ITEM III.

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

DATE: Thursday, November 12, 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 in the Summerlin Library Theater AND online via

Webex. Connection information is listed on page 5.

Summerlin Library 1771 Inner Circle Drive Las Vegas, NV 89134

There is a limited amount of public seating available in the Summerlin Library Theater and it will be available on a first-come, first-served basis, until the maximum allowable number is reached.

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, September 10, 2020 for information only
- B. Regular Board Meeting, October 8, 2020

V. Chair's Report

A. 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
 - 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

- A. Discussion and possible Board action regarding Executive Director search items.
- B. Discussion and possible Board action to approve the District's 2021 Nevada legislative agenda.

VIII. New Business

A. Discussion and possible Board action regarding the Finance and Audit Committee's recommendation to approve the audit performed by BDO for the Fiscal Year 2019-2020.

- B. Discussion and possible Board action regarding contracts for District legal counsel.
- C. Presentation on the Las Vegas Clark County Library District Foundation, Inc. by Development and Planning Director Danielle Milam.
- D. Discussion and possible Board action authorizing the addition of a second Board employee as an Auditor.

IX. Announcements

The Career Online High School (COHS) Graduation will be held on Tuesday, November 17, 2020 at 6:00 p.m. in the Clark County Library Theater. Invitations will be sent out shortly.

The Library District will be closed for Thanksgiving Day, November 26, 2020 and Family Day, November 27, 2020.

There will be a Special Board Meeting on Friday, December 4, 2020 at 8:00 a.m. at Sahara West Library, 9600 W. Sahara Avenue.

The next Board Meeting will be held Thursday, December 10, at 6:00 p.m. via Webex and at the Summerlin Library, 1771 Inner Circle Drive.

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.

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.

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, November 5, 2020, i.e., given at least three (3) working days before the meeting, including in the notice the time, way to access the meeting, and agenda of the meeting:

- A. By delivering a copy of the notice to each Library Trustee;
- B. By posting a copy of the notice at the principal office of the Library Trustees, or if there is no principal office, at the building in which the meeting is to be held, and at least three other separate, prominent places within the jurisdiction of the Trustees, to wit:
 - Clark County Library
 1401 E. Flamingo Road
 Las Vegas, NV 89119
 - East Las Vegas Library
 2851 E Bonanza Road
 Las Vegas, NV 89101
 - Summerlin Library
 1771 Inner Circle Drive Las Vegas, NV 89134
 - 4. Sunrise Library 5400 Harris Avenue Las Vegas, NV 89110
 - 5. West Charleston Library

> 6301 W. Charleston Boulevard Las Vegas, NV 89146

- 6. West Las Vegas Library 951 W. Lake Mead Boulevard Las Vegas, NV 89106
- 7. Windmill Library 7060 W. Windmill Lane Las Vegas, NV 89113
- 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): 146 393 7342

Password: 111220BRD

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

Use same meeting number

Join from a video system or application: Dial 1463937342@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 September 10, 2020

ITEM IV.A.

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session via Webex, at 6:00 p.m., Thursday, September 10, 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: Fred James, Acting Executive Director

Numerous Staff

Guests: Guy Cottino, Leavitt Agency

F. Ortiz, Chair, called the meeting to order at 6:03 p.m.

Roll Call and Pledge

of Allegiance (Item I.) All members listed above represent a quorum. Trustee Foyt arrived at

about 6:08 p.m. Appendix A.

Chair Ortiz led attendees in the Pledge of Allegiance.

Public Comment

(Item II.)

None.

Agenda (Item III.)

Trustee Rogers 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 Board

April 16, 2020; Special Board Meeting, April 28, 2020; Special Board Meeting, July 23, 2020; and Regular Session, August 13, 2020.

(Item IV.A-D.)

Trustee Bilbray-Axelrod moved to approve the Minutes of the Board of Trustees Meeting held April 16, 2020. There was no opposition and the motion carried.

Trustee Ramaker moved to approve the Minutes of the Special Board Meeting held April 28, 2020. There was no opposition and the motion carried.

Trustee Ramaker moved to approve the Minutes of the Special Board Meeting held July 23, 2020. There was no opposition and the motion carried.

Trustee Wadley-Munier moved to approve the Minutes of the Board of Trustees Meeting held August 13, 2020. There was no opposition and the motion carried.

Chair's Report (Item V.)

The 2021 Board Meeting schedule was presented to the Trustees. Chair Ortiz asked if there were any questions. Trustee Bilbray-Axelrod asked why the May meeting was so late in the month. Executive Assistant Allison Boyer explained that this was due to the state of Nevada's requirements for the annual budget presentation. The 2021

Board Meeting schedule is below:

2021 BOARD OF TRUSTEES MEETING DATES

All meeting days are Thursday, with start time of 6:00 p.m. Meeting locations will be determined closer to the start of 2021. Virtual Meetings through Webex will take place as necessary.

- January 21
- February 11
- March 11
- April 8
- May 20
- June 10
- July 8
- August 12
- September 9
- October 14
- November 10
- December 9

Library Reports (Item VI.)

Acting Executive Director's Report (Item VI.A.) Acting Executive Director Fred James announced that on Monday, September 14, 2020, the District will open Urban branches early for students who show an ID or other proof of study. Students under 10 must be accompanied by an adult. The District will also bring early student hours to the Mesquite Library.

Mr. James then announced that Library Operations Director Jenn Schember had decided to take the VESP and would be retiring on October 3, 2020. There have been many talented individuals that have helped this Library District over the decades, but tonight we want to recognize Jenn Schember for her decades of talent, energy, and steady leadership.

Mr. James explained that Ms. Schember began her library career October 30, 1989 "out of the crib" as a Page. During her 30 year tenure, she has held the following positions:

Page

Community Outreach & Adult Services Coordinator YPL Children's Services Librarian YPL Children's Services Department Head Assistant Branch Manger Access Services Manager

Assistant Public Services Director Public Services Director

And now, Mr. James continued, Ms. Schember holds the position of Director of Library Operations. Not only has she had an incredible career path in the Library District, she has created countless library professionals, by hiring and nurturing librarians in every branch of the Library District as well as in the greater library land nationally. Even her family has been formed in library land, as she met her husband, Lenny, at Clark County. The joke is that she married him to get him OUT of the District!

Ms. Schember's colleagues have a lot to say about her:

"Jenn is brilliant & funny.

Jenn has been an excellent supervisor and a trusted mentor.

She has a crackerjack sharp mind with a wit to match.

She plows through challenges and comes to good workable solutions. I admire her drive, her intellect, her ability to bring parties together, & the fact that apparently she does NOT need sleep - lol.

She sees the strengths in everyone.

Jenn is the hardest working woman I know Sending emails at 1am and still getting Starbucks at 7am.

Schember has an effortless ability to balance her personal and professional life.

She ensures her staff are heard, valued, and believe that they are an important part of the team.

Jenn is a quiet and effective leader, a stealth mover and shaker. Jenn has ensured a stable organization even in the roughest of waters."

Mr. James stated that the District is losing one of the most valuable persons he has ever worked with. James included Ms. Schember's own words in a recent email she sent staff about her upcoming retirement. These words reveal her quality –

"The essence of great leadership is always doing the right thing because you never know when someone is watching and paying attention and, indeed, being inspired by your good example."

Mr. James thanked Ms. Schember and said that District staff and public will miss her but this District is stronger because it has been shaped by her legacy of doing the right thing and leading by example.

Trustee Foyt joined the meeting at this time.

Chair Ortiz then asked each Trustee to comment and they all thanked Ms. Schember for her service and wished her well in retirement, praised her for her knowledge, helpfulness, commitment to staff and the public, and offered many suggestions for how to enjoy her retirement.

Ms. Schember then spoke, "I specifically want to thank my staff in Library Operations and all of the other staff that have to work on the frontlines, doing an amazing job under the current circumstances. It's really a tough time right now and I just encourage everyone to hang in

there to get through these next several months.

I have been here for a long time, 31 years, so this is like family to me and I'm going to miss everybody and I will definitely be in touch. Thank you so much."

Library Operations, Security Reports and Monthly Statistics (Item VI.A.1.a.) No questions.

Branding and Marketing Report and Electronic Resources Statistics (Item VI.A.2.a.)

No questions.

Community Engagement Report and Monthly Statistics (Item VI.A.2.b.) No questions.

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

No questions.

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

Financial Services Report (Item VI.A.3.a.) At the request of Chair Ortiz, Acting Chief Financial Officer Floresto Cabias updated Trustees on the Voluntary Employee Separation Program (VESP). Mr. Cabias said that 47 employees had accepted the VESP and have scheduled separation dates. Of that number, 40 retired on or before September 4th. The District has paid out \$3.3 million of the total \$4.5 million estimated costs of the VESP. Most of the last seven individuals will be retiring in the next few months and that will be the end of the program.

Trustee Francis Drake asked about the estimated savings for the VESP. Mr. Cabias explained that the savings amount depends on the positions that are filled and how long the position stays open. Staff have estimated a \$4.5 million total cost for the program and Cabias expects the District to break even with that number. That means that the District will recover those costs over time as those positions are held open within approximately 12 months, at which time, the District will start saving money. At that time, he can give you a final number. Cabias continued by saying that is assuming the District holds these positions open or fill the positions internally, which is the current plan.

Trustee Wilson thanked Mr. Cabias for putting the report together as he had asked.

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

Trustee Bilbray-Axelrod asked about the bed bug inspections she saw in the checks listed in the Financial Services reports and asked how much of an issue this was for the District. General Services Director Steve Rice explained that this has been an ongoing issue at several branches so the District has hired a service (a man with a dog) to periodically inspect these branches for bedbugs. The dog sniffs out the bugs and staff can then treat the furniture or materials that have been identified.

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

Trustee Foyt requested that, once the COVID-19 pandemic passes, Human Resources Director Jeff Serpico explore the Job Bank programs at various Clark County School District high schools and look into hiring some of the students who can earn credit as well as a small salary for work experience. Mr. Serpico said he will look into those programs.

Trustee Rogers moved to accept Reports VI.A. 1-7. There was no opposition and the reports were accepted.

Unfinished Business (Item VII.)

None.

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. (Item VIII.A.)

Acting Financial Services Director Floresto Cabias explained that, 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.

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

Trustee Foyt asked where else is this information reported; does the District report this to the County Commission or the City Council, and is this a public record anywhere else. Mr. Cabias explained that this is internal information and not recorded in the financial statements as it is not accrued or a liability. This is recorded in the District's system to reflect fines owed and materials outstanding in order to identify patrons that are not able to access District services due to the outstanding items or fines.

Trustee Francis Drake asked if a person whose fines are purged remains on a list of people that cannot access library materials and services. Both Mr. Cabias and Mr. James said that once items are purged from the system, customers can start checking out items again. In most cases, patrons will not know that their fines and fees have been purged. After five years, library fines and fees are uncollectible. The District is not allowed to credit report customers anymore.

Trustee Bilbray-Axelrod knows that, due to the pandemic, the District eliminated the fines as it just wants the materials back. She would like that to continue; she notes that this is something happening nationwide. Bilbray-Axelrod briefly mentioned a situation that occurred before she became a Trustee where she was ashamed to return to the library because she had lost the materials. Bilbray-Axelrod believed that if the District would ask customers to just return their materials, the District would receive a lot back, and people would not be ashamed to use the library.

Trustee Bilbray-Axelrod moved 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. There was no opposition and the motion carried.

Discussion and possible Board action to approve the days of closing for calendar year 2021.
(Item VIII.B.)

Human Resources Director Jeff Serpico explained that 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 (Columbus Day)	*	Staff Development Day
Friday, October 29	*	Nevada Day
Thursday, November 11	*	Veterans 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 p.m. on Friday, December 31, 2021.

Trustee Wadley-Munier moved to approve the proposed days of closing for calendar year 2021. There was no opposition and the motion carried.

Discussion and possible Board action to renew the District's contract for Workers Compensation Insurance coverage for one year. (Item VIII.C.)

Mr. Serpico explained that, 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.

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 2020-2021 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 workers compensation carriers. WCF Insurance Company (WCF), the District's current Insurance Vendor, came in at \$69,917; \$3,826 less than the previous year's premium. This reduction is primarily attributed to a state-wide decrease in the rates for the job classifications in the District's account as well as the application of a judgment credit to the District's account.

The additional quotes ranged from \$66,900 to \$95,400 with the current carrier, WCF, being the second lowest at \$69,917.

Trustee Wilson asked if it was easier to obtain bids this year as opposed to last year. Mr. Serpico introduced Guy Cottino of Leavitt Group, the District's broker, to answer the question. Mr. Cottino said that companies noticed that the District changed brokers last year and that his company received five proposals this year due to the change. One company did not get their proposal in on time. There was very competitive pricing, \$6,000 between the highest and lowest bids, if Hartford's bid was taken out (they were substantially higher than the lowest bid).

Mr. Serpico said that staff would like to remain with WCF for another year to get through the pandemic. Trustee Wilson was glad the District changed companies and, that the decision did not rebound on us.

Trustee Wilson moved 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. There was no opposition and the motion carried.

Discussion and possible Board action regarding contract awards for janitorial maintenance services. (Item VIII.D.)

General Services Director Steve Rice explained that 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 badges (3%)

Following are the proposal evaluation results:

Bid Group I (13 Urban libraries and Laughlin, Blue Diamond, Indian Springs, Mt. Charleston, and Searchlight)

Contractor	*Proposal Score/Rank	1st Year Cost	5-Year Cost**
Best Janitorial Services of N	V 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 and Learning Center, Moapa Town, and Moapa Valley)

Contractor	*Proposal Score/Rank	1 st Year Cost	5-Year Cost**
Best Janitorial Services of N	V 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 Service	s Non-responsive		

^{*} Maximum Score 1,000

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 as Appendix B.

^{**} Includes annual escalations for optional extension years per contractor's Proposed Billable Rates Form

There was the potential for a formal protest from a non-responsive bidder, which was not submitted by the deadline.

Trustee Rogers asked how the current rates the District is paying compare to the proposed rates. Mr. Rice said that the first year's proposed rates for Best Janitorial Services of NV (the current vendor) are actually 4% lower than what the District pays now.

Trustee Bilbray-Axelrod moved 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. There was no opposition and the motion carried.

Discussion and possible Board action regarding contract award for the HVAC system chiller replacement at the Rainbow Library. (Item VIII.E.)

Mr. Rice explained that 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:

<u>Bidder</u>	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 as Appendix C.

Trustee Benavidez knows this is a lot of money, but she is fine going forward with the replacement. Chair Ortiz uses the Rainbow Library a lot as it is where he does a lot of meetings and he said the A/C replacement is definitely needed.

Trustee Wilson moved 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. There was no opposition and the motion carried.

Announcements (Item IX.)

Chair Ortiz asked if Trustees had any announcements, items to be placed on future agendas, and asked them to let him know how they felt about meeting in person as well as via Webex. He wanted to hear everyone's thoughts.

There were no announcements from Trustees.

Trustee Wadley-Munier asked that the Board meet in December. Due to the ongoing issues from COVID-19, finances, and the Executive Director search, she feels it will be necessary.

Trustee Foyt requested several items be placed on future agendas:

- A review of the contract and terms for legal services.
- An analysis of current revenues (where can we might save, cut back, dismantle, or discontinue) – Mr. James said that would be part of the November meetings.
- Library District protections against hacking of financial information for the library, employees, and the public.

Trustees who are fine with meeting in person: Trustees Wilson, Wadley-Munier, Foyt, Francis Drake, and Chair Ortiz

Trustees who prefer to meet via Webex: Trustee Rogers, Meléndrez, Bilbray-Axelrod, Benavidez

Trustee Ramaker said she could go either way, but right now she feels better attending virtually, though she prefers to meet in person.

Chair Ortiz said that the next meeting will be held in person and a branch to be determined and via Webex. The next Board Meeting will be held Thursday, October 8, 2020 at 6:00 p.m. Ms. Boyer will let everyone know the meeting location.

Public Comment (Item XI.)

Grant Davis, Teamsters Local 14, expressed staff's concern related to the qualifications of the Executive Director position. His comments are below:

"Director and Trustees, my name is Grant Davis and I am the President of Teamsters Local 14. Thank you for giving me this opportunity to speak to you this evening. I want to address concerns the Union and its members have about the recruitment and hiring process for the new Executive Director. Specifically, the possibility the District is considering attempting to lower the requirements for library experience and the educational requirements to qualify for the Executive Director position. It has come to our attention that the District would like to hire a Director with less than the State's current minimum standards of an MLS degree, and, less than the American Library Association's recommendation of 10 years of Librarian experience. It is our

understanding the District has even had conversations about considering someone who has limited or no previous library experience. It is our opinion that this would be a huge mistake with very negative effects on the District and its staff. We believe that in the current world, an Executive Director with library experience is even more important than ever. Navigating the world of COVID is difficult and would be made even more difficult if the new Executive Director not only had to learn the library world but also would have to do this while having to deal with the obstacles and challenges of COVID. This lack of knowledge and education of the Library field would cause a deep learning curve that would slow innovation and progress in the District, possibly for years. In addition, what message would this send to all the employees who worked so hard for the degrees they hold if the Board would be willing to hire an individual without the necessity of the education and previous experience to be their leader? It sends a message to the staff that the education, experience and professionalism of librarians and the years of hard work are not necessary. I believe it would be a showing of great disrespect to all these professionals. A strong Director with a Library background and education would help in gathering the trust of the staff from the beginning of their tenure. Most skilled professions require a degree in their specific fields, the leader of this Library District should be no different. In conclusion we implore the Board to not cut corners with the recruitment and hiring of the new Executive Director."

Executive Session (Item XII.)

Removed from Agenda.

Adjournment (Item XIII.)

Chair Ortiz adjourned the meeting at 7:20 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

2020 ATTENDANCE

Appendix A

											;	Septe	mber	10, 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 Meetin	June 11 Regular Board Meeting	July 23 Special Board Meeting	July 23 Regular Board Mtg	August 13 Regular Board Mtg	September 10 Regular Board Mtg	
Benavidez	Kelly	A-E	A-E	Р	Р	A-E	Р	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	Р	
Francis Drake	Marilyn	Р	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	Р	
Meléndrez	José	Р	Р	Р	Р	A-E		Р	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	Р	
Wadley-Munier	Robin	Р	Р	Р	Р	A-E	Р	Р	Р	Р	Р	Р	Р	Р	A-E	A-E	Р	Р	
Ramaker	Sandra	Р	Р	Р	A-E	Р	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	Р	
Rogers	Keith	Р	Р	Р	A-E	Р	Р	Р	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 September 10, 2020

September 10, 2020 - Appendix B Page 1

ATTACHMENT F - DISCLOSURE OF OWNERSHIP/PRINCIPAL RFP NO. 21-02 JANITORIAL MAINTENANCE SERVICES

Business Entity Ty	/pe (Please Cl	RCLE	one)					
Sole Proprietorship	Partnership		ited Liability Company	Corporation) Trust	Trust Non-Profit Organization		Other
Business Designa	tion Group (PI	ease (CIRCLE ALL that ap	nlv)				
MBE	WBE		PBE ESB			SBE	LBE	NBE
Minority Business Enterprise	Women-Owned Business Enter		Physically Challenged Business Enterprise	Emerging Sma Business*	ll Small Enters	Business ise	Large Business Enterprise	Nevada Business Enterprise
*ESB must be certified	d by the Governo	r's Offic	ce of Economic Develop	ment				
Number of Clark Coun	ty Nevada Reside	ents En	ployed: 62					
Corporate/Business E	ntity Name:	High	Quality Concepts, Inc).				
(Include d.b.a., if appli	cable)	DBA	: Best Janitorial Service	es of Nevada			3/1	
Street Address:		2545	Chandler Ave. Suite	7				
City, State, and Zip Co	ode:	Las \	/egas, NV 89120	С	ontact Nam	: Rafa	el Romano	
Telephone No:		(702)	210-3835	Ti	tle:	Pres	ident, Owner	
Fax No:		(702)	736-4785	E	nail:	bjsja	nitorial@gmail.com	1
Nevada Local Street A		San	ne	l'w	ebsite:	**************************************	WWW.BESTJANIT	ORIALSVCS.COM
City, State and Zip Co		Same	9	Lo	ocal Contac	Name:	Same	
Local Telephone No:		Same	9	Ti	tle:		Same	
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September 10, 2020 - Appendix B Page 2

ATTACHMENT F - DISCLOSURE OF RELATIONSHIPS RFP NO. 21-02 **JANITORIAL MAINTENANCE SERVICES**

Not	Applicable	- Initial	Here	RR

List a	any	discl	osures	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.

- 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	1212
Today's Date	August 10, 2020

For LVCCLD Use Only:

If an	v Disclosure	of Relationsh	ip 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:

_____ Date: ____

Title:

49A

Revised -07/17/2020

[&]quot;To the second degree of consanguinity" applies to the candidate's first and second degree of blood relatives as follows:

• Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)

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> **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

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September 10, 2020 - Appendix C Page 2 Disclosure Forms Page 2 of 2

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)		OF OWNER'S E OR /OFFICIAL	RELATIONSHIP TO EMPLOYEE OR OFFICIAL	IF DISTRICT EMPLOYEE, WHIC DEPARTMENT								
ONTRACTOR SIGNATUR Legal Name of Bidder (Pri	me Contractor)	Harris Las Vegas	s LLC									
As It Should Appear on Co Name of Bidder's Authoriz Representative												
Title of Bidder's Authorized	d Representative	GM of Services										
Signature of Bidder's Auth Representative	orized	Dan Capy										
Today's Date		August 17, 2020										
		ow for LVCC										
If any Disclosure of Relation	ship is noted abov	e, complete the follow	ing:	ONE Yes No								
Is any LVCCLD employee n	oted above involve	ed in the selection produced in performance of the	cess for this contract? CIRCLIne contract? CIRCLE ONE Ye	s No								
Is any LVCCLD employee n Notes/Comments:												
Notes/Comments.												
Name:			Date:	_								

Page 2 of 2

PROPOSED MINUTES LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES' MEETING LAS VEGAS, NEVADA October 8, 2020

ITEM V.B.

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the Summerlin Library, Las Vegas, Nevada, and via Webex at 6:00 p.m., Thursday, October 8, 2020.

Present: Board: F. Ortiz, Chair – in person S. Bilbray-Axelrod - Webex

K. Benavidez - Webex E. Foyt - in person

R. Wadley-Munier – in person M. Francis Drake – in person

S. Ramaker – in person

J. Meléndrez - Webex

B. Wilson – in person

K. Rogers - Webex

Counsel: G. Welt - Webex

Absent: None

Staff: Fred James, Acting Executive Director

Numerous Staff

Guests: Jaime Cruz, Workforce Connections

F. Ortiz, Chair, called the meeting to order at 6:02 p.m.

Roll Call and Pledge of Allegiance (Item I.)

All members listed above represent a quorum. Everyone was present

when Roll Call was taken. Appendix A.

Trustee Wadley-Munier led attendees in the Pledge of Allegiance.

Public Comment (Item II.)

None.

Agenda (Item III.)

Trustee Wadley-Munier said that several items that she requested were not on the Agenda. Chair Ortiz apologized, and said he will make sure going forward that he includes items that Trustees request, either as a report or request for possible action.

Trustee Wilson moved to approve the Agenda as proposed. There was no opposition and the motion carried.

Presentation and discussion of the Employ NV Business Hub at the Sahara West Library by Jaime Cruz, Executive Director of Workforce Connections. (Item IV.)

Community Engagement Director Matt McNally explained that on April 28, 2020, the Trustees approved a Memorandum of Understanding (MOU) with Workforce Connections in order to continue the partnership established in 2016 to offer services of the One-Stop Delivery System (OSDS). The OSDS provides jobseeker services at five existing LVCCLD One-Stop Career Centers at East Las Vegas, West Las Vegas, Clark County, Mesquite, and Laughlin branch libraries, in addition to future mutually agreed upon sites. The MOU extends the partnership through June 30, 2024, with an additional optional renewal.

Under this MOU, the Library District and Workforce Connections are implementing a new One-Stop service model at the Sahara West Library that focuses on business support services, including recruiting, hiring, training, and business development. This service will be named the Employ NV Business Hub. It will be located adjacent to the lobby, bookstore, and The Studio art gallery at the Sahara West Library. The

opening of the Employ NV Business Hub will occur on October 21, 2020 at 11:00 a.m. Workforce Connections opened a similar business hub at the Las Vegas Metro Chamber of Commerce on September 18, 2020.

The Library District committed space, marketing support, high speed internet, phone services, and administrative staff time and energy to support and launch the initiative. Workforce Connections committed approximately \$315,000 in renovation costs for design, construction, furniture, and equipment. They will further commit approximately \$300,000 (this is a correction from the original information) annually in staff to operate the Employ NV Business Hub.

Mr. Jaime Cruz, Executive Director of Workforce Connections, provided an overview of the partnership with the Library District, explained how the new location will focus on small businesses instead of job seekers, discussed the renovations that had been done at Sahara West and how the spaces will be used, how his organization will staff the location, and gave an overview of the type of services for business customers that will be provided. He also invited District staff and Trustees to utilize the up to date conference facilities in the space.

Mr. Cruz thanked the Trustees for their crucial early participation with Workforce Connections. This partnership has led to partnerships with other library systems and community groups in Nevada. In addition, it has led to a partnership with the Las Vegas Metro Chamber, which has provided a great deal of visibility for Workforce Connections and enabled them to win a prestigious award in their field. His presentation is attached as Appendix B.

Chair Ortiz asked Trustees for their questions and comments.

Trustee Benavidez was happy about the partnership and the District's ability to work with Workforce Connections to create these types of programs. She commended Mr. Cruz for his innovation and ability to think outside the box and thanked the staff of both Workforce Connections and the District for their efforts. Trustees Bilbray-Axelrod, Meléndrez, Ramaker, Rogers, and Wadley-Munier echoed her comments.

Trustee Francis Drake commented that, since she volunteers at the Sahara West library twice a week, she has been watching the changes, thinks they are beautiful, and is very excited about the opening.

Trustee Foyt agreed with Trustee Francis Drake and said it was impressive when we work together as a community emphasizing that this is only one of things the District does well.

Trustees Rogers and Wadley-Munier commented that they were looking forward to hearing success stories emerge from this partnership.

Chair Ortiz thanked his fellow Trustees for taking on this partnership several years ago. This is something that is needed by the community and will continue to be needed so that businesses can continue to function and individuals can still pursue their dream.

This item was for discussion only.

Approval of Proposed Minutes Regular Session, September 10, 2020. (Item V.B.) Trustee Meléndrez moved to approve the Minutes of the Board of Trustees Meeting held September 10, 2020.

Trustee Foyt stated that the minutes do not reflect that, at the last meeting, she had requested a review of the District's legal services contracts and how they are funded as a discussion item and noted other Trustees had agreed with her.

Trustee Foyt also stated that there also was no mention in the September meeting minutes of the motion approved by Trustees that basically constituted an admonition that no employee be involved in the hiring process of the new Executive Director. She found the idea of editing unattractive, and disrespectful to anyone who serves on the Board.

Trustee Meléndrez agreed to amend his motion to include the corrections as submitted by Trustee Foyt.

There was no opposition and the motion carried.

Chair's Report (Item VI.)

Chair Ortiz reported that he asked Counsel Welt about how the process of selecting the next Executive Director would work. Welt has said that, since the Executive Director is a public officer, the Board must make the selection in an open meeting. Counsel Welt added that the Attorney General in Nevada's Open Meeting Law makes it fairly clear that this is the Trustees' primary responsibility and the process has to take place in an open meeting.

Chair Ortiz has proposed that Trustees bring in the top candidates, ask them the same 10 questions, and narrow that field down. The candidates will be in a holding room, unable to hear the public meeting, and so the process will be fair to all candidates. Ortiz encouraged the Trustees to make time to do this over the course of one to two days. At that point the Trustees can make a decision between two to three finalists.

He then asked Trustees for their questions or comments.

Trustee Wilson wanted to know how many candidates were brought in for the last Executive Director selection. While Chair Ortiz originally said two candidates, Trustees Wadley-Munier and Bilbray-Axelrod corrected that to three candidates.

Trustee Wadley-Munier reminded Chair Ortiz that Trustees had decided in an earlier meeting that there would be a minimum of three candidates and a maximum of five candidates interviewed.

Chair Ortiz then clarified that he wanted a larger number of candidates brought in for a semi-finalist round with a reduced number in the final round.

Trustee Rogers confirmed that both sets of interviews would be open meetings.

Trustee Ramaker asked if both the candidates and the Trustees were required to be at the interview in person. Chair Ortiz explained that he wants the candidates to be at the interview in person as that way it

would be easier to ensure a fair process for all candidates. Trustees, however, can attend virtually.

In response to a question from Trustee Foyt, Chair Ortiz then surveyed the Trustees about their availability on December 3 and 4, the proposed interview dates.

Available both December 3 and 4: Trustees Benavidez, Bilbray-Axelrod, Foyt, Meléndrez, Wadley-Munier, Wilson, and Francis Drake

Other commitments on December 3: Trustees Ramaker and Rogers

Trustee Wilson requested the Executive Assistant send out a calendar invite.

Trustee Francis Drake was interested in the questions that would be asked. Chair Ortiz said Jane Whisner of Destiny Search Group, the search firm selected by the Trustees, would help the Trustees formulate the questions.

Trustee Foyt wanted to clarify whether Chair Ortiz' mention of top candidates meant the District was going to bring in 10-15 people to interview. Chair Ortiz responded that he wanted to bring in a lot of people initially, but that was not going to be workable and that is why he is suggesting a number from five to seven people.

Trustee Foyt then asked what the group would do if one of the selected candidates could not make the interview date. Chair Ortiz said that candidates who wanted the job would have to make arrangements to be here on the date Trustees scheduled.

Chair Ortiz said that Ms. Whisner took the information she was provided from each Trustee and has brought forward from a pool of about 100 applications at least five and up to seven candidates for a semi-final round.

Trustee Wilson was concerned about overwhelming the Board with a large number of candidates in the semi-final round. He suggested an amendment to the previous vote at the August 8, 2020 meeting. Trustee Wilson moved to approve an amendment to the previous motion regarding the Executive Director interviews: Trustees will interview five to seven semifinalist candidates and interview three to five finalist candidates.

After consulting with Counsel Welt after a question was raised by staff, Chair Ortiz announced that this will be brought up again and revoted upon during Unfinished Business.

Library Reports (Item VII.)

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

Acting Executive Director Fred James reported that with the departure of Library Operations Director Jenn Schember last week, he introduced Leo Segura has become the District's Acting Library Operations Director. Mr. Segura has been with the Library District just over 23 years.

Mr. Segura provided a brief history of his career at the District: He started out as what staff used to call a Hub Sub; that way he could get his feet wet, learn about public libraries, work in more than one location, and meet different people. From there he transitioned to Reader Services, next to the West Las Vegas Library Reference Department Head, and then moved to the Sahara West Library, also as a Reference Department Head. Segura became the Laughlin Library Manager for a short time and then came back to the West Las Vegas Library where he served Branch Manager for just over ten years. At the West Las Vegas Library he was able to do a great deal of community building, working with great people.

Mr. Segura then was promoted to the Regional Library Operations Manager job just over two years ago. This was an opportunity to work in administration under great mentors like Ms. Schember; Carlotta Dickerson, who will be retiring on Saturday; and of course Mr. James and Ms. Milam and rest of the Executive Council. Segura was subsequently promoted to the Acting Assistant Library Operations Director for several months and now he is the Acting Library Operations Director.

Mr. James then followed up on Trustee Foyt's request for a Library District Financial Update. Acting Financial Service Director/CFO Floresto Cabias will present a full financial report at the November Finance and Audit Committee meeting, along with the District's end-of-year financial statement. He also advised Trustees that the Fiscal Year 2020-2021 Budget Book has been loaded onto Diligent for your information.

Mr. James next reported that there have been approximately 47 VESP departures and approximately 42 resignations. Due to this, the District has been able to reduce costs. For the most part, there is work for everyone, business levels are rising, and the Executive Council is stabilizing operations by filling critical positions.

A project that staff are working on now is working at the District's new business of digital program production. Staff see this as a growing part of the District's work in the years to come and look forward to putting into place the legal and production framework to provide a wide variety of virtual programs.

Mr. James then reminded Trustees of a several special events that are happening soon:

The Employ NV Business Hub opening is October 21st at 11:00 a.m. at the Sahara West Library. Trustees will receive invites to attend virtually or in person. Mr. James requested that if Trustees planned to attend in person, please RSVP to Ms. Boyer.

The Adult Learning Program will be hosting its graduation of students from the Online Career High School on November 17th at 6 p.m. at the Clark County Library. Trustee will be receiving an invitation soon.

Mr. James reported that Governor Sisolak last week issued new guidelines for events. The Executive Council has discussed this, going through the new rules. There are several legal points that staff need to

research. Once the legal questions have been answered, James will communicate that to the Board.

Mr. James then asked Trustee Foyt to clarify her request about the District's legal counsel agreements. What staff had understood she was requesting was provided in the Financial Services report. Mr. James then clarified with Trustee Foyt that she wanted an agenda item for discussion on the contracts the District currently has with any legal firms who work for the District. Counsel Welt offered to answer any questions about the other law firms that the District uses; he can explain how they work and how they were selected prior to the next meeting. He suggested Trustee Foyt contact him directly.

Library Operations, Security Reports and Monthly Statistics (Item VII.A.1.a.) Trustees Foyt and Francis Drake praised staff for the 24% decrease in the number of incidents during the month from 2019.

Branding and Marketing Report and Electronic Resources Statistics (Item VII.A.2.a.) Trustee Wilson asked Branding and Marketing Director Betsy Ward for an update on the analytics situation with BiblioCommons. Bibliocommons has been having problems with determining the specifics of who was accessing the District's website, staff or customers. Trustee Wilson, who had worked on this situation directly with Ms. Ward, her staff, and Bibliocommons, said he had asked about the issue several months ago with no answer and requested an update on the status. A spirited and lengthy discussion ensued on several issues relating to Bibliocommons. In addition to the analytics issue, Trustee Wilson was concerned about why the contract extension the Trustees voted on at the August 13, 2020 meeting was not finalized for the amount of time the Trustees voted on, as well as questions on automatic extensions of the original contract that was originally approved by the Board on March 9, 2017. There were also questions raised about how staff and vendors were to communicate with Trustees in resolving the issue. Ms. Ward, Mr. James, IT Director/CIO Al Prendergast, Trustee Wilson, Trustee Wadley-Munier, and Trustee Foyt participated in this discussion along with Counsel Welt and Chair Ortiz.

Chair Ortiz asked that Mr. James and Ms. Ward contact Trustee Wilson to provide the information he requested about the analytics issue in the next seven days. Trustee Wadley-Munier then requested that the BiblioCommons contract update be brought forward as an item at the November meeting.

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

 $No\ questions.$

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

No questions.

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

Financial Services Report (Item VII.A.3.a.) Chair Ortiz commented on the amount of CTX received as shown in the report (\$0.00) and congratulated staff on adjusting to the situation. Mr. Cabias explained that, while sales tax revenue is collected every month, it is recorded on an accrual basis..

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

Chair Ortiz requested that Assistant General Services Director John Vino let Mr. James and the Trustees know if he needs more security resources at the West Las Vegas and Clark County libraries. Ortiz also congratulated him on his upcoming promotion to Acting General Services Director.

Chair Ortiz then congratulated General Services Director Steve Rice on his upcoming departure. He appreciated his work on the Enterprise Library street change to Las Vegas Boulevard South address. Ortiz also praised Rice's work on the planning, design, and construction of the Mesquite and East Las Vegas libraries. Mr. James added in his praise: District staff had to do a lot of work to qualify for the QALICB money and Rice played a critical role in the process.

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

Trustees Meléndrez, Benavidez, and Bilbray-Axelrod praised Human Resources Director Jeff Serpico for his new report format and dashboard.

Trustee Rogers moved to accept Reports VII.A. 1-7. There was no opposition and the reports were accepted.

Unfinished Business (Item VIII.)

Trustee Wilson moved to amend the previous action, taken at the August 13, 2020, regarding the interview process for the Executive Director: the District will have a semifinalist round of five to seven candidates followed by a finalist interview round that will be three to five candidates. There was no opposition and the amendment carried.

Discussion and possible Board action to engage lobbyist services for the 2021 Nevada Legislative Session. (Item IX.A.)

Development and Planning Director Danielle Milam explained that, since 1998, the Library District has engaged the professional services of a lobbyist to represent, protect, maintain, and augment Library District powers and resources. This session, upon consultation with Assemblywoman and Board Trustee Shannon Bilbray-Axelrod, Library District management identified a firm, The Griffin Company, to represent the Las Vegas-Clark County Library District at the 2021 Nevada Legislative session.

Ms. Milam reported that The Griffin Company has an extensive history of public policy and government affairs experience with a broad variety of public and private sector clients. They have expertise in representing public entities with issues aligned with the District. While based in Carson City, they have a Las Vegas team.

The proposed scope of work will include coverage and representation during the 2021 Nevada Legislative Session, includes the following:

- Secure and/or work with existing bill sponsors on the District's main legislative goals
- Prepare and provide testimony during any needed hearings, meetings, or public workshops
- Provide the Library District with agendas and information that may be of interest
- Regularly scheduled communication on all issues of interest and updates on the Legislative Session
- Weekly bill tracking reports and updates on issues of interest or impact to the Library District
- Daily updates via the G3Wire about all that is happening in Nevada
- Briefings to the Board of Trustees, as needed, including before and after the legislative session.

The fee of \$50,000 for a term of November 1, 2020, through June 30, 2021, is similar to previous lobbyist engagement fees for legislative session services paid by the District.

Chair Ortiz opened up the item to Trustees for their comments and questions.

Trustee Wilson wanted Item IX.B. discussed and considered prior to committing money to a lobbyist. He felt there is no point to hire a lobbyist until Trustees agree on an agenda. Wilson is not opposed to a lobbyist, he is opposed to hiring one without knowing why the District is hiring them.

Trustee Wadley-Munier said, in view of the current economic situation, she felt it was unwise to spend money on a lobbyist. Mr. James briefly explained that the District has hired lobbyist before, and explained that the money is in line with previous District expenses of this type with the exception of the last legislative session. Wadley-Munier asserted that she is very familiar with lobbyist roles and the issues Trustees and staff have dealt with previously. However, in the current climate, she feels this would be a place to save money. In addition, Trustee Wadley-Munier also said the public may have concerns about the District utilizing a legislator, who is also a Trustee, recommending a particular company.

Trustee Bilbray-Axelrod pointed out that the Board asked her to provide a recommendation at the previous Board meeting. She said she had no relationship to the proposed company, and knows them only by reputation. Bilbray-Axelrod then commented that not having a lobbyist promoting the District will be very shortsighted when everyone else does.

Trustee Rogers feels it is in the best interest of the District to have representation in the coming session.

Trustee Ramaker agreed that the District needed a lobbyist to ensure Trustees and staff know what is going in the legislature. She also

confirmed that Trustee Bilbray-Axelrod was asked to do this by the Board.

Trustee Meléndrez agreed that the session ahead will be critical and the District had to have a voice at the table. He thanked Trustee Bilbray-Axelrod for her recommendation.

Trustee Foyt said that, in hiring the lobbyist, Trustees really need the lobbyist to define specifically what they are to do. She felt that the two items presented in the background material were generated by staff, not the Board. The District's name change and change in the minimum requirements for qualifications of the Executive Director are not Board priorities, they are staff priorities. She does not want either of these items to be included in anything provided to the lobbyist. Trustee Bilbray-Axelrod said these two items are contained in bill draft requests (BDRs) that have already been filed. Chair Ortiz reminded Trustees Foyt and Bilbray-Axelrod that the item currently under discussion is solely about choosing a lobbyist firm to represent the District.

Trustee Wadley-Munier said Trustees were wrong in asking Trustee Bilbray-Axelrod to recommend a lobbying firm. She believes that other people would not believe this is clean.

Trustee Francis Drake said she may be naïve but it is sad that, although people elect legislators to represent them, lobbyists are also there to represent who is paying them the most. That being said, the District must take care of itself and use one as well.

Trustee Benavidez said that in her experience on the Board, in previous years, there was not so much need to focus on hiring a lobbyist as the economy was expanding. She appreciated that Trustee Bilbray-Axelrod was willing to use her expertise to recommend a lobbyist to the Board and thanked her for following through.

Chair Ortiz said it was his belief that the Legislature would be looking very closely at many legislatively-created institutions in the next session. He also believed that lobbyists have a knack for sneaking in items in bills that may affect the District. He believes that lobbyists can track that for the District and advise how to conteract the impact. The District is focused on building networks, empowering people, and building libraries. This movement has to continue and the Board has been tasked to do this on behalf of the citizens of Las Vegas and Clark County. It would be a disservice to them if Trustees were not aware that other people were trying to undermine the effort. That is why he is in favor of the lobbyist hire.

Trustee Benavidez moved to authorize the Library District's Acting Executive Director to engage The Griffin Company for professional services related to the 2021 Nevada legislative session in an amount not to exceed \$50,000, subject to review by legal counsel. Chair Ortiz, and Trustees Benavidez, Bilbray-Axelrod, Francis Drake, Foyt, Meléndrez, Ramaker, and Rogers voted yes. Trustee Wadley-Munier voted no. Trustee Wilson voted to abstain. The motion carried, 8-1-1.

Discussion and possible Board action to approve the 2021 Nevada legislative agenda. (Item IX.B.)

Counsel Welt said he is believes the only two real legislative agenda items that can be discussed are Items 1 and 2 on the background material that are indicated for legislative action. The list below those two items does not have enough detail. In the past the Trustees have appointed a legislative committee to discuss this (either individual trustees or a committee of the whole). Chair Ortiz then asked Trustees if they wanted to have the discussion at this meeting or agendize more items at the next meeting.

Trustee Bilbray-Axelrod moved that Item IX.B. be tabled and brought back once the next rounds of BDRs are published and after the election. There was no opposition and the motion was carried.

Announcements (Item X.)

The Sahara West Business Hub Grand Opening Ribbon Cutting will take place on Wednesday, October 21, 2020 at 11:00 a.m. via Webex.

The next Finance and Audit Committee Meeting will be held on Thursday, November 12, at 4:30 p.m. via Webex and in the Summerlin Library.

The next Board Meeting will be held Thursday, November 12, at 6:00 p.m. via Webex and in the Summerlin Library.

Chair Ortiz asked each Trustee if they would like to request items to be placed on the Agenda at future Board meetings.

Trustee Foyt requested:

For discussion and possible Board action, contracts for ALL District legal counsel.

A financial report which Mr. James has already indicated will be presented to Trustees in November as part of the Finance and Audit Committee meeting.

An update on the Library District's Foundation to include information on the grants staff have applied for and the donors that are being approached.

Trustee Wilson requested:

For discussion and possible Board action on the Bibliocommons contract that will include an explanation as to why the staff only extended the contract for 18 months when the Board voted to extend it for up to two to three years at a fixed price.

An explanation on what is going on with the analytics. Chair Ortiz said that explanation will be provided in the next seven days.

Trustee Wadley-Munier said she did not have any items to add to the agenda at this time but she reserved the right to contact Chair Ortiz.

Chair Ortiz said he was going to add two items to the next agenda:

Discussion and possible Board action on whether to give the Acting Executive Director a bonus.

Discussion and possible Board action on whether to add a second Board employee, an internal auditor.

Trustee Wadley-Munier recommended to Trustees that they take a look at the current Public Library Association magazine article about future library designs in light of social distancing.

Public Comment (Item XI.)

None.

Executive Session (Item XII.)

Removed from Agenda.

Adjournment (Item XIII.)

Chair Ortiz adjourned the meeting at 8:14 p.m.

Respectfully submitted,

Kelly Benavidez, Secretary

2020 ATTENDANCE

Appendix A

												0	ctobe	er 8, 2	020 R	egula	r Boai	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	September 10 Regular Board Mtg	October 8 Regular Board Mtg
Benavidez	Kelly	A-E	A-E	Р	Р	A-E	Р	Р	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	Р	Р
Francis Drake	Marilyn	Р	Р	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	Р	Р
Meléndrez	José	Р	Р	Р	Р	A-E		Р	Р	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	Р	Р
Wadley-Munier	Robin	Р	Р	Р	Р	A-E	Р	Р	Р	Р	Р	Р	Р	Р	A-E	A-E	Р	Р	Р
Ramaker	Sandra	Р	Р	Р	A-E	Р	Р	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	Р	Р
Rogers	Keith	Р	Р	Р	A-E	Р	Р	Р	Р	Р	Р			A-E	Р	Р	Р	Р	Р

attended Committee meeting but not a member

A-E Excused Absence
A-U Unexcused Absense

as of October 9, 2020



Connecting Employers to a Ready Workforce



Jaime Cruz

Executive Director

Connecting Employers to a Ready Workforce



Agenda

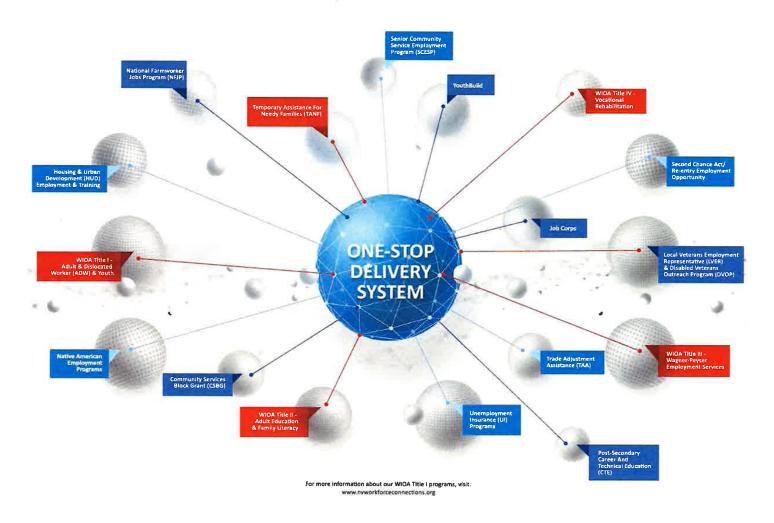
- 1. Ten minutes
- 2. Our partnership
- 3. Walkthrough of the new center
- 4. Describe the services



In the beginning...

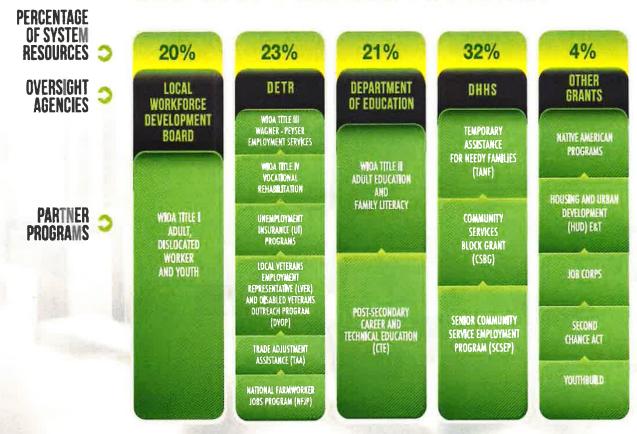








ONE-STOP PARTNER PROGRAMS





workforce CONNECTIONS



nvcareercenter.org/locations







An American **Job**Center of Nevada



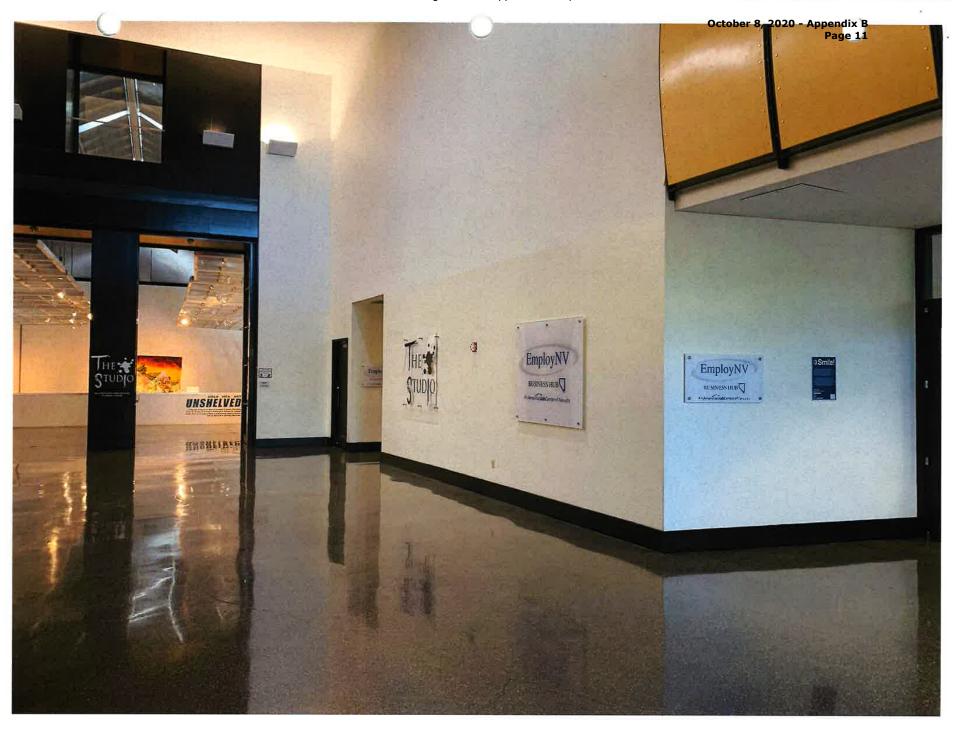
Layoff Aversion Pilot

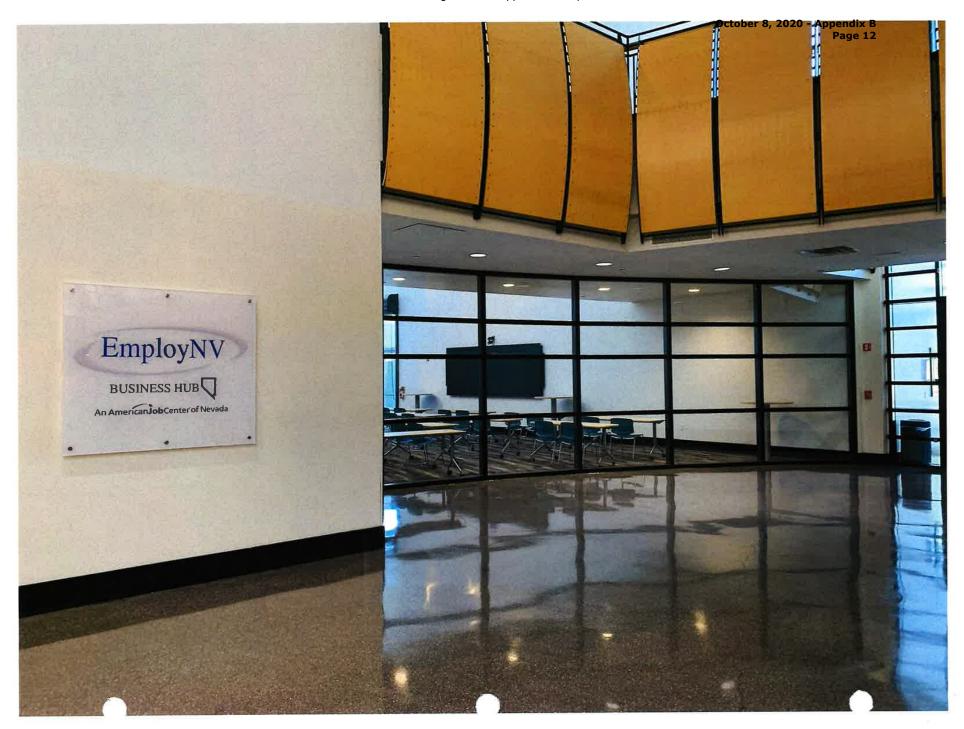
- \$800k
- 88 Employers
- 330 Employees

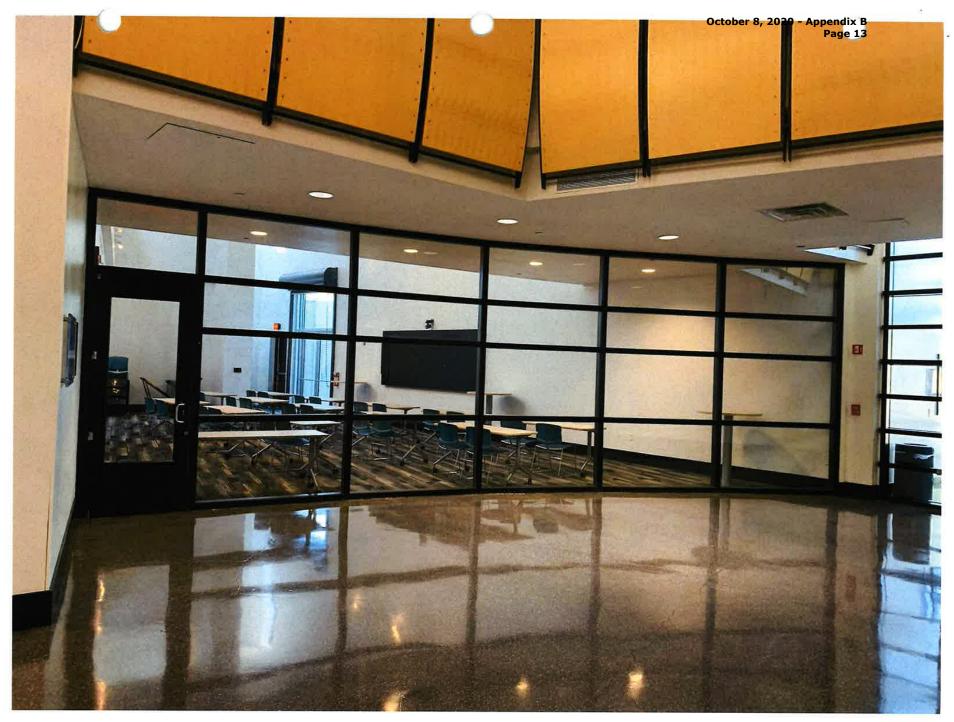


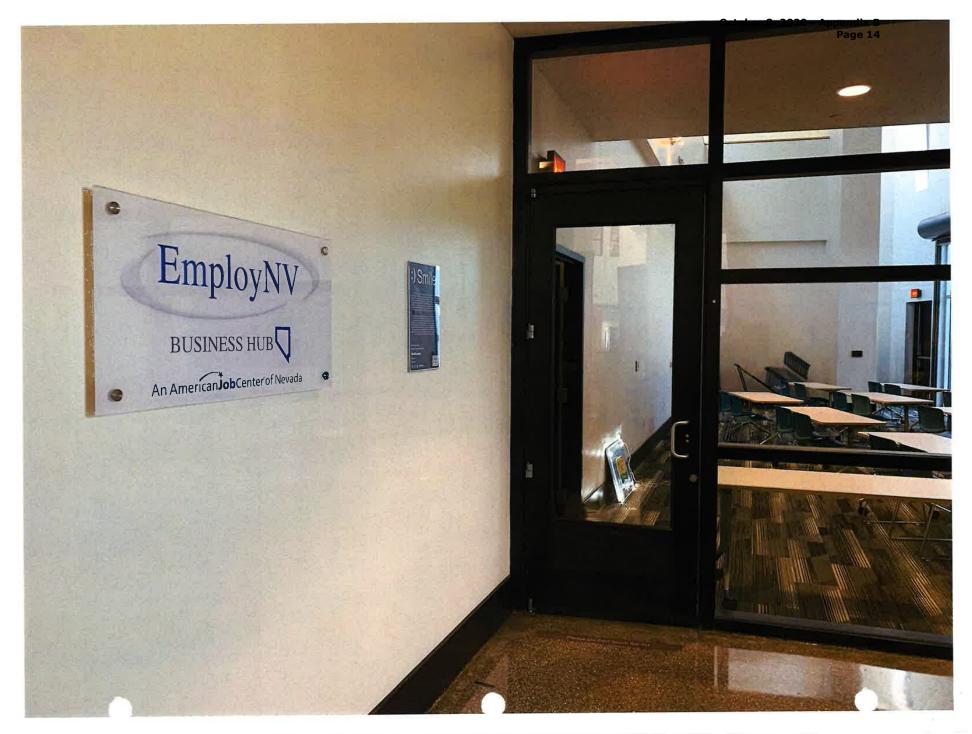
Helping employers hire back

- Recruitment, hiring and training
- Incentives for hiring Nevadans
- Access to capital...and more

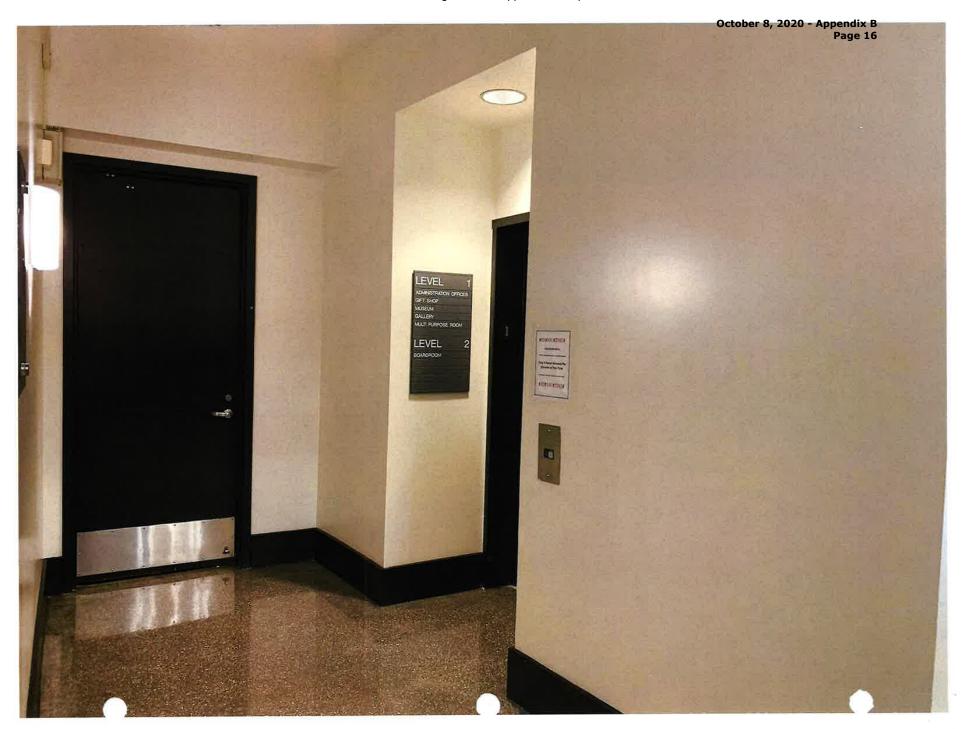




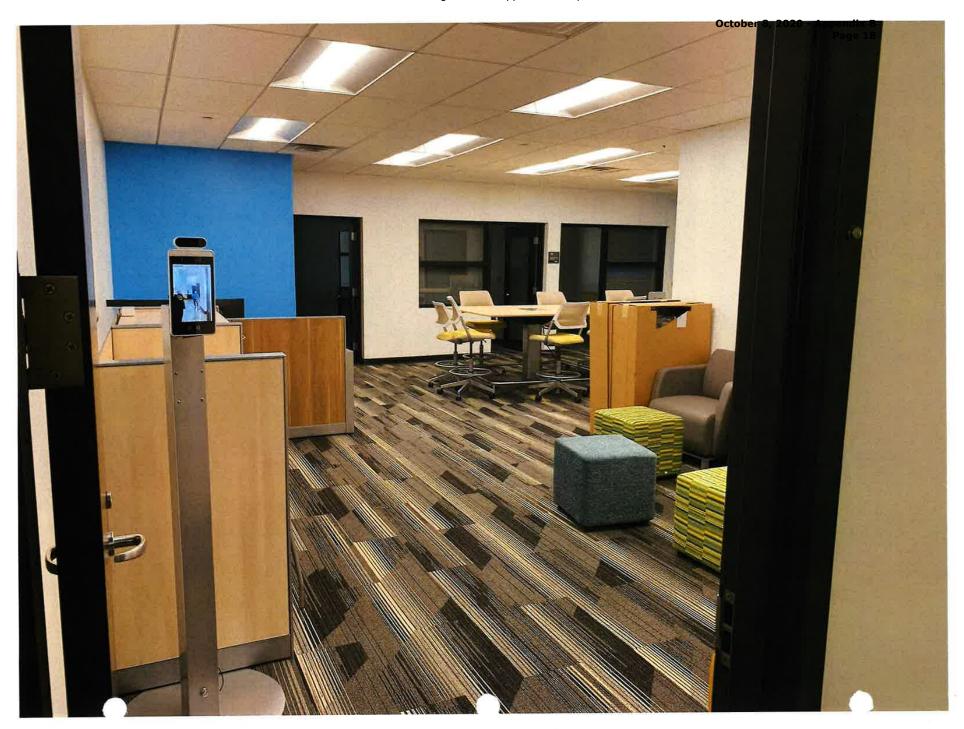


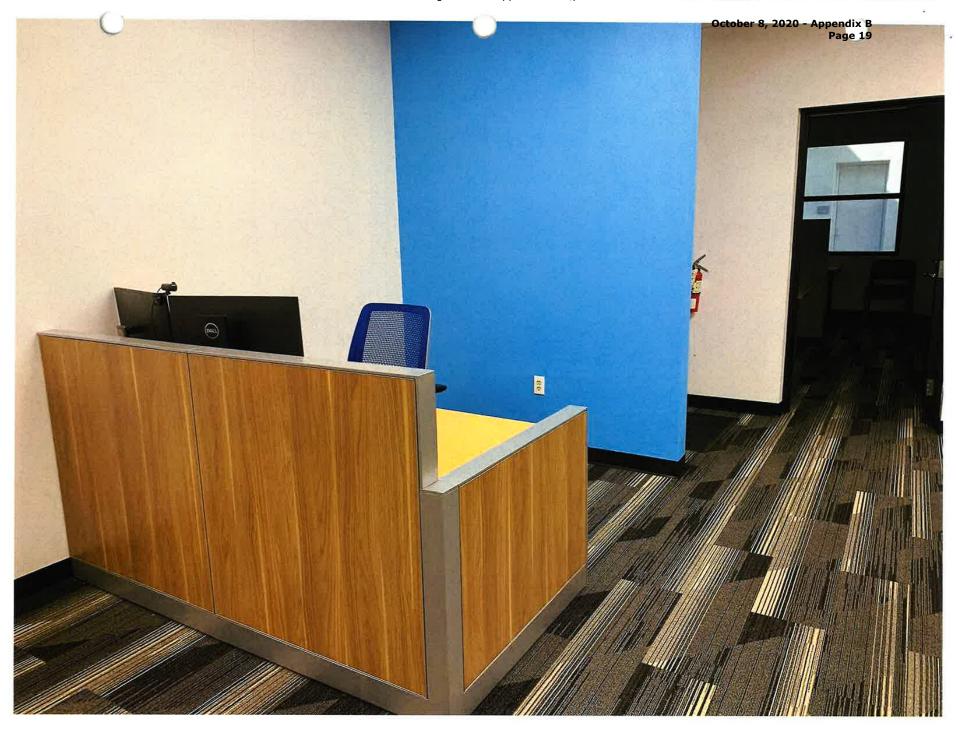




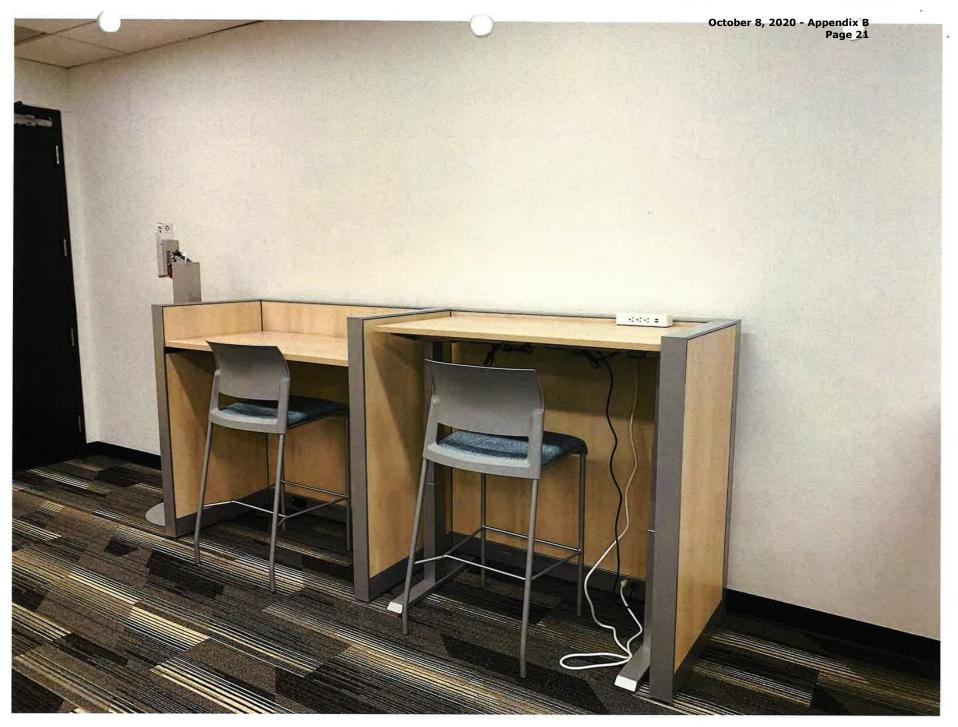


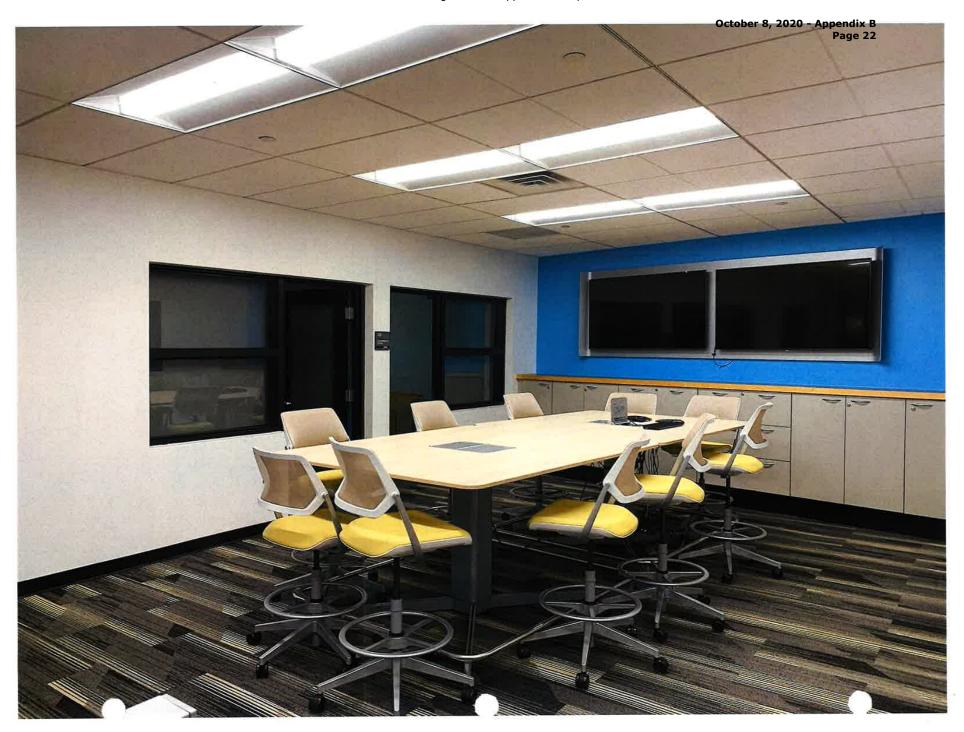


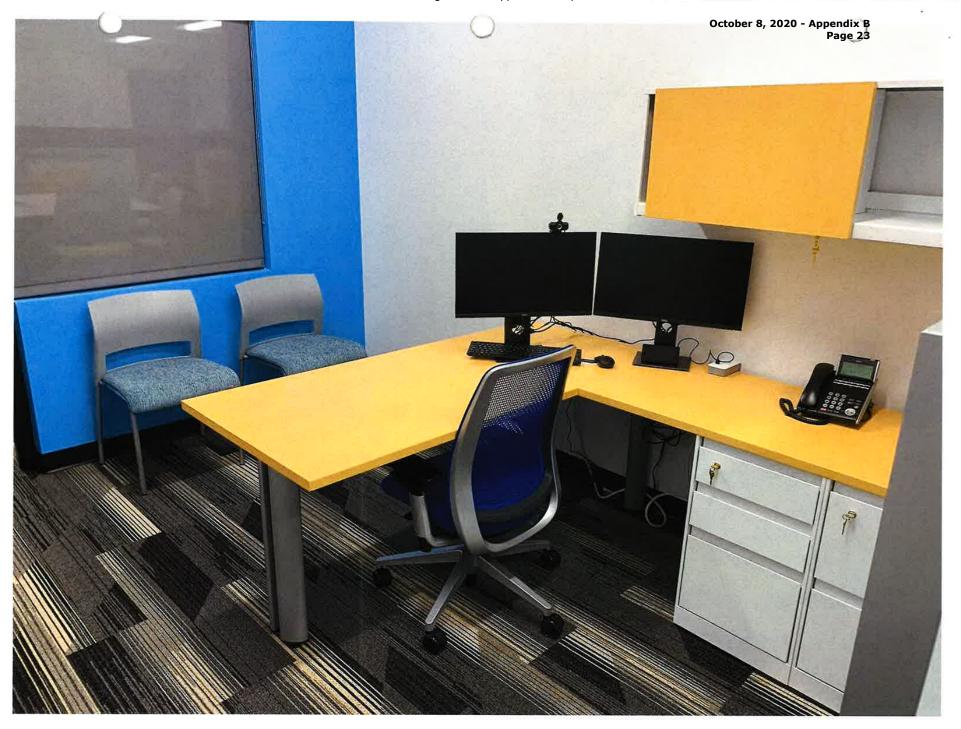


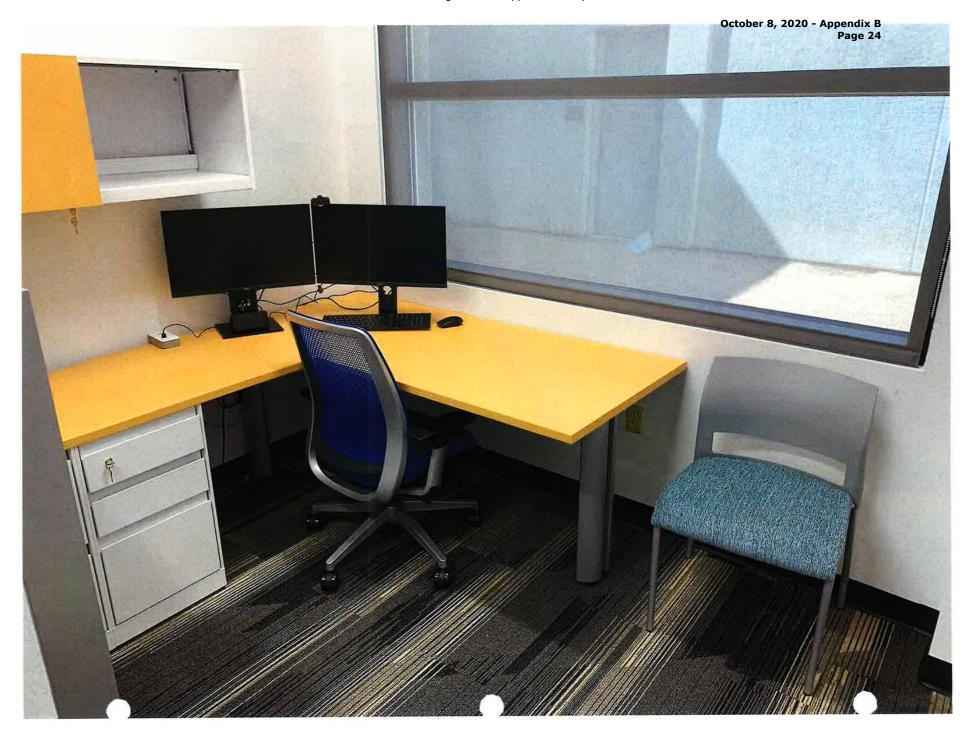






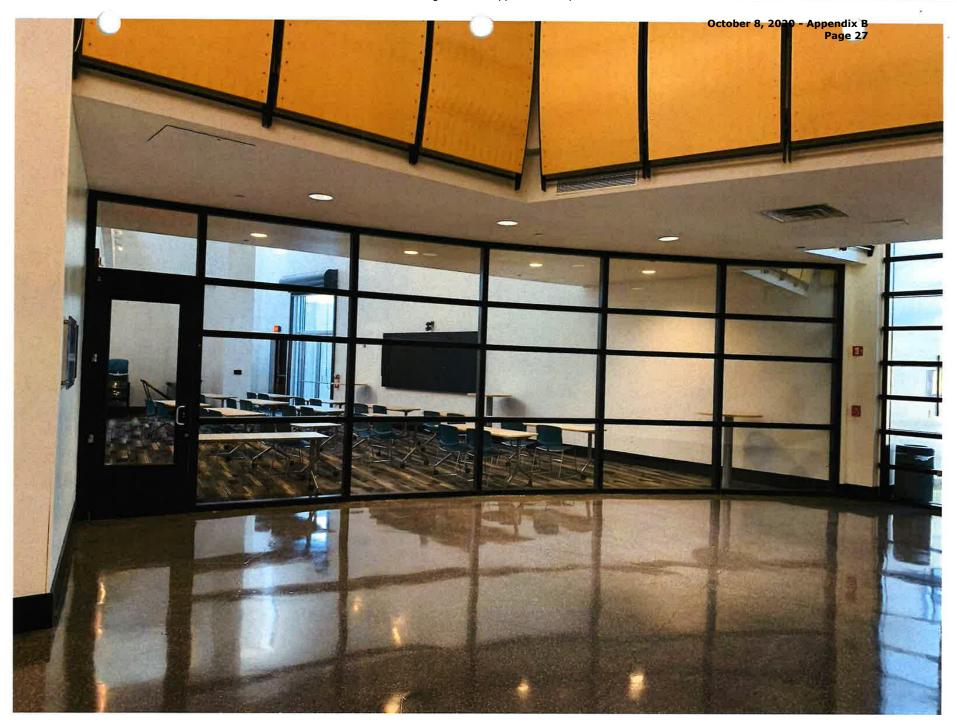




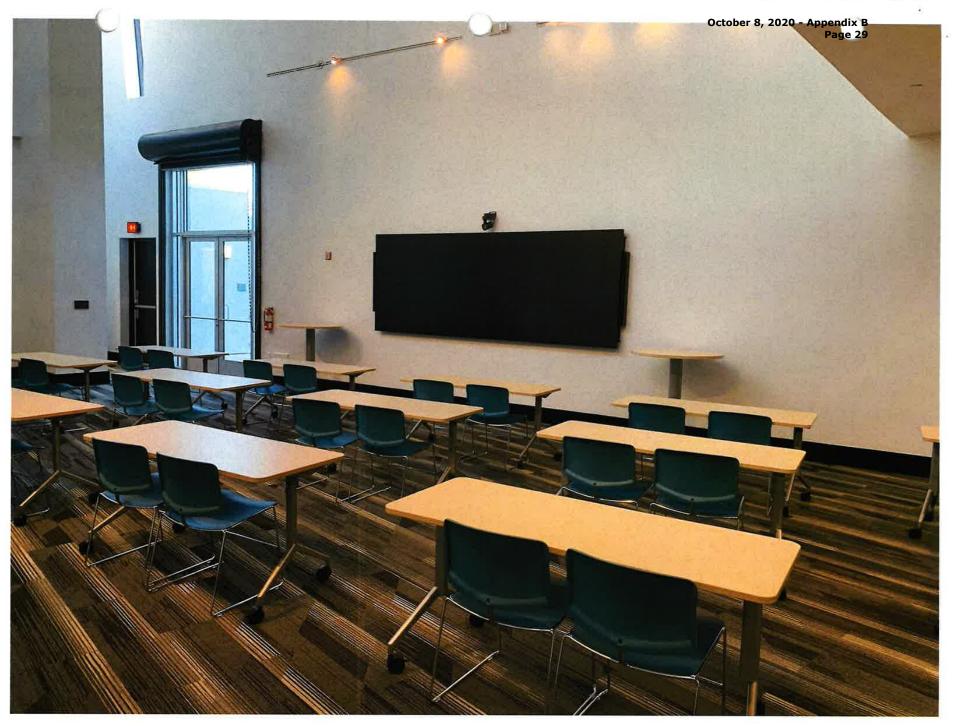


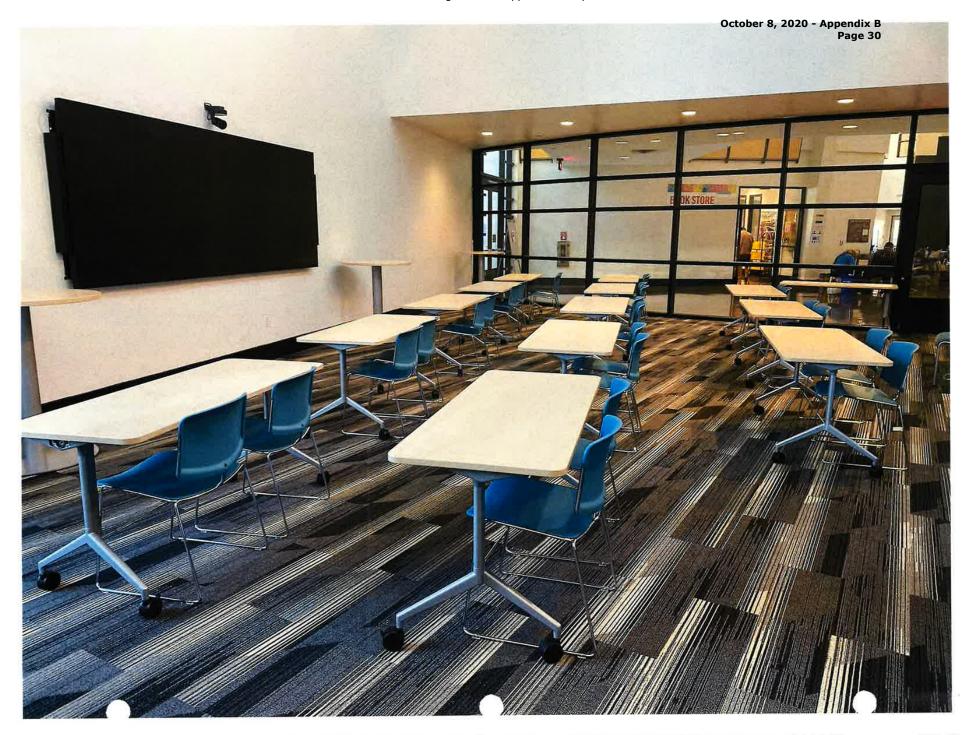


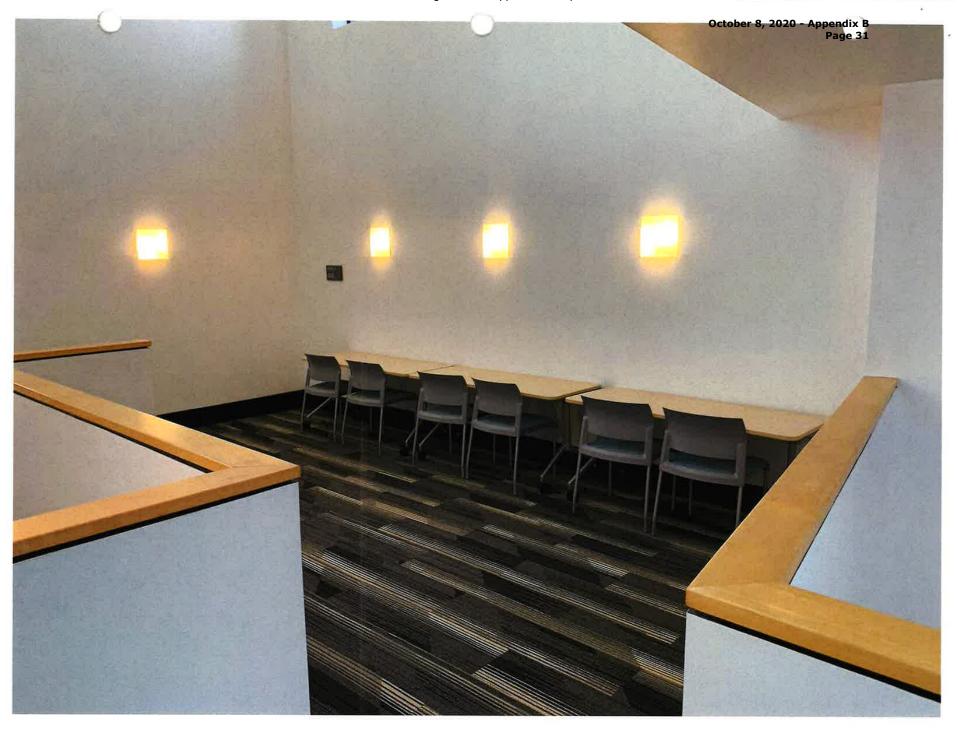


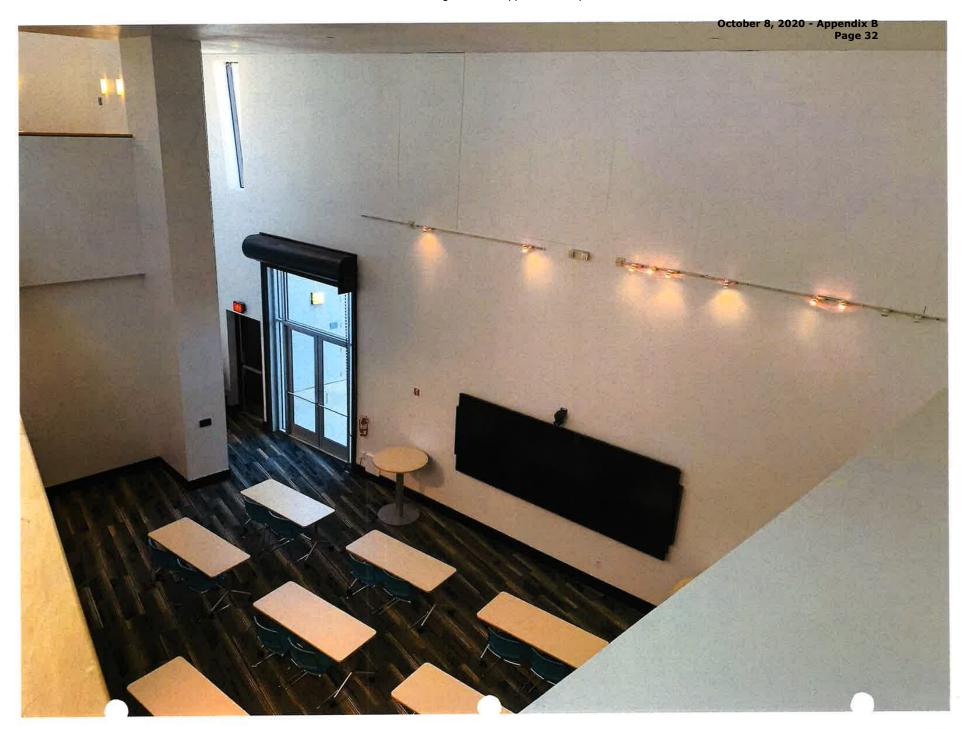


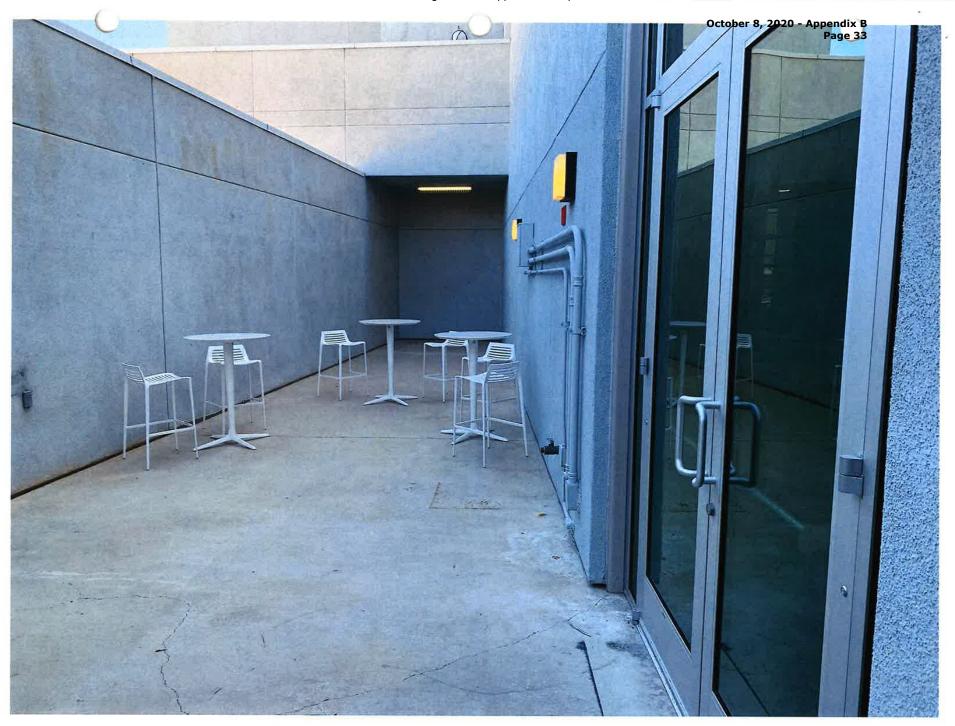




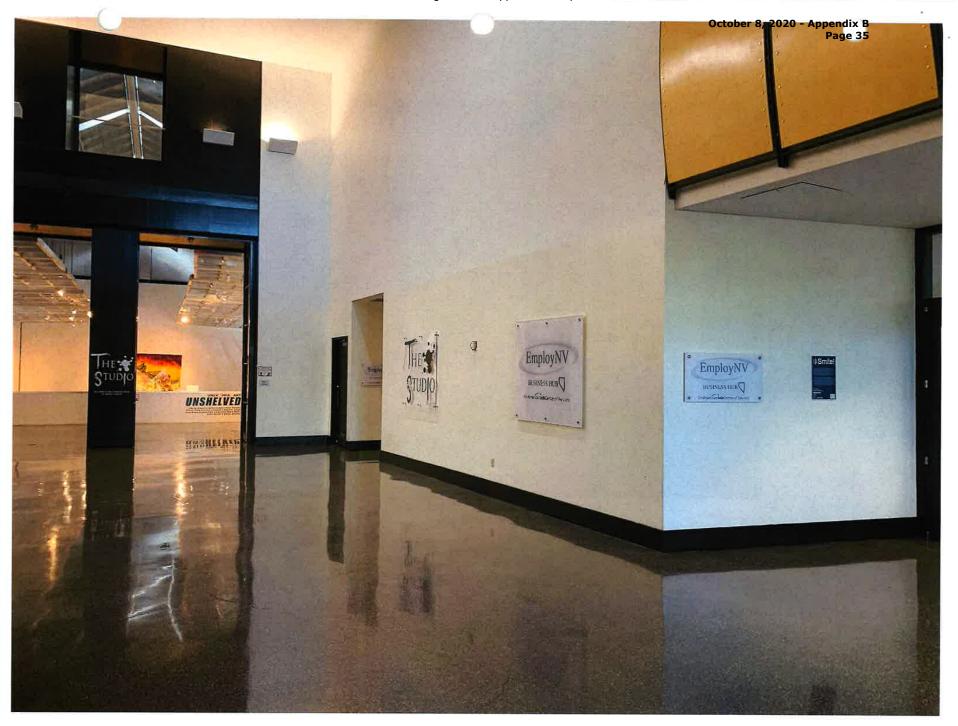














2020 NAWB Laurie Moran Partnership Award





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ITEM VI.A.

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

THE NOVEMBER 12, 2020 BOARD MEETING.

ITEM VI.A.1.a.



MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Leo Segura, Acting Assistant Library Operations Director

DATE: October 29, 2020

SUBJECT: Library Operations Activity Report, November 2020

This report reflects the recent changes in Library Operations organizational structure due to the Voluntary Employment Separation Program (VESP). On October 10, we said farewell to our Regional Library Operations Manager **Carlotta Dickerson**. She is a native Nevadan who began her career with LVCCLD in 1985 as a page. She worked in 8 branches and 6 different departments before becoming the Rainbow Library Branch Manager and then Regional Library Operations Manager. She participated in the VESP after 35 years' service with the Las Vegas-Clark County Library District.

Cherrie DeLaney will assume the role as the Acting Regional Library Operations Manager until a new Library Operations Director is appointed and VESP positions filled. Ms. DeLaney has been with the District for 13 years. She has a Bachelor's of Science Degree in Accounting. Her career began in November 2007 in Financial Services as an Accounting Technician I. In September 2019, she was promoted to Library Operations Support Manager. Previously, Cherrie worked and managed in the casino industry for 16 years.

This report provides an overview of the Library Operations Department and includes project updates, branch activity, and staff highlights from **October 1, 2020 – October 29, 2020**.

LIBRARY OPERATIONS ADMINISTRATION

During the month of October, 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. In total, 32 Library Operations staff separated from their positions.
- Continue to analyze current operations and branch staffing needs.
- Monitored and recorded weekly statistical measures for gate count, circulation, and computer use.

- Participated in Person-in-Charge (PIC) training needs committee led by Human Resources. Training is being developed for select staff to step in during emergencies as backup due to a number of PIC staffing shortages.
- Conducted numerous branch visits to observe customer activity and staff workflow.
- Conducted Youth Services Department Head job interviews for the Rainbow Library.
- Conducted Outlying Library Assistant job interviews for the Mount Charleston Library.
- Conducted District-Wide Multiservices Librarian job interviews for Library.
 Operations and West Las Vegas Library.
- Conducted monthly Branch Managers meetings via WebEx.
- Worked with Human Resources Director **Jeff Serpico** and Human Resources manager London Porter to review Circulation Department Head Qualifications.
- Participated in Labor Relations meeting with Human Resources and Teamsters Local 14.
- Worked closely with Digital Content Manager Ryan Simoneau and Senior Project Associate Paula Loop on Technology & Business Services new web page.
- Worked closely with Acting Director Fred James, Acting Assistant Director Danielle Milam, and Human Resources Director Jeff Serpico, on design concepts for Digital Program Production Studio.
- Assisted Human Resources on staff using the District's protocols for responding to confirmed cases of COVID-19 or symptomatic staff.
- Participated in the Communications Technology Team led by Access Services Manager Sufa Anderson.
- Worked closely with Assistant General Services Director John Vino and Safety Manager Nicole Baker to monitor branch safety and security incidents.
- Worked closely with Assistant General Services Director John Vino, Safety Manager Nicole Baker, and Benefits Manager Tricia Pavone on Flu vs COVID.
- Worked closely with **Human Resources** on employee relations matters.
- Stocked and distributed branch PPE including masks, gloves, aprons, and face shields. On a daily basis, staff distributed an average of 5-6 disposable face masks and 4-5 shields to customers.

BRANCH OPERATIONS

In October, all branches continued full operations except the Meadows Library, which is limited due to City of Las Vegas restrictions. This branch offered curbside service Monday through Thursday from 11 a.m. to 5 p.m. Meadows Library staff also worked at the East Las Vegas and West Las Vegas Libraries to cover staff shortages.

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.

Socially Distanced programming is happening across the district. Enterprise Library hosted 3 workshops teaching patrons how to use the branch's circular knitting machines. The fall project, *Knitted Pumpkins*, was the first in the series scheduled through February. Adult Services staff **Stephanie Nahua** and **Natalia Valencia**, partnered with Youth Services staff **Kim McGowan** to teach the basics of using an Addi Knitting Machine by featuring a fun creative craft- knitted pumpkins! The knitted pumpkin project has generated a great deal of interest, staff had to add additional programs to ensure those interested were able to have an opportunity to participate. Staff have garnered a great deal of praise from the pumpkin knitters, who are looking forward to more knitting adventures ahead. Next up, the team will be demonstrating how to knit a winter beanie on the Addi.









Early Voting happened at the Laughlin Library from October 23 through October 25. Branch Manager Tanya Brown-Wirth reported that the line at the beginning of the day was out into the street. Initially, folks had to wait about an hour to get in. Starting around 11:00, the line started to dwindle quickly. At about 11:45, the wait was about thirty minutes from start to finish. By 12:30, there was no line at all. The rest of the day was easy in/easy out. She said that poll workers were going above and beyond for disabled voters. They usually let them go to the front of the line and will personally escort them into the library and that dropping off ballots is a quick process (less than a minute), and the folks in line are mostly waiting for machines.

Branch Manager **Lorinda Soto** at Sahara West Library reported that staff are eager to start work with the Sahara West Library Business Hub, Workforce Connections. They are completing housekeeping on staff and customer safety procedures and protocols, and introducing all their Persons-in-Charge and department heads to the business liaisons.

West Las Vegas Branch Manager **Chantel Clark** shared that the Vegas Strong Academy enrollments at her branch continue to increase and they continue to collaborate with them to provide library programming to the youth participants. Additionally, Kudos to the LVCCLD Foundation for bringing in Engineering for Kids to assist with some of the programs.

Branches continue to support student learning through **Early Hours**. Between September 14 and October 23 we have served 1,310 students, 239 parental units, and loaned out 90 electronic devices.

STAFF UPDATES

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

- Medical Leave/Medical Exemption (23)
- Resignations/Vacancies (62)
- Worker's Compensation (1)
- Voluntary Employment Separation Program (32)

Currently, 25 of 94 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 this month. Best wishes to all for a very happy and healthy retirement!

• **Carlotta Dickerson**, Regional Library Operations Manager with Library Operations.

• Lauren Olson, Library Associate-Outlying Branch at Mount Charleston Library

Other staffing changes include:

- **Melanie Cisneros** was awarded the District Wide Multiservices Librarian position with Library Operations. She previously worked at Sunrise Library. Congratulations Melanie!
- Amiel Bravo was awarded the Library Assistant-Outlying Branch, Laughlin.
 She previously worked as a Scheduling specialist at Sunrise. Congratulations Amiel!

• • •



MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Leo Segura, Acting Assistant Library Operations Director

DATE: October 29, 2020

SUBJECT: Security Report, November 2020

This report provides information regarding security and/or safety-related incidents that occurred in District branches from **September 1, 2020 – September 30, 2020**.

In September, there were **55** incidents, which is a **21% decrease** from the prior year of 70 incidents. During this period, the District recorded **287,145** in-person visits. **This ratio is one incident for every 5,221 visits**.

The Clark County Library experienced the highest number of incidents, in which the branch recorded 23 incidents. The remaining branches reported between 0-8 incidents.

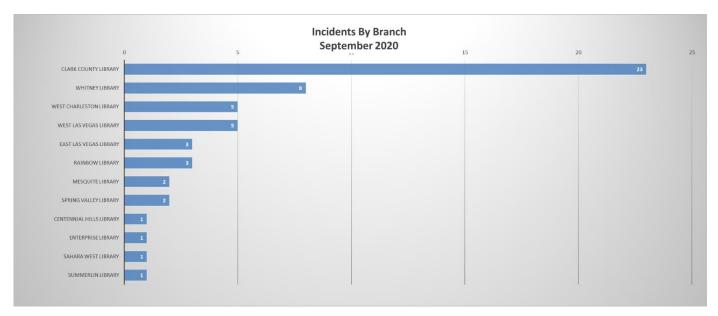
District branches encountered the following types of incidents this month:

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

Of the above incident types, staff handled **34** patron disturbances, which accounts for the majority of incident types at 62%. **This ratio is one disturbance for every 8,445 visits.**

Trespasses (one year) and bans (less than one year) were issued to 13 patrons. Staff made 8 calls to law enforcement. There were no requests for Safe Place services this month.

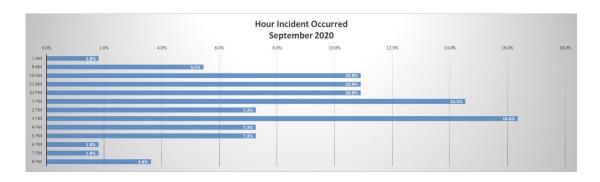
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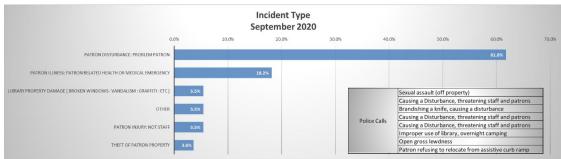
				Incide	ent Reports		Oct-18	Oct-19		
	Branch	Se	p-19	Sep-20	Difference	% Change	to Sep-19	to Sep-20	Difference	% Change
	CENTENNIAL HILLS LIBRARY		1	1	0	0.0%	24	12	-12	-50.0%
	CLARK COUNTY LIBRARY		16	23	7	43.8%	195	167	-28	-14.4%
	EAST LAS VEGAS LIBRARY		7	3	-4	-57.1%	78	32	-46	-59.0%
	ENTERPRISE LIBRARY		11	1	-10	-90.9%	51	29	-22	-43.1%
hes	MEADOWS		0	0	0	0.0%	3	0	-3	-100.0%
anches	RAINBOW LIBRARY		1	3	2	200.0%	33	20	-13	-39.4%
ä	SAHARA WEST LIBRARY		3	1	-2	-66.7%	52	20	-32	-61.5%
Urban	SPRING VALLEY LIBRARY		6	2	-4	-66.7%	42	31	-11	-26.2%
2	SUMMERLIN		2	1	-1	-50.0%	23	8	-15	-65.2%
	SUNRISE LIBRARY		4	0	-4	-100.0%	27	11	-16	-59.3%
	WEST CHARLESTON LIBRARY		5	5	0	0.0%	51	47	-4	-7.8%
	WEST LAS VEGAS LIBRARY		2	5	3	150.0%	57	62	5	8.8%
	WHITNEY LIBRARY		5	8	3	60.0%	130	70	-60	-46.2%
	WINDMILL LIBRARY		1	0	-1	-100.0%	47	29	-18	-38.3%
		Urban Total	64	53	-11	-17.2%	898	538	-360	-40.1%

				Incide	ent Reports		Oct-18	Oct-19		
	Branch		Sep-19	Sep-20	Difference	% Change	to Sep-19	to Sep-20	Difference	% Change
	BLUE DIAMOND		0	0	0	0.0%	0	0	0	0.0%
	BUNKERVILLE		0	0	0	0.0%	0	4	4	100.0%
ches	GOODSPRINGS		0	0	0	0.0%	0	0	0	0.0%
	INDIAN SPRINGS		0	0	0	0.0%	1	1	0	0.0%
Bra	LAUGHLIN LIBRARY		0	0	0	0.0%	10	7	-3	-30.0%
50	MESQUITE LIBRARY		5	2	-3	-60.0%	37	19	-18	-48.6%
Outlyi	MOAPA TOWN		0	0	0	0.0%	0	2	2	100.0%
on	MOAPA VALLEY		0	0	0	0.0%	0	1	1	100.0%
	MT CHARLESTON		1	0	-1	-100.0%	2	0	-2	-100.0%
	SANDY VALLEY LIBRARY		0	0	0	0.0%	1	0	-1	-100.0%
	SEARCHLIGHT		0	0	0	0.0%	0	0	0	0.0%
		Outlying Total	6	2	-4	-66.7%	51	34	-17	-33.3%
		Grand Total	70	55	-15	-21.4%	949	572	-377	-39.7%

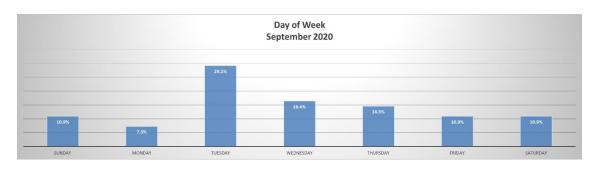
Hour Incident Occurred	Total	%
7 AM	1	1.8%
9 AM	3	5.5%
10 AM	6	10.9%
11 AM	6	10.9%
12 PM	6	10.9%
1 PM	8	14.5%
2 PM	4	7.3%
3 PM	9	16.4%
4 PM	4	7.3%
5 PM	4	7.3%
6 PM	1	1.8%
7 PM	1	1.8%
8 PM	2	3.6%
Grand Total	55	100.0%

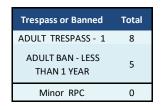


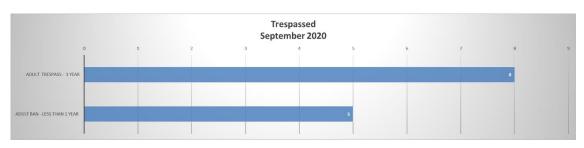
Incident Type	Total	%
PATRON DISTURBANCE: PROBLEM PATRON	34	61.8%
PATRON PATRON III NESS: PATRON RELATED		
HEALTH OR MEDICAL EMERGENCY	10	18.2%
LIBRARY PROPERTY DAMAGE [BROKEN		
WINDOWS : VANDALISM : GRAFFITI :	3	5.5%
ETC]		
OTHER	3	5.5%
PATRON INJURY: NOT STAFF	3	5.5%
THEFT OF PATRON PROPERTY	2	3.6%
Grand Total	55	100.0%
Police Called	8	



Day of Week	Total	%
Sunday	6	10.9%
Monday	4	7.3%
Tuesday	16	29.1%
Wednesday	9	16.4%
Thursday	8	14.5%
Friday	6	10.9%
Saturday	6	10.9%
Grand Total	55	100.0%







Monthly Statistics Year over Year September 2019/ September 2020*

		Circulation			2019	2020				Gate	count		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	51,492	36,231	-15,261	-30%	163,188	106,319	-56,869	-35%	33,035	18,740	-14,295	-43%	103,835		-45,448	-44%
	Clark County	40,653	23,578	-17,075	-42%	126,061	68,273	-57,788	-46%	47,231	24,415	-22,816	-48%	142,239	68,427	-73,812	-52%
	Enterprise	34,529	22,900	-11,629	-34%	105,384	67,996	-37,388	-35%	27,818	17,317	-10,501	-38%	84,268	52,237	-32,031	-38%
	East Las Vegas	31,908	16,678	-15,230	-48%	101,707	49,145	-52,562	-52%	39,549	32,694	-6,855	-17%	116,580		-36,889	-32%
es	Meadows	2,857	270	-2,587	-91%	8,059	816	-7,243	-90%	3,303	12	-3,291	-100%	9,550		-,	-100%
5	Rainbow	43,346	27,411	-15,935	-37%	133,846	82,299	-51,547	-39%	38,906	23,853	-15,053	-39%	111,857	47,471	-64,386	-58%
Bran	Sahara West	59,385	38,724	-20,661	-35%	184,510	116,406	-68,104	-37%	47,026	21,911	-25,115	-53%	144,615		-80,931	-56%
Ŗ	Spring Valley	33,708	21,508	-12,200	-36%	104,303	63,588	-40,715	-39%	38,218	17,813	-20,405	-53%	106,104	50,770	-55,334	-52%
Ę	Summerlin	32,266	21,384	-10,882	-34%	100,926	66,279	-34,647	-34%	47,026	12,899	-34,127	-73%	97,871	37,217	-60,654	-62%
Urban	Sunrise	36,204	19,785	-16,419	-45%	112,472	60,810	-51,662	-46%	28,070	12,819	-15,251	-54%	83,987	35,524	-48,463	-58%
⋾	West Charleston	31,623	17,914	-13,709	-43%	99,499	56,040	-43,459	-44%	30,412	13,936	-16,476	-54%	86,502	43,836	-42,666	-49%
	West Las Vegas	14,082	6,107	-7,975	-57%	43,934	19,727	-24,207	-55%	30,306	14,449	-15,857	-52%	77,227	41,159	-36,068	-47%
	Whitney	34,760	22,779	-11,981	-34%	108,770	66,177	-42,593	-39%	52,842	32,772	-20,070	-38%	160,212	91,984	-68,228	-43%
	Windmill	57,090	37,629	-19,461	-34%	171,769		-58,526	-34%	33,531	18,545	-14,986	-45%	105,899			-39%
	Urban Totals	503,903	312,898	-191,005	-38%	1,564,428	937,118	-627,310	-40%	497,273	262,175	-235,098	-47%	1,430,746	734,743	-696,003	-49%
	Blue Diamond	265	114	-151	-57%	844	526	-318	-38%	521	367	-154	-30%	1,793	1,166	-627	-35%
	Bunkerville	485	485	0	0%	1,656	1,882	226	14%	782	1,128	346	44%	1,997	2,135	138	7%
eS	Goodsprings	1,371	1,105	-266	-19%	3,726	, -	-945	-25%	454	293	-161	-35%	1,445	,	128	9%
anch	Indian Springs	1,409	733	-676	-48%	4,299		-1,841	-43%	2,388	200	-2,188	-92%	8,523	1,855	-6,668	-78%
an	Laughlin	11,382	6,118	-5,264	-46%	34,891	16,582	-18,309	-52%	7,705	3,876	-3,829	-50%	23,349	11,358	-11,991	-51%
Ŗ	Mesquite	10,941	9,352	-1,589	-15%	36,481	26,238	-10,243	-28%	17,078	9,011	-8,067	-47%	49,814	29,005	-20,809	-42%
Б	Moapa Town	455	472	17	4%	2,058	984	-1,074	-52%	470	397	-73	-16%	1,807	1,260	-547	-30%
Ξ	Moapa Valley	6,154	4,485	-1,669	-27%	19,846	12,571	-7,275	-37%	3,774	7,578	3,804	101%	24,413	21,602	-2,811	-12%
Outlying	Mt. Charleston	528	591	63	12%	1,568	1,607	39	2%	1,225	633	-592	-48%	2,976		-1,084	-36%
0	Sandy Valley	1,594	1,081	-513	-32%	6,248	3,278	-2,970	-48%	1,185	779	-406	-34%	4,241	1,880	-2,361	-56%
	Searchlight	561	579	18	3%	1,901	1,653	-248	-13%	1,422	708	-714	-50%	3,436			-54%
	Outlying Totals	35,145	25,115	-10,030	-29%	113,518	70,560	-42,958	-38%	37,004	24,970	-12,034	-33%	123,794	75,320	-48,474	-39%
	Distribution Center	0	0	0	N/A	0		0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	ILL	353	303	-50	-14%	1,085	964	-121	-11%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ι.	Metro	2,288	0	-2,288	-100%	6,863	0	-6,863	-100%	79	0	-79	-100%	241	0		-100%
Misc.	Outreach	4,876	2,348	-2,528	-52%	16,498	7,727	-8,771	-53%	N/A	N/A	N/A	N/A	N/A			N/A
Ξ	eMedia	243,813	266,514	22,701	9%	725,209	819,019	93,810	13%	N/A	N/A	N/A	N/A	N/A		N/A	N/A
	Online Renewals	214,003	152,158	-61,845	-29%	650,831	466,445	-184,386	-28%	N/A	N/A	N/A	N/A	N/A		N/A	N/A
	Misc. Totals	465,333	421,323	-44,010	-9%	1,400,486	1,294,155	-106,331	-8%	79	0	-79	-100%	241	0	-241	-100%
	Grand Totals	1,004,381	759,336	-245,045	-24%	3,078,432	2,301,833	-776,599	-25%	534,356	287,145	-247,211	-46%	1,554,781	810,063	-744,718	-48%

*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 September 2019/ September 2020*

		New Library Card				2019	2020			P	C Internet	Sessions		2019	2020		
	Library	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%	2019	2020	Difference	%	Year to Date	Year to Date	Difference	%
	Centennial Hills	534	308	-226	-42%	1,661	983	-678	-41%	5,039	1,928	-3,111	-62%	14,894	5,777	-9,117	-61%
	Clark County	696	399	-297	-43%	2,285	1,086	-1,199	-52%	8,373	5,321	-3,052	-36%	25,441	16,264	-9,177	-36%
	Enterprise	464	230	-234	-50%	1,338	719	-619	-46%	3,140	1,996	-1,144	-36%	9,322	5,828	-3,494	-37%
	East Las Vegas	838	404	-434	-52%	2,614	1,036	-1,578	-60%	8,213	3,708	-4,505	-55%	25,467	11,254	-14,213	-56%
Se	Meadows	49	8	-41	-84%	157	13	-144	-92%	428	0	-428	-100%	1,217	0	-1,217	-100%
Š	Rainbow	560	429	-131	-23%	1,693	938	-755	-45%	4,272	2,691	-1,581	-37%	13,545	7,779	-5,766	-43%
Branches	Sahara West	963	1060	97	10%	2,279	2,019	-260	-11%	4,868	3,007	-1,861	-38%	14,823	8,905	-5,918	-40%
	Spring Valley	346	182	-164	-47%	1,301	920	-381	-29%	6,129	3,968	-2,161	-35%	19,778	11,070	-8,708	-44%
⊑	Summerlin	386	116	-270	-70%	1,099	508	-591	-54%	2,151	844	-1,307	-61%	6,489	2,497	-3,992	-62%
Urban	Sunrise	792	764	-28	-4%	1,757	1,195	-562	-32%	5,247	2,111	-3,136	-60%	16,049	5,860	-10,189	-63%
j	West Charleston	429	158	-271	-63%	1,315	519	-796	-61%	3,849	2,289	-1,560	-41%	11,920	6,605	-5,315	-45%
	West Las Vegas	316	176	-140	-44%	995	557	-438	-44%	5,194	2,377	-2,817	-54%	15,815	7,012	-8,803	-56%
	Whitney	422	256	-166	-39%	1,337	1,378	41	3%	4,393	2,927	-1,466	-33%	13,849	8,486	-5,363	-39%
	Windmill	742	350	-392	-53%	2,164	1,019	-1,145	-53%	5,563	2,469	-3,094	-56%	16,301	6,818	-9,483	-58%
	Urban Totals	7,537	4,840	-2,697	-36%	21,995	12,890	-9,105	-41%	66,859	35,636	-31,223	-47%	204,910	104,155	-100,755	-49%
	Blue Diamond	0	2	2	N/A	3	8	5	167%	19	14	-5	-26%	75	40	-35	-47%
	Bunkerville	0	2	2	N/A	3	15	12	400%	21	20	-1	-5%	49	69	20	41%
SS	Goodsprings	2	1	-1	-50%	8	25	17	213%	16	8	-8	-50%	61	48	-13	-21%
anches	Indian Springs	8	3	-5	-63%	15	12	-3	-20%	216	55	-161	-75%	660	127	-533	-81%
ä	Laughlin	88	36	-52	-59%	252	187	-65	-26%	1,805	859	-946	-52%	5,105	2,438	-2,667	-52%
ם	Mesquite	638	82	-556	-87%	908	307	-601	-66%	2,162	1,014	-1,148	-53%	6,792	2,762	-4,030	-59%
Б	Moapa Town	1	0	-1	-100%	6	6	0	0%	156	42	-114	-73%	359	94	-265	-74%
utlying	Moapa Valley	27	8	-19	-70%	78	43	-35	-45%	428	145	-283	-66%	1,288	419	-869	-67%
풀	Mt. Charleston	1	6	5	500%	6	15	9	150%	26	21	-5	-19%	68	40	-28	-41%
Ō	Sandy Valley	1	3		200%	16	9	-7	-44%	80	41	-39	-49%	272	105	-167	-61%
	Searchlight	1	0	-	-100%	4	6	2	50%	94	8	-86	-91%	226	16	-210	-93%
	Outlying Totals	767	143	-624	-81%	1,299	633	-666	-51%	5,023	2,227	-2,796	-56%	14,955	6,158	-8,797	-59%
	CALL	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	247	21	-226	-91%		53	-669	-93%
	Outreach	263	149	-114	-43%	637	1,161	524	82%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Misc.	Online Registration	695	1,160	465	67%	2,029	3,362	1,333	66%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ξ	WiFi	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	88,405	57,839	-30,566	-35%	258,853	150,872	-107,981	-42%
	Misc. Totals	958	1,309	351	37%	2,666	4,523	1,857	70%	88,652	57,860	-30,792	-35%	259,575	150,925	-108,650	-42%
	Grand Totals	9,262	6,292	-2,970	-32%	25,960	18,046	-7,914	-30%	160,534	95,723	-64,811	-40%	479,440	261,238	-218,202	-46%

ITEM VI.A.2.a.



MEMORANDUM

TO: Mr. Fred James, Acting Executive Director

FROM: Betsy Ward, Branding and Marketing Director

DATE: October 29, 2020

SUBJECT: Branding and Marketing Activity Report, November 2020

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

EMPLOY NV BUSINESS HUB OPENS FOR BUSINESSES

- · Newest location is now open at Sahara West Library
 - To help local small business owners and those looking to start their own business, the new Employ NV Business Hub at Sahara West Library opened its doors to the public on Wednesday, October 21. This is the latest evolution of a groundbreaking partnership between Nevada Workforce Connections, DETR, and the Library District.
 - Branding & Marketing Director Betsy Ward worked with Acting Deputy Director Danielle Milam, Community Engagement Director Matt McNally, Literary Services Manager Jill Hersha, Senior Digital Projects Associate Paula Loop, Graphic Designer Cierra Pedro, & Web Designer Gene Kilchenko, along with NV Workforce Connections Project Coordinator Robbie DeBuff and Kathy Topp from Red 7 Communications to create the content for the Employ NV Business Hub landing page and blog post.
 - Betsy Ward, Paula Loop, Cierra Pedro, and Graphic Designer/Acting Traffic Coordinator Juanita Aiello held an initial brainstorm meeting with Robbie DeBuff and Kathy Topp, to discuss the logistics, theme, signage locations, collateral materials, English/Spanish needs, media photo opps and talking points, logos needed for other partners, etc. Betsy suggested the theme "Open For Businesses," which was agreed upon by the group.
 - Betsy Ward worked with Cierra Pedro to create a brand look and color scheme for the new Employ NV location. They also worked with Assistant General Services Director John Vino to design, plan, and install interior & exterior banners and signage.

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- Betsy Ward worked with Paula Loop and Web Designer Gene Kilchenko to create an Employ NV Business Hub landing page to show the location, hours of operation, and provided services. View it here: https://lvccld.org/businesshub/
- Betsy Ward, Cierra Pedro, Paula Loop, and Digital Content Manager Ryan Simoneau worked with the Library District's new Spanish language translator on a range of needs for the Employ NV project. Paula worked with the translator to get the Employ NV blog post translated and added to the Español audience browse page utilizing Cierra Pedro's graphics. View it here: https://lvccld.org/blogs/post/employnv_espanol/
- Paula Loop and Ryan Simoneau created Employ NV content cards for the different audience browse pages on the website, including Español, to ensure that this new initiative received visibility in the Latinx community. Paula and Ryan also scheduled social media posts across the Library District's platforms, which linked back to the Employ NV Business Hub blog post. View it
- here: https://lvccld.org/blogs/post/employ-nv-business-hub/
- Paula Loop updated the Employ NV brand graphics to the website hero banner.
- Cierra Pedro organized a photoshoot of the Employ NV interior, and recruited volunteer models with the help of [retired] Library Operations Director Jenn
 Schember, Acting Library Operations Director Leo Segura, and [retired] Regional

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Library Operations Manager Carlotta Dickerson. Volunteer models included Paula Loop, Computer Center Department Head John Culliver, Youth Services Department Head Valerie Warren, Clark County Library Assistant Branch Manager Michael Marstellar, and Accounting Technician II Mayumi Kramer. Cierra edited the images and shared with Kathy Topp to create a slideshow that was featured onscreen during the grand opening.

- Cierra Pedro also created the grand opening digital invitation, which was sent out by Danielle Milam, Matt McNally, Development Officer Sherry Walker, Robbie DeBuff and Kathy Topp to VIPs, and partners of the Library District and Workforce Connections.
- For the virtual grand-opening on Wednesday, October 21, Gene Kilchenko created a dramatic confetti digital graphic, which appeared behind the live ribbon-cutting ceremony as a visual effect for the media. The ribbon-cutting was handled by Library District Acting Executive Director Fred James, Board of Trustees Chair Felipe A. Ortiz, and Nevada Workforce Connections Executive Director Jaime Cruz.
- **Cierra Pedro** filmed video footage during the grand opening and will create a video recap. **Paula Loop** took photos and provided real-time social media coverage of the event on the Library District's Instagram page.
- Two new Employ NV customers stopped by during the grand opening to sign-up for free consultation appointments. They learned about the event through the Library District's new digital Library Highlights eBlast, which went out on Thursday, October 15.
- Earned media coverage from the grand opening was featured on:
 - KLAS Channel 8
 - KSNV News 3
 - KVCW Wake Up With The CW
 - KTNV Action News
 - KVVU FOX5
 - Telemundo
- This coverage can be viewed on the Media Coverage page of the website: https://legacy.lvccld.org/media/coverage



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NEW BUSINESS & CAREER SUCCESS WEB PAGE

- The Library District provides FREE training, resources, career guidance & small business support
 - Gene Kilchenko created another new website landing page with input from Betsy Ward, Paula Loop, and Cierra Pedro. The page debuted on Tuesday, October 13, as a precursor to the Employ NV Business Hub launch, to spotlight the many career-related services that the Library District offers besides the new business hub. The page provides Southern Nevada residents with a central location on LVCCLD.org to discover how to improve their skills, change careers, start a small business, learn to speak English, build math skills, earn a high school diploma, and much more.



Looking to Improve Your Skills, Change Your Career, or Start a Small Business?

The Library District Provides FREE Training, Resources, Career Guidance & Small Business Support

START WITH OUR IN-BRANCH SERVICES

Adult Learning Program. Whether you're looking to explore a new career, sharpen your computer skills, earn a high school diploma, or learn English, the Library District provides a range of options to help you pursue your goals. <u>Click here to view and print our Learn & Earn flyer (en Españo)</u>.

One-Stop Career Centers. Inside a One-Stop Career Center, you can get help with skills assessment, workforce training and readiness, financial aid, resume writing, interview coaching, connections to local employers, and so much more. Combined with the many career support programs already offered by the Library District, you will receive the career assistance you need, all under one roof.

Employ NV Business Hub. Small business is the driver of our Nevada economy. Whether you want to start or maintain a small business, you will find the career advice, resources, and planning and financial assistance that you need, all available at the Sahara West Library, and



- Betsy Ward worked with Paula Loop, Ryan Simoneau, as well as Head of Collection and Bibliographic Services Rebecca Colbert and Electronic Resources Manager Jocelyn Bates to compile all of the content, services, and online resources.
- Paula Loop updated the website homepage spinner to add the new Business & Career Success graphic. Paula and Ryan created Business & Career Success content cards for the different audience browse pages on the website to ensure that this new initiative received increased visibility. Paula and Ryan also scheduled social media posts across the Library District's platforms, which linked back to the Business & Career success landing page. View it here: https://lvccld.org/business-career-success/
- Gene Kilchenko created a custom landing page to showcase the locations, hours, and services of the Library District's One-Stop Career Centers and new Employ NV Business Hub. View it here: https://lvccld.org/business-career-centers-location/

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- Betsy Ward worked with Danielle Milam, Sherry Walker, Leo Segura, Cierra Pedro, Jocelyn Bates, Ryan Simoneau, and Paula Loop, to create a double-sided English/Spanish flyer to further promote the District's offerings.
- The digital version of the flyer has clickable interactive links and is also printable for use as a handout.



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 Betsy Ward and Cierra Pedro collaborated with Matt McNally and Jill Hersha to create a Learn & Earn flyer, targeted to Jill's lower-literacy customers in the Adult Learning Program, who are seeking self-improvement. This flyer is also available in Spanish, and is interactive and printable from the website.

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NEW, INCLUSIVE EMPLOYEE EMAIL SIGNATURE LINES

Human Resources Director Jeff Serpico brought forward the idea of providing Library
District employees with the option of featuring their preferred pronouns in their signature
lines, which is something that recognizes our LGBTQ+ friends. Gene Kilchenko worked
with Information Technology Director Al Prendergast and Assistant Information
Technology Director Ron Melnar to add this extra space to the employee signature line and
Jeff sent out a District-wide announcement that this option was launching on October 15.

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Jeffrey P Serpico
Pronouns - He/Him/His
Human Resources Director
Library District Administrative Offices
7060 W. Windmill Ln.
Las Vegas, NV 89113
serpicojp@lvccld.org
Work: (702) 507-6241



- New annual month-long initiative replaces Teen Read Week & Teen Tech Week
 - Youth Services Manager **Shana Harrington** met with **Paula Loop** to discuss promotions around YALSA's new Teen October initiative to celebrate teen services in libraries. Throughout October, libraries will host one or more in-branch programs or Take & Make Kits weekly. Each program focuses on creativity, STEAM, diversity, school success, and helping teens navigate the current world climate in a healthy way.
 - To support this exciting new Youth Services initiative, Betsy Ward worked with Cierra Pedro to create a distinctive brand graphic.
 - Paula Loop worked with Shana Harrington and Youth Services Specialist Melissa Ramos to compile content for a Teen October blog post on the website, which spotlighted all of the featured events and programs. Youth Services staff compiled staff lists and entered their Teen October events into BiblioEvents on LVCCLD.org. These were also featured in the blog post.
 - The blog went live on Friday, October 2 and can be viewed it here: https://lvccld.org/blogs/post/celebrate-teen-october/
 - Paula Loop scheduled social media posts across the Library District's pages throughout the month that included the designated hashtag #TeenOctober.

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Celebrate Teen October

by Paula October 2, 2020



A Month-Long Celebration For Teens!

We love teens, so we are creating a special month just for them! We're calling it TEEN October, and we're folding Teen Read Week and Teen Tech Week (which used to happen in March) into one big month-long lollapalooza for teens! Here's what you can look forward to and did we mention that everything is FREE!?

- Our libraries will host one or more in-branch programs or Take and Make Kits weekly.
- Each program will focus on creativity, STEAM, diversity, school success, and helping teens navigate the current world climate in a healthy way.
- All programs will be super safe, following current state restrictions on large events, social-distancing guidelines, and masks will be required for entry.

TEEN October will definitely grow in the years to come. We anticipate hosting more large events throughout the month of October, which will we model after our other long-running, wildly popular events like Teen Anime Fest and Comic Book Festival.

Teen October Events

Here's just a sample! For more click here.

Teen 'Tober: Taco Earbud Holder - October 10 all day at Spring Valley Library



<u>Teen Take & Make: Create Your Own Comic</u> - October 13 all day at Centennial Hills Library

DIGITAL LIBRARY HIGHLIGHTS LAUNCHES

- New format lets library cardholders enjoy their favorite Library Highlights articles online
 - Library Highlights magazine is a long-standing tradition with Library District customers and the public at large. Before the pandemic required the printed version of Library Highlights to cease publication, BAM produced 72,000 each quarter, which were distributed through branches and newsstands at grocery stores, restaurants and select doctor and dentist offices across the valley, and combined with KNPR's Desert Companion mailing.
 - To keep the Highlights brand alive, BAM has reintroduced it this quarter in a new digital format, driving customers to LVCCLD.org.
 - Betsy Ward worked with Juanita Aiello to design the new digital Library
 Highlights. Featured events were compiled by Programming and Venues Manager
 Ryan Neely, Performing Arts Center Coordinator Suzanne Scott, Performing Arts
 Center Coordinator Diondra, and Gallery Services Coordinator Darren Johnson.
 - A featured article about Employ NV Business Hub was written by Kathy Topp from Red 7 Communications; the ever-popular "Literally." column was written by Rebecca

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Colbert, the TEENOctober article was written by **Betsy Ward**, and the Library District Foundation's "Live Tutoring is Back" article was written by **Sherry Walker**.

- The fall edition was emailed to over 300,000 cardholders on Thursday, October 15.
- The eBlast had a 23% open rate and over 3.3K clicks generated.
- The blog post covering the Employ NV Business Hub grand opening received 514 click-throughs to the website.
- The link to the annual BANFF Film Fest at Clark County Library received 268 clicks to the BiblioEvents listing.
- The upcoming Create a Holiday Plantable Ornament with Garden Farms received 267 clicks to the BiblioEvents listing.
- Paula Loop created new blog posts for the website to share these articles:
 - The Library District Welcomes Employ NV Business
 Hub: https://lvccld.org/blogs/post/employ-nv-business-hub/
 - Teen October: https://lvccld.org/blogs/post/celebrate-teen-october/
 - **Literally**: https://lvccld.org/blogs/post/grieving-the-world-we-have-lost-finding-hope-in-what-remains/
 - Teachers in the Libraries: https://lvccld.org/blogs/post/teachers-in-libraries/

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YOUR VOTE MATTERS

- Library District Spotlights Information & Election Day Voting Centers in English/Spanish
 - To encourage residents of Southern Nevada to make their voices heard and vote in the 2020 election, Betsy Ward worked with Paula Loop, Ryan Simoneau, and Leo Segura to compile content for a new blog post that spotlights voter registration, important dates leading up to Election Day on November 3, and the Library District's early voting and Election Day locations.
 - Betsy Ward worked with Juanita Aiello and Paula Loop to create a Your Vote Matters graphic to brand this library initiative.
 - The graphic was translated into Spanish and Gene Kilchenko created a portal page to direct website visitors to their chose language option. View it here: https://lvccld.org/vote2020/



NATIVE AMERICAN HERITAGE MONTH

- New Special Interest Audience Page celebrates National Native American Heritage Month in November
 - The goal of BAM's ongoing development of Special Interest Audience Pages is to encourage learning and conversation across cultures and perspectives, and to spotlight unknown gems in our catalog.
 - To coincide with National Native American Heritage Month, November 1 30, BAM created this insightful page to celebrate this fascinating culture, which plays an important part in Nevada's history.
 - Juanita Aiello and Ryan Simoneau worked with Cierra Pedro to create a new header image for the Native American page based on the layout from our wellreceived African American, Asian American/Pacific Islander and Latinx audience

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browse pages. This new page features notable books, movies, & music from Native American authors and artists.

- Ryan Simoneau worked closely with Rebecca Colbert and Jocelyn Bates to develop this wide-ranging page. As with all Special Interest Audience Pages, the Native American page will continued to grow as Native American-themed books, movies, music, and eResources are added to our catalog.
- The Native American page went live on Friday, October 23, and can be viewed at: https://lvccld.org/nativemamerican

Native American Heritage



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 Native 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 library card (in case you don't current have one, sinu up for one here.)

Serving the Native American Community



COVID-19 ACTIVITIES

- Communications During The Pandemic
 - Staff Communications:
 - BAM continues to maintain the Staff Updates page on the website on behalf of the Executive Council members. The page continues to be an expeditious way for staff to access important information and announcements, both from home and at work, during the COVID-19 pandemic. Betsy Ward continues to work with Ryan Simoneau on formatting and uploading the information as it is received. The page can be viewed at: https://lvccld.org/staffupdates
 - Many thanks to all staff who provided feedback to the Communications
 Team's recent survey on how to improve the Staff Updates page. Ryan
 Simoneau is working closely with Leo Segura to incorporate those
 suggestions.
 - Juanita Aiello worked with Betsy Ward and Matt McNally to create large COVID-19 "Temperature Screening" signage in English and Spanish, to help assist the staff in checking all customers' health status before allowing them to enter an event space.

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The Staff Updates page first went live on Thursday, March 19, and continues to enjoy growth month over month. Through October 22, the page has received 30,672 Unique Page Views, an increase of 2% over the previous month. Library staff have stayed on this page for an average Dwell Time of over four minutes.

Public Communications:

Paula Loop continues to share new COVID-19 information on 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 September 15, this blog post has compiled 19,962 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: <u>lvccld.org/blogs/post/library-districts-response-to-the-coronavirus-covid-19/</u>

VEGAS GOLDEN KNIGHTS PARTNERSHIP

- VGK Bookmarks & Chance's Chat have continued to be popular at our branches and on our website. With the 2020 NHL season now over, the Golden Knights have shuffled their team roster during the player free agency period. Library District branches will continue to offer the three remaining VGK player bookmarks, featuring Deryk Engelland, Alex Tuch, and Jonathan Marchessault.
- The team will take an extended break ahead of the 2020-2021 NHL season kickoff, which is tentatively set to begin in early January 2021. The bookmarks will remain available through the year as these three players remain on the VGK roster.
- Chance's Chat can be viewed at: https://legacy.lvccld.org/vgk/

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 October 22):
 - Our click through rate (CTR) is over 19% which is the highest it has been since March and we are now getting twice as many clicks since then.
 - o 64 people successfully applied for a digital eCard right from the ads.
 - 29 people have clicked on our Business & Career Success ads to go to the new landing page.
 - \circ 28 people clicked on our Vegas Strong Academy ads to register for the program.
 - o 12 people found our Vote 2020/Voto 2020 blog posts by clicking on the ads.
 - Newly launched campaigns to help promote the Employ NV Business Hub, Clark County Library Bookstore Reopening, Teen October, and forthcoming Native American audience page.

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PRINT COLLATERAL MATERIALS & SOCIAL MEDIA/WEBSITE ASSETS

- Juanita Aiello, Cierra Pedro, and Gene Kilchenko managed, edited, designed, proofed, obtained approval, printed, and prepared for delivery of print collateral materials and/or digital graphics for the following: Courtesy phone sign, Board meeting signage, Banff Film Festival, Saturday Crafternoon, GSA-Gay-Straight Alliance, COVID Test sites flyer update (for employees), Vancouver International Film Festival DW, A Magician's Tricks to Being "Minimally Exceptional" graphics, Board Meeting Calendar, Updating LVCCLD artwork for EC Boardroom + Districtwide Control Panel monitors
- With additional testing and feedback from the BAM team and Library District staff, **Gene Kilchenko** is in the final stages of fine-tuning his custom Marketing Service Request (MSR) program that will launch soon.

WEBSITE, BACKEND UPDATES & ONGOING INITIATIVES

- Browsing is Back/Library is Open:
 - This webpage continues to evolve to reassure customers that their libraries are open, safe and always there for them! It is so important to keep our customers informed during this challenging time and every member of the BAM team plays a critical role in keeping these pages up-to-date, clear, visually compelling, and informative. Graphics on the current Browsing is Back page are supplied and updated by **Juanita Aiello** and Web Designer **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
 - Cierra Pedro filmed and edited a video for the District YouTube channel, which helped customers understand what to expect from their library experience under pandemic conditions. The video has amassed 2,440 Views. Watch it here: https://youtu.be/keeMQo7fCL4
 - o Through October 22, the Browsing Is Back page has received **10,832 Unique Page Views**, an increase of **8% over the previous month**. Customers have stayed on this page for an **average Dwell Time** of **nearly two minutes**.
 - o The updated Library Locations, Hours & Curbside Availability link (which added numerous outlying branches that previously did not offer this service) has received 4,702 Unique Page Views through October 22, an increase of 9% 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/
- Limitless Learning at The Library District:

As part of the redirected focus on student support, the Limitless Learning page promotes the District's many free services and online resources for students in grades K-College.

- The Limitless Learning page can be viewed here https://lvccld.org/limitless-learning/.
- Through October 22, the Limitless page has received 1,298 Unique Page Views.
 Customers have stayed on this page for an average Dwell Time of over two minutes.
- The Special Services link (which added the branches offering early hours for students) has received **3,633 Unique Page Views** through October 22. Customers have stayed on this page for an **average Dwell Time of over two minutes**. View it here: https://lvccld.org/special-services/
- Paula Loop and Ryan Simoneau continue to schedule social media posts across the Library District's platforms, which link back to the Limitless Learning page.

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• Special Interest Audience Pages:

- o African American Web Page
 - The Library District continues to spotlight public support against racial injustice through this new audience page. Ryan Simoneau and Paula Loop continue to work with the Library District's Website Content Committee of staff volunteers to create new staff lists comprised of relevant titles in our collection, along with the works of noted African American icons, authors, thought leaders, filmmakers, and musicians.
 - Betsy Ward and Ryan Simoneau continue to work with Rebecca Colbert, and Jocelyn Bates to provide more 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.
 - Through October, it has received 2,414 Unique Page Views, an increase of 1% over last month. Customers have stayed on this page for an average Dwell Time of over two minutes.

Latinx Web Page

- The Latinx page went live on Thursday, September 3, and can be viewed at: https://lvccld.org/latinx
- Through October 22, it has received 345 Unique Page Views. Customers have stayed on this page for an average Dwell Time of nearly three minutes.
- As with our other audience pages, these pages are a permanent addition to the District's website and will continue to evolve as new content is added to the catalog and new staff lists are developed.
- BAM has continued to promote these pages on the District's social media channels.

Topics on the website homepage included:

- Promoting the Employ NV Business Hub Grand Opening at Sahara West on October
 21
- o Promoting the new Business & Career Success landing page
- o Vote 2020/Voto 2020 Initiative (English & Spanish blog posts)
- Sharing the Library District's new early hours for students that started on September
 14 at urban branches
- o Promoting the Library District's partnership with the City of Las Vegas to expand the Vegas Strong Academy locations to four Library District branches
- Promoting the Library District's new Limitless Learning page, which features free services and online resources for students in grades K-12
- 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
- Digital eCard availability
- o Spotlighting our free art galleries
- o Promoting pertinent eResources
- Paula Loop and Ryan Simoneau compiled and added six new blog posts to the website to help promote current Library District programs and initiatives including digital Highlights, Employ NV Business Hub, and Voting Information.
- Media and Press Release pages were updated by **Gene Kilchenko** and **Ryan Simoneau**.

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- **Gene Kilchenko** and **Ryan Simoneau** continue to work on updating the backend of Voyager and the Staff Updates page 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 25 feedback emails through October 22.
- Working with the **Website Content Committee**, 44 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 **139,927 library card registrations** as of October 22, 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

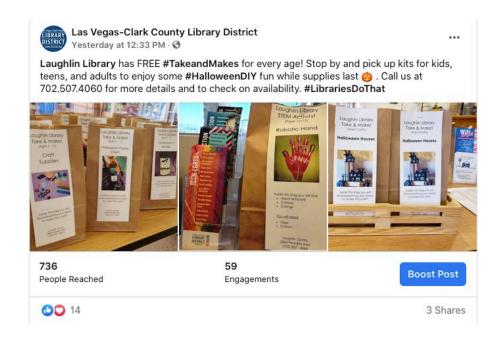
- The top priority for the social media team in October was to promote the new Employ NV Business Hub at Sahara West Library, the new Business & Career Success landing page, Teen October programs and Take & Make Kits across the Library District. BAM also emphasized the idea the "Your Vote Matters" in the upcoming 2020 election by promoting both the English and Spanish blog posts, which include key information, important dates, and the Library District locations for early and Election Day voting.
- Additional priorities included promoting the Limitless Learning page, which features learning tools and online resources for grades K-12; the Library District's special early hours for students, which started on September 14 at our urban branches; Hispanic Heritage Month which ran until October 15; the free Tools for School Success resource page; the District's partnership with the City of Las Vegas for their Vegas Strong Academy in four library branches; the free Take & 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.

CONTINUED TAKE & MAKE KITS PROMOTION

The social media posts BAM scheduled to help promote the various Take & Make Kits that are offered across the Library District have continued to be popular and help drive more people into our branches.

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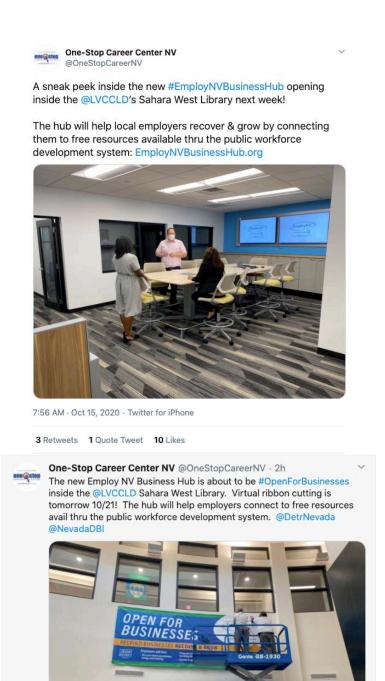
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SOCIAL MEDIA HIGHLIGHTS

• Nevada Workforce Connections One-Stop Career Center helped promote the opening of the new Employ NV Business Hub at the Sahara West Library.

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 Online publication Punk News spotlighted Whitney Library Youth Services Librarian Emily Matview and her new photography exhibit that is currently on display at the library's art gallery.

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17 2

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 We received social media support to vote for the Library District in the 2020 Best of Las Vegas Awards for Best Art Gallery, along with additional positive sentiments.



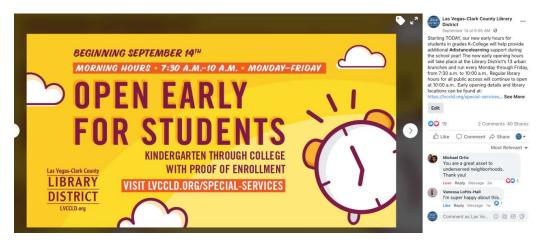


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LVCCLD'S TOP POSTS (SEPTEMBER 2020)

Facebook:

The Library District promoted its new early hours for students, which is now available at our 13 urban branches. This was our most engaging Facebook post for the month with 23 comments and 40 shares. We are continuing to promote these new early hours for students, as well as answering any customer questions that we receive.



Twitter:

The Library District celebrated Hispanic Heritage Month by sharing all the free resources & services that we provide, as well as spotlighting the new Latinx webpage. This tweet was well received on Twitter.



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Instagram:

The free fall pumpkin knitting event at Enterprise Library was promoted with a fun video featuring the Addi Knitting Machine that is available at the branch. This was the top post for the month on Instagram with 97 total engagements, including several positive user comments.



WEB & SOCIAL MEDIA ANALYTICS (SEPTEMBER 2020)

• Facebook:

- o LVCCLD Facebook Page Fans: 12,683 (+1%)
- o Total Facebook Page Fans (across all LVCCLD branches): 40,707 (+1%)
- o Total New Follower Increase: +1%
- o Total Facebook Impressions: 183,757 (-25%)
- o Total Facebook Post Engagements: 5,172 (-46%)
- o Total Facebook Link Clicks: 387 (-54%)

Notes: New followers continued to increase, but our total user engagements were down. This is due to a number of factors including: 1)Facebook's difficult algorithm; 2)fewer inbranch programs; and 3)the continued pause of Library District virtual programming until legal and production issues are resolved.

• LVCCLD Twitter:

- o Followers: 3,462 (+1%)
- o Total user engagements: 2,179 (-33%)
- o Organic Impressions: 131,489 (-16%)
- o Link clicks: 229 (-29%)

Notes: Our Twitter total followers were slightly up from last month, but overall user engagement and impressions decreased.

• LVCCLD Instagram:

- o Followers: 3,669 (+3%)
- o Total user engagement: 1,547 (-14%)
- o Total impressions: 49,008 (-8%)
- o Top post engagement: 97 (+3%)
- o Total likes received to posts: 1,436 (-11%)

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- o Total comments received to posts: 41 (-28%)
- o Instagram Stories Impressions 10,717 (-9%)

Notes: Our new followers continue to steadily increase on this platform, but we did see additional decline in total impressions and our Instagram Stories impressions. This can be partially attributed to the pausing of the Library District's Virtually Anywhere YouTube content, which were also posted to Instagram Stories and IGTV and generated strong user engagement.

YouTube:

- o Channel Subscribers: 896 (+4%)
- o Total Impressions: 34,600 (-49%)
- o Total Channel Watch Time: 63.9 (-42%)
- o Average View Duration: 2min 06sec (+20%)

Note: The continued pause of Library District virtual programming until legal and production issues are resolved has resulted in lower new follower growth and user engagement.

Website Analytics (September 2020)

- Page Views: 1,699,191 (-6%)Homepage Views: 322,289 (-1%)Total Visitors: 162,617 (-1%)
- o Unique Visitors: 142,230 (-1%)
- o Average Dwell Time: :59 (+3 second across website) 1:09 (-2 second on homepage) Notes: Total website visitors and homepage views both decreased slightly from last month. Our overall website Dwell Time increased, but the homepage Dwell Time dipped.

ITEM VI.A.2.b.



MEMORANDUM

TO: Mr. Fred James, Acting Executive Director

FROM: Matt McNally, Community Engagement Director

DATE: October 29, 2020

SUBJECT: Community Engagement Report, November 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 **September 1**, **2020 – September 30**, **2020**.

The City of Henderson identified **Matt McNally** as a leader of Southern Nevada's arts and culture community. **Matt** was asked to participate in a community stakeholder discussion on September 8 to aide in the master plan development for the City of Henderson.

On September 17, Youth Services Manager **Shana Harrington** was asked to speak for the University of Southern California's MMLIS (Master of Management in Library and Information Science) program *Conversations with Leaders* occurring on November 18. **Shana** was previously interviewed by a Library District Youth Services employee as part of the employee's Master's program. The professor of the class really liked what **Shana** had to say and she was invited be a panelist.

Performing Arts Center Coordinator **Tony Allison** received a proclamation from Clark County Commissioner Michael Naft and Clark County Commissioner Justin Jones on September 15 during the Clark County Commissioners meeting. Tony was recognized on behalf of the Las Vegas-Clark County Library District for his dedication to the community and work at the Windmill Library. **Matt McNally** attended the meeting to show his support for **Tony** from the Library District.



On September 29, Governor Sisolak released new guidelines for group gatherings. These guidelines allow for the return of live entertainment, but also put restrictions on other events which now fall under the definition of a group gathering. A group gathering is defined as an activity that draws persons to the same space, at the same time, for the same purpose, and for the same duration of time. Governor

Sisolak's guidelines were further revised on October 15. Matt McNally is leading the Community Engagement staff to comply and implement the measures identified in the guidelines throughout the Library District. Group gatherings can now occur up to the lesser of either 50% of normal capacity or 250 people, provided that 6-feet social distancing can be achieved. The operating capacity must be lowered as needed to accommodate for 6-feet social distancing between pods (groups of family members) and other individuals, and may not exceed the lesser maximum limit. Implementation measures to mitigate transmission of Covid-19 for group gatherings include: temperature checks, performing a questionnaire screening, posting occupancy limits, developing load-in and load-out procedures for audiences, using personal protective equipment between performers when possible, maintaining proper distances between performers, backstage personnel, and audience members, amending the online rental reservation process for meeting rooms, adding a contract addendum for Performing Arts Centers, and contacting partners to operate with the same standards in our facilities. Matt collaborated with Counsel Welt for legal clarification and interpretation. These measures affect live entertainment along with other services such as literacy classes, youth story times, teen programs, programming and rental usage of meeting room and Performing Arts Centers, and art gallery receptions. Each guideline is being implemented as soon as possible. Southern Nevada Health District informed the Library District that capturing customer information for contact tracing is not necessary unless the event is over 2,500 people. The Governor's full plan, Nevada Guidance for Safe Gatherings Celebrations, Ceremonies, and Events can be found here:

Issued September 29, 2020: https://nvhealthresponse.nv.gov/wp-content/uploads/2020/09/Nevada-Guidance-for-Safe-Gatherings-Celebrations-Ceremonies-and-Events.pdf

Revised October 15, 2020: https://nvhealthresponse.nv.gov/wp-content/uploads/2020/10/COVID-19-Safe-Gatherings-Guidance-NVHealthResponse.pdf



Renovations occurred to the glass gallery meeting room at the Sahara West Library to implement the EmployNV Business Hub during the month of September. The new service later opened on October 21. Chair Felipe Ortiz, Acting Executive Director Fred James, and Executive Director of Workforce Connections Jaime Cruz participated in the socially distanced event that was also streamed live to the public for virtual viewing. Library District trustee Marilyn Francis Drake also attended. Senator Catherine Cortez Masto

spoke virtually during the program and Congresswoman Susie Lee and Congresswoman Dina Titus shared virtual messages of support. Acting Deputy Director **Danielle Milam**, Community Engagement Director **Matt McNally**, Branding and Marketing Director **Betsy Ward**, Information Technology Director/CIO **Al Prendergast**, and Assistant General Services Director **John Vino** each led their staff to accomplish various aspects of the project and opening event. Approximately 30 individuals attended in person, and 72 people tuned in virtually. Representatives from DETR (Department of Employment, Training, and Rehabilitation), Nevada

Department of Business and Industry, and local business owner Mark Keller of Steamatic Las Vegas and Arc Services were also recognized during the program.

Participants learned about the partnership between the Las Vegas-Clark County Library District and Workforce Connections, and business services now offered including: no-cost talent recruitment, hiring, training help, financial incentives for hiring Nevadans, access to loan funding, and access to physical spaces and technology for business needs. Local media from ABC 13, News 3 (NBC), 8NewsNow (CBS), Telemundo, and Fox5 covered the opening of the EmployNV Business Hub at Sahara West Library.



The Community Engagement division saw staff depart after taking the VESP (Voluntary Employee Separation Plan) opportunity in September, pursuit of a new opportunity elsewhere in the Library District, or other means. The Library District is thankful to the following employees for their years of service and community contributions:

- Anthony Allison, Windmill Library, Performing Arts Center Coordinator
- Jani Jeppe, West Las Vegas Library, Performing Arts Center Coordinator
- Mike Singleton, Windmill Service Center, Production Technician
- Gina Mize, Windmill Service Center, Production Technician
- Leena Kocchar, Windmill Service Center, Office Assistant II
- Amiel Bravo, West Charleston Library, Scheduling Specialist

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 typically offered during the first or second week, monthly.

High School Equivalency	September	FY '20-'21
	2020	YTD
Test Takers	7	19
Tests Administered	16	57
Tests Passed	8	39
HSE Certificates Earned	1	5

The Career Online High School (COHS) program was offered to students pursuing a high school diploma. Staff made preparations to host a COHS graduation ceremony on November 17 at the Clark County Library Theater. There are twenty-one graduates eligible to participate in this milestone event.

Career Online High School	September	FY '20-'21	Since
	2020	YTD	Inception

			Dec '17
Completed Self-Assessment	47	163	1,162
Completed Prerequisite Course	4	29	364
Approved Scholarship	8	19	142
Graduates	3	8	47

Literacy Services continues to partner with The International School of Hospitality (TISOH) to provide an Integrated Education and Training (IET) option for eligible students. The IET provides an opportunity for participants to earn a career certificate while receiving additional needed educational support. Literacy Services has two new students enrolled in the fall session of the Hotel Operations Certificate (HOC) at TISOH.

NV-ACE Pilot	September	FY '20-'21
	2020	YTD
TISOH Enrollment (HOC)	2	6
Certificate Completers	4	4

Literacy Services Cycle I classes reached completion in September. Participating students were post-tested to determine progress. During Cycle I, six virtual classes, and sixteen in-person classes with social distancing protocols in place, were held at eight library sites (Clark County, East Las Vegas, Rainbow, Spring Valley, Sahara West, West Charleston, Whitney, and Windmill libraries). In-person conversation workshops were also offered at Clark County and East Las Vegas Library each Friday. Registration for Cycle II opened on September 1. Over 330 unique registrations were created. Literacy Services expanded the total number of class offerings for Cycle II for both virtual and in-person classes to thirty. This is an eight class increase compared to Cycle I and includes a virtual citizenship class.

Literacy Services; In-Person	Classes September 2020	Enrollment/ Attendance September	Enrollment/ Attendance FY '20-'21
		2020	YTD
English Language Acquisition	16	100	153
Adult Basic Education*		0	0
Conversation Workshop	2	48	182
One-Stop Tutoring			
Literacy Open Labs		5	19
*Includes HSE Students with 12 hours instru	uction		

Literacy Services;	Classes	Enrollment/	Enrollment/
Virtual	September	Attendance	Attendance
	2020	September	FY '20-'21
		2020	YTD
English Language Acquisition	6	58	117

GALLERY SERVICES

New Exhibit Installations

Unshelved

University of Nevada Las Vegas Master of Fine Art Students, Sahara West Library, 9/4/20 – 11/29/20

Reflection on Forms

Rebekah Andrade, Sahara West Library, 9/9/20 – 12/13/20

Fall Juried Show

Nevada Watercolor Society, Sahara West Library, 9/10/20 – 11/21/20

Coming About

Gail Gilbert, Laughlin Library, 9/13/20 – 11/14/20

Explosion of Silence

Emily Matview, Whitney Library, 9/17/20 – 11/17/20

Oceans of Stories

Shinoid, East Las Vegas Library, 9/22/20 – 12/1/20

The Adventures of Danny and Checkers

Daniel Mauk, Windmill Library, 9/29/20 – 12/1/20

Events

Programs; Virtual	New Programs	Views of New Programs	New Views of Previous Programs	Total Views of all Programs
Gallery Tours	0	0	30	883
Live Stream	0	0	21	216

Highlights

Gallery Services Manager Darren
Johnson and Gallery Services Assistant
Belinda Aspinall attended several
local gallery exhibitions: Ashley
Hairston Doughty: Kept to Myself at the
Marjorie Barrick Museum of Art, The
Delights of Representational Painting by
various artists at Priscilla Fowler Fine
Art, KD Matheson: Immersion/Diversion
at Core Contemporary (photo; right),
and Revelations 6 by various artists at
Left of Center Gallery.



OUTREACH SERVICES

Homebound Services continues to be one of Outreach Services most popular programs. Largely facilitated by Outreach Specialist **Sylvia Riesselmann**, books, movies, magazines, hotspots and other library materials are delivered and returned

to customers by the U.S postal service. Approximately 300 customers participate in this service who cannot visit a library for physical reasons. Outreach Services received two handwritten thank you notes from homebound customers conveying their immense gratitude for this service:

"Thank you so much for all your work. I appreciate it very much. You are so very kind! The book lists are so helpful. Stay safe and I'll be hearing from you. Your book friend, Charlene Chaytor."

"Dear Sylvia, This was a great book, and thank you for your effort to find, and deliver it to me. It brought back many memories of what was having served in the military from '53 to '83. Once again, thank you, Bill Speir"

Outreach Specialists Andrew Brannon and Nina Guevara designed, prepared, and facilitated Library District e-media instruction, and take-and-make activities for 37 children during five after school sessions of Vegas Strong Academies (VSA) sites hosted at East Las Vegas, Sunrise, and Windmill libraries on September 22, 23, 24, 29, and 30. VSA staff commented, "It's stressful for children to sit in front of a computer screen and try to do school all day long. Kids seem to really appreciate



library outreach staff's fun, engaging, e-media offerings and the innovative learnand-play activities that support children." Activities such as *mindfulness journaling*, funny face mask making, and make your own button have been integrated in to this afterschool programming.

Andrew Brannon and Nina Guevara also prepared and distributed take-and-make





vour own alphabet books which encourage adding every day home objects to a child's book. This enhances the learning of letter names and sounds. Take-andmake books were distributed in addition to other Library District promotional materials while engaging 150

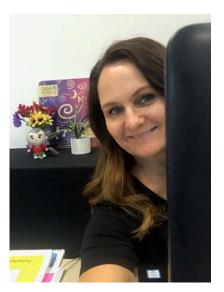
families at the *Kickoff to Kindergarten* program. This program was conducted in partnership between the Las Vegas-Clark County Library District Youth Services department and the University of Nevada Cooperative Extension. The program was executed as a curbside event at the East Las Vegas Library on September 12.



Outreach Specialist **Sylvia Riesselmann** developed and facilitated two, live, virtual *Spanish Conversation for Beginners* classes on September 15 and 22, serving 24 community professionals across the Las Vegas valley (Photo; left).

Outreach Services Manager **Glenda Billingsley** partnered with the Children's Discovery Museum to facilitate *Pre-K Standards for Everyday Situations*. The program was a live, in-person, 2-hour workshop conducted for 25 museum staff on September 3. **Glenda** also conducted a live virtual presentation of *Mind in the Making: Communication Skills*, an early childhood professional development class for 16 customers of the Las Vegas Urban League, Family Friends and Neighbor childcare providers on September 10 and 29.

Outreach Education Coordinator Kelly May facilitated 14 live, virtual Mental Health and the Early Childhood Educator professional development sessions for 401 providers of the Clark County School District, Department of Education, and Las Vegas Urban League affiliated childcare providers on September 3, 8, 9, 15, 18, 19, 28, and 29. An after program poll conducted with all participants revealed that 41.1% of attendees "would be interested in a mental health check-in for support," and 91.1% of attendees "received value from the training." The department intends to keep training, professional development, and related supports targeted for early childhood educators a core service of Outreach Services.



Limitless Learning; In-Person	Programs	Attendance	
Pre-school Visits	0	0	
Elementary School Visits	5	37	
Middle School Visits	0	0	
High School Visits	0	0	
Family Programs	0	0	
Adult Programs	1	25	

Limitless Learning;	Programs	Views of	Views of

Virtual		Current	Previous
		Programs	Programs
Pre-school Storytimes	1	37	22
Elementary School Programs	1	13	58
Middle School Programs	0	0	0
High School Programs	0	0	0
Family Programs	0	0	0
Adult Programs (live virtual)	17	0	431

Community & Culture	Events	Attendance	
Promotional Booth Events	1	150	

Circulation	Visits	Circulation	Attendance
Senior Facility Lobby Visits	0	0	0
Homebound Services		2,142	0

PROGRAMMING AND VENUES SERVICES (PVS)

Programming and Venues Services conducted 357 programs for 3,965 library customers in the month of September. Of these programs, one was a diversity event impacting 11 library customers. Additionally, staff connected customers to 62 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	140	1,756	
Business and Career Success	6	6	
Government and Social Services	41	947	
Community and Culture	47	356	
Other	123	900	

Programs; Virtual	New	Views of	New Views	Total Views
_	Programs	New	of Previous	of all
		Programs	Programs	Programs
Limitless Learning	0	0	55	656
Business and Career Success	0	0	0	117
Government and Social Services	0	0	0	411
Community and Culture	0	0	91	2,249

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	140	1,709	
Rentals	6	121	
Staff	123	17	

PVS provided technical support for 40 Library District programs events and 2 rental events totaling 275.25 event hours. Additionally, PVS provided technical support for 22 occurrences of maintenance, meetings, and staff trainings. The full assignment of technical hours used in the 30-day period with one holiday was 1,795 hours and included 81 technician assignments. The ability to request technicians was closed to scheduling staff for six days since peak technician availability was reached.

Major Programming Highlights

Drive Thru Flu Shots in partnership with County Commissioner Naft
The Office of County Commissioner Michael Naft partnered with the Library District
on September 12 and offered free flu shots to over 300 customers. Using the front
and back parking lots of the Windmill Library, attendees were able to receive their flu
vaccination, and could also dispose of used electronics, take advantage of secure
shredding, and utilize safe drug disposal for old prescription medicines. Each car that
entered the lot was greeted by Commissioner Naft and given a free gift bag for
stopping by. The program was organized by Programing Specialist **Anna Allred** with
the assistance of Performing Arts Center Coordinator **Suzanne Scott** and Production
Technician **Brian Zawistowski**.





Writer's Workshop with Joyanna Diaz

On September 26, author and consultant Joyanna Diaz provided an informative workshop to a group of 12 library customers about the writing process at the Rainbow Library. Ms. Diaz shared important information about how to take steps in the writing process and the benefits and drawbacks of using a publishing company versus self-publishing. She also answered many questions from attendees on how to self-publish.

The Shockfest Film Festival

The Library District partnered with the *Shockfest Film Festival* for an afternoon of horror on September 27. This annual film festival showcased shocking and horrifying films from all over the world. This year's program featured magician Kevin Lepine's talk about séances, independent filmmakers the Mahal Brothers, and actor Kane

Hodder from the *Friday the 13th* franchise who joined via Skype. A total of 42 Library customers attended the presentation.

YOUTH SERVICES

Youth Services conducted 698 programs for 13,560 library customers during the month of September. 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	503	10,207	
Business and Career Success	0	0	
Government and Social Services	150	2,859	
Community and Culture	45	494	

Programs; Virtual	New	Views of	New Views	Total Views
	Programs	New	of Previous	of all
		Programs	Programs	Programs
Limitless Learning	0	0	130	26,648
Business and Career Success	0	0		
Government and Social Services	0	0		
Community and Culture	0	0		

District-Wide Programming Highlights





On September 12, Youth Services Administration hosted the Fifth Annual *Kickoff* to *Kindergarten* event at the East Las Vegas Library. This year looked a little different than previous years. To operate within Library

District and State of Nevada guidelines to mitigate the spread of Covid-19, the Library District and the University of Nevada Extension worked in partnership to host a drive through event for attendees. The event was a huge success serving 281 participants and involved participation of 13 partners, including the Library District's Outreach Services team. Participants stopped at each partner booth and received take home resources and activities related to Nevada pre-kindergarten standards.

Youth Services Manager **Shana Harrington** and Child Development Specialist YaeBin Kim from University of Nevada Extension promoted the event in an interview conducted by FOX5.

YALSA, the Young Adult Library Services Association division of American Library Association (ALA) recently stopped celebrating Teen Read Week and Teen Tech Week as the initiatives had grown stale over time. These events historically took place in October and March respectively. **Shana Harrington** and Clark County Library Teen Services Department Head **Megan Nykodym** worked together to implement ALA's suggested replacement. *Teen October* will launch as a replacement aimed to celebrate teens, promote year-round teen services, and fuel teen passion for learning both in and outside of the library. All urban libraries and Mesquite Library will participate in the new initiative during the entire month of October.

Sunrise Library Youth Services Department Head Natalia **Tabisaura** shared a great picture of a recent Saturday storytime at her branch. She said, "Our storytime was *full* this Saturday! We've been utilizing the large space outside the story room so that we can host more families, in accordance with social distancing guidelines. We've also been using e-books and projecting them on the big screen so that families can see them more easily. We use carpet squares to designate spots for the families and the storytime person



sits behind Plexiglas shields. Safe and fun!"

• • •

Monthly Statistics Year over Year September 2019/ September 2020*

		Youth	Service	s Progran	าร	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	54	15	-39	-72%	120	39	-81	-68%	1,737	1,110	-627	-36%	3,869	2,569	-1,300	-34%
	Clark County	65	8	-57	-88%	189	42	-147	-78%	2,711	457	-2,254	-83%	9,381	606	-8,775	-94%
	Clark County BBTTC	180	141	-39	-22%	461	351	-110	-24%	3,058	1,922	-1,136	-37%	7,532	3,361	-4,171	-55%
S	Enterprise	44	59	15	34%	137	125	-12	-9%	753	1,140	387	51%		2,907	369	15%
che	East Las Vegas	39	10	-29	-74%	127	29	-98	-77%	1,013	575	-438	-43%	2,793	817	-1,976	-71%
1 5	Meadows	0	2	2	N/A	1	2	1	100%	0	12	12	N/A	69		-57	-83%
	Rainbow	69	24	-45	-65%	175	45	-130	-74%	2,638	568	-2,070	-78%	- 7 -	1,372	-5,442	-80%
ā	Sahara West	65	37	-28	-43%	178	85	-93	-52%	2,450	558	-1,892	-77%			-3,969	-70%
B	Spring Valley	87	86	-1	-1%	235	218	-17	-7%	2,862	1,830	-1,032	-36%		5,011	-1,382	-22%
an	Summerlin	50	55	5	10%	130	135	5	4%	2,231	1,407	-824	-37%		5,024	-693	-12%
1 20	Sunrise	48	57	9	19%	197	143	-54	-27%	875	577	-298	-34%			-1,517	-44%
Urb	West Charleston	38	17	-21	-55%	87	42	-45	-52%	599	280	-319	-53%		727	-840	-54%
	West Las Vegas	48	41	-7	-15%	136	82	-54	-40%	399	569	170	43%		,	-151	-12%
	Whitney	86	65	-21	-24%	266	137	-129	-48%	2,666	1,203	-1,463	-55%		2,735	-6,897	-72%
	Windmill	46	11	-35	-76%	104	25	-79	-76%	1,891	430	-1,461	-77%	4,341	864	-3,477	-80%
	Urban Totals	919	628	-291	-32%	2,543	1,500	-1,043	-41%	25,883	12,638	-13,245	-51%	71,016	30,738	-40,278	-57%
	Blue Diamond	3	0	-3	-100%	22	0	-22	-100%	3	0		-100%				
es	Bunkerville	1	1	0	0%	3	5	2	67%	2	4	2	100%			-63	-89%
<u> </u>	Goodsprings	0	0	0	N/A	2	0	-2	-100%	0	0		N/A				-100%
ranch	Indian Springs	33	19	-14	-42%	104	23	-81	-78%	182	37	-145	-80%				
σj	Laughlin	17	5	-12	-71%	55	12	-43	-78%	269	143	-126	-47%	1,035	301	-734	-71%
一面	Mesquite	55	29	-26	-47%	173	76	-97	-56%	964	447	-517	-54%		1,232	-1,825	-60%
ا	Moapa Town	17	0	-17	-100%	52	0	-52	-100%	132	0		-100%		0		-100%
<u>⊇</u> .	Moapa Valley	30	0	-30	-100%	67	0	-67	-100%	439	0	-439	-100%	,,,,	0	-1,581	-100%
utlyin	Mt. Charleston	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A			0	N/A
=	Sandy Valley	3	0	-3	-100%	10	0	-10	-100%	14	0		-100%				-100%
Ιō	Searchlight	27	16	-11	-41%	79	22	-57	-72%	350	291	-59	-17%	693	351	-342	-49%
	Outlying Totals	186	70	-116	-62%	567	138	-429	-76%	2,355	922	-1,433	-61%	7,636	1,944	-5,692	-75%
	Outreach-Branch	32	4	-28	-88%	61	5	-56	-92%	3,522	760	-2,762	-78%	-, -	1,015	-5,189	
	Outreach-Department	73	6	-67	-92%	135	20	-115	-85%	3,319	187	-3,132	-94%		572	-7,552	-93%
ch	Outreach-PVS	5	0	-5	-100%	14	0	-14	-100%	464	0		-100%				-100%
	Outreach-YS Admin.	7	0	-7	-100%	8	0	-8	-100%	762	0	-762	-100%	812	0	-812	-100%
ea	Outreach-Literacy	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
utre	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	117	10	-107	-91%	218	25	-193	-89%	8,067	947	-7,120	-88%	16,646	1,587	-15,059	-90%
	Grand Totals	1,222	708	-514	-42%	3,328	1,663	-1,665	-50%	36,305	14,507	-21,798	-60%	95,298	34,269	-61,029	-64%

*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 September 2019/ September 2020

			Adult Pro	grams		2019	2020			Α	dult Att	endance		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	28	18	-10	-36%		36	-51	-59%	470	266	-204	-43%		560	-1,054	-65%
	Clark County	177	95	-82	-46%		263	-268	-50%	4,664	836	-3,828	-82%	13,919	2,137	-11,782	-85%
	Enterprise	40	8	-32	-80%	127	23	-104	-82%	996	152	-844	-85%	2,935	543	-2,392	-81%
es	East Las Vegas	92	48	-44	-48%	314	83	-231	-74%	1,835	236	-1,599	-87%		513	-5,853	-92%
ř	Meadows	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	-	0	N/A
nch	Rainbow	46	16	-30	-65%	134	44	-90	-67%	638	220	-418	-66%	2,000	457	-1,543	-77%
ā	Sahara West	102	21	-81	-79%	271	68	-203	-75%	2,032	188	-1,844	-91%		650	-4,707	-88%
lΨ	Spring Valley	40	20	-20	-50%	110	68	-42	-38%	449	296	-153	-34%	1,493	765	-728	-49%
_	Summerlin	50	13	-37	-74%		48	-96	-67%	2,853	194	-2,659	-93%	7,662	528	-7,134	-93%
	Sunrise	38	15	-23	-61%		31	-93	-75%	885	209	-676	-76%		409	-2,145	-84%
rba	West Charleston	67	8	-59	-88%	143	48	-95	-66%	1,394	81	-1,313	-94%	2,935	276	-2,659	-91%
ΙŌ	West Las Vegas	48	25	-23	-48%		42	-120	-74%	702	396	-306	-44%	6,126	507	-5,619	-92%
	Whitney	68	21	-47	-69%		45	-122	-73%	1,445	239	-1,206	-83%	4,051	452	-3,599	-89%
	Windmill	61	46	-15	-25%	173	107	-66	-38%	3,001	957	-2,044	-68%	8,319	1,761	-6,558	-79%
	Urban Totals	857	354	-503	-59%	2,487	906	-1,581	-64%	21,364	4,270	-17,094	-80%	65,331	9,558	-55,773	-85%
Г. <u>.</u>	Blue Diamond	2	0	-2	-100%	4	0	-4	-100%	11	0	-11	-100%	71	0	-71	-100%
es	Bunkerville	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
nch	Goodsprings	1	1	0	0%	37	6	-31	-84%	28	1	-27	-96%	64	11	-53	-83%
٦	Indian Springs	2	0	-2	-100%	6	0	-6	-100%	9	0	-9	-100%			-23	-100%
ŋ	Laughlin	26	11	-15	-58%	68	14	-54	-79%	310	88	-222	-72%	785	133	-652	-83%
B	Mesquite	44	45	1	2%	132	98	-34	-26%	312	311	-1	0%	1,032	743	-289	-28%
ا ا	Moapa Town	0	1	1	N/A	1	1	0	0%	0	2	2	N/A		2	-2	-50%
Ĭ.	Moapa Valley	23	0	-23	-100%	67	0	-67	-100%	61	0	-61	-100%			-208	-100%
Outlyin	Mt. Charleston	6	0	-6	-100%	10	0	-10	-100%	90	0	-90	-100%	214	0	-214	-100%
\	Sandy Valley	2	0	-2	-100%	4	0	-4	-100%	17	0	-17	-100%	23	0	-23	-100%
١ō	Searchlight	3	0	-3	-100%	5	0	-5	-100%	20	0	-20	-100%	46	0	-46	-100%
	Outlying Totals	109	58	-51	-47%	334	119	-215	-64%	858	402	-456	-53%	2,470	889	-1,581	-64%
	Outreach-Branch	4	1	-3	-75%	30	1	-29	-97%	19	25	6	32%		25	-778	-97%
	Outreach-Department	28	18	-10	-36%		27	-61	-69%	215	456	241	112%	791	631	-160	-20%
ch	Outreach-PVS	2	0	-2	-100%	5	0	-5	-100%	5	0	-5	-100%		0	-34	-100%
ac	Outreach-YS Admin.	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
lυ	Outreach-Literacy	0	0	0	N/A	1	0	-1	-100%	0	0	0	N/A	300		-300	-100%
utr	Outreach-Gallery Services	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A	0	0	0	N/A
ΙŽ																	
0	Outreach Totals	34	19	-15	-44%	124	28	-96	-77%	239	481	242	101%	1,928	656	-1,272	-66%
	Grand Totals	1,000	431	-569	-57%	2,945	1,053	-1,892	-64%	22,461	5,153	-17,308	-77%	69,729	11,103	-58,626	-84%

2



ITEM VI.A.2.c.

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Danielle Patrick Milam, Acting Deputy Director

DATE: November 4, 2020

SUBJECT: Development and Planning Department Report, November 2020

Development and Planning Department Activities in October 2020

<u>Acting Deputy Director Duties</u>: **Danielle Milam** assisted Acting Executive Director **Fred James** with the following activities:

- Employ NV Business Hub Opening at Sahara West, October 21, at 11:00 a.m. Worked with Senator Cortez Masto, Senator Rosen, Congresswoman Titus, and Congresswoman Lee to provide virtual and video remarks for the Sahara West Business Hub opening on October 21, 2020, presided by Board of Trustees Chair Felipe Ortiz and attended by Trustee Marilyn Francis Drake. Acting Executive Director Fred James provided opening remarks along with Jaime Cruz, CEO of Workforce Connections. Other VIP guests included Linda Parven from the Department of Employment, Training, and Rehabilitation; Marcel Shaerer from the Department of Business and Industry; and local business owner Mark Keller. Thanks to our staff at the Sahara West branch and teams from General Services, Community Engagement, and Branding and Marketing. The space is beautiful and the tech team supported a hybrid "live" and "virtual" event, directed by Kathy Topp at Red7, the Workforce Connections PR firm, who also supported media outreach. In addition to promoting the Employ NV Business Hub opening, Branding and Marketing team assembled information on all library "Business and Career Success" services in a two-sided informational flier and digital links and materials on "Business and Career Success" landing page on the District website. Also promoted in the digital Highlights e-blast to library card holders, these resources give local businesses a summary of and links to the many resources and ways the library supports local small businesses with free access to Wifi and computers, business databases, finance and planning tools, and programs and classes, both live and online.
- Continued oversight of the Vegas Strong Academy (VSA) partnership. Due to very low participation (three students), the Sunrise VSA location was closed by the City of Las Vegas in September. A total of 71 students attended the program across all five VSA sites in September. That number increased to 144 students served in four sites as of October 31 including 15 at Clark County, 34 at East Las Vegas, 37 at West Las Vegas, and Windmill 54). District staff at library VSA locations continue to share information about the program with families who have inquiries. City staff reached out to area school

Development and Planning Office Report November 4, 2020 Page 2

principals, families who previously used school-based SafeKey services, and area radio, TV, and print media. The District's Branding and Marketing department placed ads in the Las Vegas *Review-Journal*, *Black Image*, and *El Tiempo* and promoted the program on the District website and "Limitless Learning" flier that distributed at community events, Vegas Strong Academy sites, and CCSD Partnership Office emails to all students, teachers, and principals. VSA staff rave about Library District staff support for this program, including visits from Outreach Services and Foundation-supported STEAM programs provided by Engineering for Kids. The DISCOVERY Museum on Wheels also makes weekly visits to library VSA sites and conducts age-appropriate STEAM workshops. VSA staff are phenomenal, managing a myriad of student schedules and homework portals, while also providing a wide variety of craft, movement, STEAM, and other activities as well as meals.

- Meetings with various Executive Council members and staff to plan for future District
 projects related to media relations services, digital production services, additional media
 coverage of Vegas Strong Academy opportunities, review of branch renovation schematic
 plans, and an effort with other local libraries to get all CCSD students library cards.
- Participation in interview panel for Youth Services department head at Rainbow library.
- Meeting with Acting Executive Director Fred James and digital production rights lawyer
 Lauri Thompson of Greenberg Traurig to establish the legal infrastructure for future digital
 program production pathways, contracts, and rights documentation.
- Oversight of the Community Engagement and Branding and Marketing departments.
- Development of All District (AD) memo. In the month of October, one AD memo was published: AD 20-15 (10/19/20)
- Board Trustee briefings related to the October meeting.

Development and Planning Activities:

- Grant Reports. The Library District submitted first quarter grant reports to United Way of Southern Nevada on the Teachers in Libraries program and to the State Library, Archives, and Public Records Department on the grant that supports DISCOVERY Children's Museum Passes.
- Grant Awards. The Governor's Office of Workforce Innovation won a \$13.8 million federal "Reimagining Workforce" grant to strengthen the capacity and integration of state-wide workforce services. The Library District's Adult Learning Program and partnership with Workforce Connections on the One-Stop Career Centers and Employ NV Business Hub are included in grant program activities and will be featured in one major grant activity, a coordinated, million dollar marketing campaign to promote the diverse ecosystem of workforce services state-wide and in our region.
- Grant Development. Met with Nancy Brune of the Guinn Center for Policy Priorities to
 contribute to a U.S. Department of Labor grant, One Workforce. The Adult Learning
 Program will be a key component in the region's pipeline for apprenticeship, certification,
 and job training for H1-B information technology, manufacturing, and logistics skillbuilding. Met with Adult Learning Program Manager Jill Hersha to explore another
 apprenticeship grant opportunity issued from the Office of Career, Technical, and Adult
 Education.
- Foundation Priority Program Activities:

Development and Planning Office Report November 4, 2020 Page 3

- Teacher Tutors returned to eight urban branches and UNLV School of Education students returned to 12 urban branches to provide homework help services.
 Between September 21 and October 31, 68 students participated in 104 tutor sessions, with a homework completion rate of 98%.
- O The department created packets of DISCOVERY Children's Museum Family Adventure passes, library card applications, and the "Limitless Learning" fliers for distribution. This month, 3,135 DISCOVERY Children's Museum passes and packets were distributed to low-income families through the following partner organizations: DISCOVERY Museum on Wheels, City of Las Vegas Reinvent Schools, Boys and Girls Clubs, LVCCLD Outreach Services, Cure 4 the Kids, Las Vegas Urban League, Southern Nevada Health District, GALS Charter school, Court Appointed Special Advocate Program, Vegas Strong Academies, and the Library Foundation's Teachers in Libraries program sites.

One unanticipated outcome of the museum partnership has been Library District Outreach Team training with museum staff on early childhood development, and, subsequently, regular Outreach visits that include story times and STEAM activities for students who are distance learning at the museum's "Study Hall". During these visits, outreach staff talk with families about the many resources available to them at the library and encourage them to visit their local branches. One measure of success: Parents have to wait to pick up their kids, because they will not leave until story time with "Miss Nina" (Outreach Specialist **Nina Guevara**) has finished.

- Foundation Web Page Improvements. Program Officer **Sherry Walker** worked closely with Branding and Marketing staff Digital Content Manager **Ryan Simoneau** and Web Designer **Gene Kilchenko** to refresh the page graphics, design, layout, and copy for priority projects; organizational information; community impact; book stores and sales; ways to donate and volunteer; donors and gifts; and partners. The page is dynamic and attractive. Check it out: www.lvccldfoundation.org.
- Sherry Walker was the key liaison to the Foundation audit team from Hilburn & Lein, CPAs. The Financial Statements will be presented to the Foundation Board of Directors at their November 12, 2020 meeting. Financial Statements for East Las Vegas QALICB and Mesquite QALICB, prepared by Martha Ford of BDO, will be presented to those boards on November 12, 2020.
- Danielle Milam and Sherry Walker toured Raiders President Marc Badain's wife, Amy, through the East Las Vegas library. A member of the DISCOVERY Children's Museum board and long time library champion in California, Amy immediately saw that "this is not just a library! I am impressed by not only the modern architecture but also by the unique spaces and opportunities for engagement and support you are providing the neighborhood." Once the season is over, the Foundation will work with the Las Vegas Raiders Family Association to host player visits to library branches to highlight surprising and fun library spaces, events, and activities.
- Participate in weekly calls with United Way of Southern Nevada and the State Library, Archives, and Public Records on COVID-19-related matters.



ITEM VI.A.2.d.

MEMORANDUM

TO: Fred James, Acting Executive Director

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

DATE: October 29, 2020

SUBJECT: Information Technology Report, November 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 October.

Branding and Marketing Support

The IT department worked with Web Designer **Gene Kilchenko** to incorporate the staff preferred gender pronouns into their e-mail signature block. Staff can now select options such as *she/her/hers* (feminine pronouns), *he/him/his* (masculine pronouns), *they/them/theirs* (neutral pronouns), or *just my name please*.

Electronic Resources (ER) Librarians **Ria Eufemio** and **Kristine Segura** created new content cards to help promote and feature eResources on our website and updated the content cards on the Homework Help, Health and Wellness, and Limitless Learning pages. ER staff will continue to update all of the eResources pages monthly to keep the content fresh. ER Manager **Jocelyn Bates** assisted Digital Content Manager **Ryan Simoneau** with creating an upcoming blog post about SAT and ACT Test Preparation.

AS Manager **Sufa Anderson** implemented a new feature on our website called "Didn't Find What You're Looking For?" This feature presents options for customers to discover other services and resources when searching the catalog.

Community Engagement Support

The IT department provided support for the Workforce Connection *Employ NV Business Hub* at the Sahara West Library by providing them with access to the building's fiber-optic infrastructure.

The IT department completed the installation and configuration of the High School Equivalency Test (HiSET) system for the Adult Learning Program at the Clark County

Library. This system allows adult learners to test for and receive their HiSET diploma.

Development and Planning Support

The IT department continues to provide support for the District's Vegas Strong Academy (VSA) partnership. IT Assistant **Nadine Griego** received and inventoried 210 Chromebook laptops for the VSA Program. Ms. Griego also coordinated with Safety Manager **Nicole Baker** to have them treated with MicroShield 360 and Makerspace Support Specialist **Zach McKenzie** upgraded them to the latest software version and loaded them into seven carts for delivery to the branches that were identified for hosting the VSA Program.

Human Resources (HR) Support

Human Resources Information System (HRIS) Manager **Glodia Thomas** is leading the District's project for migrating from our on-premise Kronos Workforce Central solution to Kronos' software-as-service Workforce Ready solution. Assistant IT Director **Ron Melnar** attended a meeting with representatives from HR, Financial Services, and the Kronos project management team. After discussing the project timelines, it became evident that the project cannot be properly completed before the end of this calendar year, which is when support for a required third-party application will end. The IT department is reviewing the options with Ms. Thomas to ensure that the system will function beyond the end of the calendar year. The new Workforce Ready system is sufficiently different and will require staff training which will increase the amount of time needed for implementation, however, we expect to have the project completed early next year.

Library Operations Support

The District's total circulation for September was 757,994, of which 35% was derived from the use of e-media (i.e. e-books, e-audiobooks, streaming video, and digital magazines). Physical library material circulation for September was 491,480 and e-media circulation was 266,514. A breakdown of the e-media circulation by format follows:

- E-Books 133,531
- E-Audiobooks 80,393
- Magazines 10,455
- Music 27,972
- Video 14,163

Boulder City and North Las Vegas customers have access to the District's OverDrive e-media collection, and the North Las Vegas Library District's customers accounted for approximately 7.7% of our OverDrive circulation while the Boulder City Library District's customers accounted for approximately 1.8%.

CBS staff added 3,369 titles with 20,879 new items to the collection in September. Senior Cataloger **Monica Song** also added four titles with 12 items for the North Las Vegas Library District and nothing for the Boulder City Library District to the catalog in September. The North Las Vegas Library District will start circulating Internet hotspots and CBS staff discussed the bibliographic record requirements for adding hotspots to the catalog for the North Las Vegas Library District. Collection Development staff added 13,405 e-books and e-audiobooks to the collection and Ms.

Song and Cataloger **Kevin Bowman** also added 617 Government Document records to the catalog.

The CBS department began experiencing material delivery problems with our primary library materials vendor, Bordart, around the start of Fiscal Year 2020 when Brodart implemented several organizational changes, including changing our account representative. Head of CBS **Rebecca Colbert** and Acquisitions Librarian **Heather Brooks** participated in a standing conference call with Brodart to follow-up on outstanding orders and delayed shipments. Brodart delivered on the promise that they made in September to improve their performance. As a result, all Youth Services material that was pending is now being processed or has shipped and the total outstanding orders were reduced from one third to one fourth. The CBS team will continue to hold regularly scheduled meetings to ensure that our orders are being processed.

In response to the delayed shipments experienced with Brodart, CBS increased the purchasing of library materials from our secondary vendor, Ingram, to ensure that we have sufficient new materials for our customers. The first large shipment of preprocessed items from Ingram was received and a few minor modifications will be made to the processing specifications to further improve the results. The items are not totally shelf-ready, but they are mostly processed and need to be added to the catalog. This preprocessed method is the fastest way to obtain items from Ingram while reducing staff workload and getting materials on the shelves.

Head of CBS **Rebecca Colbert** completed and submitted the Fiscal Year 2020-21 State Collection Development Grant Application to the Nevada State Library and Archives. The State requested a few changes to the grant application after it was submitted and Ms. Colbert modified the application to request additional financial support for distance learning in Southern Nevada in-lieu of some circulating health care equipment.

Adult Collection Development Librarian **Teresa Handleman** attended a virtual meeting of the *2021 Nevada Reads Selection Committee. Nevada Reads* is a statewide book club that invites Nevadans to read selected works of literature and share the ideas and perceptions inspired by the books they have read. The Committee decided on a theme of climate change (and the environment) with the inclusion of a young adult element in their selections. The Committee also discussed potential programming ideas that will represent all parts of the State and institutions, and narrowed the field to a selection of Fiction and Nonfiction Titles – fiction being a lighter take on the theme and nonfiction "heavier but hopeful."

The Distribution Center's (DC) collection consists of 62,531 titles and 103,479 items, with 14,091 items circulating and 6,694 items filling customers Holds requests in September.

In October, the outlying branches returned 1,150 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

October, the branches requested 801 items to supplement their collections and the DC redistributed an additional 333 popular items to the branches where they are likely to circulate. All branches are given the option of storing their holiday materials at the DC throughout the year. For example, if a branch sends 10 Thanksgiving books to the DC for storage, the DC will return 10 Thanksgiving books to the branch one month before Thanksgiving. This month, 321 Thanksgiving books were redistributed to the branches who chose to store them at the DC.

DC Librarian **Raychel Lendis** oversees collection maintenance activities Districtwide. Ms. Lendis assigned the annual *Grubby Items Removal-Non-book items* collectionHQ report to the branches in October. 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 developed the Collection Enhancement Team (CET) for performing the *collectionHQ* tasks of rebalancing and refreshing the collections between the urban branches. In October, 168 items were transferred, generating 277 circulations with an estimated monetary value of \$1,845.

DC Librarian **Raychel Lendis** provided training for staff on the use of District software tools to assist with maintaining a healthy collection and taught workshops on the evaluation and deselection of materials. In October, Ms. Lendis provided one virtual *Collection Maintenance 1: Weeding 101* and one virtual *Decision Center and collectionHQ* training for staff.

Ms. Lendis continues to perform reverse inventories of the branches to identify missing items and remove obsolete records from our catalog. To date, 93,930 missing items have been identified and removed from Sierra since the start of this project. DC staff also continues to weed low-circulating items from the DC's collection to make room for incoming materials.

In September, the Interlibrary Loan (ILL) department received 427 requests from District customers to borrow materials from other libraries, and we were able to fill 81% of our customers' requests. We received 576 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 and there were 37 new ILL users in September.

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 and setup of eResources. The department responded to 1,181 e-mails via the District's "Ask" account in September. ER staff also provided additional support to CCSD students inquiring about access to eResources to assist them with their schoolwork. Here's an interesting observation from the monthly eResources statistics - the Health and Wellness category (specifically the Consumer and Nursing Editions) showed a large increase in the number of retrievals - we speculate that this increase may be related to information gathering centered on COVID-19.

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 September, 8,086

Fresh Picks eNewsletters were sent to customers. Romance was the most popular eNewsletter (with an open rate of 62%), followed by Thrillers and Suspense and Historical Fiction (with an open rate of 58%). There were 75 new Fresh Picks subscriptions in September, with 856 unique subscribers accounting for 6,433 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 September were OverDrive (with 259 unique views), Gale Courses (53 unique views), and Auto Repair Services (32 unique views).

iPad circulation for September was 381 and Hotspot circulation was 604.

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 18th volume of our *Primary Source* staff eNewsletter. This eNewsletter provides staff with current updates and contact information for each department.

AS Manager **Sufa Anderson** conducted the quarterly Circulation Department Heads Meeting virtually. The Group discussed a wide array of issues, including updates on services offered at the Meadows Library, instructions for reporting issues with the credit card terminals, and credit card handling security compliance training for staff. The Group also shared solutions to common problems and identified issues that required further investigation. Ms. Anderson also attended the virtual Outlying Associates Meeting and the Branch Managers Meeting to share information about changes to our customer e-mail Notices, new patron types, reverse inventory projects, and library cards without barcodes.

IT Projects

The IT department's plan to gradually upgrade all of the District's computers to the Windows 10 operating system via the annual Computer Replacement Project was interrupted by the decision to not proceed with the plan for this fiscal year. However, to continue with the plan, the department began a new project to upgrade the operating system on all of our existing computers that are currently running the Windows 8 operating system. The IT department upgraded several computers at the Enterprise, Laughlin, and Rainbow libraries this month.

CenturyLink removed their payphones from our branches earlier this year because they were no longer economically feasible. The IT department successfully tested a District-provided replacement free payphone at the Clark County Library and plans to replace the other five phones that were removed. A second "no-pay" telephone was installed at the Sahara West Library this month.

The IT department worked with General Services and the Enterprise Library staff to relocate two adult public access computers. The two computers were taken out of

service to provide social distancing and relocating them allows them to be used while maintaining social distancing. The Holds shelves were relocated to create space for the computers.

The Communications Technology Team (CTT) was established to identify and recommend technologies for increasing staff collaboration and communication when the District is forced to close to the public. AS Manager **Sufa Anderson** met with the CTT (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**) to finalize their work. Ms. Anderson presented the CTT's recommendations to the Executive Council this month and the last step will be to share this information with staff District-wide.

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 completed the annual fines purge for the District, Boulder City Library District, and the North Las Vegas Library District and prepared a data file for the Branding and Marketing Department's upcoming *Check Out What's New @ LVCCLD* eNewsletter. Ms. Anderson continues to work with the Sierra Clean-Up Team to perform database cleanup activities in Sierra and provided training to staff at the Whitney Library to assist with the cleanup tasks. She prepared and distributed *Quick Start* library cards for nine outreach visits to schools and other local organizations and prepared five Retiree/Trustee library card in October. Ms. Anderson also shared information with staff on how to assist customers who report that they are not receiving courtesy e-mail notifications.

Ms. Anderson worked with Patron Point to make a couple of enhancements to the eCard process. Information that is entered by customers into the eCard application is reformatted before it is imported into Sierra to ensure that the data format is consistent and a PO Box can no longer be entered as an acceptable address for establishing an eCard. Ms. Anderson also shared information with staff for providing customers with a courtesy library card extension through June 30, 2021. Customers whose address cannot be verified through the *Verify* process, who express concern about coming into the library to renew their library cards will be granted this temporary extension. To fully renew their cards, customers will need to visit a branch with a valid photo ID and proof of their current address.

Assistant IT Director **Ron Melnar** created an out-of-the-office message for several recently retired staff members to inform the sender that the person is no longer employed by the District and providing them with new contact information.

Acting Deputy Director **Danielle Milam**, Community Engagement Director **Matt McNally**, AS Manager **Sufa Anderson**, Head of CBS **Rebecca Colbert**, and I met to discuss a possible partnership with CCSD and the other library districts in southern Nevada for making library materials more easily accessible to all CCSD students.

FY 2020-2021 ELECTRONIC RESOURCES STATISTICS September 2020



Customer Support	Sep-19	Sep-20	% Change	FY19-20	FY20-21	% Change
Number of Phone Calls to Electronic Resources	136	184	35.29%	452	505	11.73%
Length of Calls in Hours, Minutes, and Seconds	15:01:58	18:06:48	20.49%	52:07:01	48:49:38	-6.31%
Number of emails to ask@lvccld.org	478	1,181	147.07%	1,469	3,317	125.80%
Number of Classes	0	0		4	0	
Number of Attendees	0	0		5	0	

Downloadables and Streaming						
Circulation	Sep-19	Sep-20	% Change	FY19-20	FY20-21	% Change
eBooks	122,271	133,531	9.21%	364,935	415,731	13.92%
Audiobooks	71,745	80,393	12.05%	212,410	243,298	14.54%
Magazines	9,976	10,455	4.80%	31,196	32,663	4.70%
Movies and TV	13,226	14,163	7.08%	34,905	45,168	29.40%
Music	26,595	27,972	5.18%	81,763	86,222	5.45%
Total	243,813	266,514	9.31%	725,209	823,082	13.50%

Top Electronic Resource From Each Category Based on Retrievals

Electronic Resource Category	Top Resource	Sessions	Retrievals
Business and Careers	ReferenceUSA	675	18,025
Health and Wellness	Health source - Nursing	6	3,236
Homework Help	IXL	63	37,464
·			,
Limitless Learning	Lynda.com	1,392	7,015
A-Z Resources (All Others)	Newsbank - LVRJ	2,179	33,723

Electronic Resources Usage by Category	Sep-19		Sep-20		% Change		FY19-20		FY20-21		% Change	
	Sessions	Retrievals										
Business and Careers	954	28,001	907	20,855	-4.93%	-25.52%	2,875	99,402	2,671	53,853	-7.10%	-45.82%
Health and Wellness	363	719	1,006	5,033	177.13%	600.00%	1,016	1,771	1,847	6,210	81.79%	250.65%
Homework Help	708	34,239	1,209	48,415	70.76%	41.40%	2,207	68,762	2,438	127,126	10.47%	84.88%
Limitless Learning	3,387	8,308	3,387	8,267	0.00%	-0.49%	10,522	24,799	10,641	24,588	1.13%	-0.85%
A-Z Resources (All Others)	10,985	37,421	20,588	79,091	87.42%	111.35%	35,814	119,699	66,147	229,815	84.70%	91.99%

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. November 2020

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Floresto Cabias, Acting Financial Services Director, CFO

DATE: October 28, 2020

SUBJECT: Financial Services Report, November 2020

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

Administration

- Provided various documentation and assistance to the independent auditing firm for the Fiscal Year 2019-2020 annual independent audit
- Updated the Fiscal Year 2019-2020 Comprehensive Annual Financial Report
- Submitted required reports related to the Mesquite and East Las Vegas QALICBs
- Floresto Cabias attended the Employ NV Business Hub grand opening at the Sahara West Library remotely
- Floresto Cabias and Lynn Lucuara worked with District staff regarding purchasing training and procedures; held purchase order training session for various staff
- Lynn Lucuara trained on Board meeting software and procedures with Executive Assistant Allison Boyer and Development Officer Sherry Walker
- **Lynn Lucuara** prepared the Finance and Audit Committee Meeting agenda and related agenda items
- **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 (\$2.7M for the month of October)
- Anita Lai and Mayumi Kramer attended Kronos Workforce Ready meetings and training sessions
- Performed all payroll related duties
- Performed all accounts payable duties

Financial Services Report October 28, 2020 Page 2 of 2

- Performed all accounts receivable duties, including collections for overdue accounts
- Performed Windmill branch audit
- 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



MEMORANDUM

To: Fred James, Acting Executive Director

From: Floresto Cabias, Acting Financial Services Director, CFO

Date: October 28, 2020

Subject: September 2020 Budget Status Report

Enclosed are the budget status reports for September 2020. General fund revenues indicate that 23% of budgeted revenue has been collected. As reported last month, sales tax revenue collected in July and August are recorded as prior-year revenue. Consolidated sales tax revenue for July 2020 was received in September 2020. Therefore, only one month of CTX revenue is reflected in the month of September.

General Fund expenditures indicate that 29% 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 47% and 87% 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 09/01/2020 Through 09/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	14,097,623.80	49,300,000.00	35,202,376.20	71.40%
Intergovenmental Revenue	1,735,169.04	17,800,000.00	16,064,830.96	90.25%
Charges for Services	9,980.99	570,000.00	560,019.01	98.25%
Fines & Forfeits	92,369.47	450,000.00	357,630.53	79.47%
Miscellaneous	120,738.93	780,000.00	659,261.07	84.52%
Total Revenues	16,055,882.23	68,900,000.00	52,844,117.77	76.70%
Expenditures				
Salaries	10,086,268.34	31,770,975.00	21,684,706.66	68.25%
Benefits	3,227,521.11	12,499,827.00	9,272,305.89	74.18%
Supplies & Services	3,820,458.11	15,304,682.00	11,484,223.89	75.04%
Capital Outlay	3,272,440.77	10,509,384.00	7,236,943.23	68.86%
Total Expenditures	20,406,688.33	70,084,868.00	49,678,179.67	70.88%
Excess (Deficit) of Revenues over (under) Expenditures	(4,350,806.10)	(1,184,868.00)	3,165,938.10	5.81%

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

General Fund - 100 From 09/01/2020 Through 09/30/2020

				Dollar Budget Amount	Percent Budget
		YTD Actual	Budget	Remaining	Remaining
110	Administration - Executive	177,688.87	648,204.00	470,515.13	72.59%
120	Administration - Library Operations	390,696.84	2,068,271.00	1,677,574.16	81.11%
200	Financial Services	339,350.74	1,935,379.00	1,596,028.26	82.47%
215	Community Outreach	114,221.36	501,089.00	386,867.64	77.21%
216	Youth Services	62,646.74	362,030.00	299,383.26	82.70%
220	Development and Planning	72,586.49	559,337.00	486,750.51	87.02%
240	General Services/Facilities	3,035,777.93	10,600,300.00	7,564,522.07	71.36%
250	Human Resources	454,814.44	2,688,944.00	2,234,129.56	83.09%
251	HR-Work Insurance	499,408.05	1,501,744.00	1,002,335.95	66.74%
260	Information Technology	1,543,349.83	3,895,391.00	2,352,041.17	60.38%
270	Literacy Department	73,559.87	378,862.00	305,302.13	80.58%
280	Branding and Marketing	849,580.02	1,706,062.00	856,481.98	50.20%
290	Access Services Department	319,266.80	1,100,024.00	780,757.20	70.98%
310	Collection and Bibliographic Services	3,849,558.20	12,657,023.00	8,807,464.80	69.59%
320	Gallery Services	39,733.10	174,592.00	134,858.90	77.24%
330	Facilities	801,604.81	2,820,225.00	2,018,620.19	71.58%
340	Community Engagement	53,118.27	405,669.00	352,550.73	86.91%
400	Library Operations	7,729,725.97	26,081,722.00	18,351,996.03	70.36%
	Total	20,406,688.33	70,084,868.00	49,678,179.67	70.88%

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

General Fund - 100 Library Operations - Dept 400 From 09/01/2020 Through 09/30/2020

					Percent Budget
		YTD Actual	Budget	YTD Variance	Remaining
100	Blue Diamond	42,899.88	97,266.00	54,366.12	55.89%
110	Bunkerville	13,329.32	58,431.00	45,101.68	77.19%
120	Clark County Library	593,644.77	2,671,070.00	2,077,425.23	77.78%
130	Enterprise Library	320,223.77	1,362,949.00	1,042,725.23	76.51%
140	Goodsprings	19,036.48	77,267.00	58,230.52	75.36%
160	Indian Springs	24,771.93	103,992.00	79,220.07	76.18%
180	Laughlin	244,242.98	697,636.00	453,393.02	64.99%
190	Mesquite	277,429.80	1,063,703.00	786,273.20	73.92%
200	Moapa Town	12,606.02	77,435.00	64,828.98	83.72%
210	Moapa Valley	74,280.14	309,770.00	235,489.86	76.02%
220	Mount Charleston	15,652.49	69,259.00	53,606.51	77.40%
230	Rainbow Library	993,858.69	1,882,486.00	888,627.31	47.20%
240	Sahara West Library	657,459.92	2,395,281.00	1,737,821.08	72.55%
250	Sandy Valley	16,729.39	89,137.00	72,407.61	81.23%
260	Searchlight	14,255.88	59,658.00	45,402.12	76.10%
270	Spring Valley Library	406,748.64	1,648,450.00	1,241,701.36	75.33%
280	Summerlin Library	351,448.40	1,444,143.00	1,092,694.60	75.66%
290	Sunrise Library	348,307.63	1,534,648.00	1,186,340.37	77.30%
300	West Charleston Library	571,877.51	1,669,459.00	1,097,581.49	65.74%
310	West Las Vegas Library	435,870.41	1,565,622.00	1,129,751.59	72.16%
320	Whitney Library	347,863.13	1,492,399.00	1,144,535.87	76.69%
360	Meadows Library	40,000.44	160,089.00	120,088.56	75.01%
370	Centennial Hills	727,519.55	1,911,837.00	1,184,317.45	61.95%
380	Windmill Library	385,776.89	1,747,034.00	1,361,257.11	77.92%
390	East Las Vegas Library	783,976.93	1,847,091.00	1,063,114.07	57.56%
605	City Misdemeanant	9,914.98	45,610.00	35,695.02	78.26%
	Total	7,729,725.97	26,081,722.00	18,351,996.03	70.36%

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

General Fund - 100 From 09/01/2020 Through 09/30/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
	Salaries - Full Time	8,461,423.60	24,129,739.00	15,668,315.40	64.93%
51200	Salaries - Part Time	1,360,122.90	6,199,467.00	4,839,344.10	78.06%
	Overtime Pay	4,224.70	55,000.00	50,775.30	92.32%
	Call Back Pay	2,487.03	8,595.00	6,107.97	71.06%
51500	Standby Pay	15,802.82	50,366.00	34,563.18	68.62%
51600	Longevity Pay	200,790.40	377,808.00	177,017.60	46.85%
51700	Separation Pay	36,106.57	450,000.00	413,893.43	91.98%
51800	Leave Buyout	5,310.32	500,000.00	494,689.68	98.94%
55100	Employees Retirement	1,977,346.15	7,312,478.00	5,335,131.85	72.96%
55200	Group Insurance	957,534.96	4,072,148.00	3,114,613.04	76.49%
55300	Workers' Comp. Payments	80,259.06	271,544.00	191,284.94	70.44%
55400	Medicare Coverage Expense	212,239.06	768,657.00	556,417.94	72.39%
55500	Unemployment Insurance	141.88	75,000.00	74,858.12	99.81%
61100	Office Supplies	67,859.66	507,630.00	439,770.34	86.63%
61110	Operating Supplies	126,304.25	597,065.00	470,760.75	78.85%
61120	Software & User Licenses	416,174.31	521,994.00	105,819.69	20.27%
61130	Software Maintenance	437,725.76	841,400.00	403,674.24	47.98%
61200	Book Materials & Supplies	21,504.68	120,409.00	98,904.32	82.14%
61205	Interlibrary Loan	12.66	4,500.00	4,487.34	99.72%
61210	Small Equipment	56,439.22	478,000.00	421,560.78	88.19%
61400	Equipment Repair & Maint.	408,290.18	690,280.00	281,989.82	40.85%
61410		1,161,574.23	5,441,007.00	4,279,432.77	78.65%
61420	Building Repair & Maint.	43,467.04	218,200.00	174,732.96	80.08%
61500	Rental Expenses	6,372.35	47,316.00	40,943.65	86.53%
	Telephone	159,738.97	600,000.00	440,261.03	73.38%
61700	Utilities	399,421.53	1,935,071.00	1,535,649.47	79.36%
	Insurance & Bonds	320,687.67	355,000.00	34,312.33	9.67%
61900	Professional Services	94,739.14	932,700.00	837,960.86	89.84%
	Legal Services	27,473.46	394,500.00	367,026.54	93.04%
62200	•		310,000.00	310,000.00	100.00%
62300	Board Compensation	1,440.00	6,200.00	4,760.00	76.77%
62500	Postage	1,838.77	75,100.00	73,261.23	97.55%
62510	Advertising	6,331.65	88,700.00	82,368.35	92.86%
62600	Community Events	0,331.03	23,750.00	23,750.00	100.00%
62620	Recruitment	-	625.00	625.00	100.00%
62700	Education & Training	11,132.00	310,735.00	299,603.00	96.42%
	Travel & Transportation	2,481.40	285,250.00	282,768.60	99.13%
	•	·	•	•	94.27%
62900	Printing & Reproduction	5,685.22	99,250.00	93,564.78	
63000	Dues & Subscriptions	11,696.95	43,200.00	31,503.05	72.92%
65000	Miscellaneous Expenses	2,883.87	41,800.00	38,916.13	93.10%
65100	Bank Charges	433.14	20,000.00	19,566.86	97.83%
67000	Rental Expenses to QALICBs	28,750.00	315,000.00	286,250.00	90.87%
81700	Library Books	3,272,440.77	10,509,384.00	7,236,943.23	68.86%
	Total	20,406,688.33	70,084,868.00	49,678,179.67	70.88%

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

Grant Fund - 220 From 09/01/2020 Through 09/30/2020

	VTD Astron	Dudget	Dollar Budget Amount	Percent Budget
Revenues _	YTD Actual	Budget	Remaining	Remaining
Intergovenmental Revenue	72,498.62	1,800,000.00	1,727,501.38	95.97%
Total Revenues	72,498.62	1,800,000.00	1,727,501.38	95.97%
Expenditures				
Salaries	69,324.30	480,000.00	410,675.70	85.56%
Benefits	30,614.75	210,000.00	179,385.25	85.42%
Supplies & Services	66,826.45	500,000.00	433,173.55	86.63%
Capital Outlay	13,320.00	610,000.00	596,680.00	97.82%
Total Expenditures	180,085.50	1,800,000.00	1,619,914.50	90.00%
Excess (Deficit) of Revenues over (under) Expenditures	(107,586.88)	-	107,586.88	5.98%

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

Grant Fund - 220 From 09/01/2020 Through 09/30/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
51100	Salaries - Full Time	66,973.84	478,747.50	411,773.66	86.01%
51200	Salaries - Part Time	2,037.32	-	(2,037.32)	
51600	Longevity Pay	313.14	1,252.50	939.36	75.00%
55100	Employees Retirement	20,277.42	161,071.66	140,794.24	87.41%
55200	Group Insurance	9,345.89	44,547.88	35,201.99	79.02%
55400	Medicare Coverage Expense	991.44	4,380.46	3,389.02	77.37%
61100	Office Supplies	377.82	5,277.14	4,899.32	92.84%
61120	Software & User Licenses	-	53,200.00	53,200.00	100.00%
61410	Contracted Services	48,019.50	412,700.00	364,680.50	88.36%
61600	Telephone	10,920.40	-	(10,920.40)	
62700	Education & Training	7,327.02	12,000.00	4,672.98	38.94%
62800	Travel & Transportation	181.71	5,800.00	5,618.29	96.87%
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	13,320.00	150,000.00	136,680.00	91.12%
	Total	180,085.50	1,800,000.00	1,619,914.50	90.00%

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

Gift Fund - 230 From 09/01/2020 Through 09/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Miscellaneous	28,580.72	815,000.00	786,419.28	96.49%
Total Revenues	28,580.72	815,000.00	786,419.28	96.49%
Expenditures				
Supplies & Services	95,843.12	715,000.00	619,156.88	86.60%
Capital Outlay	-	100,000.00	100,000.00	100.00%
Total Expenditures	95,843.12	815,000.00	719,156.88	88.24%
Excess (Deficit) of Revenues over (under) Expenditures	(67,262.40)	-	67,262.40	8.25%

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

Gift Fund - 230 From 09/01/2020 Through 09/30/2020

					Percent Budget
		YTD Actual	Budget	YTD Variance	Remaining
61100	Office Supplies	-	20,000.00	20,000.00	100.00%
61110	Operating Supplies	8,573.01	15,000.00	6,426.99	42.85%
61120	Software & User Licenses	260.85	-	(260.85)	
61210	Small Equipment	70,374.93	15,000.00	(55,374.93)	-369.17%
61410	Contracted Services	-	250,000.00	250,000.00	100.00%
61500	Rental Expenses	-	315,000.00	315,000.00	100.00%
61600	Telephone	7,122.00	-	(7,122.00)	
61900	Professional Services	6,662.50	100,000.00	93,337.50	93.34%
62510	Advertising	2,250.00	-	(2,250.00)	
62900	Printing & Reproduction	599.83	-	(599.83)	
81600	Capital Equipment - Major	-	100,000.00	100,000.00	100.00%
	Total	95,843.12	815,000.00	719,156.88	88.24%

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

Capital Projects Fund - 510 From 09/01/2020 Through 09/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				<u></u>
Miscellaneous	9,389.76	50,000.00	40,610.24	81.22%
Total Revenues	9,389.76	50,000.00	40,610.24	81.22%
Expenditures				
Supplies & Services	188,914.78	2,574,700.00	2,385,785.22	92.66%
Capital Outlay	-	1,484,000.00	1,484,000.00	100.00%
Total Expenditures	188,914.78	4,058,700.00	3,869,785.22	95.35%
Excess (Deficit) of Revenues over (under) Expenditures	(179,525.02)	(4,008,700.00)	(3,829,174.98)	-14.12%

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

Capital Projects Fund - 510 From 09/01/2020 Through 09/30/2020

		YTD Actual	Budget	YTD Variance	Percent Budget Remaining
61110	Operating Supplies	11,068.52	7,500.00	(3,568.52)	-47.58%
61120	Software & User Licenses	19,521.55	203,000.00	183,478.45	90.38%
61210	Small Equipment	47,925.31	1,176,700.00	1,128,774.69	95.93%
61400	Equipment Repair & Maint.	678.90	345,000.00	344,321.10	99.80%
61410	Contracted Services	-	43,000.00	43,000.00	100.00%
61420	Building Repair & Maint.	89,766.86	759,500.00	669,733.14	88.18%
61800	Insurance & Bonds	1,234.00	-	(1,234.00)	
61900	Professional Services	14,140.40	-	(14,140.40)	
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	188,914.78	4,058,700.00	3,869,785.22	95.35%

Project 2050 - Furniture Replacement From 09/01/2020 through 09/30/2020

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 09/01/2020 through 09/30/2020

510 Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditur	es				
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 09/01/2020 through 09/30/2020

510 Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Expenditur	res				
61120	Software & User Licenses	19,521.55	203,000.00	166,936.17	82%
61210	Small Equipment	43,252.81	452,000.00	408,747.19	90%
61400	Equipment Repair & Maint.	678.90	345,000.00	344,321.10	100%
61410	Contracted Services	-	43,000.00	43,000.00	100%
81600	Capital Equipment - Major	-	704,000.00	704,000.00	100%
	Total Expenditures	63,453.26	1,747,000.00	1,667,004.46	95%

Project 5010 - Bldg Repair & Maintenance From 09/01/2020 through 09/30/2020

510 Capital Projects Fund

		YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
		TID Actual	Duuget	Kemaning	Kemaning
Revenues	0 Interest Earnings	9.389.76	50,000.00	40,610.24	81%
4320	Total Revenues	9,389.76	50,000.00	40,610.24	81%
	Total Revenues	2,302.70	30,000.00	40,010.24	01 /0
Expenditur	res				
61110	Operating Supplies	11,068.52	7,500.00	(14,980.00)	-200%
61210	Small Equipment	4,672.50	10,000.00	5,327.50	53%
61420	Building Repair & Maint.	89,766.86	759,500.00	659,050.77	87%
61900	Professional Services	15,374.40	-	(24,374.40)	0%
81500	Capital Improvements	-	650,000.00	650,000.00	100%
	Total Expenditures	120,882.28	1,427,000.00	1,275,023.87	89%

Project 5020 - PVS Projects From 09/01/2020 through 09/30/2020

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 09/01/2020 through 09/30/2020

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 09/01/2020 Through 09/30/2020

	YTD Actual	Budget	Dollar Budget Amount Remaining	Percent Budget Remaining
Revenues				
Tax Revenue	0.74	-	(0.74)	
Miscellaneous	20.10	10,000.00	9,979.90	99.80%
Total Revenues	20.84	10,000.00	9,979.16	99.79%
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%
Excess (Deficit) of Revenues over (under) Expenditures	(1,104.16)	-	1,104.16	11.04%

Board of Trustees Meeting - Item VI. Library Reports

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

Debt Service Fund - 610 From 09/01/2020 Through 09/30/2020

				Percent Budget
	YTD Actual	Budget	YTD Variance	Remaining
65100 Bank Charges	1,125.00	10,000.00	8,875.00	88.75%
Total	1,125.00	10,000.00	8,875.00	88.75%

1997 1970 1970 1972	Charle (Vanada and	Darking Date	Vendor	Wander Name	Paradata	Charle Assessment
1965 97/2000 1044 1046	Check/Voucher#	Posting Date	Number	Vendor Name	Description	Check Amount
1995 97/1/200 2014 1997 199						
1985 97,970,098 1985 1					·	
1995 97/27/200 2015 Service Service Service						
2007 97/2007 9306 3006 3007 2007						
1995 9/12/2002 1974 19						
1980 9/26/2009 1997 Low-1, Report Recode photoms Froming 9.18.03 1.98.00						60.00
2064. 9/24/2002 1306	10959	9/28/2020	10754	Nancy Elizabeth Suriano	Reading Horizons Training 9/18	108.00
1996. 9/21/2002 1319. America Cest Information 2.980.0	10960	9/28/2020	10970	Laura L. Nguyen	Reading Horizons Training 9.18.20	108.00
1985 9,72,000 111		9/28/2020		Michael Shon Thrower		
1966 9/32/2020 156						
1965 9/28/2002 127 Capper Learning, Inc. Library Books & Meteration for PX200-2021 11,190.03						
1995 9/28/2002 127						
1967 978/2000 1967 1978/2000 1979 1979/2000 1979/2000 1979/2000 1979/2000 1979/2000 1979/2000 1979/2000 1979/2000 1979						
1968 978/2000 1950 Mechanical Protection 1960						
1999 \$7,77,1200 200 Programmic Services, LLC Services, Sept 200 1,149,320 1,249,320						
1997 \$7/87/200 2397 Programe Benefator						
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1997 9/78/700 2798 Sociation Commenceations, LC Sevice-Sept 200 3,149.30 30974 9/78/700 3011 Infers Corporation Uniform Secret 200 3,149.30 30974 9/78/700 3011 Infers Corporation Uniform Secret 200 3,149.30 30974 39/78/700 3						
1997						
1977 9778/7020 5001 Unifers Corporation 211.44 1977 9778/7020 5712 Temperine Office Machines Protect Support Sevence, End (2072) 497.00 1979 9778/7020 5712 Temperine Office Machines Protect Support Sevence, End (2072) 497.00 1979 9778/7020 672 67						
19976 97/87/2020 5130 Overflowe Inc. Library Books & Materials for P7/200-2021 14-467-75 12-2021 12-				*		
1997 9/18/2020 5718 Tangeme-Office Machines Printer Support Service, End. (6/07/12 1971/20720 1						
19978 97/87/2000 5799 The Permontity Company Library Books & Materials for PY/2002-2021 30.171.31					•	
1988 97/88/2000 C255 Raren E Whisenheut Metroda SV.25 Digital/Analge Parable Relia 4,000.00	10978		5769			10,171.31
10981 978/2020 6756 Read the Books LLC Read the Books databases 4,000.00	10979	9/28/2020	6206	Vitral	FY 2020 Translations - e-card & phone tree	2,235.00
1982 9/18/2020 792 25 sanley Convergent Security Solutions Wis Service Calls for FACP "COMM" Frors 2,826 00 1098 9/18/2020 7671 Western Center Investor Company United Lock and Security Inc. C. Service Call - Froulishe Normal and adjust Came 519.27 1095 9/18/2020 812 5 saples Afternated Security Systems (C. A. Will Sought of Face American Center Systems (C. A. Will Sought of Face American Center Company Western Center Company West	10980		6253	Karen E. Whisenhunt		259.00
1988 9788/2020 7671 Western Externishort Company Urban Pext Control 5.926.7020 7587 Urbited Load and Security, Inc. C. Service Call - Trolleshort and adjust Came 5.937.71085 9788/2020 7581 Urbited Load Security, Inc. C. Service Call - Trolleshort and adjust Came 5.937.71085 9788/2020 7581 Urbited Load Security Furbishes 74.8 WM Bingley Fire Albarm Monitoring 13.00 10.00 79.00	10981	9/28/2020	6256	Read the Books LLC	Read the Books database	4,000.00
1984 9/28/2009 7687 10865 9/28/2009 8010 10865 9/28/2009 8010 10865 9/28/2009 8010 10865 9/28/2009 8010 10865 9/28/2009 8010 10865 8/28/2009 8/2	10982		7592	Stanley Convergent Security Solutions	WV: Service Calls for FACP "COMM" Errors	1,035.00
1985 9/28/2020 7943 Communication Exterioric Systems in C Hs MMs Burglar Fire Alarm Monitoring 130,00 10987 9/28/2020 3121 Saples Advantage Deat LA Watering classic Set gray - FAC 8,955.18 1999 9/28/2020 3787 Albert Androine Services PS Services (LS Set gray - FAC 8,955.18 1999 9/28/2020 3583 Ciffice Plant Communication	10983			Western Exterminator Company	Urban: Pest Control	2,826.00
10986 9/28/2000 8010 Allied Universal Security Services PS Servit Guards (19/42/00) 77/20 8,985.18 10990 9/28/2020 8798 Alberto Angulo Futurated ELIV PM 6EG 505 7/29-9/16 1,986.00 1,998.00 1,999.00 1	10984	9/28/2020		United Lock and Security, Inc.	CC: Service Call - Troubleshoot and adjust Came	
1998 9/28/200						
10990 37/28/200 9787 Alberto Anguso Intrando EL YM BEG 105 7/29-9/15 1.998.00				•		
10992 37,87,020 9287 01s Elevator Company WM: Elevator 770.53 10998 37,87,0200 9383 Terc Co., Inc. 72,14 th Button Making KF '-S 531.06 10995 37,87,0200 9483 Terc Co., Inc. 72,14 th Button Making KF '-S 531.06 10998 37,87,0200 9511 Mamp David Ford 109,000 101,000						
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1011 10/5/2020 1757 Ingram Library Services Library Books & Materials for FY2020-2021 93,336.41 1012 10/5/2020 1950 Liberty Lock and Security Various Miss service 61420 95.00 1014 10/5/2020 2254 Overton Power District #5 Service 08/21/20-09/21/20 MT 20.75 1016 10/5/2020 2274 Overton Power District #5 Service 08/21/20-09/21/20 MT 20.75 1016 10/5/2020 2733 Phoenis Fire Protection, LLC SM: Fire Sprinkler Tests / Inspections 3,340.00 1018 10/5/2020 2785 Phoenis Fire Protection, LLC SM: Fire Sprinkler Tests / Inspections 3,340.00 1019 10/5/2020 2852 Chem-Aqua, Inc. EV: Monthly IFVAC Chemical Service 569.75 1020 10/5/2020 3455 Ace Fire Systems, Inc. EV: Monthly IFVAC Chemical Service 43.75 1021 10/5/2020 3455 Ace Fire Systems, Inc. CC: Fire Sprinkler Tests / Inspections 2.860.10 1022 10/5/2020 3455 Ace Fire Systems, Inc. CC: Fire Sprinkler Tests / Inspections 2.860.10 1024 10/5/2020 3475 Ace Fire Systems, Inc. CC: Fire Sprinkler Tests / Inspections 2.860.10 1025 10/5/2020 3475 Ace Fire Systems, Inc. CC: Fire Sprinkler Tests / Inspections 2.860.10 1026 10/5/2020 3475 Ace Fire Systems, Inc. CC: Fire Sprinkler Tests / Inspections 2.860.10 1027 10/5/2020 3475 Ace Fire Systems, Inc. CC: Fire Sprinkler Tests / Inspections 2.860.10 1028 10/5/2020 3475 Ace Fire Systems, Inc. CC: Fire Sprinkler Tests / Inspections 2.860.10 1029 10/5/2020 3475 Ace Fire Systems, Inc. CC: Fire Sprinkler Tests / Inspections 3.840.99 1029 10/5/2020 3475 Ace Fire Systems, Inc. CC: Fire Sprinkler Tests / Inspections 3.840.99 1020 10/5/2020 3475 Ace Fire Systems, Inc. CC: Fire Sprinkler Tests / Inspections 3.860.10 1026 10/5/2020 3475 Ace Fire Systems, Inc. CC: Fire Sprinkler Tests / Inspections 3.860.10 1027 10/5/2020 3475 Ace Fire Systems A						
1012			1757			9,336.41
11014 10/5/2020 2152 Nedco Supply Various 530,64	11012	10/5/2020	1837	Johnstone Supply	Various	250.65
11015 10/5/2020 2214 Overton Power District #5 Service 08/21/20-09/21/20 MT 200-79	11013	10/5/2020	1950	Liberty Lock and Security	Various: Misc service 61420	95.00
11016	11014	10/5/2020	2152	Nedco Supply	Various	539.64
11017	11015	10/5/2020	2234	Overton Power District #5	Service 08/21/20-09/21/20 MT	209.79
11018						
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11022 10/5/2020 3770 Cox Communications of Las Vegas Service 09/17/20-10/16/20 13.834.59 11023 10/5/2020 4320 Lucas Holdings, LLC LVCCL VGK - Art Only, no barcode 9.976.76 11024 10/5/2020 4320 Kiesub Electronic Supply WE1010NA Weller digital soldering station 240.63 11025 10/5/2020 4604 Brodart Library Supplies & Furnishings Materials & Supplies for FV21 1,647.90 11026 10/5/2020 5011 UniFirst Corporation Uniform Rental 105.72 11027 10/5/2020 5011 UniFirst Corporation Uniform Rental 105.72 11028 10/5/2020 5718 Tangerine Office Machines Printer Support Services, End: 6/30/21 178.00 11029 10/5/2020 6777 Mailmax Mailing Solutions, LLC Sc.: Misc Mailroom Supplies 338.38 11031 10/5/2020 7419 EDS Electronics Inc. Sw.: Fire Alarm Tests / Inspections 330.00 11033 10/5/2020 7687 United Lock and Security, Inc. Various 11034 10/5/2020 8438 Carrier Corporation SM.: Chiller PM 1,148.60 11035 10/5/2020 8575 Guaranteed Pest Solutions LLC Urban: Bed Bug Inspections 11039 10/5/2020 8575 Guaranteed Pest Solutions LLC Urban: Bed Bug Inspections 128.67 11039 10/5/2020 9074 Statewide Fire Protection - Western States CH: Fire Sprinkler Tests / Inspections 373.10 1004 10/5/2020 9333 Office Plus Cride						
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11030 10/5/2020 677 Mallmax Mailing Solutions, LLC SC: Misc Mailroom Supplies 338.38 11031 10/5/2020 7371 EnvisionWare, Inc. LDS Fax Overage Aug 2020 42.00 11032 10/5/2020 7499 EDS Electronics Inc. SW: Fire Alarm Tests / Inspections 330.00 11033 10/5/2020 7687 United Lock and Security, Inc. Various 58.00 11034 10/5/2020 8122 Staples Advantage Dept LA 8.5x11 black linen - SW 11.478.61 11035 10/5/2020 8575 Guaranteed Pest Solutions LLC Urban: Bed Bug Inspections 18.27 11036 10/5/2020 8575 Intermountain Lock and Security Supply Various 158.67 11038 10/5/2020 9074 Statewide Fire Protection - Western States CH: Fire Sprinkler Tests / Inspections 175.00 11049 10/5/2020 9101 O'Reilly Auto Parts Various 22.99 11041 10/5/2020 9133 Teld Wiens Tire & Auto Centers Order PUR011789 373.10 11041 10/5/2020 9383 Offfice Plus Crt.gi.sr, prt, jl4250 - WH 2.						
11031	11030		6777	Mailmax Mailing Solutions, LLC	SC: Misc Mailroom Supplies	338.38
11033 10/5/2020 7687 United Lock and Security, Inc. Various 58.00 11034 10/5/2020 8122 Staples Advantage Dept LA 8.5x11 black linen - 5W 11,478.61 11035 10/5/2020 8438 Carrier Corporation SM: Chiller PM 1,184.00 11036 10/5/2020 8557 Guaranteed Pest Solutions LLC Urban: Bed Bug Inspections 168.75 11037 10/5/2020 8575 Intermountain Lock and Security Supply Various 158.67 11038 10/5/2020 9074 Statewide Fire Protection - Western States CH: Fire Sprinkler Tests / Inspections 175.00 11039 10/5/2020 9101 O'Reilly Auto Parts Various 22.99 11041 10/5/2020 9133 Ted Wiens Tire & Auto Centers Order PUR011789 373.10 11042 10/5/2020 9383 Office Plus Crtdg.lsr, prt, lj4250 - WH 2,016.36 11043 10/5/2020 9739 Commercial Lighting Specialties Various 2,121.60 11044 10/5/2020 9827	11031		7371	EnvisionWare, Inc.	LDS Fax Overage Aug 2020	42.00
11033 10/5/2020 7687 United Lock and Security, Inc. Various 58.00 11034 10/5/2020 8122 Staples Advantage Dept LA 8.5x11 black linen - SW 11.478.61 11035 10/5/2020 8438 Carrier Corporation SM: Chillier PM 1,184.00 11036 10/5/2020 8575 Guaranteed Pest Solutions LLC Urban: Bed Bug Inspections 168.75 11037 10/5/2020 8575 Intermountain Lock and Security Supply Various 158.67 11038 10/5/2020 9074 Statewide Fire Protection - Western States CH: Fire Sprinkler Tests / Inspections 175.00 11039 10/5/2020 9101 O'Reilly Auto Parts Various 22.99 11041 10/5/2020 9133 Ted Wiens Tire & Auto Centers Order PUR011789 373.10 11042 10/5/2020 9383 Office Plus Crtdg.lsr, prt, lj4250 - WH 2,016.36 11043 10/5/2020 9739 Vindstream Services 9/15/20-10/14/20 653.11 11044 10/5/2020 9827			7419	EDS Electronics Inc.	SW: Fire Alarm Tests / Inspections	330.00
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11036 10/5/2020 8557 Guaranteed Pest Solutions LLC Urban: Bed Bug Inspections 168.75 11037 10/5/2020 8575 Intermountain Lock and Security Supply Various 158.67 11038 10/5/2020 9074 Statewide Fire Protection - Western States CH: Fire Sprinkler Tests / Inspections 175.00 11039 10/5/2020 9131 Ted Wiens Tire & Auto Centers Order PUR011789 22.99 11041 10/5/2020 9383 Office Plus Crtdg.Isr, prt, Ij4250 - WH 2,016.36 11042 10/5/2020 9729 Windstream Services 9/15/20-10/14/20 653.11 11043 10/5/2020 9730 Commercial Lighting Specialties Various 2,121.60 11044 10/5/2020 9827 Vision Sign Inc. 5V: Service Call - Flag Pole Repairs 844.38 11045 10/5/2020 9907 PLIC-SBO Grand Island (Principal) Premium October 2020 22,267.21 11046 10/5/2020 9965 The Countertop Sop, LLC SW: Repair laminate countertop edging 366.00 11047 </td <td></td> <td>10/5/2020</td> <td></td> <td></td> <td></td> <td>11,478.61</td>		10/5/2020				11,478.61
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heck/Voucher#	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11049	10/12/2020	10184	City of Mesquite Athletics & Leisure Services Dept	MQLC Landscape Maintenance	800.0
11050	10/12/2020	10406	Digital Lizard	WiFi to go Bookmarks	672.7
11052	10/12/2020	10686	NLS Grounds Management, LLC	Urban,LA,MC,MQL,MV: Landscape Maintenance	19,249.7
11053	10/12/2020	11030	Robco Electric Inc	CC: Electrical Repair on Theater's dimmer rack connection	240.0
11055	10/12/2020	1627	Cengage Learning, Inc.	Library Books & Materials for FY2020-2021	2,113.1
11056	10/12/2020	1640	Gerald M. Welt, Chartered	September 2020 General Billing	6,117.2
11057	10/12/2020	1647	Global Equipment Company Inc.	CC Bottle Filling Station	1,053.9
11058	10/12/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	4,441.1
11059	10/12/2020	2015	Machabee Office Environments	WV: Repair 10 chairs	1,514.5
11060	10/12/2020	2215	OCLC Inc. # 774425	Library Books & Materials for FY2020-2021	298.0
11061	10/12/2020	2350	Rebel Oil Company	SC: Unleaded Fuel	10,311.7
11062	10/12/2020	2567	Teamsters Local Union #14	Union Dues - October 2020	8,197.0
11063	10/12/2020	2698	Virgin Valley Disposal	Rental Fee/Toter Fee Sept 2020	128.6
11064	10/12/2020	2733	Phoenix Fire Protection, LLC	SW: Fire Sprinkler Repair (Dry System)	892.0
11065	10/12/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	80,187.6
11066	10/12/2020	2822	City of Mesquite Sanitation	Service Oct, Nov, Dec 2020	560.5
11067	10/12/2020	2914	Iron Mountain	Services Sept 2020	423.9
	10/12/2020			·	
11068		3324 3500	Rio Virgin Telephone Co.	Service Oct 2020	330.0
11069	10/12/2020		Garda CL West, Inc	Order PUR011865	3,015.9
11070	10/12/2020	3776	Got Bugs LLC	MQ: Pest Control	200.0
11071	10/12/2020	3823	Lucas Holdings, LLC	LVCCL - Quick Start PostCARD	3,554.6
11072	10/12/2020	4522	Quest Diagnostics	Pre-employment drug tests	128.7
11073	10/12/2020	4604	Brodart Library Supplies & Furnishings	Econ Acrylic shlf adapter - CC	1,822.2
11074	10/12/2020	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	67,013.4
11075	10/12/2020	5718	Tangerine Office Machines	Printer Support Services, End: 6/30/21	565.0
11076	10/12/2020	7188	Innovative Interfaces, Inc.	Library Books & Materials for FY2020-2021	1,714.5
11078	10/12/2020	7371	EnvisionWare, Inc.	RFID TAGS 2X3	3,313.0
11079	10/12/2020	7687	United Lock and Security, Inc.	SW - Service Call: Custodial Rm - Install Mortise Body	259.5
11080	10/12/2020	8010	Allied Universal Security Services	On-Site Security 09/18/20-10/01/20 - CH	98,056.1
11081	10/12/2020	8122	Staples Advantage Dept LA	Ziploc sandwich bags - WV	2,978.1
11082	10/12/2020	8155	Las Vegas Clark County Librar Dist Foundation	Foundation Bookstore Sales - Sept 2020	11,216.7
11084	10/12/2020	8565	WT Cox Information Services	Library Books & Materials for FY2020-2021	6,349.1
11085	10/12/2020	9001	True Core Therapy and Wellness LLC	Coaching/Consulting Services	575.0
11086	10/12/2020	9082	Central Station Monitoring	MQ: Alarm Monitoring	134.8
11087	10/12/2020	9383	Office Plus Bailey Kennedy, LLP	Oem toner hp 648a - EN	1,185.8
11088	10/12/2020	9648		10912-015 - Policies & Procedures	1,300.0
11089	10/12/2020	9758	ConvergeOne, Inc.	10G 3meter Cable for Networking	728.2
11090	10/19/2020	10228	Sterling Volunteers	Volunteer Back Ground Checks	9.0
11091	10/19/2020	10442	LV.Net	Service 11/01/20-12/01/20	1,026.0
11092	10/19/2020	10478	Renovation Piano Services	Hammers for Kawai piano at CC	596.6
11093	10/19/2020	10535	Johnson Controls Fire Protection LP	EN: Fire Alarm Tests / Inspections	159.5
11094	10/19/2020	1064	Allied Refrigeration Inc.	Various	541.1
11095	10/19/2020	10701	Staples Technology Solutions	Elite notebook sleeve - IT	17.4
11096	10/19/2020	10809	Sandra Kay Ramaker	October 8 Regular Board Mtg	40.0
11097	10/19/2020	10864	Brian M. Wilson	October 8 Regular Board Mtg	40.0
11098	10/19/2020	11055	Bryant K. Rogers	October 8 Regular Board Mtg	40.0
11099	10/19/2020	11113	BT Supplies West, Inc.	DW- Vinyl Gloves	2,070.0
11100	10/19/2020	1157	AZ Partsmaster	Various	112.5
11101	10/19/2020	1240	Brady Industries of Nevada, LLC	Various	355.2
11102	10/19/2020	1457	Demco, Inc.	A.L.P Storage Cabinets	1,324.7
11103	10/19/2020	1535	El Mundo	Oct 2020 purchasing ad	80.0
11104	10/19/2020	1566	Fairway Chevrolet	Various	385.7
11105	10/19/2020	1580	Ferguson Enterprises, LLC	Various	239.5
11105		1678			39,163.0
	10/19/2020		Scholastic Library Publishing	ScienceFlix & TrueFlix subs 11/18/20-11/17/21	
11107	10/19/2020	1757	Ingram Library Services	Library Books & Materials for FY2020-2021	3,762.9
11108	10/19/2020	2098	Moapa Valley Water District	Service 09/09/20-10/06/20	323.4
11109	10/19/2020	2152	Nedco Supply	Various	165.0
11110	10/19/2020	2234	Overton Power District #5	Service 08/31/20-10/01/20 MV	2,375.1
11111	10/19/2020	2290	Precision Pump, Inc.	CC: Sump Pump	490.0
11112	10/19/2020	2362	Refrigeration Supplies Distributor	Various	97.3
11113	10/19/2020	2407	S & S Worldwide Inc.	Stained Glass Coloring Book Assortment	75.4
11114	10/19/2020	2533	Suburban Propane - 1487	Propane - Oct 2020	676.7
11115	10/19/2020	2682	Valley Enterprises, Inc.	MQLC,MV: Mid-Day September	7,370.4
11116	10/19/2020	2702	Grainger, Inc.	Various	142.4
11117	10/19/2020	2733	Phoenix Fire Protection, LLC	WM: Replace (3) fire sprinkler heads	1,305.0
11118	10/19/2020	2798	Brodart Co.	Library Books & Materials for FY2020-2021	19,263.2
11119	10/19/2020	2799	CDW Government Inc,	Firewall Software for Security Audit Finding	179.2
11120	10/19/2020	2819	CenturyLink Communications, LLC	Service Oct 2020	10,693.1
			Chem-Aqua, Inc.	EV: Monthly HVAC Chemical Service	
11121	10/19/2020	2852	• •	•	569.7
11122	10/19/2020	2853	Dick Blick	Paracord - Black, 1/8" diam, 16 ft long - YS	94.2
11123	10/19/2020	2887	West Payment Ctr	Library Materials for MISD during FY21	723.9
11124	10/19/2020	3355	Teamsters Security Fund S. Nevada	October 2020	315,142.0
11125	10/19/2020	3435	Ace Fire Systems, Inc.	MQL: Fire Sprinkler Tests / Inspections	585.0
11127	10/19/2020	4897	Public Employees Benefits Program State of NV	Acct #750 Ins. Premium - Oct 2020	7,125.1
11128	10/19/2020	5001	UniFirst Corporation	Uniform Rental	105.
11129	10/19/2020	5130	OverDrive Inc.	Library Books & Materials for FY2020-2021	63,010.9
11130	10/19/2020	7371	EnvisionWare, Inc.	LIBRARY DOCUMENT STATION (LDS)	27,960.0
11131	10/19/2020	7592	Stanley Convergent Security Solutions	RB,SM,SV,WV,LA: Fire Alarm Tests / Inspections	650.0
11132	10/19/2020	7671	Western Exterminator Company	Urban: Pest Control	1,413.0
11135	10/19/2020	8122	Staples Advantage Dept LA	2 oz clear portion cups - SU	3,266.
11136	10/19/2020	8557	Guaranteed Pest Solutions LLC	Urban: Bed Bug Inspections	477.
	10/19/2020			Various	32.8
11137		8575	Intermountain Lock and Security Supply		
11138	10/19/2020	8811	Shannon Bilbray-Axelrod	October 8 Regular Board Mtg	40.0
11139	10/19/2020	8945	Robin Wadley Munier	October 8 Regular Board Mtg	40.0
11140	10/19/2020	9074	Statewide Fire Protection - Western States	SC: Fire Sprinkler (Deficiency) Repair	3,120.0
	10/19/2020	9101	O'Reilly Auto Parts	Various	164.8
11141					
11141 11142	10/19/2020	9191	Canon Solutions America, Inc.	Monthly Maint 08/31/20-09/29/20 - WM	4,097.4 113,602.5

11144 1575-1570-200 5279 Anthriff refine Croice Cocke of England Score Mag. 7.00	Check/Voucher#	Posting Date	Vendor Number	Vendor Name	Description	Check Amount
11145 30/30/2009 922 Oils Februard Company With Holosein 7935 11146 1979/2009 939 700						40.00
11146						
1117 1307/2003 9318 Office Pills Ching Ching Mark Annual Pills 1307/2003 130						40.00
11148						
1119						
1915 1919						
BESS 97-84/2002 1030 Long Naper Systems, Lix LESS Cauch Register To 1.11/1.						
BESS 97-84-2022 1009 Spring Service Service (1977/2010/87/20) 121-1276 124-1276 1						
2-490						
\$8525 \$9.74,70200 \$1296 Section of Feedom Service (1970) \$1.04,70200 \$1.04						
B852 974/2002 130 State International Services of Workshop B852 974/2002 130 2312 Collections of Successment Unit B859 974/2002 130 ART Section Collection Services (Section Collection C						
8889 974-7000 1454 State Citations & Dishacuments tild Mandada court purposet 1.11 8869 974-7000 2014 Software for Corp. 1.11 8869 974-7000 2014 Software for Corp. 1.11 8869 974-7000 2014 Software for Corp. 1.11 8860 974-7000 2014 Malware Tay 1.11 8860 974-7000 3149 Malware Tay 1.11 8861 974-7000 3179 Malware Tay 3.11 8862 974-7000 3179 Malware Tay 3.11 8863 974-7000 3179 Malware Tay 3.11 8864 974-7000 3179 Malware Tay 3.11 8865 974-7000 3179 Malware Tay 3.11 8866 974-7000 3179 Malware Tay 3.11 8867 974-7000 3179 Malware Tay 3.11 8868 974-7000 3179 Malware Tay 3.11 8868 974-7000 3179 Malware Tay 3.11 8869 974-7000 3179 Malware Tay 3.11 8860 974-7000 3179 Malware Tay 3.11 8860 974-7000 3179 Malware Tay 3.11 8860 974-7000 3.11 Malware Tay 3.11 8860 974-7000 3.11 Malware Tay 3.1						
8858 97.479/2002 1263 2011						
88696 9/47/2000 219						
8899 9/4/2000 2494 Sethered George Sethered Setter Corp Sethered Setter Corp Sethered Setter Corp 29.14/2000 20.14 Sethered Setter French Personal S						
8897 9/4/2009 288 Schmidter Elevator Corp 595 'Service Cife - Gallery of bot between; 2,217. 8800 9/4/2009 297 Miles and Stranger Services, Inc. 4 (mp. 9 1, 9 2, 9 4 m) 1, 20, 9 4 m)						303.95
BREAD 9/34/2029 3149 Mischest Tape Lacry Stocks Automatic Prizos 2021 318-99-2 328-99						274.36
B8021 97/47/2022 417 Television Menting Evenius, Inc. 4 (ap. 9.1), 9.12, 9.14, 9.15 200.				Schindler Elevator Corp	,	2,317.46
88602 974/3/2020 4470 Color Reflections barners, window clings, Early Open 997.				Midwest Tape		18,959.27
BRIGOS 9/24/2003 529	88601	9/24/2020		Television Monitoring Services, Inc.	4 clips 9-11, 9-12, 9-14, 9-15	200.00
88014 9/24/2002 6464 Agai Serk Engineers, Inc. 14/26. Wide Treatment 4.15.01. 88011 9/24/2002 9.77 In IUSA, Inc. Supplies for flace Catening machine 4.26.44. 88011 9/24/2002 69.77 In IUSA, Inc. Supplies for flace Catening machine 4.26.44. 88014 9/24/2002 69.77 In IUSA, Inc. F. Monthly H-VACC Chemical Service 1.13.97. 88015 9/24/2002 69.72 Chem-Aux, Inc. F. Monthly H-VACC Chemical Service 1.13.97. 88016 9/24/2002 10.01/2002 10.01.02. Chemical Selections IUSA (Inc. Chemical Selections Cot. et al.	88602	9/24/2020	4676	Color Reflections	banners, window clings, Early Open	997.50
8811 9/24/200 7369 7360 736	88603	9/24/2020	5026	Nevada State Treasurer	Mandated court payment	8.00
88121 9/34/2020 977	88604	9/24/2020	6646	Aqua Serv Engineers, Inc	HVAC Water Treatment	4,161.02
B8613 9/74/2020 1995 Cementary C	88611	9/24/2020	7369	SYNCHRONY BANK/AMAZON	LECHONG Cat Toys Interactive - SV	14,196.20
88614 9/24/2020 2852 Dem-Aqua, Inc. EV. Monthly MVMC Chemical Service 1.1906 1.88616 10/1/2020 10/017 Col. Media Relations 1.100 Cot. at with barner Black image magazine 1.2006 1.200	88612	9/24/2020	9677	Elm USA, Inc.	Supplies for disc cleaning machine	4,984.54
88151 91/1/2020 101/2020	88613	9/24/2020	10936	SurveyMonkey Inc.	Survey Monkey Membership	1,500.00
88615 1017/2020 1017 2018 2019 2	88614	9/24/2020	2852	Chem-Aqua, Inc.	EV: Monthly HVAC Chemical Service	1,139.50
88615 101/1/2020 10017 20 A Media Relations 0ct al. with barner Black image magazine 2,500.6	88615	9/24/2020	6092	Innovative Users Group	IUG Institutional Membership	110.00
B86187						2,500.00
B8618 101/1/2020 10166 Growing Minds Media LC Service & Fee Muzzy Club 7/20-6/71 37.66.46						213.73
88519 101/1/2020 10977 The New York Times Company						7,500.00
885020 1011/12/200 10927						37,684.40
88521 101/1/2020 10981 WCF National Insurance Company Workers Comp 10/01/20-3/01/21 69.917.5 1.080.5 88523 101/1/2020 11589 Circeropum Media Group, ILC half page at Weekly - Sept 24 1.500.5 88526 101/1/2020 1201 1584 100.5 ILC half page at Weekly - Sept 24 1.500.5 88527 101/1/2020 1201 1584 ILC						1,970.42
88622 101/1/2020 110192 Valeria Cristina Againsta Guerrero EV AM Conversation 130 7/1-8/925 1.09026 1.5902					·	69,917.00
Sept.						1.080.00
88624						,
88625 101/1/2020 12181 With Socrates Socrates 71/12O-6/30/21 5,000.00						
88567 101/1/2020 1931 Love Improvement Various August September 2020 35.75 88628 101/1/2020 2175 NV Energy Service 08/19/20-09/18/20 RB 3.878.1 88629 101/1/2020 2474 Southwest Gas Corp. Service 08/19/20-09/18/20 RB 13.14 88630 101/1/2020 2338 Verizous Writeries Service 08/19/20-09/18/20 RB 13.14 88631 101/1/2020 2338 Verizous Writeries Service 08/19/20-09/18/20 RB 13.14 88631 101/1/2020 2338 Verizous Writeries Service 08/19/20-09/18/20 RB 13.14 88638 101/1/2020 3389 Midwest Tape Library Nobel & Materials For 1900-021 2.988.1 88638 101/1/2020 339 Midwest Tape Library Nobel & Materials For 1900-021 2.988.1 88640 101/1/2020 6117 Reliance Connects Service 06/12/19/20/20 3.938 Nobel Materials For 1900-021 3.938 Nobel Sociations 3.908 Nobel Sociations 3.9						
8867 101/1/2020 1991 Lowe's Improvement						
88628 10/1/2002 2175 V Energy Service 08/19/20-09/18/20 R8 1318.1 88620 10/1/2002 2494 Subtwest Gas Corp. Service 08/19/20-09/18/20 R8 1311.1 88630 10/1/2002 2838 Vision Wireless Service 08/19/20-09/18/2070 2,588.1 88635 10/1/2003 3149 Midwest Tape Library Books & Materials for P7200-1001 23,882.1 88639 10/1/2000 5139 Williard Library IIL IIL - postage for IIL 20/3459148 2.2 88641 10/1/2000 6817 Relance Connects Service 02/200 655.8 88641 10/1/2000 7373 IWM Life Insurance Co. of America Premium Cont C 200 675.8 88642 10/1/2000 9373 IRM Life Insurance Co. of America Premium Cont C 200 675.8 88643 10/1/2000 9373 AIAC Premium Verified Premium Cont C 200 675.6 88645 10/1/2000 9374 AIAC Premium Verified Premium Cont C 200 155.5 886461 10/1/2000 10017 AIAC P						
88629 101/1/2020 2494 Southwest Cas Corp. Service 08/21/20-09/22/20 R8 131.1 88631 101/1/2020 283 Verbraid Fervices Service 08/21/20-09/20/20 2,586.3 88635 101/1/2020 338 Home Depot Credit Services August - September 2020 Various 1,922.5 88638 101/1/2020 6817 Reliance Connects August - September 2020 Various 1,922.5 88640 101/1/2020 6817 Reliance Connects Service Oct 2020 653.5 88642 101/1/2020 8731 UNUM Life Insurance Co. of America Premium Oct 2020 670.5 88645 101/1/2020 9384 Neto-Solutions 2020 W-2.2 293.3 88646 10/8/2020 10011 CA Media Relations Cottober purchasing ad 300 88647 10/8/2020 1012 Virgin Valley Water District Service 08/20/20/20/20/20 125.5 88651 10/8/2020 1021 Virgin Valley Water District Service 08/20/20/20/20/20/20/20/20 125.5 88652 10/8/2020 1021 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>						
8880						
8881						
88853 10/1/2020 3149 Midwest Tape Library Books & Materials for Pr/2020-2021 2,885 88839 10/1/2020 3383 Home Depot Credit Services August - September 2020 various 1,922 88640 10/1/2020 6817 Relance Connects Service Oz 0220 6353 88641 10/1/2020 8731 UNIVINITY Library Code 6353 88642 10/1/2020 8734 Nelvo Solutions 2020 W-25 6253 88643 10/1/2020 934A Nelco Solutions 2020 W-25 2533 88646 10/8/2020 10017 COA Media Relations October purchasing ad 3500 88647 10/8/2020 10017 COA Media Relations October purchasing ad 3500 88648 10/8/2020 10387 The Firm Media Monitoring: Auly 2020 7500 88651 10/8/2020 10887 The Firm Media Monitoring: Auly 2020 7500 88652 10/8/2020 11813 Calmadywy World, LLC Library Books & Materials for Pr/2020-2021						
88838 10/1/2020 5109 Mindre Ubrary LLL ILL-postage for ILL 20369148 2.2 88840 10/1/2020 6107 Reliance Connects Service Oct 2020 635. 88841 10/1/2020 7740 Gaudin Ford 486. 486. 88842 10/1/2020 934 Nece Solutions 200 W-2 253. 88843 10/1/2020 934 Nece Solutions 200 W-2 233. 88845 10/1/2020 937 AFLAC Premium Holding Premium Sept 2020 2,522. 88846 10/8/2020 10017 Che Media Relations October purchasing ad 330. 88847 10/8/2020 10212 Virgin Valley Water District Service 08/20/20-09/20/20 1,555. 88849 10/8/2020 10387 The Firm Media Mentioning- 1/9/20 700. 88540 10/8/2020 10881 Ciscose Fire Protection, Inc. EV-Fire Sprinder Repair 82.2 88551 10/8/2020 11813 Chapte Buller Hardware, Inc. EV- Fire Sprinder Repair 82.9 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>						
88639						
88404 101/12020 5817 Rellance Connects Service Oct 2020 635.6 88421 101/12020 7310 Gaudine Ford 456.6 88442 101/12020 934 Helco Solutions 200 W23 253.3 88445 101/12020 937 AFLAC Premium Holding Premium Set 2020 2,52.2 88464 101/8/2020 10017 COA Media Relations October purchasing ad 350.0 88474 101/8/2020 10389 He Firm Media Montoring: July 2020 150.55.7 88465 101/8/2020 10877 The Firm Media Montoring: July 2020 750.0 8850 101/8/2020 10877 The Firm Media Montoring: July 2020 750.0 88551 101/8/2020 10881 Cocoo Fire Protection, Inc. EV: Fire Sprinker Repair 839.3 88552 101/8/2020 11812 Andrea Balsa Rovaria, Inc. EN: Auto Door Repair - exterior west entrance 903.0 88554 101/8/2020 11812 Andrea Balsa Rovaria Vice Cover Talent - Phone Tree - Spanish						
8841 10/J/2020 8731 Gaudin Ford #850. A/C Repairs 486.5 8843 10/J/2020 9384 Nelco Solutions 2020 W.2s 253.3 88454 10/J/2020 9384 Nelco Solutions 2020 W.2s 253.3 88464 10/8/2020 10017 CDA Media Relations October purchasing ad 350.0 88474 10/8/2020 10212 Vigin Valley Water District Service D8/20/20-09/20/20 1.505.5 88484 10/8/2020 10389 The Firm Media Monitoring - July 2020 750.0 88551 10/8/2020 10871 Findoway World, LLC Library Books & Marist for P72020-2021 2.146.6 88551 10/8/2020 11813 Cospoil Everterior Inc. EV- Fire Sprinkler Repair 839.5 88553 10/8/2020 11813 Andrea Baka Bovaza Voice Over Talent - Phone Tree - Spanish 1.500.0 88554 10/8/2020 1201 Best Janiorial Services of Newada BD. Janiorial / Carpet / Hard Floors 122.45.5 88555 10/8/2020 157 Fof				•		
8841 10/1/2020 9314 UNUM Life Insurance Co. of America Premium Oct. 2020 253.33. 8845 10/1/2020 9397 AFLA Premium Holding Premium Sept 2020 2,522.2 88464 10/8/2020 10017 CO. A Media Relations October purchasing ad 300.0 88467 10/8/2020 10312 Virgin Vallery Water District Service 08/70/20-09/20/20 1,505.7 88458 10/8/2020 10387 The Firm Media Monthroing—July 2020 700.0 88550 10/8/2020 10817 Fire Frime Interval World, LLC Library Books & Materials for PY2020-2021 2,146. 88551 10/8/2020 11813 Cospol Fire Protection, Inc. EV: Fire Sprinkler Repair 839.5 88552 10/8/2020 11820 Andrea Baba Rovzar Voice Over Falent - Phone Tree - Spanish 1,500.0 88553 10/8/2020 11851 Microshield 300 SC: Treat / Disinfered 20 Chromebooks 577.2 88555 10/8/2020 1201 Best Janitorial Services of Nevada BD: Janitorial / Carpet / Hard Floors 122,455.1						635.85
88643 10/1/2020 9384 Neto Solutions 2020 W.2s 2523 88646 10/8/2020 10017 CDA Media Relations Octobe purchasing ad 350 88647 10/8/2020 10212 Virgin Valley Water District Service 08/20/20-09/20/20 1,505 88648 10/8/2020 10887 Findaway World, LL Urang Media Monitoring - July 2020 760.0 88650 10/8/2020 10881 Cosco Fire Protection, Inc. EV: Fire Sprinking - July 2020 1820 88651 10/8/2020 11813 Captiol Builders Hardware, Inc. EN: Auto Door Repair - exterior west entrance 993.0 88653 10/8/2020 11851 Microbield 360 SC: Treat / Disinfect 210 Chrombeoks 577.8 88654 10/8/2020 11851 Microbield 360 SC: Treat / Disinfect 210 Chrombeoks 577.8 88655 10/8/2020 1458 State Collections & Disbursement Unit Mandated Court Payment 1,232.3 88656 10/8/2020 1458 State Collections & Disbursement Unit Mandated Court Payment 1,232.4 <t< td=""><td></td><td></td><td></td><td></td><td></td><td></td></t<>						
88.645 10/l/2020 9937 AFLAC Premium Holding Premium Sept 2020 2,522,2 88.646 10/l/2020 1021 Virgin Valley Mater District Service 08/20/20-09/20/20 1,505,3 88.647 10/l/2020 1038 Media Monitoring - July 2020 1,505,3 88.658 10/l/2020 1887 Findaway World, LL Ubrary Books & Materials for FY020-2021 2,166,3 88.651 10/l/2020 1881 Cosco Fire Protection, Inc. EV. Fire Sprinkler Repair 839,3 88.652 10/l/2020 11813 Capitol Builders Hardware, Inc. EN. Auto Door Repair - exterior west entrance 903,6 88.653 10/l/2020 11820 Andrea Balas Rovzar Voice Over Talent - Phone Tiree - Spanish 1,500,6 88.653 10/l/2020 1185 Microshield 360 SC. Treat / District 20 Chromebooks 57.75 88.653 10/l/2020 1201 Best Janitorial Services of Nevada BD. Janitorial / Carpet / Pard Floors 123,415,1 88.655 10/l/2020 1474 Di Bella Flowers & Gibts Hold Andated Court Payment 1,232,2						
8864 10/8/2020 1012						253.10
88647 10/8/2020 10212 Virgin Valley Water District Service 08/20/20-09/20/20 1,505.7 88650 10/8/2020 1087 Findaway World, LLC Library Books & Materials for FY2020-2021 2,146.6 88651 10/8/2020 11813 Copo Fire Protection, Inc. EV: Fire Sprinkler Repair 833.5 88652 10/8/2020 11813 Copt of Builders Hardware, Inc. EN: Auto Door Repair - exterior west entrance 903.6 88653 10/8/2020 11820 Andrea Balsa Rovar Voice Over Talent. Phone Tree - Spanish 1,500.0 88654 10/8/2020 11821 Microshield 560 Sc. Treat. J Door Repair - exterior west entrance 903.5 88655 10/8/2020 1201 Best Lanitorial Services of Nevada 80: Janitorial / Carpet / Hard Floors 123.415.1 88656 10/8/2020 1474 Di Bella Flowers & Gifts Flowers - Ashley Buzard death 97.5 88657 10/8/2020 1474 Di Bella Flowers & Gifts Flowers - Ashley Buzard death 97.5 88659 10/8/2020 2177 Fed. Express Service-SP2/20-10/75						2,522.20
88648 10/8/2020 10389 The Firm Medial Monitoring - July 2020 760.0 88651 10/8/2020 10881 Cosco Fire Protection, Inc. EV. Fire Sprinkler Repair 839.5 88652 10/8/2020 11821 Capitol Builders Hardware, Inc. EV. Fire Sprinkler Repair 839.5 88653 10/8/2020 11820 Andrea Balsa Rovzar Voice Over Talent - Phone Tree - Spanish 1,500.0 88654 10/8/2020 11821 Microshield 360 SC. Treat / Disinfect 210 Chromebooks 377.5 88655 10/8/2020 1458 State Collections & Obsbursement Unit Mandard All Capital						350.00
88650 10/8/2020 10817 Findaway World, LLC Library Books & Materials for PY2020-2021 2,146.0 88651 10/8/2020 11813 Costo Fire Protection, Inc. EV. Fire Sprinker Repair 8393 88652 10/8/2020 11813 Capitol Builders Hardware, Inc. EN. Auto Door Repair - exterior west entrance 903.0 88653 10/8/2020 11820 Andrea Balsa Rovara Voice Over Falent - Phone Tree - Spanish 1,500.0 88654 10/8/2020 1201 Best Janitorial Services of Nevada BC. Treat J Disinfect 210 Chromebooks 577-2 88655 10/8/2020 1201 Best Janitorial Services of Nevada BC. Janitorial / Carpet / Hard Floors 123,415.1 88656 10/8/2020 1474 Di Bella Flowers & Gifts Flowers - Ashley Buzzard death 97.5 88657 10/8/2020 2097 Magaa Valley Telephone Co. Inc. Service 08/26/20-10/25/20 176.6 88669 10/8/2020 2175 Multi-Cultural Books & Videos, Inc. Library Books & Materials for FY2020-2021 2,775.8 88661 10/8/2020 2175 Multi-Cultural					Service 08/20/20-09/20/20	1,505.70
88651 10/8/2020 10881 Cosco Fire Protection, Inc. EV. Fire Sprinkler Repair 839.5 88653 10/8/2020 11813 Capitol Builders Hardware, Inc. EV. Auto Door Repair - exterior west entrance 903.6 88654 10/8/2020 11851 Microshield 360 SC. Treat / Disinfect 210 Chromebooks 577.2 88655 10/8/2020 11851 Microshield 360 SC. Treat / Disinfect 210 Chromebooks 577.2 88655 10/8/2020 1438 State Collections & Disbursement Unit Mandated Court Payment 1,232.3 88657 10/8/2020 1474 Di Bella Flowers & Gifts Flowers Ashley Buzzard death 97.5 88658 10/8/2020 1577 FedEx Express Services - Sept 2020 176.6 88669 10/8/2020 2177 Multi-cultural Books & Videos, Inc. Library Books & Materials for FY2020-2021 2,575.6 88661 10/8/2020 2175 NV Energy Service 08/2/6/20-09/24/20 EV 62.2 88667 10/8/2020 3149 Midwest Tape Library Books & Materials for FY2020-2021 27.738.6 88668 10/8/2020 3147 Television Monito	88648	10/8/2020	10389	The Firm	Media Monitoring - July 2020	760.00
88652 10/8/2020 11813 Capitol Builders Hardware, Inc. EN: Auto Door Regair - exterior west entrance 903. 88653 10/8/2020 11851 Microshield 360 SC: Treat / Disinfect 210 Chromebooks 577.5 88654 10/8/2020 1201 Best Janitorial Services of Nevada BD: Janitorial / Carpet / Hard Floors 123,415.3 88655 10/8/2020 1434 State Collections & Disbursement Unit Mandate Gourt Payment 1,232.3 88657 10/8/2020 1474 Di Bella Flowers & Gifts Flowers - Ashley Buzzard death 9.7 88658 10/8/2020 1474 Di Bella Flowers & Gifts Express Services - Sept 2020 176. 88659 10/8/2020 2177 Fed£x Express Services - Sept 2020 176. 88660 10/8/2020 2177 Multi-Cultural Books & Videos, Inc. Library Books & Materials for PY2020-2021 2,575.6 88661 10/8/2020 2494 Southwest Gas Corp. Service 08/25/20-09/24/20 EV 62,2170. 88662 10/8/2020 3149 Midwest Tape Library Books & Materials for PY2020-2021 <td>88650</td> <td>10/8/2020</td> <td>10877</td> <td>Findaway World, LLC</td> <td>Library Books & Materials for FY2020-2021</td> <td>2,146.01</td>	88650	10/8/2020	10877	Findaway World, LLC	Library Books & Materials for FY2020-2021	2,146.01
8853 10/8/2020 11820 Andrea Balsa Rovar Voice Over Talent - Phone Tree - Spanish 1,500.0 88554 10/8/2020 11851 Microshield 360 SCT Treat / Disinfect 210 Chromebooks 577.5 88555 10/8/2020 1458 State Collections & Disbursement Unit Mandated Court Payment 1,234.15 88557 10/8/2020 147 Di Bella Infores & Giffs Flowers - Ashley Buzzard death 9.7 88558 10/8/2020 157 FeefEx Express Services - Sept 2020 176.6 88559 10/8/2020 217 Many Willi-Cultural Books & Videos, Inc. Library Books & Materials for FY2020-2021 2,575.6 88660 10/8/2020 2175 W Tenrgy Service 08/25/20-09/24/20 EV 62,170.8 88661 10/8/2020 2175 W Tenrgy Service 08/25/20-09/24/20 EV 62,170.8 88662 10/8/2020 3149 Midwest Tape Library Books & Materials for FY2020-2021 27,738. 88667 10/8/2020 3149 Midwest Tape Library Books & Materials for FY2020-2021 27,738.	88651	10/8/2020	10881	Cosco Fire Protection, Inc.	EV: Fire Sprinkler Repair	839.54
88654 10/8/2020 11851 Microshield 360 SC: Treat / Disinfect 210 Chromebooks 577.5 88655 10/8/2020 1201 Best Janitorial Services of Nevada BD: Janitorial / Carpet / Hard Floors 1123,115.1 88656 10/8/2020 1474 Di Bella Flowers & Gifts Flowers - Ashley Buzzard death 97.5 88658 10/8/2020 177 Fedex Express Services - Sepet 2020 176.6 88659 10/8/2020 2097 Moapa Valley Felephone Co. Inc. Service 09/26/20-10/25/20 1,321.6 88661 10/8/2020 2117 Multi-Cultural Books & Videos, Inc. Library Books & Materials for FV2020-2021 2,275.6 88661 10/8/2020 2494 Southwest Cas Corp. Service 08/26/20-09/24/20 EV 62.270.5 88667 10/8/2020 3149 Midwest Tape Library Books & Materials for FV2020-2021 27.738.6 88668 10/8/2020 4117 Television Monitoring Services, Inc. Ch 13 segment 9-24 50.0 88669 10/8/2020 4117 Television Monitoring Services, Inc. Ch 13 segment 9-24 5	88652	10/8/2020	11813	Capitol Builders Hardware, Inc.	EN: Auto Door Repair - exterior west entrance	903.00
88655 10/8/2020 1201 Best Janitorial Services of Nevada BD: Janitorial / Carpet/ Hard Floors 123,415.1 88656 10/8/2020 1458 State Collections & Disbursment Unit Mandated Court Payment 9.75 88657 10/8/2020 1577 FedEx Express Services - Sept 2020 176.6 88659 10/8/2020 207 Moapa Valley Telephone Co. Inc. Service 09/26/20-10/25/20 1,321.1 88660 10/8/2020 217 Multi-Cultural Books & Videos, Inc. Library Books & Materials for FY2020-2021 2,575.6 88661 10/8/2020 2175 NV Energy Service 08/26/20-09/24/20 EV 62,170.5 88662 10/8/2020 217 NV Energy Service 08/25/20-09/24/20 EV 62,170.5 88663 10/8/2020 3149 Midwest Tape Library Books & Materials for FY2020-2021 27,738.6 88669 10/8/2020 3149 Midwest Tape Library Books & Materials for FY2020-2021 27,738.6 88669 10/8/2020 411 Television Monitoring Services, Inc. Ch 13 segment 9-24 A <t< td=""><td>88653</td><td>10/8/2020</td><td>11820</td><td>Andrea Balsa Rovzar</td><td>Voice Over Talent - Phone Tree - Spanish</td><td>1,500.00</td></t<>	88653	10/8/2020	11820	Andrea Balsa Rovzar	Voice Over Talent - Phone Tree - Spanish	1,500.00
88655 10/8/2020 1251 Best Janitorial Services of Nevada BD: Janitorial / Carper / Hard Floors 123,415. 88656 10/8/2020 1458 State Collections & Disbursement Unit Mandated Court Payment 1,232.3 88657 10/8/2020 1577 FedEx Express Services - Sept 2020 176.6 88659 10/8/2020 2177 Multi-Cultural Books & Videos, Inc. Library Books & Materials for FY2020-2021 2,575.6 88660 10/8/2020 2117 Multi-Cultural Books & Videos, Inc. Library Books & Materials for FY2020-2021 2,575.6 88661 10/8/2020 2149 Southwest Gas Corp. Service 08/2/5/20-09/24/20 EV 62,770.5 88662 10/8/2020 3149 Midwest Tape Library Books & Materials for FY2020-2021 27,738.6 88669 10/8/2020 3149 Midwest Tape Library Books & Materials for FY2020-2021 27,738.6 88669 10/8/2020 4117 Television Monitoring Services, Inc. Ch 13 segment 9-24 150.0 88671 10/8/2020 419 Nevada State Treasurer Mandated Court Paymen	88654	10/8/2020	11851	Microshield 360	SC: Treat / Disinfect 210 Chromebooks	577.50
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88657 10/8/2020 1474 Di Bella Flowers & Gifts Flowers - Ashley Buzzard death 97.5 88658 10/8/2020 1577 FedEx Express Services - Sept 2020 176.6 88659 10/8/2020 2079 Moapa Valley Telephone Co. Inc. Service 09/26/20-010/25/20 1.321.1 88660 10/8/2020 2117 Multi-Cultural Books & Videos, Inc. Library Books & Materials for FY2020-2021 2,575.6 88661 10/8/2020 2494 Southwest Gas Corp. Service 08/26/20-09/24/20 EV 62.7.3 88662 10/8/2020 3149 Midwest Tape Library Books & Materials for FY2020-2021 27,738. 88668 10/8/2020 3149 Midwest Tape Library Books & Materials for FY2020-2021 27,738. 88669 10/8/2020 5026 Nevada State Treasurer Mandated Court Payment 8.6 88671 10/8/2020 5026 Nevada State Treasurer Mandated Court Payment 4.284.8 88673 10/8/2020 6646 Aqua Serv Engineers, Inc. HVAC Water Treatment 4.284.8 88673 </td <td></td> <td></td> <td></td> <td>State Collections & Disbursement Unit</td> <td></td> <td>1,232.37</td>				State Collections & Disbursement Unit		1,232.37
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88685 10/15/2020 2175 NV Energy Service 09/02/20-10/01/20 WM 16,118.3						349.64
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XX6Xb 10/15/2020 7494 Southwest Gas Corp Service 09/07/20-10/07/201A 203 /	88686	10/15/2020	2494	Southwest Gas Corp.	Service 09/02/20-10/01/20 WW Service 09/02/20-10/02/20 LA	302.45

		Vendor			
Check/Voucher#	Posting Date	Number	Vendor Name	Description	Check Amount
88690	10/15/2020	2837	Republic Services 620	Recycling Svc 10/01-10/31 WM	27,982.98
88692	10/15/2020	3149	Midwest Tape	Library Books & Materials for FY2020-2021	4,795.58
88693	10/15/2020	3309	Batteries Plus	Various	267.40
88694	10/15/2020	4633	Salt Lake County Library System - ILL	" ILL 200246381 damage ""R Tim Kool"	22.96
88695	10/15/2020	5246	Kelly D. Benavidez	October 8 Regular Board Mtg	40.00
88696	10/15/2020	7740	Gaudin Ford	Various	1,458.24
88697	10/15/2020	8192	AT&T	Service June 2020	88.06
88698	10/15/2020	9711	Jose L. Melendrez	October 8 Regular Board Mtg	40.00
88699	10/15/2020	9956	Cherry Lake Publishing	Library Materials for FY21	5,655.42
88700	10/15/2020	9966	The Sherwin-Williams Co.	Various	171.31
88701	10/22/2020	10641	Quench USA, Inc.	Filtered Drinking Water	850.00
88702	10/22/2020	10930	Business Enterprises of Nevada - (DETR)	MQL: Cafe Management	1,447.00
88703	10/22/2020	10998	Sprint	Service 08/27/20-09/26/20	16,862.47
88704	10/22/2020	11103	Wireless Innovations LLC	Order PUR011942	500.00
88706	10/22/2020	11604	Zemskov Dance Academy	Refund of PAC 02/06-07/21	570.00
88707	10/22/2020	11813	Capitol Builders Hardware, Inc.	EN: Auto Door Repair - exterior west entrance	573.77
88708	10/22/2020	1300	Cashman Equipment Company	SW: Generator	922.50
88709	10/22/2020	1458	State Collections & Disbursement Unit	Mandated Court Payment	1,411.44
88710	10/22/2020	2053	Matthew Bender & Co., Inc.	NV REV STATS BALLOT RESULTS	180.00
88711	10/22/2020	2124	J.D. Power	NADA Title & registration renewal for 2021	720.00
88712	10/22/2020	2494	Southwest Gas Corp.	Service 09/14/20-10/13/20 CC	195.09
88713	10/22/2020	2772	Xerox Corporation	Meter Usage - 08/21/20-09/21/20	857.46
88717	10/22/2020	3149	Midwest Tape	Library Books & Materials for FY2020-2021	20,827.73
88718	10/22/2020	3495	GFOA	FY21 Distinguished budget award application	575.00
88719	10/22/2020	5026	Nevada State Treasurer	Mandated Court Payment	8.00
88720	10/22/2020	8286	Interactive Sciences, Inc	929181319-013	2,046.45
				Total 100 - General Fund	2,478,261.16

Grant Fund - 220 From 09/24/2020 Through 10/25/2020

		Vendor			
Check/Voucher #	Posting Date	Number	Vendor Name	Description	Check Amount
10961	9/28/2020	11006	Michael Shon Thrower	Reading Horizons Training 9.18.20	1,998.00
10962	9/28/2020	11041	Martin Joseph Hafner	CC PM INT 117 07/28-09/15	1,998.00
10988	9/28/2020	8397	Cengage Learning, Inc.	September 2020 SO&21stCENTURY	13,320.00
10989	9/28/2020	8797	Natalia Hiscock	SV PM BEG 124 7/30-09/17	1,890.00
10990	9/28/2020	8798	Alberto Angulo Hurtado	ELV PM BEG 105 7/29-9/16	1,998.00
10991	9/28/2020	9143	Henry Marshall	ELV PM INT 102 7/28-9/15	1,890.00
10996	9/28/2020	9566	Diana Marshall	CC PM BEG 116 7/29-9/16	1,822.50
11005	10/5/2020	10640	Susan Joan Hatch	SW PM BEG 111 8/10-9/24	1,755.00
11077	10/12/2020	7289	Allison Socha	SW AM INT 110 8/3/20-9/14/20	1,782.00
11087	10/12/2020	9383	Office Plus	Oem toner hp 648a - EN	1,185.80
11147	10/19/2020	9383	Office Plus	Crtdg,lj,orig hp81x bk - WV	2,359.38
88649	10/8/2020	10767	The International School of Hospi	t;TISOH Fall 2020	7,327.02
88703	10/22/2020	10998	Sprint	Service 08/27/20-09/26/20	4,273.20
88705	10/22/2020	11600	Nevada Department of Education	Milan Refund FY21 - D. Vailant	1,834.48
88705	10/22/2020	11600	Nevada Department of Education	Milan Refund FY21 - D. Vailant	1,8

Total 220 - Grant Fund

45,433.38

Gift Fund - 230 From 09/24/2020 Through 10/25/2020

		Vendor			
Check/Voucher #	Posting Date	Number	Vendor Name	Description	Check Amount
10987	9/28/2020	8122	Staples Advantage Dept LA	Waterhog classic 3x5 gray - FAC	8,985.18
11002	10/5/2020	10523	Blake Hament	BBTTC instruction Sept 2020	800.00
11007	10/5/2020	11578	Robert Vino	SW Warehouse 9/14-9/18	420.00
11081	10/12/2020	8122	Staples Advantage Dept LA	Ziploc sandwich bags - WV	2,978.12
11083	10/12/2020	8511	GHA Technologies	Chromebook - K-12 tech support - COVID	60,050.00
11126	10/19/2020	4517	Fingerprint Pros, Inc.	Volunteer Fingerprinting	364.00
88611	9/24/2020	7369	SYNCHRONY BANK/AMAZON	LECHONG Cat Toys Interactive - SV	14,196.20
88703	10/22/2020	10998	Sprint	Service 08/27/20-09/26/20	2,374.00
				Total 230 - Gift Fund	90,167.50

Board of Trustees Meeting - Item VI. Library Reports

Las Vegas - Clark County Library District Check/Voucher Register

Capital Projects Fund - 510 From 09/24/2020 Through 10/25/2020

		Vendor			
Check/Voucher #	Posting Date	Number	Vendor Name	Description	Check Amount
10972	9/28/2020	2686	Simply Covered, Inc.	SU and WH Chairs	3,505.00
10984	9/28/2020	7687	United Lock and Security, Inc.	CC: Service Call - Troubleshoot and adjust Came	519.27
10997	9/28/2020	9758	ConvergeOne, Inc.	For E-Rate Funded Branch Switches	6,697.31
10999	9/28/2020	9900	Carpenter Sellers Del Gatto Architects	EV: Construction Admin - Reproduction Reimbursables	1,187.90
11051	10/12/2020	10604	Johnson Controls Security Solutions LLC	CC: Install of new Fire Alarm Monitoring Equip - FINAL BILLI	1,737.50
11054	10/12/2020	11063	USA SHADE and Fabric Structures, Inc.	MQL: Overhead Shade (Outdoor Play Area) - 50% B	8,449.00
11149	10/19/2020	9649	Freeman's Carpet Service, Inc.	SW - NV Bus Hub: Attic Stock Carpet	893.20
88592	9/24/2020	1201	Best Janitorial Services of Nevada	Extra Janitorial Service: August 2020	10,464.00
88624	10/1/2020	11594	BDO USA, LLP	Annual Audit 2020 1st progress billing	25,000.00
88638	10/1/2020	3383	Home Depot Credit Services	August - September 2020 Various	1,922.56
88644	10/1/2020	9696	Truly Superb Painting, LLC	SW: NV Business Hub	17,400.00
				Total 510 - Capital Projects Fund	77,775.74
				Total - All Funds	2,691,637.78

ITEM VI.A.3.b.



MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Stephen J. Rice, General Services Director

DATE: October 28, 2020

SUBJECT: General Services Report, November 2020

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

IMPROVEMENT PROJECTS

HVAC System Chiller Replacement – Rainbow Library:

This project is for the replacement of the existing chiller unit. A contract in the amount of \$276,675 was awarded to Harris Las Vegas, LLC. The project engineer has reviewed and approved equipment submittals. Work is scheduled to begin upon receipt of equipment by the contractor and be completed by mid-January 2021.

FACILITIES MAINTENANCE DEPARTMENT

COVID - 19 Related Activities:

Continued to perform enhanced cleaning and sanitizing of public areas, public and staff restrooms, staff work areas, and all high touch surfaces at all branches and Service Center.

Maintenance Work Order Activity - October 2020:

Corrective work requests received and converted to work orders - 292 Corrective work orders completed – 288

Preventive maintenance work orders generated – 137 Preventive maintenance work orders completed – 211

Minor Projects and Major Repairs Completed - October 2020:

Sahara West Library: Repair fire sprinkler system leak - \$2,335

Repair and paint water damaged ceiling - \$775

Repair fire sprinkler system riser - \$2,442

Repair gallery elevator - \$1,632 Repair automatic door - \$1,232

Summerlin Library: Repair automatic door - Spring Valley Library: Repair flag pole - \$844

Windmill Library: Repair fire sprinkler system - \$1,305

Repair HVAC system chiller - \$2,906

General Services Report, November 2020 Page 2

COURIER DEPARTMENT

Library Materials Moved Between Branches - September 2020:

	September 2020	September 2019	<u>August 2020</u>
Urban Branches	244,440	281,940	265,200
Outlying Branches	29,400	34,500	31,440
Contract/Other Libraries	39,360	53,820	41,520
To Storage for Future Sale	<u>34,200</u>	23,200	<u>39,480</u>
Total	347,400	393,460	377,640

PURCHASING AND ADMINISTRATION DEPARTMENT

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 \$196,381. The monthly expense breakdown is:

February 2020 - \$800

March 2020 - \$8,727

April 2020 - \$95,695 (includes \$40,940 for MicroShield 360 application)

May 2020 - \$46,630

June 2020 - \$17,697

July 2020 - \$10,981

August 2020 - \$10,453

September 2020 - \$2,403 (includes \$578 for MicroShield 360 application for 220 new Chromebooks)

October 2020 - \$2,995

SAFETY AND SECURITY

Continue to work with the HR department to monitor and manage Covid-19 related incidents for both staff and contractors. Continue to adjust Covid-19 guidelines based on revised CDC and SNHD recommendations.

COVID - 19 Related Activities:

The quarterly Safety Committee Meeting took place via WebEx on October 15, 2020. Due to COVID-19, branch inspections with safety committee members are being scheduled as one-on-one inspections (instead of group inspections) with **Nicole Baker**, Safety Manager.

At the October branch managers meeting, **Nicole Baker**, Safety Manager, presented "COVID vs Influenza Symptoms", a COVID-19 screening questionnaire for supervisors to use when an employee calls in sick. Also discussed the new CDC definition of "close contact".

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



ITEM VI.A.3.c.

MEMORANDUM

TO: Fred James, Acting Executive Director

FROM: Jeff Serpico, Human Resources Director

DATE: October 29, 2020

SUBJECT: Human Resources (HR) Report, November 2020

 Section (1) of this report, Key Initiatives, covers activity from October 1 to October 31.

Sections (2) Transactional Activity & Metrics, (3) Staff Diversity, and (4) Fiscal Year 2020-2021, HR Dashboard, covers the activity from September 1 to September 30. The one-month lag for reporting of HR transactional data allows for a full month of data presentation and the ability to meet the report submission deadline.

HR Report Contents:

- 1. Key Initiatives
- 2. Transactional Activity & Metrics
- 3. Staff Diversity
- 4. Fiscal Year 2020-2021 HR Dashboard

1. Key Initiatives:

• Executive Director (ED) Search:

- o ED Advertisement removed from all sources 10/14
- o On target to present three (5) to five (7) candidates for December interviews
- o ED Employment Agreement Legal Review (Complete)
- o *Within Projected Timeline

Interviews and Selections Conducted:

- o YPL Children's Department Head Rainbow
- o Maintenance Technician General Services
- o Maintenance Supervisor General Services
- o Computer Lab Department Head East Las Vegas
- o Library Assistant Laughlin
- o Multiservice Librarian Library Operations
- o Multiservice Librarian West Las Vegas

- Labor/Management Meeting (3rd Quarter) Completed October 6th
- **Diversity Reporting:**
 - o Completed (HRIS Audit)
 - o Revise Diversity Reporting (In-progress for December Report)
- District Annual Benefits Enrollment October 15th to November 15th

 o Virtual enrollment training conducted October 20th and 21st.
- DISC Assessment Training Adult Learning Program (ALP) Team-Team building session completed October 23rd.

2. Transactional Activity & Metrics:

A. District Snapshot for the month of September 2020 (Source LVCCLD HR Dashboard FY 2020-2021):

Dashboard	District Snapshot	Quarte	20-2021	
Item	Metric	Jul-20	Aug-20	Sep-20
Α	Total Employees (Headcount)	NA	<mark>689</mark>	658
В	Full-Time Employees >= 60 HRS PP	NA	<mark>329</mark>	306
С	Part-Time Employees <= 59 HRS PP	NA	<mark>360</mark>	352
D	Full-Time-Equivalent (FTEs)	NA	NA	NA
E	Average Years of Service (District)	NA	9.9	9.9

Yellow - restated

B. The Human Resources Department reports the following Talent Acquisition and Management activities for the month of September 2020 (Source LVCCLD HR Dashboard FY 2020-2021):

Dashboard	Talent Acquisition & Management	Quarte	r 1 of FY 2020-2021			
Item	Metric	Jul-20	Aug-20	Sep-20		
F	Open Positions (FY20-21 Budget)	NA	89	120		
G	Positions Posted (Approved to Fill)	NA	1	11		
Н	Applications Received	NA	107	476		
I	Interviews Conducted	NA	0	5		
J	New Hires	NA	0	0		
K	Promotions	NA	4	2		
L	Lateral Transfer	NA	0	1		
М	Demotions	NA	0	0		
N	Employees Completing Probation	NA	7	1		

[&]quot;O" Omitted for September.

C. The Human Resources Department reports the following *Separations and Turnover* activities for the month of September 2020 (Source LVCCLD HR Dashboard FY 2020-2021):

Dashboard	Separations & Turnover (TO)	Quarte	020-2021	
Item	Metric	Jul-20	Aug-20	Sep-20
Р	Total Separations from employment	NA	18	31
Q	Voluntary Separations	NA	17	30
R	Involuntary Separations	NA	1	1
S	Turnover (Entire District)	NA	<mark>2.61%</mark>	4.71%
Т	Turnover (Without Page)	NA	5.56%	4.25%
U	Annualized 12-month TO (Entire District)	NA	<mark>31.35%</mark>	43.94%
V	Vacancy Rate	NA	<mark>11.44%</mark>	15.42%
W	Average Years of Service (Voluntary)	NA	15.9	30.1
Х	Average Years of Service (Involuntary)	NA	3.9	0.7

Yellow - restated

D. The Human Resources Department reports the following *Training and Talent Development* activities for the month of September 2020 (Source LVCCLD HR Dashboard FY 2020-2021):

Dashboard	Training & Talent Development	Quarter 1 of FY 2020-202				
Item	Metric	Jul-20	Aug-20	Sep-20		
Υ	Employees Attending New Hire Education	NA	0	0		
Z	Total Employee Training Encounters	NA	<mark>246</mark>	9		
AA	Virtual	NA	<mark>245</mark>	9		
BB	Live On-site	NA	1	0		
CC	External Conferences	NA	0	0		
DD	Total Training Cost	NA	\$219.00	\$176.00		
EE	Total Tuition Reimbursements	NA	\$0	\$0		
FF	Undergraduate	NA	\$0	\$0		
GG	Graduate	NA	\$0	\$0		
НН	Annual Compliance Training Completion	NA	97.0%	97.0%		

Yellow – restated

E. The Human Resources Department reports the following *Benefits & Wellness* activities for the month of September 2020 (Source LVCCLD HR Dashboard FY 2020-2021):

Dashboard	Benefits & Wellness	Quarter 1 of FY 2020-2021						
Item	Metric	Jul-20	Aug-20	Sep-20				
11	Staff Utilizing FMLA or Unpaid Leave > 4- weeks	NA	9	9				
IJ	Total Leave Hours Utilized	NA	332.00	468.00				

3. Staff Diversity:

Most recent diversity statistics, as of September 30, 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	LV-CCLD
	(Workforce	AUG	AUG
	Population)	2020*	2019
\M/bito	1,301,043	332	379
White	61.60%	50.46%	51.41%
Black or African American	237,543	68	78
Black of African American	11.20%	10.33%	10.60%
Asian	203,606	76	82
Asiaii	9.60%	11.55%	11.14%
Native Hawaiian & Other Pacific	15,583	11	12
Islander	0.70%	1.67%	1.63%
American Indian & Alaska Native	13,399	4	4
American mulan & Alaska Native	.6%	0.61%	0.54%
Two or More Races	105,631	21	29
Two or wore Races	5.0%	3.19%	3.67%
I Para and a series and a Para	648,211	146	154
Hispanic or Latino	30.70%	22.19%	20.92%
Total Population	2,211,436	658	736

4. Fiscal Year 2020-2021, HR Dashboard:

Attached

11/5/2020 LVCCLD HR DASHBOARD FY2020-2021

	LVCCLD	FY 20	20-20	21 HUM	IAN RE	SOUI	RCES	DASH	BOAR	D							
		Quar	ter 1 of FY 2	020-2021	Quarte	r 2 of FY 20	20-2021	Quarter 3 of FY 2020-2021		Quarter 4 of FY 2020		20-2021	FY Running	FY Average	Prior FY		
		Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total (RT) TOTAL FY	FY 2020-2021	Average FY 2019-2020	
	Metric																
Α	Total Employees (Headcount)	NA	689	658										NA	674		Α
В	Full-Time Employees 60 hours or more (Headcount)	NA	329	306										NA	318		В
С	Part -Time Employees 59 hours or less (Headcount)	NA	360	352										NA	356		С
D	Full-Time-Equivalent (FTE-District)	NA	N/A	N/A										NA	NA		D
E	Average Years of Service (District)	NA	9.9	9.9										NA	9.9		E
					Tale	nt Acq	uisition	& Mai	nagem	ent							
F	Open Positions (FY 20-21 Budget) = 778	NA	89	120										NA	105		F
G	Positions Posted (Approved to Fill)	NA	1	11										NA	6		G
н	Applications Received	NA	107	476										583	292		н
1	Interviews Conducted	NA	0	5										5	3		1
J	New Hires	NA	0	0										0	0		J
К	Promotions	NA	4	2										6	3		К
L	Lateral Transfers	NA	0	1										1	1		L
М	Demotions	NA	0	0										0	0		М
N	Employees Successfully Completing Probationary Period	NA	7	1										8	4		N
0	(1) Average Cost Per New Hire	NA	TBD	TBD										TBD	TBD		0
	(-)8		l			Separ	ations	& Turn	over	l							
Р	Total Separations from Employment	NA	18	31	1	осра:								49	25		Р
Q	Voluntary Separations	NA	17	30										47	24		Q
R	Involuntary Separations	NA	1	1										2	1		R
S	Turnover (Entire District)	NA	2.61%	4.71%										NA NA	3.66%		S
т	Turnover (Without Page Positions)	NA	5.56%	4.25%										NA	4.91%		T
U	Annualized Twelve Month Turnover (Entire District)	NA	31.35%	43.94%										NA	37.65%		U
v	Vacancy Rate (Open Positions) / (Total Employees + Open Positions)	NA	11.44%	15.42%										NA	13.43%		v
w	Average Years of Service (Voluntary Separations)	NA	15.9	30.1										NA	23.0		w
x	Average Years of Service (Novalitary Separations)	NA	3.9	0.7										NA	2.3		X
	,				Tro	ining (k Talen	+ Dava	lonmo	n+							
					116	illilling c	k Talett	LDEVE	iopiliei		1	1	1		_		_
Y	Employee Attending New Hire Orientation	NA	0	0										0	0		Y
Z	Total Employee Training Encounters	NA	246	9										255	128		Z
AA	Virtual	NA	245	9										254	127		AA
BB	Live On-Site	NA	1	0										1	1		BB
СС	External Conferences	NA	0	0										0	0		СС
DD	Total Training Cost	NA	\$219.00	\$176.00										\$395.00	\$197.50		DD
EE	Total Tuition Reimbursements	NA	\$0.00	\$0.00										\$0.00	\$0.00		EE
FF	Undergraduate	NA	\$0.00	\$0.00										\$0.00	\$0.00		FF
GG	Graduate	NA	\$0.00	\$0.00										\$0.00	\$0.00		GG
НН	Annual Required Compliance Training Completion	NA	97.00%	97.00%									L	97.00%	97.00%		НН
						Ben	efits &	Wellne	ess								
=	Staff Utilizing FMLA or Unpaid Authorized Leave > 4 weeks	NA	9	9										NA	9		II
IJ	Total Leave Hours Utilized	NA	332.00	468.00										800.00	400.00		IJ

^{(1) 16%} of Base Salary if less than \$35,000 & 18% of Base Salary if Greater than \$35,000 (Source SHRM 2020)

September restate August - Yellow

HR Dashboard August 2020



ITEM VII.A.

AGENDA ITEM

NOVEMBER 12, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VII.A.: Discussion and possible Board action regarding Executive Director search items.

Background: Chair Ortiz placed this item on the Agenda.

Recommended Action:

ITEM VII.B.



AGENDA ITEM

NOVEMBER 12, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VII.B.:

Discussion and possible Board action to approve the District's 2021 Nevada legislative agenda.

Background:

The Library District follows many issues during a legislative session. The legislative agenda includes proposed legislation, issues that are monitored, and issues that arise that are related to Library District.

Past issues have included boundary disputes between southern Nevada library districts, consolidation of library districts, sales tax allocations, property tax allocations, changes to the Open Meeting Law, changes to NRS statutes regarding purchasing, collective bargaining, and public safety laws, among others.

For the 2021 legislative session, there are two matters that require legislative action:

- Library District Name Change. As the Library District develops a branding campaign, it is likely to involve a name change. The Library District will pursue legislation giving the Board of Trustees the authority to change the name of our Special District.
- 2. Change to Minimum Qualifications of the Executive Director. Current state minimum requirements for library directors reflect a historical standard that is aligned with a city or county library department and historical library business transactions. The Library District will pursue legislation that gives the Library District Board of Trustees the ability to set standards for engaging the Library District's Executive Director. These standards will consider the management needs of our \$89 million Special District with responsibilities and functions related to management of facilities, finances, risk management, human resources, information technology, business development, and marketing, in addition to library operations and outreach.

Additional legislative issues that will be monitored and many require action in the 2020 legislative session include issues related to:

- 1. Special District public safety
- 2. Net Neutrality
- 3. Collective Bargaining

Item VII.B. – Page 2 November 12, 2020

- 4. Consolidation of Library Districts
- 5. Confidentiality and privacy of customers
- 6. Pornography
- 7. ADA
- 8. Homelessness
- 9. Procurement
- 10. Public Works
- 11. Petitions
- 12. Library District tax sources
- 13. Trespassing on public property
- 14. Record retention
- 15. Open Meetings law
- 16. DETR concessions
- 17. Transgender issues (use of restrooms)
- 18. Public filming in public buildings
- 19. Child safety
- 20. Other issues that relate to Library Districts, Special Districts, or public entity budgets

Recommended Action:

Motion to approve the 2021 Legislative agenda as outlined or amended in Board discussion.

ITEM VIII.A.



AGENDA ITEM

NOVEMBER 12, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.A.:

Discussion and possible Board action regarding the Finance and Audit Committee's recommendation to approve the audit performed by BDO USA for the Fiscal Year 2019-2020.

Background:

At the March 12, 2020 meeting of the Board of Trustees, the Board authorized staff to appoint Piercy Bowler Taylor & Kern for auditing services for the fiscal year ending June 30, 2020.

Effective July 1, 2020, Piercy Bowler Taylor & Kern was acquired by BDO USA. The Fiscal Year 2019-2020 financial and compliance audit report will be presented to the Board of Trustees by a representative of BDO USA.

The draft of the audit and compliance report was presented to the Finance and Audit Committee on Thursday, November 12, 2020.

The Finance and Audit Committee will present a summary and recommendation of the Finance and Audit Committee's review of the auditor's report that occurred at the Committee's meeting.

Recommended Action:

Motion to approve the 2019-2020 Audit Report as presented by BDO USA, and to incorporate the Opinion Letter into the official minutes of the Board of Trustees' November 12, 2020 meeting.

Las Vegas-Clark County Library District



The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance (e.g., Governing Board and Audit Committee) and, if appropriate, management of the Government and is not intended and should not be used by anyone other than these specified parties.

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Tel: 702-384-1120 Fax: 702-870-2474 www.bdo.com 6100 Elton Avenue, Suite 1000 Las Vegas, Nevada 89107

November XX, 2020

Finance and Audit Committee and Board of Trustees Las Vegas-Clark County Library District 7060 West Windmill Lane Las Vegas, Nevada 89113

Professional standards require us to communicate with you regarding matters related to the audit, that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. In September we provided management with an overview of our plan for the audit of the basic financial statements of the Las Vegas-Clark County Library District (the District) as of and for the year ended June 30, 2020, including a summary of our overall objectives for the audit, and the nature, scope, and timing of the planned audit work.

This communication is intended to elaborate on the significant findings from our audit, including our views on the qualitative aspects of the District's accounting practices and policies, management's judgments and estimates, financial statement disclosures, and other required matters.

We are pleased to be of service to the District and look forward to meeting with you to discuss our audit findings, as well as other matters that may be of interest to you, and to answer any questions you might have.

Respectfully,

BDO USA, LLP, a Delaware limited liability partnership, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

Discussion Outline

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Status of Our Audit	3
Results of Our Audit	4
Internal Control Over Financial Reporting	5
Other Required Communications	6
Independence Communication	7

Status of Our Audit

We have completed our audit of the financial statements and federal awards as of and for the year ended June 30, 2020. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. This audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

- ► The objective of our audit was to obtain reasonable not absolute assurance about whether the financial statements are free from material misstatements whether due to error or fraud.
- ► The scope of the work performed was substantially the same as that described to you in our earlier Audit Planning communications and letter of engagement.
- We expect to issue an unmodified opinion on the financial statements and release our report in mid-tolate-November.
- We also expect to issue an unmodified opinion on compliance requirements that could have a direct and material effect on the District's major federal program.
- Our responsibility for other information in documents containing the District's audited basic financial statements (e.g., management's discussion and analysis, budgetary comparisons, schedules of pension and OPEB amounts) does not extend beyond the financial information identified in the audit report, and we are not required to perform procedures to corroborate such other information. However, in accordance with professional standards, we have read the information included by the District and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the basic financial statements. Our responsibility also includes calling to management's attention any information that we believe is a material misstatement of fact. We have not identified any material inconsistencies or concluded there are any material misstatements of facts in the other information that management has chosen not to correct.
- ▶ All records and information requested by BDO were freely available for our inspection.
- Management's cooperation was excellent. We received full access to all information that we requested while performing our audit, and we acknowledge the full cooperation extended to us by all levels of District personnel throughout the course of our work.

Results of Our Audit

ACCOUNTING PRACTICES, POLICIES, ESTIMATES

The following summarizes the more significant required communications related to our audit concerning the District's accounting practices, policies, and estimates:

The District's significant accounting practices and policies are those included in the notes to the financial statements. These accounting practices and policies are appropriate, comply with generally accepted accounting principles and industry practice, were consistently applied, and are adequately described within the notes to the financial statements. There were no changes in significant accounting policies and practices the year ended June 30, 2020.

Significant estimates are those that require management's most difficult, subjective, or complex judgments, often as a result of the need to make estimates about the effects of matters that are inherently uncertain.

Significant accounting estimates include:		
Fair value measurement of investments		
Net pension liability		
OPEB Obligation		
Compensated absences liability		
Depreciation method and/or asset useful life		

Management did not make any significant changes to the processes or significant assumptions used to develop the significant accounting estimates in during the year ended June 30, 2020.

CORRECTED AND UNCORRECTED MISSTATEMENTS

There were no corrected or uncorrected misstatements, other than those that were clearly trivial, related to accounts and/or disclosures that we brought to the attention of management, except for a relatively insignificant adjustment of approximately \$419,000 for accrued compensated absences and related expenditures.

Internal Control Over Financial Reporting

In planning and performing our audit of the District's financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described above and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses.

We are required to communicate, in writing and in a timely manner, to those charged with governance all material weaknesses and significant deficiencies that have been identified in the District's internal controls over financial reporting. The definitions of control deficiency, significant deficiency and material weakness follow:

Category	Definition
Deficiency in Internal Control	A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.
Significant Deficiency	A deficiency or combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
Material Weakness	A deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.

In conjunction with our audit of the District's basic financial statements, we noted no material weaknesses.

Other Required Communications

Requirement	
Significant changes to planned audit strategy or significant risks initially identified	There were no significant changes to the planned audit strategy or significant risks initially identified and previously communicated to those charged with governance as part of our Audit Planning communications.
Obtain information from those charged with governance relevant to the audit	There were no matters noted relevant to the audit, including, but not limited to: violations or possible violations of laws or regulations; risk of material misstatements, including fraud risks; or tips or complaints regarding the District's financial reporting that we were made aware of as a result of our inquiry of those charged with governance.
If applicable, nature and extent of specialized skills or knowledge needed related to significant risks	There were no specialized skills or knowledge needed, outside of the core engagement team, to perform the planned audit procedures or evaluate audit results related to significant risks.
Consultations with other accountants	We are not aware of any consultations about significant accounting or auditing matters between management and other independent public accountants. Nor are we aware of opinions obtained by management from other independent accountants on the application of generally accepted accounting principles.
Our evaluation of the District's relationships and transactions with related parties and their impact on the financial statements	We have evaluated the District's process to identify, authorize and approve, account for, and disclose its relationships and transactions with related parties and noted no significant issues.
Disagreements with management	There were no disagreements with management about matters, whether or not satisfactorily resolved, that individually or in aggregate could be significant to the District's financial statements or to our auditor's report.
Significant difficulties encountered during the audit	There were no significant difficulties encountered during the audit.
If applicable, other matters significant to the oversight of the District's financial reporting process, including complaints or concerns regarding accounting or auditing matters	There are no other matters that we consider significant to the oversight of the District's financial reporting process that have not been previously communicated.
Representations requested from management	Please refer to the management representation letter.

Independence Communication

Our engagement letter to you dated August 26, 2020, describes our responsibilities in accordance with professional standards and certain regulatory authorities and *Government Auditing Standards* with regard to independence and the performance of our services. This letter also stipulates the responsibilities of the District with respect to independence as agreed to by the District. Please refer to that letter for further information.

Annual Financial Report

Las Vegas - Clark County Library District

July 1, 2019 - June 30, 2020

Las Vegas, Nevada



Annual Financial Report

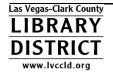
Las Vegas - Clark County Library District

July 1, 2019 - June 30, 2020

Las Vegas, Nevada

Las Vegas - Clark County Library District Headquarters 7060 West Windmill Lane Las Vegas, Nevada 89113

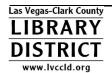
Frederick J. James, CPA, Acting Executive Director Floresto Cabias, CPA, Acting Financial Services Director/Chief Financial Officer



Las Vegas-Clark County Library District

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Las Vegas-Clark County Library District

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Financial Section

BDO

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Independent Auditors' Report

Board of Trustees Las Vegas-Clark County Library District Las Vegas, Nevada

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Las Vegas-Clark County Library District (the District), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements.

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit.

We did not audit the financial statements of the Las Vegas-Clark County Library District Foundation fund, which is a major fund that represents 9.2%, 13.9%, and 1.5% of the assets, net position and revenues, respectively, of the District's total governmental activities.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

BDO USA, LLP, a Delaware limited liability partnership, is the U.S. member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

BDO is the brand name for the BDO network and for each of the BDO Member Firms.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the District, as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis, postemployment benefits other than pensions, schedule of funding progress, proportionate share of the collective net pension liability information, proportionate share of statutorily required pension contribution information and budgetary comparison information on pages 5-12 and 45-49 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The other supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and are not a required part of the basic financial statements.

The other supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information, as listed in the table of contents, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November XX, 2020, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering District's internal control over financial reporting and compliance.

November XX, 2020 Las Vegas, Nevada

Draft as of 11/4/2020. Engagement is incomplete,	subject to additional review an	d possible revision
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Management's Discussion and Analysis



Las Vegas-Clark County Library District

Management's Discussion and Analysis For the Fiscal Year Ended June 30, 2020

As management of the Las Vegas-Clark County Library District (the District), we offer readers of the Annual Financial Report this narrative overview and analysis of the financial activities of the District as of and for the fiscal year ended June 30, 2020.

Financial Highlights

- The District's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$158,317,349 (net position).
- The District's total net position increased by \$1,604,789 or 1% over the prior year. This increase is primarily attributable to property tax increases, which were offset by higher personnel costs in the current year. The District expects to experience net position increases in future years partially as a result of the District continuing its conservative spending practices, which are designed to provide fiscal stability, but not to adversely affect the provision of library services.
- As of the close of the current fiscal year, the District's governmental funds reported combined ending fund balances of \$51,777,637, an increase of \$3,590,485 or 7.5% from the prior year. The increase is primarily attributable to minimal spending for construction of capital assets, suspending technology upgrades and renovations and no debt repayments. Approximately 36.3% of the total fund balance (\$18,773,959) is available for spending at the District's discretion (unassigned fund balance).
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$18,773,959 which is 29.5% of total general fund expenditures.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the District's finances in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (*e.g.*, uncollected taxes and earned, but unused vacation leave).



Las Vegas-Clark County Library District

Management's Discussion and Analysis (continued) For the Fiscal Year Ended June 30, 2020

Both of the government-wide financial statements present the governmental activities of the District, which are principally supported by property taxes and intergovernmental revenues.

The government-wide financial statements can be found in the "Basic Financial Statements" section of this report.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain accounting control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are categorized as governmental funds. The District does not currently maintain any proprietary or fiduciary funds.

Governmental funds. Governmental funds are used essentially to account for the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, fund financial statements focus on near-term inflows and outflows of expendable resources, as well as on balances of expendable resources available at fiscal year end. Such information may be useful in evaluating the District's near-term financing requirements.

Because the focus of fund financial statements is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the balance sheet and the statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains eight governmental funds. Information is presented separately in the balance sheet and in the statement of revenues, expenditures and changes in fund balances for the general fund, the Las Vegas-Clark County Library District Foundation special revenue fund and the capital projects fund, all of which are considered to be major funds. Data from the remaining five non-major governmental funds is combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

The fund financial statements can be found in the "Basic Financial Statements" section of this report.

Notes to basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

The notes to basic financial statements can be found in the "Basic Financial Statements" section of this report.

Required supplementary information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information. The District adopts an annual appropriated budget for its general fund and a budgetary comparison schedule has been provided to demonstrate the District's compliance with this budget. This section also includes certain information related to the District's net pension liability and other postemployment benefit obligation.

The required supplementary information can be found immediately following the notes to the basic financial statements in this report.



Las Vegas-Clark County Library District

Management's Discussion and Analysis (continued) For the Fiscal Year Ended June 30, 2020

Other supplementary information. The combining statements, referred to earlier in connection with the five non-major governmental funds, and individual fund schedules can be found immediately following the required supplementary information in this report.

Government-wide Financial Analysis

As previously noted, net position may serve as a useful indicator over time of a government's financial condition. In the case of the District, at the close of the most recent fiscal year, assets exceeded liabilities by \$158,317,349.

By far, the largest portion of the District's net position (99%) is its investment in capital assets (land, buildings, improvements, library media materials, and furniture and equipment), less any related debt used to acquire these assets, which are used to provide services to citizens; consequently, these assets are not available for future expenditures. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources since the capital assets themselves cannot be used to liquidate these liabilities.

Las Vegas-Clark County Library District Net Position

	June 30,					
		2020		2019		
Capital assets	\$	182,430,490	\$	182,068,692		
Other assets		57,244,128		55,960,595		
		239,674,618		238,029,287		
Deferred outflows of resources		9,494,884		8,151,984		
Long-term liabilities outstanding		81,060,030		78,191,592		
Other liabilities		5,630,884	8,661,5			
		86,690,914		86,853,128		
Deferred inflows of resources		3,961,239		2,615,583		
Net position:						
Net investment in capital assets		156,140,490		155,778,692		
Restricted		19,556,460		19,635,206		
Unrestricted		(17,379,601)		(18,701,338)		
	\$	158,317,349	\$	156,712,560		

Resources that are subject to external restrictions on how they may be used represent an additional portion of the District's net position (1%).

In a prior year, the District expended \$16,549,531 for the construction of the East Las Vegas library facilities, of which \$8,508,844 was from unrestricted resources and recognized \$17,891,600 in restricted net position related to long-term notes receivable held in a special revenue fund that when collected must be used for a specified purpose. As a result, the District is reporting a net position deficit of \$17,379,601 in the current year.



Las Vegas-Clark County Library District

Management's Discussion and Analysis (continued) For the Fiscal Year Ended June 30, 2020

Net investment in capital assets remained flat compared to prior year as construction projects were put on hold and capital programs were reduced to operational minimums. See the discussion on capital assets, below, for further details.

Governmental activities. Governmental activities increased the District's net position by \$1,604,789 or 1% over the prior year. Key elements of this increase are as follows:

Las Vegas-Clark County Library District Changes in Net Position

	Year Ended June 30,			
		2020		2019
Revenues:				
Program revenues:				
Charges for services	\$	1,035,009	\$	1,361,116
Operating grants and contributions		1,491,555		1,483,012
General revenues:				
Property taxes		46,305,279		43,107,497
Intergovernmental consolidated taxes		22,414,958		23,443,319
Other		1,812,245		1,541,763
		73,059,046		70,936,707
Expenses:				
Culture and recreation		71,157,890		68,992,741
Long-term debt interest		296,367		449,745
		71,454,257		69,442,486
Change in net position		1,604,789		1,494,221
Net position, beginning of year		156,712,560		155,218,339
Net position, end of year	\$	158,317,349	\$	156,712,560

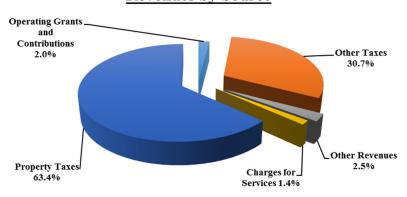
- Property taxes increased \$3,197,782 or 7.4% while intergovernmental consolidated taxes decreased \$1,028,361 or 4.4% compared to the prior year. The increase in property taxes in Southern Nevada is primarily due to recovering property values and the effect of a statutory limit on the increase of property taxes in any single year. The decrease in intergovernmental consolidated taxes is due to reduced consumer spending (tourist and local) as the Las Vegas Strip and other businesses were closed temporarily due to the COVID-19 pandemic.
- Culture and recreation expenses increased \$2,165,145 or 3.3% over the prior year. This change can be primarily attributed to increased salaries, wages and benefit costs.
- Interest expense relative to long-term debt decreased \$153,378 or 34.1% primarily due to debt that was paid-in-full during the prior fiscal year.



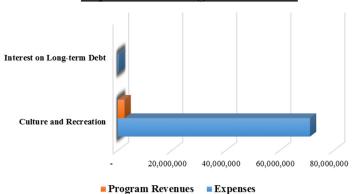
Las Vegas-Clark County Library District

Management's Discussion and Analysis (continued) For the Fiscal Year Ended June 30, 2020

Revenues by Source



Expenses and Program Revenues



Financial Analysis of the District's Funds

As noted earlier, the District uses fund accounting to better ensure and demonstrate compliance with finance-related legal requirements.

The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of the District's net resources available for spending at fiscal year end.



Las Vegas-Clark County Library District

Management's Discussion and Analysis (continued) For the Fiscal Year Ended June 30, 2020

At June 30, 2020, the District's governmental funds reported combined ending fund balances of \$51,777,637, an increase of \$3,590,485 or 7.5% from the prior year. Approximately 36.3% or \$18,773,959 of the total fund balance, constitutes unassigned fund balance, which is available for spending at the District's discretion. The remainder of the combined ending fund balances is not available for spending because it has already been restricted or assigned to 1) pay debt service (\$1,543,853), 2) the acquisition, construction or improvement of capital assets (\$9,221,367), 3) grant and other programs (\$22,228,458), or 4) generate income to pay for the purchase of library media materials (\$10,000).

The general fund is the chief operating fund of the District. At June 30, 2020, the fund balance of the general fund was \$18,773,959. As a measure of the general fund's liquidity, it may be useful to compare fund balance to total fund expenditures. Unassigned fund balance represents 29.5% of total general fund expenditures.

The fund balance of the District's general fund increased by \$4,196,985 or 28.8% during the current fiscal year. The increase in fund balance is primarily due to reduced transfers to other funds and decreases in expenditures such as supplies and services and library material purchases towards the end of the fiscal year, resulting from a District closure caused by the COVID-19 pandemic.

The Las Vegas-Clark County Library District Foundation fund has an ending fund balance of \$21,606,803, an increase of \$178,120 over prior year, due to normal business operations.

The capital projects fund has a total ending fund balance of \$9,221,367, a decrease of \$705,111 from the previous fiscal year. This increase was primarily due to the suspension of many capital projects such as building renovations and technology upgrades due to the COVID-19 pandemic.

The aggregate non-major funds have a combined total fund balance of \$2,175,508, a decrease of \$79,509 from the prior year, due to normal business operations.

General Fund Budgetary Highlights

During the year, total revenues were less than the final budgetary estimate by \$593,476. However, budgeted consolidated taxes revenue was \$24,185,000 compared to \$22,414,958 actual. The \$1,770,042 decrease is primarily attributable to the reduced consumer spending towards the end of the fiscal year due to the COVID-19 pandemic, which resulted in business closures beginning in March 2020. Expenditures were less than the final budgetary estimate by \$9,195,405 or 12.63%, primarily due to the District's conservative spending practices and facility closures due to the COVID-19 pandemic. All functions were within appropriation authority. Actual ending fund balance was \$18,773,959, 155.3% more than the final budgetary estimate.

Additional information on the District's general fund budget can be found in the required supplementary information immediately following the notes to the basic financial statements in this report.

Capital Asset and Debt Administration

Capital assets. The District's investment in capital assets as of June 30, 2020, amounts to \$182,430,490 (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements, library media materials, and furniture and equipment. The net increase in the District's investment in capital assets for the current fiscal year was \$361,799 (0.2%).



Las Vegas-Clark County Library District

Management's Discussion and Analysis (continued) For the Fiscal Year Ended June 30, 2020

Major capital asset events during the current fiscal year included the following:

- The District purchased library media materials, at a cost of \$9,356,240, a decrease of \$1,589,770 from the prior fiscal year purchases.
- Furniture and equipment additions were purchased at a cost of \$856,897.
- Depreciation expense for the fiscal year was \$9,849,809.

Capital assets at year-end were as follows:

Las Vegas-Clark County Library District Capital Assets (net of accumulated depreciation)

	June 30,					
		2020		2019		
Land	\$	5,706,578	\$	5,706,578		
Construction in progress		-		-		
Buildings		112,609,822		115,954,458		
Improvements		517,729		620,136		
Library media materials		60,766,200		57,063,820		
Furniture and equipment		2,830,161		2,723,700		
	\$	182,430,490	\$	182,068,692		

Additional information on the District's capital assets can be found in Notes 1 and 3 to the basic financial statements in this report.

Long-term debt. At June 30, 2020, the District had total bonded debt outstanding of \$26,290,000, all of which is backed by the full faith and credit of the District.

Las Vegas-Clark County Library District Outstanding General Obligation Debt

	Jun	e 30,		
	 2020		2019	
LVCIC QLICI – Loan A	\$ 11,335,600	\$	11,335,600	
LVCIC QLICI – Loan B	5,154,400		5,154,400	
Clearinghouse QLICI - Loan A	6,646,000		6,646,000	
Clearinghouse QLICI – Loan B	 3,154,000		3,154,000	
	\$ 26,290,000	\$	26,290,000	

The District's total long-term debt remained flat as principal payments do not begin until fiscal year 2025. All of the District's general obligation debt were issued with AAA and AA ratings.

State statutes limit the amount of general obligation debt the District may issue to 10% of its total assessed valuation. The current debt limitation for the District is \$6,939,854,488, which is significantly in excess of the District's outstanding general obligation debt.



Las Vegas-Clark County Library District

Management's Discussion and Analysis (continued) For the Fiscal Year Ended June 30, 2020

Additional information on the District's long-term debt can be found in Notes 1 and 3 to the basic financial statements in this report.

Economic Factors and Next Year's Budgets and Rates

- The unemployment rate for Clark County is currently 17.7 %, which is an increase from a rate of 4.8% a year ago due to the massive business shutdowns and layoffs caused by the spread of COVID-19. The United States national average unemployment rate is 11.1% and the State of Nevada's average unemployment rate is 15.2%.
- Inflationary trends in the District are comparable to the United States national indices.
- Businesses, within Clark County, reported taxable sales of \$3.6 billion, compared to sales of \$4.1 billion reported in the previous year.
- Gaming establishments, within Clark County, reported gaming revenues of \$441.1 million compared to \$906.7 million reported in the prior fiscal year.
- During the first quarter of 2020, the outbreak of the COVID-19 pandemic caused significant volatility in U.S. and international economies and has led to a global health emergency. As a result, all non-essential business operations in Nevada ceased on March 17, 2020, and did not begin reopening until mid-May 2020. As discussed in Note 4 to the basic financial statements, the District implemented several cost saving strategies designed to ensure financial sustainability. However, the future impact of the COVID-19 pandemic is unknown and rapidly evolving.

All of these factors were considered in preparing the District's budget for the 2021 fiscal year.

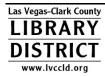
The unassigned fund balance (actual) in the general fund increased 29.5% from the prior year to \$18,773,959. This amount is \$11,420,847 higher than the final budgeted ending fund balance for the 2020 fiscal year.

Requests for Information

The accompanying financial report is designed to provide a general overview of the District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the District's Financial Services department, 7060 West Windmill Lane, Las Vegas, Nevada 89113.

Basic Financial Statements

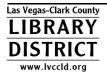
Government-Wide Financial Statements



Las Vegas-Clark County Library District

Statement of Net Position June 30, 2020

	Governmental Activities
ASSETS	
Cash and cash equivalents:	
Unrestricted	\$ 20,304,358
Restricted	736,567
Investments	12,376,006
Receivables:	
Taxes	851,653
Notes	17,981,600
Interest	102,108
Other, net	131,478
Due from other governments	3,529,694
Prepaid items and other assets	1,230,664
Property and equipment, net of accumulated depreciation:	, ,
Land	5,706,578
Buildings	112,609,822
Improvements	517,729
Library media materials	60,766,200
Furniture and equipment	2,830,161
1 1	
Total assets	239,674,618
DEFERRED OUTFLOWS OF RESOURCES	
Deferred amounts related to pensions	9,294,884
LIABILITIES	
Accounts payable	1,250,090
Accrued payroll	2,212,277
Deposits payable	37,988
Unearned revenue	29,998
Accrued interest payable	116,265
General obligation bonds and notes payable, including unamortized premiums:	
Due in more than one year	26,290,000
Accrued compensated absences:	
Due within one year	1,984,266
Due in more than one year	5,110,231
Obligation for postemployment benefits other than pensions, due in more than one y	year 1,735,754
Net pension liability, due in more than one year	47,924,045
Total liabilities	86,690,914



Las Vegas-Clark County Library District

Statement of Net Position (Continued) June 30, 2020

DEFENDED AND ONE OF DESCANDERS	Governmental Activities
DEFERRED INFLOWS OF RESOURCES Deferred amounts related to pensions	3,961,239
Deterred uniouslie related to pensions	
NET POSITION	
Net investment in capital assets	156,140,490
Restricted for:	
Debt service	943,205
Grant programs	146,753
Other programs	18,456,502
Permanent fund principal, nonexpendable	10,000
Unrestricted	(17,379,601)
Total net position	\$ 158,317,349

Las Vegas-Clark County
LIBRARY
DISTRICT
www.lvccld.org

Las Vegas-Clark County Library District

Statement of Activities For the Fiscal Year Ended June 30, 2020

				Go	ver	nmental Acti	ivities			
		Program Revenues						N	et (Expenses)	
		Expenses		Charges for Services	(Operating Grants and Ontributions	Gra	apital nts and ributions		Revenues and Change in Net Position
Function/program		•								_
Culture and recreation	\$	(71,157,890)	\$	1,035,009	\$	1,491,555	\$	-	\$	(68,631,326)
Long-term debt interest		(296,367)								(296,367)
Total function/program	\$	(71,454,257)	\$	1,035,009	\$	1,491,555	\$	-		(68,927,693)
(enc	eral revenues:								
		perty taxes								46,305,279
	Inte	rgovernmental	rev	enues, conso	lidat	ted taxes, unre	estricted	1		22,414,958
		rest								717,451
	Mis	cellaneous								1,094,794
	Tot	al general reven	ues	;						70,532,482
	haı	nge in net posit	ion							1,604,789
N	let j	oosition, begini	nin	g of year						156,712,560
N	let j	oosition, end of	f ye	ar					\$	158,317,349

Draft as of 11/4/2020. Engagemen	nt is incomplete, subje	ect to additional revie	w and possible revision
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Fund Financial Statements

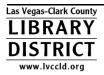


Las Vegas-Clark County Library District

Balance Sheet June 30, 2020

				Gove	ernmental Fund	S		
		N	lajor Funds					
		Sp	ecial Revenue					
		C Lik	Las Vegas- lark County orary District	_	Capital		Aggregate Non-Major	
A GOPPEO	 General		Foundation		Projects		Funds	 Total
ASSETS								
Cash and cash equivalents:								
Unrestricted	\$ 18,086,729	\$	454,338	\$	549,753	\$	1,213,538	\$ 20,304,358
Restricted			2 200 011				736,567	736,567
Investments			3,298,011		9,077,995			12,376,006
Receivables:								
Taxes	835,809						15,844	851,653
Notes			17,981,600					17,981,600
Interest	619		68,015		33,459		15	102,108
Other, net	91,067		38,577				1,834	131,478
Due from other funds	10						180,126	180,136
Due from other governments	3,426,243						103,451	3,529,694
Other assets	 						16,333	16,333
Total assets	\$ 22,440,477	\$	21,840,541	\$	9,661,207	\$	2,267,708	\$ 56,209,933
LIABILITIES								
Accounts payable	\$ 766,087	\$	334	\$	439,840	\$	43,829	1,250,090
Accrued payroll	2,188,099		1,243		,		22,935	2,212,277
Deposits payable	37,988		, -				,	37,988
Unearned revenue			20,415				9,583	29,998
Due to other funds	36,395		143,731				10	180,136
Total liabilities	3,028,569		165,723		439,840		76,357	3,710,489

(Continued) 17



Las Vegas-Clark County Library District

Balance Sheet (Continued) June 30, 2020

			Governmental Funds		
		Major Funds			
	Const	Special Revenue Las Vegas- Clark County Library District	Capital	Aggregate Non-Major	Table
DEFERRED INFLOWS	General	Foundation	Projects	Funds	Total
OF RESOURCES Unavailable revenue, interest income Unavailable revenue, property taxes	637,949	68,015		15,843	68,015 653,792
Total deferred inflows of resources	637,949	68,015		15,843	721,807
FUND BALANCES Nonspendable: Permanent fund principal				10,000	10,000
Restricted for: Debt service Grant programs Other programs		17,981,600		943,205 146,753 474,902	943,205 146,753 18,456,502
Assigned to: Capital projects Debt service Other programs Unassigned	18,773,959	3,625,203	9,221,367	600,648	9,221,367 600,648 3,625,203 18,773,959
Total fund balances	18,773,959	21,606,803	9,221,367	2,175,508	
	18,773,939	21,000,803	9,221,307	2,173,308	51,777,637
Total liabilities, deferred inflows of resources and fund balances	\$ 22,440,477	\$ 21,840,541	\$ 9,661,207	\$ 2,267,708	\$ 56,209,933



Las Vegas-Clark County Library District

Reconciliation of the Balance Sheet to the Statement of Net Position June 30, 2020

Fund balances		\$ 51,777,637
Amounts reported in the statement of net position are different because:		
Capital assets used in governmental activities are not current financial resources; and therefore, are not reported in governmental funds:		
Capital assets Less accumulated depreciation	\$ 286,926,554 (104,496,064)	182,430,490
Other assets used in governmental activities are not current financial resources; and therefore, are not reported in governmental funds:		
Other assets		312,090
Long-term liabilities, including bonds payable, are not due and payable in the current period; and therefore, are not reported in governmental funds:		
Bonds and notes payable Interest payable	(26,290,000) (116,265)	(26,406,265)
Compensated absences		(7,094,497)
Obligation for postemployment benefits other than pensions		(1,735,754)
Net pension liability Deferred outflows of resources related to pensions Deferred inflows of resources related to pensions	 (47,924,045) 9,294,884 (3,961,239)	(42,590,400)
Prepaid items represent current fund expenditures that benefit future periods; and therefore, are not reported in governmental funds.		902,242
Unavailable revenue represents amounts that are not available to fund current expenditures; and therefore, are not reported as revenues in governmental funds.		721,806
Net position		\$ 158,317,349



Las Vegas-Clark County Library District

Statement of Revenues, Expenditures, and Changes in Fund Balances For the Fiscal Year Ended June 30, 2020

	 Governmental Funds										
		M	ajor Funds								
			cial Revenue	_							
		I	as Vegas-								
		Cl	ark County				Aggregate				
		Lib	rary District		Capital		Non-Major				
	 General	F	oundation		Projects		Funds		Total		
Revenues											
Property taxes	\$ 46,269,508					\$	14	\$	46,269,522		
Intergovernmental revenues,											
consolidated taxes	22,414,958								22,414,958		
Grants							954,435		954,435		
Charges for services	1,035,009								1,035,009		
Interest	87,176	\$	274,306	\$	356,144		4,983		722,609		
Contributions	211,346		537,120				316,737		1,065,203		
Miscellaneous	 778,527		313,397				317,870		1,409,794		
Total revenues	 70,796,524		1,124,823		356,144		1,594,039		73,871,530		
Expenditures											
Culture and recreation:											
Salaries and wages	30,101,581		33,883				347,342		30,482,806		
Employee benefits	12,266,495		855				137,692		12,405,042		
Supplies and services	12,024,376		911,965		3,204,358		742,995		16,883,694		
Capital outlay	9,207,087				856,897		149,152		10,213,136		
Debt service:											
Interest							296,367		296,367		
Total expenditures	63,599,539		946,703		4,061,255		1,673,548		70,281,045		

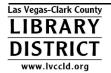
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Las Vegas-Clark County Library District

Statement of Revenues, Expenditures, and Changes in Fund Balances (Continued) For the Fiscal Year Ended June 30, 2020

	Governmental Funds									
	Major Funds									
			Cl	ecial Revenue Las Vegas- ark County orary District	-	Capital		Aggregate Non-Major		
		General	F	oundation		Projects		Funds		Total
Excess (deficiency) of revenues over (under) expenditures		7,196,985		178,120		(3,705,111)		(79,509)		3,590,485
Other financing sources (uses) Transfers in Transfers out		(3,000,000)				3,000,000				3,000,000 (3,000,000)
Total financing sources (uses)		(3,000,000)				3,000,000				
Net change in fund balances		4,196,985		178,120		(705,111)		(79,509)		3,590,485
Fund balance, beginning of year		14,576,974		21,428,683		9,926,478		2,255,017		48,187,152
Fund balances, end of year	\$	18,773,959	\$	21,606,803	\$	9,221,367	\$	2,175,508	\$	51,777,637



Las Vegas-Clark County Library District

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities For the Fiscal Year Ended June 30, 2020

Net change in fund balances		\$ 3,590,485
Amounts reported in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of capital assets is capitalized and depreciated over their estimated useful lives:		
Expenditures for capital assets Current year depreciation and loss on disposal of capital assets	\$ 10,213,136 (9,851,337)	361,799
Revenues in the statement of activities, which do not provide current financial resources are not reported as revenues in governmental funds:		
Change in unavailable revenue, interest income Change in unavailable revenue, property taxes	(5,158) 35,757	30,599
Some expeditures reported in governmental funds benefit future periods; and therefore, are not reported in the statement of activities:		
Change in inventories and prepaid items		136,415
Some expenses reported in the statement of activities do not require the use of current financial resources; and therefore, are not reported as expenditures in governmental funds:		
Current year amortization of bond premiums	-	
Change in long-term compensated absences	(935,836)	
Change in obligation for postemployment benefits other than pensions	150.070	
Change in net pension liability and related deferred	150,970	
outflows and inflows of resources	(1,729,643)	(2,514,509)
Change in net position		\$ 1,604,789

Notes to Basic Financial Statements



Las Vegas-Clark County Library District

Notes to Basic Financial Statements For the Fiscal Year Ended June 30, 2020

Note 1. Summary of Significant Accounting Policies

The Reporting Entity

The Las Vegas-Clark County Library District (the District) was established in 1985 under the provisions of Chapter 379 of the Nevada Revised Statutes (NRS) and serves all persons living in Clark County, Nevada (the County), except for those living in the incorporated area of North Las Vegas and the library districts of Henderson and Boulder City, Nevada. The District is governed by a Board of Trustees (the Board), which consists of ten members, five appointed by the Board of County Commissioners and five appointed by the Las Vegas City Council, all of whom have staggered terms of office and may be removed for cause at any time. The accompanying basic financial statements present the financial position of the District and its blended component units for which the District is considered to be financially accountable. Blended component units, although legally separate entities, are in substance, part of the District's operations.

Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, as amended by Statement No. 39, *Determining Whether Certain Organizations are Component Units*, Statement No. 61, *The Financial Reporting Entity: Omnibus* and Statement No. 80, *Blending Requirements for Certain Component Units – an amendment of GASB Statement No. 14*, defines the reporting entity as the primary government and those component units for which the primary government is financially accountable and other organizations for which the nature and significance of their relationship with the primary government is such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Financial accountability is defined as the appointment of a voting majority of the organization's governing board and either the ability of the primary government to impose its will on the organization or the possibility that the organization will provide a financial benefit to or impose a financial burden on the primary government. In addition to financial accountability, component units can be other organizations in which the economic resources received or held by that organization are entirely or almost entirely for the direct benefit of the primary government, the primary government is entitled to or has the ability to otherwise access a majority of the economic resources received or held by that organization and the resources to which the primary government is entitled or has the ability to otherwise access are significant to the primary government.

The District has complied with GASB Statement Nos. 14, 39, 61, and 80 by examining its position relative to the County and the City of Las Vegas (the City) and determined that there are no requirements that would cause the basic financial statements of the District to be included in either of the entities' comprehensive annual financial reports (CAFR). The financial information of the component units, discussed below, is blended with the District's financial information and presented in the District's financial reports because of the significance of their operations and financial relationship with the District, District management has operational (accounting) responsibility for these entities or because the District's Board appoints a voting majority of the component unit's governing body.

Blended Component Units

The Las Vegas-Clark County Library District Foundation, Inc. (the Foundation), a Nevada Non-Profit Corporation, was formed in 2002 for the exclusive purpose of providing aid, support, and assistance in the promotion, growth, and improvement of the District. During the year ended June 30, 2018, the Foundation entered into several transactions in order to make additional funds available to it through the New Markets Tax Credit (NMTC) Program. The NMTC Program permits taxpayers to claim, over a seven-year period, a credit against federal income taxes for Qualified Equity Investments (QEIs) in designated Community Development Entities (CDEs). These designated CDEs must use substantially all of the proceeds to make Qualified Low-Income Community Investments (QLICIs).

The QALICB fund is comprised of East Las Vegas QALICB, Inc. (ELV) and Mesquite QALICB, Inc. (MQ), which were formed as Nevada Non-Profit Corporations on June 28, 2017 and October 12, 2017, respectively, for the



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

exclusive benefit of the District. The purpose of the QALICB fund is to hold title to property, complete construction of the East Las Vegas and Mesquite libraries facilities, and lease said property and buildings to the District. The entities within the QALICB fund are operated in such a way that they both qualify as a Qualified Active Low-Income Community Business (QALICB) under the definition of the NMTC Program and Internal Revenue Code (IRC) §45(d).

The Foundation, ELV, and MQ each prepare separate stand-alone financial statements that can be obtained from the District's Financial Services Department, 7060 West Windmill Lane, Las Vegas, Nevada, 89113.

Basic Financial Statements

The government-wide financial statements include a statement of net position and a statement of activities and present consolidated information for the District's activities, which are comprised solely of governmental activities, accounted for in governmental fund types. The District does not currently maintain any proprietary or fiduciary fund types. The effect of interfund activity has been removed from these statements.

Included in the statement of net position are capital assets and long-term liabilities including general obligation bonds, employee benefit and pension obligations, and compensated absences. Net position is classified as 1) net investment in capital assets, 2) restricted, or 3) unrestricted.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions, which are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other revenues not restricted for use by a particular function or segment are reported as general revenues.

Separate fund financial statements are provided with each major individual governmental fund reported in a separate column. Fund financial statements include a balance sheet and a statement of revenues, expenditures and changes in fund balances. Schedules are presented to reconcile fund balances presented in the fund financial statements to net position presented in the government-wide financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-wide Financial Statements

The government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Fund Financial Statements

The fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the current fiscal year end. The primary revenue sources, which have been treated as susceptible to accrual by the District, are property taxes, intergovernmental consolidated taxes, grants,



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

and interest. All other revenue sources are considered to be measurable and available only when cash is received by the District. Expenditures generally are recorded when the liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, obligations for pensions and other postemployment benefits, and claims and judgments are recorded only when payment is due.

The District classifies and reports the following as major governmental funds:

- General Fund The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.
- Las Vegas-Clark County Library District Foundation Fund This special revenue fund accounts for contributions that are to be used for charitable and educational purposes to aid, support, and assist the promotion, growth, and improvement of the District.
- Capital Projects Fund The capital projects fund is used to account for financial resources to be used for the improvement, acquisition or construction of major capital assets.

Additionally, the District reports the following non-major governmental fund types:

- Special Revenue Funds The special revenue funds are used to account for the proceeds of specific revenue sources that are legally or otherwise restricted to expenditures for specific purposes (other than capital projects and debt service).
- Debt Service Fund The debt service fund is used to account for the accumulation of resources for and the payment of general long-term debt principal, interest and related costs.
- Permanent Fund The permanent fund accounts for financial resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the District's programs. Pursuant to the trust agreement, the earnings of this fund are restricted for the purchase of library media materials.

The District has no nongovernmental fund types.

Assets, Liabilities and Net Position or Fund Balance

Deposits and Investments

The District's cash equivalents are considered to be short-term investments with original maturities of three months or less from the date of acquisition.

Investments are stated at fair value regardless of the length of time remaining to maturity.

Receivables, Payables and Transfers

During the course of operations, individual funds engage in numerous transactions with one another for goods provided or services rendered. The resulting payables and receivables that are outstanding at year end are reported as due to/from other funds. Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed.



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

Upon the certification of tax rates by the State of Nevada (the State) Tax Commission, the County Commission levies the tax rate for the fiscal period beginning with the succeeding July 1. Effective upon the tax levy on July 1 each year, a perpetual lien is recorded against the property assessed until the tax and any penalty charges and interest, which may accrue thereon, are paid. The County Assessor assesses all real and personal property and the County Treasurer bills and collects the District's share of property taxes. Real property taxes are due on the third Monday in August of each year and may be paid in quarterly installments on or before the third Monday in August and first Mondays in October, January and March. In the event of nonpayment, the County Treasurer is authorized to hold the property for two years, subject to redemption upon payment of taxes, penalties and costs, together with interest from the date the taxes were due until paid. If delinquent taxes are not paid within the two-year redemption period, the County Treasurer obtains a deed to the property free of all encumbrances. Upon receipt of a deed, the County Treasurer may sell the property to satisfy the tax lien. The County Treasurer remits on a monthly basis current and delinquent property tax collections to the District.

Property taxes receivable that are not expected to be collected within 60 days of year end are classified as unavailable revenue in the fund financial statements, rather than current revenue, since the asset is not available to satisfy current obligations. Unearned revenues arise when the District receives resources before it has a legal claim to them as when property taxes for the following tax year are received before year end. Other receivables are shown net of an allowance for uncollectible amounts.

Restricted Assets

Financial resources that are legally restricted to pay debt service, finance construction projects or to the extent that only earnings, and not principal, may be used are reported as restricted assets in both the government-wide and fund financial statements.

Prepaid Items and Inventory

Certain payments to vendors reflect costs applicable to future periods. In the governmental fund financial statements, these payments are recorded as expenditures when purchased rather than when consumed and are reported as prepaid items in the entity-wide financial statements.

Inventory comprised solely of books and other donated library materials. In the governmental fund financial statements, inventory is recorded as expenditures when purchased rather than when consumed and is reported as library media materials in the entity-wide financial statements.

Notes Receivable

Notes receivables are due to the Foundation as a result of transactions related to the NMTC Program. The first note in the face amount of \$11,335,600, bears interest at 1.0% per annum, is payable in annual interest only payments through July 26, 2024, and annual principal and interest payments thereafter through July 25, 2045. The second note in the face amount of \$6,646,000, bears interest at 1.203% per annum, is payable in quarterly interest only payments through September 15, 2024, and quarterly principal and interest payments thereafter through December 19, 2043.

Capital Assets

Capital assets are reported only in the government-wide financial statements. These assets include land, buildings, library media materials, furniture and equipment, and construction in progress. All purchased capital assets are valued at cost where historical records are available and, where no historical records exist, at estimated historical cost.



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

Donated capital assets are valued at their estimated acquisition value on the date received. The District has a capitalization threshold of \$5,000.

The cost of normal maintenance and repairs that do not significantly increase the functionality of the assets or materially extend the assets' lives are not capitalized. Major outlays for capital assets and improvements are capitalized as the projects are constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings and improvements	5-50
Library media materials	5
Furniture and equipment	5-20

Compensated Absences

It is the District's policy to permit employees to accumulate earned vacation and sick leave benefits that would be paid to them upon separation from District service if not previously taken. Accrued vacation and sick leave are reported in the government-wide financial statements. A liability for compensated absences is reported in the fund financial statements only to the extent that payment is due, for example, as a result of employee resignations and retirements prior to year-end. Expenditures for compensated absences are recognized by the applicable fund when paid.

Voluntary Employee Separation Program

In May 2020, the Board approved a motion to establish a Voluntary Employee Separation Program (VESP) as a measure to reduce operating expenditures in the general fund. The program offered eligible employees an opportunity to apply for a voluntary separation and receive benefits related thereto. To be eligible the employee must be 1) a full-time District employee with a minimum of five full years of District service, 2) be fully vested in the Nevada Public Employees' Retirement System, and 3) have attained age 65, with a partial year rounded to the nearest full year. Program benefits included one week of compensation for every year of service with the District, with partial years rounded to the nearest full year. Additionally, employees approved for participation in the VESP received a payout of 100% of their sick pay accrual, as opposed to the 60% normally paid plus all other accrued leave paid out under current District policies. At June 30, 2020, only two employees had completed the VESP application and were approved to receive VESP benefits. Under applicable GASB requirements, at June 30, 2020, a liability for unpaid VESP benefits totaling approximately \$8,000 has been accrued in the fund financial statements. Subsequent to June 30, 2020, and prior to the expiration of the VESP offer (July 31, 2020), an additional 47 District employees completed the VESP application and were approved to receive VESP benefits.

<u>Deferred Compensation Plan</u>

The District offers its employees a deferred compensation plan (the Plan) created in accordance with Internal Revenue Code Section 457. The Plan, available to all District employees, permits participants to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death or an unforeseeable emergency.

The Plan assets are held in trust outside the control of the District. Since the assets, liabilities and income of the Plan are not considered those of the District and are not subject to the claims of the District's general creditors, they are not reported in the government-wide or fund financial statements.



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

Multiple-Employer Cost-Sharing Defined Benefit Pension Plan

The District uses the same basis used in the Public Employees' Retirement System of Nevada's (PERS) Comprehensive Annual Financial Report, for reporting its proportionate share of the PERS collective net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense, including information related to PERS fiduciary net position. Benefit payments (including refunds of employee contributions) are recognized by PERS when due and payable in accordance with the benefit terms. PERS investments are reported at fair value.

Deferred Inflows and Outflows of Resources

Deferred outflows of resources, represents a consumption of net position or fund balance that applies to future periods; and therefore, will not be recognized as an outflow of resources (expense/expenditure) until then. The government-wide statement of net position reports 1) the changes in proportion, changes in assumptions and differences between actual contributions and proportionate share of contributions related to pensions, which will be amortized over the average expected remaining service life of all employees that are provided with pension benefits, 2) the net difference between projected and actual earnings on investments, which will be amortized over five years, and 3) contributions made subsequent to the measurement date, which will be recognized in the subsequent year.

Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The governmental funds balance sheet reports unavailable property tax revenues and interest income, which will be recognized as revenue in the period that the amounts become available. The government-wide statement of net position reports 1) the differences between expected and actual experience and differences between actual contributions and proportionate share of contributions related to pensions, which will be amortized over the average expected remaining service life of all employees that are provided with pension benefits, and 2) the net difference between projected and actual earnings on investments, which will be amortized over five years.

Long-term Obligations

In the government-wide financial statements, long-term obligations are reported as liabilities, net of unamortized bond premiums in the statement of net position. Bond premiums are deferred and amortized over the life of the related bonds using the effective interest method.

In the fund financial statements, bond premiums and issuance costs are recognized during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Fund Balance

Governmental fund balances are classified and reported as follows:

- Nonspendable fund balances include items that cannot be spent. This includes amounts that are not in a spendable form (for example, inventories and prepaid items) and amounts that are legally or contractually required to remain intact, such as a permanent fund principal balance.
- Restricted fund balances have constraints placed upon the use of the resources either by an external party or
 imposed by law through a constitutional provision or enabling legislation.



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

- Committed fund balances can be used only for specific purposes pursuant to constraints imposed by formal
 action (resolution) of the Board, the District's highest level of decision-making authority. These constraints
 remain binding unless removed or changed in the same manner used to create the constraints.
- Assigned fund balance includes amounts that are constrained by the District's intent to be used for a specific purpose, but are neither restricted nor committed. Such intent is expressed by the Board or appropriately authorized officials. The District's Chief Financial Officer has been authorized by the Board in the budget approval process to make all fund balance assignments. Constraints imposed on the use of assigned fund balances can be removed or changed without formal Board action. For governmental funds, other than the general fund, this is the classification for residual amounts that are not restricted, committed or nonspendable.
- Unassigned fund balance is the classification used by the general fund for residual amounts not included in
 the four categories described above. The general fund is the only fund that reports a positive unassigned fund
 balance.

Prioritization and Use of Available Resources

When both restricted resources and other resources (*i.e.*, committed, assigned and unassigned) can be used for the same purposes, it is the District's policy to use restricted resources first. Furthermore, when committed, assigned and unassigned resources can be used for the same purpose, it is the District's policy to use committed resources first, assigned second, and unassigned last.

Note 2. Stewardship, Compliance and Accountability

Budgetary Information

The District adopts annual budgets for all funds except for the permanent, Foundation and QALICB funds, which are not budgeted. All budget augmentations made during the current year were as prescribed by law. All budgets are adopted on a basis consistent with accounting principles generally accepted in the United States and used by the District for financial reporting.

The District uses the following procedures to establish, modify, and control budgetary data:

- 1. Prior to April 15, the District submits the tentative budget for the next fiscal year, commencing on July 1, to the State Department of Taxation. The Las Vegas City Council and the Board of County Commissioners have the ability to reject the tentative budget prior to its submission to the State. The budget, as submitted, contains the proposed expenditures and the means of financing them.
- 2. The State Department of Taxation notifies the District of its acceptance of the tentative budget.
- 3. Public hearings are conducted on the Thursday after the third Monday in May.
- After all changes have been noted and the hearings closed, the District's Board adopts the budget on or before June 1.
- 5. Augmentations of the budget are accomplished through formal Board action.



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

- 6. The NRS require budget controls to be exercised at the function level. The Executive Director of the District is authorized to transfer budget amounts between functions within a fund. However, the Board's approval is required for all transfers between funds.
- 7. The District cannot expend any money, incur any liability or enter into any contract, which by its terms involves the expenditure of money in excess of the amount appropriated for a given function, except for bond payments, short-term financing payments and any other long-term contracts expressly authorized by law.
- 8. All unencumbered appropriations lapse at the fiscal year end, except for amounts appropriated for specific capital projects or Federal and State grant expenditures.

New Accounting Pronouncements

In June 2017, the GASB issued Statement No. 87, *Leases*, effective for periods beginning after June 15, 2021. This statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognition of deferred inflows or outflows of resources based on the payment provisions of the contract. Management has not yet completed its assessment of this statement.

In May 2020, the GASB issued Statement No. 96, Subscription-Based Information Technology Arrangements, effective for periods beginning after June 15, 2022. This statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITA) for government end users and requires recognition of right to use assets and corresponding liabilities for SBITA's that meet certain criteria. Management has not yet completed its assessment of this statement.

In June 2020, the GASB issued Statement No. 97, Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans. The requirements of this statement related to Internal Revenue Code Section 457 Deferred Compensation Plans are effective for periods beginning after June 15, 2021, all other requirements were effective and adopted for the year ended June 30, 2020. This statement provides guidance to 1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board, 2) mitigate costs associated with the reporting of certain defined contribution pension plans, and 3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans. The requirements of this statement that were effective and adopted for the year ended June 30, 2020, did not have a material effect on the District's financial position or changes therein. Management has not yet completed its assessment of the requirements of this statement related to Internal Revenue Code Section 457 Deferred Compensation Plans.

Management has completed its assessment of all other new, but not yet effective GASB statements and determined that they will not have a material effect on the District's financial position or changes therein.



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

Tax Abatements

All tax abatement agreements/programs, entered into by the State of Nevada, have been summarized, by type of agreement/program and the gross, accrual basis reduction of the District's taxes for the year ended June 30, 2020 aggregated as follows:

Agreement/program description Nevada Revised Statutes 360.753 - Partial abatement of certain taxes

imposed on aircraft, components of aircraft and other personal

property used for certain purposes related to aircraft \$3.294

Amount abated during the current year \$3

Specific tax being abated Personal property taxes and/or sales and use taxes

\$73,867

Agreement/program description NRS 360.754 - Partial abatement of certain taxes imposed on new or

expanded data center

Amount abated during the current year

Specific tax being abated

Property taxes and/or sales and use taxes

Agreement/program description NRS 701A - Energy-related tax incentives (NRS 701A.110 Partial

abatement of certain property taxes for buildings or structures that meet certain standards under Green Building Rating System, NRS 701A.200 Exemption from certain property taxes for qualified energy systems, NRS 701A.210 Partial abatement of certain property taxes for

businesses and facilities using recycled material)

Amount abated during the current year \$49,695

Specific tax being abated

Property taxes and/or sales and use taxes

Agreement/program description NRS 374.357 - Abatement for eligible machinery or equipment used by

certain new or expanded businesses

Amount abated during the current year \$46

Specific tax being abated

\$46,014

Sales and use taxes

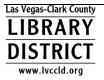
Note 3. Detailed Notes on all Funds

Deposits and Investments

The District has a formal investment policy that is designed to ensure conformity with the NRS and to limit exposure to investment risks as described in the following paragraphs.

Allowable District investments include obligations of the U.S. Treasury and U.S. agencies, not to exceed ten years maturity; negotiable notes or short-term negotiable bonds issued by other local governments of the State; bankers' acceptances eligible for rediscount with Federal Reserve Banks, not to exceed 180 days maturity and 20% of total investments; commercial paper having an "A-1" rating or equivalent, not to exceed 270 days maturity and 20% of total investments; and money market mutual funds invested only in federal government agency securities with an "AAA" rating or equivalent or in repurchase agreements fully collateralized by such securities.

When investing monies, the District is required to comply with the NRS. District monies must be deposited with federally insured banks. The District is authorized to use demand accounts, time accounts and certificates of deposit. The NRS do not specifically require collateral for demand deposits, but do specify that collateral for time deposits may be of the same type as those described for permissible State investments. Permissible State investments are similar to allowable District investments, described above, except that some State investments are for longer terms and include securities issued by municipalities outside of the State.



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

At year end, the District's carrying amount of deposits was \$19,208,219, and the bank balance was \$19,367,850. The Federal Depository Insurance Corporation (FDIC) covered \$250,000 of the bank balance at fiscal year end. However, the District's bank balance is collateralized with securities held by the pledging bank's trust department or agent in the District's name up to 102% of the average bank balance in excess of the FDIC limit. The District often carries cash and cash equivalents on deposit with financial institutions in excess of federally-insured limits, and the risk of losses related to such concentrations, as a result of continuing economic instability, is not subject to estimation at this time.

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. In accordance with the District's formal investment policy, the District manages its exposure to interest rate risk by purchasing a combination of short-term and long-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

GASB Statement No. 72, *Fair Value Measurement and Application*, defines fair value, establishes a framework for measuring fair value and provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The three levels of the fair value hierarchy are as follows:

- Level 1. Inputs are unadjusted quoted prices for identical assets or liabilities in active markets.
- Level 2. Inputs are other observable inputs.
- Level 3. Inputs are unobservable.

The fair value measurement level within the hierarchy is based on the lowest level of any input that is deemed significant to the fair value measurement. Valuation techniques used maximize the use of observable inputs and minimize the use of unobservable inputs.

At June 30, 2020, the District's Level 1 investments were valued based on quoted market prices provided by recognized broker dealers and its Level 2 investments were valued, by recognized broker dealers, based on a matrix pricing model that maximizes the use of observable inputs for similar securities or, for certificates of deposit, amortized cost.

At June 30, 2020, the District had the following investments and maturities:

Investments:	Reported amount/fair		<u>In</u>	Investment Maturities (In Year			
		value	Lo	ess than 1		<u>1 to 5</u>	
U.S. Treasuries (Level 1) Certificates of depost (Level 2) U.S. Agencies (Level 2)	\$	8,314,878 3,070,831 990,297	\$	638,052 2,510,016	\$	7,676,826 560,815 990,297	
	\$	12,376,006	\$	3,148,068	\$	9,227,938	



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical organization. The District's formal investment policy mitigates this risk by limiting investments to the safest types of securities, prequalifying entities (*e.g.*, financial institutions, intermediaries, advisors) and diversifying its investment portfolio. At June 30, 2020, all of the District's investments were rated "AAA" or "AA."

The District's policy places no limits on the amount that can be invested in any one issuer beyond that stipulated by the NRS.

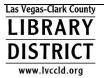
In addition to the District's investment in U.S. Treasuries, investments in any one issuer that represents 5% or more of the District's total investments at June 30, 2020, were as follows:

<u>Issuer</u>	Investment Type	rted amount/ air value
Federal Home Loan Mortgage Corp.	U.S. Agencies	\$ 790,283

Property and Equipment

Changes in capital assets for the year ended June 30, 2020, were as follows:

	Balance June 30, 2019	Increases	Decreases	Balance June 30, 2020
Capital assets not being depreciated:				
Land	\$ 5,706,578			\$ 5,706,578
Capital assets being depreciated:				
Buildings	158,489,025			158,489,025
Improvements	3,755,650			3,755,650
Library media materials	95,106,368	9,356,240	(3,185,606)	101,277,002
Furniture and equipment	17,748,675	856,897	(907,273)	17,698,299
	275,099,718	10,213,137	(4,092,879)	281,219,976
Less accumulated depreciation for:				
Buildings	(42,534,567)	(3,344,636)		(45,879,203)
Improvements	(3,135,514)	(102,407)		(3,237,921)
Library media materials	(38,042,548)	(5,653,860)	3,185,606	(40,510,802)
Furniture and equipment	(15,024,975)	(748,908)	905,745	(14,868,138)
	(98,737,604)	(9,849,811)	4,091,351	(104,496,064)
	\$ 182,068,692	\$ 363,326	\$ (1,528)	\$ 182,430,490



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

Interfund Receivables, Payables, and Transfers

At June 30, 2020, amounts due to and from other funds resulting from the time lag between the dates that reimbursable transactions occur and payments between funds are made, were as follows:

Due to/from other funds:

Receivable fund	Payable fund	Amou	<u>unt</u>
General	QALICB	\$	10
Gift	Las Vegas-Clark County Library District - Foundation		80,126
QALICB	Las Vegas-Clark County Library District - Foundation		63,605
QALICB	General		36,394

Transfers of revenues collected in various funds are used to finance various programs and expenditures accounted for in other funds in accordance with budgetary authorization or legal requirements. Interfund balances as of June 30, 2020, were as follows:

Interfund transfers:

<u>Transfer out</u>	<u>Transfer in</u>	Am	<u>ount</u>
General	Capital projects	\$	3.000.000

Operating Lease Commitments

The District leases certain facilities under non-cancelable operating leases, which expire (including three two-year renewal periods) in May 2028. Rent expense resulting from such leases was \$17,616 for the year ended June 30, 2020.

At June 30, 2020, approximate future minimum lease payments were as follows:

Years ending June 30,	
2021	\$ 17,616
2022	17,616
2023	17,616
2024	17,616
2025	17,616
2026-2028	49,912

General Obligation Bonds and Notes Payable

The District issues general obligation bonds and notes payable to provide funds for the improvement, acquisition or construction of major capital assets. These constitute general obligations of the District, and the full faith and credit of the District are pledged for the payment of principal and interest.



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

General obligation bonds and notes payable outstanding at June 30, 2020, were as follows:

	Maturity date	Original amount	Interest rate	Balance June 30, 2020
LVCIC QLICI – Loan A	July 2057	\$ 11,335,600	1.203%	\$ 11,335,600
LVCIC QLICI – Loan B	July 2057	5,154,400	1.203%	5,154,400
Clearinghouse QLICI – Loan A	December 2047	6,646,000	1.000%	6,646,000
Clearinghouse QLICI – Loan B	December 2047	3,154,000	1.000%	3,154,000
		\$ 26,290,000		\$ 26,290,000

Annual debt service requirements to maturity were as follows:

Years ending June 30,	Principal	Interest	Total
2021		0.000	0.06267
2021		\$ 296,367	\$ 296,367
2022		296,367	296,367
2023		296,367	296,367
2024		293,061	293,061
2025	\$ 391,035	298,067	689,103
2026-2030	4,058,855	1,349,572	5,408,427
2031-2035	4,288,659	1,118,851	5,407,510
2036-2040	4,531,583	874,953	5,406,536
2041-2045	4,788,383	617,120	5,405,503
2046-2050	3,855,685	374,327	4,230,012
2051-2055	2,846,401	175,463	3,021,863
2056-2058	1,529,398	21,253	1,550,651
	\$26,290,000	\$ 6,011,768	\$32,301,768

Changes in Long-term Liabilities

Long-term liability activity for the year ended June 30, 2020, was as follows:

	Balance June 30, 2019	Additions	Reductions	Balance June 30, 2020	Due within one year
LVCIC QLICI – Loan A	\$ 11,335,600			\$ 11,335,600	
LVCIC QLICI - Loan B	5,154,400			5,154,400	
Clearinghouse QLICI – Loan A	6,646,000			6,646,000	
Clearinghouse QLICI – Loan B	3,154,000			3,154,000	
Compensated absences Obligation for postemployment	6,158,661	\$ 2,881,194	\$ (1,945,358)	7,094,497	\$ 1,984,266
benefits other than pensions	1,886,724	55,202	(206,172)	1,735,754	
Net pension liability	46,397,158	5,409,136	(3,882,249)	47,924,045	
	\$ 80,732,543	\$ 8,345,532	\$ (6,033,779)	\$ 83,044,296	\$ 1,984,266



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

The compensated absences, obligation for postemployment benefits other than pensions and net pension liability are normally liquidated by the general fund.

Note 4. Other Information

Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District maintains a risk management program to assess coverage of potential risks of loss. Under this program, the District participates in workers' compensation and unemployment programs provided by the State. For all other risks, the District purchases insurance coverage subject to nominal deductibles. Settled claims and awards have not exceeded this commercial coverage in any of the past three fiscal years.

During the first quarter of 2020, the outbreak of the COVID-19 pandemic caused significant volatility in U.S. and international economies and has led to a global health emergency. As a result, all non-essential business operations in Nevada ceased on March 17, 2020, and did not begin reopening until mid-May 2020. However, a significant portion of the District's revenues are from property and intergovernmental consolidated (sales and use) taxes. Property taxes in Nevada are assessed on a fiscal year basis beginning July 1 and were substantially collected for the year ended June 30, 2020, prior to the start of the COVID-19 pandemic; therefore, the impact on the District for the year ended June 30, 2020, has been minimal. However, the intergovernmental consolidated (sales and use) taxes are highly dependent on tourism and the COVID-19 pandemic and the closure of businesses in Nevada had a significant negative impact on the intergovernmental consolidated (sales and use) taxes. To mitigate the COVID-19 pandemic impact, the District took immediate action to maintain financial sustainability, including, but not limited to the following:

- Employee positions representing approximately \$1.1 million in annual expenditures were eliminated
- Open positions were frozen and will only be filled on a case-by-case evaluation based on operational needs
- The services and supplies budget was decreased by approximately \$1.2 million
- All branch renovation projects were put on hold and other capital projects were reduced to the minimum necessary to maintain operations
- Rebranding and other non-essential marketing campaigns were put on hold
- A Voluntary Employee Separation Program was implemented
- Voluntary furloughs were given to employees concerned with returning to work during the pandemic

The future impact of the COVID-19 pandemic is unknown and rapidly evolving. The ultimate long-term impact on the District's financial position and changes therein cannot be determined at this time, but may be substantial.

Contingent liabilities

In the ordinary course of its operations, claims are filed against the District. It is the opinion of management that, except as disclosed in the following paragraph, these claims will not result in any material adverse effect on the District's financial statements.

The District does not accrue for estimated future legal and defense costs, if any, to be incurred in connection with outstanding or threatened litigation and other disputed matters, but rather records such period costs when the services are rendered.



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

Multiple-Employer Cost-Sharing Defined Benefit Pension Plan

The District's employees are covered by the Public Employees' Retirement System of Nevada (PERS), which was established by the Nevada Legislature in 1947, effective July 1, 1948, and is governed by the Public Employees' Retirement Board (the PERS Board) whose seven members are appointed by the governor. The District does not exercise any control over PERS.

PERS is a cost-sharing, multiple-employer, defined benefit public employees' retirement system which includes both regular and police/fire members. PERS is administered to provide a reasonable base income to qualified employees who have been employed by a public employer and whose earnings capacities have been removed or substantially impaired by age or disability.

Benefits, as required by NRS, are determined by the number of years of accredited service at time of retirement and the member's highest average compensation in any 36 consecutive months with special provisions for members entering the system on or after January 1, 2010 and July 1, 2015. Benefit payments to which participants or their beneficiaries may be entitled under the plan include pension benefits, disability benefits, and survivor benefits.

Monthly benefit allowances for members are computed as 2.5% of average compensation for each accredited year of service prior to July 1, 2001. For service earned on and after July 1, 2001, this multiplier is 2.67% of average compensation. For members entering the system on or after January 1, 2010, there is a 2.5% multiplier. Regular members entering PERS on or after July 1, 2015, have a 2.25% multiplier. PERS offers several alternatives to the unmodified service retirement allowance which, in general, allow the retired employee to accept a reduced service retirement allowance payable monthly during his or her lifetime and various optional monthly payments to a named beneficiary after his or her death.

Post-retirement increases are provided by authority of NRS 286.575 - .579, which are summarized as follows:

Retirees are eligible for annual benefit increases starting the fourth year of initially receiving benefits. Benefits are increased annually on the first day of the month following the anniversary of the commencement of benefits. The increases begin at 2% in years four, five, and six; increase to 3% in years seven, eight, and nine; 3.5% in years ten, eleven, and twelve; 4% for years thirteen and fourteen; and 5% in year fifteen and each year thereafter. If the benefit outpaces inflation in the period since retirement, the increase may be capped by a rolling three-year average of the Consumer Price Index (all items).

Retirees who enter the System on or after January 1, 2010, are eligible for annual benefit increases starting the fourth year of initially receiving benefits. Benefits are increased annually on the first day of the month following the anniversary of the commencement of benefits. The increases begin at 2% in years four, five, and six; increase to 3% in years seven, eight, and nine; 3.5% in years ten, eleven, and twelve; and 4% in year thirteen and each year thereafter. If the benefit outpaces inflation in the period since retirement, the increase may be capped by a rolling three-year average of the Consumer Price Index (all items)

Retirees who enter the System on or after July 1, 2015, are eligible for annual benefit increases starting the fourth year of initially receiving benefits. Benefits are increased annually on the first day of the month following the anniversary of the commencement of benefits. The increases begin at 2% in years four, five, and six; increase to 2.5% in years seven, eight, and nine; then adjust to the lesser of 3% or the increase, if any, in the Consumer Price Index (all items) for the preceding calendar year following the tenth year and every year thereafter.



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

Regular members are eligible for retirement at age 65 with five years of service, at age 60 with 10 years of service, or at any age with thirty years of service. Regular members entering the system on or after January 1, 2010, are eligible for retirement at age 65 with five years of service, or age 62 with 10 years of service, or any age with thirty years of service. Regular members entering the system on or after July 1, 2015, are eligible for retirement at age 65 with five years of service, at age 62 with ten years of service, at age 55 with 30 years of service, or at any age with 33 1/3 years of service.

Police/fire members are eligible for retirement at age 65 with five years of service, at age 55 with ten years of service, at age 50 with twenty years of service, or at any age with twenty-five years of service. Police/fire members entering the system on or after January 1, 2010, are eligible for retirement at age 65 with five years of service, or age 60 with ten years of service, or age 50 with twenty years of service, or at any age with thirty years of service. Police/Fire entering the system on or after July 1, 2015, are eligible for retirement at age 65 with five years of service, at age 60 with ten years of service, at age 50 with twenty years of, and at any age with 33 1/3 years of service. Only service performed in a position as a police officer or firefighter may be counted toward the eligibility for retirement as police/fire accredited service.

Members with the years of service necessary to receive a retirement benefit but who have not reached the age for an unreduced benefit may retire at any age with the benefit reduced by 4% for each full year they are under the required age. Members entering the System on or after January 1, 2010, with the years of service necessary to receive a retirement benefit but who have not reached the age for an unreduced benefit may retire at any age with the benefit reduced by 6% for each full year they are under the required age.

The normal ceiling limitation on the monthly benefit allowances is 75% of average compensation. However, a member who has an effective date of membership before July 1, 1985, is entitled to a benefit of up to 90% of average compensation. Both regular and police/fire members become fully vested as to benefits upon completion of five years of service.

The authority for establishing and amending the obligation to make contributions and member contribution rates rests with NRS. New hires, in agencies which did not elect the employer-pay contribution (EPC) plan prior to July 1, 1983, have the option of selecting one of two alternative contribution plans. One plan provides for matching employee and employer contributions, while the other plan provides for employer pay contributions only. Under the matching employee/employer contribution plan a member may, upon termination of service for which contribution is required, withdraw employee contributions which have been credited to their account. All membership rights and active service credit in the System are canceled upon withdrawal of contributions from the member's account. If EPC was elected, the member cannot convert to the Employee/Employer Contribution plan and cannon withdraw these contributions. The District elected the EPC plan prior to July 1, 1983.

PERS's basic funding policy provides for periodic contributions at a level pattern of cost as a percentage of salary throughout an employee's working lifetime in order to accumulate sufficient assets to pay benefits when due. PERS receives an actuarial valuation on an annual basis for determining the prospective funding contribution rates required to fund the system on an actuarial reserve basis. Contributions actually made are in accordance with the required rates established by NRS. These statutory rates are increased/decreased pursuant to NRS 286.421 and 286.450. The actuarial funding method used is the entry age normal cost method. It is intended to meet the funding objective and result in a relatively level long-term contributions requirement as a percentage of salary.

For the fiscal year ended June 30, 2020, the required employer/employee matching rate was 15.25% for regular and 22.0% for police/fire members. The EPC rate was 29.25% for regular and 42.50% for police/fire members.



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

PERS issues a publicly available Comprehensive Annual Financial Report that includes financial statements and required supplemental information. This report is available on the PERS website, www.nvpers.org under publications.

PERS collective net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. For this purpose, certain actuarial valuation assumptions are stipulated by GASB and may vary from those used to determine the prospective funding contribution rates.

The total PERS pension liability was determined using the following actuarial assumptions (based on the results of an experience study for the period July 1, 2012 through June 30, 2016), applied to all periods included in the measurement:

Actuarial valuation date June 30, 2019
Inflation rate 2.75%, beginning of year 2.75%, end of year

Payroll growth 5.50% for regular employees and 6.50% for police/fire, including inflation

Investment rate of return 7.50%, beginning of year 7.50%, end of year

Discount rate 7.50%
Productivity pay increase 0.50%
Consumer price index 2.75%

Actuarial cost method Entry age normal and level percentage of payroll Projected salary increases Regular: 4.25% to 9.15%, depending on service

Police/Fire: 4.55% to 13.90%, depending on service Rates include inflation and productivity increases

At June 30, 2019, assumed mortality rates and projected life expectancies for selected ages were as follows:

	All Members						
	Mortality	Rates	Expected Years of	Life Remaining			
Age	Males	Females	Males	Females			
40	0.20%	0.14%	40.4	43.6			
50	0.49%	0.38%	31.4	34.5			
60	0.90%	0.59%	23.2	25.9			
70	1.81%	1.26%	15.6	17.7			
80	4.55%	3.42%	9.1	10.5			

These mortality rates and projected life expectancies are based on the following:

- For non-disabled, healthy members Headcount-Weighted RP-2014 Healthy Annuitant Table projected to 2020 with Scale MP-2016, set forward one year for spouses and beneficiaries. For ages less than 50, mortality rates are based on the Headcount-Weighted RP-2014 Employee Mortality Tables. Those mortality rates are adjusted by the ratio of the mortality rate for members at age 50 from the employees mortality table listed above. The mortality rates are then projected to 2020 with Scale MP-2016.
- For all disabled members Headcount-Weighted RP-2014 Disabled Retiree Table, set forward four years.
- For pre-retirement members Headcount-Weighted RP-2014 Employee Table, projected to 2020 with Scale MP-2016.



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

PERS's policies, which determine the investment portfolio target asset allocation, are established by the PERS Board. The asset allocation is reviewed annually and is designed to meet the future risk and return needs of PERS.

The following target asset allocation policy was adopted as of June 30, 2019:

Asset Class	Target Allocation	Long-term Geometric Expected Real Rate of Return *
U.S. Stocks	42%	5.50%
International stocks	18%	5.50%
U.S. bonds	28%	0.75%
Private markets	12%	6.65%

^{*} These geometric return rates are combined to produce the long-term expected rate of return by adding the long-term expected inflation rate of 2.75%.

The discount rate used to measure the total pension liability was 7.5% as of June 30, 2019. The projection of cash flows used to determine the discount rate assumed that plan contributions will be made in amounts consistent with statutory provisions and recognizing the plan's current funding policy and cost-sharing mechanism between employers and members. Based on that assumption, PERS fiduciary net position at June 30, 2019, was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments (7.5%) was applied to all periods of projected benefit payments to determine the total pension liability as of June 30, 2019.

The District's proportionate share of the net pension liability at year end, calculated using the discount rate of 7.5%, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1% lower (6.5%) or 1% higher (8.5%) than the current discount rate was as follows:

	1% Decrease in		1% Increase in		
	Discount Rate	Discount Rate	Discount Rate		
Net pension liability	\$ 74,203,884	\$ 47,924,045	\$ 26.078.249		

Detailed information about PERS fiduciary net position is available in the PERS Comprehensive Annual Financial Report, available on the PERS website, www.nvpers.org under publications. PERS fiduciary net position and additions to/deductions from it have been determined on the same basis used in the PERS Comprehensive Annual Financial Report. PERS financial statements are prepared in accordance with accounting principles generally accepted in the United States of America applicable to governmental accounting for fiduciary funds. Benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

The District's proportionate share (amount) of the collective net pension liability was \$47,924,045, which represents 0.35145% of the collective net pension liability. Contributions for employer pay dates within the fiscal year ending June 30, 2019, were used as the basis for determining each employer's proportionate share. Each employer's proportion of the net pension liability is based on their combined employer and member contributions relative to the total combined employer and member contributions for all employers for the period ended June 30, 2019.



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

For the year ended June 30, 2019, the District's pension expense was \$5,409,136 and its reported deferred outflows and inflows of resources related to pensions were as follows:

		rred Outflows Resources	Deferred Inflows of Resources		
Differences between expected and actual experience	\$	1,797,097	s	1,382,308	
Changes in assumptions	*	1,950,310	*	-,,	
Net difference between projected and actual earnings on investments				2,384,049	
Changes in proportion and differences between actual contributions					
and proportionate share of contributions		1,763,513		194,882	
Contributions subsequent to measurement date		3,783,964			

At June 30, 2019, the average expected remaining service life was 6.18 years.

Deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date totaling \$3,783,964 will be recognized as a reduction of the net pension liability in the year ending June 30, 2021. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Years ending June 30,	
2021	11,037,247
2022	(74,363,601)
2023	20,429,515
2024	25,307,317
2025	14,382,505
2026	1,657,337

Changes in the District's net pension liability were as follows:

Net pension liability, beginning of year	\$ 46,397,158
Pension expense	5,409,136
Employer contributions	(3,383,318)
Change in net deferred outflows and inflows	(498,931)
Net pension liability, end of year	\$ 47,924,045

At June 30, 2020, \$403,248 was payable to PERS, for the June 2020 required contribution, and is included in accrued payroll.

Postemployment Benefits Other Than Pensions (OPEB)

In accordance with NRS, the District provides other postemployment benefits to retirees by participating in the State's Public Employee Benefit Plan (PEBP), an agent multiple-employer, cost-sharing defined benefit plan administered by a ten member governing board of which nine members are appointed by the State's Governor and the Director of the Department of Administration or their designee. PEBP provides medical, prescription, dental and vision benefits to retirees. The District does not provide any other postemployment benefits (either directly or indirectly).



Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

The PEBP issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained by writing to the following address: Public Employee Benefit Plan, 901 South Stewart Street, Suite 101, Carson City, NV 89701.

PEBP eligibility and subsidy requirements are governed by the NRS and can only be amended through legislation. In 2008, NRS were amended. As a result of this amendment, the number of retirees for whom the District is obligated to provide postemployment benefits is limited to eligible employees who retired from District service prior to September 1, 2008.

The District is required to provide a subsidy, based on years of service for its retirees that have enrolled in the PEBP. The subsidy is paid on a pay-as-you-go basis and is set by the State Legislature. In the current fiscal year, this subsidy ranged from \$10 to \$1,095 per retiree, per month.

At June 30, 2020, 34 retirees were covered by and receiving benefits from the PEBP.

The District's total OPEB obligation was determined using the following actuarial assumptions applied to all periods included in the measurement:

Actuarial valuation date	July 1, 2020
Measurement date	June 30, 2020
Discount rate	3.0%, beginning of year
	2.6%, end of year
Actuarial cost method	Entry age normal, level percent-of-pay
Total retirees	34
Average retiree age	74.9 years
Average retiree life expectancy	14.8 years
Projected salary increases	N/A*
Projected trend on payments to PEBP	6.5% per annum, decreasing 0.25 to 0.5% per year to an ultimate rate of $4.5%$
Mortality rates	Society of Actuaries Pub-2010 Public Retirement
	Plans of Headcount - Weighted General Mortality
	Tables using Scale MP-2019 Full Generational
	Improvement

st PEBP is a closed plan; and therefore, there are no current District employees covered by the PEBP.

There were no changes in OPEB benefit terms that affected the measurement of the District's total OPEB liability during the year ended June 30, 2020.

At year end, the District's total OPEB obligation sensitivity to changes in the discount rate and healthcare cost trend rate was as follows:

	1% Decrease in Discount Rate	Discount Rate	1% Increase in Discount Rate		
Total OPEB liability	\$ 1,943,845	\$ 1,735,754	\$ 1,560,246		
	1% Decrease in Healthcare Cost	Healthcare Cost	1% Increase in Healthcare Cost		
	Trend Rate	Trend Rate	Trend Rate		
Total OPEB liability	\$ 1,570,050	\$ 1,735,754	\$ 1,927,335		

Library District www.lvccld.org

Las Vegas-Clark County Library District

Notes to Basic Financial Statements (continued) For the Fiscal Year Ended June 30, 2020

At June 30, 2020, changes in the District's total OPEB obligation were as follows:

Total OPEB obligation, beginning of year	\$ 1,886,724
Service cost	N/A*
Interest on total OPEB obligation	55,202
Differences between expected and actual experience	1,781
Changes of assumptions or other inputs	(114,655)
Benefit payments	 93,298
Net change in total OPEB obligation	 (150,970)
Total OPEB obligation end of year	\$ 1,735,754

^{*} PEBP is a closed plan; and therefore, there are no current District employees covered by the PEBP.

As the District's OPEB obligation includes only retirees, the average expected remaining service life is zero; and therefore, changes in deferred outflows and inflows of resources are recognized in OPEB expense in the year incurred.

incomplete, s	subject to addi	tional review an	d possible rev	rision
4.4				
	incomplete, s			incomplete, subject to additional review and possible rev

Required Supplementary Information



Las Vegas-Clark County Library District

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund For the Fiscal Year Ended June 30, 2020

	Buc	dget		Variance to Final Budget	
	Original	Final	Actual		
Revenues					
Property taxes	\$ 44,855,000	\$ 44,855,000	\$ 46,269,508	\$ 1,414,508	
Intergovernmental revenues,					
consolidated taxes	24,185,000	24,185,000	22,414,958	(1,770,042)	
Charges for services	1,570,000	1,570,000	1,035,009	(534,991)	
Interest	15,000	15,000	87,176	72,176	
Contributions			211,346	211,346	
Miscellaneous	765,000	765,000	778,527	13,527	
Total revenues	71,390,000	71,390,000	70,796,524	(593,476)	
Expenditures					
Culture and recreation:					
Salaries and wages	32,366,060	32,366,060	30,101,581	2,264,479	
Employee benefits	13,394,128	13,394,128	12,266,495	1,127,633	
Supplies and services	16,203,089	16,203,089	12,024,376	4,178,713	
Capital outlay	10,831,667	10,831,667	9,207,087	1,624,580	
Total expenditures	72,794,944	72,794,944	63,599,539	9,195,405	
Excess (deficiency) of revenues					
over expenditures	(1,404,944)	(1,404,944)	7,196,985	8,601,929	
Other financing uses					
Transfers out	(6,000,000)	(6,000,000)	(3,000,000)	3,000,000	
Net change in fund balance	(7,404,944)	(7,404,944)	4,196,985	11,601,929	
Fund balance, beginning of year	14,758,056	14,758,056	14,576,974	(181,082)	
Fund balance, end of year	\$ 7,353,112	\$ 7,353,112	\$ 18,773,959	\$ 11,420,847	

Total OPER



Las Vegas-Clark County Library District

Schedule of Changes in Total OPEB Liability Postemployment Benefits Other Than Pensions For the Fiscal Year Ended June 30, 2020 and Prior Nine Fiscal Years *

Valuation Year	Service Cost	Interest on Total OPEB Liability	Changes in Benefit Terms	Differences Between Expected and Actual Experience	Change Assump or Otl Inpu	tions her	enefit ments**	Net Change in Total OPEB Liability	Total OPEB Liability, Beginning of Year	Total OPEB Liability, End of Year	Covered- Employee Payroll	Liability, End of Year as a Percentage of Covered- Employee Payroll
2020	N/A***	\$ 55,202	\$ -	\$ 1,781	\$ (11	4,655)	\$ (93,298)	\$ (150,970)	\$ 1,886,724	\$ 1,735,754	N/A***	N/A***
2019	N/A***	63,980	-	(80,090)	10	0,199	(92,336)	(98,247)	1,984,971	1,886,724	N/A***	N/A***
2018	N/A***	71,482	-	(165,020)	2:	2,856	(93,503)	(164,185)	2,149,156	1,984,971	N/A***	N/A***

^{*} Information for the multiple-employer defined benefit postemployment benefit plan is not available for measurement years prior to the year ended June 30, 2018. As information becomes available this schedule will ultimately present information for the ten most recent fiscal years.

^{**} Benefit payments are equal to the statutorily required employer contributions.

^{***} PEBP is a closed plan; and therefore, no current employees are covered by PEBP and there is no current service cost.



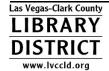
Las Vegas-Clark County Library District

Proportionate Share of the Collective Net Pension Liability Information

Multiple-Employer Cost-Sharing Defined Benefit Pension Plan For the Fiscal Year Ended June 30, 2020 and Prior Nine Fiscal Years *

Valuation Year	Proportion of the collective net pension liability	s c	roportionate share of the ollective net nsion liability (asset)	Covered payroll	Proportionate share of the collective net pension liability as a percentage of covered payroll	PERS fiduciary net position as a percentage of the total pension liability
2019	0.35145%	\$	47,924,045	\$ 23,794,894	201.40474%	76.45733%
2018	0.34021%		46,397,158	21,929,216	211.57691%	75.23536%
2017	0.34239%		45,536,922	21,261,880	214.17166%	74.22995%
2016	0.34184%		46,002,178	20,429,244	225.17807%	72.22995%
2015	0.34184%		38,432,593	19,776,530	194.33436%	75.12612%
2014	0.33538%		34,406,633	19,036,828	180.73722%	76.31210%

^{*} Information for the multiple-employer cost-sharing defined benefit pension plan is not available for measurement years prior to the year ended June 30, 2014. As information becomes available this schedule will ultimately present information for the ten most recent fiscal years.



Las Vegas-Clark County Library District

Proportionate Share of Statutorily Required Pension Contribution Information tiple-Employer Cost-Sharing Defined Renefit Pen

Multiple-Employer Cost-Sharing Defined Benefit Pension Plan For the Fiscal Year Ended June 30, 2020 and Prior Nine Fiscal Years *

Valuation Year	tatutorily required ntribution	in the	ntributions relation to estatutorily required entribution	Contribution deficiency (excess)		Covered payroll	Contributions as a percentage of covered payroll
2020	\$ 7,567,929	\$	7,567,929	\$	-	\$ 25,005,967	30.26449%
2019	6,761,114		6,761,114		-	23,794,894	28.41414%
2018	6,328,094		6,328,094		-	21,929,216	28.85691%
2017	6,174,110		6,174,110		-	21,261,880	29.03840%
2016	5,862,383		5,862,383		-	20,429,244	28.69603%
2015	5,191,083		5,191,083		-	19,776,530	26.24870%

^{*} Information for the multiple-employer cost-sharing defined benefit pension plan is not available for years prior to the year ended June 30, 2015. As information becomes available this schedule will ultimately present information for the ten most recent fiscal years.



Las Vegas-Clark County Library District

Notes to Required Supplementary Information For the Fiscal Year Ended June 30, 2020

Note 1. Budget Information

The accompanying required supplementary schedule of revenues, expenditures and changes in fund balance presents the original adopted budget, the final amended budget and actual general fund data. The original budget was adopted on a basis consistent with the Las Vegas-Clark County Library District's (the District) financial accounting policies and accounting principles generally accepted in the United States. All amendments made to the original budget were as prescribed by law and similarly consistent.

Additional budgetary information can be found in Note 2 to the basic financial statements.

Note 2. Postemployment Benefits Other Than Pensions

For the year ended June 30, 2020, no significant events occurred that had an effect on the benefit provision, size or composition of those covered by the postemployment benefit plans. The only significant change in actuarial methods and assumptions used was a decrease in the discount rate from 3.0% at the beginning of the year to 2.6% at the end of the year.

Additional information related to the agent multiple-employer, cost-sharing defined benefit postemployment plan can be found in Note 4 to the basic financial statements.

Note 3. Multiple-Employer, Cost-Sharing Defined Benefit Pension Plan

For the year ended June 30, 2020, there were no changes in the pension benefit plan terms or to the actuarial methods and assumptions used in the actuarial valuation report dated June 30, 2019.

Additional information related to the multiple-employer cost-sharing defined benefit pension plan can be found in Notes 1 and 4 to the basic financial statements.

Draft as of 11/4/2020. Engagement is incom	plete, subject to additional r	eview and possible revision
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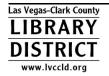
Other Supplementary Information

Combining and Individual Fund Statements and Schedules

Major Fund

Capital Projects Fund

The capital projects fund is used to account for financial resources to be used for the improvement, acquisition or construction of major capital assets.



Las Vegas-Clark County Library District

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - Capital Projects Fund For the Fiscal Year Ended June 30, 2020

	В	udget		Variance to			
	Original	Final	Actual	Final Budget			
Revenues							
Interest	\$ 50,000	\$ 50,000	\$ 356,144	\$ 306,144			
Expenditures							
Culture and recreation:							
Supplies and services	3,881,200	3,881,200	3,204,358	676,842			
Capital outlay	9,820,100	9,820,100	856,897	8,963,203			
Total expenditures	13,701,300	13,701,300	4,061,255	9,640,045			
Deficiency of revenues							
under expenditures	(13,651,300)	(13,651,300)	(3,705,111)	9,946,189			
Other financing sources (uses) Proceeds from sale of capital assets				_			
Transfers in	6,000,000	6,000,000	3,000,000	\$ (3,000,000)			
Total financing sources (uses)	6,000,000	6,000,000	3,000,000	(3,000,000)			
Net change in fund balance	(7,651,300)	(7,651,300)	(705,111)	6,946,189			
Fund balance, beginning of year	10,030,017	10,030,017	9,926,478	(103,539)			
Fund balance, end of year	\$ 2,378,717	\$ 2,378,717	\$ 9,221,367	\$ 6,842,650			

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Non-Major Funds

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally or otherwise restricted to expenditures for specific purposes.

The grant fund accounts for revenues and expenditures of monies received from state and federal grants

The gift fund accounts for gifts to the District accepted by the Board of Trustees.

The QALICB fund accounts for loan proceeds and lease income to be used for the acquisition and leasing of real or personal property that is subject to certain restrictions and limitations for use in furtherance of the operational purposes of the District.

Debt Service Fund

The debt service fund is used to account for the accumulation of resources for and the payment of long-term debt.

Permanent Fund

The permanent fund accounts for financial resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the District's programs.

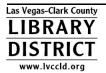


Las Vegas-Clark County Library District

Combining Balance Sheet Non-Major Funds June 30, 2020

		;	Special Re	venu	ie Funds		Debt Service	Pe	rmanent	Aggregate Ion-Major
	Grant		Gift	_(ALICB	Total	 Fund		Fund	Funds
ASSETS										
Cash and cash equivalents:										
Unrestricted	\$ 101,707	\$	401,220	\$	109,898	\$ 612,825	\$ 600,713			\$ 1,213,538
Restricted					726,567	726,567		\$	10,000	736,567
Receivables:										
Taxes							15,844			15,844
Interest							15			15
Other, net	1,834.00		-			1,834				1,834
Due from other funds			80,126		100,000	180,126				180,126
Due from other governments	\$ 103,451					103,451				103,451
Other assets					16,333	 16,333				 16,333
Total assets	\$ 206,992	\$	481,346	\$	952,798	\$ 1,641,136	\$ 616,572	\$	10,000	\$ 2,267,708
LIABILITIES										
Accounts payable	\$ 37,304	\$	6,444			\$ 43,748	\$ 81			\$ 43,829
Accrued payroll	22,935					22,935				22,935
Unearned revenue				\$	9,583	9,583				9,583
Due to other funds					10	 10	 			 10
Total liabilities	60,239		6,444		9,593	 76,276	81			76,357

(Continued) 53



Las Vegas-Clark County Library District

Combining Balance Sheet (Continued) Non-Major Funds June 30, 2020

		Special Re	venue Funds		Debt Service	Permanent	Aggregate Non-Major
	Grant	Gift	QALICB	Total	Fund	Fund	Funds
DEFERRED INFLOWS OF RESOURCES Unavailable revenue, property taxes					15,843		15,843
FUND BALANCES							
Nonspendable:							
Permanent fund principal						\$ 10,000	10,000
Restricted for:							
Debt service			943,205	943,205			943,205
Grant programs	146,753			146,753			146,753
Other programs		474,902		474,902			474,902
Assigned to:							
Debt service					600,648		600,648
Total fund balances	146,753	474,902	943,205	1,564,860	600,648	10,000	2,175,508
Total liabilities and							
fund balances	\$ 206,992	\$ 481,346	\$ 952,798	\$ 1,641,136	\$ 616,572	\$ 10,000	\$ 2,267,708

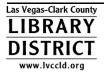


Las Vegas-Clark County Library District

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances Non-Major Funds For the Fiscal Year Ended June 30, 2020

		Special Re	venue Funds		Debt Service	Permanent	Aggregate Non-Major
	Grant	Gift	QALICB	Total	Fund	Fund	Funds
Revenues				•	•		
Property taxes					\$ 14		\$ 14
Grants	\$ 954,435			\$ 954,435			954,435
Interest			\$ 935	935	4,048		4,983
Contributions		\$ 316,737		316,737			316,737
Miscellaneous		2,870	315,000	317,870			317,870
Total revenues	954,435	319,607	315,935	1,589,977	4,062		1,594,039
Expenditures							
Culture and recreation:							
Salaries and wages	297,342	50,000		347,342			347,342
Employee benefits	137,692			137,692			137,692
Supplies and services	370,249	283,030	84,891	738,170	4,825		742,995
Capital outlay	149,152			149,152			149,152
Debt service:							
Principal					-		-
Interest			296,367	296,367		i	296,367
Total expenditures	954,435	333,030	381,258	1,668,723	4,825		1,673,548

(Continued) 55



Las Vegas-Clark County Library District

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances (Continued) Non-Major Funds For the Fiscal Year Ended June 30, 2020

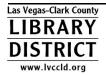
		Special Re	venue Funds		Debt Service	Permanent	Aggregate Non-Major
	Grant	Gift	QALICB	<u>Total</u>	Fund	Fund	Funds
Net change in fund balances	-	(13,423)	(65,323)	(78,746)	(763)		(79,509)
Fund balances, beginning of year	146,753	488,325	1,008,528	1,643,606	601,411	\$ 10,000	2,255,017
Fund balances, end of year	\$ 146,753	\$ 474,902	\$ 943,205	\$ 1,564,860	\$ 600,648	\$ 10,000	\$ 2,175,508



Las Vegas-Clark County Library District

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - Grant Fund For the Fiscal Year Ended June 30, 2020

	Buc	lget		Variance to		
	Original	Final	Actual	Final Budget		
Revenues						
Grants	\$ 1,800,000	\$ 1,800,000	\$ 954,435	\$ (845,565)		
Expenditures						
Culture and recreation:						
Salaries and wages	480,000	480,000	297,342	182,658		
Employee benefits	210,000	210,000	137,692	72,308		
Supplies and services	500,000	500,000	370,249	129,751		
Capital outlay	610,000	610,000	149,152	460,848		
Total expenditures	1,800,000	1,800,000	954,435	845,565		
Net change in fund balance						
Fund balance, beginning of year	146,753	146,753	146,753			
Fund balance, end of year	\$ 146,753	\$ 146,753	\$ 146,753	\$ -		



Las Vegas-Clark County Library District

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - Gift Fund For the Fiscal Year Ended June 30, 2020

	Budget					Variance to		
	Original			Final	Actual		Fir	nal Budget
Revenues								
Contributions	\$	615,000	\$	615,000	\$	316,737	\$	(298,263)
Miscellaneous		200,000		200,000		2,870		(197,130)
Total revenues		815,000		815,000		319,607		(495,393)
Expenditures								
Culture and recreation:								
Salaries and wages						50,000		(50,000)
Supplies and services		715,000		715,000		283,030		431,970
Capital outlay		100,000		100,000				100,000
Total expenditures		815,000		815,000		333,030		481,970
Net change in fund balance						(13,423)		(13,423)
Fund balance, beginning of year		442,254		442,254		488,325		46,071
Fund balance, end of year	\$	442,254	\$	442,254	\$	474,902	\$	32,648



Las Vegas-Clark County Library District

Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - Debt Service Fund For the Fiscal Year Ended June 30, 2020

	Buo	lget			Vai	riance to
	Original		Final	Actual	Fina	al Budget
Revenues						
Property taxes				\$ 14	\$	14
Interest	\$ 10,000	\$	10,000	 4,048		(5,952)
Total revenues	 10,000		10,000	4,062		(5,938)
Expenditures						
Culture and recreation:						
Supplies and services	 10,000		10,000	 4,825		5,175
Total expenditures	 10,000		10,000	 4,825		5,175
Net change in fund balance				(763)		(763)
Fund balance, beginning of year	 537,245		537,245	 601,411		64,166
Fund balance, end of year	\$ 537,245	\$	537,245	\$ 600,648	\$	63,403

Draft as of 11/4/2020. Enga	gement is incomplet	te, subject to addition	onal review and pos	ssible revision
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Tel: 702-384-1120 Fax: 702-870-2474 www.bdo.com 6100 Elton Avenue, #1000 Las Vegas, NV 89107

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Board of Trustees Las Vegas-Clark County Library District Las Vegas, Nevada

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Las Vegas-Clark County Library District (the District), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated November XX, 2020. Our report includes a reference to other auditors who audited the financial statements of the Las Vegas-Clark County Library District Foundation fund, as described in our report on the District's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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 $\ensuremath{\mathsf{BDO}}$ is the brand name for the $\ensuremath{\mathsf{BDO}}$ network and for each of the $\ensuremath{\mathsf{BDO}}$ Member Firms.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's basic financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts including whether the funds established by the District, as listed in Nevada Revised Statutes (NRS) 354.624 (5)(a)(1 through 5), complied with the express purposes required by NRS 354.6241. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. However, we noted certain matters that we reported to the District in a separate letter dated November XX, 2020.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

November XX, 2020 Las Vegas, Nevada

Single Audit and Accompanying Information



Tel: 702-384-1120 Fax: 702-870-2474 www.bdo.com 6100 Elton Avenue, #1000 Las Vegas, NV 89107

Independent Auditors' Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

Board of Trustees Las Vegas-Clark County Library District Las Vegas, Nevada

Report on Compliance for Major Federal Program

We have audited of the Las Vegas-Clark County Library District (the District) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on the District's major federal program for the year ended June 30, 2020. The District's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance the District's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the District's compliance.

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BDO is the brand name for the BDO network and for each of the BDO Member Firms.

Opinion on Major Federal Program

In our opinion, the District's complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal program for the year ended June 30, 2020.

Report on Internal Control Over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

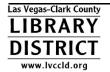
The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements., and have issued our report thereon dated November XX, 2020, which contained an unmodified opinion on those basic financial statements. Our audit was conducted for the purpose of forming an opinion on the basic financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

November XX, 2020 Las Vegas, Nevada

Draft as of 11/4/2020. Engagement is incom	plete, subject to additional revi	ew and possible revision
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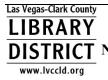


Las Vegas - Clark County Library District

Schedule of Expenditures of Federal Awards For the Fiscal Year Ended June 30, 2020

Federal Grantor/Pass-through <u>Grantor / Program Title</u>	Federal CFDA <u>Number</u>	Pass-through Entity Idendifying <u>Number</u>	Amount Passed Through to <u>Subrecipients</u>	 al Federal <u>oenditures</u>
U.S. Department of Education, Office of Vocational and Adult Education				
Passed Through State of Nevada, Department of Education				
Adult Education, Basic Grants to States	84.002 *	19-608-122000	\$ -	\$ 783,750
Total federal assistance expended				\$ 783,750

^{*} A "major" program.



Las Vegas-Clark County Library District

Notes to Schedule of Federal Expenditures of Federal Awards For the Fiscal Year Ended June 30, 2020

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Las Vegas-Clark County Library District (the District) under programs of the federal government for the year ended June 30, 2020. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the District, it is not intended to, and does not, present the District's financial position or changes therein.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts, if any, shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years.

Note 3. Indirect Cost Rate

The District has not elected to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.



Las Vegas – Clark County Library District

Schedule of Findings and Questioned Costs For the Fiscal Year Ended June 30, 2020

Section I - Summary of Auditors' Results:

Financial Statements:

Type of auditors' report issued:

Unmodified

Internal control over financial reporting:

Material weaknesses identified?

Significant deficiencies identified that are not considered to be

material weaknesses? None reported Noncompliance material to financial statements? None reported

Federal Awards:

Internal control over major programs:

Material weaknesses identified?

Significant deficiencies identified that are not considered to be

material weaknesses?

None reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

None reported

Identification of major programs:

CFDA Number: 84.002

Name of Federal Program or Cluster:

U.S. Department of Educations, Office of Vocational and Adult Education,

Adult Education, Basic Grants to

States

\$750,000

Dollar threshold used to distinguish between Type A and Type B

programs:

Auditee qualified as low-risk auditee? Yes

Section II – Findings relating to the financial statements, which are required to be reported in accordance with auditing standards generally accepted in the United States and *Government Auditing*

Standards:

Section III – Findings and questioned costs for federal awards, including audit findings required by 2 CFR 200.516(a):

None reported

None reported

D	raft as of 11/4/2020.	Engagement is incomp	lete, subject to	additional review	and possible revision.	
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			/ U			



ITEM VIII.B.

AGENDA ITEM

NOVEMBER 12, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.B.: Discussion and possible Board action regarding contracts for District legal counsel.

Background: Trustee Foyt requested this item be placed on the Agenda.

Attached please find contracts for:

- Gerald M. Welt who works for the Board of Trustees as General Counsel for the District
- 2. Scott Abbott who works for the Library District and provides labor and employment legal services
- 3. Bailey Kennedy who works for the Library District and provides miscellaneous legal services upon request
- 4. Greenberg Traurig who works for the Library District and provides legal advice on digital program production rights

All legal services contract compensation terms are not to exceed \$50,000 per year. Should legal services over the \$50,000 per year be required, legal services contracts will come back to the Board of Trustees for approval.

Recommended Action:

Gregory J. Kamer Carol Davis Zucker Scott M. Abbott Edwin A. Keller, Jr. Jen J. Sarafina R. Todd Creer

KAMER ZUCKER ABBOTT

TEL (702) 259-8640 • FAX (702) 259-8646 • WEB www.kzalaw.com

Nicole A. Martin Kaitlin H. Paxton Dare E. Heisterman

Of Counsel
Jody M. Florence

Representing Employers in Labor and Employment Law Matters

VIA ELECTRONIC MAIL: jamesf@lvccld.org

November 2, 2020

Mr. Frederick James Acting Executive Director Las Vegas-Clark County Library District 7060 West Windmill Lane Las Vegas, Nevada 89113

Re: Labor and Employment Legal Services

(Our File No. CCLD-100)

Dear Mr. James:

This will confirm our agreement to act on behalf of Las Vegas-Clark County Library District ("the District" or "you") as counsel in connection with the above-referenced services and supersedes any previous letter or understanding, express or implied. We appreciate the confidence you have demonstrated in Kamer Zucker Abbott ("the Firm" or "we") by selecting us to represent the District.

The Firm agrees to represent the District based on the hourly attorney rates in effect when work is performed. We currently charge attorney rates ranging between Two Hundred Fifty Dollars (\$250.00) per hour and Five Hundred Dollars (\$500.00) per hour, dependent on the attorney(s) assigned to the matter.

Gregory J. Kamer	\$500.00	Jen J. Sarafina	\$350.00
Carol Davis Zucker	\$350.00	R. Todd Creer	\$350.00
Scott M. Abbott	\$400.00	Nicole A. Martin	\$275.00
Edwin A. Keller, Jr.	\$400.00	Kaitlin H. Paxton	\$275.00
Jody M. Florence	\$350.00	Dare E. Heisterman	\$250.00

Paralegals will be billed at rates which vary between Eighty Dollars (\$80.00) per hour and One Hundred Twenty-Five Dollars (\$125.00) per hour. All time billings will be made to the one-tenth of an hour. Any work done on a particular matter by additional attorneys or paralegals will be billed at our then current rates as needed. All expenses incurred in the District's representation will be billed to you, and those expenses include but are not limited to, filing fees, deposition fees, transport fees, photocopying, postage, long distance telephone charges, travel, expert witness fees, facsimile charges, computer research fees, courier fees, and private investigator fees. Attorney's fees and expenses will be billed to you monthly and will be due upon receipt. Any additional time granted to you to make an attorney's fee payment in a particular month shall not act as a waiver of

3000 West Charleston Boulevard, Suite 3

Las Vegas, Nevada 89102

Mr. Frederick James November 2, 2020 Page 2 of 3

our right to immediate payment in all other months. Bills not paid within thirty (30) days of transmittal will be assessed an interest charge at rates comparable to the rates charged by the Firm's bank.

Based on our assessment of the work to be done on a particular matter, we may from time to time request payment of a retainer in advance. If so, we will hold that amount in the Firm's client trust account to be applied against your monthly bills for attorney's fees and expenses as they accrue. If less than the entire retainer is necessary to cover our fees and costs incurred in completing the tasks for which we have been hired, we will return the excess to you.

At the onset of any particular matter, the District should consider whether it has insurance coverage for any of the claims or liabilities arising out of any labor or employment dispute or for related fees and expenses incurred. Such coverage might arise, for example, from the District's Employment Practices Liability, Directors and Officers and/or Comprehensive/Commercial General Liability policies. The District has not retained us to provide advice about or represent it or any of its agents or affiliates concerning any such insurance coverage or notice of claims issues. In addition, our work for some insurance companies might raise actual or potential conflicts of interest, or "issue" conflicts, for us if we were to address insurance coverage matters for you. Accordingly, we may not be able to provide advice or representation to the District with respect to the issue of actual or potential claims for insurance coverage for liability or losses arising out of or related to the dispute (whether arising at the outset or during the course of the dispute) that the District (or any of its agents or affiliates) might be entitled to assert under policies issued to any of these entities or other parties in interest. You should be aware that strategic decisions with respect to any dispute may affect insurance and coverage, and that coverage concerns may impact strategy, particularly in adversarial proceedings. The District should consult with other counsel concerning such matters, including any possible or actual claims or disputes against or with any insurer or other parties who may have applicable insurance. We are not undertaking to represent the District in these insurance-related matters without a further express agreement to that effect, after appropriate consideration of any potential conflict of interest issues.

It is our policy to encourage questions about our bills in the event you perceive some problem. Unlike many firms, we do not charge our time for preparation and review of bills or for discussing questions about a bill or investigating any problems or mistakes which might have been made. While we will willingly correct any errors, it is not our policy to discount our bills for any other reason. If you have particular billing requirements, we would be happy to discuss them and will accommodate any reasonable request consistent with our general policies and the capability of our billing system.

To better serve our clients, protect confidential information, and reduce the administrative costs associated with file storage and management, Kamer Zucker Abbott has adopted a file retention/destruction program. At least once a year, all inactive files will be closed and sent to a secure storage facility. Once a file is inactive, you will be notified and requested to advise us as to how to handle any original documents, as well as other documents obtained from the District or third parties which may be of future use to you. If you request that the Firm return any file(s) to you, you agree to pay for any related file delivery and/or assemblage costs. All closed files and records will be stored for seven (7) years after the date of closure and then destroyed, along with all electronic communications and related financial/billing records. By entering into this

Kamer Zucker Abbott Attorneys at Law Mr. Frederick James November 2, 2020 Page 3 of 3

agreement, the District authorizes Kamer Zucker Abbott to close, store and destroy files and records associated with work performed for the District in the manner described above.

On occasion, the District may become involved in satellite or ancillary legal proceedings or inquiries concerning matters for which Kamer Zucker Abbott has provided professional services. In the event the District requests or requires, in connection with any such proceedings or inquiries, that the Firm produce documents, data, compilations, summaries, notes or any other information that requires the expenditure of additional professional time, the District agrees to pay Kamer Zucker Abbott its regular hourly attorney billing rates for such work, along with any costs necessarily incurred.

This agreement is a requirement for a successful relationship between the District and the Firm. If at any time you cannot or will not abide by this agreement, we will take steps to withdraw as your attorneys from any pending litigation or any other matter. If the Firm is required to file a suit to collect unpaid attorney's fees from the District, we will seek attorney's fees for time incurred by the Firm in handling the collection or the fees of any outside law firm we may use to handle the collection, in addition to costs and interest, and the District agrees that it will be responsible for such fees, costs and interest.

This agreement contains all the terms of our financial arrangement with the District and can only be modified by a written document signed by authorized representatives of the District and the Firm. This agreement is a legal, binding contract, so it is important that you read it carefully and be sure you understand all of the contents before signing below.

Please return to me a signed copy of this letter.

Very truly yours,

Scott M. Abbott

LIBRARY DISTRICT

LAS VEGAS-CLARK COUNTY

Scott M. Abbott

SMA/kk

I HAVE READ THE FOREGOING THREE (3) PAGES OF THIS AGREEMENT AND CONSENT TO THE TERMS CONTAINED THEREIN.

DATED: _____ By: ______

Title:

Kamer Zucker Abbott Attorneys at Law 8984 Spanish Ridge Avenue Las Vegas, Nevada 89148-1302

TELEPHONE 702.562.8820 FACSIMILE 702.562.8821 www.BaileyKennedy.com



MARK H. GOLDSTEIN

DIRECT DIAL 702.851.0045
MGOLDSTEIN@BAILEYKENNEDY.COM

November 2, 2020

Via Email: lucuaral@lvccld.org

Las Vegas-Clark County Library District 703 South 8th Street Las Vegas, Nevada 89101

Re: Engagement of Bailey❖Kennedy

Ladies and Gentlemen:

This letter will confirm that Bailey Kennedy (the "Firm") has been engaged as attorneys for the Las Vegas-Clark County Library District (the "Client") on the terms described in this letter.

Scope of Engagement

The Firm is engaged to provide legal services to the Client in the following Matters (the "Matters"): Providing general legal services for miscellaneous Matters that are referred to outside counsel. The scope of engagement does not include representation in litigation or in transactional work for which a separate engagement letter will be required.

Fees

The Firm's fees are based on the hourly rate of the persons working on the Matters as well as the value of the services rendered. The applicable hourly rates are the Firm's prevailing rates for attorneys, law clerks and legal assistants. Dennis L. Kennedy will be the partner in charge of the Matters, and his hourly rate will be \$400.00. The primary associate assigned to the Matters is Kelly B. Stout, whose hourly rate will also be \$400.00. Other lawyers who assist on the Matters will have an hourly rate of \$400.00. The Firm's present rate for legal assistants is \$200.00. In allocating work, the Firm will assemble a team best suited to serve the Client's needs at each stage of the Matters. In all circumstances, the Firm will allocate and assign work in a manner which it believes to be most efficient.



In addition to Firm attorneys and legal assistants, this may also include the use of temporary or contract attorneys who are not members or employees of the Firm, but whom the Firm will train and provide guidance in connection with the Matters and who are active members of the Nevada State Bar and subject to the Nevada Rules of Professional Conduct ("Contract Attorneys"). As with Firm attorneys and staff, the Firm may provide Contract Attorneys information about the Matters as necessary for them to carry out their responsibilities in relation to the Matters. The Client expressly consents to the Firm's use of Contract Attorneys and to the disclosure of information as necessary for them to serve the Client's needs.

Fee Agreement Through June 30, 2021

The value of the Firm's services is measured by factors other than just the amount of time required, such as the novelty and complexity of the questions involved, the skill required, familiarity with the specific area of the law, the preclusion of other engagements caused by the acceptance of this engagement, the magnitude of the Matters, the results achieved, customary fees for similar services, the nature and length of the Firm's relationship with the Client and other similar considerations.

At the Client's request, the Firm agrees that its total billed fees and costs for work done on the Matters will not exceed Fifty Thousand Dollars (\$50,000.00) through June 30, 2021.

Costs and Expenses

The Firm's bills to the Client will include charges for various costs and expenses incurred on the Client's behalf. Costs are incurred in-house by the Firm. Expenses are incurred through invoices from a third-party. Typical expense items include, but are not limited to: courier or messenger services, travel expenses, transcripts, witness fees, process fees, on-line legal research, and filing and recordation fees. On-line legal research expenses are billed at the vendor's retail prices, which are available for the Client's review upon request.



Typical cost items include, but are not limited to: photocopies, facsimile transmissions, word processing, and postage. The Firm may use an electronic document management program or company for organizing documents produced and received in the Matters. Conversion of files into the document management program typically will be billed as a cost to the Client.

Costs will be charged under the Firm's standard practices for assessing and charging costs to its clients. Expenses will be passed through to the Client at actual cost, unless otherwise noted above. Whenever practical, the Firm will not commit to a major expense or cost item without first discussing it with the Client.

Billing

The Firm will send its bills monthly to the Client via email to busvendor1@lvccld.org and gmwesq@weltlaw.com. Those bills will be due and payable within thirty (30) days from their date. Past-due bills will bear interest at the rate of one percent (1%) per month. Should any bill become sixty (60) days past due, the Firm may choose to cease all work on the Client's behalf until all outstanding bills are paid in full.

The Firm will provide in its bills a general identification of the services performed and the costs and expenses incurred. The bills will be divided into quarter-hour (i.e., 15-minute) increments or multiples thereof, and each increment may contain descriptions of multiple tasks performed. The Client will promptly raise and address with the Firm any questions that may arise with respect to the Firm's billing.

Retainer

No retainer is required for this engagement. If the scope of the Matters expands significantly over that which is contemplated as of the date of this letter, then the Firm may require a retainer.



General Responsibilities

The Client shall cooperate fully and candidly with the Firm with respect to the Matters. The Client shall provide all information known by or available to the Client which may aid the Firm in representing the Client in the Matters.

The Client has designated Gerald Welt, Esq. to be responsible for coordinating the Firm's representation with respect to the Matters. The Client shall be available to the Firm for consultation on reasonable notice and will provide such decisions or directions as the Firm may need for the appropriate handling of the Matters.

In the event the Client perceives any actual or possible disagreement with the Firm or the Firm's handling of the Matters, the Client shall promptly and candidly discuss the problem with the Firm.

The Firm agrees to keep the Client reasonably informed as to the status of the Matters and as to the course of action which is being followed or is being recommended by the Firm. The Firm encourages the Client to participate in all major decisions involving the Matters. Unless otherwise directed by the Client, the Firm will provide the Client copies, at the Client's cost, of all significant documents sent or received by the Firm in connection with the Matters.

All of the Firm's work product will be owned by the Firm, and may be utilized in whole or in part by the Firm or the Client in other projects.

Confidentiality of Communications

All communications between the Firm and the Client – whether written, oral or electronic – are confidential, and the Client agrees to take all reasonable precautions to ensure that the confidentiality of these communications is preserved. This includes, at a minimum, ensuring that (i) written communications are not read by other persons; (ii) oral conversations are not overheard by other persons; (iii) electronic communications are not accessible by other persons; and (iv) communications between the Client and the Firm are not disclosed to other persons. Unless otherwise instructed by the Client,



written communications will be sent by email to the above email address. If the Client communicates with the Firm by email, such communications must come from the Client's private email address, and not from an employer's or third-party's email address. The Client agrees to ensure that the Client's emails are secure and are not scanned or harvested by the Client's email provider.

Insurance Coverage/Indemnification Agreements

The Client agrees to advise the Firm as promptly as possible of any insurance policies or other agreements which may provide for insurance coverage, indemnification, and/or payment of attorney's fees and costs, in whole or in part, with respect to the Matters.

Conflicts

The Firm represents many other entities and individuals. It is possible that some of the Firm's present or future clients will have disputes with the Client during this engagement. Therefore, as a condition to the Firm's undertaking this engagement, the Client agrees that the Firm may continue to represent, or may undertake in the future to represent, existing or new clients in any Matters that is not substantially related to the Matters, even if the interests of such clients in those other Matters are directly adverse to the Client. The Client's prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, as the result of the Firm's representation of the Client, the Firm has obtained sensitive, proprietary or other confidential information that, if known to any such other client of the Firm, could be used in any such other Matters by such client to the material disadvantage of the Client.

Termination of Representation

The Firm reserves the right to withdraw from the engagement if the Client fails to honor this engagement letter or for any reason permitted by the Nevada Rules of Professional Conduct. The Client reserves the right to terminate this engagement without cause. Notification of termination or



withdrawal shall be made in writing and shall be effective upon receipt. In the event of such termination or withdrawal, the Client shall promptly pay the Firm all fees, costs and expenses incurred prior to the date of termination or withdrawal.

Upon termination or withdrawal from this engagement, the Firm agrees to cooperate with any successor counsel in the transition of the representation.

Governing Law and Rules of Professional Conduct

This engagement letter shall be interpreted and enforced in accordance with the laws of the State of Nevada without regard to its choice of law principles.

The Firm's services shall be governed by the Nevada Rules of Professional Conduct, without regard to where the services are actually performed.

Dispute Arbitration

ANY OTHER RULE OR STATUTE NOTWITHSTANDING, ALL DISPUTES WITH RESPECT TO THIS ENGAGEMENT OR AS TO THE AMOUNT OF LEGAL FEES, COSTS, OR EXPENSES SHALL BE SUBMITTED FOR FINAL AND BINDING ARBITRATION IN NEVADA.

If the entire dispute can and will be heard by the Fee Dispute Committee of the State Bar of Nevada, then that shall be the forum for arbitration, with each party to bear its own attorneys' fees and costs. If the entire dispute cannot or will not be heard by the Fee Dispute Committee of the State Bar of Nevada, then the entire dispute shall be submitted for arbitration before JAMS in Las Vegas, Nevada, with each party to bear its own attorneys' fees and costs regardless of any contrary statutes, rules, or procedures; however, costs of the arbitration, such as JAMS' costs and the arbitrator's fees, will be split equally between the Client and the Firm. This provision does not preclude the Firm from availing itself of its lien rights under NRS 18.015 and Nevada law, nor does it preclude the Firm from adjudicating and enforcing its lien rights under NRS 18.015 in the court in which the Matters is pending.



Las Vegas-Clark County Library District

THE CLIENT HEREBY AUTHORIZES AND ACKNOWLEDGES THAT BY AGREEING TO ARBITRATION, THE CLIENT IS WAIVING IMPORTANT RIGHTS UNDER NEVADA LAW, SUCH AS THE RIGHT TO A JURY TRIAL AND THE RIGHT TO AN APPEAL AND/OR DE NOVO REVIEW IN THE DISTRICT COURT:

BAILEY * KENNEDY

	By:
By:	Mah A. Elletein
Title:	Mark H. Goldstein, Attorney-at-Lav
Dated: November, 2020.	Dated: November 2, 2020.

Effort and Outcome

The Firm agrees to competently and diligently represent the Client in the Matters. The Client acknowledges that the Firm has given no assurances regarding the outcome of the Matters.

Commencement of Representation

Representation of the Client by the Firm shall not commence until the Client executes this engagement letter and pays any applicable retainer. Any services provided by the Firm in anticipation of the receipt of the executed engagement letter and any applicable retainer are agreed to have been requested and provided pursuant to the terms of this letter.

Retention of Files

The Client is responsible for maintaining its own copy of documents forwarded to the Client by the Firm. The Firm will endeavor, subject to



casualties beyond its control, to retain and maintain the major and significant components of the Firm's files relative to the Matters in an electronic format during the pendency of the Matters and for a period of at least seven (7) years following the conclusion of the Matters. Unless advised by the Client to the contrary, the Firm will not maintain a hard copy file, except in the case of documents bearing an original signature.

Subsequent Matters

In the event that the Client engages the Firm to handle subsequent Matters, then unless otherwise agreed in writing between the Firm and the Client, those subsequent Matters shall be governed by the terms and conditions of this engagement letter.

Integration

This engagement letter contains the entire agreement between the Client and the Firm regarding the Matters and the fees, costs, and expenses relative to the Matters. This letter shall not be modified except by written agreement signed by the Firm and the Client. This engagement letter shall be binding upon the Client and the Firm and their respective heirs, executors, legal representatives, and successors.

Authorization to Retain the Firm

The undersigned hereby acknowledges that he or she has the requisite power and authority to execute and deliver this engagement letter on behalf of the Client, and that the Client has duly authorized and approved all necessary action to be taken by him or her with respect to the Matters.



Review by Other Counsel

This engagement letter is a binding legal document with significant consequences. The Client is encouraged to have it reviewed by other counsel of the Client's choice prior to execution by the Client.

Please sign a copy of this letter in the space provided on page 7 above and where indicated below, and promptly return it to the Firm.

Very truly yours,

Mark H. Goldstein

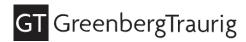
MHG\mhg

cc: John R. Bailey, Esq. Dennis L. Kennedy, Esq. Kelly B. Stout, Esq.



Las Vegas-Clark County Library District

November 2, 2020 Page 10
The terms and conditions expressed in the foregoing engagement letter are agreed to and accepted.
Dated: November, 2020.
Las Vegas-Clark County Library District
By:
Title:



In Reply: Lauri S. Thompson 702-792-3773 Email: ThompsonL@gtlaw.com

October 21, 2020

Las Vegas – Clark County Library District and Foundation 7060 W. Windmill Ln. Las Vegas, NV 89113

Attn: Fred James, Acting Executive Director (Via email: MilamD@LVCCLD.org)

Re: Legal Representation

Dear Fred:

Thank you for agreeing to engage Greenberg Traurig, LLP ("Greenberg Traurig" "we" or "us") as your attorneys. We appreciate the opportunity to provide legal services for the company, Las Vegas – Clark County Library District and Foundation ("you" or "Client").

1. **Our Agreement:** This letter sets forth the terms and conditions by which Greenberg Traurig will represent you. It constitutes the retainer and engagement agreement (the "Agreement") between Client and Greenberg Traurig. This is our only agreement for this engagement.

If this Agreement is acceptable, please sign and return a copy to me at your earliest convenience; the original is for your files. While we request a signed copy of this Agreement for our records, this Agreement will constitute and state the contract between us if and when we begin rendering any services and such services are accepted.

Please feel free to discuss this proposed Agreement with independent counsel before signing it or having us commence services for you. Also, please call me if you have any comments or questions concerning this Agreement.

Scope of Engagement:

a. <u>The Engagement and Matter</u>. Our representation of Client will include assistance with entertainment and intellectual property transactional matters, and other matters we may agree to from time to time (the "Subject Matter"). We have not been asked to represent Client or anyone else affiliated with you in any other matter at this time. This Agreement will be valid for 1 year beginning October 21, 2020 and will have to be renewed on a yearly basis if client wishes to continue representation by us regarding the Subject Matter.

You and we may agree to limit or expand the scope of the Subject Matter, but that will occur and be effective only if agreed in writing by both of us, with a specific mutual understanding as to the nature and scope of any such further services. Further, we or another affiliate of Greenberg Traurig (collectively "GT") and you or one of your affiliates may also agree upon other or further representations by GT. If that occurs, unless otherwise agreed in writing,

this Agreement will also apply to and govern such other or further representations.

- b. The Client. The client for this engagement is Las Vegas Clark County Library District and Foundation, and only that entity. Because of the proliferation of entities partially or wholly owned or owning other entities, and the confusion and problems this creates vis-a-vis potential ethical and business conflicts of interest, GT does not and will not regard an affiliate of a client entity (i.e., parent, subsidiary or other entity or other entity partially or wholly owned by or owning it) or a person owning or connected with the client (e.g. officer, director, member, partner, shareholder, owner, employee, etc.) as a client of GT for any purpose unless a client-lawyer relationship has been established by an express written understanding as to that matter and that specific entity or person. Similarly, GT will not regard a representation that is adverse to such an affiliate or person as adverse to the client being represented by GT under this Agreement (or any other matter to which it applies). Accordingly, if there is such an affiliate or person that you wish GT to regard as a client for conflict purposes, please specify it or him/her before you and we sign this Agreement; if such entity or person is not expressly accepted by us in writing as a client, such entity or person will not be a client.
- c. **Nature of Services.** We will provide only legal services in connection with this engagement. We are not providing, and you will not look to GT or rely on GT for, business, investment, insurance, accounting, or other such non-legal services, including without limitation advice, decisions, investigation (e.g. as to the character or credit of persons with whom you may be dealing), or other such non-legal services.

Further, our acceptance of this engagement and representation of you is not an undertaking or acknowledgement that GT is or will be your general counsel or advisor, or that GT is representing you or will represent you or your interests in any matter other than the Subject Matter or as otherwise described above.

- d. **Exclusions from Legal Services**. Unless expressly included in the foregoing and part of the express Subject Matter, our services do not include advice relating to tax implications or consequences of this engagement, our services, or the results of our representation.
- 3. <u>Conflicts</u>: GT represents a broad group and spectrum of clients in a variety of legal matters. Accordingly, conflicts of interest may arise that, absent an effective conflicts waiver, may adversely affect your ability and the ability of other clients or potential clients to choose GT as their counsel, and possibly preclude GT from representing you or them in pending or future matters. We wish to be fair to all clients, and to assure that they have the right and ability to use us or any other counsel of their choice. Accordingly, this Agreement confirms that.
- a. <u>Consent and Waiver</u>. You are comfortable (after having had sufficient opportunity to consider, investigate, and consult independent counsel to the extent you may wish) that you are adequately informed about the possibility and nature of such conflicts and potential conflicts and the risks and consequences or potential consequences of such conflicts and potential conflicts. Therefore, on the conditions and terms stated in this paragraph, to the fullest extent legally and ethically permissible, you have determined to, and hereby confirm that you do: [i] waive any such actual or potential conflict which may be presented or occur as a result of this engagement; [ii] consent to GT's representation now or in the future of other

present or future clients on any other matter, whether or not on a basis adverse to you or any of your affiliates (including in transactions, litigation, and other legal or ethical proceedings or matters) except as stated below ("Permitted Adverse Representation"); and [iii] promise for yourself or your affiliates not to assert that this engagement or GT's other representation of you or your affiliates is or should be a basis for disqualifying GT from representing any party in any "Permitted Adverse Representation" or gives rise to or supports a basis for any claim of breach of duty against GT.

- b. <u>Conditions</u>. The foregoing waiver, consent, and promise are conditioned upon and limited by GT's agreement, confirmed hereby, that GT: [i] will not represent another client adversely to you in a matter involving the Subject Matter or substantially related to it or any other matter in which GT is representing or has represented you or your affiliates; [ii] will screen those attorneys representing you or your affiliates from those attorneys who will represent other clients adversely to you or your affiliates; and [iii] not use or disclose confidential information of you or your affiliates which is nonpublic and not known to such other client(s) adversely to you in any such matter or otherwise as may not be permissible under applicable Ethics Rules or any written agreement by GT pertaining to such information.
- c. <u>Continuation</u>. Subject to limitations, if any, under the applicable law and Ethics Rules, these waivers and consents, and the conditions and terms stated above, apply at present to current and past conflicts and potential conflicts and will continue to do so in the future, including during or after termination of GT's representation of you or your affiliates as to the Subject Matter and in any other engagement.
- 4. **Staffing**: Lauri Thompson and Kim Cooper will be the attorneys principally responsible in and for this engagement. At present, we expect to include and enlist the assistance of others, generally associates and paralegals. That may change and additional or different attorneys and paralegals may participate or replace others in this engagement, depending on the circumstances during the engagement, as to the Subject Matter, within GT or otherwise relating to the engagement.

If there are changes in staffing, you will be advised; and, of course, if you wish different persons to be involved, we will discuss that with you to attempt to assure that you are satisfied with the staffing.

- 6. **Fees and Expenses**: This Agreement further confirms that:
 - a. **Retainer Payment.** The payment of a retainer is waived at this time.
- b. **Fees.** Unless otherwise agreed between you and us in writing, our fees for the services being provided will be based upon the time spent by our personnel. The current billing rate for Lauri Thompson is \$695 per hour and Kim Cooper's current rate is \$500 per hour. Rates for other attorneys in this firm currently range from \$325 per hour for the most junior associate to \$820 per hour for our most senior attorneys. The rate for paralegals is currently \$250 per hour.

Depending on circumstances and the passage of time, our rates are subject to change as the engagement progresses. If that is to occur, we will discuss that with you in advance.

- c. **Expenses**. In addition to fees for legal services, this engagement will require you and us to pay or advance the cost of expenses or other disbursements from time to time. You understand that, when we advance such payments for a client, we do so to expedite the engagement in reliance on the client's promise, confirmed here, to reimburse us for such disbursements.
 - d. Payment of Bills: Fees and costs will be payable on a monthly basis.
- 6. <u>Cooperation and Communication</u>: To assist with effective and efficient pursuit of this engagement, we are looking to you to provide us with the factual information, documents, and other materials you have concerning the Subject Matter and to keep us informed in that regard if and as you learn and receive more. We also look to you to keep us advised as to your expectations and any concerns you may have regarding our services during the engagement.

We wish for and encourage candid and frequent communication between you and us. We will keep you informed of developments regarding the Subject Matter, and will consult with you as we endeavor to assure the timely and appropriate performance and completion of our services. We encourage you to be actively involved in the strategy and tactical management of this engagement. You will make the business or technical decisions.

With the foregoing in mind, you have assured us that you are disclosing and will disclose, fully and accurately, what you know and learn that may be pertinent to our services, and that you will cooperate fully with us and to make yourself and others available as needed to assist us .

7. <u>Termination and End of Representation</u>: Subject to any limitations imposed by a court or the applicable Ethics Rules, GT or you may terminate this engagement and our representation at will.

Otherwise, our engagement and attorney-client relationship will terminate automatically upon the completion of our services for the Subject Matter or, if that is not clear, six months after we have furnished any billable services to or for you as to the Subject Matter.

If you later retain us to perform further or additional services, it will be confirmed in writing and the attorney-client relationship will be revived on the terms of this engagement letter, subject to any new or supplemental terms of engagement that we may agree upon in writing at that time. The fact that we may inform you from time to time of developments in the law which may be of interest to you, by newsletter or otherwise, should not be understood as a revival of an attorney-client relationship.

- 8. **No Guaranties, etc:** We have not given you any assurance or guarantees concerning the success of this engagement or our services or otherwise as to outcome of them, or accepted any contractual obligation in that regard. Nor have we made any representation or warranty other than as may be expressly stated in this Agreement as to those matters or our services including, without limitation, whether our services will result in an economic benefit or monetary recovery to or for you or, if they do, as to amount or value thereof.
- 9. <u>Client Documents</u>: We will maintain any documents you furnish us in our client file (or files) for this matter. At the conclusion of the matter (or earlier, if appropriate), it is your obligation to advise us as to which, if any, of the documents in our files you wish us to turn over

to you. We will retain any remaining documents in our files for a reasonable period of time and ultimately destroy them in accordance with our record retention program schedule then in effect. We may also elect to retain copies of the documents we turn over to you and ultimately destroy them too in accordance with our record retention program schedule.

If you request a copy of some or all of the client file for this matter, whether before or after the termination of our representation of you, you agree that we may, to the extent permitted by law, charge you a reasonable fee for copying the file as well as for any associated delivery and assemblage costs.

In the event that our representation is terminated and you have not paid for all services rendered and/or other charges accrued on your behalf to the date of our withdrawal, we may, to the extent permitted by law, assert a retaining lien against any documents or files remaining in our possession until such charges are paid.

10. <u>Miscellaneous</u>:

- a. **Binding Effect**. This Agreement is personal to us and is not assignable by either you or us without the written consent of the other. However, your economic obligations hereunder are and will be binding on (as applicable) your successors and estates, heirs, trustees, and other legal representatives.
- b. <u>Modification</u>. This Agreement may not be changed, amended, or otherwise modified, in whole or in part, except by a writing executed by all parties to this Agreement. No unilaterally proposed or announced change, supplementation, interpretation, guideline or other statement or pronouncement (by GT, you, or anyone else), whether inconsistent with any provision of the Agreement or otherwise, will be effective or binding or will otherwise suffice to modify or add to this Agreement unless accepted in writing by the other of us and/or, as applicable, any other person or entity sought to be bound by or otherwise affected by it.
- c. **No Waiver**. No waiver of any of the provisions of this Agreement will be effective or binding unless made in writing and signed by is the person claimed to have given the waiver.
- d. **Partial Invalidity.** If any provision of this Agreement is found to be unenforceable, invalid, or illegal, it shall be interpreted in such manner as to be enforceable, valid, and legal to the maximum extent possible to fulfill the intent of such provision. The validity or enforceability of the remainder of the Agreement shall not be affected by the invalidity or unenforceability of any provision.
- e. **Entire Agreement. etc.** This Agreement contains and sets forth the entire agreement between you and us, and supersedes any and all prior or other agreements or understandings (written and oral) that may exist or have existed as to this engagement and the Subject Matter. Neither you nor us has relied on any representation, warranty, or other statement or promise concerning this engagement and/or the Subject Matter which is not stated in this Agreement.

f. **Governing Law. etc.** All of the rights and obligations of either you or us arising under or related to this Agreement are and will be governed by the laws of the State of Nevada irrespective of conflicts of law principles that might otherwise apply.

To the extent permissible, the Ethics Rules of the State in which a GT attorney provides services as to the Subject Matter or otherwise in this engagement or subject to this Agreement govern and such Ethics Rules alone will govern and apply as to that conduct.

g. **Arbitration**. We look forward to, and anticipate, a harmonious relationship between you and us. In the event you become dissatisfied for any reason with any aspect of our relationship, please bring that to our attention immediately; we will do the same if we perceive a problem with the representation. It is our belief that such problems can usually be resolved by good faith discussions between you and us. But, in the unlikely event that we cannot resolve such problems ourselves, we believe that any disputes in connection with this Agreement are most likely to be resolved expeditiously and with less expense to all concerned by binding arbitration rather than by court action.

By signing this letter, you are expressing and acknowledging your agreement with that view. Hence, to the extent permitted by law, any dispute arising out of or relating to this Agreement, including, without limitation, our relationship, our bills or billings, or our services (including without limitation alleged legal malpractice, negligence, breach of fiduciary duty, fraud, breach of contract or other alleged inadequacy of services or improper conduct by or of GT) will be resolved by confidential binding arbitration in Las Vegas, NV, in accordance with the rules of the JAMS then in effect, and judgment on the award rendered in such arbitration may be entered in any court having jurisdiction thereof. In agreeing to arbitration, you understand that you are forgoing and giving up any right you may have to a jury trial and adjudication under any rules of court that do not apply in arbitration.

If you do <u>not</u> wish to agree to arbitration of any disputes, claims, or controversies please draw a line through and initial this paragraph.

- h. **Advice as to Agreement**. As noted above, we encourage you to consult with other counsel or advisors of your choice regarding this Agreement and its terms, and to consider fully the possible implications of our representation on the basis described herein.
- i. <u>Marketing Permission</u>. By signing this Agreement, you agree that your name, logo, and a general description of this matter may be used by GT in its business development efforts and materials.

If you do not wish for this information to be used in the manner specified, please draw a line through and initial this paragraph.

- j. <u>Headings</u>. The headings on paragraphs and subparagraphs of this Agreement are for convenience only, and shall have no effect other than for convenience of reference.
- k. <u>Effectiveness and Execution</u>. Except for those provisions expressly calling for execution or as may be required by law or Ethics Rules, this Agreement will become effective and govern this engagement and our relationship with you as to the engagement and

the Subject Matter, whether or not the Agreement is executed, upon our rendering of any services for you as to the Subject Matter.

Nevertheless, we do ask that you execute and return this Agreement for our records, and that you also keep it in and for your records. In that regard, this Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which shall constitute together one and the same instrument. Electronic, PDF, and facsimile signatures shall be as effective as original ink signatures.

If the foregoing accurately states the Agreement between you and us, please countersign and return a copy of this letter with your retainer payment to so indicate and confirm your assent to its terms.

Very truly yours,

GT GreenbergTraurig

Lauri S. Thompson

ACCEPTED AND AGREED WITH CONSENTS AND WAIVERS GRANTED

LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT

By:		
Name:	Fred James	
Title:	Acting Executive Director	
Dated:	-	

ITEM VIII.C.



AGENDA ITEM

NOVEMBER 12, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.C.:

Discussion and Presentation on LVCCLD Foundation Update.

Background:

Trustee Elizabeth Foyt asked that the Foundation provide an update on current Foundation activities and initiatives at the November meeting.

The LVCCLD Foundation was established as a 501c3 on August 18, 2003, to support the improvement, promotion, and growth of the Library District.

Currently, the Board of Directors includes 14 members, including President Keiba Crear; Secretary-Treasurer Jane Mac; and Board Directors **Shannon Bilbray-Axelrod**, **Kelly Benavidez**, Chaka Crome, Tamar Hoapili, Edward Koijane, Tom Lawyer, John Pourciau, Nicole Rogers, Elaine Sanchez, Dan Sarazin, and Chris Way; and Ex-Officio Director Acting Executive Director **Fred James**. Foundation By-Laws stipulate that the Board of Directors include two active LVCCLD board members along with an ex-officio position for the LVCCLD Executive Director. These Directors provide direction on program, finance, investment, event, and donor activities. They oversee the annual audit and tax filings.

Since 2003, the Library District has supported the staffing, offices, and other overhead costs of the Foundation. Library Foundation work is accomplished alongside the Development and Planning department's District functions of strategic planning; grant development and management; volunteer program management; and government relations.

Planning and Development Director **Danielle Milam**, Development Officer **Sherry Walker**, and Bookstore Operations Manager **Leslie Valdes** have job duties that span both Library District and Library Foundation functions. This team provides support for Library Foundation meetings, grant writing and management activities, coordination of grant projects with Library District staff, preparation of Library Foundation Financial Statements, and oversight of donated and discarded used book sales, both in Library District branch facilities as well as online. The Library Foundation also has one paid employee, **Matt Moschella**, who assists with online book sales out of the Sahara West warehouse.

In 2017, the Library Foundation took on the management of the East Las Vegas and Mesquite QALICBs as part of the New Market Tax Credit projects for the East Las Vegas and Mesquite library projects. In this capacity, the Foundation manages the

Item VII.B. – Page 2 November 12, 2020

annual meetings, audits, and compliance reports of those two non-profits as well. Since 2009, the Library Foundation and Library District have also had a contractual relationship, with the Library Foundation as the sole recipient of Library District discards and book donations from the public. This Agreement, approved by the Library District Board of Trustees and the Library Foundation Board of Directors, sets forth the responsibility of the Foundation to provide an annual audit of Foundation books, and restricts revenues from used book sales to Library District and Foundation initiatives that benefit the Library District.

This foundational support from the Library District enables the Library Foundation to have a revenue stream that is immediately available for library programs, marketing initiatives, facility improvements, collaborative initiatives with community partners, and collection enhancements. It also puts the Library Foundation at an advantage in grant procurement, since all grant funds can go directly to the initiative, not overhead.

Danielle Milam has been the chief operating staff person for the Foundation since 2008, when she joined the Library District as Director of Development. Working closely with the Library District, she has overseen the evolution of the Library Foundation mission to be a fundraising, partnership, and service innovation arm of the Library District, always in concert with and complementary to the mission of the Library District:

- In the Great Recession, the Library Foundation raised funds to support core services such as the Summer Reading Program, in line with the "Read Learn Achieve" strategic plan adopted by the Library District Board of Trustees in 2011.
- Since 2016, the Library Foundation has aligned fundraising, partnership, and service innovation goals with the "Vision 2020" strategic plan that focuses on four strategic directions: 1) Limitless Learning, 2) Business and Career Success, 3) Connecting People to Government and Social Services, and 4) Community and Culture. The Library Foundation's mission is to expand and amplify the Library District's community impact by attracting new resources that support individual and community economic, education, and social well-being.

Over the past five years, the Library Foundation has raised \$12,724,106, including \$5.9 million in facilities improvement support for the East Las Vegas and Mesquite libraries and the Widmeyer Estate gift of \$3,055,000 that established an endowment for Library Foundation's future work. Used book sales revenues rose from \$281,305 in FY 15-16 to \$313,397 in FY 19-20. Foundation grant funding grew from \$76,500 in FY 15-16 to \$193,819 in FY 19-20. Individual and corporate donations grew from \$36,192 in FY 15-16 to \$332,177 in FY 19-20. Library Foundation fundraising in FY 19-20 totaled \$839,394.

Foundation Grants: Current Foundation grant projects focus on:

1) **Homework Help**. Annual fundraising need for the Teachers in Libraries program is \$250,000 per year. It provides certified CCSD teacher tutor services in eight branch locations. Current funders for the Teachers in Libraries initiative are United Way of Southern Nevada (third year of \$99,000 grant) and Windsong Trust (increased from \$100,000/ year in FY 18-19 and

Item VII.B. – Page 3 November 12, 2020

FY 19-20 to \$125,000 in FY 20-21 thanks to Acting Executive Director **Fred James**). Past funders for this program include the MGM Foundation (\$80,000 in FY 19-20). The Teacher Tutor program is complemented with an in-kind contribution of over \$100,000 in student teacher tutors from the UNLV School of Education that are paid through federal work-study funds. Both programs are free to the public.

- 2) Teen Tech Centers. The Library Foundation has helped the Library District build/create/start teen tech centers in five library branches. Best Buy Foundation has invested \$360,456 in the Best Buy Teen Tech Center at the Clark County Library since 2017. COX Charities has invested \$46,000 in Library District teen tech programs, including the establishment of the COX Teen STEAM Lab at the Enterprise Library last January. SWITCH provided \$15,000 to establish the SWITCH Robot Lab at West Las Vegas last November. NV Energy Foundation has contributed \$52,500 (\$5,000 in FY 20-21 for STEAM activities at East Las Vegas). Union Pacific Foundation has contributed \$32,500 (\$20,000 in FY 20-21) to augment youth STEAM activities in several Library District branches.
- 3) Raising Las Vegas. The Library Foundation has been the lead on a regional multi-organization collective action team to raise the quantity, quality, parent engagement, and community support for early childhood development services in Clark County, an initiative called Raising Las Vegas. This year, the Library Foundation was awarded a three-year \$150,000 sub-grant as part of the Bezos Family Foundation's grant to The Children's Cabinet. The grant supports the work of the Outreach Services department's work with child care providers. The Jameson Fellowship also awarded the Library Foundation a \$25,000 grant to research early childhood conditions in the Vegas Valley. The Las Vegas Urban League is now distributing Spanish and English surveys to 800 Family Friend and Neighbor care providers. This data will be extremely valuable, as COVID-19 has had many impacts on the local childcare sector.

Used Book Sales: Library Foundation book sales for FY 19-20 totaled \$313,396, with \$154,836 of those sales conducted on Amazon from the Sahara West warehouse; \$120,872 from sales in library branch bookstores; and \$37,205.49 from third party sales. The Foundation has a small but mighty volunteer crew that assists with listing donations for online Amazon sales at the Warehouse, including Trustee **Marilyn Francis Drake** and her husband Rodney, who volunteer twice a week.

Under the Agreement with the Library District, book sales revenues are restricted to Library District programs. These programs have supported activities of all Library District departments including:

- General Services facilities projects
- Library Operations staff training, programs and festivals
- Branding and Marketing Summer Rise public awareness and Raising Las Vegas media campaigns (thanks to the generous contributions of Foundation Board Director Chris Way, General Manager of KNTV Channel 13)
- Community Engagement programs, staff training, and events for Outreach, Adult Learning Program, Gallery Services, and Performing and Venue Services
- IT purchase of technology, including laptops, hotspots, and maker equipment

Item VII.B. – Page 4 November 12, 2020

> HR – staff training on homelessness and social services; support for Staff Day; and Vision 2020 awards

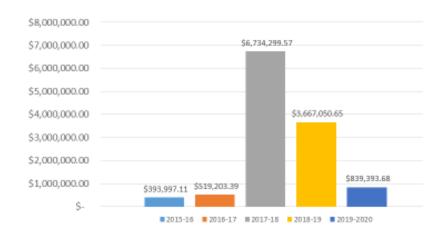
Individual Gifts: The Library District has an active base of 1,312 individual donors who contribute via check or on the online donor portal of the web page, www.LVCCLDFoundation.org. One of the most successful individual donor events of the year was the April "Day of Giving" campaign for Wifi hotspots, which raised \$21,000 from 130 donors. Other major individual gifts include the Widmeyer Estate gift of \$3,055,000, which created an endowment for the Foundation; a \$144,000 Mesquite Library Campus gift from the Donald and Edith White Estate; a \$100,000 gift to name the Paul C. Blau Theatre from Constance Blau; and \$107,300 from founding Foundation board member Tom Lawyer to establish the West Las Vegas Scholar Award program.

Special Projects: One of the most successful projects for the Foundation was participating in the New Market Tax Credit Program for the East Las Vegas and Mesquite capital projects. The Foundation played a pivotal role in helping the Library District close a \$5.9 million gap in funding caused by escalating construction costs.

Social Media and Website

Development Officer **Sherry Walker** and the Branding and Marketing team (special thanks to Digital Content Manager **Ryan Simoneau** and Web Designer **Gene Kilchenko**) have continuously updated the Foundation's web page over the past three years as new iterations become available. The most recent web page updates were produced this month and include great graphics from Gene. Sherry also manages the Foundation's Facebook page with symbiotic pushes from District social media posts and blogs created by Ryan and Sr. Project Associate **Paula Loop.** Branding and Marketing support also provide fliers and media coverage for Foundation events such as book sales.

TOTAL FUNDS RAISED BY THE FOUNDATION 2015 - 2020: \$12,724,106





ITEM VIII.D.

AGENDA ITEM

NOVEMBER 12, 2020 MEETING OF THE BOARD OF TRUSTEES

Agenda Item #VIII.D.: Discussion and possible Board action authorizing the addition of a second Board employee as an Auditor.

Background: Chair Ortiz placed this item on the Agenda. Staff have prepared a proposed job description to serve as a starting basis for Trustees discussion.

Recommended Action: Motion to approved the creation of the position of Auditor, to report directly to the Board of Trustees, as outlined in a job description containing:

Board of Trustees Meeting - Item VIII. New Business

JOB DESCRIPTION – LAS VEGAS CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Auditor

JOB CODE: TBA

EXEMPTION STATUS: Exempt

PAY GRADE: 128 (PERS Eligible) \$79,740---\$103,662---\$127,584

REPORTS TO: Board of Trustees

SUPERVISES: As assigned.

GENERAL SUMMARY:

The Auditor is an employee and serves at the pleasure of the Board of Trustees and may be removed at the pleasure of the Board of Trustees by an affirmative vote of a majority of the Board of Trustees at any time. The Auditor reports only to the Board of Trustees and/or to a Committee designated by the Board of Trustees.

Under the supervision of the Board of Trustees, this position performs the duties designated by the Board of Trustees. Performs routine audits of every department and every section within a department to determine program compliance, fiscal accountability, financial stewardship, and performance audits at every level within the Library District.

Responsible for designing, implementing and conducting audit programs and communicating quarterly and/or as necessary may perform other duties as assigned.

The Auditor present the findings to the Board of Trustees through a report to the Finance and Audit Committee and then for approval to the entire Board of Trustees at a regularly scheduled meeting.

The Auditor also performs complex and comprehensive professional level, fiscal, operational, management and/or performance audits as requested by the Board of Trustees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans and conducts a variety of routine, complex and comprehensive financial, organizational, management, staffing, technical, operational, business license and/or similar professional audits individually or as a member of an audit team following generally accepted government auditing standards and requirements.

- 2. Plans the scope of the audit; drafts detailed audit programs for simple and complex audits, which include specific Program Objectives, Program Compliance, Program Procedures, Financial Requirements, and Appropriate Audit Procedures to accomplish stated objectives.
- 3. Reviews routine and complex financial and/or management systems, internal controls, and procedures to detect deficient controls, economy and efficiency of which resources are used, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations and/or District policies.
- 4. Confers with District staff to clarify organizational information and ensure a clear understanding of their responsibilities, activities and functions as well as the effectiveness of internal reporting and control systems after the Audit Report is submitted to the Trustees.
- 5. Prepares and presents preliminary and final reports of the audit results quarterly, to the Finance and Audit Committee. The Audit Committee then recommends approval of the Audit to the entire Board of Trustees at the next regularly scheduled meeting. This may include opinions on the adequacy, effectiveness of complex systems and the efficiency with which the activities are carried out, and stated requested corrections/compliance with set time frames.
- 6. After submission to the Trustees, meets with departmental management to report and explain audit and section findings; receives implementation and follow-up on the Audit Recommendations and to ensure compliance and that the recommendations have been effectively adopted.
- 7. Serves as primary interface with regulatory and other external activities on compliance related issues.
- 8. Evaluates and Recommends training needs and develops appropriate and necessary educational programs to support the internal audit program; monitors training outcomes and recommends changes as necessary.
- 9. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

• Education:

Required: Bachelor's degree in Accounting, Finance, Public or Business Administration.

Preferred: Master's degree in Public or Business Administration.

Experience:

Required: Three (3) years' experience in related or corresponding position conducting internal audits in a public agency setting.

Preferred: Five (5) years' experience in related or corresponding position conducting internal audits in a public agency setting with at least two (2) of those five (5) years in a formal Senior/Lead Auditor role.

License or Certification:

Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Preferred: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP), Certified Financial Services Auditor, (CFSA), Certified Public Accountant (CPA), Certified Management Accountant (CMA).

Physical Demands:

Work is primarily performed in an office setting. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books or files. Although work is performed in an office setting, a limited amount of walking or standing if often necessary to carry out job duties.

Additional Knowledge, Skills & Abilities:

- Knowledge of federal, state, and local laws, rules, and regulations related to internal auditing.
- o Knowledge of Government Auditing Standards (GAS) and Generally Accepted Accounting Procedures (GAAP).

- o Knowledge of State of Nevada Revised Statutes and the Nevada Administrative Code with respect financial governance by a public entity and public board.
- Knowledge computer software including word processing, spreadsheets, and database applications.
- o Ability to analyze and solve complex problems and issues.
- Ability to communicate, orally and in writing, effectively with a wide variety of internal and external customers.

