019, and how that impacts their borrowing of electronic resources from libraries:

https://lvccld.org/blogs/post/ebook_embargo/

We also promoted the Library District's Exploring Safety Program at East Las Vegas Library, the youth music workshops by RupLoops, the Library District's holiday closures for Veteran's Day and the Thanksgiving holiday, STEAM programming, and spotlights on new releases to our catalog. Each month we continue 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; along with promoting all of the Library District's priority events and programs for the month as determined by the PVS/YS departments.

Working with the Website Content Committee, we created and added 43 new staff lists to the website and rotated them out on the homepage to ensure fresh and timely content was shared each week. Staff lists are also shared on social media.

SOCIAL MEDIA

The top priority for the social media team in November was promoting the 12th Annual Vegas Valley Comic Book Festival at Clark County Library on Saturday, November 2. **Ryan Simoneau** attended and provided real-time social media coverage of the event, as well as working with videographer Radioactive Productions, to compile b-roll video and soundbites for potential media coverage. BAM will be working with Radioactive Productions to produce a sizzle-reel video that can be used to help promote next year's event. Additionally, the social media team promoted the Library District's new room reservation software and website landing page to encourage customers to check out our available rental spaces.

BAM's other social media priorities included the continued promotion of the launch of the new Family Adventure Pass in partnership with the LVCCLD Foundation and DISCOVERY Children's Museum, the Library District's new room reservation software and available spaces, 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

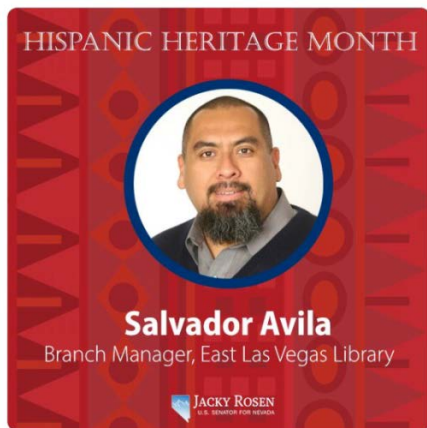
like Nevada CareerExplorer, spotlighting upcoming art openings and featured exhibits across the Library District, as well as the availability of our electronic resources.

Additionally, each month we promote all of the Library District's priority events and **Ryan Simoneau** creates correlating Facebook Event listings on each branch page. For all of these District priorities, BAM designers create approved assets which **Ryan Simoneau** then shares 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 and more.

Ryan Simoneau continues to provide the Social Media Team with weekly content updates and best practices using Facebook Workplace, and sending out monthly Library District updates/requested priorities + Facebook analytics to the team.

Social Media Highlights:

U.S. Senator Jacky Rosen sent out a tweet in honor of Hispanic Heritage Month to spotlight the work of East Las Vegas Library Branch Manager Salvador Avila:



Social Media Analytics (September 2019)

Facebook:

LVCCLD Facebook Page Fans: 11,795 (+.5%)
Total Facebook Page Fans (across all LVCCLD branches): 37,124 (+1.1%)
Total New Follower Increase: 1.1% (No change)
Total Facebook Impressions: 649,638 (-6.5%)
Total Facebook Post Engagements: 29,814 (+5.9%)
Total Facebook Link Clicks: 2,080 (+.5%)

LVCCLD Twitter:

Followers: 2,965 (+2%)

Total user engagements: 620 (-61%)

Organic Impressions: 30,400 (-54%)

Link clicks: 83 (-46%)

Notes: Reporting through Sprout Social was limited between October 1 – 15 due to Twitter's API access. This affected our monthly analytics, as the second half of the month our organic impressions increased by 252%.

LVCCLD Instagram:

Followers: 2,559 (+4%)

Total user engagement: 1,375 (-27%)

Total impressions: 42,628 (-18%)

Top post engagement: 531 (-31%)

Total likes received to posts: 1,740 (-27%)

Total comments received to posts: 42 (-53%)

Notes: Over the last year, Instagram has been our fastest growing platform. We are continuing to post more content to our Instagram Stories to spotlight what's happening at branches thanks to the Library District's revised Photography & Video Procedure.

Top Posts (October 2019)

Facebook:

**Las Vegas-Clark County Library District**
Published by Sprout Social [?] · October 26 at 10:21 AM · 🌐

Weekend plans ✅ Your free library card now lets you check out a Family Adventure Pass to [Discovery Children's Museum](#)! The Library District and Las Vegas-Clark County Library District Foundation are proud to partner with the DISCOVERY Children's Museum on this new item that lets up to four family members receive FREE ENTRY to the museum with a pass that can be checked out, just like a book, at any of the Library District's 25 branches! Learn more at: <https://bit.ly/2J1vRhH> #LibrariesDoThat #GetCarded



5,226
People Reached

742
Engagements

Boost Post

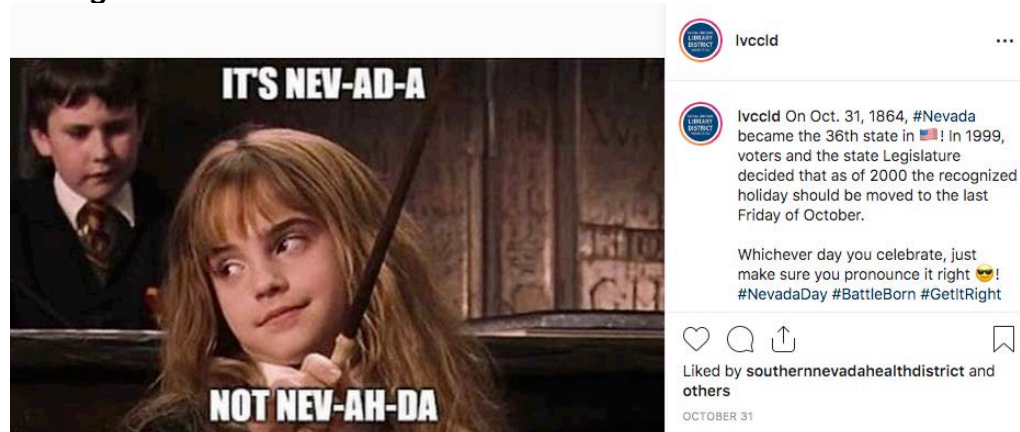
 34

14 Comments 39 Shares

Twitter:



Instagram:



Website Analytics (September 2019)

Page Views: 2,064,024 (+23%)
Homepage Views: 427,903 (+146%)
Total Visitors: 260,487 (+27%)
Unique Visitors: 208,264 (+39%)
Average Dwell Time: :52 (+3 seconds across website) 1:09 (+3 seconds on homepage)

CALCULATED PUBLICITY/ADVERTISING EQUIVALENCY VALUE

Based on the industry standard for public relations/advertising equivalency measurement, we received **\$574,605** for the month of October in advertising equivalency value. This number included brand messaging with backlit signage to 42+ million annual travelers that utilize McCarran International Airport.

Las Vegas-Clark County Library District - October 2019 Calculated Publicity Values

Earned Coverage

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
10/1/19	Magazine	Business Voice	Member News	Fred GFOA win				3,000	\$468.75
10/1/19	Magazine	Las Vegas Spectrum	Drag: Combig Through the Big Wigs	Drag Queen Story Time				8,340	\$1,125.00
10/19/19	Television	KTNV-TV	Good Morning Las Vegas	6:03 a.m. - Library opioid crisis event		2m 22s	\$993.23	20,654	\$4,701.29
10/19/19	Television	KTNV-TV	Action News	11:01 p.m. - Library opioid crisis event		2m 6s	\$1,244.76	8,442	\$5,227.99

Monitored Coverage, Not Clipped

10/1/19	Magazine	Desert Companion	The Guide	General Library events and activities at various branches				50,000	\$4,260.00
10/1/19	Magazine	DAVID	EXPLORE	General Library events and activities at various branches				70,000	N/A
10/2/19	Internet	news3lv.com	Great Career & Job Match comes to Las Vegas	One-Stop career centers	https://news3lv.com/news/videos/great-career-job-match-comes-to-las-vegas			1,113,333	\$33,399.99
10/2/19	Internet	cwlasvegas.com	Great Career & Job Match comes to Las Vegas	One-Stop career centers	http://cwlasvegas.com/news/wake-up-with-the-cw/great-career-job-match-comes-to-las-vegas			5,700	\$171.00
10/2/19	Television	KVCW-TV	Wake Up With the CW	8:15 a.m. - One-Stop career centers		3m 43s	\$177.00	2,566	\$1,315.70
10/3/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
10/3/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/3/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/3/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/3/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
10/4/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
10/8/19	Television	KVVU-TV	FOX5 News	4:25 p.m. - Free passes to children's museum		27s	\$1,923.53	11,555	\$1,731.18
10/8/19	Television	KVVU-TV	FOX5 News	10:57 p.m. - Free passes to children's museum		23s	\$6,631.68	30,293	\$5,084.29
10/9/19	Television	KLAS-TV	Good Day Las Vegas	5:48 a.m. - Free passes to children's museum		17s	\$637.93	12,171	\$361.49
10/9/19	Television	KVVU-TV	FOX5 News This Morning	7:38 a.m. - Free passes to children's museum		20s	\$1,692.43	28,331	\$1,128.29
10/9/19	Television	KVVU-TV	FOX5 News This Morning	8:37 a.m. - Free passes to children's museum		21s	\$1,363.25	23,437	\$954.28
10/9/19	Television	KVVU-TV	FOX5 News This Morning	9:08 a.m. - Free passes to children's museum		23s	\$4,669.83	35,302	\$3,580.20
10/9/19	Television	KVVU-TV	FOX5 News This Morning	12:21 p.m. - Free passes to children's museum (teaser)		9s	\$1,727.49	10,921	\$528.25
10/9/19	Television	KLAS-TV	8 News Now	12:26 p.m. - Free passes to children's museum		23s	\$1,727.49	10,921	\$1,324.41
10/10/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
10/10/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/10/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/10/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/10/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
10/11/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
10/13/19	Magazine	Las Vegas Review-Journal Best of Las Vegas 2019	Things to Do	Art Gallery (Silver)				300,000	N/A
10/13/19	Internet	bestoflasvegas.com	2019 Best of Las Vegas Winners	Art Gallery (Silver)	https://bestoflasvegas.com/listing/best-art-gallery-2019			34,560	\$1,036.80
10/17/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
10/17/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/17/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/17/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/17/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
10/18/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
10/19/19	Television	KTNV-TV	Good Morning Las Vegas	5:03 a.m. - Library opioid crisis event		1m 20s	\$378.10	6,324	\$1,008.27
10/19/19	Television	KTNV-TV	Good Morning Las Vegas	6:55 a.m. - Library opioid crisis event		20s	\$1,599.80	30,725	\$1,066.53
10/20/19	Television	KTNV-TV	Good Morning Las Vegas	5:33 a.m. - Library opioid crisis event		1m 33s	\$970.43	21,298	\$3,008.33
10/20/19	Television	KTNV-TV	Good Morning Las Vegas	6:33 a.m. - Library opioid crisis event		1m 32s	\$1,038.35	19,487	\$3,184.27
10/20/19	Television	KLAS-TV	8 News Now Sunday Morning	8:24 a.m. - Library opioid crisis event mentioned with other events		39s	\$508.73	10,407	\$661.35
10/20/19	Television	KTNV-TV	Good Morning Las Vegas	8:32 a.m. - Library opioid crisis event		1m 33s	\$2,237.25	46,836	\$6,935.48
10/20/19	Television	KTNV-TV	Action News	5:03 p.m. - Ask-a-Lawyer event		15s	\$2,966.84	21,485	\$1,483.42
10/20/19	Television	KTNV-TV	Action News	6:03 p.m. - Ask-a-Lawyer event		13s	\$1,947.18	17,787	\$843.78
10/20/19	Television	KSNV-TV	News 3 Live	8:39 p.m. - Julian Castro campaigns in Las Vegas; Library mention		30s	\$4,771.23	19,342	\$4,771.23
10/20/19	Television	KTNV-TV	Action News	11:07 p.m. - Ask-a-Lawyer event		13s	\$3,134.04	27,396	\$1,358.08
10/20/19	Television	KSNV-TV	News 3 Live	11:16 p.m. - Julian Castro campaigns in Las Vegas; Library mention		18s	\$2,656.80	18,380	\$1,594.08
10/21/19	Television	KTNV-TV	Morning Blend	9:24 a.m. - Ask-a-Lawyer event		13s	\$659.49	3,518	\$285.78
10/24/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
10/24/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/24/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/24/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/24/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
10/25/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
10/19/20	Television	KTNV-TV	Good Morning Las Vegas	8:04 a.m. - Library opioid crisis event		1m 45s	\$1,457.78	27,582	\$5,102.23
10/19/20	Television	KTNV-TV	Good Morning Las Vegas	8:52 a.m. - Library opioid crisis event		20s	\$1,511.93	24,122	\$1,007.95
10/19/20	Television	KTNV-TV	Good Morning Las Vegas	8:23 p.m. - Library opioid crisis event		20s	\$880.77	4,262	\$587.18
Earned Digital									
October	Duratron	McCarran International Airport		10 throughout the month					\$30,000.00
								3,871,397	\$574,604.87

ITEM VII.A.2.a. January 2020



MEMORANDUM

TO: Dr. Ronald Heezen, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: December 30, 2019

SUBJECT: Branding and Marketing Activity Report, January 2020

This memorandum reports the Branding and Marketing Department's (BAM) activities and project updates for the month of December and statistics for the period from November 1-30, 2019.

LIBRARY CARD SIGN-UP MONTH BRANCH DISPLAY CONTEST.

Each year, BAM sponsors a friendly display competition among branches to bring Library Card Sign-Up Month to life! Many thanks to staff who took the time to design a creative presence for the contest within your spaces. The importance of reinforcing the District's branding and marketing initiatives cannot be overstated, and your talented displays and enthusiasm for our contests is so appreciated!

As part of the judging process, BAM looked at how the display entries showed unique ideas (going beyond the materials that BAM provided) to take advantage of available branch space. The competition was fierce, the decision was hard, but we ended up with six winners – one outlying branch and five urban branches: **Centennial Hills, Enterprise, Goodsprings, Summerlin, West Charleston, and West Las Vegas**. All full and part-time staff at the winning branches received a fabulous #GetCarded Library Tote Bag, and many of them shared the following photos with us (please see next page).

Enjoy!



LAS VEGAS GOLDEN KNIGHTS UPDATES

Collectible Bookmark Series – Branding & Marketing Director **Betsy Ward** and Assistant Director **Karen Bramwell** have been working with Vegas Golden Knights Marketing & Community Relations Senior Manager **Carley Sisolak** on this project (and its related blog, please see below) for six months. In celebration of our annual Library Lovers' Month event in February, we will be using this unique promotion to attract even more Vegas Golden Knights fans to our branches. Web Designer **Gene Kilchenko** created a dynamic VGK landing page that links to Chance's new blog page on our website. Graphic Designer **Cierra Pedro** worked closely with the VGK designers on the bookmark format and created high profile desktop signage for all branches. The launch will take place in late January through media coverage, social media, and on our LVCCLD.com home page.

Moving forward, BAM will release a new collectible bookmark spotlighting a select Vegas Golden Knights player each month, featuring several of their team photos and their list of favorite books, movies, and music from the Library District. The series kicks off with defenseman **Deryk Engelland**, and in the coming months (not in order) we will feature defenseman **Nate Schmidt**; right wing **Alex Tuch**; left wing **Jonathan Marchessault**; and defenseman **Jon Merrill**, with more to come!

These sporty Library District bookmarks will be yet another way that fans can show their pride in our hometown hockey heroes, along with our popular Vegas Golden Knights “Vegas Born” library card.

“We are excited to further our partnership with the Las Vegas-Clark County Library District with the roll out of the Golden Knights bookmark series,” said Vegas Golden Knights Chief Marketing Officer Brian Killingsworth. “We strongly value literacy and education, so we are proud to support the library in the great work they do in providing free educational resources to the Clark County community. The player bookmarks are a fun way to encourage fans of all ages to read more and utilize the resources available throughout the Las Vegas-Clark County Library District.”

Chance Blog Launch — Fans can also check out VGK mascot Chance the Gila Monster’s new blog on the library website at LVCCLD.org. Each month, Chance will be spotlighting each player’s favorite library materials (as listed on the bookmarks), and sharing some exclusive facts about each player that fans will only learn about in this blog!

BRANDING UPDATE

The BAM Department continues to move forward on the implementation of the new branding campaign, with the following updates:

Brand Handbook — This will serve as our complete guide to all things related to our new brand. **Betsy Ward, Karen Bramwell, and Cierra Pedro** received feedback from Training and Development Manager **Keely Walker**, who reviewed how the Brand Handbook will be used in her staff training sessions. It will soon be ready to share with the EC for their feedback.

Employee Free To Be Campaign — BAM also continues to work with Keely and HR on launch ideas for the employee Free To Be campaign kick-off, which will be presented to the EC for review in concert with the Brand Handbook. The employee Free To Be campaign is designed to support the values that are being shared in the customer service-training program. This campaign will be launched to all employees shortly before the public brand launch in early summer 2020.

Brand Signage RFP — BAM is preparing to release this RFP in February 2020, and expects to interview sign company candidates in March 2020. **Smiki Smiljana** of Simpson Coulter Studio has been working closely with **Cierra Pedro** on the design and standardizing of the signs to ensure consistency across the District. As mentioned previously, the goal for each building, no matter its size, will be to create a splash of color and brand messaging as soon as the customer walks in, and then (as appropriate to each branch’s size), to thread the brand message and colors throughout the building.

Trademark — As mentioned previously, we have been approved by the Trademark Examiner’s Office to move forward with our trademark application for the Free To Be tagline. At present, we continue to await feedback from the Examiner as to whether he will accept our launch to employees during Staff Day as “public use,” which is required to complete the trademark ownership. Our trademark attorneys Greenberg Traurig have informed us that if this is not accepted, they will simply wait until we do our public brand launch and then notify the Examiner that we have satisfied the requirement at that time. Either way, we are approved to move forward with the Free To Be tagline.

LAS VEGAS LIGHTS LIBRARY CARD

Betsy Ward, Karen Bramwell, Digital Content Manager Ryan Simoneau, and Graphic Designer Juanita Aiello continue to work with Las Vegas Lights VP of Marketing Jim Lambright on the creation of a Las Vegas Lights library card. Both sides are excited about this advertising trade

partnership. From the Library's perspective, this new card will be a high profile way to reach out to our Latinx neighborhoods and create awareness of their neighborhood library branches. From the Las Vegas Lights' perspective, Jim is looking forward to supporting our literacy initiatives throughout our 25 branches, and modeling the relationship that we have established with the Vegas Golden Knights.

WEBSITE & DIGITAL MARKETING UPDATES

TECHNICAL SUPPORT FROM TRUSTEE BRIAN WILSON

- The next digital goal for BAM is to incorporate high capacity email marketing software. **Betsy Ward**, **Karen Bramwell**, and **Ryan Simoneau** have been researching various platforms for several months and have landed on two companies as our finalists. Once again, Trustee **Brian Wilson** has kindly volunteered to lend his expertise to our final review and selection process. Our goal is to have this in place in time for the brand launch.

BIBLIOCOMMONS v3 MIGRATION

- On Tuesday, December 3, **Ryan Simoneau** and Web Designer **Gene Kilchenko** worked with the BiblioCommons product team to successfully migrate all of the card-based programs and audience browse pages currently on LVCCLD.org over to the new v3 platform. **Gene Kilchenko** worked with BAM to refresh the homepage design layout, making it even easier for customers (and staff) to find what they are looking for on the website. In the coming weeks, BAM will be meeting internally to review all of the browse pages to incorporate the new v3 design features and functionality that is now available to us.
- With the v3 migration now complete, **Ryan Simoneau** is currently compiling best practice page examples from other major libraries — including Chicago Public Library, King County Library System, Arapahoe Libraries — who are Biblio subscribers and have already completed their v3 migration. **Betsy Ward** and **Karen Bramwell** will be reviewing these for additional ways that BAM can refresh the existing site using the new v3 design tools and features that are now available to us.
- **Ryan Simoneau** continues to field questions and comments from the public, and has received and responded to nine feedback emails through December 13.
- The website has recorded 114,803 library card registrations as of December 13, an increase of more than 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 and placing holds.

PUBLIC RELATIONS

Karen Bramwell worked with Las Vegas Review-Journal reporter **Alex Chhith** regarding a story that published about what branches received the most visitors, with the assistance from Head of Collection and Bibliographic Services **Rebecca Colbert**, Regional Library Operations Director **Carlotta Dickerson**, and Administrative Assistant **Denise Lewis**.

QUARTERLY PROGRAMMING MEETING

Karen Bramwell, **Juanita Aiello**, and **Cierra Pedro** met with Programming & Venue Services Manager **Ryan Neely**, Adult Programming Supervisor **Jennifer Weitz**, Youth Services Manager **Shana Harrington**, and Youth Services Specialist **Melissa Ramos** for the 2020 spring

programming meeting on December 19. In this meeting, we established the priority events for Library Highlights, graphics support, website, and social media exposure.

eNEWSLETTER

Betsy Ward, Karen Bramwell, and Juanita Aiello wrote copy, while Web Designer **Gene Kilchenko** designed and formatted the January/February eNewsletter, which features *Winter Reading Challenge; Census 2020; African American History Month; Akropolis Reed Quintet; 123 Andrés; One-Stop Career Center; Tour de Force; Mariana V's Winter Tour; and Library Lovers' Month*. **Betsy Ward, Karen Bramwell, and Ryan Simoneau** edited and proofed the copy and worked with **Gene Kilchenko** on formatting.

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:

Tax Assistance; Lola Kristine; Nellie McKay; Estrada Exhibit; Opera Legends in Black; Winter Reading Challenge; 123 Andrés; Poetry Outloud; Winter Storytime; Wi-Fi to Go; Marina V's Winter Tour; How You Can Improve Organ Function; Passport Services; Las Vegas Jewish Film Festival; Acting Workshops; VGK Bookmark; African American History Month; Oh Freedom, Contemporary West Dance Theatre Concert Series; A Voice to be Heard; Shapiro Project; Black Weekend: Kemet in the Desert; Rodney Arnett Jr. and Ricardo Reese; Kwanzaa 2019; and International Puzzle Day.

Other major projects included:

- **Juanita Aiello** obtained cost estimates for printing materials with the rebrand.
- **Cierra Pedro** created the BAM holiday card.
- **Juanita Aiello** designed Las Vegas Lights library card.
- **Gene Kilchenko** and **Cierra Pedro** created web assets for V2 and V3.
- **Cierra Pedro** prepared the winter issue of *Library Highlights* to publish digitally.
- **Gene Kilchenko** designed the Human Resources Health & Wellness eNewsletter.
- **Cierra Pedro** worked on official launch of VGK first player bookmark, and created assets for launch that included a retractable banner, desk display, and a flyer of things available at the Library.
- **Gene Kilchenko** developed eBook embargo content card and web page design.
- **Juanita Aiello** designed a new flyer for the passport services including social media assets; and **Gene Kilchenko** created a web page to incorporate the software for customers to make appointments for staff to review passport applications.
- **Gene Kilchenko** created social media assets for library closures in November and December, and **Cierra Pedro** designed the signs and social media assets for 2020.
- **Gene Kilchenko** designed a Census 2020 landing page design for the website.
- **Cierra Pedro** worked on Brand campaign:
 - Revisited employee campaign and searched for more photos;
 - Reworked color combos on all campaigns to distinguish the difference between the employee, public, and Spanish campaigns.
 - Compiled list of updates to collateral for new branding
 - Created templates for Letterhead, new Memos
 - Designed mockups for collateral including business cards, pocket folders, envelopes, mailing labels, etc.
 - Updated edits on the brand handbook reviewed by Betsy Ward
 - Developed concepts for new library card designs
 - Created new signage mockups for architect (pole signs)

BACKEND DEVELOPMENT

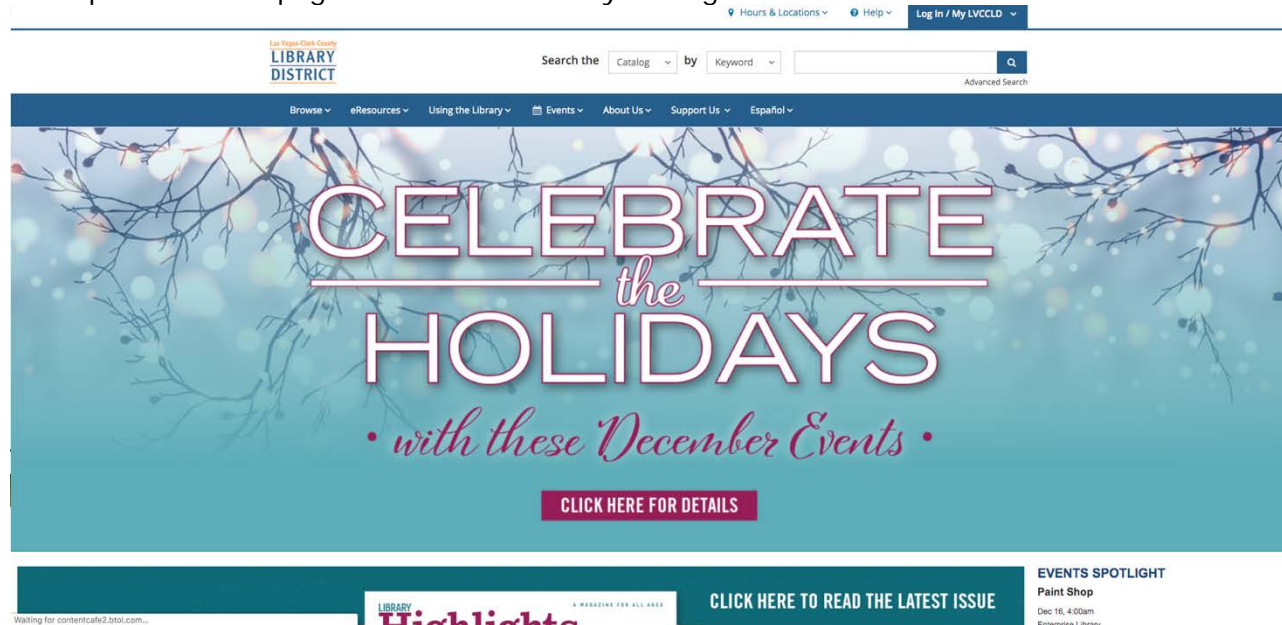
Gene Kilchenko completed the following implementation, upgrades, or updates: Voyager documents posting and upgrade; documents on website posting and upgrading, including news and media coverage; browse pages; InterLibrary Loan navigation; and Distribution Center page. Gene continues to update content cards and pages for V3 migration.

WEBSITE

Coverage on the website homepage included: Promoting the annual LVCCLD Foundation Holiday Book Sale at Sahara West Library from December 12-14. Additional priorities included promoting the Library District's U.S. Census 2020 Information Sessions, which started on December 11 and continue leading up to the 2020 Census on April 1. **Gene Kilchenko** created a dedicated page on LVCCLD.org listing the dates, times, locations for the meetings, along with important data and reasons why the census matters:

<https://lvcclld.org/census/>

We also spotlighted all of the Library District's December programming by adding a hero banner to the top of the homepage to increase visibility among website users.



Other priorities included promoting the availability of the Library District's Winter Library Highlights issue, which can also be read online, our Fresh Picks For You eNewsletter to help drive awareness and increase user sign-ups, the new ROBOT LAB Powered by SWITCH at West Las Vegas Library, media coverage of the Library District's Toned Down Tuesday movie screenings at Whitney Library, 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.

We also promoted the Library District's new room reservation software and available spaces, upcoming STEAM programming, spotlights on new releases to our catalog, along with our holiday

closures for Christmas Eve and Christmas holiday. Each month we continue 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; along with promoting all of the Library District's priority events and programs for the month as determined by the PVS/YS departments.

BAM is currently working a dedicated webpage to promote the Library District's Passport Services. **Gene Kilchenko** will also be working to design a dedicated page for the Library District's Homework Help resources and drop-in tutoring services.

Gene Kilchenko added three new pieces of content to the Media Coverage page on the website to reflect news stories about the Library District.

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

Gene Kilchenko also designed a revised Interlibrary Loan page and navigation update:

<https://lvcclld.org/ill/>

Working with the Website Content Committee, we created and added 21 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.

SOCIAL MEDIA

The top priority for the social media team in December was promoting the LVCCLD Foundation's Annual Holiday Book Sale at Sahara West Library from December 12-14. **Ryan Simoneau** attended this event on the opening day and provided real-time social media coverage of the event on Facebook/Twitter/Instagram, as well as worked with videographer Radioactive Productions, to compile b-roll video and soundbites for potential media coverage. BAM will be working with Radioactive Productions to produce a sizzle reel video that can be used to help promote next year's event. Additionally, the social media team promoted the Library District's new room reservation software and website landing page to encourage customers to check out our available rental spaces.

BAM's other social media priorities included promoting the Library District's Census 2020 informational sessions, which will be running through February leading up to the U.S. Census on April 1, the continued promotion of the launch of the new Family Adventure Pass in partnership with the LVCCLD Foundation and DISCOVERY Children's Museum, 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 and **Ryan Simoneau** creates correlating Facebook Event listings on each branch page. For all of these District priorities, BAM designers create approved assets which **Ryan Simoneau** then shares 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.

Ryan Simoneau continues to provide the Social Media Team with weekly content updates and best practices using Facebook Workplace, and sending out monthly Library District updates/requested priorities + Facebook analytics to the team.

Social Media Highlights:

The Nevada Library Association congratulated LVCCLD Executive Director Dr. Ronald Heezen on being named their 2019 Librarian of the Year:



KTNV picked up our social media post about the Library District giving all library cardholders access to stream episodes of Sesame Street instantly using Kanopy:



Social Media Analytics (November 2019)

Facebook:

LVCCLD Facebook Page Fans: 11,807 (+.10%)
Total Facebook Page Fans (across all LVCCLD branches): 37,381 (+1%)
Total New Follower Increase: 1% (-.1%)
Total Facebook Impressions: 545,604 (-16%)
Total Facebook Post Engagements: 24,698 (-17%)
Total Facebook Link Clicks: 3,160 (+52%)

LVCCLD Twitter:

Followers: 3,005 (+1.3%)
Total user engagements: 1,523 (+145%)
Organic Impressions: 77,200 (+153%)
Link clicks: 161 (+93%)
Notes: With a full month of available reporting, we saw significant gains in user engagement on this social media platform.

LVCCLD Instagram:


Followers: 2,630 (+3%)
Total user engagement: 2,303 (+68%)
Total impressions: 55,341 (+30%)
Top post engagement: 270 (-47%)
Total likes received to posts: 2,116 (+64%)
Total comments received to posts: 51 (+24%)
Notes: We are continuing to post more content to our Instagram Stories to spotlight what's happening at branches thanks to the Library District's revised Photography & Video Procedure. This was utilized to help promote the LVCCLD Foundation Holiday Book sale with real-time coverage over the three days of the sale.

Top Posts (November 2019)

Facebook:

Las Vegas-Clark County Library District
Published by Sprout Social [?] · November 1 · 🌐

Starting November 1, 2019, Macmillan Publishers are limiting libraries to one copy of their new eBook titles for the first eight weeks after publication. This means that on average, only THREE library customers will be able to read a new eBook in the first two months after its release. Learn more and find out how you can help libraries fight back 🙋
<https://bit.ly/2Nwu451> #eBooksForAll



ATTENTION PLEASE
DO YOU CARE ABOUT FREE ACCESS TO eBooks?

1,386 People Reached 159 Engagements [Boost Post](#)

👍 🤔 🙄 16 5 Comments 4 Shares

👍 Like 💬 Comment ➦ Share 🗨️

Most Relevant ▾

Write a comment...

Jennifer Tran It's so ridiculous. I already shared my opinion on their Facebook page but maybe I will write a letter too. 🙄 3

Like · Reply · 6w

Twitter:

Las Vegas-Clark County Library District
@LVCCCLD

Thanks for helping us spread the word, @KTNV!
Celebrate the 50th anniversary of @SesameStreet by using your FREE @LVCCCLD library card to stream episodes instantly on @kanopy! Get started today at: bit.ly/32dDCHC #Sesame50 #GetCarded



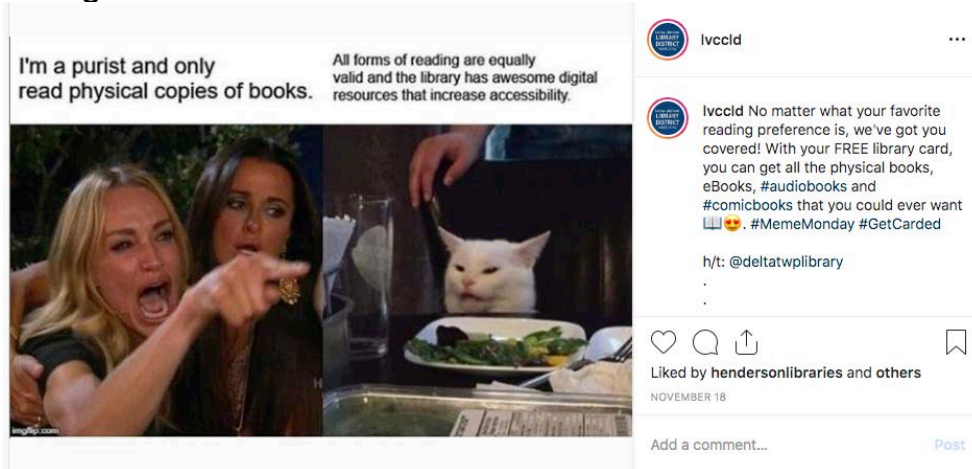
How to stream 'Sesame Street' for free
You can now stream "Sesame Street" episodes for free with your library card!
ktnv.com

3:17 PM · Nov 22, 2019 · [Sprout Social](#)

|| View Tweet activity

7 Retweets 18 Likes

Instagram:



Website Analytics (November 2019)

Page Views: 1,856,070 (-10%)

Homepage Views: 375,382 (-12%)

Total Visitors: 207,868 (-20%)

Unique Visitors: 180,602 (-13%)

Average Dwell Time: :52 (No change across website) 1:07 (-2 seconds on homepage)

CALCULATED PUBLICITY/ADVERTISING EQUIVALENCY VALUE

Based on the industry standard for public relations/advertising equivalency measurement, we received **\$632,769** for the month of November in advertising equivalency value. This number included brand messaging with backlit signage to 42+ million annual travelers that utilize McCarran International Airport.

Las Vegas-Clark County Library District - November 2019 Calculated Publicity Values

Earned Coverage

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
11/2/19	Internet	news3lv.com	Las Vegas-Clark County Library hosts Comic Book Festival to encourage a love of reading	Comic Book Festival	https://news3lv.com/news/local/las-vegas-clark-county-library-hosts-comic-book-festival-to-encourage-a-love-of-reading			1,241,667	\$37,350.01

Monitored Coverage, Not Clipped

10/31/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
10/31/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/31/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/31/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
10/31/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
11/1/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
11/1/19	Magazine	Desert Companion	The Guide	General Library events and activities at various branches				50,000	\$4,260.00
11/1/19	Magazine	DAVID	EXPLORE	General Library events and activities at various branches				70,000	N/A
11/5/19	Internet	KTNV-TV	Good Morning Las Vegas	11:31 p.m. - Robot Lab makes debut		32s	\$600.60	8,472	\$640.64
11/6/19	Internet	ktnv.com	Robot Lab makes debut at West Las Vegas Library	Robot Lab	https://www.ktnv.com/positivelylv/robot-lab-makes-debut-at-west-las-vegas-library			1,198,333	\$35,949.99
11/6/19	Internet	KTNV-TV	Good Morning Las Vegas	3:32 p.m. - Robot Lab makes debut		34s	\$2,752.77	17,800	\$3,119.81
11/6/19	Internet	KTNV-TV	Good Morning Las Vegas	6:41 a.m. - Robot Lab makes debut		33s	\$1,345.20	25,048	\$1,479.72
11/6/19	Internet	KTNV-TV	Good Morning Las Vegas	5:39 a.m. - Robot Lab makes debut		24s	\$666.43	10,120	\$533.14
11/6/19	Internet	KTNV-TV	Good Morning Las Vegas	4:41 a.m. - Robot Lab makes debut		27s	\$167.20	1,175	\$150.48
11/7/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
11/7/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
11/7/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
11/7/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
11/7/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
11/8/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
11/14/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
11/14/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
11/14/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
11/14/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
11/14/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
11/15/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
11/21/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
11/21/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
11/21/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
11/21/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
11/21/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
11/22/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
11/28/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
11/28/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
11/28/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
11/28/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
11/28/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
11/29/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
Earned Digital									
November	Duratron	McCarran International Airport		10 throughout the month					\$30,000.00
								3,622,098	\$632,768.78



ITEM VII.A.2.b.

December 2019

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: November 27, 2019

SUBJECT: Community Engagement Report, December 2019

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 **October 1, 2019 – October 30, 2019**.

Matt McNally gathered Development and Planning Director **Danielle Milam**, Programming and Venues Manager **Ryan Neely**, and Deputy Director Marcel Schaerer from the Nevada Department of Business and Industry on October 3 to discuss the possibility of LVCCLD hosting a Nevada Small Business Resource Fair in May 2020 to celebrate National Small Business Week. Partnership preparations are underway to host the event at Sahara West Library.

The Las Vegas-Clark County Library District hosted *Leadership Las Vegas, History & the Arts Day* at the East Las Vegas Library on October 11 bringing exposure of the facility and library services to hundreds of local and state leaders. Numerous Library District staff helped execute the day-long program. Following the event, the Metro Chamber of Commerce Foundation asked **Matt McNally** to summarize the event. The following article was later distributed in an alumni newsletter:

"That's a wrap on the first session day for the Class of 2020! Session day chair Joy Rineer '14 and co-chair Matt McNally '17 put together a memorable History and the Arts Day at the East Las Vegas Library.

The day provided the class a unique perspective around the legacy of Las Vegas becoming the largest city established in the 20th century. Classmates also increased their awareness and engagement with arts & entertainment, and learned about our vibrant local arts community.

Prior to the session day, classmates received the opportunity to visit the Nevada Test Site, tour the inner workings of Hoover Dam, and attend a special dress rehearsal performance between Nevada Ballet and Cirque du Soleil as optional events. Classmates were also assigned a group homework presentation which was performed in costume on the session day.

Afterwards, history presentations were given by Dr. Michael Green, What Everyone Needs to Know About Las Vegas History, and Bill Marion '89, A Topographic History of Las Vegas. These presentations drew interesting historical connections and laid the foundation for the class to understand how the city of Las Vegas developed. A trailblazer panel moderated by Alan Feldman which included panelists U.S. Senator Richard Bryon, Bob Stoldal, and Elaine Wynn revealed stories of the past which further educated the class. After lunch, the class boarded a double-decker bus for a historical bus tour narrated by Rosie Lidard from the Nevada Preservation Foundation. Classmates experienced historical points of interest throughout downtown, the McWilliams Town Site and the Historic Westside, Beverly Green neighborhood, Las Vegas High School neighborhood, and the Railroad Cottage Historic District, before arriving at the 18b Las Vegas Arts District.



After arriving in 18b, the class divided in to SIMSOC color groups for a competitive, timed scavenger hunt throughout the Arts District. Groups were required to take selfies at as many as 23 identified arts sites, and post them to their class Facebook page in order to earn points. Groups visited places like the Arts Factory, Arts Square, the Community Healing Garden, Cockroach Theatre Company, Nevada Humanities, Majestic Repertory Theater, and various art murals and sculptures in the area. BLUE won the contest by just one point! After returning to the East Las Vegas Library, the class finished out the day by listening to an arts panel moderated by John Katsilometes, The Evolution of Art in Las Vegas, which included panelists Jerry Nadal, Mark Shunock, Stephanie Sanchez, and Heather Harmon.

As the session day concluded, classmates received The Falcons' Guide to the Arts of Las Vegas. This newly-created 20-page document identifies 61 arts organizations in the areas of Public Support, Educational Offerings, Presenting Venues, Performance, Music, Dance, Visual Arts, and Cinema. William Crozer '17, provided his marketing expertise to map the identified organizations, lay out the information in a beautiful format, and layout upcoming opportunities in an easy-to-read calendar inspiring the class to Do Something Now!"

Under the direction of **Matt McNally**, **Ryan Neely**, and Adult Programming Supervisor **Jen Weitz**, the Programming and Venues Services (PVS) department launched Communico, a new online room reservation system on October 17. This new system provides a more user-friendly experience for customers, features photos of all rental spaces, and offers detailed technical information about the Library District's six performing arts centers. The system also allows staff to process rental and in-house room requests more efficiently. Since launching just a month ago, the PVS department has processed over 600 public rental requests and received numerous positive customer comments on the new system.

Community Engagement staff participated with Library Operations and General Services staff in facility master planning meetings from October 15-25.

LITERACY SERVICES

Literacy Services had one test-taker in October who had only one remaining subtest to pass in order to earn their High School Equivalency (HSE) Certificate, which they accomplished! The HiSET consists of five subject tests in the areas of Reading, Writing, Math, Science, and Social Studies. In order to earn a High School Equivalency certificate, a student must pass all five subject areas. Test administrations are offered monthly during the first or second week of the month.

High School Equivalency	October	'19-'20 YTD
First-time Test-Takers	0	1
Tests Administered	1	9
Tests Passed	1	9
HSE Certificates Earned	1	4

The Career Online High School (COHS) program continues to grow steadily. The first-step completing a self-assessment, was accomplished by 33 new customers. Of these customers, 19 started their prerequisite course, four finished their prerequisite course and five were approved for the scholarship to complete their diploma through the Career Online High School offering. The 4th Career Online High School Graduation took place on October 24. Eleven students were honored for their accomplishment and ten participated in the graduation ceremony. Each graduate was provided the opportunity to share what this accomplishment meant to them and their family.

Keynote words of encouragement from Workforce Connections Board member Cecil Fielder charged graduates to guard against complacency and to continue pursuing their



dreams.

Career Online High School	October	'19-'20 YTD	Since December 2017
Completed Self-Assessment	33	270	682
Completed Prerequisite Course	4	51	301
Approved Scholarship	5	36	108
Graduates	0	6	28

Literacy Services staff continue to work with The International School of Hospitality (TISOH) and Milan Institute as part of the Nevada Accelerated Career Education pilot (NV-ACE). On October 14-15, Literacy Manager **Jill Hersha**, Literacy Trainers **Thomas Gaspar** and **Felicia Wilson**, TISOH Co-Teacher Hannah Burke, and TISOH's Director of Academic Affairs Donnell Bayot attended training in Reno, NV to discuss the NV-ACE Pilot and move towards building capacity and sustainability of the Integrated Education and Training (IET) program. Two students are currently enrolled in the Hotel Operations Certificate program at TISOH. Three students completed the Certified Nursing Assistant program at Milan on October 24. This pilot provides an opportunity for participants to earn a career certificate while receiving additional educational support they need. Literacy Services staff are pleased to be able to continue providing career training while improving literacy skills through the NV-ACE pilot which ends June 30, 2020.

NV-ACE Pilot	October	'19-'20 YTD
TISOH Enrollment (HOC)	2	4
Milan Enrollment (CNA)	4	5
Certificate Completion	3	5

Literacy Services conducted orientation and testing during the first two weeks in October for Cycle III classes, which began on October 15. Over six hundred assessments were administered over the two weeks. Classes are held in nine library sites (Clark County, East Las Vegas, Rainbow, Sunrise, Spring Valley, Sahara West, West Charleston, Whitney, and Windmill), three community centers (Bob Price, 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 October 2019:

Literacy Services	Classes	Enrollment/ Attendance	Enrollment (YTD)
English Language Acquisition	30	476	865
Adult Basic Education*	1	14	42
Conversation Workshop	2	68	187
One-Stop Tutoring	---	33	94
Literacy Open Labs	---	316	776
*Includes HSE Students with 12 hours instruction			

Jill Hersha, Literacy Coordinator **Julia Cordova**, and Literacy Accountability Specialist **Vickie Ford** attended the Nevada Adult Education Director's meeting in Reno October 15 and 16, 2019.

Jill Hersha attended the ACT Workforce Summit held in Charlotte, NC on October 28-30.

GALLERY SERVICES

New Exhibit Installations

Through the Eyes of Hans Van de Bovenkamp

Hans Van de Bovenkamp, Sahara West Library-Studio, 10/4/19 – 12/7/19

Through Her Lens

Women in Focus, Sahara West Library-West Gallery, 10/8/19 – 1/12/20

2019 Fall Show

Nevada Watercolor Society, Sahara West Library-East Gallery, 10/10/19 – 12/7/19

The Suchness of Light

Yasmina Chavez, Summerlin Library, 10/17/19 – 12/17/19

Multiple Woods in Turning

Las Vegas Woodturners Association, Enterprise Library, 10/22/19 – 12/15/19

Pizzazz Art

James Pakala, Spring Valley Library, 11/24/19 – 12/10/19

Events



Reception: *Through the Eyes of Hans Van de Bovenkamp*, Hans Van de Bovenkamp; *Through Her Lens*, Women in Focus; *2019 Fall Show*, Nevada Watercolor Society, Sahara West Library, 290 customers in attendance including **Trustee Francis-Drake**, 10/10/19 (photo left)



Reception: *The Suchness of Light*, Yasmina Chavez, (photo lower left) Summerlin Library, 73 customers in attendance including **Trustee Francis-Drake**, October 20, 2019

Reception: *Pizzazz Art*, James Pakala, Spring Valley Library, 32 customers in attendance, 11/24/19 (photo below)

Reception: *Continuation*, Sprat Artistic Ensemble, Whitney Library, 38 customers in attendance, 11/29/19



Highlights

Gallery Services Manager **Darren Johnson** attended opening receptions on October 2 for *New Yorker* cartoonist Amy Kurzweil's *Pencil to Ink* exhibit at the Mayor's Gallery, and the Nevada Arts Council Exhibit *Still Here Now* at Nevada State College in which **Darren Johnson** was a participating artist.

Darren Johnson also attended other events this month: *Mural Mecca* at the Historic Commercial Center District on October 12, the Nevada Arts Council and Nevada Humanities' *Shaken and Stirred* art mixer on October 23, and the *Bullfrog Biennial* at the Goldwell Open-Air Museum on October 26.



On October 13 the Las Vegas-Clark County Library District art galleries were named the 2019 Best Art Gallery Silver Award in the *Las Vegas Review-Journal* Best of Las Vegas readers' poll. This is the third consecutive year that LVCCLD has won in the Best Art Gallery category.

A reception and performance were each held on October 20 at Summerlin Library in celebration of Yasmina Chavez's *Suchness of Light* photo exhibit. Jazz ensemble *Double Fist* performed after the art reception for 216 customers in attendance.

Performing Arts Center Coordinator **Diondra** and Scheduling Specialist **Katy Bridges** helped execute the event.

OUTREACH SERVICES

Outreach Specialists **Andrew Brannon**, **Jeremy Klewicki**, **Nina Guevara**, **Sylvia Riesselmann**, and Outreach Education Coordinator **Kelly May** participated in three Las Vegas Metro Police Department annual *Safe Night Out* events engaging and promoting the Library District to 1,100 customers at the Fremont Street Experience, Southwest Marketplace, and Doolittle Community Center on October 1.

Andrew Brannon and **Jeremy Klewicki** facilitated six Quick Start Card classes for 85 Cristo Del Rey High School students on October 7. They also demonstrated library offerings such as Rosetta Stone, Brainfuse, Gale courses, and how to check out books, music, and movies on the Libby platform. (photo right)

Sylvia Riesselmann engaged 300 senior customers while sharing information about Library District homebound services, e-media resources, and free classes for adults at the *Senior Expo*, hosted at Texas Station on October 9.

Kelly May facilitated four training and professional development sessions for 58



parents and Early Childhood Education providers on October 4, 8, and 19. The training, *The Growing Brain: From Birth to 5 Years Old, a Training Curriculum for Early Childhood Professionals*, was developed by the esteemed Zero To Three organization and integrates decades of research on brain development into theory, strategies, and best practices of instruction for early childhood providers and caregivers.

Glenda Billingsley facilitated *Mind in the Making* and Nevada Pre-K Standards professional development workshops for 85 Early Childhood Education providers of the Las Vegas Urban League and Clark County School District FACES staff on October 11, 19, and 21.

Nina Guevara and **Jeremy Klewicki** facilitated button-making activities, learning with Rig-a-Ma-Jig, and shared Library District resources like free homework help, Rosetta Stone language learning, Socrates, and information on other Library District learning-based initiatives such as the Best Buy Teen Tech Center, Literacy Services programs, and coding classes with 400 people at The Las Vegas Book Festival on October 19.

Kelly May, in collaboration with Programming and Venues Services staff including Performing Arts Coordinator **Tony Allison**, Scheduling Specialists **Anna Allred** and **Kristen Kennedy-Larsen**, and Adult Programming Supervisor **Jen Weitz** distributed candy generously donated by the Library District Foundation to a crowd of 4,000 people at the Las Vegas Metro Police Department and City of Las Vegas third annual *Monster Mash* trunk-or-treat event hosted by The Crossings church on October 24.

Sylvia Riesselmann developed a class called *Spanish for Beginners* to assist Library District staff wanting to enhance their engagement with Spanish-speaking customers and members of the community. The program was offered on October 30 and was attended by 16 students at the East Las Vegas Library.

Outreach Services also conducted the following regularly occurring services in October 2019:

Limitless Learning	Sessions	Attendance
Pre-school Visits	70	1479
Elementary School Visits	17	452
Middle School Visits	--	--
High School Visits	6	85
Adult Visits	9	172

Community & Culture	Sessions	Attendance
Promotional Booth Events	9	6100

Circulation	Circulation	Sessions	Attendance
Senior Apartment Lobby Visits	675	22	198
Homebound Services	622	---	---

PROGRAMMING AND VENUES SERVICES (PVS)

PVS organized 1,055 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 32,319 attendees to the District with 2,903 hours of venue usage. These events are categorized into library adult programs, rentals, and staff usage.

	Events	Attendance	Hours
Library Adult Programs	659	20,365	1,844
Rentals	331	11,214	865
Staff Usage	65	470	371

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

	Programs	Patron Attendance
Limitless Learning	98	2,287
Business and Career Success	37	746
Government and Social Services	79	5,380
Community and Culture	95	7,604

Of these Library Adult Programs, 22 were diversity events reaching 2,733 customers.

PVS provided technical support for 81 Library District programming events and 35 rental events totaling 622.5 event hours. Technical staff committed a total of 1,001.75 hours to cover these events. Additionally, PVS provided technical support for nine occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 31-day period with one holiday was 1,521.25 hours and included 165 technician assignments. The ability to request technicians was closed to scheduling staff for 11 days since peak technician availability was reached.

Major Programming Highlights

Workforce Connections: The Great Job & Career Match

On October 5, LVCCLD hosted Workforce Connections to bring *The Great Job and Career Match* to the East Las Vegas Library. To commemorate the event, a ribbon cutting was held with dignitaries including: Workforce Connections Executive Director Jamie Cruz, Clark County School District Superintendent Dr. Jesus Jara, Nevada State Senator Mo Denis, U.S. Representative Dina Titus, Assemblyman Edgar Flores, Assemblywoman Bea Duran, Councilwoman Olivia Diaz, Las Vegas-Clark County Library District Executive Director



Dr. Ron Heezen, and Latin Chamber of Commerce President Peter Guzman. This job connection event featured over 20 employers along with several community resource providers to assist the 120 participants of the event.

Hispanic Youth Leadership Summit 2019



On Friday, October 4 LVCCCLD presented Clark County Commissioner Lawrence Weekly's annual *Hispanic Youth Leadership Summit* at the West Las Vegas Library. In recognition of Hispanic Heritage Month, 280 high school students were welcomed to this motivational and pro-education event. The event was hosted by Commissioner Weekly, Clark County Liaison and LVCCCLD Board of Trustees member

Kelly Benavidez, and Clark County staff. Students were taught the importance of fulfilling personal legacy, leadership, money & finance management, goal setting, and educational awareness. The program also featured author Ovi Vasquez who encouraged the students to embrace qualities to propel them into future leadership positions in both their communities and the world.

Summerlin Library Outdoor Fall Festival



On October 5 over 3,900 customers attended the 3rd annual *Summerlin Library Fall Festival* on the library's large outdoor patio. Families were entertained by the pumpkin decorating, face painters, balloon artists, food trucks, crafts, carnival games, a magician, and 30 craft vendors. The Magical Unicorn stilt characters and our Mad Hatter were once again huge hits! Through a partnership with the Salvation Army Women's Auxiliary, customers were invited to give back to the community by bringing new toys or non-perishable

food items to donate throughout the day. Families and customers of all ages enjoyed the day with activities, food, and fun, both inside and outside of the library!

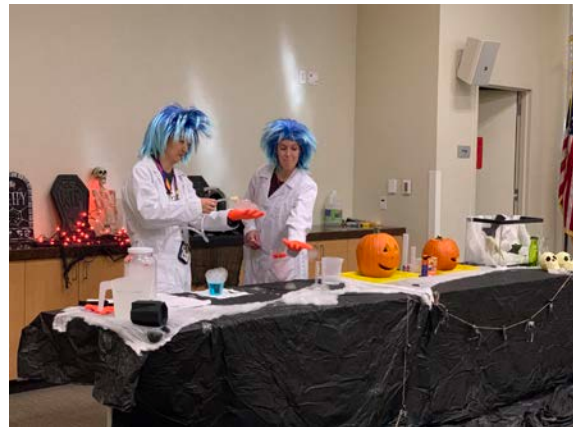
YOUTH SERVICES

Youth Services conducted 1,205 programs serving 34,142 customers at library branches throughout the District during the month of October. Youth Services offered youth and family programs at branches throughout the District that specifically targeted customers relative to the Vision 2020 strategic initiatives.

	Programs	Patron Attendance
Limitless Learning	881	20,475
Business and Career Success	7	21
Government and Social Services	179	8,045
Community and Culture	138	5,601

District-Wide Programming Highlights

October was filled with entertaining and enriching Youth Services programs District-wide. Lucas Miller, *The Singing Zoologist*, visited libraries on October 15-16 and delighted 266 attendees with his program *Predators and Prey*. One school told library staff that they drove from Centennial Hills to the Windmill Library to see him perform.



Other Halloween programs ranged from pumpkin decorating in Laughlin, face-painting at Sandy Valley, and the *Mad Science Lab* program at the Windmill Library. Windmill Youth Services Librarians **Sue Yang-Peace** and **Stefanie Bailey**, utilized Steve Spangler Science Kits to inspire 55 kids to create their own experiments.



In celebration of Día de los Muertos, Whitney Youth Services Assistant **Judi Fioti** hosted an Ofrenda creation program that culminated in a contest judged by Executive Director **Dr. Heezen**, Gallery Services Manager **Darren Johnson**, and Whitney Branch Manager **Claire Davies**. Whitney Library Youth Services Department Head **Erin Collins** shared this story: "Zedekiah's parents came in today to pick up his Ofrenda, which won the award for *Most Original Ofrenda*, and it was his father's first time seeing his son's creation. Zedekiah's father asked to speak with Judi off to the side. I watched as Zedekiah's father tearfully spoke to Judi and gave her a hug. He revealed to her that Zedekiah's brother died under extremely

tragic circumstances when Zedekiah was only 2 years old and he was so touched that his son was able to have this opportunity to honor his brother and keep his memory alive."

...

Monthly Statistics
Year over Year
October 2018/ October 2019

		Youth Services Programs				2018	2019			Youth Services Attendance				2018	2019		
	Library	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	60	61	1	2%	180	181	1	1%	1,856	1,716	-140	-8%	5,598	5,585	-13	0%
	Clark County	66	69	3	5%	233	258	25	11%	3,574	3,150	-424	-12%	13,518	12,531	-987	-7%
	Clark County BBTC	146	185	39	27%	580	646	66	11%	2,873	2,938	65	2%	10,507	10,470	-37	0%
	Enterprise	52	52	0	0%	180	189	9	5%	1,211	911	-300	-25%	3,870	3,449	-421	-11%
	East Las Vegas	55	45	-10	-18%	204	172	-32	-16%	333	652	319	96%	2,326	3,445	1,119	48%
	Meadows	0	2	2	N/A	0	3	3	N/A	0	33	33	N/A	0	102	102	N/A
	Rainbow	73	75	2	3%	245	250	5	2%	2,355	2,835	480	20%	9,112	9,649	537	6%
	Sahara West	54	70	16	30%	192	248	56	29%	1,974	2,203	229	12%	7,323	7,912	589	8%
	Spring Valley	81	85	4	5%	231	320	89	39%	2,269	2,646	377	17%	6,712	9,039	2,327	35%
	Summerlin	49	55	6	12%	178	185	7	4%	1,740	4,380	2,640	152%	5,828	10,097	4,269	73%
	Sunrise	44	54	10	23%	164	251	87	53%	1,054	1,539	485	46%	4,804	4,981	177	4%
	West Charleston	33	40	7	21%	103	127	24	23%	489	602	113	23%	1,898	2,169	271	14%
	West Las Vegas	55	55	0	0%	159	191	32	20%	1,107	680	-427	-39%	2,265	1,899	-366	-16%
	Whitney	65	93	28	43%	266	359	93	35%	2,234	4,369	2,135	96%	8,606	14,001	5,395	63%
	Windmill	52	57	5	10%	153	161	8	5%	1,866	2,360	494	26%	5,993	6,701	708	12%
	Urban Totals	885	998	113	13%	3,068	3,541	473	15%	24,935	31,014	6,079	24%	88,360	102,030	13,670	15%
Outlying Branches	Blue Diamond	6	3	-3	-50%	15	25	10	67%	80	10	-70	-88%	128	32	-96	-75%
	Bunkerville	11	3	-8	-73%	45	6	-39	-87%	32	20	-12	-38%	191	91	-100	-52%
	Goodsprings	0	0	0	N/A	0	2	2	N/A	0	0	0	N/A	0	19	19	N/A
	Indian Springs	19	35	16	84%	75	139	64	85%	96	232	136	142%	322	814	492	153%
	Laughlin	27	21	-6	-22%	81	76	-5	-6%	375	483	108	29%	1,263	1,518	255	20%
	Mesquite	73	59	-14	-19%	234	232	-2	-1%	2,240	1,559	-681	-30%	6,454	4,616	-1,838	-28%
	Moapa Town	20	19	-1	-5%	81	71	-10	-12%	141	131	-10	-7%	708	602	-106	-15%
	Moapa Valley	32	23	-9	-28%	109	90	-19	-17%	397	245	-152	-38%	1,863	1,826	-37	-2%
	Mt. Charleston	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	18	0	-18	-100%
	Sandy Valley	7	10	3	43%	17	20	3	18%	307	37	-270	-88%	467	142	-325	-70%
	Searchlight	26	34	8	31%	77	113	36	47%	235	411	176	75%	681	1,104	423	62%
	Outlying Totals	221	207	-14	-6%	735	774	39	5%	3,903	3,128	-775	-20%	12,095	10,764	-1,331	-11%
Outreach	Outreach-Branch	78	36	-42	-54%	214	97	-117	-55%	8,857	4,894	-3,963	-45%	18,365	11,098	-7,267	-40%
	Outreach-Department	80	106	26	33%	293	241	-52	-18%	8,773	8,214	-559	-6%	16,679	16,338	-341	-2%
	Outreach-PVS	7	10	3	43%	15	24	9	60%	307	37	-270	-88%	426	1,543	1,117	262%
	Outreach-YS Admin.	17	2	-15	-88%	26	10	-16	-62%	1,716	400	-1,316	-77%	2,368	1,212	-1,156	-49%
	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	182	154	-28	-15%	548	372	-176	-32%	19,653	13,545	-6,108	-31%	37,838	30,191	-7,647	-20%
	Grand Totals	1,288	1,359	71	6%	4,351	4,687	336	8%	48,491	47,687	-804	-2%	138,293	142,985	4,692	3%

Monthly Statistics
Year over Year
October 2018/ October 2019

		Adult Programs				2018	2019			Adult Attendance				2018	2019		
	Library	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	25	34	9	36%	104	121	17	16%	385	384	-1	0%	1,540	1,998	458	30%
	Clark County	177	177	0	0%	551	708	157	28%	5,678	6,598	920	16%	17,337	20,517	3,180	18%
	Enterprise	41	36	-5	-12%	162	163	1	1%	1,551	1,125	-426	-27%	3,831	4,060	229	6%
	East Las Vegas	18	114	96	533%	101	428	327	324%	233	2,014	1,781	764%	985	8,380	7,395	751%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	56	49	-7	-13%	210	183	-27	-13%	1,631	985	-646	-40%	3,675	2,985	-690	-19%
	Sahara West	102	137	35	34%	400	408	8	2%	5,987	3,001	-2,986	-50%	12,720	8,358	-4,362	-34%
	Spring Valley	50	48	-2	-4%	183	158	-25	-14%	877	659	-218	-25%	2,705	2,152	-553	-20%
	Summerlin	55	64	9	16%	202	208	6	3%	5,587	8,185	2,598	47%	12,972	15,847	2,875	22%
	Sunrise	29	47	18	62%	108	171	63	58%	1,560	1,504	-56	-4%	5,157	4,058	-1,099	-21%
	West Charleston	44	74	30	68%	160	217	57	36%	1,028	1,442	414	40%	3,325	4,377	1,052	32%
	West Las Vegas	54	49	-5	-9%	228	211	-17	-7%	2,270	1,406	-864	-38%	9,164	7,532	-1,632	-18%
	Whitney	38	56	18	47%	138	223	85	62%	988	1,456	468	47%	4,814	5,507	693	14%
	Windmill	63	65	2	3%	217	238	21	10%	2,772	2,692	-80	-3%	8,633	11,011	2,378	28%
	Urban Totals	752	950	198	26%	2,764	3,437	673	24%	30,547	31,451	904	3%	86,858	96,782	9,924	11%
Outlying Branches	Blue Diamond	2	4	2	100%	10	8	-2	-20%	18	50	32	178%	127	121	-6	-5%
	Bunkerville	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Goodsprings	15	1	-14	-93%	43	38	-5	-12%	16	12	-4	-25%	94	76	-18	-19%
	Indian Springs	0	2	2	N/A	0	8	8	N/A	0	10	10	N/A	0	33	33	N/A
	Laughlin	28	33	5	18%	70	101	31	44%	1,290	348	-942	-73%	1,598	1,133	-465	-29%
	Mesquite	33	34	1	3%	142	166	24	17%	385	335	-50	-13%	1,566	1,367	-199	-13%
	Moapa Town	1	0	-1	-100%	4	1	-3	-75%	3	0	-3	-100%	15	4	-11	-73%
	Moapa Valley	23	21	-2	-9%	43	88	45	105%	77	45	-32	-42%	354	253	-101	-29%
	Mt. Charleston	1	3	2	200%	10	13	3	30%	10	36	26	260%	145	250	105	72%
	Sandy Valley	1	4	3	300%	9	8	-1	-11%	5	12	7	140%	54	35	-19	-35%
	Searchlight	1	3	2	200%	11	8	-3	-27%	3	20	17	567%	22	66	44	200%
	Outlying Totals	105	105	0	0%	342	439	97	28%	1,807	868	-939	-52%	3,975	3,338	-637	-16%
Outreach	Outreach-Branch	19	8	-11	-58%	81	38	-43	-53%	665	433	-232	-35%	1,567	1,236	-331	-21%
	Outreach-Department	25	31	6	24%	138	119	-19	-14%	219	370	151	69%	1,554	1,161	-393	-25%
	Outreach-PVS	10	9	-1	-10%	17	14	-3	-18%	2,137	839	-1,298	-61%	2,388	873	-1,515	-63%
	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	54	48	-6	-11%	236	172	-64	-27%	3,021	1,642	-1,379	-46%	5,509	3,570	-1,939	-35%
	Grand Totals	911	1,103	192	21%	3,342	4,048	706	21%	35,375	33,961	-1,414	-4%	96,342	103,690	7,348	8%



ITEM VII.A.2.b.

January 2020

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: January 5, 2020

SUBJECT: Community Engagement Report, January 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 **November 1, 2019 – November 30, 2019**.

Matt McNally, Planning and Development Director **Danielle Milam**, and East Las Vegas Library Branch Manager **Sal Avila** toured Ms. Punam Mathur through the East Las Vegas Library on November 4. After receiving glowing reviews of library services from Ms. Elaine Wynn after her participation in the Leadership Las Vegas History & the Arts day, Ms. Mathur and **Matt** arranged the opportunity for her to visit and engage in hands-on experiences. Staff described the vital role that libraries play in early childhood education, workforce development, technology, showcased how our newest facility meets the needs for its local community, and began building a relationship with the Elaine P. Wynn and Family Foundation.



Matt McNally, Programming and Venues Manager **Ryan Neely**, Gallery Services Manager **Darren Johnson**, Literacy Services Manager **Jill Hersha**, and Youth Services Manager **Shana Harrington**, represented Community Engagement and joined many other Library District staff in numerous Facility Master Plan workshops from November 12-November 19.

Matt McNally met with Executive Director of Workforce Connections Jaime Cruz on November 22 to discuss future opportunities and advancement of the One-Stop Career Center partnership.

LITERACY SERVICES

Literacy Services had one test-taker in November earn their High School Equivalency (HSE) Certificate! The HiSET consists of five subject tests in the areas of Reading, Writing, Math, Science, and Social Studies. In order to earn a High School Equivalency certificate, a student must pass all five subject areas. Test administrations are offered monthly during the first or second week of the month.

High School Equivalency	November	'19-'20 YTD
First-time Test-Takers	1	2
Tests Administered	5	14
Tests Passed	5	14
HSE Certificates Earned	1	5

The Career Online High School (COHS) program continues to grow steadily. The first-step of completing a self-assessment was completed by 40 new customers. Of these customers, 19 started their prerequisite course, 8 finished their prerequisite course and three were approved for the scholarship to complete their diploma through the Career Online High School offering.

Career Online High School	November	'19-'20 YTD	Since December 2017
Completed Self-Assessment	40	310	722
Completed Prerequisite Course	8	59	309
Approved Scholarship	3	39	111
Graduates	0	6	28

Literacy Services staff continue engaging in partnerships with The International School of Hospitality (TISOH) and Milan Institute as part of the Nevada Accelerated Career Education pilot (NV-ACE). Two students are currently enrolled in the Hotel Operations Certificate program at TISOH, a twelve-week course. One student started the Certified Nursing Assistant program at Milan on November 4, but had to withdraw after two-weeks for personal reasons. This pilot provides an opportunity for participants to earn a career certificate while receiving additional educational support they need. Literacy Services staff are pleased to be able to continue providing career training while improving literacy skills through the NV-ACE pilot, which ends June 30, 2020.

NV-ACE Pilot	November	'19-'20 YTD
TISOH Enrollment (HOC)	2	4
Milan Enrollment (CNA)	1	6
Certificate Completers	0	5

Literacy Services are busy working with instructors and students in the 30 English as a Second Language (ESL) classes for Cycle II. Classes are held in nine library sites (Clark County, East Las Vegas, Rainbow, Sunrise, Spring Valley, Sahara West, West Charleston, Whitney, and Windmill), three community centers (Bob Price, 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 November 2019:

Literacy Services	Classes	Enrollment/ Attendance	Enrollment (YTD)
English Language Acquisition	30	343	865
Adult Basic Education*	1	20	62
Conversation Workshop	2	46	233
One-Stop Tutoring	---	20	114
Literacy Open Labs	---	257	1033
*Includes HSE Students with 12 hours instruction			

Literacy Services Manager **Jill Hersha** and Literacy Coordinator **Julia Cordova** attended the quarterly Commission on Postsecondary Education meeting on November 6, held at the Las Vegas office of Department of Employment, Training, and Rehabilitation.

GALLERY SERVICES

New Exhibit Installations

ETCETERA – photographs of repetitive patterns

Armand Thomas, Clark County Library, 11/5/19 – 1/21/20

Vintage Vegas: In Color

LAS Vegas News Bureau, West Las Vegas Library, 11/7/19 – 1/26/20

Serendipity

Vija Hamilton, Centennial Hills Library, 11/14/19 – 1/28/20

Then and Now: The Neon Boneyard

Las Vegas News Bureau and the Neon Museum, Laughlin Library, 11/17/19 – 2/1/20

I Was Happy Then

Krystal Ramirez, Whitney Library, 11/19/19 – 2/2/20

Self PorTRAITS

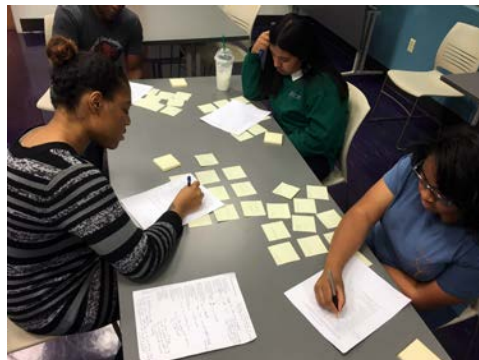
Zully Mejia, East Las Vegas Library, 11/21/19 – 2/9/20

A Las Vegas Symphony of Art II

Cheng Yajie, Windmill Library, 11/26/19 – 2/11/20

Events

Workshop: *What's in Your Writing Toolbox?*,
Vogue Robinson, Whitney Library, 20
customers in attendance, 11/9/19(photo right)



Reception: *An American Family—An AIDS Legacy*, Tomas Gaspar, 42 customers in attendance, 11/14/19

Highlights



Gallery Services Manager **Darren Johnson** participated in *Accessing the Arts*, a conference focusing on art education in the community. The event was held at the University of Nevada, Las Vegas on November 1. It was organized by the Marjorie Barrick Museum of Art, the Department of Teaching and Learning at the University of Nevada, Las Vegas, the Smith Center, the Clark County School District School-Community Partnership Program, and the Art Educators of Nevada. Outreach Services Manager **Glenda Billingsley** provided

materials for a Library District information table at the event.

Darren Johnson attended a reception for a new exhibit by Fernando Reyes at Alpha Voyage Gallery on November 8. Fernando Reyes exhibited his artwork in the District galleries in 2016 and also donated a painting to the District's Permanent Art Collection.

OUTREACH SERVICES

Outreach Education Coordinator **Kelly May** facilitated a class for 16 CCSD early childhood education professionals at Gates Headstart, on November. The training was titled, *The Growing Brain*, and is part of a training and professional development series addressing the negative impact of stress on a growing child's brain, and strategies to counteract negative impact with positive interventions.



Outreach Services Manager **Glenda Billingsley** and **Kelly May** engaged 600 young children and their families at the Annual Step-Up Nevada event sponsored by The Nevada Association for the Education of Young Children at Springs Preserve on November 9. (photo left)

Glenda Billingsley, in partnership with Puentes, a non-profit organization dedicated to meeting the needs of underserved Latinos in Las Vegas, presented the Library District's vast materials, resources, classes, services, programs and performances at the Broad Acres Open Air Market on Sunday, November 17, attended by 200 families.

Outreach Specialists **Andrew Brannon** and **Jeremy Klewicki** shared Library District materials and resources with 100 customers at Highway to Health, an event benefitting the homeless and hosted by Carefree Mobile Home Park, on November 23.

Kelly May spent three days learning about latest research and best practices for early childhood education at the National Association for the Education of Young Children's Annual Conference on November 21-23, hosted by The Renaissance Hotel in Nashville, Tennessee. Kelly will share her knowledge and strategies gained with library staff and early childhood educators across the valley.

Outreach Specialist **Sylvia Riesselmann** facilitated *Spanish Conversation for Beginners*, for 13 library staff and members of the community at the East Las Vegas Library on November 20. (photo right)

Outreach Specialist **Nina Guevara**, Sahara West Library YPL Department Head **Valerie Warren**, Centennial Hills Library YPL Assistant **Melissa Sanchez**, and Sunrise Library YPL Assistant **Theodora Randolph** promoted Library District resources, programs and materials to 200 potential and existing library customers on November 26 at the Project Homeless Event 2019 hosted by The Champion Center.



Outreach Services also conducted the following regularly occurring services in November 2019:

Limitless Learning	Sessions	Attendance
Pre-school Visits	70	1429
Elementary School Visits	34	353
Middle School Visits	11	264
High School Visits	1	35
Adult Visits	6	144

Community & Culture	Sessions	Attendance
Promotional Booth Events	4	1216

Circulation	Circulation	Sessions	Attendance
Senior Apartment Lobby Visits	558	23	158
Homebound Services	426	---	---

PROGRAMMING AND VENUES SERVICES (PVS)

PVS organized 1,005 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 29,356 attendees to the District with 2,944 hours of venue usage. These events are categorized into library adult programs, rentals, and staff usage.

	Events	Attendance	Hours
Library Adult Programs	683	18,655	2,075
Rentals	273	10,133	723
Staff Usage	49	568	146

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	124	2,456
Business and Career Success	46	433
Government and Social Services	72	5,075
Community and Culture	97	7,094

Of these Library Adult Programs, 44 were diversity events attracting 3,631 customers.

PVS provided technical support for 68 Library District programming events and 29 rental events totaling 474.75 event hours. Technical staff committed a total of 811.5 hours to cover these events. Additionally, PVS provided technical support for five occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 30-day period with three holidays was 1,307 hours and included 145 technician assignments. The ability to request technicians was closed to scheduling staff for 12 days since peak technician availability was reached.

Major Programming Highlights

Vegas Valley Comic Book Festival



The 12th annual *Vegas Valley Comic Book Festival* took place on November 2 and proved to be a program that members of the whole family enjoyed. In addition to panels and workshops, there were comic book stores, local independent publishers, artists, and writers participating in the event. Attendees learned basic drawing tools, listened to a podcasts, enjoyed two concerts, learned about the impact of feminism on comics, and discovered how to develop a cosplay outfit using materials from their own closet. Youth and adults also made

Jedi light sabers from pool noodles and had their faces painted. This year, a community art project was painted with the assistance of Guerrilla Kage Art that allowed the public to paint large canvases with comic designs. Over 2,500 people attended the festival.

Derrick Suwaima Davis (Hopi & Choctaw) and Ryon Polequaptewa (Hopi)

In recognition of Native American Heritage Month, the Library District presented four programs by seven-time champion hoop dancer Derrick Suwaima Davis and musician Ryon Polequaptewa on November 12 and 14. These programs drew 230 customers to the Clark County, East Las Vegas, Whitney, and Laughlin Libraries. The duo shared the Hopi way of life



with the audience, discussing their culture as well as performing different dances. Additionally, they invited the audience to participate in a popular interactive pow-wow round dance.

The Swing It! Girls Salute Our Veterans



On November 9 the *Swing It! Girls* along with their band the Swing Machine returned to Windmill Library for a special Veteran' day weekend show. From an unaccompanied rendition of the national anthem to a powerful arrangement of, "God Bless the USA," the program was a fitting tribute to our veterans. The house was completely full and two dozen additional customers were able to watch the live video feed to the adjacent Meeting Room, for a total of 318 attendees. The emotional

highlight came when the performers asked the veterans from the various branches of the armed forces to stand up and be recognized for their service including two individuals from World War II.

I've Got Talent" Senior Showcase

On November 14, the West Las Vegas Library hosted the *"I've Got Talent" Senior Showcase* in partnership with the city of Las Vegas Parks and Recreation Department. Mistress of Ceremonies and programming facilitator Cassandra Lewis welcomed several prominent acts to the stage which included the Tapping Troubadours and Michelle Hinton, accompanied by the spirited senior ensemble "702 Urban Dance Line." Audience members displayed their support for the fantastic performances with applause, laughter, and praise. This event was attended by an audience of 305 enthusiastic library supporters.



YOUTH SERVICES

Youth Services conducted 1,000 programs serving 22,260 customers at library branches throughout the District during the month of November. 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	739	14,961
Business and Career Success	11	25
Government and Social Services	161	5,970
Community and Culture	89	1,304

District-Wide Programming Highlights

Members of the District's Homeless Task Force attended the third annual Nevada Partnership for Homeless Youth Summit on November 7 at The Venetian Hotel. This is the third year LVCCLD staff have attended. The District was officially recognized as a partner that serves as Safe Place sites. Nevada Partnership for Homeless Youth Executive Director Arash Ghafoori mentioned that because of the District's partnership, two more organizations are now interested in becoming official Safe Place sites, North Las Vegas Library District and City of Las Vegas Community Centers.



Youth Services Administration brought 'The Human Radio', Rupinder Singh Sidhu, aka, *Ruploops* to West Las Vegas, Spring Valley and Centennial Hills libraries on November 22-24 for 188 attendees. He performed three workshops followed by three shows at each location. He taught children of all ages how to live loop and create rhymes from scratch. The attendees then had the opportunity to perform their songs at the shows.

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Monthly Statistics
Year over Year
November 2018/ November 2019

		Youth Services Programs				2018	2019			Youth Services Attendance				2018	2019		
	Library	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	43	47	4	9%	223	228	5	2%	1,004	1,187	183	18%	6,602	6,772	170	3%
	Clark County	59	63	4	7%	292	321	29	10%	3,093	2,475	-618	-20%	16,611	15,006	-1,605	-10%
	Clark County BBTC	102	160	58	57%	682	806	124	18%	1,673	2,353	680	41%	12,180	12,823	643	5%
	Enterprise	40	40	0	0%	220	229	9	4%	651	589	-62	-10%	4,521	4,038	-483	-11%
	East Las Vegas	44	34	-10	-23%	248	206	-42	-17%	321	295	-26	-8%	2,647	3,740	1,093	41%
	Meadows	0	0	0	N/A	0	3	3	N/A	0	0	0	N/A	0	102	102	N/A
	Rainbow	64	67	3	5%	309	317	8	3%	2,205	2,159	-46	-2%	11,317	11,808	491	4%
	Sahara West	47	65	18	38%	239	313	74	31%	1,508	1,563	55	4%	8,831	9,475	644	7%
	Spring Valley	64	85	21	33%	295	405	110	37%	1,528	2,406	878	57%	8,240	11,445	3,205	39%
	Summerlin	42	46	4	10%	220	231	11	5%	1,286	1,742	456	35%	7,114	11,839	4,725	66%
	Sunrise	41	42	1	2%	205	293	88	43%	819	704	-115	-14%	5,623	5,685	62	1%
	West Charleston	25	28	3	12%	128	155	27	21%	432	339	-93	-22%	2,330	2,508	178	8%
	West Las Vegas	33	32	-1	-3%	192	223	31	16%	327	457	130	40%	2,592	2,356	-236	-9%
	Whitney	53	78	25	47%	319	437	118	37%	1,835	2,556	721	39%	10,441	16,557	6,116	59%
	Windmill	37	45	8	22%	190	206	16	8%	1,174	1,375	201	17%	7,167	8,076	909	13%
	Urban Totals	694	832	138	20%	3,762	4,373	611	16%	17,856	20,200	2,344	13%	106,216	122,230	16,014	15%
Outlying Branches	Blue Diamond	1	3	2	200%	16	28	12	75%	15	11	-4	-27%	143	43	-100	-70%
	Bunkerville	7	2	-5	-71%	52	8	-44	-85%	21	10	-11	-52%	212	101	-111	-52%
	Goodsprings	0	0	0	N/A	0	2	2	N/A	0	0	0	N/A	0	19	19	N/A
	Indian Springs	24	30	6	25%	99	169	70	71%	98	198	100	102%	420	1,012	592	141%
	Laughlin	17	21	4	24%	98	97	-1	-1%	224	339	115	51%	1,487	1,857	370	25%
	Mesquite	45	48	3	7%	279	280	1	0%	803	846	43	5%	7,257	5,462	-1,795	-25%
	Moapa Town	17	17	0	0%	98	88	-10	-10%	98	179	81	83%	806	781	-25	-3%
	Moapa Valley	32	23	-9	-28%	141	113	-28	-20%	288	248	-40	-14%	2,151	2,074	-77	-4%
	Mt. Charleston	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	18	0	-18	-100%
	Sandy Valley	6	2	-4	-67%	23	22	-1	-4%	20	0	-20	-100%	487	142	-345	-71%
	Searchlight	17	22	5	29%	94	135	41	44%	143	229	86	60%	824	1,333	509	62%
	Outlying Totals	166	168	2	1%	901	942	41	5%	1,710	2,060	350	20%	13,805	12,824	-981	-7%
Outreach	Outreach-Branch	59	15	-44	-75%	273	112	-161	-59%	1,946	780	-1,166	-60%	20,311	11,878	-8,433	-42%
	Outreach-Department	72	29	-43	-60%	365	270	-95	-26%	2,517	141	-2,376	-94%	19,196	16,479	-2,717	-14%
	Outreach-PVS	6	2	-4	-67%	21	26	5	24%	20	0	-20	-100%	446	1,543	1,097	246%
	Outreach-YS Admin.	0	1	1	N/A	26	11	-15	-58%	0	38	38	N/A	2,368	1,250	-1,118	-47%
	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	137	47	-90	-66%	685	419	-266	-39%	4,483	959	-3,524	-79%	42,321	31,150	-11,171	-26%
	Grand Totals	997	1,047	50	5%	5,348	5,734	386	7%	24,049	23,219	-830	-3%	162,342	166,204	3,862	2%

Monthly Statistics
Year over Year
November 2018/ November 2019

		Adult Programs				2018	2019			Adult Attendance				2018	2019		
	Library	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%	2018	2019	Difference	%	Year to Date	Year to Date	Difference	%
Urban Branches	Centennial Hills	27	30	3	11%	131	151	20	15%	295	333	38	13%	1,835	2,331	496	27%
	Clark County	177	177	0	0%	728	885	157	22%	10,316	9,017	-1,299	-13%	27,653	29,534	1,881	7%
	Enterprise	36	45	9	25%	198	208	10	5%	1,754	1,024	-730	-42%	5,585	5,084	-501	-9%
	East Las Vegas	15	122	107	713%	116	550	434	374%	121	1,887	1,766	1460%	1,106	10,267	9,161	828%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	63	55	-8	-13%	273	238	-35	-13%	4,918	824	-4,094	-83%	8,593	3,809	-4,784	-56%
	Sahara West	118	119	1	1%	518	527	9	2%	5,018	2,331	-2,687	-54%	17,738	10,689	-7,049	-40%
	Spring Valley	52	47	-5	-10%	235	205	-30	-13%	907	631	-276	-30%	3,612	2,783	-829	-23%
	Summerlin	54	38	-16	-30%	256	246	-10	-4%	2,555	5,178	2,623	103%	15,527	21,025	5,498	35%
	Sunrise	30	42	12	40%	138	213	75	54%	1,184	1,088	-96	-8%	6,341	5,146	-1,195	-19%
	West Charleston	29	57	28	97%	189	274	85	45%	929	1,109	180	19%	4,254	5,486	1,232	29%
	West Las Vegas	37	45	8	22%	265	256	-9	-3%	1,133	1,007	-126	-11%	10,297	8,539	-1,758	-17%
	Whitney	33	69	36	109%	171	292	121	71%	968	1,206	238	25%	5,782	6,713	931	16%
	Windmill	59	61	2	3%	276	299	23	8%	1,663	2,681	1,018	61%	10,296	13,692	3,396	33%
	Urban Totals	730	907	177	24%	3,494	4,344	850	24%	31,761	28,316	-3,445	-11%	118,619	125,098	6,479	5%
Outlying Branches	Blue Diamond	2	3	1	50%	12	11	-1	-8%	17	20	3	18%	144	141	-3	-2%
	Bunkerville	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Goodsprings	2	1	-1	-50%	45	39	-6	-13%	26	16	-10	-38%	120	92	-28	-23%
	Indian Springs	0	2	2	N/A	0	10	10	N/A	0	8	8	N/A	0	41	41	N/A
	Laughlin	30	30	0	0%	100	131	31	31%	1,490	517	-973	-65%	3,088	1,650	-1,438	-47%
	Mesquite	43	33	-10	-23%	185	199	14	8%	583	302	-281	-48%	2,149	1,669	-480	-22%
	Moapa Town	0	0	0	N/A	4	1	-3	-75%	0	0	0	N/A	15	4	-11	-73%
	Moapa Valley	21	21	0	0%	64	109	45	70%	86	84	-2	-2%	440	337	-103	-23%
	Mt. Charleston	2	5	3	150%	12	18	6	50%	32	71	39	122%	177	321	144	81%
	Sandy Valley	2	0	-2	-100%	11	8	-3	-27%	18	0	-18	-100%	72	35	-37	-51%
	Searchlight	1	3	2	200%	12	11	-1	-8%	1	22	21	2100%	23	88	65	283%
	Outlying Totals	103	98	-5	-5%	445	537	92	21%	2,253	1,040	-1,213	-54%	6,228	4,378	-1,850	-30%
Outreach	Outreach-Branch	9	7	-2	-22%	90	45	-45	-50%	699	610	-89	-13%	2,266	1,846	-420	-19%
	Outreach-Department	32	302	270	844%	170	421	251	148%	294	3,385	3,091	1051%	1,848	4,546	2,698	146%
	Outreach-PVS	2	0	-2	-100%	19	14	-5	-26%	6	0	-6	-100%	2,394	873	-1,521	-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	43	309	266	619%	279	481	202	72%	999	3,995	2,996	300%	6,508	7,565	1,057	16%
	Grand Totals	876	1,314	438	50%	4,218	5,362	1,144	27%	35,013	33,351	-1,662	-5%	131,355	137,041	5,686	4%



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: January 5, 2020

SUBJECT: Community Engagement Response of Communico Presentation from the September 2019 Library Board of Trustees Meeting

During the September 2019 Library District Board of Trustees meeting, questions were directed to Community Engagement during the presentation of the Communico room reservation system. The Library District Board of Trustees asked staff to research and provide answers to questions at a later date. Below is the additional information requested regarding each raised topic.

Q: Will the system capture analytics such as who are regular users and what is it that the regular user requires?

A: The system stores a customer's rental history in accordance with the District's Patron Privacy Policy. Staff has the ability to search by the customer's name, phone number, email address and/or group name to access both the customers' rental history along with upcoming bookings. Staff can also add notes regarding a customer's usage such as "group always needs 10 tables." The system does not allow staff to generate reports like verifying who the top Library District's rental customers are.

Q: Will the process include emergency contacts as a part of the system?

A: In addition to collecting the customer's contact information, the system does allow customers to add the names of additional representatives. The customer can use this area to provide an emergency contact should they choose to do so. An additional representative is allowed to access the venue on the customer's behalf. We do not require contact information beyond the name, phone number, and email address of the customer making the rental request.

Q: How can customers get refunds and cancellations?

A: Customers are able to cancel meeting room reservations online or by submitting a cancellation request in writing to Library District programming and scheduling staff. Staff will confirm the cancellation with the Library District's Financial Services Department to execute a

refund. Customers usually receive credit card refunds in three to five business days and check refunds in one to two weeks. The type of refund is dependent upon the original form of payment.

Q: How long is the data saved: e.g. does the user have to input his data each and every time or will it save the input for how long?

A: In accordance with our Patron Privacy Policy, a customer's rental history is stored for the current and past two fiscal years. If a customer wishes to enter their Library card and PIN, Communico can pull the customer's first name, last name, and email address from the District's Integrated Library System (ILS) used for collection resource materials. Using their library card will also allow customers to manage multiple bookings using a single log-in. In addition, a customer can then use Communico's cart feature. This allows a customer to make multiple bookings at the same time while requesting their contact and credit card information only once.

Q: What are the timeframes for holding the spaces?

A: The Library District does not hold spaces for rental customers without payment. All reservations are accepted on a first-come, first-served basis. Customers can book meeting rooms up to six months in advance. Refunds are granted to customers who cancel reservations with more than 30 days' notice. Customers are not able to make meeting room reservations online with less than 72 hours' notice, as it is necessary to allow programming and scheduling staff time to process rental requests. However, customers can always make room reservation requests with less than 72 hours' notice by visiting the library branch in person and paying by check.

For rental of a Performing Arts Center (PAC), staff will hold a reservation request without payment if the customer has scheduled a contract signing. These reservations are also accepted on a first-come, first serve basis. Customers are able to book a PAC up to one year in advance with a non-refundable, 50% deposit. If a PAC rental cancels with less than 60 days' notice, LVCCLD will invoice the customer for the remaining rental fee. Due to staff scheduling, payment processing, and insurance requirements the Library District is usually not able to honor PAC rental requests with less than four weeks' notice.

Q: What is the procedure for nonprofit uses and users?

A: The rental procedure is the same for a nonprofit organization, commercial business, and individual. Customers can make rental requests for meeting rooms online or in person at the same fee rate of \$30 per hour. Rentals of PAC's are made through an in-person contractual process. PAC's can be rented at a fee rate of \$40 per hour with additional fees for technicians and security. A nonprofit organization or individual can apply for a programming partnership for free use of our facilities, staff, and equipment if their program is free, open to the public, free of solicitation, and consistent with the Library District's mission and strategic plan. Customers who are interested in a programming partnership are encouraged to submit applications at least 180-days ahead of time for consideration so that staff can secure space, technical support, and marketing support for the proposed program. Partnership applications can be accepted with shorter notice.

Q: What safety precautions does the District have in place for Wi-Fi use by users?

A: The Communico reservation platform is secure and operates independently of Library District servers. If a catastrophic event were to occur with online room reservation information, programming staff could manually rebuild the room reservation database with information from notifications that are automatically sent via e-mail to them during the reservation process.

If a rental customer asks to connect to Wi-Fi, staff directs the customer to connect to the Library District's free Public Wi-Fi network via our standard authentication and agreement process. The sole exception to this is with our annual partnership of AARP providing free tax assistance. A private AARP Tax Assistance network with the same security protocols as the free Public Wi-Fi is offered to customers participating in this program. The difference of this network and the standard public Wi-Fi network is that the user will not be "timed out" when completing their taxes during the lengthy process of completing tax forms. The Library District will not set-up a network (secured or unsecured) separate from the public Wi-Fi for any non-library staff person or group. All Wi-Fi users must comply with the District's Internet and Wireless Use Policy. Non-Library staff (i.e. rental users, customers, partners, guests) are never permitted to access the Library District staff network. If a customer has an internet security concern, staff would contact the Information Technology department for guidance and support.

Information Technology Director Al Prendergast notes that, "Everyone using our public Wi-Fi is effectively outside of our network. We use Access Controls to block access to all of our internal systems and a firewall to allow access to the systems that they need to access. If we were being hacked we would:

1. Identify the activity – Including notifying staff and patrons as needed.
2. Contain the activity – Stop the activity and collect information.
3. Analyze the activity – Review logs with our vendors and take steps to prevent future incidents and notify law enforcement if needed.
4. Recover our systems if needed.
5. Follow-up – Prepare an incident report, discuss with our executive team, and prepare public notification if needed."

Q: After hours use limitations?

A: In accordance with the Facility Rental Policy, customers are unable to rent meeting room spaces outside of normal Library District operating hours with the exception of meeting room reservations in conjunction with an after-hours PAC rental. This is due primarily to security and staffing concerns. Most Library District program events (with just a few exceptions) are also executed in meeting rooms only during our normal operating hours. After-hours use of PAC's are permitted. Rental groups are generally expected to vacate the building by 11:00 p.m. with staff to vacate the building shortly thereafter.

Q: What happens if the user does not clean up the space?

A: Rental customers of meeting rooms must agree to the Library District's Facility Rental Policy before they're able to reserve a venue. Rental customers of a PAC sign a rental contract and must agree to the Library District's Performing Arts Center Rental Policy. The Library District then has the ability in accordance with this policy to charge the rental customer a

\$50.00 cleaning fee if the venue is not cleaned and restored to its pre-rental condition. The Library District may also invoice customers for damage to library facilities and equipment, in excess of \$50.00, if necessary.

Q: If the District allows exceptions to the rules, what level is the exception made at, how will this be documented?

A: No exceptions to rules are made in instances outlined by a Policy adopted by the Library District Board of Trustees. Refunds for cancellations can only be approved by Manager or Director level staff up to their approved financial purchasing authority limit and must be submitted in writing to the Financial Services department. Front-line staff working directly with customers do not have any financial reimbursement authority. They may only submit the request for review on behalf of the customer.

Rental customers may request an exemption to the Library District's Facility Rental Policy (only in writing) in order to permit alcohol at an event. Staff requires that the group submit a request at least 30-days prior to the event. The group must additionally submit a special event permit and proof that all services are properly credentialed including using a licensed caterer, Techniques of Alcohol Management (TAM) cards of alcohol servers, and permission from Southern Nevada Health District. The complete packet of supplemental materials and the exemption request is then submitted in writing only to the Executive Director for approval or denial.

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ITEM VII.A.2.c.

December 2019 & January 2020

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Danielle Patrick Milam, Director of Development and Planning

DATE: January 5, 2019

SUBJECT: Development and Planning Department Report, December 2019 and January 2020

Development and Planning Department Activities in November and December 2019

November and December were harvest months for the Development and Planning Department, as many projects saw results from work seeded earlier in the year.

Early Learning. As reported in the November department report to the board, the State of Nevada is completing year one of the 2018-2021 Early Childhood Advisory Council Strategic Plan to improve conditions for the 213,000 children, ages 0-5, living in our state (of which 160,000 live in Clark County). The library-led collective action team of Raising Las Vegas (15 “boots on the ground” organizations that deliver early childhood development services in our region) met to provide feedback and performance measure information for all three state ECAC strategies:

- **EARLY LEARNING:** Strengthen the complex system of early learning to provide every child and family with high quality early childhood education and development.
- **FAMILY SUPPORT & COMMUNITY ENGAGEMENT:** Ensure families have the support they want and need to nurture their children’s early learning and development.
- **CHILD AND FAMILY HEALTH:** Promote and support increased access to and delivery of high quality, evidence-based health services for families with young children.

Development Officer **Sherry Walker** participated in the ECAC Council meetings in November to provide Raising Las Vegas feedback to the state’s strategic plan and to prioritize the elements of a state planning grant proposal that was submitted to the Pritzker Family Foundation in December.

The Library District Foundation also received an award from the Bezos Family Foundation to expand family engagement activities for families with young children. The grant was awarded to the Children’s Cabinet, with the Library District awarded \$50,000 a year for three years to grow the Outreach Services Department’s training for families and the over 1,000 “Family, Friends & Neighbor” home-based care providers. The trainings will be based on the “Mind in the Making” curriculum and parenting tip app. The Library District scope of work will be led by Outreach Services Manager **Glenda Billingsley**. Planning for the new position and scope of work is currently in progress.

In December, the Library District Foundation was also awarded the first annual Jameson Collective Action grant of \$25,000. This grant will survey and gather “lived experience” data and information on the childcare needs of families with young children and the home-based child care providers (Family, Friends, and Neighbor care). The Library District Foundation will work closely with Raising Las Vegas partners at the UNLV Institute for Children’s Research and Policy and the Las Vegas Urban League to hire social work students to gather data from families where they shop, do laundry, and gather.

Teen Tech Labs. The Robot Lab Powered by Switch opened on November 5th at the West Las



Vegas Library to great enthusiasm and media coverage. VIP attendees included Library Foundation President **Keiba Crear** and Foundation board member **Chaka Crome**; Library District Board Chair **Felipe Ortiz**; Ward 5 Councilman **Cedric Crear**; LVCCLD Executive Director **Ron Heezen**, and SWITCH executive and former City Manager **Betsy Fretwell**. West Las Vegas Branch Manager **Chantel Clark**, Assistant Branch Manager **Carol Chambers**, and Youth Services Department Head **Marco Veyna-Reyes** provided key support for the event. Youth from the City of Las Vegas’s neighboring Doolittle Community Center were invited for pizza and the opening.

Foundation board member **Chris Way**, General Manager for Channel 13 KNTV, attended the event with his TV crew who provided this great coverage:

<https://www.youtube.com/watch?v=un9rFyIE1X0>

Fox 5 also provided great coverage of the kinds of Robot Lab programs which will be offered to both teens and tweens, including robotics, coding, and game app development.

https://www.fox5vegas.com/news/local/west-las-vegas-library-debuts-free-robotics-lab-for-kids/article_d60446f6-159b-11ea-b071-9b43cbc1d053.html?utm_medium=social&utm_source=facebook&utm_campaign=user-share&fbclid=IwAR2oTnpPFFXTa6TzLqIBO8QUa_rWxaweih4QhebXc1Vt4L0nSoOWA0fCKMw

The Library District’s fourth teen tech lab will open at the Enterprise Library at 4:00 p.m. on Thursday, January 23rd, thanks to a generous \$25,000 grant from Cox Communications, facilitated by Foundation board member and Cox Community Relations Manager **Tamar Hoapili**. Many thanks to Enterprise Branch Manager **Marie Nicholl-Lynam** and her staff, as well as a group of teen volunteers who have been actively planning the new teen tech lab over the fall.

The Foundation's Best Buy Teen Tech Center project became a national showcase in November as the manager of that program, Clark County Library Teen Services Department Head **Megan Nykodym** hosted colleagues from other Best Buy Teen Tech Center sites for a national training event. The training participants share practices, visited local attractions such as the Mob Museum, and received trainings from Library District staff on operations and equipment (Regional Library Operations Manager **Leo Segura**), cosplay (Sunrise Youth Services Department Head **Natalie Tabisaura**), and recording and production (East Las Vegas Teen Services Librarian **Alexander Acosta De Leon**). The Foundation provided support for meals, snacks, and the trip to the Mob Museum.



Social Service Survey. This fall the Library District launched a research project with students at UNLV's School of Social Work. The Human Resources and Development and Planning departments worked together to craft positions and recruit Social Work students to observe and describe different kinds of social service populations and needs at various urban branches. Over several semesters, the plan is to better understand the populations and needs of the community, map out the ecosystem of social service providers in the region, and to make recommendations to guide Library District staff training, partnership development, and development of a District-wide social service strategy and referral system. The work this fall was launched and facilitated in part by Spring Valley Branch Manager **Leah Ciminelli**. The Library District was also fortunate to work with Library Board Trustee receive the pro bono Accredited Field Investigator services for this student project from the Executive Director of the UNLV School of Public Health, **José Meléndrez** who also serves as Trustee on the Library District board.

Library Journal Director's Summit. Development and Planning Director **Danielle Milam** participated on a panel with Library Journal Editorial Director Rebecca Miller; John Szabo, City Library for Los Angeles Public Library; and Kimberly Johnson, CEO of the Tulsa City-County Library, host of this year's event. The conversation focused on how libraries are building internal capacity to play a role in strengthening the social fabric of community, the topic of the 2019 *Library Journal* Director's Summit in Tulsa on November 7, 2019. Pictured left to right are summit keynote Sacramento Director Rivkah Sass, LJ Journal Executive Editor Meredith Schwartz, and Ms. Milam.



Facility Master Plan Branch Renovation. Director Danielle Milam participated in branch and architect planning sessions to complete schematic design to bring the new model library learning services into 13 existing branches.

Department Financial Statement Preparation. Financial Statements for the Foundation were prepared by Gary Lein of Hilburn and Lein, CPAs, and approved by the Foundation Board of Directors at the November 13, 2019 meeting. The Financial Statements are now posted on the foundation website: <https://lvccld.org/foundation/financial-statements/>. The department also

hosted the Mesquite QALICB and East Las Vegas QALICB meetings to review and approve the Financial Statements for those organizations. The Financial Statements, prepared by Piercy Bowler Taylor and Kern, were approved at November meetings.

With immense logistical event support from Volunteer Program Manager **Leslie Valdes**, the Library Foundation participated in the 10th year of Christmas en el Barrio, a community collaborative to provide elementary school children with toys.

The Library Foundation also held the annual end-of-year book sale blowout at Sahara West on December 12-14, 2019. This year saw \$8,031.00 in total sales. Many thanks to Volunteer Coordinator **Leslie Valdes** and Bookstore Warehouse manager **Matt Moschella** who receive tremendous support for the massive sale from a corps of community volunteers that include Library District Board Trustee **Marilyn Frances Drake** and her husband, Rodney.

Other meetings:

Program Officer **Sherry Walker** attended the City of Las Vegas Mayor's end of year breakfast.

Development and Planning Director **Danielle Milam** attended the Bank of America Community Needs Assessment at the United Way of Southern Nevada and a tour of East Las Vegas with Punam Mather of the Wynn Foundation.



ITEM VII.A.2.d.

December 2019

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

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

DATE: November 27, 2019

SUBJECT: Information Technology Report, December 2019

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 November:

Branding & Marketing Support

The IT Department configured and repurposed an older laptop for Assistant Branding and Marketing Director **Karen Bramwell** to remotely access the network while she is away from the office.

Financial Services Support

The IT Department worked with Financial Services and their support vendor to complete an upgrade of the XMailFetcher software on their IRIS server, which is used for our accounts payable system.

The IT Division continues to troubleshoot an e-commerce problem that prevents customers from paying fines using our custom-developed self-check/ExpressLane solution. The problem was reported in October and we believe that we've finally identified the cause of the issue and expect to have the problem corrected shortly.

The District's Technology Plan identified a "Cashless System" goal that would eliminate the staffs' handling of cash in the branches by removing the cash registers from the customer service desks while allowing customers to use a self-service option. After much discussion, we have determined that a total elimination of the staffs' handling of cash will not be possible. However, we have identified a potential solution that would greatly reduce the staffs' handling of cash. We will be piloting the solution at the East Las Vegas Library in the coming months.

General Services Support

Head of CBS **Rebecca Colbert** attended several Facilities Master Plan Branch Renovations -Workshop #1 meetings in October and several Workshop #2 meetings in November. I also attended several Workshop #2 meetings at the various branches. The discussion topic included core services, adjacencies, and collection size. Ms. Colbert, Adult Collection Development Librarian **Teresa Handleman**, and Distribution Center Librarian **Raychel Lendis** attended the bi-monthly Adult Services Task Force meeting to discuss the impact of the Facilities Master Plan on collection size and the branches were encouraged to review their collections and communicate with Collection Development regarding collection needs. Ms. Lendis presented three draft documents to the group, *Collection Management Guide*, *Collection and Floating Management: Correcting Imbalances*, and *Weeding Guidelines*.

The IT Department continues to work with the Facilities Department and their vendor to get the external electronic sign at the East Las Vegas Library operational. After making numerous efforts to get the sign operational, our attempts have only been partially successful. We can connect to the sign from the branch, but not from any other location in the District. General Services Assistant Director **John Vino** is working with our sign vendor to determine the next step to try and get this issue resolved.

The IT Department assisted the Facilities Department with the replacement of one Youth Services staff desk at the East Las Vegas Library. The computing equipment was removed and replaced as the work was completed.

The IT Department completed the replacement of our end-of-life telephone system earlier this year, but the integration of the telephone system and the overhead paging system at the East Las Vegas and Mesquite libraries were not completed. The IT Department worked with Assistant General Services Director **John Vino** and the building contractor to complete the integration at the East Las Vegas Library. We continue to work on the integration at the Mesquite Library.

Human Resources (HR) Support

Assistant IT Director **Ron Melnar** and I worked with the HR Office Assistant **Abby Rodriguez** to interview applicants for the vacant *IT Assistant* position. **Nadine Griego** was selected to fill the position. Nadine began her employment with the District in November.

Library Operations Support

The District's circulation for October was 978,375, of which 24% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Boulder City and North Las Vegas customers have access to the District's OverDrive e-media collection, and the North Las Vegas Library District's customers accounted for approximately 7.8% of our OverDrive circulation while the Boulder City Library District's customers accounted for approximately 1.9%. In October, the District's materials accounted for approximately 97.3% of our circulation, while the Boulder City Library District items accounted for approximately 1.3%, and the North Las Vegas Library District items accounted for 1.4% of the materials circulated to our customers. The District's materials accounted for

approximately 12% of the Boulder City Library District's circulation and 16.5% of the North Las Vegas Library District's circulation.

CBS staff added 6,026 titles with 23,673 new items to the collection, while 22,815 items were withdrawn from the library catalog. Senior Cataloger **Monica Song** also added 186 unique titles for the Boulder City Library District and 641 titles with 1,107 items for the North Las Vegas Library District to the catalog. Additionally, Collection Development staff added 6,269 e-books and e-audiobooks to the collection in October. Ms. Song and Cataloger **Kevin Bowman** added 387 Government Document records to the catalog. Acquisitions Librarian **Heather Brooks** purchased sewing machines and supporting materials including scissors, irons and cutting mats for the Sahara West, Spring Valley, and West Las Vegas libraries. These materials will help expand the sewing machine workshops and programs at the branches.

Head of CBS **Rebecca Colbert** completed and submitted the Fiscal Year 2019-20 State Collection Development Grant Application to the Nevada State Library and Archives. We expect to receive \$106,032, which will be spent on historical resources for underserved communities including Latinx, African American, and LGBTQ+, in addition to video games for the collection. Video games will be a new item type added to our catalog and Ms. Colbert attended the Youth Services Department Head meeting to solicit feedback regarding adding them to the circulating collection. The discussion included security, shelf placement, and packaging of the items as well as the depth and breadth of titles to be considered.

AS Manager **Sufa Anderson** and ER Manager **Jocelyn Bates** joined CBS staff and hosted Abbey Deckard from OverDrive, who presented an annual overview of our purchasing and the performance for our OverDrive e-media collection. The District is expected to surpass the two-million annual checkouts mark in late December, however, the ongoing Macmillan embargo may make this more difficult. Ms. Deckard inquired about a partnership with the Clark County School District (CCSD), but since OverDrive is CCSD's secondary vendor only a few schools are utilizing the service.

I joined Head of CBS **Rebecca Colbert** and several members of CBS in a meeting with representatives of our largest library materials vendor, Brodart (including Gretchen Herman - VP Sales and Product Development, Lisa Miosi - VP Customer Care (remotely), Lori Gray - Director of Sales, and Janice Lentz - Western Regional Sales Manager) to discuss ongoing issues regarding late shipments and incorrect cataloging of print material. As a result, a follow-up visit is scheduled for December and a full reprocessing and review of our accounts will occur in January.

The Distribution Center's (DC) collection consists of 79,253 items, with 11,501 items circulating and 5,131 items filling customers Holds requests in October.

DC Librarian **Raychel Lendis** visits each branch at least once annually to assess current projects, discuss the health of their collections and their collection needs, and offer support where needed. Ms. Lendis visited the East Las Vegas Library (EV) in November to review their statistics, including circulation and the number of items in their collection. Ms. Lendis offered suggestions for improved marketing of materials and discussed the types of materials that are popular at EV

In November, the outlying branches returned 150 items of various formats to the DC and the DC sent the branches an equivalent quantity of items to refresh their

collections. All branches are given the option of storing their holiday materials at the DC throughout the year. For example, if a branch sends 10 Thanksgiving books to the DC for storage, the DC will return 10 Thanksgiving books to the branch one month before Thanksgiving. This month, 2,353 holiday books were redistributed to the branches who chose to store them at the DC.

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 collection, and there are materials at the DC that generate a large number of circulations and should be available for browsing in a branch. In October, the branches requested 1,237 items to supplement their collections and the DC redistributed an additional 998 popular items to the branches where they are likely to circulate.

DC Librarian **Raychel Lendis** developed the Collection Enhancement Team for performing the *collectionHQ* tasks of rebalancing and refreshing the collections between the urban branches. In October, 43 items were transferred, generating 1,016 circulations with a monetary value of \$481. Since this Team began using the *collectionHQ* transfer and rebalancing tools in July 2018, a total of 2,815 items have been transferred, resulting in 9,825 circulations with an estimated monetary value of \$33,376. Ms. Lendis assigned the *Collection Check collectionHQ* report to the branches in November. This report identifies items that have been not circulated for four years and should be located and considered for removal from the collection. Additionally, Ms. Lendis and AS Manager **Sufa Anderson** visited the Moapa Town Library to assist with performing the *Collection Check collectionHQ* report due to staff shortages.

Ms. Lendis provides 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 November, Ms. Lendis provided two *Collection Maintenance 1: Weeding 101* training classes for District-wide staff and one additional class for staff at the Sahara West Library; two *Collection Maintenance 2: Decision Center and collectionHQ* training class for District-wide staff, and one additional training class for staff that the West Charleston Library.

AS Manager **Sufa Anderson** and DC Librarian **Raychel Lendis** revised the *Discard Procedures*, *DC Guidelines and Services*, *DC Holiday Book Storage*, and *Mobile RFID Unit Lending Procedures* documents and shared with staff via email and on a newly created Distribution Center webpage on Voyager.

In October, the Interlibrary Loan (ILL) Department received 513 requests from District customers to borrow materials from other libraries, and we were able to fill 80% of our customers' requests. Of the requests that were filled, 85% of the items were checked out by our customers. The District received 781 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 two days.

ILL continues to promote its services and keep staff informed. ILL Associate **Stacie Schwartz** held one ILL training session with four staff in attendance in November.

AS Manager **Sufa Anderson** and ILL Associates **Stacy Schwarz** and **Renee Smith** revised the *ILL FAQs* on our website to reflect updated information regarding billed and high demand items and Ms. Schwartz and Ms. Smith hosted Rainbow Library's Adult Services Assistant **Loretta Dudley** for job shadowing in ILL.

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 responds to customer inquiries via our "Ask" e-mail account and provides 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 our collection.

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 October were *Ancestry Library* (with 80 unique views), *Rosetta Stone* (47 unique views), and *Brainfuse HelpNow* (35 unique views).

The ER Department transitioned to the *Fresh Picks* eNewsletter reading recommendation solution in November 2018. *Fresh Picks* has over 20 categories of eNewsletters that are delivered weekly, bi-weekly, monthly, and bi-monthly and offers recommendations for a variety of genres and ages. In October, 5,373 *Fresh Picks* eNewsletters were sent to customers. The most popular eNewsletters were *Top Ten* (with an open rate of 54%), *Popular Culture* (with an open rate of 53%), and *Mystery* and *New York Times Fiction* (tied with an open rate of 53%). There were 95 new *Fresh Picks* subscriptions in October, with 567 unique subscribers accounting for 3,908 monthly subscriptions. To subscribe to *Fresh Picks*, visit <http://www.lvccld.org/freshpicks> and choose your favorite topics.

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 tenth volume of our *Primary Source* staff eNewsletter and ER Librarians **Kristine Segura** and **Ria Eufemio** published the first monthly edition of a new eNewsletter, *Staff Picks*. This new newsletter incorporates titles submitted monthly and features fiction, non-fiction, DVDs, and music CDs. Staff and customers can subscribe to the *Staff Picks* newsletter as they would for any of the *Fresh Picks* eNewsletters via our website above.

iPad circulation for October was 319 and Hotspot circulation was 456.

The District launched the Mobile Hotspot Lending Program in 2017 with services from T-Mobile. Microcomputer Technician **Jodi Hafen** worked diligently to process and distribute over 460 new Sprint hotspots, as we continue our service transition from T-Mobile to Sprint.

AS Manager **Sufa Anderson** conducted the quarterly Computer Center Department Heads Meeting at the Windmill Library. The group discussed a wide array of technological and operational issues, including problems related to Macmillan eBook

Embargo and GMail, in addition to new initiatives such as the Library Document Stations and adding two-sided printing to the Public computers. Assistant IT Director **Ron Melnar** attended the meeting and provided an update on IT Projects, including the Annual Computer Replacement Project, Windows 10 upgrades, and staff server upgrades to Windows Server 2016.

IT Projects

The Annual Computer Refresh/Replacement Project for this fiscal year has commenced. 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 and the computer labs District-wide and laptops in several Homework Help Centers and Literacy. The total number of replacements for this fiscal year is over 300 computers and laptops. The following locations were completed this month:

- Goodsprings – 1 YS Public computer
- Indian Springs – 1 AS Public computer and 1 Staff computer
- Mount Charleston – 1 YS Public computer and 1 Staff computer
- Sandy Valley – 1 YS Public computer
- Searchlight – 1 YS Public computer

As a part of the Library Operations Supplemental Budget Requests for this fiscal year, the IT Department deployed one additional Public laptop for the Meadows Library.

Support for *Windows Server 2008* will end in January 2020. The IT Department is currently working to upgrade all of the District's Windows 2008 servers before the end of the support date. We are currently working with our vendor, EnvisionWare, to upgrade the Branch Manager software which controls the security gates as we replace the servers. The server for the Spring Valley Library was completed this month.

In 2016, we were notified by our vendor, EnvisionWare, that our security gates were at the end of their life expectancy. This month, the IT Department worked with EnvisionWare, Facilities Maintenance Supervisor **Truman Driver**, and Branch Manager **Lorinda Soto** to replace the security gates at the Sahara West Library with the newer model gates, leaving five branches with older gates to be replaced.

The IT Department continues to work on the District-wide Switch Replacement Project. Most of the District's network switches were purchased in 2008 and are at the end of their life expectancy. The switches at the Centennial Hills, Sahara West, Summerlin, and Windmill libraries were replaced this month.

The IT Department installed Library Document Stations (LDS) in the computer labs at the Clark County and Windmill libraries and provided orientation and training to staff on the use of the devices. The LDS allows customers to fax, scan, and copy using funds from their PC Reservation System account.

ILS and Network Analyst **Sloan Sakamoto** completed a major upgrade of our training Sierra Library Services Platform, from Version 4.3 to Version 5.0, and several members of the IT Division have completed testing of the system. The production Sierra system will be upgraded in early December.

AS Manager **Sufa Anderson** configured and delivered a barcode cloner for the Blue Diamond and Moapa Town libraries.

Miscellaneous

AS Manager **Sufa Anderson** completed several end-of-month reports for the Library Operations Division, including statistics for fines, new library cards, and computer use. Ms. Anderson prepared a data file for the Branding and Marketing Department's bi-monthly *Check Out What's New @ LVCCLD* eNewsletter. Ms. Anderson continues to work with the Sierra Cleanup Committee to perform database cleanup activities in our Library Services Platform. Ms. Anderson also prepared and distributed Quick Start Library Cards for eight branches to share access to electronic resources with youth at outreach events to schools and other locations and prepared one Retiree/Trustee library card in November.

Systems and Network Supervisor **Gunnar Kim** attended a week-long *Interconnecting Cisco Networking Devices 2* training class in Dallas, Texas and Systems and Network Security Analyst **Alfred Cruz** attended a week-long *Cisco Certified Information Systems Security Professional* training class in San Jose, California.

The IT Department resolved the problem related to Google Mail (GMail) and we are again able to receive e-mail messages from Google. We are now working to resolve a problem with our customers' remote access to our online database subscriptions. Attempts to access the databases remotely cause a "Google Safe Browsing" warning to appear when using some popular web browsers.

The IT Department has used our current trouble ticket system since 2012 and we testing a new replacement solution. The new solution can be expanded for use by other divisions, has improved workflow management processes, and includes new features such as a searchable knowledgebase for staff. We expect to go-live with the new system in early 2020.

The IT Department completed an RFP and contracted for the replacement of the District's end-of-life automated materials handling system (sorters) in December 2018. The contract included the development of a new customer interface. The new Spring Valley sorter, which will be replaced in early December, will have this new customer interface. AS Manager **Sufa Anderson** and I met with the vendor to provide input into the development of the new interface.

FY 2019-2020 ELECTRONIC RESOURCES STATISTICS
November 2019

Customer Support	Nov-18	Nov-19	% Change	FY18-19	FY19-20	% Change
Number of Phone Calls to Electronic Resources	165	126	-23.64%	840	720	-14.29%
Length of Calls in Hours, Minutes, and Seconds	27:04:36	13:39:19	-49.57%	108:31:19	80:47:06	-25.56%
Number of emails to ask@lvccld.org	437	392	-10.30%	2,530	2,229	-11.90%
Number of Classes	0	0		9	4	
Number of Attendees	0	0		65	5	

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

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	ReferenceUSA	535	11,181
Health and Wellness	Academic Search Main	113	321
Homework Help	IXL	78	29,181
Limitless Learning	Lynda.com	939	5,125
A-Z Resources (All Others)	Newsbank - LVRJ	978	11,933

Downloadables and Streaming Circulation	Nov-18	Nov-19	% Change	FY18-19	FY19-20	% Change
eBooks	90,390	106,359	17.67%	479,949	583,527	21.58%
Audiobooks	51,875	71,426	37.69%	264,668	359,084	35.67%
Magazines	7,467	9,456	26.64%	39,899	49,748	24.68%
Movies and TV	4,542	8,491	86.94%	27,694	51,556	86.16%
Music	24,550	27,315	11.26%	130,419	137,908	5.74%
Total	178,824	223,047	24.73%	942,629	1,181,823	25.38%

Online Resources Usage by Category	Nov-18		Nov-19		% Change		FY18-19		FY19-20		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	1,029	29,701	654	14,774	-36.44%	-50.26%	17,120	123,070	4,515	143,444	-73.63%	16.55%
Health and Wellness	180	1,309	309	723	71.67%	-44.77%	741	7,134	1,660	3,168	124.02%	-55.59%
Homework Help	451	22,919	492	36,731	9.09%	60.26%	3,105	138,826	3,520	140,349	13.37%	1.10%
Limitless Learning	2,343	7,424	2,059	6,314	-12.12%	-14.95%	12,271	43,753	15,793	39,350	28.70%	-10.06%
A-Z Resources (All Others)	12,137	28,423	10,470	30,272	-13.73%	6.51%	49,254	94,561	58,115	188,152	17.99%	98.97%

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.2.d.

January 2020

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

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

DATE: January 2, 2020

SUBJECT: Information Technology Report, January 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 December:

Financial Services Support

The District's custom-developed self-check\ExpressLane e-commerce solution stopped working in October 2019. This system was developed in 2008 and worked flawlessly until recently. After several conference calls with the vendors and weeks of troubleshooting, the problem was finally resolved. We were able to determine that the problem was caused by our bank, Wells Fargo. Wells Fargo deleted the terminal identification (TID) number used by our solution during their administrative account cleanup process. To resolve the problem, Wells Fargo created a new TID and our vendor, Innovative Interfaces Inc., worked with First Data to reregister the number and reprogram the software to use the new TID.

General Services Support

The IT Department assisted the Facilities Department with the reconfiguration of the Adult Services staff desk at the Sunrise Library. The computing equipment was removed and replaced as the work was completed.

Human Resources (HR) Support

CBS Support Services Assistant II **Naty Alons** will retire after 28 years of service with the District. Natty began her career with the District in 1992 as a Library Assistant I in the Technical Services Department and worked in the Financial Services Department as an Accounting Technician I before joining CBS in 2007. She will be missed by her CBS "family" and we wish her the best in her retirement!

Library Operations Support

The District's circulation for November was 917,052, 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 the North Las Vegas Library District's customers accounted for approximately 7.7% of our OverDrive circulation while the Boulder City Library District's customers accounted for approximately 1.9%. ***The District reached the 2 million checkout milestone in December, joining 22 other library systems that reached that milestone in 2018!*** In November, the District's materials accounted for approximately 97.3% of our circulation, while the Boulder City Library District items accounted for approximately 1.2%, and the North Las Vegas Library District items accounted for 1.5% of the materials circulated to our customers. The District's materials accounted for approximately 13% of the Boulder City Library District's circulation and 17.5% of the North Las Vegas Library District's circulation.

CBS staff added 4,737 titles with 19,128 new items to the collection, while 16,847 items were withdrawn from the library catalog. Senior Cataloger **Monica Song** also added 304 unique titles for the Boulder City Library District and 187 titles with 298 items for the North Las Vegas Library District to the catalog. Additionally, Collection Development staff added 4,583 e-books and e-audiobooks to the collection in November. Ms. Song and Cataloger **Kevin Bowman** also added 402 Government Document records to the catalog.

Collection Development Librarian **Jen Jost** presented a panel at the December 4th District's YPL Summit on *Building and Using Book Lists*. Ms. Jost taught staff how to make lists in BiblioCommons and encouraged them to search lists for reader's advisory suggestions.

CBS staff met with representatives of WT Cox, the District's print magazine and newspaper vendor. WT Cox provides over 3,000 magazine and newspaper subscriptions to the District. CBS staff met with WT Cox team members Bri Benton, our Customer Service Specialist, Dee Hopkins, Customer Service Manager, and Mike Perrine, Vice President of Sales and Marketing. CBS staff also provided them with a tour of the Windmill and East Las Vegas (EV) libraries. They were excited to visit EV, as they had followed the entire construction project via the webcam on our website, and were very interested to see all the new technology in the branch. CBS staff would like to thank Branch Manager **Salvador Avila** for his informative and entertaining tour. The team from WT Cox was very impressed with EV and had a great time getting a lesson on how to DJ!

Head of CBS **Rebecca Colbert** and CBS staff met with several representatives from Brodart in November to discuss ongoing issues regarding late shipments and incorrect cataloging of print materials. The Team had a follow-up meeting this month and held preliminary discussions on how to resolve the issues. An additional follow-up conference call is scheduled for January to continue efforts to improve service and share data from ongoing investigations into problems with the ordering software.

CBS staff also met with Tricia Bengel and Amy Sackett, from Ingram, to discuss potential cataloging and processing accounts. Ingram currently provides rush

material for the District and will be supplying the videogame materials for the 2020 State Collection Development Grant. Ingram is eager to expand its services and may offer an improvement and alternative to current fulfillment and delivery issues with Brodart.

The Distribution Center's (DC) collection consists of 80,796 items, with 10,845 items circulating and 4,708 items filling customers Holds requests in November.

In December, the outlying branches returned 335 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 collection, and there are materials at the DC that generate a large number of circulations and should be available for browsing in a branch. In November, the branches requested 530 items to supplement their collections and the DC redistributed an additional 1,479 popular items to the branches where they are likely to circulate.

DC Librarian **Raychel Lendis** developed the Collection Enhancement Team for performing the *collectionHQ* tasks of rebalancing and refreshing the collections between the urban branches. In November, 59 items were transferred, generating 1,600 circulations with a monetary value of \$476. Since this Team began using the *collectionHQ* transfer and rebalancing tools in July 2018, a total of 2,874 items have been transferred, resulting in 10,904 circulations with an estimated monetary value of \$33,852.

Ms. Lendis provides 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 December, Ms. Lendis provided one *Collection Maintenance 1: Weeding 101* and one *Collection Maintenance 3: Assess Your Collection* training classes for District-wide staff as well as one *Collection Maintenance 2: Decision Center and collectionHQ* training class for staff at the Sahara West Library.

In November, the Interlibrary Loan (ILL) Department received 401 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, 85% of the items were checked out by our customers. The District received 722 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 two days. There were 56 new ILL users in November.

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. *The number of sessions and retrievals for November are down because Google had blacklisted our proxy server, which prevented customers from getting to the online databases for about 10 days.* 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 (UCC). *The number of hours spent by UCC*

addressing eResources questions has increased drastically over the past several months, which will require us to reconsider how we are addressing these issues to ensure that we are being fiscally responsible with the UCC contract. The ER Department also continues to evaluate new eResources to add our collection.

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 November were *Ancestry Library Edition* (with 74 unique views), *Acorn TV* (68 unique views), and *Academic Search Premier* (52 unique views).

The ER Department transitioned to the *Fresh Picks* eNewsletter reading recommendation solution in November 2018. *Fresh Picks* has over 20 categories of eNewsletters that are delivered weekly, bi-weekly, monthly, and bi-monthly and offers recommendations for a variety of genres and ages. In November, 5,518 *Fresh Picks* eNewsletters were sent to customers. The most popular eNewsletters were *Top Ten* (with an open rate of 61%) and *Thrillers* and *New York Times Fiction* (tied with an open rate of 58%). There were 912 new *Fresh Picks* subscriptions in November, with 667 unique subscribers accounting for 4,759 monthly subscriptions. To subscribe to *Fresh Picks*, visit <http://www.lvccld.org/freshpicks> and choose your favorite topics.

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 11th volume of our *Primary Source* staff eNewsletter and ER Librarians **Kristine Segura** and **Ria Eufemio** published the first monthly edition of a new eNewsletter, *Staff Picks for Kids and Teens*. This new newsletter incorporates titles submitted monthly by District-wide staff and customers can subscribe to the *Staff Picks for Kids and Teens* newsletter as they would for any of the *Fresh Picks* eNewsletters via our website above.

iPad circulation for November was 317 and Hotspot circulation was 852. The hotspot circulation statistics are significantly higher in November because we circulated both Sprint and T-Mobile hotspots as we continue our service migration from T-Mobile to Sprint. An additional 120 Sprint hotspots were ordered to address the high demand for this service.

AS Manager **Sufa Anderson** conducted the quarterly Technology Advisory Committee (TAC) meeting at the Windmill Library. The TAC discussed technology challenges in the branches and Ms. Anderson led the discussion on several District projects, including changes to the Mobile Hotspot Lending Program and the Sierra upgrade. ER Manager **Jocelyn Bates** discussed the *Fold3 by Ancestry* database and the staff training schedule for 2020, and Assistant IT Director **Ron Melnar** provided an update on IT projects, including the Branch Server Upgrade, the Annual PC Replacement, and the new IT Trouble Ticket System Replacement projects.

IT Projects

The Annual Computer Refresh/Replacement Project for this fiscal year has commenced. 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 and Literacy. The total number of replacements for this fiscal year is over 300 computers and laptops. The following locations were completed this month:

- Bunkerville – 1 YS Public computer
- Clark County – 4 YS Public computers
- Centennial Hills – 2 YS Staff and 3 AS Staff computers
- Moapa Town – 2 YS Public computers
- Moapa Valley – 2 YS Public computers
- Rainbow – 6 YS Public computers, 4 YS Staff computers, and 2 CL Staff computers
- Sahara West – 8 YS Public computers
- Spring Valley - 6 YS Public computers, 4 YS Staff computers, 20 CL Public computers, and 2 CL Staff computers

Additionally, a new laptop and accessories were installed for the new PVS Technical Supervisor **Benjamin Saint Louis** and the IT Department continues to perform a retrospective upgrade of all Windows 8 computers to Windows 10.

As a part of the Library Operations Supplemental Budget Requests for this fiscal year, two all-in-one computers were deployed for the Teen Lounge at the Clark County Library.

The IT Department completed an RFP and contracted for the replacement of the District's end-of-life automated materials handling system (sorters) in December 2018. In December, we worked with our vendor, Facilities Maintenance Supervisor **Truman Driver**, and Branch Manager **Leah Ciminelli** to complete the replacement sorter for the Spring Valley Library. AS Manager **Sufa Anderson** and I reviewed the final configuration for the new patron interface, which will also be installed at the East Las Vegas Library.

The IT Department continues to work on the District-wide Switch Replacement Project. Most of the District's network switches were purchased in 2008 and are at the end of their life expectancy. The switches at the Sahara West and Sunrise libraries were replaced this month.

ILS and Network Analyst **Sloan Sakamoto** and AS Manager **Sufa Anderson** completed a major upgrade of our production Sierra Library Services Platform, from Version 4.3 to Version 5.0. Ms. Anderson kept the branches informed during the process and followed up with the vendor on any reported issues.

Miscellaneous

AS Manager **Sufa Anderson** completed several end-of-month reports for the Library Operations Division, including statistics for fines, new library cards, and computer use. Ms. Anderson prepared a data file for the Branding and Marketing Department's bi-monthly *Check Out What's New @ LVCCLD* eNewsletter and compiled data for the Nevada Public Library Data Survey. Ms. Anderson continues to work with the Sierra

Cleanup Committee to perform database cleanup activities in Sierra and prepared and distributed Quick Start Library Cards for two branches to share access to electronic resources with youth at outreach events to schools and other locations. Finally, Ms. Anderson processed the annual removal of all patron records that expired before July 1, 2015 and had no outstanding charges or materials from Sierra, updated the Days Closed Table for 2020 to ensure materials are not due on days when library branches are closed, and updated the staff macro to set library card expiration dates to January 1, 2023 to reflect the new expiration date for library cards created or renewed in 2020.

The District experienced several Distributed Denial of Service (DDoS) attacks which resulted in a network slowdown. DDoS attacks disrupt normal traffic by overwhelming the network with a flood of Internet traffic. The IT Department upgraded all Internet-facing systems and optimized system configurations to help to mitigate the attacks. However, we will need to find a permanent solution to proactively protect our network from these types of attacks. The last comprehensive security assessment completed by the District was over 15 years ago, so we will seek a vendor to complete a new security assessment and we plan to apply for eRate funding for this security solution.

The IT Department also completed two security-related projects this month. The Department implemented a new replacement secure e-mail gateway solution from Mimecast. While modern cyber threats can take different forms and delivery methods, e-mail continues to be the number one threat vector that cyber-attackers use to exploit organizations. This new system is one of the best e-mail security solutions available in the industry. The IT Department also completed the project of replacing our antivirus solution on the public access computers. The IT Department previously replaced the Kaspersky solution used for the staff computers, and with this replacement, all of our computers are now protected by the same solution from Palo Alto Networks.

The IT Division received reports from customers who were unable to remotely access the District's online databases. Attempts to access the databases remotely cause a "Google Safe Browsing" warning to appear when using some popular web browsers. The service disruption lasted for about 10 days, but we were finally able to contact the appropriate division of Google to get them to reevaluate and reclassify our site. The IT Division is currently working with a new vendor to implement a replacement remote database access solution from OpenAthens.

I attended the 2019 Nevada Digital Government Summit, held on December 12 in Las Vegas. The purpose of the event is to foster discussion and dialogue on the use of information technology as a strategic tool for managers, executives, and policymakers. I attended several cybersecurity breakout sessions. I also met with Jeff Konishi, Douglas County Libraries Director of Information Technologies and Facilities. Mr. Konishi was in town for a conference and visited to discuss technical challenges and solutions.

The Facilities Master Plan will shift from the District's emphasis from a transaction-based focus (i.e. the number of items circulated) to an experience-based focus (i.e. hands-on learning and programming). As a result, we need to ensure that our people counters are accurately counting the number of customers who visit the

branches. The IT Department began testing three different types of people counters at the Enterprise Library.

FY 2019-2020 ELECTRONIC RESOURCES STATISTICS
October 2019

Customer Support	Oct-18	Oct-19	% Change	FY18-19	FY19-20	% Change
Number of Phone Calls to Electronic Resources	168	142	-15.48%	675	594	-12.00%
Length of Calls in Hours, Minutes, and Seconds	19:15:00	15:00:46	-22.01%	81:26:43	67:07:47	-17.58%
Number of emails to ask@lvccld.org	518	368	-28.96%	2,093	1,837	-12.23%
Number of Classes	1	0		9	4	
Number of Attendees	5	0		65	5	

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

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	ReferenceUSA	720	24,603
Health and Wellness	Academic Search Main	111	371
Homework Help	IXL	73	23,670
Limitless Learning	Lynda.com	1,415	6,946
A-Z Resources (All Others)	Newsbank - LVRJ	1,279	18,741

Downloadables and Streaming Circulation	Oct-18	Oct-19	% Change	FY18-19	FY19-20	% Change
eBooks	95,378	112,233	17.67%	389,559	477,168	22.49%
Audiobooks	54,288	75,248	38.61%	212,793	287,658	35.18%
Magazines	8,030	9,096	13.28%	32,432	40,292	24.24%
Movies and TV	4,566	8,160	78.71%	23,152	43,065	86.01%
Music	25,778	28,830	11.84%	105,869	110,593	4.46%
Total	188,040	233,567	24.21%	763,805	958,776	25.53%

Online Resources Usage by Category	Oct-18		Oct-19		% Change		FY18-19		FY19-20		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	949	30,925	986	29,268	3.90%	-5.36%	16,091	93,369	3,861	128,670	-76.01%	37.81%
Health and Wellness	172	2,624	335	674	94.77%	-74.31%	561	5,825	1,351	2,445	140.82%	-58.03%
Homework Help	445	31,230	821	34,856	84.49%	11.61%	2,654	115,907	3,028	103,618	14.09%	-10.60%
Limitless Learning	2,136	8,709	3,212	8,237	50.37%	-5.42%	9,928	36,329	13,734	33,036	38.34%	-9.06%
A-Z Resources (All Others)	11,599	14,598	11,831	38,181	2.00%	161.55%	37,117	66,138	35,814	119,699	-3.51%	80.98%

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.

December 2019

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Fred James, Chief Financial Officer

DATE: November 25, 2019

SUBJECT: Financial Services Report, December 2019

This report summarizes the Financial Services Department's activities and accomplishments in the month of November 2019.

Administration

- Updated the District's cash flow analysis
- Presented the Fiscal Year 2018–2019 Audit Report to the Finance and Audit Committee and the Board of Trustees
- Submitted the Fiscal Year 2018–2019 Audit Report to the State of Nevada, Clark County, Standard and Poor's, and Crescent Growth Capital
- Prepared the Fiscal Year 2018-2019 Comprehensive Annual Financial Report
- Submitted the Quarterly Economic Survey to the State Department of Taxation
- **Fred James** attended the Mesquite and East Las Vegas QALICB Board meetings
- Submitted required reports regarding the Mesquite and East Las Vegas QALICBs
- **Fred James** held numerous meetings with Human Resources (HR) staff, as well as a meeting with both HR and Branding and Marketing (BAM) staff
- **Floresto Cabias** and **Lynn Lucuara** attended several HR staff meetings
- **Lynn Lucuara** attended bid openings for Facilities Bid No. 20-01, Dimmer System Replacement and Houselight Conversion, Summerlin Library; Bid No. 20-02, Generator Replacement, Summerlin Library; and Bid No. 20-03, and Boiler Replacement, Rainbow Library
- **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
- **Floresto Cabias** and **Lynn Lucuara** met with representatives from Canon and IRIS regarding purchasing software integration
- **Lynn Lucuara** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Lucuara** created and updated staff user accounts for online ordering of supplies from Staples, Office Plus, and Brodart (contract vendors); worked with District staff and vendors to update information and resolve issues
- **Lynn Lucuara** prepared and followed up on Agreements for Services for Literacy instructors and for performances scheduled for District-wide events
- **Lynn Lucuara** prepared weekly bank deposits

- Prepared monthly Budget Status Reports and agenda item
- Scanned documents and updated files

Accounting

- Coded and verified all transactions (\$2.3M for the month of November)
- 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
- Performed fixed assets inventories at various branches



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

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

DATE: November 25, 2019

SUBJECT: October 2019 Budget Status Report

Enclosed are the budget status reports for October 2019. General fund revenues indicate that 27% of budgeted revenue has been collected. As compared to October 2018, the District collected 4% less in property taxes. Consolidated Tax Revenue (CTX) shows 16% collected so far this fiscal year, which matches the 16% collected for the same period during last fiscal year. Financial Services staff is closely monitoring revenues.

General Fund expenditures indicate that 33% 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 56% and 81% 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 10/01/2019 Through 10/31/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	14,928,095.46	44,855,000.00	29,926,904.54	66.72%
Intergovernmental Revenue	3,945,961.72	24,557,500.00	20,611,538.28	83.93%
Charges for Services	20,730.03	40,700.00	19,969.97	49.07%
Fines & Forfeits	249,512.43	900,000.00	650,487.57	72.28%
Miscellaneous	132,383.01	1,036,800.00	904,416.99	87.23%
Total Revenues	19,276,682.65	71,390,000.00	52,113,317.35	73.00%
Expenditures				
Salaries	10,118,888.01	32,366,060.00	22,247,171.99	68.74%
Benefits	4,085,182.35	13,394,128.00	9,308,945.65	69.50%
Supplies & Services	5,053,201.08	16,203,089.00	11,149,887.92	68.81%
Capital Outlay	4,742,762.70	10,831,667.00	6,088,904.30	56.21%
Total Expenditures	24,000,034.14	72,794,944.00	48,794,909.86	67.03%
Excess (Deficit) of Revenues Over (Under) Expenditures	(4,723,351.49)	(1,404,944.00)	3,318,407.49	5.97%
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 10/01/2019 Through 10/31/2019**

			Dollar Budget Amount Remaining	Percent Budget Remaining
	YTD Actual	Budget		
110	Administration - Executive	160,815.34	830,987.00	670,171.66 80.65%
120	Administration - Library Operations	515,502.05	2,371,240.00	1,855,737.95 78.26%
200	Financial Services	453,841.68	1,765,231.00	1,311,389.32 74.29%
215	Community Outreach	160,958.21	773,521.00	612,562.79 79.19%
216	Youth Services	127,977.61	369,276.00	241,298.39 65.34%
220	Development and Planning	172,243.48	596,948.00	424,704.52 71.15%
240	General Services/Facilities	2,884,038.50	8,476,537.00	5,592,498.50 65.98%
250	Human Resources	681,739.40	2,539,542.00	1,857,802.60 73.16%
251	HR-Work Insurance	92,815.77	1,363,864.00	1,271,048.23 93.19%
260	Information Technology	1,728,190.03	3,941,669.00	2,213,478.97 56.16%
270	Literacy Department	99,794.97	381,284.00	281,489.03 73.83%
280	Branding and Marketing	763,653.71	2,232,694.00	1,469,040.29 65.80%
290	Access Services Department	362,582.59	1,041,903.00	679,320.41 65.20%
310	Collection and Bibliographic Services	5,470,748.94	13,053,821.00	7,583,072.06 58.09%
320	Gallery Services	53,974.01	185,473.00	131,498.99 70.90%
330	Facilities	960,693.88	3,114,887.00	2,154,193.12 69.16%
340	Community Engagement	111,101.34	482,558.00	371,456.66 76.98%
400	Library Operations	9,199,362.63	29,273,509.00	20,074,146.37 68.57%
Total		24,000,034.14	72,794,944.00	48,794,909.86 67.03%

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

**General Fund - 100
Library Operations - Dept 400
From 10/01/2019 Through 10/31/2019**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	31,466.67	99,973.00	68,506.33	68.52%
110	Bunkerville	25,029.53	84,673.00	59,643.47	70.44%
120	Clark County Library	957,706.10	2,939,461.00	1,981,754.90	67.42%
130	Enterprise Library	462,030.22	1,519,554.00	1,057,523.78	69.59%
140	Goodsprings	26,339.07	81,947.00	55,607.93	67.86%
160	Indian Springs	35,403.69	106,241.00	70,837.31	66.68%
180	Laughlin	245,795.85	765,807.00	520,011.15	67.90%
190	Mesquite	366,867.99	1,152,069.00	785,201.01	68.16%
200	Moapa Town	28,232.57	82,755.00	54,522.43	65.88%
210	Moapa Valley	106,715.48	342,813.00	236,097.52	68.87%
220	Mount Charleston	25,753.00	80,932.00	55,179.00	68.18%
230	Rainbow Library	663,600.37	2,059,131.00	1,395,530.63	67.77%
240	Sahara West Library	863,188.25	2,786,232.00	1,923,043.75	69.02%
250	Sandy Valley	30,423.92	89,443.00	59,019.08	65.99%
260	Searchlight	22,546.46	60,939.00	38,392.54	63.00%
270	Spring Valley Library	567,446.46	1,854,894.00	1,287,447.54	69.41%
280	Summerlin Library	496,513.59	1,650,793.00	1,154,279.41	69.92%
290	Sunrise Library	525,789.54	1,617,332.00	1,091,542.46	67.49%
300	West Charleston Library	578,468.57	1,901,430.00	1,322,961.43	69.58%
310	West Las Vegas Library	535,598.87	1,694,686.00	1,159,087.13	68.40%
320	Whitney Library	507,270.77	1,605,111.00	1,097,840.23	68.40%
360	Meadows Library	54,327.28	169,908.00	115,580.72	68.03%
370	Centennial Hills	683,340.90	2,227,501.00	1,544,160.10	69.32%
380	Windmill Library	695,097.26	2,212,165.00	1,517,067.74	68.58%
390	East Las Vegas Library	650,940.34	2,042,284.00	1,391,343.66	68.13%
605	City Misdemeanant	13,469.88	45,435.00	31,965.12	70.35%
Total		9,199,362.63	29,273,509.00	20,074,146.37	68.57%

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

General Fund - 100
From 10/01/2019 Through 10/31/2019

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100	Salaries - Full Time	7,867,341.14	24,544,911.00	16,677,569.86	67.95%
51200	Salaries - Part Time	2,018,980.52	6,519,525.00	4,500,544.48	69.03%
51300	Overtime Pay	20,550.20	55,000.00	34,449.80	62.64%
51400	Call Back Pay	4,183.09	8,595.00	4,411.91	51.33%
51500	Standby Pay	19,892.62	52,487.00	32,594.38	62.10%
51600	Longevity Pay	127,820.31	373,422.00	245,601.69	65.77%
51700	Separation Pay	59,109.38	312,120.00	253,010.62	81.06%
51800	Leave Buyout	1,010.75	500,000.00	498,989.25	99.80%
55100	Employees Retirement	2,451,914.13	7,430,068.00	4,978,153.87	67.00%
55200	Group Insurance	1,307,714.60	4,819,973.00	3,512,258.40	72.87%
55300	Workers' Comp. Payments	73,935.01	271,544.00	197,608.99	72.77%
55400	Medicare Coverage Expense	248,907.70	797,543.00	548,635.30	68.79%
55500	Unemployment Insurance	2,710.91	75,000.00	72,289.09	96.39%
61100	Office Supplies	134,430.01	470,630.00	336,199.99	71.44%
61110	Operating Supplies	168,857.82	647,140.00	478,282.18	73.91%
61120	Software & User Licenses	267,936.76	573,100.00	305,163.24	53.25%
61130	Software Maintenance	491,604.16	814,410.00	322,805.84	39.64%
61200	Book Materials & Supplies	39,066.22	150,000.00	110,933.78	73.96%
61205	Interlibrary Loan	207.49	4,500.00	4,292.51	95.39%
61210	Small Equipment	91,953.06	517,050.00	425,096.94	82.22%
61400	Equipment Repair & Maint.	496,221.09	673,199.00	176,977.91	26.29%
61410	Contracted Services	1,696,682.93	5,621,592.00	3,924,909.07	69.82%
61420	Building Repair & Maint.	49,542.73	218,200.00	168,657.27	77.29%
61500	Rental Expenses	16,533.97	114,976.00	98,442.03	85.62%
61600	Telephone	207,777.91	563,436.00	355,658.09	63.12%
61700	Utilities	580,151.04	2,109,118.00	1,528,966.96	72.49%
61800	Insurance & Bonds	314,195.70	356,000.00	41,804.30	11.74%
61900	Professional Services	113,130.94	973,200.00	860,069.06	88.38%
61910	Legal Services	35,970.26	598,350.00	562,379.74	93.99%
62200	Collection Agencies	28,012.50	200,000.00	171,987.50	85.99%
62300	Board Compensation	1,360.00	6,000.00	4,640.00	77.33%
62500	Postage	27,407.09	75,100.00	47,692.91	63.51%
62510	Advertising	16,776.35	188,700.00	171,923.65	91.11%
62600	Community Events	45,530.00	66,000.00	20,470.00	31.02%
62610	Staff Day	18,893.06	65,000.00	46,106.94	70.93%
62620	Recruitment	-	625.00	625.00	100.00%
62700	Education & Training	40,504.80	265,250.00	224,745.20	84.73%
62800	Travel & Transportation	67,691.36	253,663.00	185,971.64	73.31%
62900	Printing & Reproduction	46,738.56	256,750.00	210,011.44	81.80%
63000	Dues & Subscriptions	12,628.40	42,800.00	30,171.60	70.49%
65000	Miscellaneous Expenses	13,817.54	43,300.00	29,482.46	68.09%
65100	Bank Charges	829.33	20,000.00	19,170.67	95.85%
67000	Rental Expenses to QALICBs	28,750.00	315,000.00	286,250.00	90.87%
81700	Library Books	4,742,762.70	10,831,667.00	6,088,904.30	56.21%
Total		24,000,034.14	72,794,944.00	48,794,909.86	67.03%

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

Grant Fund - 220

From 10/01/2019 Through 10/31/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Intergovernmental Revenue	7,000.00	1,800,000.00	1,793,000.00	99.61%
Total Revenues	7,000.00	1,800,000.00	1,793,000.00	99.61%
Expenditures				
Salaries	87,638.88	477,171.84	389,532.96	81.63%
Benefits	39,873.17	212,828.16	172,954.99	81.27%
Supplies & Services	124,558.27	500,000.00	375,441.73	75.09%
Capital Outlay	840.00	610,000.00	609,160.00	99.86%
Total Expenditures	252,910.32	1,800,000.00	1,547,089.68	85.95%
Excess (Deficit) of Revenues Over (Under) Expenditures	(245,910.32)	-	245,910.32	13.66%

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

Grant Fund - 220
From 10/01/2019 Through 10/31/2019

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100	Salaries - Full Time	87,254.72	477,171.84	389,917.12	81.71%
51600	Longevity Pay	384.16	-	(384.16)	
55100	Employees Retirement	25,507.87	155,621.57	130,113.70	83.61%
55200	Group Insurance	13,077.66	52,727.40	39,649.74	75.20%
55400	Medicare Coverage Expense	1,287.64	4,479.19	3,191.55	71.25%
61100	Office Supplies	800.82	4,379.09	3,578.27	81.71%
61120	Software & User Licenses	20,730.00	53,000.00	32,270.00	60.89%
61410	Contracted Services	75,883.50	422,700.00	346,816.50	82.05%
62700	Education & Training	23,539.17	-	(23,539.17)	
62800	Travel & Transportation	3,604.78	9,722.63	6,117.85	62.92%
65000	Miscellaneous Expenses	-	10,198.28	10,198.28	100.00%
81600	Capital Equipment - Major	-	460,000.00	460,000.00	100.00%
81700	Library Books	840.00	150,000.00	149,160.00	99.44%
Total		252,910.32	1,800,000.00	1,547,089.68	85.95%

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

Gift Fund - 230

From 10/01/2019 Through 10/31/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	33,964.64	815,000.00	781,035.36	95.83%
Total Revenues	33,964.64	815,000.00	781,035.36	95.83%
Expenditures				
Supplies & Services	63,579.40	715,000.00	651,420.60	91.11%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	63,579.40	815,000.00	751,420.60	92.20%
Excess (Deficit) of Revenues Over (Under) Expenditures	(29,614.76)	-	29,614.76	3.63%

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

Gift Fund - 230
From 10/01/2019 Through 10/31/2019

	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	2,317.15	15,000.00	12,682.85	84.55%
61210 Small Equipment	30,116.85	15,000.00	(15,116.85)	-100.78%
61410 Contracted Services	8,555.50	250,000.00	241,444.50	96.58%
61420 Building Repair & Maint.	7,177.00	-	(7,177.00)	
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61900 Professional Services	8,866.50	100,000.00	91,133.50	91.13%
62600 Community Events	650.99	-	(650.99)	
62800 Travel & Transportation	564.91	-	(564.91)	
62900 Printing & Reproduction	545.10	-	(545.10)	
65000 Miscellaneous Expenses	2,609.33	-	(2,609.33)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	63,579.40	815,000.00	751,420.60	92.20%

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

Capital Projects Fund - 510
From 10/01/2019 Through 10/31/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	81,548.55	50,000.00	(31,548.55)	-63.10%
Total Revenues	81,548.55	50,000.00	(31,548.55)	-63.10%
Expenditures				
Supplies & Services	524,029.55	3,881,200.00	3,357,170.45	86.50%
Capital Outlay	146,867.81	9,820,100.00	9,673,232.19	98.50%
Total Expenditures	670,897.36	13,701,300.00	13,030,402.64	95.10%
Excess (Deficit) of Revenues Over (Under) Expenditures	(589,348.81)	(13,651,300.00)	(13,061,951.19)	-158.20%
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 10/01/2019 Through 10/31/2019

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	15,115.92	10,000.00	(5,115.92)	-51.16%
61120 Software & User Licenses	45,248.00	321,000.00	275,752.00	85.90%
61130 Software Maintenance	15,000.00	-	(15,000.00)	
61210 Small Equipment	302,019.19	1,497,700.00	1,195,680.81	79.83%
61400 Equipment Repair & Maint.	11,362.95	-		
61410 Contracted Services	-	50,000.00	50,000.00	100.00%
61420 Building Repair & Maint.	60,839.01	1,994,500.00	1,933,660.99	96.95%
61800 Insurance & Bonds	2,441.00	-	(2,441.00)	
61900 Professional Services	62,756.35	-	(62,756.35)	
62800 Travel & Transportation	-	8,000.00	8,000.00	100.00%
65100 Bank Charges	9,247.13	-	(9,247.13)	
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	144,531.93	2,345,000.00	2,200,468.07	93.84%
Total	670,897.36	13,701,300.00	13,030,402.64	95.10%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
1025 - East Las Vegas
510 - Capital Projects Fund
From 10/1/2019 Through 10/31/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Insurance & Bonds	2,441.00		(2,441.00)	
Professional Services	17,955.10		(17,955.10)	
Total Expenditures	20,396.10	0.00	(20,396.10)	0.00
Excess (Deficit) Revenues over Expenditures	(20,396.10)	0.00	20,396.10	0.00

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
2050 - Furniture Replacement
510 - Capital Projects Fund
From 10/1/2019 Through 10/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Small Equipment	20,272.15	200,000.00	179,727.85	89.86%
Total Expenditures	<u>20,272.15</u>	<u>200,000.00</u>	<u>179,727.85</u>	<u>89.86%</u>
Excess (Deficit) Revenues over Expenditures	<u>(20,272.15)</u>	<u>(200,000.00)</u>	<u>(179,727.85)</u>	<u>89.86%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
2200 - Financial Services
510 - Capital Projects Fund
From 10/1/2019 Through 10/31/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Small Equipment	13,251.00	185,000.00	171,749.00	92.84%
Professional Services	8,096.25		(8,096.25)	
Bank Charges	9,247.13	40,000.00	30,752.87	76.88%
Capital Equipment - Major	18,550.10	80,000.00	61,449.90	76.81%
Total Expenditures	<u>49,144.48</u>	<u>305,000.00</u>	<u>255,855.52</u>	<u>83.89%</u>
Excess (Deficit) Revenues over Expenditures	<u>(49,144.48)</u>	<u>(305,000.00)</u>	<u>(255,855.52)</u>	<u>83.89%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
4010 - Tech Replacements Upgrades
510 - Capital Projects Fund
From 10/1/2019 Through 10/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Software & User Licenses	45,248.00	321,000.00	275,752.00	85.90%
Software Maintenance	15,000.00		(15,000.00)	
Small Equipment	254,905.86	563,000.00	308,094.14	54.72%
Contracted Services		50,000.00	50,000.00	100.00%
Travel & Transportation		8,000.00	8,000.00	100.00%
Capital Equipment - Major	7,945.47	985,000.00	977,054.53	99.19%
Total Expenditures	<u>323,099.33</u>	<u>1,927,000.00</u>	<u>1,603,900.67</u>	<u>83.23%</u>
Excess (Deficit) Revenues over Expenditures	<u>(323,099.33)</u>	<u>(1,927,000.00)</u>	<u>(1,603,900.67)</u>	<u>83.23%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5010 - Bldg Repair and Maintenance
510 - Capital Projects Fund
From 10/1/2019 Through 10/31/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Operating Supplies	15,115.92	10,000.00	(5,115.92)	-51.16%
Small Equipment	13,590.18	30,000.00	16,409.82	54.70%
Bldg. Maint. & Repair	60,839.01	1,994,500.00	1,933,660.99	96.95%
Professional Services	27,070.00		(27,070.00)	
Capital Improvements		648,000.00	648,000.00	100.00%
Capital Equipment - Major		20,000.00	20,000.00	100.00%
Total Expenditures	116,615.11	2,702,500.00	2,585,884.89	95.68%
Excess (Deficit) Revenues over Expenditures	(116,615.11)	(2,702,500.00)	(2,585,884.89)	95.68%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5015 - Facilities Master Plan
510 - Capital Projects Fund
From 10/1/2019 Through 10/31/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Revenues				
Interest Earnings	48,955.86	50,000.00	1,044.14	2.09%
Unrealized Gain/(Loss) - Investments	32,592.69		(32,592.69)	
Total Revenues	81,548.55	50,000.00	(31,548.55)	-63.10%
Expenditures				
Professional Services	635.00		(635.00)	
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	635.00	7,887,100.00	7,886,465.00	99.99%
Excess (Deficit) Revenues over Expenditures	80,913.55	(7,837,100.00)	(7,918,013.55)	101.03%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5020 - PVS Projects
510 - Capital Projects Fund
From 10/1/2019 Through 10/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Small Equipment		479,700.00	479,700.00	100.00%
Equipment Maint. & Repair	11,362.95		(11,362.95)	
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>44,581.44</u>	<u>479,700.00</u>	<u>435,118.56</u>	<u>90.71%</u>
Excess (Deficit) Revenues over Expenditures	<u>(44,581.44)</u>	<u>(479,700.00)</u>	<u>(435,118.56)</u>	<u>90.71%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
9010 - Vehicle Purchase and Replacement
510 - Capital Projects Fund
From 10/1/2019 Through 10/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Capital Equipment - Major	96,153.75	200,000.00	103,846.25	51.92%
Total Expenditures	<u>96,153.75</u>	<u>200,000.00</u>	<u>103,846.25</u>	<u>51.92%</u>
Excess (Deficit) Revenues over Expenditures	<u>(96,153.75)</u>	<u>(200,000.00)</u>	<u>(103,846.25)</u>	<u>51.92%</u>

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

Debt Service Fund - 610

From 10/01/2019 Through 10/31/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	7.74	-	(7.74)	
Miscellaneous	2,163.20	10,000.00	7,836.80	78.37%
Total Revenues	2,170.94	10,000.00	7,829.06	78.29%
Expenditures				
Supplies & Services	2,330.94	10,000.00	7,669.06	76.69%
Debt Service	-	-	-	
Total Expenditures	2,330.94	10,000.00	7,669.06	76.69%
Excess (Deficit) of Revenues Over (Under) Expenditures	(160.00)	-	160.00	1.60%

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

Debt Service Fund - 610
From 10/01/2019 Through 10/31/2019

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61900	Professional Services	80.94	-	(80.94)	
65100	Bank Charges	2,250.00	10,000.00	7,750.00	77.50%
Total		2,330.94	10,000.00	7,669.06	76.69%

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 10/29/2019 Through 11/25/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87092	10/31/2019	10105	Package Plus Printing	Invoice 1571 Foam Core for Family Pride Day	214.00
87093	10/31/2019	10162	CenturyLink	Service 10/20/19-11/19/19	189.66
87094	10/31/2019	10217	T-Mobile	Service 09/21/19-10/20/19	13,199.71
87095	10/31/2019	10253	Elizabeth Ann Foyt	Travel RMB - NLA 11/2-4/19	281.96
87096	10/31/2019	10264	Wyatt Earp	"The Gentleman Doc Holiday'n 11/15/19	900.00
87097	10/31/2019	10650	Fun City Distribution, Inc.	Distribution of Highlights - Nov	740.00
87098	10/31/2019	10718	BOOM Studios	Shipping Fees - VVCBF Donation	29.72
87099	10/31/2019	10828	Guerilla Artz Foundation	3 Sided Coloring Book Stations	750.00
87100	10/31/2019	10834	Brittany Mangelson	Transcription Oct. 10/20/19 Brd Mtg	386.50
87101	10/31/2019	10869	Daniel A. Edwards	Balance - Concert @ VVCBF 11/2/19	750.00
87102	10/31/2019	10877	Findaway World, LLC	Library materials for FY20	12,101.99
87103	10/31/2019	10911	Lesley Boeckman	Technical Packets for all PAC	5,000.00
87104	10/31/2019	10927	CenturyLink	Service Oct. 2019	1,926.34
87105	10/31/2019	10935	Aimmee Riley	Overpayment on SPS08-038	10.00
87106	10/31/2019	10968	Frank DeCaro	One hr panel plus Q&A	500.00
87107	10/31/2019	10973	Greasy Pig Studios	Two 50min panels @ VVCBF 11/2/19	900.00
87109	10/31/2019	10983	Cecil Castellucci	Two 50-min panels2 VVCBF	900.00
87110	10/31/2019	10987	Seventy Three Distribution LLC	FL Studio 10-download Educational Lic.	995.00
87112	10/31/2019	11004	Gentry Roth	50min Panel @ VVCBF	500.00
87113	10/31/2019	11005	Matthew Durski	One 30min Drag Queen Story Time	300.00
87114	10/31/2019	1606	The Foundation Center	FIN partnership-Standard access	2,995.00
87115	10/31/2019	2175	NV Energy	Service 09/19/19-10/17/19 CH	8,502.22
87116	10/31/2019	2354	Recorded Books	Materials for FY 2019-2020	758.10
87117	10/31/2019	2494	Southwest Gas Corp.	Service 09/20/19-10/21/19 CH	1,609.33
87118	10/31/2019	2838	Verizon Wireless	Service 09/21/19-10/20/19	2,187.02
87122	10/31/2019	3149	Midwest Tape	Materials for FY 2019-2020	19,536.76
87127	10/31/2019	8718	Library Ideas, LLC	VOX books	8,329.20
87128	10/31/2019	9384	Nelco Solutions	2019 W-2s	235.20
87129	10/31/2019	9541	Russell Lissau	Balance - Two 50min wksh @ VVCBF	650.00
87130	10/31/2019	9750	The Doubleclicks, LLC	50min musical concert @ VVCBF 11/2/19	1,500.00
87131	11/7/2019	10017	CDA Media Relations	Purchasing ad - Nov 2019	350.00
87132	11/7/2019	10212	Virgin Valley Water District	Service 09/20/19-10/20/19	1,376.74
87133	11/7/2019	10363	Adam Schroeder	"Journey Through Jazz" 10/15/19	500.00
87134	11/7/2019	10389	The Firm	Public Relations Svcs - Sept	10,271.25
87135	11/7/2019	10390	Jean Marie Pilario Munson	Comics 101 & Feminism in Comics - 11/02/19	100.00
87136	11/7/2019	10455	City of Las Vegas	IABD Conference Expenses Jan 2020	824.00
87138	11/7/2019	10745	HESC	Mandated Court Payment	212.60
87139	11/7/2019	10809	Sandra Kay Ramaker	RMB Travel - PLA Conference Feb 2020	301.96
87140	11/7/2019	10954	Derrick R. Davis	Final pmt - Native American Dance 11/13	2,000.00
87141	11/7/2019	10999	Becky Spratford	Staff day-speaker fee	2,677.81
87142	11/7/2019	11010	Real River Entertainment	Refund of overpayment SSI00972	0.50
87143	11/7/2019	1131	Neopost USA Inc	Meter rental 11/25/19-02/24/20	180.00
87144	11/7/2019	11804	U.S. Dept. of Education AWG	Mandated Court Payment	269.25
87145	11/7/2019	1201	Best Janitorial Services of Nevada	BD Janitorial	116,361.81
87146	11/7/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,271.26
87147	11/7/2019	1462	Department of Employment Training & Rehabilitation	Unemployment Insurance	1,036.56
87148	11/7/2019	1474	Di Bella Flowers & Gifts	Sympathy Flowers - Oct 2019	289.97
87149	11/7/2019	1577	FedEx	Express Service - Oct 2019	293.20
87150	11/7/2019	2097	Moapa Valley Telephone Co. Inc.	Service 10/26/19-11/25/19	1,321.69
87151	11/7/2019	2159	AT&T SBC	Service 10/25/19-11/24/19	148.79
87152	11/7/2019	2175	NV Energy	Service 09/25/19-10/23/19 EV	4,582.05
87154	11/7/2019	2494	Southwest Gas Corp.	Service 09/26/19-10/25/19 WC	1,709.15
87155	11/7/2019	2567	Teamsters Local Union #14	Union Dues - November 2019	9,801.00
87156	11/7/2019	2772	Xerox Corporation	Inv. 162750121 - Duplo Cancellation	2,788.21
87158	11/7/2019	3106	Grey House Publishing, Inc.	Financial Literacy Basics 19/20	2,100.00
87159	11/7/2019	3120	Texas Station Gambling Hall & Hotel	Staff Day Dallas Meeting	40,579.00
87163	11/7/2019	3149	Midwest Tape	Materials for FY 2019-2020	30,617.60
87164	11/7/2019	3309	Batteries Plus	Various	19.99
87165	11/7/2019	3515	Burrelle's	Inv. 11664 October Clippings	141.90
87166	11/7/2019	3559	Nancy Hodges (Other-PC)	Replenish Petty Cash	146.48
87167	11/7/2019	4588	The Banff Centre	Screening & Travel Fees	2,725.00
87168	11/7/2019	5026	Nevada State Treasurer	Mandated Court Payment	8.00
87169	11/7/2019	6646	Aqua Serv Engineers, Inc.	Water Treatment	2,552.21
87170	11/7/2019	6817	Reliance Connects	Service Nov 2019	639.21
87171	11/7/2019	8731	UNUM Life Insurance Co. of America	Premium November 2019	741.10
87172	11/7/2019	9393	Pamela J. Sundlie	Free face painting @ VVCBF 11/02/19	500.00
87173	11/7/2019	9394	Katherine Alicia Keller	Feminism in Comics @ VVCBF 11/02/19	50.00
87174	11/7/2019	9517	JoAnn Nabhan Bronson	Food svc @ VVCBF 11/2/19	158.00
87175	11/7/2019	9895	National Benefit Services, LLC	NBS September 2019 Fee	408.00
87176	11/7/2019	9937	AFLAC Premium Holding	AFLAC Group October 2019	2,985.30
87177	11/7/2019	2354	Recorded Books	Materials for FY 2019-2020	76.30
87178	11/7/2019	3064	Acco Brands USA LLC (GBC)	Repairs 8/26/19	660.08
87179	11/14/2019	10253	Elizabeth Ann Foyt	Travel RMB - NLA 11/2-11/4/19	357.30
87180	11/14/2019	10297	Susan Anton, Inc.	50% Deposit on contract 3/7/20 SM & 3/8/20 WM	3,750.00
87181	11/14/2019	10363	Adam Schroeder	"Journey Through Jazz" WM 11/12/19	500.00
87182	11/14/2019	10565	Erin E. Baltzar	Honorarium for "The Swing It!" 11/09/19 WM	3,000.00
87183	11/14/2019	10890	Vanessa Portillo	hands on class making plantable ornaments - SM	200.00
87184	11/14/2019	10974	Sally Annette Ethridge	The Pianowoman Series 11/09/19	100.00
87185	11/14/2019	11013	Nicola Latrice Frazier	Refund of paid fines	1.75
87186	11/14/2019	11015	Tammy Jarman	Mileage Reimbursement 11/08/19	35.38
87190	11/14/2019	1991	Lowe's Improvement	Various	1,820.43
87191	11/14/2019	2053	Matthew Bender & Co., Inc.	NV COURT RULES V1 2020	1,466.07
87192	11/14/2019	2175	NV Energy	Summary Billing Sep 19 & Oct 19	67,104.26
87193	11/14/2019	2354	Recorded Books	Materials for FY 2019-2020	553.27
87194	11/14/2019	2494	Southwest Gas Corp.	Service 10/03/19-11/04/19 LA	1,145.81
87196	11/14/2019	2837	Republic Services 620	Recycling Svc 11/01-11/30 WM	4,855.32

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 10/29/2019 Through 11/25/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87197	11/14/2019	3058	EBSCO Information Services	MyHeritage 11/1/19-10/31/20	33,533.00
87201	11/14/2019	3149	Midwest Tape	Materials for FY 2019-2020	44,269.22
87202	11/14/2019	8192	AT&T	Service Nov 2019	51.96
87203	11/14/2019	9734	Hearth & Home Specialties, Inc.	MC: Fireplace parts replacement	2,081.00
87204	11/21/2019	10253	Elizabeth Ann Foyt	Board Comp Nov 2019	80.00
87206	11/21/2019	10380	The Rolfe Project	"The Battle is Not Yours" - Dec 2019	1,500.00
87207	11/21/2019	10445	CenturyLink	Pay Phone - Nov 2019	325.00
87208	11/21/2019	10481	School-Community Partnership Program	EORO annual partnership contribution	1,000.00
87209	11/21/2019	10641	Quench USA, Inc.	Various Filtered Water	850.00
87210	11/21/2019	10745	HESC	Mandated Court Payment	212.60
87212	11/21/2019	10809	Sandra Kay Ramaker	Board Comp Nov 2019	80.00
87213	11/21/2019	10915	Pebble Star Artists Inc.	50% Balance for performances	3,850.00
87214	11/21/2019	10945	UNLV Board of Regents	Concert Series 10/21 & 11/18	600.00
87216	11/21/2019	11804	U.S. Dept. of Education AWG	Mandated Court Payment	269.25
87217	11/21/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,163.72
87218	11/21/2019	2159	AT&T SBC	Service 11/11/19-12/10/19	525.20
87219	11/21/2019	2170	Nevada Legal News, LLC	13 NOV 19 LEGAL DIRECTORIES	130.00
87220	11/21/2019	2494	Southwest Gas Corp.	Service 10/11/19-11/12/19 CC	1,010.04
87221	11/21/2019	2854	FastSigns	Signage: (30) NO TRESPASSING Signs	892.39
87222	11/21/2019	2861	Jay D. Whipple	MV Pest Control	40.00
87227	11/21/2019	3149	Midwest Tape	Materials for FY 2019-2020	21,469.26
87228	11/21/2019	3309	Batteries Plus	Various	11.99
87229	11/21/2019	3755	Las Vegas Brass Band	Concerts 10/6 & 11/10 @ CC	1,000.00
87230	11/21/2019	4540	Office Team	Temp T. Jaman - 11/15	764.00
87231	11/21/2019	5026	Nevada State Treasurer	Mandated Court Payment	8.00
87232	11/21/2019	5246	Kelly D. Benavidez	Board Comp Nov 2019	80.00
87234	11/21/2019	6206	Vitral	Translation Services- Adult EFNEP Poster	50.00
87235	11/21/2019	7740	Gaudin Ford	Various	144.52
87236	11/21/2019	8718	Library Ideas, LLC	Materials for FY 2019-2020	1,348.20
87237	11/21/2019	9325	Squeaky Clean CC LLC	SU: Graffiti removal from parking lot area	265.00
87238	11/21/2019	9385	The Hartford	Workers Comp Final Audit	3,078.00
87239	11/21/2019	9711	Jose L. Melendrez	Board Comp Nov 2019	80.00
87240	11/21/2019	9895	National Benefit Services, LLC	FSA Admin Fee - October 2019	399.00
87241	11/21/2019	9945	Texas Life Insurance Company	Premium Nov 2019	488.08
87242	11/21/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	107.54
9073	11/4/2019	10454	USI Insurance Services LLC	SW Gallery Exhibit Coverage	4,425.00
9074	11/4/2019	10478	Renovation Piano Services	Piano Tuning - CC	220.00
9075	11/4/2019	10500	Team Schutmaat, Inc.	CC SW SU: Mobile slatwall units	4,025.00
9076	11/4/2019	10535	Johnson Controls Fire Protection LP	CC Fire Alarm	575.00
9077	11/4/2019	10604	Johnson Controls Security Solutions LLC	Alarm Monitoring	4,245.50
9079	11/4/2019	10852	Hannah Burke	16 hrs NV ACE IET OCT 2019	810.00
9080	11/4/2019	1457	Demco, Inc.	EN Table and Chairs	1,948.60
9081	11/4/2019	1803	JanWay Company USA, Inc.	Magnifier w/Cases - OR	398.00
9082	11/4/2019	2015	Machabee Office Environments	ME: 4 Strive Chairs	404.00
9083	11/4/2019	2234	Overton Power District #5	Service 09/19/19-10/19/19 MT	168.50
9084	11/4/2019	2307	Progressive Elevator	CC: Annual Elevator Permit Inspections	1,000.00
9085	11/4/2019	2350	Rebel Oil Company	SC: Generator Fuel	349.87
9086	11/4/2019	2471	Silver State Glass & Mirror	CC Service Call: Theater west entry exterior auto door	785.00
9087	11/4/2019	2742	Weston Woods Studios Inc.	Crazy Carrots	101.83
9088	11/4/2019	2798	Brodart Co.	Library Books & Materials for FY2019-2020	2,113.04
9089	11/4/2019	2860	Las Vegas Review Journal	Oct Purchasing ad	43.75
9090	11/4/2019	3770	Cox Communications of Las Vegas	Service 10/17/19-11/16/19	13,511.72
9091	11/4/2019	4179	Safelite Fulfillment, Inc	#60: Windshield Repair	99.97
9092	11/4/2019	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	1,330.00
9093	11/4/2019	4649	H & E Equipment Services Inc.	MC: Tune-Up for Snow Blower	253.97
9094	11/4/2019	4742	Deseret Book Co.	Muddy, Fire & Steel	302.02
9095	11/4/2019	5001	UniFirst Corporation	Uniform Rental	111.11
9096	11/4/2019	5130	OverDrive Inc.	Materials for FY 2019-2020	93,000.31
9097	11/4/2019	5244	A&B Printing & Mailing	Inv. 127270 - VGK Bookmarks reprint	550.00
9098	11/4/2019	6704	Schneider Electric	FY20 Agreement	2,807.33
9099	11/4/2019	7188	Innovative Interfaces, Inc.	Materials for FY 2019-2020	10,220.50
9100	11/4/2019	7472	3E Company Environmental, Ecological, and Engineer	Annual Subscription	2,959.11
9102	11/4/2019	8122	Staples Advantage Dept LA	32gb pinstripe usb - CC	6,816.42
9103	11/4/2019	8557	Guaranteed Pest Solutions LLC	EV: Service call for bed bugs (3 fabric chairs)	60.00
9104	11/4/2019	8614	Spencer LeRo Brinkerhoff III	Balance - VVCBF artist jam 11/2/19	450.00
9105	11/4/2019	8668	Paul Joseph Perez	Balance - Two 50min Wksh @ VVCBF	450.00
9106	11/4/2019	8671	Eurie Creative, Inc.	Better Together Design	3,800.00
9107	11/4/2019	9001	True Core Therapy and Wellness LLC	Stress Management/Self Care Staff Day	450.00
9108	11/4/2019	9133	Ted Wiens Tire & Auto Centers	#39 / FAC: Replace all (4) tires	1,581.84
9109	11/4/2019	9172	ARIN American Registry for Internet Numbers	Annual Maintenance for Internet Number	150.00
9110	11/4/2019	9225	Kronos	App configuration - Mo. Fee	1,169.00
9111	11/4/2019	9287	Otis Elevator Company	WMSC: OE PO	751.30
9113	11/4/2019	9383	Office Plus	Crtgd.cj cp5225.ma, 7- EV	4,308.09
9114	11/4/2019	9648	Bailey Kennedy, LLP	10912-015 Policies/Procedures	360.00
9115	11/12/2019	10082	Puliz Records Mgt LV	Puliz-destruction units - SEPT 2019	102.50
9116	11/12/2019	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape	800.00
9119	11/12/2019	1064	Allied Refrigeration Inc.	Various	651.62
9120	11/12/2019	10686	NLS Grounds Management, LLC	Various Landscape	18,129.74
9122	11/12/2019	1180	Baron Pest Solutions, Inc.	LA Pest Control	37.00
9123	11/12/2019	1240	Brady Industries of Nevada, LLC	Various	2,066.28
9126	11/12/2019	1580	Ferguson Enterprises, LLC	Various	1,066.75
9127	11/12/2019	1742	Ideal Supply Company Inc.	Various	255.54
9128	11/12/2019	1757	Ingram Library Services	Materials for FY 2019-2020	4,169.58
9129	11/12/2019	2152	Nedco Supply	Various	416.18
9130	11/12/2019	2362	Refrigeration Supplies Distributor	Various	181.21
9131	11/12/2019	2682	Valley Enterprises, Inc.	Janitorial	5,309.69

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 10/29/2019 Through 11/25/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
9132	11/12/2019	2698	Virgin Valley Disposal	Rental Fee/Toter Svc - Oct 2019	131.50
9133	11/12/2019	2702	Grainger, Inc.	Various	284.83
9134	11/12/2019	2798	Brodart Co.	Library Books & Materials for FY2019-2020	87,489.32
9135	11/12/2019	2809	LVVWD	Service 09/19/19-10/16/19 EV	1,485.49
9136	11/12/2019	2853	Dick Blick	Snazaroo Face Paint Glitter - Brt Grn - EV	1,261.26
9137	11/12/2019	2860	Las Vegas Review Journal	Bid 20-03	427.55
9138	11/12/2019	2887	West Payment Ctr	MISD-Library Plan Charges for FY2020	1,353.14
9139	11/12/2019	2891	AFLAC	Premium October 2019	1,512.78
9140	11/12/2019	3307	Unique Management Services, Inc.	Placements Oct 2019	8,444.25
9141	11/12/2019	3324	Rio Virgin Telephone Co.	Service Nov 2019	324.55
9142	11/12/2019	3355	Teamsters Security Fund S. Nevada	Premium Nov 2019	347,999.35
9143	11/12/2019	3776	Got Bugs LLC	MQ Pest Control	200.00
9144	11/12/2019	4517	Fingerprint Pros, Inc.	10 New Hire Fingerprints	590.00
9145	11/12/2019	4522	Quest Diagnostics	13 pre-employment drug tests	919.47
9146	11/12/2019	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	934.00
9147	11/12/2019	4723	Purvis Industries - Las Vegas NV	Various	38.12
9148	11/12/2019	4874	United Rent-All	VVCBF tent rental	1,066.33
9149	11/12/2019	5001	UniFirst Corporation	Uniform Rental	111.11
9150	11/12/2019	5130	OverDrive Inc.	Materials for FY 2019-2020	57,984.26
9151	11/12/2019	5244	A&B Printing & Mailing	Inv. 127368- Winter Storytime Flyers	899.00
9152	11/12/2019	6704	Schneider Electric	Thermostats Stock	664.50
9153	11/12/2019	7169	Advanced Entertainment Services Inc.	"Gaffers Tape, Spike Tape	1,321.46
9154	11/12/2019	7285	Henriksen Butler Nevada	EV: Additional tables and chairs	355.72
9155	11/12/2019	8010	Allied Universal Security Services	Security 10/04/19-10/17/19 - CH	83,005.40
9156	11/12/2019	8122	Staples Advantage Dept LA	easel w/mrkr brd - HR	8,540.58
9157	11/12/2019	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Oct 2019	16,082.37
9158	11/12/2019	8235	ZOHO Corporation	Annual subscription fee--ManageEngine	945.00
9159	11/12/2019	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	168.75
9160	11/12/2019	9074	Statewide Fire Protection - Western States	WM Fire Sprinkler	250.00
9161	11/12/2019	9101	O'Reilly Auto Parts	Various	365.36
9162	11/12/2019	9133	Ted Wiens Tire & Auto Centers	Various	194.57
9163	11/12/2019	9191	Canon Solutions America, Inc.	IRIS Support	2,943.12
9164	11/12/2019	9383	Office Plus	Cartridge,11,100 80a, bk - DO	310.95
9166	11/12/2019	9431	B&H Photo-Video	WIRELESS WMB BELT ACCESSORY STRAP - TAN	9.80
9167	11/12/2019	9454	Apple Inc.	iPads - EN (4), EV (5), WV (5)	4,186.00
9168	11/12/2019	9869	Unique Integrated Communications	Call Center Operations	14,157.64
9169	11/12/2019	9907	PLIC-SBD Grand Island (Principal)	Premium Nov 2019	26,118.62
9170	11/12/2019	9958	Enerspect Medical Solutions LLC	SMART Pads: Adult & Infant	3,298.75
9171	11/18/2019	10478	Renovation Plano Services	Piano Tuning - CC	110.00
9172	11/18/2019	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	37,875.96
9173	11/18/2019	1640	Gerald M. Welt, Chartered	Legal Svcs - October 2019	6,175.23
9174	11/18/2019	1757	Ingram Library Services	Materials for FY 2019-2020	1,981.40
9175	11/18/2019	2098	Moapa Valley Water District	Service 10/09/19-11/05/19	229.01
9176	11/18/2019	2215	OCLC Inc. # 774425	Cataloging/ ILL charges	5,082.46
9177	11/18/2019	2234	Overton Power District #5	Service 09/27/19-10/28/19 MV	1,413.03
9178	11/18/2019	2798	Brodart Co.	Library Books & Materials for FY2019-2020	86,233.72
9179	11/18/2019	2819	CenturyLink Communications, LLC	Service Nov 2019	11,124.21
9180	11/18/2019	2860	Las Vegas Review Journal	July Invoice for Summer Challenge Acct#181035	1,000.00
9181	11/18/2019	2887	West Payment Ctr	MISD-Library Plan Charges for FY2020	676.57
9182	11/18/2019	7188	Innovative Interfaces, Inc.	Materials for FY 2019-2020	2,016.75
9183	11/18/2019	8010	Allied Universal Security Services	Security 10/18/19-10/31/19 - CH	81,447.67
9184	11/18/2019	9648	Bailey Kennedy, LLP	10912-015 Policies/Procedures	960.00
9185	11/18/2019	1854	Kamer Zucker & Abbott	Sept and Oct 2019	17,624.69
9187	11/25/2019	10129	Fun Express LLC	Orange Goody Bags - EN	193.50
9188	11/25/2019	10144	CFRA	Materials for FY 2019-2020	1,820.00
9190	11/25/2019	10228	Sterling Volunteers	19 Volunteer background checks	401.00
9191	11/25/2019	10442	LV.Net	Service 12/1/19-1/1/20	1,026.00
9192	11/25/2019	10526	Seven Brothers Tree Company, LLC	EV: Trim trees over canopy	700.00
9193	11/25/2019	10650	Fun City Distribution, Inc.	37314 - Dec. Distribution of Highlights	1,480.00
9194	11/25/2019	10701	Staples Technology Solutions	STM DUX PLUS IPAD 6TH GEN CASE	649.20
9196	11/25/2019	10864	Brian M. Wilson	Board Comp Nov 2019	80.00
9197	11/25/2019	10970	Laura L. Nguyen	SUB WC 222 11/1	270.00
9198	11/25/2019	1157	AZ Partsmaster	Various	2,053.33
9199	11/25/2019	1240	Brady Industries of Nevada, LLC	Various	785.66
9200	11/25/2019	1297	CASAS	Test Administrator Manuals	299.20
9201	11/25/2019	1429	D.C. Thomas	BD Rent Dec 2019	1,468.00
9202	11/25/2019	1535	El Mundo	Nov purchasing ad	80.00
9203	11/25/2019	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	319.21
9204	11/25/2019	1757	Ingram Library Services	Materials for FY 2019-2020	2,016.82
9205	11/25/2019	2169	Nevada Illumination, Inc.	RB: Replace parking lot lights	490.75
9206	11/25/2019	2234	Overton Power District #5	Service 09/27/19-10/28/19 MQ	820.04
9207	11/25/2019	2307	Progressive Elevator	CC Elevator	2,687.00
9208	11/25/2019	2350	Rebel Oil Company	SW: Generator Fuel	298.92
9210	11/25/2019	2702	Grainger, Inc.	Various	921.46
9211	11/25/2019	2798	Brodart Co.	Library Books & Materials for FY2019-2020	36,196.16
9212	11/25/2019	2809	LVVWD	Service Sept 19 & Oct 19	21,399.54
9213	11/25/2019	2819	CenturyLink Communications, LLC	Service Nov 2019	2,984.08
9214	11/25/2019	2853	Dick Blick	Inclusion Kit Bags - YS	114.96
9215	11/25/2019	2860	Las Vegas Review Journal	Bid 20-04	413.35
9216	11/25/2019	2891	AFLAC	AFLAC November 2019 Invoice	1,512.78
9217	11/25/2019	2914	Iron Mountain	Services Oct 2019	360.83
9218	11/25/2019	3435	Ace Fire Systems, Inc.	WC: Fire alarm monitoring	135.00
9219	11/25/2019	3500	Garda CL West, Inc	Armored Transportation Svc - Nov 2019	2,895.35
9220	11/25/2019	4224	DataPLUS Communications	CH: Door access system repair	170.00
9221	11/25/2019	4604	Brodart Library Supplies & Furnishings	Dual surface paper roll - LA	615.30
9222	11/25/2019	4649	H & E Equipment Services Inc.	SW: Boom Lift Rental for LED Light Conversion	728.70

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 10/29/2019 Through 11/25/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
9224	11/25/2019	5001	UniFirst Corporation	Uniform Rental	240.02
9225	11/25/2019	5130	OverDrive Inc.	Materials for FY 2019-2020	60,206.52
9226	11/25/2019	5244	A&B Printing & Mailing	Inv. 127441 - Comment Cards	179.00
9227	11/25/2019	5718	Tangerine Office Machines	Misc. Printer Parts/Repairs FY 19-20	199.00
9228	11/25/2019	6091	BayScan Technologies, LLC	QuickScan QBT2131, 1D Bluetooth	1,000.00
9231	11/25/2019	7671	Western Exterminator Company	Pest Control	2,826.00
9232	11/25/2019	7687	United Lock and Security, Inc.	Various	67.30
9233	11/25/2019	7943	Communication Electronic Systems Inc	CH WM Monitoring	170.00
9234	11/25/2019	8010	Allied Universal Security Services	Security 11/01/19-11/14/19 - CH	83,361.23
9235	11/25/2019	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	477.50
9236	11/25/2019	8575	Intermountain Lock and Security Supply	Various	450.00
9237	11/25/2019	8596	The Wellness Group, LLC	2019 Flu Shots	4,610.00
9238	11/25/2019	8811	Shannon Bilbray-Axelrod	Board Comp Nov 2019	80.00
9239	11/25/2019	8945	Robin Wadley Munier	Board Comp Nov 2019	80.00
9240	11/25/2019	9001	True Core Therapy and Wellness LLC	Coaching/Consulting Svcs	500.00
9242	11/25/2019	9082	Mastertech Security Services	MQ Alarm Monitoring	134.85
9243	11/25/2019	9101	O'Reilly Auto Parts	Various	19.99
9244	11/25/2019	9133	Ted Wiens Tire & Auto Centers	Various	616.66
9245	11/25/2019	9159	Mesquite Lumber /Ace Hardware	MLQC: Restoration of hot water	46.56
9246	11/25/2019	9191	Canon Solutions America, Inc.	Monthly Maint 09/12/19-10/11/19 - EN	7,576.20
9247	11/25/2019	9279	Marilyn Francis Drake	Board Comp Nov 2019	80.00
9249	11/25/2019	9332	Felipe A. Ortiz	Board Comp Nov 2019	80.00
9250	11/25/2019	9383	Office Plus	Crtgd.IJ.hp 90a, bk - SU	1,461.48
9253	11/25/2019	9669	McIntosh Communications Inc.	#61: GPS Installation	245.00
9254	11/25/2019	9730	Commercial Lighting Specialties	Various	2,707.78
9257	11/25/2019	9827	Vision Sign Inc.	SM Neon	210.00
9258	11/25/2019	9907	PLIC-SBD Grand Island (Principal)	Premium December 2019	24,302.34
9259	11/25/2019	9928	Stimulus Technologies	Service Dec 2019 MC	1,047.95
Total 100 - General Fund					1,948,685.82

Las Vegas - Clark County Library District
Check/Voucher Register

Grant Fund - 220
From 10/29/2019 Through 11/25/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87108	10/31/2019	10978	Iretta Pearson	Acad Adv OSCC 241 9/30-10/15	864.00
87211	11/21/2019	10768	Milan Institute	Nursing Assistant Prog - Rojas, Dunieski	2,663.22
9078	11/4/2019	10619	David Terrance Cassell	ABE OSCC Math 138 9/3-10/10 1p-4p	1,863.00
9079	11/4/2019	10852	Hannah Burke	16 hrs NV ACE IET OCT 2019	810.00
9121	11/12/2019	10852	Hannah Burke	66 hr TISOH 237 9/16-10/24	1,782.00
9165	11/12/2019	9397	Hanafi Shakur	66 hr TISOH 237 9/16-10/24	243.00
9186	11/25/2019	10114	Vickie Thompson	Acad Adv CC 238 10/8-11/14	1,944.00
9195	11/25/2019	10852	Hannah Burke	tisoh 237-1 10/28-11/19	1,053.00
9197	11/25/2019	10970	Laura L. Nguyen	SUB WC 222 11/1	270.00
9251	11/25/2019	9397	Hanafi Shakur	SUB ELVL S&L 234	324.00
9252	11/25/2019	9511	Manny David Ford	Sub ELVL PM ADV 203	67.50
9256	11/25/2019	9813	Lydwine Zamor	CC AM BEG 10/24 & 10/28	432.00
9260	11/25/2019	9935	Burlington English Inc.	12 seats - 11/14/19	576.00
Total 220 - Grant Fund					12,891.72

Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230
From 10/29/2019 Through 11/25/2019

Check/ Voucher		Vendor		Description	Check Amount
#	Posting Date	Number	Vendor Name		
87111	10/31/2019	10991	Transmission, Inc.	V. 2020 awards video	3,900.00
87137	11/7/2019	10539	Jonathan Watson	EN Tech Arts - Oct 2019	333.69
87205	11/21/2019	10359	Engineering for Kids	WLV staff training	1,800.00
87215	11/21/2019	11012	Bradford Smith Jr.	BBTTC Music Production 10/23-12/26/2019	1,080.00
9101	11/4/2019	7777	AVID Products Inc.	Earbuds	1,011.18
9112	11/4/2019	9297	Emily Wilson	V.2020 award photography	400.00
9117	11/12/2019	10523	Blake Hament	BBTTC Instruction - Oct 2019	800.00
9118	11/12/2019	10536	Ivan Aguirre	EN Tech Arts - Oct 2019	268.75
9156	11/12/2019	8122	Staples Advantage Dept LA	easel w/mrkr brd - HR	8,540.58
9167	11/12/2019	9454	Apple Inc.	iPads - EN (4), EV (5), WV (5)	4,186.00
9223	11/25/2019	4721	Sweetwater	iZotope Wireless Mobile Recording Unit	696.90
9241	11/25/2019	9066	Adrienne Hester	SWITCH press release	200.00
9248	11/25/2019	9297	Emily Wilson	Monthly Photography	400.00
Total 230 - Gift Fund					23,617.10

Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 10/29/2019 Through 11/25/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87233	11/21/2019	6147	DG Koch Associates, LLC	RB	1,230.00
9080	11/4/2019	1457	Demco, Inc.	EN Table and Chairs	1,948.60
9124	11/12/2019	1455	Dell Marketing L.P.	BLR901 Precision 3431 Small Form Factor	253,828.80
9125	11/12/2019	1518	ECR	Cash Register - RB	700.00
9154	11/12/2019	7285	Henriksen Butler Nevada	EV: Additional tables and chairs	355.72
9189	11/25/2019	10147	CompuNet, Inc.	Antivirus replacement for public PCs	22,748.00
9209	11/25/2019	2686	Simply Covered, Inc.	WM: recover YS sofas	1,790.98
9229	11/25/2019	7180	NV5 Consultants	electrical engineering and lighting design services	3,000.00
9230	11/25/2019	7285	Henriksen Butler Nevada	MQL Replacement Table Top	420.06
9246	11/25/2019	9191	Canon Solutions America, Inc.	Monthly Maint 09/12/19-10/11/19 - EN	7,576.20
9255	11/25/2019	9758	ConvergeOne, Inc.	Lic. for PRTG -replacement for SolarWinds	22,500.00
Total 510 - Capital Projects Fund					316,098.36
Total - All Funds					<u>2,301,293.00</u>



ITEM VII.A.3.a.

January 2020

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Fred James, Chief Financial Officer

DATE: January 3, 2020

SUBJECT: Financial Services Report, January 2020

This report summarizes the Financial Services Department's activities and accomplishments in the month of December 2019.

Administration

- Updated the District's cash flow analysis
- Published and distributed the Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR)
- Submitted the Fiscal Year 2019 CAFR to the Government Finance Officers Association for consideration for the Certificate of Achievement for Excellence in Financial Reporting award
- Staff met with representatives from Canon and IRIS regarding purchasing software integration; attending remote training sessions
- **Fred James** held numerous meetings with Human Resources (HR) staff
- **Fred James** attended the Historic West Side School Project discussions
- **Fred James** and **Floresto Cabias** attended the annual Center for Business and Economic Research conference, Outlook 2020
- **Lynn Lucuara** attended bid opening for Facilities Bid No. 20-04, Boiler and Air Handler Unit Replacement - West Charleston Library
- **Floresto Cabias** created and updated staff user accounts in the Microsoft Serenic Navigator system purchasing component
- **Floresto Cabias** and **Lynn Lucuara** worked with District staff regarding purchasing training and procedures
- **Lynn Lucuara** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Lucuara** created and updated staff user accounts for online ordering of supplies from Staples, Office Plus, and Brodart (contract vendors); worked with District staff and vendors to update information and resolve issues
- **Lynn Lucuara** prepared and followed up on Agreements for Services for Literacy instructors and for performances scheduled for District-wide events
- **Lynn Lucuara** prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

Accounting

- Coded and verified all transactions (\$2.5M for the month of December)
- 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
- Performed fixed assets inventories at various branches



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

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

DATE: January 3, 2020

SUBJECT: November 2019 Budget Status Report

Enclosed are the budget status reports for November 2019. General fund revenues indicate that 42% of budgeted revenue has been collected. As compared to November 2018, the District collected 9% more in property taxes. Consolidated Tax Revenue (CTX) shows 25% collected so far this fiscal year, which matches the 25% collected for the same period during last fiscal year. Financial Services staff is closely monitoring revenues.

General Fund expenditures indicate that 40% 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 50% and 75% 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 11/01/2019 Through 11/30/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	23,587,757.11	44,855,000.00	21,267,242.89	47.41%
Intergovernmental Revenue	6,080,907.58	24,557,500.00	18,476,592.42	75.24%
Charges for Services	25,399.14	40,700.00	15,300.86	37.59%
Fines & Forfeits	310,726.54	900,000.00	589,273.46	65.47%
Miscellaneous	189,324.82	1,036,800.00	847,475.18	81.74%
Total Revenues	30,194,115.19	71,390,000.00	41,195,884.81	57.71%
Expenditures				
Salaries	12,531,858.03	32,366,060.00	19,834,201.97	61.28%
Benefits	5,031,333.46	13,394,128.00	8,362,794.54	62.44%
Supplies & Services	6,001,440.08	16,203,089.00	10,201,648.92	62.96%
Capital Outlay	5,352,292.57	10,831,667.00	5,479,374.43	50.59%
Total Expenditures	28,916,924.14	72,794,944.00	43,878,019.86	60.28%
Exces (Deficit) Revenues of Expenditures	1,277,191.05	(1,404,944.00)	(2,682,135.05)	-2.57%
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 11/01/2019 Through 11/30/2019

			Dollar Budget Amount Remaining	Percent Budget Remaining
	YTD Actual	Budget		
110	Administration - Executive	205,728.09	830,987.00	625,258.91 75.24%
120	Administration - Library Operations	639,084.17	2,371,240.00	1,732,155.83 73.05%
200	Financial Services	685,887.73	1,765,231.00	1,079,343.27 61.14%
215	Community Outreach	205,753.58	773,521.00	567,767.42 73.40%
216	Youth Services	151,417.85	369,276.00	217,858.15 59.00%
220	Development and Planning	210,538.07	596,948.00	386,409.93 64.73%
240	General Services/Facilities	3,465,581.19	8,476,537.00	5,010,955.81 59.12%
250	Human Resources	823,350.22	2,539,542.00	1,716,191.78 67.58%
251	HR-Work Insurance	105,331.84	1,363,864.00	1,258,532.16 92.28%
260	Information Technology	1,980,696.34	3,941,669.00	1,960,972.66 49.75%
270	Literacy Department	123,613.43	381,284.00	257,670.57 67.58%
280	Branding and Marketing	885,527.57	2,232,694.00	1,347,166.43 60.34%
290	Access Services Department	433,696.89	1,041,903.00	608,206.11 58.37%
310	Collection and Bibliographic Services	6,242,427.08	13,053,821.00	6,811,393.92 52.18%
320	Gallery Services	68,116.66	185,473.00	117,356.34 63.27%
330	Facilities	1,180,826.70	3,114,887.00	1,934,060.30 62.09%
340	Community Engagement	132,864.12	482,558.00	349,693.88 72.47%
400	Library Operations	11,376,482.61	29,273,509.00	17,897,026.39 61.14%
Total		28,916,924.14	72,794,944.00	43,878,019.86 60.28%

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

**General Fund - 100
Library Operations - Dept 400
From 11/01/2019 Through 11/30/2019**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	37,994.81	99,973.00	61,978.19	61.99%
110	Bunkerville	26,529.11	84,673.00	58,143.89	68.67%
120	Clark County Library	1,176,124.79	2,939,461.00	1,763,336.21	59.99%
130	Enterprise Library	579,427.23	1,519,554.00	940,126.77	61.87%
140	Goodsprings	33,481.79	81,947.00	48,465.21	59.14%
160	Indian Springs	43,021.87	106,241.00	63,219.13	59.51%
180	Laughlin	304,453.90	765,807.00	461,353.10	60.24%
190	Mesquite	450,351.05	1,152,069.00	701,717.95	60.91%
200	Moapa Town	34,479.11	82,755.00	48,275.89	58.34%
210	Moapa Valley	131,354.05	342,813.00	211,458.95	61.68%
220	Mount Charleston	31,311.58	80,932.00	49,620.42	61.31%
230	Rainbow Library	822,630.69	2,059,131.00	1,236,500.31	60.05%
240	Sahara West Library	1,067,972.75	2,786,232.00	1,718,259.25	61.67%
250	Sandy Valley	37,449.96	89,443.00	51,993.04	58.13%
260	Searchlight	27,348.05	60,939.00	33,590.95	55.12%
270	Spring Valley Library	704,083.65	1,854,894.00	1,150,810.35	62.04%
280	Summerlin Library	619,591.62	1,650,793.00	1,031,201.38	62.47%
290	Sunrise Library	652,790.13	1,617,332.00	964,541.87	59.64%
300	West Charleston Library	722,544.66	1,901,430.00	1,178,885.34	62.00%
310	West Las Vegas Library	664,461.98	1,694,686.00	1,030,224.02	60.79%
320	Whitney Library	621,214.84	1,605,111.00	983,896.16	61.30%
360	Meadows Library	70,680.32	169,908.00	99,227.68	58.40%
370	Centennial Hills	848,778.35	2,227,501.00	1,378,722.65	61.90%
380	Windmill Library	847,404.78	2,212,165.00	1,364,760.22	61.69%
390	East Las Vegas Library	804,367.23	2,042,284.00	1,237,916.77	60.61%
605	City Misdemeanant	16,634.31	45,435.00	28,800.69	63.39%
Total		11,376,482.61	29,273,509.00	17,897,026.39	61.14%

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

General Fund - 100
From 11/01/2019 Through 11/30/2019

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100	Salaries - Full Time	9,781,805.32	24,544,911.00	14,763,105.68	60.15%
51200	Salaries - Part Time	2,482,927.57	6,519,525.00	4,036,597.43	61.92%
51300	Overtime Pay	21,402.82	55,000.00	33,597.18	61.09%
51400	Call Back Pay	4,808.15	8,595.00	3,786.85	44.06%
51500	Standby Pay	23,011.40	52,487.00	29,475.60	56.16%
51600	Longevity Pay	153,286.05	373,422.00	220,135.95	58.95%
51700	Separation Pay	63,605.97	312,120.00	248,514.03	79.62%
51800	Leave Buyout	1,010.75	500,000.00	498,989.25	99.80%
55100	Employees Retirement	3,001,487.03	7,430,068.00	4,428,580.97	59.60%
55200	Group Insurance	1,636,110.30	4,819,973.00	3,183,862.70	66.06%
55300	Workers' Comp. Payments	77,013.01	271,544.00	194,530.99	71.64%
55400	Medicare Coverage Expense	314,012.21	797,543.00	483,530.79	60.63%
55500	Unemployment Insurance	2,710.91	75,000.00	72,289.09	96.39%
61100	Office Supplies	166,927.96	470,630.00	303,702.04	64.53%
61110	Operating Supplies	205,113.07	647,140.00	442,026.93	68.30%
61120	Software & User Licenses	274,588.59	573,100.00	298,511.41	52.09%
61130	Software Maintenance	493,097.96	814,410.00	321,312.04	39.45%
61200	Book Materials & Supplies	41,700.26	150,000.00	108,299.74	72.20%
61205	Interlibrary Loan	207.49	4,500.00	4,292.51	95.39%
61210	Small Equipment	97,966.22	517,050.00	419,083.78	81.05%
61400	Equipment Repair & Maint.	505,981.11	673,199.00	167,217.89	24.84%
61410	Contracted Services	2,069,000.10	5,621,592.00	3,552,591.90	63.20%
61420	Building Repair & Maint.	61,274.76	218,200.00	156,925.24	71.92%
61500	Rental Expenses	20,359.24	114,976.00	94,616.76	82.29%
61600	Telephone	284,731.99	563,436.00	278,704.01	49.47%
61700	Utilities	699,873.48	2,109,118.00	1,409,244.52	66.82%
61800	Insurance & Bonds	314,195.70	356,000.00	41,804.30	11.74%
61900	Professional Services	137,807.27	973,200.00	835,392.73	85.84%
61910	Legal Services	45,761.24	598,350.00	552,588.76	92.35%
62200	Collection Agencies	36,456.75	200,000.00	163,543.25	81.77%
62300	Board Compensation	2,080.00	6,000.00	3,920.00	65.33%
62500	Postage	27,700.29	75,100.00	47,399.71	63.12%
62510	Advertising	20,718.85	188,700.00	167,981.15	89.02%
62600	Community Events	45,565.00	66,000.00	20,435.00	30.96%
62610	Staff Day	60,025.06	65,000.00	4,974.94	7.65%
62620	Recruitment	-	625.00	625.00	100.00%
62700	Education & Training	47,963.69	265,250.00	217,286.31	81.92%
62800	Travel & Transportation	78,591.51	253,663.00	175,071.49	69.02%
62900	Printing & Reproduction	81,032.63	256,750.00	175,717.37	68.44%
63000	Dues & Subscriptions	12,628.40	42,800.00	30,171.60	70.49%
65000	Miscellaneous Expenses	11,932.29	43,300.00	31,367.71	72.44%
65100	Bank Charges	659.17	20,000.00	19,340.83	96.70%
67000	Rental Expenses to QALICBs	157,500.00	315,000.00	157,500.00	50.00%
81700	Library Books	5,352,292.57	10,831,667.00	5,479,374.43	50.59%
Total		28,916,924.14	72,794,944.00	43,878,019.86	60.28%

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

Grant Fund - 220

From 11/01/2019 Through 11/30/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	42,605.56	1,800,000.00	1,757,394.44	97.63%
Total Revenues	42,605.56	1,800,000.00	1,757,394.44	97.63%
Expenditures				
Salaries	109,314.14	477,171.84	367,857.70	77.09%
Benefits	49,219.30	212,828.16	163,608.86	76.87%
Supplies & Services	140,655.26	500,000.00	359,344.74	71.87%
Capital Outlay	32,640.00	610,000.00	577,360.00	94.65%
Total Expenditures	331,828.70	1,800,000.00	1,468,171.30	81.57%
Exces (Deficit) Revenues of Expenditures	(289,223.14)	-	289,223.14	16.07%

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

Grant Fund - 220
From 11/01/2019 Through 11/30/2019

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	107,838.76	477,171.84	369,333.08	77.40%
51200 Salaries - Part Time	986.82	-	(986.82)	
51600 Longevity Pay	488.56	-	(488.56)	
55100 Employees Retirement	31,337.81	155,621.57	124,283.76	79.86%
55200 Group Insurance	16,284.28	52,727.40	36,443.12	69.12%
55400 Medicare Coverage Expense	1,597.21	4,479.19	2,881.98	64.34%
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	89,856.00	422,700.00	332,844.00	78.74%
62700 Education & Training	23,539.17	-	(23,539.17)	
62800 Travel & Transportation	4,911.11	9,722.63	4,811.52	49.49%
65000 Miscellaneous Expenses	-	10,198.28	10,198.28	100.00%
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	331,828.70	1,800,000.00	1,468,171.30	81.57%

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

Gift Fund - 230

From 11/01/2019 Through 11/30/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	42,619.19	815,000.00	772,380.81	94.77%
Total Revenues	42,619.19	815,000.00	772,380.81	94.77%
Expenditures				
Supplies & Services	76,918.81	715,000.00	638,081.19	89.24%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	76,918.81	815,000.00	738,081.19	90.56%
Exces (Deficit) Revenues of Expenditures	(34,299.62)	-	34,299.62	4.21%

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

Gift Fund - 230
From 11/01/2019 Through 11/30/2019

	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	2,542.63	15,000.00	12,457.37	83.05%
61210 Small Equipment	34,851.71	15,000.00	(19,851.71)	-132.34%
61410 Contracted Services	8,915.50	250,000.00	241,084.50	96.43%
61420 Building Repair & Maint.	7,177.00	-	(7,177.00)	
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61900 Professional Services	13,748.94	100,000.00	86,251.06	86.25%
62600 Community Events	716.67	-	(716.67)	
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	4,343.28	-	(4,343.28)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
Total	76,918.81	815,000.00	738,081.19	90.56%

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

Capital Projects Fund - 510
From 11/01/2019 Through 11/30/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	82,245.59	50,000.00	(32,245.59)	-64.49%
Total Revenues	82,245.59	50,000.00	(32,245.59)	-64.49%
Expenditures				
Supplies & Services	612,735.38	3,881,200.00	3,268,464.62	84.21%
Capital Outlay	146,867.81	9,820,100.00	9,673,232.19	98.50%
Total Expenditures	759,603.19	13,701,300.00	12,941,696.81	94.46%
Exces (Deficit) Revenues of Expenditures	(677,357.60)	(13,651,300.00)	(12,973,942.40)	-158.95%
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 11/01/2019 Through 11/30/2019

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	15,115.92	10,000.00	(5,115.92)	-51.16%
61120 Software & User Licenses	79,381.75	321,000.00	241,618.25	75.27%
61130 Software Maintenance	15,000.00	-	(15,000.00)	
61210 Small Equipment	305,559.66	1,497,700.00	1,192,140.34	79.60%
61400 Equipment Repair & Maint.	34,509.58	-		
61410 Contracted Services	-	50,000.00	50,000.00	100.00%
61420 Building Repair & Maint.	87,945.99	1,994,500.00	1,906,554.01	95.59%
61900 Professional Services	65,975.35	-	(65,975.35)	
62800 Travel & Transportation	-	8,000.00	8,000.00	100.00%
65100 Bank Charges	9,247.13	-	(9,247.13)	
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	144,531.93	2,345,000.00	2,200,468.07	93.84%
Total	759,603.19	13,701,300.00	12,941,696.81	94.46%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
1025 - East Las Vegas
510 - Capital Projects Fund
From 11/1/2019 Through 11/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Professional Services	18,955.10		(18,955.10)	
Total Expenditures	18,955.10	0.00	(18,955.10)	0.00
Excess (Deficit) Revenues over Expenditures	(18,955.10)	0.00	18,955.10	0.00

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
2050 - Furniture Replacement
510 - Capital Projects Fund
From 11/1/2019 Through 11/30/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Small Equipment	21,848.62	200,000.00	178,151.38	89.08%
Total Expenditures	<u>21,848.62</u>	<u>200,000.00</u>	<u>178,151.38</u>	<u>89.08%</u>
Excess (Deficit) Revenues over Expenditures	<u>(21,848.62)</u>	<u>(200,000.00)</u>	<u>(178,151.38)</u>	<u>89.08%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
2200 - Financial Services
510 - Capital Projects Fund
From 11/1/2019 Through 11/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Small Equipment	15,215.00	185,000.00	169,785.00	91.78%
Professional Services	8,096.25		(8,096.25)	
Bank Charges	9,247.13	40,000.00	30,752.87	76.88%
Capital Equipment - Major	18,550.10	80,000.00	61,449.90	76.81%
Total Expenditures	51,108.48	305,000.00	253,891.52	83.24%
Excess (Deficit) Revenues over Expenditures	(51,108.48)	(305,000.00)	(253,891.52)	83.24%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
4010 - Tech Replacements Upgrades
510 - Capital Projects Fund
From 11/1/2019 Through 11/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Software & User Licenses	79,381.75	321,000.00	241,618.25	75.27%
Software Maintenance	15,000.00		(15,000.00)	
Small Equipment	254,905.86	563,000.00	308,094.14	54.72%
Equipment Maint. & Repair	23,146.63		(23,146.63)	
Contracted Services		50,000.00	50,000.00	100.00%
Travel & Transportation		8,000.00	8,000.00	100.00%
Capital Equipment - Major	7,945.47	985,000.00	977,054.53	99.19%
Total Expenditures	380,379.71	1,927,000.00	1,546,620.29	80.26%
Excess (Deficit) Revenues over Expenditures	(380,379.71)	(1,927,000.00)	(1,546,620.29)	80.26%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5010 - Bldg Repair and Maintenance
510 - Capital Projects Fund
From 11/1/2019 Through 11/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Operating Supplies	15,115.92	10,000.00	(5,115.92)	-51.16%
Small Equipment	13,590.18	30,000.00	16,409.82	54.70%
Bldg. Maint. & Repair	87,945.99	1,994,500.00	1,906,554.01	95.59%
Professional Services	29,289.00		(29,289.00)	
Capital Improvements		648,000.00	648,000.00	100.00%
Capital Equipment - Major		20,000.00	20,000.00	100.00%
Total Expenditures	145,941.09	2,702,500.00	2,556,558.91	94.60%
Excess (Deficit) Revenues over Expenditures	(145,941.09)	(2,702,500.00)	(2,556,558.91)	94.60%

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5015 - Facilities Master Plan
510 - Capital Projects Fund
From 11/1/2019 Through 11/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Revenues				
Interest Earnings	60,572.90	50,000.00	(10,572.90)	-21.15%
Unrealized Gain/(Loss) - Investments	21,672.69		(21,672.69)	
Total Revenues	<u>82,245.59</u>	<u>50,000.00</u>	<u>(32,245.59)</u>	<u>-64.49%</u>
Expenditures				
Professional Services	635.00		(635.00)	
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>635.00</u>	<u>7,887,100.00</u>	<u>7,886,465.00</u>	<u>99.99%</u>
Excess (Deficit) Revenues over Expenditures	<u>81,610.59</u>	<u>(7,837,100.00)</u>	<u>(7,918,710.59)</u>	<u>101.04%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
5020 - PVS Projects
510 - Capital Projects Fund
From 11/1/2019 Through 11/30/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
Expenditures				
Small Equipment		479,700.00	479,700.00	100.00%
Equipment Maint. & Repair	11,362.95		(11,362.95)	
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>44,581.44</u>	<u>479,700.00</u>	<u>435,118.56</u>	<u>90.71%</u>
Excess (Deficit) Revenues over Expenditures	<u>(44,581.44)</u>	<u>(479,700.00)</u>	<u>(435,118.56)</u>	<u>90.71%</u>

Las Vegas - Clark County Library District
Statement of Revenues and Expenditures
9010 - Vehicle Purchase and Replacement
510 - Capital Projects Fund
From 11/1/2019 Through 11/30/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
Expenditures				
Capital Equipment - Major	96,153.75	200,000.00	103,846.25	51.92%
Total Expenditures	<u>96,153.75</u>	<u>200,000.00</u>	<u>103,846.25</u>	<u>51.92%</u>
Excess (Deficit) Revenues over Expenditures	<u>(96,153.75)</u>	<u>(200,000.00)</u>	<u>(103,846.25)</u>	<u>51.92%</u>

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

Debt Service Fund - 610

From 11/01/2019 Through 11/30/2019

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	8.51	-	(8.51)	
Miscellaneous	2,566.53	10,000.00	7,433.47	74.33%
Total Revenues	2,575.04	10,000.00	7,424.96	74.25%
Expenditures				
Supplies & Services	2,330.94	10,000.00	7,669.06	76.69%
Debt Service	-	-	-	
Total Expenditures	2,330.94	10,000.00	7,669.06	76.69%
Exces (Deficit) Revenues of Expenditures	244.10	-	(244.10)	-2.44%

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

Debt Service Fund - 610
From 11/01/2019 Through 11/30/2019

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61900	Professional Services	80.94	-	(80.94)	
65100	Bank Charges	2,250.00	10,000.00	7,750.00	77.50%
Total		2,330.94	10,000.00	7,669.06	76.69%

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 10/29/2019 Through 11/25/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87092	10/31/2019	10105	Package Plus Printing	Invoice 1571 Foam Core for Family Pride Day	214.00
87093	10/31/2019	10162	CenturyLink	Service 10/20/19-11/19/19	189.66
87094	10/31/2019	10217	T-Mobile	Service 09/21/19-10/20/19	13,199.71
87095	10/31/2019	10253	Elizabeth Ann Foyt	Travel RMB - NLA 11/2-4/19	281.96
87096	10/31/2019	10264	Wyatt Earp	"The Gentleman Doc Holiday'n 11/15/19	900.00
87097	10/31/2019	10650	Fun City Distribution, Inc.	Distribution of Highlights - Nov	740.00
87098	10/31/2019	10718	BOOM Studios	Shipping Fees - VVCBF Donation	29.72
87099	10/31/2019	10828	Guerilla Artz Foundation	3 Sided Coloring Book Stations	750.00
87100	10/31/2019	10834	Brittany Mangelson	Transcription Oct. 10/20/19 Brd Mtg	386.50
87101	10/31/2019	10869	Daniel A. Edwards	Balance - Concert @ VVCBF 11/2/19	750.00
87102	10/31/2019	10877	Findaway World, LLC	Library materials for FY20	12,101.99
87103	10/31/2019	10911	Lesley Boeckman	Technical Packets for all PAC	5,000.00
87104	10/31/2019	10927	CenturyLink	Service Oct. 2019	1,926.34
87105	10/31/2019	10935	Aimmee Riley	Overpayment on SPS08-038	10.00
87106	10/31/2019	10968	Frank DeCaro	One hr panel plus Q&A	500.00
87107	10/31/2019	10973	Greasy Pig Studios	Two 50min panels @ VVCBF 11/2/19	900.00
87109	10/31/2019	10983	Cecil Castellucci	Two 50-min panels2 VVCBF	900.00
87110	10/31/2019	10987	Seventy Three Distribution LLC	FL Studio 10-download Educational Lic.	995.00
87112	10/31/2019	11004	Gentry Roth	50min Panel @ VVCBF	500.00
87113	10/31/2019	11005	Matthew Durski	One 30min Drag Queen Story Time	300.00
87114	10/31/2019	1606	The Foundation Center	FIN partnership-Standard access	2,995.00
87115	10/31/2019	2175	NV Energy	Service 09/19/19-10/17/19 CH	8,502.22
87116	10/31/2019	2354	Recorded Books	Materials for FY 2019-2020	758.10
87117	10/31/2019	2494	Southwest Gas Corp.	Service 09/20/19-10/21/19 CH	1,609.33
87118	10/31/2019	2838	Verizon Wireless	Service 09/21/19-10/20/19	2,187.02
87122	10/31/2019	3149	Midwest Tape	Materials for FY 2019-2020	19,536.76
87127	10/31/2019	8718	Library Ideas, LLC	VOX books	8,329.20
87128	10/31/2019	9384	Nelco Solutions	2019 W-2s	235.20
87129	10/31/2019	9541	Russell Lissau	Balance - Two 50min wksh @ VVCBF	650.00
87130	10/31/2019	9750	The Doubleclicks, LLC	50min musical concert @ VVCBF 11/2/19	1,500.00
87131	11/7/2019	10017	CDA Media Relations	Purchasing ad - Nov 2019	350.00
87132	11/7/2019	10212	Virgin Valley Water District	Service 09/20/19-10/20/19	1,376.74
87133	11/7/2019	10363	Adam Schroeder	"Journey Through Jazz" 10/15/19	500.00
87134	11/7/2019	10389	The Firm	Public Relations Svcs - Sept	10,271.25
87135	11/7/2019	10390	Jean Marie Pilario Munson	Comics 101 & Feminism in Comics - 11/02/19	100.00
87136	11/7/2019	10455	City of Las Vegas	IABD Conference Expenses Jan 2020	824.00
87138	11/7/2019	10745	HESC	Mandated Court Payment	212.60
87139	11/7/2019	10809	Sandra Kay Ramaker	RMB Travel - PLA Conference Feb 2020	301.96
87140	11/7/2019	10954	Derrick R. Davis	Final pmt - Native American Dance 11/13	2,000.00
87141	11/7/2019	10999	Becky Spratford	Staff day-speaker fee	2,677.81
87142	11/7/2019	11010	Real River Entertainment	Refund of overpayment SSI00972	0.50
87143	11/7/2019	1131	Neopost USA Inc	Meter rental 11/25/19-02/24/20	180.00
87144	11/7/2019	11804	U.S. Dept. of Education AWG	Mandated Court Payment	269.25
87145	11/7/2019	1201	Best Janitorial Services of Nevada	BD Janitorial	116,361.81
87146	11/7/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,271.26
87147	11/7/2019	1462	Department of Employment Training & Rehabilitation	Unemployment Insurance	1,036.56
87148	11/7/2019	1474	Di Bella Flowers & Gifts	Sympathy Flowers - Oct 2019	289.97
87149	11/7/2019	1577	FedEx	Express Service - Oct 2019	293.20
87150	11/7/2019	2097	Moapa Valley Telephone Co. Inc.	Service 10/26/19-11/25/19	1,321.69
87151	11/7/2019	2159	AT&T SBC	Service 10/25/19-11/24/19	148.79
87152	11/7/2019	2175	NV Energy	Service 09/25/19-10/23/19 EV	4,582.05
87154	11/7/2019	2494	Southwest Gas Corp.	Service 09/26/19-10/25/19 WC	1,709.15
87155	11/7/2019	2567	Teamsters Local Union #14	Union Dues - November 2019	9,801.00
87156	11/7/2019	2772	Xerox Corporation	Inv. 162750121 - Duplo Cancellation	2,788.21
87158	11/7/2019	3106	Grey House Publishing, Inc.	Financial Literacy Basics 19/20	2,100.00
87159	11/7/2019	3120	Texas Station Gambling Hall & Hotel	Staff Day Dallas Meeting	40,579.00
87163	11/7/2019	3149	Midwest Tape	Materials for FY 2019-2020	30,617.60
87164	11/7/2019	3309	Batteries Plus	Various	19.99
87165	11/7/2019	3515	Burrelle's	Inv. 11664 October Clippings	141.90
87166	11/7/2019	3559	Nancy Hodges (Other-PC)	Replenish Petty Cash	146.48
87167	11/7/2019	4588	The Banff Centre	Screening & Travel Fees	2,725.00
87168	11/7/2019	5026	Nevada State Treasurer	Mandated Court Payment	8.00
87169	11/7/2019	6646	Aqua Serv Engineers, Inc.	Water Treatment	2,552.21
87170	11/7/2019	6817	Reliance Connects	Service Nov 2019	639.21
87171	11/7/2019	8731	UNUM Life Insurance Co. of America	Premium November 2019	741.10
87172	11/7/2019	9393	Pamela J. Sundlie	Free face painting @ VVCBF 11/02/19	500.00
87173	11/7/2019	9394	Katherine Alicia Keller	Feminism in Comics @ VVCBF 11/02/19	50.00
87174	11/7/2019	9517	JoAnn Nabhan Bronson	Food svc @ VVCBF 11/2/19	158.00
87175	11/7/2019	9895	National Benefit Services, LLC	NBS September 2019 Fee	408.00
87176	11/7/2019	9937	AFLAC Premium Holding	AFLAC Group October 2019	2,985.30
87177	11/7/2019	2354	Recorded Books	Materials for FY 2019-2020	76.30
87178	11/7/2019	3064	Acco Brands USA LLC (GBC)	Repairs 8/26/19	660.08
87179	11/14/2019	10253	Elizabeth Ann Foyt	Travel RMB - NLA 11/2-11/4/19	357.30
87180	11/14/2019	10297	Susan Anton, Inc.	50% Deposit on contract 3/7/20 SM & 3/8/20 WM	3,750.00
87181	11/14/2019	10363	Adam Schroeder	"Journey Through Jazz" WM 11/12/19	500.00
87182	11/14/2019	10565	Erin E. Baltzar	Honorarium for "The Swing It!" 11/09/19 WM	3,000.00
87183	11/14/2019	10890	Vanessa Portillo	hands on class making plantable ornaments - SM	200.00
87184	11/14/2019	10974	Sally Annette Ethridge	The Pianowoman Series 11/09/19	100.00
87185	11/14/2019	11013	Nicola Latrice Frazier	Refund of paid fines	1.75
87186	11/14/2019	11015	Tammy Jarman	Mileage Reimbursement 11/08/19	35.38
87190	11/14/2019	1991	Lowe's Improvement	Various	1,820.43
87191	11/14/2019	2053	Matthew Bender & Co., Inc.	NV COURT RULES V1 2020	1,466.07
87192	11/14/2019	2175	NV Energy	Summary Billing Sep 19 & Oct 19	67,104.26
87193	11/14/2019	2354	Recorded Books	Materials for FY 2019-2020	553.27
87194	11/14/2019	2494	Southwest Gas Corp.	Service 10/03/19-11/04/19 LA	1,145.81
87196	11/14/2019	2837	Republic Services 620	Recycling Svc 11/01-11/30 WM	4,855.32

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 10/29/2019 Through 11/25/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87197	11/14/2019	3058	EBSCO Information Services	MyHeritage 11/1/19-10/31/20	33,533.00
87201	11/14/2019	3149	Midwest Tape	Materials for FY 2019-2020	44,269.22
87202	11/14/2019	8192	AT&T	Service Nov 2019	51.96
87203	11/14/2019	9734	Hearth & Home Specialties, Inc.	MC: Fireplace parts replacement	2,081.00
87204	11/21/2019	10253	Elizabeth Ann Foyt	Board Comp Nov 2019	80.00
87206	11/21/2019	10380	The Rolfe Project	"The Battle is Not Yours" - Dec 2019	1,500.00
87207	11/21/2019	10445	CenturyLink	Pay Phone - Nov 2019	325.00
87208	11/21/2019	10481	School-Community Partnership Program	EORO annual partnership contribution	1,000.00
87209	11/21/2019	10641	Quench USA, Inc.	Various Filtered Water	850.00
87210	11/21/2019	10745	HESC	Mandated Court Payment	212.60
87212	11/21/2019	10809	Sandra Kay Ramaker	Board Comp Nov 2019	80.00
87213	11/21/2019	10915	Pebble Star Artists Inc.	50% Balance for performances	3,850.00
87214	11/21/2019	10945	UNLV Board of Regents	Concert Series 10/21 & 11/18	600.00
87216	11/21/2019	11804	U.S. Dept. of Education AWG	Mandated Court Payment	269.25
87217	11/21/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,163.72
87218	11/21/2019	2159	AT&T SBC	Service 11/11/19-12/10/19	525.20
87219	11/21/2019	2170	Nevada Legal News, LLC	13 NOV 19 LEGAL DIRECTORIES	130.00
87220	11/21/2019	2494	Southwest Gas Corp.	Service 10/11/19-11/12/19 CC	1,010.04
87221	11/21/2019	2854	FastSigns	Signage: (30) NO TRESPASSING Signs	892.39
87222	11/21/2019	2861	Jay D. Whipple	MV Pest Control	40.00
87227	11/21/2019	3149	Midwest Tape	Materials for FY 2019-2020	21,469.26
87228	11/21/2019	3309	Batteries Plus	Various	11.99
87229	11/21/2019	3755	Las Vegas Brass Band	Concerts 10/6 & 11/10 @ CC	1,000.00
87230	11/21/2019	4540	Office Team	Temp T. Jaman - 11/15	764.00
87231	11/21/2019	5026	Nevada State Treasurer	Mandated Court Payment	8.00
87232	11/21/2019	5246	Kelly D. Benavidez	Board Comp Nov 2019	80.00
87234	11/21/2019	6206	Vitral	Translation Services- Adult EFNEP Poster	50.00
87235	11/21/2019	7740	Gaudin Ford	Various	144.52
87236	11/21/2019	8718	Library Ideas, LLC	Materials for FY 2019-2020	1,348.20
87237	11/21/2019	9325	Squeaky Clean CC LLC	SU: Graffiti removal from parking lot area	265.00
87238	11/21/2019	9385	The Hartford	Workers Comp Final Audit	3,078.00
87239	11/21/2019	9711	Jose L. Melendrez	Board Comp Nov 2019	80.00
87240	11/21/2019	9895	National Benefit Services, LLC	FSA Admin Fee - October 2019	399.00
87241	11/21/2019	9945	Texas Life Insurance Company	Premium Nov 2019	488.08
87242	11/21/2019	1458	State Collections & Disbursement Unit	Mandated Court Payment	107.54
9073	11/4/2019	10454	USI Insurance Services LLC	SW Gallery Exhibit Coverage	4,425.00
9074	11/4/2019	10478	Renovation Piano Services	Piano Tuning - CC	220.00
9075	11/4/2019	10500	Team Schutmaat, Inc.	CC SW SU: Mobile slatwall units	4,025.00
9076	11/4/2019	10535	Johnson Controls Fire Protection LP	CC Fire Alarm	575.00
9077	11/4/2019	10604	Johnson Controls Security Solutions LLC	Alarm Monitoring	4,245.50
9079	11/4/2019	10852	Hannah Burke	16 hrs NV ACE IET OCT 2019	810.00
9080	11/4/2019	1457	Demco, Inc.	EN Table and Chairs	1,948.60
9081	11/4/2019	1803	JanWay Company USA, Inc.	Magnifier w/Cases - OR	398.00
9082	11/4/2019	2015	Machabee Office Environments	ME: 4 Strive Chairs	404.00
9083	11/4/2019	2234	Overton Power District #5	Service 09/19/19-10/19/19 MT	168.50
9084	11/4/2019	2307	Progressive Elevator	CC: Annual Elevator Permit Inspections	1,000.00
9085	11/4/2019	2350	Rebel Oil Company	SC: Generator Fuel	349.87
9086	11/4/2019	2471	Silver State Glass & Mirror	CC Service Call: Theater west entry exterior auto door	785.00
9087	11/4/2019	2742	Weston Woods Studios Inc.	Crazy Carrots	101.83
9088	11/4/2019	2798	Brodart Co.	Library Books & Materials for FY2019-2020	2,113.04
9089	11/4/2019	2860	Las Vegas Review Journal	Oct Purchasing ad	43.75
9090	11/4/2019	3770	Cox Communications of Las Vegas	Service 10/17/19-11/16/19	13,511.72
9091	11/4/2019	4179	Safelite Fulfillment, Inc	#60: Windshield Repair	99.97
9092	11/4/2019	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	1,330.00
9093	11/4/2019	4649	H & E Equipment Services Inc.	MC: Tune-Up for Snow Blower	253.97
9094	11/4/2019	4742	Deseret Book Co.	Muddy, Fire & Steel	302.02
9095	11/4/2019	5001	UniFirst Corporation	Uniform Rental	111.11
9096	11/4/2019	5130	OverDrive Inc.	Materials for FY 2019-2020	93,000.31
9097	11/4/2019	5244	A&B Printing & Mailing	Inv. 127270 - VGK Bookmarks reprint	550.00
9098	11/4/2019	6704	Schneider Electric	FY20 Agreement	2,807.33
9099	11/4/2019	7188	Innovative Interfaces, Inc.	Materials for FY 2019-2020	10,220.50
9100	11/4/2019	7472	3E Company Environmental, Ecological, and Engineer	Annual Subscription	2,959.11
9102	11/4/2019	8122	Staples Advantage Dept LA	32gb pinstripe usb - CC	6,816.42
9103	11/4/2019	8557	Guaranteed Pest Solutions LLC	EV: Service call for bed bugs (3 fabric chairs)	60.00
9104	11/4/2019	8614	Spencer LeRoi Brinkerhoff III	Balance - VVCBF artist jam 11/2/19	450.00
9105	11/4/2019	8668	Paul Joseph Perez	Balance - Two 50min Wksh @ VVCBF	450.00
9106	11/4/2019	8671	Eurie Creative, Inc.	Better Together Design	3,800.00
9107	11/4/2019	9001	True Core Therapy and Wellness LLC	Stress Management/Self Care Staff Day	450.00
9108	11/4/2019	9133	Ted Wiens Tire & Auto Centers	#39 / FAC: Replace all (4) tires	1,581.84
9109	11/4/2019	9172	ARIN American Registry for Internet Numbers	Annual Maintenance for Internet Number	150.00
9110	11/4/2019	9225	Kronos	App configuration - Mo. Fee	1,169.00
9111	11/4/2019	9287	Otis Elevator Company	WMSC: OE PO	751.30
9113	11/4/2019	9383	Office Plus	Crtdd.clj cp5225.ma, 7- EV	4,308.09
9114	11/4/2019	9648	Bailey Kennedy, LLP	10912-015 Policies/Procedures	360.00
9115	11/12/2019	10082	Puliz Records Mgt LV	Puliz-destruction units - SEPT 2019	102.50
9116	11/12/2019	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape	800.00
9119	11/12/2019	1064	Allied Refrigeration Inc.	Various	651.62
9120	11/12/2019	10686	NLS Grounds Management, LLC	Various Landscape	18,129.74
9122	11/12/2019	1180	Baron Pest Solutions, Inc.	LA Pest Control	37.00
9123	11/12/2019	1240	Brady Industries of Nevada, LLC	Various	2,066.28
9126	11/12/2019	1580	Ferguson Enterprises, LLC	Various	1,066.75
9127	11/12/2019	1742	Ideal Supply Company Inc.	Various	255.54
9128	11/12/2019	1757	Ingram Library Services	Materials for FY 2019-2020	4,169.58
9129	11/12/2019	2152	Nedco Supply	Various	416.18
9130	11/12/2019	2362	Refrigeration Supplies Distributor	Various	181.21
9131	11/12/2019	2682	Valley Enterprises, Inc.	Janitorial	5,309.69

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 10/29/2019 Through 11/25/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
9132	11/12/2019	2698	Virgin Valley Disposal	Rental Fee/Toter Svc - Oct 2019	131.50
9133	11/12/2019	2702	Grainger, Inc.	Various	284.83
9134	11/12/2019	2798	Brodart Co.	Library Books & Materials for FY2019-2020	87,489.32
9135	11/12/2019	2809	LVVWD	Service 09/19/19-10/16/19 EV	1,485.49
9136	11/12/2019	2853	Dick Blick	Snazaroo Face Paint Glitter - Brt Grn - EV	1,261.26
9137	11/12/2019	2860	Las Vegas Review Journal	Bid 20-03	427.55
9138	11/12/2019	2887	West Payment Ctr	MISD-Library Plan Charges for FY2020	1,353.14
9139	11/12/2019	2891	AFLAC	Premium October 2019	1,512.78
9140	11/12/2019	3307	Unique Management Services, Inc.	Placements Oct 2019	8,444.25
9141	11/12/2019	3324	Rio Virgin Telephone Co.	Service Nov 2019	324.55
9142	11/12/2019	3355	Teamsters Security Fund S. Nevada	Premium Nov 2019	347,999.35
9143	11/12/2019	3776	Got Bugs LLC	MQ Pest Control	200.00
9144	11/12/2019	4517	Fingerprint Pros, Inc.	10 New Hire Fingerprints	590.00
9145	11/12/2019	4522	Quest Diagnostics	13 pre-employment drug tests	919.47
9146	11/12/2019	4604	Brodart Library Supplies & Furnishings	Supplies FY 19-20	934.00
9147	11/12/2019	4723	Purvis Industries - Las Vegas NV	Various	38.12
9148	11/12/2019	4874	United Rent-All	VVCBF tent rental	1,066.33
9149	11/12/2019	5001	UniFirst Corporation	Uniform Rental	111.11
9150	11/12/2019	5130	OverDrive Inc.	Materials for FY 2019-2020	57,984.26
9151	11/12/2019	5244	A&B Printing & Mailing	Inv. 127368- Winter Storytime Flyers	899.00
9152	11/12/2019	6704	Schneider Electric	Thermostats Stock	664.50
9153	11/12/2019	7169	Advanced Entertainment Services Inc.	"Gaffers Tape, Spike Tape	1,321.46
9154	11/12/2019	7285	Henriksen Butler Nevada	EV: Additional tables and chairs	355.72
9155	11/12/2019	8010	Allied Universal Security Services	Security 10/04/19-10/17/19 - CH	83,005.40
9156	11/12/2019	8122	Staples Advantage Dept LA	easel w/mrkr brd - HR	8,540.58
9157	11/12/2019	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Oct 2019	16,082.37
9158	11/12/2019	8235	ZOHO Corporation	Annual subscription fee--ManageEngine	945.00
9159	11/12/2019	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	168.75
9160	11/12/2019	9074	Statewide Fire Protection - Western States	WM Fire Sprinkler	250.00
9161	11/12/2019	9101	O'Reilly Auto Parts	Various	365.36
9162	11/12/2019	9133	Ted Wiens Tire & Auto Centers	Various	194.57
9163	11/12/2019	9191	Canon Solutions America, Inc.	IRIS Support	2,943.12
9164	11/12/2019	9383	Office Plus	Cartridge, JJ, hp 80a, bk - DO	310.95
9166	11/12/2019	9431	B&H Photo-Video	WIRELESS WMB BELT ACCESSORY STRAP - TAN	9.80
9167	11/12/2019	9454	Apple Inc.	iPads - EN (4), EV (5), WV (5)	4,186.00
9168	11/12/2019	9869	Unique Integrated Communications	Call Center Operations	14,157.64
9169	11/12/2019	9907	PLIC-SBD Grand Island (Principal)	Premium Nov 2019	26,118.62
9170	11/12/2019	9958	Enerspect Medical Solutions LLC	SMART Pads: Adult & Infant	3,298.75
9171	11/18/2019	10478	Renovation Plano Services	Piano Tuning - CC	110.00
9172	11/18/2019	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	37,875.96
9173	11/18/2019	1640	Gerald M. Welt, Chartered	Legal Svcs - October 2019	6,175.23
9174	11/18/2019	1757	Ingram Library Services	Materials for FY 2019-2020	1,981.40
9175	11/18/2019	2098	Moapa Valley Water District	Service 10/09/19-11/05/19	229.01
9176	11/18/2019	2215	OCLC Inc. # 774425	Cataloging/ ILL charges	5,082.46
9177	11/18/2019	2234	Overton Power District #5	Service 09/27/19-10/28/19 MV	1,413.03
9178	11/18/2019	2798	Brodart Co.	Library Books & Materials for FY2019-2020	86,233.72
9179	11/18/2019	2819	CenturyLink Communications, LLC	Service Nov 2019	11,124.21
9180	11/18/2019	2860	Las Vegas Review Journal	July Invoice for Summer Challenge Acct#181035	1,000.00
9181	11/18/2019	2887	West Payment Ctr	MISD-Library Plan Charges for FY2020	676.57
9182	11/18/2019	7188	Innovative Interfaces, Inc.	Materials for FY 2019-2020	2,016.75
9183	11/18/2019	8010	Allied Universal Security Services	Security 10/18/19-10/31/19 - CH	81,447.67
9184	11/18/2019	9648	Bailey Kennedy, LLP	10912-015 Policies/Procedures	960.00
9185	11/18/2019	1854	Kamer Zucker & Abbott	Sept and Oct 2019	17,624.69
9187	11/25/2019	10129	Fun Express LLC	Orange Goody Bags - EN	193.50
9188	11/25/2019	10144	CFRA	Materials for FY 2019-2020	1,820.00
9190	11/25/2019	10228	Sterling Volunteers	19 Volunteer background checks	401.00
9191	11/25/2019	10442	LV.Net	Service 12/1/19-1/1/20	1,026.00
9192	11/25/2019	10526	Seven Brothers Tree Company, LLC	EV: Trim trees over canopy	700.00
9193	11/25/2019	10650	Fun City Distribution, Inc.	37314 - Dec. Distribution of Highlights	1,480.00
9194	11/25/2019	10701	Staples Technology Solutions	STM DUX PLUS IPAD 6TH GEN CASE	649.20
9196	11/25/2019	10864	Brian M. Wilson	Board Comp Nov 2019	80.00
9197	11/25/2019	10970	Laura L. Nguyen	SUB WC 222 11/1	270.00
9198	11/25/2019	1157	AZ Partsmaster	Various	2,053.33
9199	11/25/2019	1240	Brady Industries of Nevada, LLC	Various	785.66
9200	11/25/2019	1297	CASAS	Test Administrator Manuals	299.20
9201	11/25/2019	1429	D.C. Thomas	BD Rent Dec 2019	1,468.00
9202	11/25/2019	1535	El Mundo	Nov purchasing ad	80.00
9203	11/25/2019	1627	Cengage Learning, Inc.	Materials for FY 2019-2020	319.21
9204	11/25/2019	1757	Ingram Library Services	Materials for FY 2019-2020	2,016.82
9205	11/25/2019	2169	Nevada Illumination, Inc.	RB: Replace parking lot lights	490.75
9206	11/25/2019	2234	Overton Power District #5	Service 09/27/19-10/28/19 MQ	820.04
9207	11/25/2019	2307	Progressive Elevator	CC Elevator	2,687.00
9208	11/25/2019	2350	Rebel Oil Company	SW: Generator Fuel	298.92
9210	11/25/2019	2702	Grainger, Inc.	Various	921.46
9211	11/25/2019	2798	Brodart Co.	Library Books & Materials for FY2019-2020	36,196.16
9212	11/25/2019	2809	LVVWD	Service Sept 19 & Oct 19	21,399.54
9213	11/25/2019	2819	CenturyLink Communications, LLC	Service Nov 2019	2,984.08
9214	11/25/2019	2853	Dick Blick	Inclusion Kit Bags - YS	114.96
9215	11/25/2019	2860	Las Vegas Review Journal	Bid 20-04	413.35
9216	11/25/2019	2891	AFLAC	AFLAC November 2019 Invoice	1,512.78
9217	11/25/2019	2914	Iron Mountain	Services Oct 2019	360.83
9218	11/25/2019	3435	Ace Fire Systems, Inc.	WC: Fire alarm monitoring	135.00
9219	11/25/2019	3500	Garda CL West, Inc	Armored Transportation Svc - Nov 2019	2,895.35
9220	11/25/2019	4224	DataPLUS Communications	CH: Door access system repair	170.00
9221	11/25/2019	4604	Brodart Library Supplies & Furnishings	Dual surface paper roll - LA	615.30
9222	11/25/2019	4649	H & E Equipment Services Inc.	SW: Boom Lift Rental for LED Light Conversion	728.70

Las Vegas - Clark County Library District
Check/Voucher Register

General Fund - 100
From 10/29/2019 Through 11/25/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
9224	11/25/2019	5001	UniFirst Corporation	Uniform Rental	240.02
9225	11/25/2019	5130	OverDrive Inc.	Materials for FY 2019-2020	60,206.52
9226	11/25/2019	5244	A&B Printing & Mailing	Inv. 127441 - Comment Cards	179.00
9227	11/25/2019	5718	Tangerine Office Machines	Misc. Printer Parts/Repairs FY 19-20	199.00
9228	11/25/2019	6091	BayScan Technologies, LLC	QuickScan QBT2131, 1D Bluetooth	1,000.00
9231	11/25/2019	7671	Western Exterminator Company	Pest Control	2,826.00
9232	11/25/2019	7687	United Lock and Security, Inc.	Various	67.30
9233	11/25/2019	7943	Communication Electronic Systems Inc	CH WM Monitoring	170.00
9234	11/25/2019	8010	Allied Universal Security Services	Security 11/01/19-11/14/19 - CH	83,361.23
9235	11/25/2019	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	477.50
9236	11/25/2019	8575	Intermountain Lock and Security Supply	Various	450.00
9237	11/25/2019	8596	The Wellness Group, LLC	2019 Flu Shots	4,610.00
9238	11/25/2019	8811	Shannon Bilbray-Axelrod	Board Comp Nov 2019	80.00
9239	11/25/2019	8945	Robin Wadley Munier	Board Comp Nov 2019	80.00
9240	11/25/2019	9001	True Core Therapy and Wellness LLC	Coaching/Consulting Svcs	500.00
9242	11/25/2019	9082	Mastertech Security Services	MQ Alarm Monitoring	134.85
9243	11/25/2019	9101	O'Reilly Auto Parts	Various	19.99
9244	11/25/2019	9133	Ted Wiens Tire & Auto Centers	Various	616.66
9245	11/25/2019	9159	Mesquite Lumber /Ace Hardware	MLQC: Restoration of hot water	46.56
9246	11/25/2019	9191	Canon Solutions America, Inc.	Monthly Maint 09/12/19-10/11/19 - EN	7,576.20
9247	11/25/2019	9279	Marilyn Francis Drake	Board Comp Nov 2019	80.00
9249	11/25/2019	9332	Felipe A. Ortiz	Board Comp Nov 2019	80.00
9250	11/25/2019	9383	Office Plus	Crtgd.IJ.hp 90a, bk - SU	1,461.48
9253	11/25/2019	9669	McIntosh Communications Inc.	#61: GPS Installation	245.00
9254	11/25/2019	9730	Commercial Lighting Specialties	Various	2,707.78
9257	11/25/2019	9827	Vision Sign Inc.	SM Neon	210.00
9258	11/25/2019	9907	PLIC-SBD Grand Island (Principal)	Premium December 2019	24,302.34
9259	11/25/2019	9928	Stimulus Technologies	Service Dec 2019 MC	1,047.95
Total 100 - General Fund					1,948,685.82

Las Vegas - Clark County Library District
Check/Voucher Register

Grant Fund - 220
From 10/29/2019 Through 11/25/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87108	10/31/2019	10978	Iretta Pearson	Acad Adv OSCC 241 9/30-10/15	864.00
87211	11/21/2019	10768	Milan Institute	Nursing Assistant Prog - Rojas, Dunieski	2,663.22
9078	11/4/2019	10619	David Terrance Cassell	ABE OSCC Math 138 9/3-10/10 1p-4p	1,863.00
9079	11/4/2019	10852	Hannah Burke	16 hrs NV ACE IET OCT 2019	810.00
9121	11/12/2019	10852	Hannah Burke	66 hr TISOH 237 9/16-10/24	1,782.00
9165	11/12/2019	9397	Hanafi Shakur	66 hr TISOH 237 9/16-10/24	243.00
9186	11/25/2019	10114	Vickie Thompson	Acad Adv CC 238 10/8-11/14	1,944.00
9195	11/25/2019	10852	Hannah Burke	tisoh 237-1 10/28-11/19	1,053.00
9197	11/25/2019	10970	Laura L. Nguyen	SUB WC 222 11/1	270.00
9251	11/25/2019	9397	Hanafi Shakur	SUB ELVL S&L 234	324.00
9252	11/25/2019	9511	Manny David Ford	Sub ELVL PM ADV 203	67.50
9256	11/25/2019	9813	Lydwine Zamor	CC AM BEG 10/24 & 10/28	432.00
9260	11/25/2019	9935	Burlington English Inc.	12 seats - 11/14/19	576.00
Total 220 - Grant Fund					12,891.72

Las Vegas - Clark County Library District
Check/Voucher Register

Gift Fund - 230
From 10/29/2019 Through 11/25/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87111	10/31/2019	10991	Transmission, Inc.	V. 2020 awards video	3,900.00
87137	11/7/2019	10539	Jonathan Watson	EN Tech Arts - Oct 2019	333.69
87205	11/21/2019	10359	Engineering for Kids	WLV staff training	1,800.00
87215	11/21/2019	11012	Bradford Smith Jr.	BBTTC Music Production 10/23-12/26/2019	1,080.00
9101	11/4/2019	7777	AVID Products Inc.	Earbuds	1,011.18
9112	11/4/2019	9297	Emily Wilson	V.2020 award photography	400.00
9117	11/12/2019	10523	Blake Hament	BBTTC Instruction - Oct 2019	800.00
9118	11/12/2019	10536	Ivan Aguirre	EN Tech Arts - Oct 2019	268.75
9156	11/12/2019	8122	Staples Advantage Dept LA	easel w/mrkr brd - HR	8,540.58
9167	11/12/2019	9454	Apple Inc.	iPads - EN (4), EV (5), WV (5)	4,186.00
9223	11/25/2019	4721	Sweetwater	iZotope Wireless Mobile Recording Unit	696.90
9241	11/25/2019	9066	Adrienne Hester	SWITCH press release	200.00
9248	11/25/2019	9297	Emily Wilson	Monthly Photography	400.00
Total 230 - Gift Fund					23,617.10

Las Vegas - Clark County Library District
Check/Voucher Register

Capital Projects Fund - 510
From 10/29/2019 Through 11/25/2019

Check/ Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87233	11/21/2019	6147	DG Koch Associates, LLC	RB	1,230.00
9080	11/4/2019	1457	Demco, Inc.	EN Table and Chairs	1,948.60
9124	11/12/2019	1455	Dell Marketing L.P.	BLR901 Precision 3431 Small Form Factor	253,828.80
9125	11/12/2019	1518	ECR	Cash Register - RB	700.00
9154	11/12/2019	7285	Henriksen Butler Nevada	EV: Additional tables and chairs	355.72
9189	11/25/2019	10147	CompuNet, Inc.	Antivirus replacement for public PCs	22,748.00
9209	11/25/2019	2686	Simply Covered, Inc.	WM: recover YS sofas	1,790.98
9229	11/25/2019	7180	NV5 Consultants	electrical engineering and lighting design services	3,000.00
9230	11/25/2019	7285	Henriksen Butler Nevada	MQL Replacement Table Top	420.06
9246	11/25/2019	9191	Canon Solutions America, Inc.	Monthly Maint 09/12/19-10/11/19 - EN	7,576.20
9255	11/25/2019	9758	ConvergeOne, Inc.	Lic. for PRTG -replacement for SolarWinds	22,500.00
Total 510 - Capital Projects Fund					316,098.36
Total - All Funds					<u>2,301,293.00</u>



ITEM VII.A.3.b.

December 2019 & January 2020

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Stephen J. Rice, General Services Director

DATE: January 2, 2020

SUBJECT: General Services Report, January 2020

This is a report on the General Services Department's activities during the months of November and December 2019.

FACILITIES MASTER PLAN IMPROVEMENT PROJECTS

The program verification/schematic design process for the thirteen library branch renovations identified in the Facilities Master Plan is progressing. The second program verification workshops with each respective library branch were conducted November 12th-20th. Workshops were facilitated by Margaret Sullivan Studio (MSS) and participants included branch managers and department heads, Executive Council members, and architect teams. The focus of each workshop was on reviewing and finalizing the enumerated programs developed by MSS from information gathered during first workshops and developing conceptual adjacency diagrams.

Following the second workshops, and over the next two months, the architects will be developing schematic designs based on the finalized enumerated programs and adjacency diagrams. Upon approval of the schematic designs, the architects will complete the schematic design level cost estimates for each library branch project.

It is anticipated that the entire process will be completed by mid-February 2020. Upon completion of cost estimates, an accelerated schedule for completion of all library branch projects will be developed based on projected available funding. The proposed accelerated completion schedule will be presented to the Board of Trustees for consideration at a planning retreat to be scheduled in Spring 2020.

REPAIR/IMPROVEMENT PROJECTS

Major Projects in progress (procurement/contract execution phases):

- 1) Generator replacement – Summerlin Library
- 2) Theater lighting dimming system replacement – Summerlin Library
- 3) HVAC system boiler replacement – Rainbow Library
- 4) HVAC system boiler and air handler replacement – West Charleston Library
- 5) Fire alarm system replacement – Clark County Library

Projects currently in design:

- 1) Landscape conversion to xeriscape – Mesquite Library Learning Center

FACILITIES MAINTENANCE DEPARTMENT

Maintenance Work Order Activity – November 2019:

Corrective work requests received and converted to work orders - 422

Corrective work orders completed – 391

Preventive maintenance work orders generated – 263

Preventive maintenance work orders completed – 230

Maintenance Work Order Activity – December 2019:

Corrective work requests received and converted to work orders - 423

Corrective work orders completed – 398

Preventive maintenance work orders generated – 247

Preventive maintenance work orders completed – 232

Minor Projects and Major Repairs Completed:

Centennial Hills Library:	Repair HVAC system boiler - \$3,713
	Upgrade HVAC controls system to latest software version - \$1,654
Clark County Library:	Repair elevators - \$1,990
	Replace/upgrade theater electric company switch – \$2,968
East Las Vegas Library:	Prune pine trees over entry canopy - \$700
Laughlin Library:	Replace broken windows - \$1,550
Moapa Valley Library:	Retrofit parking lot lights to LED - \$2,650
Mt. Charleston Library:	Repair fireplace gas log assembly - \$2,081
Rainbow Library:	Replace/upgrade theater electric company switch – \$5,708
	Paint graffiti vandalism on exterior block wall - \$1,285
	Repair neon sign at Youth Services - \$685
Sahara West Library:	Repair and paint water damaged drywall in Staff Lounge - \$3,225
	Replace kitchen counters in Staff Lounge - \$708
Spring Valley Library:	Remove dead pine tree - \$870
Summerlin Library:	Repair automatic entrance door - \$768
	Replace/upgrade theater electric company switch – \$2,968
	Repair neon lighting in lobby - \$1,002
	Repair fire alarm system panel - \$500
Whitney Library:	Replace/upgrade theater electric company switch – \$3,971
West Las Vegas Library:	Replace projection screen in Homework Help Center - \$1,430

COURIER DEPARTMENT

Library Materials Moved Between Branches – October 2019:

	<u>October 2019</u>	<u>October 2018</u>	<u>September 2019</u>
Urban Branches	302,640	279,420	281,940
Outlying Branches	38,220	34,320	34,500
Contract/Other Libraries	57,480	52,500	53,820
To Storage for Future Sale	<u>25,040</u>	<u>30,920</u>	<u>23,200</u>
Total	423,380	397,160	393,460

Library Materials Moved Between Branches – November 2019:

	<u>November 2019</u>	<u>November 2018</u>	<u>October 2019</u>
Urban Branches	269,880	273,600	302,640
Outlying Branches	29,280	34,440	38,220
Contract/Other Libraries	46,980	47,640	57,480
To Storage for Future Sale	<u>35,000</u>	<u>35,800</u>	<u>25,040</u>
Total	381,140	391,480	423,380

PURCHASING AND ADMINISTRATION DEPARTMENT

Procurements in Progress:

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

Procurements Completed:

- 1) Generator replacement – Summerlin Library
- 2) Theater lighting dimming system replacement – Summerlin Library
- 3) HVAC system boiler replacement – Rainbow Library

Coordinated door access control system replacement at the Service Center.

Created back-up vehicle fueling protocol for use if/when fueling system goes off-line.

SAFETY AND SECURITY DEPARTMENT

Staff Safety Committee: Conducted safety inspections at East Las Vegas and Rainbow libraries.

Lockdown/Active Shooter Refresher Training: 25 employees attended the training.

CPR Training: 5 employees attended the training.

Scissor Lift Training: 11 Facilities Maintenance employees attended the training.

Security Officer - Quarterly Update:

Current staff is 61 Officers covering approximately 7,250 hours monthly.

Training: All Officers have completed Branch Specific Training, Dealing with Service Animals, Dealing with Aggressive Behavior, Counter Terrorism, and Use of Force. All Officers are now CPR, AED, and Basic First Aid certified.

Security Officer Interactions Study:

To better understand how Security Officers are being utilized, a program to track and report Security Officer daily interactions has been initiated by Allied Universal Security Services. Interactions are categorized as follows:

Customer Interactions: Consisting of Officers providing information or directions, addressing customer concerns, and general customer assistance.

Staff Support: Consisting of general security issues such as assisting with trespasses, calling for police or medical, patron disturbances, and escorting customers off property.

Property and Vehicle: Consisting of routine facilities hazard inspections, vehicle violations, lost and found property, and facility damage reporting.

The first quarterly report will be provided in January 2020.



ITEM VII.A.3.c.

December 2019

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Fred James, Interim Human Resources Director

DATE: November 27, 2019

SUBJECT: Human Resources Report, December, 2019

This report covers activity from November 1 to November 30, 2019.

- Human Resources Receptionist, **Joy LeFave**, volunteered at Refuge to provide English Language Speaking and Citizenship classes to refugees in September.
- Human Resources Office Assistant III, **Abigail Rodriguez**, volunteered at Veteran's Village feeding the homeless, November.
- Human Resources Manager, **Glodia Thomas**, attended the KronosWorks 2019 Conference at Aria Hotel and Casino, November 10-13.
- Human Resources Manager, **London Porter**, assisted with the production of Leadership Las Vegas' Community Safety Net Day, November 8.

The Human Resources Department reports the following recruitment activities for the month of November, 2019:

Received 231 applications on the Kronos On-line Application System
Processed 5 job vacancies
Answered 143 calls on the incoming telephone lines
Sent out 158 recruitment result notifications
Conducted 8 interview selection procedures

	NEW HIRES	RE- HIRES	RESIGNATIONS/TERMINATIONS		
			Professional	Paraprofessional	Page
November 2019	11	0	2	2	4
2019 YEAR TO DATE	99	9	20	28	48

Position	Location	Open Date	Close Date	Received
F/T YPL Dept. Head	Windmill	10/20/2019	11/4/2019	12
F/T Maintenance Tech. II	General Serv.	10/20/2019	11/4/2019	31
P/T YPL Children's Serv. Asst.	Clark County	10/30/2019	11/12/2019	56
F/T YPL Department Head	Spring Valley	11/1/2019	11/15/2019	17
F/T Senior Digital Proj. Assoc.	BAM	11/5/2019	11/25/2019	42
P/T Computer Lab Assistant	Mesquite	11/20/2019	12/4/2019	9*
P/T Page	Rainbow	11/20/2019	12/4/2019	43*
P/T Page	Enterprise	11/22/2019	12/6/2019	21*

* 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:

Library Operations	F/T Multiservices Assistant
Whitney	P/T Circulation Assistant
IT	F/T IT Assistant
Clark County	P/T Page
Moapa Town	P/T Outlying Library Assistant
Whitney	F/T Circulation Assistant
Mesquite	F/T Computer Lab Assistant
Clark County	P/T YPL Children's Services Assistant

Employee Orientation

During this reporting period, three employee orientations were conducted on 10/22/2019-10/23/2019, 11/5/2019-11/6/2019, and 11/19/2019-11/20/2019. The District had 16 new hires/rehires participated in the orientation.

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

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

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

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

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

Turnover Rates:

In an effort to ensure that the Library District attracts and retains the best talent, the Human Resources Department reports on the Library District's monthly turnover rate. The turnover rate reflects voluntary, involuntary, and retirement percentages for the reporting period. For definition purposes, voluntary terminations reflect those employees who have elected to leave the Library District for personal reasons. Employees who involuntarily leave the Library District, are those employees who were terminated as per the Library District's 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- 0 %
- Retirement- 0 %

Employee Training

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

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

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

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

Name	Branch/Location	Course/Training Name	Date(s)
Dennis Avila	West Charleston Library	Annual Youth Homelessness Summit	November 2019
Kristy Calhoun	Sunrise Library		
Claire Davies	Whitney Library		

Name	Branch/Location	Course/Training Name	Date(s)
Candyl Andersen	Programming and Venues Services	LDI (Live Design Installation) Conference	November 2019
Morgan Lin	Technical & Production Services		
Michael Singleton	Technical & Production Services		
Brian Zawistowski	Programming and Venues Services/ Technical & Production Services		
Nicole Baker	General Services	First Aid/CPR (Cardiopulmonary Resuscitation)/AED (Automated External Defibrillator) Instructor/IT Recertification Assessment	November 2019
Lori Calabrese	Rainbow Library	New Hire Orientation	November 2019
Trina Jochum	Rainbow Library		
Amber McConiga	Windmill Library		
Krysten Pinol	Community Adult Learning in Libraries		
Natalia Valencia	Enterprise Library		
Alfred Cruz	Information Technology	Certified Information Systems Security Professional	November 2019
Laurel Curtis	Library Operations	Spanish Conversation for Beginners	October 2019
Christopher Felipe	Enterprise Library	AED/CPR (Automated External Defibrillator/Cardiopulmonary Resuscitation) Training	November 2019

Name	Branch/Location	Course/Training Name	Date(s)
Carol Chambers	West Las Vegas Library	Genealogical Research for Librarians eCourse	November 2019
Maria Fowler Carla Montoya	East Las Vegas Library	Comprehensive Overview of Immigration Law	October 2019
Lisa Gibson Danny Jacobs Larry Johnson Lorinda McCormick Sylvia Riesselmann	West Las Vegas Library West Las Vegas Library Enterprise Library Windmill Library Outreach Services	Toastmasters: Library 2.0	November 2019
Gunnar Kim	Information Technology	CECisco ICND2	November 2019
Evelyn Moschella	Centennial Hills Library	Grace Under Pressure: Tips & Tricks to Cultivate a Positive Approach Cultivating a Culture of Yes in Your Library & in Your Community	October 2019
Faina Tselnik	Centennial Hills Library	Emerging Technology	November 2019

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

Name	Branch/Location	Course/Training Name	Date(s)
Salvador Avila Danielle Dewar Demosthenes Papaeliou	East Las Vegas Library Sunrise Library Clark County Library	YALSA (Young Adult Library Services Association) Symposium	November 2019

- 13 employees attended "NLA (Nevada Library Association) Annual Conference"
- 20 employees attended "Recognizing and Reporting Child Maltreatment"
- 23 employees attended "Electrical Safety Training"
- 25 employees attended "Stop the Bleed"
- 71 employees attended "NPHY (National Partnership for Homeless Youth) Safe Place Training"

The District allocated \$11,139.89 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: "NLA (Nevada Library Association) Annual Conference", "Recognizing and Reporting Child Maltreatment", "Electrical Safety Training", "Stop the Bleed", and "NPHY (Nevada Partnership for Homeless Youth) Safe Place Training".

RACE CATEGORIES	Female	Male
White	15	3
Black or African American	1	1
Asian	1	3
Native Hawaiian & Other Pacific Islander	0	1
American Indian & Alaska Native	0	0
Two or More Races	1	0
Hispanic or Latino	5	1
Subtotal	23	9
Grand Total	32	

Staff Diversity

Most recent diversity statistics, as of November 26, 2019, 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 NOVEMBER 2019	LV-CCLD NOVEMBER 2018
White	1,301,043 61.60%	384 51.68%	391 52.70%
Black or African American	237,543 11.20%	76 10.23%	76 10.24%
Asian	203,606 9.60%	84 11.31%	81 10.92%
Native Hawaiian & Other Pacific Islander	15,583 0.70%	12 1.62%	11 1.48%
American Indian & Alaska Native	13,399 .6%	4 0.54%	5 0.67%
Two or More Races	105,631 5.0%	24 3.23%	30 4.04%
Hispanic or Latino	648,211 30.70%	159 21.40%	148 19.95%
Total Population	2,211,436	743	742

Personnel Transactions:

New Hires/Rehires Demographics

American Indian/Alaska Native	0
Asian	2
Black/African American	1
Hispanic	5
Native Hawaiian/Pacific Islander	0
Two or More Races	0
White	3
Total	11

**Resignations/Terminations
Demographics**

American Indian/Alaska Native	0
Asian	1
Black/African American	1
Hispanic	1
Native Hawaiian/Pacific Islander	0
Two or More Races	1
White	4
Total	8

New Hires:	11	
Rehires:	0	
Promotions, Demotions, Transfers, Reclassifications, Hours Increased:	1/0/0 0/1	
Leave without Pay:	2	
Merit Increases:	48	One-step merit increases
Evaluations for Employees At End of Pay Scale:	0	
Merit Increase Delay/Late Evaluation:	1/14	
Resignations:	10	
Terminations:	0	
Retirements:	1	



ITEM VII.A.3.c.

January 2020

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Fred James, Interim Human Resources Director

DATE: January 6, 2020

SUBJECT: Human Resources Report, January, 2020

This report covers activity from December 1 to December 31, 2020

- Human Resources Receptionist, **Joy LeFave**, Human Resources Office Assistant III, **Abigail Rodriguez**, Human Resources Office Assistant, **Tina Morris**, and Human Resources Administrative Coordinator, **Rebecca Gonzalez**, attended the Administrative Assistant's Conference, Las Vegas, in December.
- Human Resources Receptionist, **Joy LeFave**, volunteered at Refuge to provide English Language Speaking and Citizenship classes to refugees in December.
- Human Resources Office Assistant III, **Abigail Rodriguez**, volunteered at Veteran's Village feeding the homeless, December.
- Human Resources Manager, **London Porter**, volunteered at the Hope for Prisoners Christmas, December.

The Human Resources Department reports the following recruitment activities for the month of December, 2019:

Received 506 applications on the Kronos On-line Application System
Processed 5 job vacancies
Answered 90 calls on the incoming telephone lines
Sent out 311 recruitment result notifications
Conducted 3 interview selection procedures

	NEW HIRES	RE- HIRES	RESIGNATIONS/TERMINATIONS		
			Professional	Paraprofessional	Page
December 2019	5	0	1	4	2
2019 YEAR TO DATE	104	9	21	32	50

Position	Location	Open Date	Close Date	Received
P/T Computer Lab Assistant	Mesquite	11/20/2019	12/4/2019	18
P/T Page	Rainbow	11/20/2019	12/4/2019	92
P/T Page	Enterprise	11/22/2019	12/6/2019	69
P/T Page	W Las Vegas	11/27/2019	12/11/2019	80
P/T YPL Child. Serv. Assistant	Enterprise	11/27/2019	12/11/2019	52
P/T Computer Lab Assistant	W Las Vegas	12/10/2019	12/29/2019	57*
F/T Circulation Assistant	Rainbow	12/12/2019	12/26/2019	120*
F/T YPL Child. Librarian	Spring Valley	12/13/2019	12/27/2019	18*

* 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 Department Head
Spring Valley	F/T YPL Children's Department Head
General Services	F/T Maintenance Technician II

Employee Orientation:

During this reporting period, two employee orientations were conducted on 12/3/2019-12/4/2019, and 12/17/2019-12/18/2019. 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.

Mileage Rate:

Effective January 1, 2020, the IRS rate decreased the mileage rate from \$0.58 to \$0.575 cents per mile. The IRS updates mileage rates each calendar year.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile, including depreciation, insurance, repairs, tires, maintenance, gas, and oil.

The District reimburses employees for on the job travel requiring the use of a personal vehicle. District employees are reimbursed after completing a mileage log documenting the reason for the trip and the mileage.

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- .13 %
- Involuntary- 0 %
- Retirement- 0 %

Employee Training:

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

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

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

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

Name	Branch/Location	Course/Training Name	Date(s)
Tanya Brown-Wirth Cherrie DeLaney Chris Felipe Larry Gaskin	Laughlin Library Library Operations Enterprise Library Windmill Library	AED/CPR (Automated External Defibrillator/Cardiopulmonary Resuscitation) Training	November 2019

Eric Howes	Windmill Library		
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Name	Branch/Location	Course/Training Name	Date(s)
Faith Barrow-Waheed	Whitney Library	Collection Maintenance #2: Decision Center	November 2019
Elizabeth Catalfano	Rainbow Library		
Amber Dennis	Rainbow Library		
Ann LaGumina	Centennial Hills Library		
Austin Meeker	East Las Vegas Library		
Nicole Natividad	Spring Valley Library		
Marie Nicholl-Lynam	Enterprise Library		
Caroline Nitto	Sahara West Library		
Amanda Thomas	Library Operations		
Elizabeth Catalfano	Rainbow Library	Collection Maintenance #3: Assess Your Collection	December 2019
Amber Dennis	Rainbow Library		
Austin Meeker	East Las Vegas Library		
Nicole Natividad	Spring Valley Library		
Marie Nicholl-Lynam	Enterprise Library		
Caroline Nitto	Sahara West Library		
Amanda Thomas	Library Operations		
Christopher Zahedi	Enterprise Library		
Rebecca Zisch	Sunrise Library		
Doris Cazares	Windmill Library	Graduate Studies Program	August 2019
Minh Phuong Nguyen	Laughlin Library		
Erin Collins	Whitney Library	Annual Youth Homelessness Summit	November 2019
Elizabeth Rickling			

Name	Branch/Location	Course/Training Name	Date(s)
Erin Collins	Whitney Library	Trauma-Informed Care: An Introduction for Libraries	December 2019
Tomeisha Davis	Sahara West Library	3D Printing Training	December 2019
Noah Goddard	Technical Production Services	LDI (Live Design Installation) Conference Logic X Certification	November 2019
Rebecca Gonzalez Joy LeFave Tina Morris Abigail Rodriguez	Human Resources	Administrative Assistant's Conference	December 2019

Name	Branch/Location	Course/Training Name	Date(s)
Eric Marchalonis Aimee Potts Rene Roberts Toni Taylor	Centennial Hills Library Moapa Valley Library Summerlin Library Rainbow Library	Inter-Library Loan Training	November 2019
Minh Phuong Nguyen	Laughlin Library	Future Ready Librarians Fireside Chat: Let's Talk Innovation, Literacy Equitable Digital Access	December 2019
Albert Prendergast	Information Technology	Nevada Digital Government Summit	December 2019
Laura Rose	Whitney Library	Undergraduate Studies Program	December 2019

Account 62800 – Employee Travel

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

Name	Branch/Location	Course/Training Name	Date(s)
Megan Nykodym	Clark County Library	California STEAM (Science, Technology, Engineering, the Arts, and Mathematics) Symposium	December 2019

- 11 employees attended "New Hire Orientation"
- 11 employees attended "Aerial and Scissor Lift Training"
- 11 employees attended "Doing Good in The Neighborhood"
- 16 employees attended "Emotional Intelligence"
- 26 employees attended "Advanced Body Language Concepts and Tools"
- 31 employees and seven visitors attended "Spanish Conversation for Beginners"
- 94 employees attended "Youth Services Summit 2019"

The District allocated \$6,751.75 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: "New Hire Orientation", "Aerial and Scissor Lift Training", "Doing Good in The Neighborhood", "Emotional Intelligence", "Advanced Body Language Concepts and Tools", "Spanish Conversation for Beginners", and "Youth Services Summit 2019".

RACE CATEGORIES	Female	Male
White	18	6
Black or African American	5	2
Asian	6	2
Native Hawaiian & Other Pacific Islander	0	0
American Indian & Alaska Native	0	0
Two or More Races	1	0
Hispanic or Latino	3	0
Subtotal	33	10
Grand Total	43	

Staff Diversity:

Most recent diversity statistics, as of November 26, 2019, 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 DECEMBER 2019*	LV-CCLD DECEMBER 2018
White	1,301,043 61.60%	380 51.49%	386 52.23%
Black or African American	237,543 11.20%	76 10.30%	76 10.28%
Asian	203,606 9.60%	83 11.25%	82 11.10%
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%	23 3.12%	30 4.06%
Hispanic or Latino	648,211 30.70%	161 21.82%	149 20.16%
Total Population	2,211,436	738	739

Personnel Transactions:

New Hires/Rehires Demographics

American Indian/Alaska Native	0
Asian	0
Black/African American	0
Hispanic	3
Native Hawaiian/Pacific Islander	0
Two or More Races	0
White	<u>2</u>
Total	5

**Resignations/Terminations
Demographics**

American Indian/Alaska Native	0
Asian	0
Black/African American	0
Hispanic	1
Native Hawaiian/Pacific Islander	1
Two or More Races	0
White	<u>5</u>
Total	7

New Hires:	5	
Rehires:	0	
Promotions, Demotions, Transfers, Reclassifications, Hours Increased:	3/0/0 0/0	
Leave without Pay:	3	
Merit Increases:	55	One-step merit increases
Evaluations for Employees At End of Pay Scale:	0	
Merit Increase Delay/Late Evaluation	0/2	
Resignations:	5	
Terminations:	0	
Retirements:	2	



ITEM IX.A.

AGENDA ITEM

JANUARY 16, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.A.: Discussion and possible Board action regarding approval to rename the Jewel Box Theater at the Clark County Library to the Paul C. Blau Theatre.

Background: The Library District's ***Naming Opportunities Policy*** stipulates that all Naming Opportunity proposals will be submitted to the Naming Libraries Policy Committee (NLPC) in writing, and each shall contain justification compliant with the criteria, terms, and purposes set forth in the policy. The NLPC met earlier and will provide their recommendation.

The purpose of this naming opportunity is to honor the memory of the donor's late husband, Paul C. Blau. A New York Times obituary for Mr. Blau is attached to this document for your information.

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 Clark County. 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 Donor Agreement accepts the space in its current condition and gives no right to object to or have input into any proposed future improvements which may improve the customer experience or functionality of this theater space.
2. Naming by geography or function. Signage for the Paul C. Blau Theatre retains the functional name for the space.
3. Signage consistent with Library District signage standards. Physical signage will be designed and installed by General Services in accordance with criteria of the District. The Library District's room reservation system and promotional materials will reflect this name change.

4. Term for 10 years. Upon consultation with the Executive Council, it was determined that a ten year term is appropriate for the total memorial gift of \$100,000, due in the first quarter of 2020. The term of this Naming Opportunity will be from January 2020 through December 2029.

Recommended Action:

Motion to approve renaming the Jewel Box Theater at the Clark County Library the Paul C. Blau Theatre according to the terms outlined above.

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 IX.B.

AGENDA ITEM

JANUARY 16, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.B.: Discussion and possible action to appoint members of the Mesquite QALICB, Inc. Board of Directors.

Background: In December 2017, the Library District entered into a New Markets Tax Credit transaction for the Mesquite library construction project. As part of that transaction, a new non-profit was formed to operate exclusively for the benefit of the Library District for the purposes of acquisition and leasing of real and/or personal property subject to restrictions and terms of the transaction documents.

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

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

This item calls for the reappointment of directors on the existing Mesquite QALICB Board of Directors: Fred James, Keiba Crear, Randy Ence, Tim Wong, and Michael Saunders.

MOTION: Motion to appoint Fred James, Keiba Crear, Randy Ence, Tim Wong, and Michael Saunders as members of the Mesquite QALICB, Inc. Board of Directors.



ITEM IX.C.

AGENDA ITEM

JANUARY 16, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #IX.C.:

Discussion and possible Board action regarding contract award for the HVAC system boiler and air handler replacement at the West Charleston Library.

Background:

Funds are allocated in the capital projects fund to replace the HVAC system boiler and air handler at the West Charleston Library. Both equipment items are approximately 27 years old and need replacing due to age and normal wear.

An Invitation to Bid was advertised in the *Review-Journal*, posted on the District's website, emailed to minority Chambers of Commerce, and posted on the Nevada Government eMarketplace (NGEM). The bid opening was held on December 6, 2019 and a total of five (5) bids were received. The bid results follow:

Bidder	Total Bid Amount
ACCO Engineered Systems	\$328,885.00
US Mechanical, LLC	\$299,000.00
Ryan Mechanical, Inc.	\$288,888.00
Pyro Combustion and Controls, Inc.	\$241,774.00
Desert Boilers & Controls, Inc.	\$193,000.00

The lowest responsive and responsible bidder is Desert Boilers & Controls, Inc.

The Disclosure of Ownership/Principals Form for Desert Boilers & Controls, Inc. is attached.

Recommended Action:

Motion to authorize staff to award a contract for the HVAC system boiler and air handler replacement at the West Charleston Library in accordance with Bid No. 20-04 to Desert Boilers & Controls, Inc. for the amount of \$193,000.00.

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT DISCLOSURE OF OWNERSHIP/PRINCIPALS

Business Entity Type (Please select one)							
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other	
Business Designation Group (Please select all that apply)							
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> PBE	<input type="checkbox"/> ESB	<input type="checkbox"/> SBE	<input type="checkbox"/> LBE	<input type="checkbox"/> NBE	
Minority Business Enterprise	Women-Owned Business Enterprise	Physically Challenged Business Enterprise	Emerging Small Business*	Small Business Enterprise	Large Business Enterprise	Nevada Business Enterprise	
<i>*ESB must be certified by the Governor's Office of Economic Development</i>							
Number of Clark County Nevada Residents Employed:			50				
Corporate/Business Entity Name:		Desert Boilers & Controls, Inc.					
(Include d.b.a., if applicable)							
Street Address:		303 W St Louis Ave					
City, State, and Zip Code:		Las Vegas, NV 89102		Contact Name:		Ricky Johnson	
Telephone No:		702-631-7780		Title:		Director of Inside Sales	
Fax No:		702-457-6600		Email:		rjohnson@desertboilers.com	
Nevada Local Street Address: (If different from above)				Website:		www.desertboilers.com	
City, State and Zip Code:				Local Contact Name:			
Local Telephone No:				Title:			
Local Fax No:				Email:			

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

Full Name	Title	% Owned (Not required for Publicly Traded Corporations/Non-profit organizations)
Sandra Hansen	President	100%

This section is not required for publicly-traded corporations. Are you a publicly-traded corporation? ☐ Yes ☒ No

1. Are any individual members, partners, owners or principals, involved in the business entity, Las Vegas-Clark County Library District?

☐ Yes

☒ No

(If yes, please note LVCCLD employees and appointed/elected officials may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)


2. Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Las Vegas-Clark County Library District employee or appointed/elected official?

☐ Yes

☒ No

(If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.


Signature

Sandra Hansen
Print Name

President
Title

11/12/2019
Date

DISCLOSURE OF RELATIONSHIP


List any disclosures below:
(Mark N/A, if not applicable.)

NAME OF BUSINESS OWNER/PRINCIPAL	NAME OF LVCCLD EMPLOYEE/OFFICIAL	RELATIONSHIP TO EMPLOYEE/OFFICIAL	EMPLOYEE'S/OFFICIAL'S DEPARTMENT

"Consanguinity" is a relationship by blood. "Affinity" is a relationship by marriage.

"To the second degree of consanguinity" applies to the candidate's first and second degree of blood relatives as follows:

- Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)
- Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)

Legal Name of Bidder (Prime Contractor) As It Should Appear on Contract	Desert Boilers & Controls, Inc.
Name of Bidder's Authorized Representative	Ricky Johnson
Title of Bidder's Authorized Representative	Director of Inside Sales
Signature of Bidder's Authorized Representative	
Today's Date	11/12/2019

For LVCCLD Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

☐ Yes ☐ No Is the LVCCLD employee noted above involved in the contracting/selection process for this particular contract?

☐ Yes ☐ No Is the LVCCLD employee noted above involved in any way with the business in performance of the contract?

Notes/Comments: