ITEM III.

PROPOSED AGENDA LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT Board of Trustees' Meeting September 10, 2020

DATE: Thursday, September 10, 2020

TIME: 6:00 p.m.

PLACE: Pursuant to the Governor's Emergency Directive on Public

Meetings, http://gov.nv.gov/News/Emergency_Orders/2020/2020-03-22 - COVID-19 Declaration of Emergency Directive 006/ this meeting will take place online via Webex. Connection information is

listed on page 5.

The Agenda and Board meeting documents can be found at https://lvccld.org/board/board-of-trustees-meetings/

I. Roll Call and Pledge of Allegiance

II. Public Comment

Topics raised under this item must be limited to matters on today's Agenda. If you wish to comment on an item appearing on this agenda, you may send an email to boardcomments@lvccld.org. Please identify on which agenda item you are commenting. Any comments not so identified will be read at the end of this meeting.

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

- III. Board Action to accept Proposed Agenda (For possible action)
- IV. Approval of Proposed Minutes (For possible action)
 - A. Regular Board Meeting, April 16, 2020
 - B. Special Board Meeting, April 28, 2020
 - C. Special Board Meeting, July 23, 2020
 - D. Regular Board Meeting, August 13, 2020

V. Chair's Report

- A. Possible Board discussion regarding the 2021 Board Meeting Schedule.
- B. Possible Board discussion regarding the Chair's report.

VI. Library Reports

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

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

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

VII. Unfinished Business

None

VIII. New Business

- A. Discussion and possible Board action to declare fines and fees of approximately \$1,719.453.15 that are five years old, dating from the year 2015, as uncollectible, and purge from District records.
- B. Discussion and possible Board action to approve the days of closing for calendar year 2021.
- C. Discussion and possible Board action to renew the District's contract for Workers Compensation Insurance coverage for one year.

- D. Discussion and possible Board action regarding contract awards for janitorial maintenance services.
- E. Discussion and possible Board action regarding contract award for the HVAC system chiller replacement at the Rainbow Library.

IX. Announcements

The next Board Meeting will be held Thursday, October 8, 2020, at 6:00 p.m. via Webex.

X. Public Comment

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

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

XII. 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 NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

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

AT https://lvccld.org/board/board-of-trustees-meetings/.

Pursuant to NRS 241.020, this item has been properly noticed and posted online at the Las Vegas-Clark County Library District website, www.lvccld.org and at Nevada Public Notice at https://notice.nv.gov. Written notice of the meeting of the Las Vegas-Clark County Library District Board of Trustees was given on Thursday, September 3, 2020, i.e., given at least three (3) working days before the meeting, including in the notice the time, way to access the meeting, and agenda of the meeting:

- A. By delivering a copy of the notice to each Library Trustee;
- B. By posting a copy of the notice at the principal office of the Library Trustees, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:
 - Clark County Library
 1401 E. Flamingo Road Las Vegas, NV 89119
 - East Las Vegas Library
 2851 E Bonanza Road
 Las Vegas, NV 89101
 - 3. Summerlin Library 1771 Inner Circle Drive Las Vegas, NV 89134
 - Sunrise Library
 5400 Harris Avenue
 Las Vegas, NV 89110
 - West Charleston Library
 6301 W. Charleston Boulevard
 Las Vegas, NV 89146
 - West Las Vegas Library
 951 W. Lake Mead Boulevard Las Vegas, NV 89106
 - 7. Windmill Library 7060 W. Windmill Lane Las Vegas, NV 89113
 - 8. Las Vegas-Clark County Library District website www.lvccld.org

C. By mailing a copy of the notice to each person, if any, who has requested notice of the meetings of the Las Vegas-Clark County Library Board of Trustees in the same manner in which notice is requested to be mailed to a member of the Library Board of Trustees.

D. Webex Connection information:

https://lvccld.webex.com

Event number (access code): 146 818 0968

Password: 091020-IIt

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

Use same meeting number

Join from a video system or application: Dial 1468180968@lvccld.webex.com

You can also dial <u>173.243.2.68</u> and enter your meeting number.

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

ITEM IV.A.

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session using WebX, at Las Vegas, Nevada, at 5:00 p.m., Thursday, April 16, 2020.

Present: Board: F. Ortiz, Chair S. Bilbray-Axelrod

K. Benavidez E. Foyt

R. Wadley-Munier M. Francis Drake

S. Ramaker B. Wilson J. Meléndrez K. Rogers

Counsel: G. Welt

Absent:

Staff: Dr. Ronald R. Heezen, Executive Director

Numerous Staff

Guests: Smiki Savicic, Simpson|Coulter Studio

F. Ortiz, Chair, called the meeting to order at 5:04 p.m.

Roll Call and Pledge of Allegiance (Item I.)

All members listed above represent a quorum. All Trustees and staff attended via WebEx with the exception of Trustees Foyt and Wadley-Munier attended via telephone. Trustee Rogers attended the Executive

Session only. Appendix A.

Chair Ortiz led attendees in the Pledge of Allegiance.

Public Comment (Item II.)

None.

Agenda (Item III.)

Trustee Bilbray-Axelrod moved to approve the Agenda as proposed.

There was no opposition and the motion carried.

Executive Session – Discussion of current labor issues in view of the COVID-19 Pandemic and resulting State of Emergency and Directives issues by the Governor. (Item IV.)

Trustee Francis Drake moved to go into Executive Session. There was no opposition and the motion carried. The meeting went into Executive Session at approximately 5:09 p.m.

Trustee moved to close the Executive Session and reopen the meeting. There was no opposition and the motion carried. The meeting came back into session at around 6:20 p.m.

Presentation on District Brand Signage Design Project by Branding and Marketing Director Betsy Ward. Branding and Marketing Director (BAM) Betsy Ward and Smiki Savicic from Simpson | Coulter Studio (SC) gave an update on the District's Brand Signage Design Project.

The project with Simpson | Coulter Studio is to design, quantify, and determine locations for new brand signage throughout the Las Vegas-Clark County Library District's 25 buildings. The goal for this project is two-fold: 1) to reinforce the new Free To Be brand messaging, and

(Item V.)

2) To clearly identify all District buildings as part of the Library District

Ms. Ward said it is critically important that the District establish public awareness that all 25 of its library buildings are part of the Las Vegas-Clark County Library District. Currently, there is no visual thread that connects these buildings in customers' minds. The most dramatic, visual, and cost effective way to achieve this is by designing, producing, and installing colorful brand signage for the interior and exterior of District buildings.

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

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

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

The presentation is attached as Appendix B.

Ms. Savicic discussed SC's work which consisted of identifying the scope of the project through clear objectives.

- 1. Brand implementation through exterior signage that was readily visible with interior signage reinforcing the brand and providing unity with the new identity throughout the entire district from the moment one enters the branch to the moment that they exit.
- 2. Signage proportional to the scale of each branch so there will be some variances due the differences in each location.
- 3. Signage infrastructure durable and easy to maintain while also remaining flexible.
- 4. Cost effective for the current economy and for future changes.
- 5. Applicable to signage codes existing at each location.

Ms. Savicic completed a site study for each branch and spoke to each branch manager which, while familiarizing her with each of the branches, also uncovered opportunities for optimizing certain processes or special characteristics which will be helpful going forward.

Once Ms. Savicic completed the site visits/interviews, she and BAM worked together to pool everyone's expertise so the team could

address the arrangement and development of the necessary signage. This work resulted in the signage package Trustees just viewed from Ms. Ward. Included in the signage package are the construction documents and specifications for where each sign will be located, the dimensions, the material and hardware required, and the images that are going to be on each piece. It allows the set of drawings to also serve as the guide for when the signage package toes to be fabricated and at the installation.

Ms. Savicic concluded by saying that she believes the signage package offers the District an elegant solution for implementing the District's new brand while also mitigating certain challenges at each location that have to do with the recogniziability of each branch while also providing a unifying theme.

Chair Ortiz asked Trustees for their questions and comments:

Trustee Bilbray-Axelrod said that, in these times, this is not a good use of District money. She understands that this item will be discussed at the next meeting, but wanted to get her comment on the record.

Trustees Meléndrez, Foyt, Benavidez, and Wilson echoed Trustee Bilbray-Axelrod's comments. Trustee Ramaker added that she appreciated all the work that has gone into the project so far. Trustee Marilyn Francis Drake agreed with everything that has been said so far and added that moving forward on the project was a bad image at this time if the District must lay off staff. Trustee Wadley-Munier also agreed, but she is very excited about moving forward with this when the time is right. Chair Ortiz thanked staff for their work so far on the project. He liked the marketing, the imagery, the colors; it's really going to make a difference.

This item was for discussion only.

Approval of Proposed Minutes Regular Session, November 14, 2019; Regular Session, January 16, 2020; Regular Session, February 13, 2020; Regular Session, March 12, 2020; and Emergency Meeting, March 18, 2020. (Item VI.A-E.)

Chair's Report (Item VII.)

Library Reports (Item VIII.)

Trustee Wilson moved to approve the Minutes of the Board of Trustees Meeting held November 14, 2019. There was no opposition and the motion carried.

Item VI.B-E. were removed from the Agenda.

Executive Director's Report (Item VIII.A.)

Executive Director Dr. Heezen said that most information is contained in his written report, so he wanted to highlight the importance of attending the April 28 Special Meeting. More topics have been added and he wanted to request that Trustees set aside a larger amount of time to attend.

Dr. Heezen said he preferred using WebEx as the District's virtual platform due to several issues with Zoom, including security issues. Trustees Bilbray-Axelrod and Meléndrez commented that they had issues with WebEx and preferred Zoom, based upon their experiences.

Library Operations, Security Reports and Monthly Statistics (Item VIII.A.1.a.) Chair Ortiz asked if all District staff had access to their work emails from home. Library Operations Director Jenn Schember answered for Library Operations staff and said that not all staff have remote access. Administrative staff, for the most part, have the access, not so much branch staff.

Chair Ortiz wanted to ensure staff had reached out to all District employees. Ms. Schember said that her staff is in touch with all Library Operations staff, which accounts for over 60% of all District employees. Ortiz then requested an update for all departments at the April 28th meeting.

Branding and Marketing Report and Electronic Resources Statistics (Item VIII.A.2.a.) No questions.

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

No questions.

Development and Planning Report (Item VIII.A.2.c.)

No questions.

Information Technology Report (Item VIII.A.2.d.) No questions.

(Item VIII.A.2.d.)
Financial Services

No questions.

Report (Item VIII.A.3.a.)

General Services

No questions.

Report (Item VIII.A.3.b.)

Human Resources Report (Item VIII.A.3.c.) No questions.

Unfinished Business (Item IX.)

None.

Discussion and possible Board action regarding entering into a lease agreement for building space for the Blue Diamond Library.
(Item X.A.)

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

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

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

In response to a question from Trustee Wilson, Mr. Rice said that there are no CAM charges in this particular lease. Wilson then asked that if the CPI goes down, does the District's rate. Rice said that he has not seen that happen, but will check on that.

Trustee Bilbray-Axelrod asked if Blue Diamond is the only space that the District leases. Mr. Rice said that the only other leases are with public entities at a cost of \$1 per year. The Blue Diamond lease is the only one with a private party. Bilbray-Axelrod was concerned that, if the District needed to close branches, it might be better to go with a month to month lease. Rice said that originally, the term was 20 years

(an initial five years with three, five-year renewals). Since the economy was still in a recession in 2012 when this lease ended, the District negotiated a two year term, which is not really a long time. Rice acknowledged that, technically the District could go month to month. Trustee Bilbray-Axelrod wants all the options on the table.

Trustee Wadley-Munier moved to authorize staff to enter into a lease agreement for building space for the Blue Diamond Library for a term of two years beginning May 1, 2020, at a monthly rental amount of \$1,468.00, subject to review by Counsel. There was no opposition and the motion carried.

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

Deputy Director, CFO Fred James reported that the Finance and Audit Committee reviewed this item earlier and recommended approval to joinder onto Clark County's contract with FHN Financial Main Street Advisors, LLC. The approval of this agreement will ensure that the District will continue be provided investment services at competitive costs. Mr. James said that the District's investment account is about \$300,000 now, but it has been as high as \$10-\$12 million.

Trustee Benavidez moved to authorize staff to joinder onto Clark County's contract with FHN Financial Main Street Advisors, LLC for investment advisory services through December 31, 2022, and to authorize staff to extend the contract for up to two (2) one-year periods, subject to funding being available and the contractor continuing to meet performance standards outlined in the contract agreement. There was no opposition and the motion carried.

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

Based upon Nevada Governor Sisolak's emergency declaration issued on March 12, 2020, and the school closures announced on March 15, 2020, Executive Director Dr. Ron Heezen closed the Las Vegas-Clark County Library District, beginning Monday, March 16th. At an Emergency Board Meeting on Wednesday, March 18, 2020, Trustees ratified the Executive Director's decision to close the District. Trustees approved a closure of at least 30 days or until the Governor and Health District advise otherwise.

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

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

The District's top priority is the health and safety of staff, volunteers, customers, and community partners. Maintaining social distancing is nearly impossible in public libraries with the numbers of District customers. The District's online resources will remain available and the District's WiFi capabilities will be extended into the parking lots. Customers will also be asked to NOT return their borrowed materials until the emergency is mitigated. ALL fines for overdue materials will

be forgiven during the shutdown. All staff will be paid during this closure.

Dr. Heezen explained that President Trump announced today that individual Governors have the authority for their states. If the Governor says to reopen at a specific time, then staff want to implement that as soon as possible. At this time, staff are prepared for a May 4 opening. At the same time, the closure could be extended. Heezen is requesting is Board approval for opening when the Governor and the Southern Nevada Health District give their approval.

Trustees Meléndrez, Foyt, and Ramaker want to follow the Governor's orders.

Trustee Wilson is uncomfortable with setting a date to open contingent upon both schools and businesses reopening. He fully expects the state to announce partial reopenings in phases. He also expects the school year to be completely called off. He believes that, when the Governor allows non-essential businesses to reopen (whether through curbside pickup or other limited contact service), that the District needs to have that option available to open and need to scale up without waiting for a full reopening.

Trustee Bilbray-Axelrod agrees with Trustee Wilson and feels that staff should be scanning temperatures on the way in once the District reopens. Wilson then suggested discussing this item after Item X.D. Trustees Bilbray-Axelrod, Benavidez and Meléndrez agreed. Chair Ortiz commented that he is concerned there is no District plan to reopen. He believes the District is really behind the curve. Once there is a plan, it then needs to be stress-tested.

Trustee Wilson then moved to table item X.C. until after item X.D. There was no opposition and the motion carried.

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

Dr. Heezen asked Ms. Schember to present this discussion item on the reopening of the Las Vegas-Clark County Library District with temporary operating procedures, guidelines, and safety measures as a result of the COVID-19 global pandemic, and in conjunction with Nevada Governor Sisolak's and Southern Nevada Health District (SNHD) guidelines. Dr. Heezen praised her team as they have led the discussion and work on this and he feels they have done an excellent job of anticipating the actions that need to be taken to open and remain safe as the District begins to serve its customers once again.

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

- 1. A phased reopening with partial services
- 2. Limiting the number of customers allowed into a library at any given time
- 3. Limiting the number of customers within designated zones

(Item X.D.)

- 4. Prohibiting loitering within the buildings
- 5. Installing barriers and signage to enforce social distancing
- 6. Implementing revised sanitization procedures
- 7. Allowing staff, volunteers, customers, and community partners to wear personal protective equipment
- 8. Establishing new employee leave guidelines, as per the Emergency Leave Act, with the guidance of District legal counsel

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

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

In addition to Ms. Schember's presentation, Health and Safety Coordinator Nicole Baker discussed a new product that District will be using to protect customers and staff. The District's building interiors are being sprayed with a product called Microshield 360. This is an antimicrobacterial coating that applies to all high-touch surfaces such as surfaces, computers, keyboards, just about anything you can imagine. Once the product has been applied, it kills germs for a period of about one year.

Due to some technical difficulties with Ms. Baker's connection, Ms. Schember and Mr. Rice continued to explain the product. They noted that the City of North Las Vegas is also using the product, as well as some bus services. Airlines are looking into the process as well. It is a nontoxic product so toys can be sprayed with it, and it can be around food as well. All branches will be sprayed, though the larger lecture halls and theaters will be done later. Both the FDA and SNHD have approved the product for this type of use. The cost to do all the high touch services in the branches as well as the service center is about \$35,000.

Chair Ortiz asked each Trustee for their questions and comments.

Trustee Bilbray-Axelrod suggested the following:

- Not reinventing the wheel on virtual offerings to patrons, including story times. There are already offerings on social media. Upload those now.
- 2. Using study rooms for computer use,
- 3. Figuring out how to do the Homework Help programs though Zoom or WebEx,
- 4. Placing signs in stacks to encourage patrons to limit handling books as much as possible,
- 5. Quarantining all returns for 72 hours,
- 6. Hiring new Human Resources Director faster, and

7. Screening patrons coming in and perhaps take their temperatures as well.

Trustee Wadley-Munier also likes the microshield application, and loves the idea of extra hours.

Trustee Meléndrez likes the plan that Ms. Schember has presented. He suggests that, as new procedures and plans are being implemented, please ensure that constant training and reminders are given to staff.

Trustee Benavidez asked if laptops and Chromebooks are able to be checked out for the day; and, how is the District planning to distribute these items. Ms. Schember explained that these items are for inhouse use only with a specific place to use them, possibly the meeting rooms. Benavidez then asked how the District is planning to provide PPE (personal protective equipment) or reimburse staff who purchase their own. There was short discussion on how to avoid the District being liable if they provided the PPE among Dr. Heezen and Counsel Welt. Benavidez suggested that occur soon.

Trustee Benavidez appreciates having a specific time for vulnerable patrons. She asked if the District planned to open up all branches at the same time or does the District plan to phase the openings. Ms. Schember believes the District will be able to open all branches at the same time within limitations. Schember believes it would be very hard to determine which branches should open and which should not. It is not the size issues, but wanted to meet the needs District customers.

Trustee Benavidez asked if the District was going to hire any more security staff and, if so, who will be training them to deal with the customers entering the branches. Mr. Rice said that would be something to take about with the district's security provider Allied Universal as medical screening is not currently in their job specifications.

Trustee Ramaker suggested asking District volunteers to provide some of these temporary services. She also reminded staff that it will be hard to keep an eye on so many more people as well as asking them to take on additional tasks to keep branches safe, however this is important.

Trustee Francis Drake asked about the use of Foundation volunteers and when staff anticipates them returning. Ms. Schember and Development and Planning Director Danielle Milam said that all volunteers would stay out until Library Operations is set.

Trustee Wadley Munier appreciates anything that the District can do to protect staff and the public. She prefers requiring masks instead of taking temperatures at the door. She wanted to clarify that, even though the District is planning to use the spray, staff were still planning to have the custodians do regular cleaning. She also wanted to know that the regular cleaning will not remove the product. Mr. Rice confirmed the regular cleaning would continue and tests show that regular cleaning would not remove the product.

Trustee Francis Drake is in favor of extending hours to open earlier and later. She added that District is probably one of the most valuable tools for area residents. She suggested one-way aisles for customer browsing.

Trustee Foyt asked about plans for unattended children. Ms. Schember said staff would handle using the District's current policy; contacting the parents. Initial opening plans would not allow for loitering in any case.

Trustee Wilson appreciated the thoughtful process and work that has gone into the proposed plan. Wilson finds it very optimistic as he does not expect to open the first week of May. He know the Trustees are meeting again in 12 days, but he is uncomfortable looking at this plan while not addressing the massive hole in the budget.

Chair Ortiz suggested that Ms. Schember and Community Engagement Director Matt McNally look at the District's partners that need help now. He also suggested staff look at reinventing the District to become a needed service through the District's sites, facilities, spaces, contact. Ortiz also suggested staff contact partners that are already working within the District, share this plan with them, and attempt to ascertain how they will be a part of it.

Chair Ortiz next discussed managing expectations. There is no perfect way to do this, but he feels very strongly about reopening while figuring out how to use staff who are not doing events, at this time. He also wants to make it a priority to ensure there has been contact with each staff member.

Trustee Wadley-Munier asked if the District had a protocol if a staff member is diagnosed with Covid-19. Ms. Schember said staff are still working on that part and will have a presentation at the April 28th meeting.

This item was for presentation and discussion only.

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

Trustee Wilson moved to reopen Item X.C. There was no opposition and the motion carried.

Dr. Heezen reiterated that staff are asking that the Trustees allow the District's closure to extend through the time that is mandated by either the Governor or the Health District.

Trustee Foyt said that the SNHD approval may be granted separately. She prefers to go with the authority of the Governor only.

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

Trustee Wadley-Munier asked if the Governor would need to identify libraries specifically when he does allow reopening. Counsel Welt recommended that Trustees meet once the Governor has announced the reopening. This can be done by specifically setting up an

emergency meeting. Both Trustees Wilson and Wadley-Munier ae satisfied.

Chair Ortiz called for the question. There was no opposition and the motion carried.

Announcements (Item XI.)

Trustee Foyt announced that she is working with Commissioner Naft's office regarding the address change for the Enterprise Library. Trustee Bilbray-Axelrod asked that Foyt contact her for information about working with the post office on the proposed change.

Dr. Heezen will be placing an extension of the Food for Thought program on the agenda at the Special Board Meeting due to the uncertainty about the reopening date. He suggests that Trustees approve an extension to a month after reopening.

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

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

Public Comment (Item XII.)

None.

Adjournment (Item XIII.)

Chair Ortiz adjourned the meeting at 8:26 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2020 ATTENDANCE

Appendix A

April 16, 2020 Regular Board Meeting

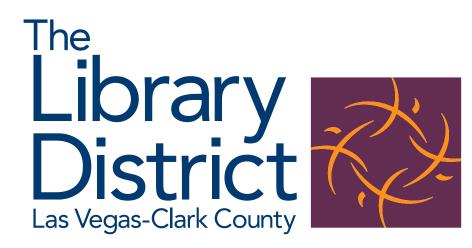
	2020	January 16 Naming Library Policy Cmt	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg	March 18 Emergency Board Mtg	April 16 Finance & Audit Cmte	April 16 Regular Board Mtg	
Benavidez	Kelly	A-E	A-E	Р	Р	A-E	Р	Р	
Bilbray-Axelrod	Shannon	Р	Р	Р	A-E	Р	Р	Р	
Francis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

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absense

as of April 16, 2020

April 16, 2020 - Regular Board Meeting Appendix B - Page 1 PUBLIC INFORMATION / BRAND CAMPAIGN



Free to be

curious connected captivated fearless inspired a trailblazer yourself



Carla Hayden Thinks Libraries Are a Key to

Interview by Ana Marie Cox

Freedom

Most librarians of Congress haven't actually previously been librarians. What's the best preparation for this role? There have been two other librarians of the 14 total — we've had historians, we've had lawyers — but the main theme has been an interest in ideas and knowledge and a belief in that. That's what prepares you — to have an open mind, to want to expand other people's interest in history and knowledge. Each librarian has been almost perfect for the time that they served. I just hope that I can keep that momentum going.

Well, it's funny that you mention that each librarian appointed seems to have turned out, in retrospect, perfect for the time, because you're a very particular librarian. You're the first woman and the first African-American named to the role, and some people have called you a radical librarian. We librarians love that. That's against our stereotype.

Maybe I'm a romantic, but I do think of librarians as inherently radical. There's something political about access to information. And it has been throughout history. Frederick Douglass said, "Once you learn to read, you will be forever free." If you can absorb information yourself and make your own decisions, that's a freedom. And for so many times in history, being able to read and access information has been part of it, especially mmy case, with African-Americans.

In the past, you've taken what some people would consider political positions.



Age: 64
Occupation:
Librarian
Hometown:

Hayden is the
14th librarian of
Congress. She
diso served as chi
me executive of the
Enoch Pratt Free
Library in Baltimor
and president of
the American
Library Association

Her Top 5 Favorite Places to Read: 1. In a comfortable chair 2. On the beach 3. By a fireplace 4. Under a hair drys 5. On a train You previously served as the head of the Baltimore public library, and one of the most notable things you did was to keep a branch in the middle of the conflict open during the protests over Freddie Gray's death. It was a haven. People could get online; they could apply for jobs. By the end of the week, we were the food center, because there weren't places open.

When you were president of the American Library Association, you battled Attorney General John Asheroft over the Patriot Act because it, among other things, gave the Justice Department and the F.B.I. the power to access library user records. Do you think you'll do any civil-libertarian activism in your current position? In being elected to head the A.L.A. I became the face of the association. Now I'm basically the face of the Library of Congress, and I have enough to do here.

People may not know that the Library of Congress has that name because it was actually created for the use of members of Congress, who aren't always known for basing their opinions on facts. Yes, we have the Congressional Research Service, which is like the Special Forces of analysts. They serve Congress and the staff to help give them unbiased, nonpartisan information. Just like when people go into their school or public library and have information professionals to help them, their legislative body has people just like that to help inform Congress. We don't let our own opinion influence the patron's research.

Do you think libraries can help in this epidemic of fake news and lack of trust in the media? I think the good thing about the discussion is that there's a discussion about what's fake and what's real. There's an awareness that there is such a thing. Librarians have been pounding on this issue in a different way for a while - that just having computer literacy is great, but as information professionals, we're always looking at what's the most authoritative source for the information and teaching information literacy. It's great to have all this stuff, but you need to teach how to use the library in schools. They need to be teaching information literacy as soon as the kid can push a button.

It seems as if you might need to teach information literacy to members of Congress. If they start as children, I think there's hope. ◆

The New York Times

librarians as inherently radical. There's something political about access to information. And it has been throughout history. Frederick Douglass said, "Once you learn to read, you will be forever free." If you can absorb information yourself and make your own decisions, that's a freedom. And for so many times in history, being able to read and access information has been part of it, especially in my case, with African-Americans.

The Library District Las Vegas-Clark County

6 1.22.17

Photograph by Stephen Voss

Brand Signage Updates

PUBLIC CAMPAIGN

English







PUBLIC CAMPAIGN

English

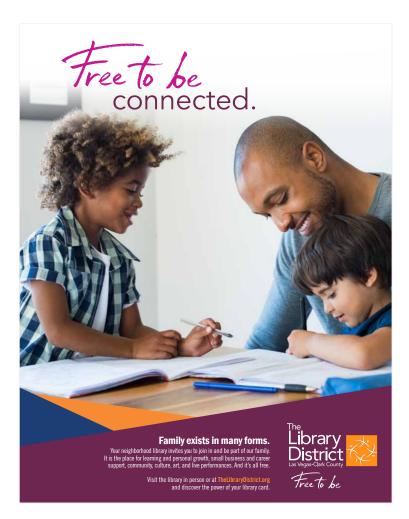






PUBLIC CAMPAIGN

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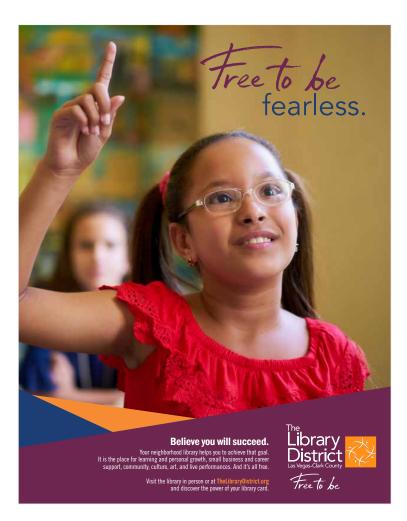






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English



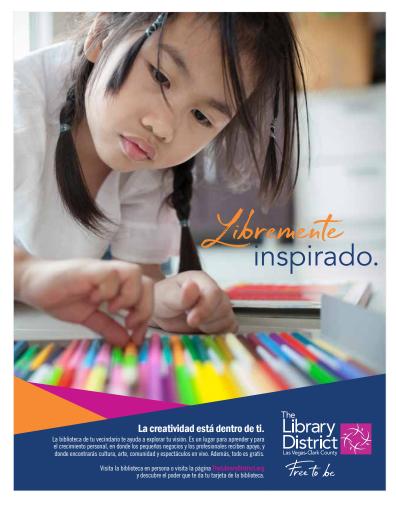




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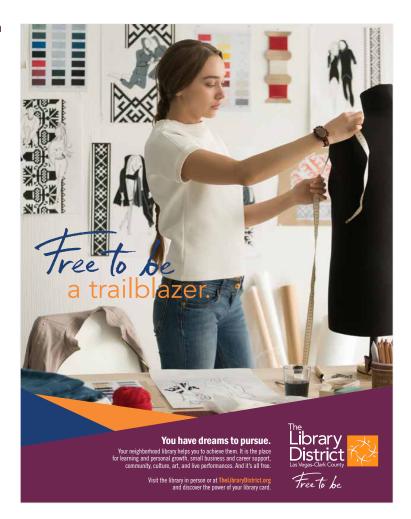


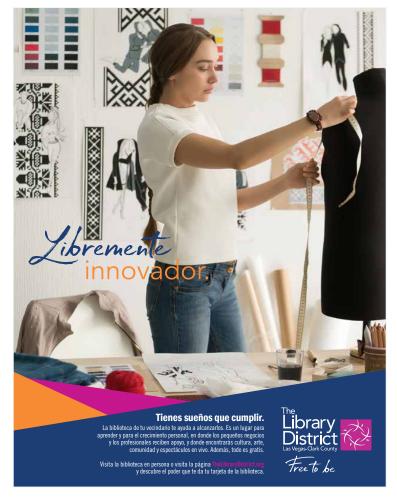




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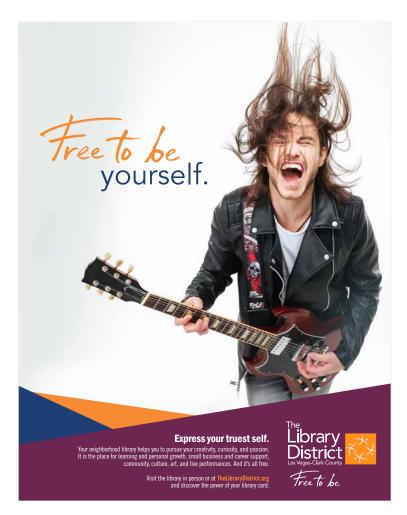


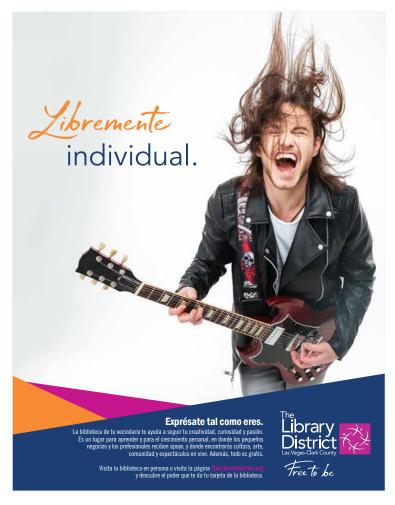




PUBLIC CAMPAIGN

English







SIGNAGE CREATIVE SAMPLES













April 16, 2020 - Regular Board Meeting Appendix B - Page 12 A SAMPLE OF OUR URBAN BRANCHES

CLARK COUNTY LIBRARY



Exterior - Main Entrance



CLARK COUNTY LIBRARY Parking Lot





CLARK COUNTY LIBRARY Theater Exteriors



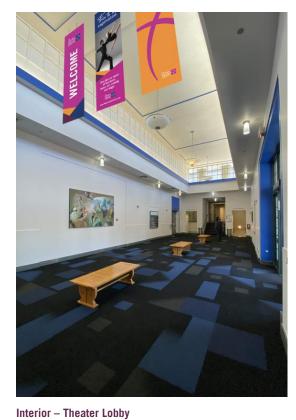


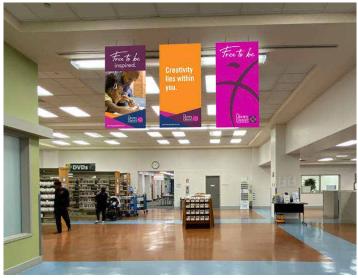


Exterior – Theater side entrance off Escondido St.



CLARK COUNTY LIBRARY Interiors







Interiors - Branch



EAST LAS VEGAS LIBRARY



Exterior - Far left wall of main entrance



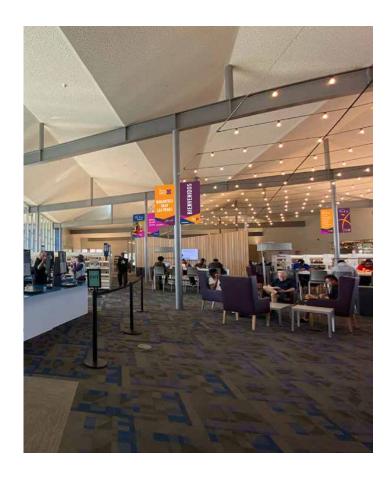
EAST LAS VEGAS LIBRARY Exterior

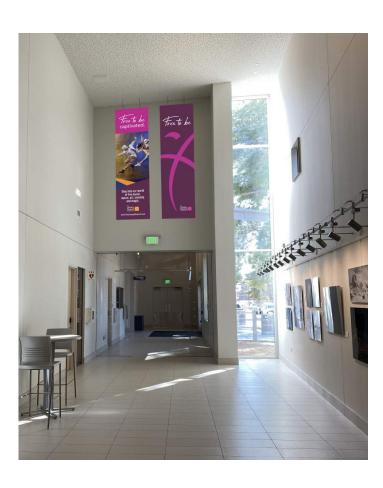


Exteriors – Far Right wall of main Entrance



EAST LAS VEGAS LIBRARY Interiors







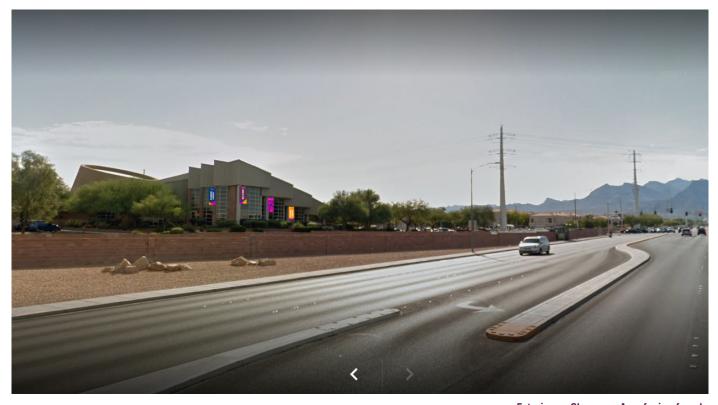
RAINBOW LIBRARY



Exterior - Main entrance



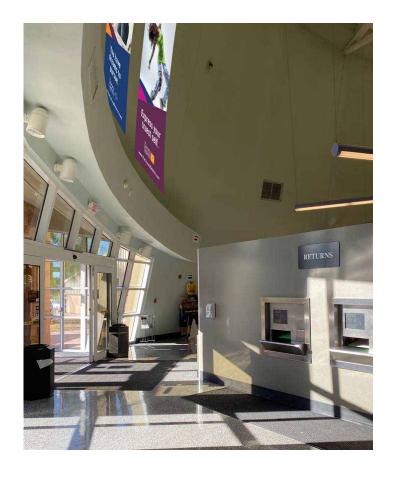
RAINBOW LIBRARY Exterior

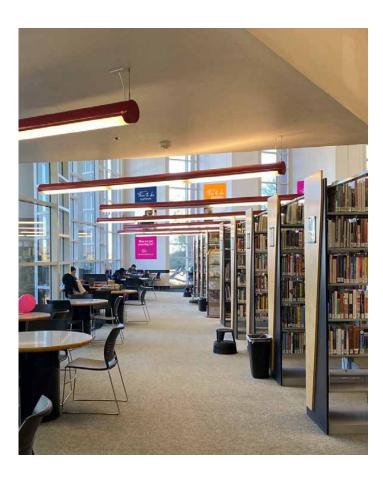


Exteriors – Cheyenne Ave. facing facade



RAINBOW LIBRARY Interiors







WEST LAS VEGAS LIBRARY



Exterior – Main entrance



WEST LAS VEGAS LIBRARY Exterior



Exterior – Theatre Entrance



WEST LAS VEGAS LIBRARY Interiors







SAHARA WEST LIBRARY



Exterior - Main entrance



SAHARA WEST LIBRARY Exterior



Exterior – Sahara Ave. street pole signs



SAHARA WEST LIBRARY Interior



Interior – Lobby



SAHARA WEST LIBRARY Interior



Interior - Main entrance to branch, wall graphic



SAHARA WEST LIBRARY Interior





April 16, 2020 - Regular Board Meeting Appendix B - Page 31 A SAMPLE OF OUR OUTLYING BRANCHES

MESQUITE LIBRARY



Exterior - Parking lot side view



MESQUITE LIBRARY Exterior



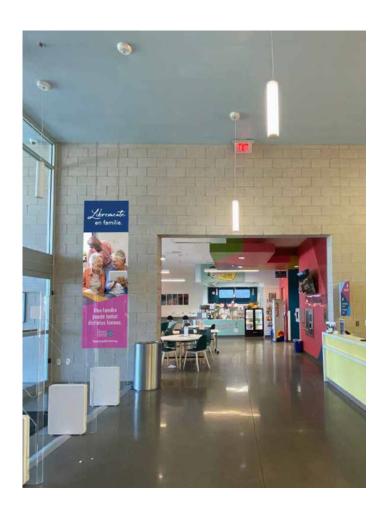
Exterior – Main entrance side



MESQUITE LIBRARY Interior

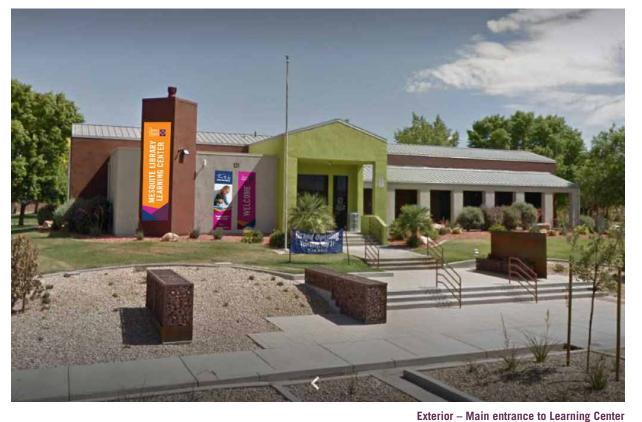


Interior – Main entrance doors





MESQUITE LIBRARY LEARNING CENTER Exterior





GOODSPRINGS LIBRARY





Interior



SEARCHLIGHT LIBRARY





Interior



SANDY VALLEY LIBRARY





Exterior

Interior



April 16, 2020 - Regular Board Meeting Appendix B - Page 39 THANK YOU! Library District

LVCCLD PHASED REOPENING

Goals

- Library services resume in a phased approached to support a safe opening
- · Refocus immediate priorities
- Enforce social distancing and limits on gatherings (per Governor and SNHD)
- Provide ways to assist vulnerable community members (seniors, underlying health conditions)
- Implement safety measures including enhanced sanitization, barrier installation, various quarantine methods, and personal protective equipment for staff
- Establish new employee leave guidelines (under guidance of District legal counsel)
- · Flexibility to move forward or backward

Week 1 (Exempt staff return to work)

- Administrative staff return onsite with social distancing guidelines/schedules that may include some staff continuing to work remotely
- Exempt branch staff return onsite with social distancing guidelines/schedules
 - Process materials
 - Catch up on emails, interoffice mail, work plans/check-ins with staff
 - Meet with LO Administration/staff training
 - Determine social distancing procedures for the public
 - · Set schedule for remaining branch staff
- > BAM create/purchase and distribute social distancing signage
- > FAC staff work with branch staff to setup social distancing measures (move furniture, set up stanchions/plexiglass barriers, apply floor decals, remove seating, etc.)

Branch Reopening - First 30 Days Focused on Quick Access

Week 2 (Computers, Holds Pickup, Browsing, Reference/Phone Assistance)

Social Distancing

- Signage and floor decals throughout buildings
- Limit number of people in buildings (per Governor or SNHD guidelines)
- Limited number of people within designated zones (computer centers, youth areas, etc.)
- > Security Officers and staff will manage line/crowd control
- Limited public seating (ADA purposes and designated laptop areas only)
- No loitering
- No food
- Three Square distribution to-go (pending schools reopening)
- No study rooms
- > No meeting room rentals or theater usage (programs canceled through June 30)
- No storytimes
- No makerspace/tech labs
- > 1-2 staff member(s) per service desk (varies by branch)
- Some service desks closed (varies by branch)
- No volunteers

Health and Safety Mitigation Taskforce & Library Operations Administration REV 04/14/20

Available Services (Computers, Holds Pickup, Browsing, Reference/Phone Assistance)

- Computer access limited to one-hour
- Deploy laptops, Chromebooks, tablets, and other devices for increased access
- > Self-pickup of holds
- Browsing of collection
- > Phone and in-person reference
- Drive-thru windows at East Las Vegas and Mesquite Libraries
- Workforce One Stop Career Centers
- eResources including eCard
- Continued Wi-Fi expansion into parking lots
- > Book donations welcome

Safety Measures

- > Allow PPE for staff and customers
- Microshield application <u>www.microshield360.com</u>
- Installation of stanchions and plexiglass barriers
- Quarantine returned library materials, book donations, food donations
- Increased safety measures for staff that directly handle library materials (sorters, shelving)
- Allow breaks for staff every hour or as-needed for handwashing

Staff Guidelines/Training

- Implement new employee leave guidelines per EPSLA and EFMLEA
- Conduct staff training related to COVID-19, new operating procedures, and best practices
- > All staff training conducted remotely or with proper social distancing

OTHER CONSIDERATIONS

- Extend library hours of operation (i.e. first hour for vulnerable populations)
- Curbside service
- Extend Food for Thought Program

PROPOSED MINUTES LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT SPECIAL BOARD OF TRUSTEES' MEETING LAS VEGAS, NEVADA APRIL 28, 2020

ITEM IV.B.

The Board of Trustees of the Las Vegas-Clark County Library District met in special session via Webex, at 12:00 p.m., Tuesday, April 28, 2020.

Present: Board: F. Ortiz, Chair S. Bilbray-Axelrod

K. Benavidez E. Foyt

R. Wadley-Munier M. Francis Drake

S. Ramaker B. Wilson J. Mélendrez K. Rogers

Counsel: G. Welt

Absent:

Staff: Dr. Ronald R. Heezen, Executive Director

Numerous Staff

Guests: Jaime Cruz, Workforce Connections

Over 140 attendees via WebEx

F. Ortiz, Chair, called the meeting to order at 12:22 p.m.

Roll Call and Pledge of Allegiance (Item I.)

All members listed above represent a quorum. Trustee Rogers joined the meeting at approximately 12:50 p.m. Trustee Ramaker left the meeting at about 3:00 p.m. There were technical difficulties which made it hard for Trustees Wadley-Munier to be heard during most of the meeting and for Trustee Foyt to be heard at all after the return from the Executive Session (Item VIII.). Appendix A.

Chair Ortiz led attendees in the Pledge of Allegiance.

Public Comment (Item II.)

None.

Agenda (Item III.)

Chair Ortiz moved Item VII.C. to appear before Item IV. Trustee Benavidez moved to approve the Agenda as proposed. There was no

opposition and the motion carried.

Discussion and possible Board action for the Las Vegas-Clark County Library District to engage Workforce Connections in a Memorandum of Understanding (MOU) and extend services of the One-Stop Delivery System. (Item VII.C.)

Jaime Cruz, Executive Director of Workforce Connections (WFC) thanked District Trustees and staff for the opportunity to address them. The partnership between the District and WFC is approaching the end of its fourth year. The MOU that is up for consideration will extend the agreement and add locations. Currently, WFC has five locations in District facilities across the valley. Mr. Cruz believes that, in the coming weeks, there will be no greater needs than connecting people back to meaningful employment and helping small businesses get their workforce back. Matt McNally, Community Engagement Director, then took over the presentation of this item.

Mr. McNally reported that the Las Vegas-Clark County Library District engaged WFC in a MOU partnership on July 1, 2016. The MOU provided terms for the Library District to serve as an One-Stop Delivery System (OSDS) Partner Organization by implementing a One-Stop Career

Center in mutually-agreed upon locations. One-Stop Career Centers currently exist in Clark County, East Las Vegas, Laughlin, Mesquite, and West Las Vegas libraries. The partnership prioritizes assisting youth and adults with barriers to employment, but also target populations including: veterans, people with disabilities, workforce reentry, foster youth, and low-level educated adults. The current MOU will expire on July 1, 2020. Engaging in a new MOU which extends these services is proposed.

The new MOU specifies that both organizations must mutually agree to site locations, implementation of interior and exterior signage, cobranding the partnership and program services, collaborating for potential funding restricted to the partnership, developing project outcomes and deliverables, implementing program improvements, and carry general liability insurance, among others.

WFC is primarily responsible for serving as the lead partner and providing workforce development staff/practitioners designated to affiliated sites by procuring and awarding Workforce Innovation and Opportunity Act (WIOA) Title I service providers. These providers will offer employment and training services including: intake/navigation, career services, career coaching, training, job development, and employer services. WFC will also ensure that One-Stop Career Center staff work within Library District branch authority, provide design and specification of signage, provide computer hardware, software, and technical support, lead all community workforce development assessments, evaluations, results reporting, and offer professional development training for Library District staff. WFC will also pay the District for the cost associated with displaced offices impacted by this space renovation.

The District is primarily responsible for providing library space, telephone, high speed internet, secure WiFi technology, and working with OSDS staff to schedule partner activities. The District will also provide resources to secure procurement documentation for space reconfiguration, submit invoices to WFC for work to be completed, accept payment from WFC for these costs, and pay vendors and contractors for completing reconfiguration work within the library site.

The MOU also includes clauses for attribution, debarment/suspension status, term, termination, inspection & audit, limited liability, force majeure, indemnification, notice, independent agencies, assignment, severability, ownership of proprietary information, public records, confidentiality, proper authority, and governing law/jurisdiction. The final MOU will be reviewed by legal counsel before execution.

The term of the MOU will run through June 30, 2024 and provides for at least one automatic 4-year renewal term through June 30, 2028 unless sooner terminated by either party.

WFC and the District have strategized about implementing OSDS services at the Sahara West Library. The model of service would differ from those currently offered throughout the District. Current One-Stop Career Center sites provide assistance to employees seeking employment. The model of service considered for the Sahara West

Library would provide assistance to employers of small businesses. WFC has funds available to reconfigure space and launch this new model of service at the Sahara West Library if expenses for space reconfiguration can be paid to the District prior to June 30, 2020.

Approval of the agenda item would give authority to District staff to continue current One-Stop Career Center services and implement future OSDS services as mutually agreed upon by the organizations.

Mr. McNally then explained what the partnership had accomplished during the current MOU. Both organizations used the first year of the original MOU to assess services and review demographics. The team identified resources and reviewed selected locations. Also, the team wanted to foster buy-in from staff from both organizations, the District and from the partners who would be providing this service. Then WFC and the District began implementing Title I services. The Title I services focus on serving youth, low-income adults, and dislocated workers. In subsequent years, the team added Title III services which incorporate services that are geared for veterans, ex-offenders, migrant farm workers, and minorities. The partnership also included things like SNAP for food and child care systems wherever possible. The group then began building a coordinated, branded customer information campaign between the District and WFC so that participants would receive an improved customer experience and increase their understanding of the partnership and the services that are available.

Because WFC staff provides employment services, it frees up District staff to do other things and the customer gets to directly interact with an expert in the field of employment, which is a great benefit of this partnership. The District included the WFC partnership in the current Master Facility Plan process with hopes of implementing future One-Stop Career Centers in other libraries.

The decision to locate a One-Stop Stop Career Center location is typically based on demographic need, access to service, capacity to offer the service, and then, available funding. The partnership is mutually beneficial, as described. It pairs with the District's literacy services that are offered for English language learners and the Adult Basic Education classes, the District's Career Online High School, and the high school equivalency classes. This allows the District to focus on education and it allows WFC to focus on what they do best, employment services. One-Stop Stop Career Centers are able to provide knowledgeable, dedicated staff and one-on-one service to customers. They are connected to employers who are looking to hire employees. WFC also have the ability to provide resources for apprenticeships and certifications where they are needed.

Since the District's partnership with WFC in the original MOU which set the model, WFC has opened up eleven other One-Stop Career Center sites in other areas of southern Nevada, including the Metro Chamber of Commerce, North Las Vegas, Henderson, and Boulder City libraries. That is a testament to, Mr. McNally believed, the District and WFC having the vision and building this model from the beginning and then

seeing it fully expand to other areas.

Chair Ortiz asked Trustees if they had any questions or comments.

Trustee Foyt asked about WFC hours of operation. Mr. McNally explained that right now the hours of operation vary from branch to branch. A lot of it has to do with the contracts that are written for the providers and for what the amount of hours that those providers can offer. The District had originally intended to be able to offer the services seven days a week, similar to how libraries are open. Right now the centers perform services for about five days a week. With the changes that are happening in Las Vegas due to the pandemic, the District is ready to expand those hours.

Trustee Wilson asked how WFC defined a small business. Mr. Cruz explained that there is no hard rule which limits the size of the businesses using WFC hubs. WFC uses the term, "Small Business," which is defined under the SBA as any business under 50 employees. But, again, there will be no hard rule that says somebody with 51, 52, or 100 can come and provide services. WFC going to provide those services to any employer who seeks them. Wilson asked for clarification because he did not want a large organization using WFC space as a free recruiting location. He wants to maintain these locations for local, small businesses.

Trustee Benavidez praised the partnership, saying that WFC locations are going to be the place where people are going to be able to figure out their next steps.

Trustee Meléndrez anticipated needing additional staff once reopened. Mr. Cruz discussed how the different WFC locations are staffed. Mr. McNally explained that District staff will work with WFC staff to ensure social distancing and total numbers of people in buildings are maintained. He added that WFC centers will be a critical part of the District's reopening.

Trustee Bilbray-Axelrod couldn't emphasize enough how important these programs would be after the community reopens.

Trustee Francis Drake asked about the proposed space in the Sahara West Library that WFC will be taking over and asked how it will be set up. Mr. McNally discussed the different areas in the branch, which include the Glass Room and the former museum office space. Francis Drake wanted to ensure that Foundation volunteers would still have access to restrooms and break facilities.

Chair Ortiz asked to clarify that the proposal extended the contract for four years and added the business hub location at the Sahara West Library. Mr. McNally confirmed the information.

Trustee Benavidez moved to approve the Executive Director of the Las Vegas-Clark County Library District to engage in a Memorandum of Understanding with Workforce Connections, subject to review by Counsel, in order to continue partnership and offer the services of the One-Stop Delivery System. There was no opposition and the motion carried.

Approval of Proposed Minutes Removed from Agenda.

Regular Session, January 16, 2020; Regular Session, February 13, 2020; Regular Session, March 12, 2020; Emergency Meeting, March 18, 2020; Finance and Audit Committee, April 16, 2020; and Regular Session, April 16, 2020. (Item IV. A-F.)

Library Reports requested by Trustees. Possible Board discussion and direction. (Item V.) Executive Director Dr. Heezen explained that the reports at this meeting, unlike the reports at Regular Board Meetings, are staff's response to Board members' questions raised at the April 16, 2020 meeting.

Report on Staff Communications during COVID-19 closure by Executive Director Dr. Ronald Heezen (Item V.A.) Dr. Heezen described the report on Staff Communications during the COVID-19 closure as a compilation of the information received from each member of the Executive Council about their areas of responsibility. This covers all communications to staff.

The report is attached as Appendix B.

Trustees had no questions.

Report on Brand Launch Postponement by Branding and Marketing Director Betsy Ward. (Item V.B.) Branding and Marketing (BAM) Director Betsy Ward explained that *The Free To Be* brand campaign has been one of her department's highest priority projects over the past two years. The launch of the *Free To Be* campaign was set for September 2020, in order to make time for Employee Customer Service Training, which Training & Development Manager Keeley Walker had planned to begin in May.

The BAM team has been working closely with Ms. Walker and Acting Human Resources Director Fred James on the materials needed for this training. The group has also been working closely with General Services Director Steve Rice and Purchasing & Administration Manager Nancy Hodges to develop an Invitation to Bid on a brand signage contract for all of the District's branches. A significant amount of work was also put forth by Smiki Savicic and Sean Coulter of Simpson Coulter Studio to create this bid document. The bid process was completed on Monday, April 20, 2020, and the low bidder was identified.

However, due to the COVID-19 outbreak, and the catastrophic circumstances that are currently facing Southern Nevada, Ms. Ward

appreciated the guidance and feedback that she received from Trustees at the meeting on April 16. Based on that input, she met with Dr. Heezen, Mr. James, and Mr. Rice, and all agreed that the branding campaign should be postponed until a more appropriate time.

Graphic Designer Cierra Pedro will continue to develop all of the branding materials that will be needed for this project, including the brand handbook, the customer service training guide, HR materials, a brand training video, customer materials, and more, so that staff are ready to launch when the time is right.

Trustees had no questions.

Report on YouTube Programming by Branding and Marketing Director Betsy Ward (Item V.C.) Ms. Ward explained that BAM staff had been working on YouTube programming since 2019. Her plan was to launch this service in September, along with the rebranding. Since that is not going to happen, BAM moved the programming launch up to serve the District's customers at this critical time.

Trustee Rogers joined the meeting during Ms. Ward's remarks.

The report is attached as Appendix C.

Trustee Bilbray-Axelrod asked if staff was working with other library systems so they are not duplicating work already done by other libraries. Bilbray-Axelrod emphasized that it does not matter that District staff have not created the content if it fills our needs, it simply needs to be available to District customers quickly. Ms. Ward said her staff would do that, as well as reach out to local celebrities to work on story time. Trustee Wadley-Munier agreed with Bilbray-Axelrod.

Trustees Wilson, Foyt, Benavidez, Meléndrez, and Rogers had no questions.

Chair Ortiz, Trustees Frances Drake and Ramaker thanked Ms. Ward and her staff for all of their work.

Report on Communications with District partners by Community Engagement Director Matt McNally and Development and Planning Director Danielle Milam (Item V.E.) Mr. McNally updated Trustees on Community Engagement contacts with District partners.

At the last Board meeting, he and his staff were asked for an update of where staff are to check in with all of the District's partners, to make sure how they were doing, trying to retain that same level of partnership, and to help meet their needs and the District's as everyone begins to move through the COVID-19 process.

The report, attached as the first part of Appendix D, summarizes the great work that all of the District's Community Engagement staff has done to reach out to all of the District's partners. There are about 350 different partners. In April, the report lists the groups who have been contacted. Staff are starting to gather all of that information. Now, as the groups begin to respond back about how the District can best serve them, staff also let them know what the District's critical needs are and what the District sees as the critical needs of the community. A lot of the District's programming and partnerships may be retooled in ways to help support critical need areas of unemployment and business development, food sustainability, financial literacy, social services,

early childhood education, literacy, COVID-19 testing, and contact tracing, along with health and wellness. The groups have appreciated that the District is reaching out to them and taking an interest in understanding what are their immediate needs and how the District can best support those moving forward.

Dr. Heezen added that he has shared the District's proposed opening plans with other library districts in the state.

Trustees had no questions about Mr. McNally's report.

Development and Planning Director Danielle Milam reported on the Planning and Development side of the report, which is the second part of Appendix D. Ms. Milam has participated in many community planning meetings to determine the current critical needs. Trustees will be hearing more about how the District might be able to phase in new partnerships and new models of service with some of the agencies that are obviously on severe overload. Similarly, in terms of funding agencies, Milam and her staff have been tracking some of the major funding sources like FEMA, FCC, and the Institute for Museum and Library Services to see where the District might be able to find some sources of funding for the new kinds of costs that are being incurred because of COVID-19.

Chair Ortiz said that the District needs to become the center point for a many of the organizations that have been blindsided by this pandemic. The District needs to be a resource and place for them. Ms. Milam added that some of the agencies that staff have contacted just cannot wait for the District to reopen to see if the District can help them get to those individuals that are not digitally connected. That is probably the most critical need.

The reports are attached as Appendix D.

Human Resources Director Search Process Update by Deputy Director/CFO Fred James (Item V.D.) Deputy Director/CFO Fred James reported that staff has set up a schedule to interview eleven candidates for the position of Human Resources Director. The candidates come from all over and he is very pleased with them all. Trustees Bilbray-Axelrod, Foyt, and Meléndrez will join Mr. James and Dr. Heezen for the interviews. The first interview will take place on April 30, with the rest taking place over May 5, 6, and 7. The group will bring back the top three or four candidates to have a one-on-one meeting and get a feel for them.

There were no questions from Trustees. Trustee Benavidez volunteered to serve as an alternate. Counsel Welt reiterated, due to a question by Trustee Wadley-Munier, that the Executive Director hires the Human Resources Director while the Trustees are providing input. The only person that the Trustees hire is the Executive Director.

Unfinished Business (Item VI.)

None.

Discussion and possible Board action regarding

After confirming with Counsel Welt, Chair Ortiz moved to reopen for discussion and possible action, changes to the current address of the Enterprise Library. Chair Ortiz, and Trustees Bilbray-Axelrod, Foyt,

changes to the current address of the Enterprise Library. (Item VII.A.)

Francis Drake, Meléndrez, Rogers, and Wadley-Munier voted in favor. Trustees Benavidez, Ramaker and Wilson voted against. The motion to reopen for discussion was approved.

Trustee Foyt reported that she had been working with Clark County Commissioner Michael Neff, in whose district the Enterprise Library is located. She has had several communications with him concerning this issue and she would really like to see it play out in his hands. She felt it might be accomplished very simply through his office. Foyt also reported that she had a brief conversation concerning post office requirements with Trustee Bilbray-Axelrod.

Trustee Bilbray-Axelrod commented she is very happy that Trustee Foyt took the initiative to start this. Her father was the longtime Chair of the Board of Governors for the United States Postal Service and he was shocked to hear that the address was on Shelbourne when the building is clearly facing Las Vegas Boulevard. Bilbray-Axelrod reported that the post office did not give her any indication that the ingress/egress needed to be changed.

Trustee Wilson was concerned about the cost for arranging for access to the building directly from Las Vegas Boulevard, otherwise he could support the change.

There was a discussion between Trustees Wilson, Benavidez, Foyt and Bilbray-Axelrod about whether access from Las Vegas Boulevard would be required, County requirements for address changes and the process, whether there would be funding available to cover the costs, and moving forward without knowing the final cost, which was a concern of Trustees last time. Several expected some idea of costs before moving forward. Trustees were mostly in favor of the address change, so long as they knew the entire amount and what specifically would be required before a final decision was made. Several Trustees wanted to continue to explore what needed to be done prior to making a decision to commit funds that may be required by the County and post office.

Trustee Foyt moved that the Board of Trustees of the Las Vegas-Clark County Library District continue to monitor the possible change of address for the Enterprise Library to Las Vegas Boulevard South address. No financial commitment will be made without further Board approval and acceptance with the option, of course, to withdraw such a change should expenses be incurred. There was no opposition and motion carried.

Discussion and possible Board action to change the dates of the *Food for Thought* food drive program. (Item VII.B.)

Dr. Heezen reminded Trustees that, on February 13, 2020, the Board of Trustees approved the *Food for Thought* food drive program. This program is conducted in partnership with Three Square food bank and provides a waiver of \$2.00 of fines and fees for every food item a cardholder donates.

The program was originally scheduled to occur from April 1-30, 2020 to coincide with celebrating National Library Week (April 19-25, 2020). Due to COVID-19, the Board of Trustees extended the program at the regular Board meeting on April 16. *Food for Thought* is currently

scheduled to occur when library services return through May 30, 2020.

With uncertainty remaining of when library buildings will re-open, staff proposes that that the *Food for Thought* program be scheduled to occur beginning immediately when library buildings open to the public, and operate for the remainder of that month and the following month (30-60 days). All other terms of the *Food for Thought* program approved on February 13, 2020, and extended on April 16, 2020 remain unchanged.

Dr. Heezen felt that this is a way that District customers not only build goodwill toward the library, they feel good about themselves because what they are doing for their community. And so if Trustees would extend it to 60 days from the date of reopening, he thinks that that would cover it.

Trustee Benavidez moved to change dates of the Food for Thought program to start when library buildings open to the public and ending up to 60 days beyond the start. There was no opposition and the motion carried.

Discussion and possible Board action to reopen the Las Vegas-Clark **County Library** District with revised operating procedures, quidelines, and safety measures as a result of the COVID-19 global pandemic, and in conjunction with **Nevada Governor** Sisolak's reopening guidelines and directives. (Item VII.D.)

Library Operations Director Jenn Schember discussed the proposed plans to reopen the District.

Nevada Governor Sisolak declared a State of Emergency on March 12, 2020, and closed schools on March 15, 2020. Based upon these declarations, Executive Director Dr. Ronald Heezen closed the Las Vegas-Clark County Library District beginning on March 16, 2020. On March 31, 2020, Governor Sisolak issued a Stay at Home order. This covered non-essential businesses. With Trustee approval, the District will remain closed until the Governor lifts the mandatory shutdown of non-essential businesses and Stay-at-Home directive.

While the District was able to close quickly, reopening normal services to the public will be a challenge. Ms. Schember discussed the District's approach to a phased reopening during the April 16, 2020 Regular Board Meeting. She and the team appreciated all the feedback provided by the Trustees at that time and took it into consideration. The District is continuing to collaborate with other library systems locally and nationally, and closely monitoring state and Federal quidelines, as well as CDC and SNHD protocols.

Ms. Schember took Trustees through the proposed Reopening Framework, in which Library Operations Administration worked closely with the District's Health and Safety Mitigation Taskforce to put together. The Taskforce is led by Assistant General Services Director John Vino, as well as Safety Manager Nicole Baker. The Taskforce also received input from Library Operations front line staff, as well as quidance from the Executive Council.

The Revised Opening Framework is attached as Appendix E.

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

- 1. A three-phase reopening plan
- 2. Limiting the number of customers allowed into a library at any given time
- 3. Limiting the number of customers within designated zones
- 4. Dedicating the first hour of operation for vulnerable populations
- 5. Providing curbside pickup
- 6. Installing barriers, displays, and signage to enforce social distancing
- 7. Implementing increased sanitization measures and quarantine procedures
- 8. Requiring staff, volunteers, and library partners to wear personal protective equipment (PPE); allowing the public to wear PPE
- 9. Conducting mandatory training for staff related to COVID-19, best practices, and new operating procedures
- 10. Establishing new staff leave guidelines, as per the Emergency Leave Act, with the guidance of District legal counsel

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

After Ms. Schember's presentation, Chair Ortiz asked Board members if they had any questions or comments. Trustees Wadley-Munier, Meléndrez, and Francis Drake, Bilbray-Axelrod, and Foyt were concerned about masks; the discussion included questions about whether the District is providing them for staff, should the District be handing them out or selling them to customers, requiring masks if the Governor has not mandated their use, and liability concerns.

Counsel Welt said he had been involved in the discussions. He said that his understanding from what staff is proposing is that the majority of prevention for the masks is not for the person wearing the mask, it's for the other people around them. It is to stop a person from sneezing and coughing on other people. The District does not represent that the masks are for the protection of the people wearing them by requiring the masks. But he will get further guidance if the masks are required from either the Health District or the appropriate medical professionals and go from there.

Trustee Wadley-Munier wondered if water bottles were prohibited from being brought in during the initial phase and Ms. Schember said no. Wadley-Munier asked why the District would open vending machines if no food or drink (except water) was allowed inside. Ms. Schember commented that, in the initial phases, they thought it would be better to limit food so that someone who is working on a job application could grab something very quickly. She also said that District cafes would be open in the first phase. Trustee Bilbray-Axelrod commented that would be a lot of fingers touching the vending machines.

Chair Ortiz commented that this plan is designed to ameliorate a lot of the fear that people have about the District reopening. His comfort

level is much better for having this plan thought out and written down. Ortiz knows that it will be tweaked depending on the customers at each branch once the District has reopened.

Trustee Wilson asked if staff are looking into getting the District's pandemic-related costs, such as the purchase of PPE, reimbursed by some of the FEMA programs or emergency grants. Dr. Heezen and Ms. Milam explained how they are working on obtaining these funds through the state and through other means.

Trustees commented favorably on the presentation and appreciated the thoroughness and attention to detail.

Trustee Wilson moved to reopen the Las Vegas-Clark County Library District with revised operating procedures, guidelines, and safety measures as the result of the COVID-19 global pandemic and in conjunction with Nevada Governor Sisolak's reopening guidelines and directives. There was no opposition and the motion carried.

Trustee Bilbray-Axelrod requested that staff look into another way to do meetings due to the problems with the current meeting platform, Webex. Trustees Meléndrez, Ramaker, and Wilson agreed with the request.

Executive Session – Discussion of the District's budget and human resources issues related to the COVID-19 Pandemic. THIS WILL BE A CLOSED SESSION. (Item VIII.)

Chair Ortiz advised attendees that the Executive Session would be closed and said that it would cover budget and human resources issues related to the COVID-19 Pandemic. Chair Ortiz moved to adjourn into Executive Session. There was no opposition and the motion carried. Trustees adjourned into Executive Session at 2:27 p.m.

Trustee Ramaker had to leave the Executive Session at around 3:00 p.m.

Trustee Wadley-Munier moved to reconvene the regular session. There was no opposition. Chair Ortiz reconvened the Regular Session at 4:33 p.m. When the regular session reconvened, Trustee Ramaker had left the meeting and Trustee Foyt was unable to unmute her microphone. Trustee Foyt could hear but not participate in the discussion.

Discussion and possible Board action regarding the District's budget and human resources issues related to the COVID-19 Pandemic. (Item IX.)

Mr. James then reviewed material discussed in the closed session which covered budget and human resources issues related to the Covid-19 Pandemic. The presentation is attached as Exhibit F.

Trustee Bilbray-Axelrod moved to approve the budget presented by CFO Fred James with a month-to-month review by Mr. James. Chair Ortiz and Trustees Wilson, Rogers, Benavidez, Francis Drake, Meléndrez, and Bilbray-Axelrod voted to approve. Trustee Wadley-Munier voted against the motion. Trustee Foyt was unable to vote. The motion carried 7-1.

Trustee Wilson moved that due to the COVID-19 emergency, that if the shutdown is extended past April 30th to temporarily furlough staff effective May 1st, only those who would make more, the same or more money through unemployment benefits with federal backing, but continue all benefits for those employees. The furlough would be temporary and no longer than the State of Emergency and no longer

than the federal benefits are extended to ensure their pay remains at the same level they're currently at. Trustees Wilson and Wadley-Munier voted to approve. Chair Ortiz, and Trustees Benavidez, Melendrez, Bilbray-Axelrod, Francis Drake, and Rogers voted to reject the motion. Trustee Foyt was unable to vote. Motion rejected, 2-6.

Trustee Wadley-Munier then moved to approve the three points that Mr. James and Mr. Abbott Scott discussed and proposed that they enter into some kind of conversation with the union reps at their discretion. Chair Ortiz and Trustees Bilbray-Axelrod, Benavidez, Meléndrez, Rogers, Wilson, Francis Drake, and Wadley-Munier voted to approve the motion. Trustee Foyt was unable to vote. Motion carried, 8-0.

Announcements (Item X.)

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

Public Comment (Item XI.)

None.

Adjournment (Item XII.)

Chair Ortiz adjourned the meeting at 4:55 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

2020 ATTENDANCE

Appendix A

April 28, 2020 Special Board Meeting

	April 20, 2020 Special Board Meeting								
	2020	January 16 Naming Library Policy Cmt	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg	March 18 Emergency Board Mtg	April 16 Finance & Audit Cmte	April 16 Regular Board Mtg	April 28 Special Board Mtg
Benavidez	Kelly	A-E	A-E	Р	Р	A-E	Р	Р	Р
Bilbray-Axelrod	Shannon	Р	Р	Р	A-E	Р	Р	Р	Р
Francis Drake	Marilyn	Р	Р	Р	Р	Р	Р	Р	Р
Foyt	Elizabeth	Р	Р	Р	Р	A-E	Р	Р	Р
Meléndrez	José	Р	Р	Р	Р	A-E		Р	Р
Ortiz	Felipe	Р	Р	Р	Р	Р	Р	Р	Р
Wadley-Munier	Robin	Р	Р	Р	Р	A-E	Р	Р	Р
Ramaker	Sandra	Р	Р	Р	A-E	Р	Р	Р	Р
Wilson	Brian	Р	Р	A-E	Р	Р	Р	Р	Р
Rogers	Keith	Р	Р	Р	A-E	Р	Р	Р	Р

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absense

as of April 28, 2020

April 28, 2020 - Special Board Meeting Appendix B - Page 1

ITEM V.A.



MEMORANDUM

DATE: April 22, 2020

TO: Board of Trustees

FROM: Dr. Ronald R. Heezen

SUBJECT: Report on Staff Communications during COVID-19 closure

At the April 16, 2020 Regular Board Meeting, Chair Felipe Ortiz requested information on how District staff are receiving information and updates related to the District's closure due to the COVID-19 Pandemic. I asked Executive Council (EC) members to provide me with information on the specific ways they are communicating with their staff during this time.

Establishing Staff Communications During Library District Closure

The majority of Library District staff does not have access to their District email once they leave work as they do not have District devices. When the District was closed due to the COVID-19 outbreak, it was critical to quickly establish a direct line of communication between myself, the EC, and employees.

To address this need, Branding and Marketing (BAM) staff created a dedicated Staff Updates web page on LVCCLD.org, which is divided into drop down menus for each department. This enables employees to obtain updates on their own departments, while also learning how other departments are navigating the COVID-19 crisis. The top of the page lists the last date when additions were made from each department, to make it easy for staff to follow developments. The page was designed by Web Designer Gene Kilchenko, content was collected and edited by Branding & Marketing Director Betsy Ward and Library Operations Director Jenn Schember and uploads are made by Digital Content Manager Ryan Simoneau.

The page went live on Thursday, March 19. As of April 20, it has amassed over 9,382 unique page views, one of the top performing pages on the website. Average dwell time on the page is nearly three minutes/51 seconds. https://lvccld.org/staffupdates/

Executive Administration - Dr. Ronald Heezen

Composed of two staff members, Allison Boyer and I have been communicating on a regular basis via email, telephone, and text.

Library Operations – Jennifer Schember

The Library Operations Department consists of 603 staff members that work in the following areas:

- Library Operations Administration
- All Urban Libraries (13 branches)
- All Outlying Libraries (11 branches)

Report on Staff Communications during COVID-19 Closure April 22, 2020 Page 2

- Meadows Library Outreach Branch
- City Misdemeanant Jail
- District-Wide Staff

Since the District's closure on March 16 due to the COVID-19 pandemic, the Library Operations (LO) team has been utilizing the following methods of communication with staff:

Staff Updates Webpage

 All LO staff have been notified directly by their supervisor regarding the District's Staff Updates Webpage, which provides messages and FAQs for individual departments. The LO Director notifies Regional Managers and Branch Managers when updates are available, and these managers are responsible for relaying this information to their teams. Additionally, the LO Department compiles questions directly from LO staff, in which the majority of FAQs are developed.

Daily and Weekly Check-ins (two-way communication)

- The LO Director communicates daily with Regional Managers via text thread, email and/or FaceTime.
- The LO Director communicates regularly with the District's Health and Safety Mitigation Taskforce via text thread and email.
- At minimum, the LO Director communicates weekly with Branch Managers via text thread and Slack workspace.
- Regional Managers and Branch Managers conduct weekly check-ins and share updates with their staff in the following ways: direct phone calls; text thread; personal emails; and Slack, WhatsApp, and GroupMe chat tools.
- Regional Managers and Branch Managers share staff questions with the LO Director, in which answers are posted in Slack workspace, text thread, and/or Staff Updates FAQs.

Meetings

- The LO Administration Team meets on a weekly basis via Zoom, and recently WebEx.
- Branch Managers are conducting weekly meetings with their Department Heads via Zoom and GoToMeeting.
- The LO Administration Team is meeting with the Health and Safety Taskforce inperson at District headquarters or via WebEx.

Branding and Marketing - Betsy Ward

The Branding & Marketing team is comprised of four salaried employees and three hourly employees.

- Salaried staff includes the Branding & Marketing Director, the Assistant Branding & Marketing Director, the Digital Content Manager, and the Senior Digital Projects Associate who have been working remotely through daily conversations by phone, email, and text.
- Hourly staff consists of one Web Designer and two Graphic Designers and is known
 as the Studio team. This group handles all of the graphics, website design and coding
 work, social media asset design, and assists with photography and video filming &
 editing. This group does not have access to work emails once they leave work. Both
 the Branding and Marketing Director and the Assistant Branding and Marketing
 Director have been communicating with them via phone and text multiple times per
 week.

Report on Staff Communications during COVID-19 Closure April 22, 2020 Page 3

• Since they are unable to work from home, the Studio team has continued to work in the office during the closure. In order to protect their health, we have staggered their hours so that they are in the office on separate days.

Community Engagement - Matt McNally

- After suspending programs on March 12, the Community Engagement Director and Community Engagement administrative staff remained in close contact over the next few days via in-person meetings, phone, and e-mail to ensure that all partners, contracted artists, vendors, rental users, students, instructors, and homebound customers were informed of the Library District's plan to suspend programming through June 30.
- In the late evening of March 13, the Community Engagement Director individually called each Community Engagement administrator and all front-line staff of Performing Arts Center Coordinators and Programming Specialists, in addition to the Adult Programming Supervisor, Technical Equipment Coordinator, Technician Supervisor, and Youth Services Specialist (18 staff in total) to thank them for their hard work, to answer any questions they may have had, and to dissolve any persisting anxiety. Each staff member was in turn asked to contact their direct reports to relay information.
- Prior to the facility closure, the Community Engagement Director ensured that all Executive Council staff phone numbers were stored in a cell phone and on a paper hard-copy at home for direct communication. A text message thread was established for the Executive Council to discuss any arising concerns of COVID-19.
- Beginning with the facility closure on March 16, the Community Engagement Director
 established a text message thread to all Community Engagement administrators in
 order to share pertinent information. The Community Engagement administration
 team and managers/supervisors reporting to them also did the same with their direct
 reporting staff. The Community Engagement division established a phone-tree text
 chain to share relevant information as it developed. The phone-tree design included:
 - Community Engagement Director > Community Engagement Administration
 Team > Managers and Supervisors > Front-Line Staff
- Staff were informed that information, concerns, thoughts, and ideas should be passed both upward and downward throughout the division organizational command. This occurred multiple times. Communication from the Community Engagement Director through the chain to front-line staff, and communication from front-line staff through the chain up to the Director was successful.
- Numerous updates and information were provided and shared to the appropriate staff level during the facility closure. Use of this phone-tree text chain continues to be a quick, efficient, and successful standard operating procedure. Text communications with the Community Engagement Director to the Community Engagement administrative team occurs approximately 2-3 times per week. Text communication between the Community Engagement Administrative team with their direct reports including managers, supervisors, and front-line staff occur at least once per week and usually more.
- The Community Engagement Director is also regularly in touch with the administrative team via phone approximately once per week and usually more.
- Occasionally, the Director and administrative team may have direct phone contact with front-line staff depending on the issue.
- With the development of the LVCCLD staff website page, the Community Engagement Director provided answers to frequently asked questions on March 19, 2020 and March 27, 2020. This information is available to all staff throughout the Library District. Updates will continue to be provided as new questions surface or

Report on Staff Communications during COVID-19 Closure April 22, 2020 Page 4

- information is revised. Staff have been advised to check each department every few days to see if there's updated information.
- As of April 19, the Community Engagement Director began meeting with the Community Engagement administrative team via video conference using WebEx to discuss long-range planning and re-opening program services for the Library District. This meeting will continue weekly during the facility closure and beyond as needed.
- Community Engagement individual (one-to-one) video conferences will also occur between the Community Engagement Director and administrative staff during the facility closure weekly and beyond as needed.
- Community Engagement administrative staff will also begin meeting with department managers/supervisors via video conferences to strategize about restoring services and long-term planning. These are expected to occur routinely (at least once per week) while services are suspended. Managers/supervisors were instructed to and will communicate any pertinent information to front-line staff upon receiving notification.

Development and Planning - Danielle Milam

- All three staff members of this department have been in constant contact over the
 past four weeks, to shut down services and contracts; to carry out ongoing
 operational activities for the Library District, Library Foundation, and the two
 QUALICBs (Mesquite and East Las Vegas); and to plan for Library District reopening.
- All staff members have been able to connect to District email and work files.
- The Development Officer has been responsible for continuing the bookkeeping for the Foundation and QUALICBs; writing grant reports; managing correspondence with volunteers and vendors; attending zoom community planning meetings; and organizing 5,000+of the Foundation's digital photo assets on a new web-based platform, SmugMug (formerly Flicker).
- The Volunteer Coordinator has been preparing 500+ volunteer appreciation certificates (Volunteer Appreciation activities originally planned for mid-April); taking Amazon used book sale operations down at the warehouse during the Stay at Home orders, and bringing them back up starting April 21, 2020, with \$800 in sales on Day One.
- The Development and Planning Director's daily work activities are documented in her board reports.

Information Technology - Al Prendergast, CIO

- At the Executive Council's (EC) meeting on April 3, 2020, a new committee was
 established to look at technologies to remotely communicate with staff. The
 Communications Technology Team (CTT) will research and recommend District
 communication platforms (such as WebEx) and identify exempt staff who would be
 provided District equipment to remotely access the network. The team will also
 research the legal issues related to providing remote access to non-exempt staff.
- Since the closure, the IT Director has had several remote meetings with his direct reports, in addition to other District staff. Staff also continue to work with vendors on some projects. Here are a couple of examples, the IT Director has had conference calls with the District's IT Security Team and the District's vendor (Secureworks) to discuss the findings of the recently completed Security Assessment Project and the IT Director has had a conference call with staff to discuss the ongoing OpenAthens implementation. My direct reports have also listed their contacts with staff.
- Sufa Anderson Access Services Manager

Report on Staff Communications during COVID-19 Closure April 22, 2020 Page 5

Has been in regular contact with her direct reports who have also had ongoing contact with their staff for meetings, work plans and checkups.

- Rebecca Colbert Head of CBS
 Has been in contact with most of her direct reports twice weekly. She has asked them to be sure to contact their reports with official updates such as extended closure dates and all confirmed that they have been. All have had at least two contacts with their staff since the closure and likely more.
- Ron Melnar Assistant IT Director
 He has personally called and talked to each of them at least once a week. He has also talked to other staff such as the Systems and Network Supervisor almost daily.
- Gunnar Kim Systems and Network Supervisor
 He is in contact with some staff daily. He has been in contact with other staff at least one to three times a week.

Financial Services - Fred James, CFO

Communicating with all Financial Services staff on a weekly basis when they are in the office to prepare payroll, handle Accounts Payable, and prepare/monitor the District's budget. Staff are aware of the District's staff website.

General Services - Steve Rice

The General Services Director is in almost daily contact with direct reports by either email, text, or telephone. The Assistant General Services Director, Purchasing and Administration Manager, Maintenance Supervisor, and Safety Manager remain in constant contact with one another Monday through Friday. All managers and supervisors have been reaching out to their subordinate staffs' periodically by telephone or text to "check-in", answer questions, and remind staff to review the Staff Updates website for current District-wide communications and updates.

Human Resources - Fred James, Interim

Communicating with Human Resources Supervisors weekly. Supervisors communicate with their employees as appropriate.

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Appendix C - Page 1

ITEM V.C.



MEMORANDUM

TO: Dr. Ronald Heezen, Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: April 21, 2020

SUBJECT: Report on YouTube Programming

Virtual Programming on YouTube

In November 2019, the Branding & Marketing Department began making plans to reclaim the Library District's YouTube page. Over the following months, we obtained back end access, created a new heading, and then began scrubbing existing, outdated content. This was in anticipation of a relaunch of the channel, featuring sizzle reels that we produced on such unique District events as the Comic Book Festival, Family Pride Day, Summer Challenge, Countdown to Kindergarten, and the Cox Teen STEAM Lab opening at the Enterprise Library. This work was completed with the support and encouragement of **Dr**. **Heezen**, who has long believed in the power of video content to promote our services.

Our original plan was to rebrand the District's YouTube channel in connection with the Free To Be brand launch in September 2020. However, with the onset of the COVID-19 crisis and the sudden shuttering of our branches, the YouTube relaunch took on new urgency. We immediately began work on a new design and name for the YouTube channel, creating a portal for virtual programming, through which staff can continue to serve and connect with their customers.

Senior Digital Projects Associate **Paula Loop** partnered with Youth Services Manager **Shana Harrington** to create a Virtual Programming Guide to help staff produce quality videos from home simply by using their iPhones.

Research on other libraries' best practices found that Calgary Public Library had the best tips on location, lighting, and placement of the phone/camera, which inspired our guide. We also included several file sharing options for staff to forward us their finished videos.

Shana is an extraordinary storyteller, so she filmed several Storytime options to study, which helped us to further tailor the filming guide to our standards. These additional tricks included film orientation, sound quality, length, and framing so that none of the action was cut off from the camera. Paula contacted Youth Services staff at the Monroe County Library System, which was also jumpstarting their YouTube channel, and gained additional ideas from them. https://www.youtube.com/user/monroecountlibsystem

Report on YouTube Programming April 21, 2020 Page 2

Content is king, and we are fortunate to be in partnership with Library Operations Director **Jenn Schember** and Community Engagement Director **Matt McNally** on the YouTube project. Both Jenn and Matt's teams are very excited to bring their work online to share with the public! These are underway and will continue to be uploaded over the coming weeks and months.

Goals include:

- Building playlists of Storytimes, Booktalks, STEAM Workshops, and Live Performances
- Showcasing staff members' unique personalities and talent for storytelling
- Sharing the fun, educational experiences that a library visit offers, opening a new world of possibilities for kids, teens, and adults
- Spotlighting local celebrities, elected leaders, and board members conducting their own Storytimes and BookTalks
- Continuing to build our channel into a virtual library of diverse content, which will live beyond the COVID-19 crisis, providing kids who are homeschooled, or who find themselves on long car rides with the parents, with an ideal alternative to video games

An unfortunate roadblock that we hit was the limited number of publishers that are willing to forgo their copyright restrictions to allow unfettered filming and posting on YouTube. Shana shared that this was why the Youth Services team had not been previously able to record and post Storytimes.

And so, we did more research:

- We found that, due to the COVID-19 crisis, some publishers were allowing schools and libraries limited use of their content for a short period of time while schools were not in session.
- We consulted with Head of CBS & Bibliographic Services **Rebecca Colbert**, and she also expressed to us that this permission window was for a short period of time. Many publishers are allowing permission to upload to an open platform like YouTube, but only until June 30. After that date, all videos must be deleted from the platform to comply with copyright.
- Some publishers are only allowing videos to be hosted for 24 hours before they have to be deleted.
- Others stipulate that their content can only be hosted on a closed school network like Google Classroom that has limited access to the public.
- There are only two publishers that are allowing full access with no current ending dates or requirements for deletion:
 - o MacMillan Children's Publishing Group
 - Chronicle Books
- The following sites include lists of publisher permissions:
 - o <u>Author Permissions Book Reading Recordings</u>
 - o School Library Journal
 - o <u>Programminglibrarian.org</u> Information on Fair Use
 - We cross referenced these lists and confirmed the information on each publisher's website.
- Since we are also targeting tweens, teens, and adults, Storytimes aren't the only game in town. In this area, we benefitted from Urban Libraries Council, gaining ideas to create other original content:
 - o Booktalks book reviews with a twist, tailored to audiences of all ages
 - Brain-building & Literacy Activities
 - Science Experiments (STEM Activities)
 - o How-To Videos

Report on YouTube Programming April 21, 2020 Page 3

- o Crafts
- o PVS & YA Contracted Artists
- In consulting with Shana, we also learned that the use of Public Domain titles should be avoided. The titles listed in resources such as Project Guttenburg are now considered out of date and some have racist themes.

All of this expert information was compiled to create the Library District's first ever Best Practices Guide for Virtual Programming.

In closing, we have compiled our favorite examples from other library systems, which we will be modeling as we build our virtual library:

- o https://www.youtube.com/user/denverlibrary
- o https://www.youtube.com/user/NewYorkPublicLibrary
- o https://www.youtube.com/user/kingcountylibrary
- https://www.youtube.com/channel/UCE8pQ7ZYzs Aq fa0mweJGw
- o https://www.youtube.com/user/losangeleslibrary
- o https://www.youtube.com/user/SanFranciscoLibrary
- o https://www.youtube.com/user/bostonpubliclib





MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: April 21, 2020

SUBJECT: Report on Communications with District Partners – Community Engagement

In response to a question raised at the April 16 Board of Trustees meeting, staff within the Community Engagement division have been in communication during the month of April with the following partner organizations to better understand their prioritized critical needs and begin strategizing how the Library District can best support those following the COVID-19 facility closure:

- AARP
- Acelero Learning Center
 - Cecil Walnut Development Center
 - Herb Kaufman Center
 - Imagination Plus Child Development
 - MLK Development Center
 - Professional Development Center
 - Stewart Center
 - Strong Start Academies
 - Yvonne Atkinson Gates Center
- American Red Cross
- AMR Medic
- Angels Academy
- A Public Fit
- Babyland Infant Center & Preschool
- Boulder City Library District
- Bring'em Young Academy
- Broadway in the Hood
- CARE
- Census 2020
- · Chambers of Commerce
 - Asian
 - Latin
 - Laughlin
 - Mesquite
 - Metro
 - Women's
- Children's Cabinet
- Christ Kids Child Center

Report on Communications with District Partners – Community Engagement April 21, 2020 – Page 2

- City of Henderson; Parks and Recreation Department
- City of Las Vegas
 - Doolittle Senior Center
 - Office of Cultural Affairs
 - Safekey
 - West Las Vegas Arts Center
 - Youth Development and Social Innovation
- Clark County School District
 - District Librarian
 - Family and Community Engagement Services
 - Partnership Office
- Clay Arts Vegas
- College of Southern Nevada Art Department
- Contemporary West Dance Theatre
- Creative Kids of Las Vegas
- Cure 4 the Kids Foundation
- Deaf Centers of Nevada
- Del Sol Academy
- Desert Companion
- Desert Research Institute
- Delta Sigma Theta Sorority
- Discovery Children's Museum
- Discovery Gardens Childcare
- Double Scoop Arts in Nevada
- Elections Office; Nevada Secretary of State
- Enterprise Town Advisory Board
- Fabulous Las Vegas Scribes
- Family to Family Connection
- Gallery Artists
 - Armand Thomas
 - David Tupaz
 - Debbie Lambin
 - Denise Marie Lamar
 - Donita Murphy
 - Doug Waterfield
 - Emil Fu
 - Gail Gilbert
 - Gig Depio
 - James Kim
 - Javiera Estrada
 - Jenny Baham
 - Jorge Polanco
 - Krystal Ramirez
 - Laurens Tan
 - Lisa Fields Clark
 - Lucie Shinoid
 - Mark Martin
 - Mikel Conrad
 - Patty Stroupe
 - Sean Russell
 - Vija Hamilton
 - Wendy Kveck

Report on Communications with District Partners – Community Engagement April 21, 2020 – Page 3

- Yasmina Chavez
- Zully Mejia
- Gender Justice
- Henderson Libraries
- Kids Cove Preschool & Childcare
- Kids First Neighborhood Childcare
- Kids Learning Path
- Las Vegas-Clark County Library District Homebound Customers
- Las Vegas Crafters Guild
- Las Vegas Fashion Design Council
- Las Vegas Institute of Advanced Mariachi Studies
- Las Vegas Metropolitan Police Department
- Las Vegas SCORE
- Las Vegas Urban League
- Las Vegas Youth Orchestra
- Laughlin Town Manager
- Learning Jungle Lone Mountain
- Little Hearts Child Care Center
- Mesquite City Manager
- Mob Museum
- National Juneteenth Observance Foundation
- Nevada Arts Academy
- Nevada Arts Council
- Nevada Ballet Theatre
- Nevada Cares
- Nevada Clay Guild
- Nevada Department of Business and Industry
- Nevada Hand
- Nevada Hands & Voices
- Nevada Humanities
- Nevada Institute for Children's Research & Policy
- Nevada Museum of Art, Las Vegas
- Nevada Partnership for Homeless Youth
- Nevada Partners, Inc.
- Nevada State College
- North Las Vegas Library District
- Northshore Christian Academy
- Opera Las Vegas
- Puentes
- Rawson Neal Psychiatric Hospital
- Senior Expo
- Senior Home Facilities
 - Acapella
 - Arthur Sartini Plaza
 - Clark Towers
 - Country Club at Valley View
 - Deer Springs Decatur
 - Duet
 - Echelon Senior Living
 - Flamingo Pines
 - Grammercy Park
 - Harmon Pines

Report on Communications with District Partners – Community Engagement April 21, 2020 – Page 4

- Harrison Pines
- James Down Towers
- Las Vegas Manor
- McKnight
- Minuet
- Pebble Destinations
- Rochelle Pines
- Sonoma Palms
- Stella Fleming
- Sunrise Gardens
- Sunrise Senior Village
- Vintage Desert Rose
- Westcliff East
- Willows Carefree
- Southern Nevada Association for the Education of Young Children
- Southern Nevada Health District
- St. Andrews Society
- Sunrise Children's Foundation
- The Center
- The HILLS Preschool
- The International School of Hospitality
- The Learning Center
- Three Square Food Bank
- Trinity Conservatory
- United Way of Southern Nevada
- University of Nevada Cooperative Extension
- University of Nevada, Las Vegas, Fine Arts Graduate Program
- University of Nevada, Las Vegas, Jazz
- Vegas City Opera
- Vegas Golden Knights
- Vegas PBS
- Vitalant
- Workforce Connections
- Zumba Dance

LVCCLD staff strengthened our relationship with the partners above by reassuring them of our intent to support their priority needs in accordance with social distancing guidelines and expected phases of library services returning. Staff offered our continued support of future collaboration and began taking the pulse of community partners for their immediate priorities, needs, and how the Library District can best support them. An opportunity to begin strategizing in advance to accomplish these goals was offered, ensuring that as services begin to return, both the Library District and our partners can better serve the public. Staff will continue reaching out to other partners, rental groups, artists, contractors, vendors, students, instructors, and customers in the coming weeks and months ahead.

• • •



ITEM V.E.

MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director

FROM: Danielle Patrick Milam, Director of Development and Planning

DATE: March 3, 2020

SUBJECT: Report on Communications with District Partners - Development and Planning

Director of Development and Planning **Danielle Milam** and Development Program Officer **Sherry Walker** have been participating on many Zoom calls convened by community partners, including:

- weekly United Way of Southern Nevada meeting with 150 local agencies and non-profits to assess community needs and funding streams coming through United Way and the Southern Nevada Community
- various Chamber, international City and County Manager, and United Library Coucil Zoom meetings specific to CARES legislation implementation, agency updates, or relief funding opportunities at FEMA and FCC
- Southern Nevada Forum Education and Economic Development meetings that are briefings on upcoming legislative action agendas

Additionally, Danielle Milam is having specific conversations with Nevada agencies to understand community crisis service needs and to explore modified Library District roles and service responses related to short-term critical community needs as well as long-term models that bring new models for virtual services:

Nevada Department of Health and Human Services/Division of Welfare and Supportive Services – very interested in using buildings to get Temporary Assistance for Needy Families (approximate case load of 6,000 families) and TANF-ET (individual case load rising rapidly). They are most interested in serving families and individuals who do not have internet or devices at home. They have identified Clark County, East Las Vegas, Enterprise, Sunrise, West Las Vegas, and Whitney as prime neighborhoods that match their client locations. They anticipate each client needing individual instruction and anticipate the hour per computer will not be sufficient. They are interested in more opportunities to conduct WorkKeys assessments and Testing, now provided by our Adult Learning Program. They are also pushing out our free online Nevada Career Explorer tool. They are also very interested in hotspot check outs for clients who do have internet but do not have devices. We will be working with them to produce a pdf flier with library resources such as Lynda.com, Gale Courses, Brainfuse, Learning Express, and others that are important to their clients who would like to move from marginal hospitality and retail jobs to more sustainable employment.

Report on Communications with District Partners - Development and Planning April 22, 2020 Page 2

Nevada Department of Training and Rehabilitation – Still have overload on Unemployment Insurance claim services to employers and employees. No respond to my request for deeper partnership development other than expressing interest (Dr. Tiffany Tyler), but we know that there may be as many as 100,000 more people trying to get through to file claims. Now, also struggling with all of the existing claims (over 200,000) having to check in every week. A new vendor is being deployed to alleviate case load, but there is probably a similar population of people who do not have access to internet or devices at home or work that will need public access to library internet, devices, or hotspots.

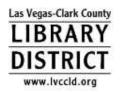
Clark County School District (CCSD) – looking for partners to help kids with Summer Learning. So far, only Girls and Boys Clubs have offered assistance. This would be individualized help, not online tutoring.

Nevada System of Higher Education (NSHE) – conversations about distance learning platforms now available through Arizona State University to move to universal online learning systems that can be turned on or off as pandemic conditions fluctuate. Right now, the Library District has posted ASU for You on our Community Resources page. Dr. Thom Reilly, NSHE Chancellor is now working on deploying the university level model. Trustee **Shannon Bilbray-AxeIrod** has passed on the information on the ASU online learning platform for K-12 to CCSD. The Library District is interested in how these platforms may interface with One-Stop Career Centers and the Adult Learning Program already in place, as well as helping the Library District potentially move programming and outreach training to online learning platforms.

United Way of Southern Nevada and Las Vegas Urban League – The region is facing unprecedented closures of child care facilities. More specific short-term conversations are about the need for child care for first responder families, and other local families. Long-term, services to families 0-5 are a critical regional need that surfaced more as schools were closed and lack of child care came up as a critical regional need. At present only 30% of children 0-5 are in formal child care.

Institute for Museum and Library Services and FCC – Looking for new funding streams for public hotspots and devices. IMLS received \$50 million under the CARES act and the new Director, Krosby Kemper, has been on the FCC's broadband taskforce prior to his appointment. The Library District will keep abreast of CCSD and NSHE activities here, too, to define our role in public access to technology.

CH. 13 – KTNV – Summer/COVID Learning Challenge. KTNV General Manager and Foundation Board Director **Chris Way** has engaged the Library District in a public information campaign called Summer Rise. Youth Services Manager **Shana Harrington**, Senior Digital Projects Associate **Paula Loop**, and Danielle Milam have been participating in these planning calls, and Branding and Marketing will be working with the station to provide Summer Learning Challenge materials and information.



PHASED REOPENING FRAMEWORK

GOALS

- Library services resume in a phased approached to support a safe opening
- Refocus immediate priorities to provide access to critical services
- Enforce social distancing and limits on gatherings (per NV Governor and SNHD guidelines)
- Provide ways to assist vulnerable/at-risk staff and customers (seniors, underlying health conditions, compromised immune systems)
- Implement safety measures including enhanced sanitization, barrier installation, various quarantine methods, and personal protective equipment (PPE) for staff
- Establish new employee leave guidelines under the guidance of District legal counsel
- Flexibility to move forward or backward

PHASE ONE - LIMITED BUILDING ACCESS (CRITICAL NEEDS)

- Prioritize access based on critical services
 - Computer use of library equipment
 - o Computer Centers, Tech Labs, Makerspaces, Youth and Adult PCs
 - o Laptops, Chromebooks, tablets, and other devices for increased access
 - Print, copy, and fax services
 - Adult Learning Program
 - o Adult Basic Education
 - Career Online High School
 - English Language Learners
 - High School Equivalency
 - Proctoring services
 - Food distribution (Three Square)
 - Workforce Connections (One-Stop Career Centers and small business)
 - Other partner programs related to community needs (unemployment assistance, school help, health and wellness, medical assistance, etc.)
- Other available services, features, and programs
 - First hour of opening dedicated to vulnerable/at-risk populations
 - Book drops open
 - Curbside pickup
 - Self-pickup of holds
 - Phone, email, and in-person reference assistance
 - Drive-thru windows at East Las Vegas and Mesquite Libraries
 - eResources including eCard
 - Virtual programming
 - Continued Wi-Fi expansion into parking lots
 - Summer Challenge
 - Food for Thought program
 - Book donations welcome

REV 04/27/20

Strong Social Distancing

- Limit number of people in buildings (per NV Governor directives and public health guidelines)
- Limit number of people within designated areas (staff workrooms and lounges, computer areas, study rooms, etc.)
- Outdoor line management/crowd control
- Signage and floor decals throughout buildings
- Limit public seating (ADA purposes and designated computer use areas only)
- No browsing (closed stacks)
- No loitering
- No outside food allowed (vending and cafés only)
- No meeting room or theater rentals (programs canceled through June 30)
- No storytimes
- No volunteers
- 1-2 staff member(s) per service desk (varies by branch)
- Some service desks closed (varies by branch)

Safety Measures

- Microshield application <u>www.microshield360.com</u>
- Stanchions, barriers, sneeze guards
- · Staff, Security Officers, and Partners PPE
 - Masks mandatory and provided
 - Shields and gloves provided
- Customer PPE allowed (or required, if mandated)
- Quarantine of items (3-4 days)
 - Returned library items
 - Book and food donations
 - Lost and found
- Enhanced sanitization procedures
 - o Hand sanitizer for public use
 - Regularly wipe/clean equipment
 - More frequent janitorial cleaning
- Enhanced safety measures for staff who:
 - Directly handle deliveries and/or library materials (book drops, sorters, shelving)
 - Provide curbside pickup
 - Conduct line management/crowd control
 - o Drive shared District vehicles
- Allow breaks for staff every hour or as-needed for handwashing
- Alternative work functions available for vulnerable/at-risk staff

Staff Guidelines and Training

- Conduct staff training related to basic education on COVID-19, how to protect self, proper use of PPE, health and wellness, good hygiene, and best practices
- Develop Families First Coronavirus Response Act (FFCRA) Policy and implement new quidelines for staff
- Protocol to be followed when responding to staff or customers with symptoms
- Train Library Operations staff on new branch operating procedures
- Staff training/meetings will be conducted remotely or with proper social distancing
- · Security Officers and partners will also receive applicable training
- · Additional procedures and guidelines will be developed for specific departments

REV 04/27/20

PHASE TWO - INCREASED BUILDING ACCESS

*Continue Phase One services, features, and programs

- Social distancing continued
- Increase number of people in buildings
- Open stacks (browsing returns)
- Study rooms open for general use (limited capacity)
- Meeting rooms open for partnership programming (limited capacity)
- Theaters open for partnership programming (limited capacity)
- Offer programs that respond to current community needs (employment, small business, and educational support; health and wellness; safety awareness; etc.)
- Limited capacity storytimes and youth programs
- Limited Makerspaces/Tech Lab use
- Limited volunteer engagement
- Begin outreach functions
- No loitering
- No outside food allowed (vending and cafés only)
- All service desks open; increased staff in public areas
- Continued sanitization & PPE (optional)

PHASE THREE - FULL SCALE REOPENING

- No social distancing restrictions
- In-person tutor programs return
- All volunteers return
- All storytimes and other youth programming resumes
- Cultural and entertainment programming for adults reactivated
- Rental use of meeting space and theaters reactivated
- Full-service makerspaces/tech labs reactivated
- Continue virtual programming
- Continue to encourage healthy behavior
- Reevaluate sanitization/PPE
- Reevaluate curbside pickup
- Realignment and prioritization of partnerships
- Removal of social distancing signage, floor decals, plexiglass shields, etc.
- Discontinue first hour of service dedicated to vulnerable populations





Historical Background

The Great Recession

General Fund:

- Consolidated Sales Tax (CTX)
 - Current year is expected to drop by as much as 15% from budget in amount of \$3.6M from \$24.2M to \$20.6M
- Property Tax
 - Drop to around 10% for 3 straight years due to:
 - Drop in Assessed Property Values
 - High foreclosures
 - Remain at that level for 2 years before rising.
 - 3% Residential
 - 8% Commercial
 - Limited by CPI growth
- Capital Projects Fund
 - Established and to be used as a Rainy Day fund under catastrophic circumstances



Historical Background (Cont.)

The Great Recession

- There was no shut down of the economy.
 - High unemployment rate for several years

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Revenues

Economic Impact – Current FY 2019-20

General Fund:

- Consolidated Sales Tax (CTX)
 - Current year is expected to drop by as much as 15% from budget in amount of \$3.6M from \$24.2M to \$20.6M
- Property Tax
 - We expect to collect all budgeted current year property tax revenue for FY 2019-20 of \$44.9M



Revenues (Cont.)

Economic Impact – Budget FY 2020-21

General Fund:

- Consolidated Sales Tax (CTX)
 - Budgeted CTX is expected to drop an additional 13.6% (\$2.8M) from the estimated Current Year actual of \$20.6M to \$17.8M
- Property Tax
 - Collection of all budgeted current year property tax revenue for FY 2020-21 is questionable
 - Budgeted amount \$49.3M an increase of \$4.4M over Current Year budget
- Expected and continued high unemployment rate



Budget Analysis

Fiscal Years Comparison

General Fund					
	Actual	Estimated	Final	Projected	
	2018-19	2019-20	2020-21	2021-22	
Revenue	68,548,131	68,681,000	69,450,000	69,450,000	
Expenditures	62,939,189	64,709,669	74,294,419	69,450,000	
Excess (Deficiency) of Revenues over					
Expenditures	5,608,942	3,971,331	(4,844,419)	0	
Less transfers out	6,200,000	3,000,000	0	0	
Excess (Deficiency) of Revenues over					
Expenditures & Transfers Out	(591,058)	971,331	(4,844,419)	0	
Fund balance, beginning of year	15,168,032	14,576,974	15,548,305	15,548,305	
Fund balance, end of year	14,576,974	15,548,305	10,703,886	15,548,305	
Expenditures Reductions			4,844,419		
Fund balance, end of year Adjusted	14,576,974	15,548,305	15,548,305	15,548,305	
	23.16%	24.03%	20.93%	22.39%	

- Revenue is projecting to remain level thru FY 2021-22
- Expenditures are to be reduced down by \$4.84M and maintained at that level for FY 2020-21 thru FY 2021-22
- No expected transfers to the Capital Project Fund for 2yrs for FY2020-21 thru FY 2021-22
- Maintain an Ending Fund Balance at a minimum of 20%.



Consolidated Sales Tax

April 28, 2020 - Special Board Meeting Appendix F - Page 7

Economic Impact

	Consolidated Tax 19-20				Cor	Consolidated Tax 20-21				
			% Increase				% Increase			
	FY19	FY20	Over FY18		FY20	FY21	Over FY19			
July	1,826,540.60	1,911,539.33	4.65%		1,911,539.33	1,624,808.43	-15.00%	85%		
August	1,832,910.32	1,977,855.19	7.91%		1,977,855.19	1,681,176.91	-15.00%	85%		
September	2,021,329.13	2,129,047.65	5.33%		2,129,047.65	1,809,690.50	-15.00%	85%		
October	1,795,589.90	1,975,666.37	10.03%		1,975,666.37	1,679,316.41	-15.00%	85%		
November	1,917,307.97	1,989,189.12	3.75%		1,989,189.12	1,690,810.75	-15.00%	85%		
December	2,221,539.92	2,445,754.63	10.09%		2,445,754.63	2,078,891.44	-15.00%	85%		
January	1,810,148.73	1,923,222.53	6.25%		1,923,222.53	1,634,739.15	-15.00%	85%		
February	1,721,369.96	1,564,183.62	-9.13%	85%	1,564,183.62	1,329,556.08	-15.00%	85%		
March	2,215,572.16	1,421,123.23	-35.86%	60%	1,421,123.23	1,279,010.91	-10.00%	90%		
April	1,928,303.84	1,236,862.17	-35.86%	60%	1,236,862.17	1,113,175.95	-10.00%	90%		
May	1,995,526.81	959,985.49	-51.89%	45%	959,985.49	863,986.94	-10.00%	90%		
June	2,157,180.02	1,037,751.79	-51.89%	45%	1,037,751.79	933,976.61	-10.00%	90%		
	23,443,319.36	20,572,181.13	-12.25%		20,572,181.13	17,719,140.09	-13.87%			

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Terminology

Definitions

- Furlough There is a continuing employment relationship with the District
 - LWOP status can last several months
 - Recall the employee to back to work
 - No automatic payout of accrued benefits leave such as vacation and sick leave
 - Employee can request to use accrued vacation and sick leave
 - Eligible for weekly unemployment benefits
- Layoff No continuing employment relationship with the District
 - Automatic payout of benefits accrued
 - Eligible to apply for open positions
 - Eligible for weekly unemployment benefits

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Terminology (Cont.)

Definitions

- Represented Employees Are covered under a Collective Bargaining Agreement with Teamster 14
 - Must be a dues paying member to be covered under Teamster 14
 - Pays monthly dues based on wages and salaries
 - Only eligible dues paying members are covered
 - Seniority bumping rights during layoffs
- Non-Represented Employees Are not covered under a Collective Bargaining Agreement



General Fund Cost-Saving Proposals April 28, 2020 - Special Board Meeting Proposals Appendix F - Page 10

Scenario #1 - No Merit/Annual Pay Increase, No Increase in Health Insurance

	Salaries and Benefits	Services and Supplies	Library Materials/ Capital Outlay	Total Expenditures	
Tentative	47,230,238	16,154,432	10,909,749	74,294,419	
Final	44,505,427	14,989,210	10,909,749	70,404,386	
Savings	2,724,811	1,165,222	-	3,890,033	
Vacant Position Freeze	1,007,383			1,007,383	
Total Savings	3,732,194	1,165,222	-	4,897,416	
Needed Budget Reduction				(5,000,000)	
Savings Excess (Deficiency)				(102,584)	

- Needed cuts in budgeted expenditures - \$5.0M
 - No increase in Sal/Ben- \$2.7M
 - Freeze vacant position \$1.0M
 - Full-time
 - Part-time
 - Reduce Services & Supplies by \$1.2M
 - No Excess savings to be used against deeper cut in revenues
- No new positions or increase in full time equivalent (FTE) positions for two years

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General Fund Cost-Saving Proposals Appendix F - Page 11

Scenario #1 - No Merit/Annual Pay Increase, No Increase in Health Insurance (Cont.)

	Salaries	Benefits						Total Salaries and Benefits
		Health Insurance	Other Insurance	PERS	Social Security	Medicare	Total Benefits	
Tentative	33,754,667	4,283,337	551,744	7,816,128	348,694	475,668	13,475,571	47,230,238
Final	31,898,515	3,914,527	551,744	7,370,875	328,045	441,721	12,606,912	44,505,427
Savings	1,856,152	368,810	-	445,253	20,649	33,947	868,659	2,724,811
Vacant Position Freeze	775,362	66,049		136,121	19,219	10,631	232,021	1,007,383
Total Savings	2,631,514	434,859	-	581,374	39,868	44,578	1,100,680	3,732,194

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Questions & AnswersAdditional Slide

Additional Slide

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- ---

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PROPOSED MINUTES LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES' SPECIAL MEETING LAS VEGAS, NEVADA JULY 23, 2020

ITEM IV.C.

The Board of Trustees of the Las Vegas-Clark County Library District met in a special session in the Windmill Library and via WebEx, Las Vegas, Nevada, at 5:30 p.m., Thursday, July 23, 2020.

Present: Board: F. Ortiz, Chair S. Bilbray-Axelrod

K. BenavidezM. Francis DrakeJ. MeléndrezE. FoytS. RamakerK. Rogers

Counsel: G. Welt

Absent: R. Wadley-Munier

B. Wilson

Staff: Fred James, Acting Executive Director

Numerous Staff

Guests: Jane Whisner, Destiny Executive Search Group, Inc.

F. Ortiz, Chair, called the meeting to order at 5:31 p.m.

Roll Call and Pledge of Allegiance (Item I.)

All members listed above represent a quorum. Chair Ortiz, and Trustees Foyt, Francis Drake, and Ramaker attended in person. Trustees Benavidez and Bilbray-Axelrod attended via WebEx. Trustee Melendrez attended via telephone and called in at 6:02 p.m. Trustees Wadley-Munier and Wilson had an excused absence.

Public Comment (Item II.)

Graeme Williams – via email. Executive Assistant Allison Boyer read his comments into the record:

"Will any part of the process of selecting a new director be public? Will patrons be able to participate in the selection process in any way? For example, by submitting questions for the board to ask the candidates. How will the board ensure that minority candidates are informed of the opportunity and encouraged to apply?"

Agenda (Item III.)

There was no motion to approve the agenda.

Discussion and possible Board action regarding the search for an Executive Director of the Las Vegas-Clark County Library District. (Item IV.)

Chair Ortiz announced that the purpose for the meeting is to have a discussion and possible Board action regarding the search for an Executive Director for the District. He noted how critical the position is, as the District is a large operation with a number of branches, thousands of users, and, the District has employees who have done an exceptional job before, during and after the COVID-19 pandemic. Ortiz said the search will be done by an executive search firm which is present and will be doing a presentation.

Chair Ortiz added that every Trustee will be contacted individually by the search firm so they can provide input, as the Executive Director works for the Board, as its only employee. All the other District employees work for the Executive Director.

Acting Executive Director Fred James introduced Jane Whisner of Destiny Executive Search Group. Ms. Whisner has already done one search for the District, finding Human Resources (HR) Director Jeff Serpico. The Executive Council was very pleased with the process. Her biography was included in the packet provided to the Board. She will talk about the search process she proposes to follow.

Ms. Whisner thanked the Board for their time and said she would be speaking briefly about her company and what the search process would look like. She wanted Trustees to know what they could expect from her and what her firm would need from Trustees in order to be successful with the search process. Whisner also said she would talk about the timeline and briefly, about the cost.

Ms. Whisner's biography, overview of search process, and conceptual timeline are attached as Appendix A.

Ms. Whisner said what is most important in the search process to determine the Trustees' priorities. Job descriptions list qualifications, experience, and education but does not tell her what is really important for Trustees. Whisner knows that libraries are evolving to function online along with the rest of the world and that brings up its own set of challenges. Trustees know what the Executive Director role has been in the past, and Whisner wants to know that her firm is looking for the right person for the District for the future. In addition, the information Trustees share with her will allow her to bring the District and position to life for candidates as much as possible.

Ms. Whisner then discussed the search process. Her firm will be reaching out to potential candidates that they feel would be a match for the position, especially those who are working and not actively looking. The nationwide search will focus on diversity, as Whisner wants to be sure that every qualified person who might be interested in the position knows about it and has the opportunity to apply. With her methodology, there are a lot of profiles from information that is accessible to her firm. They will be doing a great deal of research at first and then reaching out to every possible candidate they can. Advertising will be part of the process. Whisner will coordinate that with Mr. Serpico and diversity will be targeted in the advertising as well.

Ms. Whisner said that, once her firm has identified candidates they feel would be a good match for the position, the candidates will be taken through their prescreening and interview process. This will be based on the information that she receives from the Trustees. There will then be an interview, after which she can present the candidate to Mr. Serpico or a selection committee, however Trustee's prefer. The submission will include the candidate's resume, cover letter, and a profile of the candidate based upon the information given by them in the course of the interview process. The firm will handle all ongoing communications with the candidates. Any candidates who apply for the position from any sources will be taken through the same process.

Ms. Whisner then walked through the timeline based upon a February 1, 2020 start date. This is not a commitment to a specific date. She

noted that things can happen that no one could anticipate which can slow the process down. She also noted that Thanksgiving and Christmas will occur in the middle of the process. This will all affect candidates' availability, as well as COVID-19 restrictions.

Destiny Executive Search is a retained search firm and the fee is 30% of the annualized base salary. For this search, the fee has been capped at \$49,500.

Ms. Whisner concluded her remarks by saying that the search for the HR Director was the most enjoyable she has ever done. The people, the feedback, the input was all wonderful. The District is special. She knows that, moving forward, the District will have different challenges because of the way the work environment is going to change, and she understood that the District will need a visionary who can inspire the employees. The Executive Director will need to be very special.

Chair Ortiz thanked Ms. Whisner and asked for questions and comments from each Trustee.

Trustee Bilbray-Axelrod noted that many people have different definitions of what diversity means. What does looking at diverse candidate mean for Ms. Whisner. Whisner replied that she wants to be sure that people from all different backgrounds have the opportunity to hear about the position as long as they meet the Trustees' minimum requirements. They will find profiles for people who are in comparable positions and look at all the different profiles. They will contact each of these individuals so that they are sure the contacts are a diverse section of the population. It can be based upon a lot of factors, but there are different backgrounds, different types of experience, different organizations, different accomplishments. Again, doing that homework, they will try to give you the best cross-section of applicants they can.

Trustee Bilbray-Axelrod also asked for the amount paid the last time. Mr. James said that the District paid \$49,500.

Trustee Ramaker asked to clarify whether Ms. Whisner was looking only for people who were employed. Ms. Whisner explained that they would be looking at all candidates whether they were employed or not. Using her methods of research and profiles as well as advertising the position will allow anyone who is interested to apply for the position. Also, if someone is contacted by Ms. Whisner or sees the advertising, and they are not interested, they may forward it to someone else who may be interested.

Trustee Francis Drake asked if using Destiny was a done deal. She felt blindsided. Trustee Foyt agreed. Mr. James said this was talked about at the time he accepted the Acting Executive Director position. He said he wanted the District to immediately begin the search to fill the position. Also, James wanted to use the same firm as he used to fill the HR Director position.

Trustee Foyt said she was also under the impression that there would be some discussion at this meeting who the District would use, and whether they would be a generalist search firm or one that has a focus

on filling positions in libraries. Foyt also wanted to know what the fee would involve. Mr. James said moving, transportation, and hotel fees would be reimbursed by the District and were separate from Ms. Whisner's fee.

Trustee Benavidez said this would be her third or fourth Executive director search process and she emphasized it is not fun, it is hard, costly, and time-consuming. She wanted to know if Dr. Heezen has done an exit interview and wondered if the search firm would want to interview him. He of course would have a completely different perspective than the Trustees. Ms. Whisner said that she would be interested to have Dr. Heezen's perspective. It would be up to the Trustees as to how the Board would deal with that information.

Trustee Benavidez requested better communication with all Trustees. If even one Trustee feels like they do not have information than the entire Board has a problem. Chair Ortiz committed to work harder to get communication out. He noted that Trustee Wilson, not present, also requested information earlier.

After a short discussion, Chair Ortiz summarized the points Trustees had made. The discussion would be continued at the next meeting, staff would identify another executive search firm and invite them to make a presentation, and staff would speak to Dr. Heezen for his feedback or thoughts on the position. Ortiz stressed that whatever firm is selected would be required to talk to each Trustee for their input.

Trustee Melendrez called in during this discussion and he asked if current staff members are eligible to apply. Chair Ortiz said yes, and said that would be a testament to the organization.

In response to Chair Ortiz' comment on the lack of supplemental material, Mr. James listed the material that was included with the agenda item, which included the current Executive Director position's job description, evaluation policy, and salary range. He requested that Trustees send their suggestions on changes to the Executive Director's job description to him. James also reiterated that Ms. Whisner is being brought forward due to his interest in fast-tracking the job search and the qualities she displayed during the HR Director search. It took Mr. James some time to identify Destiny so he was worried about delaying the search.

Chair Ortiz asked Trustees for any further comments.

Trustee Benavidez reminded the Board that, in previous searches she has been a part of, patron participation was encouraged. The last three to four finalists were brought in as part of the process. They not only participated in interviews, but at events that were open to the public.

Trustee Bilbray-Axelrod was concerned, due to COVID-19, about the type of event Trustee Benavidez suggested. However, both she and Benavidez think something online should be offered so the public could participate.

Chair Ortiz commented on Mr. Williams' questions from Public Comment by saying that the Executive Director works for the Board so

there will not be input on who to select. However, he would appreciate input on the type of Director Mr. Williams would like to see. Ortiz suggested that input be sent in for the record. Ortiz said he would like to see a hundred people apply, the entire Board interview twelve people and then narrow it down to three people. He understands that this could be very time-consuming, but he hopes that can be worked out.

Ortiz then closed the meeting by reiterating what the Trustees would like to see at the next meeting. They will expect to see another company who is interested in participating. This company will be expected to contact each Trustee. He asked the Trustees to review the background information for each item. He also asked that Dr. Heezen be contacted for his feedback.

Public Comment (Item V.)

None.

Adjournment (Item VI.)

Chair Ortiz adjourned the meeting at 6:22 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

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Destiny Executive Search Group, Inc. Executive Search Process Overview The Las Vegas-Clark County Library District – Executive Director Position

Thank you for allowing Destiny Executive Search to present our recruiting process for the position of Executive Director at the Las Vegas-Clark County Library District.

Destiny Search has developed a multi-step approach to recruiting that allows us to customize each search based on specific priorities. By having a thorough understanding of what is important to you, we will be confident that we can recruit qualified candidates on your behalf. The steps we use in our process are outlined below.

1) Gain a thorough understanding of what's important to the Library District.

An in-depth understanding of what is important to the Library District in the Executive Director position is one of the most important steps in our process. As our initial step, we would like to have the opportunity to speak with members of the Board of Trustees to ask that "what's important to you" question.

Each Board Member has specific knowledge of the Executive Director role and will be able to provide us with vital information. Their varied perspectives, past experiences, knowledge of current and future needs and awareness of challenges that may be faced by the person in the Executive Director role will allow us to put together a profile that, when combined with the formal job requirements, allows us to recruit the most qualified candidates for the position.

2) Identify and reach out to potential candidates.

We select potential candidates by utilizing multiple resources that include indentifying, researching and reaching out to individuals who are not actively looking to make a position change, extensive advertising and utilization of Destiny Executive Search data bases and relationships. We will work with the Human Resources Director to best utilize advertising options and assist with meeting diversity initiatives.

3) Screen and pre-qualify potential candidates.

Each candidate who expresses an interest in the position will be pre-screened to be sure they meet the minimum requirements as outlined by the job description. They will also be evaluated based on the information provided by Board of Trustees members.

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Potential candidates will then be entered into Destiny Search's applicant tracking system and all communication documented.

4) In-depth review of potential candidate qualifications.

Each candidate entered into the Destiny Search system will then be screened in detail. We will be looking for specific types of experience, job stability, career progression and additional education or company/community involvement that could be beneficial to the Library District. This allows us to notate any areas we may want to focus on in an indepth interview.

5) Conduct in-depth interview.

When conducting this interview, we discuss past position responsibilities and accomplishments, reasons for making job changes and ask them to identify what is important to them in considering leaving their current position. We also discuss the Executive Director role at the Library District to include information provided to us by the Board of Trustees. This allows us to assess not only their experience but also their level of interest, enthusiasm and passion for the Executive Director position.

6) Present qualified candidates to the Library District.

Qualified candidates who are interested in continuing with the interview process for the Executive Director position will then be presented to Jeffrey Serpico, Human Resources Director and other executives as requested. Presentation of candidates will include a current resume and their cover letter as well as a written profile on each candidate.

7) Coordinate interviews with selected candidates and maintain continued communication.

We will coordinate interviews for the candidates selected by the Library District to start with the initial individual interview process. We will stay in touch with candidates and provide them with feedback and next steps in the process as appropriate.

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Jane Whisner, CPC – Managing Director, Destiny Executive Search Group, Inc.

Management and coordination of the executive search for the Executive Director position at the Las Vegas-Clark County Library District will be facilitated by Jane Whisner, CPC, Managing Director of Destiny Executive Search Group, Inc. Jane will conduct all in-depth interviews and provide all candidate information that is presented to the Library District.

Jane has 32 years experience working with two search and contingency firms based out of Las Vegas, NV. She started with The Eastridge Group of Staffing Companies in 1988 and worked with them until 2003 when she joined Destiny Executive Search Group.

In her position as Managing Director for The Eastridge Group, she was responsible for identifying the "niche" growth markets that were evolving and for developing the business, clients and staff in each of those markets. She established and then managed multiple divisions including HR Solutions, Medical Resources, Accounting Solutions, Contractors and Builders Personnel, Eastridge Infotech, Pharmacy Placement Professionals and Sales Staffing Specialists.

In 2003, Jane was a founder of Destiny Executive Search Group, Inc., a woman-owned national boutique search firm. As Managing Director, she focuses on the development of contingency and search positions with a focus on expanding in markets that typically require candidates with highly specialized education and/or experience. She continues to work directly with both clients and candidates to insure she maintains current knowledge of market conditions.

Jane holds the Certified Personnel Consultant (CPC) credential that is offered by the National Association of Personnel Services (NAPS). CPC certification confirms an understanding of the laws which govern the employment relationship in the United States including employment laws and the legal implications on the work of direct-hire staffing professionals.

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Additional Information:

In the spring of 2020, Destiny Executive Search Group recruited on behalf of the Library District for the position of Human Resources Director. Based on the excellent input and feedback that was provided to us by the senior management team, we placed Jeffrey Serpico in this position.

It would be a pleasure to work with the Library District again by recruiting for the position of Executive Director. The Library District is an exceptional organization offering services that are greatly needed by a diverse Clark County community. We at Destiny Search understand how very important this position is to both the Library and the community and will dedicate ourselves to finding the best possible candidates.

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Clark County Library – Executive Director Position Conceptual Time-Line – Updated 07.21.2020

Process Steps based on February 1, 2021 start date

07.23.2020 - Introductory Meeting with Las Vegas-Clark County Library Board of Trustees

07.27.2020 – 08.10.2020 – Our first step in the search process will be to speak with individual members of the Board of Trustees as well as the Executive Committee to be sure we have a thorough understanding of your needs.

08.10.2020 - Ads placed

08.10.2020 – 09.28.2020 – Conduct search to include direct recruiting, review of resumes and cover letters received from all sources, conduct phone interviews with potentially qualified candidates and administer behavioral assessments if required; present candidates to Clark County Library District as process is completed with each qualified candidate.

10.12.2020 – confirm interview dates for first virtual/WebEx interview for week of 10.19.2020 with target completion date of 10.26.2020

11.09.2020 – confirm interview dates for in-person interviews for top candidates (3 – 5?) with target date the week of 11.16.2020 – 11.23.2020 (Thanksgiving is 11.26.2020)

12.07.2020 -12.11.2020 - target date to extend offer

02.01.2021 – anticipated start date

PROPOSED MINUTES LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES MEETING LAS VEGAS, NEVADA August 13, 2020

ITEM IV.D.

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session at the Summerlin Library, Las Vegas, Nevada, and via WebEx at 6:00 p.m., Thursday, August 13, 2020.

Present: Board: F. Ortiz, Chair S. Bilbray-Axelrod

K. Benavidez E. Foyt

R. Wadley-Munier M. Francis Drake

S. Ramaker B. Wilson J. Meléndrez K. Rogers

Counsel: G. Welt

Absent: none

Staff: Fred James, Acting Executive Director

Numerous Staff

Guests: none

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

Roll Call and Pledge of Allegiance (Item I.)

All members listed above represent a quorum. Chair Ortiz and Trustees Foyt, Francis Drake, Ramaker, Wadley-Munier, and Wilson attended in person. Trustees Benavidez, Bilbray-Axelrod, and Rogers attended via WebX. Trustee Melendrez attended via telephone and WebX and arrived at approximately 6:23 p.m., had some issues with connections and then on from 6:30 p.m. Appendix A.

Chair Ortiz led attendees in the Pledge of Allegiance.

Public Comment (Item II.)

Mr. Graham Williams submitted public comment on Item VIII.A., the search for the new Executive Director, via email. Executive Assistant Allison Boyer read his remarks. He stated that due to the lack of funding for government entities, there is concern that library funding may be cut. Thus, he would ask the candidates for Executive Director how they would argue for cutting some part of the city-county budget in favor of the library. He also stated that he would ask the candidates "what have you cut, what programs have you stopped entirely, and to identify two or three areas in the library that need change." He noted also that the new Director should have knowledge of website

development, to ensure that patron needs are being met on the Library District website.

District Website.

There were no other public comments.

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

Approval of Proposed Minutes Regular Session, April 16, 2020; Special Session, Chair Ortiz removed Item IV.A-B.

Trustee Ramaker moved to approve the Minutes of the Board of Trustees Meeting held May 21, 2020. There was no opposition and the motion carried.

April 28, 2020; Regular Session, May 21, 2020; Regular Session, June 11, 2020; Regular Session, July 23, 2020. (Item IV.A-F.) Trustee Ramaker moved to approve the Minutes of the Board of Trustees Meeting held June 11, 2020. There was no opposition and the motion carried.

Trustee Francis-Drake moved to approve the Minutes of the Board of Trustees Meeting held July 23, 2020. There was no opposition and the motion carried.

Chair's Report. (Item V.)

Chair Ortiz explained that the Board functions as a whole but also has subcommittees and standing committees, including the Executive Committee, Finance and Audit Committee, Risk Management Committee, and Bylaws Committee. After asking each Trustee on which committee they would like to sit, the committees for the next year were agreed upon as follows:

Executive Committee - Chair, Felipe Ortiz; Vice Chair, Shannon Bilbray-Axelrod; Secretary, Kelly Benavidez; Treasurer, Robin Wadley-Munier

Finance and Audit - Chair, Brian Wilson; Members, Kelly Benavidez, Keith Rogers, Robin Wadley Munier, and Shannon Bilbray-Axelrod.

Risk Management - Chair, Marilyn Francis-Drake; Members, Sandra Ramaker, Elizabeth Foyt, José Meléndrez.

Bylaws - Chair, Keith Rogers; Members, Shannon Bilbray-Axelrod, Robin Wadley-Munier, Brian Wilson.

After Item VIII.A., Chair Ortiz then revisited the committee appointments. He reappointed the Purchase Policy Committee of the Whole; Ortiz will continue as Chair and the entire Board serves as members. He also reappointed the Naming Libraries Policy Committee of the Whole, Kelly Benavidez will serve as the Chair and all Trustees are members.

Library Reports (Item VI.)

Acting Executive Director's Report (Item VI.A.)

Acting Executive Director Fred James read his report. Highlights included:

- Circulation and gate count continue to increase
- 40 Library District employees have signed their VESP agreement and 14 have retired as of today
- Critical staff positions will be filled while using acting positions to keep the organization flexible for the next Executive Director

Mr. James introduced the new HR Director, Jeff Serpico, and asked if he would like to say a few words. Mr. Serpico addressed the board saying that he is excited to be here. He explained that he comes to the Library District with 26 years of dedicated HR experience. Those years were spent in not-for-profit and public health care institutions. He also served as adjunct faculty at the University of South Florida, School of Public Affairs. Mr. James thanked Mr. Serpico for his time and thanked

the Trustees for spending extra time with him and Acting Deputy Director Danielle Milam this week.

Library Operations, Security Reports and Monthly Statistics (Item VI.A.1.a.) Chair Ortiz asked Jennifer Schember, Library Operations Director, to step to the podium. He asked about the status of the Meadows Library employees since the branch is closed. Ms. Schember replied that there are two employees, one is working at the East Las Vegas Library, and the other is working at the West Las Vegas Library. They are filling in for staff shortages.

Chair Ortiz asked if every library is now open with some kind of service. Ms. Schember replied yes, all of the branches are currently open with service, except for the Meadows Library, because it is a cityowned facility.

Chair Ortiz asked if any other trustees had questions for Library Operations. Trustee Bilbray-Axelrod asked Ms. Schember to review the safety protocols that are in place for browsing. Ms. Schember explained that patrons are allowed to come into the buildings, browse materials, and as they are removing items from the shelves, place them on designated carts. Those items are disinfected and put back onto the shelves later. She added that the materials that are left on the tables are collected throughout the day and go into quarantine for four days.

Trustee Foyt noted that the new patio and grass area at the Mt. Charleston library looked beautiful.

Trustee Wilson asked if there have been any patron complaints regarding personal safety. Ms. Schember replied the only complaints she had received were early on when browsing was not allowed, and patrons have been happy with the safety protocols in place.

Trustee Ramaker commented that things are running well in Mesquite.

There were no more questions from the trustees. Chair Ortiz asked why all branches showed a 60-70% drop in gate count except Windmill, with only a 29% drop. Ms. Schember replied those high gate count numbers were due to drop-off voting at the Windmill Library.

Branding and Marketing Report (Item VI.A.2.a.) Chair Ortiz asked Betsy Ward, Branding and Marketing Director, to come forward. He asked if any trustees had questions for Ms. Ward.

Trustee Bilbray-Axelrod asked how the reported earned media dollar amounts at the airport are calculated, whether it is based on actual gate count, and whether that number been adjusted due to the lack of traffic at the airport. Ms. Ward replied that she would have to go back and see how that number was calculated and she will report on it later.

There were no other questions for Ms. Ward. Trustees Wadley-Munier, Rogers, Foyt, Ramaker, and Francis Drake commented that the graphics and signage around the library are very appealing and thanked Ms. Ward for her work.

Chair Ortiz asked if there were any other questions on library reports. All replied no.

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

Chair Ortiz asked Matt McNally, Community Engagement Director, to step to the podium. He asked if any trustees had questions regarding the Community Engagement Report. All replied no.

Chair Ortiz asked Mr. McNally to work on creating a plan for inviting the public back into live programs once the performing arts spaces are open. He also asked that the adult literacy services be doubled for next year. Mr. McNally replied that as of now, those programs are operating at full capacity, and he will look at doing what he can to try to expand classes through grant funding or Library District funding.

Development and Planning Report (Item VI.A.2.c.)

Chair Ortiz asked Acting Deputy Director Milam to please step forward. He asked if any trustees had questions regarding the Development and Planning report. There were no questions from the trustees. Trustees Bilbray-Axelrod and Rogers thanked Ms. Milam for stepping into the role of Acting Deputy Director and trustee Foyt added that she was very pleased with the rise in book sale revenue, despite branch bookstore closures. Trustee Francis-Drake commented that she was looking forward to the volunteers returning to the bookstores.

Information Technology Report (Item VI.A.2.d.)

Chair Ortiz asked Albert Prendergast, IT Director, to step to the podium. He asked if any trustees had questions for Mr. Prendergast. Trustee Bilbray-Axelrod asked if he was seeing any issues with connectivity with the increased use of Library internet. Mr. Prendergast replied no, the library is currently running at only about 40 percent of capacity and has plenty of bandwidth for increased use.

Chair Ortiz asked what is the rate of return on the hot spots. Mr. Prendergast replied that the loss rate is about 20%, but the devices are only \$40, it is the monthly service that is costly.

There were no other questions from the trustees.

Financial Services Report (Item VI.A.3.a.)

Chair Ortiz asked Floresto Cabias, Acting Chief Financial Officer, to step to the podium. He asked if any of the trustees had questions for Mr. Cabias. Director Wilson asked if there was a list of the 43 positions that were vacated due to the VESP. Mr. Cabias replied that yes, he could provide that list. Trustee Wilson thanked him and stated that he would like a list of who has accepted the VESP, what is the separation cost to the District, their position, what is the status of that position, and what are the plans for that position.

There were no other questions from the trustees. Trustees Rogers, Wadley-Munier, Benavidez, and Chair Ortiz thanked Mr. Cabias for stepping into the role of Acting Chief Financial Officer.

General Services Report (Item VI.A.3.b.)

Chair Ortiz asked Steve Rice, General Services Director to step up to the podium. He asked if there were any questions from the trustees for Mr. Rice. Trustee Bilbray Axelrod asked for the projected monthly cost to purchase personal protective equipment for staff and patrons. Mr. Rice replied that he could put that information in his next month's report.

Trustee Meléndrez asked about the need to add additional handicap seating at the Summerlin Library theater. Mr. Rice deferred the question to John Vino, Assistant General Services Director. Mr. Vino replied that there is ample room to add four more spaces for handicap seating, but expansion plans are on hold while the theater is closed.

Trustee Foyt asked if any of the other theaters needed more handicap seating. Mr. Rice replied that he was not aware of an issue with any other facilities.

There were no other questions from the trustees. Mr. Rice added that the Mt. Charleston project referred to earlier by trustee Foyt was spearheaded by John Vino who collaborated with the staff for the design.

Human Resources Report (Item VI.A.3.c.)

Chair Ortiz asked Jeff Serpico, Human Resources Director, to come forward. He asked if any trustees had questions for Mr. Serpico. Trustee Bilbray-Axelrod asked if he was aware of staff concerns or personal safety issues due to COVID-19. Mr. Serpico replied that in the initial six weeks of branch openings, he heard quite a few concerns, which resulted in a documented protocol for how the Library District responds to incidents of someone being symptomatic or someone testing positive for COVID. He added that the HR department has provided seven educational sessions, training 166 persons in charge and supervisors on safety protocol. All of the safety information has been posted on Voyager, which is our Intranet, for staff to see. These measures seem to have alleviated quite a bit of the questions and concerns. Trustee Bilbray-Axelrod thanked Mr. Serpico and added that she wanted to make sure that the staff knows how valuable they are and that we are working to keep them safe.

Trustee Wilson asked if there was adequate library staff for when the library is running at full capacity or will there staff shortages due to budget cuts. Mr. Serpico replied that he is currently meeting with Library Operations regarding staffing and filling positions that have been vacated. He stated that he has every confidence that the District will meet whatever volume requirements present themselves going forward. Trustee Wilson asked at what percentage of staff could the Library District operate. Acting Executive Director James assured trustee Wilson that the staffing levels are more than adequate for any situation.

Chair Ortiz stated he was glad to see employees taking advantage of training opportunities during their downtime. He then requested from Mr. Serpico a list of the number of staff that were taken off duty due to a COVID-related illness and how many hours/weeks of work they missed. Counsel Welt requested that document to be sent to him for review before it is released.

Trustee Wadley-Munier made a motion to accept the staff reports. Trustee Ramaker seconded the motion. All voted in favor, motion passed.

Unfinished Business (Item VII.)

None.

Discussion and possible Board action regarding the search for the next Executive Director of the Las Vegas-Clark County Library District.
(Item VIII.A)

Chair Ortiz asked Mr. Serpico to come forward so that the Trustees could have a discussion to look at the parameters, expectations, requirements, and salaries that they might have in mind for the new Executive Director. Chair Ortiz asked if all trustees had received the packet that outlined the requirements for Library Director. All replied yes. Chair Ortiz stated that the first step is to find a group to conduct the executive search.

Mr. Serpico explained that had scheduled the Reaction Search International firm to attend tonight's meeting and make a presentation but they did not show up. He stated that he could reach out to other firms for the next meeting or the trustees could now discuss the presentation made by Jane Whisner from Destiny Executive Search at the June meeting. Acting Director James added that staff is giving the board the option to retain Destiney Executive Search or look for other firms, but this adds more time to the selection process and it pushes us right into the middle of a holiday season, which makes it difficult for people to interview. That is why we want to conduct the search as fast and early as we can.

Chair Ortiz stated that at the last meeting there was a request from Trustee Benavidez for an exit interview with the previous executive director and asked Mr. Serpico if that meeting has been arranged. Mr. Serpico replied that it has not because the exit interview will be conducted by the recruiting firm, which has yet to be decided upon. Chair Ortiz commented that he believes the exit interview is important but would not want the previous executive director to have any input on the hiring process.

There was discussion and input from all trustees about the retention of an executive search firm. After the discussion, Chair Ortiz stated that what he heard was that everyone feels comfortable with Destiny Executive Search Group and Jane Whisner. He asked Mr. James what is the firm's fee. Mr. James replied the not-to-exceed amount would be \$49,500. Chair Ortiz asked if there were any other questions from the trustees, all replied no.

Trustee Wilson made a motion to authorize Fred James, Acting Executive Director, to sign a contract with Destiny Executive Search Group in an amount not to exceed \$49,500. Trustee Ramaker seconded the motion, trustees Bilbray-Axelrod, Benavidez, Foyt, Francis-Drake, Melendrez, Rogers and Wilson approved. Trustee Wadley-Munier abstained. Motion passed.

Chair Ortiz asked Mr. Serpico if the entire board would interview all of the candidates for the Executive Director position. Counsel Welt added that if any trustee participates in the selection process, the interview must be a public meeting. A discussion was held with all trustees as to how the interview process would be handled. After all trustees made their comments, Trustee Wilson made a motion to designate Destiny Search Firm to locate at least three, preferably five, candidates that

are qualified for the Executive Director position of the Las Vegas-Clark County Library District and bring them, unranked, before the Board of Trustees for a public meeting to interview, with no library staff to be involved in the interview. All voted in favor, motion passed.

Discussion and possible Board action regarding changing the street address for the Enterprise Library from 25 E. Shelbourne to a S. Las Vegas Boulevard address. (Item VIII.B.)

Stephen Rice, General Services Director explained that at the July 23rd meeting of the Board of Trustees, staff was asked to determine the requirements to change the street address for the Enterprise Library from 25 East Shelbourne Avenue to a South Las Vegas Boulevard address. In order to initiate the change, the District is required to submit an address change request application to the Clark County Department of Comprehensive Planning. Comprehensive Planning has communicated to staff that they are not going to require any site modifications. However, the District will have to ensure compliance with the county's address policy and address display requirements. To comply, new address signage will have to be placed on the building and at the site The preliminary estimate for this signage is approximately \$19,000.

Chair Ortiz asked if there were any questions from the Trustees. All commented that the name change will be very beneficial to the Library District and thanked Mr. Rice for his work on the project. Hearing no questions, Trustee Foyt made a motion to move forward with the \$19,000 signage expenses and change the address of the Enterprise Library from 25 E. Shelbourne to 8310 Las Vegas Boulevard South. Trustee Bilbray-Axelrod seconded the motion. All voted in favor, motion passed.

Discussion and possible Board action regarding authorizing the execution of a one-year extension of the Library Subscription Master Agreement with BiblioCommons, Corp., dated June 23, 2017, subject to final review by counsel. (Item VIII.C.)

Ms. Ward explained to the Trustees that BiblioCommons is the integrated software service system which runs the District's website. She stated that using this third party software service allows the District to benefit from tech's best talent and frees the IT department from having to manage security updates, bug fixes, responsive design, accessibility, and software upgrades. She briefly described the parts of the website and the role that BiblioCommons plays, including catalog inventory and borrowing, online browsing, event management, and patron library accounts. The cost of the current contract is \$256,000 per year. Ms. Ward continued that the Library District entered into a three-year Library District's Library Subscription Master Agreement with BiblioCommons, Inc. on June 23rd, 2017, following Board approval of the contract in March 2017. The fee for the proposed one-year extension of the Library Subscription Master Agreement is \$255,128.54. Authority to execute the contract is subject to review by legal counsel.

Chair Ortiz asked if there were any questions from the trustees. Trustee Francis-Drake commented that Ms. Ward and her group have done a good job of getting information to everybody that needs to see it.

Trustee Wilson asked if the problem with the internal versus external traffic that requires modification to the analytics side of the software

has been solved yet. Ms. Ward replied that BiblioCommons is working on it but it has not been resolved at this time.

Trustee Wilson expressed concern that BiblioCommons has a new parent company who may try to increase the contract cost and he would like to see a two to three year commitment to keep the rates stable. There was discussion among the trustees about changing the contract to span the next three years. Acting Director James explained that the issue with this particular contract is not just in the pricing, it is the way the contract was originally set up with a three-year automatic renewal to the three-year contract. This is not allowable for the District because all contracts above \$50,000 must come back to the Board for approval. Counsel Welt noted that his clients did not always take all his recommendations, and the contract was signed on the authority of Dr. Heezen and approved by the board. After further discussion and comments from the trustees, Trustee Wilson made a motion authorizing Acting Director James to negotiate a new contract with BiblioCommons that addresses rate increase concerns, does not include an automatic renewal, and is viable for a term of up to three years not to exceed \$255,128 per year.

Discussion and possible Board action authorizing the execution of a one year Memorandum of Understanding with the City of Las Vegas' Youth and **Social Innovation** Department for the operation of Vegas Strong Academies with SafeKey and Ignite services at multiple Library District locations, subject to final review by counsel. (Item VIII.D)

Acting Deputy Director Milam stepped to the podium and explained that, due to the Clark County School District conducting all classes remotely, County Commissioner Marilyn Kirkpatrick had asked all agencies and nonprofits in the region to see what they could do to help students and families find appropriate classrooms for academic achievement. Commissioner Kirkpatrick requested that agencies submit a project plan and budget, and over the last couple of weeks, the Library District team has put together this proposed plan before you now.

The District will partner with the City of Las Vegas Department of Youth and Social Innovation to provide SafeKey and Ignite programs in library branches, Monday to Friday from 6:30 a.m. to 6 p.m. The Library District responsibilities will be to provide space, security, janitorial services, public Wi-Fi, some school supplies and technology that will be available to the students including 30 public laptops at each site along with a recharge station and some headsets with mics.

The proposed scope of the work of the City of Las Vegas will be to provide turnkey operations for Vegas Strong academies run by the SafeKey and Ignite staff. Ms. Milam stated that she is hoping that the City of Las Vegas will open registration at four of the sites tomorrow, based on the board vote tonight. The District has three other sites available once capacity is reached at the city community centers as well as at those first four libraries.

Ms. Milam explained that this program ensures that some families will get the connectivity and devices that they are lacking now and that this initiative is a demonstration of the Library District's capacity in the community to step forward for very critical community conditions. Ms. Milam thanked all the team members who were part of this project. Every single department played a role. Ms. Milam asked the trustees to approve this proposed plan so that the District can be one of the

agencies and nonprofits that are working together to make sure every student in this community has an opportunity to succeed.

Chair Ortiz asked if there were any questions from the Trustees. Trustee Wadley-Munier asked for clarification if this would be an MOU or a lease with the City of Las Vegas. Counsel Welt replied that a lease would have been unduly restrictive so he has put together an MOU for the term of one year.

Trustee Wilson stated that he was excited about the program but would like to know the fiscal impact on the library. Ms. Milam replied that the cost to the District is approximately \$200,000. She added that the Development Department will be submitting grants and soliciting other funds to help defray the cost to the District.

Trustee Francis Drake added that many District employees would be able to take advantage of this great service. Trustees Bilbray-Axelrod, Benavidez, Meléndrez, and Rogers all agreed that is was a muchneeded program and they would like to thank staff for being so innovative and taking on this new program.

Chair Ortiz asked if there were any further question or comments from the Trustees, all replied no. Trustee Bilbray-Axelrod moved to authorize Acting Executive Director James to enter into a one-year MOU with the City of Las Vegas Department of Youth and Social Innovations for the operation of Vegas Strong Academies with SafeKey and Ignite services at multiple library district locations, subject to review by legal counsel. All voted in favor, motion passed.

Discussion and possible Board action authorizing the Acting Executive Director to adjust branch hours of operations if necessary.
(Item VIII.E)

Chair Ortiz asked Mr. James to come to the podium for a discussion of branch operating hours. Mr. James explained that in order to accommodate the new Vegas Strong Academies, which start at 6:30 am., he would need to change the library branch operating hours. He added that at this time the branches do not appear to be that busy in the evenings, so he would like to have the flexibility to adjust closing hours as well when necessary.

Chair Ortiz asked if there were any questions from the Trustees. All replied no. Trustee Wadley-Munier moved to authorize the Acting Executive Director to adjust the branch hours of operations as necessary. All voted in favor, motion passed.

Announcements (Item IX.)

Chair Ortiz asked if there were any announcements from the trustees. Trustee Foyt stated that the ALA Mid-Winter Library Conference has been cancelled and the next one will be held in Chicago on June 24-29, 2021. There were no further announcements from the trustees. Chair Ortiz thanked the trustees for their time and thanked Acting Director James and Acting Deputy Director Milam for their hard work.

The next Board Meeting will be held Thursday, September 10, 2020 via WebEx and at the Summerlin Library at 6:00 p.m.

Public Comment (Item X.)

None

Executive Session (Item XI.)

Rer

Removed from agenda.

Adjournment (Item XII.)

Chair Ortiz adjourned the meeting at 9:04 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

2020 ATTENDANCE

Appendix A

												Α	ugust	13, 2	020 R	egulai	r Boar	d Me	eting
	2020	January 16 Naming Library Policy Cmte	January 16 Regular Board Mtg	February 13 Regular Board Mtg	March 12 Regular Board Mtg	March 18 Emergency Board Mtg	April 16 Finance & Audit Cmte	April 16 Regular Board Mtg	April 28 Special Board Mtg	May 21 Regular Board Mtg	June 2 Special Board Mtg	June 11 Risk Management Cmte	June 11 Nominating Committee Meeting	June 11 Regular Board Meeting	July 23 Special Board Meeting	July 23 Regular Board Mtg	August 13 Regular Board Mtg		
Benavidez	Kelly	A-E	A-E	Р	Р	A-E	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р		
Bilbray-Axelrod	Shannon	Р	Р	Р	A-E	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р		
Francis Drake	Marilyn	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р		
Foyt	Elizabeth	Р	Р	Р	Р	A-E	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р		
Meléndrez	José	Р	Р	Р	Р	A-E		Р	Р	Р	Р	Р	Р	Р	Р	Р	Р		
Ortiz	Felipe	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р		
Wadley-Munier	Robin	Р	Р	Р	Р	A-E	Р	Р	Р	Р	Р	Р	Р	Р	A-E	A-E	Р		
Ramaker	Sandra	Р	Р	Р	A-E	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р		
Wilson	Brian	Р	Р	A-E	Р	Р	Р	Р	Р	Р	Р	Р	Р	Р	A-E	A-E	Р		
Rogers	Keith	Р	Р	Р	A-E	Р	Р	Р	Р	Р	Р			A-E	Р	Р	Р		

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absense

as of August 18, 2020



ITEM V.A.

CHAIR'S REPORT

SEPTEMBER 10, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #V.A.: Possible Board discussion regarding the 2021 Board Meeting Schedule.

2021 BOARD OF TRUSTEES PROPOSED MEETING DATES

January 21

February 11

March 11

April 8

May 20

June 10

July 8

August 12

September 9

October 14

November 10

December 9

Meeting locations will be determined closer to the start of 2021. Virtual Meetings through Webex will take place as necessary.

Note: All meeting days are Thursday, with start time of 6:00 p.m.

Recommended Action: No vote is required for this item.

P:\Board of Trustees Meetings\Working files for current meeting\0920-AB-2021 Schedule.docx



ITEM VI.A.

THERE IS NO EXECUTIVE DIRECTOR'S REPORT IN THE PACKET. MR. JAMES WILL GIVE HIS REPORT VERBALLY AT

THE SEPTMEBER 10, 2020 BOARD MEETING.

ITEM VI.A.1.a.



MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Jennifer Schember, Library Operations Director

DATE: August 26, 2020

SUBJECT: Library Operations Activity Report, September 2020

This report provides an overview of the Library Operations Department and includes project updates, branch activity, and staff highlights from **August 1**, **2020 – August 26**, **2020**.

LIBRARY OPERATIONS ADMINISTRATION

During the month of August, the Library Operations (LO) Administration Team focused on the following projects:

- Continued to track Library Operations staff who participate in the Voluntary Employment Separation Program. There are a total of 32 confirmed Library Operations staff who will vacate their positions.
- Continued to analyze current operations and branch staffing needs.
- Monitored and recorded daily statistical measures for gate count, circulation and computer use.
- Conducted numerous branch visits to observe customer activity and staff workflow.
- Conducted Library Operations' staff shortage meetings with Acting Executive Director Fred James, Acting Deputy Director Danielle Milam, Acting Financial Services Director Floresto Cabias and Human Resources Director Jeff Serpico.
- Conducted Outlying Associate job interviews for the Moapa Town Library.
- Conducted monthly Branch Managers meeting via WebEx.
- Assisted Human Resources with training staff on the District's protocols for responding to confirmed cases of COVID-19 or symptomatic staff. All training sessions were conducted via WebEx.

Library Operations Activity Report August 26, 2020 – Page 2

- Assisted Acting Deputy Director **Danielle Milam** with implementing Vegas Strong Academy initative at five urban branch sites.
- Participated in District reorganization meetings led by Acting Executive
 Director Fred James. Prepared a branch organizational chart to familiarize
 team with library functions, job duties and responsibilities.
- Participated in the Janitorial RFP Evaluation Committee led by General Services Director Steve Rice.
- Participated in the Staff Student Committee led by Human Resources.
- Participated in the Communication Technology Team led by Access Services Manager Sufa Anderson.
- Participated in the Adult Services Taskforce quarterly meeting led by Branch Manager **Marie Nicholl-Lynam**.
- Participated in Clark County Library's Person-in-Charge meeting, which included staff training and discussion.
- Worked closely with Assistant General Services Director John Vino and Safety Manager Nicole Baker to monitor branch safety and security incidents.
- Worked closely with **Human Resources** on employee relation matters.
- Attended a variety of branch meetings to provide updates and address staff inquiries.
- Stocked and distributed branch PPE including masks, gloves, aprons and shields. On a daily basis, staff distributed an average of 5-6 disposable face masks and 4-5 face shields to customers.

BRANCH OPERATIONS

In August, all branches were fully operational except the Meadows Library, which is limited due to City of Las Vegas restrictions. This branch continues to offer curbside service Monday through Thursday from 11 a.m. to 5 p.m. until further notice. Assigned staff also work at the East Las Vegas and West Las Vegas Libraries to cover staff shortages. Additionally, the City of Las Vegas Detention Center restored library services this month. There is no inmate contact with assigned staff.

Social distancing, required PPE and other safety measures are still in effect. All returned library materials continue to undergo a four-day quarantine, and browsed items receive special handling. Staff continues to provide disposable face masks for customers who need them. Non-restrictive face shields, which are made by the District's **3D Printing Team**, are given to customers who are not able to wear face masks.

On August 6, two City of Las Vegas/Department of Planning officials conducted a face covering mandate compliance inspection at the Rainbow Library. They

Library Operations Activity Report August 26, 2020 – Page 3

monitored staff and customers throughout the building and reviewed the District's posted signage. No issues were found.

On August 11, the West Las Vegas Library implemented an emergency lockdown, under the direction of law enforcement, who searched the branch. Normal operations resumed within 45 minutes of lockdown.

On August 24, the District launched Vegas Strong Academy (VSA), in partnership with the City of Las Vegas, to bring student support centers to four District branches: Clark County, East Las Vegas, West Las Vegas, and Windmill Libraries. This initiative will expand on August 31 and include the Sunrise Library. The program assists with childcare and distance learning opportunities during the school week, Monday through Friday from 6:30 a.m. to 6 p.m.

As expected, District branches experienced a steady increase in usage during the past month. With additional services offered in support of student learning, it is anticipated that customer traffic and use will continue to rise.

STAFF UPDATES

The Library Operations Department consists of 603 staff members (220 FT/383 PT). The current status of positions are as follows:

- Medical Leave/Medical Exemption (20)
- Resignations (60)
- Voluntary Employment Separation Program (32)

Currently, 11 of 92 vacancies have been approved to post and fill. All other positions are frozen and/or have been eliminated.

The District continued to say farewell to the following Library Operations staff who participated in the Voluntary Employment Separation Program. Best wishes to all for a very happy and healthy retirement!

- **James DiGeorge**, Adult Services Assistant at the West Charleston Library, retired on June 26.
- Sharon Watson, Adult Services Librarian at the West Las Vegas Library, retired on June 26.
- Tam Anderson, Branch Manager at the Rainbow Library, retired on July 10.
 Assistant Branch Manager Vickie Barnett is currently serving as the Acting Branch Manager. Congratulations to Vickie!
- Jan Johnson, Outlying Branch Associate at the Moapa Town Library, retired on July 24. This position was posted and awarded to Cristina Cardon-Sessions, who previously worked at the Mesquite Library. Congratulations to Cristina!
- Becky Damoth, Adult Services Librarian at the Sunrise Library, retired on July 31.

Library Operations Activity Report August 26, 2020 – Page 4

- **Salvador Avila**, Branch Manager at the East Las Vegas Library, retired on August 3. Assistant Branch Manager **Tom Olson** is currently serving as the Acting Branch Manager for up to one year. Congratulations to Tom!
- **Florence Jakus**, Branch Manager at the West Charleston Library, retired on August 4. Assistant Branch Manager **Sam Kushner** is currently serving as the Acting Branch Manager for up to one year. Congratulations to Sam!
- Mary Rowan, Youth Services Department Head at the Rainbow Library, retired on August 7.
- Carol Chambers, Assistant Branch Manager at the West Las Vegas Library, retired on August 7.
- Antonio Rosales, Circulation Department Head at the Centennial Hills Library, retired on August 8.
- **Pui-Lee Hsueh**, Circulation Assistant at the Centennial Hills Library, retired on August 10.
- Ann Lagumina, Branch Manager at the Centennial Hills Library, retired on August 20. Assistant Branch Manager Jack Meyer is serving as the Acting Branch Manager for up to one year. Congratulations to Jack!
- Lucia Taylor, Circulation Department Head at the Rainbow Library, retired on August 21.

• • •



MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Jennifer Schember, Library Operations Director

DATE: August 27, 2020

SUBJECT: Security Report, September 2020

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

In July, there were **51** incidents, which is a **16% decrease** from the prior year of 61 incidents. During this period, the District recorded **235,015** in-person visits. **This ratio** is one incident for every **4,608** visits.

The Clark County Library experienced the highest number of incidents, in which the branch recorded 18 incidents. The remaining branches reported between 0-6 incidents.

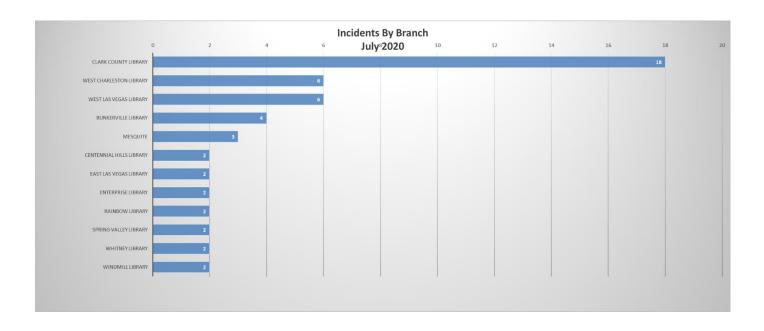
District branches encountered the following types of incidents this month:

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

Of the above incident types, staff handled **30** patron disturbances, which accounts for the majority of incident types at 59%. **This ratio is one disturbance for every 7,833 visits.**

Trespasses (one year) and bans (less than one year) were issued to 11 patrons. Staff made 11 calls to law enforcement. There were no requests for Safe Place services this month.

• • •

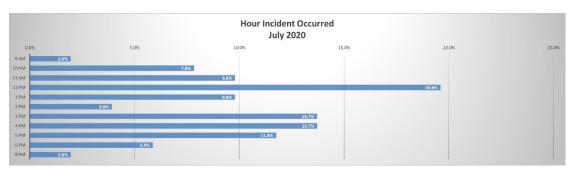


				Incid	ent Reports		Aug-18	Aug-19		
	Branch		Jul-19	Jul-20	Difference	% Change	to Jul-19	to Jul-20	Difference	% Change
	CENTENNIAL HILLS LIBRARY		2	2	0	0.0%	26	11	-15	-57.7%
	CLARK COUNTY LIBRARY		15	18	3	20.0%	198	153	-45	-22.7%
	EAST LAS VEGAS LIBRARY		2	2	0	0.0%	86*	31	-54	-63.5%
	ENTERPRISE LIBRARY		1	2	1	100.0%	46	42	-4	-8.7%
ches	MEADOWS		1	0	0	0.0%	3	0	-3	-100.0%
_	RAINBOW LIBRARY		2	2	0	0.0%	28	23	-5	-17.9%
Brai	SAHARA WEST LIBRARY		4	0	-4	-100.0%	50	24	-26	-52.0%
ban	SPRING VALLEY LIBRARY		3	2	-1	-33.3%	42	36	-6	-14.3%
2 2	SUMMERLIN		2	0	-2	-100.0%	29	9	-20	-69.0%
	SUNRISE LIBRARY		1	0	-1	-100.0%	25	17	-8	-32.0%
	WEST CHARLESTON LIBRARY		6	6	0	0.0%	49	45	-4	-8.2%
	WEST LAS VEGAS LIBRARY		5	6	1	20.0%	49	68	19	38.8%
	WHITNEY LIBRARY		7	2	-5	-71.4%	132	78	-54	-40.9%
	WINDMILL LIBRARY		5	2	-3	0.0%	59	32	-27	-45.8%
		Urban Total	56	44	-12	-21.4%	821	569	-252	-30.7%

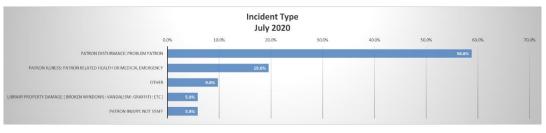
*Includes Las Vegas Library IR's

			Incid	ent Reports		Aug-18	Aug-19		
	Branch	Jul-19	Jul-20	Difference	% Change	to Jul-19	to Jul-20	Difference	% Change
	BLUE DIAMOND	0	0	0	0.0%	0	0	0	0.0%
	BUNKERVILLE	0	4	4	100.0%	0	4	4	100.0%
hes	GOODSPRINGS	0	0	0	0.0%	0	0	0	0.0%
nc	INDIAN SPRINGS	0	0	0	0.0%	1	1	0	0.0%
Bra	LAUGHLIN LIBRARY	0	0	0	0.0%	12	7	-5	-41.7%
ng	MESQUITE LIBRARY	4	3	-1	-25.0%	38	24	-14	-36.8%
Outlyii	MOAPA TOWN	0	0	0	0.0%	0	0	0	0.0%
on	MOAPA VALLEY	0	0	0	0.0%	0	0	0	0.0%
	MT CHARLESTON	0	0	0	0.0%	1	1	0	0.0%
	SANDY VALLEY LIBRARY	1	0	-1	-100.0%	1	0	-1	-100.0%
	SEARCHLIGHT	0	0	0	0.0%	0	0	0	0.0%
	Outlying Total	5	7	2	40.0%	53	37	-16	-30.2%
	Grand Total	61	51	-10	-16.4%	874	606	-268	-30.7%

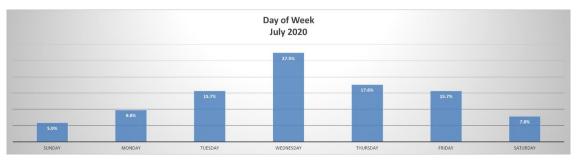
Hour Incident Occurred	Total	%
9 AM	1	2.0%
10 AM	4	7.8%
11 AM	5	9.8%
12 PM	10	19.6%
1 PM	5	9.8%
2 PM	2	3.9%
3 PM	7	13.7%
4 PM	7	13.7%
5 PM	6	11.8%
6 PM	3	5.9%
8 PM	1	2.0%
Grand Total	51	100.0%



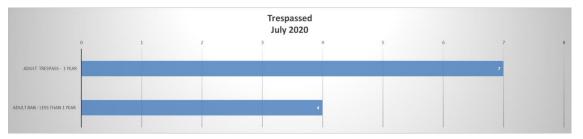
Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	30	58.8%
PATRON ILLNESS: PATRON RELATED HEALTH OR MEDICAL EMERGENCY	10	19.6%
OTHER	5	9.8%
LIBRARY PROPERTY DAMAGE [BROKEN WINDOWS : VANDALISM : GRAFFITI : FTC 1	3	5.9%
PATRON INJURY: NOT STAFF	3	5.9%
Grand Total	51	100.0%
Police Called	11	



Day of Week	Total	%
Sunday	3	5.9%
Monday	5	9.8%
Tuesday	8	15.7%
Wednesday	14	27.5%
Thursday	9	17.6%
Friday	8	15.7%
Saturday	4	7.8%
Grand Total	51	100.0%



Trespass or Banned	Total
ADULT TRESPASS - 1 YEAR	7
ADULT BAN - LESS THAN 1 YEAR	4
Minor RPC	0



Monthly Statistics Year over Year July 2019/ July 2020*

			Circul	ation		2019	2020				Gatec	ount		2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
	Centennial Hills	57,692	34,248	-23,444	-41%	57,692	34,248	-23,444	-41%	35,800	17,169	-18,631	-52%	35,800	17,169	-18,631	-52%
	Clark County	43,273	21,834	-21,439	-50%	43,273	21,834	-21,439	-50%	47,447	20,286	-27,161	-57%		20,286	-27,161	-57%
	Enterprise	36,115	21,981	-14,134	-39%	36,115	21,981	-14,134	-39%	27,915	16,691	-11,224	-40%	27,915	16,691	-11,224	-40%
es	East Las Vegas	36,238	14,829	-21,409	-59%	36,238	14,829	-21,409	-59%	37,868	13,750	-24,118	-64%	37,868	13,750	-24,118	-64%
Ch.	Meadows	2,493	234	-2,259	-91%	2,493	234	-2,259	-91%	3,129	0	-3,129	-100%		0	-3,129	-100%
12	Rainbow	45,881	26,364	-19,517	-43%	45,881	26,364	-19,517	-43%	35,815	1,240	-34,575	-97%	35,815	1,240	-34,575	-97%
<u> </u>	Sahara West	63,328	37,362	-25,966	-41%	63,328	37,362	-25,966	-41%	47,259	20,353	-26,906	-57%	47,259	20,353	-26,906	-57%
B	Spring Valley	35,777	20,786	-14,991	-42%	35,777	20,786	-14,991	-42%	33,185	15,416	-17,769	-54%	33,185	15,416	-17,769	-54%
L	Summerlin	35,512	21,750	-13,762	-39%	35,512	21,750	-13,762	-39%	24,268	11,525	-12,743	-53%	24,268	11,525	-12,743	-53%
a	Sunrise	39,862	19,264	-20,598	-52%	39,862	19,264	-20,598	-52%	29,840	10,822	-19,018	-64%	29,840	10,822	-19,018	-64%
2	West Charleston	34,791	18,838	-15,953	-46%	34,791	18,838	-15,953	-46%	27,155	16,000	-11,155	-41%	27,155	16,000	-11,155	-41%
	West Las Vegas	14,843	6,403	-8,440	-57%	14,843	6,403	-8,440	-57%	21,830	10,117	-11,713	-54%	21,830	10,117	-11,713	-54%
	Whitney	37,507	20,614	-16,893	-45%	37,507	20,614	-16,893	-45%	54,386	27,432	-26,954	-50%	54,386	27,432	-26,954	-50%
	Windmill	57,691	37,460	-20,231	-35%	57,691	37,460	-20,231	-35%	30,776	29,048	-1,728	-6%	30,776	29,048	-1,728	-6%
Ï	Urban Totals	541,003	301,967	-239,036	-44%	541,003	301,967	-239,036	-44%	456,673	209,849	-246,824	-54%	456,673	209,849	-246,824	-54%
	Blue Diamond	348	208	-140	-40%	348	208	-140	-40%	630	392	-238	-38%	630	392	-238	-38%
es	Bunkerville	715	590	-125	-17%	715	590	-125	-17%	906	454	-452	-50%		454	-452	-50%
nch	Goodsprings	1,189	668	-521	-44%	1,189	668	-521	-44%	525	868	343	65%	525	868	343	65%
	Indian Springs	1,537	769	-768	-50%	1,537	769	-768	-50%	3,397	838	-2,559	-75%		838	-2,559	-75%
ā	Laughlin	11,513	4,852	-6,661	-58%	11,513	4,852	-6,661	-58%	7,781	3,616	-4,165	-54%	7,781	3,616	-4,165	-54%
B	Mesquite	13,050	8,305	-4,745	-36%	13,050	8,305	-4,745	-36%	16,157	9,672	-6,485	-40%	16,157	9,672	-6,485	-40%
D	Moapa Town	819	269	-550	-67%	819	269	-550	-67%	688	486	-202	-29%	688	486	-202	-29%
⊑	Moapa Valley	7,259	4,006	-3,253	-45%	7,259	4,006	-3,253	-45%	12,467	7,239	-5,228	-42%		7,239	-5,228	-42%
utlyin	Mt. Charleston	538	559	21	4%	538	559	21	4%	780	585	-195	-25%		585	-195	-25%
\	Sandy Valley	2,517	959	-1,558	-62%	2,517	959	-1,558	-62%	1,412	561	-851	-60%	1,412	561	-851	-60%
Ιō	Searchlight	594	590	-4	-1%	594	590	-4	-1%	788	455	-333	-42%		455	-333	-42%
	Outlying Totals	40,079	21,775	-18,304	-46%	40,079	21,775	-18,304	-46%	45,531	25,166	-20,365	-45%	45,531	25,166	-20,365	-45%
	Distribution Center	0	0		N/A	0	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	ILL	398	360	-38	-10%	398	360	-38	-10%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Metro	2,060	0	-2,060	-100%	2,060	0	-2,060	-100%	95	0	-95	-100%		0	-95	-100%
ن	Outreach	5,864	3,809	-2,055	-35%	5,864	3,809	-2,055	-35%	N/A	N/A	N/A	N/A		N/A	N/A	N/A
Mis	eMedia	234,829	278,629	43,800	19%	234,829	278,629	43,800	19%	N/A	N/A	N/A	N/A		N/A	N/A	N/A
Σ	Online Renewals	220,694	156,888	-63,806	-29%	220,694	156,888	-63,806	-29%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Misc. Totals	463,845	439,686	-24,159	-5%	463,845	439,686	-24,159	-5%	95	0	-95	-100%	95	0	-95	-100%
	Grand Totals	1,044,927	763,428	-281,499	-27%	1,044,927	763,428	-281,499	-27%	502,299	235,015	-267,284	-53%	502,299	235,015	-267,284	-53%

*Due to the pandemic District Branches were closed beginning March 16th thru June 3rd.

Las Vegas-Clark County Library District

Monthly Statistics Year over Year July 2019/ July 2020

			New Libr	ary Card		2019	2020			PC	Interne	t Session	s	2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	e Year to Date	Difference	%
	Centennial Hills	526	268	-258	-49%	526	268	-258	-49%	4,862	1,789	-3,073	-63%	4,862	1,789	-3,073	-63%
ĺ	Clark County	729	266	-463	-64%	729	266	-463	-64%	8,739	5,432	-3,307	-38%	8,739	5,432	-3,307	-38%
1	Enterprise	437	182	-255	-58%	437	182	-255	-58%	3,070	1,716	-1,354	-44%	3,070	1,716	-1,354	-44%
es	East Las Vegas	928	261	-667	-72%	928	261	-667	-72%	8,843	3,499	-5,344	-60%	8,843	3,499	-5,344	-60%
Ü	Meadows	50	0	-50	-100%	50	0	-50	-100%	400	0	-400	-100%	400		-400	-100%
1 2	Rainbow	537	182	-355	-66%	537	182	-355	-66%	4,653	2,357	-2,296	-49%	4,653		-2,296	-49%
ā	Sahara West	632	244	-388	-61%	632	244	-388	-61%	5,131	2,759	-2,372	-46%	5,131	,	-2,372	-46%
一面	Spring Valley	368	139	-229	-62%	368	139	-229	-62%	6,872	3,129	-3,743	-54%	6,872		-3,743	-54%
_	Summerlin	375	144	-231	-62%	375	144	-231	-62%	2,275	756	-1,519	-67%	2,275		-1,519	-67%
ā	Sunrise	482	141	-341	-71%	482	141	-341	-71%	5,427	1,740	-3,687	-68%	5,427		-3,687	-68%
5	West Charleston	444	109	-335	-75%	444	109	-335	-75%	3,933	2,008	-1,925	-49%	3,933		-1,925	-49%
	West Las Vegas	313	132	-181	-58%	313	132	-181	-58%	5,037	2,157	-2,880	-57%	5,037		-2,880	-57%
1	Whitney	417	188	-229	-55%	417	188	-229	-55%	4,765	2,581	-2,184	-46%	4,765		-2,184	-46%
1	Windmill	677	235	-442	-65%	677	235	-442	-65%	5,086	1,927	-3,159	-62%	5,086		-3,159	-62%
	Urban Totals	6,915	2,491	-4,424	-64%	6,915	2,491	-4,424	-64%	69,093	31,850	-37,243	-54%	69,093	31,850	-37,243	-54%
L																	
	Blue Diamond	2	0	-2	-100%	2	0	-2	-100%	26	9	-17	-65%	26		-17	-65%
	Bunkerville	1	2	1	100%	1	2	1	100%	15	25	10	67%	15		10	67%
S.	Goodsprings	4	3	-1	-25%	4	3	-1	-25%	24	17	-7	-29%	24		-7	-29%
⊑	Indian Springs	4	10	-3	-75%	4	1	-3	-75%	241	20 778	-221	-92%	241		-221	-92%
ā	Laughlin	72 117	19	-53 -55	-74%	72 117	19 62	-53 -55	-74%	1,508		-730	-48%	1,508		-730	-48%
В	Mesquite	3	62 0	-55	-47% -100%	3	0	-55	-47% -100%	2,114 107	919 18	-1,195 -89	-57% -83%	2,114 107		-1,195 -89	-57% -83%
Ιg	Moapa Town	32	9	-23	-72%	32	9	-23	-	519	81	-438	-84%	519		-438	-84%
Ì≓	Moapa Valley Mt. Charleston	32	9	-23	-72% 0%	32	9	-23	-72% 0%	20	6	-438	-84% -70%	20		-438 -14	-84% -70%
utly	Sandy Valley	8	1	-7	-88%	8	1	-7	-88%	91	34	-14	-63%	91		-14	-63%
	Searchlight	1	1	0	0%	1	1	0	0%	44	3	-41	-93%	44		-41	-93%
0	Outlying Totals	245	99	-146	-60%	245	99	-146	-60%	4,709	1,910	-2,799	-59%	4,709		-2,799	-59%
		243	33	140	0070	240	33	140	0070	4,703	1,510	2,755	3370	4,700	1,510	2,733	3370
	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	309	5	-304	-98%	309	5	-304	-98%
	Outreach	7	2	-5	-71%	7	2	-5	-71%	N/A	N/A	N/A	N/A	N/A		N/A	N/A
SC.	Online Registration	599	1,017	418	70%	599	1,017	418	70%	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	82,236	42,564	-39,672	-48%	82,236		-39,672	-48%
Σ	Misc. Totals	606	1,019	413	68%	606	1,019	413	68%	82,545	42,569	-39,976	-48%	82,545		-39,976	-48%
														, ,			
	Grand Totals	7,766	3,609	-4,157	-54%	7,766	3,609	-4,157	-54%	156,347	76,329	-80,018	-51%	156,347	76,329	-80,018	-51%

ITEM VI.A.2.a.



MEMORANDUM

TO: Mr. Fred James, Acting Executive Director

FROM: Betsy Ward, Branding and Marketing Director

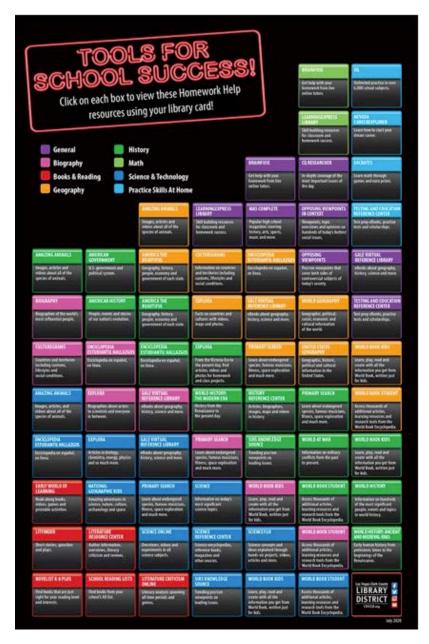
DATE: August 27, 2020

SUBJECT: Branding and Marketing Activity Report, September 2020

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

TOOLS FOR SCHOOL SUCCESS

- Back To School Resources for Kids, Teens and Young Adults
 - o To help support families with their distance learning needs during the upcoming school year, BAM created an interactive webpage to spotlight the Library District's free online resources and learning tools that are available for grades K-College.
 - o Branding & Marketing Director **Betsy Ward** and Assistant Branding & Marketing Director **Karen Bramwell** worked with Graphic Designer **Juanita Aiello** to create the Tools For School Success poster layout, and Web Designer **Gene Kilchenko** then turned it into an interactive web page that allows users to click on each box, and takes users to that online resource, where customers then log in on the provider's page using their library card information.
 - The Tools For School web page can be viewed at: https://lvccld.org/toolsforschoolsuccess



VEGAS STRONG ACADEMY

- Parents Can Now Register Kids For Vegas Strong Academy At Four Library District Branches
 - o Betsy Ward worked with Graphic Designer Cierra Pedro to create the artwork for a hero banner on the Library District homepage which went live on Friday, August 14. This prominent placement on the website homepage includes a direct link to the City of Las Vegas website, where customers can get all the details and register for the program at the designated locations.

Digital Content Manager **Ryan Simoneau** and Senior Digital Projects Associate **Paula Loop** created content cards for the different audience browse pages on the website to ensure this new initiative had increased visibility on the website. Ryan and Paula also scheduled social media posts across the Library District's platforms that linked to the City of Las Vegas website and encouraged people to register online.



COVID-19 ACTIVITIES

- Staff Communications During Pandemic
 - o BAM has continued to maintain the Staff Updates page on the website on behalf of the Executive Council members, to help keep all Library District staff informed as new developments arise during the COVID-19 pandemic.
 - Betsy Ward continues to work with Ryan Simoneau on formatting and uploading the information as it is received.
 - o The Staff Updates page went live on Thursday, March 19, and continues to serve as an effective platform for internal staff communication. Through August 20, the page has received 28,382 unique page views, an increase of 14% over the previous month. Library staff have stayed on this page for an average dwell time of over four minutes.
 - This page continues to be an expeditious way for staff to access important information and announcements, both from home and at work. The revised staff updates page went live on July 21 and can be viewed at: https://lvccld.org/staffupdates



Public Communications Web Page During COVID-19

o This page continues to evolve to support the public communications effort to reassure customers that the Library District is open and safe and always there for them! The importance of keeping our customers informed during this challenging, fluid, crisis environment cannot be overstated, and every member of the BAM team plays a critical role in keeping these pages up-to-date, clear, visually compelling and informative, with graphics by **Juanita Aiello** and **Gene Kilchenko**. As with all special communications and promotional pages, the Browsing is Back page was translated into Spanish and can be viewed at: https://lvccld.org/abierto



"Library Is Open" Messaging Analytics:

- Cierra Pedro filmed and edited a video for the District YouTube channel, which illustrated to the public what the new library experience will be like. Emphasis was on access to browsing and computers, limited seating and study rooms, social distancing, and other required safety guidelines. The video has amassed 2,031 Views. Watch it
 - here: https://www.youtube.com/watch?v=keeMQo7fCL4&feature=youtu.be
- o Through August 20, the Browsing Is Back page has received 8,288 Unique Page Views, an increase of 49% over the previous month. Customers have stayed on this page for an average dwell time of nearly two minutes.
- o The newly updated Library Locations, Hours & Curbside Availability link (which added numerous outlying branches that previously did not offer this service) has received 3,485 Unique Page Views through August 20, an increase of 60% over the previous month. Customers have stayed on this page for an average dwell time of nearly three minutes. View it here: https://lvccld.org/locations-hours-curbside/

CULTURAL & SPECIAL INTEREST AUDIENCE PAGES

• African American Web Page

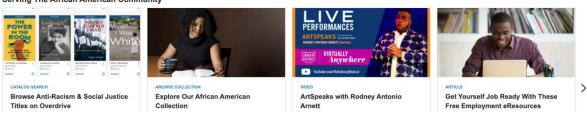
- The Library District continues to spotlight public support against racial injustice through this new audience page. Updates include a new graphic from **Juanita Aiello**, featuring a book cover by Kamala Harris, the newly nominated Democratic candidate for vice-president. **Ryan Simoneau** also created a new staff list to spotlight Kamala Harris titles in our collection, along with the works of noted African American icons, authors, thought leaders, filmmakers and musicians.
- Betsy Ward and Ryan Simoneau worked with Head of Collections &
 Bibliographic Services Rebecca Colbert, and Electronic Resources Manager
 Jocelyn Bates to provide dedicated content updates for this audience page, as
 well as the homepage.

- The updated page can be viewed at: https://www.lvccld.org/african-american. As with our Español and Asian American/Pacific Islander audience pages, this page is a permanent addition and will continue to evolve as new content is added to the catalog.
- o BAM has continued to heavily promote this page on the District's social media channels using the End Racism graphic.
- Through August 20, it has received 2,241 Unique Page Views, an increase of 8% over last month. Customers have stayed on this page for an average dwell time of nearly two minutes.



We offer this page as a starting point for our entire community, to discover new voices and perspectives, and to begin a dialogue through understanding that leads to real, measurable racial and economic equality. And for our African American community, you will find on this page a range of free Library District services, as well as local and national resources, scholarship opportunities, and much more. We also invite you to take advantage of our free computer and Wi-Fi access at our library locations throughout Southern Nevada All you need is a bilary card (if, case you don't currently have one, sion up for one here).

Serving The African American Community



• Military Appreciation Page

- To commemorate the upcoming 75th anniversary of the end of World War II on September 2, BAM updated our Military Appreciation page with new artwork from **Juanita Aiello**.
- Ryan Simoneau worked with Rebecca Colbert, and Jocelyn Bates to add dedicated World War II content updates for this audience page, as well as the homepage.
- o The updated page can be viewed at: https://lvccld.org/veterans. As with our African American, Español, Asian American/Pacific Islander and LGBTQ+ audience pages, this page is a permanent addition to the website and will continue to be updated as new content is added to the catalog.
- o The new commemorative artwork was added to the website homepage on Wednesday, August 19 and will remain up until after the date of the 75th anniversary.

> Ryan Simoneau and Paula Loop will also be promoting this updated page on the Library District's social media channels using the new World War II commemorative artwork.



VEGAS GOLDEN KNIGHTS PARTNERSHIP

- VGK Bookmarks & Chance's Chat have increased even more in popularity with the public
 as the team has entered the 2020 NHL Stanley Cup Playoffs. Library District branches now
 feature all five VGK bookmarks, featuring Deryk Engelland, Jon Merrill, Alex Tuch, Jonathan
 Marchessault, and the August bookmark, which features Nate Schmidt. BAM has also
 received requests from teachers in Southern Nevada who wish to share these bookmarks
 with their students in their distance learning packets.
- Gene Kilchenko published the August edition of Chance's Chat, our monthly Vegas Golden Knights blog that has a new Q&A with Nate Schmidt. View the latest blog post at: https://legacy.lvccld.org/vgk/



SUMMER CHALLENGE Wrap-Up

- The 2020 Summer Challenge page was launched on May 15. Through the completion of the program on July 31, this audience page has received 10,492 unique visitors, an 18% increase from the previous month, with an average dwell time of over four minutes. The 2020 Summer Challenge landing page featured navigation to special audience pages for Parents, Kids, Teens and Español families. Paula Loop continued to update each audience page with new content cards that included links to video programs created by library staff for the District's Virtually Anywhere YouTube channel. These videos included educational and entertaining activities for toddlers, kids and teens to do at home over the summer.
- Through July 30, 45 Summer Challenge videos have been added to YouTube with a total of 4,739 views.





Vegas Golden Knights mascot "Chance" plush toys were one of the Grand Prizes provided by BAM.

PUBLIC RELATIONS ACTIVITIES

Karen Bramwell distributed/pitched English and Spanish press releases to the media on the Library District's partnership with the city of Las Vegas to expand their Vegas Strong Academy to four library branches.

Betsy Ward and **Karen Bramwell** facilitated and coordinated media interviews with the following results:

- FOX5 News On Friday, August 14, 1:30 p.m., Youth Services Manager Shana Harrington interviewed with FOX5 promoting Vegas Strong Academy and WiFi hotspots to check out for Internet access.
- o **FOX5 MORE Show** On Tuesday, August 18, 10 a.m., **Shana Harrington** interviewed with the MORE Show for a quick tease around 9:50 a.m. giving location at the Windmill Library. The first shot at 10:05 a.m. discussed online resources Tools for School Success; middle school survival kit giveaways, and the shot at 10:45 a.m promoted the computers for family & kids at Windmill, the Take and Make program, and free WiFi. An interview with Dr. Tammy Malich from the city of Las Vegas took place at 11 a.m. in the auditorium promoting the Library District's partnership with the city.
- KTNV Channel 13 On Friday, August 21, 3 p.m., former ESL student Gloria McCutchen interviewed with Anchor Todd Quinones about her success with the ESL classes.
- o **KTNV Channel 13** On Monday, August 24, 10:15 a.m., B-roll was shot during the ESL class at the Clark County Library.
- KTNV Channel 13 On Wednesday, August 26, 11 a.m., Acting Assistant Library Operations Director Leo Segura interviewed with Reporter Jeremy Chen in their "what's open" segment promoting with Learn Something New to promote eResources.

CALCULATED PUBLIC RELATIONS ADVERTISING EQUIVALENCY VALUE

- Based on the industry standard for public relations/advertising equivalency measurement, we received \$427,220 for the month of July in advertising equivalency value. This number included brand messaging with backlit signage to travelers that utilize McCarran International Airport.
- Advertising equivalency is calculated by taking the length of a print article or a broadcast segment, and applying the dollars it would take to purchase advertising of that length. This dollar total is then multiplied by three, which factors in the value of the public learning about the information from a news reporter, who is an objective, credible, third party source. The McCarran Duratrans are calculated by the cost to purchase the ad space, similar to an outdoor billboard.

GOOGLE ADWORDS GRANT UPDATE

- Google AdWords is Google's advertising system in which advertisers bid on certain keywords in order for their clickable ads to appear in Google's search results. The Foundation and the Library District received a shared grant from Google for \$10,000 a month in Google ad credits.
- Nonprofit Megaphone is the agency that works with Google to manage our grant and optimizes weekly "key words" that are selected from priorities on the website, which entice people to click on the District when searching.
- The latest Google Studio Data Report updates in real-time on our Google Grant Google AdWords campaigns, which can be viewed <u>HERE</u>.
- Conversation tracking for priority Google AdWords campaigns include (as of August 20):

- o 61 people successfully applied for an eCard right from the ads
- 36 people have found our Free Teen Pantry at The Best Buy Teen Tech Center blog post from the ads
- o 19 people found the Library District Foundation Annual Teacher Book Sale blog post from clicking on an ad
- o 15 people found our current Art Galleries/Exhibits page right from clicking on an ad
- o 5 people have called a branch right from an ad
- Newly launched campaign to help promote the Vegas Strong Academy registration and expansion to four Library District locations

eNEWSLETTERS TO CUSTOMERS

• Betsy Ward, Karen Bramwell, Ryan Simoneau, Paula Loop and Cierra Pedro worked on the Back To School "Learning For All Ages" eNewsletter, which was sent out on August 21. This dedicated eBlast is designed to let our cardholders know about the free online resources, learning tools, and many services that the Library District provides for students in grades K-College, as well as adults looking to continue their education or enhance their professional skills. The August eBlast also included information about the Vegas Strong Academy locations in select Library District branches, with a link for interested cardholders to learn more and register on the city of Las Vegas website. A portion of the eBlast is included below:



PRINT COLLATERAL MATERIALS & SOCIAL MEDIA/WEBSITE ASSETS

- Juanita Aiello, Cierra Pedro, Gene Kilchenko and Karen Bramwell managed, edited, designed, proofed, obtained approval, printed, and prepared for delivery of print collateral materials and/or digital graphics for the following: Adult Learning Program Citizenship Class; Foundation Bookstore Sale for Teachers; Our YouTube channel: Virtually Anywhere; Tools for School Success update; Genre bookmarks update; BBB online lecture on Lotteries & Sweepstakes; SCORE Applying for Nonprofit Tax Exempt Status; Best Buy Teen Tech Center's Teen Pantry; Summer Challenge; Choose Your Own Adventure; Digital Escape Room and Starting Your Late Summer and Fall Garden.
- Gene Kilchenko, with feedback from the BAM team, is in the final stages of fine-tuning his
 custom Marketing Service Request program that will replace the paper Graphic Services
 Request form.
- Cierra Pedro and Gene Kilchenko edited and branded the following videos on our YouTube channel between the dates of July 21 – July 30: Ms. Sue - This is Not a Picture Book!; Ms. Debbie - Finding Kindness; Ms. Nicole - Little Elliot, Big City; Ms. Glenda -Rhyming Time 2; Ms. Rebecca - Tiny T. Rex; Ms. Ashley - My Daddy Rules the World; Three Little Pigs - Puppet Show; Let's Make Lemonade - Ms. Stacie; Elephant Toothpaste - Mr. Larry; Capillary Action – Ms. Noel; Fluffy Unicorn Slime – Ms. Joanna; DIY Puffy Paint - Ms. Kristy; Crafternoon Watercolors: Galaxy – Ms. Aimee; Mini Maker Ornament – Ms. Sue; Glow Party – Ms. Lexi; It! Girls; Shakespeare's "To Be or Not To Be" - Tony Allsion; Magician Tony Daniels; Music Matters: Yunior Lopez; SCORE webinar: Managing Personal Expenses; Meet the Authors: Dennis N Griffin; Corona Conversations: Jean Smith; Dance Matters: Kelly Roth; We're Open During COVID: US Census Bureau; Music Matters: Jeff Neiman; Under the Kanopy - Tokyo!; What is Obleck? - Ms Melissa; Floating Egg Experiment - Ms Kristy; Flav-o-rites – Pad Thai; Library Haul – Episode 1: w/ Natalia; Take & Make for Adults; Pen Pal Kits – Natalia; Spotting False Info – Ms. Alysia; GeekOut! Virtual w/ Mx. Danny - Episodes 3 & 4, Learn About Your Library - 3D Printing; Storytime - Ms. Gwen Outer Space; Storytime with Ms. Carol; Muzzy instructional video

WEBSITE & BACKEND UPDATES

- Paula Loop has continued to update the "FYI" dedicated blog post, which spotlights dozens of free community resources. This informative blog post also links out from the system notification banner at the top of the website. Through August 20, this blog post has over 19,000 Unique Page Views and an average dwell time of over two minutes. This community resource blog will continue to be updated throughout the ongoing challenges of COVID-19: https://livecid.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/
- Topics on the website homepage included:
 - o Promoting the Library District's partnership with City of Las Vegas to expand the Vegas Strong Academy locations to four Library District branches
 - Sharing the Library District's Tools For School Success page which include online resources and learning tools for grades K-College
 - o Promoting the Library District's full reopening + continued curbside service
 - o Racial Injustice/African American audience browse page
 - o Digital eCard availability
 - Spotlighting our free art galleries
 - o August VGK Collectible Bookmark Featuring Nate Schmidt
 - Commemorating the 75th anniversary of the end of World War II with the Library District's updated Military Appreciation page
- Ryan Simoneau and Paula Loop have continued to promote the following priorities:

- o Census 2020 & Censo 2020:
 - https://lvccld.org/census https://lvccld.org/censo (Spanish)
- Have Fun at Home with The Library District's Free Take & Make Activity Kits: https://lvccld.org/blogs/post/takeandmake/
- Browse Anti-Racism Titles on Overdrive: https://lasvegas.overdrive.com/collection/1088835
- The Library District is Your Entertainment Resource: https://lvccld.org/blogs/post/the-library-is-your-entertainment-resource/
- LVCCLD Foundation Teacher Book Sale at Sahara West Library Bookstore https://lvccld.org/blogs/post/shop-the-annual-teacher-book-sale-at-the-sahara-west-library-bookstore/
- Chance's Chat (Monthly VGK Player Blog): https://lvccld.org/vgk
- Media and Press Release pages were updated by **Gene Kilchenko** and **Ryan Simoneau**.
- Juanita Aiello, Cierra Pedro and Gene Kilchenko reviewed current BiblioEvent images and updated them with more appealing images.
- Gene Kilchenko and Ryan Simoneau continue to work on updating the backend of the Staff Updates, Full Reopening/Browsing Is Back, and Curbside Pick-up Locations pages as needed to inform customers of available Library District services as they change and/or become available.
- **Ryan Simoneau** and **Paula Loop** continued to field questions and comments from the public, and have received 32 feedback emails through August 20.
- Working with the Website Content Committee, 39 new staff lists were added to the website
 and rotated on the homepage, as well as on social media, to ensure that fresh and timely
 content is being shared each week.
- The website has recorded **134,823 library card registrations** as of August 20, an **increase of 2%** over the previous month. Card registration is not required for a customer to check out items, but registration does afford customers additional website benefits, such as managing their account, placing holds and accessing eResources.

SOCIAL MEDIA

- The top priority for the social media team in August was to promote the Library District's free Tools for School Success resource page; the District's new partnership with the city of Las Vegas for their Vegas Strong Academy in select library branches; the annual Library District Foundation Teacher Book Sale at Sahara West Library, which runs through August 31; along with the COX Back To School Virtual Fair that includes the Library District. Additional priorities included promoting the latest Vegas Golden Knights collectible player bookmark featuring Nate Schmidt and tying that in with the Golden Knights run in the 2020 NHL Stanley Cup Playoffs; the free Take And Make Kits offered at Library District branches; our African American audience page; new online and in-branch events; timely staff lists; the Library District's digital eCard; and free online resources and services.
- Paula Loop worked with Betsy Ward and Karen Bramwell, along with Youth Services Manager Shana Harrington and Programming and Venues Manager Ryan Neely to continue to add new content in July from Library District staff to our YouTube Channel.
- Total YouTube subscribers increased from **578 to 802 from July 1-31**, a **39% increase** over the previous month: https://www.youtube.com/thelibrarydistrict
- Production and promotion on all virtual programming was halted on Thursday, July 30, and August posts were canceled. Library District staff were notified in an email the following Tuesday, August 4.

- During the month of July, we had several new original content series that were created by staff and served a wide variety of customer interests.
 - o **Geek Out! Virtual** with Mx. Danny covered our teen and YA viewers by reporting on the latest in geek news and was very popular on both YouTube and IGTV platforms.
 - Virtual gallery tours helped expand the awareness of our art galleries by interviewing the artist and allowed customers that were still uneasy about going to a branch to experience what the galleries had to offer.
 - Get Into The Q, was our LGBTQ+ booktalk series where several staff from West Las Vegas Library and for their first episode, gave their review of the book The House of Impossible Beauties.
 - TPS staff created a cooking series called **Flav-O-Rites: Our Favorite Bites Made Simple** where they used the Demonstration Kitchen at East Las Vegas Library to debut several easy recipes including chocolate lava cake.
 - Under the Kanopy also debuted their first episode with a review of the documentary Kedi which is available to stream through Kanopy. This series was planning to go on to review other items that are available through our Kanopy Service.
 - Ukulele for All debuted a 4 week series with Joey from Spring Valley Library on how to play the Ukulele. Three of the four episodes premiered before virtual programming was halted and were very popular on the Library District's IGTV on Instagram.



School Supply Giveaway at Best Buy Teen Tech Center

The School Supply Giveaway took place at the Best Buy Teen Center inside Clark County Library on Wednesday, August 19. Teen Services Department Head **Megan Nykodym** and her team had originally created 75 premade bags, which included notebooks, folders, colored pencils, erasers, a Best Buy Teen Tech Center smart wallet, note cards and more. Megan shared some photos with the BAM team to post on social media, and all of our scheduled promotional posts leading up to the event were very popular, including 84 shares on Facebook. This added social media promotion helped pack the Best Buy Teen Tech Center so much that the line wrapped around the YA corridor and all of the bags were gone within 30 minutes of opening. The Best Buy Teen Tech Center team created an additional 40 bags to giveaway, for a total of 115.





SOCIAL MEDIA HIGHLIGHTS

 More FOX5 and anchor Maria Silva shared the Library District's free Tools For School Success online resources and learning tools.





• Clark County School District posted their 2020-2021 Digital Family Guide, which includes the Library District:



 Vegas Golden Knights defenseman Nate Schmidt liked our Tweet about the availability of his new collectible player bookmark:



 We received some really positive patron comments on both Instagram and Twitter about the Library District and the free Take and Make program:



LVCCLD'S TOP POSTS (JULY 2020)

· Facebook:

The Best Buy Teen Tech Center's free Teen Pantry has been very well received with our social media posts. This was our most engaging Facebook post for the month with 7 comments and 57 shares. We are continuing to promote this wonderful resource for teens and answering any customer question that is received.



Twitter:

Library District staff at the reopened Best Buy Teen Tech Center has been sending the BAM team photos to post on social media, and this tweet from earlier in the month was our top-performing post on Twitter.



Instagram:

The free Take & Make Kits are our libraries have been extremely popular both in-branch and on social media! This Toy Story 4 inspired kit from the Whitney Library was in such demand that they needed to make more bags after our social media posts went live. This was the top post for the month on Instagram with 151 total engagements, including seven very positive user comments.



WEB & SOCIAL MEDIA ANALYTICS (JULY 2020)

• Facebook:

- o LVCCLD Facebook Page Fans: 12,506 (+1%)
- o Total Facebook Page Fans (across all LVCCLD branches): 40,315 (+1%)
- o Total New Follower Increase: +1%
- o Total Facebook Impressions: 265,420 (+17%)
- o Total Facebook Post Engagements: 9,881 (+17%)
- o Total Facebook Link Clicks: 629 (+36%)

Notes: New followers and user engagement were both up from last month as more people became aware that the Library District had fully reopened as of June 24. In addition, virtual programming that we shared from our Virtually Anywhere YouTube channel has been very well received and helped contribute to increases in all the major monthly analytics on this social media platform.

LVCCLD Twitter:

- o Followers: 3,388 (+1%)
- o Total user engagements: 3,228 (+24%)
- o Organic Impressions: 184,553 (+14%)
- o Link clicks: 395 (+19%)

Notes: Our Twitter total followers and user engagement, as well as our total impressions were all up from last month.

LVCCLD Instagram:

- o Followers: 3,477 (+4%)
- o Total user engagement: 1,304 (-10%)
- o Total impressions: 79,482 (+48%)

- o Top post engagement: 151 (+5%)
- o Total likes received to posts: 1,191 (-10%)
- o Total comments received to posts: 33 (-44%)
- o Instagram Stories Impressions 21,651 (+58%)

Notes: Our new followers, total post reach, and Instagram Stories impressions were all up from the previous month, but we did see a small decline in user engagement. We did increase the amount of virtual programming from YS and PVS on the Library District's Virtually Anywhere YouTube channel, which we also shared to IGTV and our Instagram stories.

YouTube:

- o Channel Subscribers: 802 (+39%)
- o Total Impressions: 204,200 (+51%)
- o Total Channel Watch Time: 374.1 hours (+66%)
- o Average View Duration: 1min 59sec (+8%)

Notes: BAM continued to work with the YS and PVS teams to schedule three Virtually Anywhere programs per day. Featuring an early literacy program, a STEAM-themed program, plus regular series and performances for adults. In YouTube analytics, average view duration is the average dwell time for users watching videos.

• Website Analytics (July 2020)

- Page Views: 1,835,816 (-1%)
 Homepage Views: 228,374 (+9%)
 Total Visitors: 150,909 (+5%)
- o Unique Visitors: 129,637 (+5%)
- Average Dwell Time: :55 (-1 second across website) 1:06 (+1 second on homepage)

Notes: Our website traffic and unique visitors both increased over last month as more residents visited our website.

as Ve	gas-Clark C	ounty Library District -	July 2020						
onitore	d Coverage, Cli	pped							
ate /1/20	Outlet Type	Outlet	Title	<u>Notes</u>	<u>Link</u>	Segment Length	Value Per 30	Audience	Calculated Publicity Value
	Internet	reviewjournal.com	under Phase Two?	Reopened most branches with social distancing and safety guidelines	https://www.reviewjournal.com/local/ updated-whats-open-in-las-vegas- under-phase-two-2042635/			4,541,667	\$136,250.01
2/20	Television	KTNV-TV	13 Action News	11:45 a.m VGK bookmarks	, , , , , , , , , , , , , , , , , , , ,	46s	\$1,721.16	20,358	\$2,639.11
2/20	Television	KTNV-TV	13 Action News	3:26 p.m VGK bookmarks		23s	\$1,073.52	11,275	\$823.03
2/20	Internet	ktnv.com	Collectible Vegas Golden Knights bookmarks	VGK bookmarks	https://www.ktnv.com/sports/collecti ble-vegas-golden-knights- bookmarks			1,758,333	\$52,749.99
3/20	Television	KTNV-TV		6:48 p.m Summer Challenge; Shana Harrington interviewed		44s	\$1,639.29	17,948	\$2,404.29
8/20	Television	KVVU-TV	More	10:06 a.m Teen Tech Center open		25s	\$1,902.60	21,606	\$1,585.50
22/20	Television	KVVU-TV	FOX5 News	3:59 p.m Tools for school success (teaser)		11s	\$919.80	9,087	\$337.26
22/20	Television	KVVU-TV		4:02 p.m Tools for school success; Shana Harrington interviewed		1m 57s	\$2,039.07	25,458	\$7,952.37
22/20	Television	KVVU-TV		11:33 p.m Tools for school success; Shana Harrington interviewed		1m 29s	\$1,172.84	26,770	\$3,479.43
28/20	Internet	ktnv.com	New Vegas PBS show will offer learning throughout summer	Vegas PBS STEAM Camp; librarians from the LV-CCLD wil be featured	https://www.ktnv.com/positivelylv/ne- w-vegas-pbs-show-will-offer- learning-throughout-summer			1,758,333	\$52,749.99
onitore	d Coverage, No	t Clipped							
ate	Outlet Type	Outlet	Title	Notes	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
/8/20	Internet	reviewjournal.com	Art exhibits around the Las Vegas Valley	Whitney Library, Centennial Hills Library, Summerlin Library, Enterprise Library, The Studio at the Sahara West Library, East Las Vegas Library, Clark County Library, Gallery at the Sahara West Library, Windmill Library, Spring Valley Library	https://www.reviewjournal.com/enter tainment/arts-culture/art-exhibits- around-the-las-vegas-valley- 2070165/			4,541,667	\$136,250.01
arned D	igital								
ate_	Outlet Type	Outlet	<u>Title</u>	<u>Notes</u>	Link	Segment Length	Value Per 30	Audience	Calculated Publicity Value
ıly	Duratron	McCarran International Airport		10 throughout the month	1	l	1	1	\$30,000.00

ITEM VI.A.2.b.



MEMORANDUM

TO: Mr. Fred James, Acting Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: August 27, 2020

SUBJECT: Community Engagement Report, September 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 **July 1**, **2020 – July 31**, **2020**.

In celebration of National Library Week, the Library District conducted its sixth annual food drive in partnership with Three Square Food Bank from Thursday, June 4 through Friday, July 31. The program was originally scheduled to occur in April, and



was rescheduled to the summer due to covid-19 and library facility closure. Fines and fees were automatically waived due to the pandemic. The *Food for Thought* program encouraged cardholders to pay-it-forward and help others in need. Overall, the Library District collected 5,028 pounds of donated goods, which provided for 4,190 meals.

Numerous staff members implemented

this year's program throughout all 25 library branches. Key administrative staff included: Library Operations Director Jenn Schember, Regional Library Operations Managers Carlotta Dickerson and Leo Segura, Branding and Marketing Director Betsy Ward, Assistant Branding and Marketing Director Karen Bramwell, Assistant General Services Director John Vino, Courier Supervisor Keith Williams, Access Services Manager Sufa Anderson, Development and Planning Director Danielle Milam, Development Office Manager Sherry Walker, and Matt McNally.

The efforts of Library District branch staff are also commended for the work performed of explaining the program and collecting donations from customers.

LITERACY SERVICES

The HiSET was administered to assess students in pursuit of earning a Certificate of High School Equivalency (HSE). The HiSET consists of five subject tests in the areas of Reading, Writing, Math, Science, and Social Studies. In order to earn a High School Equivalency certificate, a student must pass all five subject areas. Test administrations are offered monthly, typically during the first or second week.

High School Equivalency	July 2020	FY '20-'21
		YTD
Test Takers	5	5
Tests Administered	21	21
Tests Passed	14	14
HSE Certificates Earned	1_	1

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

Career Online High School	July 2020	FY '20-'21 YTD	Since
		TID	Inception Dec '17
Completed Self-Assessment	56	56	1,055
Completed Prerequisite Course	13	13	348
Approved Scholarship	6	6	129
Graduates	3	3	43

Literacy Services continued partnership with The International School of Hospitality (TISOH) as part of the Nevada Accelerated Career Education pilot (NV-ACE). The NV-ACE pilot provides participants the opportunity to earn a career certificate while receiving additional needed educational support. The NV-ACE pilot concluded on June 30. However, Literacy Services continued to support enrolled students through August 10 when the course ended. Literacy Services will offer Integrated Education and Training (IET) as an option to future students.

NV-ACE Pilot	July 2020	FY '20-'21
		YTD
TISOH Enrollment (HOC)	4	4
Certificate Completers	0	0

Literacy Services conducted student orientation and pre-testing in July and launched fiscal year 2020-2021 Cycle I English as a Second Language (ESL) classes on July 27. Cycle I offers six virtual ESL classes and 16 in-person classes with social distancing protocols in place at eight sites (Clark County, East Las Vegas, Rainbow, Spring Valley, Sahara West, West Charleston, Whitney, and Windmill libraries). Inperson Friday Conversation Workshops were also offered at Clark County and East Las Vegas libraries.

Literacy Services;	Classes	Enrollment/	Enrollment/
In-Person	July 2020	Attendance	Attendance
		July 2020	FY '20-'21
		-	YTD

English Language Acquisition	16	153	153
Adult Basic Education*		0	0
Conversation Workshop	2	16	16
One-Stop Tutoring			
Literacy Open Labs			
*Includes HSE Students with 12 hours instruction			

Literacy Services; Virtual	Classes July 2020	Enrollment/ Attendance July 2020	Enrollment/ Attendance FY '20-'21 YTD
English Language Acquisition	6	69	69

GALLERY SERVICES

New Exhibit Installations

2020 Annual Electronic Competition Nevada Camera Club, Whitney Library, 7/2/20 – 9/15/2020

Art & Form: A Cubist Journey

Dayo Adelaja, East Las Vegas Library, 7/7/20 – 9/20/20

Unnatural Selections of Ross Takahashi

Ross Takahashi, Windmill Library, 7/14/20 - 9/27/20

Bouquet of Folly

Sean Russell, West Charleston Library, 7/21/20 – 10/4/20

ETCETERA- Photographs of Receptive Patterns

Armand Thomas, Spring Valley Library, 7/23/20 – 9/29/20

Viva Las Vegas

Doug Waterfield, Enterprise Library, 7/28/20 – 10/13/20

Events

Programs; Virtual	Programs	Views of Current Programs	Additional Views of Previous Programs
Gallery Tours	2	683	0
Live Stream	1	97	0

Gallery tour video: *Ocean of Stories*, Shinoid, Sahara West Library, 271 customer views, uploaded 7/9/20

Gallery tour video: *Coming About*, Gail Gilbert, Centennial Hills Library, 198 customer views, uploaded 7/20/20

Gallery tour video: Unnatural Selections, Ross Takahashi, Windmill Library, 214 customer views, uploaded 7/28/20

Gallery talk live stream: *Unnatural Selections*, Ross Takahashi, 97 customers watched, 7/18/20

Highlights

Graphic Designer **Cierra Pedro** assisted the Gallery Services department to create and share the first LVCCLD gallery-tour videos on YouTube and across social media channels. The video tours are a great resource for customers to enjoy gallery exhibits who may be wary of visiting the galleries in person. The video tours are also useful documentation for the District as well as artists who appreciate the effort. Each video captures vast artistic talent found in Las Vegas and the unique offerings of the Library District.



In coordination with Nevada Humanities Program Manager Bobbie Ann Howell, the Library District hosted the Nevada Humanities-sponsored Flo Mobile Digital Billboard truck exhibiting *Colors of the West* outside Clark County Library on July 10 and at West Charleston Library, Sahara West Library, Sunrise Library, and West Las Vegas Library on July 17. The tour served as a way to display

artwork across the community as the Nevada Humanities Program Gallery at Art Square remains temporarily closed due to Covid-19.

On July 18, Ross Takahashi streamed a live gallery talk in lieu of a reception, from the Windmill Library gallery exhibit *Unnatural Selections*. The talk, featuring Takahashi's exhibit of bronze sculptures, was broadcast on Instagram and Facebook Live.

Cultural institutions such as art galleries and museums around the nation remain closed (New York City art museums and most galleries are closed until the end of August, some Los Angeles area institutions opened briefly in June only to re-close through July, the Nevada Museum of Art was closed through July 20, and the Barrick Museum of Art was closed through mid-August). By implementing precautionary measures to mitigate risk of Covid-19, LVCCLD was able to open its art galleries on June 4 and they've remained open since. Many members of the community have expressed gratitude to the Library District for continuing to offer cultural services, such as art exhibits, during these trying times.



OUTREACH SERVICES

Outreach Specialists **Sylvia Riesselmann**, **Jeremy Klewicki**, and **Nina Guevara** facilitated the transition of homebound services to new customers previously serviced with senior lobby facility visits, in addition to current homebound services customers.

Outreach Education Coordinator **Kelly May** collaborated with Las Vegas Urban League Programming Specialist Ashley de Los Santos, to create four virtual educational content videos. These videos served the public and appeared on the Las Vegas Urban League's Facebook Family Connection page and fostered 409 views.

Outreach Education Coordinator **Kelly May** conducted four early childhood education training videos for 76 Clark County School District Family and Community Engagement Services (CCSD FACES) staff.

Outreach Specialists **Andrew Brannon**, **Jeremy Klewicki**, and **Sylvia Riesselmann** wrote copy, designed, and recorded three Library District website language database tutorials in preparation for continued virtual program offerings on the Library District's virtual YouTube channel.

Kelly May facilitated five early literacy enhanced virtual storytimes for 277 students in partnership with the Acelero Headstart program.

Limitless Learning; Virtual	Programs	Views of Current Programs	Additional Views of Previous Programs
Pre-school Programs (live virtual storytimes)	5	277	0
Elementary School Programs	0	0	0
Middle School Programs	0	0	0
High School Programs	0	0	0
Family Programs	7	436	250
Adult Programs	4	76	0

Community & Culture	Events	Attendance	
Promotional Booth Events	0	0	

Circulation	Visits	Circulation	Attendance
Senior Facility Lobby Visits	0	0	0
Homebound Services		318	0

PROGRAMMING AND VENUES SERVICES (PVS)

Programming and Venues Services conducted 122 programs for 1,349 library customers during the month of July. Of these programs, 7 were diversity events impacting 54 library customers. Additionally, staff connected customers to 34 virtual programs conducted by Library District partners. PVS offered adult and family

programs that specifically impacted customers in regards to the Vision 2020 strategic initiatives:

Programs; In-Person	Programs	Attendance	
Limitless Learning	19	194	
Business and Career Success	4	31	
Government and Social Services	17	383	
Community and Culture	8	60	
Other	74	681	

Programs; Virtual	Programs	Views of Current Programs	Additional Views of Previous Programs
Limitless Learning	13	274	142
Business and Career Success	3	33	0
Government and Social Services	7	1	34
Community and Culture	17	999	564
Other	0	0	0

PVS also managed the operation and use of performing arts centers, auditoriums, lecture halls, concert halls, meeting rooms, and special event areas.

Venue Usage	Events	Hours	
In-Person Programs	122	308	
Rentals	24	59	
Staff	39	209	

PVS provided technical support for 19 Library District in-person and virtual programs totaling 306 event hours. There were no rental events that required technical support. Additionally, PVS provided technical support for 31 occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 30-day period with zero holidays was 1,636 hours and included 75 technician assignments. The ability to request technicians was not closed for any days since peak technician availability was not reached.

Major Programming Highlights

Flav-O-Rites: Our Favorite Recipes Made Simple



Beginning in June of 2020, Production Technicians Jodi Caley and Nyla Walker, with Programming Specialist Anna Allred, began filming cooking tutorials for the Library District YouTube channel titled Flav-O-Rites: Our Favorite Recipes Made Simple. Production Technicians Morgan Lin, Gena Mize, Candyl Andersen, Ezra Fowler and Noah Goddard provided technical support and helped with multiple recordings. From the start, the goal of

these videos has been to demonstrate easy, delicious recipes that can be made on a budget. The recipes are never complicated to make, and they yield impressive results that even the most beginner cook could emulate. Staff have produced six videos. Two of those, *Fajitas* (239 views) and *Chocolate Lava Cake* (140 views), have premiered on the YouTube page and IGTV. The remaining videos will premiere soon: *Fajitas*: https://www.youtube.com/watch?v=xs3IUONc_08&t=16s; *Chocolate Lava Cakes*: https://www.youtube.com/watch?v=tF5CUWiJhs

Corona Conversations with Marek Biernaciński

Windmill and Summerlin Performing Arts Center Coordinators **Tony Allison** and **Diondra** launched a new webinar series, *Corona Conversations*. In this series Tony and Diondra interview local small business owners about their companies and the challenges they face during this unprecedented time. The first interview featured Las Vegas business owner Marek Biernaciński, co-founder and CEO of Words by a Pro, an outsourced writing department that creates website copy, researches and writes white papers, transcribes and summarizes minutes, and offers translation services. In his interview Marek offered his perspective on how small business owners can adapt to these challenging times: https://www.youtube.com/watch?v=FN2D_SdYFF4

July brought the return of many in-person programming events to numerous branches. These programs included immunization clinics in partnership with the Southern Nevada Health District, U.S. Censuses job training, a writing workshop, move screenings, and an increasing number of blood drives. Staff welcomed 1,349 customers to these programs including many who returned to the Library District for the first time since March.

Major Department Highlights

Board meeting and virtual programming equipment

To improve the Library District's virtual programming ability Technical Equipment Coordinator **Jerome Eadeh** implemented the purchase of a new video recording and streaming system. This system includes two high definition remote controlled point-to-zoom cameras and audio visual switchers which allows staff to set up temporary recording studios in any meeting room or performing arts center. This system also allows staff to expertly broadcast live events, such as Board of Trustees meetings and customers remotely using the Cisco WebEx events platform.

YOUTH SERVICES

Youth Services conducted 347 programs for 18,432 library customers during the month of June. Youth Services offered youth and family programs that specifically impacted customers in regards to the Vision 2020 strategic initiatives:

Programs; In-Person	Programs	Attendance	
Limitless Learning	278	7,334	
Business and Career Success	2	0	
Government and Social Services	2	15	
Community and Culture	5	118	

Programs; Virtual	Programs	Views of	Additional
		Current	Views of

		Programs	Previous
			Programs
Limitless Learning	47	8,611	12,929
Business and Career Success	0	0	0
Government and Social Services	0	0	0
Community and Culture	13	2,354	0

District-Wide Programming Highlights



Summer Challenge 2020 ended on July 31. The program operated very differently from past years due to Covid-19, facility closure, and program cancellations for social distancing. Youth Services staff would typically visit schools to promote the program and the outstanding guests contracted to perform. Last year, staff handed out 120,000 brochures to spread the word to the community. However, Youth Services Administration and the Summer Challenge Committee needed to adjust their approach in 2020. Staff quickly changed aspects of the program to deliver participation opportunities before the Library District even re-opened. Staff focused on reminding the public that the library is there to support them

in challenging times. Summer Challenge 2020 operated from May 15 to July 31. It was primarily promoted with an online virtual presence, and then moved to promotion with brochures and summer challenge logs distributed in curbside pickup orders containing youth materials. In partnership with Clark County School District, 120,000 brochures were also distributed to students at meal distribution sites. Finally, library branch staff heavily promoted the program when the Library District fully opened on June 4 via word of mouth at programs, throughout each library, and with branch displays. Overall, 5,982 participants registered for the program, and 3,751 completed Summer Challenge 2020. Of those who participated, they read 84,350 books in 4,974,069 minutes! Youth Services Administration distributed prizes to winners in the month of August. The Library District counted statistics of the Summer Challenge learning program differently in 2020 compared to years past, and plans to continue doing so in the future. Previously, every log distributed was counted as a registration. This resulted in an average of thirty to thirty-five thousand registrations annually. But, the value and understanding of involvement could not be captured. Instead, registration is now counted when the first level of the program is achieved. Completion of the program is counted when all levels of the program are achieved. Counting statistics in this manner reflects a truer reflection of the Library District's impact to the community with the program.

Youth in-person programs returned to libraries regularly in July with recommended social distancing and mitigation procedures in place. Overwhelmingly, the most popular programs are the *Take-and-Make* programs. Library District staff developed 154 programs for 6,381 library customers. One of the most popular programs was a *Forky* craft, based on the popular character from the movie *Toy Story 4*. Over 200 customers drove from all over the Las Vegas valley to pick up this simple kit



containing a spork, pipe cleaners, and googly eyes. While at the library, many customers checked out books and also signed up for the Summer Challenge.



Youth Services Specialist **Melissa Ramos** connected customers to 26 new virtual events hosted by partners and other organizations. Examples of partnership programs in July include:

- University of Nevada Reno Cooperative Extension Early Childhood Learning Series
- Author, Dan Gutman's My Weird School Book Reading
- Doodle Along with Pzazz Art Studio & Crayola

. . .

Monthly Statistics Year over Year July 2019/ July 2020*

		Yout	h Service	s Progran	ns	2019	2020			Youth	Service	s Attenda	ance	2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
	Centennial Hills	55	12	-43	-78%		12	-43	-78%	1,880	556	-1,324	-70%		556	-1,324	-70%
	Clark County	86	8	-78	-91%		8	-78	-91%	4,093	115	-3,978	-97%		115	-3,978	-97%
	Clark County BBTTC	180	63	-117	-65%	180	63	-117	-65%	2,378	484	-1,894	-80%		484	-1,894	-80%
ls	Enterprise	57	22	-35	-61%		22	-35	-61%	1,344	562	-782	-58%		562	-782	-58%
l e	East Las Vegas	55	12	-43	-78%	55	12	-43	-78%	1,199	67	-1,132	-94%	1,199	67	-1,132	-94%
che	Meadows	1	0	-1	-100%	1	0	-1	-100%	69	0		-100%		0	-69	-100%
⊑	Rainbow	71	12	-59	-83%		12	-59	-83%	2,901	287	-2,614	-90%	, , , ,	287	-2,614	-90%
2	Sahara West	79	10	-69	-87%		10	-69	-87%	2,477	169	-2,308	-93%		169	-2,308	-93%
B	Spring Valley	87	28	-59	-68%	87	28	-59	-68%	2,180	1,211	-969	-44%		1,211	-969	-44%
I⊑	Summerlin	53	18	-35	-66%	53	18	-35	-66%	2,388	1,778	-610	-26%	2,388	1,778	-610	-26%
Sa	Sunrise	106	34	-72	-68%	106	34	-72	-68%	1,723	559	-1,164	-68%	1,723	559	-1,164	-68%
l a	West Charleston	40	9	-31	-78%	40	9	-31	-78%	793	117	-676	-85%	793	117	-676	-85%
1 –	West Las Vegas	47	9	-38	-81%	47	9	-38	-81%	391	168		-57%		168	-223	-57%
	Whitney	114	16	-98	-86%	114	16	-98	-86%	4,252	600	-3,652	-86%	4,252	600	-3,652	-86%
1	Windmill	52	6	-46	-88%	52	6	-46	-88%	2,271	211	-2,060	-91%	2,271	211	-2,060	-91%
Ĭ.	Urban Totals	1,083	259	-824	-76%	1,083	259	-824	-76%	30,339	6,884	-23,455	-77%	30,339	6,884	-23,455	-77%
T.,	Blue Diamond	11	0	-11	-100%	11	0	-11	-100%	11	0	-11	-100%	11	0	-11	-100%
es	Bunkerville	2	0	-2	-100%	2	0	-2	-100%	69	0	-69	-100%	69	0	-69	-100%
l Š	Goodsprings	2	0	-2	-100%	2	0	-2	-100%	19	0	-19	-100%	19	0	-19	-100%
1 2	Indian Springs	35	0	-35	-100%	35	0	-35	-100%	238	0	-238	-100%	238	0	-238	-100%
ق ا	Laughlin	21	7	-14	-67%	21	7	-14	-67%	456	158	-298	-65%	456	158	-298	-65%
百	Mesquite	63	21	-42	-67%	63	21	-42	-67%	891	425	-466	-52%	891	425	-466	-52%
ا ه	Moapa Town	17	0	-17	-100%	17	0	-17	-100%	208	0	-208	-100%	208	0	-208	-100%
	Moapa Valley	37	0	-37	-100%	37	0	-37	-100%	1,142	0	-1,142	-100%	1,142	0	-1,142	-100%
'>	Mt. Charleston	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
utlyin	Sandy Valley	3	0	-3	-100%	3	0	-3	-100%	57	0	-57	-100%	57	0	-57	-100%
Ιŏ	Searchlight	23	0	-23	-100%	23	0	-23	-100%	62	0	-62	-100%	62	0	-62	-100%
_	Outlying Totals	214	28	-186	-87%	214	28	-186	-87%	3,153	583	-2,570	-82%	3,153	583	-2,570	-82%
	, ,									,		· 1		,		,	
	Outreach-Branch	15	0	-15	-100%	15	0	-15	-100%	439	0	-439	-100%	439	0	-439	-100%
	Outreach-Department	33	13	-20	-61%	33	13	-20	-61%	1,416	354	-1,062	-75%	1,416	354	-1,062	-75%
	Outreach-PVS	3	0	-3	-100%	3	0	-3	-100%	57	0	-57	-100%	57	0	-57	-100%
등	Outreach-YS Admin.	1	0	-1	-100%	1	0		-100%	50	0	-50	-100%		0	-50	-100%
ea	Outreach-Literacy	0	0	0	N/A		0	0	N/A	0	0		N/A		0	0	N/A
	Gallery Services	0	0	0	N/A		0	0	N/A	0	0		N/A		_	0	N/A
lt.	,																
0	Outreach Totals	52	13	-39	-75%	52	13	-39	-75%	1,962	354	-1,608	-82%	1.962	354	-1.608	-82%
				- 30	70	- 02			. 0 70	.,032	- 551	.,000	0270	.,502		.,500	02,0
	Grand Totals	1,349	300	-1,049	-78%	1,349	300	-1,049	-78%	35,454	7,821	-27,633	-78%	35,454	7,821	-27,633	-78%

*Due to the pandemic District Branches were closed beginning March 16th thru June 3rd.

Las Vegas-Clark County Library District

Monthly Statistics Year over Year July 2019/ July 2020

			Adult Pro	ograms		2019	2020			Δ	dult Att	endance		2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date Y	ear to Date	Difference	%
	Centennial Hills	21	7		-67%		7	-14	-67%		119	-185	-61%		119	-185	-61%
	Clark County	177	49		-72%		49	-128	-72%	4,348	340	-4,008	-92%		340	-4,008	-92%
	Enterprise	43	7		-84%	43	7	-36	-84%	857	307	-550	-64%		307	-550	-64%
es	East Las Vegas	82	14		-83%	82	14	-68	-83%	1,708	87	-1,621	-95%		87	-1,621	-95%
Ğ	Meadows	0	0		N/A		0	0	N/A	0	0		N/A	0	0	0	N/A
1 2	Rainbow	32	2		-94%		2	-30	-94%		43	-509	-92%		43	-509	-92%
م	Sahara West	78	6		-92%	78	6	-72	-92%	1,376	96	-1,280	-93%		96	-1,280	-93%
l ä	Spring Valley	29	10		-66%	29	10	-19	-66%	364	110	-254	-70%		110	-254	-70%
_	Summerlin	48	19		-60%		19	-29	-60%		78	-2,230	-97%		78	-2,230	-97%
a	Sunrise	36	4		-89%		4	-32	-89%		83	-639	-89%		83	-639	-89%
r	West Charleston	26	16		-38%	26	16	-10	-38%		62	-622	-91%		62	-622	-91%
	West Las Vegas	53	8		-85%	53	8	-45	-85%	3,609	17	-3,592	-100%		17	-3,592	-100%
l.	Whitney	37	4	-33	-89%		4	-33	-89%	1,330	39	-1,291	-97%		39	-1,291	-97%
l.	Windmill	49	17		-65%	49	17	-32	-65%	2,310	293	-2,017	-87%		293	-2,017	-87%
	Urban Totals	711	163	-548	-77%	711	163	-548	-77%	20,472	1,674	-18,798	-92%	20,472	1,674	-18,798	-92%
S	Blue Diamond	1	0		-100%	1	0	-1	-100%	_	0		-100%		0	-20	-100%
Ú	Bunkerville	0	0		N/A		0	0	N/A	0	0		N/A	0	0	0	N/A
r S	Goodsprings	16	1		-94%	16	1	-15	-94%	16	6	-10	-63%		6	-10	-63%
	Indian Springs	2	0		-100%	2	0	-2	-100%		0	-8	-100%		0	-8	-100%
2	Laughlin	20	2		-90%	20	2	-18	-90%		25	-208	-89%		25	-208	-89%
В	Mesquite	39	13		-67%	39	13	-26	-67%		101	-231	-70%		101	-231	-70%
б	Moapa Town	1	0		-100%	1	0	-1	-100%		0		-100%		0	-4	-100%
⊒.	Moapa Valley	23	0		-100%	23	0	-23	-100%		0	-76	-100%		0	-76	-100%
Outlyin	Mt. Charleston	0	0		N/A	0	0	0	N/A	0	0		N/A		0	0	N/A
1 #	Sandy Valley	1	0		-100%	1	0	-1	-100%	2	0		-100%		0	-2	-100%
Ō	Searchlight	1	0		-100%	1	0	-1	-100%	11	0		-100%		0	-11	-100%
	Outlying Totals	104	16	-88	-85%	104	16	-88	-85%	702	132	-570	-81%	702	132	-570	-81%
	Outreach-Branch	9	0		-100%	9	0	-9	-100%	61	0		-100%		0	-61	-100%
	Outreach-Department	28	4	-24	-86%	28	4	-24	-86%	230	95	-135	-59%		95	-135	-59%
رج ح	Outreach-PVS	1	0		-100%		0	-1	-100%		0		-100%		0	-2	-100%
ac	Outreach-YS Admin.	0	0		N/A		0	0	N/A	0	0	0	N/A	0	0	0	N/A
	Outreach-Literacy	0	0		N/A		0	0	N/A	0	0	0	N/A	0	0	0	N/A
utre	Outreach-Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
0																	
	Outreach Totals	38	4	-34	-89%	38	4	-34	-89%	293	95	-198	-68%	293	95	-198	-68%
	Grand Totals	853	183	-670	-79%	853	183	-670	-79%	21,467	1,901	-19,566	-91%	21,467	1,901	-19,566	-91%



ITEM VII.A.2.c.

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Danielle Patrick Milam, Acting Deputy Director

DATE: August 31, 2020

SUBJECT: Development and Planning Department Report, September 2020

Development and Planning Department Activities in August 2020

Acting Deputy Director **Danielle Milam** assists Acting Executive Director **Fred James** and the Executive Council with the development of bi-weekly All District (AD) memos. In the month of August, three AD memos were published. Issues covered included:

- AD 20-09 Vegas Strong Academy Option for LVCCLD Staff
- AD 20-10 Vegas Strong Academy Community Launch, COVID Incidents, Staff Self-Care Seminars on BizLibrary, VESP Deadlines, Retirement Farewells
- AD 20-11 LVCCLD as Partner in Limitless Learning, Vegas Strong Academy Expands to Sunrise Library, Three Square Partnership Activities, COVID Incidents, Retirement Farewells

In District-wide initiatives, Ms. Milam assisted Acting Executive Director Fred James with:

Launch of the Vegas Strong Academy (VSA) partnership with the City of Las Vegas, including development of the MOU between the City of Las Vegas and the Library District, working with legal counsel Jerry Welt. She also worked with Director of Library Operations Jenn Schember, Acting Library Operations Deputy Director Leo Segura, Acting Deputy General Services Director John Vino, IT Director Al Prendergast, and branch teams comprised of Branch Managers, Assistant Branch Managers, and District VSA program staff liaisons who are supporting this critical partnership in the branches: Clark County Branch Manager Robbin Gaebler, East Las Vegas Acting Branch Manager Tom Olson, Sunrise Branch Manager Scott Clonan, West Las Vegas Branch Manager Chantel Clark, Windmill Branch Manager Theron Nissen, Adult Programming Supervisor Jen Weitz, and Performing Arts Coordinators Suzanne Scott, Marci Chiarandini, and Firouzeh Forouzmand. The oversight of the partnership will now migrate to Director of Community Engagement Matt McNally and Performing Venue Services Manager Ryan Neely.

This first week of the VSA launch rolled out with an incredibly smooth collaboration of library and City of Las Vegas staff expertise. The first week of operations ended with 191 total participants, including 54 at Clark County, 32 at East Las Vegas, 21 at West Las

Development and Planning Office Report August 31, 2020 Page 2

Vegas, and 84 at Windmill. We are very excited that the City of Las Vegas agreed to extend VSA services to a fifth site starting Monday, August 31, 2020, at the Sunrise Library.

- Board Trustee briefings related to the August Board meeting agenda.
- Executive Council and other organizational meetings to expand library operation hours for student digital connectivity access, development of digital program content, and development of staffing plans to stabilize operations in the wake of VESP retirements.
- Work with Lauri Thompson at GreenbergTraurig to further develop protocols for obtaining rights in the development of digital programs across many departments.
- Support for Branding and Marketing Director Betsy Ward's development of Limitless Learning materials, web page, e-newsletter, and media release.
- Supervision of Branding and Marketing Director **Betsy Ward** and Community Engagement Director **Matt McNally**.

Development Program Officer **Sherry Walker** assisted Executive Assistant **Allison Boyer** with the preparation of Minutes from the August 13, 2020 Board of Trustee meeting, and was trained on Board of Trustee meeting set-up and support activities. She was also trained on Diligent and will be using the online document platform for East Las Vegas and Mesquite QUALICB documents and board meetings, as well as Library Foundation documents and board meetings.

Highlights of Planning and Marketing Department efforts include Development Program Officer **Sherry Walker's** completion of the FEMA application for \$275,000 in reimbursements for 1) purchase of PPE, cleaning supplies, and cleaning contracts; 2) materials for branch modifications; 3) materials for making PPE; and 4) branch emergency signage.

Department staff closed the FY 2019-2020 Library Foundation books and began the annual audit with Hilburn & Lein CPAs. The sum of Foundation revenues raised in FY 2019-2020 (unaudited) is \$801,979, including unrestricted gifts of \$109,734, restricted foundation and corporate gifts of \$222,442, and restricted book sales revenues of \$275,983. Restricted bookstore revenues supported priority project expenditures of \$243,693, including support for Teachers in Libraries homework help; Teen Tech Lab equipment; branch library gifts; purchase of hotspots for lending; early childhood initiatives; and the Tom and Bonnie Lawyer Scholar Award program.

Total revenues of \$1,619,088 (unaudited) raised for the Library District Department in FY 2020-2021 include \$108,727 from the State Library Archives and Public Records grant programs, \$844,744 from the Nevada Department of Education, and \$665,617 in subsidies from the FCC eRate program.

In other activities, department staff:

- Submitted the Community Benefits Report for the East Las Vegas QALICB to LVCIC.
- Developed the Teachers in Libraries contract for the FY 2020-2021 year which will support
 after-school in-person tutors in eight library sites and worked with UNLV School of
 Education coordinators of the America Reads America Counts program to recruit students
 for school day tutoring in 12 library branches.
- Worked with Branding and Marketing staff to redesign and update the Library Foundation web page.



ITEM VI.A.2.d.

MEMORANDUM

TO: Fred James, Acting Executive Director

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

DATE: August 27, 2020

SUBJECT: Information Technology Report, September 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 August.

Branding and Marketing Support

Head of CBS **Rebecca Colbert** appeared on KNPR's *State of Nevada* radio show on August 21st. Ms. Colbert joined CCSD Superintendent Jesus Jara and Nevada PTA President Rebecca Garcia to talk about back to school options and promoted the Vegas Strong Academies at the Library District.

Several staff in the IT division compiled information to highlight the efforts and resources provided by the division to support the District's initiatives for the Vegas Strong Academy and other local K-12 and higher education students.

Community Engagement Support

AS Manager **Sufa Anderson** worked with Community Engagement Director **Matt McNally** to complete the reporting statistics for this year's Food for Thought Program.

Although the IT department will not be completing the Annual Computer Replacement Program for this year, one laptop was replaced for Gallery Services Manager **Darren Johnson**. This laptop was scheduled for replacement and purchased last fiscal year before the COVID-19 pandemic.

Development and Planning Support

The IT division is providing support for the District's Vegas Strong Academy partnership. The IT department worked with Acting Deputy Director **Danielle Milam** to order Chromebooks, headsets with microphones, additional power adapters, decal stickers, charging carts, printers, and surge protectors to support the partnership. Additionally, the IT department created a special wireless network to support the program.

Financial Services Support

Assistant IT Director **Ron Melnar** worked with Financial Services to troubleshoot and resolve a licensing problem with the IRIS application. This system checks incoming e-mails for invoiced attachments and extracts the information for processing. The IT department also assisted Financial Services with resolving an urgent and unique check printing problem where the printing was intersecting with another part of the check and overwriting it. After some research, we were able to determine that the issue was related to a Crystal Report formatting problem with the check printing layout in Kronos. We were able to resolve after some tweaking and a few trials.

The IT department created a common shared folder for the HR and Financial Services divisions to share files and prepared and delivered a new laptop for Acting Executive Director **Fred James** who entered COVID-19 quarantine.

AS Manager **Sufa Anderson** met with Acting Financial Services Director **Floresto Cabias** to review data related to the *Fines Purge* agenda item that is expected to be presented at an upcoming Board Meeting.

General Services Support

Assistant IT Director **Ron Melnar** worked with General Services and their vendor, Empire Digital Signs, to troubleshoot and resolve a couple of problems with the internal electronic sign system at the East Las Vegas Library. Mr. Melnar met with the vendor onsite to reconfigure the system and provided access to Branding and Marketing staff to allow them to update the content.

The IT department worked with General Services and their contractor to install a new server for the new fuel pump control system at the Windmill Service Center. The new server was needed to provide support for a new fuel control system.

Human Resources (HR) Support

Several members of the IT division attended the *Las Vegas-Clark County Library District Protocol for Responding to a Confirmed Case of COVID-19* webinar conducted by the HR department.

Library Operations Support

The District's total circulation for July was 762,367, of which 37% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Physical library material circulation for July was 483,738. E-media circulation was 278,629. A breakdown of the e-media circulation by format follows:

- E-Books 141,169
- E-Audiobooks 80,806
- Magazines 10,801
- Music 29,943
- Video 15,910

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 2%.

CBS staff added 5,306 titles with 7,754 new items to the collection in July. Senior Cataloger **Monica Song** also added 11 titles with 17 items for the North Las Vegas Library District to the catalog. Collection Development staff added 5,066 e-books and e-audiobooks to the collection in July. Ms. Song and Cataloger **Kevin Bowman** also added 645 Government Document records to the catalog. Mr. Bowman began adding video games to our collection, with dozens of titles for multiple platforms, including Xbox 360, Xbox One, and PlayStation 4. The games are expected to be delivered to the branches in mid-September and will be requestable, renewable, and have a seven-day checkout period. The games will be cataloged according to their rating and will be located in the youth, teen, and adult collections.

Youth Services Collection Development Librarian **Jen Jost** provided collection development training on Bibz and Midwest ordering in the Virtual Lab at the Windmill Service Center for new Youth Services librarians at the Spring Valley and Windmill libraries.

The Distribution Center's (DC) collection consists of 64,511 titles and 109,547 items, with 14,246 items circulating and 6,675 items filling customers Holds requests in July.

In August, the outlying branches returned 75 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 August, the branches requested 1,652 items to supplement their collections and the DC redistributed an additional 265 popular items to the branches where they are likely to circulate.

DC Librarian **Raychel Lendis** oversees collection maintenance activities Districtwide. Ms. Lendis assigned the annual *Grubby Items Removal* collectionHQ report to the branches in August. This report identifies high-circulating items that should be evaluated by staff for removal or replacement due to poor condition. Staff is encouraged to replace "Grubby" items with a better copy from the DC. Ms. Lendis also continues to work with collectionHQ on testing several enhancements to allow branches to push and pull items in and out of the DC. These enhancements evaluate the usage and health of branch collections and make statistical-based recommendations on the quantity and type of material to be housed in each branch.

Ms. Lendis continues to perform reverse inventories of the branches to identify missing items and remove their records from our catalog. To date, 56,978 missing items have been identified and removed from Sierra. DC staff also continues to weed low-circulating items from the DC's collection to make room for incoming materials.

In July, the Interlibrary Loan (ILL) department received 477 requests from District customers to borrow materials from other libraries, and we were able to fill 74% of

our customers' requests. Filling our customers' requests continues to be a challenge because many libraries and universities across the country are still closed. We received 567 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 less than two days. There were 40 new ILL users in July

The Electronic Resources (ER) department continues to provide a high level of customer service via e-mail and telephone. ER staff created IXL (K-12 math and English) and Treehouse accounts for customers, answered reference questions, and assisted customers with their library accounts and access to eResources. The department responded to 1,184 e-mails via the District's "Ask" account in July.

The ER department provides scheduled monthly staff training to better prepare them to assist customers with the use of electronic resources. These training classes are temporarily suspended, however, staff can contact the ER department to request specific training, which would be provided virtually.

The District's *Fresh Picks* eNewsletter reading recommendation solution has over 20 categories of content that are delivered weekly, bi-weekly, monthly, and bi-monthly and offer recommendations for a variety of genres and ages. In July, 6,767 *Fresh Picks* eNewsletters were sent to customers. *Biography & Memoir* and *Historical Fiction* were the most popular eNewsletters (both with an open rate of 61%), followed by *Mystery* (with an open rate of 60%). There were 832 new *Fresh Picks* subscriptions in July, with 840 unique subscribers accounting for 6,125 monthly subscriptions. To subscribe to *Fresh Picks*, visit http://www.lvccld.org/freshpicks and choose your favorite topics.

Niche Academy is an online learning platform made for libraries. The platform gives individual libraries their own online video tutorials that can be used as a teaching tool for both customers and staff and offer video instructional tutorials on many of our eResources. The tutorials are accessed by clicking on the blue carat on the right side of targeted eResources pages on our website or by visiting https://lvccld.org/tutorials/. The most popular tutorials in July were Rosetta Stone (with 53 unique views), Lynda.com (30 unique views), and Brainfuse (20 unique views).

iPad circulation for August was 292 and Hotspot circulation was 511. With staff retirements in Library Operations, AS Manager **Sufa Anderson** assumed responsibility for managing user accounts, troubleshooting issues, and updating procedures for the Hotspot Lending Program. Ms. Anderson updated the *Staff Circulating Hotspot Procedures* to include information regarding filtering and the IT department has implemented filtering on the hotspots to block access to adult content and malware sites. This change will allow juveniles to borrow hotspots and support their K-12 educational needs.

ER Manager **Jocelyn Bates** attended the August Board of Trustees Meeting at the Summerlin Library and assisted trustees with setting up and using their iPads and laptops.

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 16th volume of our *Primary Source* staff eNewsletter. This eNewsletter provides staff with current updates and contact information for each department.

Head of CBS **Rebecca Colbert** attended the virtual Library Operations Adult Services Task Force meeting. Ms. Colbert offered assistance with purchasing *make-and-take* supplies (for arts and crafts) for the branches if the branches are willing to make suggestions for the supplies and coordinate the effort. This project would replicate a service currently offered by Youth Services.

AS Manager **Sufa Anderson** conducted the quarterly Computer Center Department Heads meeting virtually via Webex. The group discussed a wide array of technological and operational issues, including updates on the pilot free "payphone" at the Clark County Library, installation of new library document stations, and the planned implementation of Webex Teams. ER Librarian **Jocelyn Bates** attended the meeting and presented information about the recent merger of OverDrive and RBDigital and its implications and the termination of the *Pongolo* Spanish language streaming service.

IT Projects

AS Manager **Sufa Anderson** also convened a virtual meeting of the Communications Technology Team (CTT). The CTT (consisting of ER Manager **Jocelyn Bates**, Literacy Services Manager **Jill Hersha**, Systems and Network Supervisor **Gunnar Kim**, Assistant IT Director **Ron Melnar**, Branch Manager **Marie Nicholl-Lynam**, Acting Assistant Library Operations Director **Leo Segura**, and Development Officer **Sherry Walker**) was established to help identify and recommend technologies for increasing staff collaboration and communication. This month, the CTT developed a survey to gather information to better understand staff communication needs. The survey received 393 responses and the CTT reviewed the responses. The team also identified essential functions that must be performed and strategies for improving staff communication if the Library is closed. The team will be working to develop expectations for keeping in contact during future events. I will present the team's finds to the Executive Council for discussion. Additionally, several laptops have been reconfigured or repurposed to provide flexibility while the District is still operating at a limited capacity.

The IT department installed library document stations (LDS) at five branches over the past couple of years. Last year, LDS were purchased for the Enterprise, Rainbow, Sahara West, West Charleston, and Whitney libraries. However, the devices were not installed because of the pandemic. The project was restarted after staff returned to work and all locations were completed, except for the Enterprise and West Charleston libraries. The Enterprise Library was completed this month and the final location (West Charleston) from last year's project will be completed shortly. The equipment for the six locations that were budgeted for this fiscal year will then be purchased. The LDS allows customers to fax, scan, and copy using funds from their PC Reservation System accounts.

The IT department implemented a mobile device printing solution in 2012. The new service allows customers to print to the District's public printers from any smartphone, tablet, laptop, or personal computer. Our vendor has advised that the equipment needs to be replaced due to higher security enforcement and sent 15

replacement appliances for all urban branches and the Mesquite Library and Learning Center. This month, the devices were replaced at the Enterprise and Windmill libraries and we will continue to work with the vendor to replace the other devices.

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 to the branches for distribution to juveniles who visit the branches but are unable to obtain a library card. The *Quick Start* library cards provide access to eResources to support students and some charter and private schools have requested the cards and visits from branches this month. District outreach staff are connecting with teachers to provide eResources demonstrations, and the teachers are then sharing the cards and information with their students. Additionally, Ms. Anderson prepared and distributed *Quick Start* library cards for four outreach visits to schools and other local organizations and prepared 17 Retiree/Trustee library card in August for staff who accepted the Voluntary Employee Separation Program.

Ms. Anderson worked with our Sierra LSP notices vendor, Patron Point, to move the notices for the Boulder City and North Las Vegas library districts from Sierra to Patron Point. These are the same improvements that Ms. Anderson recently completed for the District's notices and includes Holds pick-up, three-day courtesy, and overdue notices. The project included coordinating the development, testing, and implementation with those districts. Ms. Anderson continues to perform database cleanup activities in the Sierra library services platform (LSP) and provided *View Outstanding Holds* Sierra training for staff at the Sahara West Library. Finally, Ms. Anderson created a new patron-type for ER and administration staff to use when assisting unverified eCard holders who are unable to come into the library to renew their library cards due to health concerns and reinstated the self-registration sign-up link on the information stations so that customers applying for a library card can fill out the application and then visit the customer service desk to obtain their card. This new patron-type provides access to eResources only.

Systems and Network Supervisor **Gunnar Kim** and Systems and Network Analyst **Chet Buasri** attended a two-day virtual training class on configuring and deploying Cisco's Webex solution. The IT department is currently working on the implementation of the Webex Connector that will enable user accounts for all full-time employees and the installation of the Webex Teams software District-wide. The Performance and Venues department has identified a limitation of Webex with live performances, as a result, we will need to investigate another solution such as Zoom.

Support for Windows Server 2008 ended in January 2020. The IT Department continues to work to upgrade/replace all of the District's Windows 2008 servers. Two Windows 2008 Servers were replaced this month, with six servers remaining. We will continue to work with our internal customers and vendors to replace the remaining servers.

FY 2020-2021 ELECTRONIC RESOURCES STATISTICS July 2020



Customer Support	Jul-19	Jul-20	% Change	FY19-20	FY20-21	% Change
Number of Phone Calls to Electronic						
Resources	152	157	3.29%	152	157	3.29%
Length of Calls in Hours, Minutes, and Seconds	15:52:42	15:34:40	-1.89%	15:52:42	15:34:40	-1.89%
Number of emails to ask@lvccld.org	493	1,184	140.16%	493	1,184	140.16%
Number of Classes	1	0		1	0	
Number of Attendees	1	0		1	0	

Downloadables and Streaming Circulation	Jul-19	Jul-20	% Change	FY19-20	FY20-21	% Change
eBooks				119.981	141.169	
eBooks	119,981	141,169	17.00%	119,981	141,169	17.66%
Audiobooks	69,309	80,806	16.59%	69,309	80,806	16.59%
Magazines	10,681	10,801	1.12%	10,681	10,801	1.12%
Movies and TV	9,169	15,910	73.52%	9,169	15,910	73.52%
Music	25,689	29,943	16.56%	25,689	29,943	16.56%
Total	234,829	278,629	18.65%	234,829	278,629	18.65%

Top Online Resource From Each Category Based on Retrievals

Online Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	ReferenceUSA	728	13,324
Health and Wellness	Health Source: Nursing	16	96
Homework Help	IXL	63	22,108
Limitless Learning	Lynda.com	1,523	6,137
A-Z Resources (All Others)	Newsbank - LVRJ	2,331	29,618

Online Resources Usage by Category	Jul	-19	Jui	Jul-20		% Change		FY19-20		FY20-21		% Change	
	Sessions	Retrievals											
Business and Careers	933	38,160	981	16,381	5.14%	-57.07%	933	38,160	981	16,381	5.14%	-57.07%	
Health and Wellness	316	467	384	477	21.52%	2.14%	316	467	384	477	21.52%	2.14%	
Homework Help	734	19,217	629	26,411	-14.31%	37.44%	734	19,217	629	26,411	-14.31%	37.44%	
Limitless Learning	3,618	7,607	3,474	7,616	-3.98%	0.12%	3,618	7,607	3,474	7,616	-3.98%	0.12%	
A-Z Resources (All Others)	12,336	37,839	27,436	70,351	122.41%	85.92%	12,336	37,839	27,436	70,351	122.41%	85.92%	

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

Sessions: the number of times an electronic resource is accessed



ITEM VI.A.3.a. September 2020

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Floresto Cabias, Acting Financial Services Director, CFO

DATE: August 27, 2020

SUBJECT: Financial Services Report, September 2020

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

Voluntary Employee Separation Program (VESP)

Financial Services and Human Resources processed packages for employees eligible for the program. The information below represents activity through August 26, 2020, when the VESP eligibility period ended.

- 47 formally accepted and signed severance and release agreements
- Separation costs will total approximately \$4.5 million
- Separation dates vary, with the majority retiring by September 4
- Net benefits expected to begin 12 months after separation
 - o Personnel cost savings depend on holding positions vacant
- 17 employees have already separated from the District
- Some separation dates extended due to operational considerations

The enclosed VESP Acceptances schedule shows more information by employee position, including separation costs and the position's status once vacated.

Administration

- Updated the District's cash flow analysis
- Prepared information related to employees who are interested in the Voluntary Employee Separation Program (VESP); sent information to eligible employees; processed VESP paperwork, Agreements, and employee separations
- Submitted the Quarterly Economic Survey to the State Department of Taxation per NRS requirements
- Submitted required quarterly reports related to the Mesquite and East Las Vegas New Markets Tax Credits programs (QALICBs)
- Prepared and completed audit engagement letters due to a merger between Piercy Bowler Taylor & Kern and BDO USA, LLP
- Attended Facilities Bid openings: Bid No. 21-01, Chiller Replacement Rainbow Library, and RFP No. 21-02, Janitorial Maintenance Services
- Floresto Cabias and Lynn Lucuara worked with District staff regarding purchasing training and procedures

Financial Services Report August 27, 2020 Page 2 of 2

- **Lynn Lucuara** created and updated vendor and customer accounts for accounts payable and accounts receivable in the Microsoft Serenic Navigator system
- **Lynn Lucuara** created and updated staff user accounts for online ordering of supplies from Staples, Office Plus, and Brodart (contract vendors); worked with District staff and vendors to update information and resolve issues
- **Lynn Lucuara** prepared and followed up on Agreements for Services for Literacy instructors and for performances scheduled for District-wide events
- Lynn Lucuara prepared weekly bank deposits
- Prepared monthly Budget Status Reports
- Scanned documents and updated files

Accounting

- Coded and verified all transactions (\$2.6M for the month of August)
- 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 invoices
- Processed refunds for cancelled Room Reservations
- Reviewed e-fines and patron inquiries regarding online payments
- · Reconciled copier meter reading reports from branches/departments to invoices
- Staff cross-trained in payroll, fixed assets, cash receipts, and other Financial Services procedures

VESP Acceptances as of 8/26/2020

Job Title	Location	Separation Date	Position Status	Separation Cost
1 Acting Executive Director	WMSC	2/1/21	To be filled	\$ 278,638
2 Administrative Assistant	WMSC	9/4/20	Held-open position	40,210
3 Adult Services Assistant	WCL	6/26/20	Held-open position	102,454
4 Adult Services Assistant	CHL	9/4/20	Held-open position	116,440
5 Adult Services Assistant	EVL	9/12/20	Held-open position	124,793
6 Adult Services Librarian	WVL	6/26/20	Held-open position	42,913
7 Adult Services Librarian	SUL	7/31/20	Held-open position	25,299
8 Adult Services Librarian	CHL	9/3/20	Held-open position	83,801
9 Adult Services Librarian	SWL	9/4/20	Held-open position	133,421
10 Assistant Branch Manager	WVL	8/7/20	Held-open position	80,398
11 Assistant Branch Manager	RBL	9/4/20	Held-open position	238,339
12 Assistant Branding & Marketing Director	WMSC	9/4/20	Held-open position	223,014
13 Library Associate	BDL	9/3/20	To be filled internally, no backfill	22,810
			Transfer Branch Manager from WHL, Asst. Branch Manger to	
14 Branch Manager	RBL	7/10/20	serve as Acting Branch Manager at WHL, no backfill	128,666
15 Branch Manager	EVL	8/3/20	Asst. Branch Manager serving as Acting, no backfill	154,967
16 Branch Manager	WCL	8/5/20	Asst. Branch Manager serving as Acting, no backfill	212,388
17 Branch Manager	CHL	8/20/20	Asst. Branch Manager serving as Acting, no backfill	116,967
18 Circulation Assistant	CHL	8/10/20	Held-open position	16,130
19 Circulation Assistant	CHL	9/4/20	Held-open position	13,388
20 Circulation Department Head	CHL	8/8/20	To be filled internally, no backfill	96,919
21 Circulation Department Head	RBL	8/21/20	To be filled internally, no backfill	100,487
22 Circulation Department Head	SVL	9/4/20	To be filled internally, no backfill	40,877
23 Circulation Department Head	District Wide	9/4/20	To be filled internally, no backfill	89,478
24 Computer Lab Department Head	EVL	9/4/20	To be filled internally, no backfill	65,252
25 Courier	WMSC	9/4/20	Held-open position	32,788
26 General Services Director	WMSC	11/13/20	Asst. Director to serve as Acting, no backfill	336,975
27 Library Assistant	LAL	9/4/20	To be filled internally, no backfill	85,034
28 Library Assistant	MQL	9/4/20	Held-open position	40,007
29 Library Associate	MCL	10/3/20	To be filled internally, no backfill	13,510
30 Library Operations Director	WMSC	10/3/20	Asst. Director to serve as Acting, no backfill	189,933

VESP Acceptances as of 8/26/2020

Job Title	Location	Separation Date	Position Status	Separation Cost
31 Maintenance Supervisor	WMSC	7/31/20	To be filled	164,240
32 Maintenance Technician II	WMSC	9/3/20	Held-open position	119,915
33 Microcomputer Specialist	WMSC	9/4/20	Held-open position	95,692
34 Library Associate	MTL	7/10/20	Filled internally, no backfill	22,120
35 Office Assistant II	WMSC	9/4/20	Held-open position	14,701
36 Performing Arts Coordinator	WVL	9/1/20	Held-open position	113,004
37 Performing Arts Coordinator	WML	9/4/20	Held-open position	23,362
38 Production Technician	WMSC	9/4/20	Held-open position	58,391
39 Purchasing and Administration Manager	WMSC	8/21/20	Held-open position	88,689
40 Regional Library Operations Manager	WMSC	10/10/20	Held-open position	189,778
41 Support Services Assistant II	WMSC	7/1/20	Held-open position	37,101
42 Support Services Assistant II	WMSC	9/4/20	Held-open position	25,570
43 Support Services Assistant II	WMSC	9/4/20	Held-open position	77,826
44 YPL Children's Department Head I	RBL	8/7/20	To be filled internally, no backfill	104,153
45 YPL Childrens Services Assistant	WVL	7/24/20	Held-open position	51,047
46 YPL Childrens Services Assistant	RBL	9/3/20	Held-open position	54,155
47 YPL Childrens Services Assistant	SWL	10/10/20	Held-open position	39,269
			Total	\$ 4,525,309



MEMORANDUM

To: Fred James, Acting Executive Director

From: Floresto Cabias, Acting Financial Services Director, CFO

Date: August 27, 2020

Subject: July 2020 Budget Status Report

Enclosed are the budget status reports for July 2020. According to governmental accounting standards, property tax and sales tax revenues collected in July and August are recorded as prior-year revenue. Therefore, no property or consolidated sales tax revenue is reflected in the month of July.

General Fund expenditures indicate that 10% 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 85% and 96% 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 07/01/2020 Through 07/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	-	49,300,000.00	49,300,000.00	100.00%
Intergovenmental Revenue	-	17,800,000.00	17,800,000.00	100.00%
Charges for Services	4,782.35	570,000.00	565,217.65	99.16%
Fines & Forfeits	47,256.58	450,000.00	402,743.42	89.50%
Miscellaneous	69,043.10	780,000.00	710,956.90	91.15%
Total Revenues	121,082.03	68,900,000.00	68,778,917.97	99.82%
Expenditures				
Salaries	2,649,571.72	31,770,975.00	29,121,403.28	91.66%
Benefits	1,061,170.40	12,499,827.00	11,438,656.60	91.51%
Supplies & Services	1,364,997.71	15,304,682.00	13,939,684.29	91.08%
Capital Outlay	1,670,774.98	10,509,384.00	8,838,609.02	84.10%
Total Expenditures	6,746,514.81	70,084,868.00	63,338,353.19	90.37%
Exces (Deficit) Revenues of Expenditures	(6,625,432.78)	(1,184,868.00)	5,440,564.78	9.45%

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

General Fund - 100 From 07/01/2020 Through 07/31/2020

				Dollar Budget Amount	Percent Budget
		YTD Actual	Budget	Remaining	Remaining
110	Administration - Executive	36,002.83	648,204.00	612,201.17	94.45%
120	Administration - Library Operations	107,861.81	2,068,271.00	1,960,409.19	94.78%
200	Financial Services	82,987.36	1,935,379.00	1,852,391.64	95.71%
215	Community Outreach	36,280.46	501,089.00	464,808.54	92.76%
216	Youth Services	16,914.61	362,030.00	345,115.39	95.33%
220	Development and Planning	37,345.49	559,337.00	521,991.51	93.32%
240	General Services/Facilities	1,069,907.91	10,600,300.00	9,530,392.09	89.91%
250	Human Resources	125,694.84	2,688,944.00	2,563,249.16	95.33%
251	HR-Work Insurance	394,206.91	1,501,744.00	1,107,537.09	73.75%
260	Information Technology	566,465.73	3,895,391.00	3,328,925.27	85.46%
270	Literacy Department	21,743.78	378,862.00	357,118.22	94.26%
280	Branding and Marketing	83,638.46	1,706,062.00	1,622,423.54	95.10%
290	Access Services Department	69,089.66	1,100,024.00	1,030,934.34	93.72%
310	Collection and Bibliographic Services	1,869,591.86	12,657,023.00	10,787,431.14	85.23%
320	Gallery Services	13,056.53	174,592.00	161,535.47	92.52%
330	Facilities	212,687.55	2,820,225.00	2,607,537.45	92.46%
340	Community Engagement	17,249.14	405,669.00	388,419.86	95.75%
400	Library Operations	1,985,789.88	26,081,722.00	24,095,932.12	92.39%
	Total	6,746,514.81	70,084,868.00	63,338,353.19	90.37%

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

General Fund - 100 Library Operations - Dept 400 From 07/01/2020 Through 07/31/2020

					Percent Budget
		YTD Actual	Budget	YTD Variance	Remaining
100	Blue Diamond	7,833.41	97,266.00	89,432.59	91.95%
110	Bunkerville	4,323.97	58,431.00	54,107.03	92.60%
120	Clark County Library	191,759.05	2,671,070.00	2,479,310.95	92.82%
130	Enterprise Library	104,763.38	1,362,949.00	1,258,185.62	92.31%
140	Goodsprings	6,228.59	77,267.00	71,038.41	91.94%
160	Indian Springs	8,174.01	103,992.00	95,817.99	92.14%
180	Laughlin	52,230.26	697,636.00	645,405.74	92.51%
190	Mesquite	80,789.12	1,063,703.00	982,913.88	92.40%
200	Moapa Town	4,201.87	77,435.00	73,233.13	94.57%
210	Moapa Valley	24,436.16	309,770.00	285,333.84	92.11%
220	Mount Charleston	4,433.31	69,259.00	64,825.69	93.60%
230	Rainbow Library	126,185.20	1,882,486.00	1,756,300.80	93.30%
240	Sahara West Library	165,545.07	2,395,281.00	2,229,735.93	93.09%
250	Sandy Valley	5,447.29	89,137.00	83,689.71	93.89%
260	Searchlight	4,584.96	59,658.00	55,073.04	92.31%
270	Spring Valley Library	113,872.43	1,648,450.00	1,534,577.57	93.09%
280	Summerlin Library	115,265.39	1,444,143.00	1,328,877.61	92.02%
290	Sunrise Library	103,126.14	1,534,648.00	1,431,521.86	93.28%
300	West Charleston Library	121,804.77	1,669,459.00	1,547,654.23	92.70%
310	West Las Vegas Library	107,265.42	1,565,622.00	1,458,356.58	93.15%
320	Whitney Library	115,250.72	1,492,399.00	1,377,148.28	92.28%
360	Meadows Library	13,210.73	160,089.00	146,878.27	91.75%
370	Centennial Hills	230,995.58	1,911,837.00	1,680,841.42	87.92%
380	Windmill Library	128,324.78	1,747,034.00	1,618,709.22	92.65%
390	East Las Vegas Library	142,491.39	1,847,091.00	1,704,599.61	92.29%
605	City Misdemeanant	3,246.88	45,610.00	42,363.12	92.88%
	Total	1,985,789.88	26,081,722.00	24,095,932.12	92.39%

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

General Fund - 100 From 07/01/2020 Through 07/31/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100	Salaries - Full Time	1,953,303.77	24,129,739.00	22,176,435.23	91.90%
51200	Salaries - Part Time	410,444.73	6,199,467.00	5,789,022.27	93.38%
51300	Overtime Pay	1,226.42	55,000.00	53,773.58	97.77%
51400	Call Back Pay	1,644.72	8,595.00	6,950.28	80.86%
51500	Standby Pay	5,665.88	50,366.00	44,700.12	88.75%
51600	Longevity Pay	38,879.49	377,808.00	338,928.51	89.71%
51700	Separation Pay	238,406.71	450,000.00	211,593.29	47.02%
51800	Leave Buyout	-	500,000.00	500,000.00	100.00%
55100	Employees Retirement	674,592.62	7,312,478.00	6,637,885.38	90.77%
55200	Group Insurance	322,080.70	4,072,148.00	3,750,067.30	92.09%
55300	Workers' Comp. Payments	5,484.02	271,544.00	266,059.98	97.98%
55400	Medicare Coverage Expense	59,013.06	768,657.00	709,643.94	92.32%
55500	Unemployment Insurance	· -	75,000.00	75,000.00	100.00%
61100	Office Supplies	13,557.32	507,630.00	494,072.68	97.33%
61110	Operating Supplies	44,085.43	597,065.00	552,979.57	92.62%
61120	Software & User Licenses	1,495.00	521,994.00	520,499.00	99.71%
61130	Software Maintenance	349,769.78	841,400.00	491,630.22	58.43%
61200	Book Materials & Supplies	7,382.99	120,409.00	113,026.01	93.87%
61205	Interlibrary Loan	10.00	4,500.00	4,490.00	99.78%
61210	•	13,515.38	478,000.00	464,484.62	97.17%
61400	Equipment Repair & Maint.	5,678.26	690,280.00	684,601.74	99.18%
	Contracted Services	365,041.96	5,441,007.00	5,075,965.04	93.29%
61420	Building Repair & Maint.	12,960.24	218,200.00	205,239.76	94.06%
61500	Rental Expenses	2,072.67	47,316.00	45,243.33	95.62%
61600	Telephone	54,754.69	600,000.00	545,245.31	90.87%
61700	Utilities	105,543.01	1,935,071.00	1,829,527.99	94.55%
61800	Insurance & Bonds	320,687.67	355,000.00	34,312.33	9.67%
61900	Professional Services	50,609.06	932,700.00	882,090.94	94.57%
61910	Legal Services	7,060.00	394,500.00	387,440.00	98.21%
62200	Collection Agencies	, -	310,000.00	310,000.00	100.00%
62300	Board Compensation	-	6,200.00	6,200.00	100.00%
62500	Postage	1,267.92	75,100.00	73,832.08	98.31%
62510	Advertising	1,034.15	88,700.00	87,665.85	98.83%
62600	Community Events	, <u>-</u>	23,750.00	23,750.00	100.00%
62620	Recruitment	-	625.00	625.00	100.00%
62700	Education & Training	-	310,735.00	310,735.00	100.00%
62800	Travel & Transportation	528.98	285,250.00	284,721.02	99.81%
62900	Printing & Reproduction	3,079.00	99,250.00	96,171.00	96.90%
63000	Dues & Subscriptions	4,248.00	43,200.00	38,952.00	90.17%
65000	Miscellaneous Expenses	-	41,800.00	41,800.00	100.00%
65100	Bank Charges	616.20	20,000.00	19,383.80	96.92%
67000	Rental Expenses to QALICBs	-	315,000.00	315,000.00	100.00%
81700	Library Books	1,670,774.98	10,509,384.00	8,838,609.02	84.10%
	Total	6,746,514.81	70,084,868.00	63,338,353.19	90.37%

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

Grant Fund - 220 From 07/01/2020 Through 07/31/2020

			Dollar Budget Amount	Percent Budget
	YTD Actual	Budget	Remaining	Remaining
Revenues	-			
Intergovenmental Revenue		1,800,000.00	1,800,000.00	100.00%
Total Revenues	-	1,800,000.00	1,800,000.00	100.00%
Expenditures				
Salaries	22,305.15	480,000.00	457,694.85	95.35%
Benefits	8,261.65	210,000.00	201,738.35	96.07%
Supplies & Services	119.97	500,000.00	499,880.03	99.98%
Capital Outlay	-	610,000.00	610,000.00	100.00%
Total Expenditures	30,686.77	1,800,000.00	1,769,313.23	98.30%
Exces (Deficit) Revenues of Expenditures	(30,686.77)	-	30,686.77	1.70%

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

Grant Fund - 220 From 07/01/2020 Through 07/31/2020

					Percent Budget
		YTD Actual	Budget	YTD Variance	Remaining
51100	Salaries - Full Time	20,163.45	478,747.50	458,584.05	95.79%
51200	Salaries - Part Time	2,037.32	-	(2,037.32)	
51600	Longevity Pay	104.38	1,252.50	1,148.12	91.67%
55100	Employees Retirement	6,524.28	161,071.66	154,547.38	95.95%
55200	Group Insurance	1,416.05	44,547.88	43,131.83	96.82%
55400	Medicare Coverage Expense	321.32	4,380.46	4,059.14	92.66%
61100	Office Supplies	119.97	5,277.14	5,157.17	97.73%
61120	Software & User Licenses	-	53,200.00	53,200.00	100.00%
61410	Contracted Services	-	412,700.00	412,700.00	100.00%
62700	Education & Training	-	12,000.00	12,000.00	100.00%
62800	Travel & Transportation	-	5,800.00	5,800.00	100.00%
65000	Miscellaneous Expenses	-	11,022.86	11,022.86	100.00%
81600	Capital Equipment - Major	-	460,000.00	460,000.00	100.00%
81700	Library Books	-	150,000.00	150,000.00	100.00%
	Total	30,686.77	1,800,000.00	1,769,313.23	98.30%

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

Gift Fund - 230 From 07/01/2020 Through 07/31/2020

			Dollar Budget Amount	Percent Budget
	YTD Actual	Budget	Remaining	Remaining
Revenues				
Miscellaneous	28.00	815,000.00	814,972.00	100.00%
Total Revenues	28.00	815,000.00	814,972.00	100.00%
Expenditures				
Supplies & Services	5,206.86	715,000.00	709,793.14	99.27%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	5,206.86	815,000.00	809,793.14	99.36%
Exces (Deficit) Revenues of Expenditures	(5,178.86)	-	5,178.86	0.64%

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

Gift Fund - 230 From 07/01/2020 Through 07/31/2020

					Percent Budget
		YTD Actual	Budget	YTD Variance	Remaining
61100	Office Supplies	-	20,000.00	20,000.00	100.00%
61110	Operating Supplies	370.36	15,000.00	14,629.64	97.53%
61210	Small Equipment	-	15,000.00	15,000.00	100.00%
61410	Contracted Services	-	250,000.00	250,000.00	100.00%
61500	Rental Expenses	-	315,000.00	315,000.00	100.00%
61600	Telephone	2,374.00	-	(2,374.00)	
61900	Professional Services	212.50	100,000.00	99,787.50	99.79%
62510	Advertising	2,250.00	-	(2,250.00)	
81600	Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
	Total	5,206.86	815,000.00	809,793.14	99.36%

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

Capital Projects Fund - 510 From 07/01/2020 Through 07/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	9,657.26	50,000.00	40,342.74	80.69%
Total Revenues	9,657.26	50,000.00	40,342.74	80.69%
Expenditures				
Supplies & Services	64,276.35	2,926,700.00	2,862,423.65	97.80%
Capital Outlay	-	1,132,000.00	1,132,000.00	100.00%
Total Expenditures	64,276.35	4,058,700.00	3,994,423.65	98.42%
Exces (Deficit) Revenues of Expenditures	(54,619.09)	(4,008,700.00)	(3,954,080.91)	-17.73%

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

Capital Projects Fund - 510 From 07/01/2020 Through 07/31/2020

					Percent Budget
		YTD Actual	Budget	YTD Variance	Remaining
61110	Operating Supplies	-	7,500.00	7,500.00	100.00%
61120	Software & User Licenses	19,014.35	203,000.00	183,985.65	90.63%
61210	Small Equipment	39,557.61	1,176,700.00	1,137,142.39	96.64%
61400	Equipment Repair & Maint.	288.15	345,000.00	344,711.85	99.92%
61410	Contracted Services	-	43,000.00	43,000.00	100.00%
61420	Building Repair & Maint.	837.00	759,500.00	758,663.00	99.89%
65100	Bank Charges	4,579.24	40,000.00	35,420.76	88.55%
81500	Capital Improvements	-	650,000.00	650,000.00	100.00%
81600	Capital Equipment - Major	-	834,000.00	834,000.00	100.00%
	Total	64,276.35	4,058,700.00	3,994,423.65	98.42%

Project 2050 - Furniture Replacement From 07/01/2020 through 07/31/2020

510 Capital Projects Fund

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures 61210 Small Equipment	-	50,000.00	50,000.00	100%
Total Expenditures		50,000.00	50,000.00	100%

Project 2200 - Financial Services Projects From 07/01/2020 through 07/31/2020

510 Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditur	and the same of th				
61210	Small Equipment	_	185,000.00	185.000.00	100%
65100	Bank Charges	4,579.24	40,000.00	35,420.76	89%
81600	Capital Equipment - Major	-	80,000.00	80,000.00	100%
	Total Expenditures	4,579.24	305,000.00	300,420.76	98%

Project 4010 - Tech Replacements & Upgrades From 07/01/2020 through 07/31/2020

510 Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditur	es				
61120	Software & User Licenses	19,014.35	203,000.00	167,443.37	82%
61210	Small Equipment	34,885.11	452,000.00	417,114.89	92%
61400	Equipment Repair & Maint.	288.15	345,000.00	344,711.85	100%
61410	Contracted Services	-	43,000.00	43,000.00	100%
81600	Capital Equipment - Major	-	704,000.00	704,000.00	100%
	Total Expenditures	54,187.61	1,747,000.00	1,676,270.11	96%

Project 5010 - Bldg Repair & Maintenance From 07/01/2020 through 07/31/2020

510 Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues					
4520	0 Interest Earnings	9,657.26	50,000.00	40,342.74	81%
	Total Revenues	9,657.26	50,000.00	40,342.74	81%
Expenditure 61110	Operating Supplies	-	7,500.00	(3,911.48)	-52%
61210	Small Equipment	4,672.50	10,000.00	5,327.50	53%
61420 61900	Building Repair & Maint. Professional Services	837.00	759,500.00 -	747,980.63 (9,000.00)	98% 0%
81500	Capital Improvements	-	650,000.00	650,000.00	100%
	Total Expenditures	5,509.50	1,427,000.00	1,390,396.65	97%

Project 5020 - PVS Projects From 07/01/2020 through 07/31/2020

510 Capital Projects Fund

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures 61210 Small Equipment	-	479,700.00	479,700.00	100%
Total Expenditures		479,700.00	479,700.00	100%

Project 9010 - Vehicle Purchase and Replacement From 07/01/2020 through 07/31/2020

510 Capital Projects Fund

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditures 81600 Capital Equipment - Major	-	50,000.00	50,000.00	100%
Total Expenditures	-	50,000.00	50,000.00	100%

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

Debt Service Fund - 610 From 07/01/2020 Through 07/31/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				_
Miscellaneous	12.70	10,000.00	9,987.30	99.87%
Total Revenues	12.70	10,000.00	9,987.30	99.87%
Expenditures				
Supplies & Services	1,125.00	10,000.00	8,875.00	88.75%
Debt Service	-	-	-	
Total Expenditures	1,125.00	10,000.00	8,875.00	88.75%
Exces (Deficit) Revenues of Expenditures	(1,112.30)	-	1,112.30	11.12%

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

Capital Projects Fund - 510 From 07/01/2020 Through 07/31/2020

					Percent Budget
		YTD Actual	Budget	YTD Variance	Remaining
61110	Operating Supplies	-	7,500.00	7,500.00	100.00%
61120	Software & User Licenses	19,014.35	203,000.00	183,985.65	90.63%
61210	Small Equipment	39,557.61	1,176,700.00	1,137,142.39	96.64%
61400	Equipment Repair & Maint.	288.15	345,000.00	344,711.85	99.92%
61410	Contracted Services	-	43,000.00	43,000.00	100.00%
61420	Building Repair & Maint.	837.00	759,500.00	758,663.00	99.89%
65100	Bank Charges	4,579.24	40,000.00	35,420.76	88.55%
81500	Capital Improvements	-	650,000.00	650,000.00	100.00%
81600	Capital Equipment - Major	-	834,000.00	834,000.00	100.00%
	Total	64,276.35	4,058,700.00	3,994,423.65	98.42%

General Fund - 100 From 07/25/2020 Through 08/24/2020

Charle Manahar #	Destina Data	Vendor Number	Vendor Name	Description	Check Amount
Check/Voucher # 10560	7/27/2020	1017	AAA Air Filter Company, Inc.	Description Various: Air Filters	2,103.14
10561	7/27/2020	10332	IXL Learning, Inc.	IXL Site License for 1,000 students	17.100.00
10562	7/27/2020	10454	USI Insurance Services LLC	Annual Premiums	323,499.67
10563	7/27/2020	10535	Johnson Controls Fire Protection LP	EN: Quarterly Inspection / June 2020	159.50
10565	7/27/2020	1064	Allied Refrigeration Inc.	Various	750.69
10566	7/27/2020	10686	NLS Grounds Management, LLC	EV: Undeveloped land	350.00
10567	7/27/2020	10701	Staples Technology Solutions	Logitech m110 optical mouse - IT	150.48
10569	7/27/2020	1240	Brady Industries of Nevada, LLC	Various	1,311.84
10570	7/27/2020	1457	Demco, Inc.	Materials & Supplies for FY21	94.51
10571	7/27/2020	1580	Ferguson Enterprises, LLC	Various	2,788.03
10572	7/27/2020	1620	Full Compass Systems Ltd	Vaddio Roboshot 30 E ATEM mini package	903.06
10573	7/27/2020	1640 1647	Gerald M. Welt, Chartered	Legal Services - June 2020	5,856.73
10574 10575	7/27/2020 7/27/2020	1742	Global Equipment Company Inc. Ideal Supply Company Inc.	WC: Supply Cabinet Various	634.15 745.51
10576	7/27/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	2,770.59
10577	7/27/2020	1837	Johnstone Supply	Various	218.78
10578	7/27/2020	2152	Nedco Supply	Various	756.22
10579	7/27/2020	2234	Overton Power District #5	Service 06/07/20-07/08/20 MV	373.94
10580	7/27/2020	2290	Precision Pump, Inc.	CC: Sump Pump - Parts/Seal Kit	324.00
10581	7/27/2020	2307	Progressive Elevator	CC: Elevator	697.00
10582	7/27/2020	2362	Refrigeration Supplies Distributor	Various	213.43
10583	7/27/2020	2471	Silver State Glass & Mirror	WC: Glass for computer desktop in MCC Lab	100.00
10584	7/27/2020	2490	Source 4 Industries	EV: Book cart wheels	94.00
10585	7/27/2020	2702	Grainger, Inc.	Various	2,221.74
10586	7/27/2020	2733	Phoenix Fire Protection, LLC	WV Fire Sprinkler	150.00
10587	7/27/2020	2798	Brodart Co.	Library Books & Materials for FY2019-2020	10,430.35
10588	7/27/2020	2799	CDW Government Inc,	For Self Check Repairs	3,909.89
10589	7/27/2020	2809	LVVWD	Services May 20 & June 20	22,300.25
10590	7/27/2020	2819	CenturyLink Communications, LLC	Service July 2020	3,148.49
10591	7/27/2020	2860 3023	Las Vegas Review Journal	July Purchasing ad - El Tiempo	43.75 737.28
10592 10593	7/27/2020 7/27/2020	3435	Filtration Group, LLC/Filterworks Ace Fire Systems, Inc.	MERV FILTERS WC: Fire Alarm Monitoring	135.00
10594	7/27/2020	3772	NewsBank, Inc.	ANNUAL SUB JULY 2020-JUNE 2021	86,873.00
10595	7/27/2020	4108	American Library Association	Mbrshp Renewal - F. Ortiz & District	2.886.00
10596	7/27/2020	4224	DataPLUS Communications	WH - Service Call: Fire Panel will not reset	760.00
10597	7/27/2020	4604	Brodart Library Supplies & Furnishings	XDN Makerspace 3D printer - WV	790.20
10598	7/27/2020	4723	Purvis Industries - Las Vegas NV	Various	372.21
10599	7/27/2020	5001	UniFirst Corporation	Uniform Rental	382.45
10600	7/27/2020	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	32,327.56
10601	7/27/2020	5244	A&B Printing & Mailing	Business Cards July 2020 - 10 sets	2,988.00
10602	7/27/2020	5718	Tangerine Office Machines	Printer Support Services, End: 6/30/2021	225.00
10603	7/27/2020	7592	Stanley Convergent Security Solutions	Fire Alarm	1,250.00
10604	7/27/2020	7943	Communication Electronic Systems Inc	CH WM Monitoring	260.00
10605	7/27/2020	8010	Allied Universal Security Services	On-Site Security 06/26/20-07/09/20 - CH	85,746.38
10606	7/27/2020	8122	Staples Advantage Dept LA	Isopropyl alcohol - FAC	1,280.70
10609	7/27/2020	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	477.50
10610	7/27/2020	8575	Intermountain Lock and Security Supply	Various	18.30
10611 10612	7/27/2020 7/27/2020	8934 9101	Zonar Systems, Inc. O'Reilly Auto Parts	Annual Ignition Service Various	8,017.80 608.42
10613	7/27/2020	9133	Ted Wiens Tire & Auto Centers	Various	521.47
10614	7/27/2020	9191	Canon Solutions America, Inc.	Newspaper Direct 05/31/20-06/29/20	139.74
10615	7/27/2020	9225	Kronos	Kronos mo fee	2,338.00
10616	7/27/2020	9383	Office Plus	Oem toner hp 410x cyan - SM	12,397.53
10617	7/27/2020	9553	Ashworth and Belcastro Systems (ABS)	SU - Service Call: Fire Alarm Panel in TROUBLE	580.00
10618	7/27/2020	9612	MakerBot	Makerbot Supplies - Covid	3,214.00
10619	7/27/2020	9648	Bailey Kennedy, LLP	10912-015/ Policies/Procedures	500.00
10620	7/27/2020	9729	Windstream	Service 06/15/20-07/14/20	1,300.15
10621	7/27/2020	9827	Vision Sign Inc.	SM: Sign Maintenance	210.00
10622	7/27/2020	9928	Stimulus Technologies	Service Aug 2020 MC	1,047.90
10623	8/3/2020	1009	A. Rifkin Co.	8X12 Trans-Sac Bag - OR	1,167.45
10624	8/3/2020	10147	CompuNet, Inc.	For Infoblox DNS\DHCP renewals Exp: 7/23	26,255.32
10625	8/3/2020	10701	Staples Technology Solutions	Logitech s-150 speaker system	103.90
10626	8/3/2020	1455	Dell Marketing L.P.	Cable for Dell Compellent SANs	32,013.46
10627	8/3/2020	1620	Full Compass Systems Ltd	Vaddio Roboshot 30 E ATEM mini package	8,241.80
10628	8/3/2020	1753 1757	InfoUSA Marketing, IncA Sub of Infogroup Inc.	City Directories - Mid year Library Books & Materials for EV2020-2021	2,915.00
10629 10630	8/3/2020 8/3/2020	1757 1897	Ingram Library Services Lakeshore Learning Materials	Library Books & Materials for FY2020-2021 Crystal building blocks - YS	2,867.19 393.73
10631	8/3/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	37,128.43
10632	8/3/2020	2860	Las Vegas Review Journal	June Purchasing ad - El Tiempo	413.40
10633	8/3/2020	3020	Discount School Supply	Summer Challenge 2020 Prizes	110.98
10634	8/3/2020	3770	Cox Communications of Las Vegas	Service 07/17/20-08/16/20	13,521.53
10635	8/3/2020	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY20 - PUR007603	1,677.05
10636	8/3/2020	5976	SHRM Learning Systems	SHRM-renewal 2020 for R. Gonzalez	219.00
10637	8/3/2020	8010	Allied Universal Security Services	On-Site Security 07/10/20-07/23/20 - CH	87,056.68
10638	8/3/2020	9383	Office Plus	Crtdg - CC	5,044.61
10639	8/3/2020	9758	ConvergeOne, Inc.	For District-Wide Meeting Use, End: 6/21	10,890.90
10640	8/3/2020	9907	PLIC-SBD Grand Island (Principal)	Premium August 2020	24,958.61
10040		10157	Isel Venema-Park	ALP Kickoff 2020 7/31 1:20p-3:30p CC	54.00
10641	8/10/2020			MC Alama Manifestina Dama	108.00
10641 10642	8/10/2020	10179	Safe and Secure Alarms and Video	WC: Alarm Monitoring Burg	
10641 10642 10643	8/10/2020 8/10/2020	10179 10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape Maintenance	800.00
10641 10642 10643 10645	8/10/2020 8/10/2020 8/10/2020	10179 10184 10576	City of Mesquite Athletics & Leisure Services Dept Guitar Center Stores, Inc.	MQLC Landscape Maintenance AVID VSSD PRO TOOLS W/ ANNUAL UPG	800.00 1,495.00
10641 10642 10643 10645 10646	8/10/2020 8/10/2020 8/10/2020 8/10/2020	10179 10184 10576 10604	City of Mesquite Athletics & Leisure Services Dept Guitar Center Stores, Inc. Johnson Controls Security Solutions LLC	MQLC Landscape Maintenance AVID VSSD PRO TOOLS W/ ANNUAL UPG WV: Service Call to replace battery in Zone 38	800.00 1,495.00 4,786.06
10641 10642 10643 10645 10646 10647	8/10/2020 8/10/2020 8/10/2020 8/10/2020 8/10/2020	10179 10184 10576 10604 10640	City of Mesquite Athletics & Leisure Services Dept Guitar Center Stores, Inc. Johnson Controls Security Solutions LLC Susan Joan Hatch	MQLC Landscape Maintenance AVID VSSD PRO TOOLS W/ ANNUAL UPG WV: Service Call to replace battery in Zone 38 ALP Kickoff 2020 7/31 10:30a-12:30p CC	800.00 1,495.00 4,786.06 54.00
10641 10642 10643 10645 10646 10647 10648	8/10/2020 8/10/2020 8/10/2020 8/10/2020 8/10/2020 8/10/2020	10179 10184 10576 10604 10640 10686	City of Mesquite Athletics & Leisure Services Dept Guitar Center Stores, Inc. Johnson Controls Security Solutions LLC Susan Joan Hatch NLS Grounds Management, LLC	MQLC Landscape Maintenance AVID VSSD PRO TOOLS W/ ANNUAL UPG WV: Service Call to replace battery in Zone 38 ALP Kickoff 2020 7/31 10:30a-12:30p CC EV: Undeveloped Land	800.00 1,495.00 4,786.06 54.00 19,249.74
10641 10642 10643 10645 10646 10647 10648 10649	8/10/2020 8/10/2020 8/10/2020 8/10/2020 8/10/2020 8/10/2020 8/10/2020	10179 10184 10576 10604 10640 10686 10852	City of Mesquite Athletics & Leisure Services Dept Guitar Center Stores, Inc. Johnson Controls Security Solutions LLC Susan Joan Hatch NLS Grounds Management, LLC Hannah Burke	MQLC Landscape Maintenance AVID VSSD PRO TOOLS W/ ANNUAL UPG WV: Service Call to replace battery in Zone 38 ALP Kickoff 2020 7/31 10:30a-12:30p CC EV: Undeveloped Land ALP Kickoff 7/31 10:30 - 12:30 CC	800.00 1,495.00 4,786.06 54.00 19,249.74 54.00
10641 10642 10643 10645 10646 10647 10648	8/10/2020 8/10/2020 8/10/2020 8/10/2020 8/10/2020 8/10/2020	10179 10184 10576 10604 10640 10686	City of Mesquite Athletics & Leisure Services Dept Guitar Center Stores, Inc. Johnson Controls Security Solutions LLC Susan Joan Hatch NLS Grounds Management, LLC	MQLC Landscape Maintenance AVID VSSD PRO TOOLS W/ ANNUAL UPG WV: Service Call to replace battery in Zone 38 ALP Kickoff 2020 7/31 10:30a-12:30p CC EV: Undeveloped Land	800.00 1,495.00 4,786.06 54.00 19,249.74

General Fund - 100 From 07/25/2020 Through 08/24/2020

Check/Voucher#	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10652	8/10/2020	1180	Baron Pest Solutions, Inc.	LA: Pest Control	37.00
10653	8/10/2020	1240	Brady Industries of Nevada, LLC	Various	641.44
10654	8/10/2020	1518	ECR	Cash register repair SU	26.00
10655	8/10/2020	1580	Ferguson Enterprises, LLC	Various	96.89
10656	8/10/2020	1647	Global Equipment Company Inc.	ALP: Storage Cabinets	988.75
10657	8/10/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	3,359.54
10658	8/10/2020	1854	Kamer Zucker Abbott	Legal services - July 2020	7,060.00
10659	8/10/2020	1950	Liberty Lock and Security	Various: Misc service 61420	236.80
10660	8/10/2020	2152	Nedco Supply	Various	857.57
10661	8/10/2020	2215	OCLC Inc. # 774425	Library Books & Materials for FY2020-2021	4,845.83
10662	8/10/2020	2234	Overton Power District #5	Service 06/21/20-07/22/20 MT	310.03
10663	8/10/2020	2307	Progressive Elevator	CC: Fire Alam Interface for Elevator	5,280.00
10664	8/10/2020	2362	Refrigeration Supplies Distributor	Various	64.00
10665	8/10/2020	2471	Silver State Glass & Mirror	CC: Service Calls	900.00
10666	8/10/2020	2486	Sonitrol Of Southern NV	Various: Alarm response/repair 61420	300.23
10667	8/10/2020	2682	Valley Enterprises, Inc.	MQLC,MV: Mid-Day July - September	7,370.49
10669	8/10/2020	2698	Virgin Valley Disposal	Rental fee/Toter Svc July 2020	128.65
10670	8/10/2020	2702	Grainger, Inc.	Various	5,276.30
10671	8/10/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	40,822.49
10672	8/10/2020	3061	Facts on File/Infobase Learning	American Indian History Online 1 YR Sub 8/31/20-	6,838.05
10673	8/10/2020	3324	Rio Virgin Telephone Co.	Service Aug 2020	328.44
10674	8/10/2020	3677	Maria Cecilia P. Ordinario	ALP 2020 7/31 10:30A-12:30P CC	54.00
10675	8/10/2020	4604	Brodart Library Supplies & Furnishings	Materials & Supplies for FY21	6,330.33
10676	8/10/2020	4723	Purvis Industries - Las Vegas NV	Various	2,756.07
10677	8/10/2020	5001	UniFirst Corporation	Uniform Rental	222.22
10678	8/10/2020	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	160,730.92
10679	8/10/2020	6704	Schneider Electric	DDC Controls	2,891.58
10680	8/10/2020	7289	Allison Socha	ALP Kickoff 7/31 10:30-12:30 CC	54.00
10681	8/10/2020	7592	Stanley Convergent Security Solutions	WV - Service Call: Troubleshoot horn strobe	568.50
10682	8/10/2020	7671	Western Exterminator Company	SW: Semi-Annual Scorpion Service	360.00
10683	8/10/2020	7687	United Lock and Security, Inc.	Various	20.00
10684	8/10/2020	7975 8557	Mary Gound Guaranteed Pest Solutions LLC	ALP Kickoff 2020 7/31 10:30-12:30p CC	54.00 168.75
10686 10687	8/10/2020 8/10/2020	8575	Intermountain Lock and Security Supply	Urban: Bed Bug Inspections Various	423.03
	8/10/2020	8797		ALP Kickoff 2020 7/31 1:30p-3:30p CC	54.00
10688 10689	8/10/2020	9133	Natalia Hiscock Ted Wiens Tire & Auto Centers	#24: Replace (1) Tire	292.37
10690	8/10/2020	9143	Henry Marshall	ALP Kickoff 2020 7/31 10:30a-12:30p CC	54.00
10691	8/10/2020	9431	B&H Photo-Video	Telemax Portabl IPad Telepromptr	399.00
10692	8/10/2020	9511	Manny David Ford	ALP Kickoff 2020 7/31 10:30a-12:30p CC	54.00
10693	8/10/2020	9553	Ashworth and Belcastro Systems (ABS)	SU: Fire Alarm Monitoring	135.00
10694	8/10/2020	9566	Diana Marshall	ALP Kickoff 2020 7/31 10:30a-12:30p CC	54.00
10695	8/10/2020	9730	Commercial Lighting Specialties	Various	864.55
10696	8/10/2020	9965	The Countertop Shop, LLC	SW: NV Business Hub	1,341.00
10697	8/17/2020	10011	ACT, Inc.	WorkKeys WK place observ forms	80.00
10698	8/17/2020	10082	Puliz Records Mgt LV	June 2020 mo fee/2 units	74.00
10699	8/17/2020	10184	City of Mesquite Athletics & Leisure Services Dept	Emergency plumbing repair	430.00
10704	8/17/2020	1157	AZ Partsmaster	MB: Disinfectant Wipes	564.00
10705	8/17/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	1,412.79
10706	8/17/2020	1953	Library Of Congress	Classification Web 10/28/20-10/27/21	525.00
10707	8/17/2020	2015	Machabee Office Environments	RB Chair Parts	115.91
10708	8/17/2020	2098	Moapa Valley Water District	Service 07/08/20-08/04/20	289.63
10709	8/17/2020	2234	Overton Power District #5	Service 07/02/20-07/31/20 MQ	851.55
10710	8/17/2020	2350	Rebel Oil Company	WV: Diesel #2 Fuel for Fire Pump	207.47
10711	8/17/2020	2471	Silver State Glass & Mirror	CC: Service Call - Theater west exterior ADA door	240.00
10712	8/17/2020	2567	Teamsters Local Union #14	Union Dues - August 2020	9,599.00
10713	8/17/2020	2733	Phoenix Fire Protection, LLC	WV: Service Call - Fire Sprinkler Repair	1,685.00
10714	8/17/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	39,622.77
10715	8/17/2020	2819	CenturyLink Communications, LLC	Service August 2020	10,711.01
10716	8/17/2020	2887	West Payment Ctr	Library Materials for MISD during FY21	723.93
10717	8/17/2020	2914	Iron Mountain	Services Jul 2020	422.21
10718	8/17/2020	3020	Discount School Supply	Cozy Coupe - MV	64.57
10719	8/17/2020	3355	Teamsters Security Fund S. Nevada	Premium Aug 2020	338,323.97
10720 10721	8/17/2020	4522 4604	Quest Diagnostics	3 Pre-employment drug tests Materials & Supplies for FY21	213.86 894.00
10721	8/17/2020 8/17/2020	4897	Brodart Library Supplies & Furnishings Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Aug 2020	7,327.38
10723	8/17/2020 8/17/2020	5001	UniFirst Corporation	Uniform Rental	7,327.38 111.11
10724	8/17/2020	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	43,661.11
10725	8/17/2020	6206	Vitral	Inv 19010 1-14-19 focus groups	1,024.00
10726	8/17/2020	7188	Innovative Interfaces, Inc.	Restoring Accidentally Deleted ILS Records	2,295.00
10727	8/17/2020	8010	Allied Universal Security Services	On-Site Security 07/24/20-08/06/20 - CH	88,091.18
10728	8/17/2020	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - July 2020	11,714.97
10729	8/17/2020	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	646.25
10731	8/17/2020	9082	Central Station Monitoring	MQ: Alarm Monitoring	269.70
10732	8/17/2020	9180	MicroMain Corporation	Training	895.00
10733	8/17/2020	9383	Office Plus	Toner,hp,lj - CH	1,668.19
10734	8/17/2020	9617	Ashlan Concrete Cutting	SW: NV Business Hub	1,650.00
10735	8/17/2020	9631	Elliott's Sewer & Drain	RB: Service Call-Unclog main line	87.75
10736	8/17/2020	9730	Commercial Lighting Specialties	Various	57.00
10737	8/17/2020	9869	Unique Integrated Communications	Call Center - July 2020	16,549.61
10738	8/17/2020	9225	Kronos	Mo. Fee Feb-Apr 2020	3,507.00
10739	8/24/2020	10179	Safe and Secure Alarms and Video	WC: Alarm Monitoring Burg	54.00
10743	8/24/2020	1157	AZ Partsmaster	WO 37170 CH Plumbing	72.68
10744	8/24/2020	1429	D.C. Thomas	BD Rent Sept 2020	1,468.00
10745	8/24/2020	1580	Ferguson Enterprises, LLC	WO 36048 #8275782 SW Gallery Plumbing	1,028.79
10746	8/24/2020	1627	Cengage Learning, Inc.	Library Books & Materials for FY2020-2021	24,647.06
10747	8/24/2020	1640	Gerald M. Welt, Chartered	Legal services July 2020	5,114.23
10748	8/24/2020	1647	Global Equipment Company Inc.	EN: Water Fountain Replacement Filters	257.15
10749	8/24/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	2,883.14

General Fund - 100 From 07/25/2020 Through 08/24/2020

Check/Voucher#	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
10750	8/24/2020	1950	Liberty Lock and Security	Various: Misc service 61420	143.80
10751	8/24/2020	2152	Nedco Supply	Various	76.83
10752	8/24/2020	2234	Overton Power District #5	Service 07/02/20-07/31/20 MQ	2.377.71
10753	8/24/2020	2362	Refrigeration Supplies Distributor	Temperature Sensor & Nitrogen	82.82
10754	8/24/2020	2733	Phoenix Fire Protection, LLC	SW: Service Call - Fire Sprinkler's air compressor	1,029.00
10755	8/24/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	7,253.29
10756	8/24/2020	2799	CDW Government Inc,	For Replacement Receipt Printers	1,348.63
10757	8/24/2020	3300	ProQuest LLC	electronic newspaper subscriptions	19,819.21
10758	8/24/2020	3500	Garda CL West, Inc	Armored Transportation - Aug 2020	2,895.35
10759	8/24/2020	4723	Purvis Industries - Las Vegas NV	Various	300.95
10760	8/24/2020	5718	Tangerine Office Machines	Printer Support Services, End: 6/30/21	443.52
10761	8/24/2020	7943	Communication Electronic Systems Inc	CH & WM: Burglar / Fire Alarm Monitoring	130.00
10762	8/24/2020	8122	Staples Advantage Dept LA	Tape transparent - WC	9,301.94
10763 10764	8/24/2020	8557 8811	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections Board meeting attendance - Jul/Aug	168.75 120.00
10765	8/24/2020 8/24/2020	8945	Shannon Bilbray-Axelrod Robin Wadley Munier		40.00
10766	8/24/2020	9101	O'Reilly Auto Parts	Board Meeting - Aug 2020 Various	132.07
10767	8/24/2020	9133	Ted Wiens Tire & Auto Centers	Various	36.90
10768	8/24/2020	9191	Canon Solutions America, Inc.	Monthly Maint 06/14/20-07/13/20 - SM	4,559.07
10769	8/24/2020	9279	Marilyn Francis Drake	Board meeting attendance - Jul/Aug	120.00
10770	8/24/2020	9287	Otis Elevator Company	WM: Elevator	1,541.06
10771	8/24/2020	9332	Felipe A. Ortiz	Board meetings July/Aug 2020	120.00
10772	8/24/2020	9383	Office Plus	Crtdg,clj cp5225,ma - EV	4,049.20
10773	8/24/2020	9403	Rose Brand Wipers, Inc.	Drape 8'x4'10"" Encore 62 in IFR 15 oz Black	800.51
10774	8/24/2020	9729	Windstream	Service 08/15/20-09/14/20	619.11
10775	8/24/2020	9730	Commercial Lighting Specialties	WO 37181 #81630 WH Lighting	1,085.05
10776	8/24/2020	9758	ConvergeOne, Inc.	Annual Equip MaintPhone Switches	20,692.44
10777	8/24/2020	9827	Vision Sign Inc.	SM: Sign Maintenance	420.00
10778	8/24/2020	9928	Stimulus Technologies	Service Sept 2020 MC	1,047.90
88386	7/30/2020	10049	Dept. of Business and Industry	ERMB-yearly renewal fee 2021	1,143.00
88387	7/30/2020	10877	Findaway World, LLC	Library Books & Materials for FY2020-2021	323.94
88388	7/30/2020	10883	Lanmor Services of Nevada, LLC	New HID Prox Cards	830.95
88389	7/30/2020	10927	CenturyLink	Service July 2020	1,970.42
88391	7/30/2020	11840	Arizona College School of Nursing	Refund room cxld room 12/18/20 - COVID	160.00
88392	7/30/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,261.57
88393	7/30/2020	2494	Southwest Gas Corp.	Service 06/17/20-07/17/20 WV	343.17
88394	7/30/2020	2648	United Parcel Service	Increase Deposit - Shipper #864045	1,000.00
88396	7/30/2020	2772	Xerox Corporation	Xerox June usage FY 2019-2020	346.02 2.682.16
88397	7/30/2020	2838	Verizon Wireless	Service 06/21/20-07/20	,
88400	7/30/2020	3149	Midwest Tape	Materials for FY 2019-2020	16,940.98
88402 88403	7/30/2020 7/30/2020	3383 8731	Home Depot Credit Services UNUM Life Insurance Co. of America	June 2020 - Various Premium August 2020	796.50 733.26
88404	7/30/2020	9937	AFLAC Premium Holding	Premium July 2020	3,193.52
88405	8/6/2020	10017	CDA Media Relations	Purchasing Ad Aug 2020	350.00
88406	8/6/2020	10212	Virgin Valley Water District	Service 06/20/20-07/20/20	1,087.24
88408	8/6/2020	11042	Valeria Cristina Aguaiza Guerrero	30 min 2020 Kickoff 7/31 3p-3:30p CC	13.50
88409	8/6/2020	11076	Quadient, Inc.	Meter Rental 08/25/20-11/24/20	180.00
88410	8/6/2020	11108	Aggratech	SW Business Hub	500.00
88411	8/6/2020	11114	City of Las Vegas Misdemeanant	Refund Contract Library Service April - May 2020	11,796.42
88413	8/6/2020	11116	Lura E. Kaplan	phone tree VoiceOver	530.00
88414	8/6/2020	11119	Tamaria Anderson	Reimb. Norton Life Lock Identity Protection	299.99
88415	8/6/2020	11575	Amanda Lupe Rickert	PC Res Refund 080420	6.15
88416	8/6/2020	11813	Capitol Builders Hardware, Inc.	WM: Troubleshoot and repair exterior East door	660.96
88417	8/6/2020	1201	Best Janitorial Services of Nevada	Mid-Day: July - Sept Urban/LA/MQL	128,095.16
88421	8/6/2020	1991	Lowe's Improvement	June 2020 Various	910.70
88422	8/6/2020	2053	Matthew Bender & Co., Inc.	NV COURT RULES ANNO 6/20 SUPPLEMENT	136.43
88423	8/6/2020	2159	AT&T SBC	Service 07/25/20-08/24/20	300.20
88424	8/6/2020	2175	NV Energy	Service 06/19/20-07/21/20	8,721.67
88425	8/6/2020	2354	Recorded Books	Library Books & Materials for FY2020-2021	281.40
88426	8/6/2020	2494	Southwest Gas Corp.	Service 06/23/20-07/23/20 SM	647.84
88427 88430	8/6/2020 8/6/2020	2883 3149	Schindler Elevator Corp Midwest Tape	SW: Annual Service Agreement Library Books & Materials for FY2020-2021	7,540.08 7,268.63
88431	8/6/2020	3515	Burrelle's	Final Bill 5/1-5/20	7,268.63 86.97
88432	8/6/2020	3755	Las Vegas Brass Band	Concert Refund 030820	500.00
88433	8/6/2020	4117	Television Monitoring Services, Inc.	7-22 news clip Homework help	50.00
88434	8/6/2020	4676	Color Reflections	24x36 poster - July 2020 Trustees poster	61.00
88435	8/6/2020	6646	Aqua Serv Engineers, Inc	HVAC Water Treatment	4,303.92
88436	8/6/2020	6817	Reliance Connects	Service August 2020	635.35
88437	8/6/2020	7553	Jonathan Tharp	ALP Kickoff 7/31 10:30a-12:30p CC	54.00
88439	8/6/2020	11041	Martin Joseph Hafner	ALP Kickoff 7/31 10:30a-12:30p CC	54.00
88440	8/6/2020	11107	Francisco David Perez Romero	#s 38 & 39: Vehicle detailing prior to Auction	300.00
88441	8/6/2020	11113	BT Supplies West, Inc.	Vinyl Gloves	1,258.18
88442	8/13/2020	10143	Treehouse	350 Annual Licenses	42,000.00
88443	8/13/2020	10162	CenturyLink	Service July 2020	213.99
88446	8/13/2020	11813	Capitol Builders Hardware, Inc.	SM: (2) Svcs Calls for No. entry auto doors	180.00
88447	8/13/2020	1201	Best Janitorial Services of Nevada	Mid-Day: July - Sept Urban/LA/MQL	5,136.00
88448	8/13/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,261.57
88449	8/13/2020	2053	Matthew Bender & Co., Inc.	NV STATS 2020 JULY	9,892.77
88450	8/13/2020	2097	Moapa Valley Telephone Co. Inc.	Service 07/26/20-08/25/20	1,321.08
88451	8/13/2020	2175	NV Energy	Service 06/25/20-07/28/20 EV	6,280.64
88452	8/13/2020	2494	Southwest Gas Corp.	Service 06/30/20-07/30/20 SV	31.71
88454	8/13/2020	2837	Republic Services 620	Recycling svc 08/01-08/31 WM	5,994.40
88458	8/13/2020	3149	Midwest Tape	Library Books & Materials for FY2020-2021	23,723.37
88459	8/13/2020	4117 4836	Television Monitoring Services, Inc.	4 clips FY 2019-2020	200.00 10.00
88460 88461	8/13/2020 8/13/2020	4836 5026	Toronto Public Library Nevada State Treasurer	"ILL - loan fee for ""Spilling the Beans""" Mandated Court Payment	
88462	8/13/2020 8/13/2020	7740	Gaudin Ford	#54: Parts Only-top rail comp. on driver's side	8.00 4,194.08
00402	0/13/2020	,,40	SSSSAIT OIG		4,174.06

Regular Board of Trustees Meeting - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

General Fund - 100 From 07/25/2020 Through 08/24/2020

		Vendor			
Check/Voucher#	Posting Date	Number	Vendor Name	Description	Check Amount
88463	8/13/2020	8192	AT&T	Service August 2020	39.34
88464	8/13/2020	9160	Baker Distributing Co.	CC: HVAC Flex Connector	203.47
88465	8/20/2020	10253	Elizabeth Ann Foyt	Board Comp 05/21/20	160.00
88466	8/20/2020	10634	Leadership Foundation of Greater Las Vegas	Acct #621802 - Firouzeh Forouzmand	3,450.00
88467	8/20/2020	10641	Quench USA, Inc.	Filtered Drinking Water	850.00
88468	8/20/2020	10742	The Dr Shirley Linzy Young Artists Orchestra of LV	Refund cancelled CR 9/19/20	90.00
88469	8/20/2020	10809	Sandra Kay Ramaker	Board meeting attendance - Jul/Aug	120.00
88470	8/20/2020	10995	Mosyle Corporation	For Remote Management of Mac Fleet	945.00
88471	8/20/2020	10998	Sprint	Service 06/27/20-07/26/20	18,640.97
88472	8/20/2020	11055	Bryant K. Rogers	Board meeting attendance - Jul/Aug	120.00
88473	8/20/2020	11076	Quadient, Inc.	Meter Rental 09/07/20-12/06/20	80.85
88474	8/20/2020	11581	Kerala Association of LV	Refund cancelled room 9/13/20	330.00
88475	8/20/2020	11813	Capitol Builders Hardware, Inc.	SM: (2) Svcs Calls for No. entry auto doors	522.32
88477	8/20/2020	1201	Best Janitorial Services of Nevada	Mid-Day: July - Sept Urban/LA/MQL	5,232.00
88478	8/20/2020	2159	AT&T SBC	Service 08/11/20-09/10/20	101.78
88479	8/20/2020	2175	NV Energy	Summary Billing June 20 & July 20	83,118.68
88480	8/20/2020	2494	Southwest Gas Corp.	Service 07/09/20-08/07/20 EV	456.80
88481	8/20/2020	2772	Xerox Corporation	Meter Usage July 2020	336.40
88482	8/20/2020	2861	Jay D. Whipple	MV: Pest Control	40.00
88483	8/20/2020	3893	Computype, Inc.	Order PUR011374	779.88
88484	8/20/2020	4111	Lied Discovery Children's Museum	Family Adventure Passes	30,000.00
88485	8/20/2020	5246	Kelly D. Benavidez	Board meeting attendance - Jul/Aug	120.00
88486	8/20/2020	7740	Gaudin Ford	WO 37200 #58 LOF & MPI	127.59
88487	8/20/2020	9711	Jose L. Melendrez	Board meeting attendance - Jul/Aug	120.00
88488	8/20/2020	9966	The Sherwin-Williams Co.	Various	59.63

Total 100 - General Fund

2,356,117.67

Regular Board of Trustees Meeting - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

Grant Fund - 220 From 07/25/2020 Through 08/24/2020

		Vendor			
Check/Voucher #	Posting Date	Number	Vendor Name	Description	Check Amount
10702	8/17/2020	10543	Kathleen San Nicolas	Sub ELV PM 103 Virtual 8/10	54.00
10703	8/17/2020	10852	Hannah Burke	60h TISOH 134 7/1-8/4 M-T 6-9P	1,863.00
88444	8/13/2020	10211	Miguel Alberto Delgado Perez	Virtual OR Family Learning Storytime	270.00
				Total 220 - Grant Fund	2,187.00

Gift Fund - 230 From 07/25/2020 Through 08/24/2020

		Vendor			
Check/Voucher #	Posting Date	Number	Vendor Name	Description	Check Amount
10700	8/17/2020	10523	Blake Hament	BBTTC instruction - July 2020	800.00
10701	8/17/2020	10536	Ivan Aguirre	EN Tech Center	106.25
10730	8/17/2020	8671	Eurie Creative, Inc.	Highlights Magazine	450.00
10740	8/24/2020	10523	Blake Hament	BBTTC Instruction - June 2020	800.00
10762	8/24/2020	8122	Staples Advantage Dept LA	Tape transparent - WC	9,301.94
88445	8/13/2020	10539	Jonathan Watson	EN Tech Center - July 2020	106.25
88471	8/20/2020	10998	Sprint	Service 06/27/20-07/26/20	18,640.97
				Total 230 - Gift Fund	30,205.41

Regular Board of Trustees Meeting - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

Capital Projects Fund - 510 From 07/25/2020 Through 08/24/2020

		Vendor			
Check/Voucher #	Posting Date	Number	Vendor Name	Description	Check Amount
10564	7/27/2020	10604	Johnson Controls Security Solutions LLC	CC: New FA Monitoring	1,737.50
10568	7/27/2020	11065	Pyro Combustion and Controls, Inc.	WC: Bid No 20-04	23,814.90
10588	7/27/2020	2799	CDW Government Inc,	For Self Check Repairs	3,909.89
10607	7/27/2020	8502	Regina L. Schweska	WC: Boiler and AH Replacement Compliance	2,108.00
10626	8/3/2020	1455	Dell Marketing L.P.	Cable for Dell Compellent SANs	32,013.46
10639	8/3/2020	9758	ConvergeOne, Inc.	For District-Wide Meeting Use, End: 6/21	10,890.90
10644	8/10/2020	10454	USI Insurance Services LLC	MQ QALICB 2020-2021 D&O Insurance	2,441.00
10668	8/10/2020	2686	Simply Covered, Inc.	Recover benches	837.00
10670	8/10/2020	2702	Grainger, Inc.	Various	5,276.30
10685	8/10/2020	8511	GHA Technologies	EOL Laptop Replacement for IT Director	3,203.26
10779	8/24/2020	9753	Margaret Sullivan	MP Implementation Consulting	17,169.16
88390	7/30/2020	11063	USA SHADE and Fabric Structures, Inc.	MQL: Shade structure fabric	8,449.00
88395	7/30/2020	2726	Welles Pugsley Architects LLP	Monument Signs - Remaining Balance	63,333.50
88407	8/6/2020	10533	L&S Energy Services, Inc.	ELV: Commissioning	4,440.00
88412	8/6/2020	11115	Carahsoft Technology Corporation	For DocuSign subscription, End: 7/28/2021	6,774.35
88438	8/6/2020	7943	Communication Electronic Systems Inc	CC: Replace fire alarm system	3,174.75
88476	8/20/2020	11817	SecureWorks, Inc.	For Network Security Consulting Svcs	33,820.00

Regular Board of Trustees Meeting - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

Debt Service Fund - 610 From 07/25/2020 Through 08/24/2020

		Vendor			
Check/Voucher #	Posting Date	Number	Vendor Name	Description	Check Amount
10608	7/27/2020	8531	FHN Financial Main Street Advisors, LLC	April - June 2020	80.82
				Total 610 - Debt Service Fund	80.82
				Total - All Funds	2,611,983.87

ITEM VI.A.3.b.



MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Stephen J. Rice, General Services Director

DATE: August 27, 2020

SUBJECT: General Services Report, September 2020

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

CAPITAL REPAIR/IMPROVEMENT PROJECTS

New Workforce Business Hub at the Sahara West Library:

The District collaborated with Workforce Connections to open a one-stop center for businesses at the Sahara West Library. The center will be known as Employ NV Business Hub.

The goal of the Employ NV Business Hub is to create a one-stop access point where employers can connect with the resources they need to reboot and grow. The hub will be staffed with workforce development personnel trained to offer employers access to financial services, training programs, talent development, staff recruitment campaigns, licensing help, and more.

General Services has been working with Workforce Connections to renovate space that was formally museum office and gallery space. The project includes new carpet and paint, LED lighting upgrades, and electrical infrastructure upgrades for video conferencing and displays. The project cost is approximately \$75,000 which is being paid for by Workforce Connections.

FACILITIES MAINTENANCE DEPARTMENT

Enterprise Library Address Change Approved:

Clark County Department of Comprehensive Planning has approved the address change for the Enterprise Library from 25 E. Shelbourne Avenue to 8310 S. Las Vegas Boulevard and will be notifying all pertinent agencies. It is anticipated that the new address signage will be installed within the next three weeks.

COVID - 19 Related Activities:

Janitorial Services: Continue to perform enhanced cleaning and sanitizing of public areas, public and staff restrooms, staff work areas, and all high touch surfaces.

Coordinated with Library Operations to prepare facilities and provide security support needed for the Vegas Strong Academies at CC, EV, WM, and WV.

General Services Report, September 2020 Page 2

Maintenance Work Order Activity – August 2020:

Corrective work requests received and converted to work orders - 387 Corrective work orders completed -360

Preventive maintenance work orders generated – 308 Preventive maintenance work orders completed – 286

Minor Projects and Major Repairs Completed - August 2020:

Clark County Library: Replace communication interface for fire alarm system - \$5,280

East Las Vegas Library: Replace gauges on fire sprinkler system riser - \$839
Mesquite Library: Repair shade structure over outdoor play area - \$8,449
Reseal rubber play surface in outdoor play area - \$2,449

West Las Vegas Library: Repair fire sprinkler system - \$1,685 Whitney Library: Reupholster gallery benches - \$837

Repair fire sprinkler system - \$1,670

Windmill Service Center: Repair HVAC system cooling tower - \$17,168

Extension of Landscape Maintenance Services Agreement:

The agreement for landscape maintenance services provides for an initial term of one year with the option to extend the agreement for up to four additional one-year periods provided the contractor's performance remains satisfactory. Prior Board action has authorized staff to extend the agreement in subsequent years' subject to funding being available and the contractor continuing to meet performance standards outlined in the bid documents. Staff intends to extend the agreement with **NLS Grounds Management** for the second one-year renewal period beginning October 1, 2020. The current contract amount is \$227,340. With the extension, the contractor will be allowed a CPI rate increase.

COURIER DEPARTMENT

Library Materials Moved Between Branches - July 2020:

	<u>July 2020</u>	<u>July 2019</u>	<u>June 2020</u>
Urban Branches	274,440	301,020	262,320
Outlying Branches	32,820	35,940	30,900
Contract/Other Libraries	42,600	55,560	44,100
To Storage for Future Sale	<u>45,240</u>	<u>25,840</u>	<u>48,280</u>
Total	395,100	418,360	385,600

PURCHASING AND ADMINISTRATION DEPARTMENT

Procurements Completed:

- 1) Printing Services Branding and Marketing
- 2) Janitorial Maintenance Services General Services
- 3) Rainbow Library HVAC System Chiller Replacement General Services

General Services Report, September 2020 Page 3

Continued procuring and distributing personal protective equipment (PPE) for staff and supplies needed to clean/sanitize. Total cost of COVID-19 related procurements to date is \$180,568. The monthly expense breakdown is:

February 2020 - \$800 March 2020 - \$8,727 April 2020 - \$95,695 (includes \$40,940 for MicroShield application) May 2020 - \$46,630 June 2020 - \$17,697 July 2020 - \$10,981 August 2020 - \$10,453

SAFETY AND SECURITY

COVID - 19 Related Activities:

Nicole Baker, Safety Manager continues to work with Human Resources to adjust the District's COVID-19 guidelines based on updated CDC recommendations.

Safety Manager conducted branch inspections for occupational safety compliance. Additionally, conducted branch visits to check with staff on how they are coping with COVID-19 at work and to inspect for social distancing and mask compliance.

Training Activities:

Safety Manager conducted a blended learning CPR class for 6 employees at the Moapa Valley Library. The classroom portion was conducted through the American Red Cross Blended learning website. Safety Manager conducted the one-on-one skills sessions portion of the training following American Red Cross social distancing protocols.



ITEM VI.A.3.c.

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Jeff Serpico, Human Resources Director

DATE: September 10, 2020

SUBJECT: Human Resources Report, September 2020

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

- Destiny Search (Jane Whisner) completed the individual LVCCLD Trustee interviews/discussions regarding the Executive Director search. The project is currently on schedule.
- The entire Human Resources Department was advised by SNHD to quarantine from August 17 thru August 31. Key HR functions were maintained remotely.
- At the August 13, 2020 Meeting, Chair Ortiz requested the numbers of staff that were taken off duty to a COVID-related illness and how many hours/weeks of work they missed. From August 1-30, 2020:
 - Number of staff on authorized unpaid leave = 2 (PT)
 - Page (18 hours a week)
 - Page (12 hours a week)
 - Staff on Consecutive FMLA = 2 (FT)
 - Multimedia Specialist 1 returned on 8/24 (FT-40 hours per week)
 - Assistant Branch Manager 1 on leave (FT-40 hours per week)
 - Number of staff authorized for ADA Accommodations = 6
 - 4 COVID-related (none are reduced schedules)
 - 2 Non COVID

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

Received $\underline{107}$ applications on the Kronos On-line Application System Processed $\underline{0}$ job vacancies Answered $\underline{60}$ calls on the incoming telephone lines Sent out $\underline{0}$ recruitment result notification Conducted $\underline{0}$ interview selection procedures

	NEW RE-		RESIGNATIONS/TERMINATIONS			
	HIRES	HIRES	Professional	Paraprofessional	Page	
August 2020	0	0	10	3	4	
2020 YEAR TO DATE	13	3	23	14	24	

<u>Position</u>	Location	Open Date	Close Date	Received
P/T Library Associate	Blue Diamond	8/10/2020	8/24/2020	107

^{*} 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:

No Interviews for this month

Employee Orientation

During this reporting period, no employee orientation(s) were conducted in August. The District had zero new hires/rehires participated in the orientation.

Turnover Rates:

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

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

- Voluntary- 1 %
- Involuntary- 0 %
- Retirement- 1.3 %
- Other- .1 %

Monthly total: 2.4%

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

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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.

<u>Account 62700</u> – Education and Training. All training was offered locally unless otherwise indicated.

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

Name	Branch/Location	Course/Training Name	Date(s)
Cynthia Almodovar- Matsushita	Windmill Library	How to Deal with Problem Behaviors Related to COVID-	August 2020
Stefanie Bailey	Windmill Library	19	
Erin Collins	Whitney Library		
Judi Fioti	Whitney Library		
Carla Land	Summerlin Library		
Lauryn Opp	Whitney Library		
Elizabeth Rickling	Whitney Library		
Sufa Anderson	Access Services	Webex Teams Collaboration Workshop	August 2020
Pichest Buasri	Information Technology	Workshop	
Gunnar Kim	Information Technology		
Anthony Weitz	Information Technology		
Doris Cazares	Windmill Library	Bibz & Midwest Training	July 2020
Erin Collins	Whitney Library	Addressing Challenges for Youth Experiencing	August 2020
Elizabeth Rickling		Homelessness During COVID	
Erin Collins	Whitney Library	Media & Narrative Building on Homelessness and COVID-19	August 2020
Claire Davies	Whitney Library	Changes in Urban Education: Leadership	August 2020
		Changes in Urban Education: Diversity	

Name	Branch/Location	Course/Training Name	Date(s)
Chris Dinino	Human Resources	HR (Human Resources) 101 for New Managers and Supervisors	August 2020
Judi Fioti	Whitney Library	Ryan Dowd's Jerks With Homes	July 2020
Carla Land	Summerlin Library	Tiomes	
Lauryn Opp	Whitney Library		
Larry Johnson	Enterprise Library	The Filter Factor: How to Avoid Toastmaster Burnout and Achieve Work-Life Balance Selling Toastmasters to Toastmasters Division C Meeting (Coffee	July 2020
		Chat)	
Stacie Schwartz	Interlibrary Loan	Making ILL (Interlibrary Loan) Materials Accessible: Examining the Law, Current Practices and the Future Webinar	August 2020

- 184 employees attended "COVID-19 PIC (Person-in-Charge) Training"
- 17 employees attended "Toxic Stress & Child Development"
- 44 employees attended "Stress Relief Training" Webinar

The District allocated \$219.00 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: "COVID-19 PIC Training", "Toxic Stress & Child Development", and "Stress Relief Training".

RACE CATEGORIES	Female	Male
White	14	1
Black or African American	0	3
Asian	0	1
Native Hawaiian & Other Pacific Islander	0	1
American Indian & Alaska Native	0	0
Two or More Races	2	0
Hispanic or Latino	3	0
Subtotal	19	6
Grand Total	2	5

Staff Diversity:

Most recent diversity statistics, as of August 31, 2020 according to the U.S. Census Bureau, Equal Employment Opportunity (EEO) Tabulation 2010-2018 (American Community Survey 5-Year Estimates), and the District's Human Resources Information System (HRIS), shows the following:

	CLARK COUNTY	LV-CCLD AUG	LV-CCLD AUG
	(Workforce Population)	2020*	2019
White	1,301,043	353	375
white	61.60%	51.16%	51.37%
Black or African American	237,543	76	77
Black of African American	11.20%	11.01%	10.55%
Asian	203,606	77	81
Asian	9.60%	11.16%	11.10%
Native Hawaiian & Other Pacific	15,583	11	12
Islander	0.70%	1.59%	1.64%
American Indian & Alaska Native	13,399	4	4
American mulan & Alaska Native	.6%	0.58%	0.55%
Two or More Races	105,631	22	27
TWO OF MORE Races	5.0%	3.19%	3.70%
Illianania and ation	648,211	147	154
Hispanic or Latino	30.70%	21.30%	21.10%
Total Population	2,211,436	690	730

Personnel Transactions:

New Hires/Rehires Demographics	
American Indian/Alaska Native	0
Asian	0
Black/African American	0
Hispanic	0
Native Hawaiian/Pacific Islander	0
Two or More Races	0
White	0
Total	0
Resignations/Terminations Demographics	
American Indian/Alaska Native	0
Asian	1
Black/African American	0
Hispanic	6
Native Hawaiian/Pacific Islander	0
Two or More Races	0
White	10
Total	17

New Hires:	0
Rehires:	0
Promotions, Demotions, Transfers, Reclassifications, Hours Increased, Acting Pay:	1/0/0 0/3
Merit Increases:	4 One-step merit increases
Evaluations for Employees At End of Pay Scale:	o
Merit Increase Delay/Late Evaluation	2/0
Resignations:	7/1(death)
Terminations: Retirements:	0

ITEM VIII.A



AGENDA ITEM

SEPTEMBER 10, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.A:

Discussion and possible Board action to declare fines and fees of approximately \$1,719,453.15 that are five years old, dating from the year 2015, as uncollectible, and purge from District records.

Background:

In September 2000, the Board authorized staff to contract with a collection agency, Unique Management Services, Inc. (Unique) to pursue the collection of delinquent fines and fees owed to the District. At that time, the Board approved a motion to expunge fines and fees owed prior to January 1999. The rationale for forgiving this debt was that the fines and fees preceding the implementation of the former automation system (DRA) were considered uncollectible.

For the past 20 years, since contracting with collection agencies, the District has recovered over \$11,818,762.30 in items and \$7,572,942.65 in fines and fees. The District is currently under contract with Unique.

In June 2004, the Board authorized staff to declare fines and fees totaling \$704,763.00 that were five years old, dating from 1999, as uncollectible and to purge these from District records. At that time, staff recommended that each year delinquent fines and fees that are older than five years be reported to the Board for the purpose of being declared uncollectible.

Currently, there are 30,118 outstanding accounts from the year 2015. Collection agencies advise that debts older than five years are not likely to be recoverable. Given the age of the debt and the transient nature of the District's population, it is unlikely that the District will collect a significant portion of the debt.

Staff again recommends that the Board declare fines and fees that are older than five years as uncollectible. Currently there is approximately \$1,719,453.15 in outstanding fines and fees that accrued in 2015. By clearing these fines and fees, the District will be able to purge these inactive patrons and delete these items from its database.

Item #VIII.A September 10, 2020 Page 2

The following table shows a comparison of calendar years between 2012-2015:

	CY 2012	CY 2013	CY 2014	*CY 2015
Amount of Unrecoverable billed items	\$1,321,189.05	\$1,434,515.56	\$1,415,014.16	\$1,408,864.26
Amount of unrecoverable fines and fees	\$326,766.58	\$317,339.00	\$348,633.48	\$310,588.89
Number of patrons with unrecoverable billed items	12,394	12,370	12,318	12,081
Number of patrons with unrecoverable fines and fees	23,296	21,252	19,729	30,118
Number of Items to Be Purged	50,507	53,803	53,395	53,424
Average Cost Per Item	\$26.16	\$26.66	\$26.50	\$26.37
Average Amount Owed Per Patron	\$106.60	\$115.97	\$114.87	\$116.62

^{*}Projected amounts

Recommended Action:

Motion to declare fines and fees of approximately \$1,719,453.15 as uncollectible, dating from the year 2015, and authorize staff to purge from District records.



ITEM VIII.B.

AGENDA ITEM

SEPTEMBER 10, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.B.: Discussion and possible Board action to approve the days of closing for calendar year 2021.

Background: Thirteen (13) paid holidays are allowed to all full-time staff each calendar year, as outlined in the Collective Bargaining Agreements between the Library District and Teamsters Local Union No. 14. Board approval is requested for closing the Library District for the following thirteen (13) days during calendar year 2021. In addition, the District would like approval to close for one (1) Staff Development Day.

Friday, January 1 * New Year's Day

Monday, January 18 * Martin Luther King Jr. Day

Monday, February 15 * Presidents' Day

Sunday, April 4 * Easter Sunday

Monday, May 31 * Memorial Day

Sunday, July 4 * Independence Day

Monday, September 6 * Labor Day

Monday, October 11 * Staff Development Day (Columbus Day)

Friday, October 29 * Nevada Day

Thursday, November 11 * Veteran's Day

Thursday, November 25 * Thanksgiving Day

Friday, November 26 * Family Day

Friday, December 24 * Christmas Eve

Saturday, December 25 * Christmas Day

It is also recommended to close the Library District at 5:00 PM on Friday, December 31, 2021.

Recommended Action: Motion to approve the proposed days of closing for calendar year 2021.



ITEM VIII.C.

AGENDA ITEM

SEPTEMBER 10, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.C.: Discussion and possible Board action to renew the District's contract for Workers Compensation Insurance coverage for one year.

Background: On September 12, 2019, the Board authorized the purchase of Workers Compensation (WC) insurance through the District's Broker of Record, Leavitt Group, from WCF Insurance, in the amount of \$73,743, for the period of October 1, 2019 through September 30, 2020, with the provision for five additional renewals, subject to review by counsel. There was no opposition and the motion carried. The carrier was also changed from Hartford to WCF Insurance Company. [MINUTES - LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES' MEETING LAS VEGAS, NEVADA September 12, 2019 (approved October 10, 2019)].

Historically, the District has selected an insurance carrier for an extended period of time. This decision is heavily weighted on factors such as cost, the services they are able to offer, administrative ease of doing business with them, and their claims handling. The initial evaluation of several of these factors, since they involve sometimes lengthy administrative processes, often requires an evaluation period of greater than one plan year. The initial moving from one carrier to another carrier typically creates disruption in the claims handling process for staff. It can take several months to get the process perfected with our managers and with the insurance company administrators. The district's relationship with our current carrier (WCF) has just completed its first year. This first year of service with WCF Insurance has been satisfactory and remaining with WCF Insurance for to 2020-21 plan year is desired by the district.

Although Nevada statutes do not require the bidding of workers compensation insurance on a particular schedule, obtaining premium bids on an annual basis helps ensure the rates being paid by the district are within market norms and the district's financial resources are being utilized in a responsible manner.

For the 2020 – 2021 WC insurance plan year, the District's Workers Compensation Broker, Leavitt Group, requested six (6) and received five (5) annual premium bids from WC carriers. WCF Insurance Company, our current Insurance Vendor, came in at \$69,917; \$3,826 less than our previous year's premium. This reduction is primarily attributed to a state-wide decrease in the rates for the [job] classifications in our account and the application of a judgment credit to the district's account.

The additional quotes ranged from \$66,900 to \$95,400 with our current carrier being the second lowest at \$69,917.

Recommended Action: Motion to authorize the renewal of workers compensation insurance through the District's Broker of Record, Leavitt Group, from WCF Insurance Company (\$69,917 annual) with the provision for four additional renewals, subject to review by counsel.



ITEM VIII.D.

AGENDA ITEM

SEPTEMBER 10, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.D.:

Discussion and possible Board action regarding contract awards for janitorial maintenance services.

Background:

Contracts for janitorial maintenance services for all District facilities expire on September 30, 2020. A Request for Bid Proposals (RFP) 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). A pre-bid conference was held on July 16, 2020 with the proposal opening on August 13, 2020. A total of seven proposals were received. Two proposals were deemed non-responsive and subsequently rejected.

A committee comprised of General Services and Library Operations staff conducted a thorough evaluation of the proposals. The process involved a scoring and ranking of each proposal to establish the finalist for each bid group. The evaluation criteria and weighted values included:

- 1. Demonstrated experience of contractor and its key personnel (30%)
- 2. Experience in performance of comparable services and engagements (24%)
- 3. Staff selection, training, retention, and supervision (20%)
- 4. Proposed billable rates (18%)
- 5. Operating procedures, reports, and documentation (5%)
- 6. Uniforms and identification badge (3%)

Following are the proposal evaluation results:

<u>Bid Group I (13 Urban libraries and Laughlin, Blue Diamond, Indian Springs, Mt. Charleston, and Searchlight)</u>

Contractor	*Proposal Score/Rank	1st Year Cost	5-Year Cost**
Best Janitorial Services of NV	893/1	\$1,499,592	\$ 8,176,104
CCS Facility Services	750/2	\$2,198,369	\$12,382,147
RBM Building Services	672/3	\$1,920,843	\$ 9,836,444
Marsden West	580/4	\$3,332,704	\$17,871,511
Mercury Cleaning Services	Non-responsive		

Bid Group II (Mesquite Library an	<u>d Learning Center,</u>	<u> Moapa Town and Mo</u>	<u>apa Valley)</u>
Best Janitorial Services of NV	897/1	\$136,200	\$733,764
Valley Enterprises, Inc.	710/2	\$182,361	\$949,448
RBM Building Services, Inc.	679/3	\$144,441	\$739,667
Mercury Cleaning Services	Non-responsive		
One Heart Janitorial Services	Non-responsive		

^{*} Maximum Score 1,000

^{**} Includes annual escalations for optional extension years per contractor's Proposed Billable Rates Form

Item# VIII.D. September 10, 2020 Page 2

The responsive and responsible contractor that submitted the most comprehensive and advantageous proposal is:

Bid Group I: Best Janitorial Services of NV Bid Group II: Best Janitorial Services of NV

The bid documents provide 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.

The Disclosure of Ownership/Principals Form for Best Janitorial Services of NV is attached.

There is the potential for a formal protest from a non-responsive bidder.

Recommended Action:

- 1) Consideration of potential protest if submitted in a timely manner.
- 2) Motion to authorize staff to award contracts for janitorial maintenance services in accordance with RFP No. 21-02 for Bid Group I to Best Janitorial Services of NV for the annual amount of \$1,499,592 and for Bid Group II to Best Janitorial Services of NV for the annual amount of \$136,200 and to authorize staff to extend the contracts in subsequent years subject to funding being available and the contractor continuing to meet performance standards outlined in the bid documents, subject to Counsel's review.

ATTACHMENT F - DISCLOSURE OF OWNERSHIP/PRINCIPAL RFP NO. 21-02 JANITORIAL MAINTENANCE SERVICES

Sole Proprietorship	ype (Please Ci	RCLE	one)					
	Partnership		ited Liability Company	Corporation) Trust	Non	-Profit Organization	Other
Business Designa	ition Group (P	lease	CIRCLE ALL that ap	ply)				R
MBE	WBE		PBE	ESB	SB	E)	LBE	(NBE)
Minority Business Enterprise	Women-Owned Business Enter		Physically Challenged Business Enterprise	Emerging Smal Business*	I Small Bu Enterpriso		Large Business Enterprise	Nevada Busine
			ce of Economic Develop		Lineibila		Enterprise	Enterprise
Number of Clark Cour	nty Nevada Resid	ents Er	nployed: 62					
Corporate/Business I	Entity Name:	High	Quality Concepts, Inc	D.				
nclude d.b.a., if appl	icable)	DBA	: Best Janitorial Servi	ces of Nevada			X11	
treet Address:		2545	Chandler Ave. Suite	7				
ity, State, and Zip C	ode:	Las	Vegas, NV 89120	Co	ontact Name:	Rafa	el Romano	
elephone No:		(702) 210-3835	Ti	tle:	Presi	dent, Owner	
ax No:		(702) 736-4785	Er	nail:	bjsjai	nitorial@gmail.com	
levada Local Street A		Sar	ne	w	ebsite:	***	WWW.BESTJANIT	
ity, State and Zip Co	de:	Sam	е	Lo	cal Contact N	ame:	Same	
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Date

ATTACHMENT F - DISCLOSURE OF RELATIONSHIPS RFP NO. 21-02 JANITORIAL MAINTENANCE SERVICES

Not Applicable – Initial Here RR

List any disclosure	s below:
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CONTRACTOR/ BIDDER	LIBRARY DISTRICT					
NAME OWNER/PRINCIPAL	NAME OF EMPLOYEE/OFFICIAL	RELATIONSHIP EMPLOYEE OR OFFICIAL	IF DISTRICT EMPLOYEE, WHICH DEPARTMENT			

[&]quot;Consanguinity" is a relationship by blood. "Affinity" is a relationship by marriage.

- 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	High Quality Concepts Inc., DBA: Best Janitorial Services of Nevada
Name of Bidder's Authorized Representative	Rafael Romano
Title of Bidder's Authorized Representative	President and Owner
Signature of Bidder's Authorized Representative	121
Today's Date	August 10, 2020

For LVCCLD Use Only:

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

CIRCLE ONE

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

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

Notes/Comments:

5 E

Name: _____ Date: _____

Title:

[&]quot;To the second degree of consanguinity" applies to the candidate's first and second degree of blood relatives as follows:



ITEM VIII.E.

AGENDA ITEM

SEPTEMBER 10, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.E.:

Discussion and possible Board action regarding contract award for the HVAC system chiller replacement at the Rainbow Library.

Background:

Funds are allocated in the Capital Projects Fund to replace the HVAC system chiller at the Rainbow Library. The existing chiller unit is approximately 26 years old and needs replacing due to age and recurring maintenance issues. The most cost effective approach is to replace it versus investing in a progression of costly repairs.

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 August 18, 2020. A total of ten bids were received. One bid was withdrawn by the bidder due to a mistake of fact in preparing its bid. The bid results follow:

Bidder	Bid Amount
Harris Las Vegas, LLC	\$276,675
Mesa Energy Systems	\$312,440
Ryan Mechanical, Inc.	\$321,525
ACCO Engineered Systems	\$348,519
Liberty Heating & Air Conditioning	\$351,360
US Mechanical, LLC	\$362,400
Tundra Construction, LLC	\$399,960
KOR Building Group, LLC	\$474,986
Blueprint Construction	\$604,203
Clark Welding and Fabricating	Bid Withdrawn

The lowest responsive and responsible bidder is Harris Las Vegas, LLC.

The Disclosure of Ownership/Principals Form for Harris Las Vegas, LLC is attached.

Recommended Action:

Motion to authorize staff to award a contract for the HVAC system chiller replacement at the Rainbow Library in accordance with Bid No. 21-01 to Harris Las Vegas, LLC for the amount of \$276,675; and to authorize staff to award the contract to the next lowest responsive and responsible bidder if Harris Las Vegas, LLC fails to comply with the contract documents and construction specifications or fails to execute the contract.

Disclosure Forms Page 1 of 2

ATTACHMENT 11 - DISCLOSURE OF OWNERSHIP/PRINCIPALS RFP NO. 21-01 CHILLER REPLACEMENT - RAINBOW LIBRARY

THREE (3) APPARENT LOW BIDDERS MUST SUBMIT BOTH DISCLOSURE FORMS TO OWNER BY 12:00 NOON ON THE NEXT BUSINESS DAY FOLLOWING THE BID OPENING.

Sole Proprietorship	Partnership	Lim	ited Liability Company	Corporation	Trust	Non-	Profit Organization	Other
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Minority Business	Women-Owne		Physically Challenged	Emerging Small	Small Bus	siness	Large Business	Nevada Busines
Enterprise *ESB must be certified	Business Ente		Business Enterprise ce of Economic Developr	Business*	Enterprise	,	Enterprise	Enterprise
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Corporate/Business E			ris Las Vegas LLC					
(Include d.b.a., if appl		, iai	Logas LLO	LIBRAR	YUIST	PIG1		
Street Address:		570	1 W. Sunset Rd.				7	
Street Address: City, State, and Zip Co	ode:		NV 89118	Cont	tact Name:	Dan !	Espy	WER GARES
			-732-2545	Title			ARTHURST	
Telephone No:				Ema				any com
Fax No:		702	-731-5661	Ema		uesp	y@harriscompa	arry.com
Nevada Local Street A				Web	site:			
City, State and Zip Co				Loca	al Contact N	ame:		
Local Telephone No:				Title	:			
Local Fax No:				Ema	il:			
individuals with ow applicant and the l	vnership or fina andowner(s). business assoc corporations,	incial int	ganizations shall list all of terest. The disclosure recongression or gove the properties of governments or governments.	quirement, as applerned by Title 7 of t	lied to land- the Nevada	use app	d Statutes, includin	to the
individuals with ow applicant and the l Entities include all limited to private of	vnership or fina andowner(s). business assoc corporations,	incial int	erest. The disclosure red organized under or gove rporations, foreign corp	quirement, as applerned by Title 7 of t	the Nevada ability comp	Revised panies, p	d Statutes, includin	to the ag but not ed
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ATTACHMENT 11 - DISCLOSURE OF RELATIONSHIPS RFP NO. 21-01 CHILLER REPLACEMENT - RAINBOW LIBRARY

THREE (3) APPARENT LOW BIDDERS MUST SUBMIT BOTH DISCLOSURE FORMS TO OWNER BY 12:00 NOON ON THE NEXT BUSINESS DAY FOLLOWING THE BID OPENING.

Contractor member, partner, owner or principal consanguinity or affinity relation to any employee or appointed/elected official of the Las Vegas-Clark County Library District, this form MUST be completed in its entirety.

CONTRACTOR		LIBRARY DISTRICT					
NAME (MEMBER, PARTNER, OWNER, PRINCIPAL)	NAME OF OWNER'S EMPLOYEE OR /OFFICIAL		RELATIONSHIP TO EMPLOYEE OR OFFICIAL	IF DISTRICT EMPLOYEE, WHIC DEPARTMENT			
ONTRACTOR SIGNATUR Legal Name of Bidder (Prir	e BLOCK						
As It Should Appear on Co	ntract	Harris Las Vegas	LLC				
Name of Bidder's Authorize Representative	ed	Dan Espy					
Title of Bidder's Authorized	I Representative	GM of Services					
Signature of Bidder's Auth Representative	orized	Dan Capy	-				
Today's Date		August 17, 2020					
If any Disclosure of Relations Is any LVCCLD employee no	ship is noted above	ed in the selection prod		E ONE Yes No es No			
Notes/Comments:							
			•				
			Date:				

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