

# ITEM III.

**PROPOSED AGENDA  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
Board of Trustees' Meeting  
February 13, 2020**

DATE: Thursday, February 13, 2020

TIME: 6:00 p.m.

PLACE: West Charleston Library  
6301 West Charleston Boulevard  
Las Vegas, NV 89146

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

B. Presentation by West Charleston Library Branch Manager Florence Jakus

V. Approval of Proposed Minutes (For possible action)

A. Regular Session, November 14, 2019

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

C. Regular Session, January 16, 2020

VI. Chair’s Report

- A. The Board Retreat has been scheduled for Tuesday, April 28, 2020 from 8:00 a.m. to 3:00 p.m. at a location to be determined.
- B. Possible Board discussion regarding the Chair’s report.

VII. Library Reports

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

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

A. Executive Director’s Report - Dr. Ronald R. Heezen

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

VIII. Unfinished Business

None

IX. New Business

- A. Discussion and possible Board action regarding contract award for the HVAC system boiler and air handler replacement at the West Charleston Library.
- B. Discussion and possible Board action to approve a proposed Food for Thought food drive program that includes a waiver of \$2.00 of fines and fees for every food item a cardholder donates during the month of April 2020, in celebration of National Library Week.

X. Announcements

African American History Month takes place during February, 2020. District staff have scheduled a wide variety of events at multiple branches. Please check [www.lvcclld.org](http://www.lvcclld.org) for details.

The East Las Vegas Library will be awarded the 2019 Mayor’s Urban Design Award (MUDA) in the category of “Public Places” on Wednesday, February 19<sup>th</sup> at the City Council Meeting. Please let Executive Assistant Allison Boyer know if you plan to attend.

The next Board Meeting will be held Thursday, March 12, 2020, at 6:00 p.m. in the Sahara West Library, 9600 W. Sahara Ave., Las Vegas, NV 89117.

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](mailto: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, February 7, 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](http://www.lvccld.org)
- C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.





## ITEM VII.A. EXECUTIVE DIRECTOR'S REPORT

### MEMORANDUM

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**DATE:** February 7, 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' February 13th meeting. I have supplemented this with information in the board packet (numbered VI.A.1-3) and distributed to Trustees on February 7<sup>th</sup>.

#### MEETINGS, ACTIVITIES & OTHER TOPICS

**Moving Forward with Teen Engagement.** We are aware that it is during the critical gap between childhood and adulthood that young people become disengaged from the power and growth afforded them by their free public libraries. Thanks to the efforts of our terrific Library Foundation, as spearheaded by Planning and Development Director **Danielle Milam** and Development Project Manager **Sherry Walker** (with close collaboration from Youth Services, Operations, General Services, and Branding and Marketing), we have opened our District's fifth Teen Tech Center at the Enterprise Library on January 28<sup>th</sup>. If you will remember, this is the library that, while under the tutelage of Branch Manager **Sal Avila** and with Danielle Milam and the Foundation, debuted the first DJ lab in any library across the country.

The current staff at the Enterprise Library, led by Branch Manager **Marie Nicholl-Lynam**, worked very hard to prepare for the grand opening of the Cox Teen Steam Lab. Youth Services Assistant **Kim McGowan** coached the participants to show their skills. Kim and Marie were at the library by 3:00 a.m. each morning for several days before the unveiling. Now, that is dedication! I shared some of the highlights of this fabulous opening in my *For the Record* report which you should have received last week. It had a couple of the fabulous photos taken by Emily Wilson, Foundation photographer. I made a bad joke during my welcome remarks (I bet you're surprised) that I should probably find a young person to help me with my iPhone. After the official proceedings, two young men approached me and offered to help! One father brought his two boys to the event because they both have invented products but had found no way to produce working models without access to a 3-D printer. They left the event VERY charged!

**Food for Thought.** Each year since you brought me on board, we have looked for the win-win possible to bring back clients who have garnered fines. By allowing them to donate to our partner food bank (ThreeSquare) at any library (\$2.00 credit given for each non-perishable food item) they feel good about themselves AND the library, help the community,

and return to being valued customers. We have also had thousands of dollars of materials returned! With the excitement you have exhibited for this program in the past, I made a difficult and chancy decision to tell our Community Engagement Department and Branding and Marketing Departments to proceed with plans for this program in April. If you decide not to allow it this year or next, for whatever reason, we will find some way to cover the announcement in the current issue of our *Highlights* magazine. Because of the difficulties which this creates for our publications, I'm asking that we start approving (or not) for the coming year, starting this year.

**College Ride Share Program.** After multiple meetings with representatives from the Lieutenant Governor's office and from Nevada State College and College of Southern Nevada in which the participants were asking for our new East Las Vegas (ELV) Library to be the site at which students could catch a bus contracted by the colleges. Our parking is very limited at ELV, so while we found the opportunity to partner very exciting, we had some concerns. Keep in mind that, when we designed the library, we negotiated with the Regional Transportation Council to fund a bus-stop pull out on Bonanza. So, after the rounds of discussion these are the points upon which all the participants agreed:

- The discussion centered around the fact that it can take 105-110 minutes one-way for students to travel from areas throughout Las Vegas to Nevada State College or College of Southern Nevada. This is a major barrier to student success.
- In September, Matt McNally, Sal Avila, and I met with:
  - o Lieutenant Governor Kate Marshall
  - o Representatives from her office
  - o Councilwoman Olivia Diaz
  - o Nevada State College
  - o College of Southern Nevada
- Discussed the issue and how the Library District could help support systems of higher education.
- Result is the implementation of an express shuttle service pilot program funded by the colleges.
- An express shuttle will operate through the north and east sides of town where riders experience the greatest need for transportation.
- The RTC bus stop that's adjacent to the East Las Vegas Library will serve as the first non-collegiate pick-up/drop-off location.
- Riders will be able to reserve their seat in advance using a mobile app for a very small fee.
- Shuttles will operate every hour and take students directly to their college.
- The pilot program will last through the summer. If successful, it's possible that the program could expand to other RTC bus locations.

**Progress on our New Brand.** As you might have read in my report to the staff, I have directed our Branding and Marketing Departments to hold the brand release until September (at the earliest) to coincide with Library Card Month. Here are the points for consideration from BAM:

As you can imagine, incorporating a new brand into all of our departments, onto our website and email addresses, and on our new interior and exterior signage for our buildings, takes quite a bit of work.

IT Director Al Prendergast has the task of working with our website vendor BiblioCommons to update the back end of our site. Also, since we will have a new URL (TheLibraryDistrict.org) – this also means that all of our email addresses have to be updated. Al expressed concern about changing the email addresses in June, right when we are trying to get invoices in from our vendors to close out our Fiscal Year.

In addition, we are working with Simpson Coulter Studios to design the interior and exterior brand signage for all of our buildings. Simpson Coulter has asked for additional time for the signage installation this summer, to allow for unforeseen site conditions that can impact the process.

Taking all of this into consideration, I met with Branding & Marketing Director Betsy Ward and her team and we decided it was best to move the brand launch to September of this year, just in time for Library Card Sign-Up Month. The BAM team is also working with the Department on a special employee **Free to Be** campaign, which you will be hearing more about in the coming months!

BAM will also be announcing a new addition to our ongoing partnership with the Vegas Golden Knights! We will be showcasing two new ways for Vegas Golden Knights fans to learn more about their favorite players.

1) We're are introducing a series of collectible Vegas Golden Knights team bookmarks, which will feature a new player each month. The front will show their team photo and the back will list that player's favorite materials at the library.

2) We are also introducing "Chance's Chat," which is a new blog, written by Chance the Gila Monster mascot, that Vegas Golden Knights fans can only find on the website. Chance will conduct a Q&A with the players, and fans can find out things they only learn from us, such as Defenseman Deryk Engelland's favorite movie character, favorite author, and the last concert he attended!

We are awaiting approval of the materials from the Vegas Golden Knights organization and they will soon be arriving in the branches. There will be a new player bookmark featured every month through June. Stay tuned for more details from BAM!

**Board Reporting.** We are still conscious of the trees we are killing to produce our Board documents. Allison Boyer is advancing on her plans to introduce an electronic version and to provide tablets that would be helpful for board members to access these.

**FOR YOUR CALENDAR.** Monday, **February 17<sup>th</sup>** is President's Day and all District locations will be closed as per your approval.

Wednesday, **February 19<sup>th</sup>**, at the City Council Meeting the East Las Vegas library will be awarded the Mayor's Urban Design Award (MUDA) for the category of "Public Places." We will send out more information shortly.

**April** will (hopefully) be the Annual Food for Thought Program which we have asked you to approve in this month's meeting. If you approve the program, please remind your friends and neighbors that this opportunity to clear fines AND help those who would otherwise go hungry is a great time to become involved in and to rediscover what the library has to offer.

### **Executive Director's Activities**

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

- Conferred with **attorneys** over various legal issues on several occasions.
- Attended Chamber of Commerce meetings.
- Visited with staff and delivered cakes to five branches/departments.
- Convened the **Executive Council** for two regular meetings during the month.
- Prepared and distributed the monthly issue of ***For the Record*** to distribute to Trustees and Staff.
- Continued work with Kathi Thomas-Gibson, City of Las Vegas—Office of Community Services, from the *Mayor's Committee on the Homeless* serving as Chair of the Critical Needs Subcommittee
- Attended various **administrative and service planning meetings** with Executive Council and other staff members:
  - Building Master Plan Discussions
  - Strategic Planning Discussions
  - Vendor meetings to ascertain potential for better service
- Conferred with direct reports, one-on-one, in the ***Workplan Process***. This is a monthly practice. I do, for the most part, meet more frequently with Library Operations Director **Jenn Schember** and Interim Human Resources Director, Assistant Director/CFO **Fred James**, as our meetings tend to be more in depth.
- Reviewed various legal documents including further proposed responses to lawsuits and proposed contracts for services.
- Participated in the **Semi-Monthly Department Heads** meetings—a convocation of the District's leaders from throughout the County.
- **Reviewed and signed Agreements for Services** with independent service providers for literacy instruction, District-wide performances, events, etc.
- Continued in my position as **President** for the *Las Vegas WON (Where Opportunity Networks) Rotary Club*.

**From:** [Administration](#)  
**To:** ["libbywberg@yahoo.com"](mailto:libbywberg@yahoo.com)  
**Subject:** RE:  
**Date:** Wednesday, December 4, 2019 2:22:55 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

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December 4, 2019

Ms. Libby Wuestenberg  
[libbyberg@yahoo.com](mailto:libbyberg@yahoo.com)

Dear Ms. Wuestenberg:

Thank you for your email regarding your experience last month at the Mesquite Library. As this library is still relatively new, I appreciate your feedback on space designations and use.

As part of the design process for the Mesquite Library, staff and the architects were required to take into account the needs of a wide variety of different users for a relatively small space. As part of that process, several branch areas were designed to serve specific audiences. In order to preserve the space for those audiences, staff have been directed to maintain those spaces as they were designed. There is a children's area, where adult customers are not permitted unless accompanied by a child. The teen space is similar, designed to be an area for teens to work in groups and study without worrying about the noise they make.

I spoke with the Branch Manager, who explained that, while the teen room was empty when you arrived, teens were expected shortly, which I think would have defeated your desire for privacy and quiet. At the Mesquite Library campus, there are two separate buildings, one across the street from the library itself, both of which have a number of spaces that are available for your use. If a study room or the multi-generational club room is not available at the library building, there are study rooms at the Learning Center, just across the street, which can be reserved.

At this time, due to the fact that the Mesquite Library Campus does have spaces for private usage, I do not see a need to change the room's designation. Upon your arrival, I would encourage you to speak to staff about what spaces would best serve your purpose so you will not be asked to move once you are all set up.

Thank you again for taking the time to share your experiences as well as your comments about staff.

Sincerely,

Dr. Ronald R. Heezen  
Executive Director

cc: Board of Trustees (w/original email)  
J. Schember, Library Operations Director  
L. Segura, Regional Library Operations Manager  
J. Sargent, Mesquite Library Branch Manager

**Ronald R. Heezen**  
**Executive Director**  
**Library District Administrative Offices**



7060 W. Windmill Lane  
Las Vegas, NV 89113

**From:** libbywberg@yahoo.com [mailto:libbywberg@yahoo.com]

**Sent:** Wednesday, November 13, 2019 12:47 PM

**To:** Administration <administration@lvccld.org>

**Subject:**

I am a patron at your Mesquite library.

I came in today to use the internet because we are not yet set up with services at our home. I had private business issues to work on.

Because several of the open locations already had people using ports, I wanted more privacy and went into the "Teen Lounge" space. THERE WAS NO ONE ELSE IN THIS SPACE. It was quiet and private. Just after I got set up, logged in and all my papers and info set up, a library staff person came and said I needed to leave the room because I was not a teen.....NO ONE ELSE IN THE SPACE.

I was furious. The staff person kept trying to direct me to other set up areas in the library ....one being ACROSS THE STREET.

I was so furious, I packed up and went to my car and sat there until I (somewhat) calmed down. I then went back into the library and told the staff person that I wanted to talk with her about what just happened. She was very cordial and explained the library policies regarding separate spaces. I then asked her to call the Librarian to the front and she did. The Librarian (very nicely) explained the same library policies.

I guess I was under the impression that libraries were public spaces funded by public/city/county/state/federal monies. And that I had the right to use these public spaces.

Again, the staff person and Librarian were both very nice and were trying their best to remedy the situation.

We have such a beautiful new library here. This sure has deadened my desire to use it.

Libby Wuestenberg  
1414 Pinehurst Drive  
Mesquite NV 89027  
509-295-3500



**From:** [Administration](#)  
**To:** ["Éngel Reigns"](#)  
**Subject:** RE: Appeal of all restrictions  
**Date:** Thursday, December 12, 2019 4:07:11 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[LVCCLD Rules-of-Conduct Rev-April-2019.pdf](#)

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December 11, 2019

Éngel Reigns  
5005 McLeod Dr. #111  
Las Vegas, NV 89120  
[E.reigns101@gmail.com](mailto:E.reigns101@gmail.com)

Mr. Reigns:

I am responding to your email received in my office on December 1, 2019, requesting an appeal to a trespass from all Las Vegas-Clark County Library District branches. As part of the appeal process, a committee investigated what occurred at the East Las Vegas Library on November 30, 2019 that led to your trespass.

It has been reported that on November 30, 2019, you locked yourself out of a study room and became hostile with our Computer Center staff after they referred you to the front desk. As staff explained that they did not have the capability to unlock the doors, you accused them of lying while pointing your fingers in their faces. This disturbance caused staff to call a supervisor, in which you continued to be aggressive, and led to the supervisor warning you about your behavior.

After this interaction, it was reported that you became confrontational with our front desk staff. As staff unlocked the study room doors, you stated "all of you are stupid and don't know what you're doing." You later returned to the front desk and threw the study room pager across the desk towards staff. When staff asked you to be careful with Library District property, you aggressively responded with, "you don't know what you're doing and I can fucking do what I please." This disturbance caused two Security Officers to intervene and ask you to leave the building, in which you responded, "I can do whatever I fucking want." As Security escorted you out, you continued a rant of threats, waved your arms, and made physical contact with an officer's face while pointing your fingers at him. The harassment made towards multiple staff members and Security Officers led to your trespass.

During the investigation, it was also discovered that you have a history of causing a disturbance, including abrasive and hostile behavior towards staff and customers. In August 2018, you were involved in a verbal altercation at the Spring Valley Library, which escalated to you allegedly hitting another patron with a water bottle. More recently, in October 2019, you exhibited erratic behavior and harassed our staff at the West Charleston Library while attempting to look through Interlibrary Loan materials, and accused staff of lying and tracking your computer use information.

The Library District does not tolerate disruptive behavior, verbal abuse, or harassment of staff or customers. Due to your ongoing unacceptable behavior, which is a violation of the Library District's *Library Rules of Conduct*, and about which you have been warned, I have no other recourse but to leave your trespass in effect. Please do not enter any branch of the Las Vegas-Clark County Library District until November 30, 2020. Failure to abide by this trespass will result in staff calling the authorities and possible charges being filed against you.

Sincerely,

Dr. Ronald R. Heezen  
Executive Director

cc: Board of Trustees (w/copy of original email)  
J. Schember, Library Operations Director (w/copy of original email)  
L. Segura, Regional Library Operations Manager (w/copy of original email)  
S. Avila, East Las Vegas Library Branch Manager (w/copy of original email)

Enclosure – *Library Rules of Conduct*



**Las Vegas-Clark County Library District**  
**Library District Administrative Offices**  
**7060 W. Windmill Lane**  
**Las Vegas, NV 89113**

**From:** Éngel Reigns [mailto:e.reigns101@gmail.com]  
**Sent:** Sunday, December 1, 2019 8:32 PM  
**To:** Administration <administration@lvccld.org>; Poterl@lvccld.org  
**Subject:** Appeal of all restrictions

Hello this is Éngel Reigns.

I am requesting an appeal of all reactions to my account and access to the library.

Feel free to contact me at [E.reigns101@gmail.com](mailto:E.reigns101@gmail.com)  
With any further advancements.

Thank you,  
Éngel.





January 23, 2020

Mr. Dale Montgomery  
9005 W Oquendo Rd # 3027  
Las Vegas, NV 89148

Dear Mr. Montgomery:

Thank you for taking time to fill out the *Request for Reconsideration* form regarding the book, *Maiden & Princess* (Little Bee Books, 2019). Your request was forwarded to the Collection and Bibliographic Services Department from the Sahara West Library. Staff investigated your request and evaluated the title's inclusion in the library's collection.

Frankly, I don't enjoy everything I read or view from the library's collection. But, as a library director I have to look at multiple sides to each issue. So, I read the evaluations provided to me by our professionals in the Collections and Bibliographic Services Department.

Before I go into that, let me offer some other background information. In selecting materials for the collection, staff must be guided by the District's *Collection Development Policy*, adopted by the Board of Trustees. The *Policy* is intended to assure that the District provides a varied collection from which patrons can select for themselves what they find most suitable for their needs. I'm sure you don't want to walk into a library where the only selections match MY tastes! The *Policy* states that staff uses reviews and other resources to aid in their selection.

Materials are selected for the District's collection to serve a large diverse metropolitan community reflecting broad cultural variety and differing values. Given the diverse nature of the collection, not all materials are suitable for all patrons. I hope that you will be able to find other titles in the district's large and varied collection that are more suited to your tastes.

Staff members at all your libraries are available should you wish to inquire about a title before taking it home and they can provide assistance with selection of titles subject to whatever types of material you are interested in finding.

Professional reviews are sought on all titles before they are purchased for the collection, as is stated in the District's *Collection Development Policy*. *Maiden & Princess* received a starred review from Booklist, indicating an outstanding title of a particular genre. The reviewer recommended it for children in preschool through grade 2. She noted, "There is wonderful diversity in the colorful illustrations" and mentioned the inclusion of characters of color and characters of varying body sizes. School Library Journal also recommended the book for children in preschool through grade 2 and called the title "a positive and affirming picture book."

You suggest that this title should not be included in a section for young children. The Las Vegas Clark County Library District has one general collection for all of its youth materials. Librarians have a public and professional obligation to provide equal access to all library resources for all library users. The Library District does not restrict access to the reading, listening, and viewing of its materials based on age.

Based on the reviews of the title, its continued resonance with the community, and *Policy*, staff has concluded that the book was appropriately placed in the children's picture book collection. I concur with staff's recommendation.

The *Collection Development Policy* adopted by the Board of Trustees provides for an appeal process if you are not satisfied with this decision. The Collection Development Director, Rebecca Colbert, will be happy to discuss your concerns in detail at your convenience (702-507-6310). I have included a copy of the *Collection Development Policy* for your consideration.

Thank you again for taking the time to alert the District to your concerns and I look forward to your continued patronage at our branch libraries. I hope you find many more materials that meet YOUR needs and preferences.

Sincerely,

A handwritten signature in cursive script that reads "Dr. Ronald R. Heezen". The signature is written in dark ink and is positioned above the printed name and title.

Dr. Ronald R. Heezen  
Executive Director

RRH:KAD:apb

Enclosure

cc: Board of Trustees  
R. Colbert, Collections and Bibliographic Services Director

**From:** [Schember Jennifer K](#)  
**To:** ["bryce rakich"](#)  
**Subject:** RE: 2 ideas for Library  
**Date:** Monday, January 27, 2020 10:57:18 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

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Dear Mr. Bryce:

Thank you for your email and phone call on January 14, 2020 regarding promoting the Library District via our delivery trucks. I was able to access the link you sent and I think their trucks do look amazing. I appreciate your taking the time to make the suggestion.

The Library District is in the process of updating the District's logo (the current logo is below my signature). This will take place starting in summer, 2020. The change will impact ALL District signage over our 25 branches, the District's entire fleet of vehicles, letterhead, and other visual materials. Due to cost we are unable, at this time, to entertain any other changes to District trucks.

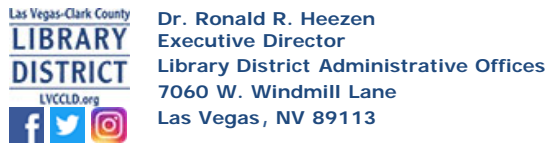
However, I will ask our Branding and Marketing Department staff to retain this suggestion for the future. We are always looking for ideas to promote the District and our books, programs, and other services.

I appreciate your description of our District's branches as "awesome" because I think they are too! Thank you again for your suggestion.

Sincerely,

Dr. Ronald R. Heezen  
Executive Director

cc: B. Ward, Branding and Marketing Director



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**From:** bryce rakich [mailto:bryce89119@yahoo.com]  
**Sent:** Tuesday, January 14, 2020 10:34 AM  
**To:** Administration <administration@lvclld.org>  
**Subject:** Re: 2 ideas for Library

Hi Admin,

Have you seen the Joco Library trucks? I think it may be an idea to try here to promote our awesome Libraries and even local authors on Library delivery trucks. [joco library trucks at DuckDuckGo](#)

joco library trucks at DuckDuckGo

On Friday, December 13, 2019, 7:28:07 AM PST, Administration wrote:

Hi Mr. Bryce,

Dr. Heezen is out of the office for a few weeks. The Administration voice mailbox is 702-507-4400 and you're welcome to leave your message and phone number on this line, and we'll route it to the appropriate person. If you'd like to send your phone number by email instead, that works as well.

Best Regards,

Library District Administration



Las Vegas-  
Clark County  
Library  
District  
Library  
District  
Administrative  
Offices  
7060 W.  
Windmill  
Lane  
Las Vegas,  
NV 89113  
  
702.507.4400

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**From:** bryce rakich [<mailto:bryce89119@yahoo.com>]

**Sent:** Thursday, December 12, 2019 7:10 AM

**To:** Administration

**Subject:** 2 ideas for Library

Do I call the number or schedule a brief 5 minute phone call with someone? Who is the person with whom to speak, Dr. Ronald or Alison or someone else?

# LAS VEGAS SUN

## Las Vegas Sun

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### These books were the most borrowed at Las Vegas-area libraries



[Yasmina Chavez](#)

West Charleston Library as seen Tuesday, July 23, 2019.

By *Kelcie Grega*

Sat, Jan 25, 2020 (2 a.m.)



Apparently, Las Vegas readers love a good thriller, judging by the local library district's list of most checked-out books of 2019.

According to the Las Vegas-Clark County Library District's list of books borrowed by children, teens and adults, thrillers and graphic novels were quite popular, which has been the case for the past few years, said Rebecca Colbert, who heads the district's Collection and Bibliographic Services.

Mo Willems, Rick Riordan and James Patterson all authored books that appeared multiple times on the top-10 lists. Having the same author appear frequently is not unusual, Colbert said.

"Readers tend to be loyal to the authors they love," she said. "If you look at data for the last 10 years, for example, the Harry Potter series dominates the juvenile fiction list."

Colbert added that books by Patterson, who is mostly known for his thrillers and suspense novels, has been popular for decades, and that the district often has to order nearly 100 copies of every new Patterson book that's released.

One book that was a surprising hit, she said, was "Where the Crawdads Sing," by Delia Owens. The novel, which came out in 2018, topped the The New York Times Fiction Best Sellers of 2019 for 27 non-consecutive weeks.

"We only had a few copies ordered initially and then word of mouth kept growing and more people wanted to read it," she said. "We ordered more copies on a half-dozen occasions to meet the demand."

Colbert said books that are adapted into movies tend to result in an uptick of popularity. As was the case last year with "To All the Boys I've Loved Before," by Jenny Han. Other popular books that have recently been adapted into movies include "The Maze Runner," by James Dashner, "The Hunger Games," by Suzanne Collins and "I, Robot," by Isaac Asimov.

Teens checked out books pertaining to all ranges of gender, age and ethnicity.

"Many adults read young adult fiction and the strength of the list surprised me," she said. "Clearly, writing for teens is where authors can take risks and find an audience. It gives me hope that the teens reading these titles will grow into adults who seek out different authors and genres, too."

The library offers a wide variety of items outside print books available for checkout, including DVDs, hotspots, iPads and even museum passes. Last year, the district reached a milestone in e-book circulation with 2 million checkouts.

"Customers come seeking items that will enrich and improve their lives," she said. "I am happy they stop to take home books as well."

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## Child

"Are You Ready to Play Outside?" (Mo Willems)

"The Thank You Book" (Mo Willems)

"I Really Like Slop!" (Mo Willems)

“I Will Take a Nap!” (Mo Willems)

“I Broke My Trunk!” (Mo Willems)

“Diary of a Wimpy Kid: The Meltdown” (Jeff Kinney)

“Can I Play, Too?” (Mo Willems)

“I’m a Frog!” (Mo Willems)

“Elephants Cannot Dance!” (Mo Willems)

“Should I Share My Ice Cream?” (Mo Willems)

### **Teen**

“To All the Boys I’ve Loved Before” (Jenny Han)

“The Sea of Monsters” (Rick Riordan)

“The Tyrant’s Tomb” (Rick Riordan)

“The Book Thief” (Markus Zusak)

“The Lost Hero” (Rick Riordan)

“Children of Blood and Bone” (Tomi Adeyemi)

“The Hunger Games” (Suzanne Collins)

“My Hero Academia, Vol. 3” (Kohei Horikoshi)

“Can You Keep a Secret?: A Fear Street Novel” (R.L. Stine)

“The Lightning Thief” (Rick Riordan)

### **Adult**

“The House Next Door” (James Patterson)

“The 18th Abduction” (James Patterson)

“The Reckoning” (John Grisham)

“Redemption” (David Baldacci)

“Look Alive Twenty-Five: A Stephanie Plum Novel” (Janet Evanovich)

“Liar Liar” (James Patterson)

“The First Lady” (James Patterson)

“Past Tense: A Jack Reacher Novel” (Lee Child)

“The Cornwalls Are Gone” (James Patterson)

“Target Alex Cross” (James Patterson)

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## MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

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

**DATE:** February 1, 2020

**SUBJECT:** Library Operations Activity Report, February 2020

This report provides an overview of the Library Operations Department and includes project updates, branch activity, and staff highlights for a one-month period from **January 1, 2020 – January 31, 2020**.

### LIBRARY OPERATIONS ADMINISTRATION

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

- Dedicated several weeks to Facilities Master Planning. Early in the month, Library Operations Administration worked closely with General Services Director **Steve Rice**, MSS Studio, and the Design Teams to develop draft floorplans for the final workshop. From January 13-17, Workshop #3 of the branch renovation series occurred with all 13 branches. MSS Studio conducted two-hour workshops for each branch, which focused on reviewing draft floorplans and confirming ideal adjacencies and functionality throughout the buildings. Branch staff worked with the designated design teams, Executive Council members, and various administrative staff.
- Began conducting a staffing analysis to determine future staffing needs to support the upcoming Facilities Master Plan rollout. This project will help create a balance of staffing throughout the branches to ensure that each location has the right type and number of positions. Once the analysis is complete, Library Operations Administration will develop a plan to convert and/or reallocate existing positions as they become vacant.
- Kicked off the FY20-21 budget process for Library Operations staff, which includes all branch libraries. As part of this year's process, Library Operations Administration is conducting onsite budget training/refreshers and money handling review for Branch Managers and Outlying Branch Associates.
- Finalized temporary employment position requirements to cover long-term branch shortages; four positions will be posted in February and assigned to the East Las Vegas Library for up to one year.

- Assisted with final preparations for Enterprise Library's Cox Teen STEAM Lab Grand Opening held on January 28.
- Passport Services expansion is in progress; the Centennial Hills Library will go live in early March.
- Proposed Immigration Services implementation is in progress. The District submitted its Recognition and Accreditation application for partial accreditation. If approved, the District will provide naturalization services at the East Las Vegas Library.

### **Regional Manager Updates**

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

- Conducted site visits to:
  - Centennial Hills Library
  - Enterprise Library
  - Goodsprings Library
  - Sandy Valley Library
  - Searchlight Library
- Conducted four workplan meetings with Outlying Associates
- Finalized furniture purchases for Passport Services at Centennial Hills Library
- Participated in several Library Operations' staffing analysis meetings
- Participated on Meadows Library reverse inventory project
- Participated with HR during one Employee Relations branch visit
- Attended Cox Teen STEAM Lab Grand Opening at Enterprise Library
- Attended Master Plan workshops for all branches
- Attended Kronos Scheduler Meeting with HR
- Attended Customer Service Committee Meeting
- Attended District Department Heads Meeting
- Attended Board Meeting at Clark County Library
- Met with East Las Vegas Library Assistant Branch Manager to discuss Immigration Services implementation
- Met with Branding and Marketing to discuss District phone tree script revisions and Census 2020 promotional materials
- Fielded Person-In-Charge (PIC) and branch operations calls

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

- Conducted site visits to:
  - Clark County Library
  - Enterprise Library
  - Summerlin Library
  - Meadows Library
  - Bunkerville Library
- Conducted two workplan meetings with Outlying Associates
- Conducted Discipline and Security Team Meeting
- Conducted PIC Incident Report training for Clark County Library's Performing Arts Center staff

- Participated on Meadows Library reverse inventory project
- Participated in several Library Operations' staffing analysis meetings
- Participated with HR during two Employee Relations branch visits
- Attended Cox Teen STEAM Lab Grand Opening at Enterprise Library
- Attended Master Plan workshops for Clark County, Summerlin, West Las Vegas, and Windmill Libraries
- Attended Kronos Scheduler Meeting with HR
- Attended Customer Service Committee Meeting
- Attended District Department Heads Meeting
- Attended Homeless Youth Taskforce Meeting
- Attended Board Meeting at Clark County Library
- Fielded five customer complaints via x4400, ASK, and direct calls
- Fielded Person-In-Charge (PIC) and branch operations calls
- Reviewed and approved 68 branch incident reports and provided follow-up training and instruction, when necessary

### STAFF AND BRANCH HIGHLIGHTS

On January 8, the Mesquite Library Campus received the **2019 Non-Profit of the Year Award** from the Mesquite Chamber of Commerce! Congratulations to Branch Manager **Judi Sargent** and her entire team for all their hard work and dedication to providing library services to the Mesquite community.

Unfortunately, the Mesquite Library Assistant Branch Manager, **Mayra Corn**, resigned on January 9 due to an exciting job opportunity at UNLV. Ms. Corn was instrumental in the success of the branch, and we wish her the very best!

On January 15, the District launched online booking software to schedule Passport Services appointments: <https://lvccld.org/passportservices/>. This service is currently available to first-time applicants, by appointment only, at the Windmill Library on the following days:

- Wednesdays and Thursdays from 10 a.m. to 1:30 p.m.
- Saturdays and Sundays from 10 a.m. to 12:30 p.m.

Staff is currently undergoing certification training to provide Passport Services at the Centennial Hills Library, which will be available in March.

The Enterprise Library staff showcased its new Cox Teen STEAM Lab during a Grand Opening celebration on January 28. The lab, made available from Cox Charities, provides teens with the opportunity to develop skills with a variety of technology including 3D printers, iMacs, drones, a large format sublimation printer, music production, podcasting, cameras, and robotics. Additional equipment includes Arduino kits, green screens, electronic musical instruments, sewing machines, a knitting machine, and several gaming consoles. A special thank you to the Library District Foundation for securing grant funding provided by Cox Charities, as well as all District support departments.



*Above: New technology now available at Enterprise Library's Cox Teen STEAM Lab.*

## **MONTHLY STATISTICS**

### **December 2019**

The total circulation for December 2019 was 902,336, which is a 1% increase from the December 2018 circulation of 893,305. Of this total, eMedia circulation was 226,219, which is a 22% increase from the prior year's 185,331 total.

In December, 409,164 patrons entered our libraries, which is a 5% decrease from the prior year's December gatecount of 429,552. Staff issued 5,112 new library cards, conducted 46 computer classes for 92 participants, and answered 38,544 reference questions. Internet sessions in the library during the month totaled 59,168. Wi-Fi usage recorded at 73,424.

The Best Buy Teen Tech Center staff offered 177 programs with a total attendance of 2,290 teens.

Additionally, the Windmill Library staff issued 44 passports for a total of \$1,781 in execution and photo fees.

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Monthly Statistics  
Year over Year  
December 2018/ December 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	42,180	39,422	-2,758	-7%	321,347	298,000	-23,347	-7%	33,601	25,900	-7,701	-23%	206,714	193,165	-13,549	-7%
	Clark County	46,811	37,421	-9,390	-20%	310,134	239,725	-70,409	-23%	43,792	42,874	-918	-2%	285,470	278,596	-6,874	-2%
	Enterprise	30,795	29,443	-1,352	-4%	215,253	197,323	-17,930	-8%	22,557	22,350	-207	-1%	157,616	159,252	1,636	1%
	East Las Vegas	14,779	29,456	14,677	99%	96,950	193,707	96,757	100%	33,329	26,838	-6,491	-19%	177,904	210,637	32,733	18%
	Meadows	2,828	2,458	-370	-13%	20,809	38,848	18,039	87%	2,877	2,070	-807	-28%	20,085	17,332	-2,753	-14%
	Rainbow	41,513	36,293	-5,220	-13%	281,100	246,333	-34,767	-12%	32,172	28,343	-3,829	-12%	231,340	207,515	-23,825	-10%
	Sahara West	53,312	49,619	-3,693	-7%	369,889	343,365	-26,524	-7%	38,663	37,290	-1,373	-4%	278,751	277,540	-1,211	0%
	Spring Valley	37,427	31,575	-5,852	-16%	238,520	201,686	-36,834	-15%	24,299	25,908	1,609	7%	185,423	193,022	7,599	4%
	Summerlin	25,945	24,853	-1,092	-4%	191,146	183,686	-7,460	-4%	19,993	20,542	549	3%	139,221	171,756	32,535	23%
	Sunrise	41,490	32,243	-9,247	-22%	274,395	213,970	-60,425	-22%	28,630	23,310	-5,320	-19%	174,739	164,771	-9,968	-6%
	West Charleston	29,066	28,545	-521	-2%	204,410	187,473	-16,937	-8%	22,675	22,924	249	1%	165,183	161,314	-3,869	-2%
	West Las Vegas	13,176	12,231	-945	-7%	91,229	81,402	-9,827	-11%	22,943	24,845	1,902	8%	141,463	150,473	9,010	6%
	Whitney	35,728	29,030	-6,698	-19%	240,696	202,218	-38,478	-16%	43,476	40,127	-3,349	-8%	299,184	294,715	-4,469	-1%
	Windmill	46,011	40,903	-5,108	-11%	332,453	313,517	-18,936	-6%	25,782	24,727	-1,055	-4%	181,214	192,301	11,087	6%
	Urban Totals	461,061	423,492	-37,569	-8%	3,188,331	2,941,253	-247,078	-8%	394,789	368,048	-26,741	-7%	2,644,307	2,672,389	28,082	1%
Outlying Branches	Blue Diamond	307	319	12	4%	1,937	1,835	-102	-5%	909	760	-149	-16%	4,237	3,699	-538	-13%
	Bunkerville	429	460	31	7%	3,433	3,114	-319	-9%	2,317	3,261	944	41%	13,981	10,482	-3,499	-25%
	Goodsprings	1,177	1,039	-138	-12%	5,988	6,717	729	12%	362	411	49	14%	2,684	2,807	123	5%
	Indian Springs	1,800	1,549	-251	-14%	11,232	8,767	-2,465	-22%	1,546	1,708	162	10%	12,782	14,836	2,054	16%
	Laughlin	10,876	11,320	444	4%	65,525	68,656	3,131	5%	7,765	7,642	-123	-2%	47,214	47,286	72	0%
	Mesquite	12,196	10,872	-1,324	-11%	78,948	69,266	-9,682	-12%	9,471	13,092	3,621	38%	80,368	95,396	15,028	19%
	Moapa Town	673	444	-229	-34%	5,166	3,607	-1,559	-30%	498	535	37	7%	3,885	3,666	-219	-6%
	Moapa Valley	5,666	5,446	-220	-4%	39,101	37,495	-1,606	-4%	8,778	10,728	1,950	22%	58,953	51,960	-6,993	-12%
	Mt. Charleston	364	492	128	35%	2,339	3,253	914	39%	1,022	921	-101	-10%	4,535	5,595	1,060	23%
	Sandy Valley	2,109	1,540	-569	-27%	12,505	11,497	-1,008	-8%	1,121	903	-218	-19%	8,348	7,572	-776	-9%
	Searchlight	776	546	-230	-30%	5,329	3,823	-1,506	-28%	898	1,132	234	26%	6,241	7,647	1,406	23%
	Outlying Totals	36,373	34,027	-2,346	-6%	231,503	218,030	-13,473	-6%	34,687	41,093	6,406	18%	243,228	250,946	7,718	3%
Misc.	ILL	476	408	-68	-14%	2,634	2,177	-457	-17%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	2,214	1,471	-743	-34%	13,038	12,759	-279	-2%	76	23	-53	-70%	469	358	-111	-24%
	Outreach	4,351	3,280	-1,071	-25%	38,744	29,982	-8,762	-23%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	eMedia	185,331	226,219	40,888	22%	1,127,960	1,408,042	280,082	25%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Renewals	203,499	213,439	9,940	5%	1,203,107	1,293,430	90,323	8%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	395,871	444,817	48,946	12%	2,385,483	2,746,390	360,907	15%	76	23	-53	-70%	469	358	-111	-24%
	Grand Totals	893,305	902,336	9,031	1%	5,805,317	5,905,673	100,356	2%	429,552	409,164	-20,388	-5%	2,888,004	2,923,693	35,689	1%

Monthly Statistics  
Year over Year  
December 2018/ December 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	277	261	-16	-6%	3,168	2,767	-401	-13%	3,775	4,123	348	9%	27,343	28,720	1,377	5%
	Clark County	530	602	72	14%	4,840	4,320	-520	-11%	7,737	7,305	-432	-6%	50,882	48,491	-2,391	-5%
	Enterprise	251	276	25	10%	2,283	2,263	-20	-1%	2,754	3,011	257	9%	17,595	18,501	906	5%
	East Las Vegas	281	503	222	79%	1,969	4,316	2,347	119%	4,722	6,434	1,712	36%	29,817	46,497	16,680	56%
	Meadows	17	34	17	100%	251	282	31	12%	327	285	-42	-13%	2,139	2,246	107	5%
	Rainbow	338	326	-12	-4%	3,025	2,878	-147	-5%	3,862	3,364	-498	-13%	26,054	24,443	-1,611	-6%
	Sahara West	418	414	-4	-1%	3,648	3,739	91	2%	4,404	4,012	-392	-9%	29,656	27,582	-2,074	-7%
	Spring Valley	264	236	-28	-11%	2,300	2,230	-70	-3%	6,022	5,182	-840	-14%	39,460	36,301	-3,159	-8%
	Summerlin	160	154	-6	-4%	1,651	1,668	17	1%	1,660	1,598	-62	-4%	12,159	11,701	-458	-4%
	Sunrise	342	277	-65	-19%	4,745	2,821	-1,924	-41%	5,293	4,120	-1,173	-22%	35,199	29,199	-6,000	-17%
	West Charleston	233	242	9	4%	2,142	2,237	95	4%	3,263	3,297	34	1%	22,076	22,056	-20	0%
	West Las Vegas	185	201	16	9%	1,807	2,149	342	19%	4,168	4,354	186	4%	28,439	29,362	923	3%
	Whitney	288	308	20	7%	2,664	2,625	-39	-1%	4,204	3,867	-337	-8%	27,109	26,040	-1,069	-4%
	Windmill	400	374	-26	-7%	3,855	3,853	-2	0%	4,640	4,246	-394	-8%	30,695	30,079	-616	-2%
	Urban Totals	3,984	4,208	224	6%	38,348	38,148	-200	-1%	56,831	55,198	-1,633	-3%	378,623	381,218	2,595	1%
Outlying Branches	Blue Diamond	0	1	1	N/A	11	6	-5	-45%	34	35	1	3%	210	142	-68	-32%
	Bunkerville	2	1	-1	-50%	7	5	-2	-29%	54	46	-8	-15%	350	151	-199	-57%
	Goodsprings	0	2	2	N/A	8	12	4	50%	10	13	3	30%	70	111	41	59%
	Indian Springs	3	1	-2	-67%	26	27	1	4%	87	131	44	51%	969	1,090	121	12%
	Laughlin	70	49	-21	-30%	422	445	23	5%	1,650	1,023	-627	-38%	8,941	9,545	604	7%
	Mesquite	124	110	-14	-11%	1,993	1,258	-735	-37%	1,923	1,993	70	4%	13,254	12,480	-774	-6%
	Moapa Town	4	1	-3	-75%	15	8	-7	-47%	59	40	-19	-32%	498	517	19	4%
	Moapa Valley	15	23	8	53%	135	137	2	1%	417	345	-72	-17%	2,827	2,466	-361	-13%
	Mt. Charleston	4	0	-4	-100%	17	14	-3	-18%	8	8	0	0%	64	113	49	77%
	Sandy Valley	2	3	1	50%	27	23	-4	-15%	80	58	-22	-28%	612	460	-152	-25%
	Searchlight	1	1	0	0%	20	10	-10	-50%	37	72	35	95%	268	510	242	90%
	Outlying Totals	225	192	-33	-15%	2,681	1,945	-736	-27%	4,359	3,764	-595	-14%	28,063	27,585	-478	-2%
Misc.	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	221	206	-15	-7%	1,298	1,429	131	10%
	Outreach	5	277	272	5440%	19,977	2,433	-17,544	-88%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Online Registration	393	435	42	11%	3,498	3,483	-15	0%	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	92,425	73,424	-19,001	-21%	584,541	497,190	-87,351	-15%
	Misc. Totals	398	712	314	79%	23,475	5,916	-17,559	-75%	92,646	73,630	-19,016	-21%	585,839	498,619	-87,220	-15%
	Grand Totals	4,607	5,112	505	11%	64,504	46,009	-18,495	-29%	153,836	132,592	-21,244	-14%	992,525	907,422	-85,103	-9%



## MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

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

**DATE:** February 1, 2020

**SUBJECT:** Security Report, February 2020

This report provides information regarding **66** security and/or safety-related incidents that occurred in District branches from **December 1, 2019 – December 31, 2019**. During this period, there were **409,164** in-person visits recorded. **This ratio is one incident for every 6,199 visits.**

The District currently categorizes 11 incident types:

- Patron Disturbance
- 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 Property (computer equipment)
- Safety (alarms, evacuation, misc. hazards)
- Building Security (doors left unsecured, etc.)
- Building Lockdown
- Other (Safe Place, CPS, Code Adam, etc.)

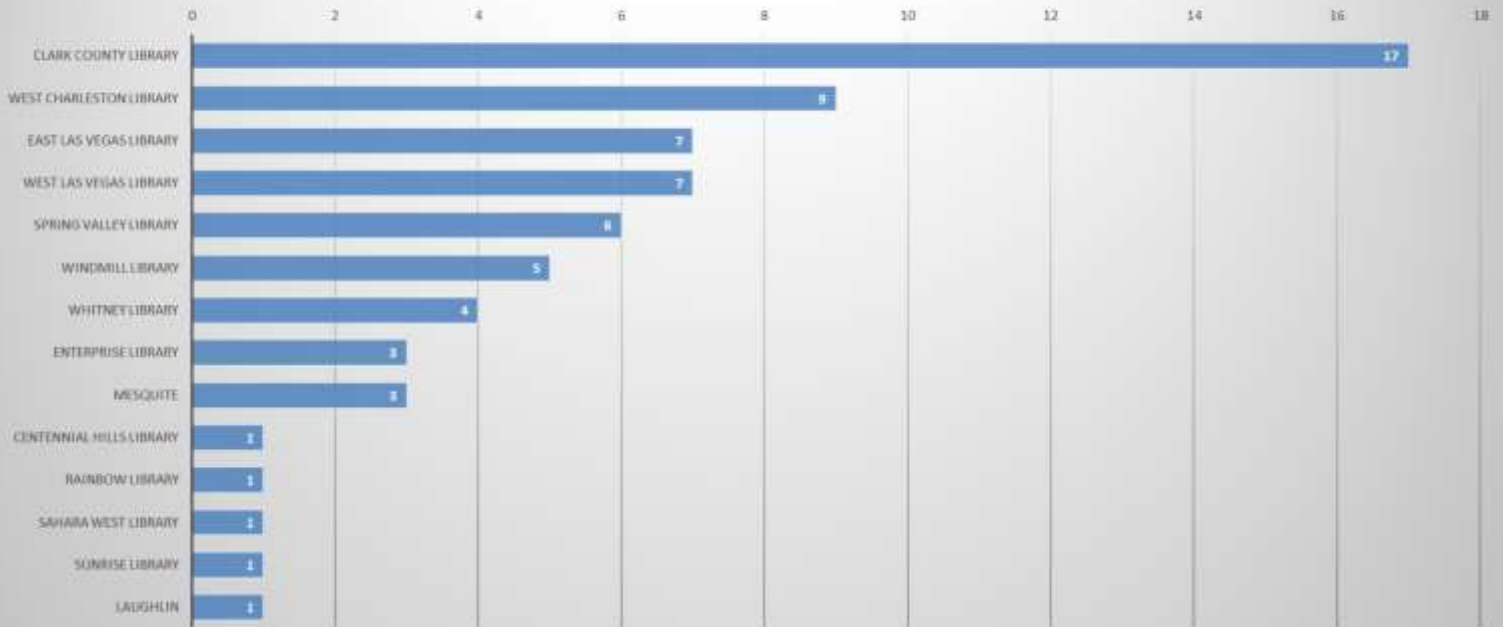
In December, the **Clark County Library** experienced the highest number of incidents (17 of 66), which accounts for 25% of all incidents reported. The remaining branches reported between 0-9 incidents.

Staff handled **34** patron disturbances, which accounts for the majority of incidents at 51%. **This ratio is one disturbance for every 12,034 visits.** Trespasses (one year) and bans (less than one year) were issued to seven patrons. A Required Parent Conference was issued to four minors. Staff made five calls to law enforcement. There were no requests this month for Safe Place services.

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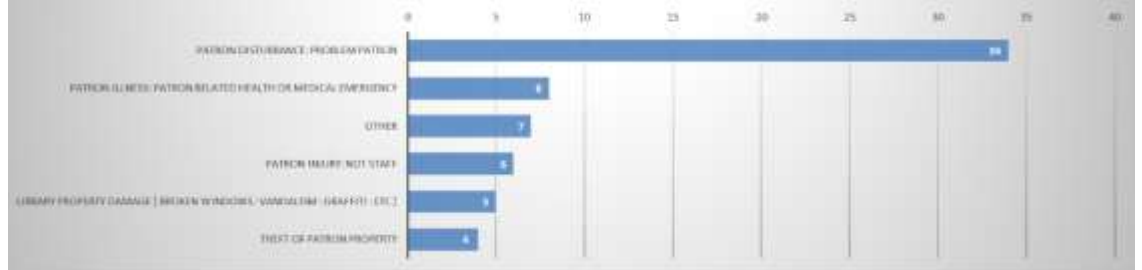


### Incidents By Branch December 2019



Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	34	51.5%
PATRON ILLNESS: PATRON RELATED HEALTH OR	8	12.1%
OTHER	7	10.6%
PATRON INJURY: NOT STAFF	6	9.1%
LIBRARY PROPERTY DAMAGE [ BROKEN WINDOWS : THEFT OF PATRON PROPERTY	5	7.6%
SAFE PLACE	2	3.0%
Grand Total	66	100.0%
Police Called	5	

### Incident Type December 2019



Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	6
ADULT BAN - LESS THAN 1 YEAR	1
Minor RPC	4

### Trespassed December 2019

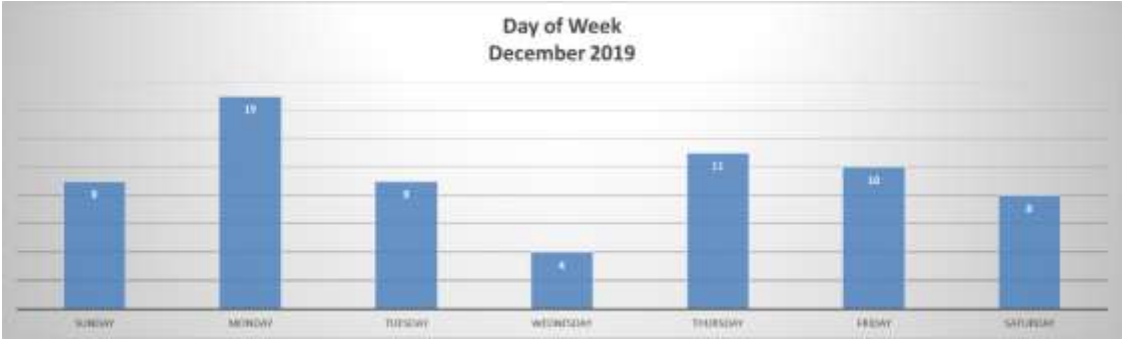




Hour	Total	%
8 AM	1	1.5%
10 AM	8	12.1%
11 AM	4	6.1%
12 PM	8	12.1%
1 PM	7	10.6%
2 PM	4	6.1%
3 PM	7	10.6%
4 PM	11	16.7%
5 PM	10	15.2%
6 PM	4	6.1%
7 PM	1	1.5%
8 PM	1	1.5%
Total	66	100.0%



Day of Week	Total	%
Sunday	9	13.6%
Monday	15	22.7%
Tuesday	9	13.6%
Wednesday	4	6.1%
Thursday	11	16.7%
Friday	10	15.2%
Saturday	8	12.1%
Grand Total	66	100.0%



# ITEM VII.A.2.a.



## MEMORANDUM

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**TO:** Dr. Ronald Heezen, Executive Director

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

**DATE:** January 30, 2020

**SUBJECT:** Branding and Marketing Activity Report for February 13, 2020 Meeting

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

### **VEGAS GOLDEN KNIGHTS UPDATE**

#### **Partnership Hits One-Year Mark**

BAM is proud to continue our advertising trade partnership with the Vegas Golden Knights. The VGK organization has been very generous to the Library District since our partnership began in February 2019, and they are extremely pleased with the value that we bring to their commitment to literacy in the community.

#### **Introducing Player Bookmarks and Chance's Blog for Library Lovers' Month**

Besides their "Vegas Born" library card, we have long discussed with the VGK the possibility of launching a series of collectible bookmarks highlighting individual players and spotlighting their favorite books, movies, and music to share with fans. This aligns with BAM's goal of getting local leaders and celebrities featured on the website with their own "library favorites." We are proud, at last, to be launching this promotion in time for Library Lovers' Month in February 2020.

- The launch will begin with five players, as mentioned in last month's board report. One new player per month will be spotlighted from February through June 2020, and the bookmarks will remain available in all branches for the foreseeable future. (Sample will be provided at the Board meeting.)
- "Chance's Chat" will be a monthly blog, "written" by Chance the Gila Monster, the VGK's beloved mascot. Chance will interview each player of the month with a Q&A, giving fans lots of new information about their favorite adult and children's authors, favorite characters from movies and books, and unique questions like, "What would be a good theme song for the hockey life?" (**Deryk Engelland's** answer was "We Are Family" by Sister Sledge, which is available to download for free with a library card through Freegal and Hoopla.)
- Branches will receive street banners, desk displays, window clings, and lobby displays featuring all five player bookmarks.

- The VGK organization has invited us to attend pre-game festivities that take place outside of T-Mobile Arena for remainder of the season. We have been working closely with Community Engagement Director **Matt McNally** and Outreach Services Manager **Glenda Billingsley** to bring their Community Outreach team to one game per month to meet and greet VGK fans, pass out bookmarks, and share the handout, which outlines all of the amazing free benefits of having a library card. A huge thanks to Glenda for squeezing these appearances into her team's very busy calendar!
- BAM has created this special handout to help explain the bookmark to VGK fans at these pre-game events, touting the great FREE products and services they can enjoy with a library card. (Sample will be provided at the Board meeting.)

## **SUMMER CHALLENGE AND THE NEW LAS VEGAS LIGHTS LIBRARY CARD**

### **CCSD Partnership**

- **Maria Marinch** has been our Library District Spanish-language translation consultant for 20 years through her company Vitral Multicultural Marketing. She has recently accepted the position of Chief Communications and Government Relations Officer for CCSD, and **Betsy Ward** and **Karen Bramwell** met with her to discuss how BAM can work with her in her new role.
- During this discussion, we also described the Summer Challenge program, shared last year's brochures with her, and explained that **Matt McNally** and Youth Services Manager **Shana Harrington** from our Community Engagement Department have been in talks with CCSD in recent years about forming an alliance. She thought it was an ideal partnership for CCSD and brought it back to her team, which includes Director of Strategic Projects **Kori Klobberdanz**.
- Later that month, BAM attended a meeting hosted by **Matt McNally** and **Shana Harrington**, with CCSD guests **Kori Klobberdanz** (who attended representing **Maria Marinch**) and K-12 Library Services Coordinator **Robert Jones**. In attendance from the Library District were **Matt McNally**, **Shana Harrington**, Youth Services Assistant **Melissa Ramos**, Summerlin Library Youth Services Department Head **Marisa Eytalis**, Centennial Hills Library Youth Services Librarian **Nicole Imber**, **Betsy Ward**, **Karen Bramwell**, Digital Content Manager **Ryan Simoneau**, and Graphic Designer **Juanita Aiello**. All attendees were thrilled that the group was able to solidify the CCSD/Library District partnership for Summer Challenge!

### **Summer Challenge New Theme & Brochure Redesign**

- BAM has been working closely with **Shana Harrington** to redesign the Summer Challenge brochure. Shana identified a trend for this year's theme that kids are swarming to known as "Level Up." It's all about retro video games such as Donkey Kong and Mario Brothers, which the K-12 demographic has recently discovered. These prehistoric games, in all their pixelated glory, are also a delight to parents, who grew up playing them. So we are appealing to both parents and kids with a single cool theme!
- **Betsy Ward**, **Karen Bramwell**, and **Juanita Aiello** met with **Shana Harrington** to brainstorm the redesign of the brochure. The challenge was how to provide every kid in the entire school district (in the Library District's taxing area) with a brochure AND a paper log, in case they don't have access to the web to log their summer activities there. We landed on a new design, combining the log with the brochure, which we look forward to sharing with the board in the coming months.
- In the past, we printed 70,000 Summer Challenge brochures to cover all of our branches and Community Outreach Department needs. With the addition of the District's dynamic new CCSD partnership, we will increase our brochure order to 300,000. The printer will deliver 244,000 directly to the CCSD central mail center, and they will distribute to the K-12 schools.

### New LV Lights Library Card Will Launch During Summer Challenge

- We are thrilled to announce that the Las Vegas Lights library card will make its debut during Summer Challenge!
- Partnering with the Las Vegas Lights has long been a BAM goal, in order to provide the Lantinx community with a new and exciting reason to engage with their neighborhood library.
- A prize that will be added to Summer Challenge includes the LV Lights Anytime Pass booklet, which is filled with free game passes and discounts on food and team merchandise.



### BAM SOFTWARE BUDGET

- The Library District's BiblioCommons contract renewal will be up at the end of the 2019-2020 Fiscal Year. We are extremely pleased with how the BiblioCommons platform has performed in helping us to:
  1. **Showcase our millions of catalog materials** and provide a place for vertical audiences to immerse themselves in their favorite topics or culture; these currently include landing pages for LGBTQ+, Spanish-language, and Anglophiles, with more to come soon!
  2. **Provide a simple, streamlined way for customers to search and discover** our many programs, classes, events, gallery openings, and live performances;
  3. **Highlight our key programs** in a marquee style slide show at the top of the home page;
  4. **Make it easy to constantly refresh** the site with fun, compelling content, making it the public's go-to source for information, pop culture, and fascinating things to learn and do!

- We are especially happy with BiblioCommons' recent transfer of our site over to the new V3 edition (a huge thank you to Web Designer **Gene Kilchenko** and **Ryan Simoneau** for getting this enormous project completed well before the deadline of December 31, 2019!) V3 has given us much more flexibility customizing the site to meet the needs of our growing community and its diverse interests.
- BAM will be bringing the renewal of the BiblioCommons contract to the Board for review in the next few months.
- BAM is reviewing BiblioCommons and Orange Boy for our email marketing software. Both companies will be doing presentations to the BAM team in February.

## BRANDING UPDATE

- **Timing** – Please see Executive Director's Report for a recent update on the brand launch timing.
- **Employee *Free To Be* Campaign** – BAM is working closely with Acting HR Director/CFO **Fred James** and Training and Development Manager **Keeley Walker** on an employee version of the *Free To Be* campaign. This will be a series of ads and other creative executions that will reinforce the Customer Service Training program that **Keeley Walker** is developing. More details to come.
- **Pending Domain Change** – Both **Gene Kilchenko** and **Ryan Simoneau** are currently working with IT Director **Al Prendergast** and Assistant IT Director **Ron Melnar** to develop the timeline for migrating LVCCLD.org to our new registered web domain — TheLibraryDistrict.org ahead of the public launch of the Library District's new branding campaign. In addition to the required DNS updates, BAM and IT will be meeting to discuss updating the Library District's catalog domain, company email address, and email signatures to reflect the forthcoming URL change.
- **Phone Tree** –
  - **Betsy Ward** and **Karen Bramwell** are reviewing Spanish language voice talent for the new Library District phone tree, which will be rolled out for the brand launch. We are working with **Mariana Laas** from Vitral Multicultural Marketing to review the authenticity of the voices that we are considering.
  - BAM is also working with Regional Library Operations Manager **Carlotta Dickerson** on the script. Carlotta is coordinating this effort with feedback from Library Operations Director **Jenn Schember** and **Matt McNally**.
- **Avoiding Waste** – Rather than attempt to reprint all branch materials at once when we launch the brand, BAM will reprint and distribute materials as the items are depleted.
- **Pylon Signs** – **Betsy Ward**, **Karen Bramwell**, **Ryan Simoneau**, and Web Designer **Gene Kilchenko** are working with General Services Director **Steve Rice** and Assistant General Services Director **John Vino** on how to best program and utilize our beautiful new Pylon signs as an effective communications tool for the Library District. More details to come.
- **Branch Brand Signage** – **Betsy Ward**, **Karen Bramwell**, and Graphic Designer **Cierra Pedro** (our brand design guru) are working with **Smiki Savicic** and **Sean Coulter** from Simpson Coulter Studio on the signage templates that will serve various branch needs. If all goes well, the plan is to issue the brand signage RFP by March.

## PUBLIC RELATIONS

**Betsy Ward** and **Karen Bramwell** coordinated media coverage for the Library District Foundation's launch of Cox Teen STEAM Lab at the Enterprise Library, with the assistance of

Development and Planning Director **Danielle Milam** and Enterprise Library Branch Manager **Anne M. Nicholl-Lynam**. Broadcast stations 3, 5, and 13 covered the event.

**Karen Bramwell** worked with Las Vegas Sun Journalist **Kelcie Grega** that reported on the Library District's top ten books checked out by children, teens, and adults in 2019. A big thank you to Head of Collection and Bibliographic Services **Rebecca Colbert** and Electronic Resources Manager **Jocelyn Bates** for their assistance with this story.

See all the coverage here: <http://legacy.lvccld.org/media/coverages.cfm>

#### **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:

*Oh Freedom; African American History Month including Contemporary West Dance Theatre Concert Series, A Voice to be Heard, Shapiro Project, Black Weekend: Kemet in the Desert, Rodney and Ricardo; Repertory Dance Theater Voyage; Randy Riggle Nostalgia Show; A Public Fit Staged Reading of The Children; Afternoon with Opera Stars; UNLV Jazz Combo Series - 2020 Spring; Ancient Energies; BANFF Film Fest; Las Vegas Classical Guitar Ensemble Spring Recital; Voices of Women - Sojourner Truth; Susan Anton - Canyon of Dreams; Jonathan Karrant; The Art of Latinx Identity; Nevada ArtStops; How Incarceration Affects Everyone; Women's Conference; Blue13 Dance Company; Spring Magic with the Nevada Chamber Orchestra; Wi-Fi To Go; Russian-Jewish Seasons; Acoustic Eidolon; A Public Fit Staged Reading of Cry it Out; Finnegan Blue, Las Vegas Brass Band Spring Concert; UNLV Jazz Concert Series; and World Beat Drum Circle.*

Other major projects included:

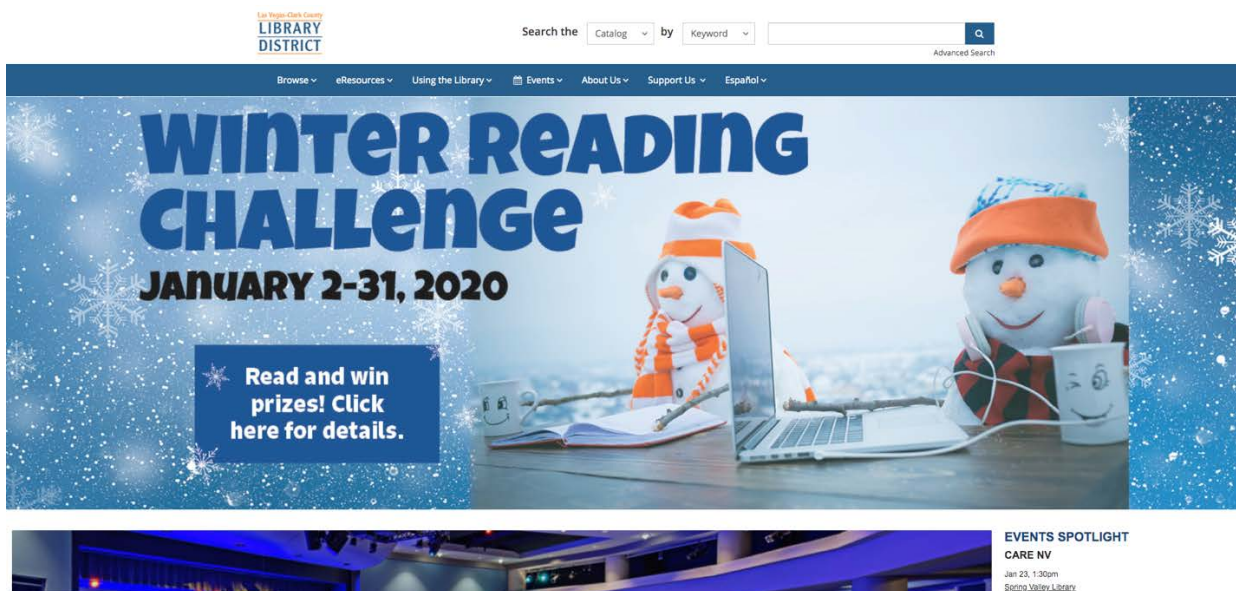
- **Juanita Aiello** obtained cost estimates for VGK promotion materials.
- **Cierra Pedro** continued to work on the assets for the official launch of VGK first player bookmark that included a retractable banner, outdoor banner, display boards, and window clings.
- **Gene Kilchenko** developed pages for Chance's Blog and VGK player bookmark.
- **Cierra Pedro** created an ad for insertion in Black Image promoting AAHM.
- **Juanita Aiello** designed the English/Spanish spring storytime flyer.
- **Gene Kilchenko** created a graphic for the monitors promoting Winter Reading Challenge.
- **Juanita Aiello** designed the spring issue of *Library Highlights*.
- **Gene Kilchenko** upgraded the Foundation and One-Stop Career Centers page upgrades.
- **Cierra Pedro** worked on Brand campaign:
  - Edited Brand handbook
  - Provided Keeley Walker with photos for Customer Service Training content
  - Created timeline spreadsheet
  - Worked on signage design concepts
  - Obtained quotes on badge clips for launch of brand
  - Created new T-shirt design
  - Searched for new web fonts for email signature

## WEBSITE AND BACKEND DEVELOPMENT

**Gene Kilchenko** completed the following implementation, upgrades, or updates: Voyager documents posting and upgrade; documents on website posting and upgrading; browse pages; and payday schedule. Gene continues to update content cards and pages for V3 migration.

**Gene Kilchenko** added seven new pieces of content to the Media Coverage page on the website to reflect news stories about the Library District in the month of January 2020.

Promoted content on the website homepage included the Library District's annual Winter Reading Challenge from January 2-31. **Juanita Aiello** created a hero image for the homepage to give this promotion priority placement on both desktop and mobile formats. **Ryan Simoneau** created a new blog post that detailed this year's entry instructions and provided library customers a link to sign-up online at <https://lvccld.beanstack.org/reader365>:



Blog: <https://lvccld.org/blogs/post/take-the-winter-reading-challenge-and-win-cool-prizes/>

Additional website priorities for the month included promoting the grand opening of the new COX Teen STEAM Lab at Enterprise Library on January 28, the Library District's U.S. Census 2020 Information Sessions, which are continuing through February in leading up to the 2020 Census on April 1. Other priorities included promoting the opening reception of the new art exhibits at Sahara West Library, 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, along with the availability of the new Family Adventure Pass that can be checked out from all LVCCLD branches which gives customers free admission for up to four family members to the DISCOVERY Children's Museum.

BAM also continued to promote the Library District's new Communico room reservation software and available rental spaces to the public, upcoming STEAM programming, spotlights on new releases to our catalog, along with our holiday closures for Martin Luther King Jr Day. 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 worked with Windmill Library Branch Manager **Theron Nissen** and Assistant Branch Manager **Sasha Ferrell** to develop a new website page that detailed the Library District's passport services. **Gene Kilchenko** created this dedicated landing page that contains passport services information for the Windmill Library location and the forthcoming Centennial Hills Library location. New libraries will be added to this page as our passport services are expanded.

### Passport Services



You can now get your passport at the Library District! First-time applicants can access our passport services by booking an appointment online [here](#). Read on to get all of the information you will need to bring with you to your appointment, as well as the required processing fees.

**What You Need**

Please bring the following items when applying for your passport:

**Schedule Your Appointment**

Passport services are available by appointment only.  
[Click here](#) to schedule your appointment.

Wednesdays & Thursdays  
10:00 a.m. - 1:30 p.m.

Passport Services page: <https://lvccld.org/passportservices/>

**Gene Kilchenko** and **Ryan Simoneau** will be working on adding a dedicated Spanish content carousel to the homepage and Español browse page, create a new page for the Library District's Homework Help resources and drop-in tutoring services, along with a "Expect the Unexpected With Your Library Card" page that spotlights the Library District's unique services. Additionally, we will redesign all of the current audience browse pages to include age-specific upcoming BiblioEvents, as well as embedded YouTube videos.

**Ryan Simoneau** continued to field questions and comments from the public, and has received 12 feedback emails through January 28.

Working with the **Website Content Committee**, we created and added 36 new staff lists to the website and rotated them out on the homepage, as well as on social media, to ensure that fresh and timely content is being shared each week.

The website has recorded 118,962 library card registrations as of January 28, an increase of 8% over the previous month. Card registration is not required for a customer to check out items, but registration does afford customers additional website benefits, such as managing their account, placing holds, and accessing eResources.

### SOCIAL MEDIA

The top priority in January for the **Social Media Team** (consisting of 25 staff volunteers) was promoting the Library District's Winter Reading Challenge from Jan 2-31. **Ryan Simoneau** attended the Spanish language event at East Las Vegas Library with **Vegas Golden Knights** ESPN



Deportes announcer **Jesus Lopez** on Friday, January 10 event 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 recap video that can be used to help promote the Library District's continued partnership with the Vegas Golden Knights, as well as showcasing our growing number of dedicated Spanish-language events.

**Ryan Simoneau** attended the grand opening of the new COX Teen STEAM Lab at Enterprise Library on Tuesday, January 28 to provide real-time social media coverage of the event and capture content for the Library District's social media channels and website. Ryan worked with Radioactive Productions to capture b-roll video content for potential media coverage, as well as conduct interviews for a forthcoming recap video about this new space for the Library District website and YouTube channel.

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, and **Ryan Simoneau** then shares creative assets with the **Social Media Team** 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** conducted social media training with new associate at Moapa Town Library **Amberlee Gollohan** on January 27 at the Windmill Library Service Center. Ryan 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 (December 2019):**

Nevada Congresswoman Dina Titus tweeted about attending the Library District's Kwanzaa programming:



FOX5 covered the opening of the new ROBOT LAB Powered by SWITCH at the West Las Vegas Library:



**CCSD Tweeted About the New ROBOT Lab at West Las Vegas Library:**



**The Las Vegas-Review Journal Spotlighted the Toned Down Tuesdays movie screenings at Whitney Library:**



## **Social Media Analytics (December 2019)**

### **Facebook:**

LVCCLD Facebook Page Fans: 11,828 (+.18%)

Total Facebook Page Fans (across all LVCCLD branches): 38,521 (+1%)

Total New Follower Increase: 1% (No change)

Total Facebook Impressions: 492,379 (-10%)

Total Facebook Post Engagements: 21,085 (-15%)

Total Facebook Link Clicks: 1,341 (-58%)

Notes: Our total followers has steadily increased throughout 2019, but the overall rate has slowed as Facebook's algorithm has shifted. Having 25 separate branch Facebook pages could also be contributing as opposed to giving customers one dedicated Library District page to follow as we do with our other primary social media channels.

### **LVCCLD Twitter:**

Followers: 3,023 (+.6%)

Total user engagements: 1,115 (-26%)

Organic Impressions: 106,700 (+38%)

Link clicks: (-49%)

Notes: We are still increasing our monthly followers as well as our total reach on this platform as we work to create more dedicated content for this audience.

### **LVCCLD Instagram:**

Followers: 2,664 (+1%)

Total user engagement: 1,844 (-20%)

Total impressions: 40,602 (-26%)

Top post engagement: 270 (-47%)

Total likes received to posts: 1,718 (-19%)

Total comments received to posts: 38 (-27%)

Notes: We have been able to add more content to our Instagram Stories to spotlight what's currently happening across our branches thanks to the Library District's revised Photography & Video Procedure as more volunteers from the social media team are submitting content from their events/programs. Recent examples of this include the latest Gallery Reception at Sahara West Library (January 16) and #LibraryShelfieDay (January 22).


## **Top Posts (December 2019):**

### **Facebook:**



**Las Vegas-Clark County Library District**  
Published by Sprout Social [?] · December 16, 2019 ·

Thanks to the Las Vegas-Clark County Library District Foundation and the generosity of Switch Data Centers, the state-of-the-art new ROBOT Lab Powered by SWITCH at West Las Vegas Library help kids and teens learn important skills like coding, robotics, and 3D printing before they even get to high school! Check out FOX5 Las Vegas for their feature story and stop by today: <https://bit.ly/2rYRWYc> #LibrariesDoThat #GetCarded



FOX5VEGAS.COM

**West Las Vegas Library debuts free robotics lab for kids**  
A Las Vegas library is making sure kids in the community have skills like...

1,695 People Reached      300 Engagements      [Boost Post](#)

50      5 Comments 31 Shares

## Twitter:

**Las Vegas-Clark County Library District**  
@LVCCLD

Did you know the [#EastLasVegasLibrary](#) has a [#Bookstore](#) furnished with new and gently used books? Find unbeatable deals for the holiday season and the Bookstore is always freshly stocked with new items to inspire great reading habits at home! Stop by today ! [#LibrariesDoThat](#)



### Instagram:



### Website Analytics (December 2019)

Page Views: 1,823,950 (-2%)

Homepage Views: 364,096 (-3%)

Total Visitors: 199,289 (-4%)

Unique Visitors: 174,644 (-3%)

Average Dwell Time: :52 (No change across website) 1:08 (+2 seconds on homepage)

Note: Website traffic was slightly down in December, which can be partially attributed to CCSD schools being closed for holiday break (12/20-1/5) and families taking their vacations to coincide with that.

### CALCULATED PUBLICITY/ADVERTISING EQUIVALENCY VALUE

Based on the industry standard for public relations/advertising equivalency measurement, we received **\$999,131** for the month of December in advertising equivalency value. This number included brand messaging with backlit signage to 50+ million annual travelers that utilize McCarran International Airport.

# Las Vegas-Clark County Library District - December 2019 Calculated Publicity Values

## Earned Coverage

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
12/2/19	Internet	fox5vegas.com	West Las Vegas Library debuts free robotics lab for kids	Robotics lab	<a href="https://www.fox5vegas.com/news/local/west-las-vegas-library-debuts-free-robotics-lab-for-kids/article_d60446f6-159b-11ea-b071-9b43cbc1d053.html">https://www.fox5vegas.com/news/local/west-las-vegas-library-debuts-free-robotics-lab-for-kids/article_d60446f6-159b-11ea-b071-9b43cbc1d053.html</a>			1,216,667	\$36,500.01
12/2/19	Television	KVVU-TV	FOX5 News	10:07 p.m. - Robotics lab		2m 32s	\$7,609.01	39,410	\$38,552.32
12/3/19	Television	KVVU-TV	FOX5 News This Morning	7:50 a.m. - Robotics lab		46s	\$1,738.03	29,085	\$2,664.98
12/5/19	Television	ktnv.com	13 Things To Do In Las Vegas For The Week Of Dec. 6-12	Mariachi Winter Festival	<a href="https://www.ktnv.com/positivelylv/13-things-to-do-in-las-vegas-for-the-">https://www.ktnv.com/positivelylv/13-things-to-do-in-las-vegas-for-the-</a>			1,198,333	\$35,949.99
12/6/19	Television	KVVU-TV	FOX5 News This Morning	5:20 a.m. - Mariachi Winter Festival		18s	\$457.38	9,668	\$274.43
12/10/19	Internet	8newsnow.com	Community Calendar Listing	Holiday Book Sale - Thursday	<a href="https://www.8newsnow.com/community/calendar/#/details/Holiday-Book-Sale/7671561/2019-12-12T10">https://www.8newsnow.com/community/calendar/#/details/Holiday-Book-Sale/7671561/2019-12-12T10</a>			628,333	\$18,849.99
12/10/19	Internet	events.lasvegascalendars.com	Community Calendar Listing	Holiday Book Sale - Thursday	<a href="https://events.lasvegascalendars.com/?event=36010477">https://events.lasvegascalendars.com/?event=36010477</a>			35,190	\$1,055.70
12/10/19	Internet	spingo.com	Community Calendar Listing	Holiday Book Sale - Thursday	<a href="http://www.spingo.com/calendar/event/8175316-holiday-book-sale?radius_miles=100&amp;location=89109-las-vegas&amp;sections=all&amp;date=2019-12-12">http://www.spingo.com/calendar/event/8175316-holiday-book-sale?radius_miles=100&amp;location=89109-las-vegas&amp;sections=all&amp;date=2019-12-12</a>			92,500	\$2,775.00
12/10/19	Internet	sincitypresents.com	Community Calendar Listing	Holiday Book Sale - Thursday	<a href="http://sincitypresents.com/events/#/event/8175316-holiday-book-sale?radius_miles=50&amp;location=89122-las-vegas&amp;sections=all&amp;date=2019-12-12">http://sincitypresents.com/events/#/event/8175316-holiday-book-sale?radius_miles=50&amp;location=89122-las-vegas&amp;sections=all&amp;date=2019-12-12</a>			960	\$28.80
12/10/19	Internet	on.vegas	Community Calendar Listing	Holiday Book Sale - Thursday	<a href="https://on.vegas/events/#/event/8175316-holiday-book-sale?radius_miles=25&amp;location=89108-las-vegas&amp;sections=all&amp;date=2019-12-12">https://on.vegas/events/#/event/8175316-holiday-book-sale?radius_miles=25&amp;location=89108-las-vegas&amp;sections=all&amp;date=2019-12-12</a>			2,000	\$60.00
12/10/19	Internet	spingolasvegas.spingo.com	Community Calendar Listing	Holiday Book Sale - Thursday	<a href="http://spingolasvegas.spingo.com/calendar/event/8175316-holiday-book-sale?radius_miles=25&amp;location=89101-las-vegas&amp;sections=all&amp;date=2019-12-12">http://spingolasvegas.spingo.com/calendar/event/8175316-holiday-book-sale?radius_miles=25&amp;location=89101-las-vegas&amp;sections=all&amp;date=2019-12-12</a>			92,500	\$2,775.00
12/12/19	Internet	ktnv.com	13 Things To Do This Week In Las Vegas For Dec. 13-19	Holiday Book Sale	<a href="https://www.ktnv.com/positivelylv/13-things-to-do-this-week-in-las-vegas-for-dec-13-19">https://www.ktnv.com/positivelylv/13-things-to-do-this-week-in-las-vegas-for-dec-13-19</a>			628,333	\$18,849.99
12/12/19	Internet	reviewjournal.com	After 8 months, east Las Vegas among most-visited libraries	East Las Vegas Library	<a href="https://www.reviewjournal.com/local/east-valley/after-8-months-east-las-vegas-among-most-visited-libraries-1912953/">https://www.reviewjournal.com/local/east-valley/after-8-months-east-las-vegas-among-most-visited-libraries-1912953/</a>			2,758,333	\$82,749.99
12/20/19	Internet	ktnv.com	Links Mentioned on 13 Action News	Winter Reading Challenge	<a href="https://www.ktnv.com/links">https://www.ktnv.com/links</a>			1,198,333	\$35,949.99
12/26/19	Internet	reviewjournal.com	This week's 5 best bets for arts & culture in Las Vegas	Kwanzaa 2019; NYE Celebrations	<a href="http://reviewjournal.com/entertainment/arts-culture/this-weeks-5-best-bets-for-arts-culture-in-las-vegas-1921858/">reviewjournal.com/entertainment/arts-culture/this-weeks-5-best-bets-for-arts-culture-in-las-vegas-1921858/</a>			2,758,333	\$82,749.99
12/27/19	Newspaper	Las Vegas Review-Journal - NEON	Roundup - Arts & Leisure	Kwanzaa 2019; NYE Celebrations				77,846	\$5,943.00



**Monitored Coverage, Not Clipped**

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
12/1/19	Magazine	Desert Companion	The Guide	General Library events and activities at various branches				50,000	\$4,260.00
12/1/19	Magazine	Desert Companion	The Hot Seat	Winter at Hogwarts (Summerlin library)				50,000	\$2,400.00
12/1/19	Magazine	DAVID	EXPLORE	General Library events and activities at various branches				70,000	N/A
12/2/19	Television	KVVU-TV	FOX5 News	11:04 p.m. - Robotics lab		1m 53s	\$2,819.16	21,135	\$10,618.84
12/3/19	Television	KVVU-TV	FOX5 News This Morning	4:14 a.m. - Robotics lab		1m 53s	\$633.65	8,427	\$2,386.75
12/3/19	Television	KVVU-TV	FOX5 News This Morning	5:21 a.m. - Robotics lab		2m	\$729.13	11,232	\$2,916.52
12/5/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
12/5/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
12/5/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
12/5/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
12/5/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
12/6/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
12/6/19	Television	KVVU-TV	FOX5 News This Morning	6:20 a.m. - Mariachi Winter Festival		31s	\$758.52	19,800	\$783.80
12/10/19	Internet	8newsnow.com	Community Calendar Listing	Holiday Book Sale - Friday	<a href="https://www.8newsnow.com/community/calendar/#/details/Holiday-Book-Sale/7671561/2019-12-13T10">https://www.8newsnow.com/community/calendar/#/details/Holiday-Book-Sale/7671561/2019-12-13T10</a>			628,333	\$18,849.99
12/10/19	Internet	8newsnow.com	Community Calendar Listing	Holiday Book Sale - Saturday	<a href="https://www.8newsnow.com/community/calendar/#/details/Holiday-Book-Sale/7671561/2019-12-14T10">https://www.8newsnow.com/community/calendar/#/details/Holiday-Book-Sale/7671561/2019-12-14T10</a>			628,333	\$18,849.99
12/10/19	Internet	events.lasvegascalendars.com	Community Calendar Listing	Holiday Book Sale - Friday	<a href="https://events.lasvegascalendars.com/?event=36010477&amp;instance=20191213100000">https://events.lasvegascalendars.com/?event=36010477&amp;instance=20191213100000</a>			35,190	\$1,055.70
12/10/19	Internet	events.lasvegascalendars.com	Community Calendar Listing	Holiday Book Sale - Saturday	<a href="https://events.lasvegascalendars.com/?event=36010477&amp;instance=20191214100000">https://events.lasvegascalendars.com/?event=36010477&amp;instance=20191214100000</a>			35,190	\$1,055.70
12/10/19	Internet	spingo.com	Community Calendar Listing	Holiday Book Sale - Friday	<a href="http://www.spingo.com/calendar/event/8175315-holiday-book-sale?radius_miles=100&amp;location=89109-las-vegas&amp;sections=all&amp;date=2019-12-12">http://www.spingo.com/calendar/event/8175315-holiday-book-sale?radius_miles=100&amp;location=89109-las-vegas&amp;sections=all&amp;date=2019-12-12</a>			92,500	\$2,775.00
12/10/19	Internet	spingo.com	Community Calendar Listing	Holiday Book Sale - Saturday	<a href="http://www.spingo.com/calendar/event/8175318-holiday-book-sale?radius_miles=100&amp;location=89109-las-vegas&amp;sections=all&amp;date=2019-12-12">http://www.spingo.com/calendar/event/8175318-holiday-book-sale?radius_miles=100&amp;location=89109-las-vegas&amp;sections=all&amp;date=2019-12-12</a>			92,500	\$2,775.00
12/10/19	Internet	sincitypresents.com	Community Calendar Listing	Holiday Book Sale - Friday	<a href="http://sincitypresents.com/events/#/event/8175315-holiday-book-sale?radius_miles=50&amp;location=89122-las-vegas&amp;sections=all&amp;date=2019-12-13">http://sincitypresents.com/events/#/event/8175315-holiday-book-sale?radius_miles=50&amp;location=89122-las-vegas&amp;sections=all&amp;date=2019-12-13</a>			960	\$28.80
12/10/19	Internet	sincitypresents.com	Community Calendar Listing	Holiday Book Sale - Saturday	<a href="http://sincitypresents.com/events/#/event/8175318-holiday-book-sale?radius_miles=50&amp;location=89122-las-vegas&amp;sections=all&amp;date=2019-12-14">http://sincitypresents.com/events/#/event/8175318-holiday-book-sale?radius_miles=50&amp;location=89122-las-vegas&amp;sections=all&amp;date=2019-12-14</a>			960	\$28.80
12/10/19	Internet	on.vegas	Community Calendar Listing	Holiday Book Sale - Friday	<a href="https://on.vegas/events/#/event/8175315-holiday-book-sale?radius_miles=25&amp;location=89108-las-vegas&amp;sections=all&amp;date=2019-12-12">https://on.vegas/events/#/event/8175315-holiday-book-sale?radius_miles=25&amp;location=89108-las-vegas&amp;sections=all&amp;date=2019-12-12</a>			2,000	\$60.00

Date	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
12/10/19	Internet	on.vegas	Community Calendar Listing	Holiday Book Sale - Saturday	<a href="https://on.vegas/events/#/event/8175318-holiday-book-sale?radius_miles=25&amp;location=89108-las-vegas&amp;sections=all&amp;date=2019-12-13">https://on.vegas/events/#/event/8175318-holiday-book-sale?radius_miles=25&amp;location=89108-las-vegas&amp;sections=all&amp;date=2019-12-13</a>			2,000	\$60.00
12/10/19	Internet	spingolasvegas.spingo.com	Community Calendar Listing	Holiday Book Sale - Friday	<a href="http://spingolasvegas.spingo.com/calendar/event/8175315-holiday-book-sale?radius_miles=25&amp;location=89101-las-vegas&amp;sections=all&amp;date=2019-12-12">http://spingolasvegas.spingo.com/calendar/event/8175315-holiday-book-sale?radius_miles=25&amp;location=89101-las-vegas&amp;sections=all&amp;date=2019-12-12</a>			92,500	\$2,775.00
12/10/19	Internet	spingolasvegas.spingo.com	Community Calendar Listing	Holiday Book Sale - Saturday	<a href="http://spingolasvegas.spingo.com/calendar/event/8175318-holiday-book-sale?radius_miles=25&amp;location=89101-las-vegas&amp;sections=all&amp;date=2019-12-12">http://spingolasvegas.spingo.com/calendar/event/8175318-holiday-book-sale?radius_miles=25&amp;location=89101-las-vegas&amp;sections=all&amp;date=2019-12-12</a>			92,500	\$2,775.00
12/12/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
12/12/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
12/12/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
12/12/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
12/12/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
12/13/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
12/19/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
12/19/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
12/19/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
12/19/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
12/19/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
12/20/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
12/20/19	Television	KTNV-TV	Good Morning Las Vegas	5:05 a.m. - Winter Reading Challenge		23s	\$393.96	6,818	\$302.04
12/20/19	Television	KTNV-TV	Good Morning Las Vegas	6:08 a.m. - Winter Reading Challenge		29s	\$607.32	14,458	\$587.08
12/26/19	Magazine	Las Vegas Weekly	Live Calendar	General Library events and activities at various branches				59,000	\$1,095.00
12/26/19	Newspaper	Las Vegas Review-Journal	View Summerlin/Centennial Hills - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
12/26/19	Newspaper	Las Vegas Review-Journal	View North/Downtown - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
12/26/19	Newspaper	Las Vegas Review-Journal	View Southwest/Spring Valley - Calendar	General Library events and activities at various branches				77,846	\$32,658.00
12/26/19	Newspaper	Las Vegas Review-Journal	View Henderson/Southeast - Calendar	General Library events and activities at various branches				77,846	\$7,560.00
12/27/19	Newspaper	Las Vegas Review-Journal - NEON	Listings, Arts & Leisure	General Library events and activities at various branches				77,846	\$4,698.00
12/29/19	Internet	reviewjournal.com	Mob Month is back at the Clark County Library	Mob Month	<a href="https://www.reviewjournal.com/un categorized/mob-month-is-back-at-the-clark-county-library-1923694/">https://www.reviewjournal.com/un categorized/mob-month-is-back-at-the-clark-county-library-1923694/</a>			2,758,333	\$82,749.99
<b>Earned Digital</b>									
December	Duratron	McCarran International Airport		10 throughout the month					\$30,000.00
								17,271,913	\$999,131.18



## MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

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

**DATE:** January 30, 2020

**SUBJECT:** Community Engagement Report, February 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 **December 1, 2019 – December 31, 2019**.

In response to the request at the January 2020 Board of Trustees meeting, **Matt McNally** followed up via e-mail on January 21, 2020 with the Lieutenant Governor's Office, Nevada State College, and College of Southern Nevada. He provided East Las Vegas Library emergency contact information regarding the Nevada System of Higher Education (NSHE) pilot shuttle program as requested.

**Matt McNally** represented the Library District at the Leadership Las Vegas Education Day committee meeting on December 2.

**Matt McNally** along with numerous Community Engagement staff participated in multiple facility master plan meetings throughout the month of December.

**Matt McNally** gathered Youth Service Manager **Shana Harrington**, and Summer Learning Challenge committee members **Marisa Eytalis**, **Nicole Imber**, and **Melissa Ramos**. The group strategized about the future development of the program.

### LITERACY SERVICES

Literacy Services had four students take the HiSET in December to earn their High School Equivalency (HSE) Certificate, two of these were first-time test-takers. Two of the four assessed students earned their Certificate of High School Equivalency. 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.

<b>High School Equivalency</b>	December	'19-'20 YTD
First-time Test-Takers	2	2
Test Administered	16	30
Tests Passed	13	27
HSE Certificates Earned	2	7

The Career Online High School (COHS) program experienced slower than usual activity due to the holidays. The first-step of completing a self-assessment, was completed by 18 new customers. Of these customers, 9 started their prerequisite course and one finished their prerequisite course. Adult Learning Program staff approved two scholarships for participants to complete their diploma through the Career Online High School.

<b>Career Online High School</b>	December	'19-'20 YTD	Since December 2017
Completed Self-Assessment	18	328	740
Completed Prerequisite Course	1	60	310
Approved Scholarship	2	41	113
Graduates	0	6	28

Literacy Services continues partnerships with The International School of Hospitality (TISOH) and Milan Institute as part of the Nevada Accelerated Career Education pilot (NV-ACE). Two students have successfully completed the Hotel Operations Certificate program at TISOH, and participated in the TISOH Graduation on December 14 at Spanish Trails Country Club. Literacy Manager **Jill Hersha** and Literacy Trainers **Thomas Gaspar** and **Felicia Wilson** attended the TISOH graduation. Literacy Services had no participants in the Milan Certified Nursing Assistant program during December. 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.

<b>NV-ACE Pilot</b>	December	'19-'20 YTD
TISOH Enrollment (HOC)	2	4
Milan Enrollment (CNA)	0	6
Certificate Completers	2	7

Literacy Services closed all Cycle II English as a Second Language (ESL) classes during December and began registering students for Cycle III which is scheduled to begin in January 2020. Classes continue to be held in nine library sites (CC, EV, RB, SU, SV, SW, WC, WH, and WM), 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:

<b>Literacy Services</b>	<b>Classes</b>	<b>Enrollment/ Attendance</b>	<b>Enrollment (YTD)</b>
English Language Acquisition	27	304	865
Adult Basic Education*	1	21	63
Conversation Workshop	2	32	265
One-Stop Tutoring	---	18	132
Literacy Open Labs	---	263	1295
*Includes HSE Students with 12 hours instruction			

Literacy Services provided a professional development/holiday party for Literacy Services' contracted instructors on December 6. The fourteen instructors who attended received professional development on analyzing data, curriculum resources that are available to improve instruction and student outcomes, as well as best instructional strategies shared by instructors.

## **GALLERY SERVICES**

### New Exhibit Installations

#### *Arboreal Reflections*

Elizabeth Casper, West Charleston Library, 12/5/19 – 2/23/20

#### *Images Left Behind*

Ronaldo Dizon, Spring Valley Library, 12/12/19 – 2/18/20

#### *The Art of Polymer Clay*

Las Vegas Polymer Clay Guild, Enterprise Library, 12/17/19 – 2/25/20

#### *Your Garden, Your Art*

Darlene Hutchinson, Summerlin Library, 12/19/19 – 3/1/20

### Events

Reception: *The Art of Polymer Clay*, Las Vegas Polymer Clay Guild, 19 customers in attendance, 12/17/20

Tour: *Through Her Lens*, Women In Focus, 33 customers in attendance, 12/12/19

### Highlights

Gallery Services Manager **Darren Johnson** attended Core Contemporary's Cirque du Soleil *PARADE* exhibit reception on December 5 and the University of Nevada, Las Vegas Master of Fine Arts open studios and Bachelor of Fine Arts midway exhibit reception on December 6.

Thirty art students from West Career and Technical Academy (WCTA) toured the *Women In Focus* photography exhibit at Sahara West on December 12. The tour was led by contributing



artist Heather Protz and WCTA instructor Chrissy Pavesich.

On December 18, **Darren Johnson** met with Nevada Department of Business & Industry (NDBI) Deputy Director Marcel F. Schaerer to give an overview of the LVCCLD Gallery Services operations and advised on how to implement an exhibit program at the NDBI's new Sahara Avenue facilities.

## OUTREACH SERVICES

Outreach Services submitted November statistics to the Board of Trustees at the January 2020 meeting. Afterwards, it was discovered that data was mistakenly transposed between youth and adult categories. This showed a rather large increase in adult programs and attendance, and a large decrease in youth programs and attendance. After further analysis, Outreach Services discovered the error and corrected the issue. This corrected change is reflected in the statistics accompanying the February 2020 report. The current data is accurate and true.

Outreach Services Specialist **Nina Guevara** connected 200 potential customers with free Library District materials and resources at The Project Homeless Connect event hosted by The Champion Center on December 3.

Outreach Education Coordinator, **Kelly May**, presented to 300 LVCCLD Young People's Library staff at the annual YPL summit on December 4. She conducted the program, "Won't you be my neighbor: Lessons Learned from Mr. Rogers," a training and professional development designed to raise awareness for self-care, kindness, and compassion in library services to young people.



Outreach Services Manager **Glenda Billingsley** and Outreach Specialists **Jeremy Klewicki** and **Sylvia Riesselmann** conducted a series of 14 quick-start card visits serving 430 students at Vegas Verde Elementary School on December 3 and 9. Teachers and students expressed their appreciation for the information and specifically remarked of Sylvia, "Thank you for the presentation-such a nice and enthusiastic offering. We were impressed." and "You are a ray of sunshine and wealth of knowledge. Thank you kindly for your time and commitment".



Outreach Specialist **Andrew Brannon** shared Library District materials, free resources, and information about performances with 350 potential customers at The Christmas Experience at Liberty Baptist Church on December 8.

**Kelly May** developed and facilitated six training and professional development sessions enriching 791 early childhood professionals on December 2, 4, 6, 9, 11, and 13.

**Andrew Brannon** and **Glenda Billingsley** worked in conjunction with Clark County School District Family and Community Engagement Services (CCSD FACES) and conducted a family engagement program, issued library cards, shared a family story time, and shared information on Vroom tips and free library programs, services, and resources, with 20 families at Ruby Thomas Elementary School on December 13.

Outreach Services also conducted the following regularly occurring services in the month of December, 2019:

<b>Limitless Learning</b>	Sessions	Attendance
Pre-school Visits	70	1,283
Elementary School Visits	29	1,270
Middle School Visits	6	335
High School Visits	0	0
Adult Visits	9	184

<b>Community &amp; Culture</b>	Sessions	Attendance
Promotional Booth Events	2	550

<b>Community &amp; Culture</b>	Circulation	Sessions	Attendance
Senior Apartment Lobby Visits	279	19	121
Homebound Services	351	---	---

## PROGRAMMING AND VENUES SERVICES (PVS)

PVS organized 862 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 30,129 attendees to the District with 2,327 hours of venue usage. These events are categorized into library adult programs, rentals, and staff usage.

	Events	Attendance	Hours
Library Adult Programs	577	14,375	1,461
Rentals	247	15,258	716
Staff Usage	38	496	150

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	109	1,675
Business and Career Success	79	368
Government and Social Services	75	4,812
Community and Culture	99	5,823

Of these Library Adult Programs, 32 were diversity events impacting 3,688 customers.



PVS provided technical support for 66 Library District programming events and 49 rental events totaling 486.75 event hours. Technical staff committed a total of 986.75 hours to cover these events. Additionally, PVS provided technical support for 15 occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 31-day period with two holidays was 1,381 hours and included 204 technician assignments. The ability to request technicians was closed to scheduling staff for 16 days since peak technician availability was reached.

### Major Programming Highlights

#### *Jessica Fichot Live in Concert*



Accompanied by her accordion, toy piano, and fiery band, Los Angeles-based chanteuse and songwriter Jessica Fichot drew from her multi-ethnic French/Chinese/American heritage to create an intoxicating multilingual fusion of French chanson, Shanghai jazz, gypsy swing, and international folk sounds. Jessica delighted audiences across the valley with three enchanting concerts: West Charleston Library on December 13, Centennial Hills Library on December 14, and Clark County Library on

December 15. A total of 267 customers attended the three programs and many asked for Jessica's prompt return!

#### *Acoustic Christmas with Almeda Bradshaw*

Flat-pick guitarist Almeda Bradshaw performed two holiday concerts: one at Mesquite Library on December 8, and another at Centennial Hills Library on December 12. She sang and played many of the holiday classics, while narrating the history behind each song. In total, 88 customers attended.

#### *Kwanzaa 2019*

On December 28 and 29, West Las Vegas Library Theatre welcomed the community to its annual Kwanzaa celebrations. Conducted in partnership with the City of Las Vegas, Balance Dance Theatre, and Sankofa Cultural Center, this two-day celebration honored Kwanzaa *Nguzo Saba* principals of culture, health, community, wellness, and intergenerational mentorship. Activities included a marketplace bazaar, kemetite yoga workshop, a village workshop for children, storytelling, and African dance. Guest speakers included Reverend Rhonda "Akanke" McLean-Nur, Queen Esther Sarr, Tuwanda Locke, and Temi Odutola. Ward 5 Councilman Cedric Crear addressed and welcomed the audience and was in turn presented with a work of art from the West Las Vegas Arts Center. Mayor Pro Tem Michele Fiore and Assemblyman William O'Neil McCurdy II also attended. This two-day event was enjoyed by 905 library customers.



## YOUTH SERVICES

Youth Services conducted 695 programs serving 14,248 customers at library branches throughout the District during the month of December. 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	441	7,698
Business and Career Success	6	21
Government and Social Services	148	4,981
Community and Culture	100	1,548

### District-Wide Programming Highlights



The 2019 Youth Services Summit took place at the Windmill Library on Wednesday, December 4 with approximately 100 youth services, outlying, multi-services, and outreach staff in attendance. All staff participated in *Doing Good in the Neighborhood; Five Important Lessons Learned from Mr. Rogers*. This training was provided by Outreach Education Coordinator **Kelly May**. Staff also participated in *Growth Mindset*, a training provided by Summerlin

Library Youth Services Librarian **Jenny Gomez**. After lunch, staff had the opportunity to attend various breakout sessions that best suited their interest, such as *Ukulele for Storytime 101*, *Escape Room Design*, *Minecraft for Beginners*, and *Transforming Teen Services*. The annual summit is an excellent opportunity for staff to engage in professional development and network with team members they may not see on a regular basis. Windmill Library Performing Arts Center Coordinator **Tony Allison** helped Youth Services Administration ensure the event ran smoothly.



The Library District renewed its partnership with Deaf Centers of Nevada, and has scheduled a series of American Sign Language (ASL) story times at the West Charleston Library. The first story time occurred on December 14 with 26 children and parents in attendance. Both hearing and deaf families enjoyed the stories and activities led by Youth Services Assistant **Carol Conzen**. This will be a regular monthly program and the District hopes to expand it to other library branches so more families are able to enjoy this unique event.



The Nevada Partnership for Homeless Youth hosted their third annual *It's a Wrap Party* on December 14 where anyone is invited to wrap gifts that have been donated for teens in their housing program. The District collected donations from staff throughout the month of November and dropped off 10 boxes of donations and multiple gift cards! Whitney Library Youth Services Department Head **Erin Collins**, Whitney Library Youth Services Assistant **Judi Fioti**, Youth Services Specialist **Melissa Ramos**, and Youth Services

Manager **Shana Harrington**, happily helped wrap gifts at the event for the second year in a row.



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Monthly Statistics  
Year over Year  
December 2018/ December 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	6	10	4	67%	229	238	9	4%	127	346	219	172%	6,729	7,118	389	6%
	Clark County	32	48	16	50%	324	369	45	14%	2,404	2,421	17	1%	19,015	17,427	-1,588	-8%
	Clark County BBTC	144	177	33	23%	826	983	157	19%	2,310	2,290	-20	-1%	14,490	15,113	623	4%
	Enterprise	30	29	-1	-3%	250	258	8	3%	360	317	-43	-12%	4,881	4,355	-526	-11%
	East Las Vegas	19	25	6	32%	267	231	-36	-13%	194	275	81	42%	2,841	4,015	1,174	41%
	Meadows	0	1	1	N/A	0	4	4	N/A	0	8	8	N/A	0	110	110	N/A
	Rainbow	37	40	3	8%	346	357	11	3%	1,100	1,444	344	31%	12,417	13,252	835	7%
	Sahara West	36	32	-4	-11%	275	345	70	25%	434	376	-58	-13%	9,265	9,851	586	6%
	Spring Valley	42	57	15	36%	337	462	125	37%	1,114	1,495	381	34%	9,354	12,940	3,586	38%
	Summerlin	11	9	-2	-18%	231	240	9	4%	414	526	112	27%	7,528	12,365	4,837	64%
	Sunrise	17	20	3	18%	222	313	91	41%	263	269	6	2%	5,886	5,954	68	1%
	West Charleston	8	7	-1	-13%	136	162	26	19%	202	147	-55	-27%	2,532	2,655	123	5%
	West Las Vegas	22	27	5	23%	214	250	36	17%	268	292	24	9%	2,860	2,648	-212	-7%
	Whitney	34	54	20	59%	353	491	138	39%	1,403	1,771	368	26%	11,844	18,328	6,484	55%
	Windmill	4	6	2	50%	194	212	18	9%	138	319	181	131%	7,305	8,395	1,090	15%
	Urban Totals	442	542	100	23%	4,204	4,915	711	17%	10,731	12,296	1,565	15%	116,947	134,526	17,579	15%
Outlying Branches	Blue Diamond	7	1	-6	-86%	23	29	6	26%	166	100	-66	-40%	309	143	-166	-54%
	Bunkerville	9	0	-9	-100%	61	8	-53	-87%	33	0	-33	-100%	245	101	-144	-59%
	Goodsprings	0	0	0	N/A	0	2	2	N/A	0	0	0	N/A	0	19	19	N/A
	Indian Springs	33	30	-3	-9%	132	199	67	51%	110	187	77	70%	530	1,199	669	126%
	Laughlin	17	14	-3	-18%	115	111	-4	-3%	235	251	16	7%	1,722	2,108	386	22%
	Mesquite	55	52	-3	-5%	334	332	-2	-1%	985	896	-89	-9%	8,242	6,358	-1,884	-23%
	Moapa Town	16	16	0	0%	114	104	-10	-9%	91	107	16	18%	897	888	-9	-1%
	Moapa Valley	26	16	-10	-38%	167	129	-38	-23%	235	182	-53	-23%	2,386	2,256	-130	-5%
	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%	29	24	-5	-17%	218	0	-218	-100%	705	142	-563	-80%
	Searchlight	16	22	6	38%	110	157	47	43%	116	229	113	97%	940	1,562	622	66%
	Outlying Totals	185	153	-32	-17%	1,086	1,095	9	1%	2,189	1,952	-237	-11%	15,994	14,776	-1,218	-8%
Outreach	Outreach-Branch	46	8	-38	-83%	319	120	-199	-62%	1,929	438	-1,491	-77%	22,240	12,316	-9,924	-45%
	Outreach-Department	58	105	47	81%	423	466	43	10%	1,480	2,888	1,408	95%	20,676	21,307	631	3%
	Outreach-PVS	6	2	-4	-67%	27	28	1	4%	218	0	-218	-100%	664	1,543	879	132%
	Outreach-YS Admin.	0	2	2	N/A	26	13	-13	-50%	0	43	43	N/A	2,368	1,293	-1,075	-45%
	Outreach-Literacy	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	110	117	7	6%	795	627	-168	-21%	3,627	3,369	-258	-7%	45,948	36,459	-9,489	-21%
	Grand Totals	737	812	75	10%	6,085	6,637	552	9%	16,547	17,617	1,070	6%	178,889	185,761	6,872	4%



Monthly Statistics  
Year over Year  
December 2018/ December 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	18	28	10	56%	149	179	30	20%	310	647	337	109%	2,145	2,978	833	39%
	Clark County	98	177	79	81%	826	1,062	236	29%	6,518	7,355	837	13%	34,171	36,889	2,718	8%
	Enterprise	34	35	1	3%	232	243	11	5%	423	962	539	127%	6,008	6,046	38	1%
	East Las Vegas	15	60	45	300%	131	610	479	366%	223	1,197	974	437%	1,329	11,464	10,135	763%
	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Rainbow	49	37	-12	-24%	322	275	-47	-15%	860	664	-196	-23%	9,453	4,473	-4,980	-53%
	Sahara West	64	84	20	31%	582	611	29	5%	1,825	2,232	407	22%	19,563	12,921	-6,642	-34%
	Spring Valley	32	28	-4	-13%	267	233	-34	-13%	569	297	-272	-48%	4,181	3,080	-1,101	-26%
	Summerlin	44	41	-3	-7%	300	287	-13	-4%	3,027	5,268	2,241	74%	18,554	26,293	7,739	42%
	Sunrise	19	30	11	58%	157	243	86	55%	1,185	726	-459	-39%	7,526	5,872	-1,654	-22%
	West Charleston	27	39	12	44%	216	313	97	45%	585	796	211	36%	4,839	6,282	1,443	30%
	West Las Vegas	57	61	4	7%	322	317	-5	-2%	2,534	3,326	792	31%	12,831	11,865	-966	-8%
	Whitney	35	61	26	74%	206	353	147	71%	1,612	1,935	323	20%	7,394	8,648	1,254	17%
	Windmill	42	47	5	12%	318	346	28	9%	3,103	3,635	532	17%	13,399	17,327	3,928	29%
	Urban Totals	534	728	194	36%	4,028	5,072	1,044	26%	22,774	29,040	6,266	28%	141,393	154,138	12,745	9%
Outlying Branches	Blue Diamond	3	1	-2	-67%	15	12	-3	-20%	51	10	-41	-80%	195	151	-44	-23%
	Bunkerville	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Goodsprings	2	25	23	1150%	47	64	17	36%	19	25	6	32%	139	117	-22	-16%
	Indian Springs	0	2	2	N/A	0	12	12	N/A	0	7	7	N/A	0	48	48	N/A
	Laughlin	17	18	1	6%	117	149	32	27%	554	496	-58	-10%	3,642	2,146	-1,496	-41%
	Mesquite	38	62	24	63%	223	261	38	17%	480	426	-54	-11%	2,629	2,095	-534	-20%
	Moapa Town	0	0	0	N/A	4	1	-3	-75%	0	0	0	N/A	15	4	-11	-73%
	Moapa Valley	22	22	0	0%	86	131	45	52%	63	91	28	44%	503	428	-75	-15%
	Mt. Charleston	2	1	-1	-50%	14	19	5	36%	58	12	-46	-79%	235	333	98	42%
	Sandy Valley	2	0	-2	-100%	13	8	-5	-38%	4	0	-4	-100%	76	35	-41	-54%
	Searchlight	1	3	2	200%	13	14	1	8%	0	22	22	N/A	23	110	87	378%
	Outlying Totals	87	134	47	54%	532	671	139	26%	1,229	1,089	-140	-11%	7,457	5,467	-1,990	-27%
Outreach	Outreach-Branch	7	6	-1	-14%	97	51	-46	-47%	338	78	-260	-77%	2,604	1,924	-680	-26%
	Outreach-Department	26	30	4	15%	196	178	-18	-9%	332	855	523	158%	2,180	2,318	138	6%
	Outreach-PVS	2	0	-2	-100%	21	14	-7	-33%	4	0	-4	-100%	2,398	873	-1,525	-64%
	Outreach-YS Admin.	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach-Literacy	0	0	0	N/A	0	1	1	N/A	0	0	0	N/A	0	300	300	N/A
	Outreach-Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach Totals	35	36	1	3%	314	244	-70	-22%	674	933	259	38%	7,182	5,415	-1,767	-25%
	Grand Totals	656	898	242	37%	4,874	5,987	1,113	23%	24,677	31,062	6,385	26%	156,032	165,020	8,988	6%



## ITEM VII.A.2.c.

### MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

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

**DATE:** February 5, 2020

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

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

Development and Planning Department staff participated in two events in their capacity as Library Foundation staff:

#### **THRIVING COMMUNITIES CONFERENCE HOSTED AT WINDMILL LIBRARY ON JANUARY 10th**

Windmill Library was the location for an all-day conference, "Thriving Communities for a Better Southern Nevada," sponsored by the U.S. Department of Health and Human Services, Administration for Children and Families in the Office of Family Assistance. Workforce Connections of Southern Nevada organized the meeting, with the Library Foundation supporting some of the conference activities, and the Library District providing the venue with a welcome from Executive Director **Ronald R. Heezen**. Special kudos go to Library District staff, Windmill Library Performing Arts Center Coordinator **Tony Allison** and Development Officer **Sherry**

**Walker**, who have been working for the last two months to tie down all the logistics to make the event a success for the 200 attendees and speakers for both plenary and breakout events. Production technicians **Candyl Andersen**, **Gena Mize**, and **Jody Caley** were instrumental in helping breakout groups gather feedback from attendees. Over the course of the day, a wide variety of community leaders weighed in on strategies to tackle chronic underemployment, connecting families to work, serving



disconnected/high-risk youth, and fostering economic mobility for single parents in poverty. Many political leaders from the region's cities, county commission, agencies, non-profits, and private sector businesses were in attendance to share information about resource and strategy alignment. County Commissioner and Chair Marilyn Kirkpatrick provided opening remarks along with Clarence H. Carter, Director, for the U.S. Department of Health and Human Services Office of Family Assistance.

### COX TEEN STEAM LAB OPENING AT ENTERPRISE LIBRARY

The COX TEEN STEAM LAB opened at the Enterprise Library on Tuesday, January 28<sup>th</sup>. Special thanks goes to Library Foundation board member **Tamar Hoapili**, who helped to secure the \$25,000 grant from COX Charities. Enterprise is also her family branch library. Additional kudos also go to the stellar branch staff, especially Branch Manager **Marie Nichol-Lynam** and Multimedia Supervisor **Christopher Felipe**, who accommodated crack-of-dawn media shoots. Thanks to the Youth Services team, **Kim McGowan**, **Gwen Glantz** and **Lawrence Johnson**, who worked with eight area youth to expertly demonstrate a great variety of lab technologies, including film editing, drones, podcasting, 3D printing, robots, photoshop, knitting, and DJ equipment.

Thanks also goes to Foundation board member **Chris Way**, General Manager of Channel 13, for terrific event coverage on TV and social media, along with coverage from Channels 5 and 3 secured by The Firm and event video footage and social media coverage organized by the **Branding and Marketing** team. Development Program Officer **Sherry Walker** organized the

reception food and give-away buttons. Assistant General Services Director **John Vino** and his team transformed the new youth spaces at the Enterprise Library. Needless to say, the jaws of the executives from COX Communications in Las Vegas and Atlanta who attended the event dropped at the lively library setting, youth expertise and enthusiastic parents who came out to launch these new services for teens that give them a safe, creative, and collaborative place to connect to new technologies and new friends.

From left to right:  
Foundation Board members  
Nicole Rogers and Chris



Way; Danielle Milam; Dr. Ronald R. Heezen; Sr. VP of Field Operations in Atlanta, Coleen Langner; VP and Market Leader for COX Las Vegas, Michael Bolognini; and Foundation Board Member Tamar Hoapili.





#### OTHER DEPARTMENT ACTIVITIES IN THE MONTH OF JANUARY:

- Volunteer Program Coordinator **Leslie Valdes** hosted a cross-District meeting of all youth and adult Volunteer Coordinators on January . Development Program Officer gave the group kudos for their quick adoption of the new software that tracks volunteer activity, Better Impact. As of December 31, 2019, 581 volunteers were active, donating a total of 29,663 hours for Library District and Library Foundation activities.
- Development Director **Danielle Milam** participated in
  - a week of 13 branch renovation plan reviews with the three local design teams and Margaret Sullivan Studios;
  - a meeting hosted by City of Las Vegas Assistant City Manager Lisa Morris-Hibler and Ward 5 Councilman Cedric Crear on plans for the historic westside school site area;
  - a meeting with County Commissioner Justin Jones, Community Engagement Director **Matt McNally**, and Executive Director **Dr. Ronald R. Heezen**; and
  - the first meeting of the Southern Nevada Forum that is assembling the leadership and issues for the 2021 Legislative Session.
- Foundation President **Keiba Crear** and Library District Board of Trustees Chair **Felipe Ortiz** met to help staff plan a Foundation donor cultivation event for Friday, September 25, 2020, at the East Las Vegas library. The purpose of the party will be to raise public awareness about the Library District's changing service model and to recruit donors

interested in helping to fund program and capital projects that accelerate the implementation of the full Vision 2020 service model in 12 urban branches and Laughlin. All District Board of Trustees are asked to contribute names to the potential donor invite list and to be part of the event as members of the party steering committee headed up by Ms. Crear and Mr. Ortiz.

- Bookstore Operations Manager **Leslie Valdes** conducted a pop-up book sale at Enterprise Library and prepared the promotional materials for the annual massive Centennial Hills used book sale that will take place on February 8<sup>th</sup>. Ms. Valdes also facilitated used book donations to Assemblywoman Dina Neal for a new charter school in her district and to Cheryl Bergstrom in the Office of Public and Indian Housing in the Vegas office of the U.S. Department of Housing and Urban Development for the newly opened Landsman Apartments. Cheryl also received a donation of 8 decommissioned Library District computers for the community room of the apartment complex from IT Director **Al Prendergast** and his team.



## ITEM VII.A.2.d.

### MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

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

**DATE:** January 30, 2020

**SUBJECT:** Information Technology Report, February 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 January:

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

The IT Division began working on the District's rebranding project. We held our first meeting to start identifying all of the various aspects of the project that will be impacted by the changes, including web portals, e-mail addresses, and vendors. Transitioning from lvccld.org to thelibrarydistrict.org domain will be a massive undertaking that will touch virtually all aspects of the organization! The IT department transferred control of thelibrarydistrict.org domain name from GoDaddy and added the new domain to our domain name servers.

#### **Development and Planning Support**

The IT department received a request from the HUD Section 8 Affordable Housing Project in Henderson, through Development and Planning Director **Danielle Milam**, for donated computers. The IT department prepared and donated six of the District's older computers, which were removed during our Annual Computer Replacement Project.

#### **Financial Services Support**

The IT Division met with the Financial Services Division to discuss the preparation of the preliminary Fiscal Year 2021 budget.

The IT department continues to work with Financial Services on the implementation of a pilot "Cashless System" at the East Las Vegas Library. The District's Technology Plan identified this goal with the hopes of eliminating staffs' handling of cash in the branches. However, after several conversations, we have determined that a total

elimination of staffs' handling of cash is probably not going to be possible. We hope to have the pilot program operational in February.

### **General Services Support**

The IT department assisted the Facilities department with the replacement of the study carrel furniture at the Moapa Valley Library. The computing equipment was removed and replaced as the work was completed. We also assisted the Facilities department and its vendor with the installation of a new proximity card door security controller at the Windmill Library.

Head of CBS **Rebecca Colbert** and I attended the *Facilities Master Plan Branch Renovations Workshop #4* sessions. The workshops were designed to present branch staff with the schematic designs for their branches and to get their final input into the potential designs. Ms. Colbert attended the workshops to gain an understanding of the proposed changes and provide insight into how the proposed changes might impact their collections.

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

Assistant IT Director **Ron Melnar** worked with Human Resources Information System (HRIS) Manager **Glodia Thomas** to install the Kronos Service Pack 20, 2019 Fourth Quarter Legislative Update, and the 2019 Fourth Quarter Service Release 1 on the HRIS development system and then onto the production system after successfully testing it. Mr. Melnar also worked with HR and their vendor to resolve a communication problem between the Kronos HRIS and the Cadient Talent management system.

### **Library Operations Support**

The District's circulation for December was 903,238, 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%. In December, the District's materials accounted for approximately 97.2% 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 1.5% of the materials circulated to our customers. The District's materials accounted for approximately 15.8% of the Boulder City Library District's circulation and 18.5% of the North Las Vegas Library District's circulation.

CBS staff added 5,146 titles with 11,458 new items to the collection, while 18,667 items were withdrawn from the library catalog. Senior Cataloger **Monica Song** also added 323 unique titles for the Boulder City Library District and 234 titles with 327 items for the North Las Vegas Library District to the catalog. Collection Development staff added 4,082 e-books and e-audiobooks to the collection in December. Ms. Song and Cataloger **Kevin Bowman** also added 340 Government Document records to the catalog.

As a result of the current fulfillment and delivery challenges that we have experienced with Brodart, CBS has expanded the ordering library materials from Ingram. Processing and cataloging profiles and specifications were set up as the next step toward ordering shelf-ready materials from Ingram and several Collection Development librarians attended the *Ipage 101* training webinar. The training webinar described Ipage updates to help simplify ordering. Collection Development is also ready to begin ordering shelf ready print materials for the Distribution Center. This will ensure a fresh supply of recent titles will be available for requests without overwhelming the reduced collection spaces in branches.

Head of CBS **Rebecca Colbert** attended the *Thriving Communities for a Better Southern Nevada* forum at the Windmill Library. The forum included 150 community leaders and attendees created strategic action plans targeting three key areas:

- Widening career pathways for the chronically underemployed,
- Connecting low-income youth to employment and other help, and
- Facilitating economic mobility for single parents in poverty.

Several branch managers and library staff from across the District attended and appreciated your participation in the panels.

Digital Collection Development Librarian **Dan Wiig** participated in a conference call with our Overdrive Sales Representative, Abbey Deckard, and several other library systems (Denver, Phoenix, and others) on how to decide whether to repurchase expiring titles. Ms. Deckard suggested several reports to run to determine circulation and help to predict which titles will continue to circulate.

Collection Development Librarian **Jen Jost** provided Bibz online ordering training for new Spring Valley Youth Services Department Head **Juliette Sweet** and advice on using the Distribution Center to refresh their collection. Ms. Jost also met with Best Buy Teen Tech Center Teen Services Assistant **Chantalle Uzan** to discuss best practices for ordering and shared tips for building a successful Young Adult collection.

The Distribution Center's (DC) collection consists of 88,817 items, with 11,395 items circulating and 4,982 items filling customers Holds requests in December.

In January, the outlying branches returned 460 of their less popular items of various formats to the DC and the DC sent the branches an equivalent quantity of items to refresh their collections.

Another role of the DC is to redistribute materials back to the branches to assist with filling gaps in their collections that are created when materials float out to other locations. Many branches also request materials from the DC for their 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 December, the branches requested 797 items to supplement their collections and the DC redistributed an additional 1,071 popular items to the branches where they are likely to circulate.

DC Librarian **Raychel 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 January, Ms. Lendis provided one *Collection Maintenance 1: Weeding 101*, one *Collection Maintenance 2: Decision Center and collectionHQ*, and one *Collection Maintenance 3: Assess Your Collection*

training classes for District-wide staff, as well as one *Sierra Rapid Update* training class for staff at the Rainbow Library.

Ms. Lendis assigned the *Long Overdue Check-In* collectionHQ report to the branches in January. This report identifies items that have been in various short term status's for more than 90 days and helps to maintain the accuracy of the information in Sierra. AS Manager **Sufa Anderson** prepared the data for a reverse inventory of the Meadows Library and Ms. Lendis and DC Associate **Andrey Miroshnichenko** joined Regional Library Operations Managers **Carlotta Dickerson** and **Leo Segura**, and Meadows Library staff **Rocio Franco** and **Migdalia Carbonia** in performing the reverse inventory. DC staff also performed a reverse inventory of the periodicals collection at the Centennial Hills Library to ensure all items indicating *Available* in Sierra were on the shelf.

In December, the Interlibrary Loan (ILL) department received 464 requests from District customers to borrow materials from other libraries, and we were able to fill 79% of our customers' requests. Of the requests that were filled, 89% of the items were checked out by our customers. The District received 710 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 33 new ILL users in December.

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

The Electronic Resources (ER) department continues to merge eMedia accounts for customers who elect to receive new library cards to ensure customers can continue to enjoy their access to our large, diverse collection of eResources. ER staff responded to customer inquiries via our "Ask" e-mail account and provided quality assurance reviews of customer service calls that are answered by the Unique Call Center (UCC). The ER department also continues to evaluate new eResources to add our collection.

In January, ER Librarian **Ria Eufemio** provided one eMedia training session to nine staff at the West Charleston Library. Ms. Eufemio will be providing training for all of the branches to ensure that the staff is prepared to assist customers with using our electronic resources.

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 December were *Academic Search Premier* (with 13 unique views), *Gale Courses* (11 unique views), and *Ancestry Library Edition-Fold3* (10 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 December, 6,120 *Fresh Picks* eNewsletters were sent to customers. The most popular eNewsletters were *Fiction A-Z* (with an open rate of 58%) and *Biography and Memoir* and *New York*

*Times Fiction* (tied with an open rate of 56%). There were 158 new *Fresh Picks* subscriptions in December, with 685 unique subscribers accounting for 4,909 monthly subscriptions. To subscribe to *Fresh Picks*, visit <http://www.lvcclld.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 12<sup>th</sup> volume of our *Primary Source* staff eNewsletter.

ER Manager **Jocelyn Bates** continues to lead our efforts in the implementation of the OpenAthens solution. We are second in the queue and expect to begin our implementation in early February. OpenAthens will provide remote access to customers using our online databases.

ER Manager **Jocelyn Bates** and Programming and Venues Manager **Ryan Neely** met via telephone with Stephanie Gibson, Assistant Director of Nevada Humanities to discuss how the Library District can support the *NV Reads* program through various programming initiatives like book discussion groups, book club meetings, and author talks. The *NV Reads* titles this year are *Nomadland*, by Jessica Bruder and *Severance*, by Ling Ma.

iPad circulation for December was 327 and Hotspot circulation was 745. IT Assistant **Nadine Griego** received, prepared, and distributed the additional 120 new hotspots that were ordered and AS Manager **Sufa Anderson** has recalled all of the outstanding T-Mobile hotspots from the branches to complete our service migration to Sprint.

AS Manager **Sufa Anderson** conducted the quarterly Circulation Department Heads Meeting at the Windmill Library and Service Center. The Group discussed a wide array of issues, including procedures for our proctoring service and issuing refunds to customers from our contract libraries, and new library card design and sorters. The Group also shared solutions to common problems and identified issues that required further investigation.

## 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 (HHC) and Literacy. The total number of replacements for this fiscal year is over 300 computers and laptops. The following locations were completed this month:

- Clark County – 40 CL Public computers, 3 CL Staff computers, 8 YS Public computers, and 5 YS Staff computers
- Rainbow – 24 CL Public computers and 10 HHC Public laptops
- Whitney - 6 HHC Public laptops and 1 Public circulating laptop

As a part of the Library Operations Supplemental Budget Requests for this fiscal year, the IT department installed a black and white printer for the Assistant Branch Manager and a color printer for the Teen Zone at the Enterprise Library. We also



delivered three laptops to the [Cox Teen STEAM Lab at the Enterprise Library](#) for the Grand Opening on January 28 and continue to perform a retrospective upgrade of all Windows 8 computers to Windows 10. Additionally, the Accessible Computing Environment workstation at the Clark County Library was upgraded with new hardware and software and the information was forwarded to Branding and Marketing for updating the ADA information on our website.

The IT department worked with the Facilities department and Library Operations to install a new computer and telephone for the newly created Passport Center at the Centennial Hills 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. Assistant General Services Director **John Vino**, Assistant IT Director **Ron Melnar**, Head of CBS **Rebecca Colbert**, AS Manager **Sufa Anderson**, and I met with representatives from EnvisionWare and Lyngsoe Systems to discuss the upcoming Central Sorter Replacement Project. We finalized the project plan and have started the preliminary work necessary for the project.

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 Whitney Library and the Windmill Service Center were replaced this month.

### Miscellaneous

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

ER Manager **Jocelyn Bates** and DC Librarian **Raychel Lendis** attended a Customer Service Team meeting and a Strategic Planning Committee meeting and ER Librarian **Kristine Segura** attended a Diversity and Inclusion Action Plan Committee meeting in January.

The District received notification from CenturyLink that it was no longer economically feasible to provide payphone services in our branches and that they will discontinue providing the service on February 15, 2020. CenturyLink has advised that they will be dispatching their technicians to remove the payphone shortly thereafter. The Executive Council discussed the issue and approved a pilot program for providing a replacement telephone service at the Clark County Library. If the pilot program is successful, then the program will be expanded to other branches.

The IT department continues to provide support to the AARP Foundation Tax-Aide Program. This Program is available in many of the urban branches and offers free tax preparation assistance to low-to-moderate-income taxpayers. The IT department activated the special, password-protected, wireless network that was

previously created for the Program. This network allows the AARP volunteer to use the District's wireless network without any of the restrictions that apply to the public Wi-Fi access.

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

Customer Support	Dec-18	Dec-19	% Change	FY18-19	FY19-20	% Change
Number of Phone Calls to Electronic Resources	154	128	-16.88%	994	848	-14.69%
Length of Calls in Hours, Minutes, and Seconds	15:42:59	10:43:06	-31.80%	124:14:18	91:30:12	-26.35%
Number of emails to ask@lvccld.org	430	362	-15.81%	2,960	2,229	-24.70%
Number of Classes	1	0		10	4	
Number of Attendees	1	0		66	5	

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

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	ReferenceUSA	500	11,946
Health and Wellness	Academic Search Main	52	122
Homework Help	IXL	84	34,385
Limitless Learning	Lynda.com	926	5,000
A-Z Resources (All Others)	Newsbank - LVRJ	1,152	16,905

Downloadables and Streaming Circulation	Dec-18	Dec-19	% Change	FY18-19	FY19-20	% Change
eBooks	92,981	109,016	17.25%	572,930	692,543	20.88%
Audiobooks	52,984	71,643	35.22%	317,652	430,727	35.60%
Magazines	7,521	8,290	10.22%	47,420	58,038	22.39%
Movies and TV	5,234	9,259	76.90%	32,928	60,815	84.69%
Music	26,611	28,011	5.26%	157,030	165,919	5.66%
<b>Total</b>	<b>185,331</b>	<b>226,219</b>	<b>22.06%</b>	<b>1,127,960</b>	<b>1,408,042</b>	<b>24.83%</b>

Online Resources Usage by Category	Dec-18		Dec-19		% Change		FY18-19		FY19-20		% Change	
	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals	Sessions	Retrievals
Business and Careers	988	31,269	641	15,208	-35.12%	-51.36%	18,108	154,339	5,156	158,652	-71.53%	2.79%
Health and Wellness	232	827	232	408	0.00%	-50.67%	973	7,961	1,892	3,576	94.45%	-55.08%
Homework Help	490	28,563	515	43,327	5.10%	51.69%	3,595	167,389	4,035	183,676	12.24%	9.73%
Limitless Learning	2,686	6,537	2,216	6,438	-17.50%	-1.51%	14,957	50,290	18,009	45,788	20.41%	-8.95%
A-Z Resources (All Others)	4,380	22,202	10,786	31,741	146.26%	42.96%	53,634	116,763	68,901	219,893	28.47%	88.32%

**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.

February 2020

### MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

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

**DATE:** January 23, 2020

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

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

#### Administration

- Updated the District's cash flow analysis
- Submitted the annual report of capital improvements owned, leased, or operated to the State Department of Taxation and the Legislative Counsel Bureau, per NRS requirements
- Held preliminary Fiscal Year 2020-2021 budget planning meetings with Executive Council members
- Received notification of award of the Government Finance Officers Association Distinguished Budget Presentation Award for the Fiscal Year 2019-2020 Adopted Budget book
- Staff met remotely with representatives from Microsoft Serenic Navigator regarding purchasing software systems integration
- **Fred James** participated in the Facilities Master Plan meeting
- **Fred James** was featured in Black Image Magazine, as he was the recipient of the Government Finance Officers Hero Award, recognizing finance officers who demonstrated extraordinary actions during a time of financial crisis
- **Fred James** held numerous meetings with Human Resources (HR) staff
- **Floresto Cabias** created and updated staff user accounts in the Microsoft Serenic Navigator system purchasing component
- **Floresto Cabias** and **Lynn Lucuara** worked with District staff regarding purchasing training and procedures
- **Lynn Lucuara** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Lucuara** created and updated staff user accounts for online ordering of supplies from Staples, Office Plus, and Brodart (contract vendors); worked with District staff and vendors to update information and resolve issues
- **Lynn Lucuara** prepared and followed up on Agreements for Services for Literacy instructors and for performances scheduled for District-wide events
- **Lynn Lucuara** prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

**Accounting**

- Coded and verified all transactions (\$1.8M for the month of January)
- Performed all payroll related duties
- Performed all accounts payable duties
- Performed all accounts receivable duties, including collections for overdue accounts
- Prepared year-to-date detail transaction reports for each location/department
- Reviewed and reconciled outstanding invoices
- Reconciled daily cash reports received from branches to bank deposits
- Provided detail budget status for staff as required
- Prepared and scanned monthly journal voucher entries
- Reconciled monthly bank statements
- Prepared and mailed Financial Services and Programming & Venues Services (PVS) invoices
- Reviewed e-fines and patron inquiries regarding online payments
- Reconciled copier meter reading reports from branches/departments to invoices
- Staff cross-trained in payroll, fixed assets, cash receipts, and other Financial Services procedures



## MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director

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

**DATE:** January 23, 2020

**SUBJECT:** December 2019 Budget Status Report

Enclosed are the budget status reports for December 2019. General fund revenues indicate that 48% of budgeted revenue has been collected. As compared to December 2018, the District collected 9% more in property taxes. Consolidated Tax Revenue (CTX) shows 33% collected so far this fiscal year, which matches the 33% collected for the same period during last fiscal year. Financial Services staff is closely monitoring revenues.

General Fund expenditures indicate that 47% 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 43% and 69% 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 12/01/2019 Through 12/31/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	25,371,928.40	44,855,000.00	19,483,071.60	43.44%
Intergovernmental Revenue	8,083,446.52	24,557,500.00	16,474,053.48	67.08%
Charges for Services	28,608.52	40,700.00	12,091.48	29.71%
Fines & Forfeits	331,494.39	900,000.00	568,505.61	63.17%
Miscellaneous	225,579.58	1,036,800.00	811,220.42	78.24%
<b>Total Revenues</b>	<b>34,041,057.41</b>	<b>71,390,000.00</b>	<b>37,348,942.59</b>	<b>52.32%</b>
<b>Expenditures</b>				
Salaries	15,198,670.75	32,366,060.00	17,167,389.25	53.04%
Benefits	5,972,797.53	13,394,128.00	7,421,330.47	55.41%
Supplies & Services	6,831,724.45	16,203,089.00	9,371,364.55	57.84%
Capital Outlay	6,115,059.93	10,831,667.00	4,716,607.07	43.54%
<b>Total Expenditures</b>	<b>34,118,252.66</b>	<b>72,794,944.00</b>	<b>38,676,691.34</b>	<b>53.13%</b>
<b>Exces (Deficit) Revenues of Expenditures</b>	<b>(77,195.25)</b>	<b>(1,404,944.00)</b>	<b>(1,327,748.75)</b>	<b>-0.81%</b>
<b>Other Financing Sources (Uses)</b>				
Transfer to Other Funds	-	(6,000,000.00)	(6,000,000.00)	100.00%
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>(6,000,000.00)</b>	<b>(6,000,000.00)</b>	<b>100.00%</b>



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

**General Fund - 100**

**From 12/01/2019 Through 12/31/2019**

			Dollar Budget Amount Remaining	Percent Budget Remaining	
		YTD Actual	Budget		
110	Administration - Executive	259,673.41	830,987.00	571,313.59	68.75%
120	Administration - Library Operations	766,750.92	2,371,240.00	1,604,489.08	67.66%
200	Financial Services	772,920.88	1,765,231.00	992,310.12	56.21%
215	Community Outreach	245,221.08	773,521.00	528,299.92	68.30%
216	Youth Services	172,582.78	369,276.00	196,693.22	53.26%
220	Development and Planning	242,708.31	596,948.00	354,239.69	59.34%
240	General Services/Facilities	4,087,810.00	8,476,537.00	4,388,727.00	51.77%
250	Human Resources	936,029.56	2,539,542.00	1,603,512.44	63.14%
251	HR-Work Insurance	254,062.80	1,363,864.00	1,109,801.20	81.37%
260	Information Technology	2,235,439.02	3,941,669.00	1,706,229.98	43.29%
270	Literacy Department	149,819.38	381,284.00	231,464.62	60.71%
280	Branding and Marketing	983,269.28	2,232,694.00	1,249,424.72	55.96%
290	Access Services Department	504,794.59	1,041,903.00	537,108.41	51.55%
310	Collection and Bibliographic Services	7,172,620.69	13,053,821.00	5,881,200.31	45.05%
320	Gallery Services	81,914.64	185,473.00	103,558.36	55.83%
330	Facilities	1,418,169.68	3,114,887.00	1,696,717.32	54.47%
340	Community Engagement	183,767.24	482,558.00	298,790.76	61.92%
400	Library Operations	13,650,698.40	29,273,509.00	15,622,810.60	53.37%
Total		34,118,252.66	72,794,944.00	38,676,691.34	53.13%

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

**General Fund - 100**  
**Library Operations - Dept 400**  
**From 12/01/2019 Through 12/31/2019**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
100	Blue Diamond	46,443.83	99,973.00	53,529.17	53.54%
110	Bunkerville	32,636.32	84,673.00	52,036.68	61.46%
120	Clark County Library	1,404,916.91	2,939,461.00	1,534,544.09	52.20%
130	Enterprise Library	700,918.79	1,519,554.00	818,635.21	53.87%
140	Goodsprings	40,295.90	81,947.00	41,651.10	50.83%
160	Indian Springs	51,783.07	106,241.00	54,457.93	51.26%
180	Laughlin	365,748.57	765,807.00	400,058.43	52.24%
190	Mesquite	538,391.16	1,152,069.00	613,677.84	53.27%
200	Moapa Town	40,639.30	82,755.00	42,115.70	50.89%
210	Moapa Valley	157,365.93	342,813.00	185,447.07	54.10%
220	Mount Charleston	38,500.93	80,932.00	42,431.07	52.43%
230	Rainbow Library	993,091.37	2,059,131.00	1,066,039.63	51.77%
240	Sahara West Library	1,277,276.26	2,786,232.00	1,508,955.74	54.16%
250	Sandy Valley	45,070.81	89,443.00	44,372.19	49.61%
260	Searchlight	32,954.78	60,939.00	27,984.22	45.92%
270	Spring Valley Library	838,599.25	1,854,894.00	1,016,294.75	54.79%
280	Summerlin Library	752,865.03	1,650,793.00	897,927.97	54.39%
290	Sunrise Library	780,608.70	1,617,332.00	836,723.30	51.73%
300	West Charleston Library	871,520.17	1,901,430.00	1,029,909.83	54.17%
310	West Las Vegas Library	794,628.95	1,694,686.00	900,057.05	53.11%
320	Whitney Library	745,467.84	1,605,111.00	859,643.16	53.56%
360	Meadows Library	84,140.98	169,908.00	85,767.02	50.48%
370	Centennial Hills	1,017,926.06	2,227,501.00	1,209,574.94	54.30%
380	Windmill Library	1,009,529.57	2,212,165.00	1,202,635.43	54.36%
390	East Las Vegas Library	969,396.45	2,042,284.00	1,072,887.55	52.53%
605	City Misdemeanant	19,981.47	45,435.00	25,453.53	56.02%
Total		13,650,698.40	29,273,509.00	15,622,810.60	53.37%

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

**General Fund - 100**  
**From 12/01/2019 Through 12/31/2019**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	11,758,808.99	24,544,911.00	12,786,102.01	52.09%
51200 Salaries - Part Time	2,988,617.47	6,519,525.00	3,530,907.53	54.16%
51300 Overtime Pay	27,070.09	55,000.00	27,929.91	50.78%
51400 Call Back Pay	5,726.44	8,595.00	2,868.56	33.37%
51500 Standby Pay	29,305.68	52,487.00	23,181.32	44.17%
51600 Longevity Pay	185,619.73	373,422.00	187,802.27	50.29%
51700 Separation Pay	90,501.89	312,120.00	221,618.11	71.00%
51800 Leave Buyout	113,020.46	500,000.00	386,979.54	77.40%
55100 Employees Retirement	3,551,914.58	7,430,068.00	3,878,153.42	52.20%
55200 Group Insurance	1,962,651.61	4,819,973.00	2,857,321.39	59.28%
55300 Workers' Comp. Payments	77,013.01	271,544.00	194,530.99	71.64%
55400 Medicare Coverage Expense	378,507.42	797,543.00	419,035.58	52.54%
55500 Unemployment Insurance	2,710.91	75,000.00	72,289.09	96.39%
61100 Office Supplies	191,001.86	470,630.00	279,628.14	59.42%
61110 Operating Supplies	236,959.49	647,140.00	410,180.51	63.38%
61120 Software & User Licenses	314,790.04	573,100.00	258,309.96	45.07%
61130 Software Maintenance	501,761.24	814,410.00	312,648.76	38.39%
61200 Book Materials & Supplies	53,177.42	150,000.00	96,822.58	64.55%
61205 Interlibrary Loan	349.44	4,500.00	4,150.56	92.23%
61210 Small Equipment	110,091.54	517,050.00	406,958.46	78.71%
61400 Equipment Repair & Maint.	519,103.60	673,199.00	154,095.40	22.89%
61410 Contracted Services	2,480,135.61	5,621,592.00	3,141,456.39	55.88%
61420 Building Repair & Maint.	75,264.22	218,200.00	142,935.78	65.51%
61500 Rental Expenses	22,292.13	114,976.00	92,683.87	80.61%
61600 Telephone	334,840.65	563,436.00	228,595.35	40.57%
61700 Utilities	837,086.08	2,109,118.00	1,272,031.92	60.31%
61800 Insurance & Bonds	314,195.70	356,000.00	41,804.30	11.74%
61900 Professional Services	141,972.71	973,200.00	831,227.29	85.41%
61910 Legal Services	58,492.97	598,350.00	539,857.03	90.22%
62200 Collection Agencies	45,069.75	200,000.00	154,930.25	77.47%
62300 Board Compensation	2,080.00	6,000.00	3,920.00	65.33%
62500 Postage	27,881.05	75,100.00	47,218.95	62.87%
62510 Advertising	23,982.60	188,700.00	164,717.40	87.29%
62600 Community Events	45,790.00	66,000.00	20,210.00	30.62%
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	63,048.99	265,250.00	202,201.01	76.23%
62800 Travel & Transportation	91,515.48	253,663.00	162,147.52	63.92%
62900 Printing & Reproduction	82,776.77	256,750.00	173,973.23	67.76%
63000 Dues & Subscriptions	26,428.40	42,800.00	16,371.60	38.25%
65000 Miscellaneous Expenses	13,617.33	43,300.00	29,682.67	68.55%
65100 Bank Charges	494.32	20,000.00	19,505.68	97.53%
67000 Rental Expenses to QALICBs	157,500.00	315,000.00	157,500.00	50.00%
81700 Library Books	6,115,059.93	10,831,667.00	4,716,607.07	43.54%
<b>Total</b>	<b>34,118,252.66</b>	<b>72,794,944.00</b>	<b>38,676,691.34</b>	<b>53.13%</b>

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

**Grant Fund - 220**

**From 12/01/2019 Through 12/31/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Intergovernmental Revenue	320,216.85	1,800,000.00	1,479,783.15	82.21%
Miscellaneous	55,188.99	-	(55,188.99)	
<b>Total Revenues</b>	<b>375,405.84</b>	<b>1,800,000.00</b>	<b>1,424,594.16</b>	<b>79.14%</b>
<b>Expenditures</b>				
Salaries	134,853.32	477,171.84	342,318.52	71.74%
Benefits	61,184.62	212,828.16	151,643.54	71.25%
Supplies & Services	191,620.74	500,000.00	308,379.26	61.68%
Capital Outlay	32,640.00	610,000.00	577,360.00	94.65%
<b>Total Expenditures</b>	<b>420,298.68</b>	<b>1,800,000.00</b>	<b>1,379,701.32</b>	<b>76.65%</b>
<b>Exces (Deficit) Revenues of Expenditures</b>	<b>(44,892.84)</b>	<b>-</b>	<b>44,892.84</b>	<b>2.49%</b>

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

**Grant Fund - 220**  
**From 12/01/2019 Through 12/31/2019**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100 Salaries - Full Time	130,647.32	477,171.84	346,524.52	72.62%
51200 Salaries - Part Time	3,501.64	-	(3,501.64)	
51300 Overtime Pay	111.42	-	(111.42)	
51600 Longevity Pay	592.94	-	(592.94)	
55100 Employees Retirement	38,996.86	155,621.57	116,624.71	74.94%
55200 Group Insurance	20,209.73	52,727.40	32,517.67	61.67%
55400 Medicare Coverage Expense	1,978.03	4,479.19	2,501.16	55.84%
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	142,114.50	422,700.00	280,585.50	66.38%
62700 Education & Training	23,539.17	-	(23,539.17)	
62800 Travel & Transportation	3,573.09	9,722.63	6,149.54	63.25%
65000 Miscellaneous Expenses	45.00	10,198.28	10,153.28	99.56%
81600 Capital Equipment - Major	-	460,000.00	460,000.00	100.00%
81700 Library Books	32,640.00	150,000.00	117,360.00	78.24%
<b>Total</b>	<b>420,298.68</b>	<b>1,800,000.00</b>	<b>1,379,701.32</b>	<b>76.65%</b>

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

**Gift Fund - 230**

**From 12/01/2019 Through 12/31/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	127,337.03	815,000.00	687,662.97	84.38%
<b>Total Revenues</b>	127,337.03	815,000.00	687,662.97	84.38%
<b>Expenditures</b>				
Supplies & Services	163,414.83	715,000.00	551,585.17	77.14%
Capital Outlay	-	100,000.00	100,000.00	100.00%
<b>Total Expenditures</b>	163,414.83	815,000.00	651,585.17	79.95%
<b>Exces (Deficit) Revenues of Expenditures</b>	(36,077.80)	-	36,077.80	4.43%

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

**Gift Fund - 230**  
**From 12/01/2019 Through 12/31/2019**

	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	4,174.70	15,000.00	10,825.30	72.17%
61210 Small Equipment	34,851.71	15,000.00	(19,851.71)	-132.34%
61410 Contracted Services	90,352.50	250,000.00	159,647.50	63.86%
61420 Building Repair & Maint.	7,177.00	-	(7,177.00)	
61500 Rental Expenses	-	315,000.00	315,000.00	100.00%
61900 Professional Services	16,477.44	100,000.00	83,522.56	83.52%
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	5,041.73	-	(5,041.73)	
81600 Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
<b>Total</b>	<b>163,414.83</b>	<b>815,000.00</b>	<b>651,585.17</b>	<b>79.95%</b>



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

**Capital Projects Fund - 510**  
**From 12/01/2019 Through 12/31/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Miscellaneous	98,490.15	50,000.00	(48,490.15)	-96.98%
<b>Total Revenues</b>	98,490.15	50,000.00	(48,490.15)	-96.98%
<b>Expenditures</b>				
Supplies & Services	679,733.89	3,881,200.00	3,201,466.11	82.49%
Capital Outlay	158,577.81	9,820,100.00	9,661,522.19	98.39%
<b>Total Expenditures</b>	838,311.70	13,701,300.00	12,862,988.30	93.88%
<b>Exces (Deficit) Revenues of Expenditures</b>	(739,821.55)	(13,651,300.00)	(12,911,478.45)	-190.86%
<b>Other Financing Sources (Uses)</b>				
Transfer from Other Funds	-	6,000,000.00	6,000,000.00	100.00%
<b>Total Other Financing Sources (Uses)</b>	-	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 12/01/2019 Through 12/31/2019**

	YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110 Operating Supplies	16,918.88	10,000.00	(6,918.88)	-69.19%
61120 Software & User Licenses	97,383.54	321,000.00	223,616.46	69.66%
61130 Software Maintenance	15,000.00	-	(15,000.00)	
61210 Small Equipment	319,483.98	1,497,700.00	1,178,216.02	78.67%
61400 Equipment Repair & Maint.	34,509.58	-		
61410 Contracted Services	-	50,000.00	50,000.00	100.00%
61420 Building Repair & Maint.	117,807.93	1,994,500.00	1,876,692.07	94.09%
61900 Professional Services	69,382.85	-	(69,382.85)	
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	156,241.93	2,345,000.00	2,188,758.07	93.34%
<b>Total</b>	<b>838,311.70</b>	<b>13,701,300.00</b>	<b>12,862,988.30</b>	<b>93.88%</b>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
1025 - East Las Vegas  
510 - Capital Projects Fund  
From 12/1/2019 Through 12/31/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
<b>Expenditures</b>				
Professional Services	19,505.10		(19,505.10)	
<b>Total Expenditures</b>	19,505.10	0.00	(19,505.10)	0.00
<b>Excess (Deficit) Revenues over Expenditures</b>	(19,505.10)	0.00	19,505.10	0.00

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
2050 - Furniture Replacement  
510 - Capital Projects Fund  
From 12/1/2019 Through 12/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Small Equipment	29,443.48	200,000.00	170,556.52	85.28%
Bldg. Maint. & Repair	138.44		(138.44)	
<b>Total Expenditures</b>	<u>29,581.92</u>	<u>200,000.00</u>	<u>170,418.08</u>	<u>85.21%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(29,581.92)</u>	<u>(200,000.00)</u>	<u>(170,418.08)</u>	<u>85.21%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
2200 - Financial Services  
510 - Capital Projects Fund  
From 12/1/2019 Through 12/31/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
<b>Expenditures</b>				
Small Equipment	15,215.00	185,000.00	169,785.00	91.78%
Professional Services	8,733.75		(8,733.75)	
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%
<b>Total Expenditures</b>	<u>51,745.98</u>	<u>305,000.00</u>	<u>253,254.02</u>	<u>83.03%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(51,745.98)</u>	<u>(305,000.00)</u>	<u>(253,254.02)</u>	<u>83.03%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
4010 - Tech Replacements Upgrades  
510 - Capital Projects Fund  
From 12/1/2019 Through 12/31/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
<b>Expenditures</b>				
Software & User Licenses	97,383.54	321,000.00	223,616.46	69.66%
Software Maintenance	15,000.00		(15,000.00)	
Small Equipment	261,235.32	563,000.00	301,764.68	53.60%
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	19,655.47	985,000.00	965,344.53	98.00%
<b>Total Expenditures</b>	<u>416,420.96</u>	<u>1,927,000.00</u>	<u>1,510,579.04</u>	<u>78.39%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(416,420.96)</u>	<u>(1,927,000.00)</u>	<u>(1,510,579.04)</u>	<u>78.39%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5010 - Bldg Repair and Maintenance  
510 - Capital Projects Fund  
From 12/1/2019 Through 12/31/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
<b>Expenditures</b>				
Operating Supplies	16,918.88	10,000.00	(6,918.88)	-69.19%
Small Equipment	13,590.18	30,000.00	16,409.82	54.70%
Bldg. Maint. & Repair	115,484.49	1,994,500.00	1,879,015.51	94.21%
Professional Services	31,509.00		(31,509.00)	
Capital Improvements		648,000.00	648,000.00	100.00%
Capital Equipment - Major		20,000.00	20,000.00	100.00%
<b>Total Expenditures</b>	<b>177,502.55</b>	<b>2,702,500.00</b>	<b>2,524,997.45</b>	<b>93.43%</b>
<b>Excess (Deficit) Revenues over Expenditures</b>	<b>(177,502.55)</b>	<b>(2,702,500.00)</b>	<b>(2,524,997.45)</b>	<b>93.43%</b>



Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5015 - Facilities Master Plan  
510 - Capital Projects Fund  
From 12/1/2019 Through 12/31/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Interest Earnings	72,461.80	50,000.00	(22,461.80)	-44.92%
Unrealized Gain/(Loss) - Investments	26,028.35		(26,028.35)	
<b>Total Revenues</b>	<u>98,490.15</u>	<u>50,000.00</u>	<u>(48,490.15)</u>	<u>-96.98%</u>
<b>Expenditures</b>				
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%
<b>Total Expenditures</b>	<u>635.00</u>	<u>7,887,100.00</u>	<u>7,886,465.00</u>	<u>99.99%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>97,855.15</u>	<u>(7,837,100.00)</u>	<u>(7,934,955.15)</u>	<u>101.25%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
5020 - PVS Projects  
510 - Capital Projects Fund  
From 12/1/2019 Through 12/31/2019

	YTD Actual	Budget	Amount Remaining	Percent Budget Remaining
<b>Expenditures</b>				
Small Equipment		479,700.00	479,700.00	100.00%
Equipment Maint. & Repair	11,362.95		(11,362.95)	
Bldg. Maint. & Repair	2,185.00		(2,185.00)	
Professional Services	9,000.00		(9,000.00)	
Capital Improvements	2,335.88		(2,335.88)	
Capital Equipment - Major	21,882.61		(21,882.61)	
<b>Total Expenditures</b>	<u>46,766.44</u>	<u>479,700.00</u>	<u>432,933.56</u>	<u>90.25%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<u>(46,766.44)</u>	<u>(479,700.00)</u>	<u>(432,933.56)</u>	<u>90.25%</u>

Las Vegas - Clark County Library District  
Statement of Revenues and Expenditures  
9010 - Vehicle Purchase and Replacement  
510 - Capital Projects Fund  
From 12/1/2019 Through 12/31/2019

	<u>YTD Actual</u>	<u>Budget</u>	<u>Amount Remaining</u>	<u>Percent Budget Remaining</u>
<b>Expenditures</b>				
Capital Equipment - Major	96,153.75	200,000.00	103,846.25	51.92%
<b>Total Expenditures</b>	<u>96,153.75</u>	<u>200,000.00</u>	<u>103,846.25</u>	<u>51.92%</u>
<b>Excess (Deficit) Revenues over Expenditures</b>	<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 12/01/2019 Through 12/31/2019**

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
<b>Revenues</b>				
Tax Revenue	8.51	-	(8.51)	
Miscellaneous	2,972.83	10,000.00	7,027.17	70.27%
<b>Total Revenues</b>	2,981.34	10,000.00	7,018.66	70.19%
<b>Expenditures</b>				
Supplies & Services	2,411.95	10,000.00	7,588.05	75.88%
Debt Service	-	-	-	
<b>Total Expenditures</b>	2,411.95	10,000.00	7,588.05	75.88%
<b>Exces (Deficit) Revenues of Expenditures</b>	569.39	-	(569.39)	-5.69%

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

**Debt Service Fund - 610**  
**From 12/01/2019 Through 12/31/2019**

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61900	Professional Services	161.95	-	(161.95)	
65100	Bank Charges	2,250.00	10,000.00	7,750.00	77.50%
<b>Total</b>		<b>2,411.95</b>	<b>10,000.00</b>	<b>7,588.05</b>	<b>75.88%</b>

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

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

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
87407	1/2/2020	10217	T-Mobile	Service 11/21/19-12/20/19	12,528.21
87408	1/2/2020	10445	CenturyLink	Service - Dec 2019	325.00
87409	1/2/2020	10745	HESC	Mandated Court Payment	211.82
87410	1/2/2020	10872	Radioactive Productions	Book Sale b-roll	950.00
87411	1/2/2020	10927	CenturyLink	Service Dec 2019	1,926.34
87412	1/2/2020	10930	Business Enterprises of Nevada - (DETR)	MQL: Management Fee - Monthly	1,378.00
87414	1/2/2020	11027	Hasani Palacio	African Dance Performance 12/29	200.00
87415	1/2/2020	11804	U.S. Dept. of Education AWG	Mandated Court Payment	269.25
87416	1/2/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,271.26
87417	1/2/2020	2175	NV Energy	Service 11/18/19-12/18/19 CH	7,290.17
87418	1/2/2020	2494	Southwest Gas Corp.	Service 11/20/19-12/20/19 CH	4,159.25
87419	1/2/2020	2567	Teamsters Local Union #14	Union Dues - Jan 2020	9,557.00
87420	1/2/2020	2838	Verizon Wireless	Service 11/21/19-12/20/19	2,469.20
87423	1/2/2020	3149	Midwest Tape	Materials for FY 2019-2020	14,860.66
87424	1/2/2020	5026	Nevada State Treasurer	Mandated Court Payment	8.00
87425	1/2/2020	9866	Maticia Sudah	60min Kemeti Yoga Wksh - 12/29/19	100.00
87426	1/2/2020	9947	Monica C. Moses	" A Celebration of African Values" Dec 2019	300.00
87427	1/7/2020	10934	Juan Carlos Mata-Alvarez	1-30min Music Performance @ SM 10/5/19	150.00
87428	1/9/2020	10100	Long Range Systems, LLC (LRS)	WM Pager #9	39.95
87429	1/9/2020	10212	Virgin Valley Water District	Service 11/20/19-12/20/19	533.94
87430	1/9/2020	10469	Homeless Training LLC	Homeless Training 1yr renewal	2,500.00
87433	1/9/2020	10877	Findaway World, LLC	Library materials for FY20	179.95
87434	1/9/2020	10881	Cosco Fire Protection, Inc.	EV: Fire Sprinkler	174.00
87436	1/9/2020	11026	Ronald Gartner	50% Pmt - Music of B. Darin May 15 & 16	3,000.00
87437	1/9/2020	11036	The Morrison Family Trust	Overpayment of Library Fines and Fees	87.96
87438	1/9/2020	11037	Humble Construction	Overpayment of Library Fines and Fees	44.20
87441	1/9/2020	1300	Cashman Equipment Company	SW: Generator PM Service	922.50
87442	1/9/2020	1577	FedEx	Express Service - Dec 2019	30.46
87443	1/9/2020	1837	Johnstone Supply	Various	261.28
87444	1/9/2020	1950	Liberty Lock and Security	Various: Misc service 61420	190.95
87447	1/9/2020	1991	Lowe's Improvement	November - December 2019 Various	637.29
87448	1/9/2020	2097	Moapa Valley Telephone Co. Inc.	Service 12/26/19-01/25/20	1,310.13
87449	1/9/2020	2159	AT&T SBC	Service 12/25/19-01/24/20	288.06
87450	1/9/2020	2175	NV Energy	Service 11/22/19-12/26/19 EV	4,395.94
87451	1/9/2020	2354	Recorded Books	Materials for FY 2019-2020	485.23
87452	1/9/2020	2494	Southwest Gas Corp.	Service 11/25/19-12/27/19 SW	4,754.67
87463	1/9/2020	3149	Midwest Tape	Materials for FY 2019-2020	75,044.96
87467	1/9/2020	3383	Home Depot Credit Services	November - December 2019 Various	2,086.11
87468	1/9/2020	3649	Las Vegas Review Journal	Highlights racklease - Dec 2019	780.00
87469	1/9/2020	4117	Television Monitoring Services, Inc.	2 Mariachi Winter Clips	100.00
87470	1/9/2020	4540	Office Team	3 hrs - Tammy Jarman	1,017.64
87471	1/9/2020	6646	Aqua Serv Engineers, Inc	Water Treatment	1,652.72
87472	1/9/2020	7740	Gaudin Ford	#54: Replace windshield and trim	583.14
87473	1/9/2020	8731	UNUM Life Insurance Co. of America	Premium January 2020	741.10
87475	1/9/2020	9895	National Benefit Services, LLC	FSA Plan Admin Fees Dec 2019	392.00
87476	1/9/2020	9937	AFLAC Premium Holding	Premium December 2019	3,039.98
87477	1/16/2020	10017	CDA Media Relations	Jan purchasing ad	35.00
87478	1/16/2020	10247	MOAB Training Int'l Inc.	1 day Instructor Recertification N. Baker	425.00
87479	1/16/2020	10554	Kwikboost	Annual Maint. for charging lockers Exp 12/20	3,781.00
87480	1/16/2020	10745	HESC	Mandated Court Payment	211.99
87481	1/16/2020	10867	Sean Wei Mah	1hr Native American Class @ SM 1/11/20	125.00
87482	1/16/2020	10930	Business Enterprises of Nevada - (DETR)	MQL: Management Fee - Monthly	470.00
87485	1/16/2020	11043	JMX Media, LLC	Inv#2397-Highlight Dist Dec 2019	276.00
87486	1/16/2020	11804	U.S. Dept. of Education AWG	Mandated Court Payment	199.17
87487	1/16/2020	11813	Capitol Builders Hardware, Inc.	WC - Service Call: Troubleshoot west exterior door	1,166.78
87488	1/16/2020	1201	Best Janitorial Services of Nevada	Extra Janitorial Services - December 2019	607.96
87489	1/16/2020	1354	City Of Las Vegas-Sewer Fin & Bus Svcs	Service 02/01/20-04/30/20 EV	8,122.74
87490	1/16/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,271.26
87491	1/16/2020	1950	Liberty Lock and Security	SM: Various tasks	523.90
87492	1/16/2020	2175	NV Energy	Summary Billing Nov 19 & Dec 19	60,934.92
87493	1/16/2020	2471	Silver State Glass & Mirror	LA: Replace windows	1,550.00
87494	1/16/2020	2494	Southwest Gas Corp.	Service 11/27/19-12/31/19 WM	6,223.95
87498	1/16/2020	2837	Republic Services 620	Current svc/rent 01/01-03/31 MV	26,296.74
87499	1/16/2020	5026	Nevada State Treasurer	Mandated Court Payment	8.00
87500	1/16/2020	6499	Southern Nevada Health District	Annual permit fee	391.00
87501	1/16/2020	6817	Reliance Connects	Service Jan 2020	630.25
87502	1/16/2020	8192	AT&T	Service Jan 2020	52.04
87503	1/16/2020	9635	Frances L. Hall	3hrs wksh 12/15 & 1/12 @ WV	100.00
87504	1/16/2020	9945	Texas Life Insurance Company	Premium January 2020	488.08
9469	1/6/2020	10654	Educational Testing Service (ETS)	TEST PBT November 2019	75.00
9471	1/6/2020	1757	Ingram Library Services	Materials for FY 2019-2020	6,462.25
9472	1/6/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	45,147.82
9473	1/6/2020	2819	CenturyLink Communications, LLC	Service 12/20/19-1/19/20	189.66
9474	1/6/2020	5130	OverDrive Inc.	Materials for FY 2019-2020	139,386.37
9476	1/13/2020	10129	Fun Express LLC	BLACK HISTORY BOOKMARKS - CH	145.96
9477	1/13/2020	1017	AAA Air Filter Company, Inc.	Various: Air Filters	3,816.16
9478	1/13/2020	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape	800.00
9479	1/13/2020	10228	Sterling Volunteers	3 Volunteer background checks	51.00
9480	1/13/2020	10478	Renovation Piano Services	Piano Tuning - CC	220.00
9481	1/13/2020	10650	Fun City Distribution, Inc.	Winter 19-20 Highlights distribution Jan	740.00
9482	1/13/2020	10686	NLS Grounds Management, LLC	EV: Undeveloped land	17,894.74
9483	1/13/2020	1157	AZ Partsmaster	Various	1,870.65
9484	1/13/2020	1180	Baron Pest Solutions, Inc.	LA Pest Control	37.00
9485	1/13/2020	1184	The Battery Source	Sufa: Spare Lithium Batteries	378.80
9486	1/13/2020	1457	Demco, Inc.	BktrkEnd-Range 809157 Dublin	524.43
9487	1/13/2020	1640	Gerald M. Welt, Chartered	Legal Svcs Dec 2019	3,449.23
9488	1/13/2020	1742	Ideal Supply Company Inc.	Various	777.00

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

**General Fund - 100**  
**From 01/01/2020 Through 01/22/2020**

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
9489	1/13/2020	1757	Ingram Library Services	Materials for FY 2019-2020	7,777.46
9490	1/13/2020	1854	Kamer Zucker Abbott	Legal Services Dec 2019	9,955.00
9491	1/13/2020	1897	Lakeshore Learning Materials	COLOR-CHANGING LIGHT TABLE - SM	1,165.15
9492	1/13/2020	2015	Machabee Office Environments	RB: Chair Seat	233.63
9493	1/13/2020	2152	Nedco Supply	Various	1,120.12
9494	1/13/2020	2234	Overton Power District #5	Service 11/29/19-12/29/19 MV	2,104.22
9495	1/13/2020	2290	Precision Pump, Inc.	CC Sump Pump	490.00
9496	1/13/2020	2307	Progressive Elevator	CC Elevator	697.00
9497	1/13/2020	2669	Urban Libraries Council	Annual mbrshp dues thru 2/1/21	13,500.00
9498	1/13/2020	2682	Valley Enterprises, Inc.	Janitorial	5,309.69
9500	1/13/2020	2698	Virgin Valley Disposal	Rental Fee/Toter Svc Dec 2019	117.03
9501	1/13/2020	2702	Grainger, Inc.	Various	172.12
9502	1/13/2020	2733	Phoenix Fire Protection, LLC	WV Fire Sprinkler	150.00
9503	1/13/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	51,171.98
9504	1/13/2020	2799	CDW Government Inc,	Mimecast S2	22,578.98
9505	1/13/2020	2809	LVVWD	Service 11/19/19-12/17/19 EV	1,047.95
9506	1/13/2020	2819	CenturyLink Communications, LLC	Service Jan 2020	10,708.00
9507	1/13/2020	2822	City of Mesquite Sanitation	Service Jan, Feb, Mar 2020	181.88
9508	1/13/2020	2887	West Payment Ctr	MISD-Library Plan Charges for FY2020	723.93
9509	1/13/2020	2914	Iron Mountain	Services Dec 2019	356.63
9510	1/13/2020	3023	Filtration Group, LLC/Filterworks	CC: HVAC Air Filters	11,123.66
9511	1/13/2020	3048	Desert Boilers & Controls Inc.	SW, EN, LA, SM, CH & SC: Annual Boiler Inspections	6,980.00
9512	1/13/2020	3324	Rio Virgin Telephone Co.	Service Jan 2020	314.68
9513	1/13/2020	3435	Ace Fire Systems, Inc.	MC: Fire Sprinkler	722.00
9514	1/13/2020	3776	Got Bugs LLC	MQ Pest Control	200.00
9515	1/13/2020	4108	American Library Association	Mbrship #2012481 - R. Wadley-Munier	199.00
9516	1/13/2020	4517	Fingerprint Pros, Inc.	3 Pre-employment Fingerprints	333.00
9517	1/13/2020	4522	Quest Diagnostics	13 pre-employment drug tests	342.48
9518	1/13/2020	4604	Brodart Library Supplies & Furnishings	cotton gloves large - RB	888.52
9519	1/13/2020	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Jan 2020	8,019.48
9520	1/13/2020	5001	UniFirst Corporation	Uniform Rental	333.33
9521	1/13/2020	5244	A&B Printing & Mailing	Wifi bookmarks - Estrada postcards	514.00
9522	1/13/2020	7592	Stanley Convergent Security Solutions	SM: Emergency Call - Fire Panel	348.80
9523	1/13/2020	7655	Gill's Printing and Color Graphics	Winter Reading Challenge Bookmarks	970.00
9524	1/13/2020	7687	United Lock and Security, Inc.	Various	58.00
9525	1/13/2020	8010	Allied Universal Security Services	Security 12/13/19-12/26/19 - CH	79,482.26
9526	1/13/2020	8155	Las Vegas Clark County Librar Dist Foundation	Bookstore Sales - Dec 2019	19,242.39
9527	1/13/2020	8205	Western States Door Controls, Inc.	Automatic Door Service	1,070.00
9528	1/13/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	506.25
9529	1/13/2020	8789	Findlay Chevrolet	#28: Replace faulty ignition switch	424.99
9530	1/13/2020	9074	Statewide Fire Protection - Western States	CH Fire Sprinkler	425.00
9531	1/13/2020	9101	O'Reilly Auto Parts	Various	40.97
9532	1/13/2020	9133	Ted Wiens Tire & Auto Centers	Various	1,060.58
9533	1/13/2020	9287	Otis Elevator Company	WMSC: OE PO	770.53
9534	1/13/2020	9332	Felipe A. Ortiz	PLA Conference Feb 2020	329.96
9535	1/13/2020	9354	WestRock Longview, LLC	Weeding Boxes	2,941.40
9536	1/13/2020	9383	Office Plus	Cartridge.Lj.hp 80a,bk - WH	6,287.98
9537	1/13/2020	9730	Commercial Lighting Specialties	Various	773.80
9538	1/13/2020	9827	Vision Sign Inc.	SV: Flag Pole Repairs	601.47
9539	1/13/2020	9907	PLIC-SBD Grand Island (Principal)	Premium Jan 2020	24,713.24
9540	1/21/2020	10011	ACT, Inc.	WorkKeys Graphic Lit scoring	348.00
9541	1/21/2020	10442	LV.Net	Services 2/1/20 -3/1/20	1,026.00
9543	1/21/2020	10604	Johnson Controls Security Solutions LLC	Alarm Monitoring	4,221.32
9544	1/21/2020	1429	D.C. Thomas	BD Rent Feb 2020	1,468.00
9546	1/21/2020	1457	Demco, Inc.	LA: Flip Top Tables	5,929.20
9547	1/21/2020	1535	El Mundo	Jan Purchasing ad	80.00
9548	1/21/2020	1897	Lakeshore Learning Materials	Tree House - YS	311.60
9549	1/21/2020	2098	Moapa Valley Water District	Service 12/11/19-01/10/20	208.02
9550	1/21/2020	2169	Nevada Illumination, Inc.	WC: Service call for parking lot lights	370.70
9551	1/21/2020	2234	Overton Power District #5	Service 11/28/19-12/29/19 MQ	318.97
9553	1/21/2020	2733	Phoenix Fire Protection, LLC	RB Fire Sprinkler	75.00
9554	1/21/2020	2809	LVVWD	Service Nov 19 & Dec 19	15,864.67
9555	1/21/2020	2891	AFLAC	Premium January 2020	1,474.30
9556	1/21/2020	3023	Filtration Group, LLC/Filterworks	EV: HVAC Air Filters	234.36
9557	1/21/2020	3307	Unique Management Services, Inc.	Placements - Dec 2019	12,055.50
9558	1/21/2020	3355	Teamsters Security Fund S. Nevada	Premium January 2020	344,902.46
9559	1/21/2020	3435	Ace Fire Systems, Inc.	MQ Fire Sprinkler	90.00
9560	1/21/2020	5001	UniFirst Corporation	Uniform Rental	111.11
9561	1/21/2020	5718	Tangerine Office Machines	Misc. Printer Parts/Repairs FY 19-20	299.99
9562	1/21/2020	6777	Mailmax Mailing Solutions, LLC	SC: Mailroom supplies	338.75
9564	1/21/2020	7592	Stanley Convergent Security Solutions	Fire Alarm	650.00
9565	1/21/2020	7655	Gill's Printing and Color Graphics	2020 AAHM flyers - qty 2000	602.00
9566	1/21/2020	7671	Western Exterminator Company	Pest Control	2,826.00
9567	1/21/2020	7943	Communication Electronic Systems Inc	WM - Emergency Call: Water in duct detector	332.80
9568	1/21/2020	8010	Allied Universal Security Services	PVS Event Guards 12/27/19-01/09/20	81,010.22
9569	1/21/2020	8122	Staples Advantage Dept LA	Bic roundstic bp med blk - RB	7,189.49
9570	1/21/2020	8205	Western States Door Controls, Inc.	SM: Repair to interior exit auto door on patio	1,683.60
9571	1/21/2020	8557	Guaranteed Pest Solutions LLC	Bed Bug Inspections	308.75
9572	1/21/2020	9082	MasterTech Security Services	MQ Alarm Monitoring	134.85
9573	1/21/2020	9191	Canon Solutions America, Inc.	Monthly Maint 11/15/19-12/14/19 - LA/FS	3,864.72
9574	1/21/2020	9383	Office Plus	Oem tnr hp 43x black - FS	2,214.04
9575	1/21/2020	9553	Ashworth and Belcastro Systems (ABS)	SU: Fire Alarm	525.00
9576	1/21/2020	9869	Unique Integrated Communications	Call Center Operations	11,757.23
9577	1/21/2020	9928	Stimulus Technologies	Service Feb 2020 MC	1,047.95
<b>Total 100 - General Fund</b>					<b>1,427,408.47</b>



Las Vegas - Clark County Library District  
Check/Voucher Register

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

Check/Voucher #	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
9475	1/13/2020	10114	Vickie Thompson	ABE Acad Adv CC 238-1 11/19-12/19	1,404.00
Total 220 - Grant Fund					1,404.00

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

**Gift Fund - 230**  
**From 01/01/2020 Through 01/22/2020**

<b>Check/Voucher #</b>	<b>Posting Date</b>	<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>
87413	1/2/2020	11024	Ace's Charter Transportation Inc.	Buses to SM	460.00
87431	1/9/2020	10536	Ivan Aguirre	EN Tech Arts Instruction	150.00
87432	1/9/2020	10539	Jonathan Watson	EN Tech Arts Instruction	187.50
9470	1/6/2020	10746	Santiago Ricoy	EV Tech Instruction	600.00
9516	1/13/2020	4517	Fingerprint Pros, Inc.	3 Pre-employment Fingerprints	333.00
9535	1/13/2020	9354	WestRock Longview, LLC	Weeding Boxes	2,941.40
9542	1/21/2020	10523	Blake Hament	BBTTC Tech Instruction - Dec 2019	800.00
9569	1/21/2020	8122	Staples Advantage Dept LA	Bic roundstic bp med blk - RB	7,189.49
<b>Total 230 - Gift Fund</b>					<b>12,661.39</b>

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

**Capital Projects Fund - 510**  
**From 01/01/2020 Through 01/22/2020**

<b>Check/Voucher #</b>	<b>Posting Date</b>	<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>
87435	1/9/2020	11009	KME Architects	WV: architectural services	85,916.78
87467	1/9/2020	3383	Home Depot Credit Services	November - December 2019 Various	2,086.11
87474	1/9/2020	9467	Bombard Electric, LLC	CC: Replace elec disconnect	15,615.00
87483	1/16/2020	11028	Lakeland Electric, Inc.	SM: Generator Replacement Bid No 20-02	7,837.50
87484	1/16/2020	11030	Robco Electric Inc	SM: Dimmer System Replacement	2,185.00
9483	1/13/2020	1157	AZ Partsmaster	Various	1,870.65
9499	1/13/2020	2686	Simply Covered, Inc.	WH: REcover 4 chairs	390.00
9504	1/13/2020	2799	CDW Government Inc,	Mimecast S2	22,578.98
9518	1/13/2020	4604	Brodart Library Supplies & Furnishings	cotton gloves large - RB	888.52
9545	1/21/2020	1455	Dell Marketing L.P.	Annual Laptop Replacement Program	64,009.27
9546	1/21/2020	1457	Demco, Inc.	LA: Flip Top Tables	5,929.20
9552	1/21/2020	2686	Simply Covered, Inc.	WH: REcover 4 chairs	1,700.00
9563	1/21/2020	7371	EnvisionWare, Inc.	Replacement Spring Valley Sorter	145,663.29
9569	1/21/2020	8122	Staples Advantage Dept LA	Bic roundstic bp med blk - RB	7,189.49
<b>Total 510 - Capital Projects Fund</b>					<b>363,859.79</b>
<b>Total - All Funds</b>					<b>1,805,333.65</b>



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

## **FOR IMMEDIATE RELEASE**

January 14, 2020

**For more information, contact:**

**Technical Services Center**

**Phone: (312) 977-9700**

**Fax: (312) 977-4806**

**E-mail: [budgetawards@gfoa.org](mailto:budgetawards@gfoa.org)**

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **Las Vegas-Clark County Library District, Nevada**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Financial Services**.

There are over 1,600 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 20,500 members and the communities they serve.*

Washington, DC Office

Federal Liaison Center, 660 North Capitol Street, NW, Suite 410 • Washington, DC 20001 • 202.393.8020 fax: 202.393.0780

[www.gfoa.org](http://www.gfoa.org)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Las Vegas-Clark County Library District  
Nevada**

For the Fiscal Year Beginning

**July 1, 2019**

*Christopher P. Morill*

Executive Director



**The Government Finance Officers Association  
of the United States and Canada**

*presents this*

**CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION**

*to*

**Financial Services  
Las Vegas-Clark County Library District, Nevada**



*The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.*

Executive Director

*Christopher P. Morrell*

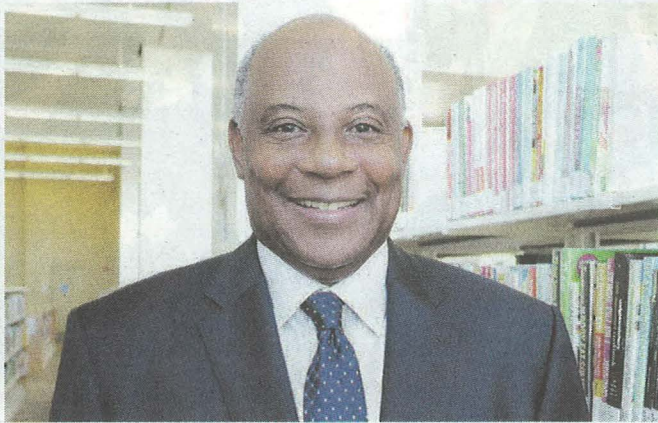
Date

**January 14, 2020**



# Our Hero

Clark County Library District CFO Fred James wins a national award.



Fred James

Clark County is growing each and every day, and little of that growth is more impactful than new or renovated libraries that offer the priceless gift of knowledge.

One such new development is the East Las Vegas Library, located at 28th Street and Bonanza. Fred James, CPA is Deputy Director and Chief Financial Officer of the Las Vegas-Clark County Library District (LVCCCLD) — responsible for strengthening and sustaining the district's finances.

James has contributed his financial talents to LVCCCLD for 20 years as CFO, and was recently recognized by the national Government Finance Officers Association's (GFOA) with a special 2019 Hero Award. The award spotlights financial leaders from across the country who have demonstrated exceptional action during a time of financial, natural or human-made crisis.

Said James: "I was selected along with four other people from around the country for the special GFOA Hero Award. The association established this special honor to recognize unsung heroes in finance who manage finances in times of crisis. For example, the gentleman who coordinated a financial system for the millions of dollars donated to the Pulse Nightclub victims in Florida was a recipient, along with the person who coordinated the donated funds for victims of the California fires. I was awarded for implementing a financial plan in Clark County for our libraries that included cutting

costs and a savings strategy during the recession to make sure none of our departments would close its doors."

LVCCCLD is responsible for public libraries in Las Vegas and throughout Clark County, and in 2007 and 2008 the recession threatened its financial security. James says that he saw the wave of financial troubles coming before it was confirmed.

"I actually caught the financial decline that was projected for Las Vegas before everyone else started talking about it, because I always review the assessor's roll before developing a budget and financial projections," said James. "I saw that property tax was projected to go down in 2007 and 2008 — and that is 65% of our LVCCCLD budget, with sales tax about 35%. So I was able to put in some proactive safeguards to financially protect LVCCCLD that included training personnel to understand that they didn't need to spend all of their yearly budget — instead informing them they could let it drop to the year-end budget; putting savings together for maintenance on computer equipment; reducing spending; and offering employees early retirement options. This created a financial cushion for the district and positioned us for growth. I can't take all the credit — Teamsters Local #14 members saved up their raises for three years and saved up health care costs for three years. It was a perfect storm, and we collectively saved the library district from closing any of its urban branches."

QUESTIONS & ANSWERS | SYMONE

## 'Black voters really want to see Donald Trump

At 25, Symone Sanders became the youngest presidential campaign press secretary on record, and was named to Rolling Stone magazine's list of 16 young Americans shaping the 2016 election. Sanders can also often be seen as a political commentary on CNN cable news broadcast.

Currently she is a senior advisor to former Vice President Joe Biden's 2020 presidential campaign. She also serves as principal of the 360 Group LLC — providing strategic communications guidance to organizations, businesses, individuals, campaigns and candidates to help clients find sound solutions to tough political and social problems.

Las Vegas Black Image Magazine spoke to Sanders about her advocacy for former Vice President Joe Biden for President.

**Why do you think it's so important for black people to vote for Joe Biden?**

We often make an argument in our campaign that Vice President Biden is in the best position to beat Donald Trump in the general election, because he is the most electable. When I say "most electable," I don't mean he is that because it will take an older white man to beat another old white man. He is the most electable because the policies we are putting forth — whether on health care, climate change, criminal justice reform, or the economy — make him the most electable. It will take a person like Vice President Biden, who is able to build a vast and diverse coalition — and he is the only person in the presidential race who has demonstrated the ability to do

that. His relationship and his history with African-American people is the best of the United States. Black voters, much like white voters who are not going to see Donald Trump, want to see Joe Biden in the White House. Joe Biden is the candidate who is the best for the country.

**Does Joe Biden**



Symone Sanders

the board, then for America. Black people in the country put out different ideas. It doesn't connect one whole that doesn't work for a plan that is a justice plan, or a divorced from will not work. I believe that a Black American agenda. Issues of black people are not doing

LAS VEGAS





## ITEM VII.A.3.b.

### MEMORANDUM

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**TO:** Dr. Ronald R. Heezen, Executive Director  
**FROM:** Stephen J. Rice, General Services Director  
**DATE:** January 30, 2020  
**SUBJECT:** General Services Report, February 2020

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

#### **FACILITIES MASTER PLAN IMPROVEMENT PROJECTS**

The program verification/schematic design process for the thirteen library branch renovations identified in the Facilities Master Plan is nearing completion. The third program verification workshops with each respective library branch were conducted January 13<sup>th</sup>-16<sup>th</sup>. 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 schematic floor plans based upon the enumerated programs and adjacency diagrams developed during the previous two workshops.

Subsequently, the architects are in the process of updating the schematic designs based on comments from the third workshops and establishing 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 schematic designs and accelerated completion schedule will be presented to the Board of Trustees for consideration at a planning retreat in April 2020.

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

Major Projects in progress (contracts awarded/work in progress):

- 1) Generator replacement – Summerlin Library
- 2) Theater lighting dimming system replacement – Summerlin Library
- 3) Theater seat re-upholstery – Summerlin Library
- 4) HVAC system boiler replacement – Rainbow Library
- 5) Fire alarm system replacement – Clark County Library

Major Projects in progress (contract award phase):

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

## **FACILITIES MAINTENANCE DEPARTMENT**

### **Maintenance Work Order Activity – January 2020:**

Corrective work requests received and converted to work orders - 416  
Corrective work orders completed – 410

Preventive maintenance work orders generated – 163  
Preventive maintenance work orders completed – 147

### **Minor Projects and Major Repairs Completed:**

Centennial Hills Library:	Repair exterior wall tile - \$964
Clark County Library:	Repair theater entry ADA door - \$875
	Repair 3-stop elevator – \$500
Rainbow Library:	Repair lock on automatic entrance doors – \$505
Summerlin Library:	Replace lockset on theater dressing room door - \$524
Sunrise Library:	Replace closer on front entrance door - \$881
West Charleston Library:	Repair automatic entrance door – \$1,496
	Repair vandalized glass block wall - \$787
West Las Vegas Library:	Repair handicap door operator - \$605
Whitney Library:	Repair theater seats - \$2,090
Windmill Service Center:	Replace exterior expansion joint seal - \$4,342

## **COURIER DEPARTMENT**

### **Library Materials Moved Between Branches – December 2019:**

	<u>December 2019</u>	<u>December 2018</u>	<u>November 2019</u>
Urban Branches	272,820	269,400	269,880
Outlying Branches	36,660	32,880	29,280
Contract/Other Libraries	53,100	44,340	46,980
To Storage for Future Sale	<u>28,400</u>	<u>37,120</u>	<u>35,000</u>
<b>Total</b>	390,980	383,740	381,140

## **PURCHASING AND ADMINISTRATION DEPARTMENT**

### **Procurements in Progress:**

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

### **Procurements Completed:**

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

Coordinated re-upholstery of furniture at Enterprise, Sahara West, and West Charleston libraries.

Coordinated the upgrade to Micromain's Global work order system.

## **SAFETY AND SECURITY DEPARTMENT**

**2019 OSHA Forms 300 – 300A – Log of Work-Related Injuries and Illnesses:** See attached log.

**Staff Safety Committee:** Conducted safety inspection at Summerlin Library.

### **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.

During the last quarter of 2019, Allied Universal completed testing of the program. The initial report shows Officers participated in approximately 21,581 total interactions within the 3-month reporting period. The majority being Customer Interactions at 14,592, Staff Support at 6,673, and Property and Vehicle at 316.

The study will continue through the 2020 calendar year. The goal is to better understand how security services are being utilized. This will help inform workflow decisions, training requirements, and ways to increase the overall effectiveness of the security force.

**Security Officer Services Contract Extension:** The contract for security officer services provides for an initial term of one year with the option to extend the contract for up to four additional one-year periods provided the contractor's performance remains satisfactory. Prior Board action has authorized staff to extend the contract in subsequent years' subject to funding being available and the contractor continuing to meet performance standards outlined in the bid documents. It is staff's intention to extend the contract with Allied Universal Security Services for the third one-year period commencing on March 1, 2020.

# OSHA's Form 300 (Rev. 01/2004)

## Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 2019  
U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name Las Vegas Clark County Library District  
City Las Vegas State NV

Identify the person			Describe the case		Classify the case				Enter the number of days the injured or ill worker was:						Check the "injury" column or choose one type of illness:					
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Away From Work (days)		On job transfer or restriction (days)	(M) Injury or illness type							
						Death	Days away from work	Remained at work					Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses		
						(G)	(H)	Job transfer or restriction	Other recordable cases	(K)	(L)		(1)	(2)	(3)	(4)	(5)	(6)		
1			2/11	Sahara West Parking Lot	EE was lifting a bulky light fixture to remove from lift bucket and set on ground. When EE set the fixture on the ground he felt a pull in his low back.			X		0	8		x							
2			3/28	Clark County- Public Seating Right Outside of the Computer Lab	EE asked a patron who was shouting obscenities to leave for the day. The patron suddenly swung a plastic bag with heavy items in it, striking EE in the RT side of her face causing pain.				x	0	0		x							
3			4/9	Workstation in Human Resources	EE was sitting down in her chair and as she moved close to the desk she lost her footing and accidentally kicked the copier stand with her left foot, fracturing her left toe.			X		0	77		x							
4			4/9	East Las Vegas library	While moving large boxes of shelving, EE felt a pinch in his back.			X		0	11		x							
5			3/30	Enterprise Young Peoples Library	EE was moving books from shelf to shelf and twisted wrong, causing pain in her low back.			X		0	20		x							
6			4/24	Desert Inn and Cameron St	EE was driving company vehicle and was rear ended by another vehicle causing pain in his low back.			X		0	36		x							
7			10/12	CC Customer Service Desk	EE went to sit down on a chair with wheels. The chair moved and EE fell hitting her head, neck and shoulder on the desk causing muscle strain in her neck.			X		0	54		x							
Page totals						0	0	6	1	0	206		7	0	0	0	0	0		

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

# OSHA's Form 300A (Rev. 01/2004)

## Summary of Work-Related Injuries and Illnesses

Year 2019



U.S. Department of Labor  
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>6</u>	<u>1</u>
(G)	(H)	(I)	(J)

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>206</u>
(K)	(L)

### Injury and Illness Types

Total number of... (M)			
(1) Injury	<u>7</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name LVCCLD  
 Street 7060 W. Windmill Ln.  
 City Las Vegas State NV Zip 89113  
 Industry description (e.g., Manufacture of motor truck trailers)  
Public Library  
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

OR North American Industrial Classification (NAICS), if known (e.g., 336212)  
5 1 9 1 2 0

### Employment information

Annual average number of employees 735  
 Total hours worked by all employees last year 1,076,725.00

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Donald R. Heeren  
 Company executive  
(702) 507-6184  
 Phone

Executive Director  
 Title  
Jun 27 2020  
 Date



## MEMORANDUM

---

**TO:** Dr. Ronald R. Heezen, Executive Director

**FROM:** Stephen J. Rice, General Services Director

**DATE:** February 7, 2020

**SUBJECT:** Glass Door Breakage Investigation Update - East Las Vegas Library

As previously discussed, we experienced the breakage of four (4) glass doors over a relatively short period of time:

<u>Date</u>	<u>Location</u>	<u>Cause of Break</u>
05/28/19	Teen Sphere	Malfunctioning door closer caused door to come to a sudden stop while being opened by customer creating a pressure/break point at door handle.
08/28/19	Main Hallway	Book return cart impacted door handle while being rolled through doorway by staff member creating a pressure/break point at door handle.
09/04/19	Computer Center	Customer impacted door handle with electric wheelchair while exiting room creating a pressure/break point at door handle.
01/19/20	Reading Room	Customer rattled locked door creating a pressure/break point at door handle.

Fortunately, there were no injuries. However, it is a concern that the doors are breaking under these circumstances. I have been working diligently with the design team and contractor to resolve this matter ever since it became apparent the initial breakage was not an isolated incident. Additionally, given the potential safety implications and my loss of confidence in the integrity of the design/fabrication of the doors, I contracted with Sean Delp of PK Delp Structural Engineering to conduct an independent investigation and report on his findings. His investigation revealed potential issues with the door handle hardware as well as the manufacturing of the glass. His findings are currently under review by all parties involved. Subsequent to his report, I expanded his investigation to secure opinions of probable cause from three other reputable glass contractors. Their review is scheduled to begin early next week.

After the fourth occurrence on 01/19/20, as a precautionary measure, I had all glass doors removed pending further review and direction on an appropriate solution. The removal of the doors has created minor operational challenges for Branch staff with regard to security of theft sensitive equipment, controlling access to various rooms, and noise. Therefore, it is imperative that the solution be identified and the problem rectified in a timely manner, and all parties are working diligently to do so.

I will keep you updated as we progress through this matter.



## ITEM VII.A.3.c.

### MEMORANDUM

**TO:** Dr. Ronald R. Heezen, Executive Director

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

**DATE:** February 6, 2020

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

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

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

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

Received 741 applications on the Kronos On-line Application System  
Processed 6 job vacancies  
Answered 145 calls on the incoming telephone lines  
Sent out 503 recruitment result notifications  
Conducted 11 interview selection procedures

	NEW HIRES	RE- HIRES	RESIGNATIONS/TERMINATIONS		
			Professional	Paraprofessional	Page
January 2020	6	0	1	1	4
2020 YEAR TO DATE	6	0	1	1	4

Position	Location	Open Date	Close Date	Received
P/T Computer Lab Assistant	W Las Vegas	12/10/2019	12/29/2019	109
F/T Circulation Assistant	Rainbow	12/12/2019	12/26/2019	185
F/T YPL Child. Librarian	Spring Valley	12/13/2019	12/27/2019	25
P/T Page	Mesquite	12/27/2019	1/10/2020	23
F/T YPL Child. Librarian	Windmill	1/6/2020	1/19/2020	11
P/T Page	Windmill	1/6/2020	1/19/2020	150

F/T Asst. Branch Manager	Mesquite	1/13/2020	2/11/2020	11*
P/T Computer Lab Assistant	Sahara West	1/15/2020	1/28/2020	201*
F/T YPL Dept. Head	Enterprise	1/22/2020	2/5/2020	8*
F/T Programming Specialist	PVS	1/27/2020	2/10/2020	4*
P/T Circulation Assistant	Rainbow	1/27/2020	2/10/2020	12*
P/T Multiservices Assistant	Whitney	1/28/2020	2/11/2020	1*
F/T Multiservices Assistant	Sahara West	1/28/2020	2/11/2020	1*

\* 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:

Financial Services	F/T Senior Accountant
BAM	F/T Senior Digital Project Associate
Mesquite	P/T Computer Lab Assistant
Rainbow	P/T Page
Enterprise	P/T Page
West Las Vegas	P/T Page
Enterprise	P/T YPL Children's Services Assistant
West Las Vegas	P/T Computer Lab Assistant
Rainbow	F/T Circulation Assistant
Spring Valley	F/T YPL Librarian
Mesquite	P/T Page

### **Employee Orientation:**

During this reporting period, two employee orientations were conducted on 1/14/2020-1/15/2020, and 1/28/2020-1/29/2020. The District had six 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 benefits 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- .27 %
- Involuntary- 0 %
- Retirement- .14 %

### **Employee Training**

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

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

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

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

<b>Name</b>	<b>Branch/Location</b>	<b>Course/Training Name</b>	<b>Date(s)</b>
Denel Bejarano	Collection and Bibliographic Services	Excel 2019	January 2020
Katie Bryan	Sunrise Library	Collection Maintenance #1: Weeding 101	January 2020
Travis Grant	Whitney Library		
Minh Phuong Nguyen	Laughlin Library		
Chelsea Rust	Summerlin Library		

Scott Woods	Sunrise Library		
Erin Collins Claire Davies Elizabeth Rickling	Whitney Library	Issues Around Domestic Violence and Sexual Assault in Libraries	January 2020
Kristine Gibson	Clark County Library	2020 AzLA (Arizona Library Association) Early Literacy Summit	January 2020
Nina Guevara Amanda Howell Pentipa Premstit	Outreach Services Collection and Bibliographic Services East Las Vegas Library	Spanish Conversation for Beginners – Part 4	January 2020
Miriam Jeppe	West Las Vegas Library	32 <sup>nd</sup> Annual International Conference and Festival of Blacks in Dance	January 2020
Gunnar Kim Megan Nykodym	Information Technology Clark County Library	CES (Computer Electronics Show)	January 2020
Mariah Mancini Jeffery Steiner	Clark County Library General Services	New Hire Orientation	January 2020
Christy Means Minh Phuong Nguyen	Collection and Bibliographic Services Laughlin Library	Collection Maintenance #2: Decision Center & cHQ	January 2020
Melissa Pepe Genella Santa Maria	Enterprise Library Windmill Library	Undergraduate Studies	December 2019
Stacie Schwartz	InterLibrary Loan	Products Insights: Resource Sharing	January 2020

Account 62800 – Employee Travel

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

Name	Branch/Location	Course/Training Name	Date(s)
Salvador Avila	East Las Vegas Library	NAMM (National Association of Music Merchants) 2020	January 2020
Jerome Eadeh	Programming and Venues Services		

- 6 employees attended "Toastmasters"
- 10 employees completed a "Graduate Studies" program

The District allocated \$20,795.00 for the above training.

Of the employees listed above who received training, the following is a breakout of their demographics. Note: The demographics do not include: "Toastmasters" or "Graduate Studies program".

**Staff Diversity:**

Most recent diversity statistics, as of January 28, 2020 according to the U.S. Census Bureau, Equal Employment Opportunity (EEO) Tabulation 2010-2018 (American Community Survey 5-Year Estimates), and the District's Human Resources Information System (HRIS), shows the following:

	<b>CLARK COUNTY</b> (Workforce Population)	<b>LV-CCLD</b> <b>January</b> 2020*	<b>LV-CCLD</b> <b>January</b> 2019
<b>White</b>	1,301,043 61.60%	384 51.89%	381 51.77%
<b>Black or African American</b>	237,543 11.20%	77 10.41%	76 10.33%
<b>Asian</b>	203,606 9.60%	82 11.08%	82 11.14%
<b>Native Hawaiian &amp; Other Pacific Islander</b>	15,583 0.70%	11 1.49%	11 1.49%
<b>American Indian &amp; Alaska Native</b>	13,399 .6%	4 0.54%	5 0.68%
<b>Two or More Races</b>	105,631 5.0%	22 2.97%	30 4.08%
<b>Hispanic or Latino</b>	648,211 30.70%	160 21.62%	151 20.52%
<b>Total Population</b>	<b>2,211,436</b>	<b>740</b>	<b>736</b>

**Personnel Transactions:**

**New Hires/Rehires Demographics**

American Indian/Alaska Native	0
Asian	0
Black/African American	1
Hispanic	0
Native Hawaiian/Pacific Islander	0
Two or More Races	0
White	<u>5</u>
Total	<b>6</b>

**Resignations/Terminations  
Demographics**

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

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



## ITEM IX.A

### AGENDA ITEM

---

#### FEBRUARY 13, 2020 MEETING OF THE BOARD OF TRUSTEES

##### **Agenda Item #IX.A:**

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 functionality deficiencies.

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. A total of five bids were received. One bid was withdrawn by the bidder due to a mistake of fact in preparing its bid. The bid results follow:

<b><u>Bidder</u></b>	<b><u>Total Bid Amount</u></b>
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.	Bid Withdrawn

The lowest responsive and responsible bidder is Pyro Combustion and Controls, Inc.

The Disclosure of Ownership/Principals Form for Pyro Combustion and 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 Pyro Combustion and Controls, Inc. for the amount of \$241,774.00.

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

<b>Business Entity Type (Please select one)</b>						
<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
<b>Business Designation Group (Please select all that apply)</b>						
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> PBE	<input type="checkbox"/> ESB	<input checked="" type="checkbox"/> SBE	<input type="checkbox"/> LBE	<input checked="" 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
<small>*ESB must be certified by the Governor's Office of Economic Development</small>						
<b>Number of Clark County Nevada Residents Employed:</b>			25			
<b>Corporate/Business Entity Name:</b>		Pyro Combustion and Controls				
<b>(Include d.b.a., if applicable)</b>		N/A				
<b>Street Address:</b>		2969 S. Highland Dr.				
<b>City, State, and Zip Code:</b>		Las Vegas NV.		<b>Contact Name:</b>	Joe Harris	
<b>Telephone No:</b>		702-250-6542		<b>Title:</b>	Estimator	
<b>Fax No:</b>		702-385-7976		<b>Email:</b>	joseph@pyrocombustion.com	
<b>Nevada Local Street Address:</b> (If different from above)				<b>Website:</b>		
<b>City, State and Zip Code:</b>				<b>Local Contact Name:</b>		
<b>Local Telephone No:</b>				<b>Title:</b>		
<b>Local Fax No:</b>				<b>Email:</b>		

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)
Gary Pfizenmayer	Owner	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 

Joe Harris  
Print Name

Estimator

Title

1/29/20

Date

## DISCLOSURE OF RELATIONSHIP

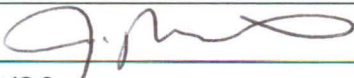
List any disclosures below:  
(Mark N/A, if not applicable.)

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

"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	Pyro Combustion and Controls Inc.
Name of Bidder's Authorized Representative	Joe Harris
Title of Bidder's Authorized Representative	Estimator
Signature of Bidder's Authorized Representative	
Today's Date	1/29/20

---

**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:



## AGENDA ITEM

### FEBRUARY 13, 2020 MEETING OF THE BOARD OF TRUSTEES

#### Agenda Item #IX.B:

Discussion and possible Board action to approve a proposed *Food for Thought* food drive program that includes a waiver of \$2.00 of fines and fees for every food item a cardholder donates during the month of April 2020, in celebration of National Library Week.

#### Background:

The *Food for Thought* program will allow the District to celebrate National Library Week, April 19-25, 2020, by inviting the community to visit the library to obtain a library card and participate in a food drive, in partnership with Three Square food bank.

The proposed food drive will occur during the entire month of April 2020, and provide current customers with an opportunity to bring their accounts in to good standing. Customers will be able to return overdue items and have \$2.00 of their fines and fees waived for every canned and/or packaged food item they donate. Library cards that are lost or missing will also be replaced free of charge.

The current Circulation Policy charges fines for overdue materials up to a maximum of \$4.00 per item. Once a customer's account has \$10.00 in fines, the cardholder is blocked from checking out additional materials until the fines are paid and the materials are returned. The proposed program will allow customers to return their accounts in to good standing by donating items so they may resume borrowing library materials.

The *Food for Thought* program was piloted during a two-week period in April 2015. The program was then lengthened in subsequent years to occur throughout the entire month of April. Previous statistics of the program are shown below:

Year	Number of Overdue Items Returned	Value of Returned Items	Items Returned Dating Back to	Pounds of Food Collected	Number of Meals Provided	Amount of Fines Waived
2015	2,102	\$37,216.08	2009	33,204	28,276	\$55,085.75
2016	3,875	\$66,016.21	2011	35,819	29,851	\$67,872.34
2017	3,001	\$51,057.82	2012	40,205	33,504	\$80,062.92
2018	3,402	\$55,657.06	2013	34,284	28,570	\$68,305.07
2019	2,091	\$44,645.86	2014	31,421	26,184	\$67,790.58
<b>TOTAL</b>	<b>14,471</b>	<b>\$254,593.03</b>	<b>N/A</b>	<b>174,933</b>	<b>146,385</b>	<b>\$271,326.08</b>



February 13, 2020

Item IX.B

Page 2

Due to the success of the program, and positive feedback received from staff and customers, the Library District would like to continue this program to encourage good will and provide greater community impact.

**Recommended Action:**

Motion to approve the *Food for Thought* food drive program authorizing staff to waive \$2.00 of fines and fees for every eligible food item a cardholder donates during the month of April 2020 in celebration of National Library Week.